BOBCAT TRAIL COMMUNITY DEVELOPMENT DISTRICT

AUGUST 18, 2022

AGENDA PACKAGE

Zoom Information

 $\underline{https://us06web.zoom.us/j/3102949022?pwd=NzdVaEUyMkxuTzczRmZjNUpaQnRyQT09}$

Meeting ID: 310 294 9022 Passcode: 776517

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

August 11, 2022

Board of Supervisors Bobcat Trail Community Development District

Dear Board Members:

The regular meeting and Budget Public Hearing of the Board of Supervisors of the Bobcat Trail Community Development District is scheduled to be held Thursday, August 18, 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. July 21, 2022 CDD Minutes (Page 9)
 - B. July 31, 2022 Financial Report and Payment Register (Page 18)
 - C. August 2, 2022 Infrastructure/Asset Management Committee Minutes (Page 47)

5. Public Hearing for Adoption of the Fiscal Year 2023 Budget

- A. Fiscal Year 2023 Budget Discussion (Page 51)
- B. Consideration of Resolution 2022-09, Adopting the Fiscal Year 2023 Budget (Page 73)
- C. Consideration of Resolution 2022-10, Levying Assessments (Page 78)

6. Old Business

- A. Presentation of SOLitude Lake Management Report (Lake 18, Coconut Palm) (Page 82)
- B. Kennedy Electric Change Order 1 for Pool Electric Service (Page 95)
- C. Metro PSI Invoices
 - i. Invoice 49967 (Page 98)
 - ii. Invoice 49968 (Page 100)
- D. Golf Course Discussion Rich Smith July 25, 2022 Email (Page 102)
- E. Rules Discussion (Page 104)

7. New Business

- A. Resident Concerns
- B. Metro PSI Estimate R93025 for Pump #1 Repairs (Page 237)

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8. Manager's Report

- A. Follow Up Items
- B. Consideration of Fiscal Year 2023 Meeting Schedule (Page 240)
- C. Document Retention Discussion Resolution 2022-08 (Page 242)

9. Engineer's Report

10. Attorney's Report

11. 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

12. Public Comment (3) Minute Time Limit

13. 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

Bobcat Trail Community Development District Board of Supervisors

Agenda Page 5

□ Paul Fisher, Chairman □ Robert Etherton, Vice Chairman □ Jeffrey Brall, Assistant Secretary □ Jim Shanahan, Assistant Secretary ■ Thursday, August 18, 2022 − 3:00 p.m. ■ Zoom Information ■ https://us06web.zoom.us/j/3102949022?pwd=NzVaEUyMkutzczRmZjNUpaQnRyQMeeting ID: 310 294 9022 ■ Passcode: 776517 1. Call to Order and Roll Call 2. Approval of Agenda 3. Public Comment (3) Minute Time Limit 4. Approval of the Consent Agenda A. July 21, 2022 CDD Minutes B. July 31, 2022 Financial Report and Payment Register C. August 2, 2022 Infrastructure/Asset Management Committee Minutes 5. Public Hearing for Adoption of the Fiscal Year 2023 Budget A. Fiscal Year 2023 Budget Discussion B. Consideration of Resolution 2022-09, Adopting the Fiscal Year 2023 Budget C. Consideration of Resolution 2022-10, Levying Assessments 6. Old Business A. Presentation of SOLitude Lake Management Report (Lake 18, Coconut Palm) B. Kennedy Electric Change Order 1 for Pool Electric Service C. Metro PSI Invoices i. Invoice 49967
Thursday, August 18, 2022 – 3:00 p.m. Zoom Information https://us06web.zoom.us/j/3102949022?pwd=NzVaEUyMkutzczRmZjNUpaQnRyC Meeting ID: 310 294 9022 Passcode: 776517 1. Call to Order and Roll Call 2. Approval of Agenda 3. Public Comment (3) Minute Time Limit 4. Approval of the Consent Agenda A. July 21, 2022 CDD Minutes B. July 31, 2022 Financial Report and Payment Register C. August 2, 2022 Infrastructure/Asset Management Committee Minutes 5. Public Hearing for Adoption of the Fiscal Year 2023 Budget A. Fiscal Year 2023 Budget Discussion B. Consideration of Resolution 2022-09, Adopting the Fiscal Year 2023 Budget C. Consideration of Resolution 2022-10, Levying Assessments 6. Old Business A. Presentation of SOLitude Lake Management Report (Lake 18, Coconut Palm) B. Kennedy Electric Change Order 1 for Pool Electric Service C. Metro PSI Invoices
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ii. Invoice 49968 D. Golf Course Discussion – Rich Smith July 25, 2022 Email E. Rules Discussion
7. New BusinessB. Resident ConcernsC. Metro PSI Estimate R93025 for Pump #1 Repairs
8. Manager's Report A. Follow Up Items B. Consideration of Fiscal Year 2023 Meeting Schedule
C. Document Retention Discussion – Resolution 2022-08

Attorney's Report

10.

Bobcat Trail CDD August 18, 2022 Agenda Page 2

11. 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

12. Public Comment (3) Minute Time Limit

13. Adjournment

The next CDD Meeting is scheduled to be held Thursday, September 15, 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.

BOBCAT TRAIL	
	•
	_
•	, North Port, Florida 34288.
Present and constituting a quorum were:	
Robert Etherton Vice Cl Jeffrey Brall Assista Richard Burke Assista	an nairman nt Secretary nt Secretary nt Secretary nt Secretary
Members of the Public Members of the Public	Manager fons taken.
	Order and Roll Call the roll. A quorum was established.
	val of Agenda and the following items were requested:
• Hoover Proposal SPN98510 as Item 5F.	
• Golf Course/CDD Items as Item 6B.	
• Frontier Items as Item 7D.	
• Coconut Palm Lake as Item 7E.	
Map Discussion as Item 7F.	
·	Inc. COI as part of Item 8A.
There being no further requests,	-
23456 7 8 901 23456789 012345 6789 012 3 4 5 6 7 8	The regular meeting of the Board of Supervisor Development District was held Thursday, July 21, 2022 Community Center, located at 1352 Bobcat Trail Boulevard Present and constituting a quorum were: Paul Fisher Chairm Vice Cl Jeffrey Brall Assistat Richard Burke Assistat Jim Shanahan Assistat Also present were: Justin Faircloth District Members of the Public Following is a summary of the discussions and active First Order Of Business Call to Mr. Faircloth called the meeting to order and called the Mr. Faircloth presented the agenda for the meeting and Hoover Proposal SPN98510 as Item 5F. Golf Course/CDD Items as Item 6B. Frontier Items as Item 7D. Coconut Palm Lake as Item 7E. Map Discussion as Item 7F. Inclusion of American Drilling of Sarasota, Item 1985.

40 41		On MOTION by Mr. Etherton, seconded by Mr. Brall, with all in favor, the agenda for the meeting was approved as amended.
42		
43 44 45		DER OF BUSINESS Public Comment (3) Minute Time Limit ents commented on the following items:
46	•	Fairway Commons.
47	•	Golf Course.
48	•	Supervisor vacancy.
49	•	Coconut Palm Lakes.
50 51 52 53	FOURTH O	RDER OF BUSINESS Organizational Matters Acceptance of Janet Guyer Resignation & Declaration of Seat 4 Vacancy
54 55 56 57 58		On MOTION by Mr. Etherton, seconded by Mr. Shanahan, with all in favor, the resignation of Ms. Janet Guyer was accepted, and Seat 4 was declared vacant.
59 60 61 62	B.	Consideration of Applications i. Jim Shanahan July 8, 2022 Email ii. Michael San Antonio July 4, 2022 Resume The Board discussed the two applications.
63 64 65 66		Mr. Fisher MOVED to appoint Mr. Jim Shanahan to fill the vacancy of Seat 4, and Mr. Etherton seconded the motion.
67 68 69 70		On VOICE vote, with Mr. Fisher and Mr. Etherton voting aye, and Mr. Brall and Mr. Burke voting nay, the prior motion failed.
71 72 73		Mr. Brall MOVED to appoint Mr. Michael San Antonio to fill the vacancy of Seat 4, and Mr. Burke seconded the motion.
74 75 76 77		On VOICE vote, with Mr. Brall and Mr. Burke voting aye, and Mr. Fisher and Mr. Etherton voting nay, the prior motion failed.

78 79		Mr. Fisher MOVED to appoint Mr. Jim Shanahan to fill the vacancy of Seat 4, and Mr. Etherton seconded the motion.
80		of Scat 4, and Mr. Effection seconded the motion.
81		
82		On VOICE vote, with Mr. Fisher, Mr. Etherton and Mr. Brall voting
83		aye, and Mr. Burke voting nay the prior motion was approved, and
84		Mr. Jim Shanahan was appointed to serve as a Supervisor in Seat 4.
85		
86	•	Mr. Shanahan agreed to oversee the Lakes and Roads Committee.
87	•	Mr. Faircloth inquired about retaining Ms. Guyer's District email since she has
88		volunteered to oversee the Phase III Road Paving Project. The Board concurred to
89		leave her email in place. Mr. Faircloth will have a District email address developed
90		for Mr. Shanahan.
91 92	C. Mr. F	Oath of Office of Newly Appointed Supervisor aircloth, a certified Notary of the State of Florida, administered the Oath of Office to
93	Mr. Shanaha	n. A Copy of the signed Oath is attached hereto as part of the public record.
94	D.	Board Reorganization – Election of Officers – Resolution 2022-07
95		
96		
97		Mr. Brall NOMINATED Mr. Burke to serve as Chairman, and Mr.
98		Fisher NOMINATED himself to remain as Chairman.
99		
100		
101		On VOICE vote, with Mr. Brall and Mr. Burke nominating Mr.
102		Burke to serve as Chairman, and Mr. Fisher, Mr. Etherton and Mr.
103		Shanahan nominating Mr. Fisher to remain as Chairman, Mr. Fisher
104		was appointed to remain as Chairman.
105		
106		W E. T. MOMBATED W. E. T. W. C. T.
107		Mr. Fisher NOMINATED Mr. Etherton to serve as Vice Chairman.
108 109		There being no further nominations, with all in favor, Mr. Etherton was appointed to serve as Vice Chairman.
110		was appointed to serve as vice Chairman.
111		
111		

113		On MOTION by Mr. Etherton, seconded by Mr. Shanahan, with all
114		in favor, Resolution 2022-07, Electing Officers of the District, with
115		Mr. Fisher to remain as Chairman, Mr. Etherton to serve as Vice
116		Chairman, Mr. Faircloth to remain as Secretary and Assistant
117		Treasurer, Mr. Bloom to remain as Treasurer, Mr. Brall and Mr.
118		Burke to remain as Assistant Secretaries, and Mr. Shanahan to serve
119		as Assistant Secretary, was adopted.
120		
121		
122		DER OF BUSINESS Approval of the Consent Agenda
123	A.	June 23, 2022 CDD Minutes
124	В.	June 30, 2022 Financial Report and Payment Register
125	C.	July 5, 2022 Infrastructure/Asset Management Committee Minutes
126	D.	Ratification of MRI Estimate 3544 Approval
127	E.	Estimate from PSI Metro Pumping Systems, Inc. for Installation of Surge
128	_	Protector
129	F.	Hoover Proposal SPN98510
130	Mr. F	aircloth presented the Consent Agenda, with the items as listed above, and requested
131	any additions	s, corrections or deletions.
132	•	The Consent Agenda was amended as previously noted.
133		
134		On MOTION by Mr. Burke, seconded by Mr. Fisher, with all in
135		favor, the Consent Agenda was approved as amended.
		1avor, the Consent Agenda was approved as amended.
136		
137		NED OF BUILDINEGS
138		DER OF BUSINESS Old Business
139	A.	Irrigation Main Leak Update
140	•	Mr. Brall noted LMP provided an update notating that failure to repair the leak will
141		result in loss of pressure to the rest of the system, and place stress on the existing
142		equipment.
143	В.	Golf Course/CDD Items
144	D .	Mr. Fisher discussed this item.
144	•	WII. I ISHEI discussed this item.
145		
146	SEVENTH (ORDER OF BUSINESS New Business
147	A.	Resident Concerns
148	•	Mr. Etherton discussed damage at the gate, and indicated he was working with the
149		individual who caused the damage to cover any associated costs.
150		

B. Discussion on Developing Pump House Reserve

On MOTION by Mr. Fisher, seconded by Mr. Brall, with all in favor, amendment of the Fiscal Year 2022 Budget to transfer \$43,000 from Landscape Reserves and \$10,000 from Vehicle Reserves to Landscape Services-R&M Irrigation, was approved.

C. Employee Hiring Discussion

On MOTION by Mr. Etherton, seconded by Mr. Brall, with all in favor, the job description for the back-up Community Center employee as presented by Mr. Etherton, was approved, and Mr. Etherton was authorized to hire the employee, and set the pay range in an amount not to exceed \$15 per hour.

D. Frontier Items

 Mr. Etherton addressed this item, and Mr. Faircloth noted the contracts were
provided to Mr. Jackson to review, and he recommended changes. It was noted
services would be increased and cost savings would be realized with the changes.

On MOTION by Mr. Etherton, seconded by Mr. Brall, with all in favor, Mr. Etherton was authorized to proceed with Frontier contract updates for Internet and phone service.

E. Coconut Palm Lake

The Lake 18 fish kill was discussed, and Mr. Faircloth was directed to ask SOLitude Lake Management to provide a report at the August 18, 2022 CDD Meeting.

Mr. Brall discussed the need to have the District's maps recorded properly. It

F. Map Discussion

with Mr. Brall to address this concern.

appears the Property Appraiser's office does not show ownership correctly, and Mr. Brall would like this corrected. Mr. Faircloth will request that Mr. Jackson work

187	EIGHTH OF	RDER OF BUSINESS Manager's Report
188	A.	Follow Up Items
189 190	•	i. American Drilling of Sarasota, Inc. COIMr. Faircloth noted that the insurance which was provided for abandonment of four
191		wells did not match requirements in the addendum, as previously approved by the
192		Board.
193	•	Mr. Faircloth shared this information with Mr. Jackson, who provided comments.
194		
195 196 197 198		On MOTION by Mr. Burke, seconded by Mr. Fisher, with all in favor, insurance provided by American Drilling of Sarasota, Inc. was accepted.
199	Mr. Fa	aircloth addressed an additional follow up item.
200	•	An invoice and agreement were provided to Fairway Commons for expenses related
201		to the well. However, the agreement has not yet been signed.
202		The Board requested that funds received from Fairway Commons be
203		allocated to Landscape Services-R&M-Irrigation.
204 205	B. •	Discussion of the Fiscal Year 2023 Budget Mr. Faircloth indicated there were no further changes to the Budget.
206 207	C. •	Investment Discussion Mr. Faircloth inquired about investment options for the District, and the Board
208		requested that the finance team maximize the District's rate of return with Money
209		Market funds, while limiting banking fees.
210 211	D. •	Document Retention Discussion – Resolution 2022-08 Mr. Faircloth discussed the Resolution with the Board, noting that Inframark was
212		requesting this item cover fees associated with records storage. The Board tabled
213		this item until they are informed of the number of boxes Inframark would be
214		charging for each month.
215 216 217 218	A.	DER OF BUSINESS Engineer's Report JMT Stormwater Needs Analysis Report Submitted to Sarasota County port was reviewed with the Board.
219	•	Mr. Etherton inquired if the District should start budgeting for this report. Mr.
220		Faircloth responded that the Board should consider this report when developing the
221		Fiscal Year 2024 Budget next spring.

222	TENTH ORI	DER OF BUSINESS Attorney's Report
223	•	Mr. Faircloth noted Mr. Jackson is working on the Rules, and would have them
224		ready for the August 18, 2022 Meeting.
225	•	He is also working on the Phase III Roadway Paving Project contract.
226		
227	_	I ORDER OF BUSINESS Other Reports Infrastructure/Asset Management Committee (Board Workshop)
228 229	A. •	Pool power and roadways were discussed.
230	В.	Landscape Committee
231	•	Mr. Brall provided an update on dead tree removal, and it was decided that the CDD
232		would only maintain mowing on CDD-owned property going forward, except for
233		Woodhaven Drive, which would be maintained in accordance with the current
234		arrangement.
235	С.	Newsletter Supervisor
236		i. Discussion on Solicitation
237	•	It was noted the District does not have the ability to oversee issues with solicitation
238		in the community.
239	D.	Finance Supervisor
240	•	Mr. Fisher noted the District needed to limit spending wherever possible for the
241		remainder of the year.
242	E.	Golf Liaison
243	F.	Lakes and Roads Supervisor
244	There	being no reports, the next item followed.
245	G.	Maintenance Supervisor
246	•	Mr. Burke provided updates regarding the truck, PRV repairs, the sinkhole and
247		recent fire sprinkler inspection.
248	Н.	Facilities Supervisor
249	•	Mr. Etherton updated the Board on new LED barrier arms.
250	,	
251		On MOTION by Mr. Etherton, seconded by Mr. Burke, with all in
252		favor, surplus of old office equipment was approved, and Mr.
253		Etherton was authorized to dispose of the items.
254		
255	•	Mr. Etherton was authorized to turn off the City water at the gatehouse, and seal
256		sewer connections.

257

258 259 260	I J T		HOA Updates Commercial Properties being no reports, the next order of bu	siness followed.
261262263			ORDER OF BUSINESS Into commented on the following item	Public Comment (3) Minute time Limit as:
264	•		Golf Course landscaping.	
265	•		Solicitation concerns.	
266 267 268			TH ORDER OF BUSINESS being no further business,	Adjournment
269		-		
270 271			On MOTION by Mr. Brall, second favor, the meeting was adjourned at	•
272		_		
273				
274				
275 276				
277				
278				Paul Fisher
279				Chairman

4B

Bobcat Trail Community Development District

Financial Report

July 31, 2022

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Bobcat Trail Community Development District

Financial Statements

(Unaudited)

July 31, 2022

Balance Sheet July 31, 2022

ACCOUNT DESCRIPTION	GEN	IERAL FUND	SERIES 2017 DEBT SERVICE FUND		TOTAL	
ASSETS						
Cash - Checking Account	\$	254,977	\$	-	\$	254,977
Accounts Receivable		26		-		26
Investments:						
Money Market Account		874,721		-		874,721
Reserve Fund		-		22,993		22,993
Revenue Fund		-		56,312		56,312
Prepaid Items		8,521		-		8,521
Deposits		216		-		216
TOTAL ASSETS	\$	1,138,461	\$	79,305	\$	1,217,766
<u>LIABILITIES</u>						
Accounts Payable	\$	2,165	\$	-	\$	2,165
Accrued Expenses		10,935		_		10,935
Accrued Taxes Payable		18		-		18
TOTAL LIABILITIES		13,118		-		13,118
FUND BALANCES						
Nonspendable:						
Prepaid Items		8,521		_		8,521
Deposits		216		-		216
Restricted for:						
Debt Service		-		79,305		79,305
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:		76,931		-		76,931
TOTAL FUND BALANCES	\$	1,125,343	\$	79,305	\$	1,204,648
TOTAL LIABILITIES & FUND BALANCES	\$	1,138,461	\$	79,305	\$	1,217,766

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	JUL-22 ACTUAL
REVENUES						
Interest - Investments	\$ 3,000	\$ 2,500	\$ 2,891	\$ 391	96.37%	\$ 841
Special Events	1,000	830	-	(830)	0.00%	-
Interest - Tax Collector	1,000	830	-	(830)	0.00%	-
Rents or Royalties	500	420	280	(140)	56.00%	-
Special Assmnts- Tax Collector	769,563	769,563	769,561	(2)	100.00%	-
Special Assmnts- Other	110,332	110,332	110,331	(1)	100.00%	-
Special Assmnts- Discounts	(35,196)	(35,196)	(30,396)	4,800	86.36%	-
Other Miscellaneous Revenues	2,000	1,670	246	(1,424)	12.30%	-
Gate Bar Code/Remotes	2,000	1,670	1,746	76	87.30%	262
TOTAL REVENUES	854,199	852,619	854,659	2,040	100.05%	1,103
<u>EXPENDITURES</u>						
Administration						
P/R-Board of Supervisors	12,000	10,000	8,600	1,400	71.67%	800
FICA Taxes	918	770	688	82	74.95%	61
ProfServ-Engineering	20,000	16,670	20,150	(3,480)	100.75%	_
ProfServ-Legal Services	15,000	12,500	14,465	(1,965)	96.43%	_
ProfServ-Trustee Fees	3,717	3,717	3,717	-	100.00%	-
Auditing Services	4,200	4,200	4,200	-	100.00%	-
Insurance - General Liability	18,000	18,000	18,710	(710)	103.94%	_
Legal Advertising	1,000	830	592	238	59.20%	68
Miscellaneous Services	1,700	1,420	-	1,420	0.00%	_
Misc-Assessment Collection Cost	13,198	13,198	12,742	456	96.54%	-
Misc-Web Hosting	1,908	1,590	1,590	-	83.33%	159
Annual District Filing Fee	175	175	175	-	100.00%	-
Total Administration	91,816	83,070	85,629	(2,559)	93.26%	1,088
Other General Govt Services						
ProfServ-Mgmt Consulting	53,045	44,200	44,204	(4)	83.33%	4,420
ProfServ-Special Assessment	6,180	6,180	6,180	(+)	100.00%	-, 120
ProfServ-E-mail Maintenance	2,000	1,670	1,171	499	58.55%	131
Postage and Freight	200	170	204	(34)	102.00%	14
Printing and Binding	1,000	830	94	736	9.40%	7
Office Supplies	500	420	65	355	13.00%	-
Total Other General Govt Services	62,925	53,470	51,918	1,552	82.51%	4,572

BOBCAT TRAIL

Statement of Revenues, Expenditures and Changes in Fund Balances

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	JUL-22 ACTUAL
Landscape Services						
Contracts-Landscape	142,047	118,370	118,550	(180)	83.46%	11,837
R&M-Irrigation	10,000	8,330	21,523	(13,193)	215.23%	3,099
R&M-Landscape Renovations	10,000	8,330	12,148	(3,818)	121.48%	3,099
R&M-Plant Replacement	4,000	3,330	803	2,527	20.08%	_
R&M-Landscape Lighting	3,000	2,500	2,276	224	75.87%	
R&M-Phase III	55,400	46,170	94,778	(48,608)	171.08%	12,083
Misc-Holiday Lighting	850	850	338	512	39.76%	12,000
Total Landscape Services	225,297	187,880	250,416	(62,536)	111.15%	27,019
<u>Utilities</u>						
Electricity - Streetlights	6,300	5,250	2,886	2,364	45.81%	160
Electricity - Gate	5,500	4,580	2,713	1,867	49.33%	275
Electricity - Irrigation	2,500	2,080	2,711	(631)	108.44%	270
Total Utilities	14,300	11,910	8,310	3,600	58.11%	705
<u>Gatehouse</u>						
Contracts-Security Services	72,000	60,000	72,323	(12,323)	100.45%	7,232
Communication - Telephone	4,300	3,580	3,082	498	71.67%	311
Utility - Water & Sewer	850	710	618	92	72.71%	52
R&M-Gate	2,000	1,670	725	945	36.25%	-
R&M-Access&Surveillance Systems	1,500	1,250	1,931	(681)	128.73%	456
Misc-Bar Codes	4,000	3,330	417	2,913	10.43%	-
Op Supplies - Gatehouse	500	420	21	399	4.20%	-
Capital Outlay	22,000	22,000	24,065	(2,065)	109.39%	-
Total Gatehouse	107,150	92,960	103,182	(10,222)	96.30%	8,051
Lakes and Roads						
Contracts-Lakes	36,000	30,000	32,838	(2,838)	91.22%	3,336
R&M-Lake	10,000	8,330	-	8,330	0.00%	-
R&M-Road Cleaning	4,170	3,480	1,170	2,310	28.06%	-
R&M-Sealcoating	183,866	153,220	174,224	(21,004)	94.76%	-
R&M-Sidewalks	7,000	5,830	28,465	(22,635)	406.64%	-
R&M-Stormwater System	10,000	8,330	1,100	7,230	11.00%	1,100
R&M-Invasive Plant Maintenance	2,000	1,670	-	1,670	0.00%	-
R&M-Street/Gutter Repairs	10,000	8,330	63,589	(55,259)	635.89%	-
Miscellaneous Maintenance	5,000	4,170	1,153	3,017	23.06%	-
Reserve - Lakes	30,000	30,000		30,000	0.00%	-
Total Lakes and Roads	298,036	253,360	302,539	(49,179)	101.51%	4,436

Community Center Payroll-Hourly 21,750 18,130 17,537 593 80,63% 1, FICA Taxes 1,664 1,300 1,422 48 80,65% Contracts-Other Services 1,500 1,250 653 557 48,50% Contracts-Cleaning Services 12,500 10,420 10,620 (200) 84,96% Utility - Other 5,400 4,500 4,327 173 80,13% Electricity - General 5,400 4,500 3,383 517 73,76% Utility - Water & Sewer 4,800 4,000 3,802 398 75,04% Insurance - Property 12,500 12,500 12,474 26 99,79% R&M-Peat Control 550 550 480 70 87,27% R&M-Tennis Courts 500 420 374 46 74,80% R&M-Fitness Equipment 6,500 5,420 977 4,443 15,03% R&M-Elemess Equipment 6,500 5,420 977 4,443 15,03% 7,03% R&M-Elemess Equipment 6,500 5,420 977 4,443 15,03% 7,03% R&M-Elemess Equipment 6,500 5,420 977 4,443 15,03% 7	ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	AR TO DATE BUDGET	AR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	IUL-22 CTUAL
Payroll-Hourly				 			
FICA Taxes							
Contracts-Other Services	•	21,750	18,130	17,537	593	80.63%	1,828
Contracts-Cleaning Services	FICA Taxes	1,664	1,390	1,342	48	80.65%	140
Utility - Other	Contracts-Other Services	1,500	1,250	653	597	43.53%	-
Electricity - General	Contracts-Cleaning Services	12,500	10,420	10,620	(200)	84.96%	880
Utility - Water & Sewer	Utility - Other	5,400	4,500	4,327	173	80.13%	438
Insurance - Property	Electricity - General	5,400	4,500	3,983	517	73.76%	480
R&M-Pest Control 550 550 480 70 87.27% R&M-Tennis Courts 500 420 374 46 74.80% R&M-Fitness Equipment 6,500 5,420 977 4,443 15.03% R&M-Meintenance 4,000 3,330 3,481 (161) 87.03% Misc-Contingency 4,000 3,330 592 2,738 14.80% Cleaning Services 800 670 - 670 0.00% Supplies - Misc. 4,000 3,330 1,494 1,836 37.35% Total Community Center 85,864 73,740 61,936 11,804 72.13% 4. Pools and Maintenance Payroll-Hourly 22,000 18,330 10,245 8,085 46.57% FICA Taxes 1,683 1,400 784 616 46.58% Contracts-Pols 8,050 6,710 6,575 135 81.68% Utility - Gas 70 560 161 419	Utility - Water & Sewer	4,800	4,000	3,602	398	75.04%	282
R&M-Tennis Courts	Insurance - Property	12,500	12,500	12,474	26	99.79%	-
R&M-Fitness Equipment 6,500 5,420 977 4,443 15,03% R&M-Maintenance 4,000 3,330 3,481 (161) 87,03% Misc-Contingency 4,000 3,330 592 2,738 14,80% Cleaning Services 800 670 - 670 0.00% Supplies - Misc. 4,000 3,330 1,494 1,836 37,35% Total Community Center 85,864 73,740 61,936 11,804 72,13% 4. Pools and Maintenance Payroll-Hourty 22,000 18,330 10,245 8,085 46,57% FICA Taxes 1,683 1,400 784 616 46,58% Contracts-Pools 8,050 6,710 6,675 135 81,88% Utility - Gas 700 580 161 419 23,00% Utility - Water & Sewer 6,800 5,670 4,648 1,022 68,35% R&M-Pools 4,400 3,670 10,643 6,973) 241,8	R&M-Pest Control	550	550	480	70	87.27%	135
R&M-Maintenance 4,000 3,330 3,481 (151) 87.03% Misc-Contingency 4,000 3,330 592 2,738 14.80% Cleaning Services 800 670 - 670 0.00% Supplies - Misc. 4,000 3,330 1.494 1.836 37.35% Total Community Center 85.864 73.740 61.936 11.804 72.13% 4. Pools and Maintenance Payroll-Hourly 22,000 18,330 10,245 8.085 46.57% FICA Taxes 1,683 1,400 784 616 46.58% Contracts-Pools 8,050 6,710 6,575 135 81.88% Utility - Gas 700 580 161 419 23.00% Utility - Water & Sewer 6,800 5,670 4,648 1,022 68.35% R&M-Pools 4,400 3,670 10,643 (6,973) 241.89% R&M-Venicles 1,600 1,330 3,885 (2,555)	R&M-Tennis Courts	500	420	374	46	74.80%	-
Misc-Contingency 4,000 3,330 592 2,738 14,80% Cleaning Services 800 670 - 670 0.00% Supplies - Misc. 4,000 3,330 1,494 1,836 37,35% Total Community Center 85,864 73,740 61,936 11,804 72,13% 4, Pools and Maintenance Payroll-Hourly 22,000 18,330 10,245 8,085 46,57% FICA Taxes 1,683 1,400 784 616 46,58% Contracts-Pools 8,050 6,710 6,575 135 81,68% Utility - Gas 700 580 161 419 23,00% Utility - Water & Sewer 6,800 5,670 4,648 1,022 68,35% R&M-Pools 4,400 3,670 10,643 (6,973) 241,89% R&M-Vehicles 1,600 1,330 3,885 (2,555) 242,81% R&M-Pressure Reducing Valve 2,000 1,670 - 1,670	R&M-Fitness Equipment	6,500	5,420	977	4,443	15.03%	-
Cleaning Services	R&M-Maintenance	4,000	3,330	3,481	(151)	87.03%	-
Supplies - Misc. 4,000 3,330 1,494 1,836 37,35%	Misc-Contingency	4,000	3,330	592	2,738	14.80%	-
Total Community Center 85,864 73,740 61,936 11,804 72.13% 4. Pools and Maintenance Payroll-Hourly 22,000 18,330 10,245 8,085 46,57% FICA Taxes 1,683 1,400 784 616 46,58% Contracts-Pools 8,050 6,710 6,575 135 81,68% Utility - Gas 700 580 161 419 23,00% Utility - Water & Sewer 6,800 5,670 4,648 1,022 68,35% R&M-Pools 4,400 3,670 10,643 (6,973) 241.89% R&M-Community Maintenance 12,500 10,320 3,409 7,011 27.27% R&M-Pressure Reducing Valve 2,000 1,670 - 1,670 0.00% Total Pools and Maintenance 59,733 49,780 40,350 9,430 67.55% 2, TOTAL EXPENDITURES 945,121 806,170 904,280 (98,110) 95.68% 52, Excess (deficiency)	Cleaning Services	800	670	-	670	0.00%	-
Pools and Maintenance	Supplies - Misc.	4,000	3,330	1,494	1,836	37.35%	242
Payroll-Hourly	Total Community Center	85,864	 73,740	61,936	11,804	72.13%	4,425
FICA Taxes 1,683 1,400 784 616 46.58% Contracts-Pools 8,050 6,710 6,575 135 81.68% Utility - Gas 700 580 161 419 23.00% Utility - Water & Sewer 6,800 5,670 4,648 1,022 68.35% R&M-Pools 4,400 3,670 10,643 (6,973) 241.89% R&M-Community Maintenance 12,500 10,420 3,409 7,011 27.27% R&M-Pressure Reducing Valve 2,000 1,670 - 1,670 0.00% Total Pools and Maintenance 59,733 49,780 40,350 9,430 67.55% 2, Excess (deficiency) of revenues Over (under) expenditures (90,922) 46,449 (49,621) (96,070) 54.58% (51, OTHER FINANCING SOURCES (USES) Contribution to (Use of) Fund Balance (90,922) 0.00% Total Pools and Maintenance \$ (90,922) 46,449 \$ (49,621) \$ (96,070) 54.58% \$ (51,670) \$	Pools and Maintenance						
Contracts-Pools 8,050 6,710 6,575 135 81,68% Utility - Gas 700 580 161 419 23,00% Utility - Water & Sewer 6,800 5,670 4,648 1,022 68,35% R&M-Pools 4,400 3,670 10,643 (6,973) 241,89% R&M-Vehicles 1,600 1,330 3,885 (2,555) 242,81% R&M-Community Maintenance 12,500 10,420 3,409 7,011 27,27% R&M-Pressure Reducing Valve 2,000 1,670 - 1,670 0,00% Total Pools and Maintenance 59,733 49,780 40,350 9,430 67,55% 2, Excess (deficiency) of revenues Over (under) expenditures (90,922) 46,449 (49,621) (96,070) 54,58% (51, OTHER FINANCING SOURCES (USES) Contribution to (Use of) Fund Balance (90,922) 0,00% Total Pools and Maintenance \$ (90,922) 0,00% Total FINANCING SOURCES (USES) (90,922) \$ 46,449 \$ (49,621) \$ (96,070) 54,58% \$ (51,670) \$ (51,	Payroll-Hourly	22,000	18,330	10,245	8,085	46.57%	834
Utility - Gas 700 580 161 419 23.00% Utility - Water & Sewer 6,800 5,670 4,648 1,022 68.35% R&M-Pools 4,400 3,670 10,643 (6,973) 241.89% R&M-Vehicles 1,600 1,330 3,885 (2,555) 242.81% R&M-Community Maintenance 12,500 10,420 3,409 7,011 27.27% R&M-Pressure Reducing Valve 2,000 1,670 - 1,670 0.00% Total Pools and Maintenance 59,733 49,780 40,350 9,430 67.55% 2, Excess (deficiency) of revenues 945,121 806,170 904,280 (98,110) 95.68% 52, Excess (deficiency) of revenues (90,922) 46,449 (49,621) (96,070) 54.58% (51, OTHER FINANCING SOURCES (USES) (90,922) - - - 0.00% TOTAL FINANCING SOURCES (USES) (90,922) - - - 0.00% TOTAL FINANCING SOURC	FICA Taxes	1,683	1,400	784	616	46.58%	64
Utility - Water & Sewer 6,800 5,670 4,648 1,022 68.35% R&M-Pools 4,400 3,670 10,643 (6,973) 241.89% R&M-Vehicles 1,600 1,330 3,885 (2,555) 242.81% R&M-Community Maintenance 12,500 10,420 3,409 7,011 27.27% R&M-Pressure Reducing Valve 2,000 1,670 - 1,670 0.00% Total Pools and Maintenance 59,733 49,780 40,350 9,430 67.55% 2, Excess (deficiency) of revenues Over (under) expenditures (90,922) 46,449 (49,621) (96,070) 54.58% (51, OTHER FINANCING SOURCES (USES) (90,922) - - - 0.00% TOTAL FINANCING SOURCES (USES) (90,922) - - - 0.00% TOTAL FINANCING SOURCES (USES) (90,922) - - - 0.00% TOTAL FINANCING SOURCES (USES) (90,922) - - - 0.00% TOTAL FINANCING SOURC	Contracts-Pools	8,050	6,710	6,575	135	81.68%	665
R&M-Pools 4,400 3,670 10,643 (6,973) 241.89% R&M-Vehicles 1,600 1,330 3,885 (2,555) 242.81% R&M-Community Maintenance 12,500 10,420 3,409 7,011 27.27% R&M-Pressure Reducing Valve 2,000 1,670 - 1,670 0.00% Total Pools and Maintenance 59,733 49,780 40,350 9,430 67.55% 2 Excess (deficiency) of revenues Over (under) expenditures 945,121 806,170 904,280 (98,110) 95.68% 52, Excess (deficiency) of revenues Over (under) expenditures (90,922) 46,449 (49,621) (96,070) 54.58% (51, OTHER FINANCING SOURCES (USES) 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) \$ 46,449 \$ (49,621) \$ (96,070) 54.58% \$ (51, FUND BALANCE, BEGINNING (OCT 1, 2021) 1,174,964 1,174,964 <td>Utility - Gas</td> <td>700</td> <td>580</td> <td>161</td> <td>419</td> <td>23.00%</td> <td>16</td>	Utility - Gas	700	580	161	419	23.00%	16
R&M-Vehicles 1,600 1,330 3,885 (2,555) 242.81% R&M-Community Maintenance 12,500 10,420 3,409 7,011 27.27% R&M-Pressure Reducing Valve 2,000 1,670 - 1,670 0.00% Total Pools and Maintenance 59,733 49,780 40,350 9,430 67.55% 2, Excess (deficiency) of revenues Over (under) expenditures (90,922) 46,449 (49,621) (96,070) 54.58% (51, OTHER FINANCING SOURCES (USES) 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) \$ 46,449 \$ (49,621) \$ (96,070) 54.58% \$ (51, FUND BALANCE, BEGINNING (OCT 1, 2021) 1,174,964 1,174,964 1,174,964 1,174,964	Utility - Water & Sewer	6,800	5,670	4,648	1,022	68.35%	714
R&M-Community Maintenance 12,500 10,420 3,409 7,011 27.27% R&M-Pressure Reducing Valve 2,000 1,670 - 1,670 0.00% Total Pools and Maintenance 59,733 49,780 40,350 9,430 67.55% 2, TOTAL EXPENDITURES 945,121 806,170 904,280 (98,110) 95.68% 52, Excess (deficiency) of revenues Over (under) expenditures (90,922) 46,449 (49,621) (96,070) 54.58% (51, OTHER FINANCING SOURCES (USES) (90,922) - - - 0.00% TOTAL FINANCING SOURCES (USES) (90,922) - - - 0.00% Net change in fund balance \$ (90,922) \$ 46,449 \$ (49,621) \$ (96,070) 54.58% \$ (51,4) FUND BALANCE, BEGINNING (OCT 1, 2021) 1,174,964 1,174,964 1,174,964 1,174,964 1,174,964	R&M-Pools	4,400	3,670	10,643	(6,973)	241.89%	-
R&M-Community Maintenance 12,500 10,420 3,409 7,011 27.27% R&M-Pressure Reducing Valve 2,000 1,670 - 1,670 0.00% Total Pools and Maintenance 59,733 49,780 40,350 9,430 67.55% 2, TOTAL EXPENDITURES 945,121 806,170 904,280 (98,110) 95.68% 52, Excess (deficiency) of revenues Over (under) expenditures (90,922) 46,449 (49,621) (96,070) 54.58% (51, OTHER FINANCING SOURCES (USES) (90,922) - - - 0.00% TOTAL FINANCING SOURCES (USES) (90,922) - - - 0.00% Net change in fund balance \$ (90,922) \$ 46,449 \$ (49,621) \$ (96,070) 54.58% \$ (51, FUND BALANCE, BEGINNING (OCT 1, 2021) 1,174,964 1,174,964 1,174,964 1,174,964	R&M-Vehicles	1,600	1,330	3,885	(2,555)	242.81%	_
R&M-Pressure Reducing Valve 2,000 1,670 - 1,670 0.00% Total Pools and Maintenance 59,733 49,780 40,350 9,430 67.55% 2, TOTAL EXPENDITURES 945,121 806,170 904,280 (98,110) 95.68% 52, Excess (deficiency) of revenues Over (under) expenditures (90,922) 46,449 (49,621) (96,070) 54.58% (51,000) OTHER FINANCING SOURCES (USES) (90,922) - - - 0.00% TOTAL FINANCING SOURCES (USES) (90,922) - - - 0.00% Net change in fund balance \$ (90,922) \$ 46,449 \$ (49,621) \$ (96,070) 54.58% \$ (51,000) FUND BALANCE, BEGINNING (OCT 1, 2021) 1,174,964 1,174,964 1,174,964 1,174,964 1,174,964	R&M-Community Maintenance	12,500	10,420	3,409		27.27%	72
Total Pools and Maintenance 59,733 49,780 40,350 9,430 67.55% 2, TOTAL EXPENDITURES 945,121 806,170 904,280 (98,110) 95.68% 52, Excess (deficiency) of revenues Over (under) expenditures (90,922) 46,449 (49,621) (96,070) 54.58% (51, OTHER FINANCING SOURCES (USES) (90,922) - - - 0.00% TOTAL FINANCING SOURCES (USES) (90,922) - - - 0.00% Net change in fund balance (90,922) 46,449 (49,621) (96,070) 54.58% (51, FUND BALANCE, BEGINNING (OCT 1, 2021) 1,174,964 1,174,964 1,174,964 1,174,964	R&M-Pressure Reducing Valve		1,670	-	1,670	0.00%	_
Excess (deficiency) of revenues Over (under) expenditures (90,922) 46,449 (49,621) (96,070) 54.58% (51, OTHER FINANCING SOURCES (USES) 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) \$ 46,449 \$ (49,621) \$ (96,070) \$ 54.58% \$ (51, 1) FUND BALANCE, BEGINNING (OCT 1, 2021) 1,174,964 1,174,964	-			40,350		67.55%	2,365
Excess (deficiency) of revenues Over (under) expenditures (90,922) 46,449 (49,621) (96,070) 54.58% (51, OTHER FINANCING SOURCES (USES) 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) \$ 46,449 \$ (49,621) \$ (96,070) 54.58% \$ (51,000) \$ (
Over (under) expenditures (90,922) 46,449 (49,621) (96,070) 54.58% (51,000) OTHER FINANCING SOURCES (USES) 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) \$ 46,449 \$ (49,621) \$ (96,070) 54.58% \$ (51,000) FUND BALANCE, BEGINNING (OCT 1, 2021) 1,174,964 1,174,964 1,174,964 1,174,964	TOTAL EXPENDITURES	945,121	806,170	904,280	(98,110)	95.68%	52,661
OTHER FINANCING SOURCES (USES) 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) \$ 46,449 \$ (49,621) \$ (96,070) 54.58% \$ (51, 174,964) \$ (1,174,964) \$ (Excess (deficiency) of revenues						
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) \$ 46,449 \$ (49,621) \$ (96,070) 54.58% \$ (51,000) FUND BALANCE, BEGINNING (OCT 1, 2021) 1,174,964 1,174,964 1,174,964 1,174,964	Over (under) expenditures	(90,922)	 46,449	 (49,621)	(96,070)	54.58%	 (51,558)
TOTAL FINANCING SOURCES (USES) (90,922) - - - - 0.00% Net change in fund balance \$ (90,922) \$ 46,449 \$ (49,621) \$ (96,070) 54.58% \$ (51,000) FUND BALANCE, BEGINNING (OCT 1, 2021) 1,174,964 1,174,964 1,174,964	OTHER FINANCING SOURCES (USES)						
Net change in fund balance \$ (90,922) \$ 46,449 \$ (49,621) \$ (96,070) \$ 54.58% \$ (51, FUND BALANCE, BEGINNING (OCT 1, 2021) 1,174,964 1,174,964	Contribution to (Use of) Fund Balance	(90,922)	-	-	-	0.00%	-
FUND BALANCE, BEGINNING (OCT 1, 2021) 1,174,964 1,174,964 1,174,964	TOTAL FINANCING SOURCES (USES)	(90,922)	-	-	-	0.00%	-
	Net change in fund balance	\$ (90,922)	\$ 46,449	\$ (49,621)	\$ (96,070)	54.58%	\$ (51,558)
FUND BALANCE, ENDING \$ 1,084,042 \$ 1,221,413 \$ 1,125,343	-	•		 1,174,964			
	FUND BALANCE, ENDING	\$ 1,084,042	\$ 1,221,413	\$ 1,125,343			

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	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Actual Thru	Adopted
Account Description	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget	7/31/2022	Budget
Revenues														
Interest - Investments	\$ 163	\$ 151	\$ 105	\$ 188	\$ 198	\$ 217	\$ 389	\$ 260	\$ 378	\$ 841	\$ 250	\$ 250	\$ 2,891	\$ 3,000
Special Events	-	-	-	-	-	-	_	_	-	_	83	87		1,000
Interest - Tax Collector	-	-	_	-	-	-	_	_	-	-	83	87	-	1,000
Rents or Royalties	-	-	93	187	-	-	-	-	-	_	42	38	280	500
Special Assmnts- Tax Collector	-	262,164	380,728	27,137	30,356	5,974	24,016	_	39,186	-	-	-	769,561	769,563
Special Assmnts- Other	-	37,586	54,585	3,891	4,352	856	3,443	-	5,618	_	-	-	110,331	110,332
Special Assmnts- Discounts	-	(12,108)	(17,381)	(934)	(813)	(97)	(14)	_	951	-	-	-	(30,396)	(35,196)
Other Miscellaneous Revenues	-	1	125	-	1	119	-	-	-	-	167	163	246	2,000
Gate Bar Code/Remotes	379	145	182	136	257	(25)	290	(44)	164	262	167	163	1,746	2,000
Total Revenues	542	287,939	418,437	30,605	34,351	7,044	28,124	216	46,297	1,103	792	788	854,659	854,199
Expenditures														
<u>Administrative</u>														
P/R-Board of Supervisors	800	1,200	800	-	1,200	1,000	800	1,000	1,000	800	1,000	1,000	8,600	12,000
FICA Taxes	61	92	61	-	92	77	92	77	77	61	77	71	688	918
ProfServ-Engineering	-	1,610	4,485	(1,650)	3,403	5,015	3,370	2,465	1,453	-	1,667	1,663	20,150	20,000
ProfServ-Legal Services	-	-	1,448	-	2,777	-	10,239	-	-	-	1,250	1,250	14,465	15,000
ProfServ-Trustee Fees	3,717	-	-	-	-	-	-	-	-	-	-	-	3,717	3,717
Auditing Services	-	-	-	-	2,500	-	1,700	-	-	-	-	-	4,200	4,200
Insurance - General Liability	18,710	-	-	-	-	-	-	-	-	-	-	-	18,710	18,000
Legal Advertising	152	-	-	-	157	-	146	-	68	68	83	87	592	1,000
Miscellaneous Services	-	-	-	-	-	-	-	-	-	-	142	138	-	1,700
Misc-Assessment Collection Cost	-	4,315	6,269	451	508	101	412	-	686	-	-	-	12,742	13,198
Misc-Web Hosting	159	159	159	159	159	159	159	159	159	159	159	159	1,590	1,908
Annual District Filing Fee	175	-	-	-	-	-	-	-	-	-	-	-	175	175
Total Administrative	23,774	7,376	13,222	(1,040)	10,796	6,352	16,918	3,701	3,443	1,088	4,378	4,368	85,629	91,816

													тот	AL
Account Description	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Budget	Sep Budget	Actual Thru 7/31/2022	Adopted Budget
Other General Govt Services														
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	44,204	53,045
ProfServ-Special Assessment	, -	-	6,180	-	-	-	-	-	-	-	-	-	6,180	6,180
ProfServ-E-mail Maintenance	108	108	108	108	108	108	131	131	131	131	167	163	1,171	2,000
Postage and Freight	15	-	25	18	27	31	29	45	-	14	17	13	204	200
Printing and Binding	5	_	44	4	4	15	11	5	-	7	83	87	94	1,000
Office Supplies	-	19	-	_	31	-	-	-	15	_	42	38	65	500
Total Other General Govt Services	4,548	4,527	10,798	4,550	4,590	4,574	4,591	4,601	4,566	4,572	4,729	4,726	51,918	62,925
Landscape Services														
Contracts-Landscape	11,837	11,837	11,837	11,837	11,837	11,837	11,837	11,837	12,015	11,837	11,837	11,840	118,550	142,047
R&M-Irrigation	538	208	705	-	735	118	-	16,044	77	3,099	833	837	21,523	10,000
R&M-Landscape Renovations	-	-	-	-	179	-	-	3,480	8,489	-	833	837	12,148	10,000
R&M-Plant Replacement	-	413	-	-	-	-	-	391	-	-	333	337	803	4,000
R&M-Landscape Lighting	309	-	-	-	510	-	1,299	-	158	-	250	250	2,276	3,000
R&M-Phase III	-	55,277	1,183	-	9,680	13,686	465	610	1,795	12,083	4,617	4,613	94,778	55,400
Misc-Holiday Lighting	-	-	242	-	-	96	-	-	-	-	-	-	338	850
Total Landscape Services	12,684	67,735	13,967	11,837	22,941	25,737	13,601	32,362	22,534	27,019	18,703	18,714	250,416	225,297
Utilities														
Electricity - Streetlights	238	281	299	474	379	281	323	209	241	160	525	525	2,886	6,300
Electricity - Gate	183	230	228	299	289	354	294	287	275	275	458	462	2,713	5,500
Electricity - Irrigation	106	135	153	177	152	145	669	661	244	270	208	212	2,711	2,500
Total Utilities	527	646	680	950	820	780	1,286	1,157	760	705	1,191	1,199	8,310	14,300

													101	AL
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Actual Thru	Adopted
Account Description	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget	7/31/2022	Budget
Gatehouse														
Contracts-Security Services	7,232	7,232	7,232	7,232	7,232	7,232	7,232	7,232	7,232	7,232	6,000	6,000	72,323	72,000
Communication - Telephone	507	306	307	307	308	109	307	311	311	311	358	362	3,082	4,300
Utility - Water & Sewer	52	52	50	152	52	54	52	52	52	52	71	69	618	850
R&M-Gate	_	20	_	_	256	525	-	27	(104)	_	167	163	725	2,000
R&M-Access&Surveillance Systems	111	111	151	332	111	111	111	326	111	456	125	125	1,931	1,500
Misc-Bar Codes	-	_	_	-	-	_	417	-	-	_	333	337	417	4,000
Op Supplies - Gatehouse	_	-	-	-	-	-	-	21	-	_	42	38	21	500
Capital Outlay	-	-	-	-	-	24,065	_	-	-	-	-	-	24,065	22,000
Total Gatehouse	7,902	7,721	7,740	8,023	7,959	32,096	8,119	7,969	7,602	8,051	7,096	7,094	103,182	107,150
Lakes and Roads														
Contracts-Lakes	2,974	3,874	3,117	3.117	3,117	3,296	3,206	3,465	3,336	3,336	3,000	3,000	32,838	36,000
R&M-Lake	_,0	-	-	-	-	-	-	-	-	-	833	837	-	10,000
R&M-Road Cleaning	_	585	_	_	_	_	_	585	_	_	348	342	1,170	4,170
R&M-Sealcoating	117,439	56.785	_	_	_	_	_	-	_	_	15,322	15,324	174,224	183,866
R&M-Sidewalks	24,720	3,115	-	-	_	_	630	-	-	-	583	587	28,465	7,000
R&M-Stormwater System	-	-	-	-	_	_	-	-	-	1,100	833	837	1,100	10,000
R&M-Invasive Plant Maintenance	-	-	-	-	_	_	_	-	-		167	163	-,	2,000
R&M-Street/Gutter Repairs	-	63,589	_	-	-	_	_	-	-	_	833	837	63,589	10,000
Miscellaneous Maintenance	_	· -	_	-	-	-	-	1,119	35	_	417	413	1,153	5,000
Reserve - Lakes	_	-	-	-	-	-	-	-	-	_	-	-	-	30,000
Total Lakes and Roads	145,133	127,948	3,117	3,117	3,117	3,296	3,836	5,169	3,371	4,436	22,336	22,340	302,539	298,036
Community Center														
Payroll-Hourly	998	1,653	1,740	1,925	1,828	2,715	1,820	1,835	1,196	1,828	1,813	1,807	17,537	21,750
FICA Taxes	76	126	133	1,323	140	208	139	140	91	140	139	135	1,342	1,664
Contracts-Other Services	54	-	110	60	-	290	79	-	60	-	125	125	653	1,500
Contracts-Cleaning Services	1,340	1,100	1.080	1,080	860	960	1,080	1,160	1,080	880	1,042	1,038	10,620	12,500
Utility - Other	431	859	-	430	427	429	435	438	438	438	450	450	4,327	5,400
Electricity - General	347	347	399	404	333	390	385	416	483	480	450	450	3,983	5,400

													тот	AL
Account Description	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Budget	Sep Budget	Actual Thru 7/31/2022	Adopted Budget
Utility - Water & Sewer	1,225	261	400	111	271	261	272	261	260	282	400	400	3,602	4,800
Insurance - Property	12,474	-	-	-	-	-	-	-	-	-	-	-	12,474	12,500
R&M-Pest Control	-	115	-	-	115	-	-	115	-	135	-	-	480	550
R&M-Tennis Courts	-	-	-	374	-	-	-	-	-	-	42	38	374	500
R&M-Fitness Equipment	-	-	248	-	-	150	-	-	579	-	542	538	977	6,500
R&M-Maintenance	-	1,865	(1,350)	58	-	1,596	1,043	269	-	-	333	337	3,481	4,000
Misc-Contingency	592	-	-	-	-	-	-	-	-	-	333	337	592	4,000
Cleaning Services	-	-	-	-	-	-	-	-	-	-	67	63	-	800
Supplies - Misc.	-	73	191	244	-	243	32	469	-	242	333	337	1,494	4,000
Total Community Center	17,537	6,399	2,951	4,833	3,974	7,242	5,285	5,103	4,187	4,425	6,069	6,055	61,936	85,864
Pools and Maintenance														
Payroll-Hourly	504	1,375	1,184	1,147	700	2,338	1,288	596	279	834	1,833	1,837	10,245	22,000
FICA Taxes	39	105	91	88	54	179	99	46	21	64	140	143	784	1,683
Contracts-Pools	650	650	-	1,300	665	650	665	665	665	665	671	669	6,575	8,050
Utility - Gas	16	16	16	16	16	16	16	16	16	16	58	62	161	700
Utility - Water & Sewer	81	126	150	101	201	(176)	200	402	2,849	714	567	563	4,648	6,800
R&M-Pools	-	_	(294)	1,500	43	1,133	7,434	428	400	-	367	363	10,643	4,400
R&M-Vehicles	_	1,549	90	2,220	26	-	-	-	-	-	133	137	3,885	1,600
R&M-Community Maintenance	-	144	1,422	738	72	306	116	467	72	72	1,042	1,038	3,409	12,500
R&M-Pressure Reducing Valve	-	-	· -	-	-	_	-	-	-	_	167	163	· -	2,000
Total Pools and Maintenance	1,290	3,965	2,659	7,110	1,777	4,446	9,818	2,620	4,302	2,365	4,978	4,975	40,350	59,733
Total Expenditures	213,395	226,317	55,134	39,380	55,974	84,523	63,454	62,682	50,765	52,661	69,480	69,471	904,280	945,121

													тот	AL
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Actual Thru	Adopted
Account Description	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget	7/31/2022	Budget
Excess (deficiency) of revenues														
Over (under) expenditures	(212,853)	61,622	363,303	(8,775)	(21,623)	(77,479)	(35,330)	(62,466)	(4,468)	(51,558)	(68,688)	(68,683)	(49,621)	(90,922)
Other Financing Sources (Uses)														
Contribution to (Use of) Fund Balance	-	-	-	-	-	-	-	-	-	-	(68,688)	(68,683)	-	(90,922)
Total Financing Sources (Uses)	-	-	-		-	•	•	-		-	(68,688)	(68,683)	-	(90,922)
Net change in fund balance	\$ (212,853)	61,622	\$ 363,303	(8,775)	\$ (21,623) \$	(77,479)	(35,330)	\$ (62,466) \$	6 (4,468)	\$ (51,558)	\$ (68,688)	\$ (68,683)	\$ (49,621)	\$ (90,922)
Fund Balance, Beginning (Oct 1, 2021)													1,174,964	1,174,964
Fund Balance, Ending													\$ 1,125,343	\$ 1,084,042

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	JUL-22 ACTUAL
REVENUES						
Interest - Investments	\$ 12	\$ 10	\$ 6	\$ (4)	50.00%	\$ -
Special Assmnts- Tax Collector	245,899	245,899	245,899	-	100.00%	-
Special Assmnts- Discounts	(9,836)	(9,836)	(8,495)	1,341	86.37%	-
TOTAL REVENUES	236,075	236,073	237,410	1,337	100.57%	-
EXPENDITURES						
<u>Administration</u>						
Misc-Assessment Collection Cost	3,688	3,688	3,561	127	96.56%	-
Total Administration	3,688	3,688	3,561	127	96.56%	-
Debt Service						
Principal Debt Retirement	185,000	185,000	185,000	-	100.00%	-
Principal Prepayments	-	-	2,000	(2,000)	0.00%	-
Interest Expense	45,245	45,245	45,231	14	99.97%	
Total Debt Service	230,245	230,245	232,231	(1,986)	100.86%	
TOTAL EXPENDITURES	233,933	233,933	235,792	(1,859)	100.79%	-
Excess (deficiency) of revenues						
Over (under) expenditures	2,142	2,140	1,618	(522)	75.54%	
OTHER FINANCING SOURCES (USES)						
Contribution to (Use of) Fund Balance	2,142	-	-	-	0.00%	<u>-</u>
TOTAL FINANCING SOURCES (USES)	2,142	-	-	-	0.00%	-
Net change in fund balance	\$ 2,142	\$ 2,140	\$ 1,618	\$ (522)	75.54%	\$ -
FUND BALANCE, BEGINNING (OCT 1, 2021)	77,687	77,687	77,687			
FUND BALANCE, ENDING	\$ 79,829	\$ 79,827	\$ 79,305			

Bobcat Trail Community Development District

Supporting Schedules
July 31, 2022

Non-Ad Valorem Special Assessments

(Sarasota County Tax Collector - Monthly Collection Distributions) For the Fiscal Year Ending September 30, 2022

										Αl	LOCATION		
				DISCOUNT/			GROSS		RESIDENTIAL	ВС	BCAT VILLAGE	0	EBT SERVICE
DATE	N	ET AMOUNT	(F	PENALTIES)	C	OLLECTION	AMOUNT		GENERAL FUND	G	ENERAL FUND		SERIES 2017
RECEIVED		RECEIVED		AMOUNT		COSTS	RECEIVED		ASSESSMENTS	Α	SSESSMENTS	Α	SSESSMENTS
Assessments Allocation %	Levi	ed FY 2022					\$1,125,793 100%	\$	769,562 68%	\$	110,332 10%	\$	245,899 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
04/29/22	\$	34,589	\$	18	\$	527	\$ 35,133	\$	24,016	\$	3,443	\$	7,674
06/01/22	\$	29,688	\$	(124)	\$	452	\$ 30,016	\$	20,518	\$	2,942	\$	6,556
06/30/22	\$	27,976	\$	(1,092)	\$	426	\$ 27,310	\$	18,668	\$	2,676	\$	5,965
TOTAL	\$	1,070,598	\$	38,890	\$	16,304	\$ 1,125,791	4	769,561	\$	110,331	\$	245,899
% COLLEC	TED						100%		100%		100%		100%
TOTAL OU	TST	ANDING					\$ -	\$	-	\$	-	\$	-

Bank Reconciliation

Bank Account No. 9087 Bank United GF Checking

 Statement No.
 07-22

 Statement Date
 7/31/2022

292,615.08	Statement Balance	254,976.78	G/L Balance (LCY)
0.00	Outstanding Deposits	254,976.78	G/L Balance
	-	0.00	Positive Adjustments
292,615.08	Subtotal		
37,638.30	Outstanding Checks	254,976.78	Subtotal
0.00	Differences	0.00	Negative Adjustments
	•		
254.976.78	Ending Balance	254.976.78	Ending G/L Balance

Difference 0.00

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstandin	ng Checks					
6/23/2022	Payment	6107	FLORIDA GYM TECH LLC	429.00	0.00	429.00
7/5/2022	Payment	DD02313	Payment of Invoice 011852	110.98	0.00	110.98
7/14/2022	Payment	6118	METRO PUMPING SYSTEMS INC	135.00	0.00	135.00
7/15/2022	Payment	6119	METRO PUMPING SYSTEMS INC	11,947.60	0.00	11,947.60
7/21/2022	Payment	6121	COMPLETE I.T.	290.45	0.00	290.45
7/21/2022	Payment	6122	ENVERA	7,577.27	0.00	7,577.27
7/22/2022	Payment	6124	LANDSCAPE MAINTENANCE	870.00	0.00	870.00
7/22/2022	Payment	6125	INFRAMARK, LLC	4,440.75	0.00	4,440.75
7/22/2022	Payment	6126	LANDSCAPE MAINTENANCE	11,837.25	0.00	11,837.25
Total	Outstanding	Checks		37.638.30		37.638.30



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

>001869 2912549 0001 008229 10Z BOBCAT TRAIL CDD 210 N UNIVERSITY DR STE 702 CORAL SPRINGS FL 33071 Statement Date: July 31, 2022

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

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PUBLIC FUND ANALYSIS CHECKING Account *******9087

Account Summary

Statement Balance as of 06/30/2022			\$306,374.34
Plus	2	Deposits and Other Credits	\$30,305.00
Less	44	Withdrawals, Checks, and Other Debits	\$44,064.26
Less		Service Charge	\$0.00
Plus		Interest Paid	\$0.00
Statement Balance as of 07/31/2022			\$292,615.08

Activity By Date

Date	Description	Withdrawals	Deposits	Balance
07/01/2022	CHECK #6102	\$150.00		\$306,224.34
07/01/2022	CHECK #6109	\$60.00		\$306,164.34
07/01/2022	BOBCAT TRAIL CDD PAYROLLJNL PINETRE03	\$742.21		\$305,422.13
07/05/2022	CHECK #6095	\$475.00		\$304,947.13
07/05/2022	CHECK #6104	\$1,795.10		\$303,152.03
07/05/2022	FPL DIRECT DEBIT ELEC PYMT BOBCAT TRAIL COMMUNITY	\$36.27		\$303,115.76
07/05/2022	FPL DIRECT DEBIT ELEC PYMT BOBCAT TRAIL COMMUNITY	\$39.39		\$303,076.37



Statement Date: July 31, 2022



Activity By Date

Date	Description	Withdrawals	Deposits	Balance
07/05/2022	FPL DIRECT DEBIT ELEC PYMT	\$41.71		\$303,034.66
	BOBCAT TRAIL COMMUNITY			
07/05/2022	FPL DIRECT DEBIT ELEC PYMT	\$59.18		\$302,975.48
	BOBCAT TRAIL COMMUNITY			
07/05/2022	FPL DIRECT DEBIT ELEC PYMT	\$94.54		\$302,880.94
	BOBCAT TRAIL COMMUNITY			
07/05/2022	FPL DIRECT DEBIT ELEC PYMT	\$235.28		\$302,645.66
	BOBCAT TRAIL COMMUNITY			
07/05/2022	FPL DIRECT DEBIT ELEC PYMT	\$482.68		\$302,162.98
	BOBCAT TRAIL COMMUNITY			
07/06/2022	FRONTIER COMMUNI BILL PAY	\$110.98		\$302,052.00
	13526610421			
	BOBCAT TRAIL CDD			
07/06/2022	CHECK #6108	\$72.00		\$301,980.00
07/06/2022	CHECK #6110	\$20,504.06		\$281,475.94
07/06/2022	FPL DIRECT DEBIT ELEC PYMT	\$107.69		\$281,368.25
	BOBCAT TRAIL COMMUNITY			
07/06/2022	FPL DIRECT DEBIT ELEC PYMT	\$145.26		\$281,222.99
	BOBCAT TRAIL COMMUNITY			
07/06/2022	FLA DEPT REVENUE C01	\$11.16		\$281,211.83
	435876657			
	BOBCAT TRAIL CO			
07/06/2022	BOBCAT TRAIL CDD PAYROLLJNL	\$165.01		\$281,046.82
	PINETRE03			
07/07/2022	CHECK #6106	\$68.15		\$280,978.67
07/07/2022	IRS USATAXPYMT	\$267.10		\$280,711.57
	270258801243091			
	BOBCAT TRAIL COMMUNITY			
07/08/2022	CHECK #6112	\$665.00		\$280,046.57
07/08/2022	CHECK #6113	\$61.73		\$279,984.84
07/08/2022	IRS USATAXPYMT	\$27.34		\$279,957.50
	270258983027856			
	BOBCAT TRAIL COMMUNITY			
07/11/2022	Customer Deposit		\$305.00	\$280,262.50
07/11/2022	RDC Deposit		\$30,000.00	\$310,262.50



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

Statement Date: July 31, 2022

Activity By Date

Date	Description	Withdrawals	Deposits Balance
07/11/2022	COMCAST 8535100 550485986 BOBCAT *TRAIL	\$108.85	\$310,153.65
07/13/2022	TECO/PEOPLE GAS UTILITYBIL BOBCAT COMMUNITY DEVEL	\$16.07	\$310,137.58
07/14/2022	CHECK #6114	\$158.00	\$309,979.58
07/15/2022	BOBCAT TRAIL CDD PAYROLLJNL PINETRE03	\$1,347.25	\$308,632.33
07/18/2022	CHECK #6117	\$1,690.86	\$306,941.47
07/18/2022	VALLEY NATIONAL PAYMENT 467-2504-22 STEPHEN J BLOOM	\$21.38	\$306,920.09
07/19/2022	FRONTIER COMMUNI BILL PAY 13562412371 BOBCAT TRAIL CDD	\$438.37	\$306,481.72
07/20/2022	FRONTIER COMMUNI BILL PAY 13566106511 BOBCAT TRAIL CDD	\$201.84	\$306,279.88
07/20/2022	CHECK #6115	\$6,110.60	\$300,169.28
07/20/2022	NORTH PORT UTILI UT BILL BOBCAT TRAIL COMMUNITY	\$51.80	\$300,117.48
07/20/2022	NORTH PORT UTILI UT BILL BOBCAT TRAIL COMMUNITY	\$271.82	\$299,845.66
07/21/2022	NORTH PORT UTILI BILLPAY NORTH PORT UTIL BOBCAT TRAIL	\$3,373.78	\$296,471.88
07/21/2022	NORTH PORT UTILI BILLPAY NORTH PORT UTIL BOBCAT TRAIL	\$264.52	\$296,207.36
07/21/2022	CHECK #6116	\$68.15	\$296,139.21
07/21/2022	IRS USATAXPYMT 270260200141637 BOBCAT TRAIL COMMUNITY	\$341.74	\$295,797.47
07/25/2022	BOBCAT TRAIL CDD PAYROLLJNL PINETRE03	\$738.80	\$295,058.67
07/26/2022	IRS USATAXPYMT	\$122.40	\$294,936.27



Statement Date: July 31, 2022



Activity By Date

Date	Description	Withdrawals	Deposits	Balance
	270260775112847			
	BOBCAT TRAIL COMMUNITY			
07/29/2022	CHECK #6120	\$960.00		\$293,976.27
07/29/2022	CHECK #6123	\$72.00		\$293,904.27
07/29/2022	BOBCAT TRAIL CDD PAYROLLJNL	\$1,289.19		\$292,615.08
	PINETRE03			

Check Transactions

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
6095	07/05	\$475.00	6109	07/01	\$60.00	6115	07/20	\$6,110.60
6102*	07/01	\$150.00	6110	07/06	\$20,504.06	6116	07/21	\$68.15
6104*	07/05	\$1,795.10	6112*	07/08	\$665.00	6117	07/18	\$1,690.86
6106*	07/07	\$68.15	6113	07/08	\$61.73	6120*	07/29	\$960.00
6108*	07/06	\$72.00	6114	07/14	\$158.00	6123*	07/29	\$72.00

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

Balances by Date

Date	Balance	Date	Balance	Date	Balance	Date	Balance
06/30	\$306,374.34	07/08	\$279,957.50	07/18	\$306,920.09	07/26	\$294,936.27
07/01	\$305,422.13	07/11	\$310,153.65	07/19	\$306,481.72	07/29	\$292,615.08
07/05	\$302,162.98	07/13	\$310,137.58	07/20	\$299,845.66		
07/06	\$281,046.82	07/14	\$309,979.58	07/21	\$295,797.47		
07/07	\$280,711.57	07/15	\$308,632.33	07/25	\$295,058.67		

Other Balances

Minimum Balance this Statement Period \$279,957.50

Cash and Investment Report

July 31, 2022

ACCOUNT NAME	MATURITY	BANK NAME	YIELD	BALANCE
GENERAL FUND				
Checking Account - Operating		Bank United	0.00%	\$ 254,977
Investments - Money Market Investments - Money Market		Bank United Valley National	0.40% 1.25% Subtotal	\$ 75,124 \$ 799,597 \$ 1,129,698
DEBT SERVICE AND CAPITAL	PROJECT FUNDS			
Series 2017 Reserve Series 2017 Revenue		US Bank US Bank	0.005% 0.005%	\$ 22,993 \$ 56,312
			Subtotal	\$ 79,305 (1)
			Total	\$ 1,209,003

NOTE 1 - INVESTED IN COMMERCIAL PAPER

Payment Register by Bank Account

For the Period from 7/1/22 to 7/31/22 (Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
BANK UNI	TED GF	CHECKING - (ACCT#XXXXX9087)					
CHECK # 61 1 07/05/22	12 Vendor	A & D Pool	45381	JULY POOL MAINT	Contracts-Pools	001-534078-57220 Check Total	\$665.00 \$665.00
CHECK # 61 1 07/05/22	13 Vendor	LANDSCAPE MAINTENANCE	168391	IRR REPAIRS	R&M-Irrigation	001-546041-53902 Check Total	\$61.73 \$61.73
CHECK # 611 07/05/22	14 Vendor	SOUTH FLORIDA LANDSCAPE	9221	REPLACE BROKEN LIGHTS	R&M-Landscape Lighting	001-546308-53902 Check Total	\$158.00 \$158.00
CHECK # 61 1 07/14/22	15 Vendor	BOBCAT TRAIL C/O US BANK N.A.	070122-2	TRFR TAX RECEIPTS SERIES 2017	Due From Other Funds	131000 Check Total	\$6,110.60 \$6,110.60
CHECK # 61 1 07/14/22	16 Vendor	CA FLORIDA HOLDINGS LLC	0004694690	NOTICE OF ADVERTISEMENT 6/7/22	Legal Advertising	001-548002-51301 Check Total	\$68.15 \$68.15
CHECK # 61 1 07/14/22	17 Vendor	HOOVER PUMPING SYSTEMS	166825	REPLACED FILTER POD	R&M-Irrigation	001-546041-53902 Check Total	\$1,690.86 \$1,690.86
CHECK # 61 1 07/14/22	18 Vendor	METRO PUMPING SYSTEMS INC	49754	JUNE 2022 PREVENTIVE MAINT	R&M-Phase III	001-546320-53902 Check Total	\$135.00 \$135.00
CHECK # 61 1 07/15/22	19 Vendor	METRO PUMPING SYSTEMS INC	49688-DEP	DEP DUE - PUMP REPAIRS	R&M-Phase III	001-546320-53902 Check Total	\$11,947.60
CHECK # 612 07/21/22	20 Vendor	CLEANING -4-YOU INC	1213	JUNE 2022 CLUBHOUSE CLEANING	Contracts-Cleaning Services	001-534082-57204 Check Total	\$960.00

Payment Register by Bank Account

For the Period from 7/1/22 to 7/31/22 (Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
CHECK # 61	24						
07/21/22 07/21/22	Vendor Vendor	COMPLETE I.T. COMPLETE I.T.	8939 8939	JULY GOOGLE FOR BUS EMAIL/WORDPRESS JULY GOOGLE FOR BUS EMAIL/WORDPRESS	Misc-Web Hosting ProfServ-E-mail Maintenance	001-549915-51301 001-531096-51901 Check Total	\$159.00 \$131.45 \$290.45
CHECK # 61	22						,
07/21/22 07/21/22 07/21/22	Vendor Vendor Vendor	ENVERA ENVERA ENVERA	00048660 00048808 716931	SURVEILLANCE SYSTEMS REPAIR ACCESS/SURVEYANCE SYSTEMS REPAIRS Envera Aug 2022 Amenities/Main Entrance	R&M-Access&Surveyance Systems R&M-Access&Surveyance Systems Prepaids	001-546349-53904 001-546349-53904 155000 Check Total	\$190.00 \$155.00 \$7,232.27 \$7,577.27
CHECK # 61 : 07/21/22	23 Vendor	NORTH PORT SOLID WASTE DISTRICT	070222-191620	REFUSE REMOVAL JUNE 2022	R&M-Community Maintenance	001-546125-57220 Check Total	\$72.00 \$72.00
CHECK # 61							
07/22/22 07/22/22	Vendor Vendor	LANDSCAPE MAINTENANCE LANDSCAPE MAINTENANCE	168492 168493	REPLACE SCRUBBER VALVE REPLACE SCRUBBER VALVE	R&M-Irrigation R&M-Irrigation	001-546041-53902 001-546041-53902 Check Total	\$425.00 \$445.00 \$870.00
CHECK # 61:	25					Oncon Total	ψ070.00
07/22/22 07/22/22 07/22/22	Vendor Vendor Vendor	INFRAMARK, LLC INFRAMARK, LLC INFRAMARK, LLC	78999 78999 78999	JUNE 2022 MGMT FEES JUNE 2022 MGMT FEES JUNE 2022 MGMT FEES	Postage and Freight Printing and Binding ProfServ-Mgmt Consulting Serv	001-541006-51901 001-547001-51901 001-531027-51901 Check Total	\$13.78 \$6.55 \$4,420.42 \$4,440.75
CHECK # 61 : 07/22/22	26 Vendor	LANDSCAPE MAINTENANCE	168627	JULY 2022 LANDSCAPE MAINT	Contracts-Landscape	001-534050-53902 Check Total	\$11,837.25 \$11,837.25
ACH #DD022 07/05/22	298 Vendor	FRONTIER - ACH	061022-9035 ACH	BILL PRD 6/10-7/9/22 BACK GATE	Communication - Telephone	001-541003-53904 ACH Total	\$110.98 \$110.98
ACH #DD023 07/06/22		JERA L. STRATTON	PAYROLL	July 06, 2022 Payroll Posting		ACH Total	\$742.21 \$742.21

Payment Register by Bank Account

For the Period from 7/1/22 to 7/31/22 (Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
ACH #DD023	305						
07/07/22		ROBERT E. DITTERLINE	PAYROLL	July 07, 2022 Payroll Posting			\$165.01
						ACH Total	\$165.01
ACH #DD023							
07/04/22	Vendor	FPL - ACH	062022 ACH	BILL PRD 5/16-6/20/22	Electricity - Irrigation	001-543033-53903	\$243.94
07/04/22	Vendor	FPL - ACH	062022 ACH	BILL PRD 5/16-6/20/22	Electricity - Gate	001-543031-53903	\$274.67
07/04/22	Vendor	FPL - ACH	062022 ACH	BILL PRD 5/16-6/20/22	Electricity - General	001-543006-57204	\$482.68
07/04/22	Vendor	FPL - ACH	062022 ACH	BILL PRD 5/16-6/20/22	Electricity - Streetlighting	001-543013-53903	\$95.45
						ACH Total	\$1,096.74
ACH #DD023	307						
07/04/22	Vendor	FPL - ACH	062322 ACH	BILL PRD 5/24-6/23/22	Electricity - Streetlighting	001-543013-53903	\$145.26
						ACH Total	\$145.26
ACH #DD023	308						
07/14/22	Vendor	VALLEY NATIONAL BANK - CC	061722-1335 ACH	MAY PURCHASES	TOOLS	001-546034-53904	\$21.38
						ACH Total	\$21.38
ACH #DD023	309						
07/18/22	Vendor	FRONTIER - ACH	062222-0808	BILL PRD 6/22-7/21/22 COM CTR	Utility - Other	001-543004-57204	\$438.37
					,	ACH Total	\$438.37
ACH #DD023	310						******
07/18/22	Vendor	TECO PEOPLES GAS - ACH	062122-4685 ACH	BILL PRD 5/20-6/15/22	Utility - Gas	001-543019-57220	\$16.07
OTTIOILL	Vollagi	TEGGT EGI EEG GAG AGAT	002122 100071011	5122 1 113 0/20 0/10/22	Samey Sub	ACH Total	\$16.07
4 OU #DD000	244					ACITIOLAI	Ψ10.01
ACH #DD023 07/20/22		JERA L. STRATTON	PAYROLL	July 20, 2022 Payroll Posting			\$742.21
01120122	Employee	JERAL. STRATION	PATROLL	July 20, 2022 Payloli Posting		40117	·
						ACH Total	\$742.21
ACH #DD023		DODEDT E DITTEDI NE	DAVEDOLL	1 L 00 0000 D II D ''			4005.01
07/20/22	∟mployee	ROBERT E. DITTERLINE	PAYROLL	July 20, 2022 Payroll Posting		-	\$605.04
						ACH Total	\$605.04
ACH #DD023							
07/05/22	Vendor	FRONTIER - ACH	071022-9035 ACH	BILL PRD 7/10-8/9/22 Back Gate	R&M-Access&Surveyance Systems	001-546349-53904	\$110.98
						ACH Total	\$110.98

Payment Register by Bank Account

For the Period from 7/1/22 to 7/31/22 (Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
ACH #DD023	314						
07/26/22	Employee	WALTER P. FISHER	PAYROLL	July 26, 2022 Payroll Posting		.	\$184.70
ACH #DD023	315					ACH Total	\$184.70
07/26/22		RICHARD F. BURKE	PAYROLL	July 26, 2022 Payroll Posting			\$184.70
						ACH Total	\$184.70
ACH #DD023 07/26/22		JEFFREY A. BRALL	PAYROLL	July 26, 2022 Payroll Posting			\$184.70
						ACH Total	\$184.70
ACH #DD023		ROBERT D. ETHERTON	PAYROLL	July 26, 2022 Payroll Posting			\$184.70
01120122	Lilipioyee	NOBERT B. ETHERTON	TATROLL	July 20, 2022 Fayroll Fosting		ACH Total	\$184.70
ACH #DD023		TRANSIER AND	000500 0550 4011	DU			****
07/19/22	Vendor	FRONTIER - ACH	062522-6750 ACH	BILL PRD 6/25-7/24/22	Communication - Telephone	001-541003-53904 ACH Total	\$201.84 \$201.84
ACH #DD023	319					AON TOTAL	Ψ201.01
07/01/22	Vendor	NORTH PORT UTILITIES - ACH	062822 ACH	BILL PRD 5/19-6/21/22		001-543021-57204	\$271.82
07/01/22	Vendor	NORTH PORT UTILITIES - ACH	062822 ACH	BILL PRD 5/19-6/21/22		001-543021-57220	\$3,638.30
07/01/22	Vendor	NORTH PORT UTILITIES - ACH	062822 ACH	BILL PRD 5/19-6/21/22	Utility - Water & Sewer	001-543021-53904	\$51.80
4 O I I #DD000	000					ACH Total	\$3,961.92
ACH #DD02 : 07/06/22	Vendor	COMCAST BUSINESS - ACH	061522-5986 ACH	BILL PRD 6/19-7/18/22	Communication - Telephone	001-541003-53904	\$108.85
						ACH Total	\$108.85
						Account Total	\$56,090.32

Total Amount Paid | \$56,090.32

Projected Cash FlowFor the Period Ending September 30, 2022

	PROJECTED AUGUST	PROJECTED SEPTEMBER
REVENUE		
INTEREST - INVESTMENTS	800	800
INTEREST - TAX COLLECTOR	500	500
SPECIAL EVENTS	500	500
RENTS OR ROYALTIES	110	110
SPECIAL ASSMNTS - ON ROLL (Residential)	-	-
SPECIAL ASSMNTS - ON ROLL (Bobcat Village)	-	-
SPECIAL ASSMNTS - DISCOUNT OTHER MISC. REVENUE	- 077	- 077
GATE BAR CODE/REMOTES	877 127	877 127
TOTAL REVENUE	2,914	2,914
EXPENDITURES		
ADMINISTRATIVE		
P/R-BOARD OF SUPERVISORS	1,700	1,700
FICA TAXES	130	130
PROFSERV-ENGINEERING	-	-
PROFSERV-LEGAL SERVICES	268	268
PROFSERV-TRUSTEE	-	-
AUDITING SERVICES	-	-
INSURANCE-GENERAL LIABILITY LEGAL ADVERTISING	- 59	- 59
MISCELLANEOUS SERVICES	250	250
MISC-ASSESSMENT COLLECTION COST	-	-
MISC-WEB HOSTING	159	159
ANNUAL DISTRICT FILING FEE		
TOTAL ADMINISTRATIVE	2,566	2,566
OTHER GENERAL GOV'T SERVICES		
PROFSERV-MGMT CONSULTING SERV	4,420	4,420
PROFSERV-SPECIAL ASSESSMENT	-	-
PROFSERV-E-MAIL MAINTENANCE	131	131
POSTAGE AND FREIGHT PRINTING AND BINDING	15	15
OFFICE SUPPLIES	10 10	10 10
TOTAL OTHER GENERAL GOV'T SVCS	4,587	4,587
LANDSCAPE		
CONTRACTS-LANDSCAPE	11,837	11,837
R&M-IRRIGATION	,	
R&M-LANDSCAPE RENOVATIONS	-	-
R&M-PLANT REPLACEMENT	81	81
R&M-LANDSCAPE LIGHTING	228	228
R&M-PHASE III R&M-HOLIDAY LIGHTING	34	34
TOTAL LANDSCAPE	12,179	12,179
	.2,	.2,0
UTILITY	000	200
ELECTRICITY-STREETLIGHTING ELECTRICITY-GATE	200	200
ELECTRICITY-GATE ELECTRICITY-IRRIGATION	275 270	275 270
TOTAL UTILITY	745	745
CATELLOUICE		
GATEHOUSE CONTRACTS-SECURITY SERVICES	7 020	7,232
COMMUNICATIONS-TELEPHONE	7,232 311	311
UTILITY-WATER/SEWER	52	52
R&M-GATE	73	73
R&M-ACCESS AND SURVEYANCE SYSTEM	111	111
MISC-BAR CODES	42	42
OP SUPPLIES - GATEHOUSE	2	2
CAPITAL OUTLAY TOTAL GATEHOUSE	7,822	7,822
TOTAL GATLITUGE	1,022	1,022

Projected Cash FlowFor the Period Ending September 30, 2022

	PROJECTED AUGUST	PROJECTED SEPTEMBER
LAKES AND ROADS		
CONTRACT-LAKES	3,336	3,336
R&M-LAKES	2,000	2,000
R&M-ROAD CLEANING	117	117
R&M-SEAL COATING	500	500
R&M-SIDEWALKS	-	-
R&M-STORMWATER SYSTEM	110	110
R&M-INVASIVE PLANT MAINTENANCE	275	275
R&M-STREET/GUTTER REPAIRS	-	-
MISCELLANEOUS SERVICES	116	116
RESERVE - LAKES TOTAL LAKES AND ROADS	6,454	6,454
	0,404	0,434
COMMUNITY CENTER PAYROLL-HOURLY	1,794	1,794
FICA TAXES	1,734	137
CONTRACTS-OTHER SERVICES	66	66
CONTRACTS-CLEANING SERVICES	940	940
UTILITY-OTHER	433	433
ELECTRICITY - GENERAL	399	399
UTILITY-WATER & SEWER	260	260
INSURANCE-PROPERTY	-	-
R&M-PEST CONTROL	48	48
R&M-TENNIS COURT	63	63
R&M-FITNESS EQUIPMENT	98	98
R&M-MAINTENANCE	260	260
MISCCONTINGENCY	59	59
CLEANING SERVICES	150	150
SUPPLIES - MISC. TOTAL COMMUNITY CENTER	4.905	4.905
	4,900	4,905
POOL AND MAINTENANCE	0.000	0.000
PAYROLL-HOURLY	2,000	2,000
FICA TAXES CONTRACTS-POOLS	153 665	153 665
UTILITY - GAS	16	16
UTILITY - WATER & SEWER	465	465
R&M-POOLS	-	-
R&M - VEHICLES	-	-
R&M-COMMUNITY MAINTENANCE	341	341
R&M-PRESSURE REDUCING VALVES	500	500
TOTAL POOL AND MAINTENANCE	4,140	4,140
TOTAL EXPENDITURES	43,397	43,397
EXCESS OF REVENUES OVER (UNDER) EXP	(40,483)	(40,483)
NET CHANGE IN FUND BALANCES		
ESTIMATED BEGINNING CASH BALANCE	254,977	209,924
ADD: AR AND PREPAID ITEMS	8,547	-
ADD: MATURED CD	-	-
LESS: PURCHASE CD	- (40,440)	-
LESS: CURRENT LIABILITIES as of 07/31/2022	(13,118)	
ESTIMATED ENDING CASH BALANCE	209,924	169,441
ADD: MONEY MARKET INVESTMENT ADD: CD INVESTMENT BALANCE	874,721	874,721
LESS: ESTIMATED ASSIGNED RESERVES	(1,039,675)	(1,039,675)
ESTIMATED CASH/INVESTMENT BALANCE ENDING-		
UNASSIGNED	44,970	4,487

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 Infrastructure/Asset Management Meeting Minutes: August 2, 2022

1. Call to Order: Meeting was called to order by Paul Fisher at 3:00 pm

2. Roll Call: Dick Burke, Jeff Brall, Paul Fisher, and Jim Shanahan

3. Approval of Agenda: The agenda was approved as is

4. Public Comments: There were no public comments

5. Old Business

- a) **Progress on Pool electric**: The pool electric project is awaiting approval from the city of North Port. As soon as permits are approved work will continue.
- b) Discuss irrigation leaks on golf course: The golf course still has not fixed the irrigation leak on the tenth hole. Mr. Smith has said his people will probably get to the repair within the next two weeks. He said it we wanted to have it fixed by LMP he would allow that if we signed a release. We will see what he means by a release and have LMP fix the leak if we get a reasonable estimate.
- c) **Update on pumphouse repair & maintenance**: The pump and motor have been rebuilt and the pump is working now. The CDD must consider what repairs and maintenance we want to do in the future at the pump house. Due to spending concerns for 2022 we are going to table the discussion on the repair of pump one until the beginning of fiscal 2023.
- d) **Sink hole update:** LMP has begun working on excavating the sink hole on CDD property in the area neat the 6th tee. They will continue to dig it looking for the problem.

6. New Business

- a) **Update on Zoom for meeting August 18, 2022**: We will have Zoom for our next CDD meeting on August 18, 2022.
- b) **Sunshine Laws Discussion**: We discussed Sunshine laws regulating the CDD and the importance of working within the Sunshine laws. Supervisor Fisher will give Supervisor Shanahan a copy of the new Supervisors Handbook.
- c) Discussion of Rich Smiths email to the CDD board dated July 25, 2022: We discussed the email sent to the board by Mr. Smith dated July 25, 2022. The CDD board wants to do its best to work with the golf course to resolve any problems between us. The CDD board is willing to talk to and work with the golf course if the golf course owner will come forward at a CDD meeting and tell us what he wants. The CDD board feels a little frustrated that we have not had any specific communication from the golf course about

Bobcat Trail Community Development District Infrastructure/Asset Management Meeting Minutes: August 2, 2022 pg 2

what the golf course expects from the CDD. For this, and other reasons, the CDD board has decided to eliminate the position of golf course liaison. In the future when the golf course owner wants to communicate with the CDD board we would like him to address the entire board through email communications sent to all board members. This will allow each board member to have all information on a firsthand basis concerning any issues being discussed between the golf course and the CDD. Third party communication through a golf course liaison has not been efficient and has not produced any results in solving our differences. The board wants to deal directly with the golf course ownership in this respect by each board member being copied on email issues.

d) Resident concerns:

Mowing the area to the left of the 10 fairway was discussed. Trash blowing into the pool was discussed

7. Supervisors Comments and Updates:

Supervisor Shanahan told us the city of North port has been contacted about the sidewalk problem on Royal Palm. They will let us know if it is their responsibility. He also stated we should do something for the Villas for allowing us to use their pool this Summer.

Supervisor Burke commented about street light being out and Kennedy electric will check the problem. Mr. Burke thinks we should do something for the Villas for allowing us to use their pool while ours was down. We all agreed.

Supervisor Fisher commented about watching expense closely between now and the end of the fiscal year. Janet Guyer ran the estimated figures and we will be over budget for 2022.

8. Public Comments:

Cooperation, or lack thereof, between golf course and CDD was discussed
The sink hole was discussed and possible causes were put forth
Golf course has not given us any specific information on what he wants from the CDD

9. Adjournment: 4:05 PM

Fifth Order of Business

5A

Bobcat Trail

Community Development District

Annual Operating and Debt Service Budget

Fiscal Year 2023

Version 1 - Modified Tentative Budget: (Printed on 8/2/2022 at 3:00pm)

Prepared by:



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Series 2017	
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Bobcat Trail

Community Development District

Operating Budget
Fiscal Year 2023

Summary of Revenues, Expenditures and Changes in Fund Balances

Fiscal Year 2023 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2020	ACTUAL FY 2021	ADOPTED BUDGET FY 2022	ACTUAL THRU JUL-2022	PROJECTED AUG- SEP-2022	TOTAL PROJECTED FY 2022	ANNUAL BUDGET FY 2023
REVENUES							
Interest - Investments	\$ 12,517	\$ 3,758	\$ 3,000	\$ 2,891	\$ 1,600	\$ 4,491	\$ 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	769,561	-	769,561	769,563
Special Assmnts- Other	110,332	110,332	110,332	110,331	-	110,331	110,332
Special Assmnts- Discounts	(25,851)	(27,209)	(35,196)	(30,396)	-	(30,396)	(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	1,746	254	2,000	2,000
TOTAL REVENUES	883,764	861,779	854,199	854,659	5,828	860,487	853,816
EXPENDITURES							
Administrative							
P/R-Board of Supervisors	11,600	11,600	12,000	8,600	3,400	12,000	12,000
FICA Taxes	887	887	918	688	260	948	918
ProfServ-Engineering	14,625	13,070	20,000	20,150	-	20,150	25,000
ProfServ-Legal Services	15,184	7,920	15,000	14,465	535	15,000	15,000
ProfServ-Trustee Fees	10,104	3,717	3,717	3,717	-	3,717	3,717
Auditing Services	3,700	3,800	4,200	4,200	_	4,200	4,300
Insurance - General Liability	17,018	17,007	18,000	18,710	_	18,710	19,000
Legal Advertising	1,334	558	1,000	592	118	710	1,000
Miscellaneous Services	1,739	189	1,700	-	500	500	1,000
Misc-Assessment Collection Cost	8,614	8,647	13,198	12,742	300	12,742	13,198
Misc-Web Hosting	1,991	1,908	1,908	1,590	318	1,908	2,000
Annual District Filing Fee	1,991	1,906	1,906	1,590	510	1,906	175
Total Administrative	76,867	69,478	91,816	85,629	5,132	90,761	97,308
rotar Administrative	76,667	69,476	91,010	05,629	3,132	90,761	97,300
Other General Govt Services							
ProfServ-Dissemination Agent	1,000	-	-	-	-	-	-
ProfServ-Mgmt Consulting	51,650	51,650	53,045	44,204	8,841	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	1,171	263	1,434	2,000
Postage and Freight	420	279	200	204	30	234	300
Printing and Binding	7	12	1,000	94	20	114	900
Office Supplies		264	500	65	20	85	500
Total Other General Govt Services	62,743	60,512	62,925	51,918	9,174	61,092	63,110
Landscape Services							
Contracts-Landscape	106,500	142,047	142,047	118,550	23,675	142,225	142,047
Contracts-Trees & Trimming	4,090	-	-	-	-	-	1,000
R&M-Irrigation	31,377	10,907	10,000	21,523	-	21,523	10,000
R&M-Landscape Renovations	-	9,374	10,000	12,148	-	12,148	10,000
R&M-Plant Replacement	458	9,726	4,000	803	161	964	6,000
R&M-Landscape Lighting	3,168	1,812	3,000	2,276	455	2,731	3,000
R&M-Phase III	-	-	55,400	94,778	-	94,778	40,000
Misc-Holiday Lighting		16	850	338	68	406	850
Total Landscape Services	201,408	173,882	225,297	250,416	24,358	274,774	212,897

Summary of Revenues, Expenditures and Changes in Fund Balances Fiscal Year 2023 Modified Tentative Budget

	ACTUAL	ACTUAL	ADOPTED . BUDGET	ACTUAL THRU	PROJECTED AUG-	TOTAL PROJECTED	ANNUAL BUDGET
ACCOUNT DESCRIPTION	FY 2020	FY 2021	FY 2022	JUL-2022	SEP-2022	FY 2022	FY 2023
Utilities							
Electricity - Streetlights	3,294	3,316	6,300	2,886	400	3,286	3,000
Electricity - Gate	2,892	2,899	5,500	2,713	550	3,263	2,500
Electricity - Irrigation	1,659	1,480	2,500	2,711	540	3,251	10,000
Electricity - Pool	<u> </u>	<u> </u>	<u> </u>	-	·		15,000
Total Utilities	7,845	7,695	14,300	8,310	1,490	9,800	30,500
Gatehouse							
Contracts-Security Services	70,788	70,788	72,000	72,323	14,465	86,788	86,000
Communication - Telephone	3,652	3,674	4,300	3,082	622	3,704	4,300
Utility - Water & Sewer	688	615	850	618	104	722	850
R&M-Gate	578	250	2,000	725	145	870	2,000
R&M-Access&Surveillance Systems	4,107	2,507	1,500	1,931	222	2,153	1,500
Misc-Bar Codes	784	4,200	4,000	417	83	500	4,100
Op Supplies - Gatehouse	49	200	500	21	4	25	750
Capital Outlay	-	-	22,000	24,065	-	24,065	
Reserve - Gate	-	-	-	-	-	-	2,800
Total Gatehouse	80,646	82,234	107,150	103,182	15,645	118,827	102,300
Lakes and Roads							
Contracts-Lakes	34,273	34,853	36,000	32,838	6,672	39,510	38,484
R&M-Lake	-	12,150	10,000	-	4,000	4,000	10,000
R&M-Road Cleaning	2,095	1,170	4,170	1,170	234	1,404	4,775
R&M-Sealcoating	-	277,186	183,866	174,224	1,000	175,224	91,046
R&M-Sidewalks	36,746	7,270	7,000	28,465	-	28,465	4,500
R&M-Stormwater System	-	9,195	10,000	1,100	220	1,320	10,000
R&M-Invasive Plant Maintenance	1,100	-	2,000	-	550	550	2,000
R&M-Street/Gutter Repairs	260	1,970	10,000	63,589	-	63,589	40,000
Miscellaneous Maintenance	_	182	5,000	1,153	231	1,384	5,000
Reserve - Lakes	-	-	30,000	-	-	-	5,000
Total Lakes and Roads	74,474	343,976	298,036	302,539	12,907	315,446	210,805
Community Center							
Payroll-Hourly	20,544	21,706	21,750	17,537	3,588	21,125	22,838
FICA Taxes	1,572	1,661	1,664	1,342	274	1,616	1,747
Contracts-Other Services	7,931	1,395	1,500	653	131	784	1,600
Contracts-Cleaning Services	10,800	13,590	12,500	10,620	1,880	12,500	12,500
Utility - Other	5,013	5,150	5,400	4,327	865	5,192	5,400
Electricity - General	3,886	3,721	5,400	3,983	797	4,780	5,400
Utility - Water & Sewer	3,830	3,887	4,800	3,602	520	4,122	5,000
Insurance - Property	11,062	11,061	12,500	12,474	-	12,474	12,500
R&M-Pest Control	460	460	550	480	96	576	550
R&M-Tennis Courts	10,050	-	500	374	126	500	500
R&M-Fitness Equipment	1,594	5,952	6,500	977	195	1,172	2,000
R&M-Maintenance	5,453	527	4,000	3,481	519	4,000	4,000
Misc-Contingency	220	250	4,000	592	118	710	800
Cleaning Services	1,098	-	800	-	300	300	1,200
Supplies - Misc.	2,411	1,779	4,000	1,494	400	1,894	3,500
Capital Outlay	6,950	13,168	-	-	-	-	-
Total Community Center	101,455	84,307	85,864	61,936	9,810	71,746	79,535

General Fund

Summary of Revenues, Expenditures and Changes in Fund Balances

Fiscal Year 2023 Modified Tentative Budget

	ACTUAL	ACTUAL	ADOPTED BUDGET	ACTUAL THRU	PROJECTED AUG-	TOTAL PROJECTED	ANNUAL BUDGET
ACCOUNT DESCRIPTION	FY 2020	FY 2021	FY 2022	JUL-2022	SEP-2022	FY 2022	FY 2023
Pools and Maintenance							
Payroll-Hourly	14,860	13,630	22,000	10,245	4,000	14,245	23,100
FICA Taxes	1,137	1,043	1,683	784	306	1,090	1,767
Contracts-Pools	7,613	7,763	8,050	6,575	1,330	7,905	9,000
Utility - Gas	146	181	700	161	32	193	800
Utility - Water & Sewer	3,229	2,884	6,800	4,648	930	5,578	7,100
R&M-Pools	4,295	9,029	4,400	10,643	-	10,643	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	3,409	682	4,091	13,100
R&M-Pressure Reducing Valve	8,996	679	2,000	-	1,000	1,000	3,000
Capital Outlay							10,000
Total Pools and Maintenance	51,759	41,722	59,733	40,350	8,279	48,629	73,667
Debt Service							
Principal Debt Retirement	15,533	15,533	-	-	-	-	-
Interest Expense	466	466	-	-	_	_	-
Total Debt Service	15,999	15,999	-	-	-	-	-
TOTAL EXPENDITURES	673,196	879,805	945,121	904,280	86,794	991,074	870,123
Excess (deficiency) of revenues Over (under) expenditures	210,568	(18,026)	(00,022)	(49,621)	(80,966)	(130,587)	(16.207)
Over (under) expenditures	210,500	(10,026)	(90,922)	(49,621)	(80,966)	(130,367)	(16,307)
OTHER FINANCING SOURCES (USES)							
Contribution to (Use of) Fund Balance	-	-	(90,922)	-	-	-	(16,307)
TOTAL OTHER SOURCES (USES)	-	-	(90,922)	-	-	-	(16,307)
Net change in fund balance	210,568	(18,026)	(90,922)	(49,621)	(80,966)	(130,587)	(16,307)
FUND BALANCE, BEGINNING	982,422	1,192,990	1,174,964	1,174,964	-	1,174,964	1,044,377
FUND BALANCE, ENDING	\$ 1,192,990	\$ 1,174,964	\$ 1,084,042	\$ 1,125,343	\$ (80,966)	\$ 1,044,377	\$ 1,028,070

Community Development District

Exhibit "A"

Allocation of Fund Balances

AVAILABLE FUNDS

Total Funds Available (Estimated) - 9/30/2023	1,035,870
Reserves - Fiscal Year 2023 Additions	7,800
Net Change in Fund Balance - Fiscal Year 2023	(16,307)
Beginning Fund Balance - Fiscal Year 2023	\$ 1,044,377
	<u>Amount</u>

ALLOCATION OF AVAILABLE FUNDS

Assigned	

Operating Reserve - First Quarter Operating Capital (Prior Years)	47,000	(1)	
Operating Reserve - First Quarter Operating Capital (FY 2023)		_	47,000
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)	5,000	_	235,000
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)		_	554,548
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

١	Total Allocation of Available Funds	1,034,475

Total Unassigned (undesignated) Cash	\$ 1,395

<u>Notes</u>

- (1) This represents under 1 month of operating expenditures.
- (2) Board assigned prior year fund balance (as of 9/30/21) by motion on 11/18/21.

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.

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.

General Fund

BOBCAT TRAIL

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.

BOBCAT TRAIL

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

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.

BOBCAT TRAIL

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.

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 BudgetsFiscal Year 2023

Summary of Revenues, Expenditures and Changes in Fund Balances Fiscal Year 2023 Modified Tentative Budget

	i		ADOPTED	ACTUAL	PROJECTED		TOTAL	ANNUAL			
	ACTUAL		ACTUAL		BUDGET	THRU	AUG-		PROJECTED	BUDGET	
ACCOUNT DESCRIPTION	FY 2020		FY 2021		FY 2022	JUL-2022	SE	P-2022	FY 2022	FY 2023	
DEVENUE 0											
REVENUES											
Interest - Investments	\$ 77		6	\$		\$ 6	\$	6	\$ 12	\$ 12	
Special Assmnts- Tax Collector	245,89		245,899		245,899	245,899		-	245,899	245,899	
Special Assmnts- Discounts	(7,92	3)	(7,604)		(9,836)	(8,495)		-	(8,495)	(9,836)	
TOTAL REVENUES	238,74	5	238,301		236,075	237,410		6	237,416	236,075	
EXPENDITURES											
Administrative											
Misc-Assessment Collection Cost	2,40	7	2,417		3,688	3,561		-	3,561	3,688	
Total Administrative	6,12	<u> </u>	2,417		3,688	3,561		-	3,561	3,688	
Debt Service											
Principal Debt Retirement	174,00)	180,000		185,000	185,000		-	185,000	190,000	
Principal Prepayments	2,00)	1,000		-	2,000		-	2,000	-	
Interest Expense	55,44	1	50,408		45,245	45,231		-	45,231	39,897	
Total Debt Service	231,44		231,408	_	230,245	232,231		-	232,231	229,897	
TOTAL EXPENDITURES	237,56	5	233,825		233,933	235,792		-	235,792	233,585	
Excess (deficiency) of revenues											
Over (under) expenditures	1,18	<u> </u>	4,476		2,142	1,618		6	1,624	2,490	
OTHER FINANCING SOURCES (USES)											
Contribution to (Use of) Fund Balance		-	-		2,142	-		-	-	2,490	
TOTAL OTHER SOURCES (USES)		•	-		2,142	-		-	-	2,490	
Net change in fund balance	1,18)	4,476		2,142	1,618		6	1,624	2,490	
FUND BALANCE, BEGINNING	72,03	1	73,211		77,687	77,687		-	77,687	79,311	
FUND BALANCE, ENDING	\$ 73,21°	\$	77,687	\$	79,829	\$ 79,305	\$	6	\$ 79,311	\$ 81,801	

Debt Amortization Series 2017 Capital Improvement Revenue Refunding Note

2.86% Date **Principal Prepayments** Interest **Principal Balance** \$19,949 \$1,395,000 \$1,205,000 11/01/22 \$0 \$190,000 \$19,949 05/01/23 11/01/23 \$17,232 \$1,205,000 \$0 05/01/24 \$188,000 \$17,232 \$1,017,000 11/01/24 \$0 \$14,543 \$1,017,000 \$193,000 05/01/25 \$14,543 \$824,000 \$11,783 \$824,000 11/01/25 \$0 05/01/26 \$193,000 \$11,783 \$631,000 11/01/26 \$0 \$9,023 \$631,000 \$210,000 \$421,000 05/01/27 \$9,023 11/01/27 \$421,000 \$6,020 \$0 05/01/28 \$206,000 \$6,020 \$215,000 11/01/28 \$3,075 \$215,000 \$0 05/01/29 \$215,000 \$3,075 \$0 \$1,395,000 **\$0** \$163,249 **Totals**

Budget Narrative

Fiscal Year 2023

REVENUES

Interest-Investments

BOBCAT TRAIL

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

	General Fund 001 (Common Area Maint)				D	ebt Service		Total As	Units	Units		
I [FY 2023	FY 2022	Percent		FY 2023	FY 2022	Percent	FY 2023	FY 2022	Percent	Acres	Acres
Product			Change	ш		Change				Change	Total	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	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

5B

RESOLUTION 2022-09

A RESOLUTION OF THE BOBCAT TRAIL COMMUNITY DEVELOPMENT DISTRICT RELATING TO THE ANNUAL APPROPRIATIONS OF THE DISTRICT AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022, AND ENDING SEPTEMBER 30, 2023; PROVIDING FOR THE MAINTENANCE AND BENEFIT SPECIAL ASSESSMENTS TO BE LEVIED BY THE DISTRICT FOR SAID FISCAL YEAR; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June 2022, submitted to the Board of Supervisors (the "Board") a Proposed Budget for the next ensuing budget year along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), Florida Statutes; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Annual Budget and any proposed long-term financial plan or program of the District for future operations (the "Proposed Budget") the District did file a copy of the Proposed Budget with the general purpose local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), Florida Statutes; and

WHEREAS, on May 19, 2022, the Board set August 18, 2022, as the date for a Public Hearing on the Budget adoption and caused notice of such Public Hearing to be given by publication pursuant to Section 190.008(2)(a) Florida Statutes; and

WHEREAS, Section 190.008(2)(a), Florida Statutes requires that the District Board adopt an Annual Appropriation Resolution adopting a budget for the ensuing Fiscal Year and appropriating such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing Fiscal Year; and

WHEREAS, the District Manager has prepared a Proposed Budget on a cash flow budget basis, whereby the Budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the Fiscal Year; and

WHEREAS, the Annual Appropriation Resolution fixes the maintenance special assessments and benefit special assessments upon each piece of property within the boundaries of the District benefited, specifically and peculiarly, by the maintenance and/or capital improvement programs of the District, and such levy represents the amount of District assessments necessary to provide for payment during the ensuing budget year of all properly authorized expenditures to be incurred by the District, including principal and interest of special revenue, capital improvement and/or benefit assessment bonds, in order for the District to exercise its specified powers provided for in Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors of the Bobcat Trail Community Development District finds and determines the non-ad valorem special assessments it imposes and levies by this Resolution for maintenance on the parcels of property involved will constitute a mechanism by which the property owners lawfully and validly will reimburse the District for those certain special and peculiar benefits the District has determined are received by, and flow to, the parcels of property from the systems, facilities and services being provided, and that the special and peculiar benefits are apportioned in a manner which is fair and reasonable in accordance with applicable assessment methodology and related case law; and

WHEREAS, the Chairman of the Board of Supervisors may designate the District Manager or other person to certify the Non-Ad Valorem Assessment Roll to the Tax Collector in and for Sarasota County on a compatible electronic medium tied to the property identification number no later than September 15, 2022, so that the Tax Collector may merge the Roll with others into the Collection Roll from which the November tax notice is to be printed and mailed; and

WHEREAS, the proceeds from the collections of these imposed and levied non-ad valorem assessments shall be paid to the Bobcat Trail Community Development District; and

WHEREAS, if the Property Appraiser and the Tax Collector have adopted a different technological procedure for certifying and merging the rolls, that procedure must be worked out and negotiated with Board approval through the auspices of the District Manager before there are any deviations from the provisions of Section 197.3632, Florida Statutes, and Rule 12D-18, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BOBCAT TRAIL COMMUNITY DEVELOPMENT DISTRICT;

Section 1. The provisions of the "whereas" clauses set forth above are true and correct and are incorporated herein as dispositive.

Section 2. Budget

- a. The Board of Supervisors has reviewed the District Manager's Proposed Budget, a copy of which is on file with the Office of the District Treasurer and the District's Local Records Office, and is hereby attached to this Resolution, and hereby approves certain amendments thereto, as shown in Section 3 below.
- b. The District Manager's Proposed Budget, as amended by the Board, is adopted hereby in accordance with the provisions of Section 190.008(2)(a), Florida Statutes, and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be revised subsequently as deemed necessary by the District Manager to reflect actual revenues and expenditures for Fiscal Year 2022 and/or revised projections for Fiscal Year 2023.
- c. The Adopted Budget, as amended, shall be maintained in the Office of the District Treasurer and the District's Local Records Office and identified as "The Budget for the

Bobcat Trail Community Development District for the Fiscal Year Ending September 30, 2023, as Adopted by the Board of Supervisors on August 18, 2022."

Section 3. Appropriations

There is, and hereby is approp	oriated out of the revenues of the Bobcat Trail Community		
Development District, for the Fiscal Y	Year beginning October 1, 2022 and ending September 30		
2023 the sum of	dollar		
(\$) to be raised by the appl	licable imposition and levy by the Board of Supervisors o		
applicable non-ad valorem special a	ssessments and otherwise, which sum is deemed by the		
Board of Supervisors to be necessary	to defray all expenditures of the District during said budge		
year, to be divided and appropriated in the following fashion:			
TOTAL GENERAL FUND	\$		
DEBT SERVICE FUND	\$		
Total All Funds	\$		

Section 4. Supplemental Appropriations

The Board may authorize by Resolution supplemental appropriations or revenue changes for any lawful purpose from funds on hand or estimated to be received within the Fiscal Year as follows:

- a. Board may authorize a transfer of the unexpended balance or portion thereof of any appropriation item.
- b. Board may authorize an appropriation from the unappropriated balance of any fund.
- c. Board may increase any revenue or income budget account to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.

The District Manager and Treasurer shall have the power within a given fund to authorize the transfer of any unexpended balance of any appropriation item or any portion thereof, provided such transfers do not exceed Ten Thousand Dollars (\$10,000) or have the effect of causing more than 10% of the total appropriation of a given program or project to be transferred, previously approved transfers included. Such transfer shall not have the effect of causing a more than \$10,000 or 10% increase, previously approved transfers included, to the original budget appropriation for the receiving program. Transfers within a program or project may be approved by the applicable District Manager or Treasurer. The District Manager or Treasurer must establish administrative procedures, which require information on the request forms proving such transfer requests comply with this section.

Section 5. Maintenance Special Assessment Levy: Fixed and Referenced and to be Levied by the Board

a. The Fiscal Year 2023 maintenance special assessment levy (the "assessment levy") for the assessment upon all the property within the boundaries of the District based upon the special and peculiar benefit received and further based upon reasonable and fair apportionment of the special benefit, shall be in accordance with the attached Exhibit, which levy represents the amount of District assessments necessary to provide for payment during the aforementioned budget year of all properly authorized expenditures to be incurred by the District, including principal and interest of special revenue, capital improvement and/or benefit assessment bonds. Said assessment levy shall be distributed as follows:

General Fund O & M Debt Service Fund \$ [See Assessment Levy Resolution 2022-10] \$ [See Assessment Levy Resolution 2022-10]

b. The designee of the Chairman of the Board of Supervisors of the Bobcat Trail Community Development District shall be the District Manager or the Treasurer of the District designated to certify the Non-Ad Valorem Assessment Roll to the Tax Collector in and for Sarasota County, in accordance with applicable provisions of Florida law (Chapters 170, 190 and 197, Florida Statutes) and applicable rules (Rule 12D-18, Florida Administrative Code) which shall include not only the maintenance special assessment levy, but also the total for the debt service levy, as required by and pursuant to law.

Introduced, considered favorably and adopted this 18th day of August, 2022.

Dead Elder	
Paul Fisher	
Chairman	
Attest:	
Justin Faircloth Secretary	

5C

RESOLUTION 2022-10

A RESOLUTION LEVYING AND IMPOSING A NON-AD VALOREM MAINTENANCE SPECIAL ASSESSMENT FOR THE BOBCAT TRAIL COMMUNITY DEVELOPMENT DISTRICT FOR FISCAL YEAR 2023; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, certain improvements exist within the Bobcat Trail Community Development District and certain costs of operation, repairs and maintenance are being incurred; and

WHEREAS, the Board of Supervisors of the Bobcat Trail Community Development District finds the District's total General Fund Operation Assessments, taking into consideration other revenue sources during Fiscal Year 2023, will amount to \$_____; and

WHEREAS, the Board of Supervisors of the Bobcat Trail Community Development District finds the District's Debt Service Fund Assessment during Fiscal Year 2023 will amount to \$_____; and

WHEREAS, the Board of Supervisors of the Bobcat Trail Community Development District finds the Debt Service Fund relates to systems and facilities which provide special benefits peculiar to certain property within the District based on the applicable assessment methodology; and

WHEREAS, the Board of Supervisors of the Bobcat Trail Community Development District finds the non-ad valorem special assessments it levies and imposes by this Resolution for maintenance on the parcels of property involved will reimburse the District for certain special and peculiar benefits received by the property flowing from the maintenance of the systems, facilities and services apportioned in a manner which is fair and reasonable, in accordance with the applicable assessment methodology; and

WHEREAS, the District Board understands this Resolution levies only the maintenance assessments for Fiscal Year 2023, the Chairman of the District or the designee of the District Manager, shall certify a total Non-Ad Valorem Assessment Roll in a timely manner to the Tax Collector in and for Sarasota County for collection to include all assessments levied and approved by the District on the property including those for debt service as well as for special maintenance assessments.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BOBCAT TRAIL COMMUNITY DEVELOPMENT DISTRICT OF SARASOTA COUNTY, FLORIDA;

Section 1. All of the whereas clauses set forth above are incorporated herein and are dispositive.

- Section 2. A special assessment for maintenance as provided for in Section 190.021(3), Florida Statutes, (hereinafter referred to as the "Assessment") is hereby levied on certain lands within the District.
- Section 3. The collection and enforcement of the aforesaid Assessment shall be by the Tax Collector serving as agent of the State of Florida in Sarasota County and shall be at the same time and in like manner as ad valorem taxes and subject to all ad valorem tax collection and enforcement procedures which attend the use of the official annual tax notice.
- Section 4. The levy and imposition of the Assessment on lands included in the District will be combined with the debt service non-ad valorem assessments which are levied and certified as a total amount on the Non-Ad Valorem Assessment Roll to the Sarasota County Tax Collector by the designee of the Chairman of the Board on compatible medium no later than September 15, 2022. Said Assessment shall be collected by the Tax Collector on the tax notice along with other non-ad valorem assessments and property taxes levied by other local governments against each parcel of property.
- Section 5. The proceeds therefrom shall be paid to the Bobcat Trail Community Development District.
- Section 6. The Chairman of the Board of the Bobcat Trail Community Development District designates the District Manager to perform the certification duties.
- Section 7. Be it further resolved that a copy of this Resolution be transmitted to the proper public officials so that its purpose and effect may be carried out in accordance with law.

PASSED AND ADOPTED this 18th day of August 2022, by the Board of Supervisors of the Bobcat Trail Community Development District, Sarasota County, Florida.

Justin Faircloth	Paul Fisher	
Secretary	Chairman	

Sixth Order of Business

6A

From: Christina Kennedy < christina.kennedy@solitudelake.com>

Sent: Friday, July 22, 2022 5:05 PM

To: Faircloth, Justin < justin.faircloth@inframark.com>

Cc: Bill Kurth < bkurth@solitudelake.com>; Paula Auldridge < paula.auldridge@solitudelake.com>;

shackyge@gmail.com; ean.sims@solitudelake.com

Subject: Re: BTCDD-Fish Kill Lake 18

WARNING: This email originated outside of Inframark. Take caution when clicking on links and opening attachments.

Hello Justin,

Attached is the quarterly report for Bobcat Trail CDD. Included in this report is an explanation for the fish kill at lake 18 and will serve as the report for the CDD meeting. Bill Kurth will be attending the CDD meeting to answer any additional questions on the matter. The explanation can be found on page 9 under the management summary.

Here is the excerpt from the report: " Dead fish were reported at lake 18 following a treatment on 7/13/2022. The treatment was targeting chara growth, a copper based algaecide was utilized. The amount of chemical applied was well within the label rates for the volume of the lake and would typically not result in dead fish. However Solitude believes that the chemical may have been temporarily concentrated to one area of the pond or the fish became trapped in the treatment swath. The fish were identified as Shad which are extremely sensitive to copper, this is not believed to be caused by negligence."

Christina Kennedy!! New Phone Number!!

Aquatic Biologist/Account Representative



P: 888.480.5253 | **C**: 239.365.9444 www.solitudelakemanagement.com





Bobcat Trail CDD Waterway Inspection Report

Reason for Inspection: 2022-07-21

Inspection Date:

Prepared for:

Ms. Janet Guyer

1352 Bobcat Trail

North Port, Florida 34288

Prepared by:

Christina Kennedy, Aquatic Biologist

FORT MYERS FIELD OFFICE SOLITUDELAKEMANAGEMENT.COM 888.480. LAKE (5253)

Bobcat Trail CDD Waterway Inspection Report

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TABLE OF CONTENTS

	Pg
SITE ASSESSMENTS	
PONDS 1-3	3
Ponds 4-6	4
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PONDS 13-15	7
PONDS 16-18	8
POND 19	9
MANAGEMENT/COMMENTS SUMMARY	21-2
SITE MAP	25

Site: 1

Comments:

Site looks good

Shoreline is well maintained. Lake was slightly planktonic.



Routine maintenance next visit



Species non-specific





Site: 2

Comments:

Site looks good

Shoreline is well maintained. Algae and aquatic weeds are controlled. The old green has collapsed depositing sediment into lake edge.

Action Required:

Routine maintenance next visit

Target:

Species non-specific





Site: 3

Comments:

Site looks good

Shoreline is well maintained. Algae and aquatic weeds are controlled.

Action Required:

Routine maintenance next visit

Target:

Species non-specific





Site: 4

Comments:

Normal growth observed

Shoreline is well maintained. Algae and aquatic weeds are controlled. Lake was slightly planktonic.

Action Required:

Routine maintenance next visit

Target:

Planktonic algae





Site: 5

Comments:

Requires attention

Shoreline is well maintained. Treat for algae from recent chara growth and for bacopa.

Action Required:

Routine maintenance next visit

Target:

Submersed vegetation





Site: 6

Comments:

Normal growth observed Shoreline is well maintained. Algae and aquatic weeds are controlled. Some algae accumulation on treated grasses.

Action Required:

Routine maintenance next visit

Target:

Surface algae





Bobcat Trail CDD Waterway Inspection Report

Agenda Page 87 2022-07-21

Site: 7

Comments:

Normal growth observed Shoreline is well maintained. Algae and aquatic weeds are controlled. Some algae accumulation on treated grasses.

Action Required:

Routine maintenance next visit

Target:

Surface algae





Site: 8

Comments:

Normal growth observed

Torpedograss treated along preserve, minimal growth noted. Algae and aquatic weeds are controlled. Large washouts along old golf course.

Action Required:

Routine maintenance next visit

Target:

Shoreline weeds





Site: 9

Comments:

Normal growth observed Shoreline is well maintained. Algae and aquatic weeds are controlled, trace algae noted.

Action Required:

Routine maintenance next visit

Target:

Surface algae





Bobcat Trail CDD Waterway Inspection Report

Site: 10

Comments:

Requires attention

Shoreline is well maintained. Algae and aquatic weeds are controlled. Treat algae accumulation on treated grasses.

Action Required:

Routine maintenance next visit

Target:

Surface algae





Site: 11

Comments:

Normal growth observed

Shoreline is well maintained, spot treat minimal growth. Algae and aquatic weeds are controlled. Spot treat algae.

Action Required:

Routine maintenance next visit

Target:

Surface algae





Site: 12

Comments:

Normal growth observed Shoreline is well maintained, minimal growth around Thalia in W cove. Algae and aquatics are controlled.

Action Required:

Routine maintenance next visit

Target:

Shoreline weeds





Site: 13

Comments:

Requires attention Treat for torpedograss and bacopa.

Action Required:

Routine maintenance next visit

Target:

Torpedograss





Site: 14

Comments:

Site looks good

Shoreline is well maintained. Algae and aquatic weeds are controlled. Large washouts noted.

Action Required:

Routine maintenance next visit

Target:

Species non-specific





Site: 15

Comments:

Normal growth observed

Spot treat grasses. Algae and aquatic weeds are at controlled levels. Minimal algae noted in littorals.

Action Required:

Routine maintenance next visit

Target:

Shoreline weeds





Bobcat Trail CDD Waterway Inspection Report

Site: 16

Comments:

Requires attention Spot treat remaining grasses. Algae and aquatic weeds are controlled. Large washouts noted. Spot treat algae.

Action Required:

Routine maintenance next visit

Target:

Torpedograss





Site: 17

Comments:

Requires attention
Shoreline is well maintained,
minimal growth noted. Algae and
aquatic weeds are controlled.
Large washouts noted. Spot treat

Action Required:

Routine maintenance next visit

Target:

Surface algae

algae.





Site: 18

Comments:

Normal growth observed Shoreline is well maintained. Algae and aquatic weeds are controlled. Minimal algae accumulation.

Action Required:

Routine maintenance next visit

Target:

Surface algae





Site: 19

Comments:

Site looks good

Shoreline is well maintained. Algae and aquatic weeds are controlled.

Action Required:

Routine maintenance next visit

Target:

Species non-specific





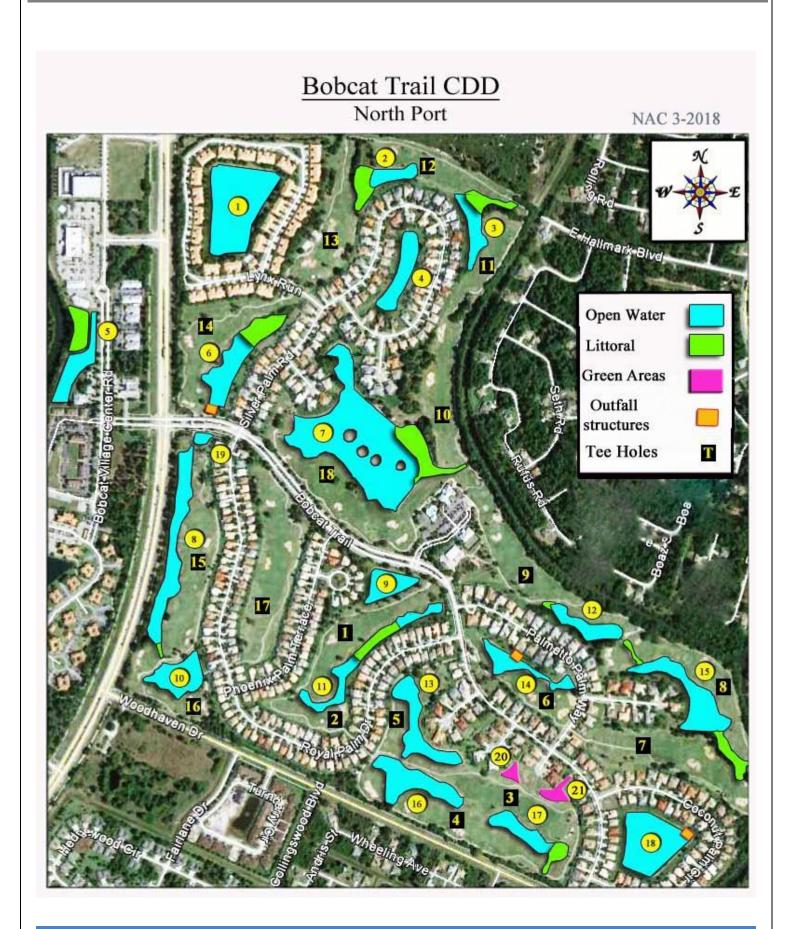
Management Summary

- The majority of the lakes were recently treated for shoreline weeds and most treatments appeared efficacious. Some touch up treatments during routine maintenance will take care of the remaining grasses.
- Algae accumulation was also noted during this inspection most of which appeared to be growing on or near the dead grasses. This algae growth is likely a result of the nutrients released from the dead grasses. This is a normal process for lakes following a vegetative treatment.
- Erosion is quite severe across all lakes.
- Dead fish were reported at lake 18 following a treatment on 7/13/2022. The treatment was targeting chara growth, a copper based algaecide was utilized. The amount of chemical applied was well within the label rates for the volume of the lake and would typically not result in dead fish. However Solitude believes that the chemical may have been temporarily concentrated to one area of the pond or the fish became trapped in the treatment swath. The fish were identified as Shad which are extremely sensitive to copper, this is not believed to be caused by negligence.
 - District Manager Bill Kurth will be in attendance to the August CDD meeting to speak on this matter further.

Action Items:

- Solitude will resume treatment of littoral areas upon explicit direction from CDD representative.
- Green areas 20 and 21 are currently being mowed.
- Site 18 is receiving bacteria treatments to help mitigate algae growth.
- ** The service department has been notified of all observations.

Site	Comments	Target	Action Required
1	Site looks good	Species non-specific Routine maintenance next	
2	Site looks good	Species non-specific Routine maintenance next	
3	Site looks good	Species non-specific Routine maintenance next v	
4	Normal growth observed	Planktonic algae	Routine maintenance next visit
5	Requires attention	Submersed vegetation	Routine maintenance next visit
6	Normal growth observed	Surface algae	Routine maintenance next visit
7	Normal growth observed	Surface algae	Routine maintenance next visit
8	Normal growth observed	Shoreline weeds	Routine maintenance next visit
9	Normal growth observed	Surface algae	Routine maintenance next visit
10	Requires attention	Surface algae	Routine maintenance next visit
11	Normal growth observed	Surface algae	Routine maintenance next visit
12	Normal growth observed	Shoreline weeds	Routine maintenance next visit
13	Requires attention	Torpedograss	Routine maintenance next visit
14	Site looks good	Species non-specific	Routine maintenance next visit
15	Normal growth observed	Shoreline weeds	Routine maintenance next visit
16	Requires attention	Torpedograss	Routine maintenance next visit
17	Requires attention	Surface algae	Routine maintenance next visit
18	Normal growth observed	Surface algae	Routine maintenance next visit
19	Site looks good	Species non-specific	Routine maintenance next visit



6B.



KENNEDY ELECTRIC CO. OF PUNTA GORDA, INC.

PO BOX 511184 PUNTA GORDA, FL 33951-1184 941-639-1250 Fax 941-629-8666

State Certified • License # EC0002368 • License # CAC1816037

August 1, 2022

Bobcat Trail Attn: Justin Faircloth / Dick Burke c/o Inframark Bobcat Trail Blvd North Port, FL 34288

Re: Change Order for pool electric service.

CHANGE ORDER

We are requesting a change order in the amount of \$1,855.00 be added to our proposal amount of \$19,935.92 for unforeseen charges incurred from McKim & Creed. Bringing the total to \$20,790.92.

Specifics:

McKim & Creed provided the GPR (ground penetrating radar) survey and found that the depth of the water main could not be determined by the radar. They had to do a physical dig with a vacuum truck which incurred this unforeseen cost. The invoice is attached. Dick Burke was onsite at the time this task was being performed.

Original Contract Amount	\$ 19,935.92
Change Order (add'l to contract)	\$ 1,855.00

Revised Contract Amount \$21,790.92

Please return the signed proposal by fax or email to <u>kennedyelec@hotmail.com</u>. Once received, we will begin the paperwork and material ordering to get this scheduled and completed.

Signature	Date



0.00

Page 1

0.00

5,360.00

Inv # 187502

Project 08801-0001

1352 Bobcat Trail

Incurred To Date :

Fee

0.00

Professional Services :	Hours	Rate	Amount
SUE Designation Crew	17.00	200.00	3,400.00
SUE Office Technician	1.00	105.00	105.00
SUE Vacuum Excavation Crew	7.00	265.00	1.855.00

5,360.00

Total Labor 25.00 5,360.00 5,360.00 5,360.00

Total Due This Invoice 5,360.00

Labor Consultant Expense Tax Invoiced

0.00

6Ci.



Metro Pumping Systems, Inc.

922 SE 14th Place Cape Coral, FL 33990

PH: 239-573-9700 FX: 239-573-6700

DATE	INVOICE NO.
7/27/2022	49967

BILL TO	
Bobcat Trail CDD 1352 Bobcat Trail North Port, FL 34288-	

SHIP TO		

TERMS	DUE DATE	TECHNICIAN	ESTIMATE	SENT	VIA	PO No.	JOB#
Net 30	8/26/2022	CS / JC / MS	R92970	ВО	гн		7318
ITEM		DESCRIP	TION		QTY	RATE	AMOUNT
STD	main turbine j columns, busl check valve, a installing stain warranty	pump. Includes re nings, recondition applying rust inhi	g crane, to rebuild eplacing shafting, ning discharge hea bitor, SS hardward r basket. One year	d, new	1	11,030.04	11,030.04
	Freight				1	211.57	211.57

PLEASE PAY FROM THIS INVOICE. NO STATEMENT WILL BE SENT.

Past due invoices are subject to 1.5% per month finance charge

Balance Due	\$11,241.61
Total	\$11,241.61
Payments/Credits	\$0.00

Sales tax included on all parts sales

6C.ii.



Metro Pumping Systems, Inc.

922 SE 14th Place Cape Coral, FL 33990

PH: 239-573-9700 FX: 239-573-6700

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DATE	INVOICE NO.
7/27/2022	49968

BILL TO	
Bobcat Trail CDD 1352 Bobcat Trail North Port, FL 34288-	

SHIP TO	

TERMS	DUE DATE	TECHNICIAN	ESTIMATE	SENT	VIA	PO No.	JOB#
Net 30	8/26/2022	CS/ JC / MS	R92971	ВОТ	TH		7318
ITEM		DESCRIP	TION		QTY	RATE	AMOUNT
REW-60 FRT	Total parts an Freight	d labor to rebuild	#2 60hp motor		1	6,994.91 59.49	

PLEASE PAY FROM THIS INVOICE. NO STATEMENT WILL BE SENT.

Past due invoices are subject to 1.5% per month finance charge

Balance Due	\$7,054.40
Total	\$7,054.40
Payments/Credits	\$0.00

Sales tax included on all parts sales

6D.

From: Rich Smith, PGA <rsmith@golftheharbor.com>

Sent: Monday, July 25, 2022 11:02 AM

To: paulfisher466@gmail.com; Rich Smith, PGA <rsmith@golftheharbor.com> **Cc:** Faircloth, Justin <justin.faircloth@inframark.com>; jbrall@bobcatcdd.com;

retherton@bobcatcdd.com; rburke@bobcatcdd.com; pfisher (pfisher@bobcatcdd.com)

<pfisher@bobcatcdd.com>

Subject: Golf Course - - Proposed Mutual Olive Branches and Positive Go Forwards

Bobcat Trail CDD Leadership,

Two key statements and a logical proposal for you to consider. Key Statement One: I believe that the best possible outcomes available can only be achieved if collectively and together we have a full reset of perceptions and we work together intelligently, and without malice to find and achieve together the best possible outcomes for all involved. Key Statement Two. I believe that the CDD and the residents as a whole minus maybe one or two people collectively have a very wrong impression on the current closure of the golf course, how and why it happened, and any perceived difficulties for the business. All that really is in the past, but could be discussed if needed for better understanding, and I am game for that, but not sure it matters. We are here now with todays facts, and on behalf of the golf course, our desire is for the best outcomes for as many as possible.

Logical proposal -- Is a reset, start over with past perceptions and a cooperative engagement for good outcomes possible? If you all can agree to such, I and we will do our part for moving in that direction.

Respectfully submitted for your consideration,

Rich Smith, PGA

Risi, PGA

Chairman

Charlotte Harbor National Golf Club

O- 321-303-6643

F- 941-237-4180

E- rsmith@golftheharbor.com

6E.

BOBCAT TRAIL COMMUNITY DEVELOPMENT DISTRICT

Rules

Policies

and

Procedures

Version 15

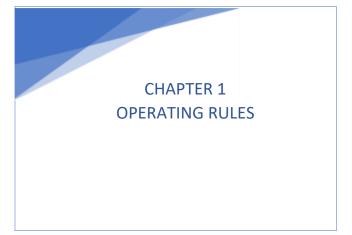
Adopted September 6, 2018

Updated August 10, 2022

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CHAPTER 1 OPERATING RULES

Rule 1.0: General

Updated: 8/11/2022

- 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.
- 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.

CHAPTER 1 OPERATING RULES

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
- 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 the6istrit 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

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Updated: 8/11/2022

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
 - Limited Offering Memorandum for each financing undertaken by the District;
 and
 - 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 fortyeight (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.
- 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.
- 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 seven (7) 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;
 - 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

Updated: 8/11/2022

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 Comments
- 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 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. Finance Supervisor
 - 3.11.4. Golf Liaison
 - 3.11.5. Lakes and Roads Supervisor
 - 3.11.6. Maintenance Supervisor
 - 3.11.7. Facilities Supervisor
 - 3.11.8. HOA Liaison
 - 3.11.9. Commercial Properties
- 3.12. Public Comment Period
- 3.13. 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.
- 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:
 - The text of the proposed rule, or any amendment or repeal of any existing rules;
 - A detailed written statement of the facts and circumstances justifying the proposed rule;
 - 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

- 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.
- 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 the current statutory amount (if applicable), 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, repovation, 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 Contract" means a single contract with a Design-Build Firm for the design and construction of a public construction project.
- 3.5. "Design-Build Firm" means a partnership, corporation or other legal entity that:
 - 3.5.1. 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
 - 3.5.2. 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.
- 3.6. "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.
- 3.7. "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.

- 3.8. "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.
- 3.9. "invitation_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.
- 3.10. "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.
- 3.11. "Negotiate" means to conduct legitimate, arms-length discussions and conferences to reach an agreement on a term or price.
- 3.12. "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.
- 3.13. "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.

- 3.14. "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 of Florida.
- 3.15. "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.
- 3.11.3.16. "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:
 - 3.11.1.3.16.1. The ability and adequacy of the professional personnel employed by the entity/individual.
 - 3.11.2-3.16.2. The past performance of the entity/individual for the District and in other professional employment.

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- 3.11.3.3.16.3. The willingness of the entity/individual to meet time and budget requirements.
- 3.11.4.3.16.4. The geographic location of the entity's/individual's headquarters or office in relation to the project.
- 3.11.5.3.16.5. The recent, current and projected workloads of the entity/individual.
- 3.11.6.3.16.6. The volume of work previously awarded to the entity/individual.
- 3.11.7.3.16.7. Whether the cost components of the bid or proposal are appropriately balanced.
- 3.11.8.3.16.8. Whether the entity entity/individual is a certified minority business enterprise.
- 3.12.3.17. "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

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(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 le 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

- 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).2 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 prequalified 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 o" the Rules of the 51istrictt 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.

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- 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.

2.5. Exceptions: This Rule is inapplicable when:

- 2.5.1. The project is undertaken as repair or maintenance of an existing public facility;
- 2.5.2. 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;
- 2.5.3. The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; or
- 2.3.1.2.5.4. 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.

3. PAYMENT AND PERFORMANCE BONDS

- 3.1 Scope. This Section 3 of Rule 3.5 shall apply to contracts for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work, and shall be construed in addition to terms prescribed by any other Rule that may also apply to such contracts.
- 3.2 Required Bond. Upon entering into a contract for any of the services described in Subsection 3.1 of this Rule in excess of \$200,000, the Board should require that the contractor, before commencing the work, execute and record a

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payment and performance bond in an amount equal to the contract price. Notwithstanding the terms of the contract or any other law, the District may not make payment to the contractor until the contractor has provided to the District a certified copy of the recorded bond.

3.3 Discretionary Bond. At the discretion of the Board, upon entering into a contract for any of the services described in Subsection 3.1 of this Rule for an amount not exceeding \$200,000, the contractor may be exempted from executing a payment and performance bond.

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.
- 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.
- 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.
- 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.
- 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. Intervenors: 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.

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/voting 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.
- 1.4. 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. 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.
- 1.6.5. 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. Finance Supervisor Assignments
 - 2.3.3.1. 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. 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.
 - 2.3.3.3. 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.
 - 2.3.3.4. Financial Policies: The drafting of financial policies and procedures as directed by the Board of Supervisors.
 - 2.3.3.5. Policy and Procedure Maintenance and Updates
- 2.3.4. Lakes and Roads Supervisor:
 - 2.3.4.1. Lakes: The CDD lakes' water quality, aquatic devices and pumps, banks and drainage maintenance and repair.
 - 2.3.4.2. Roads: The CDD roads, curbing and parking areas' repair and maintenance (surfaces, sealing, marking lines, sweeping and cleaning).
 - 2.3.4.3. SWFWMD: Permitting adherence.

- 2.3.4.4. Sidewalk Maintenance: Cleaning and& 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.
 - 2.3.4 <u>2.3.5</u> Maintenance Supervisor

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- 2.3.4<u>5</u>.1 Maintenance Worker: The management of the CDD maintenance worker(s) to an individual supervisor for input/coordination and supervision.
- $2.3.4\underline{5}.2$ 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<u>5</u>.3 Maintenance: The maintenance of PRVs, 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.
- 2.3.4<u>5</u>.4 Maintenance and repair of CDD wells including maintenance and repair of CDD irrigation wells
- 2.3.5. 2.3.6 Facilities Supervisor
- 2.3.56.1 Fitness Center: Maintenance and repair of equipment.
- 2.3.56.2 Community Center: Maintenance and repair of building.
- 2.3.56.3 Community Center Representative Office Assistant: Supervision of Community Center Representative Office Assistant.
- 2.3.56.4 Community Access (Envera or subsequent vendor), managed access gates and security cameras
- 3.0 Additional Duties Assigned to Supervisors
- 3.1 Newsletter Editor: Collection of newsworthy articles and topics from the Board of Supervisors and the CDD Committee chairs as directed by the Board of Supervisors.
- 3.2 Master HOA Liaison Coordination with HOA Board regarding mutual issues/matters

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- 3.3 Commercial Properties Liaison Contact link between property owner(s) and CDD Board
- 3.4 Fairway Commons Liaison Coordinate with Fairway Commons Board and the CDD Board
- 3.5 Villas Liaison Coordinate with Villas Board and CDD Board
- 3.6 Golf Course Liaison Contact link between Golf Course owner and CDD $\underline{\mathsf{Board}}$

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

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- 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.
- 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 <u>Envera</u> 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 to receive vehicle decals.
 - 1.1.4. Only vehicles with gate access stickers may utilize the rear gate
 - 1.1.5. 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.
 - 1.1.6. As with any member of the public, the golf club management and employees have access to Bobcat Trail.
 - 1.1.7. Although having access, Bobcat Village owners and employees will not be issued vehicle gate access stickers.
 - 1.1.8. The gate monitoring service is responsible for keeping a physical file of lists provided by the golf club management and residents' regularly scheduled visitors.
 - 1.1.9. All visitor vehicles entering the front gate will be logged by the gate monitoring service.
 - 1.1.10. Persons who are viewed forcing front and rear gate(s) will be held financially responsible for repairs.

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CHAPTER 2 OPERATING POLICIES

2. Access Registration:

- 2.1. All eligible users must complete a CDD Registration Form and bring it to the Community Center Representative with identification (<u>closing documents</u>, utility bill, real estate tax bill, lease, drivers license etc.). The registration form must be completed prior to obtaining a vehicle sticker. All denials of vehicle stickers will be referred to a-the Facilities Board Supervisor immediately for resolution
- 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. <u>Gate access Stickers stickers shall</u> 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 his 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 (see Fee Schedule).
- 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 <u>Facilities CDD-Supervisor</u>.
- 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 with stickered vehicles 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).
- 4.7.4.6. Real Estate Sale/Rental/ For Sale By Owner Real Estate
 - 4.7.1.4.6.1. 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.

- 4.7.2.4.6.2. All real estate agents or homeowners selling, buying or renting properties must adhere to the following:
 - 4.7.2.1.4.6.2.1. 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. Any questions may be referred to the CDD Supervisor.

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.

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- 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 the District roads; structural repair and replacement are the responsibility of the CDD. Sidewalks associated with the homeowner's driveway; repair and replacement are the responsibility of the property owner or predecessor in title. General maintenance, (cleaning, etc) in front of homes, is the responsibility of the homeowner. The homeowner is responsible to maintain any sidewalk altered by stain, whether approved by the Bobcat Trail HOA Architectural Control Committee or not. If the CDD finds it necessary to repair or replace a stained sidewalk, the CDD will only be responsible for the repair/replacement. It will be the homeowner's responsibility to stain the repair/replacement to match the existing stained sidewalk.

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: Member Policies

- 1. Member
 - 1.1. Property Owners: (homeowners, villa owners, landowners) must be registered with the CDD Office.
 - 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.
- Non-Resident Social Members: For the purposes of the 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.
 - 2.2 Family Social Membership: A membership for those residing in the same household up to the 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 Membership year is October 1 through September 30. There is no proration.
- 2.5 Application 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, swimmies, 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(s) 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 polices, 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 residents 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 may be directed to the CDD Supervisor

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 Member Policy, Chapter 2, Section 5).
- 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 Member Policy Chapter 2, Section 5)

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.

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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 (See Appendix) 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 nonmember. 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, 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: Decorations are limited to tabletop. 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 "Community Center Room Request" form 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 (see fee schedule for website) 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 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 audiovisual 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 (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. 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 is a private party, 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.
- 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 and exited by 11:30 P.M., unless approved in advance. If the Hosts 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.

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- 3.3.2. Fitness Room access must be via the user's own personal key 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 have all applicable waivers (See Appendix) signed by a parent or guardian (who must be at least 18 years of age) in order 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 cardio 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 to leave the Fitness Center 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.

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CHAPTER 2 OPERATING POLICIES

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

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.

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- 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 and Supervisors are to submit a proposed budget to the Finance Supervisor for consolidation and submission to the 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.
 - 3.1.2. Copy of prior Fiscal Budget and Appropriate Cost Center Financial reports for the respective Cost Center shall be provided.
 - 3.1.3. Chart of Accounts shall be provided.
 - 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 to assist in identification and tracking of major project activities.
- 3.2.1.3. Prepare Budget Requests ensuring that all expense items are identified and included in the budget.
- 3.2.2. The Finance Supervisor will be available to assist with any questions regarding the preparation and classification of expense items during scheduled I/A or CDD meetings.
- 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 LimitsCard Process

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.

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- 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 Statue 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?

What other vendors' products/ services have been evaluated?

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

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 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

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.

- 2. The employee and/or Board member must notify the Management Company immediately in the event a card is lost or stolen.
- 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 invoice documents to the following email address:

Email: Inframark@Avidbill.com

- 2.1.2. The designated approvers review and approve/reject invoices through the Inframark Avid Exchange System.
 - 2.1.2.1. Approve the document for payment, assign the account code.
 - 2.1.2.2. Reject the document, follow the dispute invoice procedure in AvidExchange.
- 2.1.3. Coding errors get referred to Inframark for resolution
- 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 procedure designated by the Management Company.
 - 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 Management Company.

- 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 \$2,000 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 \$5,000 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. A Board member is authorized to make expenditures of \$2,000 or less.
 - 6.1.5.3. Expenditures greater than \$2,000 require approval by the chairperson.
 - 6.1.5.4. Approvers should provide account code information whenever possible.

Bill Paying Approver List

Vendor Invoice	Suggested 1st Approver	2nd Approve \$2000-	\$2000+	Alternate Approver
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	Lakes & Roads Supervisor		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.			
Facilities and Security	Facilities Supervisor		CDD Vice Chairperson	CDD Finance Supervisor
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

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Memorandum of Voting Conflict Page 1 (Form 8B)

COUNTY, MU	MEMO										RS
LAST NAME-PIRST NAME-MIDDLE				NAME OF B							
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DATE ON WHICH YOTE OCCURRED				MY POSITIO	ON TH	□ etec	TWE.	Dan	SVITNO		
				FILE FOR				Arran Carlo			
This form is for use by any per cornelission, authority, or com- conflict of interest under Section Your responsibilities under the on whether you hold an electh completing the reverse side an	mittee. It applies on 112.3143, Flor law when faced we or appointive p	equally to r ida Statutes with voting o	members on a mea	of advisory	and nor	n-advisor	y bodies	who an	e present	ted with a	voting
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Appendix

Memorandum of Voting Conflict Page 2 (Form 8B)

APPOINTED C	OFFICERS (continued)		
A copy of the for	m must be provided immediately to t	he other members of the agency	
The form must be	e read publicly at the next meeting a	fler the form is filed.	
IF YOU MAKE NO	ATTEMPT TO INFLUENCE THE DE	ECISION EXCEPT BY DISCUSSION AT THE ME	ETING:
 You must disclos 	e orally the nature of your conflict in	the measure before participating	
meeting, who mu		after the vote occurs with the person responsible to. A copy of the form must be provided immediate at meeting after the form is filed.	
	DISCLOSURE	OF LOCAL OFFICER'S INTEREST	
	h	ereby disclose that on	, 20
(a) A measure came	or will come before my agency which	ch (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, _	SUI-SC-3AI	
inured to the	special gain or loss of		by
whom I am re	stained; or		
inured to the	special gain or loss of		, which
is the parent	organization or subsidiary of a princi	pal which has retained me.	
CONSTITUTES G	ROUNDS FOR AND MAY BE P	Signature TUTES §112.317, A FAILURE TO MAKE AN UNISHED BY ONE OR MORE OF THE FO	LLOWING IMPEACHMENT
	SPENSION FROM OFFICE OR E	MPLOYMENT, DEMOTION, REDUCTION IN	BALARY, REPRIMAND, OR A
CIVIL PENALTY N	OT TO EXCEED \$10,000.		

Updated: 8/11/2022

OINFRAMARK			
O INTRAMARK			
CHECK	REQUES	T FORM	
Date:			
from:			
District Name:			
lease cut check from Acct. #:	$\overline{}$		
nvoice #:	$\boldsymbol{\times}$		
Please issue a check to:			
Vender Name:			
Vendor No.1			
heck amount:			
Please code to:		•	
V			
Check Description/Reason:			 _
failing instructions:			 -
			_ `
lanager's Approval:			
Pates			

Updated: 8/11/2022

Credit Card Receipt Log

			Bo	bcat Trail			
			Community	Development Dist TRANSACTION D	trict		
			MasterCard	TRANSACTION D	DATE)		
Purchase Date	Vendor	Op Supplies - General	R & M General	Other Codes	Other Codes Amount	Comments (Description)	Total
			221	ne	1		
			- CI	yc			
Totals							

Updated: 8/11/2022

Agreement for Reimbursement for Tree Removal

	COMMUNITY DEVELOPMENT DISTRICT R REIMBURSEMENT FOR TREE REMOVAL
This Agreement is made on Community Development Dis	
(hereinafter, individually or collective	ely referred to as "Property Owner").
The District and Property Ox	wner hereby agree as follows:
located on District property	a written request to the District regarding the removal of a tree (bereinsfier, "Request"). The Request alleged a health, safesy, or enty Owner and/or the public due to the subject tree. A copy of to as Exhibit "A."
Subject to the Property Own of Supervisors approved the meeting.	er and District entering in to this Agreement, the District's Board Request at its, 20, Board of Supervisors
	(hereinafter, the "Contractor"), has prepared a tree removal in accordance with the Request (hereinafter, roposal is attached hereto as Exhibit "B."
associated with the removal the Proposal, Property Own	voluntarily agreed to reimburse the District for its expenses of the District's tree; therefore, in accordance with the estimate in ner has provided a check in the amount of \$time of executing this Agreement.
District's, 20_	tree removed by the Contractor, as additional work under the, Agreement with the Contractor, subject to the terms and pensate the Contractor accordingly.
IN WITNESS WHEREOF, the day and your last written below.	the parties hereto have made and executed this Agreement as of
PROPERTY OWNER	DISTRICT
	BOBCAT TRAIL COMMUNITY DEVELOPMENT DISTRICT
Date:	By:
	lts:

Updated: 8/11/2022 Appendix

Resident Registration Form (Envera)

	_								
				п	New	0	Update	0	Delete
Community Name:									
Dwner / Tensot Name:						13	Owner	0	Tenant
Owner / Tenant Name:			10000			9.	Owner		Terant
Auntal Term.	Start Date:		find Date:	CONTRACT	ST.				
Primary Phone:				Atternate	Phone				
Community Street Addre	SE:								
Email Address:		-		_					
Vehicle Information	ė.	1							
Make		Mo	del		State		Plate	Numb	er
_									
Gated Communities Once your form has b (if provided) or market App (available on both	een processed, I to you. It is res	a MyEnvera account	et will be create cess your accou	nt online at	WWW.TTYCH	veta.co	m or through	our Si	nartphone
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Property Owner Access Waiver

Bobest Testi Community Deve	Regiment District			
Community Center 1352 Bobest Trail Bestevard				
North Port, Florida 34288				
	PROPERTY OWNER AC	CHECK SILVE BUTTE		
completed paperwork is not pro- the Community Center or other recorded, the tenant out them rep Code the tenant has terminated immediately and the owner on	ee" from and forward a or they instead to reliaspish the account must be in writing of y PGB to the tenant. As it asking all property owners to Thereafter, this procedured, must will not result tuiled, treastly will not result CDD amerities. Once pape letter with the CDD Office to 1 their lense with the own	apy of the lease (in eff access to Commi- this form completed in procedure is new embedd the procedure is new embedd to the committee in access devices and receive screen. er, the Community of the Community	monetary information to mity Center and other is and signed) or the CDD with the construction of apparawark for existing a if for all new tenants. It will not be permitted to sitted to the CDD Office Center should be cent Center and CDD ames	m be CDIO will if the certal if the sum and sum and suited dities
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Personal Key Fob Application

	lobeat Traff Community Development	District
	PERSONAL KEY FOB APPLICAT	TION
Zama doors	for to receive your personal key fobs for of the new Boboat Trail Community Co letted form to Bobest Trail CDD Manage	inter, please, submit this
OWNER'S NAME(S)_		
Bebest Trail Address: Street		
Primary Phone	Secondary Phone	
runney ruste	Secondary Phone	
I It is my permanent		
Permanent Mailing Add Street	rese: (if other than Bobcat Trail)	
City	State	Zip
Personal New Yorks		
Personal Key Fobs Up to 2 personal key for residence at no cost. Pice key fobs.	obs for use at access controlled pede so provide the names of the residents of	serian doors are available per f your unit that will carry these
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Appendix

Fitness Room Waiver & Release Form

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

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

Use of the Bobest Trail Community Center's Fitness Room will require your signature of this Fitness Room Walver and Rolesse 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 antivity, or use any Fitness Room amendry, 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 continuous (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 amenting, (b) sudden and unforesteen maifunctioning 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 prunities, including adjacent sidewalks and patiting areas.

You acknowledge that the facilities are provided as an amenity for resident and social members, and that you have carefully read this walver 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 voluntary 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 range of the Community Center's Pieness Room facilities and/or participation at a Community Center Fitness Room event.

Print Namo	Signature	Date
Bobest Tmil Street Address [] Address and Age Verified. (Tel. #	Received By (CDD) Method: Driver's License, or?)

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INDEPENDENT CONTRATOR AGREEMENT

This agreement is for services pertaining to the Bobcat Trail Community Center by:
Name of Instructor:
The services that will be provided to the residents will be classes on
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 Bobcat Trail Community Center office.
The relationship between and Bobcat Trail Community Center is an Independent Contractor and not an employer-employee relationship.
Any problems that arise shall be reported to the Facilities Supervisor or any CDD Supervisor immediately.
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 services that they perform.
I herewith agree to indemnify and forever hold harmless the CDD, its officers, supervisors, employees 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 Approval:
By:
Its: Date:

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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 3428
Home Phone Number	
List Known Physical Limitations	
Witness	

l	COMMUNITY CENTER ROOM USE REQUEST FORM	
	Date(s) requested Time Requested	
I	Person-Resident in charge	
	PhoneE-mail	
	Cell Phone	
ĺ	Name/Type of group # Attending E-mail	
	Number of People attending	Formatted: Indent: Left: 0"
	Private Event - Residents and Outsiders, or Invited Residents Only	
	or Bobcat Residents Public Event (circle) All Residents Invited to Attend	
	Liquor – Yes No Liquor of any kind is NOT permitted in the building unless liquor insurance is issued and a copy received by the CDD ←	Formatted: Indent: Left: 0"
I	Rooms Requested Tables/Chairs Required	
	Will a caterer be used? Yes or No (circle) If yes, (provide info and copy of insurance) No	
l	Name of caterer and info	
I	KITCHEN-USE: This is a catering kitchen only. Ovens are available for reheating precoeked 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 user's expense. Liquids are to be disposed of in the kitchen sink, not in trash bags.	
1	(CIRCLE) (CIRCLE)	
	Potrigorator Voc. or No. 12 Cup Coffee Pete (2) Voc. or No.	
	Freezer Yes or No 20-50 cup Coffee Pot Yes or No Microwave Yes or No Walls Removed Yes or No	
	Warming Oven Yes or No Other	
	RESTRICTIONS:	
	Liquor of any kind is NOT permitted in the building unless a liquor insurance policy is provided.	
	Liquor Insurance Purchased Yes or NoAmount received	
ı	Candles or other types of open flames are NOT permitted in the Community Center.	
	Table covers must be used with food/drinks Gambling is NOT permitted in the Community Center or on Property Owned by the CDD.	
ĺ	Golf Shoes are NOT permitted in the Community Center and Appropriate Dress is Required.	
	Rooms are set up with tables and chairs to accommodate general use of the building. If you need to rearrange/add/remove/change seating to suit your event, take note of the current seating as you will need to reset the room as	
	you found it in the rooms and in the storage area. Rooms are to be left as they were when you arrived.	
	Cleaning is a priority! You are responsible for all clean up. Cleaning supplies are provided in the kitchen, including a mop and vacuum cleaner. All trash must be tied and disposed of in the cans located in the white enclosed area near the side door.	
	All items from your event must be removed from the building when you leave.	
	Should you choose not to follow the above guidelines, you will forfeit your deposit and may be banned from having another event in the building.	
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Appendix

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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 the tied trash bag and disposed of in the cans located in the white enclosed area near the side door next to the office.

Room Requested by:		Date: _	
+++++++++++++++++++++++++++++++++++++++	+++++++++++++++++++++++++++++++++++++++	+++++++++++++++++++++++++++++++++++++++	++++++++++++
Approved by:		Date:	
Charge for use of Community Center:			
Amount of Deposit:	Amount Rece	eived: Date:	
Deposit check amount	Check #	Room Charge Amount	Check #

Community Center Fee Schedule

Vehicle Stickers	\$10 each	First-time members receive 2 free stickers
FOBS	\$25 each	First-time members receive 2 free FOBs
Community Center Room Reservation – MEMBERS	No charge for room. \$50 refundable Cleaning Deposit	Community Events open to ALL MEMBERS
Community Center Room Rental – MEMBER	\$100 for 4 hours plus \$50 refundable Cleaning Deposit	MEMBERS Private Event
Alcohol Insurance	https://gatherguard.com	Online Registration
Social Membership	\$1,839.39 + 20% surcharge for administration	

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INDEPENDENT CONTRATOR AGREEMENT

This agreement is for services pertaining to the Bobcat Trail Community	Center by:
Name of Instructor:	
The services that will be provided to the residents will be classes on	
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 a Center office.	at the Bobcat Trail Community
The relationship between and Bobcat Tra Independent Contractor and not an employer-employee relationship.	il Community Center is an
Any problems that arise shall be reported to the Facilities Supervisor or a immediately.	any CDD Supervisor
All payments for services will be made directly from the residents to the i	nstructor.
The instructor while performing any services within Bobcat Trail Communinsurance relative to any services that they perform.	nity Center will carry liability
I herewith agree to indemnify and forever hold harmless the CDD, its offi and agents from any action related to or in any way arising from my train within Bobcat Trail's Community Center.	
Signature: Date:	
Print Last Name: Print First Name	:
Address:	
Bobcat Trail Community Center Approval:	
Ву:	
Date	
Its: Date (Title or Position:)	:

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Seventh Order of Business

7B.

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Metro Pumping Systems, Inc

922 SE 14th Place Cape Coral, FL 33990

PH: 239-573-9700 FX: 239-573-6700

Estimate: R93025

Date: 7/26/2022

Customer Information:

Ship To

Bobcat Trail CDD 1352 Bobcat Trail North Port, FL 34288-

QTY Description

Total parts and labor, including crane, to rebuild #1 main turbine pump. Includes replacing shafting, columns, bushings, reconditioning discharge head, applying rust inhibitor, SS hardware, and installing stainless steel strainer basket. One year warranty

This price is an estimated price based on industry standards. An actual quote can not be provided until the pump is pulled and dismantled for inspection.

Optional work NOT included in price (Added to job if determined they need to be replaced):

Replace check valve

Replace ISO valve

Retrofit Vacuum drain and shaft water deflector

This estimate is for the liquid end only. The motor will be pulled and inspected. If work is needed a quote will be provided.

Total \$9,860.00

Prices good for 30 days Freight NOT included unless otherwise noted

Δ	Accepted By:	Date:
•	WOODDIGG DY.	Dato.



Eighth Order of Business

8B

NOTICE OF MEETINGS BOBCAT TRAIL COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Bobcat Trail Community Development District has scheduled the regular meetings for Fiscal Year 2023 at the Bobcat Trail Community Center located at 1352 Bobcat Trail Boulevard; North Port, Florida on the third Thursday of each month at 3:00 p.m. as follows:

October 20, 2022 - November 17, 2022 - December 15, 2022 - January 19, 2023 - February 16, 2023 - March 16, 2023 - April 20, 2023 - May 18, 2023 - June 15, 2023 - July 20, 2023 - August 17, 2023 - September 21, 2023

The Board of Supervisors of the Bobcat Trail Community Development District has scheduled committee meetings which are to be held at the Bobcat Trail Community Center as follows:

Infrastructure/Asset Management Committee ------ meet on the 1st Tuesday of each month at 3:00 p.m. Landscape Committee ------ meet on the 2nd Thursday of each month at 3:00 p.m. Bobcat Trail Master HOA ----- meet on the 4th Wednesday of each month at 3:30 p.m.

One or more members of the Board of Supervisors may be in attendance at the above-listed Committee Meetings.

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. Meetings may be continued to a date, time and location to be specified on the record at the meetings. The Committee Chair is responsible for posting notices on the CDD bulletin board and website of meeting changes, delays, cancellations and/or continuations. The Committee Chair is also responsible for meeting location scheduling (continuations) or notifications (changes, delays or cancellations) prior to any of these actions.

There may be occasions when one or more Supervisors will participate via telephone. Any person requiring special accommodations at these meetings because of a disability or physical impairment should contact the District Management Company, Inframark at (954) 603-0033 at least two (2) calendar days prior to the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1 or 800-955-8771 (TTY)/800-955-8770 (Voice), for aid in contacting the District Office at least two (2) days prior to the date of the meetings.

Each person who decides to appeal any action taken at these meetings is advised the person will need a record of the proceedings and accordingly, the person may need to ensure a verbatim record of the proceedings is made, including testimony and evidence upon which such appeal is to be based.

Justin Faircloth District Manager

8C

RESOLUTION 2022-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BOBCAT TRAIL COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON **OFFICER: PROVIDING** THE **DUTIES OF** THE **RECORDS** MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; AND PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE.

WHEREAS, the Bobcat Trail Community Development District (the "District") created and existing pursuant to Chapter 190, Florida Statutes, being situated in Sarasota County, Florida; and

WHEREAS, Chapter 190, Florida Statutes, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, Section 257.36(5), Florida Statutes, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer ("Records Management Liaison Officer"); and

WHEREAS, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

WHEREAS, the District desires to authorize the District's records custodian to appoint a Records Management Liaison Officer, which may or may not be the District's records custodian; and

WHEREAS, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

WHEREAS, the District's Board of Supervisors ("Board") finds that it is in the best interests of the District to adopt by resolution a Records Retention Policy (the "Policy") for immediate use and application; and

WHEREAS, the District desires to provide for future amendment of the Records Retention Policy; and

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

<u>Section 1.</u> The District hereby authorizes the District's records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District's records custodian, shall each have the individual power to remove the Records Management Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

Section 2. The duties of the Records Management Liaison Officer shall include the following:

- A. serve as the District's contact with the Florida Department of State, State Library and Archives of Florida; and
- B. coordinate the District's records inventory; and
- C. maintain records retention and disposition forms; and
- D. coordinate District records management training; and
- E. develop records management procedures consistent with the attached Records Retention Policy, as amended; and
- F. participate in the development of the District's development of electronic record keeping systems; and
- G. submit annual compliance statements; and
- H. work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I. such other duties as may be assigned by the Board or the District's records custodian in the future.

<u>Section 3.</u> The District previously adopted as its Records Retention Policy the applicable provisions of Section 257.36(5) and the retention guidelines contained in the State of Florida General Records Schedule GS1-SL.

<u>Section 4.</u> The District agrees to pay Inframark a monthly fee of \$15 per box for the storage of records for all boxes retained as part of the requirements for the Records Retention Act. If the Board desires to retain more records than required by the Records Retention Act the District will be charged \$15 per box per month for all records that are retained.

<u>Section 5.</u> If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

<u>Section 6.</u> This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed. Furthermore, upon its passage this resolution supersedes any Records Retention Policy previously adopted by the District.

PASSED AND ADOPTED THIS 18TH DAY OF AUGUST

ATTEST:	BOBCAT TRAIL COMMUNITY DEVELOPMENT DISTRICT	
Print Name:	Print Name:	
Secretary/ Assistant Secretary	Chair/ Vice Chair	