

# Sunbridge Stewardship District

12051 Corporate Boulevard, Orlando, FL 32817; Phone: 407-723-5900

<https://www.sunbridgesd.com>

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Notice is hereby given that the Board of Supervisors ("Board") of the Sunbridge Stewardship District ("District") will hold a special meeting of the Board of Supervisors on **August 21, 2020 at 3:30 p.m.** through the following means of communications media technology telephonically at **Phone: 1-844-621-3956 Code: 796 761 297#** pursuant to Executive Orders 20-52, 20-69, and 20-179.

Please use the following information to join the telephonic conferencing:

Phone: 1-844-621-3956 Participant Code: 796 761 297#

## BOARD OF SUPERVISORS' MEETING AGENDA

### Organizational Matters

- Roll Call to Confirm a Quorum
- Public Comment Period
- 1. Swearing in Newly Appointed Supervisor
- 2. Discussion regarding Executive Orders 20-52, 20-69 & 20-179
- 3. Consideration of the Minutes of the May 21, 2020 Board of Supervisors' Meeting
- 4. Consideration of the Minutes of the July 6, 2020 Board of Supervisors' Special Meeting
- 5. Consideration of **Resolution 2020-14, Election of Officers**
- 6. Consideration of **Resolution 2020-15, Approving an Annual Meeting Schedule for Fiscal Year 2020-2021**

### Business Matters

7. Review and Acceptance of Fiscal Year 2019 Audit
8. Consideration of **Resolution 2020-16, Ratifying the Boards Actions at the July 6, 2020 Emergency Board Meeting (provided under separate cover)**
9. Consideration of **Resolution 2020-17, Amending Resolution 2020-12 to Re-Set the Date and Time of the Public Hearing on the Proposed Budget for FY 2020-2021**
10. Public Hearing on the Adoption of the District's Annual Budget
  - a) Public Comments and Testimony
  - b) Board Comments
  - c) Consideration of **Resolution 2020-18, Adopting the Fiscal Year 2021 Budget and Appropriating Funds**
11. Consideration of **Resolution 2020-19, Adopting an Assessment Roll for Fiscal Year 2021 and Certifying Special Assessments for Collection (provided under separate cover)**
12. Public Hearing on the Adoption of the District's Build Out Budget
  - a) Public Comments and Testimony
  - b) Board Comments



c) Consideration of **Resolution 2020-20, Approving a Buildout Budget and Levying an Assessment**

13. Ratification of Payment Authorization Nos. 91 – 100

14. Review of District's Financial Position and Budget to Actual YTD

Other Business

A. Staff Reports

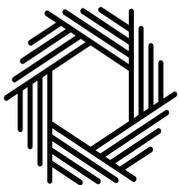
1. District Counsel

2. District Manager

3. District Engineer

B. Supervisor Requests

Adjournment



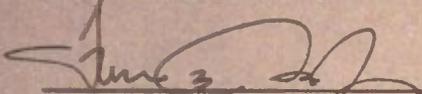
pfm

# **Sunbridge Stewardship District**

**Oath of Office**

SUNBRIDGE STEWARDSHIP DISTRICT  
BOARD OF SUPERVISORS  
OATH OF OFFICE

I, Francis B Paris, Jr., A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF SUNBRIDGE STEWARDSHIP DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

  
Board Supervisor

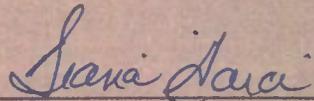
ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA  
COUNTY OF Orange

The foregoing oath was administered before me this 16 day of July, 2020, by Francis B. Paris, Jr., who personally appeared before me, and is personally known to me or has produced \_\_\_\_\_ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of Sunbridge Stewardship District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)



  
Notary Public, State of Florida

Diana Garcia  
Print Name Commission # 66149434

# **Sunbridge Stewardship District**

**Executive Orders  
20-52, 20-69 & 20-179**

# STATE OF FLORIDA

## OFFICE OF THE GOVERNOR

### EXECUTIVE ORDER NUMBER 20-52

(Emergency Management - COVID-19 Public Health Emergency)

**WHEREAS**, Novel Coronavirus Disease 2019 (COVID-19) is a severe acute respiratory illness that can spread among humans through respiratory transmission and presents with symptoms similar to those of influenza; and

**WHEREAS**, in late 2019, a new and significant outbreak of COVID-19 emerged in China; and

**WHEREAS**, the World Health Organization previously declared COVID-19 a Public Health Emergency of International Concern; and

**WHEREAS**, in response to the recent COVID-19 outbreak in China, Iran, Italy, Japan and South Korea, the Centers for Disease Control and Prevention (“CDC”) has deemed it necessary to prohibit or restrict non-essential travel to or from those countries; and

**WHEREAS**, on March 1, 2020, I issued Executive Order number 20-51 directing the Florida Department of Health to issue a Public Health Emergency; and

**WHEREAS**, on March 1, 2020, the State Surgeon General and State Health Officer declared a Public Health Emergency exists in the State of Florida as a result of COVID-19; and

**WHEREAS**, on March 7, 2020, I directed the Director of the Division of Emergency Management to activate the State Emergency Operations Center to Level 2 to provide coordination and response to the COVID-19 emergency; and

**WHEREAS**, as of March 9, 2020, eight counties in Florida have positive cases for COVID-19, and COVID-19 poses a risk to the entire state of Florida; and

**WHEREAS**, the CDC currently recommends community preparedness and everyday prevention measures be taken by all individuals and families in the United States, including voluntary home isolation when individuals are sick with respiratory symptoms, covering coughs and sneezes with a tissue and disposal of the tissue immediately thereafter, washing hands often with soap and water for at least 20 seconds, using of alcohol-based hand sanitizers with 60%-95% alcohol if soap and water are not readily available and routinely cleaning frequently touched surfaces and objects to increase community resilience and readiness for responding to an outbreak; and

**WHEREAS**, the CDC currently recommends mitigation measures for communities experiencing an outbreak including staying at home when sick, keeping away from others who are sick, limiting face-to-face contact with others as much as possible, consulting with your healthcare provider if individuals or members of a household are at high risk for COVID-19 complications, wearing a facemask if advised to do so by a healthcare provider or by a public health official, staying home when a household member is sick with respiratory disease symptoms if instructed to do so by public health officials or a health care provider; and

**WHEREAS**, as Governor, I am responsible for meeting the dangers presented to this state and its people by this emergency.

**NOW, THEREFORE, I, RON DESANTIS**, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution, Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order to take immediate effect:

Section 1. Because of the foregoing conditions, I declare a state of emergency exists in the State of Florida.

Section 2. I designate the Director of the Division of Emergency Management (“Director”) as the State Coordinating Officer for the duration of this emergency and direct him to execute the State’s Comprehensive Emergency Management Plan and other response, recovery, and mitigation plans necessary to cope with the emergency. Additionally, I designate the State Health Officer and Surgeon General as a Deputy State Coordinating Officer and State Incident Commander.

Pursuant to section 252.36(1)(a), Florida Statutes, I delegate to the State Coordinating Officer the authority to exercise those powers delineated in sections 252.36(5)-(10), Florida Statutes, which he shall exercise as needed to meet this emergency, subject to the limitations of section 252.33, Florida Statutes. In exercising the powers delegated by this Order, the State Coordinating Officer shall confer with the Governor to the fullest extent practicable. The State Coordinating Officer shall also have the authority to:

A. Seek direct assistance and enter into agreements with any and all agencies of the United States Government as may be needed to meet the emergency.

B. Designate additional Deputy State Coordinating Officers, as necessary.

C. Suspend the effect of any statute, rule, or order that would in any way prevent, hinder, or delay any mitigation, response, or recovery action necessary to cope with this emergency.

D. Enter orders as may be needed to implement any of the foregoing powers; however, the requirements of sections 252.46 and 120.54(4), Florida Statutes, do not apply to any such orders issued by the State Coordinating Officer; however, no such order shall remain in effect beyond the expiration of this Executive Order, to include any extension.

Section 3. I order the Adjutant General to activate the Florida National Guard, as needed, to deal with this emergency.

Section 4. I find that the special duties and responsibilities resting upon some State, regional, and local agencies and other governmental bodies in responding to the emergency may require them to suspend the application of the statutes, rules, ordinances, and orders they administer. Therefore, I issue the following authorizations:

A. Pursuant to section 252.36(1)(a), Florida Statutes, the Executive Office of the Governor may suspend all statutes and rules affecting budgeting to the extent necessary to provide budget authority for state agencies to cope with this emergency. The requirements of sections 252.46 and 120.54(4), Florida Statutes, do not apply to any such suspension issued by the Executive Office of the Governor; however, no such suspension shall remain in effect beyond the expiration of this Executive Order, to include any extension.

B. Each State agency may suspend the provisions of any regulatory statute prescribing the procedures for conduct of state business or the orders or rules of that agency, if strict compliance with the provisions of any such statute, order, or rule would in any way prevent, hinder, or delay necessary action in coping with the emergency. This includes, but is not limited to, the authority to suspend any and all statutes, rules, ordinances, or orders which affect leasing, printing, purchasing, travel, and the condition of employment and the compensation of employees. For the purposes of this Executive Order, “necessary action in coping with the emergency” means any emergency mitigation, response, or recovery action: (1) prescribed in the State Comprehensive Emergency Management Plan (“CEMP”); or (2) ordered by the State Coordinating Officer. The requirements of sections 252.46 and 120.54, Florida Statutes, shall not apply to any such suspension issued by a State agency; however, no such suspension shall remain in effect beyond the expiration of this Executive Order, to include any extensions.

C. In accordance with section 465.0275, Florida Statutes, pharmacists may dispense up to a 30-day emergency prescription refill of maintenance medication to persons who reside in an area or county covered under this Executive Order and to emergency personnel who have been activated by their state and local agency but who do not reside in an area or county covered by this Executive Order.

D. In accordance with section 252.38, Florida Statutes, each political subdivision within the State of Florida may waive the procedures and formalities otherwise required of the political subdivision by law pertaining to:

1) Performance of public work and taking whatever prudent action is necessary to ensure the health, safety, and welfare of the community;

2) Entering into contracts; however, political subdivisions are cautioned against entering into time and materials contracts without ceiling as defined by 2 CFR 200.318(j) or cost plus percentage contracts as defined by 2 CFR 200.323(d);

3) Incurring obligations;

4) Employment of permanent and temporary workers;

5) Utilization of volunteer workers;

6) Rental of equipment;

7) Acquisition and distribution, with or without compensation, of supplies, materials, and facilities; and,

8) Appropriation and expenditure of public funds.

E. All State agencies responsible for the use of State buildings and facilities may close such buildings and facilities in those portions of the State affected by this emergency, to the extent necessary to meet this emergency. I direct each State agency to report the closure of any State

building or facility to the Secretary of the Department of Management Services. Under the authority contained in section 252.36, Florida Statutes, I direct each County to report the closure of any building or facility operated or maintained by the County or any political subdivision therein to the Secretary of the Department of Management Services. Furthermore, I direct the Secretary of the Department of Management Services to:

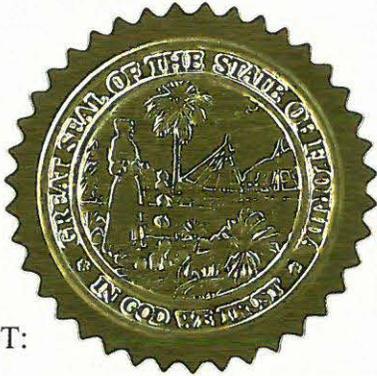
- 1) Maintain an accurate and up-to-date list of all such closures; and,
- 2) Provide that list daily to the State Coordinating Officer.

Section 5. I find that the demands placed upon the funds appropriated to the agencies of the State of Florida and to local agencies are unreasonably great and the funds currently available may be inadequate to pay the costs of coping with this emergency. In accordance with section 252.37(2), Florida Statutes, I direct that sufficient funds be made available, as needed, by transferring and expending moneys appropriated for other purposes, moneys from unappropriated surplus funds, or from the Budget Stabilization Fund.

Section 6. All State agencies entering emergency final orders or other final actions in response to this emergency shall advise the State Coordinating Officer contemporaneously or as soon as practicable.

Section 7. Medical professionals and workers, social workers, and counselors with good and valid professional licenses issued by states other than the State of Florida may render such services in Florida during this emergency for persons affected by this emergency with the condition that such services be rendered to such persons free of charge, and with the further condition that such services be rendered under the auspices of the American Red Cross or the Florida Department of Health.

Section 8. All activities taken by the Director of the Division of Emergency Management and the State Health Officer and Surgeon General with respect to this emergency before the issuance of this Executive Order are ratified. This Executive Order shall expire sixty days from this date unless extended.



ATTEST:

*Laurel McKee*  
SECRETARY OF STATE

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 9th day of March, 2020.

*[Handwritten Signature]*  
\_\_\_\_\_  
RON DESANTIS, GOVERNOR

FILED  
2020 MAR -9 PM 5:52  
DEPARTMENT OF STATE  
TALLAHASSEE, FLORIDA

# STATE OF FLORIDA

## OFFICE OF THE GOVERNOR EXECUTIVE ORDER NUMBER 20-69

(Emergency Management – COVID-19 – Local Government Public Meetings)

**WHEREAS**, on March 1, 2020, I issued Executive Order 20-51 directing the Florida Department of Health to issue a Public Health Emergency as a result of COVID-19; and

**WHEREAS**, on March 1, 2020, the State Surgeon General and State Health Officer declared a Public Health Emergency exists in the State of Florida as a result of COVID-19; and

**WHEREAS**, on March 9, 2020, I issued Executive Order 20-52 declaring a state of emergency for the entire State of Florida as a result of COVID-19; and

**WHEREAS**, on March 16, 2020, President Donald J. Trump and the Centers for Disease Control and Prevention (“CDC”) issued the “15 Days to Slow the Spread” guidance advising individuals to adopt far-reaching social distancing measures, such as working from home and avoiding gatherings of more than 10 people; and

**WHEREAS**, on March 17, 2020, I wrote a letter to Attorney General Ashley Moody seeking an advisory opinion regarding concerns raised by local government bodies about their ability to hold meetings through teleconferencing and other technological means in order to protect the public and follow the CDC guidance regarding social distancing; and

**WHEREAS**, on March 19, 2020, Attorney General Ashley Moody delivered an opinion to me indicating that certain provisions of Florida law require a physical quorum be present for local government bodies to conduct official business, and that local government bodies may only conduct meetings by teleconferencing or other technological means if either a statute permits a quorum to be present by means other than in person, or that the in person requirement for constituting a quorum is lawfully suspended during the state of emergency; and

WHEREAS, it is necessary and appropriate to take action to ensure that COVID-19 remains controlled, and that residents and visitors in Florida remain safe and secure;

NOW, THEREFORE, I, RON DESANTIS, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution, Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order to take immediate effect:

Section 1. I hereby suspend any Florida Statute that requires a quorum to be present in person or requires a local government body to meet at a specific public place.

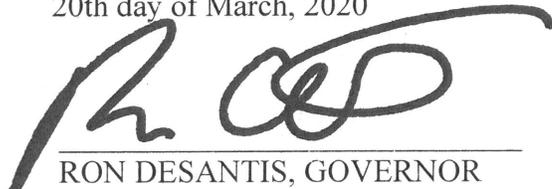
Section 2. Local government bodies may utilize communications media technology, such as telephonic and video conferencing, as provided in section 120.54(5)(b)2., Florida Statutes.

Section 3. This Executive Order does not waive any other requirement under the Florida Constitution and "Florida's Government in the Sunshine Laws," including Chapter 286, Florida Statutes.

Section 4. This Executive Order shall expire at the expiration of Executive Order 20-52, including any extension.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 20th day of March, 2020

  
RON DESANTIS, GOVERNOR

ATTEST:

  
SECRETARY OF STATE

TALLAHASSEE, FLORIDA

2020 MAR 20 AM 9:38

FILED

# STATE OF FLORIDA

## OFFICE OF THE GOVERNOR

### EXECUTIVE ORDER NUMBER 20-179

(Emergency Management – COVID-19 – Local Government Public Meetings)

**WHEREAS**, Executive Order 20-69, as extended by Executive Order 20-112, Executive Order 20-123, Executive Order 20-139 and Executive Order 20-150, expires on August 1, 2020, unless extended; and

**WHEREAS**, Executive Order 20-69 requires amendment to address foreseeable Truth in Millage (“TRIM”), non ad valorem assessment, and value adjustment board related issues.

**NOW, THEREFORE, I, RON DESANTIS**, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution, Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order to take immediate effect:

#### Section 1.

Executive Order 20-69 is amended to include Section 5, as follows:

A. For any taxing authority holding a millage and budget hearing under Chapter 200, Florida Statutes, or a local governing board holding a hearing or meeting regarding a non ad valorem assessment, including, but not limited to, those under section 197.3632, Florida Statutes, I hereby suspend any Florida Statute that requires a quorum or supermajority of the membership to be present in person or requires the local government body to meet at a specific public place.

B. A taxing authority holding a millage and budget hearing under Chapter 200, Florida Statutes, or a local governing board holding a hearing or meeting regarding a non ad valorem

assessment including, but not limited to, those under section 197.3632, Florida Statutes, may utilize communications media technology, such as telephonic and video conferencing, as provided in section 120.54(5)(b)2., Florida Statutes.

C. This Executive Order does not waive any other requirement under the Florida Constitution and “Florida’s Government in the Sunshine Laws,” including Chapter 286, Florida Statutes.

D. The provisions set forth in this section shall expire at 12:01 a.m. on October 15, 2020.

## Section 2.

Executive Order 20-69 is amended to include Section 6, as follows:

A. For any value adjustment board including, but not limited to, special magistrates, holding a hearing or meeting under Chapter 194, Florida Statutes, I hereby suspend any Florida Statute or rule that requires a quorum or individual to be present in person or requires the local government body or individual to meet at a specific public place.

B. A value adjustment board including, but not limited to, special magistrates, holding a hearing or meeting under Chapter 194, Florida Statutes, may utilize communications media technology, such as telephonic and video conferencing, as provided in section 120.54(5)(b)2., Florida Statutes.

C. This Executive Order does not waive any other requirement under the Florida Constitution and “Florida’s Government in the Sunshine Laws,” including Chapter 286, Florida Statutes.

D. The provisions set forth in this section shall expire at 12:01 a.m. on December 15, 2020.

Section 3. Except as amended herein, I hereby extend Executive Order 20-69, as extended by Executive Orders 20-112, 20-123, 20-139 and 20-150, until 12:01 a.m. on September 1, 2020.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 29th day of July, 2020.

\_\_\_\_\_  
RON DESANTIS, GOVERNOR

ATTEST:

\_\_\_\_\_  
SECRETARY OF STATE

2020 JUL 29 AM 11:46  
DEPARTMENT OF STATE  
TALLAHASSEE, FLORIDA

FILED

# New sanitation pick up schedule announced for all residents

The city of Kissimmee's Public Works and Engineering Department announces a new sanitation schedule for residential and commercial services starting on Monday, Aug. 3.

According to a city press release, the changes will assist the division with route optimization and will have a cost savings of \$45,000 annually.

Residential collection service includes garbage, recycling, yard waste and bulk pick-up once a week. Container and bulk items must be placed at the curb no later than 7 a.m. on the scheduled day of pick up or the evening before.

To check new sanitation schedules, visit [www.kissimmee.org/sanitation](http://www.kissimmee.org/sanitation).

Sanitation routes will continue to run on all holidays except for

Thanksgiving Day, the day after Thanksgiving, Christmas Day and New Year's Day.

## Containers

- Brown: The brown container is for household

garbage. Bag all household garbage to control odor and pests. Do not place recycling, yard waste, household hazardous waste, or tires in your brown container.

- Blue: The blue

container is for recycling only. There is a label on the container's lid to let you know what is acceptable in your recycling container. Do not place garbage, yard waste, plastic bags, or any non-recyclable items in the

blue container.

- Green: The green container is for yard waste only. Yard waste is considered anything that grows in your yard. This includes grass clippings, plants, leaves and small

limbs. Do not put recycling, garbage, construction lumber, dirt, or anything that does not grow naturally in the green container.

For more information about the city of Kissimmee, visit [www.kissimmee.org](http://www.kissimmee.org).

# KUA earns high marks

Maintaining high system reliability, being open and honest about company operations and policies and responding promptly to customer needs helped Kissimmee Utility Authority boost overall customer satisfaction in 2020, according to the results of a third-party survey recently released by the utility.

The 62-question telephone survey, conducted by Glastonbury, Connecticut-based research firm GreatBlue Research, Inc., measured customer satisfaction by examining eight organizational characteristics.

Across the eight company characteristics, KUA scored an average positive rating of 91.5 percent in 2020 among residential customers, a three percentage point increase over 88.5 percent in 2019. This was driven by increases in six of the eight characteristics, with the largest increases recorded for "helping customers use less electricity" (7.5 percentage points) and "being open and honest about company operations and policies" (5.5 percentage points).

When compared to GreatBlue's national database of electric utility customers, KUA's ratings for all eight organizational characteristics were markedly higher than ratings given by utility customers nationwide and in Florida.

## SCAM

Continued from Page 2

Cloud. "City staff visited the customers who reported this solicitation and explained that this approach is entirely inappropriate. During the visit, staff tested the water for added assurance that city water meets all state and federal standards."

Residents who are visited or called by anyone claiming the city water is unsafe to drink are asked to collect any written material provided by the solicitor and call the city at 407-957-7344.

## SUNBRIDGE STEWARDSHIP DISTRICT

**NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2020/2021 BUDGET; NOTICE OF PUBLIC HEARING TO CONSIDER THE IMPOSITION OF OPERATIONS AND MAINTENANCE SPECIAL ASSESSMENTS, ADOPTION OF AN ASSESSMENT ROLL, AND THE LEVY, COLLECTION, AND ENFORCEMENT OF THE SAME; NOTICE OF POSSIBLE REMOTE PROCEDURES DURING PUBLIC HEALTH EMERGENCY DUE TO COVID-19; AND NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING.**

### Upcoming Public Hearings and Regular Meeting

The Board of Supervisors ("Board") for the Sunbridge Stewardship District ("District") will hold the following two public hearings and a regular meeting:

DATE: August 21, 2020  
 TIME: 9:00 a.m.  
 LOCATION: Narcoossee Community Center  
 5354 Rambling Road  
 St. Cloud, Florida 34771

It is anticipated that the public hearings and meeting will take place at the location above. In the event that the COVID-19 public health emergency prevents the hearing and meeting from occurring in-person, the District may conduct the public hearings and meeting by telephone or video conferencing communications media technology pursuant to governmental orders, including but not limited to Executive Orders 20-52, 20-69 and 20-123, issued by Governor DeSantis, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

*While it may be necessary to hold the above referenced public hearings and meeting utilizing communications media technology due to the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. To that end, anyone wishing to listen to and/or participate in the public hearings and meeting can do so telephonically at 1-844-621-3956, Participant Code: 796 761 297#. Participants are strongly encouraged to submit questions and comments to the District Manager's Office at [mullinsl@pfm.com](mailto:mullinsl@pfm.com) or by calling (407) 723-5935 by August 20, 2020 at 12:00 p.m. in advance of the meeting to facilitate the Board's consideration of such questions and comments during the meeting.*

The first public hearing is being held pursuant to Chapter 2017-220, Laws of Florida and Chapter 189, Florida Statutes, to receive public comment and objections on the District's proposed budget ("Proposed Budget") for the fiscal year beginning October 1, 2020 and ending September 30, 2021 ("Fiscal Year 2020/2021"). The second public hearing is being held pursuant to Chapter 2017-220, Laws of Florida and Chapters 189, and 197, Florida Statutes, to consider the imposition of operations and maintenance special assessments ("O&M Assessments") upon the lands located within the District, to fund the Proposed Budget for Fiscal Year 2020/2021; to consider the adoption of an assessment roll; and, to provide for the levy, collection, and enforcement of assessments. At the conclusion of the hearing, the Board will, by resolution, adopt a budget and levy O&M Assessments as finally approved by the Board. A Board meeting of the District will also be held where the Board may consider any other District business.

### Description of Assessments

The District imposes O&M Assessments on benefitted property within the District for the purpose of funding the District's general administrative, operations, and maintenance budget. A geographic depiction of the property potentially subject to the proposed O&M Assessments is identified in the map attached hereto. The schedule of the proposed O&M Assessments based on the proposed build out budget, which are subject to change at the hearing, is not to exceed \$3,000 per equivalent residential unit ("ERU") on each property within the District, per year. Please note that assessments in any year prior to final build out will be less.

The proposed O&M Assessments as stated include collection costs and/or early payment discounts, which Osceola ("County") may impose on assessments that are collected on the County tax bill. Moreover, pursuant to Section 197.3632(4), Florida Statutes, the lien amount shall serve as the "maximum rate" authorized by law for O&M Assessments, such that no assessment hearing shall be held or notice provided in future years unless the assessments are proposed to be increased or another criterion within Section 197.3632(4), Florida Statutes, is met. Note that the O&M Assessments do not include any debt service assessments previously levied by the District and due to be collected for Fiscal Year 2020/2021.

For Fiscal Year 2020/2021, the District intends to have the County tax collector collect the assessments imposed on certain developed property and will directly collect the assessments imposed on the remaining benefitted property by sending out a bill prior to, or during, November 2020. It is important to pay your assessment because failure to pay will cause a tax certificate to be issued against the property which may result in loss of title, or for direct billed assessments, may result in a foreclosure action, which also may result in a loss of title. The District's decision to collect assessments on the tax roll or by direct billing does not preclude the District from later electing to collect those or other assessments in a different manner at a future time.

### Additional Provisions

The public hearings and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. A copy of the Proposed Budgets, proposed assessment roll, and the agenda for the hearings and meeting may be obtained at the offices of the District Manager, located at 12051 Corporate Blvd., Orlando, Florida 32817, Ph: (407) 723-5935 ("District Manager's Office"), during normal business hours or on the District's website at <https://sunbridgesd.com/>. The public hearings and meeting may be continued to a date, time, and place to be specified on the record at the hearing or meeting. There may be occasions when staff or board members may participate by speaker telephone.

Any person requiring special accommodations at the public hearings and meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Please note that all affected property owners have the right to appear at the public hearings and meeting and may also file written objections with the District Manager's Office within twenty days of publication of this notice. Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearings or meeting is advised that person will need a record of 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 such appeal is to be based.

District Manager



# **Sunbridge Stewardship District**

**Minutes of the May 21, 2020  
Board of Supervisors' Meeting**

**MINUTES OF MEETING**

**SUNBRIDGE STEWARDSHIP DISTRICT  
BOARD OF SUPERVISORS' MEETING**

**Thursday, May 21, 2020 at 3:30 p.m.**

**Via telephonic conferencing due to the COVID-19 Executive Orders 20-52, 20-69, & 20-112.**

Board Members Present:

Richard Levey	Chair
Rob Adams	Vice-Chair
Cristyann Courtney	Assistant Secretary

Also Present:

Lynne Mullins	PFM	(via phone)
Hank Fishkind	PFM Financial Advisors, LLC	(via phone)
Johnathan Johnson	District Counsel	(via phone)
Clint Beaty	Tavistock	(via phone)
Christie Baxter	Poulos & Bennett	(via phone)
Amanda Lane	PFM	(via phone)
JD Humphreys	Suburban Land Reserve, Inc.	(via phone)
Julie Salvo	Tavistock	(via phone)
Brent Schademan	Tavistock	(via phone)

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

The meeting was called to order. The Board Members, staff, and public in attendance are outlined above.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There were no members of the public present at the Narcoossee Center or via phone at this time.

**THIRD ORDER OF BUSINESS**

**Discussion regarding Executive Orders 20-52, 20-69, & 20-112**

Mr. Johnson stated the Executive Orders currently provide for a waiver of certain quorum requirements for public Board Meetings. It does facilitate the use of various multimedia to conduct the meeting including video conferencing and teleconferencing. The Executive Orders still require that if the District has physical meetings, they comply with social distancing requirements. The Executive Orders will continue in place until early July and may be shortened or continued by

subsequent Executive Order or allowed to lapse on their own terms. District Counsel will continue to monitor the Executive Orders.

**FOURTH ORDER OF BUSINESS**

**Consideration of the Minutes from the  
February 6, 2020 Board of  
Supervisors' Meeting**

The Board reviewed the minutes for the February 6, 2020 Board of Supervisors' Meeting.

On MOTION by Mr. Adams, seconded by Ms. Courtney, with all in favor, the Board approved the minutes for the February 6, 2020 Board of Supervisors' Meeting.

**FIFTH ORDER OF BUSINESS**

**Consideration of Ms. Isaacs'  
Resignation Letter & Naming a  
Replacement Supervisor for Seat 5**

Dr. Levey asked if there were any nominations for Supervisor being considered. Ms. Mullins replied, Brent Schademan.

On MOTION by Mr. Adams, seconded by Ms. Courtney, with all in favor, the Board accepted Ms. Isaac's Resignation Letter and appointed Brent Schademan as Supervisor for Seat 5.

**SIXTH ORDER OF BUSINESS**

**Consideration of Mr. Ireland's  
Resignation Letter & Naming a  
Replacement Supervisor for Seat 2**

Dr. Levey asked of there were any nominations for Supervisor being considered. Ms. Mullins replied, Julie Salvo

On MOTION by Mr. Adams, seconded by Ms. Courtney, with all in favor, the Board accepted Mr. Ireland's resignation letter and appointed Julie Salvo as Supervisor for Seat 2.

**SEVENTH ORDER OF BUSINESS**

**Letter from Supervisor of Elections –  
Osceola County**

Ms. Mullins noted the District is required to state on record the number of registered voters within the District. As of April 15, 2020, the District has no registered voters.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-10,  
Designating a Date, Time, and  
Location for the 2020 Landowners’  
Meeting**

Ms. Mullins stated that Seat 1, held by Dr. Levey, Seat 2, held by Ms. Salvo, and Seat 3 held by Ms. Courtney are subject to the Landowners Election in November 2020. The District is required to hold the Landowners’ Meeting on November 3, 2020 at 9:00 a.m. at the Narcoossee Community Center.

On MOTION by Mr. Adams, seconded by Ms. Courtney, with all in favor, the Board approved Resolution 2020-10, Designating November 3, 2020 at 9:00 a.m. at the Narcoossee Center, 5354 Rambling Road, St. Cloud, Florida 34771 for the Landowners’ Meeting.

**NINTH ORDER OF BUSINESS**

**Consideration of Natural Gas  
Franchise Agreement**

Mr. Beaty discussed the mutually beneficial arrangements for the District and the project and how the Natural Gas Franchise Agreement fits into the overall goal for Sunbridge. Tavistock has been instrumental in getting water, wastewater and reclaimed services through a joint venture with TOHO Water Authority. Tavistock would like to bring natural gas services to the District.

Mr. Johnson explained a few highlights of the agreement. This is not an agreement by which the District is entering into the natural gas business. It is an agreement by which the District is exercising its powers to own and control roads, road rights-of-way and other real property locations within the boundaries of the District, in which the District has the ability to give the license or franchise a natural gas provider to use those rights of way. The form is consistent to others in the industry. It contains appropriate indemnifications in the Franchise Agreement as well. It does not preclude the District from continuing to make appropriate use of its rights-of-way. It provides for accounting and information to be provided to the District. It recognizes that the District is a public body and that the information provided is a public record. It includes in Section 18 the payment of franchise fees over time. District staff is comfortable recommending that the Board move ahead with the Franchise Agreement. This would only apply to properties owned by the Stewardship District.

Dr. Levey asked when the District owns right-of-way, is it the District's intent to grant the franchise prior to turning over the right-of-way to the County. Mr. Johnson replied the franchise would become applicable at the time the District takes possession of the roadway property. Dr. Levey asked what happens if the District absolves itself of that ownership by conveyance to the County. Mr. Johnson responded on page two it provides for the term right-of-way and only includes real property or easements that are owned by the District or dedicated to the District.

On MOTION by Mr. Adams, seconded by Ms. Courtney, with all in favor, the Board approved the Natural Gas Franchise Agreement.

**TENTH ORDER OF BUSINESS**

**Consideration of the Osceola County Property Appraiser Agreement**

Mr. Johnson explained the agreement is required by Statute in order to place special assessments on the County Tax Roll. This is in standard agreement.

On MOTION by Mr. Adams, seconded by Ms. Courtney, with all in favor, the Board approved Osceola County Property Appraiser Agreement.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of the Data Sharing and Usage Agreement with Osceola County Property Appraiser**

Ms. Mullins explained this coincides with the agreement that was just approved. In order for the District to get any public information the District must go into an agreement with the Property Appraiser. District Counsel recommended approval.

On MOTION by Mr. Adams, seconded by Ms. Courtney, with all in favor, the Board approved the Data Sharing and Usage Agreement with Osceola County Property Appraiser.

**TWELFTH ORDER OF BUSINESS**

**Consideration of First Amendment to Agreement with Newagetutors LLC, D/B/A Vglobaltech, for Website Auditing, Remediation, and Maintenance Services**

Ms. Mullins explained the only thing changing to the website agreement, is that instead of the bill coming from PFM, it will come directly from the Vglobaltech.

On MOTION by Mr. Adams, seconded by Ms. Courtney, with all in favor, the Board approved the First Amendment to Agreement with Newagetutors LLC, D/B/A Vglobaltech, for Website Auditing, Remediation, and Maintenance Services.

**THIRTEENTH ORDER OF BUSINESS**

**Consideration of Master Assessment Methodology Report for Maintenance – Del Webb 2019 Assessment Area**

Dr. Fishkind presented the Master Assessment Methodology Report for Maintenance of the Del Webb 2019 assessment area. It provides the District with a formal procedure to allocate the Operations and Maintenance Budget and separates the Budget into an administrative component and a field component, allocating the administrative component to all property on an acreage basis and the field component to those properties that are platted and benefiting from the field operations. The District does not yet have platted property, so they will allocate the total Budget for Operations and Maintenance for this year, based on the acreage in the District which is 2,096.00 which results in \$99.00 per acre. There are 711 acres within the Del Webb 2019 Assessment Area so they will be allocating \$70,176.00 with the balance being over the rest of the project area. As platting occurs in the future the Methodology proposes that the District allocate the cost of the Field Operations in the identical manner using the equivalent residential Unit Method that the District uses for the Capital.

On MOTION by Ms. Courtney, seconded by Mr. Adams, with all in favor, the Board approved the Master Assessment Methodology Report for Operations and Maintenance- Del Webb 2019 Assessment Area.

**FOURTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-11, Approving a Build Out Budget and Levying an Assessment**

Mr. Johnson stated District staff is trying to determine what the Build Out Budget might be and levying an assessment on that level but not collecting on an annual basis at that level. The District would collect at a reduced level each year until Build Out is achieved. The goal is to avoid going through annual public hearings in the event the District Budget would go up by a few dollars on an incremental basis each year. He asked the Board not to adopt the Resolution but to approve the

Build Out Budget and authorize District staff to set that at a Public Hearing format. He suggested the Public Hearing take place at the same time as the Public Hearing for the adoption of the Fiscal Year 2021 Budget.

On MOTION by Mr. Adams, seconded by Ms. Courtney, with all in favor, the Board approved Build Out Budget and authorize District Staff to set a Public Hearing for August 6, 2020 at 3:30 p.m. at the Narcoossee Community Center, 5354 Rambling Road, St. Cloud, FL 34771.

**FIFTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-12, Approving a Preliminary Budget for Fiscal Year 2021 and Setting a Public Hearing Date**

Ms. Mullins suggested August 6, 2020 at the Narcoossee Community Center as the Public Hearing date. Mr. Beaty previously reviewed the Budget. There were not many line items that changed from the Fiscal Year 2020 Budget. Dr. Fishkind also had input on the Budget.

Dr. Levey asked if Mr. Beaty saw the specific change in the Management Fee. Mr. Beaty said he did and he is ok with the increase.

On MOTION by Mr. Adams, seconded by Ms. Courtney, with all in favor, the Board approved Resolution 2020-12, Approving a Preliminary Budget for Fiscal Year 2021 and Setting a Public Hearing Date for August 6, 2020 at 3:30 p.m. at the Narcoossee Community Center, 5354 Rambling Road, St. Cloud, FL 34771.

**SIXTEENTH ORDER OF BUSINESS**

**Consideration of District Manager's Fee Increase Letter**

Ms. Mullins noted this price was included in the Budget the Board just approved for Fiscal Year 20201 and will begin October 1, 2020.

There is an increase due to the addition of water management services and the work involved. District staff is also requesting a \$20,000.00 increase to \$70,000.00 for the year.

On MOTION by Ms. Adams, seconded by Ms. Courtney, with all in favor, the Board approved the District Manager's Fee Increase Letter.

**SEVENTEENTH OF BUSINESS**

**Ratification of Payment  
Authorizations 77 – 81 & 83 - 90**

The Board reviewed Payment Authorizations 77 – 81 & 83 – 90. Ms. Mullins noted these have been approved, paid, and need to be ratified by the Board.

On MOTION by Mr. Adams, seconded by Ms. Courtney, with all in favor, the Board ratified Payment Authorizations 77 – 81 & 83 – 90.

**EIGHTEENTH ORDER OF BUSINESS**

**Review of Monthly Financials**

The Board reviewed the monthly financials as of April 30, 2020. Ms. Mullins noted the District is currently running under budget. There was no action required by the Board

**NINETEENTH ORDER OF BUSINESS**

**Staff Reports**

**District Counsel-** No Report

**District Manager-** No Report

**Engineer-** No Report

**TWENTIETH ORDER OF BUSINESS**

**Supervisor Requests & Audience  
Comments**

There were no Supervisor requests or audience comments

**TWENTY-FIRST ORDER OF BUSINESS**

**Adjournment**

There was no further business to discuss. Dr. Levey requested a motion to adjourn.

ON MOTION by Mr. Adams, second by Ms. Courtney, the meeting May 21, 2020 meeting of the Sunbridge Stewardship District was adjourned.

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chairman / Vice Chairman

# **Sunbridge Stewardship District**

**Minutes of the July 6, 2020  
Board of Supervisors' Special Meeting**

**MINUTES OF MEETING**

**SUNBRIDGE STEWARDSHIP DISTRICT  
BOARD OF SUPERVISORS' MEETING**

**Monday, July 6, 2020 at 8:00 a.m.**

**Via telephonic conferencing due to the COVID-19 Executive Orders 20-52, 20-69, 20-123 & 20-150.**

Board Members Present:

Richard Levey	Chair
Julie Salvo	Board Member
Brent Schademan	Board Member

Also Present:

Lynne Mullins	PFM
Jennifer Walden	PFM
Kevin Plenzler	PFM Financial Advisors, LLC
Johnathan Johnson	District Counsel
Clint Beaty	Tavistock
Christie Baxter	Poulos & Bennett
Lance Bennett	Poulos & Bennett
JD Humphreys	Suburban Land Reserve, Inc.

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

The meeting was called to order. The Board Members, staff, and public in attendance are outlined above.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Dr. Levey asked for any public comments. There were no comments at this time.

**THIRD ORDER OF BUSINESS**

**Swearing in Newly Appointed Board Members**

Ms. Mullins noted Mr. Schademan and Ms. Salvo were sworn in prior to today's meeting and their oaths of office are included in the agenda package.

**FOURTH ORDER OF BUSINESS**

**Discussion regarding Executive Orders 20-52, 20-69, 20-123 & 20-150**

Mr. Johnson noted the Governor has extended the waiver of quorum; the new Executive Order extends this waiver till the end of July. At this time, we will notice the August public hearings and meeting by telephone or video conferencing communications media technology pursuant to

governmental orders, including but not limited to Executive Orders 20-52, 20-69 and 20-123, issued by Governor DeSantis, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

**FIFTH ORDER OF BUSINESS**

**Consideration of Ms. Courtney's Resignation Letter & Naming a Replacement Supervisor for Seat 3**

Dr. Levey asked if there were any nominations for Supervisor being considered. Ms. Mullins replied yes, Mr. Frank Paris.

On MOTION by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the Board accepted Ms. Courtney's resignation letter and appointed Mr. Frank Paris as Supervisor for Seat 3.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-13, Granting the Chairman and Vice Chairman the Authority to Execute Real and Personal Property Conveyance and Dedication Documents, Plats and Other Documents Related to the Development of the District's Improvements**

Mr. Johnson noted for the record that this meeting was held pursuant to the District's Rules of Procedure for emergency meetings, which means we met on less than seven (7) days' notice and our rules permit us to do that when there are important issues relating to public health safety and welfare. In this instance the important public purpose behind this meeting is to ensure there is no delay in approval of pending plats before the Osceola County commissioner, which could potentially delay provision of critical infrastructure or utilities to lands within in the District. The District's emergency rules allow us to do this but requires that we notify the newspaper of this meeting. The newspaper was notified by the receipt of the advertisement and the ad ran Thursday, July 2, 2020.

Mr. Johnson stated this resolution makes it very clear that the Chairman and or Vice Chairman has the authority to sign plats, permits, conveyances and other matters within the scope of the District's overall plan of improvement for the lands within its boundaries. To be super clear, Cyrils road plat is pending and this resolution will ratify the Chairman's previous actions. Staff recommends approval by motion.

On MOTION by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the Board approved Resolution 2020-13, Granting the Chairman and Vice Chairman the Authority to Execute Real and Personal Property Conveyance and Dedication Documents, Plats and other Documents Related to the Development of the District's Improvements.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Agreement with  
Osceola County Tax Collector**

Ms. Mullins stated this is a standard agreement with the Osceola County Tax Collector.

On MOTION by Ms. Salvo, seconded by Mr. Schademan, with all in favor, the Board approved the Agreement with Osceola County Tax Collector.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**District Counsel-** No Report

**District Manager-** No Report

**Engineer-** No Report

**NINTH ORDER OF BUSINESS**

**Supervisor Requests & Audience  
Comments**

There were no Supervisor requests or audience comments

**TENTH ORDER OF BUSINESS**

**Adjournment**

There was no further business to discuss. Dr. Levey requested a motion to adjourn.

ON MOTION by Mr. Schademan, second by Ms. Salvo, the meeting July 6, 2020 emergency meeting of the Sunbridge Stewardship District was adjourned.

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chairman / Vice Chairman

# **Sunbridge Stewardship District**

**Resolution 2020-14,  
Election of Officers**

**RESOLUTION 2020-14**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SUNBRIDGE STEWARDSHIP DISTRICT ELECTING THE OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the Sunbridge Stewardship District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 220, Laws of Florida (the "Act") and Chapter 189, Florida Statutes, being situated entirely within Osceola County, Florida; and

**WHEREAS**, pursuant to Section 5(2) of the Act, the Board of Supervisors (the "Board"), shall organize by electing one of its members as chair and by electing a secretary, and such other officers as the Board may deem necessary.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SUNBRIDGE STEWARDSHIP DISTRICT:**

Section 1. \_\_\_\_\_ is elected Chair.

Section 2. \_\_\_\_\_ is elected Vice Chair.

Section 3. \_\_\_\_\_ is elected Secretary.

\_\_\_\_\_ is elected Assistant Secretary.

Section 4. \_\_\_\_\_ is elected Treasurer.

Section 5 \_\_\_\_\_ is elected as Assistant Treasurer.

Section 6. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 7. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED this 21st day of August, 2020.**

Attest:

**SUNBRIDGE STEWARDSHIP DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairperson, Board of Supervisors

**Sunbridge  
Stewardship District**

**Resolution 2020-15,  
Approving an Annual Meeting Schedule for  
Fiscal Year 2020-2021**

**RESOLUTION 2020-15**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SUNBRIDGE STEWARDSHIP DISTRICT ADOPTING THE ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2020-2021; PROVIDING FOR PUBLICATION; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the Sunbridge Stewardship District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 220, Laws of Florida (the "Act") and Chapter 189, Florida Statutes, being situated entirely within Osceola County, Florida; and

**WHEREAS**, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

**WHEREAS**, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District's regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located; and

**WHEREAS**, the Board desires to adopt a Fiscal Year 2020-2021 annual meeting schedule attached as **Exhibit A**.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SUNBRIDGE STEWARDSHIP DISTRICT:**

**SECTION 1.** The Fiscal Year 2020-2021 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

**SECTION 2.** This Resolution shall become effective immediately upon its adoption. **PASSED AND ADOPTED** this 21st day of August, 2020.

Attest:

**SUNBRIDGE STEWARDSHIP DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairperson, Board of Supervisors

**Exhibit A:** Fiscal Year 2020-2021 Annual Meeting Schedule

**EXHIBIT "A"**

**SUNBRIDGE STEWARDSHIP DISTRICT  
BOARD OF SUPERVISORS MEETING DATES  
FISCAL YEAR 2020-2021**

The Board of Supervisors of the Sunbridge Stewardship District will hold their regular meetings for Fiscal Year 2020-2021 at the Narcoossee Community Center, 5354 Rambling Road, St. Cloud, FL 34771 at 3:30 p.m. unless otherwise indicated as follows:

October 1, 2020  
November 5, 2020  
December 3, 2020  
January 7, 2021  
February 4, 2021  
March 4, 2021  
April 1, 2021  
May 6, 2021  
June 3, 2021  
July 1, 2021  
August 5, 2021  
September 2, 2021

The meetings are open to the public and will be conducted in accordance with the provision of Florida law. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from 12051 Corporate Blvd., Orlando, Florida 32817 or by calling (407) 723-5900.

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (407) 382-3256 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting 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 such appeal is to be based.

# **Sunbridge Stewardship District**

**Fiscal Year 2019 Audit**

# Sunbridge Stewardship District

## FINANCIAL STATEMENTS

September 30, 2019



**CRI** CARR  
RIGGS &  
INGRAM

CPAs and Advisors

[CRIcpa.com](http://CRIcpa.com)

**Sunbridge Stewardship District**  
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**September 30, 2019**

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**Carr, Riggs & Ingram, LLC**  
Certified Public Accountants  
500 Grand Boulevard  
Suite 210  
Miramar Beach, Florida 32550

(850) 837-3141  
(850) 654-4619 (fax)  
CRlcpa.com

## **INDEPENDENT AUDITORS' REPORT**

To the Board of Supervisors  
Sunbridge Stewardship District  
Osceola, Florida

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities and each major fund of Sunbridge Stewardship District (hereinafter referred to as "District"), as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

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

### **Auditors' Responsibility**

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

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

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

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District as of September 30, 2019, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

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

## **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated June 24, 2020, on our consideration of the District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

*Carr, Riggs & Ingram, L.L.C.*

CARR, RIGGS & INGRAM, LLC

Miramar Beach, Florida  
June 24, 2020



## **Management's Discussion And Analysis**

## **Sunbridge Stewardship District Management's Discussion and Analysis**

Our discussion and analysis of the Sunbridge Stewardship District's financial performance provides an overview of the District's financial activities for the fiscal year ended September 30, 2019. Please read it in conjunction with the District's financial statements, which begin on page 7.

### **FINANCIAL HIGHLIGHTS**

- At September 30, 2019, the assets of the District exceeded its liabilities by approximately \$8,000.
- During the year ended September 30, 2019, the District reported revenues and expenditures totaling approximately \$215,000 and \$226,000, respectively.

### **USING THE ANNUAL REPORT**

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities on pages 7 – 8 provide information about the activities of the District as a whole and present a longer-term view of the District's finances. Fund financial statements start on page 9. For governmental activities, these statements tell how these services were financed in the short-term as well as what remains for future spending. Fund financial statements also report the District's operations in more detail than the government-wide statements by providing information about the District's most significant funds.

#### ***Reporting the District as a Whole***

Our analysis of the District as a whole begins on page 4. One of the most important questions asked about the District's finances is, "Is the District as a whole better off or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Activities report information about the District as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the District's net position and related changes during the current year. You can think of the District's net position – the difference between assets and liabilities – as one way to measure the District's financial health, or financial position. Over time, increases or decreases in the District's net position is one indicator of whether its financial health is improving or deteriorating. You will need to consider other nonfinancial factors; however, such as changes in the District's assessment base and the condition of the District's infrastructure, to assess the overall health of the District.

## Sunbridge Stewardship District Management's Discussion and Analysis

### **Reporting the District's Most Significant Funds**

Our analysis of the District's major funds begins on page 5. The fund financial statements begin on page 9 and provide detailed information about the most significant funds – not the District as a whole. Some funds are required to be established by State law and by bond covenants. All of the District's funds are governmental fund-types.

- *Governmental funds* – All of the District's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. The governmental fund statements provide a detailed short-term view of the District's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs.

### THE DISTRICT AS A WHOLE

The following table reflects the condensed Statement of Net Position and is compared to the prior year.

<i>September 30,</i>	<b>2019</b>	<b>2018</b>	<b>Change</b>
<b>Assets</b>			
Current and other assets	\$ 91,440	\$ 20,414	\$ 71,026
Total assets	\$ 91,440	\$ 20,414	\$ 71,026
<b>Liabilities</b>			
Current liabilities	\$ 83,344	\$ 1,508	\$ 81,836
Total liabilities	83,344	1,508	81,836
<b>Net position</b>			
Unrestricted	8,096	18,906	(10,810)
Total net position	8,096	18,906	(10,810)
Total liabilities and net position	\$ 91,440	\$ 20,414	\$ 71,026

For more detailed information, see the accompanying Statement of Net Position.

During fiscal year ended September 30, 2019, total assets and liabilities increased by approximately \$71,000 and \$82,000, respectively. The increase in assets is primarily due to the increase in District activity in the current year. The increase in liabilities is primarily due to the timing of vendor payments.

## Sunbridge Stewardship District Management's Discussion and Analysis

The following schedule compares the Statement of Activities for the current and previous fiscal year.

<i>For the year ended September 30,</i>	<b>2019</b>	<b>2018</b>	<b>Change</b>
<b>Revenue:</b>			
Program revenue:			
Charges for services	\$ 215,000	\$ 100,000	\$ 115,000
General revenue:			
Interest and other revenues	-	10	(10)
<b>Total revenue</b>	<b>215,000</b>	<b>100,010</b>	<b>114,990</b>
<b>Expenses:</b>			
General government	225,810	68,017	157,793
<b>Total expenses</b>	<b>225,810</b>	<b>68,017</b>	<b>157,793</b>
Change in net position	(10,810)	31,993	(42,803)
Net position (deficit), beginning of year	18,906	(13,087)	31,993
<b>Net position, end of year</b>	<b>\$ 8,096</b>	<b>\$ 18,906</b>	<b>\$ (10,810)</b>

For more detailed information, see the accompanying Statement of Activities.

Revenues and expenses both increased over the prior year by approximately \$115,000 and \$158,000, respectively. The increase in expenses occurred primarily due to an increase in district activity in the current year. Revenues increased in a similar manner because the Developer currently funds the District generally to the extent it makes expenditures. The overall result was an \$10,810 decrease in net position for fiscal year 2019.

### THE DISTRICT'S FUNDS

As the District completed the year, its governmental funds (as presented in the balance sheet on page 9) reported a combined fund balance of approximately \$8,000 which is a decrease from last year's fund balance that totaled approximately \$19,000. The only significant activity in 2019 was the collection of developer contributions and payment of certain administrative expenditures to maintain operations as well as legal and engineering expenditures to begin the bond issuance process.

### GOVERNMENTAL FUNDS BUDGETARY HIGHLIGHTS

An Operating budget was established by the governing board for the District pursuant to the requirements of Florida Statutes. The budget to actual comparison for the General Fund, including the original budget and final adopted budget, is shown at page 17.

## **Sunbridge Stewardship District Management's Discussion and Analysis**

The District experienced an unfavorable variance in revenues and a favorable variance in expenditures of \$111,812 and \$101,002, respectively, as compared to the budget. The variance in expenditures occurred primarily due to anticipated operating and maintenance expenditures that were not incurred during the year. Revenues varied in a similar manner because the Developer currently funds the District generally to the extent it makes expenditures.

### **FUTURE FINANCIAL FACTORS**

Sunbridge Stewardship District is an independent special district that operates under the provisions of Chapter 190, Florida Statutes. The District operates under an elected Board of Supervisors, which establishes policy and sets assessment rates. For fiscal year 2020, the Developer has agreed to fund the operations of the District.

### **CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT**

This financial report is designed to provide a general overview of the District's finances. If you have questions about this report or need additional financial information, contact the Sunbridge Stewardship District's management company at 12051 Corporate Blvd, Orlando, Florida 32817.



## **Basic Financial Statements**

**Sunbridge Stewardship District  
Statement of Net Position**

<i>September 30,</i>	<b>2019</b>	
	<b>Governmental Activities</b>	
<b>Assets</b>		
Cash and cash equivalents	\$	1,440
Due from developer		90,000
Total assets		91,440
<b>Liabilities</b>		
Accounts payable		83,344
Total liabilities		83,344
<b>Net Position</b>		
Unrestricted		8,096
Total net position	\$	8,096

*The accompanying notes are an integral part of these financial statements.*

**Sunbridge Stewardship District  
Statement of Activities**

*For the year ended September 30,*

**2019**

Functions/Programs	Expenses	Charges for Services	Operating Grants and Contributions	Governmental Activities	<u>Net (Expense) Revenue and Changes in Net Position</u>
Primary government:					
Governmental activities:					
General government	\$ (225,810)	\$ 215,000	\$ -	\$ -	\$ (10,810)
Total governmental activities	\$ (225,810)	\$ 215,000	\$ -	\$ -	(10,810)
					18,906
					\$ 8,096

*The accompanying notes are an integral part of these financial statements.*

**Sunbridge Stewardship District  
Balance Sheet – Governmental Funds**

September 30,

2019

	General Fund	Utility Fund	Total Governmental Funds
<b>Assets</b>			
Cash and cash equivalents	\$ 1,440	\$ -	\$ 1,440
Due from developer	90,000	-	90,000
Due from other funds	-	64,540	64,540
<b>Total assets</b>	<b>\$ 91,440</b>	<b>\$ 64,540</b>	<b>\$ 155,980</b>
<b>Liabilities and Fund Balance</b>			
<b>Liabilities</b>			
Accounts payable	\$ 18,804	\$ 64,540	\$ 83,344
Due to other funds	64,540	-	64,540
<b>Total liabilities</b>	<b>83,344</b>	<b>64,540</b>	<b>147,884</b>
<b>Fund balances</b>			
Unassigned	8,096	-	8,096
<b>Total fund balances</b>	<b>8,096</b>	<b>-</b>	<b>8,096</b>
<b>Total liabilities and fund balances</b>	<b>\$ 91,440</b>	<b>\$ 64,540</b>	<b>\$ 155,980</b>

*The accompanying notes are an integral part of these financial statements.*

**Sunbridge Stewardship District**  
**Statement of Revenues, Expenditures and Changes in Fund Balances –**  
**Governmental Funds**

*For the year ended September 30,*

**2019**

	General Fund	Utility Fund	Total Governmental Funds
<b>Revenue</b>			
Developer contributions	\$ 66,388	\$ 148,612	\$ 215,000
Total revenue	66,388	148,612	215,000
<b>Expenditures</b>			
Current:			
General government	77,198	148,612	225,810
Total expenditures	77,198	148,612	225,810
Excess of revenue over expenditures	(10,810)	-	(10,810)
Fund balances, beginning of year	18,906	-	18,906
Fund balances, end of year	\$ 8,096	\$ -	\$ 8,096

*The accompanying notes are an integral part of these financial statements.*

## Sunbridge Stewardship District Notes to Financial Statements

### NOTE 1: NATURE OF ORGANIZATION

The Sunbridge Stewardship District (the "District") was established on June 6, 2017 pursuant to Chapter 189, Florida Statutes, by Chapter 2017-220, Laws of Florida. The Act provides among other things, the power to manage basic services for community development, power to borrow money and issue bonds, and to levy and assess non-ad valorem assessments for the financing and delivery of capital infrastructure.

The District was established for the purposes of financing and managing the acquisition, construction, maintenance, and operation of a portion of the infrastructure necessary for community development within the District. The District has not commenced any significant infrastructure activity as of June 24, 2020.

The District is governed by a Board of Supervisors ("Board"), which is comprised of five members. The Supervisors are elected on an at large basis by the owners of the property within the District. Certain supervisors are affiliated with Tavistock East Services, LLC (the "Developer"). The Board of Supervisors of the District exercise all powers granted to the District pursuant to Chapter 190, Florida Statutes.

The Board has the final responsibility for:

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

In evaluating how to define the government, for financial reporting purposes, management has considered all potential component units. The decision to include or exclude a potential component unit in the reporting entity was made by applying the criteria set forth by Generally Accepted Accounting Principles (GAAP) as defined by the Governmental Accounting Standards Board (GASB). Based on the criteria identified therein, no potential component units were found.

### NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the District conform to GAAP as applicable to governments in accordance with those promulgated by GASB. The following is a summary of the more significant policies:

## Sunbridge Stewardship District Notes to Financial Statements

### NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### ***Government-wide and Fund Financial Statements***

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

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all the non-fiduciary activities of the primary government. Governmental activities, which normally are supported by assessments, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. The business-type activities are reported separately in government-wide financial statements; however, at September 30, 2019, the District did not have any significant business-type activities. Therefore, no business-type activities are reported. Assessments and other items not properly included as program revenues (i.e., charges to customers or applicants who purchase, use, or directly benefit from goods or services) are reported as general revenues.

Separate financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

#### ***Measurement Focus, Basis of Accounting and Basis of Presentation***

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

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

Developer contributions and interest associated with the current fiscal period are all considered to be susceptible to accrual and have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the District.

## Sunbridge Stewardship District Notes to Financial Statements

### NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The District reports the following major governmental funds:

General Fund – The General Fund is the primary operating fund of the District. It is used to account for all financial resources except those required to be accounted for in other funds.

Utility Fund – The Utility Fund is used to account for the operations that provide water, sewer, and irrigation utilities within the District.

For the year ended September 30, 2019, the District does not report any proprietary funds.

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

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed. When committed, assigned, or unassigned resources are available for use in the governmental fund financial statements, it is the government's policy to use committed resources first, followed by assigned resources, then unassigned resources as needed.

#### ***Cash, Deposits and Investments***

The District maintains deposits with "Qualified Public Depositories" as defined in Chapter 280, Florida Statutes. All Qualified Public Depositories must place with the Treasurer of the State of Florida securities in accordance with collateral requirements determined by the State's Chief Financial Officer. In the event of default by a Qualified Public Depository, the State Treasurer will pay public depositors all losses. Losses in excess of insurance and collateral will be paid through assessments between all Qualified Public Depositories.

Under this method, all the District's deposits are fully insured or collateralized at the highest level of security as defined by GASB, Statement Number 40, *Deposits and Investment Disclosures (An Amendment of GASB, Statement Number 3)*.

The District is authorized to invest in financial instruments as established by Section 218.415, Florida Statutes. The authorized investments include among others negotiable direct or indirect obligations which are secured by the United States Government; the Local Government Surplus Trust Funds as created by Section 218.405, Florida Statutes; SEC registered money market funds with the highest credit quality rating from a nationally recognized rating agency; and interest-bearing time deposits or savings accounts in authorized financial institutions.

## Sunbridge Stewardship District Notes to Financial Statements

### NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### ***Estimates***

The preparation of financial statements in conformity with accounting principles generally accepted in the U.S. requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

#### ***Deferred Outflows/Inflows of Resources***

In addition to assets, the Statement of Net Position and Balance Sheet – Governmental Funds will sometimes include a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The District does not have any of this type of item at September 30, 2019.

In addition to liabilities, the Statement of Net Position and Balance Sheet – Governmental Funds will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The District does not have any of this type of item at September 30, 2019.

#### ***Fund Equity***

Net position in the government-wide financial statements is categorized as net investment in capital assets, restricted or unrestricted. Net investment in capital assets represents net position related to infrastructure and property, plant and equipment, net of any related debt. Restricted net position represents net position restricted by outside entities. At September 30, 2019, all of the District's net position is classified as unrestricted.

Governmental fund equity is classified as fund balance. Fund balance is further classified as nonspendable, restricted, committed, assigned, or unassigned. Nonspendable fund balance cannot be spent because of its form. Restricted fund balance has limitations imposed by creditors, grantors, or contributors or by enabling legislation or constitutional provisions. Committed fund balance is a limitation imposed by the District board through approval of resolutions. Assigned fund balance is a limitation imposed by a designee of the District board. Unassigned fund balance in the General Fund is the net resources in excess of what can be properly classified in one of the above four categories. Negative unassigned fund balance in other governmental funds represents excess expenditures incurred over the amounts restricted, committed, or assigned to those purposes.

## Sunbridge Stewardship District Notes to Financial Statements

### NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### ***Budgets***

The District is required to establish a budgetary system and an approved annual budget. Annual budgets are legally adopted on a basis consistent with GAAP for the General Fund. Any revision to the budget must be approved by the District Board. The budgets are compared to actual expenditures. In instances where budget appropriations and estimated revenues have been revised during the year, budget data presented in the financial statements represent final authorization amounts.

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

- A. Each year the District Manager submits to the District Board a proposed operating budget for the fiscal year commencing the following October 1.
- B. A public hearing is conducted to obtain comments.
- C. Prior to October 1, the budget is legally adopted by the District Board.
- D. All budget changes must be approved by the District Board.
- E. Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America.

### NOTE 3: RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The District maintains commercial insurance coverage to mitigate the risk of loss. Coverage may not extend to all situations. Management believes such coverage is sufficient to preclude any significant uninsured losses to the District. Settled claims have not exceeded this commercial coverage in the previous three years.

### NOTE 4: MANAGEMENT COMPANY

The District has contracted with a management company to perform management advisory services, which include financial and accounting advisory services. Certain employees of the management company also serve as officers (Board appointed non-voting positions) of the District. Under the agreement, the District compensates the management company for management, accounting, financial reporting, and other administrative costs.

## Sunbridge Stewardship District Notes to Financial Statements

### **NOTE 5: RELATED PARTY TRANSACTIONS**

The Developer has agreed to fund the general operations of the District. For the year ended September 30, 2019, the Developer contributed \$66,388 to the General Fund and \$148,612 to the Utility Fund, of which \$90,000 total is included as Due from Developer on the Statement of Net Position.

A significant portion of the District's activity is dependent upon the continued involvement of the Developer, Tavistock East Services, LLC, the loss of which could have a material adverse effect on the District's operations. At September 30, 2019, the Developer owned all of the assessable property located within the District boundaries.

### **NOTE 6: SUBSEQUENT EVENT**

In March 2020, the World Health Organization made the assessment that the outbreak of a novel coronavirus (COVID-19) can be characterized as a pandemic. As a result, uncertainties have arisen that may have a significant negative impact on the operating activities and results of the District. The occurrence and extent of such an impact will depend on future developments, including (i) the duration and spread of the virus, (ii) government quarantine measures, (iii) voluntary and precautionary restrictions on travel or meetings, (iv) the effects on the financial markets, and (v) the effects on the economy overall, all of which are uncertain.



**Required Supplemental Information  
(Other Than MD&A)**

**Sunbridge Stewardship District  
Budget to Actual Comparison Schedule – General Fund**

*For the year ended September 30,*

**2019**

	Original and Final Budget	Actual Amounts	Variance with Final Budget
<b>Revenue</b>			
Developer contributions	\$ 178,200	\$ 66,388	\$ (111,812)
Total revenue	178,200	66,388	(111,812)
<b>Expenditures</b>			
General government	116,200	77,198	39,002
Maintenance and operations	62,000	-	62,000
Total expenditures	178,200	77,198	101,002
Excess of revenue over expenditures	\$ -	\$ (10,810)	\$ (10,810)

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Supervisors  
Sunbridge Stewardship District  
Osceola, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of Sunbridge Stewardship District (hereinafter referred to as the "District"), as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated June 24, 2020.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Carr, Riggs & Ingram, L.L.C.*

CARR, RIGGS & INGRAM, LLC

Miramar Beach, Florida

June 24, 2020



**Carr, Riggs & Ingram, LLC**  
Certified Public Accountants  
500 Grand Boulevard  
Suite 210  
Miramar Beach, Florida 32550

(850) 837-3141  
(850) 654-4619 (fax)  
CRlcpa.com

## **MANAGEMENT LETTER**

To the Board of Supervisors  
Sunbridge Stewardship District  
Osceola, Florida

### **Report on the Financial Statements**

We have audited the financial statements of Sunbridge Stewardship District (“District”) as of and for the fiscal year ended September 30, 2019, and have issued our report thereon dated June 24, 2020.

### **Auditors' Responsibility**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Auditor General.

### **Other Reports and Schedule**

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards* and Independent Accountants' Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in these reports, which are dated June 24, 2020, should be considered in conjunction with this management letter.

### **Prior Audit Findings**

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no findings or recommendations made in the preceding annual audit report.

### **Official Title and Legal Authority**

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The information required is disclosed in the notes to the financial statements.

## **Financial Condition and Management**

Section 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the District met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the District did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for the District. It is management's responsibility to monitor the District's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

## **Additional Matters**

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

## **Purpose of this Letter**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of Supervisors, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

*Carr, Riggs & Ingram, L.L.C.*

CARR, RIGGS & INGRAM, LLC

Miramar Beach, Florida

June 24, 2020



Carr, Riggs & Ingram, LLC  
Certified Public Accountants  
500 Grand Boulevard  
Suite 210  
Miramar Beach, Florida 32550

(850) 837-3141  
(850) 654-4619 (fax)  
CRlcpa.com

## INDEPENDENT ACCOUNTANTS' REPORT

To the Board of Supervisors  
Sunbridge Stewardship District  
Osceola, Florida

We have examined Sunbridge Stewardship District's compliance with the requirements of Section 218.415, Florida Statutes, *Local Government Investment Policies*, during the year ended September 30, 2019. Management of the District is responsible for the District's compliance with the specified requirements. Our responsibility is to express an opinion on the District's compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and performed the examination to obtain reasonable assurance about whether the District complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the District complied with specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the District's compliance with specified requirements.

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2019.

This report is intended solely for the information and use of management and the State of Florida Auditor General and is not intended to be and should not be used by anyone other than these specified parties.

*Carr, Riggs & Ingram, L.L.C.*

CARR, RIGGS & INGRAM, LLC

Miramar Beach, Florida  
June 24, 2020

**Sunbridge  
Stewardship District**

**Resolution 2020-16,  
Ratifying the Boards Actions at the July 6,  
2020 Emergency Board Meeting  
*(provided under separate cover)***

**Sunbridge  
Stewardship District**

**Resolution 2020-17,  
Amending Resolution 2020-12 to Re-Set the Date  
and Time of the Public Hearing Proposed  
Budget for Fiscal Year 2020-2021**

## **RESOLUTION 2020-17**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SUNBRIDGE STEWARDSHIP DISTRICT AMENDING RESOLUTION 2020-12 TO RE-SET THE DATE AND TIME OF THE PUBLIC HEARING ON THE PROPOSED BUDGET FOR FISCAL YEAR 2020/2021; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Sunbridge Stewardship District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 2017-220, Laws of Florida, and Chapter 189, Florida Statutes, being situated entirely within Osceola County; and

**WHEREAS**, due to the current COVID-19 public health emergency, and pursuant to Executive Orders 20-52, 20-69, and 20-193 issued by Governor DeSantis, as such orders may be extended (“Executive Orders”), the Board may use communications media technology for Board meeting in lieu of meeting in person; and

**WHEREAS**, on May 21, 2020, at a duly noticed public meeting, the District’s Board of Supervisors (“Board”) adopted Resolution 2020-12, approving the proposed budget for Fiscal Year 2020/2021 and setting a public hearing on the proposed budget for August 6, 2020 via telephonic communications media technology or at 3:30 p.m. at the Narcoossee Community Center, 5354 Rambling Road, St. Cloud, Florida 34771; and

**WHEREAS**, to better accommodate the schedules of the Board Members, the District Manager rescheduled the date of the public hearing to August 21, 2020 at 3:30 p.m. via telephonic communications media technology, and the District Manager has caused the notice of the public hearing, with the new date to be published in a newspaper of general circulation in Osceola County, Florida, consistent with the requirements of Chapter 2017-220, Laws of Florida and Chapter 197, Florida Statutes; and

**WHEREAS**, the Board desires to ratify the District Manager’s action in re-setting the public hearing.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SUNBRIDGE STEWARDSHIP DISTRICT:**

**SECTION 1. RATIFICATION OF PUBLIC HEARING DATE RESET.** The actions of the Board in resetting the public hearing and the District Secretary in publishing the notice of public hearing are hereby ratified. Resolution 2020-12 is hereby amended to reflect that the public hearing as declared in Resolution 2020-12 is re-set to August 21, 2020 at 3:30 p.m. utilizing telephonic communications media technology.

**SECTION 2. RESOLUTION 2020-12 OTHERWISE REMAINS IN FULL FORCE AND EFFECT.** Except as otherwise provided herein, all of the provisions of Resolution 2020-12 continue in full force and effect.

**SECTION 3. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

**SECTION 4. EFFECTIVE DATE.** This Resolution shall take effect upon its passage and adoption by the Board.

**PASSED AND ADOPTED** this 21<sup>st</sup> day of August, 2020.

ATTEST:

**SUNBRIDGE STEWARDSHIP DISTRICT**

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_

Its: \_\_\_\_\_

**Sunbridge  
Stewardship District**

**Resolution 2020-18,  
Adopting the Fiscal Year 2021 Budget  
and Appropriating Funds**

## RESOLUTION 2020-18

### THE ANNUAL APPROPRIATION RESOLUTION OF THE SUNBRIDGE STEWARDSHIP DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, the District Manager has, prior to the fifteenth (15<sup>th</sup>) day in July, 2020, submitted to the Board of Supervisors (“**Board**”) of the Sunbridge Stewardship District (“**District**”) proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2020 and ending September 30, 2021 (“**Fiscal Year 2020/2021**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Chapter 2017-220, Laws of Florida and Chapter 189, *Florida Statutes*; and

**WHEREAS**, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of 2017-220(6)(4)(c), Laws of Florida and Chapter 189, *Florida Statutes*; and

**WHEREAS**, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Chapter 2017-220, Laws of Florida and Chapter 189, *Florida Statutes*; and

**WHEREAS**, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

**WHEREAS**, Chapter 2017-220, Laws of Florida, requires that, prior to October 1<sup>st</sup> of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate 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, 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.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SUNBRIDGE STEWARDSHIP DISTRICT:**

## SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District's Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The Proposed Budget, attached hereto as **Exhibit A**, as amended by the Board, is hereby adopted in accordance with the provisions of Chapter 2017-220(6)(4)(b), Laws of Florida and Section 189.016, *Florida Statutes* ("**Adopted Budget**"), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Budget for the Sunbridge Stewardship District for the Fiscal Year Ending September 30, 2021."
- d. The Adopted Budget shall be posted by the District Manager on the District's official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

## SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2020/2021, the sum of \$206,875.00 to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$206,875.00
TOTAL ALL FUNDS	\$206,875.00

## SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2020/2021 or within 60 days following the end of the Fiscal Year 2020/2021 may amend its Adopted Budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.

- b. The District Manager or Treasurer may authorize an increase or decrease in line item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.
- c. By resolution, the Board may increase any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.
- d. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this Section 3 and Section 189.016, *Florida Statutes*, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget under subparagraphs c. and d. above are posted on the District's website within 5 days after adoption and remain on the website for at least 2 years.

**SECTION 4. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 21<sup>st</sup> DAY OF AUGUST, 2020.**

ATTEST:

**SUNBRIDGE STEWARDSHIP  
DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman, Richard Levey

**Exhibit A:** Fiscal Year 2020/2021 Budget

**EXHIBIT A**

**Sunbridge Stewardship District  
FY 2021 O&M Proposed Budget**

		Year To Date			
	Actual Through 07/31/2020	Anticipated Aug. - Sep.	Anticipated Total FY 2020	FY 2020 Adopted Budget	FY 2021 Proposed Budget
<b><u>Revenues</u></b>					
On-roll Assessments	\$ -	\$ -	\$ -	\$ -	\$ 206,875.00
Developer Contributions	153,542.50	15,324.93	168,867.43	178,200.00	-
<b>Net Revenues</b>	<b>\$ 153,542.50</b>	<b>\$ 15,324.93</b>	<b>\$ 168,867.43</b>	<b>\$ 178,200.00</b>	<b>\$ 206,875.00</b>
<b><u>General &amp; Administrative Expenses</u></b>					
D&O Insurance	\$ 2,306.00	\$ -	\$ 2,306.00	\$ 2,475.00	\$ 2,700.00
Trustee Services	-	1,000.00	1,000.00	6,000.00	6,000.00
Management	41,666.70	8,333.30	50,000.00	50,000.00	70,000.00
Engineering	7,357.08	1,471.42	8,828.50	12,000.00	12,000.00
Engineering (Utility-Related)	44,085.70	-	44,085.70	-	-
Dissemination Agent	-	833.33	833.33	5,000.00	5,000.00
Assessment Administration	-	-	-	-	7,500.00
District Counsel	33,655.33	6,731.07	40,386.40	25,000.00	25,000.00
Reamortization Schedules	-	125.00	125.00	125.00	125.00
Audit	3,000.00	-	3,000.00	6,000.00	6,000.00
Travel and Per Diem	62.46	12.49	74.95	500.00	500.00
Telephone	-	33.33	33.33	200.00	200.00
Postage & Shipping	27.30	5.46	32.76	300.00	300.00
Copies	-	83.33	83.33	500.00	500.00
Legal Advertising	2,410.19	482.04	2,892.23	8,000.00	8,000.00
Web Site Maintenance	1,600.00	200.00	1,800.00	2,400.00	2,400.00
Dues, Licenses, and Fees	184.00	-	184.00	200.00	175.00
General Insurance	2,819.00	-	2,819.00	3,025.00	3,200.00
Landscaping Maintenance & Material	-	8,333.33	8,333.33	50,000.00	50,000.00
Quickbooks Subscription	-	-	-	-	800.00
Contingency	970.40	1,079.17	2,049.57	6,475.00	6,475.00
<b>Total General &amp; Administrative Expenses</b>	<b>\$ 140,144.16</b>	<b>\$ 28,723.27</b>	<b>\$ 168,867.43</b>	<b>\$ 178,200.00</b>	<b>\$ 206,875.00</b>
<b>Total Expenses</b>	<b>\$ 140,144.16</b>	<b>\$ 28,723.27</b>	<b>\$ 168,867.43</b>	<b>\$ 178,200.00</b>	<b>\$ 206,875.00</b>
<b>Net Income (Loss)</b>	<b>\$ 13,398.34</b>	<b>\$ (13,398.34)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Sunbridge  
Stewardship District**

**Resolution 2020-19,  
Adopting an Assessment Roll for Fiscal  
Year 2021 and Certifying Special  
Assessment for Collection  
*(provided under separate cover)***

**Sunbridge  
Stewardship District**

**Resolution 2020-20,  
Approving a Buildout Budget and  
Levying an Assessment**

## RESOLUTION 2020-20

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SUNBRIDGE STEWARDSHIP DISTRICT; ADOPTING A BUILD OUT BUDGET; LEVYING AN ASSESSMENT TO FUND SUCH BUDGET; PROVIDING FOR THE ANNUAL COLLECTION OF SUCH ASSESSMENT IN ACCORDANCE WITH SUBSEQUENTLY ADOPTED BUDGETS EQUAL OR LESS THAN THE AMOUNTS CONTAINED IN THE BUILD OUT BUDGET; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, the Sunbridge Stewardship District was created by a special act of the Florida Legislature for the purpose of financing, funding, owning, maintaining, reconstructing and improving systems and facilities providing infrastructure to the lands contained within the boundaries of the District; and

**WHEREAS**, the District is required to annually adopt a budget to fully fund the operations and maintenance activities of the District; and

**WHEREAS**, the District has provided notice of the expected scope of such a budget at the build out of all the communities within the boundaries of the District; and

**WHEREAS**, in accordance with section 197.3632, *Florida Statutes*, the District desires to levy an assessment to secure the build out budget which is attached hereto as **Exhibit A** and incorporated herein by reference; and

**WHEREAS**, this build out budget will be implemented on an annual basis by subsequently adopted annual budgets which are expected to be in amounts equal or less than the amounts shown in **Exhibit A**; and

**WHEREAS**, the District will impose and collect annual assessments with accordance with the levy contained herein.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SUNBRIDGE STEWARDSHIP DISTRICT:**

1. The budget attached hereto is **Exhibit A** is hereby approved and adopted. This budget shall be made available upon request and shall be kept in the record of proceedings of the District.
2. It is found that the operations and maintenance activities of the District specifically benefit the lands within the boundaries of the District. Benefits to the lands within the District include increased usability, marketability, valuation, and the preservation of the lands within the District. An assessment is hereby levied in an amount necessary to secure the budget. This assessment shall be imposed and collected annually by subsequently adopted resolution of the Board of Supervisors of the District in accordance with the actual fiscal needs of each annual budget to be subsequently adopted.
3. If any section or part of a section of this Resolution is declared invalid or unconstitutional, the validity, force and effect of any other section or part of a section of this Resolution shall not thereby be affected or impaired unless it clearly

appears that such other section or part of a section of this Resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional.

4. This resolution shall take effect upon adoption.

**PASSED AND ADOPTED THIS 21st DAY OF AUGUST, 2020.**

ATTEST:

**SUNBRIDGE STEWARDSHIP DISTRICT**

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
Chairman, Richard Levey

**Exhibit A:** Build Out Budget

## EXHIBIT A

### Sunbridge Stewardship District O&M Budget at Buildout

#### **Expense**

Audit	\$100,000
Bank Fees	\$5,000
Building, Bridge, Monument Maintenance	\$250,000
Common Area Maint.	\$500,000
Contingency	\$100,000
Copies	\$10,000
Dissemination Agent	\$25,000
District Counsel	\$100,000
Dues, Licenses, and Fees	\$5,000
Electric	\$200,000
Engineering	\$200,000
Fence Repair	\$100,000
Field Management	\$5,000,000
Flower & Plant Replacement	\$100,000
Fountain Maint & Chemicals	\$1,000,000
Holiday Decorations	\$50,000
Impact Fee Administration	\$50,000
Insurance	\$200,000
Irrigation	\$250,000
Irrigation Parts & Repairs	\$200,000
Lake Maintenance	\$1,000,000
Landscaping Maint. & Material	\$1,000,000
Legal Advertising	\$50,000
Management	\$250,000
Meeting Room	\$5,000
Miscellaneous	\$50,000
Office Supplies	\$10,000
Painting	\$100,000
Pest Control	\$50,000
Postage & Shipping	\$25,000
Road Cleaning	\$100,000
Road Repair	\$250,000
Security	\$250,000
Sidewalk Cleaning	\$100,000
Sidewalk Repair	\$100,000
Signage & Amenities Repair	\$100,000
Stormwater Management	\$250,000
Streetlights	\$100,000
Supervisor Fees	\$0
Telephone	\$5,000
Travel and Per Diem	\$10,000
Tree/Plant/Flower Replace & Trim	\$250,000

Trustee Services	\$25,000
Web Site Maintenance	\$25,000
Wetland Upland Maintenance	\$100,000
Wetlands Monitoring	\$50,000
	=====
Buildout Total	\$12,700,000
ERU	5,000
Cost/ERU	\$3,000

**Sunbridge  
Stewardship District**

**Payment Authorization  
Nos. 91 -100**

# SUNBRIDGE STEWARDSHIP DISTRICT

## Payment Authorization No. 091

5/15/2020

Item No.	Vendor	Invoice Number	General Fund
<b>1</b>	<b>PFM Group Consulting</b>		
	Billable Expenses: April 2020	109504	\$ 970.40
	DM Fee: May 2020	DM-05-2020-0062	\$ 4,166.67
	Website Fee: May 2020	DM-05-2020-0063	\$ 100.00
<b>2</b>	<b>Poulos &amp; Bennett</b>		
	Engineering Services Through 04/30/2020	18-203(14)	\$ 351.00
<b>3</b>	<b>VGlobalTech</b>		
	Quarterly ADA & WCAG Audits	1594	\$ 300.00
		<b>TOTAL</b>	<b>\$ 5,888.07</b>

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Board Member

Please Return To:  
Sunbridge Stewardship District  
c/o Fishkind & Associates  
12051 Corporate Boulevard  
Orlando, FL 32817

# SUNBRIDGE STEWARDSHIP DISTRICT

## Payment Authorization No. 092

5/22/2020

Item No.	Vendor	Invoice Number	General Fund
1	<b>Hopping Green &amp; Sams</b> General Counsel Through 04/30/2020	114740	\$ 6,962.37
2	<b>Osceola News-Gazette</b> Legal Advertising on 05/14/2020	218247	\$ 111.58
3	<b>PFM Group Consulting</b> Reimbursables: February 2020	OE-EXP-00755	\$ 10.25
	Reimbursables: March 2020	OE-EXP-00801	\$ 2.00
	Reimbursables: April 2020	OE-EXP-00862	\$ 2.00
<b>TOTAL</b>			<b>\$ 7,088.20</b>

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Board Member

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Sunbridge Stewardship District  
c/o Fishkind & Associates  
12051 Corporate Boulevard  
Orlando, FL 32817

# SUNBRIDGE STEWARDSHIP DISTRICT

## Payment Authorization No. 093

5/29/2020

Item No.	Vendor	Invoice Number	General Fund
<b>1</b>	<b>Poulos &amp; Bennett</b>		
	Engineering Services Through 08/31/2019	18-203(10)	\$ 21,992.35
	Engineering Services Through 09/30/2019	18-203(11)	\$ 22,093.35
	Engineering Services Through 12/31/2019	18-203(12)	\$ 5,917.08
	Engineering Services Through 01/31/2020	18-203(13)	\$ 938.70
		<b>TOTAL</b>	<b>\$ 50,941.48</b>

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Board Member

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c/o Fishkind & Associates  
12051 Corporate Boulevard  
Orlando, FL 32817

# SUNBRIDGE STEWARDSHIP DISTRICT

## Payment Authorization No. 094

6/5/2020

Item No.	Vendor	Invoice Number	General Fund
1	<b>Carr Riggs &amp; Ingram</b> FY 2019 Audit	16919993	\$ 1,000.00
		<b>TOTAL</b>	<b>\$ 1,000.00</b>

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Board Member

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Sunbridge Stewardship District  
c/o Fishkind & Associates  
12051 Corporate Boulevard  
Orlando, FL 32817

# SUNBRIDGE STEWARDSHIP DISTRICT

## Payment Authorization No. 095

6/19/2020

Item No.	Vendor	Invoice Number	General Fund
<b>1</b>	<b>PFM Group Consulting</b>		
	DM Fee: June 2020	DM-06-2020-0056	\$ 4,166.67
	Website Fee: June 2020	DM-06-2020-0057	\$ 100.00
<b>TOTAL</b>			<b>\$ 4,266.67</b>

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Board Member

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Sunbridge Stewardship District  
c/o Fishkind & Associates  
12051 Corporate Boulevard  
Orlando, FL 32817

# SUNBRIDGE STEWARDSHIP DISTRICT

## Payment Authorization No. 096

6/26/2020

Item No.	Vendor	Invoice Number	General Fund
1	<b>Poulos &amp; Bennett</b> Engineering Services Through 05/31/2020	18-203(15)	\$ 150.30
		<b>TOTAL</b>	<b>\$ 150.30</b>

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Board Member

Please Return To:  
Sunbridge Stewardship District  
c/o Fishkind & Associates  
12051 Corporate Boulevard  
Orlando, FL 32817

# SUNBRIDGE STEWARDSHIP DISTRICT

## Payment Authorization No. 097

7/3/2020

Item No.	Vendor	Invoice Number	General Fund
<b>1</b>	<b>Osceola News-Gazette</b> Legal Advertising on 07/02/2020	31560	\$ 88.96
<b>2</b>	<b>PFM Group Consulting</b> May Reimbursables	110002	\$ 9.00
<b>3</b>	<b>VGlobalTech</b> Quarterly ADA & WCAG Audit	1744	\$ 300.00
	Ongoing Website Maintenance	1779	\$ 100.00
		<b>TOTAL</b>	<b>\$ 497.96</b>

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Board Member

Please Return To:  
Sunbridge Stewardship District  
c/o Fishkind & Associates  
12051 Corporate Boulevard  
Orlando, FL 32817

# SUNBRIDGE STEWARDSHIP DISTRICT

## Payment Authorization No. 098

7/10/2020

Item No.	Vendor	Invoice Number	General Fund
1	<b>Carr Riggs &amp; Ingram</b> FY 2019 Audit	16939230	\$ 250.00
		<b>TOTAL</b>	<b>\$ 250.00</b>

\_\_\_\_\_  
Board Member

Please Return To:  
Sunbridge Stewardship District  
c/o Fishkind & Associates  
12051 Corporate Boulevard  
Orlando, FL 32817

# SUNBRIDGE STEWARDSHIP DISTRICT

## Payment Authorization No. 099

7/24/2020

Item No.	Vendor	Invoice Number	General Fund
1	<b>Osceola News-Gazette</b> Legal Advertising on 07/16/2020	31628	\$ 52.76
2	<b>PFM Group Consulting</b> DM Fee: July 2020 Reimbursables: May 2020 Reimbursables: June 2020	DM-07-2020-0055 OE-EXP-00915 OE-EXP-00970	\$ 4,166.67 \$ 0.50 \$ 1.20
<b>TOTAL</b>			<b>\$ 4,221.13</b>

Board Member

Please Return To:  
Sunbridge Stewardship District  
c/o Fishkind & Associates  
12051 Corporate Boulevard  
Orlando, FL 32817

# SUNBRIDGE STEWARDSHIP DISTRICT

## Payment Authorization No. 100

8/7/2020

Item No.	Vendor	Invoice Number	General Fund
1	<b>Hopping Green &amp; Sams</b> General Counsel Through 06/30/2020	116150	\$ 5,666.79
2	<b>PFM Group Consulting</b> Billable Expenses: July 2020	110914	\$ 2,062.50
3	<b>Poulos &amp; Bennett</b> Engineering Services Through 06/30/2020	18-203(16)	\$ 956.08
		<b>TOTAL</b>	<b>\$ 8,685.37</b>

---

Board Member

Please Return To:  
Sunbridge Stewardship District  
c/o Fishkind & Associates  
12051 Corporate Boulevard  
Orlando, FL 32817

# **Sunbridge Stewardship District**

**District's Financial Position and  
Budget to Actual YTD**

**Sunbridge Stewardship District**  
Statement of Financial Position  
As of 7/31/2020

	General Fund	Capital Projects Fund	Utility Fund	Total
<b><u>Assets</u></b>				
<b><u>Current Assets</u></b>				
General Checking Account	\$25,715.97			\$25,715.97
Utility Revenue			\$32,607.45	32,607.45
Utility Operating			247,643.95	247,643.95
Utility Revenue System Development			83,835.00	83,835.00
Accounts Receivable			107,499.55	107,499.55
Total Current Assets	\$25,715.97	\$0.00	\$471,585.95	\$497,301.92
<b><u>Property, Plant &amp; Equipment</u></b>				
Fixed Assets - Other			\$2,000.00	\$2,000.00
Total Property, Plant & Equipment	\$0.00	\$0.00	\$2,000.00	\$2,000.00
<b>Total Assets</b>	<b>\$25,715.97</b>	<b>\$0.00</b>	<b>\$473,585.95</b>	<b>\$499,301.92</b>
<b><u>Liabilities and Net Assets</u></b>				
<b><u>Current Liabilities</u></b>				
Accounts Payable	\$4,221.13			\$4,221.13
Accounts Payable			\$116,387.97	116,387.97
Due to Developer			150,000.00	150,000.00
Deposits			9,176.22	9,176.22
Accrued Expenses Payable			6,000.00	6,000.00
Total Current Liabilities	\$4,221.13	\$0.00	\$281,564.19	\$285,785.32
<b><u>Long Term Liabilities</u></b>				
System Dev. Charge - Water			\$213,900.00	\$213,900.00
System Dev. Charge - Wastewater			130,410.00	130,410.00
Total Long Term Liabilities	\$0.00	\$0.00	\$344,310.00	\$344,310.00
<b>Total Liabilities</b>	<b>\$4,221.13</b>	<b>\$0.00</b>	<b>\$625,874.19</b>	<b>\$630,095.32</b>
<b><u>Net Assets</u></b>				
				0.00
Current Year Net Assets, Unrestricted	(44,085.70)			(44,085.70)
Net Assets - General Government	\$8,096.50			\$8,096.50
Current Year Net Assets - General Government	57,484.04			57,484.04
				\$0.00
Current Year Net Assets, 270			(152,288.24)	(\$152,288.24)
<b>Total Net Assets</b>	<b>\$21,494.84</b>	<b>\$0.00</b>	<b>(\$152,288.24)</b>	<b>(\$130,793.40)</b>
<b>Total Liabilities and Net Assets</b>	<b>\$25,715.97</b>	<b>\$0.00</b>	<b>\$473,585.95</b>	<b>\$499,301.92</b>

**Sunbridge Stewardship District**  
Statement of Activities  
As of 7/31/2020

	General Fund	Capital Projects Fund	Utility Fund	Total
<b><u>Revenues</u></b>				
Developer Contributions	\$153,542.50			\$153,542.50
Inter-Fund Transfers In	(44,085.70)			(44,085.70)
Inter-Fund Transfers In		\$44,085.70		44,085.70
Water - Residential Customers			\$4,898.12	4,898.12
Water - Commercial Customers			4,839.96	4,839.96
Wastewater - Residential Customers			4,096.17	4,096.17
Admin Late Fees			80.00	80.00
Inspection Fees			186,461.12	186,461.12
Plan Review Fees			7,721.75	7,721.75
Meter Installations Fees			27,825.00	27,825.00
Backflow Installation Fees			4,760.00	4,760.00
Wastewater Install/Connection			6,750.00	6,750.00
Initial Connection Fees			2,500.00	2,500.00
Total Revenues	<u>\$109,456.80</u>	<u>\$44,085.70</u>	<u>\$249,932.12</u>	<u>\$403,474.62</u>
<b><u>Expenses</u></b>				
D&O Insurance	\$2,306.00			\$2,306.00
Management	41,666.70			41,666.70
Engineering	7,357.08			7,357.08
District Counsel	33,655.33			33,655.33
Audit	3,000.00			3,000.00
Travel and Per Diem	62.46			62.46
Postage & Shipping	27.30			27.30
Legal Advertising	2,410.19			2,410.19
Web Site Maintenance	1,600.00			1,600.00
Dues, Licenses, and Fees	184.00			184.00
General Insurance	2,819.00			2,819.00
Contingency	970.40			970.40
Engineering		\$44,085.70		44,085.70
Engineering			\$14,583.31	14,583.31
District Counsel			717.00	717.00
ContractServices - Accounting			11,666.69	11,666.69
Contractual Services			79,257.26	79,257.26
Miscellaneous			41,488.73	41,488.73
Water			18,206.64	18,206.64
Inspection Expense			186,461.11	186,461.11
Plan Review Expense			7,721.75	7,721.75
Meter Installation Expense			26,987.50	26,987.50
Backflow Installation Expense			5,057.50	5,057.50
Wastewater Connection Expense			7,118.75	7,118.75
Miscellaneous Customer Service Expense			2,783.75	2,783.75
Miscellaneous Expense			170.37	170.37
Total Expenses	<u>\$96,058.46</u>	<u>\$44,085.70</u>	<u>\$402,220.36</u>	<u>\$542,364.52</u>
<b><u>Other Revenues (Expenses) &amp; Gains (Losses)</u></b>				
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>Change In Net Assets</b>	\$13,398.34	\$0.00	(\$152,288.24)	(\$138,889.90)
<b>Net Assets At Beginning Of Year</b>	<u>\$8,096.50</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$8,096.50</u>
<b>Net Assets At End Of Year</b>	<u>\$21,494.84</u>	<u>\$0.00</u>	<u>(\$152,288.24)</u>	<u>(\$130,793.40)</u>

**Sunbridge Stewardship District**  
 Budget to Actual  
 For the Month Ending 7/31/2020

	Year To Date			FY 2020 Adopted Budget
	Actual	Budget	Variance	
<b><u>Revenues</u></b>				
Developer Contributions	\$ 153,542.50	\$ 148,500.00	\$ 5,042.50	\$ 178,200.00
<b>Net Revenues</b>	<b>\$ 153,542.50</b>	<b>\$ 148,500.00</b>	<b>\$ 5,042.50</b>	<b>\$ 178,200.00</b>
<b><u>General &amp; Administrative Expenses</u></b>				
D&O Insurance	\$ 2,306.00	\$ 2,062.50	\$ 243.50	\$ 2,475.00
Trustee Services	-	5,000.00	(5,000.00)	6,000.00
Management	41,666.70	41,666.70	-	50,000.00
Engineering	7,357.08	10,000.00	(2,642.92)	12,000.00
Dissemination Agent	-	4,166.70	(4,166.70)	5,000.00
District Counsel	33,655.33	20,833.30	12,822.03	25,000.00
Reamortization Schedules	-	104.20	(104.20)	125.00
Audit	3,000.00	5,000.00	(2,000.00)	6,000.00
Travel and Per Diem	62.46	416.70	(354.24)	500.00
Telephone	-	166.70	(166.70)	200.00
Postage & Shipping	27.30	250.00	(222.70)	300.00
Copies	-	416.70	(416.70)	500.00
Legal Advertising	2,410.19	6,666.70	(4,256.51)	8,000.00
Web Site Maintenance	1,600.00	2,000.00	(400.00)	2,400.00
Dues, Licenses, and Fees	184.00	166.70	17.30	200.00
General Insurance	2,819.00	2,520.80	298.20	3,025.00
Landscaping Maintenance & Material	-	41,666.70	(41,666.70)	50,000.00
Contingency	970.40	5,395.60	(4,425.20)	6,475.00
<b>Total General &amp; Administrative Expenses</b>	<b>\$ 96,058.46</b>	<b>\$ 148,500.00</b>	<b>\$ (52,441.54)</b>	<b>\$ 178,200.00</b>
<b>Total Expenses</b>	<b>\$ 96,058.46</b>	<b>\$ 148,500.00</b>	<b>\$ (52,441.54)</b>	<b>\$ 178,200.00</b>
<b>Net Income (Loss)</b>	<b>\$ 57,484.04</b>	<b>\$ -</b>	<b>\$ 57,484.04</b>	<b>\$ -</b>