

DIAMOND HILL COMMUNITY DEVELOPMENT DISTRICT AGENDA

At the office of Rizzetta & Company, Inc., located at 9428 Camden Field Parkway,
Riverview, FL 33578.

District Board of Supervisors	Ferdinand Ramos	Chairman
	James Oliver	Vice Chairman
	Linda Dunn	Assistant Secretary
	Douglas Taggerty	Assistant Secretary
	Ed Craig	Assistant Secretary
District Manager	Taylor Nielsen	Rizzetta & Company, Inc.
District Attorney	John Vericker	Straley Robin Vericker
District Engineer	Stephen Brletic	Johnson, Mirmiran & Thompson

All cellular phones and pagers must be turned off while in the meeting room.

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at 813-933-5571. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.



Rizzetta & Company

Diamond Hill Community Development District

**Board of Supervisors' Meeting
April 12, 2021**

**District Office:
9428 Camden Field Parkway
Riverview, Florida 33578
813.533.2950**

www.diamondhillcdd.org

DIAMOND HILL COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE · 12750 CITRUS PARK LANE, STE. 115 TAMPA, FL 33625
www.diamondhillcdd.org

April 5, 2021

Board of Supervisors
Diamond Hill Community
Development District

FINAL AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Diamond Hill Community Development District will be held on **Monday, April 12, 2021 at 4:00 p.m.** at the office of Rizzetta & Company, Inc., located at 9428 Camden Field Parkway, Riverview, Florida 33578. The following is the tentative agenda for this meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
 - A.** Consideration of Minutes of Board of Supervisors' Meeting held February 8, 2021 Tab 1
 - B.** Consideration of Operation & Maintenance Expenditures for January & February 2021..... Tab 2
- 4. STAFF REPORTS**
 - A.** Aquatic Maintenance Update Tab 3
 1. Consideration of Aquatics Pond Restoration Assessment..... Tab 4
 - B.** Landscape and Irrigation Maintenance Update..... Tab 5
 1. Consideration of Landscape Proposal Tab 6
 - C.** District Counsel Update
 1. Approval of MOU for E-Verify Tab 7
 2. Authorization of District Manager to Register the District
 - D.** District Engineer Update
 - E.** District Manager Update
 1. Update of District Financials..... Tab 8
- 5. BUSINESS ITEMS**
 - A.** Select an Audit Committee and Setting the First Audit Committee Meeting.
 - B.** Presentation of Proposed Budget for Fiscal Year 2021/2022..... Tab 9
 1. Consideration of Resolution 2021-02, Approving Proposed Budget & Setting Public Hearing Tab 10
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact me at (813) 933-5571.

Sincerely,

Taylor Nielsen

Taylor Nielsen
District Manager

cc: Ferdinand Ramos, Chairman
John Vericker, District Counsel

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

**DIAMOND HILL
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Diamond Hill Community Development District was held on **Monday, February 8, 2021 at 4:00 p.m.** at the office of Rizzetta & Company, Inc., located at 9428 Camden Field Parkway, Riverview FL, 33578. The following is the agenda for this meeting:

Present and constituting a quorum:

Ferdinand Ramos	Board Supervisor, Chairman
James Oliver	Board Supervisor, Vice Chairman
Linda Dunn	Board Supervisor, Assistant Secretary
Douglas Taggerty	Board Supervisor, Assistant Secretary
Edward Craig Jr.	Board Supervisor, Assistant Secretary

Also present were:

Taylor Nielsen	District Manager, Rizzetta & Co., Inc.
John Vericker	District Counsel, Straley Robin Vericker
Stephen Brletic	District Engineer, JMT
Chad Raymond	Representative, Yellowstone Landscaping

Audience	None Present
----------	---------------------

FIRST ORDER OF BUSINESS

Call to Order

Mr. Nielsen called the meeting to order and read the roll call.

DIAMOND HILL COMMUNITY DEVELOPMENT DISTRICT
February 8, 2021– Minutes of Meeting
Page 2

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

There were no audience comments.

THIRD ORDER OF BUSINESS

Consideration of Resume for Open Board Seat #4

Mr. Nielsen presented the Resume for Open Board Seat #4 to the Board. The Board accepted the Resume for Edward Craig, Jr.

On a Motion by Mr. Taggerty, seconded by Ms. Dunn, with all in favor, the Board of Supervisors approved the Resume for Open Board Seat #4, for the Diamond Hill Community Development District.

FOURTH ORDER OF BUSINESS

Administer Oath of Office to Newly Elected Supervisors

Mr. Nielsen administered the Oath of Office to Mr. Craig and Mr. Craig responded in the affirmative. Mr. Nielsen informed Mr. Craig that as a Board Supervisor they are entitled to compensation of \$200.00 per meeting, up to an annual maximum of \$4,800.00. Mr. Craig accepted compensation. District Counsel reviewed Sunshine Laws and Public records Laws with Mr. Craig.

FIFTH ORDER OF BUSINESS

Consideration of Minutes of the Board of Supervisors' Regular Meeting held on December 14, 2020

Mr. Nielsen presented the minutes of the Board of Supervisors' regular meeting held on December 14, 2020.

On a Motion by Mr. Ramos, seconded by Mr. Oliver, with all in favor, the Board of Supervisors approved the minutes, as amended, of the Board of Supervisors' meeting held on October 12, 2020 as presented, for the Diamond Hill Community Development District.

SIXTH ORDER OF BUSINESS

Consideration of Operation & Maintenance Expenditures for November & December 2020

Mr. Nielsen presented the Operation & Maintenance Expenditures for November

81 & December 2020.

82
On a Motion by Mr. Ramos, seconded by Mr. Taggerty, with all in favor, the Board of Supervisors approved the Operation & Maintenance Expenditures report for November 2020 (\$6,411.96) and for December 2020 (\$16,556.21), for the Diamond Hill Community Development District.

83
84
85 **SEVENTH ORDER OF BUSINESS**

Staff Reports

86
87 **A. Aquatic Maintenance Update**

88
89 Mr. Jasczak was not present. The Board requested an update from Solitude
90 on Pond 11, regarding algae, and Pond 15 struggling aesthetically and
91 needs to be cleaned out. The Board requested a solution to Pond 15.

92
93 **B. Landscape & Irrigation Maintenance Update**

94
95 Mr. Raymond presented the landscape report. The Board requested a
96 second quote for the well repairs from Plant City Well, to compare against
97 the proposal from Yellowstone. The Board approved a Not to Exceed
98 amount of \$7,260.47, for the Chairman to authorize repairs of the well
99 once the second proposal is considered

100
On a Motion by Mr. Taggerty, seconded by Mr. Oliver, with all in favor, the Board of Supervisors approved Not to Exceed the amount of \$7,260.47, for the Chairman to authorize repairs of the well once with second proposal, for the Diamond Hill Community Development District.

101
102 i. **Consideration of Landscape Proposals**

103
104 Mr. Nielsen presented the Landscape Proposals with the Board. The
105 Board approved the proposal #104905 but asked to wait until March to
106 install.

107
On a Motion by Mr. Oliver, seconded by Mr. Taggerty, with all in favor, the Board of Supervisors approved the Landscape proposal #104905 in the amount of (\$1,101.41), for the Diamond Hill Community Development District.

108
109 **C. District Counsel**

110
111 Present. No report.

D. District Engineer

Mr. Brletic presented the District Engineer report. The Board requested Mr. Brletic put in a formal request with the County for the sidewalk additions discussed to be considered.

On a Motion by Mr. Oliver, seconded by Mr. Ramos, with all in favor, the Board of Supervisors approved to authorize District Engineer to submit a formal request for the sidewalk additions to be considered, for the Diamond Hill Community Development District.

E. District Manager

Mr. Nielsen indicated that the next regular meeting has been scheduled for April 12, 2021, 2020 at 4:00 p.m.

Mr. Nielsen provided an update regarding the District financials and the action item list.

EIGHTH ORDER OF BUSINESS Supervisor Requests

Mr. Nielsen opened the room to any supervisor requests. There were none.

NINTH ORDER OF BUSINESS Adjournment

Mr. Nielsen stated that if there was no further business to come before the Board than a motion to adjourn was in order.

On a Motion by Ms. Dunn, seconded by Mr. Taggerty, with all in favor, the Board of Supervisors adjourned the meeting at 4:41 p.m. for the Diamond Hill Community Development District.

Secretary/Assistant Secretary

Chairman/Vice Chairman

DIAMOND HILL COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE 12750 CITRUS PARK LANE SUITE 115 TAMPA, FLORIDA 33625

Operation and Maintenance Expenditures January 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2021 through January 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$12,516.27**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Diamond Hill Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Innersync Studio, Ltd	003138	19106	Onboarding of ADA Compliant Website 01/21	\$ 384.38
Johnson, Mirmiran & Thompson Inc	003135	24-167655	Professional Services 10/25/20-11/21/20	\$ 832.00
Rizzetta & Company, Inc.	003136	INV0000055510	District Management Fees 01/21	\$ 3,755.42
Rizzetta Technology Services, LLC	003137	INV0000006741	Website Hosting Services 01/21	\$ 100.00
Site Masters of FL LLC	003141	011121-1	Clear Overgrown Vegetation Pond 1600 01/21	\$ 2,100.00
Site Masters of FL LLC	003141	011421-2	Removed Sediment Build-Up 01/21	\$ 400.00
Solitude Lake Management LLC	003142	PI-A00536866	Lake and Pond Services 01/21	\$ 721.00
Straley Robin Vericker	003139	19235	Professional Services Billed Though 12/15/20	\$ 793.00
TECO	003140	211010801895 12/20	12929 Sydney Road #A 12/20	\$ 62.64
Yellowstone Landscape, Inc.	003143	TM 178220	Landscape Maintenance 01/21	\$ 3,258.68
Yellowstone Landscape, Inc.	003143	TM 181453	Irrigation Repairs 01/21	<u>\$ 109.15</u>
Report Total				<u>\$ 12,516.27</u>

DIAMOND HILL COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE 12750 CITRUS PARK LANE SUITE 115 TAMPA, FLORIDA 33625

Operation and Maintenance Expenditures February 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2021 through February 28, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$14,074.26**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Diamond Hill Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2021 Through February 28, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Douglas Taggerty	003152	DT020821	Board of Supervisors Meeting 02/08/21	\$ 200.00
Ferdinand Ramos	003151	FR020821	Board of Supervisors Meeting 02/08/21	\$ 200.00
James A. Oliver	003149	JO020821	Board of Supervisors Meeting 02/08/21	\$ 200.00
Johnson, Mirmiran & Thompson Inc	003150	25168825	Professional Services 11/22/20- 12/26/20	\$ 2,704.00
Linda L. Dunn	003148	LD020821	Board of Supervisors Meeting 02/08/21	\$ 200.00
Rizzetta & Company, Inc.	003144	INV0000056049	District Management Fees 02/21	\$ 3,755.42
Rizzetta Technology Services, LLC	003145	INV0000006840	Website Hosting Services 02/21	\$ 100.00
Solitude Lake Management LLC	003154	PI-A00550034	Lake and Pond Services 02/21	\$ 721.00
TECO	003153	211010801895 01/21	12929 Sydney Road #A 01/21	\$ 69.34
Thurman E Craig Jr	003147	EC020821	Board of Supervisors Meeting 02/08/21	\$ 200.00
Yellowstone Landscape, Inc.	003146	TM 186368	Pond 21 Lift and Bush Hog 01/21	\$ 2,465.82
Yellowstone Landscape,	003155	TM 189119	Landscape Maintenance 02/21	\$ 3,258.68
Report Total				<u>\$ 14,074.26</u>



Rizzetta & Company

Diamond Hill Community Development District

Diamondhillcdd.org

Proposed Budget for Fiscal Year 2021-2022

Presented by: Rizzetta & Company, Inc.

**12750 Citrus Park Lane
Suite 115
Tampa, Florida 33625
Phone: 813-994-1001**

rizzetta.com

TABLE OF CONTENTS

	<u>Page</u>
General Fund Budget Account Category Descriptions	1
Reserve Fund Budget Account Category Descriptions	10
Debt Service Fund Budget Account Category Descriptions	11
General Fund Budget for Fiscal Year 2021-2022	12
Reserve Fund Budget for Fiscal Year 2021-2022	13
Debt Service Fund Budget for Fiscal Year 2021-2022	14
Assessments Charts for Fiscal Year 2021-2022	15

GENERAL FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Interest Earnings: The District may earn interest on its monies in the various operating accounts.

Tax Roll: The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

Off Roll: For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

Developer Contributions: The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

Event Rental: The District may receive monies for event rentals for such things as weddings, birthday parties, etc.

Miscellaneous Revenues: The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

Facilities Rentals: The District may receive monies for the rental of certain facilities by outside sources, for such items as office space, snack bar/restaurants etc.

EXPENDITURES – ADMINISTRATIVE:

Supervisor Fees: The District may compensate its supervisors within the appropriate statutory limits of \$200.00 maximum per meeting within an annual cap of \$4,800.00 per supervisor.

Administrative Services: The District will incur expenditures for the day to day operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles and phone calls.

District Management: The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These services include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

District Engineer: The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

Disclosure Report: The District is required to file quarterly and annual disclosure reports, as required in the District's Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

Trustee's Fees: The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

Assessment Roll: The District will contract with a firm to maintain the assessment roll and annually levy a Non-Ad Valorem assessment for operating and debt service expenses.

Financial & Revenue Collections: Services include 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.

Accounting Services: Services include 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.

Auditing Services: The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.

Arbitrage Rebate Calculation: The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

Travel: Each Board Supervisor and the District Staff are entitled to reimbursement for travel expenses per Florida Statutes 190.006(8).

Public Officials Liability Insurance: The District will incur expenditures for public officials' liability insurance for the Board and Staff.

Legal Advertising: The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

Bank Fees: The District will incur bank service charges during the year.

Dues, Licenses & Fees: The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

Miscellaneous Fees: The District could incur miscellaneous throughout the year, which may not fit into any standard categories.

Website Hosting, Maintenance and Email: The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

District Counsel: The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

EXPENDITURES - FIELD OPERATIONS:

Deputy Services: The District may wish to contract with the local police agency to provide security for the District.

Security Services and Patrols: The District may wish to contract with a private company to provide security for the District.

Electric Utility Services: The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

Streetlights: The District may have expenditures relating to streetlights throughout the community. These may be restricted to main arterial roads or in some cases to all streetlights within the District's boundaries.

Utility - Recreation Facility: The District may budget separately for its recreation and or amenity electric separately.

Gas Utility Services: The District may incur gas utility expenditures related to district operations at its facilities such as pool heat etc.

Garbage - Recreation Facility: The District will incur expenditures related to the removal of garbage and solid waste.

Solid Waste Assessment Fee: The District may have an assessment levied by another local government for solid waste, etc.

Water-Sewer Utility Services: The District will incur water/sewer utility expenditures related to district operations.

Utility - Reclaimed: The District may incur expenses related to the use of reclaimed water for irrigation.

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

Fountain Service Repairs & Maintenance: The District may incur expenses related to maintaining the fountains within throughout the Parks & Recreational areas

Lake/Pond Bank Maintenance: The District may incur expenditures to maintain lake banks, etc. for the ponds and lakes within the District's boundaries, along with planting of beneficial aquatic plants, stocking of fish, mowing and landscaping of the banks as the District determines necessary.

Wetland Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

Mitigation Area Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various mitigation areas by other governmental entities.

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

General Liability Insurance: The District will incur fees to insure items owned by the District for its general liability needs

Property Insurance: The District will incur fees to insure items owned by the District for its property needs

Entry and Walls Maintenance: The District will incur expenditures to maintain the entry monuments and the fencing.

Landscape Maintenance: The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

Irrigation Maintenance: The District will incur expenditures related to the maintenance of the irrigation systems.

Irrigation Repairs: The District will incur expenditures related to repairs of the irrigation systems.

Landscape Replacement: Expenditures related to replacement of turf, trees, shrubs etc.

Field Services: The District may contract for field management services to provide landscape maintenance oversight.

Miscellaneous Fees: The District may incur miscellaneous expenses that do not readily fit into defined categories in field operations.

Gate Phone: The District will incur telephone expenses if the District has gates that are to be opened and closed.

Street/Parking Lot Sweeping: The District may incur expenses related to street sweeping for roadways it owns or are owned by another governmental entity, for which it elects to maintain.

Gate Facility Maintenance: Expenses related to the ongoing repairs and maintenance of gates owned by the District if any.

Sidewalk Repair & Maintenance: Expenses related to sidewalks located in the right of way of streets the District may own if any.

Roadway Repair & Maintenance: Expenses related to the repair and maintenance of roadways owned by the District if any.

Employees - Salaries: The District may incur expenses for employees/staff members needed for the recreational facilities such as Clubhouse Staff.

Employees - P/R Taxes: This is the employer's portion of employment taxes such as FICA etc.

Employee - Workers' Comp: Fees related to obtaining workers compensation insurance.

Management Contract: The District may contract with a firm to provide for the oversight of its recreation facilities.

Maintenance & Repair: The District may incur expenses to maintain its recreation facilities.

Facility Supplies: The District may have facilities that required various supplies to operate.

Gate Maintenance & Repairs: Any ongoing gate repairs and maintenance would be included in this line item.

Telephone, Fax, Internet: The District may incur telephone, fax and internet expenses related to the recreational facilities.

Office Supplies: The District may have an office in its facilities which require various office related supplies.

Clubhouse - Facility Janitorial Service: Expenses related to the cleaning of the facility and related supplies.

Pool Service Contract: Expenses related to the maintenance of swimming pools and other water features.

Pool Repairs: Expenses related to the repair of swimming pools and other water features.

Security System Monitoring & Maintenance: The District may wish to install a security system for the clubhouse

Clubhouse Miscellaneous Expense: Expenses which may not fit into a defined category in this section of the budget

Athletic/Park Court/Field Repairs: Expense related to any facilities such as tennis, basketball etc.

Trail/Bike Path Maintenance: Expenses related to various types of trail or pathway systems the District may own, from hard surface to natural surfaces.

Special Events: Expenses related to functions such as holiday events for the public enjoyment

Miscellaneous Fees: Monies collected and allocated for fees that the District could incur throughout the year, which may not fit into any standard categories.

Miscellaneous Contingency: Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.

Capital Outlay: Monies collected and allocated for various projects as they relate to public improvements.

RESERVE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Reserve Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Reserve Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Tax Roll: The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

Off Roll: For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

Developer Contributions: The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

Miscellaneous Revenues: The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

EXPENDITURES:

Capital Reserve: Monies collected and allocated for the future repair and replacement of various capital improvements such as club facilities, swimming pools, athletic courts, roads, etc.

Capital Outlay: Monies collected and allocated for various projects as they relate to public improvements.

DEBT SERVICE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Special Assessments: The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

EXPENDITURES – ADMINISTRATIVE:

Bank Fees: The District may incur bank service charges during the year.

Debt Service Obligation: This would be a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.

Proposed Budget
Diamond Hill Community Development District
General Fund
Fiscal Year 2021/2022

	Chart of Accounts Classification	Actual YTD through 02/28/21	Projected Annual Totals 2020/2021	Annual Budget for 2020/2021	Projected Budget variance for 2020/2021	Budget for 2021/2022	Budget Increase (Decrease) vs 2020/2021	Comments
1								
2	REVENUES							
3								
12	Interest Earnings							
13	Interest Earnings	\$ 42	\$ 101	\$ 3,000	\$ (2,899)	\$ -	\$ (3,000)	
14	Special Assessments							
15	Tax Roll*	\$ 176,971	\$ 176,971	\$ 175,333	\$ 1,638	\$ 180,838	\$ 5,505	
31								
32	TOTAL REVENUES	\$ 177,013	\$ 177,072	\$ 178,333	\$ (1,261)	\$ 180,838	\$ 2,505	
35								
36	TOTAL REVENUES AND BALANCE FORWARD	\$ 177,013	\$ 177,072	\$ 178,333	\$ (1,261)	\$ 180,838	\$ 2,505	
37								
40	EXPENDITURES - ADMINISTRATIVE							
41								
42	Legislative							
43	Supervisor Fees	\$ 2,600	\$ 6,240	\$ 6,000	\$ (240)	\$ 6,000	\$ -	
44	Financial & Administrative							
45	Administrative Services	\$ 1,875	\$ 4,500	\$ 4,500	\$ -	\$ 4,590	\$ 90	2% increase
46	District Management	\$ 7,735	\$ 18,565	\$ 18,565	\$ -	\$ 18,936	\$ 371	2% increase
47	District Engineer	\$ 6,975	\$ 16,740	\$ 5,000	\$ (11,740)	\$ 7,000	\$ 2,000	\$3740 spent last fiscal year 19-20
49	Trustees Fees	\$ 1,778	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ -	
50	Assessment Roll	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,100	\$ 100	2% increase
51	Financial & Revenue Collections	\$ 2,083	\$ 5,000	\$ 5,000	\$ -	\$ 5,100	\$ 100	2% increase
52	Accounting Services	\$ 7,083	\$ 17,000	\$ 17,000	\$ -	\$ 17,340	\$ 340	2% increase
53	Auditing Services	\$ 26	\$ 3,300	\$ 3,300	\$ -	\$ 3,300	\$ -	need new proposals for this year
55	Miscellaneous Mailings	\$ -	\$ -	\$ 500	\$ 500	\$ -	\$ (500)	
59	Public Officials Liability Insurance	\$ 2,421	\$ 2,421	\$ 2,537	\$ 116	\$ 2,663	\$ 126	updated
60	Legal Advertising	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	
62	Dues, Licenses & Fees	\$ 175	\$ 175	\$ 175	\$ -	\$ 175	\$ -	
63	Miscellaneous Fees (agendas)	\$ -	\$ -	\$ 300	\$ 300	\$ 300	\$ -	
66	Website Hosting, Maintenance, Backup (and Email)	\$ 1,269	\$ 3,046	\$ 3,000	\$ (46)	\$ 2,738	\$ (262)	innersync \$1,538 plus RTS \$1,200
67	Legal Counsel							
68	District Counsel	\$ 2,563	\$ 6,151	\$ 7,500	\$ 1,349	\$ 7,500	\$ -	
73								
74	Administrative Subtotal	\$ 41,583	\$ 92,138	\$ 84,377	\$ (7,762)	\$ 86,742	\$ 2,365	
75								
76	EXPENDITURES - FIELD OPERATIONS							
77								
90	Electric Utility Services							
91	Utility Services	\$ 320	\$ 768	\$ 1,000	\$ 232	\$ 1,000	\$ -	
111	Stormwater Control							
113	Aquatic Maintenance	\$ 3,605	\$ 8,400	\$ 8,400	\$ -	\$ 8,400	\$ -	
115	Lake/Pond Bank Maintenance	\$ 2,100	\$ 5,040	\$ 2,250	\$ (2,790)	\$ 2,250	\$ -	
118	Aquatic Plant Replacement	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	
119	Stormwater System Maintenance	\$ 400	\$ 960	\$ 1,000	\$ 40	\$ 1,000	\$ -	
124	Miscellaneous Expense	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	
125	Other Physical Environment							
131	Property Insurance	\$ 1,486	\$ 1,486	\$ 1,487	\$ 1	\$ 1,635	\$ 148	updated
132	General Liability Insurance	\$ 2,691	\$ 2,691	\$ 2,819	\$ 128	\$ 2,960	\$ 141	updated
134	Entry & Walls Maintenance	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	
135	Landscape Maintenance	\$ 25,784	\$ 61,882	\$ 46,000	\$ (15,882)	\$ 48,351	\$ 2,351	\$9k spent on tree removals, why we are trending high
136	Ornamental Lighting & Maintenance	\$ 902	\$ 2,165	\$ 1,000	\$ (1,165)	\$ 1,000	\$ -	
137	Well Maintenance	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	
142	Holiday Decorations	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	
144	Irrigation Repairs	\$ 109	\$ 262	\$ 2,000	\$ 1,738	\$ 2,000	\$ -	
147	Landscape Replacement Plants, Shrubs, Trees	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	
151	Miscellaneous Expense	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	
218	Contingency							
219	Miscellaneous Fees	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ (1,000)	
220	Miscellaneous Contingency	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 13,500	\$ (1,500)	
223								
224	Field Operations Subtotal	\$ 37,397	\$ 83,653	\$ 93,956	\$ 10,303	\$ 94,096	\$ 140	
227								
228	TOTAL EXPENDITURES	\$ 78,980	\$ 175,791	\$ 178,333	\$ 2,541	\$ 180,838	\$ 2,505	
229								
230	EXCESS OF REVENUES OVER EXPENDITURES	\$ 98,033	\$ 1,281	\$ -	\$ 1,280	\$ -	\$ -	
231								

Proposed Budget
Diamond Hill Community Development District
Reserve Fund
Fiscal Year 2021/2022

Chart of Accounts Classification	Actual YTD through 02/28/21	Projected Annual Totals 2020/2021	Annual Budget for 2020/2021	Projected Budget variance for 2020/2021	Budget for 2021/2022	Budget Increase (Decrease) vs 2020/2021	Comments
REVENUES							
Special Assessments							
Tax Roll*	\$ 25,505	\$ 25,505	\$ 25,505	\$ -	\$ 20,000	\$ (5,505)	
Other Miscellaneous Revenues							
Miscellaneous Revenues (interest)	\$ 58	\$ 139	\$ -	\$ 139	\$ -	\$ -	
TOTAL REVENUES	\$ 25,563	\$ 25,644	\$ 25,505	\$ 139	\$ 20,000	\$ (5,505)	
TOTAL REVENUES AND BALANCE FORWARD	\$ 25,563	\$ 25,644	\$ 25,505	\$ 139	\$ 20,000	\$ (5,505)	
EXPENDITURES							
Contingency							
Capital Reserves	\$ 25,563	\$ 25,644	\$ 25,505	\$ (139)	\$ 20,000	\$ (5,505)	
TOTAL EXPENDITURES	\$ 25,563	\$ 25,644	\$ 25,505	\$ (139)	\$ 20,000	\$ (5,505)	
EXCESS OF REVENUES OVER EXPENDITURES	\$ -	\$ 0	\$ -	\$ 0	\$ -	\$ -	

Budget Template
Diamond Hill Community Development District
Debt Service
Fiscal Year 2021/2022

Charts of Accounts Classification	Series 2013	Budget for 2021/2022
REVENUES		
Special Assessments		
Net Special Assessments	\$207,703.77	\$207,703.77
TOTAL REVENUES	\$207,703.77	\$207,703.77
EXPENDITURES		
Administrative		
Financial & Administrative		
Debt Service Obligation	\$207,703.77	\$207,703.77
Administrative Subtotal	\$207,703.77	\$207,703.77
TOTAL EXPENDITURES	\$207,703.77	\$207,703.77
EXCESS OF REVENUES OVER EXPENDITURES	\$0.00	\$0.00

Hillsborough County Collection Costs (2%) and Early Payment Discounts (4' 6.0%

Gross assessments **\$220,961.46**

Notes:

1. Tax Roll Collection Costs for Hillsborough County are 6.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

DIAMOND HILL COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2021/2022 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE

2021/2022 O&M Budget	\$200,838.00
Collection Costs 2%	\$4,273.15
Early Payment Discount 4%	\$8,546.30
2021/2022 Total:	<u>\$213,657.45</u>

2020/2021 O&M Budget	\$200,838.00
2021/2022 O&M Budget	\$200,838.00
Total Difference:	<u>\$0.00</u>

	<u>PER UNIT ANNUAL ASSESSMENT</u>		<u>Proposed Increase / Decrease</u>	
	<u>2020/2021</u>	<u>2021/2022</u>	<u>\$</u>	<u>%</u>
Debt Service - Single Family 50'	\$399.43	\$399.43	\$0.00	0.00%
Operations/Maintenance - Single Family 50'	\$475.85	\$475.85	\$0.00	0.00%
Total	\$875.28	\$875.28	\$0.00	0.00%
Debt Service - Single Family 60'	\$479.31	\$479.31	\$0.00	0.00%
Operations/Maintenance - Single Family 60'	\$475.85	\$475.85	\$0.00	0.00%
Total	\$955.16	\$955.16	\$0.00	0.00%
Debt Service - Single Family 80'	\$639.07	\$639.07	\$0.00	0.00%
Operations/Maintenance - Single Family 80'	\$475.85	\$475.85	\$0.00	0.00%
Total	\$1,114.92	\$1,114.92	\$0.00	0.00%
Debt Service - Single Family 100'	\$639.07	\$639.07	\$0.00	0.00%
Operations/Maintenance - Single Family 100'	\$475.85	\$475.85	\$0.00	0.00%
Total	\$1,114.92	\$1,114.92	\$0.00	0.00%

DIAMOND HILL COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2021/2022 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE

TOTAL O&M BUDGET		\$200,838.00
COLLECTION COSTS	2.0%	\$4,273.15
EARLY PAYMENT DISCOUNTS	4.0%	\$8,546.30
TOTAL O&M ASSESSMENT		<u>\$213,657.45</u>

<u>LOT SIZE</u>	<u>UNITS ASSESSED</u>		<u>ALLOCATION OF O&M ASSESSMENT</u>				<u>TOTAL</u>	<u>PER LOT ANNUAL ASSESSMENT</u>		
	<u>SERIES 2013</u>						<u>SERIES 2013</u>			
	<u>O&M</u>	<u>DEBT SERVICE</u> ^{(1) (2)}	<u>EAU FACTOR</u>	<u>EAU's</u>	<u>% TOTAL</u>	<u>TOTAL O&M BUDGET</u>	<u>DEBT SERVICE ASSESSMENT</u>	<u>O&M</u> ⁽³⁾	<u>DEBT SERVICE</u> ⁽⁴⁾	<u>TOTAL</u> ⁽⁵⁾
Single Family 50'	210	210	1.00	210.00	46.77%	\$99,928.87	\$83,880.30	\$475.85	\$399.43	\$875.28
Single Family 60'	87	86	1.00	87.00	19.38%	\$41,399.10	\$41,220.66	\$475.85	\$479.31	\$955.16
Single Family 80'	124	122	1.00	124.00	27.62%	\$59,005.62	\$77,966.54	\$475.85	\$639.07	\$1,114.92
Single Family 100'	28	28	1.00	28.00	6.24%	\$13,323.85	\$17,893.96	\$475.85	\$639.07	\$1,114.92
	<u>449</u>	<u>446</u>		<u>449.00</u>	<u>100.00%</u>	<u>\$213,657.45</u>	<u>\$220,961.46</u>			
LESS: Hillsborough County Collection Costs (2%) and Early Payment Discounts (4%):						<u>(\$12,819.45)</u>	<u>(\$13,257.69)</u>			
Net Revenue to be Collected						<u>\$200,838.00</u>	<u>\$207,703.77</u>			

⁽¹⁾ Reflects 3 (three) Series 2013 prepayments.

⁽²⁾ Reflects the number of total lots with Series 2013 debt outstanding.

⁽³⁾ Note this assessment table reflects an equal per unit O&M assessment approved by the Board of Supervisors.

⁽⁴⁾ Annual debt service assessment per lot adopted in connection with the Series 2013 bond issue. Annual assessment includes principal, interest, Hillsborough County collection costs and early payment discounts.

⁽⁵⁾ Annual assessment that will appear on November 2021 Hillsborough County property tax bill. Amount shown includes all applicable county collection costs and early payment discounts (up to 4% if paid early).

RESOLUTION 2021-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DIAMOND HILL COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED OPERATION AND MAINTENANCE BUDGET FOR FISCAL YEAR 2021/2022; 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 Diamond Hill Community Development District (“**District**”) prior to June 15, 2021 a proposed operation and maintenance budget for the fiscal year beginning October 1, 2021 and ending September 30, 2022 (“**Proposed Budget**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to approve the Proposed Budget and set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE DIAMOND HILL COMMUNITY DEVELOPMENT DISTRICT:

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

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

DATE: August 9, 2021

HOUR: 4:00 p.m.

LOCATION: Offices of Rizzetta & Company
9428 Camden Field Parkway
Riverview, FL 33578

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Hillsborough County at least 60 days 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 Proposed 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 APRIL 12, 2021.

Attest:

**Diamond Hill Community
Development District**

Print Name: _____
Secretary / Assistant Secretary

Name: _____
Chair / Vice Chair of the Board of Supervisors

Exhibit A: Proposed Budget for Fiscal Year 2021/2022