

**BOBCAT TRAIL
COMMUNITY DEVELOPMENT DISTRICT**

APRIL 21, 2022

AGENDA PACKAGE

Bobcat Trail Community Development District

Inframark, Infrastructure Management Services

210 North University Drive • Suite 702 • Coral Springs, Florida 33071

Telephone: (954) 603-0033 • Fax: (954) 345-1292

April 14, 2022

Board of Supervisors

Bobcat Trail Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Bobcat Trail Community Development District is scheduled to be held Thursday, April 21, 2022 at 3:00 p.m. at the Bobcat Trail Community Center, located at 1352 Bobcat Trail Boulevard, North Port, Florida 34288. Following is the advance agenda for the meeting:

- 1. Call to Order and Roll Call**
- 2. Approval of Agenda (Page 5)**
- 3. Public Comment (3) Minute Time Limit**
- 4. Approval of the Consent Agenda**
 - A. March 17, 2022 CDD Minutes (**Page 9**)
 - B. March 31, 2022 Financial Report and Payment Register (**Page 17**)
 - C. February 10, 2022 Landscape Committee Minutes (**Page 47**)
 - D. April 5, 2022 Infrastructure/Asset Management Committee Minutes (**Page 50**)
- 5. Old Business**
 - A. Rules & Procedures Update (**Page 54**)
 - i. Purchase Options Between CDD Meetings
 - B. Pool Pump Discussion
- 6. New Business**
 - A. Resident Concerns
 - B. Discussion of New Road Signs
 - C. Pump House Repair Funding
 - D. Pool Electrical Discussion (**Page 185**)
 - E. Bobcat Trail Well Co-Operation Agreement Expense Discussion
 - F. Well & Pump House Expense Compilation (**Page 187**)

7. **Manager's Report**
 - A. Follow Up Items
 - i. SOLitude Contract Update
 - B. Acceptance of the Fiscal Year 2021 Audit (**Page 190**)
 - C. Consideration of Resolution 2022-04, Confirming the District's Use of the Sarasota County Supervisor of Elections to Continue Conducting the District's Election of Supervisors (**Page 221**)
 - D. Presentation of the Preliminary Fiscal Year 2023 Budget (**Page 224**)
8. **Engineer's Report**
 - A. Rate Increase (**Page 247**)
9. **Attorney's Report**
10. **Other Reports**
 - A. Infrastructure/Asset Management Committee (Board Workshop)
 - B. Landscape Committee
 - C. Newsletter Supervisor
 - D. Finance Supervisor
 - E. Golf Liaison
 - F. Lakes and Roads Supervisor
 - G. Maintenance Supervisor
 - H. Facilities Supervisor
 - I. HOA Updates
 - J. Commercial Properties
11. **Public Comment (3) Minute Time Limit**
12. **Adjournment**

Supporting documentation for agenda items is enclosed or will be distributed at the meeting.

The balance of the agenda is routine in nature and staff will present their reports with any necessary documentation at the meeting. I look forward to seeing you at the meeting; and in the meantime, if you have any questions, please contact me.

Sincerely,

Justin Faircloth

Justin Faircloth
District Manager

Second Order of Business

☐ Paul Fisher, Chairman
☐ Janet Guyer, Vice Chairperson
☐ Jeffrey Brall, Assistant Secretary
☐ Robert Etherton, Assistant Secretary
☐ Richard Burke, Assistant Secretary

☐ Justin Faircloth, District Manager
☐ David Jackson, District Counsel
☐ Robert Dvorak, District Engineer

Agenda for Regular Meeting
Thursday, April 21, 2022 – 3:00 p.m.
Call-In #: 646-838-1601
Phone Conference ID: 951 092 195#

- 1. Call to Order and Roll Call**
- 2. Approval of Agenda (Page)**
- 3. Public Comment (3) Minute Time Limit**
- 4. Approval of the Consent Agenda**
 - A. March 17, 2022 CDD Minutes
 - B. March 31, 2022 Financial Report and Payment Register
 - C. February 10, 2022 Landscape Committee Minutes
 - D. April 5, 2022 Infrastructure/Asset Management Committee Minutes
- 5. Old Business**
 - A. Rules & Procedures Update
 - i. Purchase Options Between CDD Meetings
 - B. Pool Pump Discussion
- 6. New Business**
 - A. Resident Concerns
 - B. Discussion of New Road Signs
 - C. Pump House Repair Funding
 - D. Pool Electrical Discussion
 - E. Bobcat Trail Well Co-Operation Agreement Expense Discussion
 - F. Well & Pump House Expense Compilation
- 7. Manager's Report**
 - A. Follow Up Items
 - i. SOLitude Contract Update
 - B. Acceptance of the Fiscal Year 2021 Audit
 - C. Consideration of Resolution 2022-04, Confirming the District's Use of the Sarasota County Supervisor of Elections to Continue Conducting the District's Election of Supervisors
 - D. Presentation of the Preliminary Fiscal Year 2023 Budget
- 8. Engineer's Report**
 - A. Rate Increase
- 9. Attorney's Report**

- 10. Other Reports**
 - A. Infrastructure/Asset Management Committee (Board Workshop)
 - B. Landscape Committee
 - C. Newsletter Supervisor
 - D. Finance Supervisor
 - E. Golf Liaison
 - F. Lakes and Roads Supervisor
 - G. Maintenance Supervisor
 - H. Facilities Supervisor
 - I. HOA Updates
 - J. Commercial Properties
- 11. Public Comment (3) Minute Time Limit**
- 12. Adjournment**

The next CDD Meeting is scheduled to be held Thursday, May 19, 2022 at 3:00 p.m.

The Board requests those wishing to speak come forward and speak directly to the Board so that all items can be clearly heard.

Fourth Order of Business

4A.

**MINUTES OF MEETING
BOBCAT TRAIL
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Bobcat Trail Community Development District was held Thursday, March 17, 2022 at 3:00 p.m. at the Bobcat Trail Community Center, located at 1352 Bobcat Trail Boulevard, North Port, Florida.

Present and constituting a quorum were:

Paul Fisher	Chairman
Janet Guyer	Vice Chairperson
Jeff Brall	Assistant Secretary
Robert Etherton	Assistant Secretary
Richard Burke	Assistant Secretary

Also present were:

Andrew Mendenhall	Regional Inframark, LLC
Members of the Public	

Following is a summary of the discussions and actions taken.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Mr. Mendenhall called the meeting to order. Supervisors and staff introduced themselves, and a quorum was established.

SECOND ORDER OF BUSINESS

Approval of Agenda

Mr. Mendenhall presented the Agenda for approval or changes.

Mr. Burke MOVED to approve the agenda, as presented.
--

- Mr. Fisher will present an item for discussion under the attorney's report.

Mr. Brall SECONDED the prior motion.

There being no further discussion,

On VOICE vote, with all in favor, the Agenda was approved as presented.

THIRD ORDER OF BUSINESS

Public Comment (3) Minute Time Limit

A member of the public commented on the following item:

- Lack of lounge chairs and umbrellas by the pool.

FOURTH ORDER OF BUSINESS

Approval of the Consent Agenda

A. February 17, 2022 CDD Minutes

B. February 28, 2022 Financial Report and Payment Register

C. March 1, 2022 Infrastructure/Asset Management Committee Minutes

- i. CDD Planting Change Out Approval Silver Palm Road/Bobcat Trail Boulevard Corner: “The Board has reviewed and approved the landscape changes to a small CDD common area at Bobcat Trail Boulevard & Silver Palm Road submitted by a resident.”**

D. Ratification of Metro PSI Estimate R92903

Mr. Mendenhall requested any additions, corrections or deletions to the items as listed under the Consent Agenda.

- Mr. Mendenhall reviewed the Metro PSI Estimate. The item to be ratified is in the amount of \$984.50 for the water meter.

On MOTION by Mr. Fisher, seconded by Mr. Brall, with all in favor, the Consent Agenda was approved as presented.

FIFTH ORDER OF BUSINESS

Old Business

A. Rules & Procedures Update

- Ms. Guyer sent requested changes to the Board.
- Renters may legally be Board or committee members, but this is at the Board’s discretion. However, Board members must be registered with the Sarasota County Supervisor of Elections.
- Maintenance and repair of CDD wells was discussed. Both irrigation and deep wells should be under Landscape.
- The changes will be forwarded to Mr. Faircloth for inclusion in next month’s agenda package.

B. Pool Contract Update

- The contract is with Signet Pool for service three days per week in the amount of \$665 per month.
- Mr. Faircloth requested a 90-day as opposed to 30-day termination.
- The contract term is for one year.

On MOTION by Mr. Fisher, seconded by Mr. Etherton, with all in favor, the contract with Signet Pool in the amount of \$665 per month, was approved.

SIXTH ORDER OF BUSINESS

New Business

A. Resident Concerns

- The women's restroom floor was cleaned by Ms. Guyer, as Mr. Ditterline was out sick.
- The water fountain is not sanitary. It should either be repaired or removed. Staff needs to determine whether a fountain is necessary.
- An extra umbrella was installed at the pool area. Ms. Guyer requested an additional table and chairs, and four to five chaise lounges.
- Fobs must be issued for guests.
- The pool house roof and pool deck need to be power washed.
- Stop signs need to be cleaned and/or replaced.
- The metal signs on the monuments are faded.
- A resident wants to donate a handicapped lift to the CDD to loan out to others.
- A large alligator was found at Pond Zero. If the alligator is dangerous, it will be removed. The Florida Wildlife Commission must be called by the CDD for them to remove it.
- The back gate is not closed during the day.
- A resident has an issue with tree roots in her yard, which is on CDD property. Major roots are growing under the lanai. The lanai is far from the buffer zone. This has been investigated and it is determined the roots are encroaching on the owner's property. The Board concurred to allow the person to trim the roots. If it dies it

should be removed. Buffer zones are to be left in their natural state. The Board will discuss further at the next I/A Meeting.

B. FY 2023 Budget Discussion/Supervisors to Provide Budget Numbers to Inframark

- A Preliminary Budget will be provided at the April Board meeting. The Board will approve the Budget to be sent to the County at the May meeting. the Board will adopt the final Budget at the August meeting.
- Mr. Fisher provided numbers for the estimated budget, income and a total.
- Wells are listed under Utilities for \$10,000.
- More funds are needed. Mr. Mendenhall provided an explanation and options.
- The Board would like to keep assessments flat.

SEVENTH ORDER OF BUSINESS

Manager's Report

A. Follow Up Items

- Mr. Mendenhall commented that Mr. Faircloth had several housekeeping items which he was following up on.

EIGHTH ORDER OF BUSINESS

Engineer's Report

- Ms. Guyer commented there was an auditing issue regarding advertisement of the Phase III Paving. The award date has been delayed. The project will be in next year's budget.
- According to the plat, Bobcat Village Center is dedicated to the CDD permanently.

NINTH ORDER OF BUSINESS

Attorney's Report

- Mr. Fisher discussed an email regarding the injunction against Mr. Smith. Mr. Jackson does not believe the CDD will be able to recoup expenses from the new owner associated with the deep well. The CDD is already incurring expenses for the well, the electricity, attorney's fees and other expenses associated with the pump house. All license agreements will stay in effect with the new owner, and will run with the land. This will be discussed further at the next I/A Meeting.

TENTH ORDER OF BUSINESS

Other Reports

A. Infrastructure/Asset Management Committee (Board Workshop)

- Supervisors' areas of Responsibility should be listed on the Website, along with phone numbers. The landscape committee liaison needs to be changed.

B. Landscape Committee

- Mr. Verrill discussed palm trees which have died. The Committee needs to determine the reason these trees are dying. This applies only to the trees on CDD property.
- It appears the plants behind the back gate have died, due to frost.
- Residents should ensure they are cleaning up after their dogs in all areas.

C. Newsletter Supervisor

- Mr. Fisher would like as much information as possible for the next newsletter.
- Supervisors' email addresses and areas of responsibility will be listed on the newsletter.

D. Finance Supervisor

- All Supervisors submitted their budget numbers.

E. Golf Liaison

There being no report, the next item followed.

F. Lakes and Roads Supervisor**i. SOLitude Price Increase Email****ii. SOLitude Lake/Preserve Management Contract Renewal****iii. SOLitude Irrigation Intake Treatment Contract Renewal**

- They are asking for a 3% increase in the amount of \$1,000.
- Mr. Faircloth will negotiate this with SOLitude staff.
- There is no renewal for bacterial treatment.
- Ms. Guyer suggested asking SOLitude to grant an extension for the increase to October.

Ms. Guyer discussed the sidewalks.

- Hoover will clean the sidewalks, and will include the gutters at the back gate on the CDD side all the way to the gate in the amount of \$630. A notice will be submitted for the newsletter as soon as there is a date. Hoover would like to do the work on a Saturday. Homeowners do not like the noise on weekends. There may be City guidelines for the times.

G. Maintenance Supervisor

- The #2 well pump motor was replaced. The controls were upgraded.
- An additional tank was installed at Well #3.
- A new tank was installed at Well #5.

- 178 • The numbers on the irrigation control boxes do not correspond with the number on
179 the tank.
- 180 • The warranty will be extended to five years.
- 181 • LMP should not be involved with any well repairs. New Life should be responsible.
- 182 • The pool pump is still in need of repairs and is not working. The parts are in transit,
183 and may come tomorrow or next week. The newsletter should indicate that no one
184 should swim in the pool until this repair is done.
- 185 • Sargent Electric repaired the failed pump. The pump still did not turn on, and the
186 repair was submitted to Signet Pool.
- 187 • The fan in the women's restroom is being replaced by Sargent Electric.
- 188 • A lock was installed at the pump house.
- 189 • The parts from PSI should be received by next week.
- 190 **i. PLC Retrofit Discussion**
- 191 This item was not discussed.
- 192 **H. Facilities Supervisor**
- 193 • There is no answering service on the phones at the Community Center. Staff will
194 investigate obtaining an answering service for residents.
- 195 • Mr. Etherton would like to institute having copies of the Rules & Procedures
196 available to residents, at a fee. Mr. Mendenhall reminded the Board this would
197 require the rulemaking process to institute fees. Five copies will be printed, free of
198 charge, and available to residents.
- 199 • The carpets will be cleaned on April 2, 2022. This will be noted in the newsletter.
- 200 • All outdoor lights are working.
- 201 • Repairs have been made to the entrance gates.
- 202 • Lighting of exit gates was discussed.
- 203 • The overhead lights at the front gates should be replaced.
- 204 **I. HOA Updates**
- 205 • Informational HOA brochures were distributed. Ms. Stratton will distribute them
206 to new homeowners. Ms. Guyer suggested the CDD prepare something similar.
207 Mr. Fisher will notate this in the newsletter.
- 208 • There is a link for new residents on the HOA website.

- 209 • Communication with residents was discussed.

210 **J. Commercial Properties**

211 There being no report, the next order of business followed.

212

213 **ELEVENTH ORDER OF BUSINESS**

Public Comment (3) Minute Time Limit

214 A resident commented on the following item:

- 215 • Signage that this is a deed-restricted community. Residents are aware of this
216 already.

217

218 **TWELFTH ORDER OF BUSINESS**

Adjournment

219 There being no further business,

220

221 On MOTION by Mr. Etherton, seconded by Mr. Brall, with all in
222 favor, the meeting was adjourned at approximately 5:10 p.m.

223

224

225

226

227

228

229

230

Assistant Secretary

Paul Fisher
Chairman

4B

**Bobcat Trail
Community Development District**

Financial Report

March 31, 2022

BOBCAT TRAIL
Community Development District

Table of Contents

FINANCIAL STATEMENTS

Balance Sheet - All Funds Page 1

Statement of Revenues, Expenditures and Changes in Fund Balance

 General Fund Page 2 - 4

 Trend Report Page 5 - 8

 Debt Service Funds Page 9

SUPPORTING SCHEDULES

Special Assessments - Collection Schedule Page 10

Bank Reconciliation (Bank United) Page 11

Bank Statement (Bank United) Page 12 - 16

Cash and Investment Report Page 17

Check Register Page 18 - 22

Cash Flow Page 23 - 24

Reserve Report Page 25

**Bobcat Trail
Community Development District**

Financial Statements

(Unaudited)

March 31, 2022

BOBCAT TRAIL

Community Development District

Governmental Funds**Balance Sheet**
March 31, 2022

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2017 DEBT SERVICE FUND	TOTAL
<u>ASSETS</u>			
Cash - Checking Account	\$ 249,566	\$ -	\$ 249,566
Due From Other Funds	-	1,853	1,853
Investments:			
Money Market Account	1,043,690	-	1,043,690
Prepayment Account	-	103	103
Reserve Fund	-	22,993	22,993
Revenue Fund	-	242,811	242,811
Prepaid Items	7,232	-	7,232
Deposits	216	-	216
TOTAL ASSETS	\$ 1,300,704	\$ 267,760	\$ 1,568,464
<u>LIABILITIES</u>			
Accounts Payable	\$ 18,151	\$ -	\$ 18,151
Accrued Expenses	1,410	-	1,410
Due To Other Funds	1,853	-	1,853
TOTAL LIABILITIES	21,414	-	21,414
<u>FUND BALANCES</u>			
Nonspendable:			
Prepaid Items	7,232	-	7,232
Deposits	216	-	216
Restricted for:			
Debt Service	-	267,760	267,760
Assigned to:			
Operating Reserves	60,000	-	60,000
Reserves - Activity Center	56,720	-	56,720
Reserves - CAM/Fence Construction	10,000	-	10,000
Reserves - Gate	22,000	-	22,000
Reserves - Gatehouse/Equipment	10,000	-	10,000
Reserves - Lakes	230,000	-	230,000
Reserves - Landscape	43,000	-	43,000
Reserves - Pools	25,000	-	25,000
Reserves - Roadways	554,548	-	554,548
Reserve - Security Features	15,000	-	15,000
Reserves - Vehicle	13,407	-	13,407
Unassigned:	232,167	-	232,167
TOTAL FUND BALANCES	\$ 1,279,290	\$ 267,760	\$ 1,547,050
TOTAL LIABILITIES & FUND BALANCES	\$ 1,300,704	\$ 267,760	\$ 1,568,464

BOBCAT TRAIL

Community Development District

General Fund**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending March 31, 2022

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	MAR-22 ACTUAL
REVENUES						
Interest - Investments	\$ 3,000	\$ 1,500	\$ 1,026	\$ (474)	34.20%	\$ 217
Special Events	1,000	498	-	(498)	0.00%	-
Interest - Tax Collector	1,000	498	-	(498)	0.00%	-
Rents or Royalties	500	252	280	28	56.00%	-
Special Assmnts- Tax Collector	769,563	731,085	706,359	(24,726)	91.79%	5,974
Special Assmnts- Other	110,332	104,815	101,270	(3,545)	91.79%	856
Special Assmnts- Discounts	(35,196)	(33,437)	(31,332)	2,105	89.02%	(97)
Other Miscellaneous Revenues	2,000	1,002	246	(756)	12.30%	119
Gate Bar Code/Remotes	2,000	1,002	1,073	71	53.65%	(25)
TOTAL REVENUES	854,199	807,215	778,922	(28,293)	91.19%	7,044
EXPENDITURES						
Administration						
P/R-Board of Supervisors	12,000	6,000	5,000	1,000	41.67%	1,000
FICA Taxes	918	462	383	79	41.72%	77
ProfServ-Engineering	20,000	10,002	12,863	(2,861)	64.32%	5,015
ProfServ-Legal Services	15,000	7,500	4,226	3,274	28.17%	-
ProfServ-Trustee Fees	3,717	3,717	3,717	-	100.00%	-
Auditing Services	4,200	4,200	2,500	1,700	59.52%	-
Insurance - General Liability	18,000	18,000	18,710	(710)	103.94%	-
Legal Advertising	1,000	498	309	189	30.90%	-
Miscellaneous Services	1,700	852	-	852	0.00%	-
Misc-Assessment Collection Cost	13,198	12,539	11,644	895	88.23%	101
Misc-Web Hosting	1,908	954	954	-	50.00%	159
Annual District Filing Fee	175	175	175	-	100.00%	-
Total Administration	91,816	64,899	60,481	4,418	65.87%	6,352
Other General Govt Services						
ProfServ-Mgmt Consulting	53,045	26,520	26,523	(3)	50.00%	4,420
ProfServ-Special Assessment	6,180	6,180	6,180	-	100.00%	-
ProfServ-E-mail Maintenance	2,000	1,002	645	357	32.25%	108
Postage and Freight	200	102	116	(14)	58.00%	31
Printing and Binding	1,000	498	72	426	7.20%	15
Office Supplies	500	252	50	202	10.00%	-
Total Other General Govt Services	62,925	34,554	33,586	968	53.37%	4,574
Landscape Services						
Contracts-Landscape	142,047	71,022	71,024	(2)	50.00%	11,837
R&M-Irrigation	10,000	4,998	2,304	2,694	23.04%	118
R&M-Landscape Renovations	10,000	4,998	179	4,819	1.79%	-
R&M-Plant Replacement	4,000	1,998	413	1,585	10.33%	-
R&M-Landscape Lighting	3,000	1,500	819	681	27.30%	-
R&M-Phase III	55,400	27,702	79,825	(52,123)	144.09%	13,686
Misc-Holiday Lighting	850	850	338	512	39.76%	96
Total Landscape Services	225,297	113,068	154,902	(41,834)	68.75%	25,737

BOBCAT TRAIL

Community Development District

General Fund**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending March 31, 2022

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	MAR-22 ACTUAL
<u>Utilities</u>						
Electricity - Streetlights	6,300	3,150	1,953	1,197	31.00%	281
Electricity - Gate	5,500	2,748	1,583	1,165	28.78%	354
Electricity - Irrigation	2,500	1,248	867	381	34.68%	145
Total Utilities	14,300	7,146	4,403	2,743	30.79%	780
<u>Gatehouse</u>						
Contracts-Security Services	72,000	36,000	43,394	(7,394)	60.27%	7,232
Communication - Telephone	4,300	2,148	1,954	194	45.44%	220
Utility - Water & Sewer	850	426	359	67	42.24%	2
R&M-Gate	2,000	1,002	801	201	40.05%	525
R&M-Access&Surveillance Systems	1,500	750	816	(66)	54.40%	-
Misc-Bar Codes	4,000	1,998	-	1,998	0.00%	-
Op Supplies - Gatehouse	500	252	-	252	0.00%	-
Capital Outlay	22,000	22,000	24,065	(2,065)	109.39%	24,065
Total Gatehouse	107,150	64,576	71,389	(6,813)	66.63%	32,044
<u>Lakes and Roads</u>						
Contracts-Lakes	36,000	18,000	19,495	(1,495)	54.15%	3,296
R&M-Lake	10,000	4,998	-	4,998	0.00%	-
R&M-Road Cleaning	4,170	2,088	585	1,503	14.03%	-
R&M-Sealcoating	183,866	91,932	174,224	(82,292)	94.76%	-
R&M-Sidewalks	7,000	3,498	27,835	(24,337)	397.64%	-
R&M-Stormwater System	10,000	4,998	-	4,998	0.00%	-
R&M-Invasive Plant Maintenance	2,000	1,002	-	1,002	0.00%	-
R&M-Street/Gutter Repairs	10,000	4,998	63,589	(58,591)	635.89%	-
Miscellaneous Maintenance	5,000	2,502	-	2,502	0.00%	-
Reserve - Lakes	30,000	30,000	-	30,000	0.00%	-
Total Lakes and Roads	298,036	164,016	285,728	(121,712)	95.87%	3,296
<u>Community Center</u>						
Payroll-Hourly	21,750	10,878	10,859	19	49.93%	2,715
FICA Taxes	1,664	834	831	3	49.94%	208
Contracts-Other Services	1,500	750	514	236	34.27%	290
Contracts-Cleaning Services	12,500	6,252	6,420	(168)	51.36%	960
Utility - Other	5,400	2,700	2,576	124	47.70%	429
Electricity - General	5,400	2,700	2,219	481	41.09%	390
Utility - Water & Sewer	4,800	2,400	2,527	(127)	52.65%	261
Insurance - Property	12,500	12,500	12,474	26	99.79%	-
R&M-Pest Control	550	276	230	46	41.82%	-
R&M-Tennis Courts	500	252	374	(122)	74.80%	-

BOBCAT TRAIL

Community Development District

General Fund**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending March 31, 2022

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	MAR-22 ACTUAL
R&M-Fitness Equipment	6,500	3,252	398	2,854	6.12%	150
R&M-Maintenance	4,000	1,998	2,169	(171)	54.23%	1,596
Misc-Contingency	4,000	1,998	592	1,406	14.80%	-
Cleaning Services	800	402	-	402	0.00%	-
Supplies - Misc.	4,000	1,998	751	1,247	18.78%	243
Total Community Center	85,864	49,190	42,934	6,256	50.00%	7,242
<u>Pools and Maintenance</u>						
Payroll-Hourly	22,000	10,998	7,248	3,750	32.95%	2,338
FICA Taxes	1,683	840	555	285	32.98%	179
Contracts-Pools	8,050	4,026	3,915	111	48.63%	650
Utility - Gas	700	348	96	252	13.71%	16
Utility - Water & Sewer	6,800	3,402	483	2,919	7.10%	(176)
R&M-Pools	4,400	2,202	2,381	(179)	54.11%	1,133
R&M-Vehicles	1,600	798	3,885	(3,087)	242.81%	-
R&M-Community Maintenance	12,500	6,252	2,610	3,642	20.88%	234
R&M-Pressure Reducing Valve	2,000	1,002	-	1,002	0.00%	-
Total Pools and Maintenance	59,733	29,868	21,173	8,695	35.45%	4,374
TOTAL EXPENDITURES	945,121	527,317	674,596	(147,279)	71.38%	84,399
Excess (deficiency) of revenues						
Over (under) expenditures	(90,922)	279,898	104,326	(175,572)	-114.74%	(77,355)
<u>OTHER FINANCING SOURCES (USES)</u>						
Contribution to (Use of) Fund Balance	(90,922)	-	-	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	(90,922)	-	-	-	0.00%	-
Net change in fund balance	\$ (90,922)	\$ 279,898	\$ 104,326	\$ (175,572)	-114.74%	\$ (77,355)
FUND BALANCE, BEGINNING (OCT 1, 2021)	1,174,964	1,174,964	1,174,964			
FUND BALANCE, ENDING	\$ 1,084,042	\$ 1,454,862	\$ 1,279,290			

BOBCAT TRAIL
Community Development District

Trend Report - General Fund

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 2022

														TOTAL	
Account Description	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Budget	May Budget	Jun Budget	Jul Budget	Aug Budget	Sep Budget	Actual Thru 3/31/2022	Adopted Budget	
Revenues															
Interest - Investments	\$ 163	\$ 151	\$ 105	\$ 188	\$ 198	\$ 217	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 1,026	\$ 3,000	
Special Events	-	-	-	-	-	-	83	83	83	83	83	87	-	1,000	
Interest - Tax Collector	-	-	-	-	-	-	83	83	83	83	83	87	-	1,000	
Rents or Royalties	-	-	93	187	-	-	42	42	42	42	42	38	280	500	
Special Assmnts- Tax Collector	-	262,164	380,728	27,137	30,356	5,974	38,478	-	-	-	-	-	706,359	769,563	
Special Assmnts- Other	-	37,586	54,585	3,891	4,352	856	5,517	-	-	-	-	-	101,270	110,332	
Special Assmnts- Discounts	-	(12,108)	(17,381)	(934)	(813)	(97)	(1,759)	-	-	-	-	-	(31,332)	(35,196)	
Other Miscellaneous Revenues	-	1	125	-	1	119	167	167	167	167	167	163	246	2,000	
Gate Bar Code/Remotes	379	145	182	136	257	(25)	167	167	167	167	167	163	1,073	2,000	
Total Revenues	542	287,939	418,437	30,605	34,351	7,044	43,028	792	792	792	792	788	778,922	854,199	
Expenditures															
<u>Administrative</u>															
P/R-Board of Supervisors	800	1,200	800	-	1,200	1,000	1,000	1,000	1,000	1,000	1,000	1,000	5,000	12,000	
FICA Taxes	61	92	61	-	92	77	77	77	77	77	77	71	383	918	
ProfServ-Engineering	-	1,610	4,485	(1,650)	3,403	5,015	1,667	1,667	1,667	1,667	1,667	1,663	12,863	20,000	
ProfServ-Legal Services	-	-	1,448	-	2,777	-	1,250	1,250	1,250	1,250	1,250	1,250	4,226	15,000	
ProfServ-Trustee Fees	3,717	-	-	-	-	-	-	-	-	-	-	-	3,717	3,717	
Auditing Services	-	-	-	-	2,500	-	-	-	-	-	-	-	2,500	4,200	
Insurance - General Liability	18,710	-	-	-	-	-	-	-	-	-	-	-	18,710	18,000	
Legal Advertising	152	-	-	-	157	-	83	83	83	83	83	87	309	1,000	
Miscellaneous Services	-	-	-	-	-	-	142	142	142	142	142	138	-	1,700	
Misc-Assessment Collection Cost	-	4,315	6,269	451	508	101	659	-	-	-	-	-	11,644	13,198	
Misc-Web Hosting	159	159	159	159	159	159	159	159	159	159	159	159	954	1,908	
Annual District Filing Fee	175	-	-	-	-	-	-	-	-	-	-	-	175	175	
Total Administrative	23,774	7,376	13,222	(1,040)	10,796	6,352	5,037	4,378	4,378	4,378	4,378	4,368	60,481	91,816	

BOBCAT TRAIL
Community Development District

Trend Report - General Fund

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 2022

													TOTAL	
Account Description	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Budget	May Budget	Jun Budget	Jul Budget	Aug Budget	Sep Budget	Actual Thru 3/31/2022	Adopted Budget
<u>Other General Govt Services</u>														
ProfServ-Mgmt Consulting	4,420	4,400	4,441	4,420	4,420	4,420	4,420	4,420	4,420	4,420	4,420	4,425	26,523	53,045
ProfServ-Special Assessment	-	-	6,180	-	-	-	-	-	-	-	-	-	6,180	6,180
ProfServ-E-mail Maintenance	108	108	108	108	108	108	167	167	167	167	167	163	645	2,000
Postage and Freight	15	-	25	18	27	31	17	17	17	17	17	13	116	200
Printing and Binding	5	-	44	4	4	15	83	83	83	83	83	87	72	1,000
Office Supplies	-	19	-	-	31	-	42	42	42	42	42	38	50	500
Total Other General Govt Services	4,548	4,527	10,798	4,550	4,590	4,574	4,729	4,729	4,729	4,729	4,729	4,726	33,586	62,925
<u>Landscape Services</u>														
Contracts-Landscape	11,837	11,837	11,837	11,837	11,837	11,837	11,837	11,837	11,837	11,837	11,837	11,840	71,024	142,047
R&M-Irrigation	538	208	705	-	735	118	833	833	833	833	833	837	2,304	10,000
R&M-Landscape Renovations	-	-	-	-	179	-	833	833	833	833	833	837	179	10,000
R&M-Plant Replacement	-	413	-	-	-	-	333	333	333	333	333	337	413	4,000
R&M-Landscape Lighting	309	-	-	-	510	-	250	250	250	250	250	250	819	3,000
R&M-Phase III	-	55,277	1,183	-	9,680	13,686	4,617	4,617	4,617	4,617	4,617	4,613	79,825	55,400
Misc-Holiday Lighting	-	-	242	-	-	96	-	-	-	-	-	-	338	850
Total Landscape Services	12,684	67,735	13,967	11,837	22,941	25,737	18,703	18,703	18,703	18,703	18,703	18,714	154,902	225,297
<u>Utilities</u>														
Electricity - Streetlights	238	281	299	474	379	281	525	525	525	525	525	525	1,953	6,300
Electricity - Gate	183	230	228	299	289	354	458	458	458	458	458	462	1,583	5,500
Electricity - Irrigation	106	135	153	177	152	145	208	208	208	208	208	212	867	2,500
Total Utilities	527	646	680	950	820	780	1,191	1,191	1,191	1,191	1,191	1,199	4,403	14,300
<u>Gatehouse</u>														
Contracts-Security Services	7,232	7,232	7,232	7,232	7,232	7,232	6,000	6,000	6,000	6,000	6,000	6,000	43,394	72,000
Communication - Telephone	507	306	307	307	308	220	358	358	358	358	358	362	1,954	4,300
Utility - Water & Sewer	52	52	50	152	52	2	71	71	71	71	71	69	359	850
R&M-Gate	-	20	-	-	256	525	167	167	167	167	167	163	801	2,000
R&M-Access&Surveillance Systems	111	111	151	332	111	-	125	125	125	125	125	125	816	1,500
Misc-Bar Codes	-	-	-	-	-	-	333	333	333	333	333	337	-	4,000
Op Supplies - Gatehouse	-	-	-	-	-	-	42	42	42	42	42	38	-	500
Capital Outlay	-	-	-	-	-	24,065	-	-	-	-	-	-	24,065	22,000
Total Gatehouse	7,902	7,721	7,740	8,023	7,959	32,044	7,096	7,096	7,096	7,096	7,096	7,094	71,389	107,150

BOBCAT TRAIL
Community Development District

Trend Report - General Fund

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 2022

													TOTAL	
Account Description	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Budget	May Budget	Jun Budget	Jul Budget	Aug Budget	Sep Budget	Actual Thru 3/31/2022	Adopted Budget
<u>Lakes and Roads</u>														
Contracts-Lakes	2,974	3,874	3,117	3,117	3,117	3,296	3,000	3,000	3,000	3,000	3,000	3,000	19,495	36,000
R&M-Lake	-	-	-	-	-	-	833	833	833	833	833	837	-	10,000
R&M-Road Cleaning	-	585	-	-	-	-	348	348	348	348	348	342	585	4,170
R&M-Sealcoating	117,439	56,785	-	-	-	-	15,322	15,322	15,322	15,322	15,322	15,324	174,224	183,866
R&M-Sidewalks	24,720	3,115	-	-	-	-	583	583	583	583	583	587	27,835	7,000
R&M-Stormwater System	-	-	-	-	-	-	833	833	833	833	833	837	-	10,000
R&M-Invasive Plant Maintenance	-	-	-	-	-	-	167	167	167	167	167	163	-	2,000
R&M-Street/Gutter Repairs	-	63,589	-	-	-	-	833	833	833	833	833	837	63,589	10,000
Miscellaneous Maintenance	-	-	-	-	-	-	417	417	417	417	417	413	-	5,000
Reserve - Lakes	-	-	-	-	-	-	-	-	-	-	-	-	-	30,000
Total Lakes and Roads	145,133	127,948	3,117	3,117	3,117	3,296	22,336	22,336	22,336	22,336	22,336	22,340	285,728	298,036
<u>Community Center</u>														
Payroll-Hourly	998	1,653	1,740	1,925	1,828	2,715	1,813	1,813	1,813	1,813	1,813	1,807	10,859	21,750
FICA Taxes	76	126	133	147	140	208	139	139	139	139	139	135	831	1,664
Contracts-Other Services	54	-	110	60	-	290	125	125	125	125	125	125	514	1,500
Contracts-Cleaning Services	1,340	1,100	1,080	1,080	860	960	1,042	1,042	1,042	1,042	1,042	1,038	6,420	12,500
Utility - Other	431	859	-	430	427	429	450	450	450	450	450	450	2,576	5,400
Electricity - General	347	347	399	404	333	390	450	450	450	450	450	450	2,219	5,400
Utility - Water & Sewer	1,225	261	400	111	271	261	400	400	400	400	400	400	2,527	4,800
Insurance - Property	12,474	-	-	-	-	-	-	-	-	-	-	-	12,474	12,500
R&M-Pest Control	-	115	-	-	115	-	138	-	-	136	-	-	230	550
R&M-Tennis Courts	-	-	-	374	-	-	42	42	42	42	42	38	374	500
R&M-Fitness Equipment	-	-	248	-	-	150	542	542	542	542	542	538	398	6,500
R&M-Maintenance	-	1,865	(1,350)	58	-	1,596	333	333	333	333	333	337	2,169	4,000
Misc-Contingency	592	-	-	-	-	-	333	333	333	333	333	337	592	4,000
Cleaning Services	-	-	-	-	-	-	67	67	67	67	67	63	-	800
Supplies - Misc.	-	73	191	244	-	243	333	333	333	333	333	337	751	4,000
Total Community Center	17,537	6,399	2,951	4,833	3,974	7,242	6,207	6,069	6,069	6,205	6,069	6,055	42,934	85,864

BOBCAT TRAIL
Community Development District

Trend Report - General Fund

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 2022

Account Description	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Budget	May Budget	Jun Budget	Jul Budget	Aug Budget	Sep Budget	TOTAL	
													Actual Thru 3/31/2022	Adopted Budget
<u>Pools and Maintenance</u>														
Payroll-Hourly	504	1,375	1,184	1,147	700	2,338	1,833	1,833	1,833	1,833	1,833	1,837	7,248	22,000
FICA Taxes	39	105	91	88	54	179	140	140	140	140	140	143	555	1,683
Contracts-Pools	650	650	-	1,300	665	650	671	671	671	671	671	669	3,915	8,050
Utility - Gas	16	16	16	16	16	16	58	58	58	58	58	62	96	700
Utility - Water & Sewer	81	126	150	101	201	(176)	567	567	567	567	567	563	483	6,800
R&M-Pools	-	-	(294)	1,500	43	1,133	367	367	367	367	367	363	2,381	4,400
R&M-Vehicles	-	1,549	90	2,220	26	-	133	133	133	133	133	137	3,885	1,600
R&M-Community Maintenance	-	144	1,422	738	72	234	1,042	1,042	1,042	1,042	1,042	1,038	2,610	12,500
R&M-Pressure Reducing Valve	-	-	-	-	-	-	167	167	167	167	167	163	-	2,000
Total Pools and Maintenance	1,290	3,965	2,659	7,110	1,777	4,374	4,978	4,978	4,978	4,978	4,978	4,975	21,173	59,733
Total Expenditures	213,395	226,317	55,134	39,380	55,974	84,399	70,277	69,480	69,480	69,616	69,480	69,471	674,596	945,121
Excess (deficiency) of revenues Over (under) expenditures	(212,853)	61,622	363,303	(8,775)	(21,623)	(77,355)	(27,249)	(68,688)	(68,688)	(68,824)	(68,688)	(68,683)	104,326	(90,922)
<u>Other Financing Sources (Uses)</u>														
Contribution to (Use of) Fund Balance	-	-	-	-	-	-	(27,249)	(68,688)	(68,688)	(68,824)	(68,688)	(68,683)	-	(90,922)
Total Financing Sources (Uses)	-	-	-	-	-	-	(27,249)	(68,688)	(68,688)	(68,824)	(68,688)	(68,683)	-	(90,922)
Net change in fund balance	<u>\$ (212,853)</u>	<u>\$ 61,622</u>	<u>\$ 363,303</u>	<u>\$ (8,775)</u>	<u>\$ (21,623)</u>	<u>\$ (77,355)</u>	<u>\$ (27,249)</u>	<u>\$ (68,688)</u>	<u>\$ (68,688)</u>	<u>\$ (68,824)</u>	<u>\$ (68,688)</u>	<u>\$ (68,683)</u>	<u>\$ 104,326</u>	<u>\$ (90,922)</u>
Fund Balance, Beginning (Oct 1, 2021)													1,174,964	1,174,964
Fund Balance, Ending													<u>\$ 1,279,290</u>	<u>\$ 1,084,042</u>

BOBCAT TRAIL

Community Development District

Series 2017 Debt Service Fund**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending March 31, 2022

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	MAR-22 ACTUAL
REVENUES						
Interest - Investments	\$ 12	\$ 6	\$ 2	\$ (4)	16.67%	\$ 1
Special Assmnts- Tax Collector	245,899	233,604	225,704	(7,900)	91.79%	1,909
Special Assmnts- Discounts	(9,836)	(9,345)	(8,756)	589	89.02%	(27)
TOTAL REVENUES	236,075	224,265	216,950	(7,315)	91.90%	1,883
EXPENDITURES						
Administration						
Misc-Assessment Collection Cost	3,688	3,503	3,254	249	88.23%	28
Total Administration	3,688	3,503	3,254	249	88.23%	28
Debt Service						
Principal Debt Retirement	185,000	-	-	-	0.00%	-
Principal Prepayments	-	-	1,000	(1,000)	0.00%	-
Interest Expense	45,245	22,623	22,623	-	50.00%	-
Total Debt Service	230,245	22,623	23,623	(1,000)	10.26%	-
TOTAL EXPENDITURES	233,933	26,126	26,877	(751)	11.49%	28
Excess (deficiency) of revenues						
Over (under) expenditures	2,142	198,139	190,073	(8,066)	8873.62%	1,855
OTHER FINANCING SOURCES (USES)						
Contribution to (Use of) Fund Balance	2,142	-	-	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	2,142	-	-	-	0.00%	-
Net change in fund balance	\$ 2,142	\$ 198,139	\$ 190,073	\$ (8,066)	8873.62%	\$ 1,855
FUND BALANCE, BEGINNING (OCT 1, 2021)	77,687	77,687	77,687			
FUND BALANCE, ENDING	\$ 79,829	\$ 275,826	\$ 267,760			

**Bobcat Trail
Community Development District**

Supporting Schedules

March 31, 2022

BOBCAT TRAIL
Community Development District

Non-Ad Valorem Special Assessments
(Sarasota County Tax Collector - Monthly Collection Distributions)
For the Fiscal Year Ending September 30, 2022

					ALLOCATION		
DATE RECEIVED	NET AMOUNT RECEIVED	DISCOUNT/ (PENALTIES) AMOUNT	COLLECTION COSTS	GROSS AMOUNT RECEIVED	RESIDENTIAL GENERAL FUND ASSESSMENTS	BOBCAT VILLAGE GENERAL FUND ASSESSMENTS	DEBT SERVICE SERIES 2017 ASSESSMENTS
Assessments Levied FY 2022				\$1,125,793	\$ 769,562	\$ 110,332	\$ 245,899
Allocation %				100%	68%	10%	22%
11/23/21	\$ 117,014	\$ 5,107	\$ 1,782	\$ 123,902	\$ 84,696	\$ 12,143	\$ 27,063
11/30/21	\$ 245,495	\$ 10,385	\$ 3,739	\$ 259,618	\$ 177,468	\$ 25,443	\$ 56,707
12/22/21	\$ 482,525	\$ 20,412	\$ 7,348	\$ 510,285	\$ 348,817	\$ 50,010	\$ 111,458
12/30/21	\$ 44,183	\$ 1,826	\$ 673	\$ 46,682	\$ 31,911	\$ 4,575	\$ 10,196
01/31/22	\$ 37,926	\$ 1,195	\$ 578	\$ 39,699	\$ 27,137	\$ 3,891	\$ 8,671
02/28/22	\$ 42,717	\$ 1,040	\$ 651	\$ 44,407	\$ 30,356	\$ 4,352	\$ 9,700
03/31/22	\$ 8,486	\$ 124	\$ 129	\$ 8,739	\$ 5,974	\$ 856	\$ 1,909
TOTAL	\$ 978,345	\$ 40,089	\$ 14,899	\$ 1,033,333	\$ 706,359	\$ 101,270	\$ 225,704
% COLLECTED					92%	92%	92%
TOTAL OUTSTANDING					\$92,460	\$ 63,203	\$ 20,195

Bobcat Trail CDD

Bank Reconciliation

Bank Account No. 9087 Bank United GF Checking
Statement No. 3-22
Statement Date 3/31/2022

G/L Balance (LCY)	249,565.51	Statement Balance	271,102.97
G/L Balance	249,565.51	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	271,102.97
Subtotal	249,565.51	Outstanding Checks	21,537.46
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	249,565.51	Ending Balance	249,565.51
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
3/23/2022	Payment	6039	NORTH PORT SOLID WASTE DISTRICT	216.00	0.00	216.00
3/25/2022	Payment	6042	ROBERT D. ETHERTON	184.70	0.00	184.70
3/29/2022	Payment	6043	INFRAMARK, LLC	8,886.71	0.00	8,886.71
3/29/2022	Payment	6044	LANDSCAPE MAINTENANCE	11,837.25	0.00	11,837.25
3/29/2022	Payment	6045	WENZEL ELECTRICAL SERVICES INC	290.00	0.00	290.00
3/31/2022	Payment	6046	FLORIDA GYM TECH LLC	97.80	0.00	97.80
3/31/2022	Payment	6047	RANDY RESIDE	25.00	0.00	25.00
Total Outstanding Checks.....				21,537.46		21,537.46

P.O. Box 521599 Miami, FL 33152-1599

>002380 8406964 0001 008229 10Z
BOBCAT TRAIL CDD
210 N UNIVERSITY DR STE 702
CORAL SPRINGS FL 33071

Statement Date: March 31, 2022

Account Number: *****9087

Customer Service Information

 Client Care: 877-779-BANK (2265)
 Web Site: www.bankunited.com
 Bank Address: BankUnited
P.O. Box 521599
Miami, FL 33152-1599



Customer Message Center

Start enjoying the convenience of paperless statements. Refer to the end of this statement to learn how you can enroll in eStatements today!

PUBLIC FUND ANALYSIS CHECKING Account *****9087

Account Summary

Statement Balance as of 02/28/2022			\$327,836.19
Plus	2	Deposits and Other Credits	\$28,485.77
Less	54	Withdrawals, Checks, and Other Debits	\$85,218.99
Less		Service Charge	\$0.00
Plus		Interest Paid	\$0.00
Statement Balance as of 03/31/2022			\$271,102.97

Activity By Date

Date	Description	Withdrawals	Deposits	Balance
03/01/2022	FPL DIRECT DEBIT ELEC PYMT 7280427456 WEBI BOBCAT TRAIL COMMUNITY	\$12.46		\$327,823.73
03/01/2022	CHECK #5999	\$57.52		\$327,766.21
03/01/2022	CHECK #6009	\$4,437.97		\$323,328.24
03/01/2022	CHECK #6012	\$42.80		\$323,285.44
03/01/2022	CHECK #6015	\$12,016.00		\$311,269.44
03/02/2022	CHECK #6014	\$3,402.50		\$307,866.94
03/02/2022	FPL DIRECT DEBIT ELEC PYMT BOBCAT TRAIL COMMUNITY	\$31.66		\$307,835.28

Statement Date: March 31, 2022

Account Number: *****9087

Activity By Date

Date	Description	Withdrawals	Deposits	Balance
03/02/2022	FPL DIRECT DEBIT ELEC PYMT BOBCAT TRAIL COMMUNITY	\$35.44		\$307,799.84
03/02/2022	FPL DIRECT DEBIT ELEC PYMT BOBCAT TRAIL COMMUNITY	\$45.53		\$307,754.31
03/02/2022	FPL DIRECT DEBIT ELEC PYMT BOBCAT TRAIL COMMUNITY	\$107.58		\$307,646.73
03/02/2022	FPL DIRECT DEBIT ELEC PYMT BOBCAT TRAIL COMMUNITY	\$156.23		\$307,490.50
03/02/2022	FPL DIRECT DEBIT ELEC PYMT BOBCAT TRAIL COMMUNITY	\$253.79		\$307,236.71
03/02/2022	FPL DIRECT DEBIT ELEC PYMT BOBCAT TRAIL COMMUNITY	\$332.92		\$306,903.79
03/03/2022	IRS USATAXPYMT 270246240765803 BOBCAT TRAIL COMMUNITY	\$426.31		\$306,477.48
03/03/2022	FLA DEPT REVENUE C01 378343632 BOBCAT TRAIL CO	\$17.54		\$306,459.94
03/04/2022	WEB TFR FR 009854140727 075843005764 WEB RF#075843005764		\$20,000.00	\$326,459.94
03/04/2022	NORTH PORT UTILI UT BILL BOBCAT TRAIL COMMUNITY	\$51.80		\$326,408.14
03/04/2022	NORTH PORT UTILI UT BILL BOBCAT TRAIL COMMUNITY	\$260.64		\$326,147.50
03/07/2022	FRONTIER COMMUNI BILL PAY 13168870351 BOBCAT TRAIL CDD	\$110.98		\$326,036.52
03/07/2022	CHECK #6016	\$25.00		\$326,011.52
03/08/2022	CHECK #6021	\$45.00		\$325,966.52
03/08/2022	FPL DIRECT DEBIT ELEC PYMT BOBCAT TRAIL COMMUNITY	\$177.24		\$325,789.28
03/09/2022	CHECK #6022	\$31.20		\$325,758.08
03/09/2022	COMCAST 8535100 550485986 BOBCAT *TRAIL	\$108.85		\$325,649.23



P.O. Box 521599 Miami, FL 33152-1599

Statement Date: March 31, 2022

Account Number: *****9087

Activity By Date

Date	Description	Withdrawals	Deposits	Balance
03/11/2022	CHECK #6020	\$650.00		\$324,999.23
03/14/2022	CHECK #6023	\$266.55		\$324,732.68
03/14/2022	CHECK #6025	\$7,232.27		\$317,500.41
03/14/2022	BOBCAT TRAIL CDD PAYROLLJNL PINETRE03	\$1,372.41		\$316,128.00
03/15/2022	CHECK #6024	\$243.01		\$315,884.99
03/15/2022	CHECK #6027	\$24,064.52		\$291,820.47
03/15/2022	CHECK #6029	\$8.60		\$291,811.87
03/15/2022	TECO/PEOPLE GAS UTILITYBIL BOBCAT COMMUNITY DEVEL	\$16.07		\$291,795.80
03/16/2022	VALLEY NATIONAL PAYMENT 467-873-22 STEPHEN J BLOOM	\$231.28		\$291,564.52
03/17/2022	CHECK #6026	\$14.04		\$291,550.48
03/17/2022	IRS USATAXPYMT 270247680560536 BOBCAT TRAIL COMMUNITY	\$348.64		\$291,201.84
03/18/2022	CHECK #6030	\$125.00		\$291,076.84
03/18/2022	NORTH PORT UTILI UT BILL BOBCAT TRAIL COMMUNITY	\$51.80		\$291,025.04
03/18/2022	NORTH PORT UTILI UT BILL BOBCAT TRAIL COMMUNITY	\$260.64		\$290,764.40
03/21/2022	FRONTIER COMMUNI BILL PAY 13200507731 BOBCAT TRAIL CDD	\$428.78		\$290,335.62
03/22/2022	FRONTIER COMMUNI BILL PAY 13210761471 BOBCAT TRAIL CDD	\$198.50		\$290,137.12
03/23/2022	CHECK #6028	\$9,330.38		\$280,806.74
03/24/2022	CHECK #6032	\$72.00		\$280,734.74
03/24/2022	BOBCAT TRAIL CDD PAYROLLJNL PINETRE03	\$554.10		\$280,180.64
03/25/2022	CHECK #6033	\$96.00		\$280,084.64
03/25/2022	IRS USATAXPYMT 270248440376019	\$153.00		\$279,931.64

Statement Date: March 31, 2022

Account Number: ***9087**

Activity By Date

<i>Date</i>	<i>Description</i>	<i>Withdrawals</i>	<i>Deposits</i>	<i>Balance</i>
	BOBCAT TRAIL COMMUNITY			
03/25/2022	BOBCAT TRAIL CDD PAYROLLJNL PINETRE03	\$1,327.40		\$278,604.24
03/28/2022	CHECK #6034	\$276.04		\$278,328.20
03/29/2022	CHECK #6035	\$5,015.00		\$273,313.20
03/29/2022	CHECK #6036	\$78.00		\$273,235.20
03/29/2022	CHECK #6038	\$960.00		\$272,275.20
03/31/2022	BARBARA FORD TAX DIST BOBCATTRAIL BOBCAT TRAIL COMMUNITY		\$8,485.77	\$280,760.97
03/31/2022	CHECK #6031	\$150.00		\$280,610.97
03/31/2022	CHECK #6037	\$5,868.94		\$274,742.03
03/31/2022	CHECK #6040	\$3,117.00		\$271,625.03
03/31/2022	CHECK #6041	\$184.70		\$271,440.33
03/31/2022	IRS USATAXPYMT 270249035554639 BOBCAT TRAIL COMMUNITY	\$337.36		\$271,102.97

Check Transactions

<i>Check #</i>	<i>Date</i>	<i>Amount</i>	<i>Check #</i>	<i>Date</i>	<i>Amount</i>	<i>Check #</i>	<i>Date</i>	<i>Amount</i>
5999	03/01	\$57.52	6023	03/14	\$266.55	6032	03/24	\$72.00
6009*	03/01	\$4,437.97	6024	03/15	\$243.01	6033	03/25	\$96.00
6012*	03/01	\$42.80	6025	03/14	\$7,232.27	6034	03/28	\$276.04
6014*	03/02	\$3,402.50	6026	03/17	\$14.04	6035	03/29	\$5,015.00
6015	03/01	\$12,016.00	6027	03/15	\$24,064.52	6036	03/29	\$78.00
6016	03/07	\$25.00	6028	03/23	\$9,330.38	6037	03/31	\$5,868.94
6020*	03/11	\$650.00	6029	03/15	\$8.60	6038	03/29	\$960.00
6021	03/08	\$45.00	6030	03/18	\$125.00	6040*	03/31	\$3,117.00
6022	03/09	\$31.20	6031	03/31	\$150.00	6041	03/31	\$184.70

Items denoted with an "*" indicate processed checks out of sequence.

P.O. Box 521599 Miami, FL 33152-1599

Statement Date: March 31, 2022

Account Number: *****9087

Balances by Date

Date	Balance	Date	Balance	Date	Balance	Date	Balance
02/28	\$327,836.19	03/08	\$325,789.28	03/17	\$291,201.84	03/25	\$278,604.24
03/01	\$311,269.44	03/09	\$325,649.23	03/18	\$290,764.40	03/28	\$278,328.20
03/02	\$306,903.79	03/11	\$324,999.23	03/21	\$290,335.62	03/29	\$272,275.20
03/03	\$306,459.94	03/14	\$316,128.00	03/22	\$290,137.12	03/31	\$271,102.97
03/04	\$326,147.50	03/15	\$291,795.80	03/23	\$280,806.74		
03/07	\$326,011.52	03/16	\$291,564.52	03/24	\$280,180.64		

Other Balances

Minimum Balance this Statement Period	\$271,102.97
---------------------------------------	--------------



Go green with paperless statements! Switch to free eStatements and enjoy: safety and security with reduced potential for mail fraud and identity theft; simplified record keeping; reduced clutter and environmental impact; and immediate access to your statements on the go. Enroll today—log in to your mobile banking, navigate to “additional services” under the Settings menu, and toggle on “eStatements only” to activate your paperless statements!

BOBCAT TRAIL

Community Development District

All Funds**Cash and Investment Report**

March 31, 2022

<u>ACCOUNT NAME</u>	<u>MATURITY</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>BALANCE</u>
GENERAL FUND				
Checking Account - Operating		Bank United	0.00%	\$ 249,566
Investments - Money Market		Bank United	0.15%	\$ 91,895
Investments - Money Market		Valley National	0.25%	\$ 951,795
		Subtotal		<u>\$ 1,293,256</u>
DEBT SERVICE AND CAPITAL PROJECT FUNDS				
Series 2017 Prepayment Account		US Bank	0.005%	\$ 103
Series 2017 Reserve		US Bank	0.005%	\$ 22,993
Series 2017 Revenue		US Bank	0.005%	\$ 242,811
		Subtotal		<u>\$ 265,906 ⁽¹⁾</u>
		Total		<u><u>\$ 1,559,162</u></u>

NOTE 1 - INVESTED IN COMMERCIAL PAPER

BOBCAT TRAIL COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Bank Account

For the Period from 03/01/22 to 03/31/22

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
------	------------	-------	-------------	---------------------	--------------------------	---------------	-------------

BANK UNITED GF CHECKING - (ACCT#XXXXX9087)

CHECK # 6020

03/03/22	Vendor	A & D Pool	43458	MAR Maint Pool/Spa/Wader	Contracts-Pools	001-534078-57220	\$650.00
Check Total							\$650.00

CHECK # 6021

03/03/22	Vendor	LANDSCAPE MAINTENANCE	165982	IRR REPAIRS 2/16/22	R&M-Irrigation	001-546041-53902	\$45.00
Check Total							\$45.00

CHECK # 6022

03/03/22	Vendor	PAUL FISHER	022522	REIMB FOR 8X2 ENGRAVED PLATES	Office Supplies	001-551002-51901	\$31.20
Check Total							\$31.20

CHECK # 6023

03/07/22	Vendor	COMPLETE I.T.	8241	MAR GOOGLE FOR BUS EMAIL/WORD PRESS	ProfServ-E-mail Maintenance	001-531096-51901	\$107.55
03/07/22	Vendor	COMPLETE I.T.	8241	MAR GOOGLE FOR BUS EMAIL/WORD PRESS	Misc-Web Hosting	001-549915-51301	\$159.00
Check Total							\$266.55

CHECK # 6024

03/07/22	Vendor	DIANA ETHERTON	022822-REIMB	REIMBURSE FOR SUPPLIES	Supplies - Misc.	001-552061-57204	\$243.01
Check Total							\$243.01

CHECK # 6025

03/07/22	Vendor	ENVERA	712527	Apr 2022 Amenities/Main Entrance	Prepays	155000	\$7,232.27
Check Total							\$7,232.27

CHECK # 6026

03/07/22	Vendor	FEDEX	7-669-65345	FEB 2022 POSTAGE	Postage and Freight	001-541006-51901	\$14.04
Check Total							\$14.04

CHECK # 6027

03/07/22	Vendor	MAIN GATE ENTERPRISES	32600	GATE/OPERATOR INSTALLATION - FINAL	Capital Outlay	001-564043-53904	\$13,429.02
03/07/22	Vendor	MAIN GATE ENTERPRISES	32463	GATE / OPERATORS INSTALL - 50%	Capital Outlay	001-564043-53904	\$10,635.50
Check Total							\$24,064.52

CHECK # 6028

03/09/22	Vendor	BOBCAT TRAIL C/O US BANK N.A.	030322-2	TRANSFER OF TAX RECEIPTS (SERIES 2017)	Due From Other Funds	131000	\$9,330.38
Check Total							\$9,330.38

CHECK # 6029

03/09/22	Vendor	DIANA ETHERTON	3/4/22 REF	KEY SCHLAGE	R&M-Maintenance	001-546337-57204	\$8.60
Check Total							\$8.60

BOBCAT TRAIL COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Bank Account

For the Period from 03/01/22 to 03/31/22

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
CHECK # 6030							
03/14/22	Vendor	A & D Pool	43580	POOL VAC PUMP REPAIRS	R&M-Pools	001-546074-57220	\$125.00
Check Total							\$125.00
CHECK # 6031							
03/14/22	Vendor	FLORIDA GYM TECH LLC	33221	QUARTERLY MAINTENANCE	R&M-Fitness Equipment	001-546115-57204	\$150.00
Check Total							\$150.00
CHECK # 6032							
03/14/22	Vendor	NORTH PORT SOLID WASTE DISTRICT	91620-030222	FEB REFUSE REMOVAL	R&M-Community Maintenance	001-546125-57220	\$72.00
Check Total							\$72.00
CHECK # 6033							
03/16/22	Vendor	LAURA FILLER	031322-REF	REIMB FOR XMAS LIGHTING	Misc-Holiday Lighting	001-549028-53902	\$96.00
Check Total							\$96.00
CHECK # 6034							
03/16/22	Vendor	SOLITUDE LAKE MANAGMENT	PI-A00771304	MARCH LAKE/POND MGMT	Contracts-Lakes	001-534084-53916	\$128.75
03/16/22	Vendor	SOLITUDE LAKE MANAGMENT	PI-A00771305	MARCH BIOLOGICAL AUGMENTATION SVCS	Contracts-Lakes	001-534084-53916	\$147.29
Check Total							\$276.04
CHECK # 6035							
03/22/22	Vendor	JMT	17-188502	ENGG SVCS THRU FEB 2022	ProfServ-Engineering	001-531013-51501	\$5,015.00
Check Total							\$5,015.00
CHECK # 6036							
03/22/22	Vendor	LANDSCAPE MAINTENANCE	166410	IRR REPAIRS	R&M-Irrigation	001-546041-53902	\$78.00
Check Total							\$78.00
CHECK # 6037							
03/22/22	Vendor	SOLITUDE LAKE MANAGMENT	PI-A00771302	FEB LAKE/POND MGMT	Contracts-Lakes	001-534084-53916	\$2,934.47
03/22/22	Vendor	SOLITUDE LAKE MANAGMENT	PI-A00771303	MAR LAKE/POND MGMT	Contracts-Lakes	001-534084-53916	\$2,934.47
Check Total							\$5,868.94
CHECK # 6038							
03/23/22	Vendor	CLEANING -4-YOU INC	1209	FEB 2022 CLEANING SVCS	Contracts-Cleaning Services	001-534082-57204	\$960.00
Check Total							\$960.00
CHECK # 6039							
03/23/22	Vendor	NORTH PORT SOLID WASTE DISTRICT	031822-191620	DEPOSIT REFUSE REMOVAL - ACCT 131769-191620	R&M-Community Maintenance	001-546125-57220	\$216.00
Check Total							\$216.00

BOBCAT TRAIL COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Bank Account

For the Period from 03/01/22 to 03/31/22

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
CHECK # 6040							
03/23/22	Vendor	SOLITUDE LAKE MANAGMENT	PI-A00723035	DEC LAKE/POND MGMT SVC	Contracts-Lakes	001-534084-53916	\$2,849.00
03/23/22	Vendor	SOLITUDE LAKE MANAGMENT	PI-A00723036	DEC LAKE/POND MGMT	Contracts-Lakes	001-534084-53916	\$125.00
03/23/22	Vendor	SOLITUDE LAKE MANAGMENT	PI-A000723037	DEC BIOLOGICAL AUGMENTATION SVCS	Contracts-Lakes	001-534084-53916	\$143.00
Check Total							\$3,117.00
CHECK # 6041							
03/25/22	Employee	JEFFREY A. BRALL	PAYROLL	March 25, 2022 Payroll Posting			\$184.70
Check Total							\$184.70
CHECK # 6042							
03/25/22	Employee	ROBERT D. ETHERTON	PAYROLL	March 25, 2022 Payroll Posting			\$184.70
Check Total							\$184.70
CHECK # 6043							
03/29/22	Vendor	INFRAMARK, LLC	73790	FEBRUARY MANAGEMENT SERVICES	ProfServ-Mgmt Consulting Serv	001-531027-51901	\$4,420.42
03/29/22	Vendor	INFRAMARK, LLC	73790	FEBRUARY MANAGEMENT SERVICES	Postage and Freight	001-541006-51901	\$13.25
03/29/22	Vendor	INFRAMARK, LLC	73790	FEBRUARY MANAGEMENT SERVICES	Printing and Binding	001-547001-51901	\$1.70
03/29/22	Vendor	INFRAMARK, LLC	74945	MAR 2022 MGMT FEES	ProfServ-Mgmt Consulting Serv	001-531027-51901	\$4,420.42
03/29/22	Vendor	INFRAMARK, LLC	74945	MAR 2022 MGMT FEES	Postage and Freight	001-541006-51901	\$18.02
03/29/22	Vendor	INFRAMARK, LLC	74945	MAR 2022 MGMT FEES	Printing and Binding	001-547001-51901	\$12.90
Check Total							\$8,886.71
CHECK # 6044							
03/29/22	Vendor	LANDSCAPE MAINTENANCE	166286	MAR LANDSCAPE MAINT	Contracts-Landscape	001-534050-53902	\$11,837.25
Check Total							\$11,837.25
CHECK # 6045							
03/29/22	Vendor	WENZEL ELECTRICAL SERVICES INC	241680	ANNUAL FIRE ALARM INSPECTION	Contracts-Other Services	001-534033-57204	\$230.00
03/29/22	Vendor	WENZEL ELECTRICAL SERVICES INC	241194	2ND QUARTER ALARM MONITORING APR-JUNE	Contracts-Other Services	001-534033-57204	\$60.00
Check Total							\$290.00
CHECK # 6046							
03/31/22	Vendor	FLORIDA GYM TECH LLC	1227212	REPLACE SAFETY LANYARD ON TREADMILL	R&M-Fitness Equipment	001-546115-57204	\$97.80
Check Total							\$97.80
CHECK # 6047							
03/31/22	Vendor	RANDY RESIDE	032222-FOBS	FOB RETURN 52825.88	Gate Bar Codes/Remotes	369940	\$25.00
Check Total							\$25.00

BOBCAT TRAIL COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Bank Account

For the Period from 03/01/22 to 03/31/22

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
ACH #DD02228							
03/02/22	Employee	JERA L. STRATTON	PAYROLL	March 02, 2022 Payroll Posting			\$726.92
ACH Total							\$726.92
ACH #DD02229							
03/02/22	Employee	ROBERT E. DITTERLINE	PAYROLL	March 02, 2022 Payroll Posting			\$899.96
ACH Total							\$899.96
ACH #DD02231							
03/01/22	Vendor	FPL - ACH	021822 ACH	BILL PRD 1/20-2/23/22	Electricity - Streetlighting	001-543013-53903	\$379.00
03/01/22	Vendor	FPL - ACH	021822 ACH	BILL PRD 1/20-2/23/22	Electricity - Irrigation	001-543033-53903	\$139.24
03/01/22	Vendor	FPL - ACH	021822 ACH	BILL PRD 1/20-2/23/22	Electricity - Gate	001-543031-53903	\$289.23
03/01/22	Vendor	FPL - ACH	021822 ACH	BILL PRD 1/20-2/23/22	Electricity - General	001-543006-57204	\$332.92
ACH Total							\$1,140.39
ACH #DD02232							
03/14/22	Vendor	VALLEY NATIONAL BANK - CC	021722-1335 ACH	JAN PURCHASES	KWICK SEAL	001-546104-57220	\$17.94
03/14/22	Vendor	VALLEY NATIONAL BANK - CC	021722-1335 ACH	JAN PURCHASES	WELL PUMP # 1	001-546041-53902	\$205.00
03/14/22	Vendor	VALLEY NATIONAL BANK - CC	021722-1335 ACH	JAN PURCHASES	WATER FOR BATTERIES / GOLF CARTS	001-546104-57220	\$8.34
ACH Total							\$231.28
ACH #DD02233							
03/14/22	Vendor	TECO PEOPLES GAS - ACH	022122-64685 ACH	BILL PRD 1/20-2/16/22	Utility - Gas	001-543019-57220	\$16.07
ACH Total							\$16.07
ACH #DD02234							
03/20/22	Vendor	FRONTIER - ACH	022522-6750 ACH	BILL PRD 2/25/22-3/24/22	Communication - Telephone	001-541003-53904	\$198.50
ACH Total							\$198.50
ACH #DD02235							
03/20/22	Vendor	FRONTIER - ACH	021022-05185 ACH	2/10-3/9/22 BACK GATE INTERNET 9035	R&M-Access&Surveyance Systems	001-546349-53904	\$110.98
ACH Total							\$110.98
ACH #DD02236							
03/16/22	Employee	JERA L. STRATTON	PAYROLL	March 16, 2022 Payroll Posting			\$742.21
ACH Total							\$742.21
ACH #DD02237							
03/16/22	Employee	ROBERT E. DITTERLINE	PAYROLL	March 16, 2022 Payroll Posting			\$630.20
ACH Total							\$630.20

BOBCAT TRAIL COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Bank Account

For the Period from 03/01/22 to 03/31/22

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
ACH #DD02238							
03/17/22	Vendor	NORTH PORT UTILITIES - ACH	022522 ACH	BILL PRD 1/20-2/18/22	Utility - Water & Sewer	001-543021-57204	\$260.64
03/17/22	Vendor	NORTH PORT UTILITIES - ACH	022522 ACH	BILL PRD 1/20-2/18/22	Utility - Water & Sewer	001-543021-53904	\$51.80
ACH Total							\$312.44
ACH #DD02239							
03/18/22	Vendor	FRONTIER - ACH	031822-0808 ACH	2/22-3/21/22 COM CTR 0808	Utility - Other	001-543004-57204	\$428.78
ACH Total							\$428.78
ACH #DD02240							
03/25/22	Employee	WALTER P. FISHER	PAYROLL	March 25, 2022 Payroll Posting			\$184.70
ACH Total							\$184.70
ACH #DD02241							
03/25/22	Employee	JANET GUYER	PAYROLL	March 25, 2022 Payroll Posting			\$184.70
ACH Total							\$184.70
ACH #DD02242							
03/25/22	Employee	RICHARD F. BURKE	PAYROLL	March 25, 2022 Payroll Posting			\$184.70
ACH Total							\$184.70
ACH #DD02243							
03/30/22	Employee	JERA L. STRATTON	PAYROLL	March 30, 2022 Payroll Posting			\$736.11
ACH Total							\$736.11
ACH #DD02244							
03/30/22	Employee	ROBERT E. DITTERLINE	PAYROLL	March 30, 2022 Payroll Posting			\$591.29
ACH Total							\$591.29
ACH #DD02245							
03/06/22	Vendor	COMCAST BUSINESS - ACH	021522-5986 ACH	BILL PRD 2/19-3/18/22	Communication - Telephone	001-541003-53904	\$108.85
ACH Total							\$108.85
ACH #DD02251							
03/03/22	Vendor	NORTH PORT UTILITIES - ACH	2102022 ACH	BILL PRD 12/20/21-1/20/22	Utility - Water & Sewer	001-543021-53904	\$51.80
03/03/22	Vendor	NORTH PORT UTILITIES - ACH	2102022 ACH	BILL PRD 12/20/21-1/20/22	Utility - Water & Sewer	001-543021-57220	\$175.97
03/03/22	Vendor	NORTH PORT UTILITIES - ACH	2102022 ACH	BILL PRD 12/20/21-1/20/22	Utility - Water & Sewer	001-543021-57204	\$260.64
03/03/22	Vendor	NORTH PORT UTILITIES - ACH	2102022 ACH	TO CORRECT ACH TAKEN	Utility - Water & Sewer	001-543021-57220	(\$175.97)
ACH Total							\$312.44
Account Total							\$87,106.23

Projected Cash Flow
For the Period Ending September 30, 2022

	PROJECTED APRIL	PROJECTED MAY	PROJECTED JUNE	PROJECTED JULY	PROJECTED AUGUST	PROJECTED SEPTEMBER
REVENUE						
INTEREST - INVESTMENTS	250	250	250	250	250	250
INTEREST - TAX COLLECTOR	83	83	83	83	83	83
SPECIAL EVENTS	83	83	83	83	83	83
RENTS OR ROYALTIES	42	42	42	42	42	42
SPECIAL ASSMNTS - ON ROLL (Residential)	63,203	-	-	-	-	-
SPECIAL ASSMNTS - ON ROLL (Bobcat Village)	9,061	-	-	-	-	-
SPECIAL ASSMNTS - DISCOUNT	-	-	-	-	-	-
OTHER MISC. REVENUE	167	167	167	167	167	167
GATE BAR CODE/REMOTES	167	167	167	167	167	167
TOTAL REVENUE	73,055	791	791	791	791	792
EXPENDITURES						
ADMINISTRATIVE						
P/R-BOARD OF SUPERVISORS	1,000	1,000	1,000	1,000	1,000	1,000
FICA TAXES	77	77	77	77	77	77
PROFSERV-ENGINEERING	1,667	1,667	1,667	1,667	1,667	1,667
PROFSERV-LEGAL SERVICES	1,250	1,250	1,250	1,250	1,250	1,250
PROFSERV-TRUSTEE	-	-	-	-	-	-
AUDITING SERVICES	1,700	-	-	-	-	-
INSURANCE-GENERAL LIABILITY	-	-	-	-	-	-
LEGAL ADVERTISING	83	83	83	83	83	83
MISCELLANEOUS SERVICES	142	142	142	142	142	142
MISC-ASSESSMENT COLLECTION COST	827	-	-	-	-	-
MISC-WEB HOSTING	159	159	159	159	159	159
ANNUAL DISTRICT FILING FEE	-	-	-	-	-	-
TOTAL ADMINISTRATIVE	6,905	4,378	4,378	4,378	4,378	4,378
OTHER GENERAL GOV'T SERVICES						
PROFSERV-MGMT CONSULTING SERV	4,420	4,420	4,420	4,420	4,420	4,420
PROFSERV-SPECIAL ASSESSMENT	-	-	-	-	-	-
PROFSERV-E-MAIL MAINTENANCE	167	167	167	167	167	167
POSTAGE AND FREIGHT	17	17	17	17	17	17
PRINTING AND BINDING	83	83	83	83	83	83
OFFICE SUPPLIES	42	42	42	42	42	42
TOTAL OTHER GENERAL GOV'T SVCS	4,729	4,729	4,729	4,729	4,729	4,729
LANDSCAPE						
CONTRACTS-LANDSCAPE	11,837	11,837	11,837	11,837	11,837	11,837
R&M-IRRIGATION	833	833	833	833	833	833
R&M-LANDSCAPE RENOVATIONS	833	833	833	833	833	833
R&M-PLANT REPLACEMENT	333	333	333	333	333	333
R&M-LANDSCAPE LIGHTING	250	250	250	250	250	250
R&M-PHASE III	12	12	12	12	12	12
R&M-HOLIDAY LIGHTING	-	-	-	-	-	-
TOTAL LANDSCAPE	14,098	14,098	14,098	14,098	14,098	14,098
UTILITY						
ELECTRICITY-STREETLIGHTING	525	525	525	525	525	525
ELECTRICITY-GATE	458	458	458	458	458	458
ELECTRICITY-IRRIGATION	208	208	208	208	208	208
TOTAL UTILITY	1,191	1,191	1,191	1,191	1,191	1,191
GATEHOUSE						
CONTRACTS-SECURITY SERVICES	7,232	7,232	7,232	7,232	7,232	7,232
COMMUNICATIONS-TELEPHONE	345	345	345	345	345	345
UTILITY-WATER/SEWER	71	71	71	71	71	71
R&M-GATE	167	167	167	167	167	167
R&M-ACCESS AND SURVEYANCE SYSTEM	92	92	92	92	92	92
MISC-BAR CODES	333	333	333	333	333	333
OP SUPPLIES - GATEHOUSE	42	42	42	42	42	42
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL GATEHOUSE	7,096	7,096	7,096	7,096	7,096	7,096

Projected Cash Flow
For the Period Ending September 30, 2022

	PROJECTED APRIL	PROJECTED MAY	PROJECTED JUNE	PROJECTED JULY	PROJECTED AUGUST	PROJECTED SEPTEMBER
LAKES AND ROADS						
CONTRACT-LAKES	3,000	3,000	3,000	3,000	3,000	3,000
R&M-LAKES	833	833	833	833	833	833
R&M-ROAD CLEANING	348	348	348	348	348	348
R&M-SEAL COATING	964	964	964	964	964	964
R&M-SIDEWALKS	583	583	583	583	583	583
R&M-STORMWATER SYSTEM	833	833	833	833	833	833
R&M-INVASIVE PLANT MAINTENANCE	167	167	167	167	167	167
R&M-STREET/GUTTER REPAIRS	-	-	-	-	-	-
MISCELLANEOUS SERVICES	417	417	417	417	417	417
RESERVE - LAKES						
TOTAL LAKES AND ROADS	7,146	7,146	7,146	7,146	7,146	7,146
COMMUNITY CENTER						
PAYROLL-HOURLY	1,813	1,813	1,813	1,813	1,813	1,813
FICA TAXES	139	139	139	139	139	139
CONTRACTS-OTHER SERVICES	125	125	125	125	125	125
CONTRACTS-CLEANING SERVICES	1,042	1,042	1,042	1,042	1,042	1,042
UTILITY-OTHER	450	450	450	450	450	450
ELECTRICITY - GENERAL	450	450	450	450	450	450
UTILITY-WATER & SEWER	400	400	400	400	400	400
INSURANCE-PROPERTY	-	-	-	-	-	-
R&M-PEST CONTROL	138	-	-	138	-	-
R&M-TENNIS COURT	42	42	42	42	42	42
R&M-FITNESS EQUIPMENT	542	542	542	542	542	542
R&M-MAINTENANCE	333	333	333	333	333	333
MISC.-CONTINGENCY	333	333	333	333	333	333
CLEANING SERVICES	67	67	67	67	67	67
SUPPLIES - MISC.	333	333	333	333	333	333
TOTAL COMMUNITY CENTER	6,207	6,069	6,069	6,207	6,069	6,069
POOL AND MAINTENANCE						
PAYROLL-HOURLY	1,833	1,833	1,833	1,833	1,833	1,833
FICA TAXES	140	140	140	140	140	140
CONTRACTS-POOLS	671	671	671	671	671	671
UTILITY - GAS	58	58	58	58	58	58
UTILITY - WATER & SEWER	567	567	567	567	567	567
R&M-POOLS	367	367	367	367	367	367
R&M - VEHICLES	133	133	133	133	133	133
R&M-COMMUNITY MAINTENANCE	1,042	1,042	1,042	1,042	1,042	1,042
R&M-PRESSURE REDUCING VALVES	167	167	167	167	167	167
TOTAL POOL AND MAINTENANCE	4,978	4,978	4,978	4,978	4,978	4,978
TOTAL EXPENDITURES	52,350	49,685	49,685	49,823	49,685	49,685
EXCESS OF REVENUES OVER (UNDER) EXP	20,705	(48,894)	(48,894)	(49,032)	(48,894)	(48,893)
NET CHANGE IN FUND BALANCES						
ESTIMATED BEGINNING CASH BALANCE	249,566	256,089	216,054	176,019	135,845	95,810
ADD: AR AND PREPAID ITEMS	7,232	8,859	8,859	8,859	8,859	8,859
ADD: MATURED CD	-	-	-	-	-	-
LESS: PURCHASE CD	-	-	-	-	-	-
LESS: CURRENT LIABILITIES as of 03/31/2022	(21,414)	-	-	-	-	-
ESTIMATED ENDING CASH BALANCE	256,089	216,054	176,019	135,845	95,810	55,776
ADD: MONEY MARKET INVESTMENT	1,043,690	1,043,690	1,043,690	1,043,690	1,043,690	1,043,690
ADD: CD INVESTMENT BALANCE	-	-	-	-	-	-
LESS: ESTIMATED ASSIGNED RESERVES	(1,039,675)	(1,039,675)	(1,039,675)	(1,039,675)	(1,039,675)	(1,039,675)
ESTIMATED CASH/INVESTMENT BALANCE						
ENDING-UNASSIGNED	260,104	220,069	180,034	139,860	99,825	59,791

Fund Balance Assignment - Reserves
From Inception thru September 2022

Date	Budget	Expense	Balance
1st Quarter Operating Reserves			
Assignment by motion 11/18/21	60,000		60,000
Reserves - Activity Center			
Assignment by motion 11/18/21	56,720		56,720
Reserves - CAM/Fence Construction			
Assignment by motion 11/18/21	10,000		10,000
Reserves - Gate			
Assignment by motion 11/18/21	22,000		22,000
Reserves - Gatehouse/Equipment			
Assignment by motion 11/18/21	10,000		10,000
Reserves - Lakes			
Assignment by motion 11/18/21	200,000		230,000
Fiscal year 2022 budget	30,000		
Reserves - Landscape			
Assignment by motion 11/18/21	43,000		43,000
Reserves - Pool			
Assignment by motion 11/18/21	25,000		25,000
Reserves - Roadways			
Assignment by motion 11/18/21	554,548		554,548
Reserves - Security Features			
Assignment by motion 11/18/21	15,000		15,000
Reserves-Vehicle			
Assignment by motion 11/18/21	13,407		13,407
TOTAL	\$1,039,675	\$0	\$1,039,675

4C

BOBCAT TRAIL COMMUNITY DEVELOPMENT DISTRICT

LANDSCAPE COMMITTEE

APPROVED MONTHLY COMMITTEE MINUTES

Meeting Date: Feb. 10, 2022 – 3 PM – Community Center

From: Scott Verrill, Committee Chair

Attendees: Paul Fisher (Liaison), Scott Verrill, Laura Filler (arrived at 3:20)

1. The meeting was called to order at 3 PM
2. The Committee approved/adopted the 2/10/22 agenda with several additions
3. The Committee approved the 1/13/22 Minutes
4. There were no Public Comments

5. UNFINISHED BUSINESS:

- a. The Committee agreed to consider agenda 7.c first – LMP arborist (Tyler) explained LMP's \$3,480.00 proposal to treat 120 Medjool and Washingtonian palms with a Mauguet injection to control palm weevils; the Committee unanimously approved the expenditure (motion by Paul F., second by Laura F., unanimous)
- b. the Committee reviewed sod replacement proposals by Laura F. and Sergio R.; all Committee members will review proposed specific sites for March meeting
- c. the Committee discussed distressed Phase 3 plantings, and plantings impacted by the recent freeze conditions – the Committee and LMP will assess damage and recourse at our March meeting
- d. the Committee discussed damage to Crotons and landscape lighting – LMP has directed mowers to slow down
- e. the Committee discussed the agreement of The Board to accept swapping costs of completed tree removals and additional work by LMP for 2 damaged sidewalk segments during Phase 3
- f. Scott V. outlined recent well repairs by New Life Well; handed out and discussed a proposal from New Life Well for needed repairs to our

working irrigation wells and abandonment of 4 old wells – Supervisor Burke (who was also involved in the well assessments) will present the proposals at the 2/17 Bd. Meeting; Scott V. and Dick B. will prioritize proposal specifics prior to 2/17; Scott V. will determine to what extent the State's QWIP program may cover costs of abandoning the 4 old wells; Scott V. discussed regular well maintenance by New Life Well; Dick B. will discuss with Board at 2/17 Bd. Mtg.

- g. Scott V. expressed satisfaction with LMP's cleanup of CDD land at the corner of Silver Palm and the Blvd.
- h. Laura F. discussed a purchase from Wayfair for holiday lights (the Committee approved the purchase) , Laura will continue to assess other needs; the Committee approved providing a key to the Gate House to Laura for on-going holiday lighting/decorations kept in the Gate House

6. NEW BUSINESS:

- a. Committee approved the removal of a dead palm at the Kentia Monument; cost not to exceed \$200.00
- b. Discussed with LMP a reported fire ant problem near the Coconut Monument; LMP discussed a Top Choice treatment throughout CDD areas at a cost of \$7,587.25; the Committee recognized this would be ideal, but not within budget; LMP will continue to spot treat
- c. the Committee discussed prep of the 2023 budget; Committee will finalize at our March meeting
- d. Laura discussed the need to prune oaks and palms along the Blvd.
- e. Committee discussed the concern of residents walking dogs through our planting beds; Scott V. will ask this be addressed in a BCTHOA e-mail; Paul F. will ask for inclusion in a CDD newsletter

7. PUBLIC COMMENT: there was none

- 8. Motion to adjourn at 4:45 PM by Paul F., seconds by Laura F., unanimous

4D.

Bobcat Trail Community Development District
Infrastructure/Asset Management Meeting Minutes: April 5, 2022

1. Call to Order : The meeting was called to order by Paul Fisher at 3:00 pm April 5, 2022
2. Roll Call: Present were Jeff Brall, Janet Guyer, Dick Burke, Bob Etherton and Paul Fisher
3. Approval of Agenda: The agenda was amended to include e) Pump House discussion and f) Discussion of road signs and then approved.
4. Public Comments: There were no public comments

5. Old Business

a) Discuss possible actions to recover Well repair expenses—We discussed our current pump repair expenditures and some possible future expenditures. We also discussed what we would need from new golf course management or ownership to return control of the Well and Pump House to the golf course. We have considerable monetary commitment already invested in the Well and pump repair and the pump in the pump house will be in need of updating and repair soon which again could result in considerable expense to the CDD. We would expect full restitution of all expenses before we would consider any changes in the current Well and pump house operation.

b) Status of Pool repairs and new furniture purchase- The pool is still closed. The nonfunctioning pump has been removed and taken for repair by our pool maintenance company. They are still having a problem getting the correct part to complete the repair. We discussed another option of buying a new motor but that will be very expensive so we will give the pool company some additional time to complete the repair before making any other decisions.
It was discovered that we have some unused pool furniture and we will put that into use when the pool reopens.

c) Update of deep Well repair—The repaired Well pump is working well and pumping water into the big lake at a rate of approximately 144,000 gallons per day.

d) Hoover pressure wash—Pool building—Hoover will power wash the pool building at a cost of \$280.00

e) Pump House discussion—Everything concerning the pump house was discussed under paragraph a) Well repair expenses

f) Road signs Discussion—The need for some new stop signs was discussed. We will discuss and vote on the possible approval of the purchase of new signs at the April CDD meeting

Bobcat Trail Community Development District
Infrastructure/Asset Management Meeting Minutes: April 5, 2022

Page 2

6. New Business

a) Discuss attorney presence at April 21, 2022 CDD meeting: We will not need our attorney at the next CDD meeting. In the future we will assume that there will be no attorney presence at our CDD meeting unless we make a request for him to be at the meeting

b) Discussion on Solicitation Policy in Bobcat Trail—Our attorney has advised us that the CDD is not responsible for monitoring or enforcing a no solicitation policy in Bobcat Trail. Individual homeowners should report solicitation on their private property in Bobcat Trail to the police.

c) Discuss resident concerns and e mails

1) Root encroachment from CDD buffer zone-Resident has been informed of what they can do concerning this problem

2) Deed restriction sign at entrance-Not recommended at this time

3) Pool concerns: water fountain, bathroom cleaning, exhaust fan, power washing—All of these items have been corrected

d) April 21, 2022 CDD meeting attendance & April 2022 CDD Newsletter-Supervisor Fisher reported that he will be out of town for the April CDD meeting. He will also not be back in time to do the IA meeting agenda for May. Supervisor Guyer will prepare and submit the May I/A meeting agenda. Items were discussed for the CDD newsletter for April

7. Supervisors Comments and Updates:

Supervisor Etherton reports on some maintenance items that had been completed at the community center

Supervisor Guyer—commented in the Solitude Lake contract

Supervisor Burke-commented on pool repairs

Supervisor Brall—commented on items related to the pump house

Supervisor Fisher—commented that the newsletter will go out after the April meeting

8. Public Comments: There were no public comments

9. Adjournment The meeting was adjourned at 4:35 pm

Fifth Order of Business

5A

60. Rules of procedure (pg. 60 & 62 non-voting) language
 1.6.4 → Elason not counted as voting member

Pg. 64 - Newsletter sep. - Monthly calendar of events, move to pg 66
 2.3.5

P. 66 - landscaping item move under facilities.

P. 71 - add "with stickers" under renters

P. 72 - Delete #5 & #4

P. 73 - Make coherent sentence

P. 83 - Delete section 2, leave sections 1, 3 & 4 (delete 2.1 - 2.4 Paul's email)

2.3.1 - reference waiver page # in document

P. 126 - Change to PRIA & update policy #

P. 127 - Explain TULIP fee schedule

Pg. 103 - address update for billing @ to P

Pg. 110 - update payment individuals

Pg. 112 & 113 - delete pages.

BOBCAT TRAIL COMMUNITY DEVELOPMENT DISTRICT

Rules Policies and Procedures

Version 14

Adopted September 6, 2018

Updated August 17, 2021

Table of Contents

CHAPTER 1 OPERATING RULES	4
Rule 1.0: General	4
Rule 1.1: Board of Supervisors; Officers and Voting	5
Rule 1.2: District Offices; Public Information and Inspection of Records; Policies.	9
Rule 1.3: Public Meetings, Hearings, and Workshops	12
Rule 2.0: Rulemaking Proceedings	16
Rule 3.0: Competitive Purchase	22
Rule 3.1: Procedure Under The Consultants' Competitive Negotiations Act	26
Rule 3.2: Procedure Regarding Auditor Selection	30
Rule 3.3: Purchase of Insurance	34
Rule 3.4: Pre-Qualification	36
Rule 3.5: Construction Contracts	39
Rule 3.6: Goods, Supplies and Materials.	47
Rule 3.7: Maintenance Services.	51
Rule 3.9: Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6 and 3.7	55
Rule 4.0: Effective Date	58
CHAPTER 2 OPERATING POLICIES	60
SECTION 1: Operational Policies	60
SECTION 2: Administrative Policies	67
SECTION 3: Security & Access Policies	69
SECTION 4: Property Policies	73
SECTION 5: Membership Policies	77
SECTION 6: Recreational Facility Policies	79
CHAPTER 3 FINANCE POLICIES & PROCEDURES	93
SECTION 1: Fiscal Budget Preparation Guidelines	93
SECTION 2: Purchasing Guidelines for Purchases Below Statutory Limits	97
SECTION 3: Bill Paying Policies and Procedures	102

BOBCAT TRAIL CDD -- RULES POLICIES AND PROCEDURES

Appendix.....	111
Committee Annual Budget Request Form.....	112
Capital Project Request Form	113
Memorandum of Voting Conflict Page 1 (Form 8B).....	114
Memorandum of Voting Conflict Page 2 (Form 8B).....	115
Check Request Form.....	116
Credit Card Receipt Log.....	117
Agreement for Reimbursement for Tree Removal	118
Resident Registration Form (Envera).....	119
Property Owner Access Waiver	120
Personal Key Fob Application	121
Fitness Room Waiver & Release Form	122
Independent Contractor Agreement – Instructor Services.....	123
Exercise Class Participant’s Disclaimer.....	124
Community Center Room Request.....	125
TULIP Event Insurance Application.....	126
Fee Schedule	Error! Bookmark not defined.



CHAPTER 1 OPERATING RULES

CHAPTER 1 OPERATING RULES

Rule 1.0: General

1. The Bobcat Trail Community Development District (the "District") was created pursuant to the provisions of Chapter 190, Florida Statutes and was established to provide for the ownership, operation, maintenance and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (the "Rules") is to describe the general operations of the District.
2. Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.
3. Unless specifically permitted by a written agreement with the District, the District does not accept documents filed by electronic mail. Filings are only accepted during normal business hours.
4. A Rule of the District shall be effective upon adoption by affirmative vote of the District Board. After a Rule becomes effective, it may be repealed or amended only in conformance with applicable law. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

Rule 1.1: Board of Supervisors; Officers and Voting

1. Board of Supervisors: The Board of Supervisors of the District (the "Board") shall consist of five (5) members. Members of the Board ("Supervisors") appointed by ordinance or rule or elected by landowners must be residents of the State of Florida and citizens of the United States. Supervisors elected by resident electors must be at least 18 years of age, citizens of the United States of America, legal residents of the State of Florida and of the District and registered to vote with the Supervisor of Elections of the county in which the District is located. The Board shall exercise the powers granted to the District under Florida law.
 - 1.1. Supervisors shall hold office for the term specified by Section 190.006, Florida Statutes. If, during the term of office, any Board member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s). If three or more vacancies exist at the same time, a quorum, as defined herein, shall not be required to appoint replacement Board members.
 - 1.2. Three (3) members of the Board shall constitute a quorum for the purposes of conducting business, exercising powers and all other purposes. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited from, or abstains from, participating in discussion or voting on a particular item.
 - 1.3. Action taken by the Board shall be upon a majority vote of the members present and voting, unless otherwise provided in the Rules or required by law. A Board member may participate in the Board Meeting by teleconference or video conference in accordance with applicable law and shall be entitled to vote if the Board agrees, but will not count towards a quorum.
 - 1.4. Unless otherwise provided for by an act of the Board, only one Board member may attend a mediation session on behalf of the Board. Any agreement resulting from such mediation must be approved pursuant to subsection 1.3
2. Officers: At the first Board meeting held after each election where the newly elected members take office, the Board shall select a Chairperson, Vice Chairperson, Secretary, Assistant Secretary and Treasurer.
 - 2.1. The Chairperson must be a member of the Board. If the Chairperson resigns from that office or ceases to be a member of the Board, the Board shall select a successor Chairperson. The Chairperson serves at the pleasure of the Board. The Chairperson shall be authorized to execute resolutions and contracts on the District's behalf as well as sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board. The Chairperson shall convene and conduct all meetings of the Board. In the event the Chairperson is unable to attend a meeting, the Vice Chairperson shall

convene and conduct the meeting. The Chairperson or Vice Chairperson may delegate the responsibility of conducting the meeting to the District Manager, another Board member or District Counsel, in whole or in part.

- 2.2. The Vice Chairperson shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. The Vice Chairperson has the authority to execute resolutions and contracts on the District's behalf in the absence of the Chairperson. If the Vice Chairperson resigns from office or ceases to be a member of the Board, the Board shall select a successor Vice Chairperson. The Vice Chairperson serves at the pleasure of the Board.
- 2.3. The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. The District's manager ("District Manager") may serve as Secretary. The Secretary shall be bonded by a reputable and qualified bonding company in at least the amount of One Million Dollars (\$1,000,000) or have in place a fidelity bond, employee theft insurance policy or a comparable product in the amount of One Million Dollars (\$1,000,000) that names the District as an additional insured.
- 2.4. The Treasurer need not be a member of the Board but must be a resident of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3), Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board. The Treasurer shall either be bonded by a reputable and qualified bonding company in at least the amount of One Million Dollars (\$1,000,000) or have in place a fidelity bond, employee theft insurance policy or a comparable product in the amount of One Million Dollars (\$1,000,000) that names the District as an additional insured.
- 2.5. In the event that both the Chairperson and Vice Chairperson are absent from a Board meeting and a quorum is present, the Board may designate one of its members or a member of District staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions and other documents approved by the Board at such meeting. In the event that the Chairperson and Vice Chairperson are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.
- 2.6. The Board of Supervisors may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.

3. **Committees:** The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, review of bids, proposals and qualifications, contract negotiations, personnel matters and budget preparation. Such committees shall conform to the applicable "Sunshine" laws outlined in Chapter 286, Florida Statutes.
4. **Record Book:** The Board shall keep a permanent record book entitled "Record of Proceedings," in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates and corporate acts. The Record of Proceedings shall be located at a District office and shall be available for inspection by the public.
5. **Meetings:** For each fiscal year, the Board shall establish a schedule of regular meetings, which shall be published in a newspaper of general circulation in the county in which the District is located and filed with the local general-purpose governments within whose boundaries the District is located and as required by law. The Board may also meet upon the call of the Chair or three Board Members. Nothing in the Rules shall prevent the Board from holding other meetings as it deems necessary or from canceling any regularly scheduled meeting. A previously noticed regular meeting may be cancelled, provided that notice of cancellation shall be given in substantially the same manner as notice for the meeting or in such other manner as may provide substantially equivalent notice of cancellation. All meetings of the Board and Committees serving an advisory function shall be open to the public in accord with the provisions of Chapter 286, Florida Statutes.
6. **Voting Conflict of Interest:** The Board shall comply with Section 112.3143, Florida Statutes, so as to ensure the proper disclosure of conflicts of interests on matters coming before the Board for a vote. For the purposes of this section, "voting conflict of interest" shall be governed by Chapters 112 and 190, Florida Statutes, as amended from time to time. Generally, a voting conflict exists when a Board member is called upon to vote on an item which would inure to the official's special private gain or loss or the Board member knows would inure to the special private gain or loss of a principal by whom the Board member is retained, the parent organization or subsidiary of a corporate principal, a business associate or a relative including only a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law and daughter-in-law or as otherwise defined by applicable law.
 - 6.1. When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board's Secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes.

If the Board member was elected by electors residing within the District, the Board member is prohibited from voting on the matter at issue. In the event that

the Board member intends to abstain or is prohibited from voting, such Board member shall not participate in the discussion on the item subject to the vote.

The Board's Secretary shall prepare a Memorandum of Voting Conflict (Form 8B) which shall then be signed by the Board member, filed with the Board's Secretary, and provided for attachment to the minutes of the meeting within fifteen (15) days of the meeting.

- 6.2. If a Board member inadvertently votes on a matter and later learns he or she has a conflict on the matter, the member shall immediately notify the Board's Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate Memorandum of Voting Conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The Memorandum of Voting Conflict shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the written memorandum. The Board member's vote is unaffected by this filing.
- 6.3. It is not a conflict of interest for a Board member, the District Manager or employee of the District to be a stockholder, officer or employee of a landowner or of an entity affiliated with a landowner.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 190.006, 190.007, 112.3143, Fla. Stat.

Rule 1.2: District Offices; Public Information and Inspection of Records; Policies.

1. District Offices: Unless otherwise designated by the Board, the official District office shall be the District Manager's office identified by the District Manager. If the District Manager's office is not located within the county in which the District is located, the Board shall designate a local records office within such county which shall at a minimum contain, but not be limited to, the following documents:
 - 1.1. Agenda packages for prior 24 months and next meeting; and
 - 1.2. Official minutes of meetings, including adopted resolutions of the Board; and
 - 1.3. Names and addresses of current Board members and District Manager, unless such addresses are protected from disclosure by law; and
 - 1.4. Adopted engineer's reports;
 - 1.5. Adopted assessment methodologies/reports; and
 - 1.6. Adopted disclosure of public financing; and
 - 1.7. Limited Offering Memorandum for each financing undertaken by the District; and
 - 1.8. Proceedings, certificates, bonds given by all employees and any and all corporate acts; and
 - 1.9. District policies and rules; and
 - 1.10. Fiscal year end audits; and
 - 1.11. Adopted budget for the current fiscal year.

The District Manager shall ensure that each District records office contains the documents required by Florida law. The District shall also maintain records on a CDD website pursuant to applicable law.

2. Public Records: All District public records within the meaning of Chapter 119, Florida Statutes, and not otherwise restricted by law, including the "Record of

Proceedings," may be copied or inspected at the District Manager's office during regular business hours. Certain District records are also available on the District's website or can also be inspected and copied at the District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules is appointed as the District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, will be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records in response to a public records request.

3. All Board members will receive a copy of any Public Records Request within forty-eight (48) business hours of receipt by the District Manager.
4. A Records Request will begin with the beginning date stipulated (as allowed by applicable law) and will end on the date of receipt. There will be no continuing requests unless otherwise required by law.
5. Personal notes designed for the drafter's personal use only and not intended to perpetuate, communicate or formalize knowledge will not be considered a public record.
6. Access to public records will be granted only during reasonable time, under reasonable conditions and under supervision by the custodian of the public records or designee.
7. District Manager or his designee will provide the requesting party with a cost estimate prior to fulfilling the request.
8. The CDD is not required to furnish electronic public records in a form other than the standard format routinely maintained.
9. When the requested documents have been reviewed and exempt information has been redacted, the requesting party will be contacted in writing, phone call or email to schedule a mutually convenient time for the inspection of the requested materials or sent the records upon payment of any sums due.
10. Fulfillment of public record requests allows a requestor to view records in their original format(s). The CDD will not create new records in response to a request for public records, nor will it reformat or alter records to accommodate the requestor.
11. Records Requests for records beyond retention laws (that have been disposed of in accordance with State guidelines) will be responded to accordingly informing the requestor that such records no longer exist.

12. Service Contracts: Any contract for service shall include provisions required by law that require the contractor to comply with public records laws.
13. Fees; Copies: Copies of public records shall be made available to the requesting person at a charge consistent with the current statutory rates per page according to the current fee schedule. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service fee for supervisory assistance, clerical assistance, and the actual cost incurred for the use of information technology. For purposes of this rule, the word "extensive" shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the above special service fees shall apply. Payment in advance by the person making the public records request is required.
14. Records Retention: The Secretary of the District shall be responsible for retaining the District's records in accordance with applicable Florida law.
15. Policies: The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 190.006, 119.07 Fla. Stat.

Rule 1.3: Public Meetings, Hearings, and Workshops

1. Notice: Except in emergencies, or as otherwise required by statute or these Rules, at least **fourteen (14) days**, public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and in the county in which the District is located, in accordance with applicable law. Each Notice shall state, as applicable:
 - 1.1. The date, time and location of the meeting, hearing or workshop;
 - 1.2. A brief description of the nature, subjects and purposes of the meeting, hearing or workshop;
 - 1.3. The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
 - 1.4. The following language: "Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager. If you are hearing or speech impaired, please contact the Florida Relay Service at 711, who can aid you in contacting the District Office."
 - 1.5. The following language: "A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that 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."
 - 1.6. The following language: "The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date and location stated on the record."
2. Mistake: In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules have been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.
3. Agenda: The District Manager, under the guidance of District Counsel and the Chairperson or Vice Chairperson, shall prepare a notice and an agenda of the meeting/hearing/workshop. The notice and agenda shall be available to the public before the meeting/hearing/workshop except in an emergency. For good cause, the

agenda may be changed after it is first made available for distribution. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

The District may, but is not required to, use the following format in preparing its agenda for its regular meetings:

- 3.1. Call to Order / Roll Call
 - 3.2. Approval of Agenda
 - 3.3. **Public Comment (3) Minute Time Limit (must have this per Statute)**
 - 3.4. Approval of the Consent Agenda
 - 3.4.1. Minutes of Infrastructure/Asset Management Committee Meeting
 - 3.4.2. Financial Statements and Check Register
 - 3.4.3. Acceptance of **Landscape** Committee Minutes
 - ~~3.5. Approval of the Minutes~~
 - 3.6. **Old** Business
 - 3.7. New Business
 - 3.8. District Manager's Report
 - 3.9. Attorney's Report
 - 3.10. Engineer's Report
 - 3.11. Other Reports
 - 3.11.1. I/A Management Committee**
 - 3.11.2. Landscape Committee
 - 3.11.3. Newsletter Supervisor
 - 3.11.4. Finance Supervisor
 - 3.11.5. Golf Liaison
 - 3.11.6. Lakes and Roads Supervisor
 - 3.11.7. Maintenance Supervisor
 - 3.11.8. Facilities Supervisor
 - 3.11.9. HOA Liaison
 - 3.11.10. Commercial Properties
 - 3.12. Adjournment
4. Minutes: The Secretary shall be responsible for preparing and keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting. The Secretary may work with other staff members in preparing draft minutes for the Board's consideration.
 5. Emergency Meetings: The Chairperson, or Vice Chairperson if the Chairperson is unavailable, may convene an emergency meeting of the Board without first having complied with subsections 1 and 3, to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to provide public notice and notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. Notice of the emergency meeting must be provided

both before and after the meeting on the District's website. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation in the District. After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, the time, date and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Actions taken at an emergency meeting shall be ratified by the Board at a regularly noticed meeting subsequently held.

6. **Public Comment:** The Board shall set aside a reasonable amount of time at each meeting for public comment. The portion of the meeting reserved for audience comment shall be identified in the agenda. At the Chairperson's discretion, or at the discretion of the Vice Chairperson or Board member appointed pursuant to Rule 1.1, subsection 2 (2.5). above, each person wishing to address the Board is subject to a three (3) minute time limit for their comments, in the interest of time and fairness to other speakers. A sign-up sheet may be made available and assigning one person's time to another will be at the discretion of the Chairperson.
7. **Budget Hearing:** Notice of hearing on the annual budget(s) shall be in accord with Section 190.008 of the Florida Statutes and additional applicable law. Once adopted in accord with Section 190.008 of the Florida Statutes and applicable law, the annual budget(s) may be amended from time to time by action of the Board. Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item and may also require other action depending on auditor's requirement.
8. **Public Hearings:** Notice of required public hearings shall contain the information required by applicable Florida law and by these Rules applicable to meeting notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and these Rules, and are mailed and published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.
9. **Participation by Teleconference / Videoconference:** District staff and Board members may participate in Board meetings by teleconference / videoconference in conformance with applicable law; provided however, at least three Board members must be physically present at the meeting location to establish a quorum.
10. **Board Authorization:** The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, and an affirmative vote by the majority of the Board members voting. Any Board member, including the Chairperson, can make or second a motion.

11. Continuances: Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:
- 11.1. the Board identifies on the record at the original meeting a reasonable need for a continuance; and
 - 11.2. the continuance is to a specified date, time, and location publicly announced at the original meeting; and
 - 11.3. the public notice for the original meeting states that the meeting may be continued to a date and time and states that the date, time and location of any continuance shall be publicly announced at the original meeting.
12. Attorney-Client Sessions: An Attorney-Client Session is permitted when the District's attorneys deem it necessary to meet in private with the District's Board to discuss pending litigation to which the District is a party before a court or administrative agency or as may be authorized by law. The District's attorneys must request such session at a public meeting. Prior to holding the Attorney- Client Session, the District must give reasonable public notice of the time and date of the session and the names of the persons anticipated to attend the session. The session must commence at an open meeting in which the Chairperson or Vice Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy related to litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened and the Chairperson or Vice Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.006, 190.007, 190.008, 286.0105, Fla. Stat.

Rule 2.0: Rulemaking Proceedings

1. Commencement of Proceedings: Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules and the applicable provisions of Chapter 120 of the Florida Statutes. If Chapter 120 of the Florida Statutes is amended so that the provisions of Chapter 120 conflict with these Rules, Chapter 120 of the Florida Statutes shall control. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District. A "rule" is a District statement of general applicability that implements, interprets, or prescribes law or policy or describes the procedure or practice requirements of the District ("Rule"). Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District that do NOT consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings. Policies adopted by the District that DO consist of rates, fees, rentals or other monetary charges shall be implemented through rulemaking proceedings.
2. Notice of Rule Development:
 - 2.1. Except when the intended action is the repeal of a Rule, the District shall provide notice of the development of a proposed rule by publication of a notice of rule development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by paragraph (3). Consequently, the notice of rule development shall be published at least twenty-nine (29) days prior to the public hearing on the proposed Rule. The notice of rule development shall indicate the subject area to be addressed by rule development, provide a short, plain explanation of the purpose and effect of the proposed rule, cite the specific legal authority for the proposed rule, and a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft, if available.
 - 2.2. All rules as drafted shall be consistent with Chapter 120 of the Florida Statutes.
3. Notice of Proceedings and Proposed Rules:
 - 3.1. Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, setting forth a short, plain explanation of the purpose and effect of the proposed action; a reference to the specific rulemaking authority pursuant to which the rule is adopted; and a reference to the section or subsection of the Florida Statutes being implemented, interpreted, or made specific. The notice shall

include a summary of the District's statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in section 120.541(2), Florida Statutes, and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice. The notice shall additionally include a statement that any affected person may request a public hearing by submitting a written request within twenty-one (21) days after the date of publication of the notice. Except when intended action is the repeal of a rule, the notice shall include a reference both to the date on which and to the place where the notice of rule development that is required by subsection 2 appeared.

- 3.2. The notice shall be published in a newspaper of general circulation in the District and each county in which the District is located not less than twenty-eight (28) days prior to the intended action. The proposed rule shall be available for inspection and copying by the public at the time of the publication of notice.
- 3.3. The notice shall be mailed to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice by mail of District proceedings to adopt, amend or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing. Notice will then be mailed to all persons whom, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its proceedings.
4. Rule Development Workshops: Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the Chairperson must explain in writing why a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.
5. Petitions to Initiate Rulemaking: All petitions for the initiation of rulemaking proceedings must contain the name, address and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule and the facts showing that the petitioner is regulated by the District, or has substantial interest in the rulemaking. Not later than sixty (60) calendar days following the date of filing a petition, the Board shall initiate rulemaking proceedings or deny the petition with a written statement of its reasons for the denial. If the petition is directed to an existing policy that the District has not formally adopted as a Rule, the District may, in its discretion, notice and hold a public hearing on the petition to consider the comments of the public directed to the policy, its scope and application, and to consider whether the public interest is served adequately by the

application of the policy on a case-by-case basis, as contrasted with its formal adoption as a Rule. However, this subsection shall not be construed as requiring the District to adopt a rule to replace a policy.

6. Rulemaking Materials: After the publication of the notice referenced in section 3, above, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:
 - 6.1. The text of the proposed rule, or any amendment or repeal of any existing rules;
 - 6.2. A detailed written statement of the facts and circumstances justifying the proposed rule;
 - 6.3. A copy of the statement of estimated regulatory costs if required by Section 120.541, Florida Statutes; and
 - 6.4. The published notice.
7. Hearing: The District may, or, upon the written request of any affected person received within 21 days after the date of publication of the notice described in paragraph 3 above, shall, provide a public hearing for the presentation of evidence, argument and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay or disruption of the proceedings. The District shall publish notice of the public hearing in a newspaper of general circulation within the District either in the text of the notice described in Section 3 above or in a separate publication at least seven (7) days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.
8. Emergency Rule Adoption: The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of emergency rules shall be published as soon as possible in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District and otherwise complies with these provisions.

9. Negotiated Rulemaking: The District may use negotiated rulemaking in developing and adopting rules pursuant to Chapter 120 of the Florida Statutes, except that any notices required under Chapter 120 Florida Statutes, may be published in a newspaper of general circulation in the county in which the District is located.
10. Rulemaking Record: In all rulemaking proceedings, the District shall compile and maintain a rulemaking record. The record shall include, if applicable:
 - 10.1. the texts of the proposed rule and the adopted rule;
 - 10.2. all notices given for a proposed rule;
 - 10.3. any statement of estimated regulatory costs for the rule;
 - 10.4. a written summary of hearings, if any, on the proposed rule;
 - 10.5. all written comments received by the District and responses to those written comments; and
 - 10.6. all notices and findings pertaining to an emergency rule.
11. Petitions to Challenge Existing Rules:
 - 11.1. Any person substantially affected by a Rule may seek an administrative determination of the invalidity of the Rule on the grounds that the rule is an invalid exercise of the District's authority.
 - 11.2. The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a rule is substantially affected by it.
 - 11.3. The petition shall be filed with the District. Within 10 days after receiving the petition, the District's Chairperson shall, if the petition complies with the requirements of subsection 11.2, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer who shall conduct a hearing within 30 days thereafter, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.
 - 11.4. Within 30 days after the hearing, the hearing officer shall render a decision and state the reasons therefore in writing.
 - 11.5. Hearings held under this section shall be de novo in nature. The petitioner has a burden of proving by a preponderance of the evidence that the existing rule is an invalid exercise of District authority as to the objections raised. The hearing officer may:

- 11.5.1. Administer oaths and affirmations;
 - 11.5.2. Rule upon offers of proof and receive relevant evidence;
 - 11.5.3. Regulate the course of the hearing, including any pre-hearing matters;
 - 11.5.4. Enter orders; and
 - 11.5.5. Make or receive offers of settlement, stipulation, and adjustment.
- 11.6. The petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as interveners on appropriate terms which shall not unduly delay the proceedings.
12. Variances and Waivers: A "variance" means a decision by the District to grant a modification to all or part of the literal requirements of a Rule to a person who is subject to the Rule. A "waiver" means a decision by the District not to apply all or part of a Rule to a person who is subject to the Rule. Variances and waivers from District rules may be granted subject to the following:
- 12.1. Variances and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person and when application of a rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, "substantial hardship" means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver. For purposes of this section, "principles of fairness" are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.
 - 12.2. A person who is subject to regulation by a District Rule may file a petition with the District, requesting a variance or waiver from the District's Rule. Each petition shall specify:
 - 12.2.1. The Rule from which a variance or waiver is requested.
 - 12.2.2. The type of action requested.
 - 12.2.3. The specific facts that would justify a waiver or variance for the petitioner.
 - 12.2.4. The reason why the variance or the waiver requested would serve the purposes of the underlying statute.
 - 12.3. The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions raised by or directly related to the petition. If the petitioner asserts that any request for additional

information is not authorized by law or by Rule of the District, the District shall proceed, at the petitioner's written request, to process the petition.

- 12.4. The District's Board shall grant or deny a petition for variance or waiver, and shall announce such disposition at a publicly held meeting of the Board, within sixty (60) days after receipt of the original petition, the last item of timely requested additional material, or the petitioner's written request to finish processing the petition. The District's statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District's action.

Rates, Fees, Rentals and Other Charges: All rates, fees, rentals, or other charges may be subject to rulemaking proceedings. Policies adopted by the District that do NOT consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings. Policies adopted by the District that DO consist of rates, fees, rentals or other monetary charges shall be implemented through rulemaking proceedings.

Specific Authority: §§ 190.011(5), 190.011(15), 190.035, Fla. Stat.

Law Implemented: §§ 190.011(5), 190.035(2), Fla. Stat.

Rule 3.0: Competitive Purchase

1. Purpose and Scope: In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017, Florida Statutes, the following provisions shall apply to the purchase of professional services, insurance, construction contracts, design-build services, goods, supplies, and materials, contractual services, and maintenance services.
2. Board Authorization: Except in cases of an Emergency Purchase, a competitive purchase governed by these Rules shall only be undertaken after authorization by the Board.
3. Definitions:
 - 3.1. "Competitive Solicitation" means a formal, advertised procurement process, other than an Invitation to Bid, Request for Proposals, or Invitation to Negotiate, approved by the Board to purchase commodities and/or services which affords vendors fair treatment in the competition for award of a District purchase contract.
 - 3.2. "Continuing Contract" means a contract for Professional Services entered into in accordance with Section 287.055, F.S., between the District and a firm whereby the firm provides Professional Services to the District for projects in which the costs do not exceed one million dollars, for a study activity when the fee for such professional services to the District does not exceed \$50,000 or the current statutory amount if applicable, or for work of a specified nature as outlined in the contract with the District, with no time limitation except that the contract must provide a termination clause (for example, a contract for general District engineering services). Firms providing Professional Services under Continuing Contracts shall not be required to bid against one another.
 - 3.3. "Contractual Service" means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. Contractual Services do not include legal (including attorneys, paralegals, court reporters and expert witnesses, including appraisers), artistic, auditing, health, or academic program services, or Professional Services (as defined in Section 287.055(2)(a) Florida Statutes and these Rules) or maintenance services. Contractual Services also do not include any contract for the furnishing of labor or materials for the construction, renovation, repair, modification, or demolition of any facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property entered into pursuant to Section 255 of the Florida Statutes and Rule 3.5.

- 3.4. "Design-Build Firm" means a partnership, corporation or other legal entity that:
- 3.4.1. Is certified under Section 489.119 of the Florida Statutes to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
 - 3.4.2. Is certified under Section 471.023 of the Florida Statutes to practice or to offer to practice engineering; certified under Section 481.219 of the Florida Statutes to practice or to offer to practice architecture; or certified under Section 481.319 of the Florida Statutes to practice or to offer to practice landscape architecture.
4. A "Design-Build Contract" means a single contract with a Design-Build Firm for the design and construction of a public construction project.
5. A "Design Criteria Package" means concise, performance-oriented drawings or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District's request for proposal, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, storm-water retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.
6. A "Design Criteria Professional" means a firm who holds a current certificate of registration under Section 481 of the Florida Statutes to practice architecture or landscape architecture or a firm who holds a current certificate as a registered engineer under Section 471 of the Florida Statutes to practice engineering and who is employed by or under contract to the agency for the providing of professional architect services, landscape architect services, or engineering services in connection with the preparation of the design criteria package.
7. "Emergency Purchase" means a purchase necessitated by a sudden unexpected turn of events (e.g., acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive bidding would be detrimental to the interests of the District. This includes, but is not limited to, instances where the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety or welfare.

8. "invitation to Bid" is a written solicitation for sealed bids with the title, date and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, qualification, evaluation criteria, and provides for a manual signature of an authorized representative. It may include one or more bid alternates.
9. "Invitation to Negotiate" means a written solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or services.
10. "Responsive and Responsible Bidder" means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. "Responsive and Responsible Vendor" means an entity or individual that has submitted a proposal, reply or response that conforms in all material respects to the Request for Proposal, Invitation to Negotiate or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposal, Invitation to Negotiate or Competitive Solicitation, the following:
 - 10.1. The ability and adequacy of the professional personnel employed by the entity/individual.
 - 10.2. The past performance of the entity/individual for the District and in other professional employment.
 - 10.3. The willingness of the entity/individual to meet time and budget requirements.
 - 10.4. The geographic location of the entity's/individual's headquarters or office in relation to the project.
 - 10.5. The recent, current and projected workloads of the entity/individual.
 - 10.6. The volume of work previously awarded to the entity/individual.
 - 10.7. Whether the cost components of the bid or proposal are appropriately balanced.

- 10.8. Whether the entity entity/individual is a certified minority business enterprise.
11. "Negotiate" means to conduct legitimate, arms-length discussions and conferences to reach an agreement on a term or price.
12. "Professional Services" means those services within the scope of the practice of architecture, professional engineering, landscape architecture or registered surveying and mapping, as defined by the laws of Florida, or those performed by any architect, professional engineer, landscape architect or registered surveyor and mapper, in connection with the firm's or individual's professional employment or practice.
13. "Proposal (or Reply or Response) Most Advantageous to the District" means, as determined in the sole discretion of the Board, the proposal, reply or response (i) submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements who has the integrity and reliability to assure good faith performance, (ii) the most responsive to the Request for Proposals, Invitation to Negotiate or Competitive Solicitation as determined by the Board, and (iii) which is for a cost to the District deemed reasonable by the Board.
14. "Purchase" means acquisition by sale, rent lease, lease/purchase or installment sale. It does not include transfer, sale or exchange of goods, supplies or materials between the District and any federal, state, regional or local governmental entity or political subdivision of the state.
15. "Request for Proposal" ("RFP") or "Request for Qualification" ("RFQ") is a written solicitation for sealed proposals or qualifications with the title, date and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis and evaluation criteria as necessary.
16. "Responsive Bid," "Responsive Proposal," "Responsive Reply" and "Responsive Response" means a bid, proposal, reply or response which conforms in all material respects to the specifications and conditions in the Invitation to Bid, Request for Proposal, Invitations to Negotiate or other competitive solicitation document and these Rules, and the cost components of which, if any, are appropriately balanced. A bid, proposal, reply or response is not responsive if the person or firm submitting it fails to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
 Law Implemented: §§ 190.033, 255.20, 287.055, Fla. Stat.

Rule 3.1: Procedure Under The Consultants' Competitive Negotiations Act

1. **Scope:** The following procedures are adopted for selection of firms or individuals to provide Professional Services exceeding the thresholds herein described, the negotiation of such contracts and providing for protest of actions of the Board under this Rule 3.1. As used in this Rule 3.1, "Project" means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY FIVE (currently \$325,000.00), or for a planning study activity when the fee for Professional Services is estimated by the District to exceed the threshold amount provided in Section 287.017 for CATEGORY TWO (currently \$35,000.00), as such categories may be amended or adjusted from time to time.
2. **Qualifying Procedures:** In order to be eligible to provide Professional Services to the District, a consultant must, at the time of receipt of the firm's qualification submittal:
 - 2.1. Hold all required applicable federal licenses in good standing, if any.
 - 2.2. Hold all required applicable state professional licenses in good standing.
 - 2.3. If the consultant is a corporation, hold a current and active Florida corporate charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes.
 - 2.4. Meet any qualification requirements set forth in the District's Request for Qualifications.

Evidence of compliance with this Rule may be submitted with the qualifications, if requested by the District. In addition, evidence of compliance must be submitted any time requested by the District.
3. **Public Announcement:** Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when Professional Services are required for a Project or a Continuing Contract by publishing a notice providing a general description of the Project, or the nature of the Continuing Contract, and the method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation in the District and in such other places as the District deems appropriate. The notice must allow at least fourteen (14) days for submittal of qualifications from the date of publication. The District may maintain lists of consultants interested in receiving such notices. These consultants are encouraged to submit annually, statements of qualifications and performance data. Consultants who provide their name and address to the District Manager for

inclusion on the list shall receive notices by mail. The Board has the right to reject any and all qualifications in its sole and absolute discretion, whether or not reasonable, and such reservation shall be included in the published notice. Consultants not receiving a contract award shall not be entitled to recover from the District any costs of qualification package preparation or submittal.

4. Competitive Selection:

4.1. The Board shall review and evaluate the data submitted in response to the notice described above regarding qualifications and performance ability, as well as any statements of qualifications on file. The Board shall conduct discussions with, and may require public presentation by, consultants regarding their qualifications, approach to the Project and ability to furnish the required services. The Board shall then select and list the consultants, in order of preference, deemed to be the most highly capable and qualified to perform the required Professional Services, after considering these and other appropriate criteria:

4.1.1. The ability and adequacy of the professional personnel employed by each consultant.

4.1.2. Whether a consultant is a certified minority business enterprise.

4.1.3. Each consultant's past performance.

4.1.4. The willingness of each consultant to meet time and budget requirements.

4.1.5. The geographic location of each consultant's headquarters, office and personnel in relation to the project.

4.1.6. The recent, current and projected workloads of each consultant.

4.1.7. The volume of work previously awarded to each consultant by the District.

4.2. Nothing in these Rules shall prevent the District from evaluating and eventually selecting a consultant if less than three (3) qualification packages, including packages indicating a desire not to provide Professional Services on a given Project, are received.

4.3. If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

4.4. Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.9 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.9.

5. Competitive Negotiation:

5.1. After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as most qualified to perform the required Professional Services at a rate or amount of compensation which the Board determines is fair, competitive and reasonable.

5.2. In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that "wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting." In addition, any professional service contract under which such a certificate is required, shall contain a provision that "the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs."

5.3. Should the District be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive and reasonable, then negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached, those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.

5.4. Should the District be unable to negotiate a satisfactory agreement with one of the top three ranked consultants, additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

6. Continuing Contract: Nothing in this Rule shall prohibit a Continuing Contract between a consultant and the District.

7. **Contracts; Public Records:** In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
8. **Emergency Purchase:** The District may make an emergency purchase without complying with these Rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.011(3), 190.033, 287.055, Fla. Stat.

Rule 3.2: Procedure Regarding Auditor Selection

In order to comply with the requirements of Section 218.391 of the Florida Statutes, the following procedures are outlined for selection of firms or individuals to provide Auditing Services and for the negotiation of such contracts.

1. Definitions:

1.1. "Auditing Services" means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473, Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

1.2. "Committee" means the audit selection committee appointed by the Board as described in Subsection 3.2(2) of this Rule.

2. Establishment of Audit Committee: Prior to a public announcement under subsection 3.2(4) of this Rule that Auditing Services are required, the Board shall establish an audit selection committee ("Committee"), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by section 218.39 of the Florida Statutes. The Committee should include at least three individuals, some or all of whom may also serve as members of the District's Board of Supervisors. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board.

3. Establishment of Minimum Qualifications and Evaluation Criteria: Prior to a public announcement under Subsection 3.2(4) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of audit services to be provided by a certified public accounting firm duly licensed under chapter 473 of the Florida Statutes and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

3.1. Minimum Qualifications. In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:

3.1.1. Hold all required applicable federal licenses in good standing, if any.

3.1.2. Hold all required applicable state professional licenses in good standing.

3.1.3. If the proposer is a corporation, hold a current and active Florida corporate charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes.

3.1.4. Meet any pre-qualification requirements established by the Committee and set forth in the RFP or other specifications.

If requested in the RFP or other specifications, evidence of compliance with the minimum qualifications as established by the Committee must be submitted with the proposal.

3.2. Evaluation Criteria: The factors established for the evaluation of Auditing Services by the Committee shall include, but are not limited to:

3.2.1. ability of personnel,

3.2.2. experience,

3.2.3. understanding of scope of work,

3.2.4. ability to furnish the required services, and

3.2.5. such other factors as may be determined by the Committee to be applicable to its particular requirements.

The Committee may also choose to consider compensation as a factor. If the Committee establishes compensation as one of the factors, compensation shall not be the sole or predominant factor used to evaluate proposals.

4. Public Announcement: After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in Subsection 3.2(3) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation in the District and the county in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.
5. Request for Proposal: The Committee shall provide interested firms with a request for proposal ("RFP"). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee determines is necessary for the firm to prepare a proposal. The RFP shall state the time and place for submitting proposals.

6. Committee's Evaluation of Proposals and Recommendation: The Committee shall meet at a publicly held meeting that is publicly noticed for a reasonable time in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm's qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection 3.2 of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.

7. Board Selection of Auditor:
 - 7.1. Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms' respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
 - 7.2. Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm.
 - 7.3. In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel or other designee to conduct negotiations on its behalf.
 - 7.4. Notwithstanding the foregoing, the Board may reject any or all proposals in its sole and absolute discretion whether or not reasonable. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes and the needs of the District.

8. Contract: Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:
 - 8.1. A provision specifying the services to be provided and fees or other compensation for such services;
 - 8.2. A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
 - 8.3. A provision setting forth the deadline for the auditor to submit a preliminary draft audit report to the District for review, which, unless it is in the best interests of the District to establish a different deadline, shall be no later than July 1 of the fiscal year that follows the fiscal year for which the audit is being conducted;
 - 8.4. A provision specifying the contract period, including renewals and conditions under which the contract may be terminated or renewed. A renewal may be done without the use of the auditor selection procedures provided in this Rule, but must be in writing.
9. Notice of Award: Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by United States Mail, hand delivery, facsimile or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.9 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests regarding the award of contracts under this Section shall be as provided for in Rule 3.9. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 218.391, Fla. Stat.

Rule 3.3: Purchase of Insurance

1. Scope: The purchases of life, health, accident, hospitalization, legal expense, or annuity insurance, or all of any kinds of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by this Rule. This Rule does not apply to the purchase of any other type of insurance by the District, including but not limited to liability insurance, property insurance, and directors and officers insurance. Nothing in this Rule shall require the District to purchase insurance.
2. Procedure: For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:
 - 2.1. The Board shall cause to be prepared a Notice of Invitation to Bid.
 - 2.2. Notice of Invitation to Bid shall be advertised at least once in a newspaper of general circulation within the District. The notice shall allow at least fourteen (14) days for submittal of bids.
 - 2.3. The District may maintain a list of persons interested in receiving notices of Invitations to Bid. Persons who provide their name and address to the District Office for inclusion on the list shall receive notices by mail.
 - 2.4. Bids shall be opened at the time and place noted in the Invitation to Bid.
 - 2.5. If only one (1) response to an Invitation is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.
 - 2.6. The Board has the right to reject any and all bids in its sole and absolute discretion, whether or not reasonable, and such reservations shall be included in all solicitations and advertisements.
 - 2.7. Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies that have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, the cost, if any, to the District officers, employees, or their dependents, the geographic location of the company's headquarters and offices in relation to the District, and the ability of the company to guarantee premium stability may be considered. A contract to purchase insurance shall be

awarded to that company whose response to the Invitation to Bid best meets the overall needs of the District, its officers, employees and/or dependents.

- 2.8. Notice of intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed by the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of insurance under this Rule shall be in accordance with the procedures set forth in Rule 3.9.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 112.08, Fla. Stat.

Rule 3.4: Pre-Qualification

1. Scope. In its discretion, the District may undertake a pre-qualification process in accordance with this Rule for vendors to provide construction services, goods, supplies, and materials, contractual services and maintenance services.
2. Procedure. When the District seeks to pre-qualify vendors, the following procedures shall apply:
 - 2.1. The Board shall cause to be prepared a Request for Qualifications.
 - 2.2. For construction services exceeding the thresholds in section 255.20 of the Florida Statutes, the Board must advertise the proposed pre-qualification criteria and procedures and allow at least seven (7) days' notice of the public hearing for comments on such pre-qualification criteria and procedures. At such public hearing, potential vendors may object to such pre-qualification criteria and procedures. Following such public hearing, the Board shall formally adopt pre-qualification criteria and procedures prior to the advertisement of the Request for Qualifications for construction services.
 - 2.3. The Request for Qualifications shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall allow at least seven (7) days for submittal of qualifications for goods, supplies and materials, contractual services, maintenance services and construction services under \$250,000. The notice shall allow at least (twenty-one) 21 days for submittal of qualifications for construction services estimated to cost over \$250,000 and thirty (30) days for construction services estimated to cost over \$500,000.
 - 2.4. The District may maintain lists of persons interested in receiving notices of Requests for Qualifications. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any pre-qualification determination or contract awarded in accordance with these Rules and shall not be a basis for a protest of any pre-qualification determination or contract award.
 - 2.5. If the District has pre-qualified vendors for a particular category of purchase, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies or responses in response to the applicable Invitation to Bid, Request for Proposals, Invitation to Negotiate or Competitive Solicitation.

2.6. In order to be eligible to submit qualifications, a firm or individual must, at the time of receipt of the qualifications:

2.6.1. Hold the required applicable state professional licenses in good standing.

2.6.2. Hold all required applicable federal licenses in good standing, if any.

2.6.3. Hold a current and active Florida corporate charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes, if the vendor is a corporation.

2.6.4. Meet any special pre-qualification requirements set forth in the Request for Qualifications.

Evidence of compliance with these Rules must be submitted with the qualifications if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the qualifications.

2.7. Qualifications shall be presented to the Board of Supervisors, or a committee appointed by the Board, for evaluation in accordance with the Request for Qualifications and this Rule. Minor variations in the qualifications may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature.

2.8. All vendors determined by the District to meet the pre-qualification requirements shall be pre-qualified. To assure full understanding of the responsiveness to the requirements contained in a Request for Qualifications, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion and revision of qualifications. For construction services, any contractor pre-qualified and considered eligible by the Department of Transportation to bid to perform the type of work the project entails shall be presumed to be qualified to perform the project.

2.9. The Board shall have the right to reject all qualifications if there are not enough to be competitive or if rejection is determined, in the District's sole and absolute discretion, whether or not reasonable, to be in the best interests of the District. No vendor shall be entitled to recover any costs of qualification preparation or submittal from the District.

2.10. Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all vendors by United States Mail, hand delivery, e-mail or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.9 of the Rules of the District shall constitute a waiver of proceedings under those

Rules," or wording to that effect. Protests of the District's pre-qualification decisions under this Rule shall be in accordance with the procedures set forth by the Rules of the District; provided however, protests related to the pre-qualification criteria and procedures for construction services shall be resolved in accordance with Section (2)(b) of this Rule and applicable Florida Statutes.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.033, 255.0525, 255.20, Fla. Stat.

Rule 3.5: Construction Contracts

1. CONSTRUCTION CONTRACTS (NOT DESIGN-BUILD)

- 1.1. Scope: All contracts for the construction or improvement of any building, structure or other public construction works authorized by Chapter 190, Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20, Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and the procedures of Section 255.20, Florida Statutes, as the same may be amended from time to time. A project shall not be divided solely to avoid the threshold bidding requirements.
- 1.2. Procedure: When a purchase of construction services is within the scope of this Rule, the following procedures shall apply:
 - 1.2.1. The Board shall cause to be prepared an Invitation to Bid, Request for Proposal, Invitation to Negotiate or Competitive Solicitation.
 - 1.2.2. Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation in the District and in the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, proposals, replies or responses, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than \$500,000 must be noticed at least thirty (30) days prior to the date for submittal of bids, proposals, replies or responses. If the Board has previously pre-qualified contractors pursuant to Rule 3.4 and determined that only the contractors that have been pre-qualified will be permitted to submit bids, proposals, replies and responses, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate or Competitive Solicitation need not be published. Instead, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate or Competitive Solicitation shall be sent to the pre-qualified contractors by United States Mail, hand delivery, facsimile or overnight delivery service.
 - 1.2.3. The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a

person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

1.2.4. If the District has pre-qualified providers of construction services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies or responses to Invitations to Bid, Requests for Proposals, Invitations to Negotiate and Competitive Solicitations.

1.2.5. In order to be eligible to submit a bid, proposal, reply or response, a firm or individual must, at the time of receipt of the bids, proposals, reply or response:

1.2.5.1. Hold the required applicable state professional licenses in good standing.

1.2.5.2. Hold all required applicable federal licenses in good standing, if any.

1.2.5.3. Hold a current and active Florida corporate charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes, if the bidder is a corporation.

1.2.5.4. Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposal, Invitation to Negotiate or Competitive Solicitation.

Any contractor that has been found guilty by a court of any violations of federal labor or employment tax laws within the past five (5) years may be considered ineligible by the District to submit a bid, response or proposal for a District project. Evidence of compliance with these Rules must be submitted with the bid, proposal, reply or response, if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply or response.

1.2.6. Bids, proposals, replies and responses shall be publicly opened in accordance with applicable law at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate or Competitive Solicitation. Bids, proposals, replies and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and these Rules. Minor variations in the bids, proposals, replies or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be

modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications or supplementations, and as otherwise permitted by Florida law.

- 1.2.7. The lowest Responsive Bid submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid shall be accepted. In relation to a Request for Proposal, Invitation to Negotiate or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply or Response submitted by a Responsive and Responsible Vendor that is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposal, Invitation to Negotiate or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation and revision of bids, proposals, replies and responses.
- 1.2.8. The Board shall have the right to reject all bids, proposals, replies or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined, in the District's sole and absolute discretion, whether or not reasonable, to be in the best interests of the District. No contractor shall be entitled to recover any costs of bid, proposal, response or reply preparation or submittal from the District.
- 1.2.9. The Board may require potential contractors to furnish bid bonds, performance bonds and/or other bonds with a responsible surety to be approved by the Board.
- 1.2.10. Notice of intent to award, including rejection of some or all bids, proposals, replies or responses, shall be provided in writing to all contractors by United States Mail, hand delivery, facsimile or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.9 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.9.
- 1.2.11. If less than three responsive bids, proposals, replies or responses are received, the District may purchase construction services or may reject the bids, proposals, replies or responses for a lack of competitiveness. If no responsive bid, proposal, reply or response is received, the District may take whatever steps reasonably necessary in order to proceed with the procurement of construction services, which steps may include a

direct purchase of the construction services without further competitive selection processes.

- 1.3. Sole Source; Government: Construction Services that are only available from a single source are exempt from this Rule. Construction Services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies or materials that are purchased under a federal, state or local government contract that has been competitively procured by such federal, state or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- 1.4. Emergency Purchases: The District may make an emergency purchase without complying with these Rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting and the decision shall be ratified at such meeting.
- 1.5. Exceptions. Rule 3.5 is inapplicable when a) the project is undertaken as repair or maintenance of an existing public facility, b) the funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent, c) the District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor, or d) when the District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees and equipment.

2. DESIGN-BUILD CONTRACTS

2.1. Scope:

The District may utilize Design-Build Contracts for any public construction project for which the Board determines that use of such contract is in the best interest of the District. When letting a Design-Build Contract, the District shall use the following procedure:

2.2. Procedure:

- 2.2.1. The District shall utilize a Design Criteria Professional meeting the requirements of Subsection 287.055(2)(k) of the Florida Statutes when developing a Design Criteria Package, evaluating the proposals and qualifications submitted by Design-Build Firms, and determining compliance of the project construction with the Design Criteria

Package. The Design Criteria Professional may be an employee of the District, may be the District Engineer selected by the District pursuant to Section 287.055 of the Florida Statutes or may be retained using Section 3.1, Procedure under Consultants' Competitive Negotiations Act. The Design Criteria Professional is not eligible to render services under a Design-Build Contract executed pursuant to the Design Criteria Package.

- 2.2.2. A Design Criteria Package for the construction project shall be prepared and sealed by the Design Criteria Professional. If the project utilizes existing plans, the Design Criteria Professional shall create a Design Criteria Package by supplementing the plans with project specific requirements, if any.
- 2.2.3. The Board may either choose to award the Design-Build Contract pursuant to the competitive proposal selection process set forth in Subsection 287.055(9) of the Florida Statutes, or pursuant to the qualifications-based selection process pursuant to Rule 3.1.
 - 2.2.3.1. Qualifications-Based Selection. If the process set forth in Rule 3.1 is utilized subsequent to competitive negotiations, a guaranteed maximum price and guaranteed completion date shall be established.
 - 2.2.3.2. Competitive Proposal-Based Selection. If the competitive proposal selection process is utilized, the Board, in consultation with the Design Criteria Professional, shall establish the criteria, standards and procedures for the evaluation of Design-Build Proposals based on price, technical and design aspects of the project, weighted for the project. After a Design Criteria Package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited pursuant to the design criteria by the following procedure:
 - 2.2.3.2.1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation in the county in which the District is located. The notice shall allow at least twenty-one (21) days for submittal of sealed proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than \$500,000 must be noticed at least thirty (30) days prior to the date for submittal of proposals.
 - 2.2.3.2.2. The District may maintain lists of persons interested in receiving notices of Requests for Proposals. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery or facsimile, to persons

who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

2.2.3.2.3. In order to be eligible to submit a proposal, a firm must, at the time of receipt of the proposals:

2.2.3.2.3.1. Hold the required applicable state professional license(s) in good standing, as defined by subsection 287.055(2)(h) of the Florida Statutes;

2.2.3.2.3.2. Hold all required applicable federal licenses in good standing, if any;

2.2.3.2.3.3. Hold a current and active Florida corporate charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes, if the proposer is a corporation;

2.2.3.2.3.4. Meet any special pre-qualification requirements set forth in the Request for Proposals and Design Criteria Package.

Any contractor that has been found guilty by a court of any violations of federal labor or employment tax laws within the past five (5) years may be considered ineligible by the District to submit a bid, response or proposal for a District project. Evidence of compliance with these Rules must be submitted with the proposal if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the proposal.

2.2.3.2.4. The proposals shall be publicly opened in accordance with applicable law. In consultation with the Design Criteria Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design-Build Firms as the most qualified.

2.2.3.2.5. The Board shall have the right, in its sole and absolute discretion, whether or not reasonable, to reject all proposals if rejection is determined to be in the best interests of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.

- 2.2.3.2.6. If less than three proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no proposals are received, the District may take whatever steps reasonably necessary in order to proceed with the procurement of design-build services, which steps may include a direct purchase of the design-build services without further competitive selection processes.
- 2.2.3.2.7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.9 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.9.
- 2.2.3.2.8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Failing accord with the second most qualified firm, the Board must terminate negotiations. The Board shall then undertake negotiations with the third firm. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.
- 2.2.3.2.9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
- 2.2.3.2.10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with

the Design Criteria Package, and shall provide the Board with a report of the same.

2.3. Contracts; Public Records: In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.

2.4. Emergency Purchase: The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified Design-Build Firm available at the time. The fact that an emergency purchase has occurred shall be noted in the minutes of the next Board meeting and the decision shall be ratified at such meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.033; 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.6: Goods, Supplies and Materials.

1. Purpose and Scope: All purchases of goods, supplies or materials exceeding the amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, shall be purchased under the terms of this Rule. Contracts for purchases of "goods, supplies and materials" do not include printing, insurance, advertising or legal notices. A contract involving goods, supplies or materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
2. Procedure: When a purchase of goods, supplies or materials is within the scope of this Rule, the following procedures shall apply:
 - 2.1. The Board shall cause to be prepared an Invitation to Bid, a Request for Proposals, an Invitation to Negotiate or Competitive Solicitation.
 - 2.2. Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies or responses.
 - 2.3. The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate or Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - 2.4. If the District has pre-qualified suppliers of goods, supplies and materials, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies or responses.
 - 2.5. In order to be eligible to submit a bid, proposal, reply or response, a firm or individual must, at the time of receipt of the bids, proposals, replies or responses:
 - 2.5.1. Hold the required applicable state professional licenses in good standing.

- 2.5.2. Hold all required applicable federal licenses in good standing, if any.
- 2.5.3. Hold a current and active Florida corporate charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes, if the vendor is a corporation.
- 2.5.4. Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply or response.

- 2.6. Bids, proposals, replies and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate or Competitive Solicitation, and this Rule. Minor variations in the bids, proposals, replies or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified after opening. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications or supplementations, and as otherwise permitted by Florida law.
- 2.7. The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposal, Invitation to Negotiate or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation and revision of bids, proposals, replies and responses.
- 2.8. The Board shall have the right to reject all bids, proposals, replies or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined, in the District's sole and absolute discretion, whether or not

reasonable, to be in the best interests of the District. No Vendor shall be entitled to recover any costs of bid, proposal, reply or response preparation or submittal from the District.

- 2.9. The Board may require bidders and proposers to furnish bid bonds, performance bonds and/or other bonds with a responsible surety to be approved by the Board.
- 2.10. Notice of intent to award, including rejection of some or all bids, proposals, replies or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.9 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods, supplies and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.9.
- 2.11. If less than three bids, proposals, replies or responses are received, the District may purchase goods, supplies or materials or may reject the bids, proposals, replies or responses for a lack of competitiveness. If no responsive bid, proposal, reply or response is received, the District may take whatever steps reasonably necessary in order to proceed with the procurement of goods, supplies and materials, which steps may include a direct purchase of the goods, supplies and materials without further competitive selection processes.
3. Goods, Supplies and Materials included in a Construction Contract Awarded Pursuant to Rule 3.5: There may be occasions where the District has undergone the competitive purchase of construction services which contract may include the provision of goods, supplies or materials. In that instance, the District may approve a change order to the contract and directly purchase the goods, supplies and materials. Such purchase of goods, supplies and materials deducted from a competitively purchased construction contract shall be exempt from this Rule.
4. Exemption: Goods, supplies and materials that are only available from a single source are exempt from this Rule. Goods, supplies and materials provided by governmental agencies are exempt from this Rule. A contract for goods, supplies or materials is exempt from this rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process. This Rule shall not apply to the purchase of goods, supplies or materials that are purchased under a federal, state or local government contract that has been competitively procured by such federal, state or local government in a manner consistent with the material procurement requirements of these Rules.

5. Renewal: Contracts for the purchase of goods, supplies and/or materials subject to this Rule 3.6 may be renewed for a period that may not exceed three (3) years or the term of the original contract, whichever period is longer.
6. Emergency Purchases: The District may make an emergency purchase without complying with these rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting and ratified at the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat

Law Implemented: §§ 190.033, 287.017, Fla. Stat.

Rule 3.7: Maintenance Services.

1. Scope: All contracts for maintenance of any District facility or project shall be set under the terms of this Rule if the cost exceeds the amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR. A contract involving goods, supplies and materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
2. Procedure: When a purchase of maintenance services is within the scope of this Rule, the following procedures shall apply:
 - 2.1. The Board shall cause to be prepared an Invitation to Bid, a Request for Proposals, an Invitation to Negotiate or Competitive Solicitation.
 - 2.2. Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies or responses.
 - 2.3. The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - 2.4. If the District has pre-qualified suppliers of maintenance services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies and responses.
 - 2.5. In order to be eligible to submit a bid, proposal, reply or response, a firm or individual must, at the time of receipt of the bids, proposals, replies or responses:
 - 2.5.1. Hold the required applicable state professional licenses in good standing.
 - 2.5.2. Hold all required applicable federal licenses in good standing, if any.

2.5.3. Hold a current and active Florida corporate charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes, if the vendor is a corporation.

2.5.4. Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply or response.

2.6. Bids, proposals, replies and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate or Competitive Solicitation. Bids, proposals, replies and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposal, Invitation to Negotiate or Competitive Solicitation, and these Rules. Minor variations in the bids, proposals, replies and responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified after opening. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications or supplementations, and as otherwise permitted by Florida law.

2.7. The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposal, Invitation to Negotiate or Competitive Solicitation the Board shall select the Responsive Proposal, Reply or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation and revision of bids, proposals, replies or responses.

2.8. The Board shall have the right to reject all bids, proposals, replies or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive or if rejection is determined, in the District's sole and absolute discretion, whether or not reasonable, to be in the best interests of the District. No Vendor shall be

entitled to recover any costs of bid, proposal, reply or response preparation or submittal from the District.

- 2.9. The Board may require bidders and proposers to furnish bid bonds, performance bonds and/or other bonds with a responsible surety to be approved by the Board.
- 2.10. Notice of intent to award, including rejection of some or all bids, proposals, replies or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.9 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of maintenance services under this Rule shall be in accordance with the procedures set forth in Rule 3.9.
- 2.11. If less than three responsive bids, proposals, replies or responses are received, the District may purchase the maintenance services or may reject the bids, proposals, replies or responses for a lack of competitiveness. If no responsive bid, proposal, reply or response is received, the District may take whatever steps reasonably necessary in order to proceed with the procurement of maintenance services, which steps may include a direct purchase of the maintenance services without further competitive selection processes.
3. Exemptions: Maintenance Services that are only available from a single source are exempt from this Rule. Maintenance Services provided by governmental agencies are exempt from this Rule. A contract for maintenance services is exempt from this rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
4. Renewal: Contracts for the purchase of maintenance services subject to this Rule 3.7 may be renewed for a period that may not exceed three (3) years or the term of the original contract, whichever period is longer.
5. Contracts; Public Records: In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
6. Emergency Purchases: The District may make an emergency purchase without complying with these rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting and ratified at the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), 190.033, Fla. Stat
 Law Implemented: §§ 190.033, 287.017, Fla. Stat.

Rule 3.8: Contractual Services.

1. Pursuant to Section 190.033(3) of the Florida Statutes, Contractual Services shall not be subject to competitive purchasing requirements. If an agreement is predominantly for Contractual Services, but also includes maintenance services or the purchase of goods and services, the contract shall not be subject to competitive purchasing requirements. Regardless of whether an advertisement or solicitation for Contractual Services is identified as an Invitation to Bid, a Request for Proposal, an Invitation to Negotiate or a Competitive Solicitation, no rights or remedies under these Rules, including but not limited to protest rights, are conferred on persons, firms or vendors proposing to provide Contractual Services to the District.
2. Contracts; Public Records: In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.011(3), 190.033, Fla. Stat.

Rule 3.9: Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6 and 3.7

The resolution of any protests with respect to proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6 and 3.7 shall be in accordance with this Rule 3.9.

1. Filing:

- 1.1. With respect to a protest regarding qualifications, specifications, documentation or other requirements contained in a Request for Qualifications, Request for Proposal, Invitation to Bid or Competitive Solicitation issued by the District, the notice of protest shall be filed in writing within seventy-two (72) calendar hours (excluding Saturdays, Sundays and state holidays) after the first advertisement of the Request for Qualifications, Request for Proposal, Invitation to Bid or Competitive Solicitation. A 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 Saturdays, Sundays and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's intended decision. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- 1.2. Except for those situations covered by subsection 1.1 above, any firm or person who is affected adversely by a District's ranking or intended award under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6 or 3.7 and desires to contest the District's ranking or intended award, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays and state holidays) after receipt of the notice of the District's ranking or intended award. A 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 Saturdays, Sundays and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's ranking or intended award. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- 1.3. If disclosed in the District's competitive solicitation documents for a particular purchase under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6 or 3.7, the Board may require any person who files a notice of protest to post a protest bond in the amount equal to 1% of the anticipated contract amount that is the subject of the protest

or \$5,000 whichever is greater. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.

- 1.4. The District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours.
2. **Contract Execution:** Upon receipt of a notice of protest which has been timely filed, the District shall not execute the contract under protest until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances showing the delay incident to protest proceedings will jeopardize the award of the contract, will jeopardize the funding for the project, will materially increase the cost of the project, or will create an immediate and serious danger to the public health, safety, or welfare, the contract may be signed.
3. **Informal Proceeding:** If the Board determines a protest does not involve a disputed issue of material fact, the Board may (but is not obligated to) schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be sent via electronic mail, United States Mail, or hand delivery to the protestor and any substantially affected persons or parties not less than three (3) calendar days prior to such informal proceeding. Within thirty (30) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal and policy grounds for its decision.
4. **Formal Proceeding.** If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided above (if available), the District shall schedule a formal hearing to resolve the protest; such proceeding shall be at a time and place determined by the Board. The Chairperson shall designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer to conduct the hearing. The hearing officer may:
 - 4.1. Administer oaths and affirmations;
 - 4.2. Rule upon offers of proof and receive relevant evidence;
 - 4.3. Regulate the course of the hearing, including any pre-hearing matters;
 - 4.4. Enter orders; and
 - 4.5. Make or receive offers of settlement, stipulation, and adjustment.

The hearing officer shall, within thirty (30) calendar days after the hearing or thirty (30) calendar days after receipt of the hearing transcript if a transcript is prepared, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues,

findings of fact and conclusions of law, separately stated, and a recommendation for final District action. The District shall allow each party fifteen (15) calendar days in which to submit written exceptions to the recommended order. The District shall issue a final order within sixty (60) calendar days after the filing of the recommended order.

5. Intervenor: Other substantially affected persons may join the proceedings as intervenors on appropriate terms as agreed to by the hearing officer which shall not unduly delay the proceedings.
6. Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest: If the Board determines there was a violation of law, defect or an irregularity in the competitive solicitation process, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate and any protest bonds shall be returned.
7. Settlement: Nothing herein shall preclude the settlement of any protest under this rule at any time.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.


Law Implemented: §§ 190.033, Fla. Stat.

Rule 4.0: Effective Date

These Rules shall be effective ??????.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.



CHAPTER 2

OPERATING POLICIES

CHAPTER 2 OPERATING POLICIES

SECTION 1: Operational Policies

1. Permanent & Ad Hoc Committee Policy: The following policies for the formation and operation of CDD committees:

- 1.1. Committee Formation/Dissolution:

- 1.1.1. Committees are created by a majority vote of the CDD Board of Supervisors.
- 1.1.2. Committees will be designated PERMANENT or AD HOC (temporary).
- 1.1.3. Each committee will be assigned a CDD Board of Supervisor liaison/non-voting non committee member.
- 1.1.4. Committees will be made up of a minimum of three (3) members or as permitted by the CDD Board of Supervisors.
- 1.1.5. Committees are dissolved by a majority vote of the CDD Board of Supervisors.

- 1.2. Committee Membership:

- 1.2.1. Committee membership application process set by the CDD Board and approved by the Board.
- 1.2.2. ??????Renters are not eligible for committee membership.
- 1.2.3. Solicitation for membership or replacements will be posted on the official CDD website or otherwise distributed by the CDD Board.
- 1.2.4. Residents requesting membership will email or write a letter to the chairperson of the CDD Board with copies to each of the other four Supervisors.
- 1.2.5. If a committee member resigns, becomes inactive (for three or more consecutive meetings), poses a conflict of interest or for any reason engages in inappropriate conduct the Committee Chairperson must notify the CDD Board of Supervisors' Chairperson by email or in writing. The Board must act on this issue. If a vacancy results, a new posting will be

advertised on the official CDD website and the vacancy filled by the CDD Board

1.3. Committee Organization:

1.3.1. Each committee will vote for and designate or reconfirm a chairperson and recording secretary at the committee's regularly scheduled meeting in December of each year.

1.3.2. A vice chairperson election is optional by committee.

1.3.3. ~~The Board of Supervisor's committee liaison cannot fill any of these roles because the liaison is not a committee member.~~

1.4. Committee Topics/Projects:

1.4.1. Each committee's projects will be defined and prioritized by the CDD Board of Supervisors.

1.4.2. If other topics are identified by the committee, the committee may bring such topics to the CDD Board prior to any other work or activity.

1.4.3. Committees will research and recommend (by committee vote) a direction, solution or proposal to their committee's initiatives and projects unless otherwise directed by the CDD Board of Supervisors.

1.5. Primary Committee Requirements:

1.5.1. Committee meetings and actions are subject to Florida Sunshine laws.

1.5.2. Committees are governed by the same state statutes open meeting requirements that govern the CDD Board of Supervisors.

1.5.3. No alternative, solutions or proposals can be discussed among committee members and/or vendors outside the Committee's monthly scheduled public meeting.

1.5.4. Proposals/solutions may only be discussed and voted upon at regularly scheduled, noticed public committee meetings.

1.6. Committee Meetings/Member Interactions and Contact:

1.6.1. Each committee's meeting will be held monthly as published (newspaper) and announced by the CDD Board of Supervisors on the official CDD website and as needed in the CDD Newsletter. Additional meeting dates require newspaper notice and publication unless the regular monthly meeting is formally continued for a specific agenda item to a date, time and place certain by a vote of the committee members at a duly advertised meeting.

1.6.2. Committee members cannot meet together outside the above noticed public meetings to discuss proposals or solutions under consideration or other committee business. Verbal conversations between committee members about District business should not occur outside meetings. Email conversations between committee members about District business should never occur. These comments must be exchanged at regularly scheduled posted meetings.

1.6.3. Workshops are classified as official meetings and must be advertised (publicly noticed) with minutes kept and held in an area accessible by individuals who want to attend.

1.6.4. The CDD Board of Supervisors' committee liaison is not counted as a voting member of the committee.

1.6.5. Committee meetings can be continued by a majority vote of committee members present to a date, time, and location announced at the meeting for continued discussion on an agenda item(s). The continuation notice must be posted on the official CDD website and the CDD bulletin board by the Committee Chairperson.

1.6.6. Notice of cancellation (example: anticipated lack of quorum) shall be posted on the official CDD website and CDD bulletin board by the committee as soon as possible. All members including the CDD Board committee liaison shall be notified.

1.7. Request for Proposal (RFP) and Contracts:

1.7.1. Committees will solicit and prepare RFPs and bid requests in accordance with approved CDD purchasing policies, statutory requirements and monetary limits.

1.7.2. Committees are not permitted to prepare or negotiate contracts. However, the committees may draft specifications as directed by the CDD Board of

Supervisors. The Board of Supervisors liaison to the committee will be the contact unless the individual assigned is changed by a vote of the Board.

1.7.3. Committee members should appoint a member of their committee to work with the vendor/contractor during the term of the contract, reporting back to their committee and the Board of supervisors with progress, problems encountered and/or completion information.

1.7.4. Committees are responsible for validating and documenting references of bid finalists and submitting said verification to the Board of Supervisors with the committees' recommendation.

1.8. Committee Reporting Responsibility:

1.8.1. Each committee is required to prepare monthly meeting minutes/reports that identify recommended actions and status of other priority projects and discussions to the CDD Board of Supervisors. The minutes are required to be sent to the District Manager two weeks prior to the CDD meeting.

1.8.2. Each committee recommendation to the CDD Board of Supervisors must be voted upon and approved by the majority of the committee.

1.8.3. A minimum of one committee recommendation for each committee topic or project researched is required.

1.8.4. The current month's report must be emailed to each CDD Board member, the CDD Management Company and the website at least two weeks prior to the next scheduled CDD Board of Supervisor's meeting.

1.8.5. Monthly, each committee is to provide the official CDD Newsletter editor with their CDD report so that topics of interest can be included in the CDD newsletter.

2. Committee Assignments & Individual Contributor Policy

2.1. Following are the key areas for focus for each CDD Committee and individual contributors. The list is not intended to be exhaustive, but to provide a guide for CDD Committee Members and individual contributors to focus upon.

2.2. The committees will recommend projects, activities and/or expenditures for CDD Board review and approval, prior to commencement, based upon the following

assignments: (NOTE: This policy is a companion policy to the Permanent and ad hoc Committee Policy in Section 3.1.).

2.3. Community Development District Permanent Committees

2.3.1. Landscaping Committee

2.3.1.1. Landscaping: The maintenance and repairs of CDD property including landscaping, flowers, shrubs, mulch, trees, landscape lighting, fertilizer, weed/insect control, sod, boulders, and other landscape decorations.

2.3.1.2. Irrigation: The maintenance and repair of end irrigation delivery devices (heads, lines, timers, etc) that irrigate CDD properties.

2.3.2. Infrastructure Asset Management Committee

2.3.2.1. Assignments: The oversight, management, and final decision of all District-owned facilities within Bobcat Trail.

2.3.3. Board Supervisor Positions:

2.3.3.1. Newsletter Supervisor-

2.3.3.1.1. Collection of newsworthy articles and topics from the Board of Supervisors and the CDD Committee chairs as directed by the Board of Supervisors.

2.3.3.1.2. Manage monthly calendar of events

2.3.3.2. Finance Supervisor-

2.3.3.2.1. Annual Budget: Works with other CDD committees and the Management Company to assemble and submit a proposed annual budget and summarize capital plan items for the Board of Supervisors review and approval.

2.3.3.2.2. Monthly Financial Reports: The review of the monthly financial statements and bringing irregularities (posting, errors, etc.) to the Board of Supervisors for any required action.

2.3.3.2.3.

2.3.3.2.4. Annual Audit: The review of the annual outside audit. Evaluate and recommend corrective actions or suggestions to the Board of Supervisors for consideration. Perform periodic audits of accounts and funds as directed by the Board of Supervisors.

2.3.3.2.5. Financial Policies: The drafting of financial policies and procedures as directed by the Board of Supervisors.

2.3.3.3. Golf Liaison

2.3.3.4. Lakes and Roads Supervisor:

2.3.3.4.1. Lakes: The CDD lakes' water quality, aquatic devices and pumps, banks and drainage maintenance and repair.

2.3.3.4.2. Roads: The CDD roads, curbing and parking areas' repair and maintenance (surfaces, sealing, marking lines, sweeping and cleaning).

2.3.3.4.3. SWFWMD: Permitting adherence.

2.3.3.4.4. Sidewalk Maintenance: Cleaning & repair of CDD sidewalks. The sidewalks are the property owner's responsibility and common areas are the CDD 's responsibility. If a sidewalk crosses a homeowner's driveway, cleaning and repair are the homeowner's responsibility.

2.3.3.4.5. Cleaning of Irrigation Distribution System: Responsibility as outlined in the Bobcat Trail Water License Agreement as amended, and further amended by the Well Cooperation Agreement and the Irrigation Vault Agreement.

2.3.4. Maintenance Supervisor

2.3.4.1. Maintenance Worker: The management of the CDD maintenance worker(s) to an individual supervisor for input/coordination and supervision.

2.3.4.2. Swimming Pool: The maintenance upgrades and repair of the swimming pool and pool house structure as well as related operations and deck equipment.

2.3.4.3. Maintenance: The maintenance of PRVs, managed access gates, security cameras, gate house structure as well as their maintenance contracts. Maintenance and repair of street/parking lot lights, perimeter fences and walls, entry/exit/pool as well as security signage, street signs and comprehensive sidewalk repair or replacement.

2.3.5. Facilities Supervisor

2.3.5.1. Landscape items: The maintenance and repair of CDD irrigation wells.

2.3.5.2. Fitness Center: Maintenance and repair of equipment.

2.3.5.3. Community Center: Maintenance and repair of building; planning and coordinating special events for residents.

2.3.5.4. Community Center Representative Office Assistant: Supervision of Community Center Representative Office Assistant.

2.3.5.5. Community Access (Envera)

2.3.6. HOA Supervisor

2.3.7. Commercial Properties

2.3.8. Fairway Commons

SECTION 2: Administrative Policies

1. Salary Administrative Introduction

- 1.1. The following guidelines are for new and existing employees in administering beginning salary and future increases.
- 1.2. All new employees will be hired with a probation period of (90) days. At the end of that period they should be evaluated to determine if they meet the requirements of the position and will remain in employment with the Bobcat Trail CDD.
- 1.3. Basis of Salary Increase: The starting rate for new employees will be at a rate of \$.50 less than the projected salary until the end of the probation period. At that time, they will be brought up to the projected rate.
- 1.4. Annual Increases: Yearly increases will be reviewed and evaluated by the Board of Supervisors each December based upon merit and increases in the annual consumer price index (CPI-W) for urban wage earners and clerical workers but should not exceed 5%. Pay increases will become effective in January of each calendar year.
 - 1.4.1. Employees based on their anniversary date who have not completed (90) days of service from the time of their hire until December, will not be entitled to the increase.

2. Hiring Practice of New Employees

- 2.1. A general application should be used for the hiring of all new applicants.
- 2.2. A background check, which includes (credit report and criminal report) along with drug test, should be standard procedure on all new employees.

3. Benefits, if any, shall be determined by the Board, and it may be amended from time to time.

4. Bulletin Board Use & Control

- 4.1. The use and management of the CDD bulletin board is managed by this policy.
 - 4.1.1. The Bulletin Boards serve as an additional means of communication by the CDD with the residents of Bobcat Trail.
 - 4.1.2. Only CDD governmental and informational material may be posted on the bulletin board. This includes but is not limited to meeting notices, CDD

community notices, CDD official Newsletter, CDD committee member's lists and meeting announcements, CDD contact information, etc.

4.1.3. Stale or outdated material must be removed in a timely fashion by the party who posts the notice or will be removed by the CDD.

4.1.4. No non-CDD material, announcements, flyers, business cards, political announcements, etc. can be attached (inside or outside) to the CDD bulletin board. Such items will be removed and destroyed. A separate bulletin board may be used for posting Non CDD Materials upon approval by a CDD Board Supervisor **or other representative**.

4.1.5. Keys to the official CDD Bulletin Boards are controlled by the Chairperson of the CDD. The Chairperson and Vice Chairperson will be issued keys to the CDD Bulletin Board. Upon changes in office, those individuals issued keys must return the keys to the CDD office. Keys shall not be duplicated or passed around.

4.2. Questions concerning use of the CDD bulletin boards should be referred to the CDD Chairperson.

SECTION 3: Security & Access Policies

1. Gate Access Policy:

1.1. The following is the policy for the registration, management and day-to-day operation of gate access for Bobcat Trail:

1.1.1. Residents (home/villa owners and renters) and the golf course manager and superintendent, upon application submission of a new Gate Access Registration Form (See Appendix) are eligible to receive vehicle gate access stickers.

1.1.2. A CDD Supervisor or Board Designee is responsible for issuance of vehicle gate access stickers.

1.1.3. At the time of the initial purchase, re-sale or re-leasing of a home or villa, the new resident must complete a new Gate Access Registration Form and present it to the Community Center office or their designee within 30 days of the sale/transfer or new lease to receive vehicle decals.

1.1.4. ~~At the time of a re-sale or new lease the seller/lessor must advise their real estate or leasing agent so that the new resident may register for community access.~~

1.1.5. Residents and golf club management are not to allow their visitors and/or service personnel to enter or exit the community by the rear gate.

1.1.6. The entry gates are programmed to close after each vehicle. Use of the vehicle gate access sticker is required each time one enters by the front or rear resident gates. The CDD is not responsible for damage to vehicles that tailgate. Residents and visitors are responsible for gate damage if they are tailgating.

1.1.7. As with any member of the public, the golf club management and employees have access to Bobcat Trail.

1.1.8. Although having access, Bobcat Village owners and employees will not be issued vehicle gate access stickers.

1.1.9. The gate monitoring service is responsible for keeping a physical file of lists provided by the golf club management and residents' regularly scheduled visitors.

1.1.10. All visitor vehicles entering the front gate will be logged by the gate monitoring service.

1.1.11. Persons who are viewed forcing front and rear gate(s) will be held financially responsible for repairs.

2. Access Registration:

2.1. All eligible users must complete a CDD Registration Form and bring it to the Community Center Representative with identification (utility bill, real estate tax bill, lease, etc.). The registration form must be completed prior to obtaining a vehicle sticker.

2.2. Any access change (telephone number, new/additional vehicles, new tag/license plate number, etc.) to the initial registration form must immediately be provided to the Community Center Representative.

2.3. Golf club management will provide and update lists of access designees (employees and service/delivery personnel) to the gate monitoring service.

3. Vehicle Gate Access Stickers:

3.1. Vehicle gate access stickers will be issued by a CDD Supervisor or their designee at the Community Center office only upon the presentation of a completed and signed registration form.

3.2. Stickers shall be affixed to **an approved location by the CDD Supervisor or designee.**

3.3. While living in the community, users shall not remove decals from vehicle(s) or move them to another vehicle. A new decal for each new vehicle must be obtained from the CDD Supervisor or designee.

3.4. First time residents will be provided two free gate access stickers upon completion of a Gate Access Registration Form. Additional stickers may be purchased **at the rate determined by the CDD Board.**

3.5. Individuals assigned stickers are responsible for lost or damaged gate access stickers. There are no free replacements.

4. Visitor Policy

4.1. The CDD cannot deny access to anyone. If an individual refuses to comply with any of the policies cited herein, he/she is still allowed entrance. The gate

monitoring service will record the incident on the daily log to be reviewed by the CDD Supervisor. **Action taken is to be determined based on offense.**

- 4.2. All guests and service/delivery personnel are required to only use the front gate for entry and exit from the community. The rear gate (entry and exit) is for resident and renter use ONLY.
- 4.3. The gate monitoring service will record visitor information.
- 4.4. All guests and service/delivery access are to be pre-announced by the resident or renter by following instructions supplied by the gate monitoring service prior to their scheduled entry. The resident or renter provides the name/company and the date and estimated time of arrival.
- 4.5. If any guests or service/delivery persons arrive at the front gate without prior notice from the home/villa owner or renter, the gate monitoring service will perform the following:
 - 4.5.1. Upon an un-noticed arrival at the front gate the attendant on duty will make one call to the appropriate resident/renter using the telephone number provided on the registration form. If there is no answer, access will still be allowed, and information will be logged as referenced below.
 - 4.5.2. Process servers acting in a professional capacity who present their credentials must be allowed access without calling the resident.
 - 4.5.3. Police in marked units or presenting proper identification in unmarked units, Fire, or Medical Units, will be allowed immediate access. The entry is to be logged with as much information as is possible to obtain without impeding such units in any way. Directions are to be provided if needed.
- 4.6. Golf Club / Restaurant Visitor
 - 4.6.1. The golf club provides a daily tee time list to the front gate. Visitor golfers will be logged (name, vehicle and plate number).
 - 4.6.2. If golfers arrive at the front gate and are not on the daily tee time list the gate monitoring service will add them to the list and they will be logged (name, vehicle and plate number).
 - 4.6.3. If visitors state they are going to the restaurant, they will be logged (name, vehicle and plate number).
- 4.7. Real Estate Sale/Rental/ For Sale By Owner Real Estate

4.7.1. It is the policy of the Board of Supervisors, Bobcat Trail Community Development District, while enhancing the safety and security of our Community, to ensure that all sales and rentals of homes and villas in the community are properly recorded and handled in accordance with CDD policies.

4.7.2. All ~~real estate agents~~ or homeowners selling, buying or renting properties must adhere to the following:

4.7.2.1. Sellers/renters must remove the Bobcat Trail vehicle sticker(s) from their vehicle when they sell (close) or rent (sign a lease) their home or villa to a new owner/renter, contact Community Center Office and return fobs.

~~5. ???Gate House greeters are not permitted to distribute, post or hand out business cards, announcement sheets, or flyers.~~

6. Greeters are not allowed to accept packages or other items for the convenience of any resident or vendor.

7. Any questions may be referred to the CDD Supervisor by contacting the CDD Office at 941.416.0808.

SECTION 4: Property Policies

1. Community Lakes & Wetlands

- 1.1. All lakes, ponds and their access easements within the Bobcat Trail community are the property of and managed by the Community Development District. The lakes and ponds are ~~aesthetic amenities~~ only and part of the District Storm Water Systems. For protection of these important natural resources and their surrounding property and in addition to any published Bobcat Trail HOA restrictions, following is the District's Policy regarding their use:
- 1.2. No swimming, wading, use of floating devices, playing/sports, or any other recreational uses are permitted.
- 1.3. No boating of any type is allowed unless authorized by the CDD Board of Supervisors for lake/pond and easement maintenance, etc.
- 1.4. Fishing is permitted by members and their guests. Fishing must be from the shore line, and access from CDD lake access easements. THE FISH CONTAINED IN THESE PONDS ARE NOT SUITABLE FOR CONSUMPTION.
- 1.5. Lake and pond access is strictly limited to CDD easements that are available for each lake/pond.
- 1.6. Wildlife and birds are not to be fed, chased, or in any way bothered. Alligators are dangerous and unpredictable. Do not feed or bother the alligators. There are State of Florida statutes and fines that address wildlife violations. Pets are not allowed in the lakes.
- 1.7. Disturbing or changing the natural grasses and green areas around the lakes or ponds (CDD easements and shoreline property) are not allowed without the written approval of the Board of Supervisors and/or as required by law any other licensing authority. The wetlands must be left in their natural state. There are State of Florida statutes and fines that address wetlands violations.
- 1.8. Automobiles, trucks, ATVs, motorcycles, bicycles or any other motorized vehicles are not permitted on CDD lake access easements and shore line properties unless authorized by the CDD Board of Supervisors for lake/pond maintenance, etc.
- 1.9. No foreign materials may be disposed of directly into the lakes, storm water drains and gutters, or wetlands, including but not limited to tree branches, paint, cement, oils, soap suds, building materials, chemicals, fertilizers, animal waste or any other material that is not naturally occurring or that may be detrimental to the lakes and/or wetlands environments.

1.10. The District shall not be responsible for any loss, damage, injury or death to any person or property arising out of authorized or unauthorized use of the lakes or ponds or streams within the property.

2. Use, Alteration, Improvement or Misuse of CDD Common Property Areas

2.1. CDD common areas within Bobcat Trail are managed by the Bobcat Trail CDD Board of Supervisors. Any improvement or alteration of CDD common area property by any individual is subject to prior written approval of the Board of Supervisors. All requests must be submitted in writing directed to all CDD Board members and the CDD Management Company at least 30 calendar days prior to any requested action. Email requests are acceptable. Notification of the Board's decision will be by letter to the applicant.

2.2. Any unapproved improvements or alterations and/or misuse of any category of CDD common area is subject to restoration and repair, to its original condition, at the expense of the person(s) identified who made such improvements, alterations and/or misused said common areas as directed by the Board of Supervisors. Imposition of fines, if legally permissible, will be determined by the Board.

2.3. There are a number of categories of CDD Common Properties that are subject to this Policy:

2.3.1. Roads & Specific Parking Areas - Roadways and the swimming pool/tennis court/clubhouse parking areas within the District. Maintenance and repair are the responsibility of the CDD unless damaged by third-party negligence or accident (insurance claim, etc.).

2.3.2. Sidewalks - Common sidewalks adjacent to District roads; repair and replacement are the responsibility of the CDD. General maintenance (cleaning, etc.) in front of homes is the responsibility of the homeowner or, in the case of the Villa property, the Villa HOA. However, if the sidewalk or a portion thereof, was altered (painted, stamped, etched, etc., whether approved by the Bobcat Trail HOA Architectural Control Committee or not) or otherwise damaged or altered by the property owner or predecessor in title, the cost of restoration, repair and/or replacement shall be borne by the property owner(s).

If the sidewalk is damaged as a direct result of a third party's (contractor, utility, etc.) negligence, an accident (insurance claim by the responsible party, etc.) or the property owner's negligence, the CDD is not responsible for the cost of restoration, repair and/or replacement. Those deemed responsible for the damage will be required to pay for repair/replacement.

2.3.3. Lakes/Ponds/Drainage Retention Ponds - Bodies of water within the District. Refer to CDD Operational Policy Section 2 Community Lakes and Wetlands.

2.3.4. Easements - Typically easements are segments of land that provide access to CDD lakes and/or other CDD property. These properties are used primarily for maintenance and CDD or emergency access. These areas are typically maintained by the CDD, unless HOA documents mandate such responsibility to others or other arrangements have been made, at a level determined by the CDD Board of Supervisors.

2.3.5. CDD Buffer Zones - CDD properties are maintained in a natural state to protect and screen adjacent properties. Examples include but are not limited to: Between Bobcat Village commercial parcels and Toledo Blade Boulevard there is a CDD-owned property that provides screening and privacy. Among others, there are also buffer areas between the golf course and Toledo Blade Boulevard or Woodhaven Road that are CDD-owned property and provide screening and privacy. The aforementioned buffer zones are generally left in a natural state and are to be maintained and/or altered only by the CDD. No foreign materials may be disposed of in these areas.

2.3.5.1. Moreover, if the buffer area is damaged as a direct result of third parties' negligence (contractor, utility, etc.), an accident (insurance claim, etc.) or a property owner's unapproved actions or negligence, the CDD is not responsible for the expense of restoration, repair and/or replacement. The CDD will perform the restoration and the person(s) deemed responsible will be subject to the expense to restore the area(s) to their original state including any potential fines incurred by the CDD.

2.3.6. The following areas that are subject to this policy, shall be maintained by residential homeowners at their expense (refer to Bobcat Trail HOA Restrictions).

2.3.6.1. Residential Curbside Areas -- The lawn area in front of each residence that typically runs from the sidewalk to the curb: Homeowner maintenance includes the existing lawns and tree maintenance at the homeowner's expense. Any alterations or improvements are subject to this policy. Any tree planting and/or removal requires CDD consent if on CDD property

2.3.6.2. CDD Common Areas Between a Resident's Property Lines and CDD Lakes, Golf Course or other CDD Properties -- The CDD land area that typically abuts (behind or beside) a residential home, between the property owners' property line and a lake, or other CDD common areas or the golf course property: The homeowner is responsible for

maintenance including existing lawn and tree maintenance as well as sod, mulch, or any other condition caused by lack of maintenance. Any capital improvements or alterations to the current condition of the property fall under the authority of the CDD. The homeowner is not to perform any such work – absent compliance with this policy or consent of the CDD.

- 2.4. The District is not responsible for any loss, damage, injury, or death to any person or property arising out of authorized or unauthorized use of the CDD common areas within the property.

SECTION 5: Membership Policies

~~1. Members~~

~~1.1. Property Owners: (homeowners, villa owners, landowners) must be registered with the CDD Office to become a Member.~~

~~1.2. Renters/Tenants: For the purposes of this policy, the term "Member" shall include Renters/Tenants once the procedures are followed.~~

~~1.2.1. Procedures:~~

~~1.2.1.1. Property owners must be registered with the CDD Office~~

~~1.2.1.2. A copy of the lease must be received by the CDD Office~~

~~1.2.1.3. The "Property Owner Access Waiver" form must be received by the CDD Office~~

~~1.2.1.4. The renter/tenant must complete and file "Personal Key Fob" form~~

~~1.2.1.5. The renter/tenant must complete and file "Fitness Room Waiver & Release" forms and/or medical authorization to be granted use of the Fitness Room~~

~~1.2.1.6. The renter/tenant will be given access with the lease termination date as the access expiration date. At the lease termination, the fob must be returned to the Community Center office or the property owner will be charged.~~

~~2. Non-Resident Social Members: For the purposes of this policy, the term "Member" shall include Non-Resident Social Members.~~

~~2.1. Non-assignable annual memberships are available for non-residents for the recreational use of the Community Center, parks and recreational facilities. Recreational facilities include the swimming pool, tennis court and restrooms (pool house).~~

~~2.2. Family Social Membership: A membership for those residing in the same household up to age 18 -- annual as determined by the board. Two members of each household over the age of 18 are allowed a fob.~~

~~2.3. The annual fee schedule for social membership (See fee schedule in Appendix) is attached and available in the CDD Office. The annual fee shall be the sum of two components calculated as follows: (i) the total budgeted operation and maintenance assessment divided by the total number of dwelling units and (ii) a surcharge of 20% for administration. Subject to applicable law, fees may vary~~

~~each year depending upon factors including but not limited to the annual operating budget for the Community Center and are set at the time of implementation of the CDD budget.~~

~~2.4. The membership year is October 1 through September 30. There is no pro-ration.~~

~~2.5. Applications for non-resident membership are available in the CDD Office (See Appendix).~~

~~2.6. Verification of family members living in the same household and ages will be required (drivers' licenses, birth certificates, etc.).~~

~~3. Other Memberships: There are no guest or commercial memberships offered.~~

~~4. Guests: Guests are defined as only those individuals visiting and residing in the home of a Member. Members are responsible for the actions and for any damage caused by their guests. Guests must complete the "Fitness Room Waiver & Release" form to have Fitness Room privileges, even if only for one-time use.~~

SECTION 6: Recreational Facility Policies

1. Swimming Pool Policies and Procedures

- 1.1. The pool is for the exclusive use of members and their guests. For the safety of all, it is required that all rules be observed at all times. The Board of Supervisors and its agents shall have full authority to enforce these policies and control conduct. Disregard for any of the pool rules or policies may result in expulsion, suspension and/or loss of CDD privileges.
- 1.2. Pool hours are from thirty (30) minutes after sunrise until thirty (30) minutes before sunset as per Florida Administrative Code.
- 1.3. A responsible adult or legal guardian must accompany children under the age of 15 years at all times.
- 1.4. Users must shower before entering the pool as per Florida Administrative Code.
- 1.5. No jumping, pushing, running or other horseplay is allowed in the pool or within the pool area.
- 1.6. No glass containers are allowed in the pool area as per Florida Administrative Code.
- 1.7. No beverages are allowed in the pool area as per Florida Administrative Code.
- 1.8. No food or drink is allowed in the pool or on the pool wet deck (five feet from the edge of the pool), as per Florida Administrative Code.
- 1.9. Chewing gum is not allowed in the pool or within the fenced pool area.
- 1.10. No pets are allowed in the pool area, working service animals excepted.
- 1.11. No LIFEGUARDS are on duty.
- 1.12. Swimming is at "YOUR OWN RISK".
- 1.13. Chemicals used in the pool may affect certain hair or fabric colors. The District is not responsible for those effects.
- 1.14. No diving is allowed.
- 1.15. No smoking is allowed in any District facility, including but not limited to the pool areas.

- 1.16. No skateboards, roller skates, in-line skates or bicycles shall be permitted on the pool deck.
- 1.17. Inappropriate behavior of any type while on District property (use of profanity or foul language, indecent exposure, etc.) shall not be permitted at any time. No physical or verbal abuse of anyone will be tolerated.
- 1.18. Infants and children who are not POTTY TRAINED and adults with incontinence problems are required to wear proper swimwear (plastic panties, swimmys, etc.) with a swimsuit over the swim diaper to reduce the health risks associated with human waste in the swimming pool. Anyone who does pollute the pool may be liable for any costs incurred in treating and reopening the pool.
- 1.19. Members are limited to FIVE pool guests. The Member must accompany the guest into the pool area but is not required to remain.
 - 1.19.1. A responsible adult (18 years of age or older) or legal guardian must accompany children under the age of 15 years at all times.
- 1.20. Radios and other audio devices brought into the pool area shall be played at reasonable volumes to help prevent the disturbance of other pool users and are not permitted unless battery operated.
- 1.21. Pool furniture shall not be removed from the pool deck area or placed in or near the swimming pool. Pool furniture is to be no closer than four (4) feet of the pool. Entrances must be kept clear at all times.
- 1.22. All bathers are to immediately leave the pool area during electrical storms. Please see references at National Lightning Safety Institute <http://lightningsafety.com/>
- 1.23. Proper swim attire must be worn. No cutoffs and no gym shorts.
- 1.24. Umbrellas shall be lowered and stands secured when leaving the pool.
- 1.25. Use of the District recreational facilities and other CDD privileges may be suspended for violation of any of these policies and procedures. The pool may be closed for periods of time to facilitate maintenance and to maintain health code regulations.
- 1.26. IN CASES OF EMERGENCY, CALL 911. North Port Police non-emergency number: 941-429-7300
- 1.27. Failure to Comply

- 1.27.1. For purposes of this pool policy, users are defined as members and guests who are using the pool and pool house recreational facilities.
- 1.27.2. Conduct may be enforced by any Board Supervisor.
- 1.27.3. If for any reason a user fails to comply with the above pool rules, regulations and policy, the user will receive a verbal warning.
- 1.27.4. If the user persists and fails to comply. the user will be asked to leave the pool for the day and his/her name and address and phone number will be taken.
- 1.27.5. If the violation occurs the third time, the user will be barred from using the pool for one month and the user will receive a letter and/or email from the CDD indicating the date they may return to the pool.
- 1.27.6. If the user is asked to leave and does not comply; then the user is trespassing, the authorities will be contacted, and the user will be prosecuted to the fullest extent of the law.
- 1.27.7. If damages were incurred by the user, the user will receive a letter or email from the CDD. This notice will indicate the date the user will be able to return to the pool and an attachment with an invoice covering damages identified. The user will not be able to return to the pool until the date indicated and until the invoice is paid in full.
- 1.27.8. Once barred, if the user returns to use the pool area during this time, the authorities will be called and trespass warrant will be issued.
- 1.27.9. Guests of members:
 - 1.27.9.1. Guests using the pool without a member present must be informed of the pool policies by the member prior to their use of the facility.
 - 1.27.9.2. If the guest continues to violate these policies, he or she will be asked to leave.
 - 1.27.9.3. If the individual resists, the Police will be called.
 - 1.27.9.4. If damages occur, the member hosting the guest will be responsible for any damages and will be invoiced.

1.28. Pool Use Policy

- 1.28.1. This policy is designed to limit the Community Development District's (CDD) liability and exposure regarding the use of the community swimming

pool and pool house recreational facilities. This policy supports the open and unfettered use of this recreational asset by our Members and their guests. It also assists in maintaining the cleanliness and upkeep of the facilities without incurring additional costs. The policy is:

- 1.28.2. There will be no private function use of the swimming pool, pool house and pool deck areas allowed for any reason.
- 1.29. Any questions must be in writing and addressed to all members of the CDD Board of Supervisors at 1352 Bobcat Trail Blvd., North Port, FL 34288

2. Community Center Use Policy

2.1. Community Center Overview

- 2.1.1. Bobcat Trail is a Community Development District (CDD) with major common areas and facilities owned by the CDD and managed by the CDD Board of Supervisors (Board). Use of the Community Center (Center) facility is only authorized by the Board and their Community Center Representative(s). Reservations may not be made more than six (6) months prior to any event. Unless otherwise provided for herein. This policy specifically communicates the operating procedures of the Bobcat Trail Community Center.
- 2.1.2. Unless otherwise provided for herein, use of the Center and its Use of this facility and amenities is limited to Members and their Guests as defined in Membership Policy, Chapter 1, Section 1).
- 2.1.3. All policies, rules, procedures, fee/deposit schedules, agreements and forms for use of this facility are available in the CDD Office.
- 2.1.4. The CDD Community Center Office Assistant(s) are individuals who are authorized to schedule/coordinate activities/events along with other specific duties on behalf of the CDD Board. Community Center Office Assistants shall not be Members. (* See Membership Policy Chapter 1, Section 1)

2.2. Community Center Facility

- 2.2.1. The operating hours of the Meeting Rooms, Fitness Room and CDD Office will be determined by the Board and posted. In addition to normal operating hours, special events may be scheduled.
- 2.2.2. The Meeting Rooms have a maximum capacity as determined by applicable government regulations. The Fitness Room has a maximum capacity as determined by applicable government regulations. These capacities will be posted in the Center and will be in accordance with the North Port Fire Marshall, Sarasota County, State of Florida, and additional regulations.
- 2.2.3. Smoking, chewing tobacco and use of illegal drugs is prohibited.
- 2.2.4. Bathing attire, cover-ups, bare feet and golf shoes are prohibited in the Center. Proper gym attire and fitness footwear is required in Fitness Room.
- 2.2.5. Solicitation, circulation or posting of non-CDD material is prohibited inside or outside the Center without the specific written permission of the Board.

2.3. Access to Community Center

- 2.3.1. Each member must complete and file an application before using the Center. A "Fitness Room Waiver & Release" form and/or medical authorization must be on file before the Fitness Room can be used (attached hereto as ???) by Members or Guests. Copies of all forms referenced herein are available in the CDD office. Members and guests are prohibited from giving access to any other individual. THE CDD HAS THE RIGHT TO SUSPEND INDIVIDUAL(S) ACCESS OF ANY INDIVIDUAL FOR NON-COMPLIANCE WITH CDD POLICIES. Individuals under suspension by the CDD may not rent or attend an event in the CDD facilities Center until such time as the suspension period has expired.
- 2.3.2. Members and Guests who bring children under the age of 15 to the Center are responsible for the actions of the children and for any damage caused by the children.
- 2.3.3. Animals trained to assist or aid disabled persons are allowed only when the animal is being used for this purpose or as otherwise allowed by law. All other animals are prohibited unless applicable law provides otherwise.

2.4. Events at Community Center

- 2.4.1. A calendar of events will be available at the CDD Office. The calendar represents a record of all events, activities and available free time. Only events on the calendar are permitted. All events must be approved by the Board or their designated representatives and proper forms must be submitted prior to approval. The Board or a Board-designated representative has authority to alter the calendar at any time. Additional liability insurance coverage may be required for certain events as determined by the District Manager or Board. The CDD is to be named on such coverage as an additional insured party.
- 2.4.2. CDD Board/Committee Meetings take precedence over any other activity.
- 2.4.3. Only a Member may schedule a Community Event and proper forms must be submitted prior to approval. Community Events must be open to all Members. Fees/deposits for use of the Center may apply.
- 2.4.4. Except as otherwise provided herein, only Members may schedule a Private Event and proper forms must be submitted prior to approval (See Appendix). All Private Events must be nonprofit and do not have to be open to all Members. Members may not schedule an event on behalf of a non-Member. Fees/deposits for use of the Center may apply.

2.4.5. At the discretion of the Board, use of the Center, or a specific portion of the Center, including the Fitness Room, may be considered for a Private Event to be scheduled by the owners of any of the commercial properties within the jurisdictional boundaries of the CDD. Any such event shall not exceed seven (7) days in duration and shall be for predominately charitable purposes. Any such event may be scheduled up to one (1) year in advance. Only one (1) such event shall be permissible per calendar year. Approval of any such event shall set forth the specific conditions regarding use of the Center, if any, by Members and their Guests, during such Private Event. Fees/deposits for use of the Center may apply.

2.4.6. Instructional Programs: These programs must be sponsored by a Member and open to all Members. Program leaders must complete all required forms (insurance, legal, physical – See Appendix) prior to program approval. Leaders may charge a nominal fee to defray expenses only, no profit. Fees/deposits for use of the Center may apply.

2.4.7. Decorations: All decorations must be approved by the Board and are limited to tabletop and wall decorations (push pin only). If food is served, tablecloths must be used on all tables. No smoke/fog machines or candles are permitted. Any other decoration requests must receive prior approval from the Board.

2.5. Catering/Kitchen/Food/Beverages

2.5.1. The kitchen may only be used in conjunction with an approved event. A "Kitchen Use Request" form (attached hereto as 2.6.7) must be submitted and approved. Fees/deposits for use of the kitchen may apply.

2.5.2. Food or beverage is allowed only in conjunction with an approved event and when proper forms are completed. Plastic water bottles/soft drinks are the only exception. Soft drinks are prohibited in the Fitness Center and only water bottles are allowed.

2.5.3. State Statutes govern the sale and dispensing of alcoholic beverages at any CDD facility. Alcoholic beverages may be consumed at Community or Private Events with prior approval by the CDD Board. "Insurance" and "Alcohol Registration" forms must be submitted and approved prior to the event. In all other circumstances, open or closed alcoholic beverages are prohibited.

2.6. Fees/Deposits/Behavior

2.6.1. Fees and deposits will be set and updated as needed by the Board (see Community Fee Schedule) and posted on the Bulletin Board.

2.6.2. The host of the event is responsible for set up and tear down, excluding the walls. Fees/deposits may apply. The host of the event is responsible to clean up trash. Only the Board or their designee may operate the audio-visual systems.

2.6.3. Members shall conduct themselves in an orderly fashion. Use of foul language, disruptive behavior and gestures are prohibited. Members are responsible for behavior of their Guests.

2.6.4. The CDD is not liable for damages, personal or otherwise.

2.6.5. Personal property must not be left unattended. The CDD is not responsible for lost, damaged or stolen personal property.

2.6.6. Members who cause damage or remove assets are responsible for the cost of replacement. Members are personally responsible for damage caused by their Guests. If damage exceeds security/cleaning deposits, those funds will be retained, and the host of the event will be billed for the balance of the damage costs.

2.7. Other Provisions

2.7.1. The Center furniture may not be borrowed or rented for use outside the Center without approval of the Board. Usage must be coordinated with the Community Center Supervisor and must be secondary to Community Center usage.

2.7.2. Illegal activities are prohibited. Gambling is prohibited at any function unless allowed under Florida Law.

2.8. EMERGENCY: Dial 911 or North Port Police at 429-7300, Ext. #1

2.9. Community Center Fee Schedule (refer to Operating Policy 4.2 Community Center Use Policy -- See Appendix)

2.9.1. This schedule reflects the fees for the use of the meeting room(s) and catering kitchen. Fees are due with the booking or at contract signing and are subject to additional applicable charges depending upon the event and usage. The Fitness Room cannot be rented unless otherwise provided for herein. Fees for bookings must be paid at least 30 days in advance. Space will not be held within the 30-day window without payment. There is a

returned check fee for any checks returned for any reason, including insufficient funds. The available rooms are booked on a first come first serve basis. Subject to applicable law, all fees are subject to periodic review, if required, and an annual review consistent with the annual CDD budgeting approval process or more frequently at the CDD Board's discretion.

2.9.2. Community Meetings: (Bobcat Trail HOA, Fairway HOA, Villa HOA, Bobcat Trail CDD). There is no use fee or cleaning/security deposit fees for Community Meetings that are booked for the Community Center calendar.

2.9.3. Monthly & Annual Meetings: An annual schedule is to be submitted to the CDD Office prior to January 1st of each calendar year.

2.9.4. Unscheduled Meetings: Any special Community Meeting can be accommodated provided the calendar reflects no prior commitment. These bookings are made on an as available basis.

2.9.5. Member-Sponsored Events

2.9.5.1. Special Events (suppers, holiday parties, etc.): No use fee will be charged if the event is member sponsored Member-sponsored and is open to all Members. If the event has restricted invitees, it falls within the Private Event category. There will be a use fee for events with alcohol (see attached Fee Schedule). There will be a refundable cleaning/security fee, which includes the catering kitchen and meeting room(s) provided the kitchen and meeting room(s) are returned to their original clean condition.

2.9.5.2. Member-Sponsored Activities Groups/Programs: Organized Member Groups: ladies lunch, garden club, organized game days/nights, and programs (fitness, dance, etc.) will not be charged a use or cleaning/security fee provided the room(s) are returned to their original condition. Coffee pots may be used. The host is responsible for cleaning of the pots after use.

2.9.5.3. Member Bereavement: This specific use will not be considered a Private Event. There will be no use fee for a current Member's bereavement function/memorial for a Member who lived in Bobcat Trail. There is a refundable cleaning/security fee, which includes the catering kitchen and meeting room(s) provided the room(s) and kitchen areas are returned to their original condition. Member bereavement functions are considered Private Events.

2.10. Pre-Event Set Up Access: Access for decorating, etc. can be arranged provided there is space available on the calendar and provided there is sufficient

time between an event on the calendar and must be approved by at least one CDD Board Member. There will be no fee for this accommodation.

- 2.11. Vacation of Premises: The room must be cleaned up and exited by 12:00 Midnight, unless approved in advance. If the Hosts fail host of the event fails to vacate the premises at their designated time, they may forfeit their deposit and may be forced to vacate.

3. Community Center – Fitness Room Use Policy

3.1. Fitness Room Overview

3.1.1. Except as otherwise provided for herein, the Bobcat Trail Community Center's Fitness Room is provided for the exclusive use of Members and under specific circumstances, their Guests. This policy communicates the Operating Policies of this Community the Center's Fitness Room amenity. Use of the Community Center Fitness Room is authorized by the CDD Board of Supervisors and is subject to the oversight of CDD Board designees. Disregard or violation of the District's CDD policies and rules and misuse or destruction of Fitness Room equipment may result in the suspension or termination of a Member's Center and/or Fitness Room CDD amenity privileges.

3.1.2. It is strongly recommended that before using the Fitness Room that users contact their physician and have the fitness program medically approved. Those individuals with any chronic health disorder or medical condition must not use the Fitness Room without consulting their physician. Users accept full risk of loss and responsibility for any impact on their health. All waivers, procedures, schedules, agreements and forms are available at the CDD Office.

3.2. Fitness Room Facility

3.2.1. The hours of operation will be determined, updated when needed, and posted by the CDD Board of Supervisors.

3.2.2. Individuals planning to use this facility the Fitness Room have the sole responsibility to consult their physician and have their program medically approved. Individuals with health or other chronic health disorders should not use the Fitness Room without consulting their physician prior to use. The Fitness Room is an unattended facility. Persons using the facility Fitness Room do so at their own risk.

3.2.3. Fitness shoes/sneakers and proper workout attire are required when using fitness equipment. No street shoes, golf shoes, or open-toed shoes are permitted.

3.3. Access to Fitness Room

- 3.3.1. Each Member who has completed a "Fitness Room Waiver & Release" (See Appendix) form can use the fitness facility Fitness Room.
- 3.3.2. Fitness Room access must be via the user's own personal key FOB fob (The fob will record facility Fitness Room authorized use). KEY FOBS CANNOT BE LOANED TO OTHER USERS. Failure to follow these policies will result in an unnecessary liability to the entire community and potential suspension of use of the Fitness Room or any other CDD community amenity.
- 3.3.3. Guests must complete the "Fitness Room Waiver & Release" (See Appendix) form to have Fitness Room privileges, even if only one time. Once identified as a Guest, and the Guest's "Fitness Room Waiver and Release" form is complete and processed, the Guest can obtain his/her own key FOB after paying a deposit by check in U.S. currency only, made payable to Bobcat Trail CDD. Fee will be returned when the FOB is returned to the CDD Office (see attached Fee Schedule).
- 3.3.4. Children between the ages of 15 and 17 must be trained on the equipment and have all applicable waivers (See Appendix) signed by a parent or guardian (who must be at least 18 years of age) to use the equipment without parental or guardian supervision. For safety and liability reasons, no children under the age of 15 are allowed in the Fitness Room.
- 3.3.5. At the discretion of the Board, others may use the Fitness Center once they have completed a "Fitness Room Waiver & Release" (See Appendix) form.

3.4. Use of Fitness Room

- 3.4.1. All fitness equipment must be used in accordance with the posted manufacturer's recommendations and guidelines. All equipment is used at one's own risk. The Community Center/CDD accepts no responsibility for injuries.
- 3.4.2. The activity calendar lists of special fitness related classes (yoga, Zumba, etc.). These classes will be held in the meeting room area and are subject to the completion of the same "Participant's Disclaimer Form" as other fitness activities.

- 3.4.3. Use of all cardiac equipment is limited to 30 minutes when another individual is waiting to use that particular piece of equipment.
- 3.4.4. Paper towels and cleaning fluids are provided. Users are to wipe down equipment after each use. It is also recommended that users should clean the equipment prior to use.
- 3.4.5. Users should bring and remove their own towels.
- 3.4.6. Last person is required to turn off all lights and fans and ensure all equipment is turned off.
- 3.4.7. Use of TVs must be followed under approved rules. Radios and CD players are not permitted unless they are personal units equipped with headphones. Users must be considerate of others when using a cell phone in the Fitness Room.
- 3.4.8. Pet animals (except for accepted service animals) are not permitted in the facility.

3.5. Liability

- 3.5.1. The Community Center/CDD is not liable for damages, improper equipment use, personal health issues, or other occurrence related to usage of the Fitness Room.
- 3.5.2. EMERGENCY: A telephone is located in the Fitness Room. In an emergency, call 911 or the North Port Police: 429-7300, Option #1.

3.6. Food & Beverages:

- 3.6.1. No food (including chewing gum) or beverage may be brought into the Fitness Room. Bottled water (in plastic bottles) is the only exception. The proper disposal of plastic bottle containers is required.
- 3.6.2. No glassware of any kind is permitted in the Fitness Facility.
- 3.6.3. Chewing gum and chewing tobacco are not permitted.



CHAPTER 3

FINANCE POLICIES & PROCEDURES

CHAPTER 3 FINANCE POLICIES & PROCEDURES

SECTION 1: Fiscal Budget Preparation Guidelines

This section covers the guidelines for preparing the annual CDD budget including the following:

- General Description of the Budget Process
- Schedule for Preparation and Review of Annual Budget
- Committee Budget Requests
- Budget Review and Tracking Procedure

1. General Description of the Budget Process

- 1.1. Each year, the Bobcat Trail CDD Board of Supervisors prepares an Annual Operating Budget that is meant to encompass all anticipated Revenues and Expenses that the Community Development District will incur in the forthcoming fiscal year.
- 1.2. The Budget is meant to be a guide to financial responsibility that allows the CDD to meet the obligations of the Community to insure proper administration, maintenance and protection of assets and provide for the future development of Bobcat Trail through various Capital Projects.
- 1.3. For each fiscal year, the Board would like to prepare the budget using a "Zero Base" approach. This means that each budget entity (cost center) should review its' requirement for the budget year and estimate the "actual" cost of the programs and expenses that it may be responsible for. While actual expenses incurred in the past may be useful in projecting forward what expense may be anticipated in the next year, the Zero-Base method will help to identify actual running expenses as well as Capital Project costs, without regard to what has occurred in the past. The Zero-Base approach will also assist the Board members to make decisions and set priorities to balance Expenses with Revenue.
- 1.4. Each year, the Bobcat Trail Board should prepare a 5 to 10-year Capital Improvement Plan prior to the budgeting process and should be reviewed on an annual basis.

1.5. Each budget entity (Cost Center) will be requested to prepare a detailed budget packet following the procedures outlined below. The Budget should include those expenses required by the various CDD Committees as well as expenses associated with non-committee requirements (i.e., work that falls outside the scope of an existing committee).

2. Schedule for Preparation and Review of Annual Budget

2.1. General Preparation Guidelines to be provided to Committees during the month of January each year.

2.2. Committees to submit proposed budget to the Finance Supervisor for consolidation and submission to CDD Board by March each year.

2.3. The Finance Supervisor presents the recommendations to the CDD Board in April each year.

2.4. CDD Board Approval of Proposed Budget for submission to Management by May 1, of each year.

2.5. CDD Board Approval of Final Budget for submission to Management by August 31 of each year for inclusion in reporting systems.

3. Committee Budget Requests

3.1. Budget Preparation Packet for use by CDD Committees

3.1.1. Each budget entity (Cost Center) will be requested to prepare budget using the "Project Budget Request Form" and Committee Annual Budget Request Form" (attached) in completing their budgets. These forms will assist Committees and Board to understand the details supporting funds being requested.

3.1.2. Copy of prior Fiscal Budget and Appropriate Cost Center Financial reports for the respective Cost Center shall be included in the packet.

3.1.3. Chart of Accounts shall be included in the packet.

3.2. Preparation Guidelines

3.2.1. Use a "Zero Base" approach to funds needed to operate the committee. While actual expense levels of the past may be a guide to needs of the

future, the Zero-Base method should help to determine realistic expenses levels that need to be considered.

- 3.2.1.1. It is important to provide sufficient detailed explanations of running expense requirements and a guide as to how these expenses may be incurred during the year.
- 3.2.1.2. Include costs associated with Capital Projects separately on Project Budget Request Forms to assist in identification and tracking of major project activities.
- 3.2.1.3. Prepare Budget Requests using the forms provided to ensure that all expense items are identified and included in the budget. Ensure that these forms are completed neatly and submitted to the appropriate entity for review and approval.
- 3.2.2. The Finance Supervisor will be available to assist with any questions regarding the preparation and classification of expense items.
- 4. Budget Review and Tracking Procedures
 - 4.1. Budget Review Procedure
 - 4.1.1. Completed Budgets should be reviewed with the appropriate Board Liaison and submitted to the Finance Supervisor for consolidation into the total budget.
 - 4.1.2. The Consolidated Budget will be submitted to the CDD Board for review and approval. CDD Board will notify each Committee of approved budget amounts.
 - 4.1.3. Once approved, the detailed Budget will be provided to Management Company to be included in the Financial Reporting System for the Fiscal Year beginning October 1 each year.
 - 4.2. Budget Tracking Procedure
 - 4.2.1. Management Company will provide the CDD Board and Committees with detailed Financial Reports that will indicate the approved budget for the appropriate period (monthly). Committees should provide the Finance Committee with a recommendation of how budgeted amounts should be allocated each month so that they can advise Management Company in setting the monthly budget amounts.

- 4.2.2. Actual expenses will be reported to the CDD Board monthly. Actual expenses will be compared to budgeted amounts to indicate variances that can be acted upon by Budget entities.
- 4.2.3. Any expenses or projects not included in the approved budget shall be considered as "Non- Budgeted" items and shall be documented and discussed with the Board Liaison to determine the process for handling the non-budgeted item.
- 4.2.4. Unexpended approved funds will be automatically moved to Unassigned Cash at the end of the Fiscal Year. These funds will be available in the next Fiscal Year as part of Unassigned Cash or can be assigned to the Reserve Account or a project.
- 4.2.5. The Board has the authority to allow unexpended funds to be moved from one line item or project to another. When the Annual Budget Amendment occurs in November, the official modification will be made.

SECTION 2: Purchasing Guidelines for Purchases Below Statutory Limits

1. Overview of Purchasing Guidelines

1.1. Introduction:

1.1.1. The operation of the District involves a diversity of skilled trades and professions that covers a multitude of functions and services. Board personnel are tasked to operate these functions as efficiently and economically as possible.

1.1.2. It is necessary that all personnel work together as a team to eliminate excess effort and waste for the efficient and effective operation of the District.

2. Need for Competition:

2.1. The District's Board of Supervisors recognizes that open and fair competition is a basic part of public procurement. This reduces the appearance and opportunity for favoritism and inspires public confidence that District contracts are awarded equitably and economically.

2.2. Complete openness and candor are important means of curbing any improprieties and establishing public confidence in the process by which commodities and services are procured. It is essential to the effective and ethical procurement of commodities and services, that the District use a system of uniform procedures in managing and procuring commodities and services.

2.3. Detailed records of District decisions in procurement must be maintained.

2.4. Strict adherence to specific ethical considerations by all District officers, employees and agents, and by the suppliers and contractors is required to maintain the confidence of the residents, the District, and the business community in the expenditure of District funds.

3. Specifications:

3.1. The term "specification" means any description of the physical or functional characteristics, or of the nature of the supply or service, or construction item. It may include a description of any requirement for inspecting, testing, or preparing a supply, service, or construction item for delivery.

- 3.2. The specification is the basis for obtaining a commodity or service suitable for the District needs considering the total costs of ownership and operation as well as the initial purchase costs.
- 3.3. It is the policy of the District that specifications permit maximum practical competition consistent with this purpose. Specifications shall be drafted with the objective of clearly describing the Board's functional and/or performance requirements.
- 3.4. If a purchase is made without knowing the exact requirements of the Board, errors are common results. It is the responsibility of the Board to understand the needs and requirements.
- 3.5. Certain technological or standardized purchases may require participation from third parties in drafting the specifications. When developing specifications, accepted standards shall be used and unique requirements shall be avoided.
- 3.6. Specifications that list a Brand Name "Or Equal" description are intended to be descriptive and not restrictive, and to indicate the minimum quality and characteristics of the products that will be accepted. Proposals offering "equal" products will be considered for award if such products are clearly identified in the proposal and are determined by the Board to fully meet or exceed the characteristics listed in the specifications.

4. Methods of Procurement

- 4.1. It is the policy of the CDD to procure competitive bids/quotes wherever possible in conformance with the Small Purchases procedure referenced below.
- 4.2. When it is determined by the District that the use of competitive bidding is either not practical or not advantageous to the District, a contract may be entered into by "Sole/Single Source Procurement".
- 4.3. Purchasing Requirements for Small Purchases
 - 4.3.1. Small Purchases Definition: A Small Purchase is defined as any purchase where the total value is below the statutory threshold limits (Refer to Chapter 1 RULES). The estimated value of the purchase determines what steps must be completed before a purchase can be made.
 - 4.3.2. Obtaining Quotes: In utilizing the Small Purchases Procedure, the following principles shall apply:

- 4.3.2.1. Award shall be made to the vendor providing the most value while meeting the needs of the District.
 - 4.3.2.2. Requests shall not be divided to avoid the quoting process.
 - 4.3.2.3. The following are the guidelines to be used for formal and informal quoting. Whenever possible:
 - 4.3.2.3.1. Estimated Value \$1,000.00 or Less: This threshold requires a single quote and written documentation is required.
 - 4.3.2.3.1.1. Appropriate use of the Purchase Card is encouraged for procurements of less than \$1,000.00 (See SubSection 4.5)
 - 4.3.2.3.2. Estimated Value \$1,000.01 to \$2,500.00: This threshold requires a single quote. However, the individual should check the marketplace to ensure that the best value is being obtained. Written documentation as to vendor name and price quoted shall be retained in files with the Board.
 - 4.3.2.3.3. Estimated Value \$2,500.01 to \$5,000.00: This threshold requires two (2) or more written quotes unless otherwise approved by the Board.
 - 4.3.2.3.4. Estimated Value \$5,000.01 — up to Statute Minimum Limits: The Board shall solicit three (3) written quotes from vendors. All recommendations must be approved by the Board.
 - 4.3.2.4. Emergency procurements are exempt from the provisions of this procedure. An explanation of the reasons for the declaration of an emergency shall be documented in the file. This provision shall be used only if there is imminent danger to the health, safety or welfare of the residents of the District or threat of deterioration of a critical service.
 - 4.3.2.5. Good business judgment may dictate deviations from these policies and procedures. If this occurs, the reason(s) for the deviation shall be approved by the Board at a duly noticed meeting.
- 4.4. Purchasing Requirements for Sole / Single Source
- 4.4.1. Definitions:
 - 4.4.1.1. Sole Source: The term "sole source" means that the commodity can be legally purchased from only one source. This is usually due to the source owning patents and/or copyrights. A requirement for a particular proprietary item does NOT justify a sole source purchase if there is

more than one potential supplier for that item. Use of Brand Names and Model numbers does NOT constitute a sole source.

4.4.1.2. Single Source: The term "single source" means that a commodity can be purchased from multiple sources, but, to meet certain functional or performance requirements (repair parts, matching existing equipment or materials), there is only one economically feasible source for the purchase.

4.4.2. Sole/Single Source Procedures:

4.4.2.1. Purchases of goods and/or services from a sole/single source may exempted from the quoting or bidding requirements upon approval of the Board stating the purpose, need, and justification that this product or service is the only one that will produce the desired results. A letter or statement from a dealer, distributor or manufacturer will not be sufficient. The justification letter shall answer the following questions:

4.4.2.1.1. What is the purpose or need of this product or service?

4.4.2.1.2. What functional or performance specifications does this product or service have that others do not have?

4.4.2.1.3. Why was this product or service selected over all other products or services?

4.4.2.1.4. What other vendors' products/ services have been evaluated?

4.4.2.1.5. Specifically, why doesn't each of the other products or services meet the functional or performance requirements listed above?

4.4.2.1.6. Upon receiving justification request, the Board shall review and if the Board concurs that this is the only source for this purchase, shall approve the purchase.

4.4.2.2. A record of the sole/single source purchase shall be maintained as a public record and shall list the vendors name, amount, type of purchase, and purchase order number used to make the purchase.

4.4.2.3. Before renewal or extension of any such agreement, the Supervisor shall perform a market analysis and either solicits new proposals or process such request under the sole source procedures as outlined above.

4.5. Purchasing Card Process

- 4.5.1. The Board shall provide a CDD-issued credit card or bank account-related debit card for use by maintenance person, Board Supervisor of the Community Center and liaison to Community Maintenance for official CDD use only.
- 4.5.2. The employee and/or Board member must notify the Management Company immediately in the event a card is lost or stolen.
- 4.5.3. Charge limits may change from time to time.

SECTION 3: Bill Paying Policies and Procedures

This section covers the following financial policies and procedures:

- General Payment Policies
- Standard Payment Procedures
- Policies and Procedures for Payment Issues
- Procedures for Payment Issues
- Procedures for Financial Tracking
- Approvers and Policies

1. General Payment Policies

1.1. The following policies apply to all payments for Bobcat Trail CDD expenditures.

1.1.1. The CDD Board of Supervisors (the Board) approves all expenditures prior to vendor commitments.

1.1.2. The Board can approve a yearly budget for committees rather than approving individual expenditures.

1.1.3. The following documents are accepted for approval and payment:

- 1.1.3.1. Invoices for general budget expenses
- 1.1.3.2. Trustee requisitions/invoices for bond expenses
- 1.1.3.3. Cash receipts for expenses (see Check Request Form in Appendix)
- 1.1.3.4. Credit Card Receipts (see Credit Card Receipt Log in Appendix)
- 1.1.3.5. Payroll time tickets

1.1.4. The Board approves original documents for payment only after the satisfactory completion of contractual agreements.

1.1.5. The Board provides the Management Company with a current list of individuals and designated alternates responsible for payment approval (see approver list).

1.1.6. All contract/work agreements must include payment terms.

2. Standard Payment Procedures

2.1. Paying an Invoice from the General Budget. Use the following procedure for all expenditures from the General Budget.

2.1.1. The vendor sends the original documents to the following address:

C/O (Name of first approver)
 Bobcat Trail CDD
 1352 Bobcat Trail Boulevard
 North Port, Florida 34288
 Email: info@bobcatcdd.com

2.1.2. The Community Center Office Assistant collects mail and distributes documents to appropriate approvers.

2.1.3. The designated approvers review and approve/reject original documents for payment by doing one of the following:

2.1.3.1. Approve the document for payment, assign the account code, sign and date the document.

2.1.3.2. Reject the document, follow the Unapproved Documents procedure.

2.1.4. The designated Board Member sends a packet of approved original documents to the Management Company at least twice monthly.

2.1.4.1. A copy of the approved original invoice shall be filed at the CDD office and at Management Company office.

2.1.4.2. The approved original documents and a copy must be sent to the Management Company in a timely manner to ensure no late payments.

2.1.4.3. Documents without proper signatures are sent back to the Board for proper approval prior to payment.

2.2. Paying for Bond Related Expenditures: Use the following procedure for bond related expenditures.

2.2.1. Bond Expenditures / Requisitions

2.2.1.1. The Chairperson and Vice Chairperson will represent the Board at the bond closing and approve expenditures by signature on the bond documents.

2.2.1.2. Bond-related documents after any bond closing, are sent to the Bobcat Trail P.O. Box in care of the Chairperson. To pay the documents follow the Paying an Invoice from the General Budget procedure.

- 2.2.1.3. All bond expenditures are charged against the Bond Issuance account.

2.2.2. Principal/Interest Payments

- 2.2.2.1. The bond trust company makes the payment from the Debt Service Fund that is controlled by the Management Company.
- 2.2.2.2. The Management Company reports the transaction to the Board in the monthly CDD financial report and charges it against the appropriate account.

2.2.3. Bond Financed Capital Expenditures

- 2.2.3.1. Documents are sent to the Bobcat Trail CDD 1352 Bobcat Trail Blvd, North Port FL 34288 in care of the CDD Chairperson.
- 2.2.3.2. Chairperson sends requisition to engineering firm that prepares and approves the requisition.
- 2.2.3.3. Engineering firm sends approved requisition to the CDD Chairperson.
- 2.2.3.4. CDD Chairperson signs requisition upon approval of the board and sends it to the Management Company.
- 2.2.3.5. Management Company sends requisition to the bank for payment and charges the capital expenditure to the appropriate Bond Capital Project account.
- 2.2.3.6. Bank makes payment to invoice originator.

2.2.4. Bond Related Maintenance Expense

- 2.2.4.1. The Management Company receives an invoice and makes the payment.
- 2.2.4.2. The Management Company reports the transaction to the Board in the monthly CDD financial report and charges it against the appropriate account.

2.3. Purchasing Card Process

The Board shall provide a CDD-issued credit card or bank account-related debit card for use by maintenance person, Board Supervisor of the Community Center and liaison to Community Maintenance for official CDD use only.

2.3.1. Receipts

2.3.1.1. The employee and/or Board member must obtain a receipt for the purchase and include the proper budget account code on the receipt, together with purchaser's name. Receipts supporting credit/debit card usage must be scanned and sent by email to the District Accounting Office no less than once per week:

2.3.1.2. Violations of this policy may result in cancellation of the credit/debit card, formal reprimand and termination as follows:

2.3.1.2.1. First violation: Formal Reprimand and Termination of Usage Privileges for One Month

2.3.1.2.2. Second violation: Immediate Termination of Purchase Card Usage Privilege

2.3.2. Failure to follow these documentation requirements will result in the employee/Supervisor being required to reimburse the CDD for the charge.

2.3.3. The employee and/or Board member must notify the Management Company immediately in the event a card is lost or stolen.

2.3.4. Charge limits may change from time to time.

3. Policies for Payment Issues

3.1. The Board is responsible for managing all payment issues.

3.2. The Board will assign this responsibility to Management Company, committee chairperson or individual Board member.

3.3. The Board tracks all issues until problem closure.

3.4. The Board discusses all unresolved issues at each Board meeting.

3.5. Resolution time frames are governed by the specific circumstances of the issue. The target is to resolve the issue within 30 days of problem identification.

3.6. Target for payment/refund adjustments is 15 days after the resolution of the issue.

3.7. When necessary, issues are directed to the Board Chairperson for negotiation.

3.8. The Board approves all final resolution of issues.

3.9. All issues/resolution are documented by assigned person and filed with the Management Company.

4. Procedures for Payment Issues

4.1. Procedure for Incorrect Billing

4.1.1. Incorrect billings may be a result of the following: (a) Contractual issues, or (b) Bill received from a vendor without a contract/work agreement

4.1.2. If the original document is received from contracted vendor, follow the Unapproved Payments Procedure to resolve the issue.

4.1.3. If the Management Company is the approver of the original document, the Management Company will resolve and document the issue/resolution.

4.1.4. If an original document is received from a vendor without a contract/work agreement, the Board will assign a Board member to resolve and document the issue.

4.2. Procedure for Incorrect Payments

4.2.1. Incorrect payments may be the result of the following:

4.2.1.1. Unapproved original documents

4.2.1.2. Improperly approved documents

4.2.1.3. Error in the amount paid

4.2.2. It is the responsibility of the Management Company to resolve/document issues of incorrect payment and present to the Board.

4.2.3. The Management Company is responsible for credit/debit to the proper Bobcat Trail account.

4.3. Procedure for Late Payments

- 4.3.1. Late payments are determined by the vendor contract agreement or bill payment due date (i.e., utilities, phone, insurance, etc.)
- 4.3.2. The responsible party causing the late payment resolves late payment issues. (Board or Management Company)
- 4.3.3. The party responsible for causing the late payment pays late payment penalties.
- 4.3.4. All late payment issues are discussed at the Board meeting.
- 4.3.5. All associated processes are reviewed/changed by the process developer (i.e., Finance Committee) to eliminate recurring problems.

4.4. Procedure for Unapproved Payments

- 4.4.1. Unapproved/rejected documents may be a result of the following:
 - 4.4.1.1. Incorrect billing
 - 4.4.1.2. Unsatisfactory work completion
 - 4.4.1.3. Contract/work agreement issue
- 4.4.2. The first approver has prime responsibility to manage resolution of issue.
- 4.4.3. If necessary, the issue is escalated to the second approver and ultimately, the Board Chairperson.
- 4.4.4. The person resolving the issue documents the issue/resolution and presents to the Board.

5. Procedure for Tracking Open Financial Issues

- 5.1. All open financials will be tracked monthly at the Board meetings until issue is resolved.
- 5.2. The Board Finance Supervisor is assigned to track all open financial issues.
- 5.3. All open issues are reviewed at each Board meetings.

5.4. The Board decides escalation/additional actions if required.

5.5. The Board determines satisfactory closure of each issue.

5.6. New issues are added to the Open Finance Issue list at the discretion of the Board.

6. Approvers and Policies

6.1. Policies for Approvers

6.1.1. Specific approval requirements included in the Bill Paying Procedure are shown in the Bill Paying Approver List. This may be modified as necessary at the discretion of the Board.

6.1.2. The Board provides a payment approver list to the Management Company. The Board will review the list yearly or as required.

The Board may appoint the Management Company as the approver to expedite payments or to avoid late payments. Certain recurring expenses, such as Supervisor Fees, Utility Bills, city/state/federal taxes, Insurance and bond related expenses, may be paid directly by the Management Company following initial approval by the Board. The Board will review and update list yearly or as required. NOTE: The Management Company will not approve documents unless the Board designates them as the approver.

6.1.3. Payments over \$1000 require (a) The Board Chairperson's approval, AND (b) one additional Board signature. Refer to Bill Paying Approver List for detail information:

6.1.4. Any Board member has the authority to expend up to \$1,000 in the event of an emergency without the review and approval of other members of the Board. Such emergency expenditures must be reviewed and approved by the full Board at the next regularly scheduled monthly Board meeting.

6.1.5. Purchases made by Board members:

6.1.5.1. CDD Board member must generate an invoice for reimbursement.

6.1.5.2. For expenditures less than \$500, approval by ONE other Board member is required.

6.1.5.3. For expenditures greater than \$500 to \$999, approval by TWO other Board members is required.

6.1.5.4. Approvers should provide account code information whenever possible.

BOBCAT TRAIL CDD -- RULES POLICIES AND PROCEDURES

Bill Paying Approver List

Vendor Invoice	Suggested Approver	2nd Approver		Alternate Approver
		\$1000-	\$1000+	
Capital Improvement Projects w/ Eng. Firm	Lakes & Roads Supervisor	CDD Chairperson	CDD Chairperson	CDD Vice Chairperson
Capital Improvement Projects w/o Eng.	Lakes & Roads Supervisor		CDD Vice Chairperson	Finance Supervisor
Engineering Firm	CDD Chairperson or Designee		CDD Vice Chairperson	Finance Supervisor
Attorney	CDD Chairperson		CDD Vice Chairperson	Finance Supervisor
**Management Co.	CDD Chairperson		CDD Vice Chairperson	Finance Supervisor
Audit Firm	CDD Finance Supervisor		CDD Chairperson	CDD Vice Chairperson
Supervisor Fees	Management Co.			
Maintenance Personnel	Maintenance Supervisor	CDD Chairperson	CDD Chairperson	CDD Vice Chairperson
Utilities	Management Co.			
City/State/Federal	Management Co.			
Insurance	Management Co.			
All Others	CDD Chairperson		CDD Vice Chairperson	CDD Finance Supervisor
Bond Issuance	CDD Chairperson		CDD Vice Chairperson	CDD Finance Supervisor
Bond Related Principal/Interest	Management Co.			
Bond Financed Capital Projects	Engineering Firm	CDD Chairperson	CDD Chairperson	CDD Vice Chairperson
Bond Related Maintenance	Management Co.			

Appendix

Capital Project Request Form

Committee Name: _____ **CDD Supervisor Liaison:**

Project Name:

Project Chairperson:

Project Scope:

Line Item Budget Breakdown:
Costs

Approx.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total _____

THIS PROJECT NEEDS IMMEDIATE ATTENTION

This project is going out for bid(s). See attached Bid. Projected Completion Date _____

This project is going out for formal bid. Bid package is attached. Projected Completion Date ____

Comments: _____

Approved By: _____ **Date:**

Memorandum of Voting Conflict Page 1 (Form 8B)

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS	
LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY COUNTY	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED	NAME OF POLITICAL SUBDIVISION:
	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

Memorandum of Voting Conflict Page 2 (Form 8B)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, _____, hereby disclose that on _____, 20 _____:

(a) A measure came or will come before my agency which (check one)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____;
- ☐ inured to the special gain or loss of my relative, _____;
- ☐ inured to the special gain or loss of _____, by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

Check Request Form

 **INFRAMARK**

CHECK REQUEST FORM

Date: _____

From: _____

District Name: _____

Please cut check from Acct. #: _____

Invoice #: _____

Please issue a check to: _____

Vendor Name: _____

Vendor No.: _____

Check amount: _____

Please code to: _____

Check Description/Reason: _____

Mailing instructions: _____

Manager's Approval: _____

Date: _____

Report Date: 11/29/2018

Prepared By:
InfraMark, LLC

[illegible]

Agreement for Reimbursement for Tree Removal

BOBCAT TRAIL COMMUNITY DEVELOPMENT DISTRICT AGREEMENT FOR REIMBURSEMENT FOR TREE REMOVAL

This Agreement is made on this ____ day of _____, 20____, between Bobcat Trail Community Development District (hereinafter referred to as "District"), and _____, (hereinafter, individually or collectively referred to as "Property Owner").

The District and Property Owner hereby agree as follows:

1. Property Owner submitted a written request to the District regarding the removal of a tree located on District property (hereinafter, "Request"). The Request alleged a health, safety, or welfare concern to the Property Owner and/or the public due to the subject tree. A copy of the Request is attached hereto as Exhibit "A."
2. Subject to the Property Owner and District entering in to this Agreement, the District's Board of Supervisors approved the Request at its _____, 20____, Board of Supervisors meeting.
3. _____ (hereinafter, the "Contractor"), has prepared a written proposal for the tree removal in accordance with the Request (hereinafter, "Proposal"). A copy of the Proposal is attached hereto as Exhibit "B."
4. The Property Owner has voluntarily agreed to reimburse the District for its expenses associated with the removal of the District's tree; therefore, in accordance with the estimate in the Proposal, Property Owner has provided a check in the amount of \$_____ payable to the District at the time of executing this Agreement.
5. The District will have the tree removed by the Contractor, as additional work under the District's _____, 20____, Agreement with the Contractor, subject to the terms and conditions thereof, and compensate the Contractor accordingly.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year last written below.

PROPERTY OWNER

Date: _____

Date: _____

DISTRICT


BOBCAT TRAIL COMMUNITY
DEVELOPMENT DISTRICT

By: _____

Its: _____

Date: _____

Resident Registration Form (Envera)



ENVERA
NEXT GENERATION SECURITY

Resident Registration Form

☐ New ☐ Update ☐ Delete

Community Name: _____

Owner / Tenant Name: _____ ☐ Owner ☐ Tenant

Owner / Tenant Name: _____ ☐ Owner ☐ Tenant

Rental Term: _____ Start Date: _____ End Date: _____

Primary Phone: _____ Alternate Phone: _____

Community Street Address: _____

Email Address: _____

Vehicle Information:

Make	Model	State	Plate Number

Gated Communities with an Envera Virtual Gate Guard Kiosk:

Once your form has been processed, a MyEnvera account will be created for you. Your username and password will then be emailed (if provided) or mailed to you. It is required for you to access your account online at www.myenvera.com or through our Smartphone App (available on both Android and iPhone). The Help section will explain the essentials of the system and how you may interact with it. In addition to MyEnvera, you may also schedule guests over the phone by calling Customer Service at (877) 936-8372.

With the information below, Envera will enter your initial visitor list for you, or you may enter it on your own on your MyEnvera account. This list should be used for any and all relatives, house guests or service providers that you expect on a regular basis. Please provide a first & last name or company name in the spaces below.

Permanent Visitor/Vendor List:

PRIVACY NOTICE: Under Florida's Public Records Law, Chapter 119, Florida Statutes, the information you submit on this form may become part of a public record. This means that, if a citizen makes a public records request, we may be required to disclose the information you submit to us.

The information above will remain confidential and will be used solely for the purpose stated. It is the responsibility of the resident to keep the above information current. Please advise us with any changes, additions or deletions by logging on to your account at www.myenvera.com, or by calling our office (877) 936-8372, by fax (941) 556-0737, or by emailing customerservice@enverasystems.com.

FOR ENVERA USE ONLY: Credential Type: (F)ob (S)ticker (C)ard (MT)Metal Tag

#1 () #2 () #3 () #4 ()

FL License # EF20000787
Page 1 of 1

BOBCAT TRAIL CDD -- RULES POLICIES AND PROCEDURES

Property Owner Access Waiver

Bobcat Trail Community Development District
Community Center
1352 Bobcat Trail Boulevard
North Port, Florida 34288

PROPERTY OWNER ACCESS WAIVER

Property owners who rent their Bobcat Trail properties are required to register with the CDD Office. Sign the "Property Owner Access Waiver" form and forward a copy of the lease (monetary information can be redacted) to the CDD Office if they intend to relinquish their access to Community Center and other CDD amenities to their tenant(s). This access must be in writing (this form completed and signed) or the CDD will not grant access and issue a key FOB to the tenant. As this procedure is new with the construction of the Community Center, the CDD is asking all property owners to submit the required paperwork for existing rental properties by _____. Thereafter, this procedure must be followed for all new tenants. If the completed paperwork is not provided, tenants will not receive access devices and will not be permitted to use the Community Center or other CDD amenities. Once paperwork has been submitted to the CDD Office and recorded, the tenant can then register with the CDD Office to receive access.

Once the tenant has terminated their lease with the owner, the Community Center should be contacted immediately and the owner can once again resume access of the Community Center and CDD amenities. Unless notified to the contrary, the date of lease termination will be used for the termination of access to the Community Center and related amenities for the former tenant.

To provide access to your tenant, please make sure to first register with the CDD Office and then complete the following:

I/we, _____ and _____ - as legal
Please print name Please print name

Property owners of _____ Tel. #: (____) ____ - ____

Agree to relinquish all access rights to the Community Center and CDD amenities during the time the above property is being leased by: _____

Print tenant name(s)

Date lease becomes effective: ____/____/____ Date lease expires: ____/____/____

Term of lease: (circle one) 30 days ____ months annual

_____/____/____ _____/____/____
Signature of Property Owner Date Signature of Property Owner Date

Copy of Lease Received: ____/____/____

January 2010

Property Owner Access Waiver

Bobcat Trail CDD

BOBCAT TRAIL CDD -- RULES POLICIES AND PROCEDURES

Personal Key Fob Application

Bobcat Trail Community Development District

PERSONAL KEY FOB APPLICATION



In order to receive your personal key fobs for use at the access controlled doors of the new Bobcat Trail Community Center, please, submit this completed form to Bobcat Trail CDD Management.

OWNER'S NAME(S) _____

Bobcat Trail Address:

Street _____

Primary Phone _____

Secondary Phone _____

☐ It is my permanent mailing address.

Permanent Mailing Address: (if other than Bobcat Trail)

Street _____

City _____

State _____

Zip _____

Personal Key Fobs

Up to 2 personal key fobs for use at access controlled pedestrian doors are available per residence at no cost. Please provide the names of the residents of your unit that will carry these key fobs.

Name	Completed by Mgmt
Key Fob 1	Code
Key Fob 2	Code

Additional personal key fobs are available at an additional cost of \$25 each.

Issuance of any additional key fobs per residence is subject to Bobcat Trail CDD approval.

To apply for additional key fobs complete the reverse side of this form.

Please help prevent abuse or damage to our community's amenities by responsible use of your personal key fob. Do not loan your fob to others and immediately report lost or stolen fobs to Bobcat Trail CDD Management.

Signature _____ Date _____

BOBCAT TRAIL CDD -- RULES POLICIES AND PROCEDURES

Fitness Room Waiver & Release Form

Bobcat Trail Community Development District
 Community Center
 1352 Bobcat Trail Boulevard
 North Port, Florida 34288

FITNESS ROOM WAIVER & RELEASE FORM
 (To be completed by individual age 18 and above)

Use of the Bobcat Trail Community Center's Fitness Room will require your signature of this Fitness Room Waiver and Release form prior to gaining access and using the Fitness Room equipment. Each resident (living in the household) or social member must execute this form.

You agree that if you engage in any physical exercise or activity, or use any Fitness Room amenity, you do so entirely at your own risk and you assume all risks of injury, illness and damage or loss by theft of any personal property. You expressly agree to release and discharge the CDD and its officers, supervisors, employees, agents and independent contractors (collectively "the CDD") from all injuries to you which may occur, regardless of negligence, as a result of (a) your use of any exercise equipment or products of the Community Center amenities, (b) sudden and unforeseen malfunctioning of any equipment, (c) any signage or instructions posted or on the equipment denoting proper use, (d) your slipping and/or falling while in the Fitness Room, or on the Community Center's premises, including adjacent sidewalks and parking areas.

You acknowledge that the facilities are provided as an amenity for resident and social members, and that you have carefully read this waiver and release and fully understand that it is a release of liability and that you are of the age of 18 or older and are executing this document freely and voluntarily with the requisite competency. You agree to voluntarily waive any rights that you may otherwise have to bring a legal action against the CDD for negligence, or any other personal injury, property damage, loss or action as a result of your usage of the Community Center's Fitness Room facilities and/or participation at a Community Center Fitness Room event.

_____	_____	____/____/____
Print Name	Signature	Date
_____	() _____	_____
Bobcat Trail Street Address	Tel. #	Received By (CDD)
[] Address and Age Verified (_____)		Method: Driver's License, or?)

Independent Contractor Agreement – Instructor Services

Independent Contractor Agreement:

This agreement is for services pertaining to the Bobcat Trail Community Center by Instructor [REDACTED]

The services that will be provided to the residents will be classes on [REDACTED]

Services to be performed:

Educate members on proper technique and conduct classes.

To gather "resident's waiver form", prior to services to be held on record at the office of Bobcat Trail Community Centers' office.

The relationship between [REDACTED] and Bobcat Trail Community Center is a Independent Contractor and not an employer-employee relationship.

Any problems that arise shall be reported to the Activity Representative or the Board of Supervisor's Liaison.

All payments for services will be made directly from the residents to the Instructor.

The Instructor while performing any services within Bobcat Trail Community Center will carry liability insurance relative to any service that she performs.

I herewith agree to indemnify and forever hold harmless the CDD, its officers, supervisors, employee, and agents from any action related to or in any way arising from my training and/or conducting all classes within Bobcat Trail's Community Center.

Signature: _____ Date: _____

Print Last Name _____ Print First Name: _____

Address: _____

Bobcat Trail Community Center

By: _____

Its: _____ Date: _____

(Title or position)

Exercise Class Participant's Disclaimer

NOTE: As with any new physical activity, it is strongly recommended that each participant check with his/her physician BEFORE STARTING THIS OR ANY program of this type.

(Name of Class) PARTICIPANT'S DISCLAIMER

Please read the following and sign below indicating acceptance of this Disclaimer.

I recognize that this or any form of exercise carries some risk to the musculoskeletal system (sprains, strains) and the cardio respiratory system (dizziness, discomfort in breathing).

I hereby certify that I know of no medical problems, that will increase my risk of illness and/or injury as a result of participation in a regular exercise program.

I agree that the (Name of Class) classes held at the Bobcat Trail Community Center by (Instructors Name), or any other substitute or succeeding instructor shall be undertaken at my own risk. I agree to use all of the facilities provided by Bobcat Trail Community Center in a responsible manner, and I understand that my participation will be terminated at any time if I do not abide by the policies and rules.

I herewith agree to indemnify and forever hold harmless the CDD, its officers, supervisors, employee, agents and independent contractors from any action related to or in any way arising from my participation in Silver Sneakers classes or my use of the facilities at the Bobcat Trail Community Center.

Participant's Signature _____ Date _____

Print Last Name _____ Print First Name _____

Address _____ North Port, FL 34288

Home Phone Number _____

List Known Physical Limitations _____

Witness _____

BOBCAT TRAIL CDD -- RULES POLICIES AND PROCEDURES

Community Center Room Request

COMMUNITY CENTER ROOM REQUEST

Date(s) requested _____ Time requested _____

Person in charge _____ Phone _____

Cell Phone _____

Name/type of group _____ e-mail _____

Number of People attending _____ Private Event or Bobcat Residents' Public Event (circle)

Rooms Requested _____ Tables/Chairs set up _____

Will a caterer be used? Yes or No (circle) If yes, provide info and copy of insurance.

Name of caterer and info:

KITCHEN USE: This is a catering kitchen only. Ovens are available for reheating precooked food, not for the actual cooking of food. Carafes should be used for transporting liquids from the kitchen to tables and are available in the kitchen. Table covers in the dining area must be used with food/drinks at the users expense.

	(circle)	
Refrigerator	Yes or No	12 cup Coffee Pots (2) Yes or No
Freezer	Yes or No	20 - 50 cup Coffee Pot Yes or No
Microwave	Yes or No	Other _____
Warming Ovens	Yes or No	_____

RESTRICTIONS:

Liquor of any kind is NOT permitted in the building unless a liquor insurance policy is provided.

Liquor Insurance purchased Yes or No Amount received _____

Candles or other types of open flames are NOT permitted in the Community Center.

Gambling is NOT permitted in the Community Center or on property owned by the CDD.

Golf shoes are NOT permitted in the Community Center and appropriate dress is required.

Rooms are to be left as they were when the user/requester arrived. Users are responsible for all clean up. Cleaning supplies are provided in the kitchen. Please do not place liquids in the trash. Dispose of liquids in the kitchen sink. All trash should be placed in a tied trash bag and disposed of in the cans located in the white enclosed area near the side door next to the office.

Requested by: _____ Date: _____

Approved by: _____ (OFFICE USE) Date: _____

Charge for Use of Community Center: _____

Amount of Deposit: _____ Amount Received: _____ Date: _____

BOBCAT TRAIL CDD -- RULES POLICIES AND PROCEDURES

TULIP Event Insurance Application

BOBCAT TRAIL COMMUNITY DEVELOPMENT DISTRICT
TULIP EVENT APPLICATIONPOLICY # MP0009006000789
CARRIER: MONTPELIER

1. Tenant name: _____

2. Tennant address: _____

3. Event-activity (must include a 2 line description): _____

Date of Event: _____

4. Location for event to be held: _____

5. Estimated number of people in attendance (check only one-if event less than 4 days,
Check total number of people expected for entire event):

- ☐ 1 TO 100 D) ☐ 1,501 TO 3,000 G) ☐ OVER 10,001
☐ 101 TO 500 E) ☐ 3,001 TO 5,000
☐ 501 TO 1,500 F) ☐ 5,001 TO 10,000

 6. HAZARD CLASS: _____ CLASS I (LOW HAZARD)
 _____ CLASS II (MEDICM RISK)
 _____ CLASS III (HIGH RISK)
 _____ CLASS IV (SUBMIT FOR APPROVAL)

 7. List any additional insured(s) to be included: (per event-subject to approval):
 Must have insurable interest to consider: _____

8. Will any food or drinks be sold and/or served? _____

If yes, what? _____

Vendor name _____

Certificate verified? _____

THE APPLICATION HEREBY DECLARES THAT THE ABOVE STATEMENT(S) AND REPRESENTATION(S) ARE TRUE AND CORRECT AND THAT NO FACTS HAVE BEEN SUPPRESSED OR MISSTATED. THE COMPLETION OF THIS APPLICATION DOES NOT BIND THE COMPANY TO SELL NOT THE APPLICANT TO PURCHASE INSURANCE. THIS APPLICATION WILL BE MADE PART OF THE POLICY IF ISSUED.

TENANTS SIGNATURE: _____

TITLE _____

DATE: _____

This application does not confirm coverage. An approved certificate must be received prior to the event for coverage to apply.

BOBCAT TRAIL CDD -- RULES POLICIES AND PROCEDURES

Vehicle Stickers	\$10 each	First-time residents receive 2 free stickers
FOBS	\$25 each	First-time residents receive 2 free FOBS
Community Center Room Rental-Members	\$100 for 4 hours plus \$50 cleaning deposit	Member's Private Events
Community Center Room Rental-Non-Members	\$400 for 4 hours plus \$100 cleaning deposit	
TULIP Insurance	\$100 up to 100 people	

Sixth Order of Business

6D.

A Comment on the Pool Electrical Situation

An opinion by: Paul Fisher Bobcat Trail CDD Supervisor

Back at the start of the Bobcat Trail subdivision, 20+ years ago, the developer KEB Bobcat owned all of the assets of Bobcat Trail. It appears that in the construction of the club house and the pool area that they ran all the electrical through one electrical box located in the clubhouse. For this reason, the pool electrical has been run through the clubhouse from the beginning. The golf course has, apparently, been paying the pool electrical bills since the assets were split apart for separate ownership about 20 years ago. At the time of this change of ownership the clubhouse was part of the golf course property, but the pool was CDD property. You can't run the pool equipment without electricity so the pool would have been dependent on the clubhouse supplying the electricity at the time of the asset exchange. It would seem that prudent individuals would have know this fact at the time of the splitting of the assets. If they had realized this, they would probably have worked out a solution.

At the same time, back 20+ years ago, the CDD got ownership of the parking lot. The reason that the CDD got the parking lot instead of the golf course owning it is anyone's guess. Seems like a strange distribution of assets since you can't really run a golf course and restaurant without a parking lot for the customer.

KEB Bobcat, as the developers and builders of the clubhouse and pool should have realized that, at the time of selling and transferring the assets, there was a problem with the electrical service not running directly to the pool, and the golf course not having ownership of any of the parking lot. At that time, they may have, worked the problem out with a verbal agreement that has long since be lost through time. Not being in writing it would only have been binding and remembered by the original people that were involved at the time the assets changed hands.

What it seems they should have done back then to deal with the situation at that time was to draft a written agreement between the golf course and the CDD addressing the electrical and parking problems, but it does not look like that happened. I believe at this time there is still no written agreement between the CDD and the golf course concerning the parking lot usage. So, maybe what should happen now is what should have happened 20+ years ago.

A NEW AGREEMENT--The golf course continues to supply and pay for the electrical service to the pool area as they have in the past. In exchange the CDD grants the golf course a nonexclusive right to use the parking lot at no charge to the golf course. The CDD pays the parking lot maintenance costs, electrical costs for lighting, and landscaping costs. This solves both problems and involves no additional expenses or restitution for either the golf course or the CDD. This should probably be a written agreement that can be recorded.

6F

ESTIMATED EXPENSES ASSOCIATED WITH WELL REPAIR AND PUMP HOUSE

13-Apr-22

METRO PSI	2/8/2022	48809-DEP	\$9,680.17	Repair of Well & pump
METRO PSI	3/23/2022	49131	\$3,021.00	Repair of Well & pump
METRO PSI	3/23/2022	49132	\$984.50	Repair of Well & pump
METRO PSI	3/23/2022	48809-BAL	\$9,680.17	Repair of Well & pump
METRO PSI	4/1/2022	49221	\$464.69	Repair of Well & pump
SUB TOTAL			\$23,830.53	
			\$8,340.69	minus 35% CDD contribution
TOTAL			\$15,489.84	

EXPENSES

METRO PUMP	\$15,489.84	
Attorney D. Jackson	\$4,285.26	
Attorney D. Guarnieri	\$10,239.35	estimated
Fairway Commons	\$3,500.00	estimated
Utilities	\$150.00	estimated
Total Expenses	\$33,664.45	

At this time our total expenditure for the Well and pump house is estimated to be \$33,664.45. This is an estimate only and the actual amount will have to be reviewed and adjusted after the final invoices are submitted. The final amount required to be paid to the CDD must be voted on and approved by the CDD Board of Supervisors. This is an estimate only and the final amount will be determined by a discussion and vote of the Bobcat Trail CDD Board of Supervisors.

Seventh Order of Business

7B.

**BOBCAT TRAIL
COMMUNITY DEVELOPMENT DISTRICT
CITY OF NORTH PORT, FLORIDA
FINANCIAL REPORT
FOR THE FISCAL YEAR ENDED
SEPTEMBER 30, 2021**

**BOBCAT TRAIL COMMUNITY DEVELOPMENT DISTRICT
CITY OF NORTH PORT, FLORIDA**

TABLE OF CONTENTS

	<u>Page</u>
INDEPENDENT AUDITOR'S REPORT	1-2
MANAGEMENT'S DISCUSSION AND ANALYSIS	3-6
BASIC FINANCIAL STATEMENTS	
Government-Wide Financial Statements:	
Statement of Net Position	7
Statement of Activities	8
Fund Financial Statements:	
Balance Sheet – Governmental Funds	9
Reconciliation of the Balance Sheet – Governmental Funds to the Statement of Net Position	10
Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds	11
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities	12
Notes to Financial Statements	13-20
REQUIRED SUPPLEMENTARY INFORMATION	
Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – General Fund	21
Notes to Required Supplementary Information	22
OTHER INFORMATION	
Data Elements required by FL Statute 218.39 (3) (c)	23
INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH <i>GOVERNMENT AUDITING STANDARDS</i>	24-25
INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH THE REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES, REQUIRED BY RULE 10.556(10) OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA	26
MANAGEMENT LETTER PURSUANT TO THE RULES OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA	27-28



Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

Agenda Page 192
951 Yamato Road ▪ Suite 280
Boca Raton, Florida 33431
(561) 994-9299 ▪ (800) 299-4728
Fax (561) 994-5823
www.graucpa.com

INDEPENDENT AUDITOR'S REPORT

To the Board of Supervisors
Bobcat Trail Community Development District
City of North Port, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of Bobcat Trail Community Development District, City of North Port, Florida ("District") as of and for the fiscal year ended September 30, 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District as of September 30, 2021, and the respective changes in financial position, thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The information for compliance with FL Statute 218.39 (3) (c) is not a required part of the basic financial statements. The information for compliance with FL Statute 218.39 (3) (c) has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 17, 2022, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Bhav & Associates

March 17, 2022

MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of Bobcat Trail Community Development District, City of North Port, Florida ("District") provides a narrative overview of the District's financial activities for the fiscal year ended September 30, 2021. Please read it in conjunction with the District's Independent Auditor's Report, basic financial statements, accompanying notes and supplementary information to the basic financial statements.

FINANCIAL HIGHLIGHTS

- The assets of the District exceeded its liabilities at the close of the most recent fiscal year resulting in a net position balance of \$4,450,255.
- The change in the District's total net position in comparison with the prior fiscal year was \$36,848, an increase. The key components of the District's net position and change in net position are reflected in the table in the government-wide financial analysis section.
- At September 30, 2021, the District's governmental funds reported combined ending fund balances of \$1,252,650, a decrease of (\$13,551) in comparison with the prior fiscal year. The total fund balance is restricted for debt service, assigned to reserves, and the remainder is unassigned fund balance which is available for spending at the District's discretion.

OVERVIEW OF FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as the introduction to the District's basic financial statements. The District's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

1) Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all the District's assets, deferred outflows of resources, liabilities, and deferred inflows of resources with the residual amount being reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The government-wide financial statements include all governmental activities that are principally supported by special assessments. The District does not have any business-type activities. The governmental activities of the District include the general government (management), maintenance and recreation functions.

2) Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District has one fund category: governmental funds.

OVERVIEW OF FINANCIAL STATEMENTS (Continued)

3) Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflow of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a District's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the District's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District maintains two governmental funds for external reporting. Information is presented separately in the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund and debt service fund, all of which are considered major funds.

The District adopts an annual appropriated budget for its general fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with the budget.

4) Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of an entity's financial position. In the case of the District, assets exceeded liabilities at the close of the most recent fiscal year.

Key components of the District's net position are reflected in the following table:

NET POSITION SEPTEMBER 30,		
	2021	2020
Current and other assets	\$ 1,274,817	\$ 1,304,754
Capital assets, net of depreciation	4,824,924	4,973,214
Total assets	6,099,741	6,277,968
Current liabilities	41,020	59,562
Long-term liabilities	1,608,466	1,804,999
Total liabilities	1,649,486	1,864,561
Net position		
Net investment in capital assets	3,216,458	3,168,215
Restricted	58,833	52,201
Unrestricted	1,174,964	1,192,991
Total net position	\$ 4,450,255	\$ 4,413,407

The District's net position reflects its investment in capital assets (e.g. land, land improvements, and infrastructure); less any related debt used to acquire those assets that is still outstanding. These assets are used to provide services to residents; consequently, these assets are not available for future spending. Although the District's investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

GOVERNMENT-WIDE FINANCIAL ANALYSIS (Continued)

The restricted portion of the District's net position represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position may be used to meet the District's other obligations.

The District's net position increased during the most recent fiscal year. The majority of the increase represents the extent to which ongoing program revenues exceeded the cost of operations and depreciation expense.

Key elements of the change in net position are reflected in the following table:

CHANGES IN NET POSITION FOR THE FISCAL YEAR ENDED SEPTEMBER 30,		
	2021	2020
Revenues:		
Program revenues	\$ 1,090,986	\$ 1,101,615
General revenues	9,094	20,893
Total revenues	1,100,080	1,122,508
Expenses:		
General government	132,407	145,733
Physical environment	746,420	506,715
Culture and recreation	135,687	169,089
Interest	48,718	53,809
Total expenses	1,063,232	875,346
Change in net position	36,848	247,162
Net position - beginning	4,413,407	4,166,245
Net position - ending	\$ 4,450,255	\$ 4,413,407

As noted above and in the statement of activities, the cost of all governmental activities during the fiscal year ended September 30, 2021 was \$1,063,232. The costs of the District's activities were primarily funded by program revenues. Program revenues, comprised primarily of assessments, decreased from the prior fiscal year. The remainder of the current fiscal year revenue includes interest income and miscellaneous revenues. In total, expenses increased from the prior fiscal year, the majority of the increase is the result of an increase in professional services for landscape maintenance and the paving project.

GENERAL BUDGETING HIGHLIGHTS

An operating budget was adopted and maintained by the governing board for the District pursuant to the requirements of Florida Statutes. The budget is adopted using the same basis of accounting that is used in preparation of the fund financial statements. The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2021.

CAPITAL ASSETS AND DEBT ADMINISTRATIONCapital Assets

At September 30, 2021, the District had \$8,698,381 invested in capital assets for its governmental activities. In the government-wide financial statements depreciation of \$3,873,457 has been taken, which resulted in a net book value of \$4,824,924. More detailed information about the District's capital assets is presented in the notes of the financial statements.

Capital Debt

At September 30, 2021, the District had \$1,582,000 Bonds outstanding for its governmental activities. In addition, at September 30, 2021, the District owed \$7,051 on a Note Payable and \$19,415 for a capital lease. More detailed information about the District's capital debt is presented in the notes of the financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND OTHER EVENTS

For the subsequent fiscal year, the District anticipates that the cost of general operations will remain fairly constant. In connection with the District's future infrastructure maintenance and replacement plan, the District Board has included in the budget an estimate of those anticipated future costs and has assigned a portion of current available resources for that purpose. Finance Committee suggestions are reviewed and approved by the Board.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, land owners, customers, investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the financial resources it manages and the stewardship of the facilities it maintains. If you have questions about this report or need additional financial information, contact the Bobcat Trail Community Development District's Finance Department at 210 N. University Drive, Suite 702, Coral Springs, Florida, 33071.

**BOBCAT TRAIL COMMUNITY DEVELOPMENT DISTRICT
CITY OF NORTH PORT, FLORIDA
STATEMENT OF NET POSITION
SEPTEMBER 30, 2021**

	Governmental Activities
ASSETS	
Cash	\$ 1,167,976
Assessments receivable	27,773
Prepays and deposits	7,448
Restricted assets:	
Investments	71,620
Capital assets:	
Nondepreciable	2,927,291
Depreciable, net	1,897,633
Total assets	<u>6,099,741</u>
 LIABILITIES	
Accounts payable and accrued expenses	22,167
Accrued interest payable	18,853
Non-current liabilities:	
Due within one year	200,533
Due in more than one year	1,407,933
Total liabilities	<u>1,649,486</u>
 NET POSITION	
Net investment in capital assets	3,216,458
Restricted for debt service	58,833
Unrestricted	1,174,964
Total net position	<u>\$ 4,450,255</u>

See notes to the financial statements

**BOBCAT TRAIL COMMUNITY DEVELOPMENT DISTRICT
CITY OF NORTH PORT, FLORIDA
STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2021**

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>	Net (Expense)
			Revenue and Changes in Net Position
		Charges for Services	Governmental Activities
Primary government:			
Governmental activities:			
General government	\$ 132,407	\$ 111,286	\$ (21,121)
Physical environment	746,420	627,356	(119,064)
Culture and recreation	135,687	114,043	(21,644)
Interest on long-term debt	48,718	238,301	189,583
Total governmental activities	1,063,232	1,090,986	27,754
General revenues:			
Unrestricted investment earnings			3,792
Miscellaneous			5,302
Total general revenues			9,094
Change in net position			36,848
Net position - beginning			4,413,407
Net position - ending			\$ 4,450,255

See notes to the financial statements

**BOBCAT TRAIL COMMUNITY DEVELOPMENT DISTRICT
CITY OF NORTH PORT, FLORIDA
BALANCE SHEET
GOVERNMENTAL FUNDS
SEPTEMBER 30, 2021**

	Major Funds		Total
	General	Debt Service	Governmental Funds
ASSETS			
Cash	\$ 1,167,976	\$ -	\$ 1,167,976
Investments	-	71,620	71,620
Assessments receivable	21,707	6,066	27,773
Prepaid items and deposits	7,448	-	7,448
Total assets	<u>\$ 1,197,131</u>	<u>\$ 77,686</u>	<u>\$ 1,274,817</u>
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts payable and accrued expenses	\$ 22,167	\$ -	\$ 22,167
Total liabilities	<u>22,167</u>	<u>-</u>	<u>22,167</u>
Fund balances:			
Nonspendable for prepaid items and deposits	7,448	-	7,448
Restricted for:			
Debt service	-	77,686	77,686
Assigned for:			
Operating reserves	60,000	-	60,000
Activity center reserves	56,720	-	56,720
Lakes reserves	200,000	-	200,000
CAM/Fence construction reserves	10,000	-	10,000
Landscape reserves	43,000	-	43,000
Roadways reserves	554,548	-	554,548
Vehicle reserves	13,407	-	13,407
Gate, gatehouse, and security features reserves	47,000	-	47,000
Pool reserves	25,000	-	25,000
Subsequent year's expenditures	90,922	-	90,922
Unassigned	66,919	-	66,919
Total fund balances	<u>1,174,964</u>	<u>77,686</u>	<u>1,252,650</u>
Total liabilities and fund balances	<u>\$ 1,197,131</u>	<u>\$ 77,686</u>	<u>\$ 1,274,817</u>

See notes to the financial statements

**BOBCAT TRAIL COMMUNITY DEVELOPMENT DISTRICT
CITY OF NORTH PORT, FLORIDA
RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET POSITION
SEPTEMBER 30, 2021**

Fund balance - governmental funds \$ 1,252,650

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported as assets in the governmental funds. The statement of net position includes those capital assets, net of any accumulated depreciation, in the net position of the government as a whole.

Cost of capital assets	8,698,381	
Accumulated depreciation	<u>(3,873,457)</u>	4,824,924

Liabilities not due and payable from current available resources are not reported as liabilities in the governmental fund statements. All liabilities, both current and long-term, are reported in the government-wide financial statements.

Capital lease	(19,415)	
Accrued interest payable	(18,853)	
Note payable	(7,051)	
Bonds payable	<u>(1,582,000)</u>	<u>(1,627,319)</u>
Net position of governmental activities		<u><u>\$ 4,450,255</u></u>

See notes to the financial statements

**BOBCAT TRAIL COMMUNITY DEVELOPMENT DISTRICT
CITY OF NORTH PORT, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2021**

	Major Funds		Total
	General	Debt Service	Governmental Funds
REVENUES			
Assessments	\$ 852,685	\$ 238,295	\$ 1,090,980
Interest	3,792	6	3,798
Other revenue	5,302	-	5,302
Total revenues	861,779	238,301	1,100,080
EXPENDITURES			
Current:			
General government	129,990	2,417	132,407
Physical environment	607,787	-	607,787
Culture and recreation	112,862	-	112,862
Debt service:			
Principal	15,533	181,000	196,533
Interest	466	50,408	50,874
Capital outlay	13,168	-	13,168
Total expenditures	879,806	233,825	1,113,631
Excess (deficiency) of revenues over (under) expenditures	(18,027)	4,476	(13,551)
Fund balances - beginning	1,192,991	73,210	1,266,201
Fund balances - ending	\$ 1,174,964	\$ 77,686	\$ 1,252,650

See notes to the financial statements

**BOBCAT TRAIL COMMUNITY DEVELOPMENT DISTRICT
CITY OF NORTH PORT, FLORIDA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2021**

Net change in fund balances - total governmental funds	\$ (13,551)
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlays as expenditures; however, the cost of capital assets is eliminated in the statement of activities and capitalized in the statement of net position.	13,168
Depreciation of capital assets is not recognized in the governmental fund financial statements, but is reported as an expense in the statement of activities.	(161,458)
Repayment of long-term liabilities are reported as expenditures in the governmental fund financial statements, but such repayments reduce liabilities in the statement of net position and are eliminated in the statement of activities.	196,533
The change in accrued interest on long-term liabilities between the current and prior fiscal years is recorded in the statement of activities, but not in the governmental fund financial statements.	2,156
Change in net position of governmental activities	<u>\$ 36,848</u>

See notes to the financial statements

**BOBCAT TRAIL COMMUNITY DEVELOPMENT DISTRICT
CITY OF NORTH PORT, FLORIDA
NOTES TO FINANCIAL STATEMENTS**

NOTE 1 – NATURE OF ORGANIZATION AND REPORTING ENTITY

Bobcat Trail Community Development District ("District") was created on April 28, 1997 by Ordinance 97-9 of the City of North Port, Florida, pursuant to the Uniform Community Development District Act of 1980, otherwise known as Chapter 190, Florida Statutes. The Act provides among other things, the power to manage basic services for community development, power to borrow money and issue bonds, and to levy and assess non-ad valorem assessments for the financing and delivery of capital infrastructure.

The District was established for the purposes of financing and managing the acquisition, construction, maintenance and operation of a portion of the infrastructure necessary for community development within the District.

The District is governed by the Board of Supervisors ("Board"), which is composed of five members. The Supervisors are elected by the owners of the property within the District. The Board of Supervisors of the District exercise all powers granted to the District pursuant to Chapter 190, Florida Statutes.

The Board has the responsibility for:

1. Assessing and levying assessments.
2. Approving budgets.
3. Exercising control over facilities and properties.
4. Controlling the use of funds generated by the District.
5. Approving the hiring and firing of key personnel.
6. Financing improvements.

The financial statements were prepared in accordance with Governmental Accounting Standards Board ("GASB") Statements. Under the provisions of those standards, the financial reporting entity consists of the primary government, organizations for which the District is considered to be financially accountable and other organizations for which the nature and significance of their relationship with the District are such that, if excluded, the financial statements of the District would be considered incomplete or misleading. There are no entities considered to be component units of the District; therefore, the financial statements include only the operations of the District.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Government-Wide and Fund Financial Statements

The basic financial statements include both government-wide and fund financial statements.

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment; operating-type special assessments for maintenance and debt service are treated as charges for services and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other items not included among program revenues are reported instead as *general revenues*.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**Measurement Focus, Basis of Accounting and Financial Statement Presentation**

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Assessments are recognized as revenues in the year for which they are levied. Grants and similar items are to be recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

Assessments

Assessments are non-ad valorem assessments on benefited lands within the District. Assessments are levied to pay for the operations and maintenance of the District. For debt service, certain amounts are collected at lot closings as advance payments and are used to prepay a portion of the Bonds outstanding. Otherwise, assessments are collected annually to provide funds for the debt service on the portion of the Bonds which are not paid with prepaid assessments. The fiscal year for which annual assessments are levied begins on October 1 with discounts available for payments through February 28 and become delinquent on April 1. The District's annual assessments for operations and debt service are billed and collected by the County Tax Assessor/Collector. The amounts remitted to the District are net of applicable discounts or fees and include interest on monies held from the day of collection to the day of distribution.

Assessments and interest associated with the current fiscal period are considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. The portion of assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period.

The District reports the following major governmental funds:

General Fund

The general fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

Debt Service Fund

The debt service fund is used to account for the accumulation of resources for the annual payment of principal and interest on long-term debt.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first for qualifying expenditures, then unrestricted resources as they are needed.

Restricted Assets

These assets represent cash and investments set aside pursuant to Bond covenants or other contractual restrictions.

Deposits and Investments

The District's cash and cash equivalents are considered to be cash on hand and demand deposits (interest and non-interest bearing).

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**Assets, Liabilities and Net Position or Equity****Deposits and Investments (Continued)**

The District has elected to proceed under the Alternative Investment Guidelines as set forth in Section 218.415 (17) Florida Statutes. The District may invest any surplus public funds in the following:

- a) The Local Government Surplus Trust Funds, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act;
- b) Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency;
- c) Interest bearing time deposits or savings accounts in qualified public depositories;
- d) Direct obligations of the U.S. Treasury.

Securities listed in paragraph c and d shall be invested to provide sufficient liquidity to pay obligations as they come due. In addition, surplus funds may be deposited into certificates of deposit which are insured.

The District records all interest revenue related to investment activities in the respective funds. Investments are measured at amortized cost or reported at fair value as required by generally accepted accounting principles.

Inventories and Prepaid Items

Inventories of governmental funds are recorded as expenditures when consumed rather than when purchased.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

Capital Assets

Capital assets which include property, plant and equipment, and infrastructure assets (e.g., roads, sidewalks and similar items) are reported in the government activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 (amount not rounded) and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, plant and equipment of the District are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Improvement other than buildings	5 – 15
Infrastructure	11 – 30
Equipment	5 – 10
Activity Center	50

In the governmental fund financial statements, amounts incurred for the acquisition of capital assets are reported as fund expenditures. Depreciation expense is not reported in the governmental fund financial statements.

Unearned Revenue

Governmental funds report unearned revenue in connection with resources that have been received, but not yet earned.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**Assets, Liabilities and Net Position or Equity (Continued)****Long-Term Obligations**

In the government-wide financial statements long-term debt and other long-term obligations are reported as liabilities in the statement of net position. Bond premiums and discounts are deferred and amortized ratably over the life of the Bonds. Bonds payable are reported net of applicable premiums or discounts. Bond issuance costs are expensed when incurred.

In the fund financial statements, governmental fund types recognize premiums and discounts, as well as issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

Fund Equity/Net Position

In the fund financial statements, governmental funds report non spendable and restricted fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Assignments of fund balance represent tentative management plans that are subject to change.

The District can establish limitations on the use of fund balance as follows:

Committed fund balance – Amounts that can be used only for the specific purposes determined by a formal action (resolution) of the Board of Supervisors. Commitments may be changed or lifted only by the Board of Supervisors taking the same formal action (resolution) that imposed the constraint originally. Resources accumulated pursuant to stabilization arrangements sometimes are reported in this category.

Assigned fund balance – Includes spendable fund balance amounts established by the Board of Supervisors that are intended to be used for specific purposes that are neither considered restricted nor committed. The Board may also assign fund balance as it does when appropriating fund balance to cover differences in estimated revenue and appropriations in the subsequent year's appropriated budget. Assignments are generally temporary and normally the same formal action need not be taken to remove the assignment.

The District first uses committed fund balance, followed by assigned fund balance and then unassigned fund balance when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Net position is the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources. Net position in the government-wide financial statements are categorized as net investment in capital assets, restricted or unrestricted. Net investment in capital assets represents net position related to infrastructure and property, plant and equipment. Restricted net position represents the assets restricted by the District's Bond covenants or other contractual restrictions. Unrestricted net position consists of the net position not meeting the definition of either of the other two components.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**Other Disclosures****Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

NOTE 3 – BUDGETARY INFORMATION

The District is required to establish a budgetary system and an approved Annual Budget. Annual Budgets are adopted on a basis consistent with generally accepted accounting principles for the general fund. All annual appropriations lapse at fiscal year-end.

The District follows these procedures in establishing the budgetary data reflected in the financial statements.

- a) Each year the District Manager submits to the District Board a proposed operating budget for the fiscal year commencing the following October 1.
- b) Public hearings are conducted to obtain public comments.
- c) Prior to October 1, the budget is legally adopted by the District Board.
- d) All budget changes must be approved by the District Board.
- e) The budgets are adopted on a basis consistent with generally accepted accounting principles.
- f) Unused appropriation for annually budgeted funds lapse at the end of the year.

NOTE 4 – DEPOSITS AND INVESTMENTS**Deposits**

The District's cash balances were entirely covered by federal depository insurance or by a collateral pool pledged to the State Treasurer. Florida Statutes Chapter 280, "Florida Security for Public Deposits Act", requires all qualified depositories to deposit with the Treasurer or another banking institution eligible collateral equal to various percentages of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance held. The percentage of eligible collateral (generally, U.S. Governmental and agency securities, state or local government debt, or corporate bonds) to public deposits is dependent upon the depository's financial history and its compliance with Chapter 280. In the event of a failure of a qualified public depository, the remaining public depositories would be responsible for covering any resulting losses.

Investments

The District's investments were held as follows at September 30, 2021:

	Amortized Cost	Credit Risk	Maturities
U.S. Bank NA Commercial Paper	\$ 71,620	S&P A-1+	Open-ended
Total Investments	<u>\$ 71,620</u>		

The commercial paper investment is held by the trustee but not in the District's name.

Credit risk – For investments, credit risk is generally the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Investment ratings by investment type are included in the preceding summary of investments.

Concentration risk – The District places no limit on the amount the District may invest in any one issuer.

Interest rate risk – The District does not have a formal policy that limits investment maturities as a means of managing exposure to fair value losses arising from increasing interest rates.

NOTE 4 – DEPOSITS AND INVESTMENTS (Continued)**Investments (Continued)**

However, the Bond Indenture limits the type of investments held using unspent proceeds.

Fair Value Measurement – When applicable, the District measures and records its investments using fair value measurement guidelines established in accordance with GASB Statements. The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques.

These guidelines recognize a three-tiered fair value hierarchy, in order of highest priority, as follows:

- *Level 1:* Investments whose values are based on unadjusted quoted prices for identical investments in active markets that the District has the ability to access;
- *Level 2:* Investments whose inputs - other than quoted market prices - are observable either directly or indirectly; and,
- *Level 3:* Investments whose inputs are unobservable.

The fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the entire fair value measurement. Valuation techniques used should maximize the use of observable inputs and minimize the use of unobservable inputs.

Money market investments that have a maturity at the time of purchase of one year or less and are held by governments other than external investment pools should be measured at amortized cost. Accordingly, the District's investments have been reported at amortized cost above.

NOTE 5 – CAPITAL ASSETS

Capital asset activity for the fiscal year ended September 30, 2021 was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance
<u>Governmental activities</u>				
Capital assets, not being depreciated				
Land and land improvements	\$ 2,927,291	\$ -	\$ -	\$ 2,927,291
Total capital assets, not being depreciated	2,927,291	-	-	2,927,291
Capital assets, being depreciated				
Improvement other than buildings	1,378,990	-	-	1,378,990
Infrastructure	3,120,529	-	-	3,120,529
Equipment	117,172	13,168	-	130,340
Activity Center	1,141,231	-	-	1,141,231
Total capital assets, being depreciated	5,757,922	13,168	-	5,771,090
Less accumulated depreciation for:				
Improvement other than buildings	1,338,910	13,501	-	1,352,411
Infrastructure	2,109,711	113,487	-	2,223,198
Equipment	35,131	11,645	-	46,776
Activity Center	228,247	22,825	-	251,072
Total accumulated depreciation	3,711,999	161,458	-	3,873,457
Total capital assets, being depreciated, net	2,045,923	(148,290)	-	1,897,633
Governmental activities capital assets	\$ 4,973,214	\$ (148,290)	\$ -	\$ 4,824,924

Depreciation expense was charged to function/programs as follows:

Physical Environment	\$ 138,633
Culture and Recreation	22,825
Total	<u>\$ 161,458</u>

NOTE 6 – LONG-TERM LIABILITIES**Series 2017**

In September 2017, the District issued \$2,273,000 of Capital Improvement Revenue Refunding Note, Series 2017 due May 1, 2029, with a fixed interest rate of 2.86%. The Note was issued to refund the outstanding Capital Improvements Revenue Refunding Bonds, Series 2005 and pay certain costs associated with the issuance of the Note. Interest is to be paid semiannually on each May 1 and November 1, commencing November 1, 2017. Principal on the Note is to be paid serially commencing May 1, 2018 through May 1, 2029.

The Series 2017 Note is subject to redemption at the option of the District prior to maturity. The Series 2017 Note is subject to extraordinary mandatory redemption prior to maturity in the manner determined by the Bond Registrar if certain events occurred as outlined in the Bond Indenture.

The Note established a debt service reserve requirement as well as other restrictions and requirements relating principally to the use of proceeds to pay for the infrastructure improvements and the procedures to be followed by the District on assessments to property owners. The District agrees to levy special assessments in annual amounts adequate to provide payment of debt service and to meet the reserve requirements. The District was in compliance with the requirements at September 30, 2021.

Note Payable

During the fiscal year ended September 30, 2009, the District signed a \$148,000 noninterest bearing note payable to the Developer to pay the balance owed on land acquired from the Developer. In accordance with the note agreement, the note will be paid down as excess Series 1999A reserve funds becomes available. In a prior fiscal year \$15,016 was paid on the note. This amount was paid from the remaining balance in the reserve fund. The Series 1999A Bonds were paid off during a prior year, as such there are no additional funds available to pay the remaining balance on the Note (\$7,051). The District has not determined how or if the balance will be paid.

Long-term Debt Activity

Changes in long-term liability activity for the fiscal year ended September 30, 2021 were as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
<u>Governmental activities</u>					
Bonds payable:					
Series 2017	\$ 1,763,000	\$ -	\$ 181,000	\$ 1,582,000	\$ 185,000
Note Payable	7,051	-	-	7,051	-
Capital Lease	34,948	-	15,533	19,415	15,533
Total	<u>\$ 1,804,999</u>	<u>\$ -</u>	<u>\$ 196,533</u>	<u>\$ 1,608,466</u>	<u>\$ 200,533</u>

At September 30, 2021, the scheduled debt service requirements on the long-term debt were as follows:

Year ending September 30:	Governmental Activities		
	Principal	Interest	Total
2022	\$ 185,000	\$ 45,246	\$ 230,246
2023	191,000	39,954	230,954
2024	188,000	34,492	222,492
2025	193,000	29,114	222,114
2026	193,000	23,596	216,596
2027-2029	632,000	36,266	668,266
Total	<u>\$ 1,582,000</u>	<u>\$ 208,668</u>	<u>\$ 1,790,668</u>

NOTE 6 – LONG-TERM LIABILITIES (Continued)**Long-term Debt Activity (Continued)****Capital Lease:**

Year ending September 30:	Governmental Activities		
	Principal	Interest	Total
2022	\$ 15,533	\$ 466	\$ 15,999
2023	3,882	117	3,999
Total	<u>\$ 19,415</u>	<u>\$ 583</u>	<u>\$ 19,998</u>

NOTE 7 – MANAGEMENT COMPANY

The District has contracted with a management company to perform management advisory services, which include financial and accounting services. Certain employees of the management company also serve as officers of the District. Under the agreement, the District compensates the management company for management, accounting, and other administrative costs.

NOTE 8 – RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The District has obtained commercial insurance from independent third parties to mitigate the costs of these risks; coverage may not extend to all situations. There were no settled claims during the past three years.

NOTE 9 – SUBSEQUENT EVENT

Subsequent to fiscal year end, the District and Fairway Commons Homeowners Association, Inc (“parties”) filed a joint lawsuit against Cloud Ten! Marketing Group, LLC (“Cloud Ten”). In August 2021, Cloud Ten abandoned its operation of the Golf Course and failed to properly operate and maintain the Well Equipment and the Conveyance System which draws and distributes water for the irrigation of the parties’ various properties. As a result, the District and Fairway Commons Homeowners Association, Inc are no longer receiving an adequate supply of water to meet their irrigation needs, and instead have received only sporadic and inconsistent supplies of water for that purpose. The Court granted a temporary injunction order and the District had to obtain a surety injunction bond of \$25,000. This allowed the District and the HOA to take charge of the well and irrigation facilities to provide water to both entities.

**BOBCAT TRAIL COMMUNITY DEVELOPMENT DISTRICT
CITY OF NORTH PORT, FLORIDA
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCE - BUDGET AND ACTUAL – GENERAL FUND
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2021**

	Budgeted Amounts <u>Original & Final</u>	Actual Amounts	Variance with Final Budget - Positive (Negative)
REVENUES			
Assessments	\$ 844,699	\$ 852,685	\$ 7,986
Interest	9,798	3,792	(6,006)
Other revenue	6,000	5,302	(698)
Total revenues	<u>860,497</u>	<u>861,779</u>	<u>1,282</u>
EXPENDITURES			
Current:			
General government	155,727	129,990	25,737
Physical environment	562,425	607,787	(45,362)
Culture and recreation	240,889	112,862	128,027
Principal and interest	-	15,999	(15,999)
Capital outlay	-	13,168	(13,168)
Total expenditures	<u>959,041</u>	<u>879,806</u>	<u>79,235</u>
Excess (deficiency) of revenues over (under) expenditures	(98,544)	(18,027)	80,517
OTHER FINANCING SOURCES			
Use of fund balance	98,544	-	(98,544)
Total Other financing sources	<u>98,544</u>	<u>-</u>	<u>(98,544)</u>
Net change in fund balances	<u>\$ -</u>	<u>(18,027)</u>	<u>\$ (18,027)</u>
Fund balance - beginning		<u>1,192,991</u>	
Fund balance - ending		<u>\$ 1,174,964</u>	

See notes to required supplementary information

**BOBCAT TRAIL COMMUNITY DEVELOPMENT DISTRICT
CITY OF NORTH PORT, FLORIDA
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**

The District is required to establish a budgetary system and an approved Annual Budget for the general fund. The District's budgeting process is based on estimates of cash receipts and cash expenditures which are approved by the Board. The budget approximates a basis consistent with accounting principles generally accepted in the United States of America (generally accepted accounting principles).

The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2021.

**BOBCAT TRAIL COMMUNITY DEVELOPMENT DISTRICT
OTHER INFORMATION – DATA ELEMENTS
REQUIRED BY FL STATUTE 218.39(3)(C)
UNAUDITED**

Element	Comments
Number of district employees compensated at 9/30/2021	7
Number of independent contractors compensated in September 2021	8
Employee compensation for FYE 9/30/2021 (paid/accrued)	\$46,936
Independent contractor compensation for FYE 9/30/2021	\$94,347
Construction projects to begin on or after October 1; (>\$65K)	
Paving/Sealcoating Project	\$277,186
Budget variance report	See page 21
Ad Valorem taxes;	Not applicable
Millage rate FYE 9/30/2021	Not applicable
Ad valorem taxes collected FYE 9/30/2021	Not applicable
Outstanding Bonds:	Not applicable
Non ad valorem special assessments;	
Special assessment rate FYE 9/30/2021	Operations and maintenance - see below Debt service - see below
Special assessments collected FYE 9/30/2021	\$1,090,980
Outstanding Bonds:	
Series 2017, due May 1, 2029,	see Note 6 page 19 for details

Product	Operations & Maintenance	Debt Service
	FY 2021	FY 2021
Villas	\$1,381.62	\$363.03
SF	\$1,381.62	\$457.77
SF 2	\$1,381.62	\$169.43
Golf/Commercial	\$13,816.21	\$11,700.78
Commercial	\$110,331.62	\$0.00
1 - 5	\$3,040.03	\$0.00
6	\$13,254.51	\$0.00
7	\$22,778.90	\$0.00
7.1	\$3,040.03	\$0.00
8	\$14,622.52	\$0.00
9	\$3,040.03	\$0.00
10	\$3,131.18	\$0.00
11	\$25,201.86	\$0.00
12	\$3,313.61	\$0.00
13 - 14	\$3,374.40	\$0.00
14	\$3,374.40	\$0.00



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Agenda Page 215
951 Yamato Road ▪ Suite 280
Boca Raton, Florida 33431
(561) 994-9299 ▪ (800) 299-4728
Fax (561) 994-5823
www.graucpa.com

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Board of Supervisors
Bobcat Trail Community Development District
City of North Port, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of Bobcat Trail Community Development District, City of North Port, Florida ("District") as of and for the fiscal year ended September 30, 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our opinion thereon dated March 17, 2022.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in blue ink that reads "Brian J. Associates".

March 17, 2022



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Agenda Page 217
951 Yamato Road ▪ Suite 280
Boca Raton, Florida 33431
(561) 994-9299 ▪ (800) 299-4728
Fax (561) 994-5823
www.graucpa.com

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH THE
REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES, REQUIRED BY
RULE 10.556(10) OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA**

To the Board of Supervisors
Bobcat Trail Community Development District
City of North Port, Florida

We have examined Bobcat Trail Community Development District, City of North Port, Florida's ("District") compliance with the requirements of Section 218.415, Florida Statutes, in accordance with Rule 10.556(10) of the Auditor General of the State of Florida during the fiscal year ended September 30, 2021. Management is responsible for the District's compliance with those requirements. Our responsibility is to express an opinion on the District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the District complied, in all material respects, with the specified requirements referenced in Section 218.415, Florida Statutes. An examination involves performing procedures to obtain evidence about whether the District complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion. Our examination does not provide a legal determination on the District's compliance with specified requirements.

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the fiscal year ended September 30, 2021.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, management, and the Board of Supervisors of Bobcat Trail Community Development District, City of North Port, Florida and is not intended to be and should not be used by anyone other than these specified parties.

Grau & Associates

March 17, 2022



Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

Agenda Page 218
951 Yamato Road ▪ Suite 280
Boca Raton, Florida 33431
(561) 994-9299 ▪ (800) 299-4728
Fax (561) 994-5823
www.graucpa.com

MANAGEMENT LETTER PURSUANT TO THE RULES OF THE AUDITOR GENERAL FOR THE STATE OF FLORIDA

To the Board of Supervisors
Bobcat Trail Community Development District
City of North Port, Florida

Report on the Financial Statements

We have audited the accompanying basic financial statements of Bobcat Trail Community Development District, City of North Port, Florida ("District") as of and for the fiscal year ended September 30, 2021, and have issued our report thereon dated March 17, 2022.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Auditor's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated March 17, 2022, should be considered in conjunction with this management letter.

Purpose of this Letter

The purpose of this letter is to comment on those matters required by Chapter 10.550 of the Rules of the Auditor General of the state of Florida. Accordingly, in connection with our audit of the financial statements of the District, as described in the first paragraph, we report the following:

- I. **Current year findings and recommendations.**
- II. **Status of prior year findings and recommendations.**
- III. **Compliance with the Provisions of the Auditor General of the State of Florida.**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, as applicable, management, and the Board of Supervisors of Bobcat Trail Community Development District, City of North Port, Florida and is not intended to be and should not be used by anyone other than these specified parties.

We wish to thank Bobcat Trail Community Development District, City of North Port, Florida and the personnel associated with it, for the opportunity to be of service to them in this endeavor as well as future engagements, and the courtesies extended to us.

Grau & Associates

March 17, 2022

REPORT TO MANAGEMENT

I. CURRENT YEAR FINDINGS AND RECOMMENDATIONS

None

II. PRIOR YEAR FINDINGS

None

III. COMPLIANCE WITH THE PROVISIONS OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA

Unless otherwise required to be reported in the auditor's report on compliance and internal controls, the management letter shall include, but not be limited to the following:

1. A statement as to whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report.

There were no significant findings and recommendations made in the preceding annual financial audit report for the fiscal year ended September 30, 2020.

2. Any recommendations to improve the local governmental entity's financial management.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported for the fiscal year ended September 30, 2021.

3. Noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported, for the fiscal year ended September 30, 2021.

4. The name or official title and legal authority of the District are disclosed in the notes to the financial statements.

5. The District has not met one or more of the financial emergency conditions described in Section 218.503(1), Florida Statutes.

6. We applied financial condition assessment procedures and no deteriorating financial conditions were noted as of September 30, 2021. It is management's responsibility to monitor financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

7. Management has provided the specific information required by Section 218.39(3)(c) in the Other Information section of the financial statements on page 23.

7C

RESOLUTION 2022-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BOBCAT TRAIL COMMUNITY DEVELOPMENT DISTRICT CONFIRMING THE DISTRICT'S USE OF THE SARASOTA COUNTY SUPERVISOR OF ELECTIONS TO CONTINUE CONDUCTING THE DISTRICT'S ELECTION OF SUPERVISORS IN CONJUNCTION WITH THE GENERAL ELECTION

WHEREAS, the Bobcat Trail Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Sarasota County, Florida; and

WHEREAS, the Board of Supervisors of the Bobcat Trail Community Development District (hereinafter the "Board") seeks to implement Section 190.006(3)(A)(2)(c), Florida Statutes and to instruct the Sarasota County Supervisor of Elections (the "Supervisor") to conduct the District's General Elections.

WHEREAS, the Supervisor has requested the District adopt a Resolution confirming the District's use of the Supervisor for the purpose of conducting the District's future supervisor elections in conjunction with the General Election; and

WHEREAS, the District desires to continue to use the Supervisor for the purpose of conducting the District's supervisor elections in conjunction with the General Election.

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

Section 1. The Board is currently made up of the following individuals: Paul Fisher, Jeffrey Brall, Robert Etherton, Janet Guyer and Richard Burke.

Section 2. The term of office for each member of the Board is as follows:

Supervisor Paul Fisher	Seat 1	four year - expires 11/2022
Supervisor Jeffrey Brall	Seat 2	four year – expires 11/2022
Supervisor Robert Etherton	Seat 3	four year – expires 11/2024
Supervisor Janet Guyer	Seat 4	four year – expires 11/2022
Supervisor Richard Burke	Seat 5	four year – expires 11/2024

Section 3. Seat 1 currently held by Paul Fisher, Seat 2 currently held by Jeffrey Brall and Seat 4 currently held by Janet Guyer are scheduled for the General Election in November 2022.

Section 4. Pursuant to Section 190.006(8), Florida Statutes, members of the Board shall be entitled to receive for his or her services an amount not to exceed \$200 per meeting of the Board, not to exceed \$4,800 per year per member.

Section 5. The term of office for the individuals to be elected to the Board in the November 2022 General Election is four years.

Section 6. The new Board members shall assume office on the second Tuesday following their election.

Section 7. The District hereby instructs the Supervisor to continue conducting the District's elections in conjunction with the General Election. The District understands that it will be responsible to pay for its proportionate share of the General Election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor.

PASSED AND ADOPTED THIS 21ST DAY OF APRIL 2022.

ATTEST:

**BOBCAT TRAIL COMMUNITY
DEVELOPMENT DISTRICT**

Justin Faircloth
Secretary

Paul Fisher
Chairman

7D.

Bobcat Trail
Community Development District

Annual Operating and Debt Service Budget
Fiscal Year 2023

Version 1 - Proposed Budget:
(Printed on 4/08/2022 3pm)

Prepared by:



Table of Contents

	<u>Page #</u>
<u>OPERATING BUDGET</u>	
General Fund	
Summary of Revenues, Expenditures and Changes in Fund Balances	1-3
Exhibit A - Allocation of Fund Balances	4
Budget Narrative	5-12
<u>DEBT SERVICE BUDGETS</u>	
Series 2017	
Summary of Revenues, Expenditures and Changes in Fund Balances	13
Amortization Schedule	14
Budget Narrative	15
<u>SUPPORTING BUDGET SCHEDULES</u>	
2023-2022 Non-Ad Valorem Assessment Summary	16

Bobcat Trail
Community Development District

Operating Budget
Fiscal Year 2023

BOBCAT TRAIL

Community Development District

General Fund

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2023 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2020	ACTUAL FY 2021	ADOPTED BUDGET FY 2022	ACTUAL THRU MAR-2022	PROJECTED APR- SEP-2022	TOTAL PROJECTED FY 2022	ANNUAL BUDGET FY 2023
REVENUES							
Interest - Investments	\$ 12,517	\$ 3,758	\$ 3,000	\$ 1,026	\$ 1,026	\$ 2,052	\$ 3,217
Special Events	280	-	1,000	-	1,000	1,000	500
Interest - Tax Collector	1,274	34	1,000	-	1,000	1,000	1,000
Rents or Royalties	-	93	500	280	220	500	400
Special Assmnts- Tax Collector	769,562	769,562	769,563	706,359	63,204	769,563	769,563
Special Assmnts- Other	110,332	110,332	110,332	101,270	9,062	110,332	110,332
Special Assmnts- Discounts	(25,851)	(27,209)	(35,196)	(31,332)	-	(31,332)	(35,196)
Other Miscellaneous Revenues	5,004	3,429	2,000	246	1,754	2,000	2,000
Gate Bar Code/Remotes	1,818	1,780	2,000	1,073	927	2,000	2,000
TOTAL REVENUES	883,764	861,779	854,199	778,922	78,193	857,115	853,816
EXPENDITURES							
<i>Administrative</i>							
P/R-Board of Supervisors	11,600	11,600	12,000	5,000	7,000	12,000	12,000
FICA Taxes	887	887	918	383	536	919	918
ProfServ-Engineering	14,625	13,070	20,000	12,863	12,863	25,726	25,000
ProfServ-Legal Services	15,184	7,920	15,000	4,226	7,326	11,552	15,000
ProfServ-Trustee Fees	-	3,717	3,717	3,717	-	3,717	3,717
Auditing Services	3,700	3,800	4,200	2,500	1,700	4,200	4,300
Insurance - General Liability	17,018	17,007	18,000	18,710	-	18,710	18,000
Legal Advertising	1,334	558	1,000	309	691	1,000	1,000
Miscellaneous Services	1,739	189	1,700	-	1,700	1,700	1,000
Misc-Assessment Collection Cost	8,614	8,647	13,198	11,644	1,554	13,198	13,198
Misc-Web Hosting	1,991	1,908	1,908	954	954	1,908	2,000
Annual District Filing Fee	175	175	175	175	-	175	175
Total Administrative	76,867	69,478	91,816	60,481	34,324	94,805	96,308
<i>Other General Govt Services</i>							
ProfServ-Mgmt Consulting	51,650	51,650	53,045	26,523	26,522	53,045	53,045
ProfServ-Special Assessment	6,180	6,180	6,180	6,180	-	6,180	6,365
ProfServ-E-mail Maintenance	3,486	2,127	2,000	645	1,355	2,000	2,000
Postage and Freight	420	279	200	116	84	200	300
Printing and Binding	7	12	1,000	72	72	144	900
Office Supplies	-	264	500	50	50	100	500
Total Other General Govt Services	62,743	60,512	62,925	33,586	28,083	61,669	63,110
<i>Landscape Services</i>							
Contracts-Landscape	106,500	142,047	142,047	71,024	71,023	142,047	142,047
Contracts-Trees & Trimming	4,090	-	-	-	-	-	1,000
R&M-Irrigation	31,377	10,907	10,000	2,304	-	2,304	11,000
R&M-Landscape Renovations	-	9,374	10,000	179	9,821	10,000	10,000
R&M-Plant Replacement	458	9,726	4,000	413	3,587	4,000	6,000
R&M-Landscape Lighting	3,168	1,812	3,000	819	2,181	3,000	3,000
R&M-Phase III	-	-	55,400	79,825	-	79,825	40,000
Misc-Holiday Lighting	-	16	850	338	512	850	850
Total Landscape Services	201,408	173,882	225,297	154,902	87,124	242,026	213,897

BOBCAT TRAIL

Community Development District

General Fund

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2023 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2020	ACTUAL FY 2021	ADOPTED BUDGET FY 2022	ACTUAL THRU MAR-2022	PROJECTED APR- SEP-2022	TOTAL PROJECTED FY 2022	ANNUAL BUDGET FY 2023
Utilities							
Electricity - Streetlights	3,294	3,316	6,300	1,953	1,953	3,906	3,000
Electricity - Gate	2,892	2,899	5,500	1,583	1,583	3,166	2,500
Electricity - Irrigation	1,659	1,480	2,500	867	867	1,734	10,000
Total Utilities	7,845	7,695	14,300	4,403	4,403	8,806	15,500
Gatehouse							
Contracts-Security Services	70,788	70,788	72,000	43,394	28,606	72,000	72,000
Communication - Telephone	3,652	3,674	4,300	1,954	1,860	3,814	4,300
Utility - Water & Sewer	688	615	850	359	293	652	850
R&M-Gate	578	250	2,000	801	1,199	2,000	2,000
R&M-Access&Surveillance Systems	4,107	2,507	1,500	816	666	1,482	1,500
Misc-Bar Codes	784	4,200	4,000	-	4,000	4,000	4,100
Op Supplies - Gatehouse	49	200	500	-	500	500	750
Capital Outlay	-	-	22,000	24,065	-	24,065	-
Reserve - Gate	-	-	-	-	-	-	2,800
Total Gatehouse	80,646	82,234	107,150	71,389	37,124	108,513	88,300
Lakes and Roads							
Contracts-Lakes	34,273	34,853	36,000	19,495	17,094	36,589	38,484
R&M-Lake	-	12,150	10,000	-	10,000	10,000	10,000
R&M-Road Cleaning	2,095	1,170	4,170	585	3,585	4,170	4,775
R&M-Sealcoating	-	277,186	183,866	174,224	9,642	183,866	89,046
R&M-Sidewalks	36,746	7,270	7,000	27,835	-	27,835	4,500
R&M-Stormwater System	-	9,195	10,000	-	10,000	10,000	10,000
R&M-Invasive Plant Maintenance	1,100	-	2,000	-	2,000	2,000	2,000
R&M-Street/Gutter Repairs	260	1,970	10,000	63,589	-	63,589	40,000
Miscellaneous Maintenance	-	182	5,000	-	5,000	5,000	5,000
Reserve - Lakes	-	-	30,000	-	-	-	10,000
Reserve - Roadways	-	-	-	-	-	-	10,000
Total Lakes and Roads	74,474	343,976	298,036	285,728	57,321	343,049	223,805
Community Center							
Payroll-Hourly	20,544	21,706	21,750	10,859	10,266	21,125	22,838
FICA Taxes	1,572	1,661	1,664	831	785	1,616	1,747
Contracts-Other Services	7,931	1,395	1,500	514	514	1,028	1,600
Contracts-Cleaning Services	10,800	13,590	12,500	6,420	7,200	13,620	12,500
Utility - Other	5,013	5,150	5,400	2,576	2,610	5,186	5,400
Electricity - General	3,886	3,721	5,400	2,219	1,585	3,804	5,400
Utility - Water & Sewer	3,830	3,887	4,800	2,527	1,332	3,859	5,000
Insurance - Property	11,062	11,061	12,500	12,474	-	12,474	12,500
R&M-Pest Control	460	460	550	230	320	550	550
R&M-Tennis Courts	10,050	-	500	374	126	500	500
R&M-Fitness Equipment	1,594	5,952	6,500	398	840	1,238	8,000
R&M-Maintenance	5,453	527	4,000	2,169	821	2,990	4,000
Misc-Contingency	220	250	4,000	592	-	592	800
Cleaning Services	1,098	-	800	-	800	800	1,200
Supplies - Misc.	2,411	1,779	4,000	751	1,344	2,095	3,500
Capital Outlay	6,950	13,168	-	-	-	-	6,000
Total Community Center	101,455	84,307	85,864	42,934	28,542	71,476	91,535

BOBCAT TRAIL

Community Development District

General Fund

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2023 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2020	ACTUAL FY 2021	ADOPTED BUDGET FY 2022	ACTUAL THRU MAR-2022	PROJECTED APR- SEP-2022	TOTAL PROJECTED FY 2022	ANNUAL BUDGET FY 2023
<i>Pools and Maintenance</i>							
Payroll-Hourly	14,860	13,630	22,000	7,248	6,997	14,245	23,100
FICA Taxes	1,137	1,043	1,683	555	535	1,090	1,767
Contracts-Pools	7,613	7,763	8,050	3,915	3,900	7,815	9,000
Utility - Gas	146	181	700	96	68	164	800
Utility - Water & Sewer	3,229	2,884	6,800	483	483	966	7,100
R&M-Pools	4,295	9,029	4,400	2,381	2,019	4,400	4,800
R&M-Vehicles	117	417	1,600	3,885	-	3,885	1,000
R&M-Community Maintenance	11,366	5,292	12,500	2,610	9,890	12,500	13,100
R&M-Pressure Reducing Valve	8,996	679	2,000	-	2,000	2,000	3,000
Capital Outlay	-	-	-	-	-	-	10,000
<i>Total Pools and Maintenance</i>	51,759	41,722	59,733	21,173	25,892	47,065	73,667
<i>Debt Service</i>							
Principal Debt Retirement	15,533	15,533	-	-	-	-	-
Interest Expense	466	466	-	-	-	-	-
<i>Total Debt Service</i>	15,999	15,999	-	-	-	-	-
TOTAL EXPENDITURES	673,196	879,805	945,121	674,596	302,812	977,408	866,123
Excess (deficiency) of revenues							
Over (under) expenditures	210,568	(18,026)	(90,922)	104,326	(224,619)	(120,293)	(12,307)
OTHER FINANCING SOURCES (USES)							
Contribution to (Use of) Fund Balance	-	-	(90,922)	-	-	-	(12,307)
TOTAL OTHER SOURCES (USES)	-	-	(90,922)	-	-	-	(12,307)
Net change in fund balance	210,568	(18,026)	(90,922)	104,326	(224,619)	(120,293)	(12,307)
FUND BALANCE, BEGINNING	982,422	1,192,990	1,174,964	1,174,964	-	1,174,964	1,054,671
FUND BALANCE, ENDING	\$ 1,192,990	\$ 1,174,964	\$ 1,084,042	\$ 1,279,290	\$ (224,619)	\$ 1,054,671	\$ 1,042,364

Exhibit "A"
Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2023	\$ 1,054,671
Net Change in Fund Balance - Fiscal Year 2023	(12,307)
Reserves - Fiscal Year 2023 Additions	22,800
Total Funds Available (Estimated) - 9/30/2023	1,065,164

ALLOCATION OF AVAILABLE FUNDS***Assigned Fund Balance***

Operating Reserve - First Quarter Operating Capital (Prior Years)	60,000 ⁽²⁾	⁽¹⁾
Operating Reserve - First Quarter Operating Capital (FY 2023)	-	60,000
Reserves - Activity Center (Prior Years)	56,720 ⁽²⁾	
Reserves - Activity Center (FY 2022)	-	
Reserves - Activity Center (FY 2023)	-	56,720
Reserves - CAM/fence construction (prior years)	10,000 ⁽²⁾	10,000
Reserves - Gate (prior years)	22,000 ⁽²⁾	
Reserves - Gate (FY 2023)	2,800	24,800
Reserves - Gatehouse (Prior Years)	10,000 ⁽²⁾	10,000
Reserves - Lakes (Prior Years)	200,000 ⁽²⁾	
Reserves - Lakes (FY 2022)	30,000	
Reserves - Lakes (FY 2023)	10,000	240,000
Reserves - Landscape (Prior Years)	43,000 ⁽²⁾	
Reserves - Landscape (FY 2022)	-	
Reserves - Landscape (FY 2023)	-	43,000
Reserves - Pools (Prior Years)	25,000 ⁽²⁾	25,000
Reserves - Roadways (Prior Years)	554,548 ⁽²⁾	
Reserves - Roadways (FY 2023)	10,000	564,548
Reserves - Security Features (Prior Years)	15,000 ⁽²⁾	15,000
Reserves - Vehicle (Prior Years)	13,407 ⁽²⁾	
Reserves - Vehicle (FY 2022)	-	
Reserves - Vehicle (FY 2023)	-	13,407

Total Allocation of Available Funds	1,062,475
--	------------------

Total Unassigned (undesignated) Cash	\$ 2,689
---	-----------------

Notes

(1) This represents 3 months of operating expenses.

(2) Board assigned prior year fund balance (as of 9/30/21) by motion on 11/18/21.

BOBCAT TRAIL

Community Development District

*General Fund***Budget Narrative**
Fiscal Year 2023**REVENUES****Interest-Investments**

The District earns interest on the monthly average collected balance for their operating accounts.

Special Events

The District conducts special events including dinner dances, holiday events and other occasions, throughout the year.

Interest-Tax Collector

Interest on assessments held between date of collection by the tax collector's office and distribution to the district.

Rents or Royalties

Rental fees collected for the use of the district facility.

Special Assessments-Tax Collector (Residential)

The District will levy a Non-Ad Valorem assessment on all the residential property within the District to pay for the operating expenditures during the Fiscal Year.

Special Assessment-Other (Bobcat Village)

The District will levy a Non-Ad Valorem assessment on all the commercial property within the District to pay for the operating expenditures during the Fiscal Year.

Special Assessments-Discounts

Per Section 197.162, Florida Statutes, discounts are allowed for early payment of assessments up to a maximum of 4%. The budgeted amount for the fiscal year has been set by the board.

Other Miscellaneous Revenues

Sales tax collection allowances and other revenues not included within another budgeted line item.

Gate Bar Code/Remotes

The District collects a nominal fee for each gate remote distributed.

EXPENDITURES**Administrative****P/R-Board of Supervisors**

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting at which they are in attendance. The amount for the Fiscal Year is based upon all supervisors attending 12 meetings.

FICA Taxes

Payroll taxes for supervisor salaries are calculated as 7.65% of payroll.

Professional Services-Engineering

The District's engineer provides general engineering services to the District, i.e. attendance and preparation for monthly board meetings when requested, review of invoices, and other specifically requested assignments which may include road improvement, lake remediation, fencing/security and issues resulting from a possible 'land swap' with the golf course.

Professional Services-Legal Services

The District's Attorney provides general legal services to the District, i.e., attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research as directed or requested by the Board of Supervisors and the District Manager.

BOBCAT TRAIL

Community Development District

General Fund

Budget Narrative
Fiscal Year 2023**Administrative (continued)****Professional Services-Trustee**

The District issued a series 1999 bond and series 2017 note with funds deposited with a Trustee to handle all trustee matters. The annual trustee fee is based on standard fees charged plus any out-of-pocket expenses.

Auditing Services

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on an optional renewal within an existing engagement letter.

Insurance-General Liability

The District's General Liability, Public Officials Liability and Special Events Insurance policies are with Public Risk Insurance Agency, Inc. They specialize in providing insurance coverage to governmental agencies. The District's Worker's Compensation policy is with Preferred Governmental.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.

Miscellaneous Services

This includes monthly bank charges and miscellaneous expenses that may be incurred during the year that are not included in another budgeted line item.

Miscellaneous-Assessment Collection Cost

The District reimburses Sarasota County Tax Collector for her or his necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 1.5% on the amount of special assessments collected and remitted, whichever is greater. The budget for collection costs was set by the board.

Miscellaneous-Web Hosting

GoDaddy charges for website.

Annual District Filing Fee

The District is required to pay an annual fee of \$175 to the Department of Economic Opportunity Division of Community Development.

Other General Gov't Services**Professional Services-Management Consulting Services**

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Inframark Infrastructure Management Services. Also included are costs for Information Technology charges to process the District's financial activities, i.e. accounts payable, financial statements, budgets, etc., on a main frame computer owned by Inframark Infrastructure Management Services in accordance with the management contract.

Budget Narrative
Fiscal Year 2023**Other General Gov't Services (continued)****Professional Services-Special Assessment**

Inframark provides Assessment Services for all the properties within the CDD for the General Fund, Series 1999 Debt Service Fund and Series 2017 Debt Service Fund. These services include, but are not limited to:

- Working with the Sarasota Property Appraiser to insure the accuracy of the data they provide each year for levying purposes.
- Preparation, maintenance and certification of the District's annual assessment roll to the Sarasota County Tax Collector.
- Customer service which includes answering questions regarding annual assessments, what a CDD is, length and terms of the bonds, etc.
- Preparation of estoppel letters for refinancing and property transfers.
- Processing and transmission of pay downs to the Trustee for those property owners wishing to prepay their CDD debt.
- Analysis and supplemental schedules requested throughout the fiscal year as well assessment schedules included in the annual budget preparation.

Professional Services-E-mail Maintenance

Office 365 and Barracuda charges to manage e-mail accounts.

Postage and Freight

FedEx charges and reimbursements made to Inframark for actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence. The fiscal year budget is based on prior year spending and anticipated needs.

Printing and Binding

Copies used in the preparation of agenda packages, required mailings, and other special projects. The budgeted amount for the fiscal year is based on prior year spending and anticipated needs.

Office Supplies

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

Landscape Services**Contracts-Landscape**

This category includes costs associated with landscape maintenance, mowing, edging, and weeding. Mulch, tree trimming, monthly wet testing and repair of the irrigation system, including materials, may also be recorded here.

Contracts-Trees & Trimming

Funds set aside for tree trimming projects as determined by the district board.

R&M-Irrigation

The District anticipates a one-time large repair to the irrigation system in the commercial area.

R&M-Landscape Renovations

Costs associated with landscape renovations throughout the District including sod replacement.

R&M-Plant Replacement

Costs associated with plant replacement throughout the District.

R&M-Landscape Lighting

The District anticipates costs associated with landscape lighting maintenance, including parts and labor.

Budget Narrative
Fiscal Year 2023**Landscape Services (continued)****R&M-Phase III**

Landscape costs associated with phase III.

Miscellaneous-Holiday Lighting

Costs associated with outside holiday lighting within the District.

Utilities**Electricity-Streetlights**

Street lighting usage for District facilities and assets. Costs are based on historical expenses incurred with Florida Power & Light (FPL) and include the following accounts:

VENDOR	ACCOUNT#	SERVICE ADDRESS
FPL	00592-38485	Bobcat Village Center Rd #ST LT
FPL	53383-17489	1352 Bobcat Trail #Lights
FPL	92543-09488	Bobcat Trail #ST Lighting

Electricity-Gate

VENDOR	ACCOUNT#	SERVICE ADDRESS
FPL	56933-92028	1010 Bobcat Trail #Guardhouse
FPL	92196-12026	Woodhaven Drive #Gate 2

Electricity-Irrigation

VENDOR	ACCOUNT#	SERVICE ADDRESS
FPL	88616-20030	1751 Bobcat Trail #IRR
FPL	54961-11039	1508 Palmetto Palm Terr. #IRR

Gatehouse**Contracts-Security Services**

Gate guard and security services to be provided Envera. It should be noted that some of the original equipment may need to be replaced or upgraded during the period.

Communications-Telephone

Telephone and internet services provided by Frontier and Comcast required to keep the gate and camera systems operational.

Utility-Water/Sewer

This category represents utility charges currently assessed by North Port Utilities for water and sewer.

VENDOR	ACCOUNT#	SERVICE ADDRESS
North Port Utilities	34841-152336	1010 Bobcat Trail #Gatehouse

BOBCAT TRAIL

Community Development District

General Fund

Budget Narrative
Fiscal Year 2023**Gatehouse (continued)****R&M-Gate**

Costs to repair and maintain community gates. The District may upgrade the front and back gate areas to include some sidewalk work, pedestrian gates and some monument modifications at the back gate.

R&M-Access & Surveillance System

Costs to maintain access and surveillance system. Services provided by Frontier.

Miscellaneous-Bar Codes

Bar code and FOB costs for remote entry.

Op Supplies-Gatehouse

Costs associated with supplies to operate gatehouse.

Capital Outlay

Funds set aside for capital projects as determined by the district board.

Reserve-Gate

Funds set aside for Gate projects as determined by the district board.

Lakes and Roads**Contracts-Lakes**

Monthly lake maintenance services provided by Solitude Lake Management.

R&M-Lake

Costs to maintain the lakes and repair minor shoreline problems throughout the district that are outside of the monthly maintenance contract.

R&M-Road Cleaning

Street cleaning services provided by Clean Sweep including a contingency.

R&M-Sealcoating

The District anticipates resealing various areas which may include Kentia, Coconut, Bobcat Village Ctr, Bobcat Trail, Bailey and Lady.

R&M-Sidewalks

Includes all costs associated with maintenance of the sidewalks within the District.

R&M-Stormwater System

Costs to repair the stormwater system throughout the district, including stormwater mulching and related engineering costs.

R&M-Invasive Plant Maintenance

Costs for removing or containing invasive plants throughout the District.

R&M-Street/Gutter Repairs

Various repairs to the roads and gutters throughout the District.

Miscellaneous Maintenance

Costs that the district may incur but are not budgeted for within another line item.

Budget Narrative
Fiscal Year 2023

Lakes and Roads (continued)

Reserve-Lakes

The JMT Lakes Assessment will provide a multi-year plan to address bank regrading and stabilization. Depending on the erosion control option selected by the Board, the overall costs could be upwards of over \$1M. The multi-year plan will allow for spreading these costs out over ten years.

Reserve-Roadways

Costs set aside for roadway projects.

Community Center

Payroll-Hourly

Payroll for hourly community center personnel.

FICA Taxes

Payroll taxes for hourly community center personnel.

Contracts-Other Services

The District has multiple contracts to support the Community Center and grounds including Total Air Solutions for A/C Inspections, and Wenzel Electric for Alarm Monitoring.

Contracts-Cleaning Services

The District has a contract with Cleaning 4 U to clean the community center.

Utility-Other

Cost associated with phone, TV & internet services provided by Frontier.

Electricity-General

This category includes community center electricity incurred with Florida Power & Light.

VENDOR	DESCRIPTION	SERVICE ADDRESS
FPL	Acct# 87553-99402	1352 Bobcat Trail

Utility-Water/Sewer

This category includes water and sewer costs associated with the community center. North Port Utilities provides these services.

VENDOR	ACCOUNT#	SERVICE ADDRESS
North Port Utilities	34841-175058	1352 Bobcat Trail

Insurance-Property

This represents property insurance for the community center.

R&M-Pest Control

GardenMasters of SW FL provides pest control services at a cost of \$115/quarter.

R&M-Tennis Courts

Routine repair and maintenance costs associated with the tennis courts.

Budget Narrative
Fiscal Year 2023

Community Center (continued)

R&M-Fitness Equipment

The District has a contract for cleaning and servicing the fitness equipment. Repair of equipment is an additional fee. The District may replace fitness equipment as needed. Equipment with an individual cost of less than \$5,000 may be recorded here.

R&M-Maintenance

This line item will represent costs associated with the community center which were not included as part of another budget line item.

Miscellaneous Contingency

May include costs associated with special events and any other items not budgeted for within another line item.

Cleaning Services

May include cleaning supplies or cleaning services that are outside of the contracted services.

Supplies - Miscellaneous

This line item will capture costs associated with supply purchases for the community center.

Capital Outlay

Funds set aside for capital projects as determined by the district board.

Pools and Maintenance

Payroll-Hourly

Payroll for maintenance field personnel.

FICA Taxes

Payroll taxes for hourly field personnel are calculated as 7.65% of payroll.

Contracts-Pools

The District has contracted with A & D Pool to maintain the community pool.

Utility-Gas

VENDOR	ACCOUNT	SERVICE AREA
TECO Peoples Gas	08946188	1352 Bobcat Trail

Utility-Water/Sewer

Cost associated with water/sewer at pool area incurred with North Port Utilities.

R&M-Pools

Various repair and supply costs associated with the pool and pool building.

R&M-Vehicles

Fuel for security patrol and repairs for District vehicle.

R&M-Community Maintenance

Includes all costs associated with maintaining the common area within the District.

BOBCAT TRAIL

Community Development District

General Fund

Budget Narrative

Fiscal Year 2023

Pools and Maintenance (continued)

R&M-Pressure Reducing Valves

Cost associated with maintaining pressure reducing valves (PRVs) throughout the District.

Capital Outlay

Funds set aside for capital projects as determined by the district board.

Bobcat Trail
Community Development District

Debt Service Budgets
Fiscal Year 2023

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2023 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2020	ACTUAL FY 2021	ADOPTED BUDGET FY 2022	ACTUAL THRU MAR-2022	PROJECTED APR- SEP-2022	TOTAL PROJECTED FY 2022	ANNUAL BUDGET FY 2023
REVENUES							
Interest - Investments	\$ 774	\$ 6	\$ 12	\$ 2	\$ 10	\$ 12	\$ 12
Special Assmnts- Tax Collector	245,899	245,899	245,899	225,704	20,195	245,899	245,899
Special Assmnts- Discounts	(7,928)	(7,604)	(9,836)	(8,756)	(1,080)	(9,836)	(9,836)
TOTAL REVENUES	238,745	238,301	236,075	216,950	19,125	236,075	236,075
EXPENDITURES							
<i>Administrative</i>							
Misc-Assessment Collection Cost	2,407	2,417	3,688	3,254	434	3,688	3,688
Total Administrative	6,124	2,417	3,688	3,254	434	3,688	3,688
<i>Debt Service</i>							
Principal Debt Retirement	174,000	180,000	185,000	-	185,000	185,000	190,000
Principal Prepayments	2,000	1,000	-	1,000	-	1,000	-
Interest Expense	55,441	50,408	45,245	22,623	22,608	45,231	39,926
Total Debt Service	231,441	231,408	230,245	23,623	207,608	231,231	229,926
TOTAL EXPENDITURES	237,565	233,825	233,933	26,877	208,042	234,919	233,614
Excess (deficiency) of revenues Over (under) expenditures	1,180	4,476	2,142	190,073	(188,917)	1,156	2,461
OTHER FINANCING SOURCES (USES)							
Contribution to (Use of) Fund Balance	-	-	2,142	-	-	-	2,461
TOTAL OTHER SOURCES (USES)	-	-	2,142	-	-	-	2,461
Net change in fund balance	1,180	4,476	2,142	190,073	(188,917)	1,156	2,461
FUND BALANCE, BEGINNING	72,031	73,211	77,687	77,687	-	77,687	78,843
FUND BALANCE, ENDING	\$ 73,211	\$ 77,687	\$ 79,829	\$ 267,760	\$ (188,917)	\$ 78,843	\$ 81,304

Debt Amortization
Series 2017 Capital Improvement Revenue Refunding Note

Date	Principal	Prepayments	2.86% Interest	Principal Balance
11/01/22	\$0		\$19,963	\$1,396,000
05/01/23	\$190,000		\$19,963	\$1,206,000
11/01/23	\$0		\$17,246	\$1,206,000
05/01/24	\$188,000		\$17,246	\$1,018,000
11/01/24	\$0		\$14,557	\$1,018,000
05/01/25	\$193,000		\$14,557	\$825,000
11/01/25	\$0		\$11,798	\$825,000
05/01/26	\$193,000		\$11,798	\$632,000
11/01/26	\$0		\$9,038	\$632,000
05/01/27	\$211,000		\$9,038	\$421,000
11/01/27	\$0		\$6,020	\$421,000
05/01/28	\$206,000		\$6,020	\$215,000
11/01/28	\$0		\$3,075	\$215,000
05/01/29	\$215,000		\$3,075	\$0
Totals	\$1,396,000	\$0	\$163,392	

BOBCAT TRAIL

Community Development District

*Debt Service Fund***Budget Narrative**
Fiscal Year 2023**REVENUES****Interest-Investments**

The District earns interest income on their trust accounts with US Bank.

Special Assessments-Tax Collector

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District to pay for the debt service expenditures during the Fiscal Year.

Special Assessments-Discounts

Per Section 197.162, Florida Statutes, discounts are allowed for early payment of assessments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

EXPENDITURES**Administrative****Miscellaneous-Assessment Collection Cost**

The District reimburses the Sarasota County Tax Collector for her or his necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 1.5% on the amount of special assessments collected and remitted, whichever is greater. The budget for collection costs was based on a maximum of 1.5% of the anticipated assessment collections.

Debt Service**Principal Debt Retirement**

This represents principal payments due within the current year for the series 1999 recreational revenue bond. This expense is split with the golf.

Interest Expense

This represents interest payments due within the current year for the series 1999 recreational revenue bond. This expense is split with the golf.

Note: Without sufficient revenues to cover operating expenses the district is without means to make the required principal and interest payments. The budget reflects that the debt service payments would have to be made using a portion of prior year's fund balance. Since the prior year's enterprise fund balance is negative, there are no funds from the prior year available to use.

Bobcat Trail
Community Development District

Supporting Budget Schedules
Fiscal Year 2023

**Comparison of Assessment Rates
Fiscal Year 2023 vs. Fiscal Year 2022**

Product	General Fund 001 (Common Area Maint)			Debt Service			Total Assessments per Unit			Units	Units
	FY 2023	FY 2022	Percent Change	FY 2023	FY 2022	Percent Change	FY 2023	FY 2022	Percent Change	Acres Total	Acres DS
Villas	\$1,381.62	\$1,381.62	0.0%	\$363.03	\$363.03	0.0%	\$1,744.65	\$1,744.65	0.0%	110	110
SF	\$1,381.62	\$1,381.62	0.0%	\$ 457.77	\$457.77	0.0%	\$1,839.39	\$1,839.39	0.0%	436	424
SF 2	\$1,381.62	\$1,381.62	0.0%	\$ 169.43	\$169.43	0.0%	\$1,551.05	\$1,551.05	0.0%	1	1
Golf/Commercial	\$13,816.21	\$13,816.21	0.0%	\$ 11,700.78	\$11,700.78	0.0%	\$25,517.00	\$25,517.00	0.0%	10	10
										557	545
Commercial	\$110,331.62	\$110,331.62	0.0%	\$0.00	\$0.00	n/a	\$110,331.62	\$110,331.62	0.0%	36.29	15.15
1	\$3,040.03	\$3,040.03	0.0%	\$0.00	\$0.00	n/a	\$3,040.03	\$3,040.03	0.0%	1.00	1.00
2	\$3,040.03	\$3,040.03	0.0%	\$0.00	\$0.00	n/a	\$3,040.03	\$3,040.03	0.0%	1.00	1.00
3	\$3,040.03	\$3,040.03	0.0%	\$0.00	\$0.00	n/a	\$3,040.03	\$3,040.03	0.0%	1.00	1.00
4	\$3,040.03	\$3,040.03	0.0%	\$0.00	\$0.00	n/a	\$3,040.03	\$3,040.03	0.0%	1.00	1.00
5	\$3,040.03	\$3,040.03	0.0%	\$0.00	\$0.00	n/a	\$3,040.03	\$3,040.03	0.0%	1.00	0.00
6	\$13,254.51	\$13,254.51	0.0%	\$0.00	\$0.00	n/a	\$13,254.51	\$13,254.51	0.0%	4.36	0.00
7	\$22,778.90	\$22,778.90	0.0%	\$0.00	\$0.00	n/a	\$22,778.90	\$22,778.90	0.0%	7.49	0.00
7.1	\$3,040.03	\$3,040.03	0.0%	\$0.00	\$0.00	n/a	\$3,040.03	\$3,040.03	0.0%	1.00	1.00
8	\$14,622.52	\$14,622.52	0.0%	\$0.00	\$0.00	n/a	\$14,622.52	\$14,622.52	0.0%	4.81	4.81
9	\$3,040.03	\$3,040.03	0.0%	\$0.00	\$0.00	n/a	\$3,040.03	\$3,040.03	0.0%	1.00	1.00
10	\$3,131.18	\$3,131.18	0.0%	\$0.00	\$0.00	n/a	\$3,131.18	\$3,131.18	0.0%	1.03	1.03
11	\$25,201.86	\$25,201.86	0.0%	\$0.00	\$0.00	n/a	\$25,201.86	\$25,201.86	0.0%	8.29	0.00
12	\$3,313.61	\$3,313.61	0.0%	\$0.00	\$0.00	n/a	\$3,313.61	\$3,313.61	0.0%	1.09	1.09
13	\$3,374.40	\$3,374.40	0.0%	\$0.00	\$0.00	n/a	\$3,374.40	\$3,374.40	0.0%	1.11	1.11
14	\$3,374.40	\$3,374.40	0.0%	\$0.00	\$0.00	n/a	\$3,374.40	\$3,374.40	0.0%	1.11	1.11
										36.29	15.15

Eighth Order of Business

8A

Good Afternoon All,

I have attached the updated CDD rate sheet that would go into effect July 1st, 2022 for all of our CDD's Engineering Services contracts. This includes the following CDDs that are managed by Inframark:

- Arbor Greene
- Bobcat Trail
- Harbour Isles
- Heritage Springs
- Lexington Oaks
- Meadow Pointe II
- Oak Creek
- Oakstead
- South Fork
- South Fork East
- Spring Ridge
- University Place
- Westchase
- Woodlands

The amount of increase for each category is different but generally its around 3 to 5 percent for the most used categories. Please include in the next agenda or however you'd like to notify the board of these changes coming up. Let me know if you have any questions or concerns. Thanks!

Johnson, Mirmiran & Thompson, Inc.
An Employee-Owned Company

Stephen Brletic, P.E.
Senior Associate

2000 E. 11th Ave, Ste 300
Tampa, FL, 33605
D. (813) 868-6508
C. (813) 361-1466
sbrletic@jmt.com



Please consider the environment before printing this e-mail

This message is intended for the use of the individual or entity to which it is addressed and may contain information that is confidential, privileged and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient or the employee or agent of the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please contact the sender immediately and delete it from your system.

Thank You.



CDD Labor Rates

(July 1, 2022 – July 1, 2023)

<u>Classification</u>	<u>Rates</u>
Principal	\$225
Project Manager	\$200
Senior Engineer	\$180
Project Engineer	\$145
Engineer	\$115
Senior Surveyor	\$150
Project Surveyor	\$130
Surveyor	\$95
Survey Field Crew (3-person)	\$165
GIS Technician	\$150
Senior Environmental Scientist	\$150
Environmental Scientist	\$110
Senior Designer	\$110
Designer	\$95
Senior Engineering Technician	\$85
Engineering Technician	\$65
Senior Inspector	\$115
Inspector	\$75
Clerical	\$50