



**LAKE FRANCES  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MIAMI-DADE COUNTY  
REGULAR BOARD MEETING  
FEBRUARY 27, 2019  
6:30 P.M.**

Special District Services, Inc.  
6625 Miami Lakes Drive, Suite 374  
Miami Lakes, FL 33014

[www.lakefrancescdd.org](http://www.lakefrancescdd.org)  
305.777.0761 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT**  
Hampton Inn & Suites - Homestead  
1<sup>st</sup> Floor Conference Room (Cove Board Room)  
2855 N.E. 9th Street  
Homestead, Florida 33033  
**REGULAR BOARD MEETING**  
February 27, 2019  
6:30 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. Approval of Minutes
  - 1. October 24, 2018 Regular Board Meeting.....Page 2
- G. Old Business
  - 1. Engineer’s Report on Public Street Improvements within the District
  - 2. Staff Report: As Required
- H. New Business
  - 1. Consider Resolution No. 2019-01 – Adopting a Fiscal Year 2019/2020 Proposed Budget.....Page 6
- I. Administrative & Operational Matters
  - 1. Staff Report: As Required
- J. Board Member & Staff Closing Comments
- K. Adjourn

# MIAMI DAILY BUSINESS REVIEW

Published Daily except Saturday, Sunday and  
Legal Holidays  
Miami, Miami-Dade County, Florida

STATE OF FLORIDA  
COUNTY OF MIAMI-DADE:

Before the undersigned authority personally appeared GUILLERMO GARCIA, who on oath says that he or she is the DIRECTOR OF OPERATIONS, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, a daily (except Saturday, Sunday and Legal Holidays) newspaper, published at Miami in Miami-Dade County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in the matter of

LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT -  
FISCAL YEAR 2018/2019 REGULAR MEETING SCHEDULE

in the XXXX Court,  
was published in said newspaper in the issues of

10/12/2018

Affiant further says that the said Miami Daily Business Review is a newspaper published at Miami, in said Miami-Dade County, Florida and that the said newspaper has heretofore been continuously published in said Miami-Dade County, Florida each day (except Saturday, Sunday and Legal Holidays) and has been entered as second class mail matter at the post office in Miami in said Miami-Dade County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



Sworn to and subscribed before me this  
12 day of OCTOBER, A.D. 2018

(SEAL)

GUILLERMO GARCIA personally known to me



MARIA I. MESA  
Notary Public - State of Florida  
Commission # FF 935208  
My Commission Expires Mar 4, 2020  
Bonded through National Notary Assn.

## LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2018/2019 REGULAR MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors (the "Board") of the Lake Frances Community Development District (the "District") will hold Regular Meetings in the Hampton Inn & Suites - Homestead 1st Floor Conference Room (Cove Board Room) located at 2855 NE 9th Street, Homestead, Florida 33033 at 6:30 p.m. on the following dates:

October 24, 2018  
November 29, 2018  
January 23, 2019  
February 27, 2019  
March 27, 2019  
April 24, 2019  
May 22, 2019  
June 28, 2019  
July 24, 2019  
September 25, 2019

The purpose of the meetings is for the Board to consider any District business which may lawfully and properly come before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. Copies of the Agenda for any of the meetings may be obtained from the District's website or by contacting the District Manager at 305-777-0761 and/or toll free at 1-877-737-4922, prior to the date of the particular meeting.

From time to time one or two Board members may participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Board members may be fully informed of the discussions taking place. Said meeting(s) may be continued as found necessary to a time and place specified on the record.

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

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at 305-777-0761 and/or toll free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time with no advertised notice.

LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT

[www.lakefrancesodd.org](http://www.lakefrancesodd.org)  
10/12

18-102/0000353181M

**LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
OCTOBER 24, 2018**

**A. CALL TO ORDER**

The October 24, 2018, Regular Board Meeting of the Lake Frances Community Development District was called to order at 6:34 p.m. in the Hampton Inn & Suites-Homestead, 1<sup>st</sup> Floor Conference Room (Cove Board Room) located at 2855 NE 9<sup>th</sup> Street, Homestead, Florida 33033.

**B. PROOF OF PUBLICATION**

Mr. Kalin presented proof of publication that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on October 12, 2018, as legally required.

**C. ESTABLISH A QUORUM**

Mr. Kalin determined that the attendance of Chairman José Valles-Rivera, Vice Chairman Nelson Peña and Supervisors Demetrius Young and David Lumpkin constituted a quorum and it was in order to proceed with the meeting.

Staff in attendance: District Manager Neil Kalin of Special District Services, Inc.; and General Counsel Vanessa Steinerts of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

**D. ADDITIONS OR DELETIONS TO THE AGENDA**

There were no additions or deletions to the Agenda.

**E. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

There were no comments from the public for items not on the agenda.

**F. APPROVAL OF MINUTES**

**1. June 27, 2018, Public Hearing & Regular Board Meeting**

Mr. Kalin presented the minutes of the June 27, 2018, Public Hearing & Regular Board Meeting and asked if there were any changes. There being no changes, a **motion** was made by Mr. Peña, seconded by Mr. Lumpkin and unanimously passed approving the minutes of the June 27, 2018, Public Hearing and Regular Board Meeting, as presented.

**G. OLD BUSINESS**

**1. Staff Report, as Required**

**a. Engineer's Report on Public Streets within the District**

Mr. Kalin, at the request of the Board at a previous meeting, contacted the District Engineer and requested a response related to certain roadway concerns that resident Board Members had expressed. The concerns were related to street traffic markings (or the lack thereof), ponding and puddling in certain areas where driveway approaches meet the public street and the status of the final lift of asphalt

throughout the community. The District Engineer provided a written response to the community concerns dated October 19, 2018 (the “Report”), and the referenced response was circulated to the Board. The Report will be kept on file in the District’s office of official records. The consensus of the Board was that the Report was inconclusive with respect to the installation of the final lift of asphalt. Resident Board Members who have resided in the District since 2015, stated that since residing in the District they have not witnessed the installation of a second lift of asphalt, as pledged by the outgoing builder/developer (D.R. Horton). Further discussion took place regarding the roadway improvements and the need for clarification on the timing of the roadway/street improvement installation, after which;

A **motion** was made by Mr. Valles-Rivera, seconded by Mr. Young and unanimously passed requesting any and all documentation (from the County and the District Engineer) related to the placement on District streets of the first and second lifts of asphalt; and authorizing the District Manager to invite the District Engineer and applicable County Staff to attend a future District Board meeting to address the concerns regarding asphalt placement.

The District Manager will attempt to have the requested personnel attend the meeting in November; otherwise, the concerns will be addressed at the scheduled meeting in January 2019.

## **H. NEW BUSINESS**

### **1. Consider Resolution No. 2018-07 – Adopting a Fiscal Year 2017/2018 Amended Budget**

Mr. Kalin presented Resolution No. 2018-07, entitled:

#### **RESOLUTION NO. 2018-07**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2017/2018 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.**

Mr. Kalin read the title of the resolution into the record and provided an explanation for the document. He indicated that the Operating Fund as of September 30, 2018, had a positive fund balance (approximately \$196,226). In order to balance the 2018/2019 annual operating fund budget, the District will use approximately \$9,079 of the reported fund balance. In addition, he stated that the Debt Service Fund (2017 Series Refunding Bonds) had sufficient funds to make the November 1, 2018, required interest debt service payment in the amount of \$33,085. A discussion ensued after which:

A **motion** was made by Mr. Peña, seconded by Mr. Young and passed unanimously approving and adopting Resolution No. 2018-07, *as presented*, thereby setting the amended/revised final budget for the 2017/2018 fiscal year.

## **I. ADMINISTRATIVE & OPERATIONAL MATTERS**

### **1. Audit Committee**

#### **a. Consider 2-Year Renewal Option - Audit Firm Grau & Associates**

Mr. Kalin advised the District Board (also sitting as the Audit Committee) at the November 17, 2015, Board meeting that the firm of Grau & Associates had been selected to perform the 9-30-2015, 9-30-2016 and 9-30-2017 year end audits of the District with an option to perform the 9-30-2018 and 9-30-2019 audits. The fee for the 9-30-2015 audit was \$3,000; the fee for the 9-30-2016 audit was \$3,100; and the fee for the 9-30-2017 audit was \$3,200. The proposed fee for the 9-30-2018 audit is \$3,200, which is the budgeted amount for audit fees for Fiscal Year 2018/2019. In addition, the proposed fee for the 9-30-2019 audit is \$3,200. Grau & Associates has been the District auditor for the past three (3) years. Management is pleased with the professionalism and competence of the Grau & Associates partners and staff; therefore, management recommends that the Board approve the renewal option for the Fiscal Year Ending 9-30-2018 and 9-30-2019 audits for Grau & Associates. A discussion ensued after which;

A **motion** was made by Mr. Lumpkin, seconded by Mr. Young and unanimously passed to exercise the 2-year audit renewal option and approve the engagement of Grau & Associates to perform the 9-30-2018 and 9-30-2019 audits and the fee for the audits will be \$3,200 for each specified audit year, subject to fee adjustments for inflation.

## **2. Financial Risk Management Policy/Review – 2017/2018 Fiscal Year**

The Board Members were advised that Special District Services, Inc. (“SDS, Inc.”), acting in the capacity of District Manager, as part of best management practices and to satisfy annual audit requirements does implement certain measures and procedures to identify and mitigate financial mismanagement/fraud risks, as follows:

**a.** Each month the District’s operating/checking bank account is reconciled by an authorized person who has not deposited funds to, processed expenditures or written checks from, that particular operating/checking account; and

**b.** Each expenditure from the District’s operating/checking account requires a minimum of two (2) approvals from authorized staff and/or District officials and the respective approvals are provided by persons other than the preparer of the expenditure(s); and

**c.** All financial transactions are logged and maintained by the District Manager for record keeping purposes; and

**d.** A designated member of the Board, typically the Chairperson (by an electronic approval procedure), has an opportunity to review the District’s expenditure(s) prior to the payment(s) being released; and

**e.** The District engages an independent firm, pursuant to Chapter 218.391, *Florida Statutes*, to audit the prior year’s financial activities (October 1<sup>st</sup> through September 30<sup>th</sup>) from which an independent fiscal year annual audit is prepared; and

**f.** Within sixty (60) days of the end of each fiscal year (September 30<sup>th</sup>) the District’s Board of Supervisors reviews, pursuant to Chapter 189.418(5), *Florida Statutes*, the prior year’s budget relative to actual revenues and expenditures and adopts by resolution an amended/revised final budget.

## **3. Staff Report: As Required**

There was no Staff Report required at this time.

**J. BOARD MEMBER & STAFF CLOSING COMMENTS**

The Board wished everyone a Happy Thanksgiving 2018.

**K. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Mr. Peña, seconded by Mr. Young and unanimously passed to adjourn the Regular Board Meeting at 7:36 p.m.

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Secretary/Assistant Secretary

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Chairperson/Vice Chairperson

**RESOLUTION NO. 2019-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET AND NON-AD VALOREM SPECIAL ASSESSMENTS FOR FISCAL YEAR 2019/2020; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Board of Supervisors (“Board”) of the Lake Frances Community Development District (“District”) is required by Section 190.008(2)(a), *Florida Statutes*, to approve a Proposed Budget for each fiscal year; and,

**WHEREAS**, the Proposed Budget including the Assessments for Fiscal Year 2019/2020 has been prepared and considered by the Board.

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

**Section 1.** The Proposed Budget including the Assessments for Fiscal Year 2019/2020 attached hereto as Exhibit “A” is approved and adopted.

**Section 2.** A Public Hearing is hereby scheduled for \_\_\_\_\_, 2019 at \_\_\_\_\_ p.m. in the Hampton Inn 1<sup>st</sup> Floor Conference Room (Cove Board Room) located at 2855 N.E. 9<sup>th</sup> Street, Homestead, Florida 33033, for the purpose of receiving public comments on the Proposed Fiscal Year 2019/2020 Budget.

**PASSED, ADOPTED and EFFECTIVE** this 27<sup>th</sup> day of February, 2019.

**ATTEST:**

**LAKE FRANCES  
COMMUNITY DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Chairperson/Vice Chairperson



Lake Frances  
Community Development District

**Proposed Budget For  
Fiscal Year 2019/2020  
October 1, 2019 - September 30, 2020**

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**PROPOSED BUDGET**  
**LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2019/2020**  
**OCTOBER 1, 2019 - SEPTEMBER 30, 2020**

	<b>FISCAL YEAR 2019/2020 BUDGET</b>
<b>REVENUES</b>	
Administrative Assessments	61,948
Maintenance Assessments	16,457
Debt Assessments	146,840
Other Revenues	0
Interest Income	480
<b>TOTAL REVENUES</b>	<b>\$ 225,725</b>
<b>EXPENDITURES</b>	
<b>MAINTENANCE EXPENDITURES</b>	
Aquatic Maintenance (Lake Tract)	3,600
Lawn & Landscape Maintenance	6,600
Engineering/Annual Report/Inspections	1,250
Field Operation Management	1,620
Maintenance Contingency	2,400
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ 15,470</b>
<b>ADMINISTRATIVE EXPENDITURES</b>	
Supervisor Fees	3,000
Payroll Taxes (Employer)	230
Management	31,356
Legal	9,600
Assessment Roll	6,000
Audit Fees	3,200
Insurance	6,750
Legal Advertisements	750
Miscellaneous	1,000
Meeting Room Rental	1,000
Postage	200
Office Supplies	550
Dues & Subscriptions	175
Trustee Fee	4,000
Continuing Disclosure Fee	350
Website Management	2,000
Administrative Contingency	1,200
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 71,361</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 86,831</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 138,894</b>
Bond Payments	(138,030)
<b>BALANCE</b>	<b>\$ 864</b>
County Appraiser & Tax Collector Fee	(4,505)
Discounts For Early Payments	(9,009)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ (12,650)</b>
Carryover From Prior Year	12,650
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>

**DETAILED PROPOSED BUDGET**  
**LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2019/2020**  
**OCTOBER 1, 2019 - SEPTEMBER 30, 2020**

	FISCAL YEAR 2017/2018 ACTUAL	FISCAL YEAR 2018/2019 BUDGET	FISCAL YEAR 2019/2020 BUDGET	COMMENTS
<b>REVENUES</b>				
Administrative Assessments	52,626	61,975	61,948	Expenditures Less Interest & Carryover/.94
Maintenance Assessments	16,251	16,436	16,457	Expenditures/.94
Debt Assessments	163,701	146,840	146,840	Bond Payments/.94
Other Revenues	0	0	0	Other Revenues
Interest Income	601	420	480	Interest Projected At \$40 Per Month
<b>TOTAL REVENUES</b>	<b>\$ 233,179</b>	<b>\$ 225,671</b>	<b>\$ 225,725</b>	
<b>EXPENDITURES</b>				
<b>MAINTENANCE EXPENDITURES</b>				
Aquatic Maintenance (Lake Tract)	2,340	3,500	3,600	\$100 Increase From 2018/2019 Budget
Lawn & Landscape Maintenance	5,175	6,500	6,600	\$100 Increase From 2018/2019 Budget
Engineering/Annual Report/Inspections	1,244	1,250	1,250	No Change From 2018/2019 Budget
Field Operation Management	900	1,200	1,620	\$420 Increase From 2018/2019 Budget
Maintenance Contingency	1,150	3,000	2,400	\$600 Decrease From 2018/2019 Budget
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ 10,809</b>	<b>\$ 15,450</b>	<b>\$ 15,470</b>	
<b>ADMINISTRATIVE EXPENDITURES</b>				
Supervisor Fees	2,600	3,000	3,000	Supervisor Fees
Payroll Taxes (Employer)	199	230	230	Supervisor Fees * 7.65%
Management	30,156	30,780	31,356	CPI Adjustment
Legal	9,136	9,600	9,600	No Change From 2018/2019 Budget
Assessment Roll	6,000	6,000	6,000	As Per Contract
Audit Fees	3,200	3,200	3,200	Accepted Amount For 2018/2019 Audit
Insurance	5,778	6,420	6,750	Insurance Estimate
Legal Advertisements	537	750	750	No Change From 2018/2019 Budget
Miscellaneous	991	1,000	1,000	No Change From 2018/2019 Budget
Meeting Room Rental	961	0	1,000	Meeting Room Rental
Postage	155	200	200	No Change From 2018/2019 Budget
Office Supplies	533	400	550	\$150 Increase From 2018/2019 Budget
Dues & Subscriptions	175	175	175	No Change From 2018/2019 Budget
Trustee Fee	4,000	4,000	4,000	No Change From 2018/2019 Budget
Continuing Disclosure Fee	350	500	350	\$150 Decrease From 2018/2019 Budget
Website Management	1,500	1,500	2,000	\$500 Increase From 2018/2019 Budget
Administrative Contingency	0	0	1,200	Administrative Contingency
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 66,271</b>	<b>\$ 67,755</b>	<b>\$ 71,361</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 77,080</b>	<b>\$ 83,205</b>	<b>\$ 86,831</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 156,099</b>	<b>\$ 142,466</b>	<b>\$ 138,894</b>	
Bond Payments	(156,896)	(138,030)	(138,030)	2020 P & I Payments Less Earned Interest
<b>BALANCE</b>	<b>\$ (797)</b>	<b>\$ 4,436</b>	<b>\$ 864</b>	
County Appraiser & Tax Collector Fee	(2,235)	(4,505)	(4,505)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(9,020)	(9,010)	(9,009)	Four Percent Of Total Assessment Roll
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ (12,052)</b>	<b>\$ (9,079)</b>	<b>\$ (12,650)</b>	
Carryover From Prior Year	0	9,079	12,650	Carryover From Prior Year
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ (12,052)</b>	<b>\$ -</b>	<b>\$ -</b>	

**DETAILED PROPOSED DEBT SERVICE FUND BUDGET**  
**LAKE FRANCES COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2019/2020**  
**OCTOBER 1, 2019 - SEPTEMBER 30, 2020**

	FISCAL YEAR 2017/2018	FISCAL YEAR 2018/2019	FISCAL YEAR 2019/2020	
<b>REVENUES</b>	<b>ACTUAL</b>	<b>ANNUAL BUDGET</b>	<b>ANNUAL BUDGET</b>	<b>COMMENTS</b>
Interest Income	1,616	100	200	Projected Interest For FY 2019/2020
NAV Tax Collection	156,896	138,030	138,030	Maximum Debt Service Collection
<b>Total Revenues</b>	<b>\$ 158,512</b>	<b>\$ 138,130</b>	<b>\$ 138,230</b>	
<b>EXPENDITURES</b>				
Principal Payments	55,000	72,000	71,000	Principal Payment Due In 2020
Interest Payments	92,894	65,090	62,945	Interest Payments Due In 2020
Bond Redemption	0	1,040	4,285	Estimated Excess Debt Collections
<b>Total Expenditures</b>	<b>\$ 147,894</b>	<b>\$ 138,130</b>	<b>\$ 138,230</b>	
<b>Excess/ (Shortfall)</b>	<b>\$ 10,618</b>	<b>\$ -</b>	<b>\$ -</b>	

**Series 2018 Bond Refunding Information**

Original Par Amount =	\$1,812,000	Annual Principal Payments Due =	May 1st
Interest Rate =	3.00% - 4.00%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	February 2018		
Maturity Date =	May 2037		
Par Amount As Of 1/1/19 =	\$1,812,000		

# Lake Frances Community Development District Assessment Comparison

Original Projected Assessment (Methodology)	Fiscal Year 2016/2017	Fiscal Year 2017/2018	Fiscal Year 2018/2019	Fiscal Year 2019/2020
Before Discount*	Assessment Before Discount*	Assessment Before Discount*	Assessment Before Discount*	Projected Assessment Before Discount*
Administrative	\$ 483.56	\$ 366.81	\$ 433.40	\$ 433.21
Maintenance	\$ -	\$ 113.64	\$ 114.95	\$ 115.10
<u>Debt</u>	<u>\$ 1,182.23</u>	<u>\$ 1,144.76</u>	<u>\$ 1,026.86</u>	<u>\$ 1,026.86</u>
<b>Total</b>	<b>\$ 1,665.79</b>	<b>\$ 1,625.21</b>	<b>\$ 1,575.21</b>	<b>\$ 1,575.17</b>

\* Assessments Include the Following :

- 4% Discount for Early Payments
- 1% County Tax Collector Fee
- 1% County Property Appraiser Fee

Community Information:

Total Units 143