

**POINCIANA WEST  
COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA PACKAGE**

**OCTOBER 18, 2017**

**Poinciana West Community Development District**  
Severn Trent Services • Management Services Division  
210 N. University Drive • Suite 702 • Coral Springs, Florida 33071  
Tel: (954) 603-0033 • Fax: (954) 345-1292

October 11, 2017

Board of Supervisors  
Poinciana West Community Development District

Dear Board Members:

A meeting of the Board of Supervisors of the Poinciana West Community Development District will be held at 11:30 a.m. on Wednesday, October 18, 2017 in the **Starlite Ballroom** at 384 Village Drive, Poinciana, Florida. The following is the advance agenda for this meeting:

1. **Call to Order and Roll Call**
2. **Pledge of Allegiance**
3. **Audience Comments**
4. **Approval of the August 16, 2017 Meeting Minutes**
5. **District Manager's Report**
  - A. **Presentation of Financials and Check Register**
  - B. **Resolution 2018-04 Amending the General Fund Budget for FY 2017**
  - C. **Motion Assigning Fund Balance as of September 30, 2017**
  - D. **Discussion and Ratification of Fiscal Year 2018 Insurance Policy**
6. **Staff Reports**
  - A. **Attorney**
  - B. **Engineer**
  - C. **Field Manager**
    - i. **Discussion of Floralawn Agreement – Expires 10/31/17**
    - ii. **Field Report**
    - iii. **Requests for Service**
7. **Supervisor Comments**
8. **Audience Comments**
9. **Adjournment**

I look forward to seeing you at the meeting. If you need anything in the meantime, please do not hesitate to contact me.

Sincerely,

***Chuck Walter***

Chuck Walter  
District Manager

## **Fourth Order of Business**

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

The regular meeting of the Board of Supervisors of the Poinciana West Community Development District was held Wednesday, August 16, 2017 at 3:36 p.m. in the Starlite Ballroom, located at 384 Village Drive, Poinciana, Florida.

Present and constituting a quorum were:

Leonard Vento  
Bill Brown  
Sidney Rosenberg  
Shirley Bzdewka

Vice Chairman  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

Also present were:

Chuck Walter  
Michael Eckert  
Residents

District Manager  
District Counsel

*The following is a summary of the discussions and actions taken at the August 16, 2017 Meeting of the Board of Supervisors of the Poinciana West Community Development District.*

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

Mr. Vento called the meeting to order and called the roll. A quorum was established.

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

The Pledge of Allegiance was previously recited.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

Hearing no comments from the audience, the next order of business followed.

**FOURTH ORDER OF BUSINESS**

**Organizational Matters**

**A. Resolution 2017-24 – Designating Chuck Walter as Secretary**

On MOTION by Mr. Brown seconded by Mr. Rosenberg with all in favor Resolution 2017-24 removing Gary Moyer as Secretary and designating Chuck Walter as Secretary was adopted.

**FIFTH ORDER OF BUSINESS**

**Approval of the July 26, 2017 Meeting Minutes**

Mr. Vento stated each Board member received a copy of the minutes of the July 26, 2017 meeting and requested any additions, corrections or deletions.

There not being any,

On MOTION by Mr. Brown seconded by Mr. Rosenberg with all in favor the minutes of the July 26, 2017 meeting were approved.

**SIXTH ORDER OF BUSINESS**

**District Manager's Report**

**A. Presentation of Financials and Check Register**

- The Financial Report for the period ending July 31, 2017 was presented.

On MOTION by Mr. Brown seconded by Mr. Rosenberg with all in favor the July 31, 2017 Financial Statements were accepted and the Check Register was approved.

**B. Arbitrage Rebate Computation Proposal and Engagement Letter from AMTEC-Series 2007 Bonds**

**C. Arbitrage Rebate Computation Proposal and Engagement Letter from AMTEC-Series 2017-1 and Series 2017-2**

- Mr. Walter noted fees for these services are consistent with those in the industry.

On MOTION by Mr. Brown seconded by Mr. Rosenberg with all in favor the Engagement Letter with AMTEC Series 2007 Bonds; and the Engagement Letter with AMTEC Series 2017-1 and Series 2017-2 were approved.

**D. Discussion of Proposed Fiscal Year 2018 Meeting Schedule**

- The proposed meeting schedule for fiscal year 2018 was reviewed.
- As requested the December 20, 2017 meeting was moved to December 13, 2017.

On MOTION by Mr. Brown seconded by Mr. Rosenberg with all in favor the fiscal year 2018 meeting schedule was approved as presented.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being no report, the next item followed.

**B. Engineer**

There not being any, the next item followed.

**C. Field Manager**

- Field reports were included in the agenda package.

**EIGHTH ORDER OF BUSINESS**

**Supervisor Comments**

There not being any, the next order of business followed.

**NINTH ORDER OF BUSINESS**

**Audience Comments**

Hearing no comments from the audience, the next order of business followed.

**TENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Mr. Brown seconded by Mr. Rosenberg with all in favor the meeting was adjourned at approximately 3:45 p.m.

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Chuck Walter  
Secretary

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Leonard Vento  
Vice Chairman

## **Fifth Order of Business**

**5A**



**POINCIANA WEST**  
Community Development District

*Financial Report*  
*September 30, 2017*

**Prepared by**

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**POINCIANA WEST**

Community Development District

**Financial Statements**

**(Unaudited)**

**September 30, 2017**

**Balance Sheet**  
September 30, 2017

<b>ACCOUNT DESCRIPTION</b>	<b>GENERAL FUND</b>	<b>SERIES 2017 DEBT SERVICE FUND</b>	<b>TOTAL</b>
<b><u>ASSETS</u></b>			
Cash - Checking Account	\$ 12,607	\$ -	\$ 12,607
Due From Other Funds	11,178	-	11,178
Investments:			
Money Market Account	551,870	-	551,870
Prepayment Fund (R 1)	-	17,292	17,292
Prepayment Fund (R 2)	-	4,541	4,541
Reserve Fund (R 1)	-	392,766	392,766
Reserve Fund (R 2)	-	121,959	121,959
Revenue Fund	-	251,700	251,700
<b>TOTAL ASSETS</b>	<b>\$ 575,655</b>	<b>\$ 788,258</b>	<b>\$ 1,363,913</b>
<b><u>LIABILITIES</u></b>			
Accounts Payable	\$ 1,833	\$ -	\$ 1,833
Accrued Taxes Payable	122	-	122
Due To Other Funds	-	11,178	11,178
<b>TOTAL LIABILITIES</b>	<b>1,955</b>	<b>11,178</b>	<b>13,133</b>
<b><u>FUND BALANCES</u></b>			
<b>Restricted for:</b>			
Debt Service	-	777,080	777,080
<b>Assigned to:</b>			
Operating Reserves	65,156	-	65,156
<b>Unassigned:</b>	508,544	-	508,544
<b>TOTAL FUND BALANCES</b>	<b>\$ 573,700</b>	<b>\$ 777,080</b>	<b>\$ 1,350,780</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 575,655</b>	<b>\$ 788,258</b>	<b>\$ 1,363,913</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending September 30, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 1,000	\$ 1,000	\$ 4,974	\$ 3,974
Interest - Tax Collector	-	-	468	468
Special Assmnts- Tax Collector	254,327	254,327	256,124	1,797
Special Assmnts- CDD Collected	15,469	15,469	13,817	(1,652)
Special Assmnts- Discounts	(10,173)	(10,173)	(9,254)	919
Other Miscellaneous Revenues	-	-	58	58
<b>TOTAL REVENUES</b>	<b>260,623</b>	<b>260,623</b>	<b>266,187</b>	<b>5,564</b>

**EXPENDITURES**

**Administration**

P/R-Board of Supervisors	6,000	6,000	17,800	(11,800)
FICA Taxes	459	459	1,362	(903)
ProfServ-Arbitrage Rebate	600	600	600	-
ProfServ-Dissemination Agent	5,000	5,000	-	5,000
ProfServ-Engineering	20,000	20,000	13,198	6,802
ProfServ-Legal Services	50,000	50,000	21,412	28,588
ProfServ-Mgmt Consulting Serv	49,053	49,053	49,053	-
ProfServ-Property Appraiser	5,087	5,087	5,660	(573)
Auditing Services	4,000	4,000	4,023	(23)
Postage and Freight	1,000	1,000	7,631	(6,631)
Insurance - General Liability	10,536	10,536	9,894	642
Printing and Binding	1,500	1,500	4,340	(2,840)
Legal Advertising	2,000	2,000	17,182	(15,182)
Miscellaneous Services	636	636	1,842	(1,206)
Misc-Assessmnt Collection Cost	5,087	5,087	4,926	161
Office Supplies	200	200	858	(658)
Annual District Filing Fee	175	175	175	-
<b>Total Administration</b>	<b>161,333</b>	<b>161,333</b>	<b>159,956</b>	<b>1,377</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending September 30, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>Field</b>				
ProfServ-Field Management	4,244	4,244	14,217	(9,973)
Contracts-Landscape	27,500	27,500	53,894	(26,394)
Contracts-Aquatic Midge Mgmt	10,000	10,000	22,000	(12,000)
Contracts-Aquatic Weed Control	32,430	32,430	32,430	-
R&M-Renewal and Replacement	10,000	10,000	-	10,000
Misc-Contingency	15,116	15,116	2,552	12,564
<b>Total Field</b>	<b>99,290</b>	<b>99,290</b>	<b>125,093</b>	<b>(25,803)</b>
<b>TOTAL EXPENDITURES</b>	<b>260,623</b>	<b>260,623</b>	<b>285,049</b>	<b>(24,426)</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	-	(18,862)	(18,862)
Net change in fund balance	\$ -	\$ -	\$ (18,862)	\$ (18,862)
<b>FUND BALANCE, BEGINNING (OCT 1, 2016)</b>	<b>592,562</b>	<b>592,562</b>	<b>592,562</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 592,562</b>	<b>\$ 592,562</b>	<b>\$ 573,700</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending September 30, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 1,650	\$ 1,650	\$ 628	\$ (1,022)
Special Assmnts- Tax Collector	1,152,000	1,152,000	1,016,356	(135,644)
Special Assmnts- Prepayment	-	-	65,558	65,558
Special Assmnts- CDD Collected	71,070	71,070	31,740	(39,330)
Special Assmnts- Discounts	(46,080)	(46,080)	(40,330)	5,750
<b>TOTAL REVENUES</b>	<b>1,178,640</b>	<b>1,178,640</b>	<b>1,073,952</b>	<b>(104,688)</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
ProfServ-Property Appraiser	23,040	23,040	11,603	11,437
ProfServ-Trustee Fees	5,468	5,468	5,533	(65)
Misc-Assessmnt Collection Cost	23,040	23,040	21,973	1,067
<b>Total Administration</b>	<b>51,548</b>	<b>51,548</b>	<b>39,109</b>	<b>12,439</b>
<b><u>Debt Service</u></b>				
Principal Debt Retirement	335,000	335,000	658,866	(323,866)
Principal Prepayments	-	-	30,000	(30,000)
Interest Expense	801,381	801,381	784,068	17,313
<b>Total Debt Service</b>	<b>1,136,381</b>	<b>1,136,381</b>	<b>1,472,934</b>	<b>(336,553)</b>
<b>TOTAL EXPENDITURES</b>	<b>1,187,929</b>	<b>1,187,929</b>	<b>1,512,043</b>	<b>(324,114)</b>
Excess (deficiency) of revenues Over (under) expenditures	(9,289)	(9,289)	(438,091)	(428,802)
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Operating Transfers-Out	-	-	(830,726)	(830,726)
Other NonOperating Uses	-	-	(223,343)	(223,343)
Contribution to (Use of) Fund Balance	(9,289)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(9,289)</b>	<b>-</b>	<b>(1,054,069)</b>	<b>(1,054,069)</b>
Net change in fund balance	\$ (9,289)	\$ (9,289)	\$ (1,492,160)	\$ (1,482,871)
<b>FUND BALANCE, BEGINNING (OCT 1, 2016)</b>	<b>1,492,160</b>	<b>1,492,160</b>	<b>1,492,160</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 1,482,871</b>	<b>\$ 1,482,871</b>	<b>\$ -</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending September 30, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ -	\$ -	\$ 764	\$ 764
Special Assmnts- Tax Collector	-	-	143,144	143,144
Special Assmnts- CDD Collected	-	-	31,740	31,740
Special Assmnts- Discounts	-	-	(1,532)	(1,532)
<b>TOTAL REVENUES</b>	<b>-</b>	<b>-</b>	<b>174,116</b>	<b>174,116</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
ProfServ-Property Appraiser	-	-	11,178	(11,178)
Misc-Assessmnt Collection Cost	-	-	379	(379)
<b>Total Administration</b>	<b>-</b>	<b>-</b>	<b>11,557</b>	<b>(11,557)</b>
<b><u>Debt Service</u></b>				
Principal Debt Retirement	-	-	12,715,076	(12,715,076)
Principal Debt Retirement - R1	-	-	485,000	(485,000)
Principal Debt Retirement - R2	-	-	125,000	(125,000)
Interest Expense - R1	-	-	142,178	(142,178)
Cost of Issuance	-	-	189,317	(189,317)
Bond Issue Expense	-	-	507,236	(507,236)
Underwriter	-	-	212,400	(212,400)
<b>Total Debt Service</b>	<b>-</b>	<b>-</b>	<b>14,376,207</b>	<b>(14,376,207)</b>
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>14,387,764</b>	<b>(14,387,764)</b>
Excess (deficiency) of revenues Over (under) expenditures	-	-	(14,213,648)	(14,213,648)
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Interfund Transfer - In	-	-	830,728	830,728
Proceeds of Refunding Bonds	-	-	14,160,000	14,160,000
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>14,990,728</b>	<b>14,990,728</b>
Net change in fund balance	\$ -	\$ -	\$ 777,080	\$ 777,080
<b>FUND BALANCE, BEGINNING (OCT 1, 2016)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 777,080</b>	<b>\$ 777,080</b>



**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending September 30, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ -	\$ -	\$ 4	\$ 4
<b>TOTAL REVENUES</b>	<b>-</b>	<b>-</b>	<b>4</b>	<b>4</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
<b><u>Debt Service</u></b>				
Principal Debt Retirement	-	-	1,057	(1,057)
<b>Total Debt Service</b>	<b>-</b>	<b>-</b>	<b>1,057</b>	<b>(1,057)</b>
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>1,057</b>	<b>(1,057)</b>
Excess (deficiency) of revenues Over (under) expenditures	-	-	(1,053)	(1,053)
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Operating Transfers-Out	-	-	(2)	(2)
Other NonOperating Uses	-	-	(7,213)	(7,213)
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>(7,215)</b>	<b>(7,215)</b>
Net change in fund balance	\$ -	\$ -	\$ (8,268)	\$ (8,268)
<b>FUND BALANCE, BEGINNING (OCT 1, 2016)</b>	<b>-</b>	<b>-</b>	<b>8,268</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

**Notes to the Financial Statements**

*September 30, 2017*

<b>General Fund</b>
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▶ **Assets**

- **Cash and Investments** - See Cash and Investment Report for further details.
- **Due From Other funds** - GF paid Property Service appraisal fees of \$11,178 to the Debt Service Fund.

▶ **Liabilities**

- **Accounts Payable** - Outstanding invoices paid in October.

<b>Debt Service</b>
---------------------

▶ **Liabilities**

- **Due To Other Funds** - Due to Debt Service Fund for Assessments Collected.

**Notes to the Financial Statements**

*September 30, 2017*

**Financial Overview / Highlights**

- ▶ The Non-Ad valorem assessments collected through the tax collector are 100% collected.
- ▶ The total General Fund expenditures are at approximately 109% of the Annual Budget.

**Variance Analysis**

Account Name	YTD Adopted Budget	YTD Actual	% of Budget	Explanation
<b>Expenditures</b>				
<u><b>Administrative</b></u>				
P/R - Board of Supervisors	\$ 6,000	\$ 17,800	297%	Over budget due to additional meetings from the merger with Poinciana.
FICA Taxes	\$ 459	\$ 1,362	297%	Over budget due to additional meetings from the merger with Poinciana.
ProfServ-Property Appraiser	\$ 5,087	\$ 5,660	111%	Invoice from Marsha Faux Property Appraiser for 1% fee for Debt & Maint. in Aug '17 for \$3,099.
Auditing Services	\$ 4,000	\$ 4,023	101%	Invoice from Grau & Associates for Audit FYE 09/30/16 - Confirmation.com.
Postage and Freight	\$ 1,000	\$ 7,631	763%	Severn Trent Mgmt fee for mailings of Notice letters in Aug '17 for \$4,405 and \$1,134 in Sep '17.
Insurance - General Liability	\$ 10,536	\$ 9,894	94%	Insurance premiums are paid in full for the year.
Printing and Binding	\$ 1,500	\$ 4,340	289%	Over budget due to additional meetings with extra copies from the merger with Poinciana.
Legal Advertising	\$ 2,000	\$ 17,182	859%	Over the budget due to The Ledger advertising notices for Special Assessments to include map and graph charts for \$4,393.
Miscellaneous Services	\$ 636	\$ 1,842	290%	Series 2017 Indenture.
Office Supplies	\$ 200	\$ 858	429%	Over budget due to additional meetings with extra agenda packages .
<u><b>Field</b></u>				
ProfServ - Field Management	\$ 4,244	\$ 14,217	335%	New contract with Severn Trent Services for field services.
Contracts - Landscape	\$ 27,500	\$ 53,894	196%	Over budget due to the new higher monthly contract fees with Flowlawn 2 LLC.
Contracts - Aquatic Midge Mgmt	\$ 10,000	\$ 22,000	220%	Includes amendment to the contract in amount of \$1,000 a month for Mosquito Mgmt.

**POINCIANA WEST**

Community Development District

**Supporting Schedules**

**September 30, 2017**

**Non-Ad Valorem Special Assessments - Imperial Polk County Tax Collector  
(Monthly Collection Distributions)  
For the Fiscal Year Ending September 30, 2017**

					ALLOCATION BY FUND			
Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	General Fund	Debt Service Series 2007 Fund	Debt Service Series 2017 Fund	
Assessments Levied				\$ 1,415,624	\$ 256,124	\$ 1,016,356	\$ 143,144	
Allocation %				100%	18%	72%	10%	
11/15/16	2,885	123	59	3,066	816	\$ 2,250	\$ -	
11/18/16	18,066	1,004	369	19,439	3,475	15,964	-	
11/21/16	30,930	1,315	631	32,877	5,877	27,000	-	
12/05/16	70,208	2,985	1,433	74,625	13,875	60,750	-	
12/15/16	616,706	26,221	12,586	655,512	118,512	537,000	-	
12/22/16	368,495	15,667	7,520	391,683	70,683	321,000	-	
01/17/17	60,783	1,935	1,240	63,958	11,566	52,392	-	
02/15/17	23,952	502	489	24,943	4,459	-	20,485	
03/15/17	92,227	1,781	1,882	95,890	17,140	-	78,750	
04/17/17	40,700	-	831	41,531	7,558	-	33,973	
05/15/17	3,687	(110)	75	3,653	653	-	3,000	
06/15/17	4,838	(144)	99	4,793	857	-	3,936	
06/23/17	3,741	(164)	76	3,653	653	-	3,000	
<b>TOTAL</b>	<b>\$ 1,337,218</b>	<b>\$ 51,115</b>	<b>\$ 27,290</b>	<b>\$ 1,415,624</b>	<b>\$ 256,124</b>	<b>\$ 1,016,356</b>	<b>\$ 143,144</b>	
% COLLECTED				100%	100%	100%	99%	
<b>TOTAL OUTSTANDING</b>				<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	

Variance due to a prepayment after budget was adopted

**Cash and Investment Report**  
**September 30, 2017**

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Yield</u>	<u>Balance</u>
<b><u>GENERAL FUND</u></b>				
Checking Account- Operating	SunTrust Bank	Checking Account	0.04%	\$ 12,607
Money Market Account	Bank United	Money Market	0.45%	\$ 551,870
		<b>Subtotal</b>		<b>\$ 564,477</b>
Series 2017 Prepayment Account (R1)	US Bank	Open-Ended Commercial Paper	0.05%	\$ 17,292
Series 2017 Prepayment Account (R2)	US Bank	Open-Ended Commercial Paper	0.05%	\$ 4,541
Series 2017 Reserve Account (R1)	US Bank	Open-Ended Commercial Paper	0.05%	\$ 392,766
Series 2017 Reserve Account (R2)	US Bank	Open-Ended Commercial Paper	0.05%	\$ 121,959
Series 2017 Revenue Account	US Bank	Open-Ended Commercial Paper	0.05%	\$ 251,700
		<b>Subtotal</b>		<b>\$ 788,258</b>
<b>Total</b>				<b>\$ 1,352,735</b>

# Poinciana West CDD

## Bank Reconciliation

Bank Account No. 7396 SunTrust Bank - GF  
Statement No. 09-17  
Statement Date 9/30/2017

G/L Balance (LCY)	12,607.42	Statement Balance	31,728.46
G/L Balance	12,607.42	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	31,728.46
Subtotal	12,607.42	Outstanding Checks	19,121.04
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	12,607.42	Ending Balance	12,607.42
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
<b>Outstanding Checks</b>						
8/21/2017	Payment	001304	LEONARD VENTO	319.40	0.00	319.40
9/18/2017	Payment	001312	AMERICAN ECOSYSTEMS, INC	2,702.46	0.00	2,702.46
9/18/2017	Payment	001315	GRAU AND ASSOCIATES	23.00	0.00	23.00
9/27/2017	Payment	001317	LEONARD VENTO	134.70	0.00	134.70
9/27/2017	Payment	001318	WILLIAM T. BROWN	184.70	0.00	184.70
9/27/2017	Payment	001319	SHIRLEY ANN BZDEWKA	184.70	0.00	184.70
9/28/2017	Payment	001320	FLORALAWN 2, LLC	4,691.16	0.00	4,691.16
9/28/2017	Payment	001321	SEVERN TRENT ENVIRONMENTAL SVC	10,880.92	0.00	10,880.92
<b>Total Outstanding Checks.....</b>				<b>19,121.04</b>		<b>19,121.04</b>

## POINCIANA WEST Community Development District

**Check Register by Fund**  
**For the Period from 9/1/17 to 9/30/17**  
**(Sorted by Check No.)**

Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
<b>GENERAL FUND - 001</b>								
001	001311	09/07/17	CLARKE ENVIRONMENTAL	636446	MOSQUITO MGMT SEPT 2017	Contracts-Aquatic Midge Mgmt	534130-53901	\$1,833.33
001	001312	09/18/17	AMERICAN ECOSYSTEMS, INC	1709292	WATER MGMT SVC SEP 2017	Contracts-Aquatic Weed Control	534134-53901	\$2,702.46
001	001313	09/18/17	FEDERAL EXPRESS INC.	5-912-45371	POSTAGE 8/18/17	Postage and Freight	541006-51301	\$37.61
001	001314	09/18/17	FLORALAWN 2, LLC	1960	REMOVAL OF TREE POND D7	Misc-Contingency	549900-53901	\$683.75
001	001315	09/18/17	GRAU AND ASSOCIATES	1119	AUDIT FYE 9/30/16	Auditing Services	532002-51301	\$23.00
001	001316	09/18/17	HOPPING, GREEN & SAMS	95622	GEN COUNSEL/MTG THRU JULY 17'	ProfServ-Legal Services	531023-51401	\$1,387.35
001	001320	09/28/17	FLORALAWN 2, LLC	1965	SEPT 2017 LAWN MAINT	Contracts-Landscape	534050-53901	\$4,691.16
001	001321	09/28/17	SEVERN TRENT ENVIRONMENTAL SVC	23467	SEPT MGMNT SERVICES	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,087.75
001	001321	09/28/17	SEVERN TRENT ENVIRONMENTAL SVC	23467	SEPT MGMNT SERVICES	ProfServ-Field Management	531016-53901	\$353.67
001	001321	09/28/17	SEVERN TRENT ENVIRONMENTAL SVC	23467	SEPT MGMNT SERVICES	ProfServ-Field Management	531016-53901	\$4,986.64
001	001321	09/28/17	SEVERN TRENT ENVIRONMENTAL SVC	23467	SEPT MGMNT SERVICES	Office Supplies	551002-51301	\$88.00
001	001321	09/28/17	SEVERN TRENT ENVIRONMENTAL SVC	23467	SEPT MGMNT SERVICES	Printing and Binding	547001-51301	\$230.80
001	001321	09/28/17	SEVERN TRENT ENVIRONMENTAL SVC	23467	SEPT MGMNT SERVICES	Postage and Freight	541006-51301	\$1,134.06
001	001317	09/27/17	LEONARD VENTO	PAYROLL	September 27, 2017 Payroll Posting			\$134.70
001	001318	09/27/17	WILLIAM T. BROWN	PAYROLL	September 27, 2017 Payroll Posting			\$184.70
001	001319	09/27/17	SHIRLEY ANN BZDEWKA	PAYROLL	September 27, 2017 Payroll Posting			\$184.70
<b>Fund Total</b>								<b>\$22,743.68</b>

<b>Total Checks Paid</b>	<b>\$22,743.68</b>
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**5B.**

BUDGET AMENDMENT RESOLUTION 2018-04

**A BUDGET AMENDMENT AMENDING THE POINCIANA WEST  
COMMUNITY DEVELOPMENT DISTRICT GENERAL FUND  
BUDGETS FOR FISCAL YEAR 2017**

**WHEREAS**, the Board of Supervisors, hereinafter referred to as the “Board”, of Poinciana West Community Development District, hereinafter referred to as “District”, adopted a General Fund Budget hereinafter referred to as the “Funds” for Fiscal Year 2017, and

**WHEREAS**, the Board desires to reallocate funds budgeted to reappropriate Revenues and Expenses approved during the Fiscal Year.

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

1. The Funds are hereby amended in accordance with Exhibit “A” attached.
2. This resolution shall become effective this 18th day of October, 2017 and be reflected in the monthly and Fiscal Year End 9/30/2017 Financial Statements and Audit Report of the District.

**Poinciana West  
Community Development District**

By: \_\_\_\_\_  
Charles W. Case III, Chairman

Attest:

By: \_\_\_\_\_  
Chuck Walter, Secretary

**Proposed Budget Amendment  
Exhibit A**

For the Period Ending September 30, 2017

ACCOUNT DESCRIPTION	CURRENT BUDGET	PROPOSED AMENDMENT	FINAL BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>					
Interest - Investments	\$ 1,000	\$ -	\$ 1,000	\$ 4,974	\$ 3,974
Interest - Tax Collector	-	-	-	468	468
Special Assmnts- Tax Collector	254,327	-	254,327	256,124	1,797
Special Assmnts- CDD Collected	15,469	-	15,469	13,817	(1,652)
Special Assmnts- Discounts	(10,173)	-	(10,173)	(9,254)	919
Other Miscellaneous Revenues	-	-	-	58	58
<b>TOTAL REVENUES</b>	<b>260,623</b>	<b>-</b>	<b>260,623</b>	<b>266,187</b>	<b>5,564</b>
<b>EXPENDITURES</b>					
<b>Administration</b>					
P/R-Board of Supervisors	6,000	-	6,000	17,800	(11,800)
FICA Taxes	459	-	459	1,362	(903)
ProfServ-Arbitrage Rebate	600	-	600	600	-
ProfServ-Dissemination Agent	5,000	-	5,000	-	5,000
ProfServ-Engineering	20,000	-	20,000	13,198	6,802
ProfServ-Legal Services	50,000	-	50,000	21,412	28,588
ProfServ-Mgmt Consulting Serv	49,053	-	49,053	49,053	-
ProfServ-Property Appraiser	5,087	-	5,087	5,660	(573)
Auditing Services	4,000	-	4,000	4,023	(23)
Postage and Freight	1,000	-	1,000	7,631	(6,631)
Insurance - General Liability	10,536	-	10,536	9,894	642
Printing and Binding	1,500	-	1,500	4,340	(2,840)
Legal Advertising	2,000	-	2,000	17,182	(15,182)
Miscellaneous Services	636	-	636	1,842	(1,206)
Misc-Assessmnt Collection Cost	5,087	-	5,087	4,926	161
Office Supplies	200	-	200	858	(658)
Annual District Filing Fee	175	-	175	175	-
<b>Total Administration</b>	<b>161,333</b>	<b>-</b>	<b>161,333</b>	<b>159,956</b>	<b>1,377</b>
<b>Field</b>					
ProfServ-Field Management	4,244	-	4,244	14,217	(9,973)
Contracts-Landscape	27,500	30,000	57,500	53,894	3,606
Contracts-Aquatic Midge Mgmt	10,000	12,000	22,000	22,000	-
Contracts-Aquatic Weed Control	32,430	-	32,430	32,430	-
R&M-Renewal and Replacement	10,000	-	10,000	-	10,000
Misc-Contingency	15,116	-	15,116	2,552	12,564
<b>Total Field</b>	<b>99,290</b>	<b>42,000</b>	<b>141,290</b>	<b>125,093</b>	<b>16,197</b>
<b>TOTAL EXPENDITURES</b>	<b>260,623</b>	<b>42,000</b>	<b>302,623</b>	<b>285,049</b>	<b>17,574</b>

**Proposed Budget Amendment  
Exhibit A**

For the Period Ending September 30, 2017

ACCOUNT DESCRIPTION	CURRENT BUDGET	PROPOSED AMENDMENT	FINAL BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Excess (deficiency) of revenues Over (under) expenditures	-	(42,000)	(42,000)	(18,862)	23,138
Net change in fund balance	-	(42,000)	(42,000)	(18,862)	23,138
<b>FUND BALANCE, BEGINNING (OCT 1, 2016)</b>	<b>592,562</b>	-	<b>592,562</b>	<b>592,562</b>	-
<b>FUND BALANCE, ENDING</b>	<b>\$ 592,562</b>	<b>\$ (42,000)</b>	<b>\$ 550,562</b>	<b>\$ 573,700</b>	<b>\$ 23,138</b>

**5C**

**POINCIANA WEST  
COMMUNITY DEVELOPMENT DISTRICT**

**Motion: Assigning Fund Balance as of 9/30/17**

The Board hereby assigns the FY 2017 Reserves as follows:

Operating Reserves    \$65,156

## **Sixth Order of Business**

**6C.ii.**



**POINCIANA WEST COMMUNITY  
DEVELOPMENT DISTRICT  
FIELD MANAGEMENT  
REPORT**

**POINCIANA WEST COMMUNITY DEVELOPMENT DISTRICT**

**FIELD MAINTENANCE HIGHLIGHT REPORT**

**SEPTEMBER 2017**

**COMPLETED ITEMS:**

- Meet with contractors on a monthly basis and performed a drive through
- Followed up with vendors on pending items
- Reviewed and processed invoices on a weekly basis
- Performed pond inspections and meet with vendor as needed
- Followed up on a daily resident and vendor activities
- Returned phone calls

**ATTACHMENTS**

- ❖ Residential Service Request Log
- ❖ Floralawn Report
- ❖ Clarke Mosquito Control Report
- ❖ American Ecosystems Report

**POINCIANA WEST COMMUNITY  
DEVELOPMENT DISTRICT  
RESIDENTIAL SERVICE  
REQUEST LOG**

Potomac WW Service Requests 2017

8/29/2016	109 Crystal Cove Road #8	midge problem	created by Clarke	Drew Haines			Complete		
8/12/2017	Monterey road	drain damaged, plugged with debris		Jerry Zingrich			Complete		
8/29/2017	232 Escobedo St.	midges	created by Clarke	Deaathy			Complete		
8/29/2017	122 Lemon Green St.	algae	modified American Ecosystems						

# **POINCIANA WEST COMMUNITY DEVELOPMENT DISTRICT FLORALAWN REPORT**

**Solivia Pond and bahia mowing****September pond that have been serviced:**

<b>B-5</b>	<b>A-5</b>	<b>A-11</b>	<b>D-6</b>
<b>B-6</b>	<b>B-15</b>	<b>10-B</b>	<b>D-5</b>
<b>B-1</b>	<b>B-11</b>	<b>10-A</b>	<b>D-11</b>
<b>A-1</b>	<b>1-F</b>	<b>A-9</b>	<b>D-2</b>
<b>A-20</b>	<b>A-8</b>	<b>B-16</b>	<b>D-3</b>
<b>A-21</b>	<b>A-13</b>	<b>D-9</b>	<b>D-4</b>
<b>A-22</b>	<b>A-20</b>	<b>D-8</b>	<b>D-11</b>

<b>C-20</b>	<b>Pond 2</b>	<b>Lake Polk</b>
<b>C-12</b>	<b>Pond 3</b>	<b>Lake B</b>
<b>D-1</b>	<b>Pond 1</b>	<b>Volare dry Ponds</b>
<b>F-5</b>	<b>Pond 5</b>	<b>Zone 1 Bahia</b>
<b>F-7</b>	<b>Pond 6</b>	
<b>C-1</b>	<b>Pond 7</b>	<b>Pond 19 A</b>
<b>C-11</b>	<b>Pond 8</b>	<b>Pond 19 B</b>
<b>C-15</b>	<b>Pond 9</b>	<b>Pond 20</b>
<b>C-17</b>	<b>Pond 10</b>	<b>Pond 21</b>
<b>C-19</b>	<b>Pond 11</b>	<b>Pond 22</b>
<b>D-7</b>	<b>Pond 12</b>	<b>Verona dry ponds.</b>
<b>E-2</b>	<b>Pond 13</b>	
	<b>Pond 15</b>	
	<b>Pond 16</b>	
	<b>Pond 17</b>	
	<b>Pond 18</b>	

**Also we did edge around tree ring, cut around structure of dry ponds with the exception of two (there are too wet) on Verona and sprayed for weeds. Also, we have been cutting the new (2) ponds by new entrance at Vestrella.**

**POINCIANA WEST COMMUNITY  
DEVELOPMENT DISTRICT  
CLARKE MOSQUITO REPORT**



**PWCDD Monthly Midge Treatment Report  
September 2017**

<i>Customer</i>	<i>Route</i>	<i>Start Date</i>	<i>End Date</i>	<i>Used Quantity</i>	<i>Unit of Measure</i>	<i>Chemical Used Quantity</i>	<i>Unit of Measure</i>
PWCDD Truck ULV	Ponds 5, 8, & 9	9/6/2017	9/6/2017	2.2	mi	0.48	gal
PWCDD ATV ULV	Ponds 5, 8, & 9	9/7/2017	9/7/2017	1.9	mi	0.42	gal
PWCDD Truck ULV	Ponds 5, 8, & 9	9/18/2017	9/18/2017	2.1	mi	0.48	gal
PWCDD ATV ULV	Ponds 5, 8, & 9	9/25/2017	9/25/2017	2.1	mi	0.47	gal
PWCDD Truck ULV	Ponds 5, 8, & 9	9/28/2017	9/28/2017	1.9	mi	0.42	gal
<b>Total For The Month</b>				<b>10.20</b>	<b>mi</b>	<b>2.27</b>	<b>gal</b>
ABATE 5% PELLETS							
Pond 5 & 9							
ABATE 4E LIQUID							
Pond 8							
Pond 8							
<b>Total For The Month</b>				<b>0.00</b>	<b>ac</b>	<b>0</b>	<b>oz</b>



**POINCIANA WEST COMMUNITY  
DEVELOPMENT DISTRICT  
AMERICAN ECOSYSTEMS REPORT**

**POINCIANA WEST COMMUNITY DEVELOPMENT DISTRICT**  
**OPERATIONS & MAINTENANCE HIGHLIGHT**  
**AMERICAN ECOSYSTEMS AQUATIC MANAGEMENT REPORT**

September 2017

All ponds were treated for shoreline grasses/vegetation as needed with a custom grass mix targeted for specific species present at time of treatment.

All application rates and procedures are followed per the Product Labels/MSDS when Aquatic Herbicides are applied.

Additional specifics on individual ponds below:

**POND #1-** Treatment for Hydrilla, Algae.

**POND #2-** Treatment for Filamentous Algae continues.

**POND #3-** Treatment for Filamentous Algae continues.

**POND #4-** Treatment for Filamentous Algae continues.

**POND #4A-** No additional treatment required.

**POND #5-** Treatment for Hydrilla, Algae.

**POND #6-** Treatment for Filamentous Algae.

**POND #7-** Treatment for Hydrilla, Algae.

**POND #8-** Treatment for Filamentous Algae.

**POND #9-** Treatment for Hydrilla, Algae.

**POND #10-** Treatment for Filamentous Algae.

**POND #11-** Treatment for Filamentous Algae & Hydrilla.

**POND #12-** Treatment for Filamentous Algae & Hydrilla.

**POND #13-** Treatment for Filamentous Algae, Hydrilla.

**POND #15- Treatment for Filamentous Algae.**

**POND #16- Treatment for Filamentous Algae.**

**POND #16A- No additional vegetation present.**

**POND #17- Treatment for Filamentous Algae.**

**POND #18- Treatment for Filamentous Algae.**

**POND #20- Treatment for Filamentous Algae.**

**POND #21- Treatment for Filamentous Algae.**

**POND #22- Treatment for Filamentous Algae.**

**POND #23- Treatment for Filamentous Algae.**

**POND #24- No additional vegetation present.**

**POND #P1- Overflow area dry only sprayed for invasive/exotic grasses.**

**POND #P2- Overflow area dry only sprayed for invasive/exotic grasses.**

**POND #P3- Overflow area dry only sprayed for invasive/exotic grasses.**

**POND #P4- Overflow area dry only sprayed for invasive/exotic grasses.**

**POND #P5- Overflow area dry only sprayed for invasive/exotic grasses.**

**POND #P6- Overflow area dry only sprayed for invasive/exotic grasses.**

**ADDITIONAL NOTES:**

**The growing season still here and we are experiencing a lot of heat and rain in the month of September. Algae and Hydrilla are under control. Treatment will continue on weekly basis as needed.**

Regards

Claudio Dantas

Field Manager

American Ecosystems Inc.