

# Sunbridge Stewardship District

3501 Quadrangle Blvd., Suite 270, Orlando, FL 32817

Phone: 407-723-5935

<https://www.sunbridgesd.com>

Notice is hereby given that the Board of Supervisors ("Board") of the Sunbridge Stewardship District ("District") will hold a meeting of the Board of Supervisors on **August 5, 2021 at 3:30 p.m. at the Narcoossee Community Center, 5354 Rambling Road, St. Cloud, FL 34771.** Questions or comments on the Board Meeting or proposed agenda may be addressed to Lynne Mullins [mullinsl@pfm.com](mailto:mullinsl@pfm.com) or (407) 723-5935. A quorum (consisting of at least three of the five Board Members) will be confirmed prior to the start of the Board Meeting.

Please use the following information to join the telephonic conferencing:

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

## AUDITOR SELECTION COMMITTEE MEETING AGENDA

- Roll Call to Confirm a Quorum
- Public Comment Period
- 1. Review of Auditing Services Proposals
  - a) CRI
- 2. Ranking of Auditing Services Proposals
- Adjournment

## BOARD OF SUPERVISORS' MEETING AGENDA

### Organizational Matters

- Roll Call to Confirm a Quorum
- Public Comment Period
- 1. Consideration of the Minutes of the May 6, 2021 Board of Supervisors' Meeting
- 2. Consideration of **Resolution 2021-06, Approving an Annual Meeting Schedule for Fiscal Year 2021/2022**

### Business Matters

- 3. Review and Acceptance of Fiscal Year 2020 Audit
- 4. Review of Auditor Selection Committee Rankings & Selection of Auditor
- 5. Consideration of **Resolution 2021-07, Supplementing Resolution 2020-13 and Granting the District Manager the Authority to Execute Plats, Permits, Conveyances and Other Documents Related to the Development of the District's Improvements**
- 6. Consideration of Corrective Partial Release of Easement Agreement for Cyrils Drive Phase 2
- 7. Consideration of Rummell Utility Corridor for Perpetual Access Easement
  - a. Perpetual Access Road and Maintenance Easement





- b. Partial Release of Memorandum of Master Development and Purchase Agreement
  - c. Owner's Title Affidavit
- 8. Consideration of Termination of Natural Gas Franchise Agreement
- 9. Public Hearing on the Adoption of the District's Annual Budget
  - a) Public Comments and Testimony
  - b) Board Comments
  - c) Consideration of **Resolution 2021-08, Adopting the Fiscal Year 2021 Budget and Appropriating Funds**
- 10. Public Hearing on the Imposition of Special Assessments
  - a) Public Comments and Testimony
  - b) Board Comments
  - c) Consideration of **Resolution 2021-09, Adopting an Assessment Roll for Fiscal Year 2021 and Certifying Special Assessments for Collection**
- 11. Ratification of Payment Authorization Nos. 129 - 138
- 12. 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**





# **Sunbridge Stewardship District**

**CRI**



# Professional Services Proposal for Sunbridge Stewardship District

May 20, 2021

## Proposer

Carr, Riggs & Ingram CPAs and Advisors  
500 Grand Blvd., Suite 210  
Miramar Beach, Florida 32550  
Phone: 850.837.3141  
Fax: 850.654.4619

## Submitted by

K. Alan Jowers  
Engagement Partner  
AJowers@CRIcpa.com



**CRI** CARR  
RIGGS &  
INGRAM  
CPAs and Advisors  
CRIcpa.com





Dear Sunbridge Stewardship District:

Carr, Riggs & Ingram, LLC (CRI) appreciates the opportunity to propose on auditing services to Sunbridge Stewardship District. We are genuinely excited about the prospect of continuing to serve you and strengthening our long-term relationship. We pride ourselves on getting to know our clients and illuminating solutions by providing innovative ideas to move them from compliance to providing them a competitive advantage.

**Investment in You.** We believe in developing long-term, mutually beneficial relationships and quickly demonstrating value with a fee structure and service solutions that provide immediate and continued savings. Our investment starts on “Day 1” as your assigned team begins with our proven, streamlined process that minimizes your time and disruption during the service provider change and continues throughout the relationship.

**Dedicated Team.** CRI's team consists of more than 1,900 professionals, which allows us to tailor your service team by aligning their industry, service, and specialty skills with your needs. Our dedicated teams deliver the highest level of business acumen and knowledge to your organization; our commitment to consistent staffing allows you to maximize savings and remain focused on your needs.

**Equilibrium.** CRI delivers big firm expertise with small firm service. Of approximately 45,000 public accounting firms in the United States, CRI currently ranks in the top 25. Additionally, as a part of PrimeGlobal, an association of independent accounting firms, we have access to international resources as – and when – needed. Leveraging these resources while maintaining local decision-making authority means that simplified solutions are only a phone call away. And we believe that's the best of both worlds for our clients.

**Active Partner Participation.** Collectively, our partners deliver expertise derived from more than 7,500 years of business experience. With this level of talent, we thoughtfully choose a partner that aligns with your business' needs and industry. Our hands-on, working partners “show up” to convey our genuine commitment to your success. They strive to earn trusted advisor roles by digging in, proactively learning your business, and producing long-term value for you.

**Simplified Solutions.** While our 500+ cumulative partner certifications is an impressive statistic, success is measured by translating complex concepts into client solutions. While accounting is the language of business, we're here to decipher the jargon and help you make educated decisions. CRInnovate embraces agility and invention.

The CRI vSTAR™ process, our initiative delivering a virtual audit, is designed to provide you with maximized efficiencies, reduced workload, and an improved experience.

We have enjoyed being your business partner for the last three years and we welcome the opportunity to continue demonstrating the same teamwork, expertise, innovation, and responsiveness that have made us one of the fastest growing public accounting firms in the United States. Again, we appreciate your consideration.

Sincerely,

K. Alan Jowers  
Engagement Partner  
Carr, Riggs & Ingram, LLC



# TABLE OF CONTENTS



YOUR NEEDS	
UNDERSTANDING & MEETING YOUR NEEDS	4
<b>YOUR SERVICES &amp; FEES</b>	
YOUR SERVICES & FEES	5
<b>YOUR CHOICE: CRI</b>	
FIRM PROFILE	6
GOVERNMENT CREDENTIALS	7
RELEVANT EXPERIENCE	8
YOUR SOLUTION TEAM	9
DELIVERING QUALITY TO YOU	15
<b>WORKING TOGETHER: OVERVIEW</b>	
SHARING CRI'S VALUES WITH YOU	16
TRANSITIONING YOU	17
CRI'S GLOBAL RESOURCES	18
JOIN OUR CONVERSATION	19
<b>WORKING TOGETHER: DETAILS</b>	
CRI AUDIT FRAMEWORK	20
CRI AUDIT APPROACH	22
<b>APPENDIX</b>	
APPENDIX A - RFP DOCUMENTS	24



# UNDERSTANDING & MEETING YOUR NEEDS



From the RFP or during our recent visit with your team, we understood your team to express the following needs, requests, and/or issues. We've detailed our proposed solutions below and are happy to discuss other related projects as they arise and upon request.

NEEDS & ISSUES		SOLUTIONS & SERVICES
Technical	The District is required to have independent audits performed on its financial statements.	Perform external audit services in accordance with auditing standards generally accepted in the United States of America (GAAS), in order to express an opinion on the Sunbridge Stewardship District's financial statements.
Relational	The District's Board of Supervisors and management expect open and continuous communication with their CPA firm in order to avoid surprise findings at the end of the audit.	<p>Communicate contemporaneously and directly with management regarding the results of our procedures.</p> <p>Anticipate and respond to concerns of management and/or the Audit Committee (if/when formed).</p>



## YOUR SERVICES AND FEES



We value creating mutually rewarding, long-term relationships with our clients. Our goal is to provide high quality, responsive service that yields returns far greater than your investment in our professional fees. Please find below our proposal of fees to provide the requested services for the upcoming fiscal years.

SERVICE	CRI FEES 2021	CRI FEES 2022	CRI FEES 2023	CRI FEES 2024	CRI FEES 2025
Perform external audit services in accordance with auditing standards generally accepted in the United States of America (GAAS)	\$12,500	\$12,650	\$12,800	\$13,000	\$13,250

The above fee quote is based in part on the fact that the District has not yet issued bonds or other debt instruments to finance capital asset acquisition and construction. In the event the District issues such debt instruments or upon construction of major infrastructure additions, the audit fee will increase by an amount not to exceed \$4,000 per year.

If Sunbridge Stewardship District requests additional services outside of this proposal, professional fee hourly rates are as follows, but may be negotiated depending on the project request:

CLASSIFICATION	HOURLY RATE
Partner	\$325
Manager	\$225
Senior	\$150
Staff	\$110
IT Specialist	\$400
Fraud Specialist	\$400

Our professional fees are based on the key assumptions that Sunbridge Stewardship District will:

- Make available documents and work papers for review at Sunbridge Stewardship District's headquarters location, although we may choose to review at alternate locations.
- Prepare certain schedules and analyses and provide supporting documents as requested.
- Assist us in obtaining an understanding of the accounting systems of Sunbridge Stewardship District.
- Not experience a significant change in business operations or financial reporting standards.



# CRI FIRM PROFILE



**FOUNDED IN 1997** • **10 STATES**  • **25+ MARKETS**



**1900+**  
**PROFESSIONALS**



**300+**  
**PARTNERS**



**TOP 25 CPA FIRM**

*(as ranked by Accounting Today)*

**100,000+**  
**CLIENTS**



**20+ YEARS**  
**OF CONSISTENT GROWTH**  
**SINCE FORMATION**

**CRI FIRM VALUES:**  
**CLIENT SERVICE.**  
**RESPECT.**  
**INTEGRITY.**



## SERVICES

Accounting & Auditing  
Advisory  
Business Support & Transactions  
Business Tax  
Employee Benefit Plans  
Governance, Risk & Assurance  
Individual Tax & Planning  
IT Audits & Assurance

## INDUSTRY EXPERTISE

Captive Insurance  
Construction  
Financial Institutions  
Governments  
Healthcare  
Institutional Real Estate  
Insurance  
Manufacturing & Distribution  
Nonprofits

## CRI FAMILY OF COMPANIES

-  Auditwerx
-  CRI Advanced Analytics
-  CRI Capital Advisors
-  CRI Solutions Group
-  CRI TPA Services
-  Level Four Advisory Services
-  Paywerx
-  Preferred Legacy Trust





## CRI'S GOVERNMENTAL EXPERTISE



Audit and Consulting Services for

**500+** governmental  
entities with annual revenues  
totaling **\$26 Billion**



**230+** single audits performed annually

Consulting and other agreed upon  
procedures engagements for  
**150+** government entities



Single Audit Resource Center's  
Award for Excellence in Knowledge,  
Value, and Overall Client Satisfaction



Member of AICPA's Government  
Audit Quality Center



### Governmental Partner Designations

Including: CPA, CGFM, CITP, CFE, CMA, CISA,  
CGEIT, CTGA, CFF, CGMA, and CGAP

### CLIENTS WITH ANNUAL REVENUES UP TO:



80+ School Districts  
**\$1.1 Billion**



110+ Municipalities  
**\$1.8 Billion**



75+ Agencies/Authorities  
**\$3 Billion**



## RELEVANT EXPERIENCE



CRI delivers a depth of resources that ensures our understanding of your challenges and innovative solutions for overcoming them. Our team's combined experience is derived from providing audit, tax, consulting, and accounting outsourcing services. We parlay this vast experience and derived best practices into proven solutions that benefit you. Below we share specific, relevant client references; we encourage you to consult with them.

RELATIONSHIP	TIMELINE	SERVICE DESCRIPTION	RELEVANT POINTS TO CONSIDER
Rizzetta & Company Shawn Wildermuth 3434 Colwell Avenue Suite 200 Tampa, FL 33614 813.933.5571	2006 – Present	Annual Financial Statement Audits of Multiple CDDs	<ul style="list-style-type: none"> <li>• Client service experience</li> <li>• Responsiveness to client needs</li> <li>• Long-term relationship</li> <li>• CDD management co.</li> </ul>
GMS, LLC Dave DeNagy 14785 Old St. Augustine Road Suite 4 Jacksonville, FL 32258 904.288.9130	2006 – Present	Annual Financial Statement Audits of Multiple CDDs	<ul style="list-style-type: none"> <li>• Client service experience</li> <li>• Responsiveness to client needs</li> <li>• Long-term relationship</li> <li>• CDD management co.</li> </ul>
Wrathell, Hunt & Associates, LLC Jeffrey Pinder 2300 Glades Road Suite 410W Boca Raton, FL 33431 561.571.0010	2006 – Present	Annual Financial Statement Audits of Multiple CDDs	<ul style="list-style-type: none"> <li>• Client service experience</li> <li>• Responsiveness to client needs</li> <li>• Long-term relationship</li> <li>• CDD management co.</li> </ul>
PFM Group Consulting, LLC Jennifer Glasgow 12051 Corporate Blvd. Orlando, FL 32817 407.382.3256	2007 – Present	Annual Financial Statement Audits of Multiple CDDs	<ul style="list-style-type: none"> <li>• Client service experience</li> <li>• Responsiveness to client needs</li> <li>• Long-term relationship</li> <li>• CDD management co.</li> </ul>



## YOUR SOLUTION TEAM



### K. Alan Jowers

Engagement Partner

AJowers@CRLcpa.com  
850.337.3213 | Direct



#### Representative Clients

- Santa Rosa County District School Board
- Okaloosa Gas District
- Santa Rosa Island Authority
- Pasco County
- Okaloosa County District School Board
- Pinellas County School District
- Celebration Community Development District
- Hammock Bay Community Development District
- Amelia National Community Development District

#### Experience

Alan has over 25 years of experience in public accounting primarily with financial statement assurance engagements. His practice includes local governmental entities, condominium and homeowner associations, non-profit organizations, and nonpublic companies. He currently has direct engagement responsibility for a significant number of audits throughout the state of Florida.

Alan is licensed to practice as a certified public accountant in Florida and Georgia. He is a member of the Board of Directors of the Florida Institute of Certified Public Accountants (FICPA), has been an active member of the FICPA's State and Local Governmental Committee, and is a past chair of its Common Interest Realty Association Committee. He is also active in the Panhandle Chapter of the Florida Governmental Finance Officers Association (FGFOA) and is a former member of the FGFOA's statewide Technical Resource Committee.

#### Education, Licenses & Certifications

- Masters of Accountancy, University of Alabama
- BS, Accounting, Florida State University
- Certified Public Accountant

#### Professional Affiliations

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA) - member of the Board of Governors
- Governmental Finance Officers Association (GFOA)
- Florida Governmental Finance Officers Association (FGFOA)



## YOUR SOLUTION TEAM



### Jonathan Hartness

Concurring Partner

JHartness@CRLcpa.com

850.337.3569 | Direct



#### Representative Clients

- Community Development Districts
- Condominium and Homeowner Associations

#### Experience

Jonathan has over 12 years of auditing and accounting experience with CRI. He is responsible for audits, reviews and compilations of local governmental entities, condominium and homeowner associations, and non-public companies.

Jonathan is licensed to practice as a Certified Public Accountant in Florida. He is a member of the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants. He exceeds all continuing professional education requirements related to *Government Auditing Standards*.

Jonathan currently supervises engagements for many governmental entities in the State of Florida including community development districts. He is active in our firm's governmental industry line as well as our condominium and homeowner association practice. Jonathan is an integral part of our community development district practice.

#### Education, Licenses & Certifications

- MAcc, Accounting, University of West Florida
- Certified Public Accountant
- Community Association Manager (CAM), Licensed in Florida

#### Professional Affiliations

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)



## YOUR SOLUTION TEAM



### Stephen Riggs, IV

Consulting Partner

SCRiggs@CRlcpa.com  
850.337.3548 | Direct



#### Representative Clients

- Community Development Districts
- Condominium and Homeowner Associations
- County and Local Governments
- Non-Profit Organizations
- Privately-held corporations

#### Experience

Stephen has over 17 years accounting and audit experience, including three years with the international public accounting firm, Ernst & Young, LLP. His experience includes numerous clients in industries including governmental, not-for-profit, healthcare, SEC and privately held corporations.

Stephen is licensed to practice as a certified public accountant in Florida. He is a member of the State and local Governmental section of the Florida Institute of Certified Public Accountants and exceeds all continuing professional education requirements related to Government Auditing Standards.

He is currently a partner on engagements for many special districts in the State of Florida, including community development districts, fire districts and school districts. In addition to his public accounting experience, Stephen has served on the Board of Directors for a Community Development District and a non-profit organization.

#### Education, Licenses & Certifications

- Masters of Accountancy, University of West Florida
- BA, Economics, University of Florida
- Certified Public Accountant

#### Professional Affiliations

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)
- Past President, Emerald Coast Chapter of Florida Institute of Certified Public Accountants (FICPA)



## YOUR SOLUTION TEAM



### Grace Hartness

Senior Manager

GHartness@CRIcpa.com  
850.337.3243 | Direct



#### Representative Clients

- Community Development Districts
- Condominium and Homeowner Associations
- Utility Services
- School Districts
- County and Local Governments
- Non-Profit Organizations

#### Experience

Grace has over 12 years accounting and audit experience with CRI. She has worked on several major construction companies, government entities, community development districts, condominium and homeowner associations and non-profit organizations. In addition, she has been involved in special audit projects for the Miami-Dade Airport Authority. Grace is licensed to practice as a certified public accountant in Florida and exceeds all continuing professional education requirements related to Government Auditing Standards. In addition, Grace fluently speaks several languages including French and Arabic. Grace currently supervises engagements for many special districts in the State of Florida including community development districts and school districts. She is active in our firm's condominium and homeowner association practice. Grace started with CRI in August 2006, upon completion of her master's degree, and was promoted to manager in 2011.

#### Education, Licenses & Certifications

- MAcc, Accounting, University of West Florida
- Certified Public Accountant
- Community Association Manager (CAM), Licensed in Florida

#### Professional Affiliations

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)
- Accounting & Financial Women's Alliance (AFWA)



## YOUR SOLUTION TEAM



### Chad Branson

Senior Manager

CBranson@CRLcpa.com  
850.337.3226 | Direct



#### Representative Service Areas

- Local Governments including Water and Sewer Organizations and Fire Districts
- School Districts including Foundations
- Nonprofit Organizations

#### Representative Clients (including previous clients)

- School Districts - Pinellas County, Okaloosa County, Pasco County, Santa Rosa County
- Florida Office of Early Learning Coalition
- Florida Department of Elder Affairs
- Fire Districts -Destin, Ocean City, North Bay
- Utilities - Regional Utilities, Midway Water Systems, Inc., Emerald Coast Utilities Authority
- Escambia County

#### Experience

Chad Branson has over 17 years of experience in public accounting, with practice concentrations in auditing governmental, nonprofit and for profit entities. Chad has accumulated experience throughout his career in Federal and Florida Single Audit Acts compliance monitoring and auditing. During his career he has supervised and managed audit engagements for a wide variety of governmental and nonprofit organization clients. In addition, he has performed internal audit work, information technology general controls testing, forensic investigations, and risk assessments for governmental entities.

Chad has been with Carr, Riggs and Ingram, LLC since 2005.

#### Education, Licenses & Certifications

- Bachelor and Master of Accountancy – University of Mississippi, Oxford MS
- Certified Public Accountant (CPA) – Licensed in Florida and Mississippi
- Community Association Manager (CAM) – Florida
- Certified Information Technology Professional – AICPA

#### Professional Affiliations

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)
- Emerald Coast Chapter (FICPA) Board
- Florida Governmental Finance Officers Association (FGFOA)



## YOUR SOLUTION TEAM



### Lauren Villarreal

Supervising Senior

LVillarreal@CRlcpa.com  
850.337.3223 | Direct



#### Representative Service Areas

- Community Development Districts
- Condominium and Homeowner Associations
- Employee Benefit Plans
- County and Local Governments
- Non-Profit Organizations

#### Experience

Lauren has four years auditing and accounting experience in the Destin office of CRI. She is an audit supervising senior with primary responsibility for fieldwork and reporting on audits of clients in a variety of industries including local governmental and non-profit entities as well as employee benefit plans and commercial businesses. She is currently the in-charge auditor for over a dozen community development districts with several CDD management companies in the State of Florida.

Lauren is licensed to practice as a Certified Public Accountant in Florida. She is a member of the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants. She exceeds all continuing professional education requirements related to *Government Auditing Standards*.

Lauren currently supervises engagements for many governmental entities in the State of Florida including community development districts and other special governments. She is active in our firm's governmental industry line as well as the condominium and homeowner association practice. In addition, Lauren has accumulated experience in Federal and Florida Single Audit Acts compliance monitoring and auditing. Lauren has performed several single audits of federal grants under OMB Circular A-133.

#### Education, Licenses & Certifications

- BS, Accounting, Florida State University
- BS, Business Administration, Florida State University
- Certified Public Accountant
- Community Association Manager (CAM), Licensed in Florida

#### Professional Affiliations

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)



# DELIVERING QUALITY TO YOU



## AUDIT METHODOLOGY

Our audit, tax, consulting, and client accounting services documentation is maintained electronically. Compliance with our methodology is regularly reviewed and evaluated as part of our internal quality program, which is further discussed in this section under **INTERNAL QUALITY CONTROL REVIEWS AND EXTERNAL REVIEWS**. Comprehensive policies and procedures governing all of our practices and addressing professional and regulatory standards and implementation issues are constantly updated for new professional developments and emerging issues. See the table of contents to identify the relevant audit approach and methodology detailed description section.

## ENGAGEMENT QUALITY REVIEW PARTNER (CONCURRING PARTNER)

Audit engagements are assigned engagement quality review (EQR) partner, as appropriate. This role is one of the most important elements of our quality assurance process, as it provides for a timely, independent review of key accounting and auditing issues. The EQR partner also reviews the financial statements and related supporting documentation—including the disclosures—to evaluate their fair presentation under accounting principles generally accepted in the United States of America (GAAP).

## INTERNAL QUALITY CONTROL REVIEWS AND EXTERNAL REVIEWS

Experienced partners and professional staff of our firm conduct quality control reviews of our audits. Our partners' work is reviewed annually, and the inspection process includes periodic testing of the effectiveness of our quality controls and a continuous improvement program. This risk-based annual inspection is intended to mimic the triennial peer review described in the following paragraph and are performed on completed engagements. In addition to this inspection, we perform in-process, "pre-issuance" reviews of partners' work that are chosen for using a risk-based selection process; these reviews are performed by our corporate quality control team. The combination of the in-process and completed engagements is part of our continuous improvement processes.

Peer reviews are performed every three years by another independent public accounting firm. The most recent review of our firm was performed in 2019 by Brown Edwards, whose report was the most favorable possible "Pass".

In addition, we are registered with the PCAOB and our 2018 PCAOB inspection report was also the most favorable possible—no audit deficiencies or quality control defects identified. The 2018 PCAOB report can be viewed at: <https://pcaobus.org/Inspections/Reports/Documents/104-2019-029-Carr-Riggs-Ingram-LLC.pdf>.



## SHARING CRI'S VALUES WITH YOU



We are proud of our hands-on, service-centric, and results-oriented approach. Combining that approach with quality controls and superior talent allows us to help you achieve your goals and strengthen your management systems and processes. This approach is further emphasized through our three core values which guide our team's behavior and function as the foundation for interactions with our clients and each other.



### CLIENT SERVICE

Defining our brand by meeting or exceeding the highest expectations of our clients

### RESPECT

Building productive, long-term relationships with each other that are based on mutual respect, trust, and sharing

### INTEGRITY

Living with sincerity, transparency, and honesty



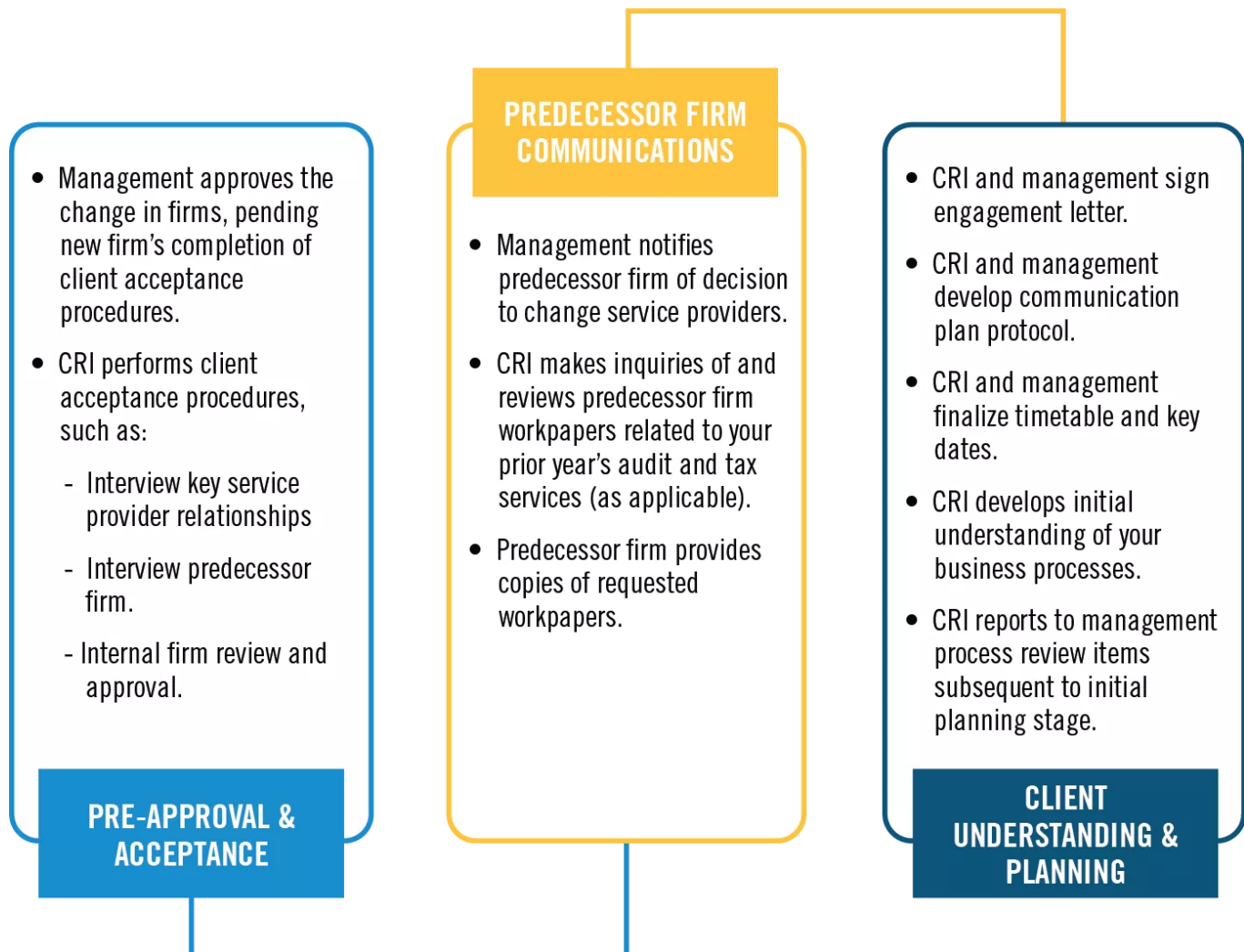
# TRANSITIONING YOU



When choosing to change firms, the time involved in working with new accounting professionals is often a concern. CRI's well-defined efficient, seamless transition process is designed to:

- Provide you with value from the very first encounter,
- Avoid interruption of service,
- Minimize disruption and investment of management's time,
- Raise the standard of service, and
- Establish ongoing channels of communication with Sunbridge Stewardship District's management.

The transition plan is comprised of the following key activities and can occur within approximately two weeks, depending on the availability of the parties involved:







# CRI'S GLOBAL RESOURCES

Many businesses are expanding and/or evaluating their global reach, and they require assistance in order to comprehensively consider the various financial implications of growing in international markets. In addition to CRI's internal resources, we deliver the expertise and support of some of the world's most highly regarded accounting firms through shared alliance as members of PrimeGlobal.

## WHO IS PRIMEGLOBAL?



## HOW OUR PRIMEGLOBAL MEMBERS CAN BENEFIT YOU

We supplement our in-depth, industry knowledge and specialized services through our collaborations with other PrimeGlobal firms to help you evaluate your options globally. CRI's goal is to provide you with the information you need to make well-informed, smart business decisions.

### 4 KEY BENEFITS TO CRI CLIENTS FROM OUR PRIMEGLOBAL MEMBERSHIP

- 1**

**SOLUTIONS**

that are worldwide and world-class.
- 2**

**ACCESSIBILITY**

to knowledge and resources of statutory, regulatory, and compliance requirements throughout the world.
- 3**

**DECISION MAKING**

with the support of local connections and cultural understanding throughout regions of the world.
- 4**

**SINGLE POINT OF CONTACT**

CRI's team serves as your contact for each engagement, and we project manage across the entire team - including other PrimeGlobal firms and specialists.



## JOIN OUR CONVERSATION



We know that some information that makes perfect sense to a CPA may not be as clear to our clients. Therefore, we produce original content in the form of articles, videos, white papers, webinars, and more to provide timely, down-to-earth translations of complex subjects. We publish this original content on [CRIcpa.com](https://CRIcpa.com) and across all our many social channels.

## FOLLOW CRI ON SOCIAL MEDIA @CRICPA



## SUBSCRIBE TO THE CRI E-NEWSLETTER

[CRIcpa.com/newsletter-signup](https://CRIcpa.com/newsletter-signup)



### IT FIGURES: THE CRI PODCAST

Created to provide insight into the latest developments and regulations in the accounting and finance space, It Figures is an accounting and advisory focused podcast for business and organization leaders, entrepreneurs, and anyone who is looking to go beyond the status quo.

Listen on Apple Podcasts, Spotify, iHeart Radio, and more.  
[itfigurespodcast.com](https://itfigurespodcast.com)



### CRI'S CEO ACTION FOR DIVERSITY AND INCLUSION

Carr, Riggs & Ingram is committed to fostering an inclusive and diverse place for all employees to work in and engage. When our managing partner and chairman, Bill Carr, signed the CEO Action for Diversity & Inclusion™ pledge, he made a public commitment to building a productive, diverse, and inclusive workplace. [Learn more about CRI's commitment to Diversity and Inclusion.](#)



# CRI AUDIT FRAMEWORK

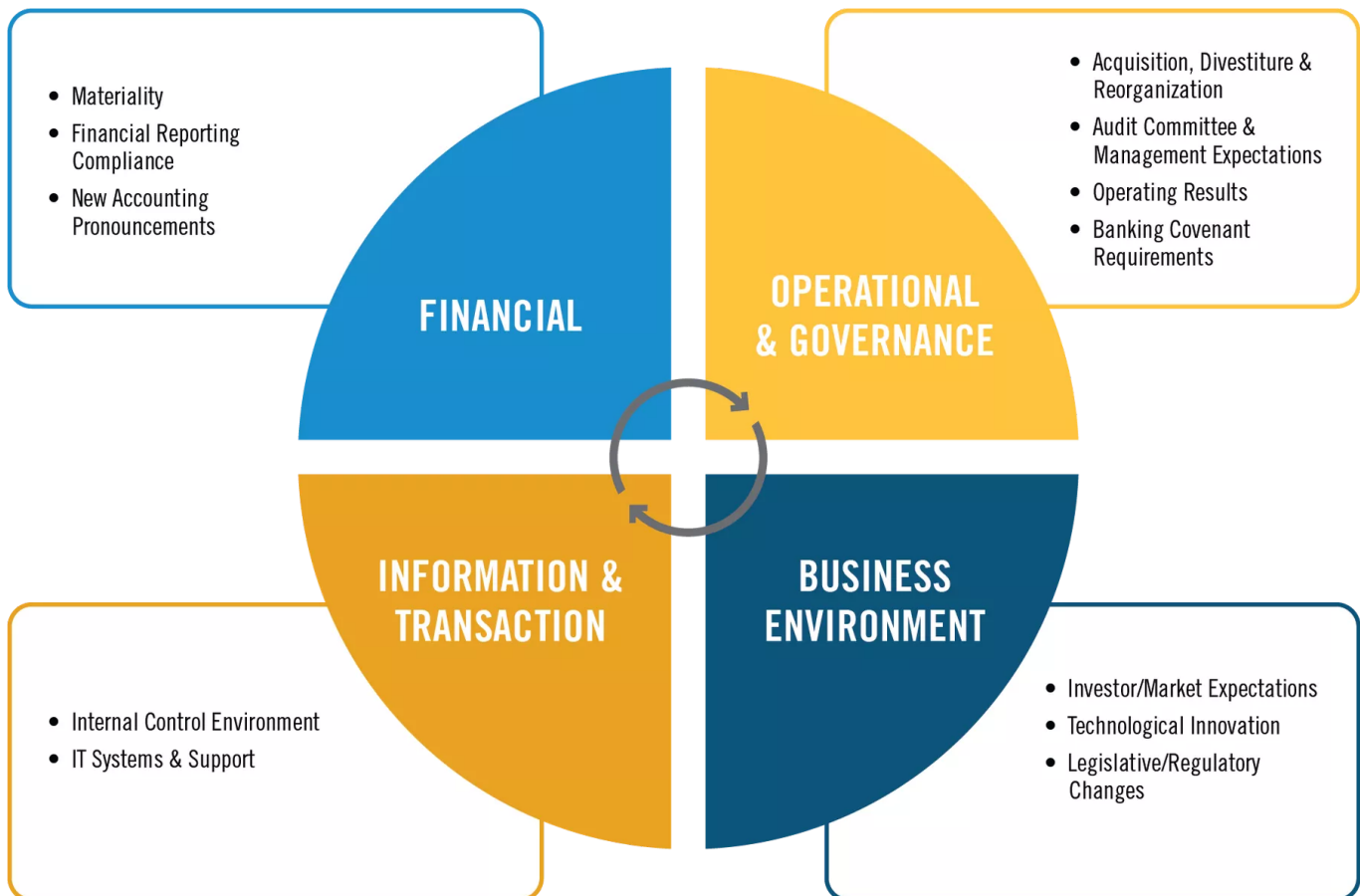


Our proposed services require a coordinated effort between us and Sunbridge Stewardship District's team. Planning and continual communication are essential to developing the appropriate procedures, working collaboratively to resolve any identified issues, and meeting your timelines.

CRI's audit approach occurs within a framework of our client's business and industry; therefore, we assess risk by:

- Understanding management's perspectives and goals, and
- Considering business conditions and threats that could prevent management from achieving its business objectives.

We assess risks in the following areas:





# CRI AUDIT FRAMEWORK



Our ultimate intent is to drill down from these broad risks to specific financial reporting risks. We understand both these risks and management's processes and procedures for mitigating them (i.e. internal controls) in order to develop our procedures to carry out our audit responsibilities.

Although our audits are conducted through a structured, risk-based model, we focus on understanding the client's needs, requirements, and expectations. We work collaboratively with management and the Audit Committee (or similar function) to develop a communication and work plan to continuously improve client service, by doing so we help in moving your team from simple compliance to providing you with a competitive advantage.

In planning, we concentrate on "key risks," (items with a greater risk of a material misstatement, a material weakness in internal controls, or other matters resulting in the issuance of an inappropriate audit report). We focus on "material" items (i.e. those items that would be important to the user of your financial statements). When evaluating materiality of identified misstatements, certain quantitative and qualitative factors must be considered—which may include:

- Impact on operating trends (revenue/income, expenses, net income, etc).
- Nature of the misstatement (i.e., did the misstatement result from an unlawful transaction?).
- Impact on liquidity, capital/surplus, earnings capacity, etc.
- Impact to loan covenants and contractual and regulatory requirements.

Consistent communication is a key to completion of the audit. By ensuring constant involvement, we are in a better position to respond to your issues timely and efficiently. Therefore, we plan to meet with your management to:

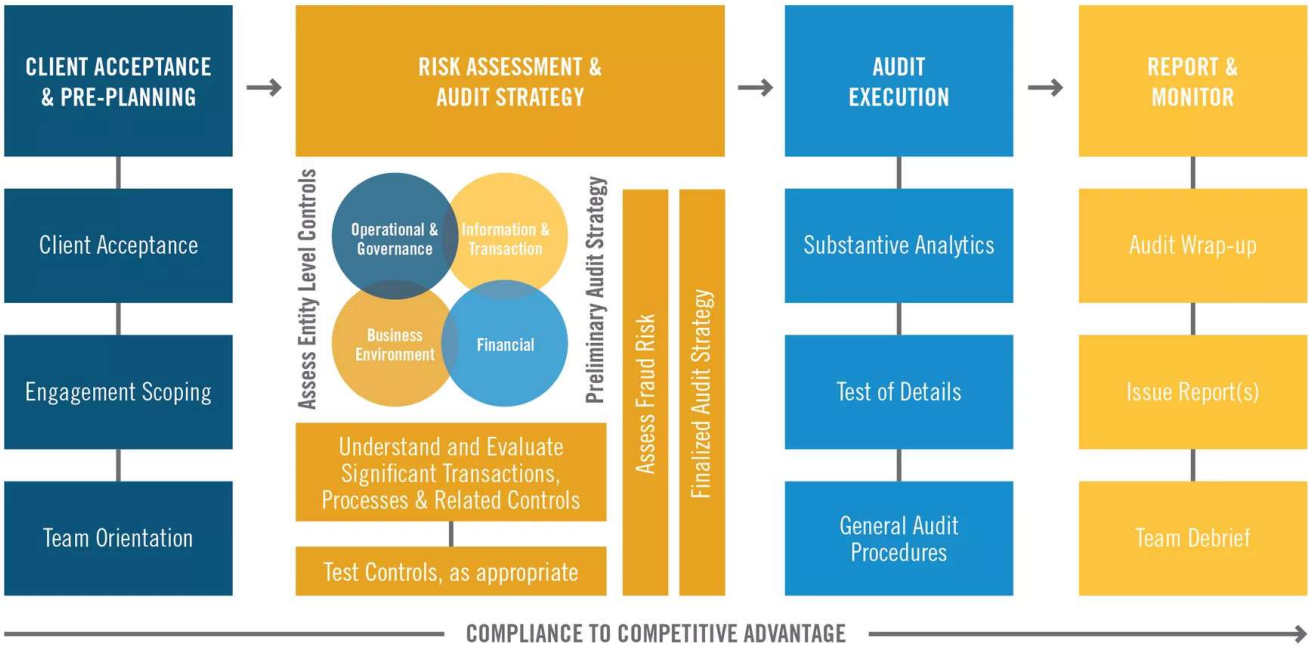
- Set-up the audit by reviewing the mapping of Sunbridge Stewardship District's financial information (financial statements and notes) to significant processes and IT systems to ensure that all significant account balances, transactions, procedures, and systems are tested as deemed necessary.
- Discuss ongoing changes—specifically new accounting pronouncements and key business transactions in their early stages, enabling us to agree on the resolution of various complex business issues on a timely basis.





# CRI AUDIT APPROACH

Our audit approach is a four stage approach, as depicted in the summary below. Our client acceptance and risk assessment procedures occur during detailed conversations and observations with your team. The results of those procedures allow us to tailor an audit program to your specific risks and needs. We then execute the audit, report the results, and evaluate continuous improvement opportunities for ongoing service and benefit to you.







## STAGE 1: CLIENT ACCEPTANCE & PRE-PLANNING

- Perform client acceptance procedures.
- Collaborate with management to agree to expectations and scope.
- Assign appropriate staff based on client needs and assessed risk.

## STAGE 2: RISK ASSESSMENT & AUDIT STRATEGY

- Interview client personnel and others to understand client-specific objectives and risks.
- Assess following aspects of the organization for their impact on the audit plan:
  - environmental and other external risks,
  - management's fraud and IT risk assessment models,
  - entity level controls including:
    - control environment
    - risk assessment,
    - information and communication,
    - and monitoring controls.
  - IT General Computer (ITGC) controls, such as
    - IT Environment
    - Developing and Delivering IT, and
    - Operating and Monitoring IT.
- Determine materiality.
- Develop and document our understanding of and/or reliance on:
  - linkage of financial statements to:
    - significant transactions,
    - processes,
    - IT systems, and
    - related controls,
  - existence of/reliance on SOC entities and their reports,
  - internal audit, and
  - specialists (e.g. valuation, pension costs, etc.).
- If elected, test controls including ITGC, through a mix of:
  - inquiry,
  - observation
  - examination, and
  - re-performance.
- Perform preliminary analytical procedures.
- Finalize risk assessments and develop a final audit strategy.

## STAGE 3: AUDIT EXECUTION

- Where possible to test as efficiently as possible:
  - develop detailed analytical procedures to use as substantive tests (benefit = reducing tests of details):  
Examples include:
    - ratio analysis,
    - regression analysis,
    - trend analysis,
    - predictive tests, or
    - reasonableness test,
  - utilize Computer-Assisted Audit Techniques (CAATs) (benefit = automation of testing for more coverage and less disruption to the client), and
  - perform targeted testing (also known as "coverage" testing) to test large portions of account balances (benefit = more coverage with smaller selections).
- Perform tests of details, including sampling.
- Perform general audit procedures such as tests related to:
  - commitments and contingencies,
  - legal letters,
  - management representations,
  - reviews of Board minutes,
  - related party transactions,
  - debt covenants, and
  - going concern.
- Perform other tests for compliance such as Yellow Book or Single Audit tests.

## STAGE 4: REPORT & MONITOR

- Continually monitor throughout the audit - providing feedback as agreed during scoping.
- Conclude the audit (i.e. issue opinions and reports).
- Develop and present:
  - reports,
  - required communications,
  - management letter comments, and
  - other audit-related deliverables.
- Perform debriefings to identify opportunities for improvement with our:
  - engagement team, and/or
  - client's team.





### SUNBRIDGE STEWARDSHIP DISTRICT REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES

The Sunbridge Stewardship District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2021, with an option for four (4) additional annual renewals. The District is a local unit of special-purpose government created and existing under Chapter 2017-220, Laws of Florida, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Osceola County and has a general fund budget for its operations and maintenance of approximately \$206,875.00 and the utility fund budget for utility operations. The final contract will require that, among other things, the audit for the period ending September 30, 2021 must be completed no later than **June 1, 2022**.

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

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

Proposers must provide three (3) hard copies of their proposal and one (1) electronic copy (flash drive) to Lynne Mullins, District Manager, located at 12051 Corporate Boulevard, Orlando, Florida 32817, in an envelope marked on the outside "Auditing Services – Sunbridge Stewardship District." Proposals must be received by **May 24, 2021, at 1:00 p. m.**, at the office of the District Manager. Please direct all questions regarding this Request for Proposals to the District Manager, who can be reached at (407) 723-5935.

Any protest regarding the terms of this Notice, or the proposal packages on file with the District Manager, must be filed in writing at the offices of the District Manager within seventy-two (72) calendar hours (excluding weekends and state holidays) after publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including weekends and state holidays) after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid Notice or proposal package documents.

Sunbridge Stewardship District  
Lynne Mullins, District Manager



# APPENDIX A - RFP DOCUMENTS



## SUNBRIDGE STEWARDSHIP DISTRICT REQUEST FOR PROPOSALS

**District Auditing Services**  
Osceola County, Florida

### INSTRUCTIONS TO PROPOSERS

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than **May 24, 2021, at 1:00 p.m.**, at the offices of the District Manager, PFM Group Consulting LLC, located at 12051 Corporate Boulevard, Orlando, Florida 32817.

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

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

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

**SECTION 5. SUBMISSION OF PROPOSAL.** Each Proposer shall submit three (3) hard copies and one (1) electronic copy of the Proposal Documents (defined below), and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services – Sunbridge Stewardship District" on the face of it.

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

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

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



## APPENDIX A - RFP DOCUMENTS



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

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

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

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

- A. List position or title of all personnel to perform work on the District audit. Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Provide three (3) references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person. Identify any work previously conducted for other independent special districts.
- D. The lump sum cost of the provision of the services under the proposal, plus the cost of four (4) annual renewals.

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

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





### AUDITOR SELECTION EVALUATION CRITERIA (WITH PRICE)

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

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

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

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

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

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

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

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

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

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



# **Sunbridge Stewardship District**

## **Ranking of Auditing Services Proposals**



# Sunbridge Stewardship District

## Auditor Selection - Manager Recommended Rankings

Criteria	Possible Points	CRI	CRI
Ability of Personnel	20.0	Qualified, Multiple CPAs on Staff	20.0
Proposer's Experience	20.0	Extensive CDD Experience	20.0
Understanding of Scope of Work	20.0	Sufficient	20.0
Ability to Furnish Required Services	20.0	Capable	20.0
Price for Services for Five Years	20.0	\$12,500 + \$12,650 + \$12,800 + \$13,000 + \$13,250 = \$64,200	20
<b>Total</b>	<b>100.0</b>		<b>100.0</b>



# **Sunbridge Stewardship District**

**Minutes of the May 6, 2021  
Board of Supervisors' Meeting**



## **MINUTES OF MEETING**

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

**Thursday, May 6, 2021 at 3:30 p.m.**

**Narcoossee Community Center, 5354 Rambling Road, St. Cloud, FL 34771**

Board Members Present:

Richard Levey	Chair	
Rob Adams	Vice Chair	(via phone)
Julie Salvo	Assistant Secretary	
Brent Schademan	Assistant Secretary	

Also, Present:

Lynne Mullins	PFM	
Jennifer Walden	PFM	(via phone)
Amanda Lane	PFM	(via phone)
Kevin Plenzler	PFM Financial Advisors	(via phone)
Johnathan Johnson	District Counsel	(via phone)
Clint Beaty	Tavistock	(via phone)
Cristy Baxter	Poulos & Bennett	(via phone)
Scott Thacker	Berman	(via phone)
JD Humphreys	Suburban Land Reserve, Inc.	(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**

#### **Consideration of the Minutes from the April 1, 2021 Board of Supervisors' Meeting**

The Board reviewed the minutes for the April 1, 2021 Board of Supervisors' Meeting.

On MOTION by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the Board of Supervisors for the Sunbridge Stewardship District approved the minutes for the April 1, 2021 Board of Supervisors' Meeting.



### **THIRD ORDER OF BUSINESS**

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

Ms. Mullins stated as of April 15, 2021, the District has 130 registered voters. No action is required by the Board.

### **FOURTH ORDER OF BUSINESS**

#### **Consideration of Acquisition of Cyrils Drive Phase II**

- a) Agreement Between the  
SSD and Tavistock East  
Services, LLC Regarding  
the Completion of Certain  
Improvements**
- b) Closing Statement and  
Schedule of  
Disbursements**
- c) Special Warranty Deed**
- d) Owner's Affidavit**
- e) Promissory Note for Cyrils  
Drive**

Mr. Johnson presented the Acquisition of Cyrils Drive Phase II.

On MOTION by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the Board of Supervisors for the Sunbridge Stewardship District approved the Chair to authorize the acquisition and reconveyance of Cyrils Drive Phase II, to authorize the Chair to sign the necessary documents to proceed with the transaction and to authorize the Chair execute the Promissory Notes to be certified by the District Engineer and based upon the closing documents in the agenda.

### **FIFTH ORDER OF BUSINESS**

#### **Consideration of Resolution 2021-05, Approving a Preliminary Budget for Fiscal Year 2022 and Setting a Public Hearing Date**

Ms. Mullins noted the Board will find the proposed budget as an Exhibit to the Resolution. There has been a significant increase due to the activity coming online.



On MOTION by Ms. Salvo, seconded by Mr. Schademan, with all in favor, the Board of Supervisors for the Sunbridge Stewardship District approved Resolution 2021-05, Approving a Preliminary Budget for Fiscal Year 2022 and Setting the Public Hearing Date for August 5, 2021 at the Narcoossee Center, 5354 Rambling Road, St. Cloud, FL 34771.

#### **SIXTH ORDER OF BUSINESS**

#### **Ratification of Payment Authorization Nos. 126 - 128**

Ms. Mullins stated these have been approved and paid.

On MOTION by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the Board of Supervisors for the Sunbridge Stewardship District ratified Payment Authorization Nos. 126 – 128.

#### **SEVENTH ORDER OF BUSINESS**

#### **Review of District's Financial Position and Budget to Actual YTD**

The Board reviewed the monthly financials through February 2021. No action is required by the Board.

#### **EIGHTH ORDER OF BUSINESS**

#### **Staff Reports**

**District Counsel-** No report

**District Manager-** Ms. Mullins noted that our next meeting is June 3, 2021.

**District Engineer-** No Report

#### **NINTH ORDER OF BUSINESS**

#### **Supervisor Request and Audience Comments**

There were no Supervisor requests or audience comments

#### **TENTH ORDER OF BUSINESS**

#### **Adjournment**



ON MOTION by Mr. Schademan, seconded by Ms. Salvo, with all in favor, the May 6, 2021 Meeting of the Board of Supervisors for the Sunbridge Stewardship District was adjourned.

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Secretary / Assistant Secretary

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Chairman / Vice Chairman



# **Sunbridge Stewardship District**

**Resolution 2021-06,  
Approving an Annual Meeting Schedule  
for Fiscal Year 2021/2022**



**RESOLUTION 2021-06**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SUNBRIDGE STEWARDSHIP DISTRICT ADOPTING THE ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2021-2022; 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 2021-2022 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 2021-2022 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 5th day of August, 2021.

Attest:

**SUNBRIDGE STEWARDSHIP DISTRICT**

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

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

**Exhibit A:** Fiscal Year 2021-2022 Annual Meeting Schedule



## **EXHIBIT "A"**

### **SUNBRIDGE STEWARDSHIP DISTRICT BOARD OF SUPERVISORS MEETING DATES FISCAL YEAR 2021-2022**

The Board of Supervisors of the Sunbridge Stewardship District will hold their regular meetings for Fiscal Year 2021-2022 at the Narcoossee Community Center, 5354 Rambling Road, St. Cloud, FL 34771 at 11:00 a.m. unless otherwise indicated as follows:

October 7, 2021  
November 4, 2021  
December 2, 2021  
January 6, 2022  
February 3, 2022  
March 3, 2022  
April 7, 2022  
May 5, 2022  
June 2, 2022  
July 7, 2022  
August 4, 2022  
September 1, 2022

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 3501 Quadrangle Blvd., Suite 270, Orlando, Florida 32817 or by calling (407) 723-5935.

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) 723-5935 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**

**Acceptance of Fiscal Year 2020 Audit**





# Sunbridge Stewardship District

## FINANCIAL STATEMENTS

September 30, 2020





	Page
<b>REPORT</b>	
Independent Auditors' Report .....	1
<b>FINANCIAL STATEMENTS</b>	
Management's Discussion And Analysis (required supplemental information) .....	3
Basic Financial Statements	
Government-Wide Financial Statements	
Statement of Net Position .....	7
Statement of Activities .....	8
Fund Financial Statements	
Balance Sheet – Governmental Funds .....	9
Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds .....	10
Notes to Financial Statements .....	11
Required Supplemental Information (other than MD&A)	
Budget to Actual Comparison Schedule - General Fund .....	18
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 <i>Government Auditing Standards</i> .....	19
Management Letter .....	21
Independent Accountants' Report on Compliance with Section 218.415 Florida Statutes .	23



## **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, 2020, 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, 2020, 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.

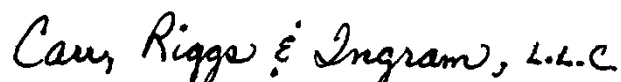
## **Other Matters**

### *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 30, 2021, 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, LLC

Miramar Beach, Florida  
June 30, 2021



## **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, 2020. Please read it in conjunction with the District's financial statements, which begin on page 7.

### FINANCIAL HIGHLIGHTS

- At September 30, 2020, the liabilities of the District exceeded its assets by approximately \$185,000.
- During the year ended September 30, 2020, the District reported revenues and expenditures totaling approximately \$440,000 and \$663,000, 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>2020</b>	<b>2019</b>	<b>Change</b>
<b>Assets</b>			
Current and other assets	\$ 578,361	\$ 91,440	\$ 486,921
Total assets	\$ 578,361	\$ 91,440	\$ 486,921
<b>Liabilities</b>			
Current liabilities	\$ 226,076	\$ 83,344	\$ 142,732
Non-current liabilities - due to related party	531,990	-	531,990
Total liabilities	758,066	83,344	674,722
<b>Deferred Inflows of Resources</b>			
Developer contributions for the next fiscal year	5,381	-	5,381
Total deferred inflows of resources	5,381	-	5,381
<b>Net position</b>			
Unrestricted	(185,086)	8,096	(193,182)
Total net position	(185,086)	8,096	(193,182)
Total liabilities and net position	\$ 578,361	\$ 91,440	\$ 486,921

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



## Sunbridge Stewardship District Management's Discussion and Analysis

During fiscal year ended September 30, 2020, total assets and liabilities increased by approximately \$487,000 and \$675,000, respectively. The increase in both is primarily due to the increase in District activity related to the Utility Fund's charges for services in the current year, a large portion of which is due to a related party.

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

<i>For the year ended September 30,</i>	<b>2020</b>	<b>2019</b>	<b>Change</b>
<b>Revenue:</b>			
Program revenue:			
Charges for services	\$ 280,140	\$ 215,000	\$ 65,140
Grants and contributions	160,162	-	160,162
Total revenue	440,302	215,000	225,302
<b>Expenses:</b>			
General government	179,190	225,810	(46,620)
Maintenance and operations	454,294	-	454,294
Total expenses	633,484	225,810	407,674
Change in net position	(193,182)	(10,810)	(182,372)
Net position (deficit), beginning of year	8,096	18,906	(10,810)
Net position (deficit), end of year	\$ (185,086)	\$ 8,096	\$ (193,182)

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

Revenues and expenses both increased over the prior year by approximately \$225,000 and \$408,000, respectively. Revenues increased is due to an increase in the Utility Fund charges for services and an increase in developer contributions. Increase in expenses is primarily due to increase in maintenance and operations in the District's Utility fund. The overall result was a \$193,182 decrease in net position for fiscal year 2020.

### 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 deficit of approximately \$185,000 which is a decrease from last year's fund balance that totaled approximately \$8,000.



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

### **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 18.

The District experienced an unfavorable variance in revenues and a favorable variance in expenditures of approximately \$18,000 and \$39,000, 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 189, Florida Statutes, and Chapter 2017-220, Laws of Florida. The District operates under an elected Board of Supervisors, which establishes policy and sets assessment rates. For fiscal year 2021, 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>2020</b>
	Governmental Activities
<b>Assets</b>	
Cash and cash equivalents	\$ 541,704
Accounts receivable	36,417
Deposits	240
<b>Total assets</b>	<b>578,361</b>
<b>Liabilities</b>	
Accounts payable	58,517
Due to developer	150,000
Other liabilities	17,559
Due to related party	531,990
<b>Total liabilities</b>	<b>758,066</b>
<b>Deferred Inflows of Resources</b>	
Unearned revenue	5,381
<b>Total deferred inflows of resources</b>	<b>5,381</b>
<b>Net Position</b>	
Unrestricted	(185,086)
<b>Total net position</b>	<b>\$ (185,086)</b>

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



## Sunbridge Stewardship District Statement of Activities

*For the year ended September 30,*

**2020**

				Net (Expense) Revenue and Changes in Net Position
				<u>Program Revenue</u>
Functions/Programs	Expenses	Charges for Services	Operating Grants and Contributions	Governmental Activities
Primary government:				
Governmental activities:				
General government	\$ (179,190)	\$ -	\$ 160,162	\$ (19,028)
Maintenance and operations	(454,294)	280,140	-	(174,154)
<b>Total governmental activities</b>	<b>\$ (633,484)</b>	<b>\$ 280,140</b>	<b>\$ 160,162</b>	<b>(193,182)</b>
<u>Net position - beginning of year</u>				<u>8,096</u>
<u>Net position - end of year</u>				<u>\$ (185,086)</u>

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



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

*September 30,*

**2020**

	General Fund	Utility Fund	Non-major Fund	Total Governmental Funds
<b>Assets</b>				
Cash and cash equivalents	\$ 24,809	\$ 516,895	\$ -	\$ 541,704
Accounts receivable	-	36,417	-	36,417
Deposits	240	-	-	240
<b>Total assets</b>	<b>\$ 25,049</b>	<b>\$ 553,312</b>	<b>\$ -</b>	<b>\$ 578,361</b>

**Liabilities, Deferred Inflows of Resources and Fund Balance**

**Liabilities**

Accounts payable	\$ 34,718	\$ 23,499	\$ 300	\$ 58,517
Due to developer	-	150,000	-	150,000
Other liabilities	-	17,559	-	17,559
Due to related party	-	531,990	-	531,990
<b>Total liabilities</b>	<b>34,718</b>	<b>723,048</b>	<b>300</b>	<b>758,066</b>

**Deferred Inflows of resources**

Unearned revenue	5,381	-	-	5,381
<b>Total deferred inflows of resources</b>	<b>5,381</b>	<b>-</b>	<b>-</b>	<b>5,381</b>

**Fund balances**

Nonspendable	240	-	-	240
Unassigned	(15,290)	(169,736)	(300)	(185,326)
<b>Total fund balances (deficit)</b>	<b>(15,050)</b>	<b>(169,736)</b>	<b>(300)</b>	<b>(185,086)</b>

**Total liabilities, deferred inflows of  
resources and fund balances**

	<b>\$ 25,049</b>	<b>\$ 553,312</b>	<b>\$ -</b>	<b>\$ 578,361</b>
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*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,*

**2020**

	General Fund	Utility Fund	Non-major Fund	Total Governmental Funds
<b>Revenue</b>				
Developer contributions	\$ 160,162	\$ -	\$ -	\$ 160,162
Charges for services	-	280,140	-	280,140
Total revenue	160,162	280,140	-	440,302
<b>Expenditures</b>				
Current:				
General government	134,804	-	44,386	179,190
Maintenance and operations	4,418	449,876	-	454,294
Total expenditures	139,222	449,876	44,386	633,484
Excess (deficit) of revenue over expenditures	20,940	(169,736)	(44,386)	(193,182)
<b>Other Financing Sources (Uses)</b>				
Transfers in (out)	(44,086)	-	44,086	-
Total other financing sources (uses)	(44,086)	-	44,086	-
Net change in fund balances	(23,146)	(169,736)	(300)	(193,182)
Fund balances, beginning of year	8,096	-	-	8,096
Fund balances (deficit), end of year	\$ (15,050)	\$ (169,736)	\$ (300)	\$ (185,086)

*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 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 2017-220, Laws of Florida.

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, 2020, 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.

The District reports the following non-major governmental fund:

Capital Project Fund – The Capital Project Fund is used to account for the financial resources to be used in the acquisition or construction of major infrastructure within the District.

For the year ended September 30, 2020, 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, 2020.

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. At September 30, 2020, the District's deferred inflows include developer contributions received but applicable to expenses incurred in the next year.

#### ***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, 2020, 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.

#### ***Subsequent events***

Management has evaluated subsequent events through the date the financial statements were available to be issued, June 30, 2021. See relevant disclosure in Note 6. No subsequent events occurring after this date have been evaluated for inclusion in these financial statements.

### 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

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.

The Developer has agreed to fund the general operations of the District. For the year ended September 30, 2020, the Developer contributed \$160,162 to the General Fund.

At September 30, 2020, the District was owed a receivable of \$35,680 from the Developer, which is included in the total accounts receivable balance on the Statement of Net Position and the Balance Sheet – Governmental Fund; and the District owed \$150,000 to the Developer, which is recorded as due to developer on the Statement of Net Position and Balance Sheet – Governmental Funds. In addition, the Developer contributed \$5,381 to the General Fund for the next year, which is recorded as deferred inflows of resources on the Statement of Net Position and Balance Sheet – Governmental Funds.

In October 2019, the District and Tavistock East II, LLC (TE II), a subsidiary of the Developer, entered into a Wholesale Water, Wastewater and Reclaimed Water Service Agreement (the "Wholesale Agreement"). In accordance with the agreement, TE II was authorized to construct Utility Facilities based on the condition that TE II shall convey the Utility Facilities to the District. The District subsequently will convey the Utility Facilities to the Tohopekaliga Water Authority ("TWA") in return for "system development charge credits", which are credits against future payments of connection charges which TWA otherwise would collect from the District prior to providing services. There were no such conveyances to the District or from the District during the fiscal year ended September 30, 2020 or subsequent to the year end.

During the fiscal year ended September 30, 2020, the District began collecting system development charges as a part of initial installation fees, which will be used to compensate TE II for costs of development and construction of the Utility Facilities. Such fees totaled \$531,990 in the fiscal year ended September 30, 2020, which is recorded as due to related party on the Statement of Net Position and the Balance Sheet – Governmental Funds.

In October 2019, the District and TE II entered into a Utility Services Agreement ("USA"). In accordance with this agreement, TE II will provide management, operations, maintenance, customer service and billing services required to operate the District's water and wastewater system. The annual base fee for such services is approximately \$175,000. These fees are included in the total maintenance and operations expenditures on the Statement of Activities and the Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds. Upon expiration of the initial term of the agreement, this agreement shall automatically be renewed for an additional ten year term.



## **Sunbridge Stewardship District Notes to Financial Statements**

### **NOTE 6: SUBSEQUENT EVENTS**

Subsequently to year end, the District entered into landscaping services agreement for the total annual cost of approximately \$55,000. In addition, Cyrils Drive Phase I infrastructure was conveyed to the District for approximately \$473,000.



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



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

*For the year ended September 30,*

**2020**

	Original Budget	Final Budget	Actual Amounts	Variance with Final Budget
<b>Revenue</b>				
Developer contributions	\$ 178,200	\$ 178,200	\$ 160,162	\$ (18,038)
Total revenue	178,200	178,200	160,162	(18,038)
<b>Expenditures</b>				
General government	128,200	163,031	134,804	28,227
Maintenance and operations	50,000	15,169	4,418	10,751
Total expenditures	178,200	178,200	139,222	38,978
Excess of revenue over expenditures	\$ -	\$ -	\$ 20,940	\$ 20,940



**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, 2020, 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 30, 2021.

**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 as a basis for designing 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.

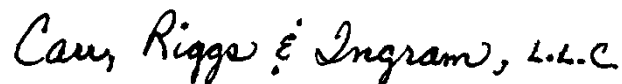


## **Compliance and Other Matters**

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 financial statements. 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.

A handwritten signature in black ink that reads "Carr, Riggs & Ingram, L.L.C." in a cursive script.

CARR, RIGGS & INGRAM, LLC

Miramar Beach, Florida

June 30, 2021



## **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, 2020, and have issued our report thereon dated June 30, 2021.

### **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 30, 2021, 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.

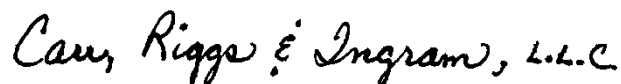
Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

## **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.

A handwritten signature in black ink that reads "Carr, Riggs & Ingram, L.L.C." in a cursive script.

CARR, RIGGS & INGRAM, LLC

Miramar Beach, Florida  
June 30, 2021



## INDEPENDENT ACCOUNTANTS' REPORT

To the Board of Supervisors  
Sunbridge Stewardship District  
Osceola, Florida

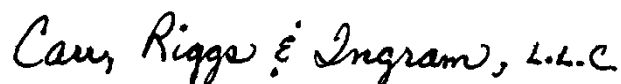
We have examined Sunbridge Stewardship District's compliance with the requirements of Section 218.415, Florida Statutes, *Local Government Investment Policies*, during the year ended September 30, 2020. Management of the District is responsible for the District's compliance with the specified requirements. 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, 2020.

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, LLC

Miramar Beach, Florida  
June 30, 2021



# **Sunbridge Stewardship District**

## **Auditor Selection Committee Rankings & Selection of Auditor**



# Sunbridge Stewardship District

## Auditor Selection - Manager Recommended Rankings

Criteria	Possible Points	CRI	CRI
Ability of Personnel	20.0	Qualified, Multiple CPAs on Staff	20.0
Proposer's Experience	20.0	Extensive CDD Experience	20.0
Understanding of Scope of Work	20.0	Sufficient	20.0
Ability to Furnish Required Services	20.0	Capable	20.0
Price for Services for Five Years	20.0	\$12,500 + \$12,650 + \$12,800 + \$13,000 + \$13,250 = \$64,200	20
<b>Total</b>	<b>100.0</b>		<b>100.0</b>



# **Sunbridge Stewardship District**

**Resolution 2021-07,  
Supplementing Resolution 2020-13 and Granting the  
District Manager the Authority to Execute Plats,  
Permits, Conveyances and Other Documents Related  
to the Development of the District's Improvements**



## **RESOLUTION 2021-07**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SUNBRIDGE STEWARDSHIP DISTRICT SUPPLEMENTING RESOLUTION 2020-13 AND GRANTING THE DISTRICT MANAGER 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; APPROVING THE SCOPE AND TERMS OF SUCH AUTHORIZATION; 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, Florida; and

**WHEREAS**, the District previously adopted Resolution 2020-13 granting the Chairman and Vice Chairman of the District's Board of Supervisors authorization to sign, accept or execute Permits and Conveyances, as defined in Resolution 2020-13; and

**WHEREAS**, to facilitate the efficient development of the Improvements, the District desires to supplement Resolution 2020-13 and authorize the District Manager to approve and execute the Permits and Conveyances necessary to finalize the development of the District's capital improvement plan (the "Conveyance Authority"); and

**WHEREAS**, the Conveyance Authority shall be subject to authorization from the Chairman or Vice Chairman, as well as the District Engineer and District Counsel agreeing that each such proposed Permit or Conveyance is legal, consistent with the District's improvement plan and necessary for the development of the Improvements; and

**WHEREAS**, the Board of Supervisors finds that granting to the District Manager the Conveyance Authority is in the best interests of the District so that the development of the Improvements may proceed expeditiously, subject to the terms and limitations imposed by this Resolution.

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

**SECTION 1. INCORPORATION OF RECITALS.** The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Resolution.

**SECTION 2. DELEGATION OF AUTHORITY.** The District Manager is hereby authorized to sign, accept or execute Permits and Conveyances as defined above. Such authority shall be subject to authorization from the Chairman or Vice Chairman, as well as the District Engineer and District Counsel's review and approval.

**SECTION 3. SUPPLEMENT TO OF RESOLUTION 2020-13.** By adoption of this Resolution, Resolution 2020-13 is hereby supplemented. Resolution 2020-13 remains in full force and effect.

**SECTION 4. SEVERABILITY.** If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.



**SECTION 5. EFFECTIVE DATE.** This Resolution shall take effect upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** this 5<sup>th</sup> day of August, 2021.

Attest:

**SUNBRIDGE STEWARDSHIP DISTRICT**

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

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



# **Sunbridge Stewardship District**

**Corrective Partial Release of Easement Agreement  
for Cyrils Drive Phase 2**



Prepared by and return to:

Sara W. Bernard, Esq.  
Holland & Knight LLP  
200 South Orange Avenue, Suite 2600  
Orlando, Florida 32801

**CORRECTIVE PARTIAL RELEASE OF EASEMENT AGREEMENT**  
**(Cyrils Drive Phase 2)**

**THIS CORRECTIVE PARTIAL RELEASE OF PARTIAL RELEASE OF EASEMENT AGREEMENT (CYRILS DRIVE PHASE 2) IS BEING RECORDED TO CORRECT A SCRIVENER'S ERROR REGARDING THE LEGAL DESCRIPTION ATTACHED AS EXHIBIT "A" TO THAT CERTAIN PARTIAL RELEASE OF EASEMENT AGREEMENT RECORDED JULY 21, 2020 IN OFFICIAL RECORDS BOOK 5758, PAGE 516, IN THE PUBLIC RECORDS OF OSCEOLA COUNTY, FLORIDA (THE "ORIGINAL PARTIAL RELEASE"). ACCORDINGLY, THE ORIGINAL PARTIAL RELEASE IS HEREBY SUPERSEDED AND REPLACED IN ITS ENTIRETY WITH THIS CORRECTIVE PARTIAL RELEASE OF EASEMENT AGREEMENT (CYRILS DRIVE PHASE 2).**

**THIS CORRECTIVE PARTIAL RELEASE OF EASEMENT AGREEMENT ("Partial Release") is made effective as of the date and time of recording of this Partial Release by and between EAST CENTRAL FLORIDA SERVICES, INC., a Florida corporation ("ECFS"), whose address is 50 East North Temple 2WW, Salt Lake City, Utah 84150, and SUNBRIDGE STEWARDSHIP DISTRICT, a local unit of special-purpose government established pursuant to Chapter 2017-220, Laws of Florida ("ISD"), whose address is 12051 Corporate Boulevard, Orlando, Florida 32817.**

**WITNESSETH:**

**WHEREAS**, pursuant to that certain Easement Agreement recorded January 18, 1994 in Official Record Book 1167, Page 0697, in the Public Records of Osceola County, Florida (the "**Easement Agreement**"), the Corporation of the President of the Church of Jesus Christ of Latter-Day Saints, a Utah corporation (the "**Grantor**"), granted in favor of ECFS a conditional, non-exclusive easement under the Easement Parcel (as defined therein) and a license for ingress and egress of the Easement Parcel, both of which are limited for the purposes described therein (collectively, the "**Easement/License**"); and

**WHEREAS**, the Original Partial Release, by Tavistock East Services, LLC, a Florida limited liability company, as owner, released a portion of the Easement Parcel more particularly described in Exhibit "A" therein; and

**WHEREAS**, ISD is now the current owner of a portion of the Easement Parcel being more particularly described in Exhibit "A" attached hereto and made a part hereof (the "**Corrected Release Parcel**"); and



**WHEREAS**, pursuant to Section 5 of the Easement Agreement, the Easement/License may be modified or terminated only by an instrument executed with the formalities of a deed by the then fee simple owner of the Easement Parcel and the Grantee (as defined therein and which is ECFS); and

**WHEREAS**, ISD has requested, and ECFS has agreed, to release the Easement/License and all rights and obligations under the Easement Agreement with respect to only the Corrected Release Parcel; and

**NOW, THEREFORE**, for good and valuable consideration, the adequacy and receipt of which are hereby acknowledged, ECFS hereby discharges, terminates and releases the Easement/License with respect to only the Corrected Release Parcel, without impairing the operation and effect of the Easement Agreement as to the remainder of the Easement Parcel which are not contained within the Corrected Release Parcel (the original Easement Parcel less and except the Corrected Release Parcel and any other parcels previously released from the Easement Agreement is hereinafter referred to as the “**Remainder Premises**”). The Easement shall remain in full force and effect with respect to the Remainder Premises and shall remain unaffected by this Partial Release. All references in the Easement to “Easement Parcel” in the Easement Agreement shall mean and refer to the Remainder Premises.

**[SIGNATURES APPEAR ON THE FOLLOWING PAGES]**



**IN WITNESS WHEREOF**, ECFS and ISD have caused this Corrective Partial Release of Easement Agreement to be executed on the day and year first written below in the applicable notary block.

Signed, sealed and delivered  
in the presence of:

**“ECFS”**

**EAST CENTRAL FLORIDA  
SERVICES, INC.**, a Florida corporation

\_\_\_\_\_  
Print Name: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Print Name: \_\_\_\_\_

**STATE OF** \_\_\_\_\_ )

**COUNTY OF** \_\_\_\_\_ )

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_ day of \_\_\_\_\_, 2021, by \_\_\_\_\_, as \_\_\_\_\_ of **EAST CENTRAL FLORIDA SERVICES, INC.**, a Florida corporation, on behalf of said corporation, who is personally known to me or has produced \_\_\_\_\_ as identification (if left blank, then personally known to me).

\_\_\_\_\_  
Print Name: \_\_\_\_\_

Notary Public, State of \_\_\_\_\_

Commission #: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



Signed, sealed and delivered  
in the presence of:

**“ISD”**

**SUNBRIDGE STEWARDSHIP  
DISTRICT**, a local unit of special-purpose  
government established pursuant to Chapter  
2017-220, Laws of Florida

\_\_\_\_\_  
Print Name:\_\_\_\_\_

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

Richard Levey, Chairman

\_\_\_\_\_  
Print Name:\_\_\_\_\_

**STATE OF FLORIDA**                    )  
  )  
**COUNTY OF ORANGE**                )

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_ day of \_\_\_\_\_, 2021, by Richard Levey, as Chairman of **SUNBRIDGE STEWARDSHIP DISTRICT**, a local unit of special-purpose government established pursuant to Chapter 2017-220, Laws of Florida, on behalf of said district, who is personally known to me or has produced \_\_\_\_\_ as identification (if left blank, then personally known to me).

\_\_\_\_\_  
Print Name:\_\_\_\_\_  
Notary Public, State of Florida  
Commission #:\_\_\_\_\_  
My Commission Expires:\_\_\_\_\_



**EXHIBIT "A"**

**CORRECTED RELEASE PARCEL**

That part of Sections 2 and 11, Township 25 South, Range 31 East, Osceola County, Florida, described as follows:

Begin at the Northeast corner of CYRILS DRIVE PHASE 1, according to the plat thereof as recorded in Plat Book 29, Pages 82 and 83 of the Public Records of Osceola County, Florida, thence S00°36'09"E along the East boundary line of said plat, 123.00 feet to the North line of DEL WEBB SUNBRIDGE PHASE 1, according to the plat thereof, recorded in Plat Book 28, Pages 185 through 197 of said Public Records and the South line of the North 80.00 feet of said Section 11; thence N89°23'51"E along said North and South lines and the Easterly prolongation thereof 1746.92 feet; thence S88°03'03"E, 920.91 feet to the South line of the North 121.00 feet of said Section 11; thence N89°23'51"E, along said South line 689.87 feet; thence N00°36'09"W, 121.00 feet to a point on the North line of said Section 11, said point lying S89°23'51"W, 175.66 feet distant from the Northeast corner of said Section 11; thence continue N00°36'09"W, 43.00 feet to the North line of the South 43.00 feet of aforesaid Section 2; thence run S89°23'51"W along said North line 3356.79 feet to the POINT OF BEGINNING; Bearings and distances are based on the Florida State Plane Coordinate System East Zone, NAD 83/2007 Datum; the reciprocal grid factor of 1.000055212684272.



# **Sunbridge Stewardship District**

**Rummell Utility Corridor for  
Perpetual Access Easement**



# **Sunbridge Stewardship District**

**Perpetual Access Road and  
Maintenance Easement**



Prepared by and Return to:  
Beverly Miller, Right of Way Division  
South Florida Water Management District  
3301 Gun Club Road  
West Palm Beach, FL 33406

Project: Rummell Utility Corridor

### **PERPETUAL ACCESS ROAD AND MAINTENANCE EASEMENT**

THIS PERPETUAL ACCESS ROAD AND MAINTENANCE EASEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by **SUNBRIDGE STEWARDSHIP DISTRICT**, a local unit of special-purpose government established pursuant to Chapter 2017-220, Laws of Florida, whose mailing address is 12051 Corporate Boulevard, Orlando, Florida 32817, hereinafter referred to as "Grantor", in favor of the **SOUTH FLORIDA WATER MANAGEMENT DISTRICT**, a government entity created and existing under Chapter 373, Florida Statutes, whose mailing address is 3301 Gun Club Road, West Palm Beach, Florida 33406, and its successors and assigns, hereinafter referred to as "Grantee".

### **W I T N E S S E T H:**

That for and in consideration of the sum of TEN DOLLARS (\$10.00) and other good, adequate and valuable consideration in hand paid by the Grantee to the Grantor, the adequacy and receipt of which are hereby acknowledged, the Grantor does hereby grant, bargain, sell and convey unto the Grantee, a perpetual, non-exclusive access road and maintenance easement ("Easement") over, across, through, and with respect to, the real property located in Osceola County, described in **Exhibit "A"** attached hereto and incorporated herein by reference and hereinafter referred to as the "Easement Parcel".

This Easement is given for any and all purposes deemed by Grantee to be necessary, convenient, or incident to, or in connection with, unrestricted vehicular and pedestrian access, ingress and egress, and maintenance purposes, over, across, through, and with respect to, the Easement Parcel, including, but not limited to, the right to move, transport, store, operate, and stage equipment, materials and supplies, for construction, operation, effectuation or maintenance of any project in the interest of flood control, reclamation, conservation, water storage, water management, public recreation, and allied purposes, now or that may hereafter be conducted by Grantee, or to carry out the purposes and intents of the Statutes of the State of Florida relating to the **SOUTH FLORIDA WATER MANAGEMENT DISTRICT** presently existing or that may be enacted in the future pertaining thereto, including, but not limited to, utilization of the Easement Parcel for access to and maintenance of Grantee's C-30 Canal Right of Way.

This Easement shall at no time be obstructed by any object which would prohibit access, ingress or egress, to and from any lands owned, controlled or used by Grantee or in any manner, interfere with the purposes of this Easement. Grantee shall have the right, but not the obligation, to improve the Easement Parcel as determined by Grantee in order to insure the full enjoyment of the rights granted and conveyed by this Easement. Grantee shall have no obligation with respect to maintenance of the Easement Parcel.

All terms, conditions and provisions of this Easement shall run with the land and shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.



TO HAVE AND TO HOLD this Easement, together with all and singular the appurtenances thereunto belonging or in anywise incident or appertaining, to the use, benefit and behoof of the Grantee, its successors and assigns forever.

Grantor hereby covenants that it is lawfully seized of the Easement Parcel in fee simple; that it has good and lawful authority to convey this Easement; and that it hereby fully warrants and defends the title to the Easement hereby conveyed against the lawful claims of all persons whomsoever.

[SIGNATURE APPEARS ON THE FOLLOWING PAGE]



IN WITNESS WHEREOF, this Perpetual Access Road and Maintenance Easement has been executed by the Grantor whose seal is affixed hereto, the day and year first above written.

**GRANTOR:**

Signed, sealed and delivered  
in the presence of:

SUNBRIDGE STEWARDSHIP DISTRICT,  
a local unit of special-purpose government  
established pursuant to Chapter 2017-220, Laws of  
Florida

\_\_\_\_\_  
Witness  
Print Name: \_\_\_\_\_

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

\_\_\_\_\_  
Witness  
Print Name: \_\_\_\_\_

(Corporate Seal)

STATE OF FLORIDA       )  
                                      )  
COUNTY OF ORANGE    )

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by Richard Levey, as Chairman of SUNBRIDGE STEWARDSHIP DISTRICT, a local unit of special-purpose government established pursuant to Chapter 2017-220, Laws of Florida, on behalf of said district. He is personally known to me or has produced \_\_\_\_\_ as identification (if left blank, then personally known to me).

\_\_\_\_\_  
(Signature of Notary Public)

\_\_\_\_\_  
(Typed name of Notary Public)  
Notary Public, State of Florida  
Commission No.: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_



**EXHIBIT "A"**

**EASEMENT PARCEL**

[See Attached Sketch of Description CS# 20-130(S16) – 3 Pages]



# SKETCH OF DESCRIPTION

- SEE SHEET 2 FOR POINT OF COMMENCEMENT TO POINT OF BEGINNING
- SEE SHEET 3 FOR EASEMENT DETAIL

## DESCRIPTION:

That part of Section 11, Township 25 South, Range 31 East, Osceola County, Florida, described as follows:

Commence at the Northeast corner of DEL WEBB SUNBRIDGE PHASE 1C, according to the plat thereof, as recorded in Plat Book 29, Pages 145 through 150, of the Public Records of Osceola County, Florida; thence N89°23'51"E along the South line of lands described in Official Records Book 5622, Page 2237, of said Public Records, a distance of 687.08 feet; thence S88°03'03"E along said South line, 843.93 feet to the POINT OF BEGINNING; thence continue S88°03'03"E along said South line, 66.28 feet to a non-tangent curve concave Southerly having a radius of 112.50 feet and a chord bearing of N64°04'10"E; thence departing said South line, run Easterly along the arc of said curve through a central angle of 26°27'11" for a distance of 51.94 feet to a non-tangent line; thence N89°23'51"E, 654.03 feet to the East line of said lands described in Official Records Book 5622, Page 2237; thence N00°36'09"W along said East line, 25.00 feet; thence departing said East line, run S89°23'51"W, 766.75 feet; thence S00°34'06"E, 44.07 feet to the POINT OF BEGINNING; bearings and distances are based on the Florida State Plane Coordinate System East Zone, NAD 83/2011 Datum; the reciprocal grid factor is 1.000055212684272.

Containing 0.481 acres (20,941 square feet) more or less and being subject to any rights-of-way, restrictions and easements of record.

## NOTES:

1. This is not a survey.
2. Bearings based on South line of lands described in ORB 5622, PG 2237, of the Public Records of Osceola County, Florida, being N89°23'51"E, Florida East Zone, State Plane Coordinate System. NAD83/2007 adjustment, having a reciprocal grid factor of 1.000055212684272.
3. Lands shown hereon were not abstracted for rights-of-way, easements, ownership or other instruments of record by this firm.
4. No title opinion or abstract of matters affecting title or boundary to the subject property or those of adjoining land owners have been provided. It is possible there are deeds of record, unrecorded deeds or other instruments which could affect the boundaries or use of the subject property.
5. This Sketch of Description does not depict any easements of record that may be within or adjoining the lands described hereon.

## LEGEND

L1	LINE NUMBER
C1	CURVE NUMBER
SEC 11-25-31	SECTION 11, TOWNSHIP 25 SOUTH, RANGE 31 EAST
N/A	NOT APPLICABLE
NO.	NUMBER
NT	NON-TANGENT
(NR)	NON-RADIAL
ORB	OFFICIAL RECORDS BOOK
PB	PLAT BOOK
PG(S)	PAGE(S)
PC	POINT OF CURVATURE
PT	POINT OF TANGENCY
(R)	RADIAL
SFWM	SOUTH FLORIDA WATER MANAGEMENT DISTRICT
DWMA	DONALD W. MCINTOSH ASSOCIATES, INC.

## PREPARED FOR:

### Tavistock East Services, LLC

SUNBRIDGE OSCEOLA  
SFWM ACCESS EASEMENT (OWNER: TAVISTOCK EAST SERVICES, LLC)

5/20/2021	MKS	REVISED BOUNDARY
DATE	BY	DESCRIPTION

## REVISIONS



## DONALD W. MCINTOSH ASSOCIATES, INC.

ENGINEERS PLANNERS SURVEYORS

2200 PARK AVENUE NORTH, WINTER PARK, FLORIDA 32789 (407) 644-4068  
CERTIFICATE OF AUTHORIZATION NO. LB68

DONALD W. MCINTOSH ASSOCIATES, INC.  
CERTIFICATE OF AUTHORIZATION NO. LB68

Rocky L Carson  
Digitally signed by Rocky L Carson  
DN: c=US, o=DONALD W. MCINTOSH ASSOC. INC., ou=A01410C00000175F6DFECB100008244, cn=Rocky L Carson  
Date: 2021.05.21 16:38:27 -0400

Rocky L. Carson  
May 21, 2021  
Florida Registered Surveyor and Mapper  
Certificate No. 4285  
NOT VALID WITHOUT THE ORIGINAL SIGNATURE AND SEAL,  
OR AN ELECTRONIC SIGNATURE (5J-17.062(3) F.A.C.),  
OF A FLORIDA LICENSED SURVEYOR AND MAPPER.

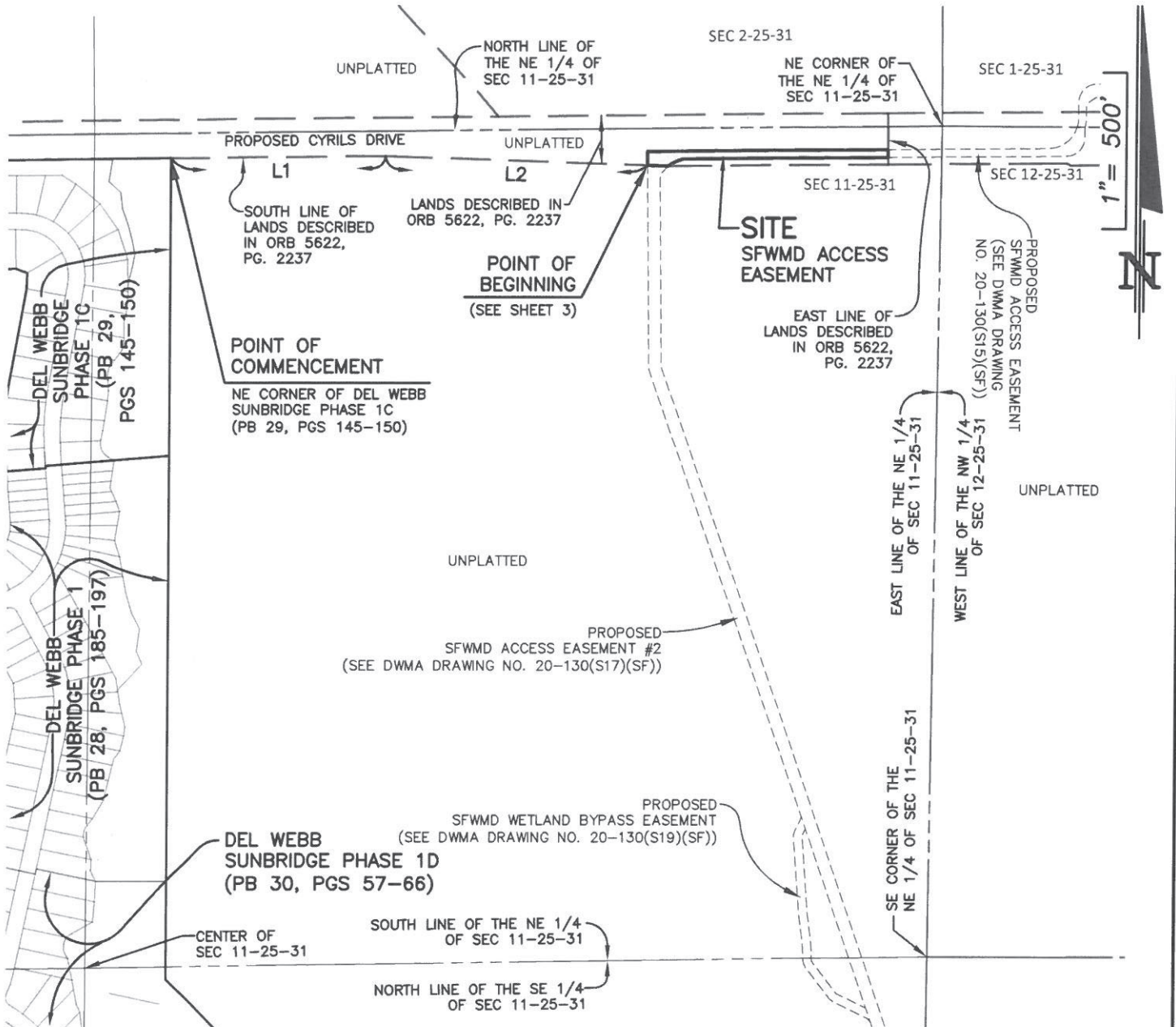
DRAWN BY: <u>MKS</u>	JOB NO. <u>20697.002</u>	SCALE <u>N/A</u>	SHEET <u>1</u>
DATE: <u>04/2021</u>	CHECKED BY: <u>RLC</u>		OF <u>3</u>



# SKETCH OF DESCRIPTION

- SEE SHEET 1 FOR DESCRIPTION, NOTES AND LEGEND
- SEE SHEET 3 FOR EASEMENT DETAIL

500' 0 500'  
Scale: 1" = 500'



LINE TABLE

NUMBER	BEARING	DISTANCE
L1	N89°23'51"E	687.08'
L2	S88°03'03"E	843.93'

PREPARED FOR:

**Tavistock East Services, LLC**

SUNBRIDGE OSCEOLA

SFWMD ACCESS EASEMENT (OWNER: TAVISTOCK EAST SERVICES, LLC)



**DONALD W. McINTOSH ASSOCIATES, INC.**  
ENGINEERS PLANNERS SURVEYORS

2200 PARK AVENUE NORTH, WINTER PARK, FLORIDA 32789 (407) 644-4068  
CERTIFICATE OF AUTHORIZATION NO. LB68

DRAWN BY: MKS

DATE: 04/2021

CHECKED BY: RLC

JOB NO.

20697.002

SCALE

1"=500'

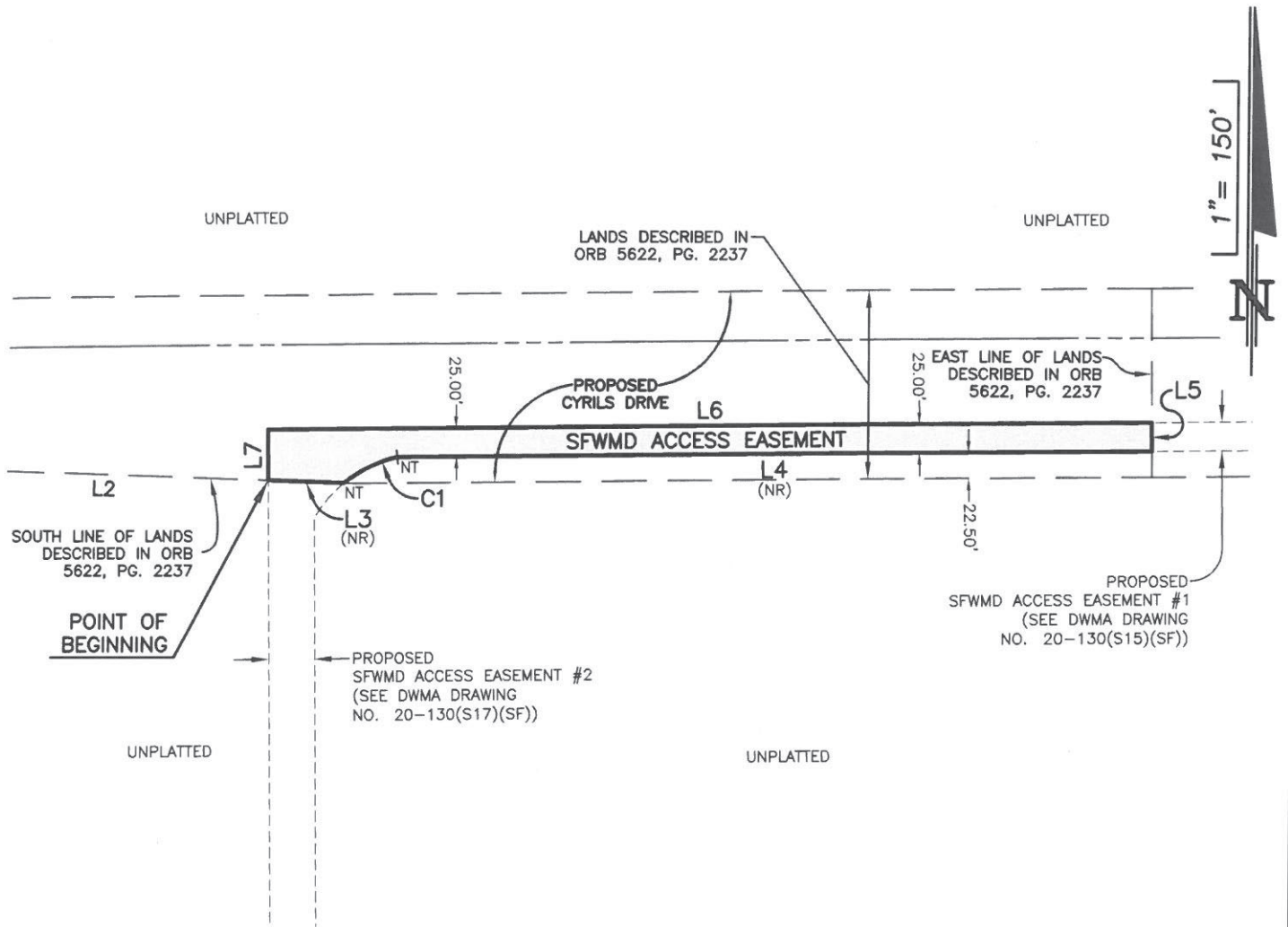
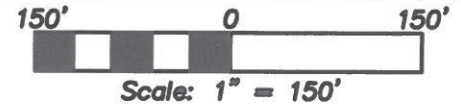
SHEET 2

OF 3



# SKETCH OF DESCRIPTION

- SEE SHEET 1 FOR DESCRIPTION, NOTES AND LEGEND
- SEE SHEET 2 FOR POINT OF COMMENCEMENT TO POINT OF BEGINNING



CURVE TABLE

NUMBER	RADIUS	DELTA	LENGTH	CHORD	CHORD BEARING
C1	112.50'	26°27'11"	51.94'	51.48'	N64°04'10"E

LINE TABLE

NUMBER	BEARING	DISTANCE
L2	S88°03'03"E	843.93'
L3	S88°03'03"E	66.28'
L4	N89°23'51"E	654.03'
L5	N00°36'09"W	25.00'
L6	S89°23'51"W	766.75'
L7	S00°34'06"E	44.07'

PREPARED FOR:

**Tavistock East Services, LLC**

SUNBRIDGE OSCEOLA

SFWMD ACCESS EASEMENT (OWNER: TAVISTOCK EAST SERVICES, LLC)



**DONALD W. McINTOSH ASSOCIATES, INC.**  
ENGINEERS PLANNERS SURVEYORS

2200 PARK AVENUE NORTH, WINTER PARK, FLORIDA 32789 (407) 644-4068  
CERTIFICATE OF AUTHORIZATION NO. LB68

DRAWN BY: MKS

DATE: 04/2021

CHECKED BY: RLC

JOB NO.

20697.002

SCALE

1"=150'

SHEET 3

OF 3



# **Sunbridge Stewardship District**

**Partial Release of Memorandum of Master  
Development and Purchase Agreement**



THIS INSTRUMENT WAS PREPARED BY  
AND SHOULD BE RETURNED TO:

Sara W. Bernard, Esq.  
Holland & Knight LLP  
200 South Orange Avenue, Suite 2600  
Orlando, Florida 32801

**PARTIAL RELEASE OF MEMORANDUM OF  
MASTER DEVELOPMENT AND PURCHASE AGREEMENT**

**KNOW ALL MEN BY THESE PRESENTS:**

**THIS PARTIAL RELEASE OF MEMORANDUM OF MASTER DEVELOPMENT AND PURCHASE AGREEMENT** (the “Release”) is entered into effective as of this \_\_\_\_ day of \_\_\_\_\_, 2021, by **SUBURBAN LAND RESERVE, INC.**, a Utah corporation (“SLR”), whose address is 51 South Main Street, Suite 301, Salt Lake City, Utah 84111, by **TAVISTOCK EAST HOLDINGS, LLC**, a Florida limited liability company (“Tavistock Development”), whose address is 6900 Tavistock Lakes Boulevard, Suite 200, Orlando, Florida 32827, and **TAVISTOCK EAST SERVICES, LLC**, a Florida limited liability company (“Tavistock Services”), whose address is 6900 Tavistock Lakes Boulevard, Suite 200, Orlando, Florida 32827. Tavistock Development and Tavistock Services are referred to collectively below as “Tavistock”. SLR and Tavistock are referred to collectively below as the “Parties.” Further, references below to a “Party” shall mean either of SLR, Tavistock Development or Tavistock Services.

**W I T N E S S E T H:**

**WHEREAS**, the Parties entered into that certain Memorandum of Master Development and Purchase Agreement recorded January 14, 2016 in Official Records Book 4900, Page 518, in the Public Records of Osceola County, Florida (the “Memorandum”), encumbering certain lands being more particularly described therein (the “Property”); and

**WHEREAS**, the Parties desire to release a portion of the Property being more particularly described in **Exhibit “A”** attached hereto and made a part hereof (collectively, the “Released Parcel”) from the lien and operation of the Memorandum and the obligations imposed thereunder.

**NOW, THEREFORE**, the Parties for and in consideration of the premises and of the sum of Ten Dollars (\$10.00) and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, do hereby discharge, terminate and release the Memorandum with respect to only the Released Parcel, without impairing the operation and effect of the Memorandum as to the remainder of the Property which is not contained within the Released Parcel. The Memorandum shall remain in full force and effect with respect to the remaining portions of the Property not otherwise included in the Released Parcel.

**[SIGNATURES APPEAR ON THE FOLLOWING PAGES]**



**IN WITNESS WHEREOF**, the Parties have executed this instrument and the same shall be effective as of the day and year first above written.

Signed, sealed and delivered  
in the presence of:

**“SLR”**

**SUBURBAN LAND RESERVE, INC.,**  
a Utah corporation

\_\_\_\_\_  
Print Name:\_\_\_\_\_

By:\_\_\_\_\_  
R. Steven Romney, President

\_\_\_\_\_  
Print Name:\_\_\_\_\_

**STATE OF UTAH**                    )  
  )  
**COUNTY OF SALT LAKE**    )

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_ day of \_\_\_\_\_, 2021, by R. Steven Romney, as President of **SUBURBAN LAND RESERVE, INC.**, a Utah corporation, on behalf of said corporation, who is personally known to me or has produced \_\_\_\_\_ as identification (if left blank, then personally known to me).

\_\_\_\_\_  
Print Name:\_\_\_\_\_  
Notary Public, State of Utah  
Commission #:\_\_\_\_\_  
My Commission Expires:\_\_\_\_\_



Signed, sealed and delivered  
in the presence of:

**“TAVISTOCK DEVELOPMENT”**

**TAVISTOCK EAST HOLDINGS, LLC,**  
a Florida limited liability company

\_\_\_\_\_  
Print Name:\_\_\_\_\_

By:\_\_\_\_\_  
James L. Zboril, President

\_\_\_\_\_  
Print Name:\_\_\_\_\_

**STATE OF FLORIDA        )**  
  )  
**COUNTY OF ORANGE     )**

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_ day of \_\_\_\_\_, 2021, by James L. Zboril, as President of **TAVISTOCK EAST HOLDINGS, LLC**, a Florida limited liability company, on behalf of said company, who is personally known to me or has produced \_\_\_\_\_ as identification (if left blank, then personally known to me).

\_\_\_\_\_  
Print Name:\_\_\_\_\_  
Notary Public, State of Florida  
Commission #:\_\_\_\_\_  
My Commission Expires:\_\_\_\_\_



## “TAVISTOCK SERVICES”

**TAVISTOCK EAST SERVICES, LLC,**  
a Florida limited liability company

---

Print Name: \_\_\_\_\_

By: \_\_\_\_\_  
James L. Zboril, President

Print Name: \_\_\_\_\_

**STATE OF FLORIDA** )  
 )  
**COUNTY OF ORANGE** )

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by James L. Zboril, as President of **TAVISTOCK EAST SERVICES, LLC**, a Florida limited liability company, on behalf of said company, who is personally known to me or has produced \_\_\_\_\_ as identification (if left blank, then personally known to me).

Print Name: \_\_\_\_\_  
 Notary Public, State of Florida  
 Commission #: \_\_\_\_\_  
 My Commission Expires: \_\_\_\_\_



**JOINDER AND CONSENT TO PARTIAL RELEASE OF MEMORANDUM OF  
MASTER DEVELOPMENT AND PURCHASE AGREEMENT**

The undersigned parties, as the owners in fee simple of the real property described in **Exhibit "A"**, have joined in and consented to this Partial Release of Memorandum of Master Development and Purchase Agreement of which this Joinder and Consent forms a part of.

Signed, sealed and delivered  
in the presence of:

**CENTRAL FLORIDA PROPERTY  
HOLDINGS 500, LLC,**  
a Florida limited liability company

\_\_\_\_\_  
Print Name: \_\_\_\_\_

By: \_\_\_\_\_  
R. Steven Romney, Manager

\_\_\_\_\_  
Print Name: \_\_\_\_\_

STATE OF UTAH                    )  
  )  
COUNTY OF SALT LAKE        )

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_ day of \_\_\_\_\_, 2021, by R. Steven Romney, as Manager of **CENTRAL FLORIDA PROPERTY HOLDINGS 500, LLC**, a Florida limited liability company, on behalf of said company, who is personally known to me or has produced \_\_\_\_\_ as identification (if left blank, then personally known to me).

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Notary Public, State of Utah  
Commission #: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_



Signed, sealed and delivered  
in the presence of:

**CENTRAL FLORIDA PROPERTY  
HOLDINGS 300, LLC,**  
a Florida limited liability company

\_\_\_\_\_  
Print Name:\_\_\_\_\_

By:\_\_\_\_\_  
R. Steven Romney, Manager

\_\_\_\_\_  
Print Name:\_\_\_\_\_

**STATE OF UTAH                    )**  
**)**  
**COUNTY OF SALT LAKE    )**

The foregoing instrument was acknowledged before me by means of ☐ physical presence  
or ☐ online notarization, this \_\_\_\_ day of \_\_\_\_\_, 2021, by R. Steven Romney, as  
Manager of **CENTRAL FLORIDA PROPERTY HOLDINGS 300, LLC**, a Florida limited liability  
company, on behalf of said company, who is personally known to me or has produced  
\_\_\_\_\_ as identification (if left blank, then personally known to me).

\_\_\_\_\_  
Print Name:\_\_\_\_\_  
Notary Public, State of Utah  
Commission #:\_\_\_\_\_  
My Commission Expires:\_\_\_\_\_



**SUNBRIDGE STEWARDSHIP DISTRICT,**  
a local unit of special-purpose government  
established pursuant to Chapter 2017-220, Laws  
of Florida

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

**STATE OF FLORIDA**                 )  
  )  
**COUNTY OF ORANGE**                 )

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_ day of \_\_\_\_\_, 2021, by Richard Levey, as Chairman of **SUNBRIDGE STEWARDSHIP DISTRICT**, a local unit of special-purpose government established pursuant to Chapter 2017-220, Laws of Florida, on behalf of said district, who is personally known to me or has produced \_\_\_\_\_ as identification (if left blank, then personally known to me).

Print Name: \_\_\_\_\_  
 Notary Public, State of Florida  
 Commission #: \_\_\_\_\_  
 My Commission Expires: \_\_\_\_\_



**Exhibit "A"**

**Released Parcel**

**SFWMD Access Easement CS# 20-130(S16)(SF)**

That part of Section 11, Township 25 South, Range 31 East, Osceola County, Florida, described as follows:

Commence at the Northeast corner of DEL WEBB SUNBRIDGE PHASE 1C, according to the plat thereof, as recorded in Plat Book 29, Pages 145 through 150, of the Public Records of Osceola County, Florida; thence N89°23'51"E along the South line of lands described in Official Records Book 5622, Page 2237, of said Public Records, a distance of 687.08 feet; thence S88°03'03"E along said South line, 843.93 feet to the POINT OF BEGINNING; thence continue S88°03'03"E along said South line, 66.28 feet to a non-tangent curve concave Southerly having a radius of 112.50 feet and a chord bearing of N64°04'10"E; thence departing said South line, run Easterly along the arc of said curve through a central angle of 26°27'11" for a distance of 51.94 feet to a non-tangent line; thence N89°23'51"E, 654.03 feet to the East line of said lands described in Official Records Book 5622, Page 2237; thence N00°36'09"W along said East line, 25.00 feet; thence departing said East line, run S89°23'51"W, 766.75 feet; thence S00°34'06"E, 44.07 feet to the POINT OF BEGINNING; bearings and distances are based on the Florida State Plane Coordinate System East Zone, NAD 83/2011 Datum; the reciprocal grid factor is 1.000055212684272.

AND:

**SFWMD Access Easement CS# 20-130(S17)(SF)**

That part of Sections 11 and 12, Township 25 South, Range 31 East, Osceola County, Florida, described as follows:

Commence at the Northeast corner of DEL WEBB SUNBRIDGE PHASE 1C, according to the plat thereof, as recorded in Plat Book 29, Pages 145 through 150, of the Public Records of Osceola County, Florida; thence N89°23'51"E along the South line of lands described in Official Records Book 5622, Page 2237, of said Public Records, a distance of 687.08 feet; thence S88°03'03"E along said South line, 843.93 feet to the POINT OF BEGINNING; thence continue S88°03'03"E along said South line, 66.28 feet to a non-tangent curve concave Southeasterly having a radius of 112.50 feet and a chord bearing of S40°40'16"W; thence departing said South line, run Southwesterly along the arc of said curve through a central angle of 20°20'37" for a distance of 39.94 feet to a non-tangent line; thence S00°36'09"E, 613.43 feet; thence S19°00'11"E, 4811.52 feet to the South line of the Southwest 1/4 of said Section 12; thence S89°38'16"W along said South line, 42.21 feet to a point lying N89°38'16"E, 693.78 feet from the Southwest corner of said Southwest 1/4 of Section 12; thence departing said South line run N19°00'11"W, 4804.50 feet; thence N00°36'09"W, 652.72 feet to the POINT OF BEGINNING; this description is based on Florida State Plane Coordinate System East Zone, reciprocal grid factor of 1.000055212684272, NAD 83 Datum (2007 adjustment).

AND:

**SFWMD Access Easement CS# 20-130(S18)(SF)**

That part of Section 13, Township 25 South, Range 31 East, Osceola County, Florida, described as follows:

Commence at the Northwest corner of the Northwest 1/4 of said Section 13; thence N89°38'16"E along the North line of said Northwest 1/4 of Section 13, a distance of 693.78 feet to the POINT OF BEGINNING;



thence continue N89°38'16"E along said North line, a distance of 42.21 feet; thence departing said North line run S19°00'11"E, 38.94 feet to a non-tangent curve concave Northerly having a radius of 120.00 feet and a chord bearing of S68°18'39"E; thence Easterly along the arc of said curve through a central angle of 43°22'43" for a distance of 90.85 feet to the point of tangency; thence N90°00'00"E, 202.17 feet; thence N85°24'26"E, 23.25 feet to the West line of the Access Road Easement, as described in Official Records Book 169, Page 302, of the Public Records of Osceola County, Florida, and a non-tangent curve concave Easterly having a radius of 559.97 feet and a chord bearing of S21°17'16"W; thence Southerly along said West line and the arc of said curve through a central angle of 04°40'02" for a distance of 45.61 feet to a non-tangent curve concave Southerly having a radius of 93.15 feet and a chord bearing of N70°47'54"W; thence departing said West line, run Westerly along the arc of said curve through a central angle of 29°33'08" for a distance of 48.05 feet to a non-tangent line; thence N90°00'00"W, 268.74 feet; thence N19°00'11"W, 99.77 feet to the POINT OF BEGINNING; bearings and distances are based on the Florida State Plane Coordinate System East Zone, NAD 83/2011 Datum; the reciprocal grid factor is 1.000055212684272.

AND:

SFWMD Access Easement CS# 20-130(S19)(SF)

That part of Section 11, Township 25 South, Range 31 East, Osceola County, Florida, described as follows:

Commence at the Northeast corner of DEL WEBB SUNBRIDGE PHASE 1C, according to the plat thereof, as recorded in Plat Book 29, Pages 145 through 150, of the Public Records of Osceola County, Florida; thence N89°23'51"E along the South line of lands described in Official Records Book 5622, Page 2237 of said Public Records, a distance of 687.08 feet; thence S88°03'03"E along said South line, 843.93 feet; thence departing said South line run S00°36'09"E, 652.72 feet; thence S19°00'11"E, 1508.66 feet to the POINT OF BEGINNING; thence continue S19°00'11"E, 50.06 feet; thence S25°44'36"W, 20.33 feet to the point of curvature of a curve concave Easterly having a radius of 16.17 feet and a chord bearing of S10°48'10"W; thence Southerly along the arc of said curve through a central angle of 29°52'51" for a distance of 8.43 feet to the point of tangency; thence S04°08'15"E, 248.93 feet to the point of curvature of a curve concave Easterly having a radius of 16.17 feet and a chord bearing of S05°51'07"E; thence Southerly along the arc of said curve through a central angle of 03°25'44" for a distance of 0.97 feet to the point of tangency; thence S07°33'59"E, 91.75 feet; thence S02°23'47"E, 53.41 feet to the point of curvature of a curve concave Easterly having a radius of 16.17 feet and a chord bearing of S20°12'15"E; thence Southerly along the arc of said curve through a central angle of 35°36'55" for a distance of 10.05 feet to the point of tangency; thence S38°00'42"E, 121.52 feet to the point of curvature of a curve concave Northeasterly having a radius of 16.17 feet and a chord bearing of S51°00'26"E; thence Southeasterly along the arc of said curve through a central angle of 25°59'29" for a distance of 7.34 feet to the point of tangency; thence S64°00'11"E, 102.32 feet; thence S19°00'11"E, 49.96 feet to the point of cusp of a curve concave Southwesterly having a radius of 26.17 feet and a chord bearing of N41°30'11"W; thence Northwesterly along the arc of said curve through a central angle of 45°00'00" for a distance of 20.55 feet to the point of tangency; thence N64°00'11"W, 119.14 feet to the point of curvature of a curve concave Northeasterly having a radius of 43.83 feet and a chord bearing of N51°00'26"W; thence Northwesterly along the arc of said curve through a central angle of 25°59'29" for a distance of 19.88 feet to the point of tangency; thence N38°00'42"W, 121.52 feet to the point of curvature of a curve concave Easterly having a radius of 43.83 feet and a chord bearing of N20°12'15"W; thence Northerly along the arc of said curve through a central angle of 35°36'55" for a distance of 27.24 feet to the point of tangency; thence N02°23'47"W, 52.16 feet; thence N07°33'59"W, 90.50 feet to the point of curvature of a curve concave Easterly having a radius of 43.83 feet and a chord bearing of N05°51'07"W; thence Northerly along the arc of said curve through a central angle of 03°25'44" for a distance of 2.62 feet to the point of tangency; thence N04°08'15"W, 248.93 feet to the point of curvature of a curve concave Easterly having a radius of 43.83 feet and a chord bearing



of N10°48'10"E; thence Northerly along the arc of said curve through a central angle of 29°52'51" for a distance of 22.86 feet to the point of tangency; thence N25°44'36"E, 37.46 feet to the point of curvature of a curve concave Westerly having a radius of 26.17 feet and a chord bearing of N03°22'13"E; thence Northerly along the arc of said curve through a central angle of 44°44'46" for a distance of 20.44 feet to the POINT OF BEGINNING; this description is based on Florida State Plane Coordinate System East Zone, reciprocal grid factor of 1.000055212684272, NAD 83 Datum (2007 adjustment).



# **Sunbridge Stewardship District**

## **Owner's Title Affidavit**



## **OWNER'S TITLE AFFIDAVIT**

(Sunbridge Stewardship District – SFWMD Access Easement)

STATE OF FLORIDA

COUNTY OF ORANGE

Before me, a notary public duly authorized in the aforesaid state and county to administer oaths, this day personally appeared Richard Levey (the “**Affiant**”), who, by me being first duly sworn, states:

1. Basis for Affidavit. Affiant has personal knowledge of the facts and matters stated in this Affidavit, all of which are true and correct to the best of Affiant’s information and belief. Affiant is the Chairman of Sunbridge Stewardship District, a local unit of special-purpose government established pursuant to Chapter 2017-220, Law of Florida (“**Owner**”), which is granting a Perpetual Access Road and Maintenance Easement over, upon, across, under and through the real property located in Osceola County, Florida, and more particularly described in Exhibit “A” attached hereto and made a part hereof (the “**Property**”) to the South Florida Water Management District (the “**District**”).

2. Reliance Upon Affidavit. This Affidavit is given in order to induce First American Title Insurance Company (“**Title Company**”) to issue a title insurance policy to the District insuring its interest in the Property, and Affiant understands that Title Company and its agent issuing the policy are relying on the accuracy of these representations.

3. Title and Possession. Owner holds exclusive possession of the Property, and no person has any claim by, through or under Owner to possession of the Property.

4. Liens. No improvements have been made to the Property within the last ninety (90) days for which payment has not been made in full and no improvements are contemplated to be made to the Property by Owner or under Owner’s direction prior to the date of conveyance of the Perpetual Access Road and Maintenance Easement to the District that will not be paid for in full prior to the date of conveyance.

5. Gap. To Affiant’s actual knowledge, there are no matters pending which might give rise to a lien or other encumbrance that has attached or would attach to the Property between the Effective Date (as defined herein) of the First American Title Insurance Commitment No. 2037-5339022 (referred to as the “**Commitment**”), with an effective date of June 3, 2021 at 8:00 a.m. (the “**Effective Date**”) and the recording of the Perpetual Access Road and Maintenance Easement from the Owner to and in favor of the District. Affiant hereby represents, warrants and covenants that Owner has not executed or recorded, nor will Owner execute or record or permit the execution or recording of any instrument that would adversely affect the title to the Property or any interest therein prior to the recording of the Perpetual Access Road and Maintenance Easement.

6. Pasture Lease and Verbal Lease. To Affiant’s actual knowledge, that certain pasture lease and verbal lease, referenced in those certain deeds recorded November 16, 1939 in Deed Book 102, Page 310, and recorded March 9, 1940 in Deed Book 102, Page 453, both in the Public Records of Osceola County, Florida, do not encumber the Property.

7. No Mortgages or Liens. To Affiant’s actual knowledge, there are no mortgages or other liens against the land whether recorded or not recorded.

[SIGNATURE PAGE FOLLOWS]



\_\_\_\_\_  
Richard Levey

Sworn to and subscribed before me by means of ☐ physical presence or ☐ online notarization,  
this \_\_\_\_ day of \_\_\_\_\_, 2021, by Richard Levey, who is personally known to me or has  
produced \_\_\_\_\_ as identification (if left blank, then personally known to me).

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Notary Public, State of Florida  
Commission #: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_



**EXHIBIT “A”**

**LEGAL DESCRIPTION**

[See Attached Sketch of Description – CS#20-130(S16) – 3 Pages]



# SKETCH OF DESCRIPTION

- SEE SHEET 2 FOR POINT OF COMMENCEMENT TO POINT OF BEGINNING
- SEE SHEET 3 FOR EASEMENT DETAIL

## DESCRIPTION:

That part of Section 11, Township 25 South, Range 31 East, Osceola County, Florida, described as follows:

Commence at the Northeast corner of DEL WEBB SUNBRIDGE PHASE 1C, according to the plat thereof, as recorded in Plat Book 29, Pages 145 through 150, of the Public Records of Osceola County, Florida; thence N89°23'51"E along the South line of lands described in Official Records Book 5622, Page 2237, of said Public Records, a distance of 687.08 feet; thence S88°03'03"E along said South line, 843.93 feet to the POINT OF BEGINNING; thence continue S88°03'03"E along said South line, 66.28 feet to a non-tangent curve concave Southerly having a radius of 112.50 feet and a chord bearing of N64°04'10"E; thence departing said South line, run Easterly along the arc of said curve through a central angle of 26°27'11" for a distance of 51.94 feet to a non-tangent line; thence N89°23'51"E, 654.03 feet to the East line of said lands described in Official Records Book 5622, Page 2237; thence N00°36'09"W along said East line, 25.00 feet; thence departing said East line, run S89°23'51"W, 766.75 feet; thence S00°34'06"E, 44.07 feet to the POINT OF BEGINNING; bearings and distances are based on the Florida State Plane Coordinate System East Zone, NAD 83/2011 Datum; the reciprocal grid factor is 1.000055212684272.

Containing 0.481 acres (20,941 square feet) more or less and being subject to any rights-of-way, restrictions and easements of record.

## NOTES:

1. This is not a survey.
2. Bearings based on South line of lands described in ORB 5622, PG 2237, of the Public Records of Osceola County, Florida, being N89°23'51"E, Florida East Zone, State Plane Coordinate System. NAD83/2007 adjustment, having a reciprocal grid factor of 1.000055212684272.
3. Lands shown hereon were not abstracted for rights-of-way, easements, ownership or other instruments of record by this firm.
4. No title opinion or abstract of matters affecting title or boundary to the subject property or those of adjoining land owners have been provided. It is possible there are deeds of record, unrecorded deeds or other instruments which could affect the boundaries or use of the subject property.
5. This Sketch of Description does not depict any easements of record that may be within or adjoining the lands described hereon.

## LEGEND

L1	LINE NUMBER
C1	CURVE NUMBER
SEC 11-25-31	SECTION 11, TOWNSHIP 25 SOUTH, RANGE 31 EAST
N/A	NOT APPLICABLE
NO.	NUMBER
NT	NON-TANGENT
(NR)	NON-RADIAL
ORB	OFFICIAL RECORDS BOOK
PB	PLAT BOOK
PG(S)	PAGE(S)
PC	POINT OF CURVATURE
PT	POINT OF TANGENCY
(R)	RADIAL
SFWM	SOUTH FLORIDA WATER MANAGEMENT DISTRICT
DWMA	DONALD W. MCINTOSH ASSOCIATES, INC.

## PREPARED FOR:

**Tavistock East Services, LLC**

SUNBRIDGE OSCEOLA  
SFWM ACCESS EASEMENT (OWNER: TAVISTOCK EAST SERVICES, LLC)

5/20/2021	MKS	REVISED BOUNDARY
DATE	BY	DESCRIPTION

## REVISIONS



**DONALD W. MCINTOSH ASSOCIATES, INC.**  
**ENGINEERS PLANNERS SURVEYORS**

2200 PARK AVENUE NORTH, WINTER PARK, FLORIDA 32789 (407) 644-4068  
CERTIFICATE OF AUTHORIZATION NO. LB68

DONALD W. MCINTOSH ASSOCIATES, INC.  
CERTIFICATE OF AUTHORIZATION NO. LB68

Rocky L Carson  
Digitally signed by Rocky L Carson  
DN: c=US, o=DONALD W. MCINTOSH ASSOC. INC., ou=A01410C00000175F6DFECB100008244, cn=Rocky L Carson  
Date: 2021.05.21 16:38:27 -0400

Rocky L Carson  
May 21, 2021  
Florida Registered Surveyor and Mapper  
Certificate No. 4285  
NOT VALID WITHOUT THE ORIGINAL SIGNATURE AND SEAL,  
OR AN ELECTRONIC SIGNATURE (5J-17.062(3) F.A.C.),  
OF A FLORIDA LICENSED SURVEYOR AND MAPPER.

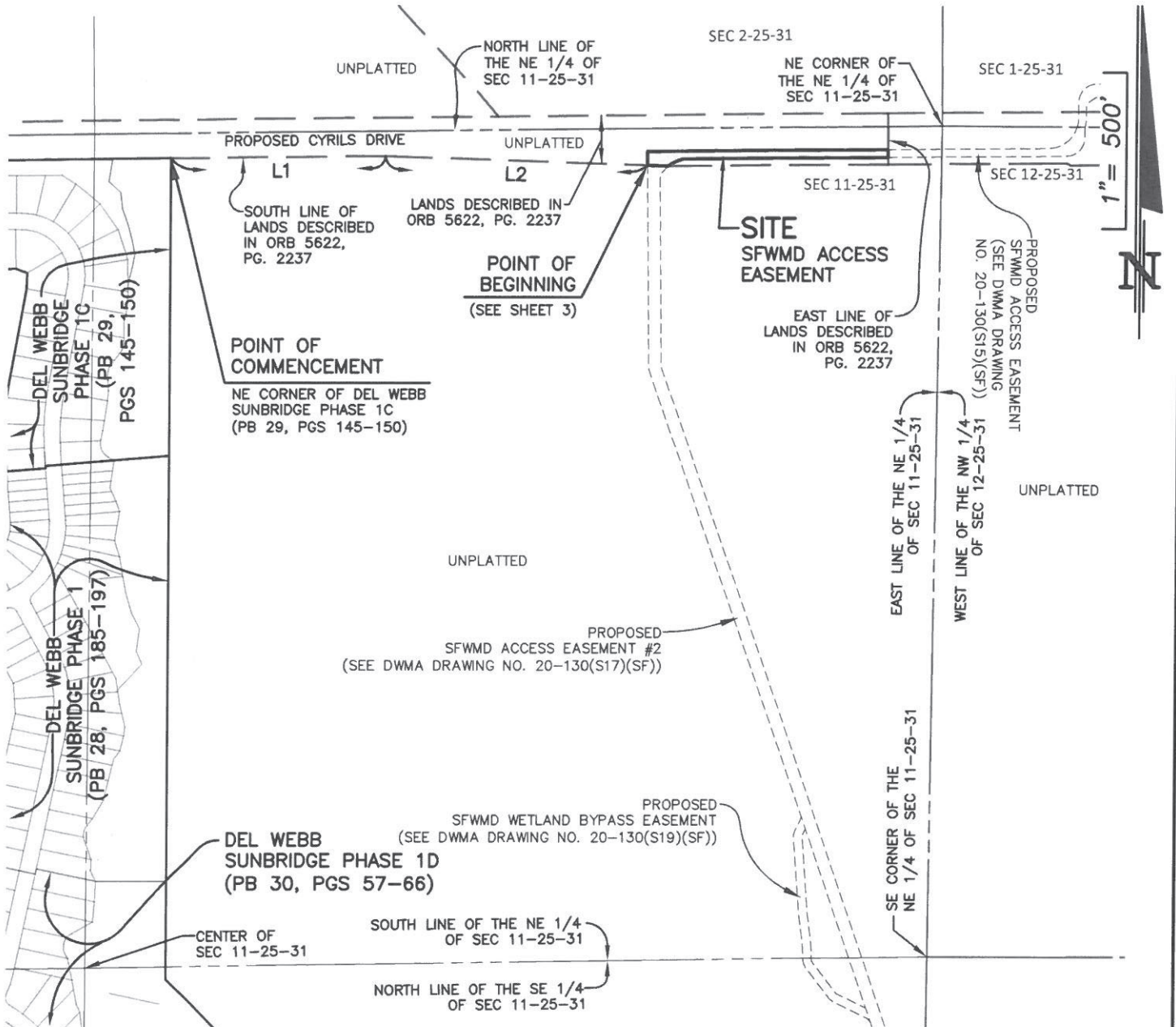
DRAWN BY: <u>MKS</u>	JOB NO. <u>20697.002</u>	SCALE <u>N/A</u>	SHEET <u>1</u>
DATE: <u>04/2021</u>	CHECKED BY: <u>RLC</u>		OF <u>3</u>



# SKETCH OF DESCRIPTION

- SEE SHEET 1 FOR DESCRIPTION, NOTES AND LEGEND
- SEE SHEET 3 FOR EASEMENT DETAIL

500' 0 500'  
Scale: 1" = 500'



LINE TABLE

NUMBER	BEARING	DISTANCE
L1	N89°23'51"E	687.08'
L2	S88°03'03"E	843.93'

PREPARED FOR:

**Tavistock East Services, LLC**

SUNBRIDGE OSCEOLA

SFWMD ACCESS EASEMENT (OWNER: TAVISTOCK EAST SERVICES, LLC)



**DONALD W. McINTOSH ASSOCIATES, INC.**  
ENGINEERS PLANNERS SURVEYORS

2200 PARK AVENUE NORTH, WINTER PARK, FLORIDA 32789 (407) 644-4068  
CERTIFICATE OF AUTHORIZATION NO. LB68

DRAWN BY: MKS

DATE: 04/2021

CHECKED BY: RLC

JOB NO.

20697.002

SCALE

1"=500'

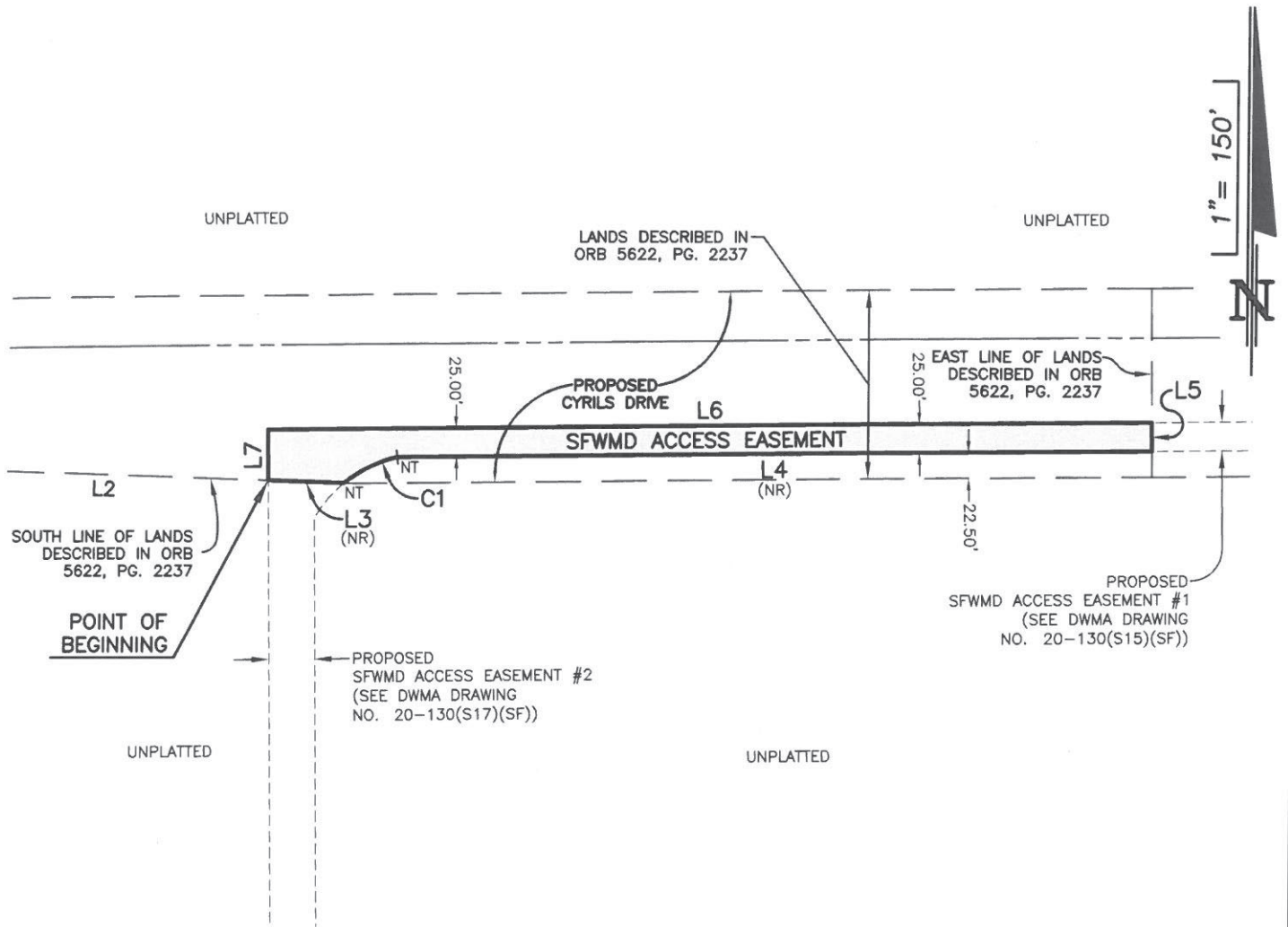
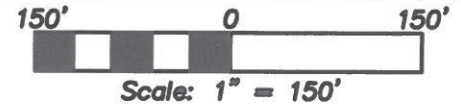
SHEET 2

OF 3



# SKETCH OF DESCRIPTION

- SEE SHEET 1 FOR DESCRIPTION, NOTES AND LEGEND
- SEE SHEET 2 FOR POINT OF COMMENCEMENT TO POINT OF BEGINNING



CURVE TABLE

NUMBER	RADIUS	DELTA	LENGTH	CHORD	CHORD BEARING
C1	112.50'	26°27'11"	51.94'	51.48'	N64°04'10"E

LINE TABLE

NUMBER	BEARING	DISTANCE
L2	S88°03'03"E	843.93'
L3	S88°03'03"E	66.28'
L4	N89°23'51"E	654.03'
L5	N00°36'09"W	25.00'
L6	S89°23'51"W	766.75'
L7	S00°34'06"E	44.07'

PREPARED FOR:

**Tavistock East Services, LLC**

SUNBRIDGE OSCEOLA

SFWMD ACCESS EASEMENT (OWNER: TAVISTOCK EAST SERVICES, LLC)



**DONALD W. McINTOSH ASSOCIATES, INC.**  
ENGINEERS PLANNERS SURVEYORS

2200 PARK AVENUE NORTH, WINTER PARK, FLORIDA 32789 (407) 644-4068  
CERTIFICATE OF AUTHORIZATION NO. LB68

DRAWN BY: MKS

DATE: 04/2021

CHECKED BY: RLC

JOB NO.

20697.002

SCALE

1"=150'

SHEET 3

OF 3



# **Sunbridge Stewardship District**

## **Termination of Natural Gas Franchise Agreement**



**TERMINATION OF  
NATURAL GAS FRANCHISE AGREEMENT**

**THIS TERMINATION OF NATURAL GAS FRANCHISE AGREEMENT** (this “**Agreement**”) is entered into this 5<sup>th</sup> day of August, 2021 (herein “**Effective Date**”), by and between the **Sunbridge Stewardship District**, a local unit of special-purpose government created pursuant to Chapter 2005-338, Laws of Florida, whose address is c/o PFM Group Consulting LLC, 3501 Quadrangle Blvd., Suite 270, Orlando, Florida 32817 (the “**District**”) and **Natural Gas Systems, LLC**, a Florida limited liability company, whose address is 6900 Tavistock Lakes Boulevard, Suite 200, Orlando, Florida 32827 (the “**Utility**”).

**RECITALS**

**WHEREAS**, on June 15, 2020, the District and the Utility entered into a Natural Gas Franchise Agreement dated May 21, 2020 (the “**Franchise Agreement**”), pursuant to which the District granted to the Utility and its successors and assigns the exclusive right, obligation, privilege and franchise to erect, construct, maintain, own and operate a Natural Gas System within the District;

**WHEREAS**, the District and the Utility have since discussed the possibility of terminating, and do now mutually desire to terminate, the Franchise Agreement, releasing both parties from all obligations arising thereunder;

**NOW, THEREFORE**, in consideration of the foregoing premises and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged, the District and the Utility hereby agree as follows:

1. Recitals. The foregoing recitals are true, correct and incorporated herein as terms. Capitalized terms used herein for which no definition is provided shall have the meaning provided in the Franchise Agreement.
2. Termination. The District and the Utility each hereby agrees to terminate the Franchise Agreement and all obligations arising thereunder as of the Effective Date.
3. Counterparts; Digital Image. This Agreement may be executed in any number of identical counterparts, each of which for all purposes (when executed) shall be deemed to be an original, and all of which shall collectively constitute but one agreement, fully binding upon, and enforceable against, the parties hereto. Execution and delivery of this Agreement by portable document format (“**PDF**”) copy bearing the PDF signature of any party hereto shall constitute a valid and binding execution and delivery of this Agreement by such party. Such PDF copies shall constitute enforceable original documents.

***/SIGNATURES BEGIN ON THE FOLLOWING PAGE/***



**IN WITNESS WHEREOF**, the District and the Utility have set their hands as of the date first written above.

Signed, sealed and delivered in the presence of:

**SUNBRIDGE STEWARDSHIP DISTRICT**,  
a local unit of special-purpose government created pursuant to Chapter 2005-338, Laws of Florida

\_\_\_\_\_  
Witness

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Witness Printed Name

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
Witness Printed Name

**NATURAL GAS SYSTEMS, LLC**,  
a Florida limited liability company

\_\_\_\_\_  
Witness

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Witness Printed Name

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
Witness Printed Name



# **Sunbridge Stewardship District**

**Resolution 2021-08,  
Adopting the Fiscal Year 2021 Budget  
and Appropriating Funds**



## **RESOLUTION 2021-08**

### **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, 2021, AND ENDING SEPTEMBER 30, 2022; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has, prior to the fifteenth (15<sup>th</sup>) day in July, 2021, submitted to the Board of Supervisors ("**Board**") of the Sunbridge Stewardship District ("**District**") proposed budget ("**Proposed Budget**") for the fiscal year beginning October 1, 2021 and ending September 30, 2022 ("**Fiscal Year 2021/2022**") 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 Chapter 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, 2022."
- 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 2021/2022, the sum of \$ 416,010.00 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	\$ <u>416,010.00</u>
TOTAL ALL FUNDS	\$ <u>416,010.00</u>

## **SECTION 3. BUDGET AMENDMENTS**

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2021/2022 or within 60 days following the end of the Fiscal Year 2021/2022 may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate



change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.

- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. 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 5<sup>th</sup> DAY OF AUGUST, 2021.**

ATTEST:	<b>SUNBRIDGE STEWARDSHIP DISTRICT</b>
  _____	By: _____
Secretary/Assistant Secretary	Its: _____

**Exhibit A:** Fiscal Year 2022 Budget



**Sunbridge Stewardship District**  
**FY 2022 Proposed O&M Budget**  
**EXHIBIT A**

	Year To Date				
	Actual Through 07/31/2021	Anticipated Aug. - Sep.	Anticipated FY 2021 Total	FY 2021 Adopted Budget	FY 2022 Proposed Budget
<b><u>Revenues</u></b>					
On-Roll Assessments	\$ 72,489.33	\$ -	\$ 72,489.33	\$ 206,875.00	\$ 416,010.00
Off-Roll Assessments	148,586.27	-	148,586.27	-	-
Developer Contributions	5,381.00	-	5,381.00	-	-
Other Income	131.14	-	131.14	-	-
<b>Net Revenues</b>	<b>\$ 226,587.74</b>	<b>\$ -</b>	<b>\$ 226,587.74</b>	<b>\$ 206,875.00</b>	<b>\$ 416,010.00</b>
<b><u>General &amp; Administrative Expenses</u></b>					
D&O Insurance	\$ 2,421.00	\$ -	\$ 2,421.00	\$ 2,700.00	\$ 2,700.00
Trustee Services	-	-	-	6,000.00	6,000.00
Management	58,333.30	11,666.70	70,000.00	70,000.00	70,000.00
Engineering	1,326.20	265.24	1,591.44	12,000.00	15,000.00
Dissemination Agent	-	-	-	5,000.00	5,000.00
District Counsel	32,474.92	6,494.98	38,969.90	25,000.00	60,000.00
Assessment Administration	7,500.00	-	7,500.00	7,500.00	7,500.00
Reamortization Schedules	-	-	-	125.00	125.00
Audit	7,500.00	500.00	8,000.00	6,000.00	12,500.00
Travel and Per Diem	173.02	34.60	207.62	500.00	500.00
Telephone	-	33.33	33.33	200.00	100.00
Postage & Shipping	47.57	9.51	57.08	300.00	200.00
Copies	-	83.33	83.33	500.00	300.00
Legal Advertising	815.66	163.13	978.79	8,000.00	6,000.00
Bank Fees	-	-	-	-	360.00
Office Supplies	-	125.00	125.00	-	250.00
Web Site Maintenance	1,900.00	500.00	2,400.00	2,400.00	2,400.00
Dues, Licenses, and Fees	1,170.40	-	1,170.40	975.00	1,675.00
Electric	6,382.55	1,276.51	7,659.06	-	300.00
General Insurance	2,960.00	-	2,960.00	3,200.00	3,200.00
Irrigation	9,774.96	1,954.99	11,729.95	-	15,000.00
Irrigation Repairs	-	-	-	-	3,000.00
Landscaping Maintenance & Material	13,800.00	2,760.00	16,560.00	38,000.00	62,000.00
Contingency	2,417.20	483.44	2,900.64	6,475.00	10,000.00
Streetlighting	2,277.76	455.55	2,733.31	12,000.00	30,000.00
Street Sign Maintenance	-	-	-	-	1,000.00
Hurricane Cleanup	-	-	-	-	-
Personnel Maintenance Agreement	2,500.00	1,250.00	3,750.00	-	7,500.00
Landscaping Improvements	-	-	-	-	2,000.00
UF Research Agreement (Sustainability Program)	-	-	-	-	81,400.00
Infrastructure Capital Reserve	-	-	-	-	10,000.00
<b>Total General &amp; Administrative Expenses</b>	<b>\$ 153,774.54</b>	<b>\$ 28,056.33</b>	<b>\$ 181,830.87</b>	<b>\$ 206,875.00</b>	<b>\$ 416,010.00</b>
<b>Total Expenses</b>	<b>\$ 153,774.54</b>	<b>\$ 28,056.33</b>	<b>\$ 181,830.87</b>	<b>\$ 206,875.00</b>	<b>\$ 416,010.00</b>
<b>Net Income (Loss)</b>	<b>\$ 72,813.20</b>	<b>\$ (28,056.33)</b>	<b>\$ 44,756.87</b>	<b>\$ -</b>	<b>\$ -</b>



# Sunbridge Stewardship District

## Budget Item Descriptions

### FY 2021 – 2022

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#### *Revenues*

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##### **On-Roll Assessments**

The District can levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the operating expenditures during the Fiscal Year. Assessments collected via the tax collector are referred to as “On-Roll Assessments.”

##### **Carryforward Revenue**

Unused income from a prior year which is available as cash for the current year.

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#### *General & Administrative Expenses*

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##### **Directors’ & Officers’ (D&O) Insurance**

Supervisors’ and Officers’ liability insurance.

##### **Trustee Services**

The Trustee submits invoices annually for services rendered on bond series. These fees are for maintaining the district trust accounts.

##### **Management**

The District receives Management and Administrative services as part of a Management Agreement with PFM Group Consulting, LLC. These services are further outlined in Exhibit “A” of the Management Agreement.

##### **Engineering**

The District’s engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of invoices, and all other engineering services as requested by the district throughout the year.

##### **Dissemination Agent**

When bonds are issued for the District, the Bond Indenture requires continuing disclosure, which the dissemination agent provides to the trustee and bond holders.



# Sunbridge Stewardship District

## Budget Item Descriptions

### FY 2021 – 2022

#### **District Counsel**

The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts, and all other legal services as requested by the District throughout the year.

#### **Assessment Administration**

The District can levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the operating expenditures during the Fiscal Year. It is typically collected via the Tax Collector. The District Manager submits an Assessment Roll to the Tax Collector annually by the deadline set by the Tax Collector or Property Appraiser.

#### **Reamortization Schedules**

When debt is paid on a bond series, a new amortization schedule must be recalculated. This can occur up to four times per year per bond issue.

#### **Audit**

Chapter 218 of the Florida Statutes requires a District to conduct an annual financial audit by an Independent Certified Public Accounting firm. Some exceptions apply.

#### **Travel & Per Diem**

Travel to and from meetings as related to the District.

#### **Telephone**

Telephone and fax machine services.

#### **Postage & Shipping**

Mail, overnight deliveries, correspondence, etc.

#### **Copies**

Printing and binding Board agenda packages, letterhead, envelopes, and copies.

#### **Legal Advertising**

The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to, monthly meetings, special meetings, and public hearings for the District.

#### **Web Site Maintenance**

Website maintenance fee.



Sunbridge Stewardship District  
Budget Item Descriptions  
FY 2021 – 2022

**Dues, Licenses & Fees**

The District is required to pay an annual fee to the Department of Economic Opportunity.

**Electric**

The District pays for electric meters used on District-owned roads.

**General Insurance**

General liability insurance.

**Irrigation**

Inspection and repair of irrigation system.

**Landscaping Maintenance & Material**

Contracted landscaping within the boundaries of the District.

**Contingency**

Other Field Operations expenses incurred throughout the year.

**Lighting**

Lighting expenses within the District.

**Street Signs**

Replacement costs and maintenance for street signs throughout the District.



# **Sunbridge Stewardship District**

**Resolution 2021-09,  
Adopting an Assessment Roll for Fiscal Year 2021  
and Certifying Special Assessments for Collection**



## RESOLUTION 2021-09

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SUNBRIDGE STEWARDSHIP DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2021/2022; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS, INCLUDING BUT NOT LIMITED TO PENALTIES AND INTEREST THEREON; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Sunbridge Stewardship District ("**District**") is a local unit of special-purpose government established pursuant to Chapter 2017-220, *Laws of Florida*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

**WHEREAS**, the District is located in Osceola County, Florida ("**County**"); and

**WHEREAS**, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted capital improvement plan, 2017-220, *Laws of Florida*, and Chapter 189, *Florida Statutes*; and

**WHEREAS**, the Board of Supervisors ("**Board**") of the District hereby determines to undertake various operations and maintenance and other activities described in the District's budget ("**Adopted Budget**") for the fiscal year beginning October 1, 2021 and ending September 30, 2022 ("**Fiscal Year 2021/2022**"), attached hereto as **Exhibit "A"**; and

**WHEREAS**, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

**WHEREAS**, the provision of such services, facilities, and operations is a benefit to lands within the District; and

**WHEREAS**, Chapter 2017-220, *Laws of Florida*, and Chapter 189, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

**WHEREAS**, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

**WHEREAS**, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2021/2022; and



**WHEREAS**, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector ("**Uniform Method**"), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

**WHEREAS**, it is in the best interests of the District to adopt the assessment roll ("**Assessment Roll**") attached to this Resolution as **Exhibit "B,"** and to certify the portion of the Assessment Roll related to certain developed property ("**Tax Roll Property**") to the County Tax Collector pursuant to the Uniform Method and to directly collect the portion of the Assessment Roll relating to the remaining property ("**Direct Collect Property**"), all as set forth in **Exhibit "B,"** and

**WHEREAS**, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll adopted herein, including that portion certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

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

**SECTION 1. BENEFIT & ALLOCATION FINDINGS.** The provision of the services, facilities, and operations as described in **Exhibit "A"** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands is shown in **Exhibits "A" and "B,"** and is hereby found to be fair and reasonable.

**SECTION 2. ASSESSMENT IMPOSITION.** Pursuant to Chapters 2017-220, *Laws of Florida*, and Chapters 189 and 197, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District and in accordance with **Exhibits "A" and "B."** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the "maximum rate" authorized by law for operation and maintenance assessments.

**SECTION 3. COLLECTION AND ENFORCEMENT; PENALTIES; INTEREST.**

A. **Tax Roll Assessments.** The operations and maintenance special assessments and previously levied debt service special assessments imposed on the Tax Roll Property shall be collected at the same time and in the same manner as County taxes in accordance with the Uniform Method, as set forth in **Exhibits "A" and "B."**



- B. **Direct Bill Assessments.** The operations and maintenance special assessments and previously levied debt service special assessments imposed on the Direct Collect Property shall be collected directly by the District in accordance with Florida law, as set forth in **Exhibits "A" and "B."** Assessments directly collected by the District are due in full on December 1, 2021; provided, however, that, to the extent permitted by law, the assessments due may be paid in several partial, deferred payments and according to the following schedule: 50% due no later than December 1, 2021, 25% due no later than February 1, 2022 and 25% due no later than May 1, 2022. In the event that an assessment payment is not made in accordance with the schedule stated above, the whole assessment – including any remaining partial, deferred payments for Fiscal Year 2021/2022, shall immediately become due and payable; shall accrue interest, penalties in the amount of one percent (1%) per month, and all costs of collection and enforcement; and shall either be enforced pursuant to a foreclosure action, or, at the District's sole discretion, collected pursuant to the Uniform Method on a future tax bill, which amount may include penalties, interest, and costs of collection and enforcement. Any prejudgment interest on delinquent assessments shall accrue at the rate of any bonds secured by the assessments, or at the statutory prejudgment interest rate, as applicable. In the event an assessment subject to direct collection by the District shall be delinquent, the District Manager and District Counsel, without further authorization by the Board, may initiate foreclosure proceedings pursuant to Chapter 170, *Florida Statutes*, or other applicable law to collect and enforce the whole assessment, as set forth herein.
- C. **Future Collection Methods.** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

**SECTION 4. ASSESSMENT ROLL.** The Assessment Roll, attached to this Resolution as **Exhibit "B,"** is hereby certified for collection. That portion of the Assessment Roll which includes the Tax Roll Property is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

**SECTION 5. ASSESSMENT ROLL AMENDMENT.** The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution, and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

**SECTION 6. 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 7. EFFECTIVE DATE.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

**PASSED AND ADOPTED** this 5<sup>th</sup> day of August, 2021.

ATTEST:

**SUNBRIDGE STEWARDSHIP COMMUNITY  
DEVELOPMENT DISTRICT**

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

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

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

**Exhibit A:** Budget

**Exhibit B:** Assessment Roll (Uniform Method)

Assessment Roll (Direct Collect)



**Sunbridge Stewardship District**  
**FY 2022 Proposed O&M Budget**  
**EXHIBIT A**

	Year To Date				
	Actual Through 07/31/2021	Anticipated Aug. - Sep.	Anticipated FY 2021 Total	FY 2021 Adopted Budget	FY 2022 Proposed Budget
<b><u>Revenues</u></b>					
On-Roll Assessments	\$ 72,489.33	\$ -	\$ 72,489.33	\$ 206,875.00	\$ 416,010.00
Off-Roll Assessments	148,586.27	-	148,586.27	-	-
Developer Contributions	5,381.00	-	5,381.00	-	-
Other Income	131.14	-	131.14	-	-
<b>Net Revenues</b>	<b>\$ 226,587.74</b>	<b>\$ -</b>	<b>\$ 226,587.74</b>	<b>\$ 206,875.00</b>	<b>\$ 416,010.00</b>
<b><u>General &amp; Administrative Expenses</u></b>					
D&O Insurance	\$ 2,421.00	\$ -	\$ 2,421.00	\$ 2,700.00	\$ 2,700.00
Trustee Services	-	-	-	6,000.00	6,000.00
Management	58,333.30	11,666.70	70,000.00	70,000.00	70,000.00
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Office Supplies	-	125.00	125.00	-	250.00
Web Site Maintenance	1,900.00	500.00	2,400.00	2,400.00	2,400.00
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Electric	6,382.55	1,276.51	7,659.06	-	300.00
General Insurance	2,960.00	-	2,960.00	3,200.00	3,200.00
Irrigation	9,774.96	1,954.99	11,729.95	-	15,000.00
Irrigation Repairs	-	-	-	-	3,000.00
Landscaping Maintenance & Material	13,800.00	2,760.00	16,560.00	38,000.00	62,000.00
Contingency	2,417.20	483.44	2,900.64	6,475.00	10,000.00
Streetlighting	2,277.76	455.55	2,733.31	12,000.00	30,000.00
Street Sign Maintenance	-	-	-	-	1,000.00
Hurricane Cleanup	-	-	-	-	-
Personnel Maintenance Agreement	2,500.00	1,250.00	3,750.00	-	7,500.00
Landscaping Improvements	-	-	-	-	2,000.00
UF Research Agreement (Sustainability Program)	-	-	-	-	81,400.00
Infrastructure Capital Reserve	-	-	-	-	10,000.00
<b>Total General &amp; Administrative Expenses</b>	<b>\$ 153,774.54</b>	<b>\$ 28,056.33</b>	<b>\$ 181,830.87</b>	<b>\$ 206,875.00</b>	<b>\$ 416,010.00</b>
<b>Total Expenses</b>	<b>\$ 153,774.54</b>	<b>\$ 28,056.33</b>	<b>\$ 181,830.87</b>	<b>\$ 206,875.00</b>	<b>\$ 416,010.00</b>
<b>Net Income (Loss)</b>	<b>\$ 72,813.20</b>	<b>\$ (28,056.33)</b>	<b>\$ 44,756.87</b>	<b>\$ -</b>	<b>\$ -</b>



**EXHIBIT B**Sunbridge Stewardship District  
FY 2022 Assessments

Parcel ID	Gross OM
10-25-31-2866-0001-0010	
11-25-31-5718-0001-0010	110.46
11-25-31-5718-0001-0020	149.11
11-25-31-5718-0001-0030	149.11
11-25-31-5718-0001-0040	110.46
11-25-31-5718-0001-0050	110.46
11-25-31-5718-0001-0060	110.46
11-25-31-5718-0001-0070	110.46
11-25-31-5718-0001-0080	110.46
11-25-31-5718-0001-0490	149.11
11-25-31-5718-0001-0500	110.46
11-25-31-5718-0001-0510	110.46
11-25-31-5718-0001-0520	77.32
11-25-31-5718-0001-0530	77.32
11-25-31-5718-0001-0540	77.32
11-25-31-5718-0001-0550	77.32
11-25-31-5718-0001-0560	110.46
11-25-31-5718-0001-0570	110.46
11-25-31-5718-0001-0580	110.46
11-25-31-5718-0001-0590	110.46
11-25-31-5718-0001-0600	110.46
11-25-31-5718-0001-0610	110.46
11-25-31-5718-0001-0620	110.46
11-25-31-5718-0001-0630	110.46
11-25-31-5718-0001-0640	110.46
11-25-31-5718-0001-0650	110.46
11-25-31-5718-0001-0660	110.46
11-25-31-5718-0001-0670	110.46
11-25-31-5718-0001-0680	110.46
11-25-31-5718-0001-0690	110.46
11-25-31-5718-0001-0700	110.46
11-25-31-5718-0001-0710	110.46
11-25-31-5718-0001-0720	110.46
11-25-31-5718-0001-0920	110.46
11-25-31-5718-0001-0930	110.46
11-25-31-5718-0001-0940	110.46
11-25-31-5718-0001-0950	110.46
11-25-31-5718-0001-0960	110.46
11-25-31-5718-0001-0970	110.46
11-25-31-5718-0001-0980	110.46
11-25-31-5718-0001-0990	149.11
11-25-31-5718-0001-0A10	
11-25-31-5718-0001-0A30	
11-25-31-5718-0001-0B10	
11-25-31-5718-0001-0B30	
11-25-31-5718-0001-0C10	



Sunbridge Stewardship District  
FY 2022 Assessments

Parcel ID	Gross OM
11-25-31-5718-0001-0G20	
11-25-31-5718-0001-0J10	
11-25-31-5718-0001-0K10	
11-25-31-5718-0001-0L10	
11-25-31-5718-0001-0M10	
11-25-31-5718-0001-0M20	
11-25-31-5718-0001-0N10	
11-25-31-5718-0001-0N20	
11-25-31-5718-0001-0O10	
11-25-31-5718-0001-0O20	
11-25-31-5718-0001-0P20	
11-25-31-5718-0001-0Q20	
11-25-31-5718-0001-0R10	
11-25-31-5718-0001-0R20	
11-25-31-5718-0001-0S20	
11-25-31-5718-0001-0T20	
11-25-31-5718-0001-0U20	
11-25-31-5718-0001-0V20	
11-25-31-5718-0001-1000	149.11
11-25-31-5718-0001-1010	149.11
11-25-31-5718-0001-1020	149.11
11-25-31-5718-0001-1030	149.11
11-25-31-5718-0001-1040	149.11
11-25-31-5718-0001-1050	149.11
11-25-31-5718-0001-1060	149.11
11-25-31-5718-0001-1070	149.11
11-25-31-5718-0001-1080	149.11
11-25-31-5718-0001-1090	149.11
11-25-31-5718-0001-1100	149.11
11-25-31-5718-0001-1110	149.11
11-25-31-5718-0001-1120	149.11
11-25-31-5718-0001-1130	149.11
11-25-31-5718-0001-1140	149.11
11-25-31-5718-0001-1150	149.11
11-25-31-5718-0001-1160	149.11
11-25-31-5718-0001-1170	149.11
11-25-31-5718-0001-1180	149.11
11-25-31-5718-0001-1190	149.11
11-25-31-5718-0001-1200	149.11
11-25-31-5718-0001-1210	149.11
11-25-31-5718-0001-1220	149.11
11-25-31-5718-0001-1230	149.11
11-25-31-5718-0001-1510	149.11
11-25-31-5718-0001-1520	149.11
11-25-31-5718-0001-1530	149.11
11-25-31-5718-0001-1540	149.11



Sunbridge Stewardship District  
FY 2022 Assessments

Parcel ID	Gross OM
11-25-31-5718-0001-1550	149.11
11-25-31-5718-0001-1560	149.11
11-25-31-5718-0001-1570	149.11
11-25-31-5718-0001-1580	149.11
11-25-31-5718-0001-1590	149.11
11-25-31-5718-0001-1600	149.11
11-25-31-5718-0001-1610	149.11
11-25-31-5718-0001-1620	149.11
11-25-31-5718-0001-1630	149.11
11-25-31-5718-0001-1640	149.11
11-25-31-5718-0001-1650	110.46
11-25-31-5718-0001-1660	110.46
11-25-31-5718-0001-1670	110.46
11-25-31-5718-0001-1680	110.46
11-25-31-5718-0001-1690	110.46
11-25-31-5718-0001-1700	110.46
11-25-31-5718-0001-1710	110.46
11-25-31-5718-0001-1720	110.46
11-25-31-5718-0001-1730	110.46
11-25-31-5718-0001-1740	110.46
11-25-31-5718-0001-1750	110.46
11-25-31-5718-0001-1760	110.46
11-25-31-5718-0001-1770	110.46
11-25-31-5718-0001-2300	77.32
11-25-31-5718-0001-2310	77.32
11-25-31-5718-0001-2320	77.32
11-25-31-5718-0001-2330	77.32
11-25-31-5718-0001-2340	77.32
11-25-31-5718-0001-2350	77.32
11-25-31-5718-0001-2360	77.32
11-25-31-5718-0001-2370	77.32
11-25-31-5718-0001-2380	77.32
11-25-31-5718-0001-2390	77.32
11-25-31-5718-0001-2400	110.46
11-25-31-5718-0001-2410	110.46
11-25-31-5718-0001-2420	110.46
11-25-31-5718-0001-2430	110.46
11-25-31-5718-0001-2440	110.46
11-25-31-5718-0001-2450	110.46
11-25-31-5718-0001-2460	110.46
11-25-31-5718-0001-2470	110.46
11-25-31-5718-0001-2480	110.46
11-25-31-5718-0001-2490	110.46
11-25-31-5718-0001-2500	110.46
11-25-31-5718-0001-2510	110.46
11-25-31-5718-0001-2520	149.11



Sunbridge Stewardship District  
FY 2022 Assessments

Parcel ID	Gross OM
11-25-31-5718-0001-2530	149.11
11-25-31-5718-0001-2540	149.11
11-25-31-5718-0001-2550	149.11
11-25-31-5718-0001-2560	149.11
11-25-31-5718-0001-2920	149.11
11-25-31-5718-0001-2930	149.11
11-25-31-5718-0001-2940	149.11
11-25-31-5718-0001-2950	149.11
11-25-31-5718-0001-2960	149.11
11-25-31-5718-0001-2970	110.46
11-25-31-5718-0001-2980	110.46
11-25-31-5718-0001-2990	110.46
11-25-31-5718-0001-3000	110.46
11-25-31-5718-0001-3010	110.46
11-25-31-5718-0001-3020	110.46
11-25-31-5718-0001-3030	110.46
11-25-31-5718-0001-3040	110.46
11-25-31-5718-0001-3050	110.46
11-25-31-5718-0001-3060	110.46
11-25-31-5718-0001-3070	110.46
11-25-31-5718-0001-3080	110.46
11-25-31-5718-0001-3090	110.46
11-25-31-5718-0001-3100	110.46
11-25-31-5718-0001-3110	110.46
11-25-31-5718-0001-3120	110.46
11-25-31-5718-0001-3130	77.32
11-25-31-5718-0001-3140	77.32
11-25-31-5718-0001-3150	77.32
11-25-31-5718-0001-3160	77.32
11-25-31-5718-0001-3170	77.32
11-25-31-5718-0001-3180	77.32
11-25-31-5718-0001-3190	77.32
11-25-31-5718-0001-3200	77.32
11-25-31-5718-0001-3730	77.32
11-25-31-5718-0001-3740	77.32
11-25-31-5718-0001-3750	77.32
11-25-31-5718-0001-3760	77.32
11-25-31-5718-0001-3770	110.46
11-25-31-5718-0001-3780	110.46
11-25-31-5718-0001-3790	110.46
11-25-31-5718-0001-3800	110.46
11-25-31-5718-0001-3810	110.46
11-25-31-5718-0001-3820	110.46
11-25-31-5718-0001-3830	110.46
11-25-31-5718-0001-3840	110.46
11-25-31-5718-0001-3850	110.46



Sunbridge Stewardship District  
FY 2022 Assessments

Parcel ID	Gross OM
11-25-31-5718-0001-3860	110.46
11-25-31-5718-0001-4220	110.46
11-25-31-5718-0001-4230	110.46
11-25-31-5718-0001-4240	110.46
11-25-31-5718-0001-4250	110.46
11-25-31-5718-0001-4260	110.46
11-25-31-5718-0001-4270	110.46
11-25-31-5718-0001-4280	110.46
11-25-31-5718-0001-4290	110.46
11-25-31-5718-0001-4300	110.46
11-25-31-5718-0001-4310	77.32
11-25-31-5718-0001-4320	77.32
11-25-31-5718-0001-4330	77.32
11-25-31-5718-0001-4340	77.32
11-25-31-5718-0001-RW10	
11-25-31-5719-0001-0A40	
11-25-31-5719-0001-0N30	
11-25-31-5719-0001-1780	77.32
11-25-31-5719-0001-1790	77.32
11-25-31-5719-0001-1800	77.32
11-25-31-5719-0001-1810	77.32
11-25-31-5719-0001-1820	77.32
11-25-31-5719-0001-1830	77.32
11-25-31-5719-0001-1840	77.32
11-25-31-5719-0001-1850	77.32
11-25-31-5719-0001-1860	77.32
11-25-31-5719-0001-1870	77.32
11-25-31-5719-0001-1880	77.32
11-25-31-5719-0001-1890	77.32
11-25-31-5719-0001-1900	77.32
11-25-31-5719-0001-1910	77.32
11-25-31-5719-0001-1920	77.32
11-25-31-5719-0001-1930	77.32
11-25-31-5719-0001-1940	77.32
11-25-31-5719-0001-1950	77.32
11-25-31-5719-0001-1960	149.11
11-25-31-5719-0001-1980	149.11
11-25-31-5719-0001-2000	149.11
11-25-31-5719-0001-2020	149.11
11-25-31-5719-0001-2040	149.11
11-25-31-5719-0001-2060	149.11
11-25-31-5719-0001-2080	149.11
11-25-31-5719-0001-2100	149.11
11-25-31-5719-0001-2120	149.11
11-25-31-5719-0001-2140	149.11
11-25-31-5719-0001-2160	149.11



Sunbridge Stewardship District  
FY 2022 Assessments

Parcel ID	Gross OM
11-25-31-5719-0001-2180	149.11
11-25-31-5719-0001-2200	149.11
11-25-31-5719-0001-2220	149.11
11-25-31-5719-0001-2240	149.11
11-25-31-5719-0001-2260	149.11
11-25-31-5719-0001-2280	149.11
11-25-31-5719-0001-3220	149.11
11-25-31-5719-0001-3240	149.11
11-25-31-5719-0001-3260	149.11
11-25-31-5719-0001-3280	149.11
11-25-31-5719-0001-3300	149.11
11-25-31-5719-0001-3320	149.11
11-25-31-5719-0001-3340	149.11
11-25-31-5719-0001-3360	149.11
11-25-31-5719-0001-3380	149.11
11-25-31-5719-0001-3400	149.11
11-25-31-5719-0001-3420	149.11
11-25-31-5719-0001-3440	149.11
11-25-31-5719-0001-3460	149.11
11-25-31-5719-0001-3470	77.32
11-25-31-5719-0001-3480	77.32
11-25-31-5719-0001-3490	77.32
11-25-31-5719-0001-3500	77.32
11-25-31-5719-0001-3510	77.32
11-25-31-5719-0001-3520	77.32
11-25-31-5719-0001-3530	77.32
11-25-31-5719-0001-3540	77.32
11-25-31-5719-0001-3550	77.32
11-25-31-5719-0001-3560	77.32
11-25-31-5719-0001-3570	77.32
11-25-31-5719-0001-3580	77.32
11-25-31-5719-0001-3590	77.32
11-25-31-5719-0001-3600	77.32
11-25-31-5719-0001-3610	77.32
11-25-31-5719-0001-3620	77.32
11-25-31-5719-0001-3630	77.32
11-25-31-5719-0001-3640	77.32
11-25-31-5719-0001-3650	77.32
11-25-31-5719-0001-3660	77.32
11-25-31-5719-0001-3670	77.32
11-25-31-5719-0001-3680	77.32
11-25-31-5719-0001-3690	77.32
11-25-31-5719-0001-3700	77.32
11-25-31-5719-0001-3710	77.32
11-25-31-5719-0001-3720	77.32
11-25-31-5719-0001-4350	77.32



Sunbridge Stewardship District  
FY 2022 Assessments

Parcel ID	Gross OM
11-25-31-5719-0001-4360	77.32
11-25-31-5719-0001-4370	77.32
11-25-31-5719-0001-4380	77.32
11-25-31-5719-0001-4390	77.32
11-25-31-5719-0001-4400	77.32
11-25-31-5719-0001-4410	77.32
11-25-31-5719-0001-4420	77.32
11-25-31-5719-0001-4430	77.32
11-25-31-5719-0001-4440	77.32
11-25-31-5719-0001-4450	77.32
11-25-31-5719-0001-4460	77.32
11-25-31-5719-0001-4470	77.32
11-25-31-5719-0001-4480	77.32
11-25-31-5719-0001-RW20	
11-25-31-5720-0001-0A50	
11-25-31-5720-0001-0C20	
11-25-31-5720-0001-0D30	
11-25-31-5720-0001-0L20	
11-25-31-5720-0001-1240	149.11
11-25-31-5720-0001-1250	149.11
11-25-31-5720-0001-1260	149.11
11-25-31-5720-0001-1270	149.11
11-25-31-5720-0001-1280	149.11
11-25-31-5720-0001-1290	110.46
11-25-31-5720-0001-1300	110.46
11-25-31-5720-0001-1310	110.46
11-25-31-5720-0001-1320	110.46
11-25-31-5720-0001-1330	110.46
11-25-31-5720-0001-1340	110.46
11-25-31-5720-0001-1350	110.46
11-25-31-5720-0001-1360	110.46
11-25-31-5720-0001-1370	110.46
11-25-31-5720-0001-1380	110.46
11-25-31-5720-0001-1390	110.46
11-25-31-5720-0001-1400	110.46
11-25-31-5720-0001-1410	110.46
11-25-31-5720-0001-1420	110.46
11-25-31-5720-0001-1430	110.46
11-25-31-5720-0001-1440	110.46
11-25-31-5720-0001-1450	110.46
11-25-31-5720-0001-1460	110.46
11-25-31-5720-0001-1470	149.11
11-25-31-5720-0001-1480	149.11
11-25-31-5720-0001-1490	149.11
11-25-31-5720-0001-1500	149.11
11-25-31-5720-0001-2570	149.11



Sunbridge Stewardship District  
FY 2022 Assessments

Parcel ID	Gross OM
11-25-31-5720-0001-2580	149.11
11-25-31-5720-0001-2590	149.11
11-25-31-5720-0001-2600	149.11
11-25-31-5720-0001-2610	149.11
11-25-31-5720-0001-2620	149.11
11-25-31-5720-0001-2630	149.11
11-25-31-5720-0001-2640	149.11
11-25-31-5720-0001-2650	149.11
11-25-31-5720-0001-2660	149.11
11-25-31-5720-0001-2670	149.11
11-25-31-5720-0001-2680	149.11
11-25-31-5720-0001-2690	149.11
11-25-31-5720-0001-2700	149.11
11-25-31-5720-0001-2710	149.11
11-25-31-5720-0001-2720	149.11
11-25-31-5720-0001-2730	149.11
11-25-31-5720-0001-2740	149.11
11-25-31-5720-0001-2750	149.11
11-25-31-5720-0001-2760	149.11
11-25-31-5720-0001-2770	149.11
11-25-31-5720-0001-2780	149.11
11-25-31-5720-0001-2790	149.11
11-25-31-5720-0001-2800	149.11
11-25-31-5720-0001-2810	149.11
11-25-31-5720-0001-2820	149.11
11-25-31-5720-0001-2830	149.11
11-25-31-5720-0001-2840	149.11
11-25-31-5720-0001-2850	149.11
11-25-31-5720-0001-2860	149.11
11-25-31-5720-0001-2870	149.11
11-25-31-5720-0001-2880	149.11
11-25-31-5720-0001-2890	149.11
11-25-31-5720-0001-2900	149.11
11-25-31-5720-0001-2910	149.11
11-25-31-5720-0001-3870	110.46
11-25-31-5720-0001-3880	110.46
11-25-31-5720-0001-3890	110.46
11-25-31-5720-0001-3900	110.46
11-25-31-5720-0001-3910	110.46
11-25-31-5720-0001-3920	110.46
11-25-31-5720-0001-3930	110.46
11-25-31-5720-0001-3940	110.46
11-25-31-5720-0001-3950	110.46
11-25-31-5720-0001-3960	110.46
11-25-31-5720-0001-3970	110.46
11-25-31-5720-0001-3980	110.46



Sunbridge Stewardship District  
FY 2022 Assessments

Parcel ID	Gross OM
11-25-31-5720-0001-3990	110.46
11-25-31-5720-0001-4000	110.46
11-25-31-5720-0001-4010	110.46
11-25-31-5720-0001-4020	110.46
11-25-31-5720-0001-4030	110.46
11-25-31-5720-0001-4040	110.46
11-25-31-5720-0001-4050	110.46
11-25-31-5720-0001-4060	110.46
11-25-31-5720-0001-4070	110.46
11-25-31-5720-0001-4080	110.46
11-25-31-5720-0001-4090	110.46
11-25-31-5720-0001-4100	110.46
11-25-31-5720-0001-4110	110.46
11-25-31-5720-0001-4120	110.46
11-25-31-5720-0001-4130	110.46
11-25-31-5720-0001-4140	110.46
11-25-31-5720-0001-4150	110.46
11-25-31-5720-0001-4160	110.46
11-25-31-5720-0001-4170	110.46
11-25-31-5720-0001-4180	110.46
11-25-31-5720-0001-4190	110.46
11-25-31-5720-0001-4200	110.46
11-25-31-5720-0001-4210	110.46
11-25-31-5720-0001-RW40	
11-25-31-5720-0001-RW50	
11-25-31-5721-0001-0090	110.46
11-25-31-5721-0001-0100	110.46
11-25-31-5721-0001-0110	110.46
11-25-31-5721-0001-0120	110.46
11-25-31-5721-0001-0130	110.46
11-25-31-5721-0001-0140	110.46
11-25-31-5721-0001-0150	110.46
11-25-31-5721-0001-0160	110.46
11-25-31-5721-0001-0170	110.46
11-25-31-5721-0001-0180	110.46
11-25-31-5721-0001-0190	110.46
11-25-31-5721-0001-0200	110.46
11-25-31-5721-0001-0210	110.46
11-25-31-5721-0001-0220	110.46
11-25-31-5721-0001-0230	110.46
11-25-31-5721-0001-0240	110.46
11-25-31-5721-0001-0250	110.46
11-25-31-5721-0001-0260	110.46
11-25-31-5721-0001-0270	110.46
11-25-31-5721-0001-0280	110.46
11-25-31-5721-0001-0290	110.46



Sunbridge Stewardship District  
FY 2022 Assessments

Parcel ID	Gross OM
11-25-31-5721-0001-0300	110.46
11-25-31-5721-0001-0310	110.46
11-25-31-5721-0001-0320	110.46
11-25-31-5721-0001-0330	110.46
11-25-31-5721-0001-0340	110.46
11-25-31-5721-0001-0350	110.46
11-25-31-5721-0001-0360	110.46
11-25-31-5721-0001-0370	110.46
11-25-31-5721-0001-0380	110.46
11-25-31-5721-0001-0390	110.46
11-25-31-5721-0001-0400	110.46
11-25-31-5721-0001-0410	110.46
11-25-31-5721-0001-0420	110.46
11-25-31-5721-0001-0430	110.46
11-25-31-5721-0001-0440	110.46
11-25-31-5721-0001-0450	110.46
11-25-31-5721-0001-0460	110.46
11-25-31-5721-0001-0470	149.11
11-25-31-5721-0001-0480	149.11
11-25-31-5721-0001-0730	110.46
11-25-31-5721-0001-0740	110.46
11-25-31-5721-0001-0750	110.46
11-25-31-5721-0001-0760	110.46
11-25-31-5721-0001-0770	110.46
11-25-31-5721-0001-0780	110.46
11-25-31-5721-0001-0790	110.46
11-25-31-5721-0001-0800	110.46
11-25-31-5721-0001-0810	110.46
11-25-31-5721-0001-0820	110.46
11-25-31-5721-0001-0830	110.46
11-25-31-5721-0001-0840	110.46
11-25-31-5721-0001-0850	110.46
11-25-31-5721-0001-0860	110.46
11-25-31-5721-0001-0870	110.46
11-25-31-5721-0001-0880	110.46
11-25-31-5721-0001-0890	110.46
11-25-31-5721-0001-0900	110.46
11-25-31-5721-0001-0910	110.46
11-25-31-5721-0001-0B20	
11-25-31-5721-0001-0I10	
11-25-31-5721-0001-0I20	
11-25-31-5721-0001-0M30	
11-25-31-5721-0001-RW60	
36-25-31-4360-0001-0010	4,845.18
36-25-31-4360-0001-0300	4,909.16
36-25-31-4360-0001-0600	11,859.93



Sunbridge Stewardship District  
FY 2022 Assessments

Parcel ID	Gross OM
36-25-31-4360-0001-1200	11,865.74
36-25-31-4360-0001-1800	11,865.74
36-25-31-4360-0001-2400	11,865.74
36-25-31-4360-0001-3000	11,836.66
36-25-31-4360-0001-3580	11,787.22
36-25-31-4360-0001-4160	11,740.69
36-25-31-4360-0001-4740	11,688.34
01-25-31-0000-0010-0000	
01-25-31-0000-0015-0000	
02-25-31-0000-0010-0000	
02-25-31-0000-0012-0000	
04-25-32-0000-0010-0000	
05-25-32-0000-0010-0000	
06-25-32-0000-0010-0000	
06-25-32-0000-0020-0000	
06-25-32-0000-0025-0000	
07-25-32-0000-0010-0000	
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25-25-31-0000-0020-0000	
26-25-31-0000-0040-0000	
27-25-31-0000-0010-0000	



Sunbridge Stewardship District  
FY 2022 Assessments

Parcel ID	Gross OM
27-25-32-0000-0010-0000	
28-25-32-0000-0010-0000	
29-25-32-0000-0010-0000	
30-25-32-0000-0010-0000	
31-25-32-0000-0010-0000	
32-25-32-0000-0010-0000	
33-25-32-0000-0010-0000	
34-25-32-0000-0010-0000	
36-25-31-0000-0010-0000	
36-25-31-0000-0020-0000	
14-25-31-0000-0010-0000	50,695.80
13-25-31-0000-0015-0000	14,036.68
12-25-31-0000-0020-0000	2,564.84
11-25-31-0000-0010-0000	46,540.23
12-25-31-0000-0010-0000	47,274.97
02-25-31-0000-0010-0000	66,751.19
01-25-31-0000-0010-0000	65,701.42
06-25-32-0000-0025-0000	3,428.08

Total record = 524                      449,460.38



# **Sunbridge Stewardship District**

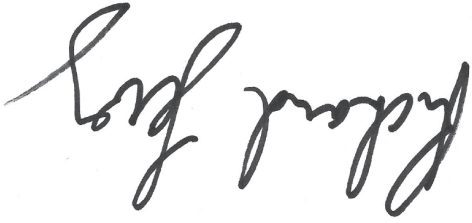
**Payment Authorization  
Nos. 129 -138**



# SUNBRIDGE STEWARDSHIP DISTRICT

Payment Authorization No. 129  
4/30/2021

Item No.	Vendor	Invoice Number	General Fund
1	Berman Construction	12211	\$ 625.00
2	Hopping Green & Sams	121936	\$ 3,757.69
3	Osceola News Gazette	Acct: 34822	\$ 72.37
4	PFM Group Consulting	114717	\$ 33.83
	March Reimbursables		
TOTAL			\$ 4,488.89



Board Member

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12051 Corporate Boulevard  
Orlando, FL 32817  
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Received via email on Sunday, May 2, 2021 - Alane

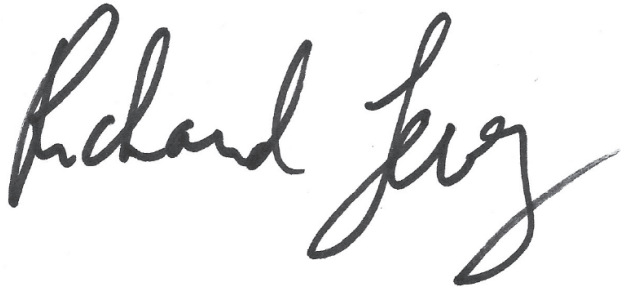


## SUNBRIDGE STEWARDSHIP DISTRICT

### Payment Authorization No. 130

5/7/2021

Item No.	Vendor	Invoice Number	General Fund
1	<b>Berman Construction</b> May Irrigation & Admin Staffing Services	12344	\$ 625.00
2	<b>OUC</b> Acct: 5981605831 ; Service 04/02/2021 - 05/03/2021	--	\$ 21.74
3	<b>Poulos &amp; Bennett</b> Engineering Services Through 03/31/2021	18-203(26)	\$ 52.50
4	<b>Tavistock East II, LLC</b> Closing Costs - Lift Station Transfer and Utility Turnovers	LIFTSTATION_REIMB01	\$ 2,292.20
TOTAL			\$ 2,991.44



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**RECEIVED**

By Amanda Lane at 11:45 am, May 09, 2021

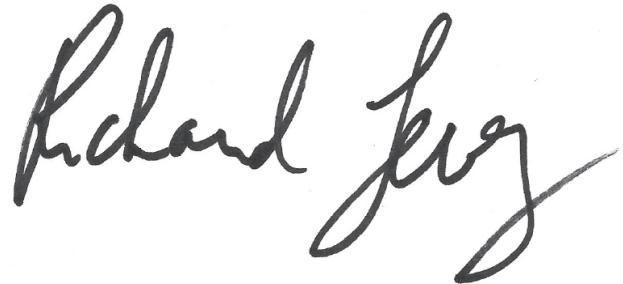


## SUNBRIDGE STEWARDSHIP DISTRICT

### Payment Authorization No. 131

5/14/2021

Item No.	Vendor	Invoice Number	General Fund
1	<b>Florida ULS Operating</b> May Landscaping Services	ULS-12318	\$ 4,600.00
2	<b>PFM Group Consulting</b> April Billable Expenses	115010	\$ 1,002.21
	April Reimbursables	OE-EXP-05-47	\$ 3.57
3	<b>VGlobalTech</b> May Website Maintenance	2658	\$ 100.00
TOTAL			\$ 5,705.78



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**RECEIVED**

By Amanda Lane at 1:43 pm, May 17, 2021

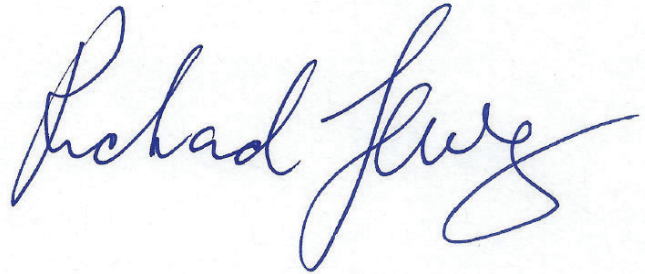


## SUNBRIDGE STEWARDSHIP DISTRICT

### Payment Authorization No. 132

5/21/2021

Item No.	Vendor	Invoice Number	General Fund
1	<b>832 Communications</b> Reimbursement for April OUC	10151	\$ 4,934.12
2	<b>Irrigation Systems</b> 6200 Even Cyrils DR IRR ; Service 04/01/2021 - 04/30/2021	Acct: 54823862	\$ 1,213.04
3	<b>OUC</b> 0 Cyrils Drive	Acct: 1560643933	\$ 1,269.82
4	<b>PFM Group Consulting</b> DM Fee: May 2021	DM-05-2021-0043	\$ 5,833.33
<b>TOTAL</b>			<b>\$ 13,250.31</b>



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**RECEIVED**

**By Amanda Lane at 8:53 am, May 24, 2021**

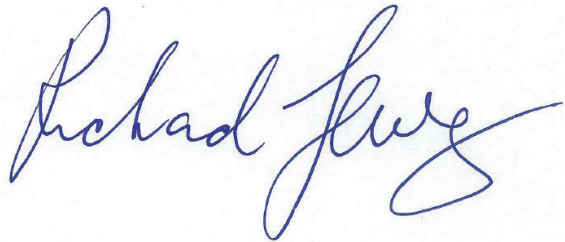


## SUNBRIDGE STEWARDSHIP DISTRICT

### Payment Authorization No. 133

6/4/2021

Item No.	Vendor	Invoice Number	General Fund
1	<b>Berman Construction</b> June Irrigation and Admin Staffing	12980	\$ 625.00
2	<b>Carr Riggs &amp; Ingram</b> FY 2020 Audit	17152948	\$ 2,500.00
3	<b>Florida ULS Operating</b> June Landscaping	ULS-13647	\$ 4,600.00
4	<b>OUC</b> Acct: 5981605831 ; Service 05/03/2021 - 06/02/2021	--	\$ 1,160.62
5	<b>Poulos &amp; Bennett</b> Engineering Services Through 04/30/2021	18-203(27)	\$ 210.00
<b>TOTAL</b>			<b>\$ 9,095.62</b>



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**RECEIVED**

By Amanda Lane at 11:07 am, Jun 07, 2021

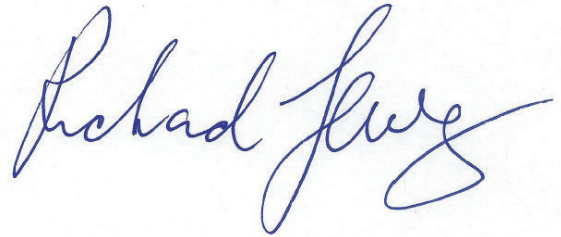


## SUNBRIDGE STEWARDSHIP DISTRICT

### Payment Authorization No. 134

6/18/2021

Item No.	Vendor	Invoice Number	General Fund
1	<b>Hopping Green &amp; Sams</b> General Counsel Through 04/30/2021	122849	\$ 5,479.72
2	<b>PFM Group Consulting</b> DM Fee: June 2021	DM-06-2021-0043	\$ 5,833.33
<b>TOTAL</b>			<b>\$ 11,313.05</b>



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**RECEIVED**

**By Amanda Lane at 8:47 am, Jun 22, 2021**

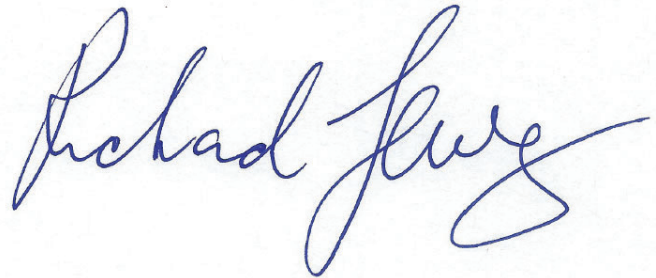


## SUNBRIDGE STEWARDSHIP DISTRICT

### Payment Authorization No. 135

6/25/2021

Item No.	Vendor	Invoice Number	General Fund
1	<b>Irrigation Systems</b> 6200 Even Cyrils Dr Irr ; Service 04/30/2021 - 06/01/2021	Acct: 54823862	\$ 1,963.44
2	<b>Osceola News-Gazette</b> Legal Advertising on 06/24/2021 ; Ad: 34245	305373	\$ 63.32
3	<b>PFM Group Consulting</b> May Billable Expenses	115590	\$ 32.10
	May Reimbursables	OE-EXP-06-041	\$ 0.51
4	<b>VGlobalTech</b> June Website Maintenance	2744	\$ 100.00
<b>TOTAL</b>			<b>\$ 2,159.37</b>



Board Member

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**RECEIVED**

By Amanda Lane at 10:44 am, Jun 28, 2021

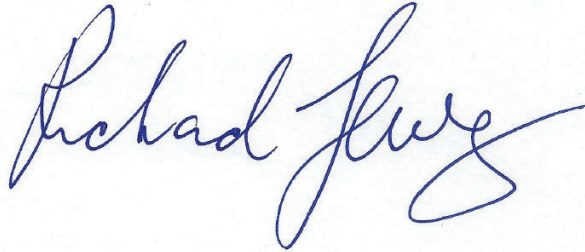


## SUNBRIDGE STEWARDSHIP DISTRICT

### Payment Authorization No. 136

7/2/2021

Item No.	Vendor	Invoice Number	General Fund
1	Carr Riggs & Ingram FY 2020 Audit	17170341	\$ 5,000.00
2	Florida ULS Operating July Landscaping	ULS-15272	\$ 4,600.00
TOTAL			\$ 9,600.00



Board Member

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Orlando, FL 32817  
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**RECEIVED**

**By Amanda Lane at 9:39 am, Jul 03, 2021**

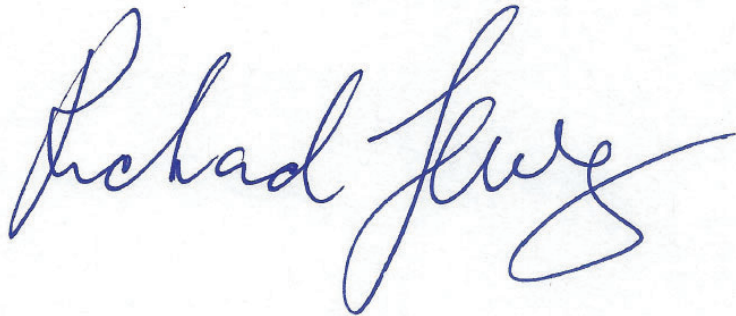


## SUNBRIDGE STEWARDSHIP DISTRICT

### Payment Authorization No. 137

7/9/2021

Item No.	Vendor	Invoice Number	General Fund
1	<b>Berman Construction</b> July Irrigation and Admin Staffing	13335	\$ 625.00
2	<b>OUC</b> Service 06/02/2021 - 07/02/2021	Acct: 5981605831	\$ 1,160.62
3	<b>Poulos &amp; Bennett</b> Engineering Services Through 05/31/2021	18-203(28)	\$ 163.70
TOTAL			\$ 1,949.32



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12051 Corporate Boulevard  
Orlando, FL 32817  
LaneA@pfm.com // 407-723-5925

**RECEIVED**

By Amanda Lane at 8:49 am, Jul 12, 2021

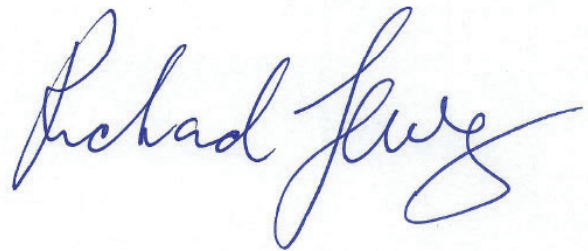


# SUNBRIDGE STEWARDSHIP DISTRICT

## Payment Authorization No. 138

7/30/2021

Item No.	Vendor	Invoice Number	General Fund
1	<b>Irrigation Systems</b> 6200 Even Cyrils Dr Irr ; Service 06/01/2021 - 07/01/2021	Acct: 54823862	\$ 1,128.72
2	<b>PFM Group Consulting</b> DM Fee: July 2021	DM-07-2021-45	\$ 5,833.33
3	<b>VGlobalTech</b> Quarter 2 ADA Audit	2831	\$ 300.00
	July Website Maintenance	2877	\$ 100.00
<b>TOTAL</b>			<b>\$ 7,362.05</b>



Board Member

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3501 Quadrangle Boulevard, Ste. 270  
Orlando, FL 32817  
LaneA@pfm.com // 407-723-5925

**RECEIVED**

By Amanda Lane at 8:35 am, Aug 02, 2021



# **Sunbridge Stewardship District**

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



**Sunbridge Stewardship District**  
Statement of Financial Position  
As of 7/31/2021

	General Fund	Capital Projects Fund	Utility Fund	Total
<b><u>Assets</u></b>				
<b><u>Current Assets</u></b>				
General Checking Account	\$65,211.07			\$65,211.07
Deposits	240.00			240.00
Accounts Receivable - Due from Developer		\$4,705.00		4,705.00
Utility Revenue			\$206,108.23	206,108.23
Utility Operating			475,441.42	475,441.42
Utility Revenue System Development			565,315.00	565,315.00
Accounts Receivable			(5,919.49)	(5,919.49)
Total Current Assets	<u>\$65,451.07</u>	<u>\$4,705.00</u>	<u>\$1,240,945.16</u>	<u>\$1,311,101.23</u>
<b><u>Property, Plant &amp; Equipment</u></b>				
Fixed Assets - Other			\$2,000.00	\$2,000.00
Total Property, Plant & Equipment	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$2,000.00</u>	<u>\$2,000.00</u>
<b>Total Assets</b>	<u><u>\$65,451.07</u></u>	<u><u>\$4,705.00</u></u>	<u><u>\$1,242,945.16</u></u>	<u><u>\$1,313,101.23</u></u>
<b><u>Liabilities and Net Assets</u></b>				
<b><u>Current Liabilities</u></b>				
Accounts Payable	\$7,987.05			\$7,987.05
Accounts Payable		\$4,705.00		4,705.00
Deferred Revenue		4,705.00		4,705.00
Accounts Payable			\$33,310.04	33,310.04
Due to Developer			150,000.00	150,000.00
Deposits			30,113.68	30,113.68
Accrued Expenses Payable			1,825.96	1,825.96
Total Current Liabilities	<u>\$7,987.05</u>	<u>\$9,410.00</u>	<u>\$215,249.68</u>	<u>\$232,646.73</u>
<b><u>Long Term Liabilities</u></b>				
System Dev. Charge - Water			\$759,000.00	\$759,000.00
System Dev. Charge - Wastewater			492,660.00	492,660.00
Total Long Term Liabilities	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,251,660.00</u>	<u>\$1,251,660.00</u>
<b>Total Liabilities</b>	<u><u>\$7,987.05</u></u>	<u><u>\$9,410.00</u></u>	<u><u>\$1,466,909.68</u></u>	<u><u>\$1,484,306.73</u></u>
<b><u>Net Assets</u></b>				
Net Assets, Unrestricted	(\$44,085.70)			(\$44,085.70)
Current Year Net Assets, Unrestricted	(300.00)			(300.00)
Net Assets - General Government	29,036.52			29,036.52
Current Year Net Assets - General Government	72,813.20			72,813.20
Net Assets, Unrestricted		(\$300.00)		(300.00)
Current Year Net Assets, Unrestricted		(4,405.00)		(4,405.00)
Net Assets, 270			(\$167,736.82)	(167,736.82)
Current Year Net Assets, 270			(56,227.70)	(56,227.70)
<b>Total Net Assets</b>	<u><u>\$57,464.02</u></u>	<u><u>(\$4,705.00)</u></u>	<u><u>(\$223,964.52)</u></u>	<u><u>(\$171,205.50)</u></u>
<b>Total Liabilities and Net Assets</b>	<u><u>\$65,451.07</u></u>	<u><u>\$4,705.00</u></u>	<u><u>\$1,242,945.16</u></u>	<u><u>\$1,313,101.23</u></u>



**Sunbridge Stewardship District**

## Statement of Activities

As of 7/31/2021

	General Fund	Capital Projects Fund	Utility Fund	Total
<b><u>Revenues</u></b>				
On-Roll Assessments	\$72,489.33			\$72,489.33
Off-Roll Assessments	148,586.27			148,586.27
Developer Contributions	5,381.00			5,381.00
Other Income & Other Financing Sources	131.14			131.14
Inter-Fund Transfers In	(300.00)			(300.00)
Inter-Fund Transfers In		\$300.00		300.00
Water - Residential Customers			\$14,562.68	14,562.68
Water - Commercial Customers			2,472.84	2,472.84
Wastewater - Residential Customers			21,916.16	21,916.16
Plan Review Fees			2,747.00	2,747.00
Meter Installations Fees			27,775.00	27,775.00
Backflow Installation Fees			5,440.00	5,440.00
Wastewater Install/Connection			7,875.00	7,875.00
Initial Connection Fees			6,000.00	6,000.00
Other Income & Other Financing Sources			126,248.09	126,248.09
Total Revenues	<u>\$226,287.74</u>	<u>\$300.00</u>	<u>\$215,036.77</u>	<u>\$441,624.51</u>
<b><u>Expenses</u></b>				
D&O Insurance	\$2,421.00			\$2,421.00
Management	58,333.30			58,333.30
Engineering	1,326.20			1,326.20
District Counsel	32,474.92			32,474.92
Assessment Administration	7,500.00			7,500.00
Audit	7,500.00			7,500.00
Travel and Per Diem	173.02			173.02
Postage & Shipping	47.57			47.57
Legal Advertising	815.66			815.66
Web Site Maintenance	1,900.00			1,900.00
Dues, Licenses, and Fees	1,170.40			1,170.40
Electric	6,382.55			6,382.55
General Insurance	2,960.00			2,960.00
Irrigation	9,774.96			9,774.96
Landscaping Maintenance & Material	13,800.00			13,800.00
Contingency	2,417.20			2,417.20
Streetlights	2,277.76			2,277.76
Personnel Leasing Agreement	2,500.00			2,500.00



# Sunbridge Stewardship District

## Statement of Activities

As of 7/31/2021

	General Fund	Capital Projects Fund	Utility Fund	Total
District Counsel		\$4,705.00		4,705.00
Engineering			\$8,745.82	8,745.82
ContractServices - Accounting			6,996.68	6,996.68
Contractual Services			38,459.76	38,459.76
Miscellaneous			158,615.89	158,615.89
Water			2,921.57	2,921.57
Plan Review Expense			8,944.50	8,944.50
Meter Installation Expense			28,900.25	28,900.25
Backflow Installation Expense			5,780.00	5,780.00
Wastewater Connection Expense			8,500.00	8,500.00
Miscellaneous Customer Service Expense			3,400.00	3,400.00
Total Expenses	\$153,774.54	\$4,705.00	\$271,264.47	\$429,744.01
<b><u>Other Revenues (Expenses) &amp; Gains (Losses)</u></b>				
Total Other Revenues (Expenses) & Gains (Losses)	\$0.00	\$0.00	\$0.00	\$0.00
<b>Change In Net Assets</b>	\$72,513.20	(\$4,405.00)	(\$56,227.70)	\$11,880.50
<b>Net Assets At Beginning Of Year</b>	(\$15,049.18)	(\$300.00)	(\$167,736.82)	(\$183,086.00)
<b>Net Assets At End Of Year</b>	\$57,464.02	(\$4,705.00)	(\$223,964.52)	(\$171,205.50)



**Sunbridge Stewardship District**  
 Budget to Actual  
 For the period of 7/1/2021 Through 7/31/2021

	Year To Date			FY 2021 Adopted Budget
	Actual	Budget	Variance	
<b><u>Revenues</u></b>				
On-Roll Assessments	\$ 72,489.33	\$ 172,395.80	\$ (99,906.47)	\$ 206,875.00
Off-Roll Assessments	148,586.27	-	148,586.27	-
Developer Contributions	5,381.00	-	5,381.00	-
Other Income & Other Financing Sources	131.14	-	131.14	-
<b>Net Revenues</b>	<b>\$ 226,587.74</b>	<b>\$ 172,395.80</b>	<b>\$ 54,191.94</b>	<b>\$ 206,875.00</b>
<b><u>General &amp; Administrative Expenses</u></b>				
D&O Insurance	\$ 2,421.00	\$ 2,250.00	\$ 171.00	\$ 2,700.00
Trustee Services	-	5,000.00	(5,000.00)	6,000.00
Management	58,333.30	58,333.30	-	70,000.00
Engineering	1,326.20	10,000.00	(8,673.80)	12,000.00
Dissemination Agent	-	4,166.70	(4,166.70)	5,000.00
District Counsel	32,474.92	20,833.30	11,641.62	25,000.00
Assessment Administration	7,500.00	6,250.00	1,250.00	7,500.00
Reamortization Schedules	-	104.20	(104.20)	125.00
Audit	7,500.00	5,000.00	2,500.00	6,000.00
Travel and Per Diem	173.02	416.70	(243.68)	500.00
Telephone	-	166.70	(166.70)	200.00
Postage & Shipping	47.57	250.00	(202.43)	300.00
Copies	-	416.70	(416.70)	500.00
Legal Advertising	815.66	6,666.70	(5,851.04)	8,000.00
Web Site Maintenance	1,900.00	2,000.00	(100.00)	2,400.00
Dues, Licenses, and Fees	1,170.40	812.50	357.90	975.00
Electric	6,382.55	-	6,382.55	-
General Insurance	2,960.00	2,666.70	293.30	3,200.00
Irrigation	9,774.96	-	9,774.96	-
Landscaping Maintenance & Material	13,800.00	31,666.70	(17,866.70)	38,000.00
Contingency	2,417.20	5,395.60	(2,978.40)	6,475.00
Lighting	-	10,000.00	(10,000.00)	12,000.00
Streetlights	2,277.76	-	2,277.76	-
Personnel Leasing Agreement	2,500.00	-	2,500.00	-
<b>Total General &amp; Administrative Expenses</b>	<b>\$ 153,774.54</b>	<b>\$ 172,395.80</b>	<b>\$ (18,621.26)</b>	<b>\$ 206,875.00</b>
<b>Total Expenses</b>	<b>\$ 153,774.54</b>	<b>\$ 172,395.80</b>	<b>\$ (18,621.26)</b>	<b>\$ 206,875.00</b>
<b>Net Income (Loss)</b>	<b>\$ 72,813.20</b>	<b>\$ -</b>	<b>\$ 72,813.20</b>	<b>\$ -</b>