

*Scenic Terrace South  
Community Development District*

*Meeting Agenda*

*November 16, 2022*

# AGENDA

# *Scenic Terrace South*

## *Community Development District*

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219 E. Livingston St., Orlando, Florida 32801

Phone: 407-841-5524 – Fax: 407-839-1526

November 9, 2022

**Board of Supervisors  
Scenic Terrace South  
Community Development District**

Dear Board Members:

A meeting of the Board of the Supervisors and Audit Committee of the **Scenic Terrace South Community Development District** will be held on **Wednesday, November 16, 2022 at 1:45 PM** at **346 E. Central Ave., Winter Haven, FL 33880.**

**Zoom Video Link:** <https://us06web.zoom.us/j/82925769991>

**Zoom Call-In Number:** 1-646-876-9923

**Meeting ID:** 829 2576 9991

Following is the advance agenda for the meeting:

### **Board of Supervisors Meeting**

1. Roll Call
2. Public Comment Period (<sup>1</sup>Speakers will fill out a card and submit it to the District Manager prior to the beginning of the meeting)
3. Organizational Matters
  - A. Swearing in of Appointed Supervisor Chuck Cavaretta (Appointed at the August 17, 2022 Board Meeting)
4. Approval of Minutes of the August 17, 2022 Board of Supervisors Meeting
5. Appointment of Audit Committee
6. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. District Manager's Report
    - i. Approval of Check Register
    - ii. Balance Sheet & Income Statement
    - iii. Ratification of Summary of Series 2022 Requisitions #1 to #80
7. Other Business
8. Supervisors Requests and Audience Comments
9. Adjournment

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<sup>1</sup> Comments will be limited to three (3) minutes

## **Audit Committee Meeting**

1. Roll Call
2. Public Comment Period
3. Audit Services
  - A. Approval of Request for Proposals and Selection Criteria
  - B. Approval of Notice of Request for Proposals for Audit Services
  - C. Public Announcement of Opportunity to Provide Audit Services
4. Adjournment

# MINUTES

**MINUTES OF MEETING  
SCENIC TERRACE SOUTH  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Scenic Terrace South Community Development District was held Wednesday, **August 17, 2022** at 2:20 p.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath  
Lauren Schwenk  
Patricia Hudson  
Chuck Cavaretta *via Zoom*

Chairperson  
Vice Chairperson  
Assistant Secretary  
Assistant Secretary

Also present were:

Jill Burns  
Lauren Gentry  
Rey Malave *via Zoom*  
Lisa Kelley *via Zoom*

District Manager, GMS  
District Counsel, KE Law  
District Engineer, Dewberry  
District Engineer, Dewberry

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order and called the roll. Three Board members were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns noted that there were no members of the public present to provide comments.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Acceptance of Resignations from Patrick Marone and Justin Frye**

Ms. Burns noted that they received letters of resignation from Patrick Marone and Justin Frye.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Accepting the Resignations from Patrick Marone and Justin Frye, was approved.

**B. Appointment to Fill the Vacant Board Seats**

Ms. Burns noted that there were two vacant seats on the Board, seat 1 and seat 4. Ms. Burns asked if there was a nomination for seat 1. There was a nomination for Daniel Arnette to fill seat 1.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Nominating Daniel Arnette to Seat 1 of the Board of Supervisors, was approved.

Ms. Burns asked for a nomination for seat 4. There was a nomination for Chuck Cavaretta to fill seat 4.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Nominating Chuck Cavaretta to Seat 4 of the Board of Supervisors, was approved.

**C. Administration of Oaths to Newly Appointed Supervisors**

Ms. Burns swore in Daniel Arnette. She noted that they were not able to swear in Chuck Cavaretta because he was on the Zoom line, so they would swear him in at the next meeting.

**D. Consideration of Resolution 2022-45 Electing Officers**

Ms. Burns asked the Board if they wanted to do the same thing that they did on Scenic Terrace North where Rennie Heath served as Chairman, Lauren Schwenk served as Vice Chairman, and the other three served as Assistant Secretaries along with George Flint, and Jill Burns served as Secretary. The Board agreed to approve that slate of officers.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Resolution 2022-45 Electing Officers as slated above, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the May 18,  
2022 Board of Supervisors Meeting**

Ms. Burns asked for any comments, corrections, or changes to the May 18, 2022 Board of Supervisors meeting minutes. The Board had no changes.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Minutes of the May 18, 2022 Board of Supervisor's Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Public Hearing**

**A. Public Hearing on the Adoption of the District's Fiscal Year 2023 Budget**

Ms. Burns noted that this public hearing had been advertised in the paper.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Opening the Public Hearing, was approved.

Ms. Burns noted that there were no members of the public present at this time.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Closing the Public Hearing, was approved.

**i. Consideration of Resolution 2022-46 Adopting of the District's Fiscal Year 2022/2023 Budget and Appropriating Funds**

Ms. Burns noted that this resolution was included in the agenda package for review. She stated that the budget was attached as Exhibit 'A'. She stated that this would also be developer funded. She explained that the timeline based on the information that they were given was a little further ahead, so they did break out some of the field and amenity expenses based on the timelines for when the landscaping would be turned over and when the amenity was planned to open. She noted that the field expenses totaled \$149,500. She noted that these numbers were estimates based on similar sized communities. She stated that once they had actual proposals, they would have those costs in place, and it would be the same with the amenity.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2022-46 Adopting of the District's Fiscal Year 2022/2023 Budget and Appropriating Funds, was approved.

**ii. Consideration of Fiscal Year 2022/2023 Developer Funding Agreement**

Ms. Burns noted that this was with Atlantic Blue Communities II, LLC. She explained that this entity would agree to fund the operation and maintenance of the District based on the budget that the Board just adopted.



On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Fiscal Year 2022/2023 Developer Funding Agreement, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-47  
Imposing and Collecting Debt Service  
Special Assessments**

Ms. Burns noted that they levied debt assessments on parcels within this community. She explained that this resolution imposed the collecting of those for this upcoming fiscal year.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Resolution 2022-47 Imposing and Collecting Debt Service Special Assessments, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-48  
Designation of Regular Monthly Meeting  
Date, Time, and Location for Fiscal Year  
2023**

Ms. Burns suggested they hold the monthly meetings on the third Wednesday of the month at 1:45 p.m.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Resolution 2022-48 Designation of Regular Monthly Meeting Date, Time, and Location for the Third Wednesday of the Month at 1:45 p.m. for Fiscal Year 2023, was approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Gentry stated she had nothing further to report.

**B. Engineer**

Mr. Malave noted that they were doing inspections of the construction and were coordinating with the engineers.

**C. District Manager's Report**

**i. Balance Sheet & Income Statement**

Ms. Burns reviewed the financials and there was no action necessary. The Board had no questions.

**NINTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience  
Comments**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns adjourned the meeting.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the meeting was adjourned.
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Secretary/Assistant Secretary

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Chairman/Vice Chairman

## SECTION VI

# SECTION C

# SECTION 1

# Scenic Terrace South

## Community Development District

### Summary of Checks

July 01, 2022 through September 30, 2022

Bank	Date	Check No.'s	Amount
General Fund	7/6/22	41-44	\$ 5,727.49
	8/8/22	45-46	\$ 5,040.02
	8/12/22	47-48	\$ 4,642.20
	8/19/22	49-52	\$ 800.00
	8/26/22	53	\$ 1,750.00
	9/2/22	54	\$ 1,097.50
	9/9/22	55	\$ 385.00
	9/21/22	56-59	\$ 10,162.77
			<b>\$ 29,604.98</b>



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
8/12/22	00003	8/01/22 13	202208 310-51300-34000		*	2,916.67	
			MANAGMENT FEES - AUG 22				
		8/01/22 13	202208 310-51300-35200		*	100.00	
			WEBSITE MANAGEMENT-AUG 22				
		8/01/22 13	202208 310-51300-35100		*	150.00	
			INFORMATION TECH - AUG 22				
		8/01/22 13	202208 310-51300-31300		*	416.67	
			DISSEMINATION SVCS-AUG 22				
		8/01/22 13	202208 310-51300-42000		*	71.36	
			POSTAGE				
			GOVERNMENTAL MANAGEMENT SERVICES-				3,654.70 000047
8/12/22	00002	6/08/22 2772	202205 310-51300-49100		*	102.00	
			BOUNDARY AMENDMENT FR#6				
		7/08/22 3122	202206 310-51300-31500		*	113.50	
			GEN.COUNSEL/MTHLY MEETING				
		8/02/22 3466	202205 310-51300-31500		*	772.00	
			GEN.COUNSEL/MTHLY MEETING				
			KE LAW GROUP, PPLC				987.50 000048
8/19/22	00014	8/17/22 DA081720	202208 310-51300-11000		*	200.00	
			SUPERVISOR FEE 08/17/22				
			DANIEL ARNETTE				200.00 000049
8/19/22	00005	8/17/22 LS081720	202208 310-51300-11000		*	200.00	
			SUPERVISOR FEE 08/17/22				
			LAUREN OAKLEY SCHWENK				200.00 000050
8/19/22	00009	8/17/22 PH081720	202208 310-51300-11000		*	200.00	
			SUPERVISOR FEE 08/17/22				
			PATRICIA J HUDSON				200.00 000051
8/19/22	00012	8/17/22 RH081720	202208 310-51300-11000		*	200.00	
			SUPERVISOR FEE 08/17/22				
			RENNIE HEATH				200.00 000052
8/26/22	00013	8/26/22 2161645-	202207 310-51300-31100		*	1,750.00	
			ENGINEER SERVICES-JUL 22				
			DEWBERRY ENGINEERS INC.				1,750.00 000053
9/02/22	00002	7/06/22 3088	202206 310-51300-49100		*	34.00	
			BOUNDARY AMENDMENT FR#7				
		8/02/22 3467	202205 310-51300-49100		*	170.00	
			BOUNDARY AMENDMENT FR#7				
		8/11/22 3668	202207 310-51300-31500		*	893.50	
			GEN.COUNSEL/MTHLY MEETING				
			KE LAW GROUP, PPLC				1,097.50 000054
			STS SCENIC TERRACE IARAUJO				



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
9/09/22	00013	8/26/22 2161645-	202207 310-51300-49100	BOUNDARY AMENDMENT #8	*	385.00	
				DEWBERRY ENGINEERS INC.			385.00 000055
9/20/22	00001	8/31/22 00048462	202208 310-51300-48000	NOTICE OF PUBLIC HEARING	*	651.44	
				CA FLORIDA HOLDINGS, LLC			651.44 000056
9/20/22	00011	9/12/22 16840	202209 300-15500-10000	FY23 INSURANCE POLICY	*	5,000.00	
				EGIS INSURANCE ADVISORS, LLC			5,000.00 000057
9/20/22	00003	9/01/22 14	202209 310-51300-34000	MANAGMENT FEES - SEP 22	*	2,916.67	
		9/01/22 14	202209 310-51300-35200	WEBSITE MANAGEMENT-SEP 22	*	100.00	
		9/01/22 14	202209 310-51300-35100	INFORMATION TECH - SEP 22	*	150.00	
		9/01/22 14	202209 310-51300-31300	DISSEMINATION SVCS-SEP 22	*	416.67	
		9/01/22 14	202209 310-51300-51000	OFFICE SUPPLIES	*	2.77	
		9/01/22 14	202209 310-51300-42000	POSTAGE	*	4.72	
		9/01/22 14	202209 310-51300-42500	COPIES	*	2.10	
				GOVERNMENTAL MANAGEMENT SERVICES-			3,592.93 000058
9/20/22	00002	9/09/22 4184	202208 310-51300-31500	GEN.COUNSEL/MTHLY MEETING	*	918.40	
				KE LAW GROUP, PPLC			918.40 000059
TOTAL FOR BANK A						29,604.98	
TOTAL FOR REGISTER						29,604.98	

## SECTION 2

***Scenic Terrace South***  
***Community Development District***

***Unaudited Financial Reporting***  
***September 30, 2022***



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**Scenic Terrace South**  
**Community Development District**  
**Combined Balance Sheet**  
**September 30, 2022**

	<i>General Fund</i>	<i>Debt Service Fund</i>	<i>Capital Projects Fund</i>	<i>Totals Governmental Funds</i>
<b>Assets:</b>				
Operating Account	\$ 6,436	\$ -	\$ -	\$ 6,436
Due from Developer	\$ 26,183	\$ -	\$ -	\$ 26,183
Prepaid Expenses	\$ 5,000	\$ -	\$ -	\$ 5,000
<b>Investments:</b>				
<u>Series 2022</u>				
Reserve	\$ -	\$ 1,368,497	\$ -	\$ 1,368,497
Revenue	\$ -	\$ 8,176	\$ -	\$ 8,176
Interest	\$ -	\$ 1,069,050	\$ -	\$ 1,069,050
Construction	\$ -	\$ -	\$ 10,164,980	\$ 10,164,980
Cost of Issuance	\$ -	\$ -	\$ 2,921	\$ 2,921
Escrow	\$ -	\$ -	\$ 1,324,428	\$ 1,324,428
<b>Total Assets</b>	<b>\$ 37,619</b>	<b>\$ 2,445,723</b>	<b>\$ 11,492,329</b>	<b>\$ 13,975,671</b>
<b>Liabilities:</b>				
Accounts Payable	\$ 5,403	\$ -	\$ -	\$ 5,403
<b>Total Liabilities</b>	<b>\$ 5,403</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,403</b>
<b>Fund Balance:</b>				
Nonspendable:				
Prepaid Items	\$ 5,000	\$ -	\$ -	\$ 5,000
Restricted for:				
Debt Service	\$ -	\$ 2,445,723	\$ -	\$ 2,445,723
Capital Projects	\$ -	\$ -	\$ 11,492,329	\$ 11,492,329
Unassigned	\$ 27,216	\$ -	\$ -	\$ 27,216
<b>Total Fund Balances</b>	<b>\$ 32,216</b>	<b>\$ 2,445,723</b>	<b>\$ 11,492,329</b>	<b>\$ 13,970,268</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 37,619</b>	<b>\$ 2,445,723</b>	<b>\$ 11,492,329</b>	<b>\$ 13,975,671</b>

# Scenic Terrace South

## Community Development District

### General Fund

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending September 30, 2022

	Adopted	Prorated Budget	Actual	
	Budget	Thru 09/30/22	Thru 09/30/22	Variance
<b>Revenues:</b>				
Developer Contributions	\$ 133,610	\$ 133,610	\$ 120,000	\$ (13,610)
Boundary Amendment Contributions	\$ -	\$ -	\$ 2,044	\$ 2,044
<b>Total Revenues</b>	<b>\$ 133,610</b>	<b>\$ 133,610</b>	<b>\$ 122,044</b>	<b>\$ (11,566)</b>
<b>Expenditures:</b>				
<b><u>General &amp; Administrative:</u></b>				
Supervisor Fees	\$ 12,000	\$ 12,000	\$ 6,800	\$ 5,200
Engineering	\$ 15,000	\$ 15,000	\$ 3,938	\$ 11,062
Attorney	\$ 25,000	\$ 25,000	\$ 12,830	\$ 12,170
Annual Audit	\$ 4,000	\$ 4,000	\$ -	\$ 4,000
Assessment Administration	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
Arbitrage	\$ 500	\$ 500	\$ -	\$ 500
Dissemination	\$ 5,000	\$ 5,000	\$ 2,083	\$ 2,917
Trustee Fees	\$ 3,600	\$ 3,600	\$ -	\$ 3,600
Management Fees	\$ 35,000	\$ 35,000	\$ 33,871	\$ 1,129
Information Technology	\$ 1,800	\$ 1,800	\$ 1,742	\$ 58
Website Maintenance	\$ 2,950	\$ 2,950	\$ 2,911	\$ 39
Telephone	\$ 300	\$ 300	\$ -	\$ 300
Postage & Delivery	\$ 1,000	\$ 1,000	\$ 225	\$ 776
Insurance	\$ 5,000	\$ 5,000	\$ 3,740	\$ 1,260
Printing & Binding	\$ 1,000	\$ 1,000	\$ 83	\$ 917
Legal Advertising	\$ 10,000	\$ 10,000	\$ 16,319	\$ (6,319)
Boundary Amendment Expenses	\$ -	\$ -	\$ 5,043	\$ (5,043)
Contingency	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
Office Supplies	\$ 625	\$ 625	\$ 68	\$ 557
Travel Per Diem	\$ 660	\$ 660	\$ -	\$ 660
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
<b>Total General &amp; Administrative</b>	<b>\$ 133,610</b>	<b>\$ 133,610</b>	<b>\$ 89,828</b>	<b>\$ 43,782</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>		<b>\$ 32,216</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ -</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 32,216</b>	

# Scenic Terrace South

## Community Development District

### Debt Service Fund Series 2022

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending September 30, 2022

	Adopted	Prorated Budget	Actual	
	Budget	Thru 09/30/22	Thru 09/30/22	Variance
<b>Revenues:</b>				
Interest	\$ -	\$ -	\$ 8,176	\$ 8,176
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,176</b>	<b>\$ 8,176</b>
<b>Expenditures:</b>				
<b>Series 2022</b>	<b>\$ -</b>			
Interest - 11/1	\$ -	\$ -	\$ -	\$ -
Principal - 5/1	\$ -	\$ -	\$ -	\$ -
Interest - 5/1	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>		<b>\$ 8,176</b>	
<b>Other Financing Sources/(Uses):</b>				
Bond Proceeds	\$ -	\$ -	\$ 2,437,547	\$ 2,437,547
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,437,547</b>	<b>\$ 2,437,547</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>		<b>\$ 2,445,723</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ -</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 2,445,723</b>	

# Scenic Terrace South

## Community Development District

### Capital Projects Fund Series 2022

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending September 30, 2022

	Adopted Budget	Prorated Budget Thru 09/30/22	Actual Thru 09/30/22	Variance
<b>Revenues</b>				
Interest	\$ -	\$ -	\$ 50,793	\$ 50,793
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,793</b>	<b>\$ 50,793</b>
<b>Expenditures:</b>				
Capital Outlay - Construction	\$ -	\$ -	\$ 7,801,504	\$ (7,801,504)
Capital Outlay - Cost of Issuance	\$ -	\$ -	\$ 669,414	\$ (669,414)
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,470,917</b>	<b>\$ (8,470,917)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (8,420,124)</b>	
<b>Other Financing Sources/(Uses)</b>				
Bond Proceeds	\$ -	\$ -	\$ 19,912,453	\$ 19,912,453
<b>Total Other Financing Sources (Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,912,453</b>	<b>\$ 19,912,453</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,492,329</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,492,329</b>	



**Scenic Terrace South**  
**Community Development District**  
**Month to Month**

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>Revenues:</b>													
Developer Contributions	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 120,000
Boundary Amendment Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 170	\$ -	\$ 102	\$ 589	\$ 1,183	\$ 2,044
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 45,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 170</b>	<b>\$ -</b>	<b>\$ 25,102</b>	<b>\$ 589</b>	<b>\$ 26,183</b>	<b>\$ 122,044</b>
<b>Expenditures:</b>													
<b>General &amp; Administrative:</b>													
Supervisor Fees	\$ 1,200	\$ 800	\$ 1,000	\$ -	\$ 1,000	\$ 600	\$ 800	\$ 600	\$ -	\$ -	\$ 800	\$ -	\$ 6,800
Engineer Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78	\$ -	\$ 1,455	\$ 1,750	\$ 145	\$ 510	\$ 3,938
Attorney Fees	\$ 4,053	\$ 1,567	\$ 569	\$ 366	\$ 274	\$ 1,481	\$ 1,591	\$ 772	\$ 114	\$ 894	\$ 918	\$ 231	\$ 12,830
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assessment Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dissemination	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 2,083
Arbitrage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trustee Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Management Fees	\$ 1,788	\$ 2,917	\$ 2,917	\$ 2,917	\$ 2,917	\$ 2,917	\$ 2,917	\$ 2,917	\$ 2,917	\$ 2,917	\$ 2,917	\$ 2,917	\$ 33,871
Information Technology	\$ 92	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 1,742
Website Maintenance	\$ 61	\$ 100	\$ 1,850	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 2,911
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage & Delivery	\$ -	\$ 29	\$ 23	\$ -	\$ -	\$ 37	\$ 1	\$ 54	\$ 4	\$ 2	\$ 71	\$ 5	\$ 225
Insurance	\$ -	\$ -	\$ -	\$ 3,740	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,740
Printing & Binding	\$ -	\$ 63	\$ 10	\$ -	\$ -	\$ 7	\$ -	\$ -	\$ 1	\$ -	\$ -	\$ 2	\$ 83
Legal Advertising	\$ 5,618	\$ 8,013	\$ -	\$ 297	\$ 302	\$ 805	\$ -	\$ 297	\$ -	\$ -	\$ 651	\$ 335	\$ 16,319
Boundary Amendment Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 170	\$ 272	\$ 34	\$ 453	\$ 2,165	\$ 1,949	\$ 5,043
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ -	\$ 5	\$ 3	\$ 46	\$ -	\$ 3	\$ 3	\$ 3	\$ 3	\$ 0	\$ -	\$ 3	\$ 68
Travel Per Diem	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
<b>Total Expenditures</b>	<b>\$ 12,988</b>	<b>\$ 13,644</b>	<b>\$ 6,520</b>	<b>\$ 7,616</b>	<b>\$ 4,742</b>	<b>\$ 6,099</b>	<b>\$ 5,809</b>	<b>\$ 5,581</b>	<b>\$ 5,194</b>	<b>\$ 6,682</b>	<b>\$ 8,334</b>	<b>\$ 6,618</b>	<b>\$ 89,828</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (12,988)</b>	<b>\$ (13,644)</b>	<b>\$ (6,520)</b>	<b>\$ 37,384</b>	<b>\$ (4,742)</b>	<b>\$ 18,901</b>	<b>\$ (5,809)</b>	<b>\$ (5,411)</b>	<b>\$ (5,194)</b>	<b>\$ 18,420</b>	<b>\$ (7,745)</b>	<b>\$ 19,565</b>	<b>\$ 32,216</b>

## SECTION 3

Requisition	Payee/Vendor	Amount
1	KE Law Group	\$ 14,394.28
2	Atlantic Blue Comm II	\$ 7,500.00
3	Absolute Engineering, Inc.	\$ 42,549.67
4	Dewberry Engineers, Inc.	\$ 1,115.00
5	Cassidy Holdings	\$ 24,500.00
6	Atlantic Blue Comm II	\$ 829,479.66
7	KE Law Group	\$ 2,550.73
8	Atlantic Blue Comm II	\$ 3,750.00
9	Atlantic Blue Comm II	\$ 3,750.00
10	Absolute Engineering, Inc.	\$ 18,552.74
11	Absolute Engineering, Inc.	\$ 1,975.16
12	KE Law Group	\$ 4,996.76
13	Dewberry Engineers, Inc.	\$ 2,645.00
14	Atlantic Blue Comm II	\$ 3,750.00
15	Tucker Paving, Inc.	\$ 603,446.94
16	Raysor Transportation Consulting	\$ 750.00
17	Absolute Engineering, Inc.	\$ 37,342.73
18	Jr. Davis Construction Co, Inc.	\$ 300,850.43
19	Atlantic Blue Comm II	\$ 3,750.00
20	Tucker Paving, Inc.	\$ 312,343.64
21	Dewberry Engineers, Inc.	\$ 1,237.50
22	KE Law Group	\$ 5,349.00
23	Atlantic Blue Comm II	\$ 3,750.00
24	Absolute Engineering, Inc.	\$ 57,971.42
25	Jr. Davis Construction Co, Inc.	\$ 561,584.00
26	Cassidy Holdings Group, Inc.	\$ 8,322.50
27	Dewberry Engineers, Inc.	\$ 145.00
28	Atlantic Blue Comm II	\$ 3,750.00
29	Tucker Paving, Inc.	\$ 935,370.12
30	Core & Main	\$ 184,044.49
31	Mack Industries	\$ 81,395.00
32	Core & Main	\$ 276,259.87
33	Jr. Davis Construction Co, Inc.	\$ 55,102.37
34	Core & Main	\$ 347,593.19
35	Atlantic Blue Comm II	\$ 3,750.00
36	Atlantic Blue Comm II	\$ 3,750.00
37	Core & Main	\$ 117,118.39
38	Absolute Engineering, Inc.	\$ 25,758.16
39	Stacy's Printing	\$ 289.60
40	Tucker Paving, Inc.	\$ 336,606.74
41	Rinker Materials	\$ 9,672.72
42	Jr. Davis Construction Co, Inc.	\$ 115,043.89
43	KE Law Group	\$ 69.88
44	Mack Industries	\$ 87,566.00

45	Fussell Well Drilling	\$	53,520.00
46	Core & Main	\$	82,166.80
47	Furr, Wegman & Banks	\$	3,850.00
48	Atlantic Blue Comm II	\$	3,750.00
49	Stacy's Printing	\$	8.60
50	Absolute Engineering, Inc.	\$	27,356.98
51	Duke Energy	\$	26,663.33
52	Jr. Davis Construction Co, Inc.	\$	213,791.42
53	Furr, Wegman & Banks	\$	7,885.00
54	Jr. Davis Construction Co, Inc.	\$	178,571.15
55	Tucker Paving, Inc.	\$	681,289.36
56	Rinker Materials	\$	26,378.24
57	Mack Industries	\$	72,424.00
58	Atlantic Blue Comm II	\$	3,750.00
59	Ferguson Waterworks	\$	280,148.70
60	Jr. Davis Construction Co, Inc.	\$	274,287.23
61	Atlantic Blue Comm II	\$	3,750.00
62	Absolute Engineering, Inc.	\$	59,264.76
63	Mack Concrete Industries	\$	166,923.00
64	Rinker Materials	\$	185,281.00
65	Mack Concrete Industries	\$	25,121.00
66	Atlantic Blue Comm II	\$	3,750.00
67	Mack Concrete Industries	\$	127,286.00
68	Jr. Davis Construction Co, Inc.	\$	533,947.21
69	Tucker Paving, Inc.	\$	470,321.66
70	Absolute Engineering, Inc.	\$	63,205.96
71	Atlantic Blue Comm II	\$	3,750.00
72	Duke Energy	\$	9,386.45
73	Jr. Davis Construction Co, Inc.	\$	275,153.69
74	Mack Concrete Industries	\$	146,642.00
75	Mack Concrete Industries	\$	23,700.00
76	Raysor Transportation Consulting	\$	35,000.00
77	Dewberry Engineers, Inc.	\$	1,440.00
78	Ferguson Waterworks	\$	157,477.10
79	Jr. Davis Construction Co, Inc.	\$	1,776,083.43
80	Tucker Paving, Inc.	\$	276,225.84
	TOTAL	\$	11,721,042.49

# Audit Committee Meeting

## SECTION III

# SECTION A

**SCENIC TERRACE SOUTH COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Year 2022  
Polk County, Florida**

**INSTRUCTIONS TO PROPOSERS**

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than **Monday, December 12, 2022 at 5:00 p.m.**, at the offices of Governmental Management Services – Central Florida, LLC, Attn: Jill Burns/Samantha Hoxie, District Manager, 219 East Livingston Street, Orlando, Florida 32801. Proposals will be publicly opened at that time.

**SECTION 2. FAMILIARITY WITH THE LAW.** By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

**SECTION 3. QUALIFICATIONS OF PROPOSER.** The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

**SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL.** Proposers shall be disqualified, and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

**SECTION 5. SUBMISSION OF PROPOSAL.** Submit one (1) original hard copy and one (1) electronic copy of the Proposal Documents, and other requested attachments, at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title “**Auditing Services – Scenic Terrace South Community Development District**” on the face of it.

**SECTION 6. MODIFICATION AND WITHDRAWAL.** Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

**SECTION 7. PROPOSAL DOCUMENTS.** The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the “Proposal Documents”).

**SECTION 8. PROPOSAL.** In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.



**SECTION 9. BASIS OF AWARD/RIGHT TO REJECT.** The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

**SECTION 10. CONTRACT AWARD.** Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

**SECTION 11. LIMITATION OF LIABILITY.** Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in Section 768.28, *Florida Statutes*, or any other statute or law.

**SECTION 12. MISCELLANEOUS.** All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include résumés for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including résumés with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal for Fiscal Year 2022, plus the lump sum cost of four (4) annual renewals.
- E. Provide a proposed schedule for performance of the audit.

**SECTION 13. PROTESTS.** In accordance with the District's Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) calendar hours (excluding Saturday, Sunday, and state holidays) after the receipt of the Proposal Documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturday, Sunday, and state holidays) after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Proposal Documents.

**SECTION 14. EVALUATION OF PROPOSALS.** The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

## SCENIC TERRACE SOUTH COMMUNITY DEVELOPMENT DISTRICT AUDITOR SELECTION EVALUATION CRITERIA

**1. Ability of Personnel. (20 Points)**

(E.g., geographic location of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing workload; proposed staffing levels, etc.)

**2. Proposer's Experience. (20 Points)**

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other community development districts in other contracts; character, integrity, reputation of Proposer, etc.)

**3. *Understanding of Scope of Work.* (20 Points)**

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

**4. *Ability to Furnish the Required Services.* (20 Points)**

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.

**5. Price. (20 Points)**

Points will be awarded based upon the lowest total proposal for rendering the services and the reasonableness of the proposal.

**TOTAL** **(100 Points)**

## SECTION B

**SCENIC TERRACE SOUTH COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

The Scenic Terrace South Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2022, with an option for four (4) additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, *Florida Statutes*, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in the Town of Lake Hamilton, Polk County, Florida. The District currently has an operating budget of approximately \$417,811. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2022, be completed no later than June 1, 2023.

Each auditing entity submitting a proposal must be authorized to do business in Florida; hold all applicable state and federal professional licenses in good standing, including but not limited to a license under Chapter 473, *Florida Statutes*, and be qualified to conduct audits in accordance with "Government Auditing Standards", as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida law and particularly section 218.39, *Florida Statutes*, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

Proposers must provide one (1) original hard copy and one (1) electronic copy of their proposal to Governmental Management Services – Central Florida, LLC Attn: Jill Burns/Samantha Hoxie, District Manager/Staff, 219 East Livingston Street, Orlando, Florida 32801, in an envelope marked on the outside "**Auditing Services – Scenic Terrace South Community Development District.**"

Proposals must be received by **5:00 PM on Monday, December 12, 2022**, at the office address listed above. Proposals received after this time will not be eligible for consideration. Please direct all questions regarding this Notice to the District Manager who can be reached at (407) 841-5524.

Jill Burns, District Manager  
Governmental Management Services – Central Florida, LLC

Run Date: **Monday, November 28, 2022**