

***Lake Emma  
Community Development District***

***Agenda***

***January 24, 2024***

# AGENDA

*Lake Emma*  
*Community Development District*

219 E. Livingston Street, Orlando, FL 32801  
Phone: 407-841-5524 – Fax: 407-839-1526

January 17, 2024

Board of Supervisors  
Lake Emma Community  
Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Lake Emma Community Development District will be held **Wednesday, January 24, 2024, at 10:00 AM at the Cooper Memorial Library, 2525 Oakley Seaver Drive, Clermont, FL 34711.** Following is the advance agenda for the regular meeting:

**Board of Supervisors Meeting**

1. Roll Call
2. Public Comment Period
3. Approval of Minutes of the October 25, 2023, Board of Supervisors Meeting
4. Consideration of Proposal for Phase 3 Pond Landscape Maintenance
5. Staff Reports
  - a. Attorney
  - b. Engineer
  - c. District Manager's Report
    - i. Check Run Summary
    - ii. Balance Sheet & Income Statement
    - iii. Ratification of Series 2023 AA2 Requisition #2
6. Other Business
7. Supervisors Requests and Audience Comments
8. Adjournment

# MINUTES

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

The regular meeting of the Board of Supervisors of the Lake Emma Community Development District was held Wednesday, **October 25, 2023** at 10:00 a.m. at the Cooper Memorial Library, 2525 Oakley Seaver Drive, Clermont, Florida.

Present and constituting a quorum:

Adam Morgan  
Tony Iorio  
Doug Beasley  
Brent Kewley

Chairman  
Vice Chairman  
Assistant Secretary  
Assistant Secretary

Also present were:

George Flint  
Jeremy LeBrun  
Michelle Rigoni *by phone*  
Nicole Stalder *by phone*

District Manager, GMS  
District Manager, GMS  
District Counsel, Kutak Rock  
District Engineer, Dewberry

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Flint called the meeting to order. Four members of the Board were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There were no members of the public present to provide comment.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the July 26, 2023  
Board of Supervisors Meeting**

Mr. Flint presented the minutes of the July 26, 2023 Board of Supervisors meeting and asked for comments, corrections, or changes. The Board had no changes to the minutes.

On MOTION by Mr. Iorio, seconded by Mr. Morgan, with all in favor, the Minutes of the July 26, 2023 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS****Consideration of Disclosure of Public Finance**

Ms. Rigoni stated as a CDD they are statutorily required to make a disclosure of any publicly financed improvements that the District is taking. With the recent bond issuance, they need to approve this general disclosure of public finance. Once it is approved, it will be recorded against the county's official records. When someone looks to purchase property in the District, this report should show up in the title search and the public will be aware of the variance financings of the District.

On MOTION by Mr. Morgan, seconded by Mr. Beasley, with all in favor, the Disclosure of Public Finance, was approved.

**FIFTH ORDER OF BUSINESS****Consideration of Fiscal Year 2023 Audit Engagement Letter with Grau & Associates**

Mr. Flint noted that Grau & Associates serves as the District's independent auditor and this would approve them conducting the Fiscal Year 2023 audit.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, the Fiscal Year 2023 Audit Engagement Letter with Grau & Associates, was approved.

**SIXTH ORDER OF BUSINESS****Staff Reports****A. Attorney**

Ms. Rigoni had nothing further to report.

**B. Engineer**

Ms. Stalder had nothing further to report.

**C. District Manager's Report**

**i. Approval of Check Register**

Mr. Flint presented the check register totaling \$19,148.30. The Board had no questions on the check register.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, the Check Register, was approved.
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**ii. Balance Sheet and Income Statement**

Mr. Flint presented the unaudited financials through September 30<sup>th</sup>. He asked for any questions, there is no action required. Mr. Morgan asked if there were any construction funds left, and Mr. Flint stated that there was \$2,200 remaining in the 2023 construction account.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Supervisor's Business**

There being no comments, the next item followed.

**NINTH ORDER OF BUSINESS**

**Adjournment**

The meeting was adjourned.

On MOTION by Mr. Morgan, seconded by Mr. Beasley, with all in favor, the meeting was adjourned.
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Secretary/Assistant Secretary

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Chairman/Vice Chairman

## SECTION IV





## Addendum No. 1

November 16, 2023

Customer:

Alan Sheerer  
Lake Emma Community  
Development District  
219 East Livingston Street  
Orlando, Florida 32801

Job:

Trinity Lakes Phase 3  
CCD Ponds Maintenance

This Addendum is entered into by and between the Lake Emma Community Development District and Cherrylake, Inc. and will become effective upon full execution by the parties. This Addendum modifies the Lake Emma Community Development District Maintenance CONTRACT which was executed August 20, 2021 such that the following Maintenance Services are being added/deleted at the specified rates below.

All other terms and conditions set forth in the Lake Emma Community Development District Maintenance CONTRACT shall remain in full force and effect, except as modified by the terms of this Addendum.

Description	Monthly	Annual
General Services (Mow and Detail)	\$558	\$6,696
Ant Bait mounds treated when observed	\$3	\$36
Pond Bottom Discing 12x per year	\$286	\$3,432
	\$847	\$10,164

Qualifications

See attached proposal.

CLIENT

CONTRACTOR:

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_



# Trinity Lakes Phase 3 CDD Ponds Only

Prepared for:  
**GMS Central Florida**  
Landscape Maintenance Bid



3/25/2022



GMS Central Florida  
Alan Scheerer

Dear Alan Scheerer,

We are pleased to present our proposal for the landscape maintenance of Trinity Lakes Phase 3 CDD Ponds Only. We encourage any questions, comments or concerns that you may have and look forward to working with you.

Summary of Base Proposal:

	<b>Monthly</b>		<b>Annually</b>	
General Services (Mow and Detail)	\$	558	\$	6,696
Ant Bait mounds treated when observed	\$	3	\$	36
<b>BASE SERVICES</b>	<b>\$</b>	<b>561</b>	<b>\$</b>	<b>6,732</b>

**\*ADDITIONAL SERVICES**

Pond Bottom Discing 12x per year	\$	286	\$	3,432
<b>FULL SERVICE TOTAL</b>	<b>\$</b>	<b>847</b>	<b>\$</b>	<b>10,164</b>

\*Additional Services prices not guaranteed if not part of the contract

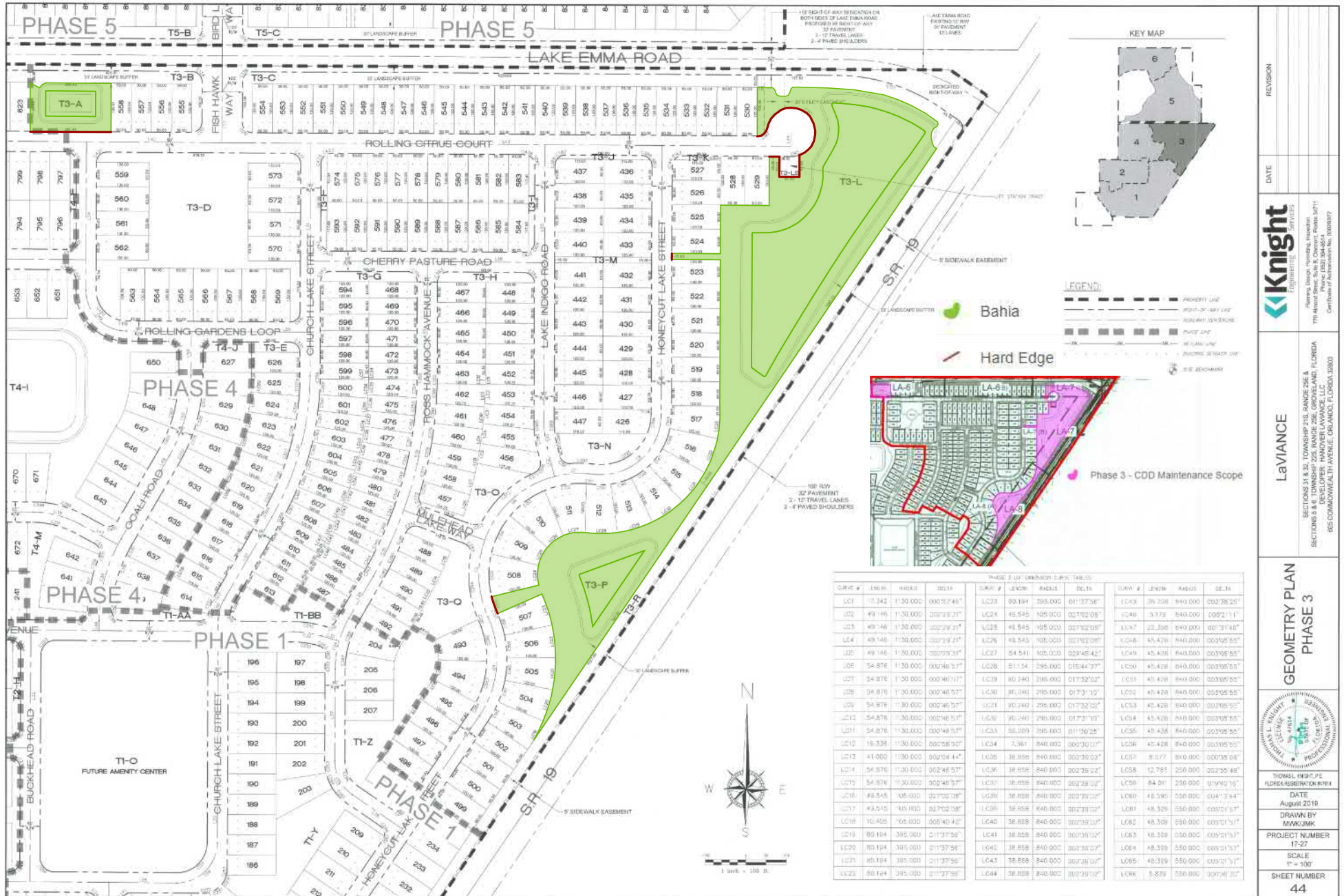
Thank you kindly for the opportunity,

Luis Juliao  
Landscape Maintenance Business Developer  
(407) 866-7000

PROPOSAL BREAKDOWN - Trinity Lakes Phase 3 CDD Ponds Only

<b>General Services</b>		DESCRIPTION	VISITS	PER MONTH	PER YEAR
General Services		Bahia	27	\$ 558	\$ 6,696
<i>Included in Base Services</i>				<b>Subtotal</b>	<b>\$ 6,696</b>
<b>Ant Control</b>				PER MONTH	PER YEAR
Ant Control		Mounds Treated when observed		\$ 3	\$ 36
<i>Included in Base Services</i>				<b>Subtotal</b>	<b>\$ 36</b>
<b>Additonal Services</b>		DESCRIPTION		PER MONTH	PER YEAR
		Pond Bottom Discing 12x per year		\$ 286	\$ 3,432.00
<i>Included in Additional Services</i>				<b>Subtotal</b>	<b>\$ 3,432.00</b>
<b>GRAND TOTAL</b>				<b>\$</b>	<b>10,164</b>

# Phase 3 CDD (Ponds)



REVISION	DATE	DATE
<b>LaVANCE</b>		
SECTIONS 31 & 32, TOWNSHIP 21S, RANGE 26E & SECTIONS 33 & 34, TOWNSHIP 22S, RANGE 26E, COVINGTON, FLORIDA 805 COMMONWEALTH AVENUE, ORLANDO, FLORIDA 32833		
<b>GEOMETRY PLAN</b> <b>PHASE 3</b>		
DATE August 2018		
DRAWN BY MAKJUNK		
PROJECT NUMBER 17-27		
SCALE 1" = 100'		
SHEET NUMBER 44		

## SECTION V

# SECTION C

# SECTION 1



# Lake Emma

## Community Development District

### Summary of Invoices

October 18, 2023 - January 17, 2024

Fund	Date	Check No.'s	Amount
General Fund	10/24/23	178	\$ 123.76
	11/7/23	179	-
	11/9/23	180	1,246.41
	11/13/23	181	1,959.00
	11/15/23	182	4,560.77
	11/20/23	183	17.06
	11/29/23	184	1,540.87
	12/13/23	185-186	573,865.30
	12/20/23	187	4,554.53
	1/4/24	188-189	36,627.29
	1/11/24	190-191	6,732.03
			<hr/>
			\$ 631,227.02
Payroll	<u>October 2023</u>		
	Adam Morgan	50016	\$ 184.70
	Brent Kewley	50017	\$ 184.70
			<hr/>
			\$ 369.40
TOTAL			<hr/>
			\$ 631,596.42

AP300R		YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN	1/17/24	PAGE	1		
*** CHECK DATES		10/18/2023 - 01/17/2024		***		LAKE EMMA - GENERAL FUND											
						BANK A GENERAL FUND											

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
10/24/23	00005	9/17/23 5908466	202309 310-51300-48000	NOT.OF FY24 MEETING DATES	*	123.76	
							123.76 000178
CA FLORIDA HOLDINGS LLC							
11/07/23	00011	11/01/23 05222501	202311 310-51300-49100	PROPERTY TAXES 2023 000CC	*	17.06	
		11/01/23 05222501	202311 310-51300-49100	PROPERTY TAXES 2023 000CC	V	17.06-	
							.00 000179
DAVID W. JORDAN, LAKE COUNTY							
11/09/23	00012	11/07/23 11072023	202311 300-20700-10000	FY23 SPCL ASMNT SER2021	*	1,246.41	
							1,246.41 000180
LAKE EMMA CDD C/O USBANK, N.A.							
11/13/23	00010	11/10/23 112542	202311 320-53800-46200	MTHLY GROUNDS MAINT NOV23	*	1,959.00	
							1,959.00 000181
CHERRYLAKE INC							
11/15/23	00001	11/01/23 80	202311 310-51300-34000	MANAGEMENT FEES NOV23	*	3,062.50	
		11/01/23 80	202311 310-51300-35200	WEBSITE ADMIN NOV23	*	100.00	
		11/01/23 80	202311 310-51300-35100	INFORMATION TECH NOV23	*	150.00	
		11/01/23 80	202311 310-51300-31300	DISSEMINATION FEE NOV23	*	583.33	
		11/01/23 80	202311 310-51300-51000	OFFICE SUPPLIES	*	.21	
		11/01/23 80	202311 310-51300-42000	POSTAGE	*	4.43	
		11/01/23 80	202311 310-51300-42500	COPIES	*	4.05	
		11/01/23 81	202311 320-53800-12000	FIELD MANAGEMENT NOV23	*	656.25	
							4,560.77 000182
GOVERNMENTAL MANAGEMENT SERVICES							
11/20/23	00011	11/01/23 05222501	202311 310-51300-49100	PROPERTY TAXES 2023 000CC	*	17.06	
							17.06 000183
DAVID W. JORDAN, LAKE COUNTY							
11/29/23	00014	11/20/23 3311479	202310 310-51300-31500	PH4 DRAFT PLAT/MTG/DILIGE	*	1,540.87	
							1,540.87 000184
KUTAK ROCK LLP							
12/13/23	00012	12/13/23 12132023	202312 300-20700-10000	FY24 DEBT SERVICE SER2021	*	345,205.64	
							345,205.64 000185
LAKE EMMA CDD C/O USBANK, N.A.							
LKEM LAKE EMMA CDD TVISCARRA							

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
12/13/23	00012	12/13/23 12132023	202312 300-20700-10100		*	228,659.66	
		FY24 HANOVER SERIES 2023					
				LAKE EMMA CDD C/O USBANK, N.A.			228,659.66 000186
12/20/23	00001	12/01/23 82	202312 310-51300-34000		*	3,062.50	
		MANAGEMENT FEES DEC23					
		12/01/23 82	202312 310-51300-35200		*	100.00	
		WEBSITE ADMIN DEC23					
		12/01/23 82	202312 310-51300-35100		*	150.00	
		INFORMATION TECH DEC23					
		12/01/23 82	202312 310-51300-31300		*	583.33	
		DISSEMINATION FEE DEC23					
		12/01/23 82	202312 310-51300-51000		*	.09	
		OFFICE SUPPLIES					
		12/01/23 82	202312 310-51300-42000		*	1.90	
		POSTAGE					
		12/01/23 83	202312 320-53800-12000		*	656.25	
		FIELD MANAGEMENT DEC23					
		12/01/23 83A	202310 310-51300-42000		*	.46	
		USPS-3RD QTR 2023 941FORM					
				GOVERNMENTAL MANAGEMENT SERVICES			4,554.53 000187
1/04/24	00007	10/19/22 2188808	202210 310-51300-31100		*	402.50	
		REV-FINAL CERTIFICATIONS					
		11/14/22 2201945	202210 310-51300-31100		*	357.50	
		CDD MTG/CERTIFICATIONS					
		6/21/23 2295318	202305 310-51300-31100		*	855.00	
		RE AS-BUILT/CLOSEOUT DOCS					
				DEWBERRY ENGINEERS INC			1,615.00 000188
1/04/24	00012	1/02/24 01022024	202401 300-20700-10000		*	35,012.29	
		FY24 SPLC ASMNT SER2021					
				LAKE EMMA CDD C/O USBANK, N.A.			35,012.29 000189
1/11/24	00010	12/29/23 113818	202312 320-53800-46200		*	2,170.75	
		MTHLY GROUNDS MAINT DEC23					
				CHERRYLAKE INC			2,170.75 000190
1/11/24	00001	1/01/24 84	202401 310-51300-34000		*	3,062.50	
		MANAGEMENT FEES JAN24					
		1/01/24 84	202401 310-51300-35200		*	100.00	
		WEBSITE ADMIN JAN24					
		1/01/24 84	202401 310-51300-35100		*	150.00	
		INFORMATION TECH JAN24					
		1/01/24 84	202401 310-51300-31300		*	583.33	
		DISSEMINATION FEE JAN24					
				LKEM LAKE EMMA CDD TVISCARRA			

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
1/01/24	84		202401 310-51300-51000		*	.03	
			OFFICE SUPPLIES				
1/01/24	84		202401 310-51300-42000		*	9.17	
			POSTAGE				
1/01/24	85		202401 320-53800-12000		*	656.25	
			FIELD MANAGEMENT JAN24				
GOVERNMENTAL MANAGEMENT SERVICES							4,561.28 000191
-----							
TOTAL FOR BANK A						631,227.02	
TOTAL FOR REGISTER						631,227.02	

## SECTION 2

***Lake Emma***  
***Community Development District***

***Unaudited Financial Reporting***  
***December 31, 2023***



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**Lake Emma**  
**Community Development District**  
**Balance Sheet**  
**December 31, 2023**

	<i>General Fund</i>	<i>Debt Service Fund</i>	<i>Capital Projects Fund</i>	<i>Totals Governmental Funds</i>
<b>Assets:</b>				
Cash - Truist Bank	\$ 258,391	\$ -	\$ -	\$ 258,391
Investments:				
Series 2021				
Reserve	\$ -	\$ 196,944	\$ -	\$ 196,944
Revenue	\$ -	\$ 381,919	\$ -	\$ 381,919
Prepayment	\$ -	\$ 12	\$ -	\$ 12
Series 2023				
Reserve	\$ -	\$ 457,319	\$ -	\$ 457,319
Revenue	\$ -	\$ 228,660	\$ -	\$ 228,660
Capitalized Interest	\$ -	\$ 1,176	\$ -	\$ 1,176
Construction	\$ -	\$ -	\$ 7,621	\$ 7,621
Cost of Issuance	\$ -	\$ -	\$ 105	\$ 105
Due From General Fund	\$ -	\$ 35,012	\$ -	\$ 35,012
<b>Total Assets</b>	<b>\$ 258,391</b>	<b>\$ 1,301,041</b>	<b>\$ 7,726</b>	<b>\$ 1,567,158</b>
<b>Liabilities:</b>				
Accounts Payable	\$ 3,786	\$ -	\$ -	\$ 3,786
Contracts Payable	\$ -	\$ -	\$ 2,240	\$ 2,240
Due to Debt Service 2021	\$ 35,012	\$ -	\$ -	\$ 35,012
<b>Total Liabilities</b>	<b>\$ 38,798</b>	<b>\$ -</b>	<b>\$ 2,240</b>	<b>\$ 41,038</b>
<b>Fund Balances:</b>				
Assigned For Debt Service 2021	\$ -	\$ 613,887	\$ -	\$ 613,887
Assigned For Debt Service 2023	\$ -	\$ 687,154	\$ -	\$ 687,154
Assigned For Capital Projects 2023	\$ -	\$ -	\$ 5,486	\$ 5,486
Unassigned	\$ 219,593	\$ -	\$ -	\$ 219,593
<b>Total Fund Balances</b>	<b>\$ 219,593</b>	<b>\$ 1,301,041.21</b>	<b>\$ 5,486</b>	<b>\$ 1,526,120</b>
<b>Total Liabilities &amp; Fund Equity</b>	<b>\$ 258,391</b>	<b>\$ 1,301,041</b>	<b>\$ 7,726</b>	<b>\$ 1,567,158</b>



# Lake Emma

## Community Development District

### General Fund

#### Statement of Revenues, Expenditures, and Changes in Fund Balance For The Period Ending December 31, 2023

	Adopted	Prorated Budget	Actual	
	Budget	Thru 12/31/23	Thru 12/31/23	Variance
<b>Revenues:</b>				
Administrative Assessments - Outside AA1-2	\$ 35,517	\$ 17,759	\$ 17,759	\$ -
Administrative Assessments - AA1-2	\$ 81,319	\$ 40,781	\$ 40,781	\$ -
Maintenance Assessments - AA1-2	\$ 88,517	\$ 85,206	\$ 85,206	\$ -
<b>Total Revenues</b>	<b>\$ 205,353</b>	<b>\$ 143,745</b>	<b>\$ 143,745</b>	<b>\$ -</b>
<b>Expenditures:</b>				
<b>Administrative:</b>				
Supervisor Fees	\$ 6,000	\$ 1,500	\$ 400	\$ 1,100
FICA Expense	\$ 459	\$ 115	\$ 31	\$ 84
Engineering Fees	\$ 12,000	\$ 3,000	\$ -	\$ 3,000
Attorney	\$ 20,000	\$ 5,000	\$ 1,541	\$ 3,459
Dissemination	\$ 7,000	\$ 1,750	\$ 1,750	\$ -
Arbitrage	\$ 900	\$ 225	\$ -	\$ 225
Annual Audit	\$ 6,100	\$ -	\$ -	\$ -
Trustee Fees	\$ 8,100	\$ -	\$ -	\$ -
Assessment Administration	\$ 5,300	\$ 5,300	\$ 5,300	\$ -
Management Fees	\$ 36,750	\$ 9,188	\$ 9,188	\$ -
Information Technology	\$ 1,800	\$ 450	\$ 450	\$ -
Website Maintenance	\$ 1,200	\$ 300	\$ 300	\$ -
Telephone	\$ 300	\$ 75	\$ -	\$ 75
Postage	\$ 750	\$ 188	\$ 11	\$ 177
Printing & Binding	\$ 592	\$ 592	\$ 4	\$ 588
Insurance	\$ 6,210	\$ 6,210	\$ 5,871	\$ 339
Legal Advertising	\$ 2,500	\$ 625	\$ -	\$ 625
Other Current Charges	\$ 600	\$ 150	\$ 150	\$ (0)
Office Supplies	\$ 50	\$ 13	\$ 0	\$ 12
Property Taxes	\$ 50	\$ 50	\$ 17	\$ 33
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
<b>Total Administrative:</b>	<b>\$ 116,836</b>	<b>\$ 34,904</b>	<b>\$ 25,187</b>	<b>\$ 9,717</b>
<b>Operations &amp; Maintenance</b>				
<b>Assessment Area 1-2</b>				
Field Services	\$ 7,875	\$ 1,969	\$ 1,969	\$ -
Landscape Maintenance	\$ 43,272	\$ 10,818	\$ 6,089	\$ 4,729
Contingency	\$ 5,000	\$ 1,250	\$ -	\$ 1,250
Repairs & Maintenance	\$ 5,000	\$ 1,250	\$ -	\$ 1,250
Stormwater Repairs & Maintenance	\$ 20,000	\$ 5,000	\$ -	\$ 5,000
Capital Outlay	\$ 7,370	\$ 1,843	\$ -	\$ 1,843
<b>Total Operations &amp; Maintenance:</b>	<b>\$ 88,517</b>	<b>\$ 22,129</b>	<b>\$ 8,058</b>	<b>\$ 14,072</b>
<b>Total Expenditures</b>	<b>\$ 205,353</b>	<b>\$ 57,033</b>	<b>\$ 33,245</b>	<b>\$ 23,789</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$ -</b>		<b>\$ 110,500</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 109,092</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 219,593</b>	

# Lake Emma

## Community Development District

### Debt Service Fund - Series 2021

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

#### For The Period Ending December 31, 2023

	Adopted	Prorated Budget	Actual	
	Budget	Thru 12/31/23	Thru 12/31/23	Variance
<b>Revenues:</b>				
Special Assessments	\$ 393,888	\$ 380,218	\$ 380,218	\$ -
Interest	\$ 12,000	\$ 3,000	\$ 4,216	\$ 1,216
<b>Total Revenues</b>	<b>\$ 405,888</b>	<b>\$ 383,218</b>	<b>\$ 384,434</b>	<b>\$ 1,216</b>
<b>Expenditures:</b>				
<b>Series 2021</b>				
Interest - 12/15	\$ 122,288	\$ 122,288	\$ 122,288	\$ -
Principal - 06/15	\$ 150,000	\$ -	\$ -	\$ -
Interest - 06/15	\$ 122,288	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 394,575</b>	<b>\$ 122,288</b>	<b>\$ 122,288</b>	<b>\$ -</b>
<b>Other Sources/(Uses)</b>				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
<b>Total Other Financing Sources (Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$ 11,313</b>		<b>\$ 262,147</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 151,928</b>		<b>\$ 351,740</b>	
<b>Fund Balance - Ending</b>	<b>\$ 163,241</b>		<b>\$ 613,887</b>	

# Lake Emma

## Community Development District

### Debt Service Fund - Series 2023

#### Statement of Revenues, Expenditures, and Changes in Fund Balance For The Period Ending December 31, 2023

	Adopted	Prorated Budget	Actual	
	Budget	Thru 12/31/23	Thru 12/31/23	Variance
<b>Revenues:</b>				
Special Assessments	\$ 457,319	\$ 228,660	\$ 228,660	\$ -
Interest	\$ 2,500	\$ 625	\$ 6,231	\$ 5,606
<b>Total Revenues</b>	<b>\$ 459,819</b>	<b>\$ 229,285</b>	<b>\$ 234,891</b>	<b>\$ 5,606</b>
<b>Expenditures:</b>				
<b>Series 2023</b>				
Interest - 11/01	\$ 92,587	\$ 92,587	\$ 92,587	\$ -
Principal - 05/01	\$ 100,000	\$ -	\$ -	\$ -
Interest - 05/01	\$ 179,200	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 371,787</b>	<b>\$ 92,587</b>	<b>\$ 92,587</b>	<b>\$ -</b>
<b>Other Sources/(Uses)</b>				
Transfer In/(Out)	\$ -	\$ -	\$ (5,479)	\$ 5,479
<b>Total Other Financing Sources (Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (5,479)</b>	<b>\$ 5,479</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$ 88,032</b>		<b>\$ 136,824</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 92,587</b>		<b>\$ 550,330</b>	
<b>Fund Balance - Ending</b>	<b>\$ 180,619</b>		<b>\$ 687,154</b>	

# Lake Emma

## Community Development District

### Capital Projects Fund - Series 2023

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending December 31, 2023

	Adopted	Prorated Budget	Actual	
	Budget	Thru 12/31/23	Thru 12/31/23	Variance
<b>Revenues:</b>				
Interest Income	\$ -	\$ -	\$ 47	\$ 47
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 47</b>	<b>\$ 47</b>
<b>Expenditures:</b>				
Capital Outlay	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other Financing Sources/(Uses)</b>				
Transfer In/(Out)	\$ -	\$ -	\$ 5,479	\$ (5,479)
<b>Total Other Financing Sources (Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,479</b>	<b>\$ (5,479)</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$ -</b>		<b>\$ 5,526</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ (40)</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 5,486</b>	

**Lake Emma**  
Community Development District  
Month to Month

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Total
<b>Revenues:</b>													
Administrative Assessments - Outside AA1-2	\$ -	\$ 17,759	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,759
Administrative Assessments - AA1-2	\$ -	\$ 40,781	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,781
Maintenance Assessments - AA1-2	\$ -	\$ 2,142	\$ 83,064	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,206
												\$ -	\$ -
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 60,681</b>	<b>\$ 83,064</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 143,745</b>
<b>Expenditures:</b>													
<b>Administrative:</b>													
Supervisor Fees	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400
FICA Expense	\$ 31	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31
Engineering Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Attorney	\$ 1,541	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,541
Dissemination	\$ 583	\$ 583	\$ 583	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,750
Arbitrage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trustee Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assessment Administration	\$ 5,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,300
Management Fees	\$ 3,063	\$ 3,063	\$ 3,063	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,188
Information Technology	\$ 150	\$ 150	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450
Website Maintenance	\$ 100	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ 4	\$ 4	\$ 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11
Printing & Binding	\$ -	\$ 4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4
Insurance	\$ 5,871	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,871
Legal Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Current Charges	\$ 38	\$ 73	\$ 38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150
Office Supplies	\$ 0	\$ 0	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0
Property Taxes	\$ -	\$ 17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
<b>Total Administrative:</b>	<b>\$ 17,256</b>	<b>\$ 3,995</b>	<b>\$ 3,936</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,187</b>
<b>Operations &amp; Maintenance</b>													
<b>Assessment Area 1-2</b>													
Field Services	\$ 656	\$ 656	\$ 656	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,969
Landscape Maintenance	\$ 1,959	\$ 1,959	\$ 2,171	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,089
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Stormwater Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Operations &amp; Maintenance:</b>	<b>\$ 2,615</b>	<b>\$ 2,615</b>	<b>\$ 2,827</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,058</b>
<b>Total Expenditures</b>	<b>\$ 19,871</b>	<b>\$ 6,610</b>	<b>\$ 6,763</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 33,245</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$ (19,871)</b>	<b>\$ 54,071</b>	<b>\$ 76,301</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 110,500</b>

# Lake Emma

## Community Development District

### Long Term Debt Report

SERIES 2021, SPECIAL ASSESSMENT BONDS		
ASSESSMENT AREA ONE		
INTEREST RATES:	2.500%, 3.100%, 3.500%, 4.000%	
MATURITY DATE:	6/15/2051	
RESERVE FUND DEFINITION	50% MAXIMUM ANNUAL DEBT SERVICE	
RESERVE FUND REQUIREMENT	\$196,944	
RESERVE FUND BALANCE	\$196,944	
BONDS OUTSTANDING - 09/30/21		\$7,040,000
LESS: PRINCIPAL PAYMENT - 06/15/22		(\$140,000)
LESS: PRINCIPAL PAYMENT - 06/15/23		(\$145,000)
<b>CURRENT BONDS OUTSTANDING</b>		<b>\$6,755,000</b>

SERIES 2023, SPECIAL ASSESSMENT BONDS		
ASSESSMENT AREA TWO		
INTEREST RATES:	4.500%, 5.250%, 5.500%	
MATURITY DATE:	5/31/2053	
RESERVE FUND DEFINITION	MAXIMUM ANNUAL DEBT SERVICE	
RESERVE FUND REQUIREMENT	\$457,319	
RESERVE FUND BALANCE	\$457,319	
BONDS OUTSTANDING - 07/28/23		\$6,775,000
<b>CURRENT BONDS OUTSTANDING</b>		<b>\$6,775,000</b>

**Lake Emma**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**Special Assessment Receipts**  
**Fiscal Year 2024**

Gross Assessments \$ 93,908.78 \$ 93,908.78  
Net Assessments \$ 88,274.25 \$ 88,274.25

**TAX COLLECTOR ASSESSMENTS - OPERATIONS & MAINTENANCE**

Date	Distribution	Gross Amount	Commissions	Discount/Penalty	Interest	Net Receipts	100.00%	100.00%
							O&M Portion	Total
11/20/23	ACH	\$624.86	\$12.00	\$24.99	\$0.00	\$587.87	\$587.87	\$587.87
11/29/23	ACH	\$1,651.43	\$31.71	\$66.05	\$0.00	\$1,553.67	\$1,553.67	\$1,553.67
12/11/23	ACH	\$11,694.04	\$224.52	\$467.85	\$0.00	\$11,001.67	\$11,001.67	\$11,001.67
12/13/23	ACH	\$68,244.42	\$1,310.29	\$2,729.94	\$0.00	\$64,204.19	\$64,204.19	\$64,204.19
12/28/23	ACH	\$8,346.52	\$160.38	\$327.66	\$0.00	\$7,858.48	\$7,858.48	\$7,858.48
01/11/24	ACH	\$267.80	\$5.19	\$8.03	\$0.00	\$254.58	\$254.58	\$254.58
						\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00
<b>TOTAL</b>		<b>\$ 90,829.07</b>	<b>\$ 1,744.09</b>	<b>\$ 3,624.52</b>	<b>\$ -</b>	<b>\$ 85,460.46</b>	<b>\$ 85,460.46</b>	<b>\$ 85,460.46</b>

<b>96.81%</b>	<b>Net Percent Collected</b>
<b>\$ 2,813.79</b>	<b>Balance Remaining to Collect</b>

Gross Assessments \$ 419,029.71 \$ 419,029.71  
Net Assessments \$ 393,887.93 \$ 393,887.93

**TAX COLLECTOR ASSESSMENTS - DEBT SERVICE**

Date	Distribution	Gross Amount	Commissions	Discount/Penalty	Interest	Net Receipts	100.00%	100.00%
							2021 Debt Service Asmt	Total
11/20/23	ACH	\$2,821.66	\$54.18	\$112.86	\$0.00	\$2,654.62	\$2,654.62	\$2,654.62
11/29/23	ACH	\$7,393.46	\$141.95	\$295.73	\$0.00	\$6,955.78	\$6,955.78	\$6,955.78
12/11/23	ACH	\$51,824.12	\$995.03	\$2,072.88	\$0.00	\$48,756.21	\$48,756.21	\$48,756.21
12/13/23	ACH	\$304,887.77	\$5,853.85	\$12,194.89	\$0.00	\$286,839.03	\$286,839.03	\$286,839.03
12/28/23	ACH	\$37,186.04	\$714.54	\$1,459.21	\$0.00	\$35,012.29	\$35,012.29	\$35,012.29
01/11/24	ACH	\$1,196.00	\$23.20	\$35.88	\$0.00	\$1,136.92	\$1,136.92	\$1,136.92
						\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00
<b>TOTAL</b>		<b>\$ 405,309.05</b>	<b>\$ 7,782.75</b>	<b>\$ 16,171.45</b>	<b>\$ -</b>	<b>\$ 381,354.85</b>	<b>\$ 381,354.85</b>	<b>\$ 381,354.85</b>

<b>96.82%</b>	<b>Net Percent Collected</b>
<b>\$ 12,533.08</b>	<b>Balance Remaining to Collect</b>

**DIRECT BILLED ASSESSMENTS**

**HANOVER LAVIANCE LLC (PHASE 5 & 6)**

**\$35,517.00**

**\$35,517.00**

Date Received	Due Date	Check No.	Net Assessed	Amount Received	General Fund
11/30/23	12/1/23	3263	\$17,758.50	\$17,758.50	\$17,758.50
	2/1/24		\$8,879.25	\$0.00	\$0.00
	5/1/24		\$8,879.25	\$0.00	\$0.00
			<b>\$35,517.00</b>	<b>\$17,758.50</b>	<b>\$17,758.50</b>

**HANOVER LAVIANCE LLC (PHASE 4)**

**\$257,988.01**

**\$37,969.69**

**\$220,018.32**

Date Received	Due Date	Check No.	Net Assessed	Amount Received	General Fund	Series 2023 Debt Service
11/30/23	12/1/23	3262	\$128,994.01	\$128,994.01	\$18,984.85	\$110,009.16
	2/1/24		\$64,497.00	\$0.00	\$0.00	\$0.00
	5/1/24		\$64,497.00	\$0.00	\$0.00	\$0.00
			<b>\$257,988.01</b>	<b>\$128,994.01</b>	<b>\$18,984.85</b>	<b>\$110,009.16</b>

**HANOVER LAVIANCE LLC (PHASE 3)**

**\$280,892.75**

**\$43,591.74**

**\$237,301.01**

Date Received	Due Date	Check No.	Net Assessed	Amount Received	General Fund	Series 2023 Debt Service
11/30/23	12/1/23	3264	\$140,446.37	\$140,446.37	\$21,795.87	\$118,650.50
	2/1/24		\$70,223.19	\$0.00	\$0.00	\$0.00
	5/1/24		\$70,223.19	\$0.00	\$0.00	\$0.00
			<b>\$280,892.75</b>	<b>\$140,446.37</b>	<b>\$21,795.87</b>	<b>\$118,650.50</b>

**Lake Emma**  
**COMMUNITY DEVELOPMENT DISTRICT**

**Special Assessment Bonds, Series 2023**  
**Assessment Area Two - 2023 Project**

Date	Requisition #	Contractor	Description	Requisition
<b>Fiscal Year 2024</b>				
<b>TOTAL</b>				<b>\$ -</b>
<b>Fiscal Year 2024</b>				
10/2/23		Interest		\$ 7.28
10/3/23		Transfer from Reserve		\$ 1,799.84
11/1/23		Interest		\$ 15.46
11/2/23		Transfer from Reserve		\$ 1,866.58
12/1/23		Interest		\$ 22.69
12/4/23		Transfer from Reserve		\$ 1,812.95
<b>TOTAL</b>				<b>\$ 5,524.80</b>
Project (Construction) Fund at 09/30/23				\$ 2,096.17
Interest Earned/Transferred Funds thru 12/31/23				\$ 5,524.80
Requisitions Paid thru 12/31/23				\$ -
<b>Remaining Project (Construction) Fund</b>				<b>\$ 7,620.97</b>



## SECTION 3

**LAKE EMMA COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL ASSESSMENT BONDS, SERIES 2023  
(ASSESSMENT AREA TWO)**

**(Acquisition and Construction)**

The undersigned, a Responsible Officer of the Lake Emma Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture between the District and U.S. Bank Trust Company, National Association, as trustee (the "Trustee"), dated as of March 1, 2021, as supplemented by that certain Second Supplemental Trust Indenture dated as of July 1, 2023 (collectively, the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the 2023 Indenture):

- (A) Requisition Number: **2**
- (B) Identify Acquisition Agreement, if applicable;
- (C) Name of Payee: **Dewberry Engineers Inc.**
- (D) Amount Payable: **\$2,240.00**
- (E) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments):

**Invoices #2295403, 2308728 & 2321690 – Preparation and finalization of the supplemental engineer's report for completion of Phase 4. – May – July 2023**

- (F) Fund or Account and subaccount, if any, from which disbursement to be made:

***Series 2023 Acquisition and Construction Account of the Acquisition and Construction Fund (including moneys transferred or to be transferred therein pursuant to the terms of the Indenture).***

The undersigned hereby certifies that:

- 1. obligations in the stated amount set forth above have been incurred by the District,
- 2. each disbursement set forth above is a proper charge against the Series 2023 Acquisition and Construction Account;
- 3. each disbursement set forth above was incurred in connection with the Cost of the Assessment Area Two - 2023 Project; and
- 4. each disbursement represents a Cost of the Assessment Area Two – 2023 Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested are on file with the District.

**LAKE EMMA COMMUNITY  
DEVELOPMENT DISTRICT**

By: \_\_\_\_\_

Responsible Officer

Date: \_\_\_\_\_

1/11/24

**CONSULTING ENGINEER'S APPROVAL**

The undersigned Consulting Engineer hereby certifies that this disbursement is for the Cost of the Assessment Area Two Project - 2023 and is consistent with: (i) the Acquisition Agreement; and (ii) the report of the Consulting Engineer, as such report shall have been amended or modified; and (iii) the plans and specifications for the corresponding portion of the Assessment Area One Project with respect to which such disbursement is being made; and, further certifies that: (B) the purchase price to be paid by the District for the Assessment Area Two - 2023 Project work product and/or improvements to be acquired with this disbursement is no more than the lesser of (i) the fair market value of such improvements and (ii) the actual cost of construction of such improvements; and (C) the plans and specifications for the Assessment Area Two - 2023 Project improvements have been approved by all regulatory bodies required to approve them or such approval can reasonably be expected to be obtained; (D) all currently required approvals and permits for the acquisition, construction, reconstruction, installation and equipping of the portion of the Assessment Area Two - 2023 Project for which disbursement is made have been obtained from all applicable regulatory bodies; and (E) subject to permitted retainage under the applicable contracts, the seller has paid all contractors, subcontractors, and materialman that have provided services or materials in connection with the portions of the Assessment Area Two - 2023 Project for which disbursement is made hereby, if acquisition is being made pursuant to the Acquisition Agreement.

\_\_\_\_\_  
Consulting Engineer