

**TOUCHSTONE
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
REGULAR MEETING
APRIL 9, 2020**

**TOUCHSTONE
COMMUNITY DEVELOPMENT DISTRICT
AGENDA**

APRIL 9, 2020 at 9:00 a.m.

Call In Number: 1-866-906-9330

Access Code: 4863181#

District Board of Supervisors	Chairman Vice-Chair Assistant Secretary Assistant Secretary Assistant Secretary	Kelly Evans Laura Coffey Paulo Beckert Becky Wilson Lori Campagna
District Manager	Meritus Meritus	Brian Lamb Gene Roberts
District Attorney	Straley Robin Vericker	John Vericker
District Engineer	Landmark Engineering	Todd C. Amaden

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

The regular meeting will begin at **9:00 a.m.** with the third section called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. If any member of the audience would like to speak on one of the business items, they will need to register with the District Administrator prior to the presentation of that agenda item. Agendas can be reviewed by contacting the Manager's office at (813) 873-7300 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The fourth section is called **Consent Agenda**. The Consent Agenda section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The fifth section is called **Vendor/Staff Reports**. This section allows the District Administrator, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The final sections are called **Board of Supervisors Request and Comments**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to **three (3) minutes** for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT ADMINISTRATOR OUTSIDE THE CONTEXT OF THIS MEETING.**

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically, no motions or votes are made during these sessions.

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

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same 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.

April 9, 2020

Board of Supervisors
Touchstone Community Development District

Dear Board Members:

The Regular Meeting of Touchstone Community Development District will be held on **Thursday, April 9, 2020 at 9:00 a.m.** at the offices of Lennar Homes, located at 4600 W. Cypress Street - Suite 200, Tampa, FL 33607. Following is the Agenda for the Meeting:

Call In Number: 1-866-906-9330

Access Code: 4863181#

1. CALL TO ORDER/ROLL CALL

2. PUBLIC COMMENT ON AGENDA ITEMS

3. BUSINESS ITEMS

- A. Consideration of Resolution 2020-03; Approving Fiscal Year 2021 Proposed Budget & Setting Public Hearing Tab 01
- B. General Matters of the District

4. CONSENT AGENDA

- A. Consideration of Minutes of the Regular Meeting March 12, 2020 Tab 02
- B. Consideration of Operation and Maintenance Expenditures February 2020..... Tab 03
- C. Review of Financial Statements Month Ending February 28, 2020..... Tab 04

5. VENDOR/STAFF REPORT

- A. District Counsel
- B. District Engineer
- C. District Manager Tab 05
 - i. Community Inspection

6. BOARD OF SUPERVISORS REQUESTS AND COMMENTS

7. PUBLIC COMMENTS

8. ADJOURNMENT

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 873-7300.

Sincerely,

Gene Roberts,
District Manager

RESOLUTION 2020-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOUCHSTONE COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2020/2021; SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the District Manager prepared and submitted to the Board of Supervisors (“Board”) of the Touchstone Community Development District (“District”) prior to June 15, 2020, a proposed operations and maintenance budget for Fiscal Year 2020/2021; and

WHEREAS, the Board has considered the proposed budget and desires to set the required public hearing thereon.

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

1. **BUDGET APPROVED.** The operating budget proposed by the District Manager for Fiscal Year 2020/2021 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said budget.

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

DATE: July 9, 2020

HOUR: 9:00 a.m.

LOCATION: Lennar Homes
4600 W. Cypress Street, Suite 200
Tampa, Florida 33607

3. **TRANSMITTAL OF BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the proposed budget to Hillsborough County, Florida at least 60 days prior to the hearing date set above.

4. **POSTING OF BUDGETS.** In accordance with Section 189.016, Florida Statutes, the District's Secretary is further directed to post the approved proposed budget on the District's website at least two days before the budget hearing date as set forth in section 2.

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 THIS 9TH DAY OF APRIL, 2020.

ATTEST:

**TOUCHSTONE COMMUNITY
DEVELOPMENT DISTRICT**

Signature

Signature

Printed Name

Printed Name

Title:

- ☐ Secretary
- ☐ Assistant Secretary

Title:

- ☐ Chair of the Board of Supervisors
- ☐ Vice Chair of the Board of Supervisors

Exhibit A: Proposed FY 2020/2021 Budget

2021



TOUCHSTONE

COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2021

PROPOSED ANNUAL OPERATING BUDGET

APRIL 9, 2020



TOUCHSTONE

COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2021 PROPOSED ANNUAL OPERATING BUDGET

TABLE OF CONTENTS

<u>SECTION</u>	<u>DESCRIPTION</u>	<u>PAGE</u>
I.	BUDGET INTRODUCTION	1
II.	FISCAL YEAR 2020 BUDGET ANALYSIS	2
III.	PROPOSED OPERATING BUDGET	3
IV.	GENERAL FUND 001 DESCRIPTIONS.....	4
V.	DEBT SERVICE FUND.....	6
VI.	SCHEDULE OF ANNUAL ASSESSMENTS	7

APRIL 9, 2020

TOUCHSTONE

COMMUNITY DEVELOPMENT DISTRICT

BUDGET INTRODUCTION

Background Information

The Touchstone Community Development District is a local special purpose government authorized by Chapter 190, Florida Statutes, as amended. The Community Development District (CDD) is an alternative method for planning, financing, acquiring, operating and maintaining community-wide infrastructure in master planned communities. The CDD also is a mechanism that provides a “solution” to the State’s needs for delivery of capital infrastructure to service projected growth without overburdening other governments and their taxpayers. CDDs represent a major advancement in Florida’s effort to manage its growth effectively and efficiently. This allows the community to set a higher standard for construction along with providing a long-term solution to the operation and maintenance of community facilities.

The following report represents the District budget for Fiscal Year 2021, which begins on October 1, 2020. The District budget is organized by fund to segregate financial resources and ensure that the segregated resources are used for their intended purpose, and the District has established the following funds.

<u>Fund Number</u>	<u>Fund Name</u>	<u>Services Provided</u>
001	General Fund	Operations and Maintenance of Community Facilities
200	Debt Service Fund	Collection of Special Assessments for Debt Service on the Series 2018 Special Assessment Revenue Bonds
201	Debt Service Fund	Collection of Special Assessments for Debt Service on the Series 2019 Special Assessment Revenue Bonds

Facilities of the District

The District’s existing facilities include storm-water management (lake and water control structures), wetland preserve areas, street lighting, landscaping, entry signage, entry features, irrigation distribution facilities, recreational center, parks, pool facility, tennis courts and other related public improvements.

Maintenance of the Facilities

In order to maintain the facilities, the District conducts hearings to adopt an operating budget each year. This budget includes a detailed description of the maintenance program along with an estimate of the cost of the program. The funding of the maintenance budget is levied as a non-ad valorem assessment on your property by the District Board of Supervisors.

TOUCHSTONE

COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2020 Final Operating Budget	Current Period Actuals 10/1/19 - 2/29/20	Projected Revenues & Expenditures 3/1/20 to 9/30/20	Total Actuals and Projections Through 9/30/20	Over/(Under) Budget Through 9/30/20
REVENUES					
SPECIAL ASSESSMENTS					
Operations & Maintenance Assmts-Tax Roll	102,318.70	204,486.92	9,956.35	214,443.27	112,124.57
Operations & Maintenance Assmts-Off Roll	112,124.57	0.00	0.00	0.00	(112,124.57)
TOTAL SPECIAL ASSESSMENTS	214,443.27	204,486.92	9,956.35	214,443.27	0.00
INTEREST EARNINGS					
Interest Earnings	0.00	99.00	0.00	99.00	99.00
TOTAL INTEREST EARNINGS	0.00	99.00	0.00	99.00	99.00
CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES					
Developer Contributions	351,890.87	38,772.74	0.00	38,772.74	(313,118.13)
TOTAL CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES	351,890.87	38,772.74	0.00	38,772.74	(313,118.13)
TOTAL REVENUES	\$566,334.14	\$243,259.66	\$9,956.35	\$253,216.01	(\$313,118.13)
EXPENDITURES					
LEGISLATIVE					
Supervisor Fees	0.00	0.00	0.00	0.00	0.00
TOTAL LEGISLATIVE	0.00	0.00	0.00	0.00	0.00
FINANCIAL & ADMINISTRATIVE					
District Manager	45,000.00	18,750.00	26,250.00	45,000.00	0.00
District Engineer	7,500.00	0.00	2,000.00	2,000.00	(5,500.00)
Disclosure Report	8,400.00	0.00	7,350.00	7,350.00	(1,050.00)
Trustees Fees	8,500.00	1,678.08	6,321.92	8,000.00	(500.00)
Accounting Services	1,500.00	625.00	3,125.00	3,750.00	2,250.00
Auditing Services	6,500.00	0.00	0.00	0.00	(6,500.00)
Postage, Phone, Faxes, Copies	1,000.00	106.28	93.72	200.00	(800.00)
Public Officials Insurance	2,500.00	2,306.00	0.00	2,306.00	(194.00)
Legal Advertising	2,500.00	0.00	1,000.00	1,000.00	(1,500.00)
Bank Fees	500.00	30.00	70.00	100.00	(400.00)
Dues, Licenses & Fees	200.00	175.00	0.00	175.00	(25.00)
Miscellaneous Fees	300.00	0.00	0.00	0.00	(300.00)
Office Supplies	0.00	0.00	0.00	0.00	0.00
Website Administration	1,500.00	2,125.00	1,050.00	3,175.00	1,675.00
TOTAL FINANCIAL & ADMINISTRATIVE	85,900.00	25,795.36	47,260.64	73,056.00	(12,844.00)
LEGAL COUNSEL					
District Counsel	9,500.00	2,316.62	2,683.38	5,000.00	(4,500.00)
TOTAL LEGAL COUNSEL	9,500.00	2,316.62	2,683.38	5,000.00	(4,500.00)
ELECTRIC UTILITY SERVICES					
Electric Utility Services	156,834.14	10,169.64	18,199.36	28,369.00	(128,465.14)
TOTAL ELECTRIC UTILITY SERVICES	156,834.14	10,169.64	18,199.36	28,369.00	(128,465.14)
WATER-SEWER COMBINATION SERVICES					
Water Utility Services	25,000.00	0.00	0.00	0.00	(25,000.00)
Waterway Management Misc.	7,500.00	0.00	0.00	0.00	(7,500.00)
TOTAL WATER-SEWER COMBINATION SERVICES	32,500.00	0.00	0.00	0.00	(32,500.00)
OTHER PHYSICAL ENVIRONMENT					
Property & Casualty Insurance	12,000.00	0.00	0.00	0.00	(12,000.00)
General Liability Insurance	3,000.00	2,819.00	0.00	2,819.00	(181.00)
Landscape Maintenance - Contract	125,000.00	37,014.37	46,755.63	83,770.00	(41,230.00)
Repairs & Maintenance	20,000.00	2,956.15	4,137.85	7,094.00	(12,906.00)
Plant Replacement Program	25,000.00	9,772.76	14,907.24	24,680.00	(320.00)
Waterway Management Services	55,000.00	2,565.00	10,215.00	12,780.00	(42,220.00)
Irrigation Maintenance	16,600.00	1,252.50	1,751.50	3,004.00	(13,596.00)
TOTAL OTHER PHYSICAL ENVIRONMENT	256,600.00	56,379.78	77,767.22	134,147.00	(122,453.00)
ROAD & STREET FACILITIES					
Pavement and Drainage Repairs & Maintenance	25,000.00	0.00	0.00	0.00	(25,000.00)
TOTAL ROAD & STREET FACILITIES	25,000.00	0.00	0.00	0.00	(25,000.00)
RESERVE					
Capital Reserve	0.00	0.00	12,644.01	12,644.01	12,644.01
TOTAL RESERVE	0.00	0.00	12,644.01	12,644.01	12,644.01
TOTAL EXPENDITURES	\$566,334.14	\$94,661.40	\$158,554.61	\$253,216.01	(\$313,118.13)
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES	\$0.00	\$148,598.26	(\$148,598.26)	\$0.00	\$0.00

TOUCHSTONE

COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2020 Final Operating Budget	Total Actuals and Projections Through 9/30/20	Over/(Under) Budget Through 9/30/20	Fiscal Year 2021 Proposed Operating Budget	Increase / (Decrease) from FY 2020 to FY 2021
REVENUES					
SPECIAL ASSESSMENTS					
Operations & Maintenance Assmts-Tax Roll	102,318.70	214,443.27	112,124.57	307,524.26	205,205.56
Operations & Maintenance Assmts-Off Roll	112,124.57	0.00	(112,124.57)	258,809.88	146,685.31
TOTAL SPECIAL ASSESSMENTS	214,443.27	214,443.27	0.00	566,334.14	351,890.87
INTEREST EARNINGS					
Interest Earnings	0.00	99.00	99.00	0.00	0.00
TOTAL INTEREST EARNINGS	0.00	99.00	99.00	0.00	0.00
CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES					
Developer Contributions	351,890.87	38,772.74	(313,118.13)	0.00	(351,890.87)
TOTAL CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES	351,890.87	38,772.74	(313,118.13)	0.00	(351,890.87)
TOTAL REVENUES	\$566,334.14	\$253,216.01	(\$313,118.13)	\$566,334.14	\$0.00
EXPENDITURES					
LEGISLATIVE					
Supervisor Fees	0.00	0.00	0.00	0.00	0.00
TOTAL LEGISLATIVE	0.00	0.00	0.00	0.00	0.00
FINANCIAL & ADMINISTRATIVE					
District Manager	45,000.00	45,000.00	0.00	45,000.00	0.00
District Engineer	7,500.00	2,000.00	(5,500.00)	7,500.00	0.00
Disclosure Report	8,400.00	7,350.00	(1,050.00)	8,400.00	0.00
Trustees Fees	8,500.00	8,000.00	(500.00)	8,000.00	(500.00)
Accounting Services	1,500.00	3,750.00	2,250.00	3,750.00	2,250.00
Auditing Services	6,500.00	0.00	(6,500.00)	6,000.00	(500.00)
Postage, Phone, Faxes, Copies	1,000.00	200.00	(800.00)	1,000.00	0.00
Public Officials Insurance	2,500.00	2,306.00	(194.00)	2,500.00	0.00
Legal Advertising	2,500.00	1,000.00	(1,500.00)	2,500.00	0.00
Bank Fees	500.00	100.00	(400.00)	500.00	0.00
Dues, Licenses & Fees	200.00	175.00	(25.00)	200.00	0.00
Miscellaneous Fees	300.00	0.00	(300.00)	300.00	0.00
Office Supplies	0.00	0.00	0.00	0.00	0.00
Email Hosting	0.00	0.00	0.00	600.00	600.00
ADA Website Vendor	0.00	0.00	0.00	1,500.00	1,500.00
Website Administration	1,500.00	3,175.00	1,675.00	1,800.00	300.00
TOTAL FINANCIAL & ADMINISTRATIVE	85,900.00	73,056.00	(12,844.00)	89,550.00	3,650.00
LEGAL COUNSEL					
District Counsel	9,500.00	5,000.00	(4,500.00)	9,500.00	0.00
TOTAL LEGAL COUNSEL	9,500.00	5,000.00	(4,500.00)	9,500.00	0.00
ELECTRIC UTILITY SERVICES					
Electric Utility Services	156,834.14	28,369.00	(128,465.14)	100,000.00	(56,834.14)
TOTAL ELECTRIC UTILITY SERVICES	156,834.14	28,369.00	(128,465.14)	100,000.00	(56,834.14)
WATER-SEWER COMBINATION SERVICES					
Water Utility Services	25,000.00	0.00	(25,000.00)	25,000.00	0.00
Waterway Management Misc.	7,500.00	0.00	(7,500.00)	0.00	(7,500.00)
TOTAL WATER-SEWER COMBINATION SERVICES	32,500.00	0.00	(32,500.00)	25,000.00	(7,500.00)
OTHER PHYSICAL ENVIRONMENT					
Property & Casualty Insurance	12,000.00	0.00	(12,000.00)	12,000.00	0.00
General Liability Insurance	3,000.00	2,819.00	(181.00)	3,000.00	0.00
Landscape Maintenance - Contract	125,000.00	83,770.00	(41,230.00)	150,000.00	25,000.00
Mulch	0.00	0.00	0.00	25,000.00	25,000.00
Repairs & Maintenance	20,000.00	7,094.00	(12,906.00)	20,000.00	0.00
Plant Replacement Program	25,000.00	24,680.00	(320.00)	25,000.00	0.00
Wetland Maintenance	0.00	0.00	0.00	10,000.00	10,000.00
Waterway Management Services	55,000.00	12,780.00	(42,220.00)	20,000.00	(35,000.00)
Irrigation Maintenance	16,600.00	3,004.00	(13,596.00)	16,600.00	0.00
TOTAL OTHER PHYSICAL ENVIRONMENT	256,600.00	134,147.00	(122,453.00)	281,600.00	25,000.00
ROAD & STREET FACILITIES					
Drainage Repairs & Maintenance	25,000.00	0.00	(25,000.00)	25,000.00	0.00
TOTAL ROAD & STREET FACILITIES	25,000.00	0.00	(25,000.00)	25,000.00	0.00
RESERVE					
Capital Reserve	0.00	12,644.01	12,644.01	35,684.14	35,684.14
TOTAL RESERVE	0.00	12,644.01	12,644.01	35,684.14	35,684.14
TOTAL EXPENDITURES	\$566,334.14	\$253,216.01	(\$313,118.13)	\$566,334.14	\$0.00
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

TOUCHSTONE

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND 001

FINANCIAL & ADMINISTRATIVE

District Manager

The District retains the services of a consulting manager, who is responsible for the daily administration of the District's business, including any and all financial work related to the Bond Funds and Operating Funds of the District, and preparation of the minutes of the Board of Supervisors. In addition, the District Manager prepares the Annual Budget(s), implements all policies of the Board of Supervisors, and attends all meetings of the Board of Supervisors.

District Engineer

Consists of attendance at scheduled meetings of the Board of Supervisors, offering advice and consultation on all matters related to the works of the District, such as bids for yearly contracts, operating policy, compliance with regulatory permits, etc.

Disclosure Reporting

On a quarterly and annual basis, disclosure of relevant district information is provided to the Muni Council, as required within the bond indentures.

Trustees Fees

This item relates to the fee assessed for the annual administration of bonds outstanding, as required within the bond indentures.

Auditing Services

The District is required to annually undertake an independent examination of its books, records and accounting procedures. This audit is conducted pursuant to State Law and the Rules of the Auditor General.

Postage, Phone, Fax, Copies

This item refers to the cost of materials and service to produce agendas and conduct day-to-day business of the District.

Public Officials Insurance

The District carries Public Officials Liability in the amount of \$1,000,000.

Legal Advertising

This is required to conduct the official business of the District in accordance with the Sunshine Law and other advertisement requirements as indicated by the Florida Statutes.

Bank Fees

The District operates a checking account for expenditures and receipts.

Dues, Licenses & Fees

The District is required to file with the County and State each year.

Office Supplies

Cost of daily supplies required by the District to facilitate operations.

Website Administration

Cost of maintenance and administration of the District's website

LEGAL COUNSEL

District Counsel

Requirements for legal services are estimated at an annual expenditures on an as needed and also cover such items as attendance at scheduled meetings of the Board of Supervisor's, Contract preparation and review, etc.

TOUCHSTONE

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND 001

ELECTRIC UTILITY SERVICES

Electric Utility Services

This item is for street lights, pool, recreation facility and other common element electricity needs.

GARBAGE/SOLID WASTE CONTROL SERVICES

Garbage Collection

This item is for pick up at the recreation facility and parks as needed.

WATER-SEWER COMBINATION SERVICES

Water Utility Services

This item is for the potable and non-potable water used for irrigation.

OTHER PHYSICAL ENVIRONMENT

Waterway Management System

This item is for maintaining the multiple waterways that compose the District's waterway management system and aids in controlling nuisance vegetation that may otherwise restrict the flow of water.

Property & Casualty Insurance

The District carries \$1,000,000 in general liability and also has sovereign immunity.

Entry & Walls Maintenance

This item is for maintaining the main entry feature and other common area walls.

Landscape Maintenance

The District contracts with a professional landscape firm to provide service through a public bid process. This fee does not include replacement material or irrigation repairs.

Miscellaneous Landscape

This item is for any unforeseen circumstances that may effect the appearance of the landscape program.

Plant Replacement Program

This item is for landscape items that may need to be replaced during the year.

Irrigation Maintenance

Repairs necessary for everyday operation of the irrigation system to ensure its effectiveness.

Pool Maintenance

This item is necessary to contract with a vendor to maintain the pool within state guidelines for public use.

Clubhouse Maintenance

This item provides for operations, maintenance, and supplies to the District's Amenity Center.

TOUCHSTONE

COMMUNITY DEVELOPMENT DISTRICT

DEBT SERVICE FUND

SERIES 2018

REVENUES

CDD Debt Service Assessments	\$	330,900
TOTAL REVENUES	\$	330,900

EXPENDITURES

Series 2018 June Bond Principal Payment	\$	95,000
Series 2018 June Bond Interest Payment	\$	118,781
Series 2018 December Bond Interest Payment	\$	117,119
TOTAL EXPENDITURES	\$	330,900
EXCESS OF REVENUES OVER EXPENDITURES	\$	-

ANALYSIS OF BONDS OUTSTANDING

Bonds Outstanding - Period Ending 12/15/2020	\$	5,185,000
Principal Payment Applied Toward Series 2018 Bonds	\$	95,000
Bonds Outstanding - Period Ending 12/15/2021	\$	5,090,000

* Semi-annual Payments are made on 6/15 and 12/15 of each year.

FY 2021 payments are 6/15/21 and 12/15/21

TOUCHSTONE

COMMUNITY DEVELOPMENT DISTRICT

DEBT SERVICE FUND

SERIES 2019

REVENUES

CDD Debt Service Assessments	\$	565,613
TOTAL REVENUES	\$	565,613

EXPENDITURES

Series 2019 June Bond Interest Payment	\$	187,806
Series 2019 December Bond Principal Payment	\$	190,000
Series 2019 December Bond Interest Payment	\$	187,806
TOTAL EXPENDITURES	\$	565,613
EXCESS OF REVENUES OVER EXPENDITURES	\$	-

ANALYSIS OF BONDS OUTSTANDING

Bonds Outstanding - Period Ending 12/15/2020	\$	9,620,000
Principal Payment Applied Toward Series 2019 Bonds	\$	190,000
Bonds Outstanding - Period Ending 12/15/2021	\$	9,430,000

* Semi-annual Payments are made on 6/15 and 12/15 of each year.

FY 2021 payments are 6/15/21 and 12/15/21

TOUCHSTONE

COMMUNITY DEVELOPMENT DISTRICT

SCHEDULE OF ANNUAL ASSESSMENTS

			FISCAL YEAR 2020			FISCAL YEAR 2021			
Lot Size	EAU Value	Unit Count	Debt Service Per Unit	O&M Per Unit	FY 2020 Total Assessment ⁽¹⁾	Debt Service Per Unit	O&M Per Unit	FY 2021 Total Assessment ⁽¹⁾	Assessment Variance from Previous Year ⁽²⁾
SERIES 2018 - PHASES 1 & 2									
Townhome	0.51	162	\$ 468.34	\$ 301.15	\$ 769.49	\$ 468.34	\$ 301.15	\$ 769.49	\$ -
SF 35'	1.00	93	\$ 910.65	\$ 583.69	\$ 1,494.34	\$ 910.65	\$ 583.69	\$ 1,494.34	\$ -
SF 40'	1.14	124	\$ 1,040.75	\$ 667.52	\$ 1,708.27	\$ 1,040.75	\$ 667.52	\$ 1,708.27	\$ -
SF 50'	1.43	51	\$ 1,300.93	\$ 834.11	\$ 2,135.04	\$ 1,300.93	\$ 834.11	\$ 2,135.04	\$ -
Subtotal		430							
SERIES 2019 - PHASES 3 - 7									
Townhome	0.51	74	\$ 468.39	\$ 301.15	\$ 769.54	\$ 468.39	\$ 301.15	\$ 769.54	\$ -
SF 35'	1.00	196	\$ 910.76	\$ 583.69	\$ 1,494.45	\$ 910.76	\$ 583.69	\$ 1,494.45	\$ -
SF 40'	1.14	219	\$ 1,040.87	\$ 667.52	\$ 1,708.39	\$ 1,040.87	\$ 667.52	\$ 1,708.39	\$ -
SF 50'	1.43	127	\$ 1,301.08	\$ 834.11	\$ 2,135.19	\$ 1,301.08	\$ 834.11	\$ 2,135.19	\$ -
Subtotal		616							
TOTAL	1046								

Notations:

⁽¹⁾ Annual assessments are adjusted for collection costs and early payment discounts of 6%.

⁽²⁾ An increase in assessments creates a positive figure; conversely, a decrease in assessments creates a negative figure.

**TOUCHSTONE
COMMUNITY DEVELOPMENT DISTRICT**

March 12, 2020 Minutes of the Regular Meeting

Minutes of the Regular Meeting

The Regular Meeting of the Board of Supervisors for the Touchstone Community Development District was held on **Thursday, March 12, 2020 at 9:00 a.m.** at the Offices of Lennar Homes, located at 4600 W. Cypress Street, Suite 200, Tampa, FL 33607.

1. CALL TO ORDER/ROLL CALL

Gene Roberts called the Regular Meeting of the Touchstone Community Development District out of recess and to order on **Thursday, March 12, 2020 at 9:30 a.m.**

Board Members Present and Constituting a Quorum:

Kelly Evans	Chair
Laura Coffey	Vice Chair
Becky Wilson	Supervisor

Staff Members Present:

Brian Lamb	District Manager, Meritus
Gene Roberts	District Manager, Meritus
John Vericker	District Counsel, Straley Robin Vericker

There were no members of the general public in attendance.

2. PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments.

3. BUSINESS ITEMS

A. Discussion on Landscape Enhancements

Supervisor Evans stated that Paulo Beckert is working on this item and to table it until the next meeting.

B. General Matters of the District

Mr. Roberts presented the addendum from Fieldstone for landscape maintenance on the Camden Fields Blvd. extension.

MOTION TO: Approve the Fieldstone addendum not to exceed \$2,912.61 after District Counsel review.
MADE BY: Supervisor Evans
SECONDED BY: Supervisor Coffey
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
3/0 - Motion Passed Unanimously

4. CONSENT AGENDA

A. Consideration of Minutes of the Regular Meeting February 13, 2020

The Board reviewed the minutes.

MOTION TO: Approve the February 13, 2020 minutes.
MADE BY: Supervisor Evans
SECONDED BY: Supervisor Coffey
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
3/0 - Motion Passed Unanimously

B. Consideration of the Operation and Maintenance Expenditures January 2020

The Board reviewed the January 2020 O&Ms.

MOTION TO: Approve the January 2020 O&Ms.
MADE BY: Supervisor Evans
SECONDED BY: Supervisor Coffey
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
3/0 - Motion Passed Unanimously

C. Review of Financial Statements Month Ending January 31, 2020

The financials were reviewed and accepted. Supervisor Coffey asked about the new bond funds not being listed yet in the financials. Mr. Lamb said it will be corrected in next month's statement.

5. VENDOR/STAFF REPORTS

A. District Manager

i. Community Inspections

The Board reviewed the community inspection reports. Supervisor Evans stated that she has been unhappy with the current aquatics vendor. Mr. Roberts received two other aquatics maintenance proposals from Sitex Aquatics and Cypress Creek Aquatics.

MOTION TO:	Terminate the contract with Aquatic Weed Control and award the contract to Sitex Aquatics.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Coffey
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

B. District Counsel

Mr. Vericker had a question regarding the expansion. He recommended holding off on validation until after the Phase 7 closing. Mr. Lamb went over the expansion time line.

C. District Engineer

There was nothing to report from the Engineer at this time.

6. SUPERVISOR REQUESTS AND COMMENTS

There were no supervisor requests at this time.

7. PUBLIC COMMENTS

There were no public comments.

8. ADJOURNMENT

MOTION TO:	Adjourn.
MADE BY:	Supervisor Coffey
SECONDED BY:	Supervisor Wilson
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion Passed Unanimously

**Please note the entire meeting is available on disc.*

**These minutes were done in summary format.*

**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.*

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on _____.

Signature

Printed Name

Title:

- ☐ **Secretary**
☐ **Assistant Secretary**

Official District Seal

Signature

Printed Name

Title:

- ☐ **Chairman**
☐ **Vice Chairman**

Recorded by Records Administrator

Signature

Date

Touchstone Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
Monthly Contract				
Aquatic Weed Control, Inc.	43863	\$ 328.00		Waterway Service - February
Field Stone	3408	4,849.45		Landscape Maintenance - January
Field Stone	3447	1,830.00		Landscape Maintenance - Addendum - January
Field Stone	3714	1,830.00		Landscape Maintenance - Addendum - February
Field Stone	3715	4,849.45	\$ 13,358.90	Landscape Maintenance - February
Meritus Districts	9586	3,753.15		Management Services - February
Meritus Districts	9629	1,250.00	\$ 5,003.15	Accounting Services & Website Administration - October-February
Monthly Contract Sub-Total		\$ 18,690.05		
Variable Contract				
Variable Contract Sub-Total		\$ 0.00		
Utilities				
Tampa Electric	221007137385 020620	\$ 2,521.61		Electric Service - thru 01/31/20
Utilities Sub-Total		\$ 2,521.61		
Regular Services				
Regular Services Sub-Total		\$ 0.00		
Additional Services				
Field Stone	3085	\$ 7,127.12		Landscape Management - 11/25/19
Field Stone	3783	103.75		Irrigation Repairs - 01/28/20
Field Stone	3928	145.00		Inspection Repairs - 02/06/20
Field Stone	3935	2,733.70		Arbor Care - 02/07/20

Touchstone Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
Field Stone	3968	87.00		Irrigation Repairs - 02/05/20
Field Stone	3969	723.00	\$ 10,919.57	Irrigation Repairs - 02/11/20
R&R Property Maintenance LLC	17	90.00		Fencing Repairs - 02/20/20
Additional Services Sub-Total		\$ 11,009.57		
TOTAL:		\$ 32,221.23		

Approved (with any necessary revisions noted):

Signature

Printed Name

Title (check one):

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary

**Aquatic Weed Control, Inc.**

P.O. Box 593258
Orlando, FL 32859

Phone: 407-859-2020
Fax: 407-859-3275

Invoice

Date	Invoice #
2/1/2020	43863

Bill To

Touchstone CDD/Meritus
2005 Pan Am Circle, Suite 300
Tampa, FL 33607

Customer P.O. No.	Payment Terms	Due Date
	Net 30	3/2/2020

Description	Amount
Monthly waterway service for the month this invoice is dated for 7 lakes associated with Touchstone CDD, Tampa.	328.00
<p>53900-4609</p> <p>Ch</p>	

Thank you for your business.

Total	\$328.00
Payments/Credits	\$0.00
Balance Due	\$328.00



4801 122nd Ave. N
Clearwater, FL 33762

Invoice 3408

Date	PO#
01/01/20	
SalesRep	Terms
Scott LeRoy	Net 30

Bill To
Touchstone Commons & Ponds CDD 2005 Pan Am Circle, Suite 300 Tampa, FL 33607

Property Address
Touchstone Commons & Ponds CDD 4223 Globe Thistle Dr. Tampa, FL 33619

Item	Qty / UOM	Rate	Ext. Price	Amount
#2509 - 2020 Maintenance Contract (Common Areas & Ponds) RENEWAL January 2020			\$4,849.45	\$4,849.45

Sales Tax	\$0.00
Grand Total	\$4,849.45

53966-4604
42

Phone #	Fax #	E-mail	Web Site
(727) 822-7866	(727) 269-5490	accounting@fieldstonels.com	www.fieldstonels.com



4801 122nd Ave. N
Clearwater, FL 33762

Invoice 3447

Date	PO#
01/01/20	
SalesRep	Terms
Scott LeRoy	Net 30

Bill To
Touchstone Commons & Ponds CDD 2005 Pan Am Circle, Suite 300 Tampa, FL 33607

Property Address
Touchstone Commons & Ponds CDD 4223 Globe Thistle Dr. Tampa, FL 33619

Item	Qty / UOM	Rate	Ext. Price	Amount
#2009 - Maintenance Addendum January 2020			\$1,830.00	\$1,830.00

Sales Tax	\$0.00
Grand Total	\$1,830.00

53900-4604
Q2

Phone #	Fax #	E-mail	Web Site
(727) 822-7866	(727) 269-5490	accounting@fieldstonels.com	www.fieldstonels.com



4801 122nd Ave. N
Clearwater, FL 33762

Invoice 3714

Date	PO#
02/01/20	
SalesRep	Terms
Scott LeRoy	Net 30

Bill To
Touchstone Commons & Ponds CDD 2005 Pan Am Circle, Suite 300 Tampa, FL 33607

Property Address
Touchstone Commons & Ponds CDD 4223 Globe Thistle Dr. Tampa, FL 33619

Item	Qty / UOM	Rate	Ext. Price	Amount
#2009 - Maintenance Addendum February 2020			\$1,830.00	\$1,830.00

Sales Tax	\$0.00
Grand Total	\$1,830.00

53900, 4604
GC

Phone #	Fax #	E-mail	Web Site
(727) 822-7866	(727) 269-5490	accounting@fieldstonels.com	www.fieldstonels.com



4801 122nd Ave. N
Clearwater, FL 33762

Invoice 3715

Date	PO#
02/01/20	
SalesRep	Terms
Scott LeRoy	Net 30

Bill To
Touchstone Commons & Ponds CDD 2005 Pan Am Circle, Suite 300 Tampa, FL 33607

Property Address
Touchstone Commons & Ponds CDD 4223 Globe Thistle Dr. Tampa, FL 33619

Item	Qty / UOM	Rate	Ext. Price	Amount
#2509 - 2020 Maintenance Contract (Common Areas & Ponds) February 2020			\$4,849.45	\$4,849.45

Sales Tax	\$0.00
Grand Total	\$4,849.45

53900 - 4604
42

Phone #	Fax #	E-mail	Web Site
(727) 822-7866	(727) 269-5490	accounting@fieldstonels.com	www.fieldstonels.com

Tampa, FL 33607

Fax: 813-873-7070

INVOICE

Page: 1

Bill To:
Touchstone CDD
2005 Pan Am Circle
Suite 300
Tampa, FL 33607

Ship to:

Customer ID	Customer PO	Payment Terms	
Touchstone CDD		Net Due	
	Shipping Method	Ship Date	Due Date
	Best Way		2/1/20

Quantity	Item	Description	Unit Price	Amount
		District Management Services - February		3,750.00
		Postage - December		3.15

Subtotal	3,753.15
Sales Tax	
Total Invoice Amount	3,753.15
Payment/Credit Applied	
TOTAL	3,753.15

Meritus Districts

2005 Pan Am Circle
Suite 300
Tampa, FL 33607

Voice: 813-397-5121
Fax: 813-873-7070

INVOICE

Invoice Number: 9629
Invoice Date: Feb 11, 2020
Page: 1

Bill To:

Touchstone CDD
2005 Pan Am Circle
Suite 300
Tampa, FL 33607

Ship to:**Customer ID**

Touchstone CDD

Customer PO**Payment Terms**

Net Due

Shipping Method

Best Way

Ship Date**Due Date**

2/11/20

Quantity	Item	Description	Unit Price	Amount
		Difference between charges for services that should have been billed and actual billing for period 10/1/19 - 2/29/20:		
		Accounting Services		625.00
		Website Administration		625.00

Subtotal	1,250.00
Sales Tax	
Total Invoice Amount	1,250.00
Payment/Credit Applied	
TOTAL	1,250.00

Statement Date: 02/06/2020

Account: 221007137385

TOUCHSTONE COMMUNITY DEVELOPMENT DISTRICT
4299 S 78TH ST
TAMPA, FL 33619-6961

Current month's charges:	\$2,521.61
Total amount due:	\$2,521.61
Payment Due By:	02/27/2020

Your Account Summary

Previous Amount Due	\$2,516.80
Payment(s) Received Since Last Statement	-\$2,516.80
Current Month's Charges	\$2,521.61
Total Amount Due	\$2,521.61



Always assume that a downed power line is energized. Visit tampaelectric.com/safety for more safety tips.

Amount not paid by due date may be assessed a late payment charge and an additional deposit.

Win the TECO VIP Bolts Experience.

Just sign up for one or more free and convenient TECO programs for your chance to win a game-night suite at Amalie Arena, along with 17 friends and family. Learn more and enter to win February 4 through March 6 at tecoenergy.com/vip.

NO PURCHASE NECESSARY. Sponsored by TECO Energy, Inc. Enter to win 2/4/20 - 3/6/20. Must be 18 or older. Open to Tampa Electric and Peoples Gas customers only. Additional restrictions apply. See full rules at tecoenergy.com/vip/rules. Void where prohibited.



To ensure prompt credit, please return stub portion of this bill with your payment. Make checks payable to TECO.



WAYS TO PAY YOUR BILL



See reverse side for more information

Account: 221007137385

Current month's charges:	\$2,521.61
Total amount due:	\$2,521.61
Payment Due By:	02/27/2020

Amount Enclosed \$ _____

671136307948

00003083 01 AV 0 38 33607 FTECO102052023434410 00000 02 01000000 008 02 10464 002

TOUCHSTONE COMMUNITY DEVELOPMENT DISTRICT
2005 PAN AM CIR, STE 300
TAMPA, FL 33607-6008

MAIL PAYMENT TO:
TECO
P.O. BOX 31318
TAMPA, FL 33631-3318

Received
FEB 10 2020

Account: 221007137385
Statement Date: 02/06/2020
Current month's charges due 02/27/2020

Details of Charges – Service from 01/04/2020 to 01/31/2020

Service for: 4299 S 78TH ST, TAMPA, FL 33619-6961

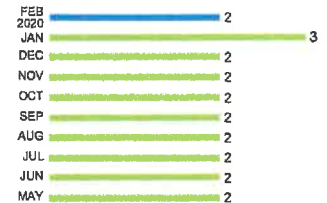
Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
J25981	01/13/2020	651		626		25 kWh	1	9 Days
1000708574	01/31/2020	43		0		43 kWh	1	19 Days

Basic Service Charge		\$18.06
Energy Charge	68 kWh @ \$0.06010/kWh	\$4.09
Fuel Charge	68 kWh @ \$0.03016/kWh	\$2.05
Florida Gross Receipt Tax		\$0.62
Electric Service Cost		\$24.82

Tampa Electric Usage History

Kilowatt-Hours Per Day (Average)



Details of Charges – Service from 01/03/2020 to 01/31/2020

Service for: 4299 S 78TH ST, TAMPA, FL 33619-6961

Rate Schedule: Lighting Service

Lighting Service Items LS-1 (Bright Choices) for 29 days

Lighting Energy Charge	1450 kWh @ \$0.02871/kWh	\$41.63
Fixture & Maintenance Charge	70 Fixtures	\$907.60
Lighting Pole / Wire	70 Poles	\$1502.04
Lighting Fuel Charge	1450 kWh @ \$0.02989/kWh	\$43.34
Florida Gross Receipt Tax		\$2.18
Lighting Charges		\$2,496.79

Total Current Month's Charges

\$2,521.61



Important Messages

The billing periods of the individual meters of a multi-metered account may differ from the dates displayed. All the meters on such an account may not have been read on the same date due to their location on the property.



4801 122nd Ave. N
Clearwater, FL 33762

Invoice 3085

Date	PO#
11/26/19	
SalesRep	Terms
Aaron Frazier	Net 30

Bill To
Touchstone Commons & Ponds CDD 2005 Pan Am Circle, Suite 300 Tampa, FL 33607

Property Address
Touchstone Commons & Ponds CDD 4223 Globe Thistle Dr. Tampa, FL 33619

Item	Qty / UOM	Rate	Ext. Price	Amount
#1130 - Enhancement Upgrade Commons			\$7,127.12	\$7,127.12
Estimate provided for install of trees, mulch, and plant material with demo for the Touchstone Commons. Due to standing water in the common areas this plant pallet will have a better chance for survival with year round color and contrast.				
<i>Landscape Management - 11/25/2019</i>			\$7,127.12	

Sales Tax	\$0.00
Grand Total	\$7,127.12

53900 - 4607
QR

Phone #	Fax #	E-mail	Web Site
(727) 822-7866	(727) 269-5490	accounting@fieldstonels.com	www.fieldstonels.com



4801 122nd Ave. N
Clearwater, FL 33762

Invoice 3783

Date	PO#
01/28/20	
SalesRep	Terms
Brian Stephens	Net 30

Bill To
Touchstone Commons & Ponds CDD 2005 Pan Am Circle, Suite 300 Tampa, FL 33607

Property Address
Touchstone Commons & Ponds CDD 4223 Globe Thistle Dr. Tampa, FL 33619

Item	Qty / UOM	Rate	Ext. Price	Amount
#2755 - Repairs on 1-21-20			\$103.75	\$103.75
Repaired a drip line break along the north entrance wall. Repaired a drip line break in the entrance annual bed. Repaired broken zone line across from lift station.				
<i>Irrigation Repairs - 01/28/2020</i>				\$103.75

Sales Tax	\$0.00
Grand Total	\$103.75

53900-4611
GR

Phone #	Fax #	E-mail	Web Site
(727) 822-7866	(727) 269-5490	accounting@fieldstonels.com	www.fieldstonels.com



4801 122nd Ave. N
Clearwater, FL 33762

Invoice 3928

Date	PO#
02/06/20	
SalesRep	Terms
MAXWELL LARGENT	Net 30

Bill To
Touchstone Commons & Ponds CDD 2005 Pan Am Circle, Suite 300 Tampa, FL 33607

Property Address
Touchstone Commons & Ponds CDD 4223 Globe Thistle Dr. Tampa, FL 33619

Item	Qty / UOM	Rate	Ext. Price	Amount
#2880 - Inspection Repairs			\$145.00	\$145.00
Replace broken pop up & barb, replaced broken bubbler, replaced broken drip line.				
<i>Irrigation Repairs - 02/03/2020</i>			\$145.00	

Sales Tax	\$0.00
Grand Total	\$145.00

53900-4L11
4.2

Phone #	Fax #	E-mail	Web Site
(727) 822-7866	(727) 269-5490	accounting@fieldstonels.com	www.fieldstonels.com



4801 122nd Ave. N
Clearwater, FL 33762

Invoice 3935

Date	PO#
02/07/20	
SalesRep	Terms
Aaron Frazier	Net 30

Bill To
Touchstone Commons & Ponds CDD 2005 Pan Am Circle, Suite 300 Tampa, FL 33607

Property Address
Touchstone Commons & Ponds CDD 4223 Globe Thistle Dr. Tampa, FL 33619

Item	Qty / UOM	Rate	Ext. Price	Amount
#2915 - Dead Sabal Removal Removal of 5 dead sabals at Touchstone.			\$2,733.70	\$2,733.70

Arbor Care - 02/07/2020

\$2,733.70

Sales Tax	\$0.00
Grand Total	\$2,733.70

53906 - 4605
CR

Phone #	Fax #	E-mail	Web Site
(727) 822-7866	(727) 269-5490	accounting@fieldstonels.com	www.fieldstonels.com



4801 122nd Ave. N
Clearwater, FL 33762

Invoice 3968

Date	PO#
02/14/20	
SalesRep	Terms
Aaron Frazier	Net 30

Bill To
Touchstone Commons & Ponds CDD c/o Meritus Corp 2005 Pan Am Circle, Suite 300 Tampa, FL 33607

Property Address
Touchstone Commons & Ponds CDD 4223 Globe Thistle Dr. Tampa, FL 33619

Item	Qty / UOM	Rate	Ext. Price	Amount
#2928 - FEB. INSPECTION REPAIRS			\$87.00	\$87.00
FEB. INSPECTION REPAIRS				
<i>Irrigation Repairs - 02/05/2020</i>			\$87.00	

Sales Tax	\$0.00
Grand Total	\$87.00

53900 - 4611
462

Phone #	Fax #	E-mail	Web Site
(727) 822-7866	(727) 269-5490	accounting@fieldstonels.com	www.fieldstonels.com



4801 122nd Ave. N
Clearwater, FL 33762

Invoice 3969

Date	PO#
02/14/20	
SalesRep	Terms
Aaron Frazier	Net 30

Bill To
Touchstone Commons & Ponds CDD c/o Meritus Corp 2005 Pan Am Circle, Suite 300 Tampa, FL 33607

Property Address
Touchstone Commons & Ponds CDD 4223 Globe Thistle Dr. Tampa, FL 33619

Item	Qty / UOM	Rate	Ext. Price	Amount
#2929 - MAINLINE REPAIRS			\$723.00	\$723.00
MAINLINE REPAIRS				
Irrigation Repairs - 02/11/2020			\$723.00	

Sales Tax	\$0.00
Grand Total	\$723.00

53900 - 461
412

Phone #	Fax #	E-mail	Web Site
(727) 822-7866	(727) 269-5490	accounting@fieldstonels.com	www.fieldstonels.com

R&R Property Maintenance LLC
8132031380

2402 Birds Eye Ct.
Ruskin, Florida
33570
United States

Billed To
Gene Roberts
Touchstone
22005 Pan Am Cir
Tampa, Florida
33607
United States

Date of Issue
02/20/2020

Due Date
03/14/2020

Invoice Number
0000017

Amount Due (USD)
\$90.00

Description	Rate	Qty	Line Total
Service Call Fee Local call	\$25.00	1	\$25.00
Fencing Repairs Repair to fencing on the left side of development entrance	\$65.00	1	\$65.00
Subtotal			90.00
Tax			0.00
Total			90.00
Amount Paid			0.00
Amount Due (USD)			\$90.00

Terms
Please make all checks payable to:

R&R Property Maintenance LLC
2402 Birds eye Ct
Ruskin, Fl. 33570

53900-4605
CZ

Touchstone Community Development District

Preliminary Financial Statements
(Unaudited)

Period Ending
February 29, 2020



Meritus Districts
2005 Pan Am Circle ~ Suite 300 ~ Tampa, Florida 33607
Phone (813) 873-7300 ~ Fax (813) 873-7070

Touchstone Community Development District

Balance Sheet

As of 2/29/2020
(In Whole Numbers)

	General Fund	Debt Service Fund - Series 2018	Debt Service Fund - Series 2019	Capital Projects Fund - Series 2018	Capital Projects Fund - Series 2019	General Fixed Assets Account Group	General Long-Term Debt	Total
Assets								
Cash-Operating Account	131,147	0	0	0	0	0	0	131,147
Investment-Revenue 2018 (5000)	0	319,589	0	0	0	0	0	319,589
Investment-Interest 2018 (5001)	0	0	0	0	0	0	0	0
Investment-Sinking 2018 (5002)	0	0	0	0	0	0	0	0
Investment-Reserve 2018 (5003)	0	167,363	0	0	0	0	0	167,363
Investment-Construction 2018 (5005)	0	0	0	60	0	0	0	60
Investment-Revenue 2019 (9000)	0	0	497	0	0	0	0	497
Investment-Reserve 2019 (9003)	0	0	284,988	0	0	0	0	284,988
Investment-Construction 2019 (9005)	0	0	0	0	8,787,359	0	0	8,787,359
Investment-Annexation 2019 (9006)	0	0	0	0	363,676	0	0	363,676
Investment-Cost of Issuance 2019 (9007)	0	0	0	0	147	0	0	147
Accounts Receivable - Other	0	0	0	0	0	0	0	0
Due From Developer	0	0	0	0	0	0	0	0
Prepaid Expenses	0	0	0	0	0	0	0	0
Prepaid General Liability Insurance	0	0	0	0	0	0	0	0
Prepaid Professional Liability	0	0	0	0	0	0	0	0
Prepaid Trustee Fees	0	0	0	0	0	0	0	0
Deposits	0	0	0	0	0	0	0	0
Construction Work In Progress	0	0	0	0	0	4,821,137	0	4,821,137
Amount Available-Debt Service	0	0	0	0	0	0	168,616	168,616
Amount To Be Provided-Debt Service	0	0	0	0	0	0	14,911,385	14,911,385
Other	0	0	0	0	0	0	0	0
Total Assets	131,147	486,951	285,485	60	9,151,182	4,821,137	15,080,000	29,955,962
Liabilities								
Accounts Payable	237	0	0	0	0	0	0	237
Accounts Payable - Other	0	0	0	0	0	0	0	0
Due to Developer	0	0	0	0	0	0	0	0
Unearned Revenue	0	0	0	0	0	0	0	0
Unearned Revenues	0	0	0	0	0	0	0	0
Due To Debt Service Fund	0	0	0	0	0	0	0	0
Accrued Expenses Payable	0	0	0	0	0	0	0	0
Revenue Bonds Payable-Series 2018	0	0	0	0	0	0	5,280,000	5,280,000
Revenue Bonds Payable-Series 2019	0	0	0	0	0	0	9,800,000	9,800,000
Total Liabilities	237	0	0	0	0	0	15,080,000	15,080,237
Fund Equity & Other Credits								
Fund Balance-All Other Reserves	0	168,616	0	59	0	0	0	39 168,675
Fund Balance-Unreserved	(17,788)	0	0	0	0	0	0	(17,788)

Touchstone Community Development District

Balance Sheet

As of 2/29/2020
(In Whole Numbers)

	General Fund	Debt Service Fund - Series 2018	Debt Service Fund - Series 2019	Capital Projects Fund - Series 2018	Capital Projects Fund - Series 2019	General Fixed Assets Account Group	General Long-Term Debt	Total
Investment In General Fixed Assets	0	0	0	0	0	4,821,137	0	4,821,137
Other	148,697	318,336	285,485	0	9,151,182	0	0	9,903,700
Total Fund Equity & Other Credits	130,909	486,951	285,485	60	9,151,182	4,821,137	0	14,875,725
Total Liabilities & Fund Equity	131,147	486,951	285,485	60	9,151,182	4,821,137	15,080,000	29,955,962

Touchstone Community Development District

Statement of Revenues and Expenditures

001 - General Fund
From 10/1/2019 Through 2/29/2020
(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Special Assessments - Service Charges				
O&M Assmts - Tax Roll	102,319	204,487	102,168	100 %
O&M Assessments - Off Roll	112,125	0	(112,125)	(100)%
Interest Earnings				
Interest Earnings	0	99	99	0 %
Contributions & Donations From Private Sources				
Developer Contributions	351,891	38,773	(313,118)	(89)%
Total Revenues	<u>566,334</u>	<u>243,359</u>	<u>(322,975)</u>	<u>(57)%</u>
Expenditures				
Financial & Administrative				
District Manager	45,000	18,750	26,250	58 %
District Engineer	7,500	0	7,500	100 %
Disclosure Report	8,400	0	8,400	100 %
Trustees Fees	8,500	1,678	6,822	80 %
Accounting Services	1,500	625	875	58 %
Auditing Services	6,500	0	6,500	100 %
Postage, Phone, Faxes, Copies	1,000	106	894	89 %
Public Officials Insurance	2,500	2,306	194	8 %
Legal Advertising	2,500	0	2,500	100 %
Bank Fees	500	30	470	94 %
Dues, Licenses & Fees	200	175	25	13 %
Miscellaneous Fees	300	0	300	100 %
Website Administration	1,500	2,125	(625)	(42)%
Legal Counsel				
District Counsel	9,500	2,317	7,183	76 %
Electric Utility Services				
Electric Utility Services	156,834	10,170	146,665	94 %
Water-Sewer Combination Services				
Water Utility Services	25,000	0	25,000	100 %
Waterway Management Services	7,500	0	7,500	100 %
Other Physical Environment				
Property & Casualty Insurance	12,000	0	12,000	100 %
General Liability Insurance	3,000	2,819	181	6 %
Landscape Maintenance - Contract	125,000	37,014	87,986	70 %
Repairs & Maintenance	20,000	2,956	17,044	85 %
Plant Replacement Program	25,000	9,773	15,227	61 %
Waterway Management Services	55,000	2,565	52,435	95 %
Irrigation Maintenance	16,600	1,253	15,348	92 %
Road & Street Facilities				
Pavement & Drainage Maintenance	25,000	0	25,000	100 %
Total Expenditures	<u>566,334</u>	<u>94,661</u>	<u>471,673</u>	<u>83 %</u>
Excess of Revenues Over (Under) Expenditures	<u>0</u>	<u>148,697</u>	<u>148,697</u>	<u>0 %</u>
Fund Balance, Beginning of Period	0	(17,788)	(17,788)	0 %
Fund Balance, End of Period	<u>0</u>	<u>130,909</u>	<u>130,909</u>	<u>0 %</u>

Touchstone Community Development District

Statement of Revenues and Expenditures

200 - Debt Service Fund - Series 2018

From 10/1/2019 Through 2/29/2020

(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Special Assessments - Capital Improvements				
DS Assmts - Tax Roll	334,225	318,719	(15,506)	(5)%
DS Assmts - Developer	0	118,742	118,742	0 %
Interest Earnings				
Interest Earnings	0	1,319	1,319	0 %
Total Revenues	334,225	438,780	104,555	31 %
Expenditures				
Debt Service Payments				
Interest Payment	239,225	120,444	118,781	50 %
Principal Payment	95,000	0	95,000	100 %
Total Expenditures	334,225	120,444	213,781	64 %
Excess of Revenues Over (Under) Expenditures	0	318,336	318,336	0 %
Fund Balance, Beginning of Period	0	168,616	168,616	0 %
Fund Balance, End of Period	0	486,951	486,951	0 %

Touchstone Community Development District
Statement of Revenues and Expenditures

201 - Debt Service Fund - Series 2019
From 10/1/2019 Through 2/29/2020
(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Interest Earnings				
Interest Earnings	0	497	497	0 %
Total Revenues	0	497	497	0 %
Other Financing Sources				
Debt Proceeds				
Bond Proceeds	0	284,988	284,988	0 %
Total Other Financing Sources	0	284,988	284,988	0 %
Excess of Revenues Over (Under) Expenditures	0	285,485	285,485	0 %
Fund Balance, End of Period	0	285,485	285,485	0 %

Touchstone Community Development District

Statement of Revenues and Expenditures

300 - Capital Projects Fund - Series 2018

From 10/1/2019 Through 2/29/2020

(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Interest Earnings				
Interest Earnings	0	0	0	0 %
Total Revenues	0	0	0	0 %
Excess of Revenues Over (Under) Expenditures	0	0	0	0 %
Fund Balance, Beginning of Period	0	59	59	0 %
Fund Balance, End of Period	0	60	60	0 %

Touchstone Community Development District

Statement of Revenues and Expenditures

301 - Capital Projects Fund - Series 2019

From 10/1/2019 Through 2/29/2020

(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Interest Earnings				
Interest Earnings	0	15,985	15,985	0 %
Total Revenues	0	15,985	15,985	0 %
Expenditures				
Financial & Administrative				
District Manager	0	35,000	(35,000)	0 %
District Engineer	0	7,500	(7,500)	0 %
Trustees Fees	0	11,375	(11,375)	0 %
Underwriter	0	40,000	(40,000)	0 %
Original Issue Discount	0	2,940	(2,940)	0 %
Underwriter's Discount	0	196,000	(196,000)	0 %
Miscellaneous Fees	0	1,500	(1,500)	0 %
Legal Counsel				
District Counsel	0	35,500	(35,500)	0 %
Legal Counsel	0	50,000	(50,000)	0 %
Total Expenditures	0	379,815	(379,815)	0 %
Other Financing Sources				
Debt Proceeds				
Bond Proceeds	0	9,515,013	9,515,013	0 %
Total Other Financing Sources	0	9,515,013	9,515,013	0 %
Excess of Revenues Over (Under) Expenditures	0	9,151,182	9,151,182	0 %
Fund Balance, End of Period	0	9,151,182	9,151,182	0 %

Touchstone Community Development District
Statement of Revenues and Expenditures

900 - General Fixed Assets Account Group
From 10/1/2019 Through 2/29/2020
(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
	<hr/>	<hr/>	<hr/>	<hr/>
Fund Balance, Beginning of Period	0	4,821,137	4,821,137	0 %
Fund Balance, End of Period	<u>0</u>	<u>4,821,137</u>	<u>4,821,137</u>	<u>0 %</u>

Touchstone Community Development District
Reconcile Cash Accounts

Summary

Cash Account: 10101 Cash-Operating Account

Reconciliation ID: 02/29/20

Reconciliation Date: 2/29/2020

Status: Locked

Bank Balance	131,146.54
Less Outstanding Checks/Vouchers	0.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	131,146.54
Balance Per Books	<u>131,146.54</u>
Unreconciled Difference	<u><u>0.00</u></u>

Click the Next Page toolbar button to view details.

Touchstone Community Development District
Reconcile Cash Accounts

Detail

Cash Account: 10101 Cash-Operating Account

Reconciliation ID: 02/29/20

Reconciliation Date: 2/29/2020

Status: Locked

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
1126	1/8/2020	Series 2018 FY20 Tax Dist ID 454	22,275.47	Touchstone CDD
1131	2/3/2020	System Generated Check/Voucher	3,660.00	Field Stone Lanscape Services
1132	2/3/2020	System Generated Check/Voucher	3,753.15	Meritus Districts
1133	2/3/2020	System Generated Check/Voucher	553.67	Straley Robin Vericker
1134	2/5/2020	Series 2018 FY20 Tax Dist ID 457	8,218.77	Touchstone CDD
1135	2/13/2020	System Generated Check/Voucher	1,250.00	Meritus Districts
1136	2/13/2020	System Generated Check/Voucher	2,521.61	Tampa Electric
1137	2/20/2020	System Generated Check/Voucher	328.00	Aquatic Weed Control, Inc.
1138	2/20/2020	System Generated Check/Voucher	24,278.47	Field Stone Lanscape Services
Cleared Checks/Vouchers			66,839.14	

Touchstone Community Development District
Reconcile Cash Accounts

Detail

Cash Account: 10101 Cash-Operating Account

Reconciliation ID: 02/29/20

Reconciliation Date: 2/29/2020

Status: Locked

Cleared Deposits

<u>Deposit Number</u>	<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>
	CR049	2/4/2020	Tax Distribution - 02.04.20	13,491.85
Cleared Deposits				13,491.85



Meritus

MONTHLY MAINTENANCE INSPECTION GRADESHEET

Site: Touchstone

Date: 3/27/20

	MAXIMUM VALUE	CURRENT VALUE	CURRENT DEDUCTION	REASON FOR DEDUCTION
AQUATICS				
DEBRIS	25	15	-10	<u>Some trash in the ponds</u>
INVASIVE MATERIAL (FLOATING)	20	15	-5	<u>Algae</u>
INVASIVE MATERIAL (SUBMERSED)	20	20	0	<u>Ok</u>
FOUNTAINS/AERATORS	20	20	0	<u>N/A</u>
DESIRABLE PLANTS	15	15	0	<u>N/A</u>

AMENITIES

CLUBHOUSE INTERIOR	4	4	0	
CLUBHOUSE EXTERIOR	3	3	0	
POOL WATER	10	10	0	
POOL TILES	10	10	0	
POOL LIGHTS	5	5	0	
POOL FURNITURE/EQUIPMENT	8	8	0	
FIRST AID/SAFETY ITEMS	10	10	0	
SIGNAGE (rules, pool, playground)	5	5	0	
PLAYGROUND EQUIPMENT	5	5	0	
RECREATIONAL FACILITIES	7	7	0	
RESTROOMS	6	6	0	
HARDSCAPE	10	10	0	
ACCESS & MONITORING SYSTEM	3	3	0	
IT/PHONE SYSTEM	3	3	0	
TRASH RECEPTACLES	3	3	0	
WATER FOUNTAINS	8	8	0	

MONUMENTS AND SIGNS

CLEAR VISIBILITY (Landscaping)	25	25	0	<u>Good</u>
PAINTING	25	25	0	<u>Good</u>
CLEANLINESS	25	25	0	<u>Good</u>
GENERAL CONDITION	25	25	0	<u>Good</u>



Meritus

MONTHLY MAINTENANCE INSPECTION GRADESHEET

Site: Touchstone

Date: 3/27/20

	MAXIMUM VALUE	CURRENT VALUE	CURRENT DEDUCTION	REASON FOR DEDUCTION
HIGH IMPACT LANDSCAPING				
ENTRANCE MONUMENT	40	40	0	
RECREATIONAL AREAS	30	30	0	
SUBDIVISION MONUMENTS	30	30	0	
HARDSCAPE ELEMENTS				
WALLS/FENCING	15	15	0	
SIDEWALKS	30	28	-2	Construction paint marking utilities
SPECIALTY MONUMENTS	15	15	0	N/A
STREETS	25	25	0	
PARKING LOTS	15	15	0	N/A
LIGHTING ELEMENTS				
STREET LIGHTING	33	33	0	?
LANDSCAPE UP LIGHTING	22	22	0	
MONUMENT LIGHTING	30	30	0	
AMENITY CENTER LIGHTING	15	15	0	
GATES				
ACCESS CONTROL PAD	25	25	0	N/A
OPERATING SYSTEM	25	25	0	N/A
GATE MOTORS	25	25	0	N/A
GATES	25	25	0	N/A
SCORE	700	683	-17	98%

Manager's Signature: Gene Roberts

Supervisor's Signature: _____



District Management Services, LLC

MONTHLY LANDSCAPE MAINTENANCE INSPECTION GRADESHEET

Site: Touchstone

Date: Friday, March 27, 2020

MAXIMUM VALUE	CURRENT VALUE	CURRENT DEDUCTION	REASON FOR DEDUCTION
------------------	------------------	----------------------	----------------------

LANDSCAPE MAINTENANCE

TURF	5	5	0	<u>Good</u>
TURF FERTILITY	10	10	0	<u>OK</u>
TURF EDGING	5	5	0	<u>Good</u>
WEED CONTROL - TURF AREAS	5	4	-1	<u>Dollar weed/Dog Fennel el</u>
TURF INSECT/DISEASE CONTROL	10	10	0	<u>None observed</u>
PLANT FERTILITY	5	5	0	<u>OK</u>
WEED CONTROL - BED AREAS	5	3	-2	<u>Detailing needed</u>
PLANT INSECT/DISEASE CONTROL	5	5	0	<u>None observed</u>
PRUNING	10	10	0	<u>Good</u>
CLEANLINESS	5	5	0	<u>Looked clean</u>
MULCHING	5	4	-1	<u>Needs mulching</u>
WATER/IRRIGATION MGMT	8	8	0	<u>Good</u>
CARRYOVERS	5	4	-1	<u>Bed detailing</u>

SEASONAL COLOR/PERENNIAL MAINTENANCE

VIGOR/APPEARANCE	7	7	0	<u>Ok</u>
INSECT/DISEASE CONTROL	7	7	0	<u></u>
DEADHEADING/PRUNING	3	3	0	<u></u>

SCORE

100	95	-5	95%
-----	----	----	-----

Contractor Signature: _____

Manager's Signature: GR

Supervisor's Signature: _____

Touchstone April



Some sod in the median at Wild Senna entrance needs to be replaced.



Some beds need weed detailing.



The Crepe Myrtle trees were over pruned.



Herbicide application needed for the turf on Camden Fields.



Turf and landscape on the extension is doing well.



The pocket parks look good.



Pond 5 has some Pennywort around the perimeter.



Pond 2 has a severe algae bloom and lots of debris.



Pond 4 looks good.



Still a little Water Mill in pond 3