

**BERRY BAY II
COMMUNITY DEVELOPMENT
DISTRICT**

MAY 01, 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, May 01, 2025 at 2:00 p.m.

The Regular Meeting of the **Berry Bay II Community Development District** will be held **May 01, 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

A. Annual Notice of Qualified Electors

4. CONSENT AGENDA

A. Approval of Minutes of the April 03, 2025, Regular Meeting

B. Consideration of Operation and Maintenance March 2025

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

5. STAFF REPORTS

A. District Counsel

B. District Engineer

C. District Manager

6. BOARD OF SUPERVISORS REQUESTS AND COMMENTS

7. ADJOURNMENT



April 22, 2025

To whom it may concern,

As per F.S. 190.006, you'll find the number of qualified registered electors for your Community Development District as of April 15, 2025, listed below.

Community Development District	Number of Registered Electors
Berry Bay II CDD	0

We ask that you respond to our office with a current list of CDD office holders by **June 1st** and that you update us throughout the year if there are changes. This will enable us to provide accurate information to potential candidates during filing and qualifying periods.

Please note it is the responsibility of each district to keep our office updated with current district information. If you have any questions, please do not hesitate to contact me at (813) 367-8829 or pthomas@votehillsborough.gov.

Respectfully,

Patricia "Patti" Thomas
Administrative Assistant/Candidate Services



**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, April 3, 2025, and called to order at 3:13 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 March 6, 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**

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**

Mr. de la Ossa spoke with Mr. Vericker about the District sharing the amenity with Berry Bay I until Berry Bay II amenities open.

SEVENTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. de la Ossa seconded by Mr. Smith, with all in favor the meeting was adjourned at 3:16 pm. 5-0
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Michael Perez/Jayna Cooper
District Manager

Carlos de la Ossa
Chairperson

BERRY BAY II
Summary of Operations and Maintenance Invoices

Vendor	Invoice Date	Invoice/Account Number	Amount	Invoice Total	Comments/Description
Variable Contract					
ALBERTO VIERA	3/6/2025	AV 030625	\$200.00	\$200.00	BOARD 3/6/25
CARLOS DE LA OSSA	3/6/2025	CO 030625	\$200.00	\$200.00	BOARD 3/6/25
KYLE SMITH	3/6/2025	KS 030625	\$200.00	\$200.00	BOARD 3/6/25
NICHOLAS J. DISTER	3/6/2025	ND 030625	\$200.00	\$200.00	BOARD 3/6/25
RYAN MOTKO	3/6/2025	RM 030625	\$200.00	\$200.00	BOARD 3/6/25
STRALEY ROBIN VERICKER	3/12/2025	26185	\$690.00	\$690.00	district counsel 2/28/2025
Variable Contract Subtotal			\$1,690.00	\$1,690.00	
Additional Services					
INFRAMARK	3/20/2025	145922	\$1.38	\$1.38	postage
Additional Services Subtotal			\$1.38	\$1.38	
TOTAL			\$1,691.38	\$1,691.38	

Attendance Confirmation
for
BOARD OF SUPERVISORS

District Name: Berry Bay II

Board Meeting: March 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

3/10/2025
Date

Attendance Confirmation
for
BOARD OF SUPERVISORS

District Name: Berry Bay II

Board Meeting: March 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

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District Manager Signature

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Date

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for
BOARD OF SUPERVISORS

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Board Meeting: March 6, 2025

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3	Ryan Motko	X	\$200.00
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5	Kyle Smith	X	\$200.00

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Approved for payment:

Michael Perez
District Manager Signature

3/10/2025
Date

Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400

Federal Tax Id. - 20-1778458

Berry Bay II CDD
Inframark
2005 Pan Am Circle, Suite 300
Tampa, FL 33607

March 12, 2025

Client: 001608

Matter: 000001

Invoice #: 26185

Page: 1

RE: General

For Professional Services Rendered Through February 28, 2025

SERVICES

Date	Person	Description of Services	Hours	Amount
2/5/2025	JMV	REVIEW AGENDA PACKET AND PREPARE FOR CDD BOARD MEETING.	0.3	\$112.50
2/6/2025	JMV	PREPARE FOR AND ATTEND CDD BOARD MEETING.	0.5	\$187.50
2/6/2025	KCH	PREPARE FOR AND ATTEND BOS MEETING IN PERSON.	0.6	\$195.00
2/21/2025	KCH	ATTEND OPERATIONS MEETING VIA MICROSOFT TEAMS.	0.3	\$97.50
2/28/2025	KCH	REVIEW AGENDA PACKAGE.	0.3	\$97.50
Total Professional Services			2.0	\$690.00

March 12, 2025
Client: 001608
Matter: 000001
Invoice #: 26185

Page: 2

Total Services	\$690.00	
Total Disbursements	\$0.00	
Total Current Charges		\$690.00
Previous Balance		\$1,315.00
Less Payments		(\$1,315.00)
PAY THIS AMOUNT		\$690.00

Please Include Invoice Number on all Correspondence



2002 West Grand Parkway North
Suite 100
Katy, TX 77449

INVOICE#

145922

CUSTOMER ID

C5100

PO#

INVOICE

DATE

3/20/2025

NET TERMS

Net 30

DUE DATE

4/19/2025

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
Postage	2	Ea	0.69		1.38
Subtotal					1.38

Subtotal

\$1.38

Tax

\$0.00

Total Due

\$1.38

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.

Berry Bay II Community Development District

Financial Statements
(Unaudited)

Period Ending
March 31, 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 March 31, 2025
(In Whole Numbers)

ACCOUNT DESCRIPTION	GENERAL FUND	DEBT SERVICE FUND	CAPITAL PROJECTS FUND	TOTAL
<u>ASSETS</u>				
Cash In Bank	\$ 12,432	\$ -	\$ -	\$ 12,432
Due From Other Funds	-	416,771	-	416,771
Investments:				
Acquisition & Construction Account	-	-	10,619,753	10,619,753
Reserve Fund	-	406,614	-	406,614
Revenue Fund	-	235,403	-	235,403
TOTAL ASSETS	\$ 12,432	\$ 1,058,788	\$ 10,619,753	\$ 11,690,973
<u>LIABILITIES</u>				
Accounts Payable	\$ 1	\$ -	\$ -	\$ 1
Due To Other Funds	10,243	-	406,528	416,771
TOTAL LIABILITIES	10,244	-	406,528	416,772
<u>FUND BALANCES</u>				
Restricted for:				
Debt Service	-	1,058,788	-	1,058,788
Capital Projects	-	-	10,213,225	10,213,225
Unassigned:	2,188	-	-	2,188
TOTAL FUND BALANCES	2,188	1,058,788	10,213,225	11,274,201
TOTAL LIABILITIES & FUND BALANCES	\$ 12,432	\$ 1,058,788	\$ 10,619,753	\$ 11,690,973

BERRY BAY II
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 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
REVENUES				
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%
EXPENDITURES				
Administration				
Supervisor Fees	3,000	6,000	(3,000)	200.00%
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	6,179	3,321	65.04%
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	7	493	1.40%
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	34,928	83,497	29.49%
TOTAL EXPENDITURES	118,425	34,928	83,497	29.49%
Excess (deficiency) of revenues				
Over (under) expenditures	-	5,378	5,378	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		(3,190)		
FUND BALANCE, ENDING		\$ 2,188		

BERRY BAY II
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 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	\$ -	\$ 854,806	\$ 854,806	0.00%
Special Assmnts- CDD Collected	-	295,828	295,828	0.00%
TOTAL REVENUES	-	1,150,634	1,150,634	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	-	1,058,788	1,058,788	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		-		
FUND BALANCE, ENDING		\$ 1,058,788		

BERRY BAY II
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 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	\$ -	\$ 11,087,477	\$ 11,087,477	0.00%
TOTAL REVENUES	-	11,087,477	11,087,477	0.00%
<u>EXPENDITURES</u>				
<u>Construction In Progress</u>				
Construction in Progress	-	874,252	(874,252)	0.00%
Total Construction In Progress	-	874,252	(874,252)	0.00%
TOTAL EXPENDITURES	-	874,252	(874,252)	0.00%
Excess (deficiency) of revenues				
Over (under) expenditures	-	10,213,225	10,213,225	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		-		
FUND BALANCE, ENDING		\$ 10,213,225		

Bank Account Statement

Berry Bay II CDD

Bank Account No. 9415

Statement No. 25_03

Statement Date 03/31/25

G/L Account No. 101002 Balance at 03/31/25	12,432.45	Statement Balance	12,832.45
Positive Adjustments	0.00	Outstanding Deposits	0.00
Subtotal	12,432.45	Subtotal	12,832.45
Negative Adjustments	0.00	Outstanding Checks	-400.00
Ending G/L Balance	12,432.45	Ending Balance	12,432.45

Posting Date	Document Type	Document No.	Vendor	Description	Amount	Cleared Amount	Difference
Deposits							
03/14/2025		BD00006	District Counsel	Deposit No. BD00006 -	804.74	804.74	0.00
Total Deposits					804.74	804.74	0.00
Checks							
01/21/2025		1068	RYAN MOTKO	Check for Vendor V00012	-200.00	-200.00	0.00
02/13/2025		1079	RYAN MOTKO	Check for Vendor V00012	-200.00	-200.00	0.00
02/20/2025		1081	AUDIO EYE, INC.	Check for Vendor V00017	-1,500.00	-1,500.00	0.00
03/05/2025		1082	INFRAMARK	Check for Vendor V00013	-2.76	-2.76	0.00
03/11/2025		1083	ALBERTO VIERA	Check for Vendor V00009	-200.00	-200.00	0.00
03/11/2025		1084	CARLOS DE LA OSSA	Check for Vendor V00008	-200.00	-200.00	0.00
03/11/2025		1085	KYLE SMITH	Check for Vendor V00010	-200.00	-200.00	0.00
03/11/2025		1086	NICHOLAS J. DISTER	Check for Vendor V00011	-200.00	-200.00	0.00
03/11/2025		1087	RYAN MOTKO	Check for Vendor V00012	-200.00	-200.00	0.00
03/20/2025		1088	STRALEY ROBIN VERICKER	Check for Vendor V00004	-690.00	-690.00	0.00
Total Checks					-3,592.76	-3,592.76	0.00
Outstanding Checks							
12/10/24	Payment	1060	RYAN MOTKO	Check for Vendor V00012			-200.00
02/13/25	Payment	1078	NICHOLAS J. DISTER	Check for Vendor V00011			-200.00
Total Outstanding Checks							-400.00

BERRY BAY II**Payment Register by Fund**

For the Period from 03/01/2025 to 03/31/2025

(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	1082	03/05/25	INFRAMARK	142070	postage	Postage, Phone, Faxes, Copies	541024-51301	\$0.69
001	1082	03/05/25	INFRAMARK	143765	postage	Postage, Phone, Faxes, Copies	541024-51301	\$2.07
001	1083	03/11/25	ALBERTO VIERA	AV 030625	BOARD 3/6/25	Supervisor Fees	511100-51101	\$200.00
001	1084	03/11/25	CARLOS DE LA OSSA	CO 030625	BOARD 3/6/25	Supervisor Fees	511100-51101	\$200.00
001	1085	03/11/25	KYLE SMITH	KS 030625	BOARD 3/6/25	Supervisor Fees	511100-51101	\$200.00
001	1086	03/11/25	NICHOLAS J. DISTER	ND 030625	BOARD 3/6/25	Supervisor Fees	511100-51101	\$200.00
001	1087	03/11/25	RYAN MOTKO	RM 030625	BOARD 3/6/25	Supervisor Fees	511100-51101	\$200.00
001	1088	03/20/25	STRALEY ROBIN VERICKER	26185	district counsel 2/28/2025	District Counsel	531146-51301	\$690.00
Fund Total								\$1,692.76

Total Checks Paid	\$1,692.76
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