

**BERRY BAY II
COMMUNITY DEVELOPMENT
DISTRICT**

APRIL 03, 2025

**REGULAR MEETING
AGENDA PACKAGE**



2005 PAN AM CIRCLE, SUITE 300
TAMPA, FL 33067

Berry Bay II Community Development District

Board of Supervisors

Carlos de la Ossa, Chair
Nicholas Dister, Vice-Chairman
Ryan Motko, Assistant Secretary
Alberto Viera, Assistant Secretary
Kyle Smith, Assistant Secretary

District Staff

Brian Lamb, District Secretary
Michael Perez, District Manager
John Vericker, District Counsel
Tonja Stewart, District Engineer

Regular Meeting Agenda

Thursday, April 03, 2025 at 2:00 p.m.

The Regular Meeting of the **Berry Bay II Community Development District** will be held **April 03, 2025, at 2:00 p.m. at the Offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607.** Please let us know at least 24 hours in advance if you are planning to call into the meeting. Following is the Agenda for the Meeting:

[Join the meeting now](#)

Meeting ID: 263 935 216 491 **Passcode:** Sd7Lo6KB

Dial-in by phone +1 646-838-1601 **Pin:** 151 133 964#

REGULAR MEETING OF BOARD OF SUPERVISORS

1. CALL TO ORDER/ROLL CALL

2. PUBLIC COMMENTS

(Each individual has the opportunity to comment and is limited to three (3) minutes for such comment)

3. BUSINESS ITEMS

4. CONSENT AGENDA

A. Approval of Minutes of the March 06, 2025, Regular Meeting

B. Consideration of Operation and Maintenance February 2025

C. Acceptance of the Financials and Approval of the Check Register for February 2025

5. STAFF REPORTS

A. District Counsel

B. District Engineer

C. District Manager

6. BOARD OF SUPERVISORS REQUESTS AND COMMENTS

7. ADJOURNMENT

**MINUTES OF REGULAR MEETING
BERRY BAY II
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Berry Bay II Community Development District was held on Thursday, March 6, 2025, and called to order at 3:00 p.m. at the Offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, Florida 33607.

Present were:

Carlos de la Ossa	Chairperson
Nicholas Dister	Vice Chairperson <i>(via phone)</i>
Ryan Motko	Assistant Secretary
Albert Viera	Assistant Secretary
Kyle Smith	Assistant Secretary

Also present were:

Michael Perez	District Manager
Jayna Cooper	District Manager
John Vericker	District Counsel
Kathryn Hopkinson	District Counsel
Tyson Waag	District Engineer <i>(via phone)</i>

The following is a summary of the discussions and actions taken.

FIRST ORDER OF BUSINESS **Call to Order/Roll Call**

Mr. Perez called the meeting to order, and a quorum was established.

SECOND ORDER OF BUSINESS **Public Comment**

There being none, the next order of business followed.

THIRD ORDER OF BUSINESS **Business Items**

There being none, the next order of business followed.

FOURTH ORDER OF BUSINESS **Consent Agenda**

- A. Approval of Minutes of the February 06, 2025, Regular Meeting
- B. Consideration of Operation and Maintenance January 2025
- C. Acceptance of the Financials and Approval of the Check Register for January 2025

On MOTION by Mr. de la Ossa seconded by Mr. Smith, with all in favor, the Consent Agenda, was approved. 5-0

FIFTH ORDER OF BUSINESS **Staff Reports**

- A. District Counsel
- B. District Engineer
- C. District Manager

There being no reports, the next order of business followed.

SIXTH ORDER OF BUSINESS

**Board of Supervisors' Requests and
Comments**

There being none, the next order of business followed.

SEVENTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. de la Ossa seconded by Mr. Viera, with all in favor the meeting was adjourned at 3:07 pm. 5-0

Michael Perez/Jayna Cooper
District Manager

Carlos de la Ossa
Chairperson

BERRY BAY II Summary of Operations and Maintenance Invoices
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Vendor	Invoice Date	Invoice/Account Number	Amount	Invoice Total	Comments/Description
Monthly Contract					
INFRAMARK	2/1/2025	142892	\$1,000.00		ACCOUNTING SVCS
INFRAMARK	2/1/2025	142892	\$2,083.33		DISTRICT MGMNT SVCS
INFRAMARK	2/1/2025	142892	\$125.00	\$3,208.33	WEBSITE MAINT
Monthly Contract Subtotal			\$3,208.33	\$3,208.33	
Variable Contract					
ALBERTO VIERA	2/6/2025	AV-020625	\$200.00	\$200.00	SUPERVISOR FEE
STRALEY ROBIN VERICKER	2/5/2025	25968	\$1,315.00	\$1,315.00	PROFESSIONAL SERVICES
Variable Contract Subtotal			\$1,515.00	\$1,515.00	
Regular Services					
CARLOS DE LA OSSA	2/6/2025	CO-020625	\$200.00	\$200.00	SUPERVISOR FEE
KYLE SMITH	2/6/2025	KS-020625	\$200.00	\$200.00	SUPERVISOR FEE
NICHOLAS J. DISTER	2/6/2025	ND 020625	\$200.00	\$200.00	SUPERVISOR FEE
RYAN MOTKO	2/6/2025	RM 020625	\$200.00	\$200.00	SUPERVISOR FEE
Regular Services Subtotal			\$800.00	\$800.00	
Additional Services					
INFRAMARK	2/18/2025	143765	\$2.07	\$2.07	Postage
Additional Services Subtotal			\$2.07	\$2.07	
TOTAL			\$5,525.40	\$5,525.40	



2002 West Grand Parkway North
Suite 100
Katy, TX 77449

INVOICE#

142892

CUSTOMER ID

C5100

PO#

INVOICE

DATE

2/1/2025

NET TERMS

Net 30

DUE DATE

3/3/2025

BILL TO

Berry Bay II Community Development
District
2005 Pan Am Cir Ste 300
Tampa FL 33607-6008
United States

Services provided for the Month of: February 2025

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Accounting Services	1	Ea	1,000.00		1,000.00
District Management	1	Ea	2,083.33		2,083.33
Website Maintenance / Admin	1	Ea	125.00		125.00
Subtotal					3,208.33

Subtotal	\$3,208.33
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Tax	\$0.00
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Total Due	\$3,208.33
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Remit To : Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778

To pay by Credit Card, please contact us at 281-578-4299, 9:00am - 5:30pm EST, Monday – Friday. A surcharge fee may apply.

To pay via ACH or Wire, please refer to our banking information below:

Account Name: INFRAMARK, LLC

ACH - Bank Routing Number: 111000614 / Account Number: 912593196

Wire - Bank Routing Number: 021000021 / SWIFT Code: CHASUS33 / Account Number: 912593196

Please include the Customer ID and the Invoice Number on your form of payment.

Attendance Confirmation
for
BOARD OF SUPERVISORS

District Name: Berry Bay II

Board Meeting: February 6, 2025

	Name	Please X	Paid
1	Carlos de la Ossa	X	\$200.00
2	Nicholas Dister	X	\$200.00
3	Ryan Motko	X	\$200.00
4	Albert Viera	X	\$200.00
5	Kyle Smith	X	\$200.00

The supervisors present at the above referenced meeting should be compensated accordingly

Approved for payment:

Michael Perez
District Manager Signature

2/6/2025
Date

Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400

Federal Tax Id. - 20-1778458

Berry Bay II Community Development District

Inframark

2005 Pan Am Circle, Suite 300

Tampa, FL 33607

February 05, 2025

Client: 001608

Matter: 000001

Invoice #: 25968

Page: 1

RE: General

For Professional Services Rendered Through January 31, 2025

SERVICES

Date	Person	Description of Services	Hours	Amount
1/2/2025	AM	REVIEW DISTRICT'S WEBSITE TO CONFIRM COUNSEL'S CORRECT INFORMATION.	0.2	\$35.00
1/8/2025	JMV	REVIEW AGENDA PACKET AND PREPARE FOR CDD BOARD MEETING.	0.3	\$112.50
1/9/2025	JMV	PREPARE FOR AND ATTEND CDD BOARD MEETING.	0.6	\$225.00
1/9/2025	KCH	PREPARE FOR AND ATTEND BOS MEETING IN PERSON.	0.6	\$195.00
1/24/2025	CAW	REVIEW PROPOSED PLAT OF BERRY BAY PHASE 6 AND PROVIDE COMMENTS.	2.0	\$650.00
1/31/2025	KCH	REVIEW AGENDA PACKAGE.	0.3	\$97.50
Total Professional Services			4.0	\$1,315.00

February 05, 2025
Client: 001608
Matter: 000001
Invoice #: 25968

Page: 2

Total Services	\$1,315.00	
Total Disbursements	\$0.00	
Total Current Charges		\$1,315.00
Previous Balance		\$4,978.64
Less Payments		(\$4,978.64)
PAY THIS AMOUNT		\$1,315.00

Please Include Invoice Number on all Correspondence

Attendance Confirmation

for
BOARD OF SUPERVISORS

District Name: Berry Bay II

Board Meeting: February 6, 2025

	Name	Please X	Paid
1	Carlos de la Ossa	X	\$200.00
2	Nicholas Dister	X	\$200.00
3	Ryan Motko	X	\$200.00
4	Albert Viera	X	\$200.00
5	Kyle Smith	X	\$200.00

The supervisors present at the above referenced meeting should be compensated accordingly

Approved for payment:

Michael Perez
District Manager Signature

2/6/2025
Date

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for
BOARD OF SUPERVISORS

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Board Meeting: February 6, 2025

	Name	Please X	Paid
1	Carlos de la Ossa	X	\$200.00
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4	Albert Viera	X	\$200.00
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District Manager Signature

2/6/2025
Date

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for
BOARD OF SUPERVISORS

District Name: Berry Bay II

Board Meeting: February 6, 2025

	Name	Please X	Paid
1	Carlos de la Ossa	X	\$200.00
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The supervisors present at the above referenced meeting should be compensated accordingly

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Michael Perez
District Manager Signature

2/6/2025
Date

Attendance Confirmation

for
BOARD OF SUPERVISORS

District Name: Berry Bay II

Board Meeting: February 6, 2025

	Name	Please X	Paid
1	Carlos de la Ossa	X	\$200.00
2	Nicholas Dister	X	\$200.00
3	Ryan Motko	X	\$200.00
4	Albert Viera	X	\$200.00
5	Kyle Smith	X	\$200.00

The supervisors present at the above referenced meeting should be compensated accordingly

Approved for payment:

Michael Perez
District Manager Signature

2/6/2025
Date



2002 West Grand Parkway North
Suite 100
Katy, TX 77449

INVOICE

INVOICE#

143765

DATE

2/18/2025

CUSTOMER ID

C5100

NET TERMS

Net 30

PO#**DUE DATE**

3/20/2025

BILL TO

Berry Bay II Community Development
District
2005 Pan Am Cir Ste 300
Tampa FL 33607-6008
United States

Services provided for the Month of: January 2025

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Postage	3	Ea	0.69		2.07
Subtotal					2.07

Subtotal

\$2.07

Tax

\$0.00

Total Due

\$2.07

Remit To : Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778

To pay by Credit Card, please contact us at 281-578-4299, 9:00am - 5:30pm EST, Monday – Friday. A surcharge fee may apply.

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Wire - Bank Routing Number: 021000021 / SWIFT Code: CHASUS33 / Account Number: 912593196

Please include the Customer ID and the Invoice Number on your form of payment.

Berry Bay II Community Development District

Financial Statements
(Unaudited)

Period Ending
February 28, 2025

Prepared by:



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

BERRY BAY II
Balance Sheet
As of February 28, 2025
(In Whole Numbers)

ACCOUNT DESCRIPTION	GENERAL FUND	DEBT SERVICE FUND	CAPITAL PROJECTS FUND	TOTAL
<u>ASSETS</u>				
Cash In Bank	\$ 13,320	\$ -	\$ -	\$ 13,320
Due From Other Funds	-	416,771	-	416,771
Investments:				
Acquisition & Construction Account	-	-	11,451,901	11,451,901
Reserve Fund	-	406,614	-	406,614
Revenue Fund	-	233,047	-	233,047
TOTAL ASSETS	\$ 13,320	\$ 1,056,432	\$ 11,451,901	\$ 12,521,653
<u>LIABILITIES</u>				
Accounts Payable	\$ 3	\$ -	\$ -	\$ 3
Due To Other Funds	10,243	-	406,528	416,771
TOTAL LIABILITIES	10,246	-	406,528	416,774
<u>FUND BALANCES</u>				
Restricted for:				
Debt Service	-	1,056,432	-	1,056,432
Capital Projects	-	-	11,045,373	11,045,373
Unassigned:	3,074	-	-	3,074
TOTAL FUND BALANCES	3,074	1,056,432	11,045,373	12,104,879
TOTAL LIABILITIES & FUND BALANCES	\$ 13,320	\$ 1,056,432	\$ 11,451,901	\$ 12,521,653

BERRY BAY II
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2025
General Fund (001)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Special Assmnts- CDD Collected	\$ 118,425	\$ 27,907	\$ (90,518)	23.57%
Developer Contribution	-	12,399	12,399	0.00%
TOTAL REVENUES	118,425	40,306	(78,119)	34.04%
<u>EXPENDITURES</u>				
<u>Administration</u>				
Supervisor Fees	3,000	5,000	(2,000)	166.67%
ProfServ-Construction	9,000	-	9,000	0.00%
ProfServ-Dissemination Agent	4,200	-	4,200	0.00%
ProfServ-Info Technology	600	-	600	0.00%
ProfServ-Recording Secretary	2,400	-	2,400	0.00%
ProfServ-Trustee Fees	6,500	-	6,500	0.00%
District Counsel	9,500	6,294	3,206	66.25%
District Engineer	9,500	-	9,500	0.00%
Administrative Services	4,500	-	4,500	0.00%
District Manager	25,000	10,417	14,583	41.67%
Accounting Services	9,000	5,000	4,000	55.56%
Auditing Services	6,000	-	6,000	0.00%
Website Compliance	1,800	1,500	300	83.33%
Postage, Phone, Faxes, Copies	500	5	495	1.00%
Rentals & Leases	600	-	600	0.00%
Insurance - General Liability	3,200	2,750	450	85.94%
Public Officials Insurance	2,500	2,250	250	90.00%
Legal Advertising	3,500	-	3,500	0.00%
Misc-Admin Fee (%)	250	-	250	0.00%
Bank Fees	200	-	200	0.00%
Financial & Revenue Collections	1,200	-	1,200	0.00%
Meeting Expense	4,000	-	4,000	0.00%
Website Administration	1,200	625	575	52.08%
Office Supplies	100	-	100	0.00%
Dues, Licenses, Subscriptions	175	200	(25)	114.29%
Reserve	10,000	-	10,000	0.00%
Total Administration	118,425	34,041	84,384	28.74%
TOTAL EXPENDITURES	118,425	34,041	84,384	28.74%

BERRY BAY II
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2025
General Fund (001)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
Excess (deficiency) of revenues				
Over (under) expenditures	-	6,265	6,265	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		(3,191)		
FUND BALANCE, ENDING		<u>\$ 3,074</u>		

BERRY BAY II
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2025
Debt Service Fund (201)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ 852,450	\$ 852,450	0.00%
Special Assmnts- CDD Collected	-	295,828	295,828	0.00%
TOTAL REVENUES	-	1,148,278	1,148,278	0.00%
<u>EXPENDITURES</u>				
<u>Debt Service</u>				
Interest Expense	-	91,846	(91,846)	0.00%
Total Debt Service	-	91,846	(91,846)	0.00%
TOTAL EXPENDITURES	-	91,846	(91,846)	0.00%
Excess (deficiency) of revenues				
Over (under) expenditures	-	1,056,432	1,056,432	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		-		
FUND BALANCE, ENDING		\$ 1,056,432		

BERRY BAY II
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2025
Capital Projects Fund (301)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ 11,052,873	\$ 11,052,873	0.00%
TOTAL REVENUES	-	11,052,873	11,052,873	0.00%
<u>EXPENDITURES</u>				
<u>Construction In Progress</u>				
Construction in Progress	-	7,500	(7,500)	0.00%
Total Construction In Progress	-	7,500	(7,500)	0.00%
TOTAL EXPENDITURES	-	7,500	(7,500)	0.00%
Excess (deficiency) of revenues				
Over (under) expenditures	-	11,045,373	11,045,373	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		-		
FUND BALANCE, ENDING		\$ 11,045,373		

Bank Account Statement

Berry Bay II CDD

Bank Account No. 9415

Statement No. 25_02

Statement Date 02/28/25

G/L Account No. 101002 Balance at 02/28/25	13,320.47	Statement Balance	15,620.47
Positive Adjustments	0.00	Outstanding Deposits	0.00
Subtotal	13,320.47	Subtotal	15,620.47
Negative Adjustments	0.00	Outstanding Checks	-2,300.00
Ending G/L Balance	13,320.47	Ending Balance	13,320.47

Posting Date	Document Type	Document No.	Vendor	Description	Amount	Cleared Amount	Difference
Checks							
02/13/2025		1074	ALBERTO VIERA	Check for Vendor V00009	-200.00	-200.00	0.00
02/13/2025		1075	CARLOS DE LA OSSA	Check for Vendor V00008	-200.00	-200.00	0.00
02/13/2025		1076	INFRAMARK	Check for Vendor V00013	-3,208.33	-3,208.33	0.00
02/13/2025		1077	KYLE SMITH	Check for Vendor V00010	-200.00	-200.00	0.00
02/13/2025		1080	STRALEY ROBIN VERICKER	Check for Vendor V00004	-1,315.00	-1,315.00	0.00
01/21/2025		1065	INFRAMARK	Check for Vendor V00013	-3,208.33	-3,208.33	0.00
01/22/2025		1070	INFRAMARK	Check for Vendor V00013	-6,416.66	-6,416.66	0.00
01/30/2025		1072	INFRAMARK	Check for Vendor V00013	-3,208.33	-3,208.33	0.00
01/30/2025		1073	STRALEY ROBIN VERICKER	Check for Vendor V00004	-1,536.45	-1,536.45	0.00
Total Checks					-19,493.10	-19,493.10	0.00
Outstanding Checks							
12/10/24	Payment	1060	RYAN MOTKO	Check for Vendor V00012			-200.00
01/21/25	Payment	1068	RYAN MOTKO	Check for Vendor V00012			-200.00
02/13/25	Payment	1078	NICHOLAS J. DISTER	Check for Vendor V00011			-200.00
02/13/25	Payment	1079	RYAN MOTKO	Check for Vendor V00012			-200.00
02/20/25	Payment	1081	AUDIO EYE, INC.	Check for Vendor V00017			-1,500.00
Total Outstanding Checks							-2,300.00

BERRY BAY II**Payment Register by Fund**

For the Period from 02/01/2025 to 02/28/2025

(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
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GENERAL FUND - 001

001	1074	02/13/25	ALBERTO VIERA	AV-020625	supervisor pay	SUPERVISOR FEE	511100-51101	\$200.00
001	1075	02/13/25	CARLOS DE LA OSSA	CO-020625	supervisor pay	SUPERVISOR FEE	511100-51101	\$200.00
001	1076	02/13/25	INFRAMARK	142892	management services	ACCOUNTING SVCS	532001-51301	\$1,000.00
001	1076	02/13/25	INFRAMARK	142892	management services	DISTRICT MGMNT SVCS	531150-51301	\$2,083.33
001	1076	02/13/25	INFRAMARK	142892	management services	WEBSITE MAINT	549936-51301	\$125.00
001	1077	02/13/25	KYLE SMITH	KS-020625	supervisor pay	SUPERVISOR FEE	511100-51101	\$200.00
001	1078	02/13/25	NICHOLAS J. DISTER	ND 020625	supervisor pay	SUPERVISOR FEE	511100-51101	\$200.00
001	1079	02/13/25	RYAN MOTKO	RM 020625	supervisor pay	SUPERVISOR FEE	511100-51101	\$200.00
001	1080	02/13/25	STRALEY ROBIN VERICKER	25968	DISTRICT COUNSEL THROUGH 1/31/25	PROFESSIONAL SERVICES	531146-51301	\$1,315.00
001	1081	02/20/25	AUDIO EYE, INC.	INV8298	ADA SITE COMPLIANCE	website audit	534397-51301	\$1,500.00
Fund Total								\$7,023.33

Total Checks Paid	\$7,023.33
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