

# 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 Sunbridge Stewardship District will hold a meeting of the Auditor Selection Committee and Board of Supervisors on **Thursday, May 7, 2026, at 11:00 a.m. at 6900 Tavistock Lakes Blvd, Ste 200, Orlando, FL 32827**. Questions or comments on the Board Meeting or proposed agenda may be addressed to Lynne Mullins at [mullinsl@pfm.com](mailto:mullinsl@pfm.com) or (407) 723-5900. 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 via Microsoft Teams:

**Phone:** +1 689-218-0591 **Code:** 143 682 325#

## AUDITOR SELECTION COMMITTEE MEETING AGENDA

- Roll Call to Confirm Quorum
- 1. Review of Auditing Services Proposals
  - a) McIntosh CPA
  - b) Grau & Associates
  - c) Richie Tandoc CPA
  - d) Berger, Toombs, Elam, Gaines & Frank
  - e) Carr, Riggs & Ingram
- 2. Ranking of Auditing Services Proposals (*provided under separate cover*)
- Adjournment

## BOARD OF SUPERVISORS' MEETING AGENDA

### Organizational Matters

- Roll Call to Confirm a Quorum
- Public Comment Period
- 1. Consideration of the Minutes of the April 2, 2026, Auditor Selection Committee Meeting
- 2. Consideration of the Minutes of the April 2, 2026, Board of Supervisors' Meeting
- 3. Letter from Supervisor of Elections – Osceola County
- 4. Letter from Supervisor of Elections – Orange County

### Business Matters

- 5. Review of Auditor Selection Committee Rankings & Selection of Auditor (*provided under separate cover*)
- 6. Consideration of Fiscal Year 2027 DM Fee Increase Letter
- 7. Consideration of **Resolution 2026-11, Approving Proposed Budgets for Fiscal Year 2026-2027 and Setting a Public Hearing Date, Time and Location**
- 8. Consideration of **Resolution 2026-12, Setting a Public Hearing on the Revised Rules of Procedure**
  - a. Rules of Procedure

- b. Notice of Rule Development
  - c. Notice of Rulemaking
- 9. Consideration of **Resolution 2026-13, Ratifying the Sale of the Series 2026 Bonds for Del Webb Phase 2D/3**
- 10. Consideration of Disclosure of Public Financing and Maintenance of Improvements to Real Property Undertaken by the SSD (Del Webb Phase 2D/3 Project)
- 11. Consideration of TES to ISD (Jack Brack Road Phase 2 and Pond)
  - a. Off-Site Drainage Easement Agreement (CFPH 300)
  - b. Drainage Easement Agreement (ISD to Osceola County)
  - c. Affidavit of Compliance with Florida's Conveyance to Foreign Entities Act
  - d. Notice Regarding Florida's Conveyances to Foreign Entities Act
  - e. Closing Statement and Schedule of Disbursements
  - f. Special Warranty Deed
  - g. Owner's Affidavit
  - h. 1099-S Tax Reporting Form
  - i. LLC Affidavit of Tavistock East Services, LLC
- 12. Ratification of Operations and Maintenance Expenditures paid in March 2026 in an amount totaling \$107,256.17
- 13. 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
  - 4. District Landscape Supervisor

- B. Supervisor Requests

#### **Adjournment**



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# **Sunbridge Stewardship District**

## **Review of Auditing Services Proposals**



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# **Sunbridge Stewardship District**

**McIntosh CPA**



# Independent Audit Service Proposal



2385 NW Executive Center Dr.  
Boca Raton, FL 33431

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

## Prepared for Sunbridge Stewardship District

Prepared By:  
McIntosh CPA

April 30, 2026

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# Transmittal Letter



April 30, 2026

Board of Supervisors  
Sunbridge Stewardship District  
Osceola County

McIntosh CPA is pleased to submit this proposal to provide annual auditing services for the Sunbridge Stewardship District (the "District"). Our firm specializes in auditing services for governmental entities, including special districts, ensuring compliance with Florida Statutes, Government Auditing Standards (Yellow Book), and the requirements set forth by the Florida Auditor General. We are a Woman & Minority Business certified by the State of Florida.

While the firm is new, the managing partner has been providing auditing services to special districts for over 18 years and has an impeccable reputation among former clients. With this experience and knowledge, we are uniquely qualified and ready to assist the District with the audit services needed. We are confident that we will not only provide the services required but exceed expectations.

We understand the importance of accountability and fiscal responsibility in government operations. Our audit methodology is designed to provide an efficient, thorough, and collaborative review process while minimizing disruption to your daily operations. Additionally, we are committed to maintaining open communication and delivering clear, actionable recommendations to support the District's financial integrity and operational efficiency.

We have an established reputation for delivering high-quality, timely, and efficient audits. With our extensive experience, we are confident in our ability to provide the District with the highest level of professional service. We acknowledge that this proposal is valid for ninety (90) days following submission.

We thank you for the opportunity to provide a proposal and look forward to working with the District's team. Please do not hesitate to contact Racquel McIntosh at 2385 NW Executive Center Dr., Suite 100, Boca Raton FL 33431, 561-981-6282, or [mcintoshcpa@outlook.com](mailto:mcintoshcpa@outlook.com) with any questions.

Sincerely,

*McIntoshCPA*

Racquel McIntosh, CPA  
Founder & Managing Partner

# Statement of Understanding and Scope of Work

The Sunbridge Stewardship District requires independent audit services for the fiscal year ending September 30, 2026, with an option for four additional annual renewals. Our firm understands that the audit must comply with:

- Chapter 218.39, Florida Statutes
- Florida Auditor General's Rules
- Government Auditing Standards (Yellow Book)
- Licensure under Chapter 473

The audit will include an examination of the District's financial records, internal controls, and compliance with applicable laws and regulations.

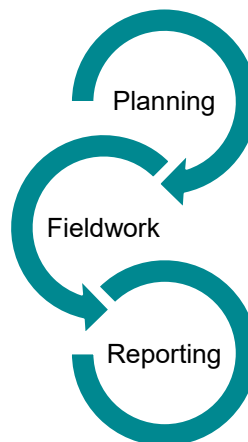
## AUDIT TIMELINE

We recognize the importance of adhering to the District's annual audit deadline and are fully committed to ensuring a timely and efficient audit process. Racquel McIntosh will be responsible for the firm meeting the required deadline. Our team will strategically plan and execute the audit to ensure that the draft and auditor's reports are completed well in advance of the deadline, allowing ample time for review and discussion. Additionally, we will maintain open communication throughout the engagement to address any concerns promptly and ensure a smooth and seamless audit experience.

## SCOPE OF WORK

- Conduct an independent audit in accordance with Government Auditing Standards
- Evaluate internal controls and compliance with Florida statutes
- Issue audited financial statements with findings and recommendations
- Report to the Board of Supervisors on the audit findings
- Provide ongoing support for financial and compliance questions

The audit will be performed in the three phases below;



## AUDIT PLANNING

This is the most critical part of an audit, as a well planned audit determines the flow and efficiency for the entire audit. Planning consists of the following segments:

*Obtain an understanding of the District* – we will gain an understanding of the District in order to perform risk assessment for the various segments of the audit. It involves reviewing the policies and procedures, documenting the internal controls of the District, including compliance requirements, and making an initial assessment of inherent risk in order to determine the preliminary risk of material misstatement to the financial statements. It also includes gaining an understanding of the District's IT environment and how that affects financial reporting.

*IT Assessment* – we will discuss with management and document the District's IT infrastructure, including; general controls over the network and the accounting software, and specific controls within the accounting software. We will also discuss access, backups, disaster recovery, and virus protection. These discussions will assist in determining if the IT infrastructure is adequate to reduce any material financial statement misstatements.

*Preliminary analytics* – current vs prior year review of accounts to determine and document causes for fluctuations.

*Risk Assessment* - Used in conjunction with other planning items above to dictate further audit procedures.

## FIELDWORK

*Based on the risk assessment results from planning, a combination of analytical procedures, detail test of transactions, and use of audit confirmations will be applied by the auditor.*

*Analytical procedures* – these will consist of revenue and expenditure variances from the prior year, variances with the budget, calculating revenue expectations, and reviewing trend analysis for anomalies.

*Test of details* – these will consist of tracing and vouching transactions to and from the accounting records. Will also include testing bond compliance.

**Audit confirmations** – these will be sent to attorneys, tax collector, bond trustees, and other entities as deemed necessary.

## REPORTING

*Once the fieldwork has been completed, a draft of the financial statements along with all related audit reports will be prepared for management's review. McIntosh CPA utilizes a memo to management regarding findings and recommendations not deemed significant and therefore not included in any of the audit reports. The memo will detail the observation and provide a recommendation for corrective action. No management response is required since it will not be presented in any audit report. Before a finding is reported in the audit report, a determination is made as to why the issue occurred and whether it was a one-time occurrence. We ensure that reporting items in the audit report are necessary and that recommendations are cost beneficial.*

*For all three phases above, if deficiencies or discrepancies are identified, management will be informed immediately to give them a chance to research and provide additional information or put corrective measures in place.*

# Qualifications and Experience

## INDEPENDENCE

We affirm that McIntosh CPA is independent with respect to the District. We meet the independence standards of Generally Accepted Auditing Standards and the U.S. Government Accountability Office's *Government Auditing Standards*.

## FIRM QUALIFICATIONS

- Licensed under Chapter 473, Florida Statutes
- Over 18 years of experience auditing governments
- Demonstrated expertise in auditing special districts and financials
- Strong track record of timely report delivery and responsiveness

The services as outlined in the statement of understanding will be overseen by Racquel McIntosh CPA, who brings 18 years of exemplary service in the government auditing and accounting industry. In her previous role, she was an audit partner providing auditing services to municipalities and special districts throughout the State of Florida and was in charge of audit quality for the firm. In addition, she assisted clients with internal policy review, internal control best practices and implementation, and assisted with implementation of accounting software and accounting standards.

Further, she has met the educational requirements for CPAs set forth under Florida Statutes and the Government Auditing Standards (Yellow Book) issued by the Government Accountability Office (GAO). See next page for resume.

## Value-Added Service

In addition to providing audit services for the District, Racquel provides an annual training session for the District accounting staff which will include; reviewing items found in the previous year's audit, accounting treatment for certain transactions, how to respond to auditor inquiry, how to analyze financial statements, and new accounting standards and regulations applicable to the upcoming audit year.

## REFERENCES

Below are three districts that the engagement partner has worked on with the named management companies. In total, the engagement partner oversaw and worked on over 200 CDDs.

|                                                              |                                                                         |
|--------------------------------------------------------------|-------------------------------------------------------------------------|
| CATALINA AT WRINKLER PRESERVE COMMUNITY DEVELOPMENT DISTRICT | Rizzetta & Company<br>3434 Colwell Avenue, Suite 200<br>Tampa, FL 33614 |
| BERRY BAY COMMUNITY DEVELOPMENT DISTRICT                     | Meritus<br>2005 Pan Am Circle, Suite 300<br>Tampa, FL 33607             |
| BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT                | Inframark<br>210 N University Drive<br>Coral Springs, FL 33071          |



# RACQUEL MCINTOSH

CPA



561-981-6282



mcintoshcpa@outlook.com



Racquel McIntosh, CPA



2385 NW Executive Center  
Dr. Suite 100, Boca Raton FL

## EDUCATION

Masters of Accounting  
Florida Atlantic University  
2004

Bachelor of Arts B.B.A  
Major: Accounting & Finance  
Florida Atlantic University  
2003

## INDUSTRIES

Governments

Non-profits

## MEMBERSHIPS

AICPA

CSDA

FASD

FICPA

FGFOA

FASD Board Member/Presenter

FICPA SLG Committee Member

## Profile

Racquel has been providing auditing and consulting services to governments and non-profits for over 18 years. Her in-depth knowledge of government/non-profit compliance requirements, regulations, accounting principles and audit methodologies provides clients with the highest service quality delivered with the utmost integrity.

## Experience

- Oct 2023- Present  
McIntosh CPA  
Founder & Managing Partner
- 2014 - 2023  
Grau & Associates  
Audit Partner
- 2011 - 2013  
Grau & Associates  
Audit Manager
- 2009 - 2011  
Grau & Associates  
Audit Senior
- 2005 - 2009  
Grau & Associates  
Audit Staff

## Collaborations

In addition to external audits, Racquel has assisted clients with implementing new accounting standards and State legislation, switching ERP systems, improving internal controls via new policies and procedures, providing education via webinars/seminars, and providing guidance to management.



## Schedule of Fees

Below are the all-inclusive fees for the District's annual financial statement audit

| Fiscal Year | Proposed Fee |
|-------------|--------------|
| 2026        | \$3,500      |
| 2027        | \$3,600      |
| 2028        | \$3,700      |
| 2029        | \$3,800      |
| 2030        | \$3,900      |

The above fees are based on the District not issuing additional Bonds in any of the fiscal years.

If Bonds are issued, then fees will be adjusted.



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF ACCOUNTANCY

THE ACCOUNTANCY CORPORATION HEREIN IS LICENSED UNDER THE  
PROVISIONS OF CHAPTER 473, FLORIDA STATUTES



**RACQUEL MCINTOSH CPA, P.A.**

MCINTOSH CPA  
2385 NW EXECUTIVE CENTER DRIVE  
SUITE 100  
BOCA RATON FL 33431

LICENSE NUMBER: AD71848

EXPIRATION DATE: DECEMBER 31, 2027

Always verify licenses online at [MyFloridaLicense.com](https://www.MyFloridaLicense.com)

ISSUED: 12/30/2025

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.







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# **Sunbridge Stewardship District**

**Grau & Associates**



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

# Proposal to Provide Financial Auditing Services:

**SUNBRIDGE**  
**STEWARDSHIP DISTRICT**

Due Date: April 30, 2026  
3:00PM

**Submitted to:**

Sunbridge Stewardship District  
c/o District Manager  
3501 Quadrangle Blvd, Suite 270  
Orlando, Florida 32817

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**Submitted by:**

Antonio J. Grau, Partner  
Grau & Associates  
1001 Yamato Road, Suite 301  
Boca Raton, Florida 33431

**Tel** (561) 994-9299

**Fax** (561) 994-5823

[tgrau@graucpa.com](mailto:tgrau@graucpa.com)

[www.graucpa.com](http://www.graucpa.com)



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

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# Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

April 30, 2026

Sunbridge Stewardship District  
c/o District Manager  
3501 Quadrangle Boulevard, Suite 270  
Orlando, Florida 32817

Re: Request for Proposal for Professional Auditing Services for the fiscal year ended September 30, 2026, with an option for four (4) additional annual renewals.

Grau & Associates (Grau) welcomes the opportunity to respond to the Sunbridge Stewardship District's (the "District") Request for Proposal (RFP), and we look forward to working with you on your audit. We are an energetic and robust team of knowledgeable professionals and are a recognized leader of providing services to Community Development Districts. As one of Florida's few firms to primarily focus on government, we are especially equipped to provide you an effective and efficient audit.

Government audits are at the core of our practice: **95% of our work is performing audits for local governments and of that 98% are for special districts.** With our significant experience, we are able to increase efficiency, to provide immediate and continued savings, and to minimize disturbances to your operations.

## Why Grau & Associates:

### Knowledgeable Audit Team

Grau is proud that the personnel we assign to your audit are some of the most seasoned auditors in the field. Our staff performs governmental engagements year-round. When not working on your audit, your team is refining their audit approach for next year's audit. Our engagement partners have decades of experience and take a hands-on approach to our assignments, which all ensures a smoother process for you.

### Servicing your Individual Needs

Our clients enjoy personalized service designed to satisfy their unique needs and requirements. Throughout the process of our audit, you will find that we welcome working with you to resolve any issues as swiftly and easily as possible. In addition, due to Grau's very low turnover rate for our industry, you also won't have to worry about retraining your auditors from year to year.

### Developing Relationships

We strive to foster mutually beneficial relationships with our clients. We stay in touch year-round, updating, collaborating and assisting you in implementing new legislation, rules and standards that affect your organization. We are also available as a sounding board and assist with technical questions.

### Maintaining an Impeccable Reputation

We have never been involved in any litigation, proceeding or received any disciplinary action. Additionally, we have never been charged with, or convicted of, a public entity crime of any sort. We are financially stable and have never been involved in any bankruptcy proceedings.

### **Complying With Standards**

Our audit will follow the Auditing Standards of the AICPA, Generally Accepted Government Auditing Standards, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida, and any other applicable federal, state and local regulations. We will deliver our reports in accordance with your requirements.

This proposal is a firm and irrevocable offer for 90 days. We certify this proposal is made without previous understanding, agreement or connection either with any previous firms or corporations offering a proposal for the same items. We also certify our proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action, and was prepared in good faith. Only the person(s), company or parties interested in the project as principals are named in the proposal. Grau has no existing or potential conflicts and anticipates no conflicts during the engagement. Our Federal I.D. number is 20-2067322.

We would be happy to answer any questions or to provide any additional information. We are genuinely excited about the prospect of serving you and establishing a long-term relationship. Please do not hesitate to call or email either of our Partners, Antonio J. Grau, CPA ([tgrau@graucpa.com](mailto:tgrau@graucpa.com)) or Ben Steets, CPA ([bsteets@graucpa.com](mailto:bsteets@graucpa.com)) at 561.994.9299. We thank you for considering our firm's qualifications and experience.

Very truly yours,  
Grau & Associates



Antonio J. Grau

# Firm Qualifications



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

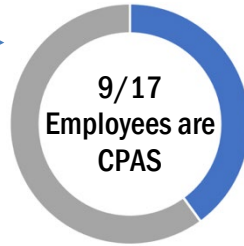


# Grau's Focus and Experience

## Our Team



**3** Partners  
**12** Professional Staff  
**2** Administrative Professionals



# 2005

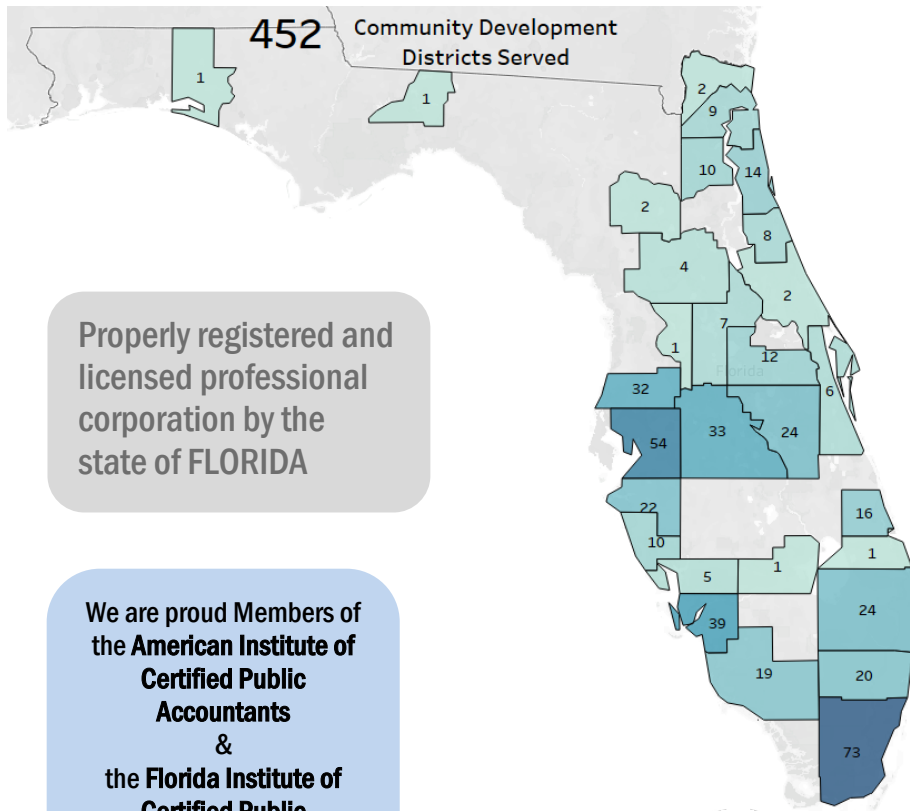
Year founded

## Services Provided



Properly registered and licensed professional corporation by the state of FLORIDA

We are proud Members of the **American Institute of Certified Public Accountants** & the **Florida Institute of Certified Public Accountants**



**Quality Controls**

- ⇒ External quality review program: consistently receives a pass
- ⇒ Internal: ongoing monitoring to maintain quality



AICPA | FICPA | GFOA | FASD | FGFOA

See next page for report and certificate

**Report on the Firm's System of Quality Control**

November 18, 2025

Antonio Grau  
Grau & Associates  
1001 W. Yamato Road, Suite 301  
Boca Raton, FL 33431-4403

Dear Antonio Grau:

It is my pleasure to notify you that on November 18, 2025, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2028. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

*FICPA Peer Review Committee*

Peer Review Team  
FICPA Peer Review Committee  
paul@ficpa.org  
850.224.2727, x5957

cc: Daniel Hevia, David Caplivski

Firm Number: 900004390114

Review Number: 616829

October 3, 2025

To the Partners of Grau & Associates  
And the Peer Review Committee of the  
Florida Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Grau & Associates (the firm), in effect for the year ended June 30, 2025. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported on conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

**Firm's Responsibility**

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

**Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

**Required Selections and Considerations**

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

**Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Grau & Associates in effect for the year ended June 30, 2025, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Grau & Associates has received a peer review rating of *pass*.



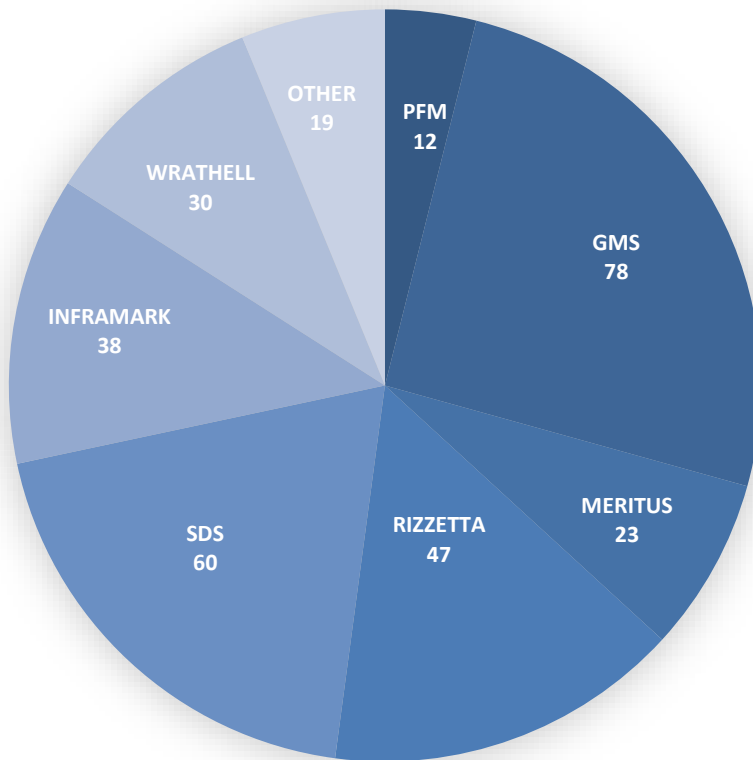
Prida Guida & Perez, P.A.

# **Firm & Staff Experience**



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

## GRAU AND ASSOCIATES COMMUNITY DEVELOPMENT DISTRICT EXPERIENCE BY MANAGEMENT COMPANY



### Profile Briefs:

#### **Antonio J GRAU, CPA (Partner)**

*Years Performing Audits: 35+  
CPE (last 2 years): Government Accounting, Auditing: 24 hours; Accounting, Auditing and Other: 58 hours  
Professional Memberships: AICPA, FICPA, FGFOA, GFOA*

#### **Ben Steets, CPA (Partner)**

*Years Performing Audits: 10+  
CPE (last 2 years): Government Accounting, Auditing: 28 hours; Accounting, Auditing and Other: 88 hours  
Professional Memberships: AICPA, FICPA, FGFOA, FASD*

"Here at Grau & Associates, staying up to date with the current technological landscape is one of our top priorities. Not only does it provide a more positive experience for our clients, but it also allows us to perform a more effective and efficient audit. With the every changing technology available and utilized by our clients, we are constantly innovating our audit process."

Tony Grau

"Quality audits and exceptional client service are at the heart of every decision we make. Our clients trust us to deliver a quality audit, adhering to high standards and assisting them with improvements for their organization."

Ben Steets

## **YOUR ENGAGEMENT TEAM**

Grau's client-specific engagement team is meticulously organized in order to meet the unique needs of each client. Constant communication within our solution team allows for continuity of staff and audit team. The Certified Information Technology Professional (CITP) Partner will bring a unique blend of IT expertise and understanding of accounting principles to the financial statement audit of the District.



The assigned personnel will work closely with the partner and the District to ensure that the financial statements and all other reports are prepared in accordance with professional standards and firm policy. Responsibilities will include planning the audit; communicating with the client and the partners the progress of the audit; and determining that financial statements and all reports issued by the firm are accurate, complete and are prepared in accordance with professional standards and firm policy.

The Engagement Partner will participate extensively during the various stages of the engagement and has direct responsibility for engagement policy, direction, supervision, quality control, security, confidentiality of information of the engagement and communication with client personnel. The engagement partner will also be involved directing the development of the overall audit approach and plan; performing an overriding review of work papers and ascertain client satisfaction.



## Antonio 'Tony' J. Grau, CPA

### Partner

Contact: [tgrau@graucpa.com](mailto:tgrau@graucpa.com) | (561) 939-6672

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#### Experience

For over 30 years, Tony has been providing audit, accounting and consulting services to the firm's governmental, non-profit, employee benefit, overhead and arbitrage clients. He provides guidance to clients regarding complex accounting issues, internal controls and operations.

As a member of the Government Finance Officers Association Special Review Committee, Tony participated in the review process for awarding the GFOA Certificate of Achievement in Financial Reporting. Tony was also the review team leader for the Quality Review of the Office of Management Audits of School Board of Miami-Dade County. Tony received the AICPA advanced level certificate for governmental single audits.

#### Education

University of South Florida (1983)  
Bachelor of Arts  
Business Administration

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#### Clients Served (partial list)

(>300) Various Special Districts, including:

|                                                      |                                                  |
|------------------------------------------------------|--------------------------------------------------|
| Bayside Improvement Community Development District   | St. Lucie West Services District                 |
| Dunes Community Development District                 | Ave Maria Stewardship Community District         |
| Fishhawk Community Development District (I, II, IV)  | Rivers Edge II Community Development District    |
| Grand Bay at Doral Community Development District    | Bartram Park Community Development District      |
| Heritage Harbor North Community Development District | Bay Laurel Center Community Development District |

Boca Raton Airport Authority  
Greater Naples Fire Rescue District  
Key Largo Wastewater Treatment District  
Lake Worth Drainage District  
South Indian River Water Control

#### Professional Associations/Memberships

American Institute of Certified Public Accountants   Florida Government Finance Officers Association  
Florida Institute of Certified Public Accountants   Government Finance Officers Association Member  
City of Boca Raton Financial Advisory Board Member

#### Professional Education (over the last two years)

| <u>Course</u>                      | <u>Hours</u>                                  |
|------------------------------------|-----------------------------------------------|
| Government Accounting and Auditing | 24                                            |
| Accounting, Auditing and Other     | <u>58</u>                                     |
| Total Hours                        | <u>82</u> (includes of 4 hours of Ethics CPE) |



## Ben Steets, CPA, *Partner*

Contact : [bsteets@graucpa.com](mailto:bsteets@graucpa.com) / (561) 939-6669

### ***Experience***

|                       |                |              |
|-----------------------|----------------|--------------|
| Grau & Associates     | Partner        | 2023-Present |
| Grau & Associates     | Manager        | 2021-2023    |
| Grau & Associates     | Senior Auditor | 2018-2021    |
| Grau & Associates     | Staff Auditor  | 2016-2018    |
| PCAOB Registered Firm | Staff Auditor  | 2015-2016    |

### ***Education***

Florida Atlantic University (2015)

### ***Clients Served (partial list)***

|                                                    |                                                  |
|----------------------------------------------------|--------------------------------------------------|
| (>300) Various Special Districts                   | San Carlos Park Fire and Rescue Service District |
| Careersource Polk                                  | Sanibel Fire and Rescue District                 |
| Central Broward Water Control District             | South Broward Drainage District                  |
| Dunes Community Development District               | South Trail Fire and Rescue District             |
| Greater Naples Fire Rescue District                | Town of Highland Beach                           |
| Key Marco Community Development District           | Town of Lauderdale-By-The-Sea                    |
| Lake Worth Drainage District                       | Verano Walk Community Development District       |
| Mae Volen Senior Center                            | West Villages Improvement District               |
| Port of the Islands Community Improvement District | Winding Cypress Community Development District   |

### ***Professional Education (over the last two years)***

| <b><u>Course</u></b>               | <b><u>Hours</u></b>                         |
|------------------------------------|---------------------------------------------|
| Government Accounting and Auditing | 28                                          |
| Accounting, Auditing and Other     | 88                                          |
| Total Hours                        | <u>116</u> (includes 4 hours of Ethics CPE) |

### ***Professional Associations/Memberships***

American Institute of Certified Public Accountants  
Florida Institute of Certified Public Accountants



# References



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS



We have included three references of government engagements that require compliance with laws and regulations, follow fund accounting, and have financing requirements, which we believe are similar to the District.

### Dunes Community Development District

|                           |                                                                                                                  |
|---------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>Scope of Work</b>      | Financial audit                                                                                                  |
| <b>Engagement Partner</b> | Antonio J. Grau                                                                                                  |
| <b>Dates</b>              | Annually since 1998                                                                                              |
| <b>Client Contact</b>     | Darrin Mossing, Finance Director<br>475 W. Town Place, Suite 114<br>St. Augustine, Florida 32092<br>904-940-5850 |

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### Two Creeks Community Development District

|                           |                                                                                                       |
|---------------------------|-------------------------------------------------------------------------------------------------------|
| <b>Scope of Work</b>      | Financial audit                                                                                       |
| <b>Engagement Partner</b> | Antonio J. Grau                                                                                       |
| <b>Dates</b>              | Annually since 2007                                                                                   |
| <b>Client Contact</b>     | William Rizzetta, President<br>3434 Colwell Avenue, Suite 200<br>Tampa, Florida 33614<br>813-933-5571 |

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### Journey's End Community Development District

|                           |                                                                                                         |
|---------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Scope of Work</b>      | Financial audit                                                                                         |
| <b>Engagement Partner</b> | Antonio J. Grau                                                                                         |
| <b>Dates</b>              | Annually since 2004                                                                                     |
| <b>Client Contact</b>     | Todd Wodraska, Vice President<br>2501 A Burns Road<br>Palm Beach Gardens, Florida 33410<br>561-630-4922 |

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# **Specific Audit Approach**



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

# **AUDIT APPROACH**

## **Grau's Understanding of Work Product / Scope of Services:**

We recognize the District is an important entity and we are confident our firm is eminently qualified to meet the challenges of this engagement and deliver quality audit services. ***You would be a valued client of our firm and we pledge to commit all firm resources to provide the level and quality of services (as described below) which not only meet the requirements set forth in the RFP but will exceed those expectations.*** Grau & Associates fully understands the scope of professional services and work products requested. Our audit will follow the Auditing Standards of the AICPA, *Generally Accepted Government Auditing Standards*, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida and any other applicable Federal, State or Local regulations. **We will deliver our reports in accordance with your requirements.**

## **Proposed segmentation of the engagement**

Our approach to the audit engagement is a risk-based approach which integrates the best of traditional auditing techniques and a total systems concept to enable the team to conduct a more efficient and effective audit. The audit will be conducted in three phases, which are as follows:



## **Phase I - Preliminary Planning**

A thorough understanding of your organization, service objectives and operating environment is essential for the development of an audit plan and for an efficient, cost-effective audit. During this phase, we will meet with appropriate personnel to obtain and document our understanding of your operations and service objectives and, at the same time, give you the opportunity to express your expectations with respect to the services that we will provide. Our work effort will be coordinated so that there will be minimal disruption to your staff.

### **During this phase we will perform the following activities:**

- » Review the regulatory, statutory and compliance requirements. This will include a review of applicable federal and state statutes, resolutions, bond documents, contracts, and other agreements;
- » Read minutes of meetings;
- » Review major sources of information such as budgets, organization charts, procedures, manuals, financial systems, and management information systems;
- » Obtain an understanding of fraud detection and prevention systems;
- » Obtain and document an understanding of internal control, including knowledge about the design of relevant policies, procedures, and records, and whether they have been placed in operation;
- » Assess risk and determine what controls we are to rely upon and what tests we are going to perform and perform test of controls;
- » Develop audit programs to incorporate the consideration of financial statement assertions, specific audit objectives, and appropriate audit procedures to achieve the specified objectives;
- » Discuss and resolve any accounting, auditing and reporting matters which have been identified.

## **Phase II – Execution of Audit Plan**

The audit team will complete a major portion of transaction testing and audit requirements during this phase. The procedures performed during this period will enable us to identify any matter that may impact the completion of our work or require the attention of management. Tasks to be performed in Phase II include, but are not limited to the following:

- » Apply analytical procedures to further assist in the determination of the nature, timing, and extent of auditing procedures used to obtain evidential matter for specific account balances or classes of transactions;
- » Perform tests of account balances and transactions through sampling, vouching, confirmation and other analytical procedures; and
- » Perform tests of compliance.

## **Phase III - Completion and Delivery**

In this phase of the audit, we will complete the tasks related to year-end balances and financial reporting. All reports will be reviewed with management before issuance, and the partners will be available to meet and discuss our report and address any questions. Tasks to be performed in Phase III include, but are not limited to the following:

- » Perform final analytical procedures;
- » Review information and make inquiries for subsequent events; and
- » Meeting with Management to discuss preparation of draft financial statements and any potential findings or recommendations.

You should expect more from your accounting firm than a signature in your annual financial report. Our concept of truly responsive professional service emphasizes taking an active interest in the issues of concern to our clients and serving as an effective resource in dealing with those issues. In following this approach, we not only audit financial information with hindsight but also consider the foresight you apply in managing operations.

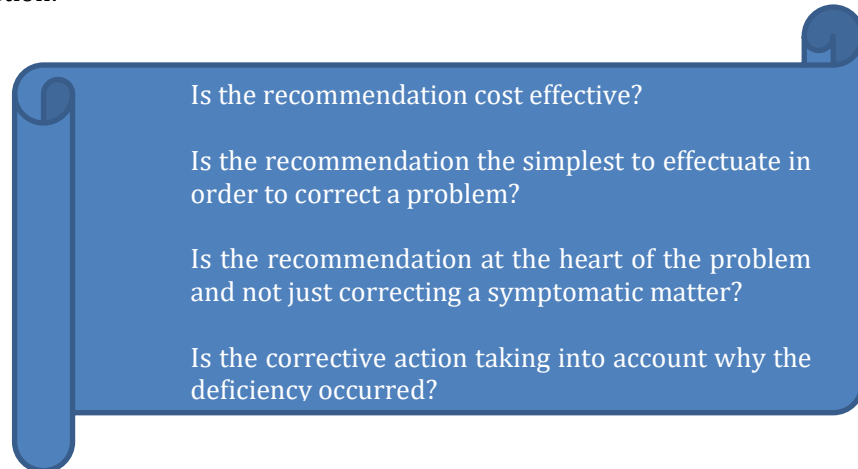
Application of this approach in developing our management letter is particularly important given the increasing financial pressures and public scrutiny facing today's public officials. We will prepare the management letter at the completion of our final procedures.

In preparing this management letter, we will initially review any draft comments or recommendations with management. In addition, we will take necessary steps to ensure that matters are communicated to those charged with governance.

In addition to communicating any recommendations, we will also communicate the following, if any:

- » Significant audit adjustments;
- » Significant deficiencies or material weaknesses;
- » Disagreements with management; and
- » Difficulties encountered in performing the audit.

Our findings will contain a statement of condition describing the situation and the area that needs strengthening, what should be corrected and why. Our suggestions will withstand the basic tests of corrective action:



To assure full agreement with facts and circumstances, we will fully discuss each item with Management prior to the final exit conference. This policy means there will be no “surprises” in the management letter and fosters a professional, cooperative atmosphere.

### **Communications**

We emphasize a continuous, year-round dialogue between the District and our management team. We regularly communicate through personal telephone calls and electronic mail throughout the audit and on a regular basis.

Our clients have the ability to transmit information to us on our secure client portal with the ability to assign different staff with separate log on and viewing capability. This further facilitates efficiency as all assigned users receive electronic mail notification as soon as new information has been posted into the portal.

# **Cost of Services**



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

Our proposed all-inclusive fees for the financial audit for the fiscal years ended September 30, 2026-2030 are as follows:

| <u>Year Ended September 30,</u> | <u>Fee</u>             |
|---------------------------------|------------------------|
| 2026                            | \$6,000                |
| 2027                            | \$6,100                |
| 2028                            | \$6,200                |
| 2029                            | \$6,300                |
| 2030                            | <u>\$6,400</u>         |
| <b>TOTAL (2026-2030)</b>        | <b><u>\$31,000</u></b> |

The above fees are based on the assumption that the District maintains its current level of operations. Should conditions change or Bonds are issued the fees would be adjusted accordingly upon approval from all parties concerned.

# **Supplemental Information**



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS



## **PARTIAL LIST OF CLIENTS**

| <b>SPECIAL DISTRICTS</b>                                       | <b>Governmental<br/>Audit</b> | <b>Single<br/>Audit</b> | <b>Utility<br/>Audit</b> | <b>Current Client</b> | <b>Year End</b> |
|----------------------------------------------------------------|-------------------------------|-------------------------|--------------------------|-----------------------|-----------------|
| Boca Raton Airport Authority                                   | ✓                             | ✓                       |                          | ✓                     | 9/30            |
| Captain's Key Dependent District                               | ✓                             |                         |                          | ✓                     | 9/30            |
| Central Broward Water Control District                         | ✓                             |                         |                          | ✓                     | 9/30            |
| Collier Mosquito Control District                              | ✓                             |                         |                          | ✓                     | 9/30            |
| Coquina Water Control District                                 | ✓                             |                         |                          | ✓                     | 9/30            |
| East Central Regional Wastewater Treatment Facility            | ✓                             |                         | ✓                        |                       | 9/30            |
| Florida Green Finance Authority                                | ✓                             |                         |                          |                       | 9/30            |
| Greater Boca Raton Beach and Park District                     | ✓                             |                         |                          | ✓                     | 9/30            |
| Greater Naples Fire Control and Rescue District                | ✓                             | ✓                       |                          | ✓                     | 9/30            |
| Green Corridor P.A.C.E. District                               | ✓                             |                         |                          | ✓                     | 9/30            |
| Hobe-St. Lucie Conservancy District                            | ✓                             |                         |                          | ✓                     | 9/30            |
| Indian River Farms Water Control District                      | ✓                             |                         |                          | ✓                     | 9/30            |
| Indian River Mosquito Control District                         | ✓                             |                         |                          |                       | 9/30            |
| Indian Trail Improvement District                              | ✓                             |                         |                          | ✓                     | 9/30            |
| Key Largo Wastewater Treatment District                        | ✓                             | ✓                       | ✓                        | ✓                     | 9/30            |
| Lake Asbury Municipal Service Benefit District                 | ✓                             |                         |                          | ✓                     | 9/30            |
| Lake Padgett Estates Independent District                      | ✓                             |                         |                          | ✓                     | 9/30            |
| Lake Worth Drainage District                                   | ✓                             |                         |                          | ✓                     | 9/30            |
| Lealman Special Fire Control District                          | ✓                             |                         |                          | ✓                     | 9/30            |
| Loxahatchee Groves Water Control District                      | ✓                             |                         |                          |                       | 9/30            |
| Old Plantation Water Control District                          | ✓                             |                         |                          | ✓                     | 9/30            |
| Pal Mar Water Control District                                 | ✓                             |                         |                          | ✓                     | 9/30            |
| Pinellas Park Water Management District                        | ✓                             |                         |                          | ✓                     | 9/30            |
| Pine Tree Water Control District (Broward)                     | ✓                             |                         |                          | ✓                     | 9/30            |
| Pinetree Water Control District (Wellington)                   | ✓                             |                         |                          |                       | 9/30            |
| Port of The Islands Community Improvement District             | ✓                             |                         | ✓                        | ✓                     | 9/30            |
| Ranger Drainage District                                       | ✓                             | ✓                       |                          | ✓                     | 9/30            |
| Renaissance Improvement District                               | ✓                             |                         |                          | ✓                     | 9/30            |
| San Carlos Park Fire Protection and Rescue Service District    | ✓                             |                         |                          | ✓                     | 9/30            |
| Sanibel Fire and Rescue District                               | ✓                             |                         |                          |                       | 9/30            |
| South Central Regional Wastewater Treatment and Disposal Board | ✓                             |                         |                          |                       | 9/30            |
| South Indian River Water Control District                      | ✓                             | ✓                       |                          | ✓                     | 9/30            |
| South Trail Fire Protection & Rescue District                  | ✓                             |                         |                          | ✓                     | 9/30            |
| Spring Lake Improvement District                               | ✓                             |                         |                          | ✓                     | 9/30            |
| St. Lucie West Services District                               | ✓                             |                         | ✓                        | ✓                     | 9/30            |
| Sunrise Lakes Phase IV Recreation District                     | ✓                             |                         |                          | ✓                     | 9/30            |
| Sunshine Water Control District                                | ✓                             |                         |                          | ✓                     | 9/30            |
| Sunny Hills Units 12-15 Dependent District                     | ✓                             |                         |                          | ✓                     | 9/30            |
| West Villages Improvement District                             | ✓                             |                         |                          | ✓                     | 9/30            |
| Various Community Development Districts (452)                  | ✓                             |                         |                          | ✓                     | 9/30            |
| <b>TOTAL</b>                                                   | <b>491</b>                    | <b>5</b>                | <b>4</b>                 | <b>484</b>            |                 |

## **ADDITIONAL SERVICES**

### **CONSULTING / MANAGEMENT ADVISORY SERVICES**

Grau & Associates also provide a broad range of other management consulting services. Our expertise has been consistently utilized by Governmental and Non-Profit entities throughout Florida. Examples of engagements performed are as follows:

- Accounting systems
- Development of budgets
- Organizational structures
- Financing alternatives
- IT Auditing
- Fixed asset records
- Cost reimbursement
- Indirect cost allocation
- Grant administration and compliance

### **ARBITRAGE**

The federal government has imposed complex rules to restrict the use of tax-exempt financing. Their principal purpose is to eliminate any significant arbitrage incentives in a tax-exempt issue. We have determined the applicability of these requirements and performed the rebate calculations for more than 150 bond issues, including both fixed and variable rate bonds.

**73**

Current  
Arbitrage  
Calculations

**We look forward to providing Sunbridge Stewardship District with our resources and experience to accomplish not only those minimum requirements set forth in your Request for Proposal, but to exceed those expectations!**

**For even more information on Grau & Associates  
please visit us on [www.graucpa.com](http://www.graucpa.com).**



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# **Sunbridge Stewardship District**

**Richie Tandoc CPA**



## Proposal To Serve

### Sunbridge Stewardship District

In Response to Request for Proposals for:

## Annual Audit Services

Due by: 3:00 pm, April 30, 2026



**Richie Tandoc, P.A.**  
Certified Public Accountant & Consultant

#### Contact:

Richie C. Tandoc, Audit & Assurance Partner  
Email: [richie@rtandoc-cpa.com](mailto:richie@rtandoc-cpa.com)

13453 SW 105<sup>th</sup> Avenue  
Miami, Florida 33176  
Tel. (305) 720-2502, ext. 101

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## Letter of Transmittal / Executive Summary



Richie Tandoc, P.A.

Certified Public Accountant & Consultant  
13453 SW 105<sup>th</sup> Ave, Miami, Florida 33176 / T. (305) 720-2502

April 22, 2026

Lynne Mullins  
District Manager  
Sunbridge Stewardship District  
3501 Quadrangle Boulevard, Suite 270  
Orlando, FL 32187

**RE: Proposal to Provide Annual Audit Services**

Dear Ms. Mullins:

Richie Tandoc, P.A. is pleased to have the opportunity to submit a proposal to provide annual audit services to Sunbridge Stewardship District (the "District") for the fiscal year ending September 30, 2026, with the option to renew annually for the fiscal years ending September 30, 2027, 2028, 2029 and 2030.

Richie Tandoc, P.A. is committed to providing value-added and quality services to the District, combining the responsive personal contact associated with a smaller firm and the sophisticated professional resources of a larger firm. As leaders in servicing governmental and non-profit entities, Richie Tandoc, P.A. is fully qualified to provide audit services to the District. We strive to exceed the expectations of our clients, with a commitment to total quality service. Translating our experience and resources into effective and efficient value-added services to the District is our highest priority, which is why we believe we are best suited to be part of your professional team.

The task that the District faces in selecting a firm to provide audit services is not an easy one. Our goal in this proposal is to present those characteristics that distinguish us as the team best suited to serve the District.

**Understanding of the Work and Ability to Perform**

Based on the team's knowledge and experience gained in serving governmental and non-profit entities for over three decades, more specifically the experience that we've gained having been auditors for governmental organizations similar in size to the District, the team at Richie Tandoc, P.A. has a clear understanding and ability to provide the scope of services requested, as more thoroughly described throughout this proposal.

**Committed to Serving Governmental and Non-Profit Entities**

Although the Firm of Richie Tandoc, P.A. officially began operating as a CPA firm in 2025, the team at Richie Tandoc, P.A. has been in the business of serving non-profit entities for over 30 years (previously as part of PAAST, P.L. and SKJ&T, LLP). Richie Tandoc, P.A. strives to maintain its objectives in the rendering of services of the highest quality with local firm attentiveness to all of its governmental and non-profit clients.

Richie Tandoc, P.A.'s professionals, from entry-level accountants, to the managers, and to the partner, are trained to understand the issues and meet the needs of governmental and non-profit entities.

Our professionals bring a comprehensive understanding of the issues that face governmental and non-profit entities as well as “bench strength” at all levels, allowing us to respond swiftly and effectively to your evolving needs.

Your proposed engagement team consists of the following supervisory professionals:

- Richie Tandoc, Client Service and Engagement Partner – has 32 years of experience auditing governmental and non-profit organizations;
- Jenny Orantes, Audit Senior Manager – has 25 years of experience auditing governmental and non-profit organizations; and
- Danae Garcia, Audit Supervisor – has 23 years of experience auditing governmental and non-profit organizations.

With this team, the District can be assured that we are committed to performing the audit services within the timeframe required in the request for proposals.

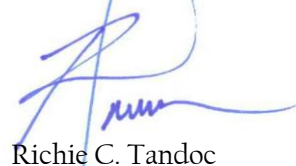
### **Responsiveness**

Richie Tandoc, P.A. takes pride in responding to the needs of its clients. This responsiveness is not only demonstrated by committing to performing our services within the timeframe required, but in responding to other requests as well. Our ability to be responsive will be enhanced by the open communications and excellent working relationship that we hope to develop with the District.

We look forward to hearing from you and to working with the District. As a Partner of Richie Tandoc, P.A., I am the District’s primary contact and I am duly authorized to make representations for, and bind, the Firm. I can be reached directly at (305) 720-2502, ext. 101 or at [richie@rtandoc-cpa.com](mailto:richie@rtandoc-cpa.com).

Sincerely,

*Richie Tandoc, P.A.*



Richie C. Tandoc  
*Audit & Assurance Partner*





## Proposal Requirements

## Firm Background

Richie Tandoc, P.A. (the “Firm”) was originally founded and incorporated on March 1, 2017, but was originally a member/owner of SKJ&T, LLP and PAAST, P.L. certified public accounting firms, for over two decades. **Effective July 16, 2025, Richie Tandoc, P.A. separated from PAAST, P.L. and began operating full-time as its own certified public accounting firm. In addition, all of the governmental audit professionals from PAAST, P.L. have joined Richie Tandoc, P.A.** As such, the Firm will continue to provide professional services to its governmental and non-profit clients, including accounting/bookkeeping, auditing, consulting, and other assurance and advisory services.

The Firm’s audit and assurance practice (which consists of accounting, compilations, reviews, audits, consulting and other advisory services) is composed 70% of engagements in the governmental and non-profit industries, and 30% in the commercial industry, including investments, construction, manufacturing, distribution, import/export, retail, and services fields.

Richie Tandoc, P.A. is a member of the American Institute of Certified Public Accountants Private Companies Division for CPA firms. Richie Tandoc and all eligible employees are members of the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants, and are in good standing with such Institutes. In addition, two of the members on the assigned engagement team are Certified Fraud Examiners, and are members of the Association of Certified Fraud Examiners.

### Size and Organizational Structure of the Firm

Richie Tandoc, P.A. is considered a local CPA firm, and consists of the following owner/partner:

|                                          | Years of Experience |
|------------------------------------------|---------------------|
| Richie Tandoc, Audit & Assurance Partner | 32                  |

In addition to the Partner above, the Firm consists of 7 other audit professionals composed of the following:

|                      | Number of Personnel |
|----------------------|---------------------|
| Audit Professionals: |                     |
| Managers/Supervisors | 3                   |
| Staff                | 4                   |
| Total                | 7                   |

### Experience in Auditing Governmental and Non-Profit Entities

Our audit professionals have substantial experience in auditing governmental and non-profit entities in accordance with auditing standards generally accepted in the United States of America, *Audits of Not-for-profit Organizations*, *Government Auditing Standards*, OMB Uniform Guidance (i.e. Federal Single Audits), Chapter, 10.550 and 10.650, *Rules of the Auditor General* (i.e. State Single Audits) and the preparation of financial statements in accordance with such standards, and FASB and GASB pronouncements, statements and interpretations, where applicable. In addition, Richie Tandoc, P.A. is a member of the AICPA’s Not-for-Profit Section the Government Finance Officers Association and the Florida Government Finance Officers Association.

## SUNBRIDGE STEWARDSHIP DISTRICT

The following is a select list of governmental and non-profit audits that the proposed audit team at Richie Tandoc, P.A. have worked on in the last five years (special districts and special purpose governments are highlighted in red):

### Governmental and Non-Profit Financial Statement and Single Audits

- |                                                                             |                                               |
|-----------------------------------------------------------------------------|-----------------------------------------------|
| ▪ Alzheimer's Association SE Fl. Chapter, Inc.                              | ▪ Foundation For Human Rights in Cuba, Inc.   |
| ▪ Bayfront Park Management Trust                                            | ▪ Lincoln Road Business Improvement District  |
| ▪ Bacardi Family Foundation, Inc.                                           | ▪ Miami Homes for All, Inc.                   |
| ▪ Boynton Beach Community Red. Agency                                       | ▪ Miami-Dade County Aviation Department       |
| ▪ Broward Housing Solutions, Inc.                                           | ▪ Miami-Dade County General Segment           |
| ▪ Catholic Charities Legal Services, Inc.                                   | ▪ Miami-Dade County Industrial Dev. Authority |
| ▪ City of Hialeah, Florida                                                  | ▪ Miami-Dade Expressway Authority             |
| ▪ City of Miami, Florida                                                    | ▪ Miami-Dade Transit                          |
| ▪ City of Miami Midtown CRA                                                 | ▪ Miami Sports & Exhibition Authority         |
| ▪ City of Miami Omni CRA                                                    | ▪ Miami Workers Center, Inc.                  |
| ▪ City of Miami SE Overtown Park West CRA                                   | ▪ Ophthalmology Research Foundation, Inc.     |
| ▪ Coconut Grove Business Improvement District                               | ▪ Outreach Aid to the Americas, Inc.          |
| ▪ CubaNet News, Inc.                                                        | ▪ School Board of Miami-Dade County           |
| ▪ First Call For Help of Broward, Inc.                                      | ▪ Two Ridges Community Development District   |
| ▪ Florida Rising, Inc. / Florida New Majority, Inc.                         | ▪ Virginia Key Beach Park Trust               |
| ▪ Florida Rising Together, Inc. / Florida New Majority Education Fund, Inc. | ▪ Washington Avenue Business Imp. District    |
| ▪ Kristi House, Inc.                                                        | ▪ West Villages Improvement District          |
|                                                                             | ▪ Wynwood Business Improvement District       |

## Proposed Engagement Team

In order to fulfill our commitment to the District, we have structured the proposed engagement team to be responsive to your needs, consisting of professionals with the skills and experience in dealing with the issues you face. Below are the resumes of the proposed engagement team members.

### Richie Tandoc, CPA, CFE

#### *Client Service & Engagement Partner*

#### Responsibilities

Richie will serve as the primary contact for management to ensure open and effective channels of communication. His responsibilities include keeping abreast of important developments concerning issues that would directly affect the District; coordinating the total services to be provided through continuous communication with members of the engagement team; determining the content of the reports to be issued; ascertaining that professional standards have been complied with throughout the engagement; and directing and controlling the efforts of all personnel on the engagement.

#### Resume

Richie is a Certified Public Accountant and Certified Fraud Examiner with over 32 years of experience providing audit services to governmental and non-profit clients.

Richie specializes in providing services specifically to: non-profit organizations, including charitable, religious and educational organizations and foundations, community

#### Education:

- Bachelor of Accounting, Florida International University
- Master of Accounting, Florida International University

social welfare organizations, and business leagues; and governmental organizations, including state and local governments, special districts, and special-purpose governmental organizations. He also specializes in performing Federal and State Single Audits for governmental and non-profit organizations in accordance with *Government Auditing Standards*, OMB Uniform Guidance and Chapter, 10.650 and 10.550, *Rules of the Auditor General*, respectively.

Richie stays current with topics relating to accounting and auditing, and more specifically, in the government and non-profit industries, by frequently attending local, state and national training seminars and conferences provided by the American Institute of Certified Public Accountants; Florida Institute of Certified Public Accountants; Government Finance Officers Association; and Florida Government Finance Officers Association. Richie is compliant with the Yellow Book requirements for CPE.

Prior to starting Richie Tandoc, P.A., Richie was a Partner with SKJ&T, LLP/PAAST P.L. for 22 years, and prior to that, he was a Senior Manager with KPMG for 8 years. During his time at KPMG, Richie completed a 2-year audit rotation in KPMG's London, England office.

Richie has provided services to a wide range of governmental clients including, amongst others: Boynton Beach Community Redevelopment Agency; City of Coral Springs; City of Hialeah; City of Miami; City of Miami Community Redevelopment Agencies; City of Pompano Beach; Coconut Grove Business Improvement District; Florida Department of Environmental Protection; Lincoln Road Business Improvement District; Miami-Dade County; Miami-Dade Expressway Authority; Miami-Dade County Industrial Dev. Authority; School Board of Miami-Dade County; School District of Palm Beach County; Two Ridges Community Development District; Washington Avenue Business Improvement District; West Villages Improvement District; and Wynwood Business Improvement District.

### **Jenny Orantes, CFE** *Engagement Senior Manager*

#### Responsibilities

Jenny will be responsible for developing and coordinating the overall audit work plan under the direction of the client service partner. Her responsibilities also include supervising staff personnel, coordinating the day-to-day audit fieldwork with the Supervisor, and performing an in-depth review of all pertinent work papers and reports.

#### **Professional and Business Affiliations:**

- Certified Public Accountant, Florida
- Certified Fraud Examiner, ACFE
- Member, Association of Certified Fraud Examiners
- Member, American Institute of CPAs
- Member, Government Finance Officers Association
- Member, Florida Government Finance Officers Association
- Alumni, Florida International University
- Member and Co Chair, United Way of Miami Dade County Agency Audit Committee
- Member, United Way of Miami Dade County Community Impact Committee
- Former Board Member, Early Learning Coalition of Miami Dade/Monroe
- Former Member, Early Learning Coalition of Miami Dade/Monroe Finance Committee
- Member, FICPA Audit Committee

Jenny will also be responsible for coordinating the completion of the audit and the preparation of the reports; and for bringing to the attention of the client service partner any technical and sensitive issues, and potential solutions to such.

### Resume

Jenny is a Certified Fraud Examiner with over 25 years of experience providing audit services to governmental and non-profit clients. Prior to the joining Richie Tandoc, P.A., she spent her entire public accounting career at SKJ&T/PAAST, P.L., rising to the level of Senior Manager.

She has substantial experience in auditing governmental and non-profit entities in accordance with *Government Auditing Standards*, auditing federal and state grants in accordance with OMB Circular A-133/Uniform Guidance and *Rules of the Auditor General* of the State of Florida.

Jenny stays current with topics relating to accounting and auditing, and more specifically, in the government and non-profit industries, by frequently attending local, state and national training seminars and conferences provided by the American Institute of Certified Public Accountants; Florida Institute of Certified Public Accountants; Government Finance Officers Association; and Florida Government Finance Officers Association. Jenny is compliant with the Yellow Book requirements for CPE.

Jenny has provided services to a wide range of government clients including, amongst others: Boynton Beach Community Redevelopment Agency; City of Coral Springs; City of Miami Community Redevelopment Agencies; Coconut Grove Business Improvement District; Florida Department of Environmental Protection; Miami-Dade County; Miami-Dade County Aviation Department; Miami Beach Housing Authority; School Board of Miami-Dade County; School District of Palm Beach County; and Wynwood Business Improvement District.

### Education:

- *Bachelor of Accounting*, Florida International University
- *Master of Accounting*, Florida International University

### Professional and Business Affiliations:

- Certified Fraud Examiner, ACFE
- Member, Association of Certified Fraud Examiners
- Associate Member, American Institute of CPAs
- Associate Member, Florida Institute of CPAs
- Member, Gov't Finance Officers Association
- Member, Florida Gov't Finance Officers Association
- Alumni, Florida International University
- Former Member, United Way of Miami Dade County Agency Audit Committee

**Danae Garcia**  
*Engagement Supervisor*

Responsibilities

Danae will assist in the planning of the audit; allocate audit tasks to staff and direct the day-to-day performance of the plan; will be under the supervision of the client service partner and senior manager; supervise audit staff and oversee daily progress of the engagement; communicate with the senior manager regarding the progress of the audit; review all workpapers and reports; and identify any technical issues to be discussed with the senior manager.

Resume

Danae has over 23 years of experience providing audit services to governmental and non-profit clients. Prior to the joining Richie Tandoc, P.A, she spent her entire public accounting career at SKJ&T/PAAST, P.L., rising to the level of Supervisor. She has substantial experience in auditing governmental and non-profit entities in accordance with *Government Auditing Standards*, auditing federal and state grants in accordance with OMB Circular A-133/Uniform Guidance and *Rules of the Auditor General* of the State of Florida.

Danae stays current with topics relating to accounting and auditing, and more specifically, in the government and non-profit industries, by frequently attending local, state and national training seminars and conferences provided by the American Institute of Certified Public Accountants; Florida Institute of Certified Public Accountants; Government Finance Officers Association; and Florida Government Finance Officers Association. Danae is compliant with the Yellow Book requirements for CPE.

**Education and Professional Affiliations:**

- *Bachelor of Accounting*, Florida International University
- Currently studying for the Certified Fraud Examiners exam
- *Associate Member*, AICPA
- *Associate Member*, FICPA
- *Alumni*, Florida Int'l University

Danae has provided services to a wide range of government clients including, amongst others: Boynton Beach Community Redevelopment Agency; City of Miami; City of Miami Community Redevelopment Agencies; Coconut Grove Business Improvement District; Lincoln Road Business Improvement District; Miami-Dade County; Miami-Dade County Industrial Dev. Authority; School Board of Miami-Dade County; School District of Palm Beach County; Two Ridges Community Development District; Virginia Key Beach Park Trust; Washington Avenue Business Improvement District; West Villages Improvement District; and Wynwood Business Improvement District.

## Experience in Auditing Special Districts

Our professionals have substantial experience in auditing governmental entities in accordance with auditing standards generally accepted in the United States of America, *Audits of Not-for-profit Organizations*, *Government Auditing Standards*, OMB Uniform Guidance (i.e. Federal Single Audits), Chapter, 10.650 and 10.550, *Rules of the Auditor General* (i.e. State Single Audits) and the preparation of financial statements in accordance with such standards, and FASB and GASB pronouncements, statements and interpretations, where applicable.

More specifically, **we have significant experience in auditing special districts and other special purpose governmental entities**, similar to the District. The following is a select list of special districts that the proposed team members have provided audit services to in the last year:



## SUNBRIDGE STEWARDSHIP DISTRICT

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### Boynton Beach Community Redevelopment Agency

Services Conducted: Financial statement audit  
Principal Contact: Vicki Hill, Finance Director  
100 E. Ocean Ave, Boynton Beach, FL 33435  
(561) 600-9092  
[HillV@bbfl.us](mailto:HillV@bbfl.us)

### City of Miami Community Redevelopment Agencies (3 Special Districts)

Services Conducted: Financial statement audit, Federal single audit, and agreed-upon procedures  
Principal Contact: Miguel Valentin, Finance Officer  
819 NW 2<sup>nd</sup> Ave, 3rd Floor, Miami, FL 33136  
(305) 679-6810  
[mavalentin@miamigov.com](mailto:mavalentin@miamigov.com)

### Coconut Grove Business Improvement District

Services Conducted: Financial statement audit  
Principal Contact: Mark Burns, Executive Director  
3250 Mary St. #305, Coconut Grove, FL 33133  
(305) 461-5506  
[mark@grovebid.com](mailto:mark@grovebid.com)

### Lincoln Road Business Improvement District

Services Conducted: Financial statement audit  
Principal Contact: Anabel Llopis, Executive Director  
1620 Drexel Ave, Suite 100, Miami Beach, FL 33139  
(305) 600-0219  
[anabel@lincolnrd.com](mailto:anabel@lincolnrd.com)

### Miami-Dade County Industrial Development Authority

Services Conducted: Financial statement audit  
Principal Contact: Amanda Llovet, CFO  
80 SW 8th St, Suite 2801, Miami, FL 33130  
(305) 579-0070  
[allovett@mdcida.org](mailto:allovett@mdcida.org)

### Washington Avenue Business Improvement District

Services Conducted: Financial statement audit  
Principal Contact: Troy Wright, Executive Director  
1234 Washington Ave., #204, Miami Beach, FL 33139  
(305) 916-0779  
[twright@washavemb.com](mailto:twright@washavemb.com)

### West Villages Improvement District

Services Conducted: Financial statement audit and state single audit  
Principal Contact: Jeff Walker, CFO (Special District Services, Inc.)  
2501A Burns Rd, Palm Beach Gardens, FL 33410  
(561) 579-630-4922  
[JWalker@sdsinc.org](mailto:JWalker@sdsinc.org)

**Wynwood Business Improvement District**

|                     |                                                                                                                                                                            |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Services Conducted: | Financial statement audit                                                                                                                                                  |
| Principal Contact:  | Don Meginley (Interim Executive Director)<br>118 NW 25 <sup>th</sup> St, Miami, FL 33127<br>(786) 615-8828<br><a href="mailto:donmeginley@mac.com">donmeginley@mac.com</a> |

## Understanding of and Ability to Furnish the Scope of Work

Richie Tandoc, P.A. has the ability and capability to perform the services required in the RFP, based on the proposed team members' experience in auditing similar entities, and our knowledge of and expertise in state and local government accounting and auditing. We understand the scope of work includes an audit of the District's basic financial statements, in accordance with:

- Rules of the Auditor General of the State of Florida, Chapters 10.550;
- Section 218.415, Florida Statutes, *Local Government Investment Policies*;
- Audits of State and Local Governments, issued by the AICPA;
- Generally Accepted Auditing Standards;
- Government Auditing Standards, issued by the Comptroller General of the United States;
- Generally Accepted Governmental Accounting Standards; and
- Any other applicable federal, state, local regulations or professional guidance not specifically listed above, which may be adopted by these organizations in the future.

Our understanding of the reports to be issued for the District, include:

- Report on the fair presentation of the basic financial statements (independent auditor's report);
- Report on internal control over financial reporting and on compliance and other matters based on an audit of the financial statements (Yellow Book report);
- Management letter in accordance with "Rules of the Auditor General"; and
- Report on compliance with Section 218.415, Florida Statutes, *Local Government Investment Policies*.

As previously mentioned, although the Firm has only recently begun operations as its own CPA firm, all of the government audit professionals at the Firm have been together since their days at SKJ&T, LLP / PAAST, P.L. The three members on the proposed team have been working together since 2003, and have been providing audit services to our governmental clients since then, and will continue to do so under Richie Tandoc, P.A.

## Proposed Fees

Richie Tandoc, P.A.'s policy is to estimate fees at amounts that are highly competitive, but will also enable us to respond to your needs and provide the quality of service that the District requires. In general, our fees are based on the level of experience and training of the individuals assigned to the engagement.

Our proposed fees below also include the availability of the members of the engagement team to assist the District in answering any accounting, auditing, and/or financial reporting technical questions, or any other questions within the scope of the audit engagement, during the engagement and throughout the year. We do not charge extra for these kinds of technical questions. However, questions or services that are not within the scope of the audit may include those services that would not impair our independence as your auditors, such as consent letters, certain agreed-upon procedures, tax-related research and inquiries, and certain other financial consulting services, and would therefore be charged at rates agreed-upon with management.



Richie Tandoc, P.A.'s lump sum proposed cost for the annual audit services, are as follows:

| Year Ending Sep 30, | Lump Sum<br>Proposed Cost |
|---------------------|---------------------------|
| 2026                | \$ 7,800                  |
| 2027                | 7,800                     |
| 2028                | 8,000                     |
| 2029                | 8,000                     |
| 2030                | 8,000                     |

## Proposed Timetable

With management's approval, our proposed timetable for the audit is as follows:

| Key Phase                         | Nov |  | Dec |  | Jan |  | Feb |  |
|-----------------------------------|-----|--|-----|--|-----|--|-----|--|
| Audit Planning                    |     |  |     |  |     |  |     |  |
| Interim Procedures                |     |  |     |  |     |  |     |  |
| Year-End Substantive Testing      |     |  |     |  |     |  |     |  |
| Exit Conference and Draft Reports |     |  |     |  |     |  |     |  |
| Final Reports                     |     |  |     |  |     |  |     |  |

Once the timetable is agreed and finalized with management of the District, Richie Tandoc, P.A. will be committed to completing the audit within the dates specified.



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# **Sunbridge Stewardship District**

**Berger, Toombs, Elam, Gaines & Frank**

**SUNBRIDGE  
STEWARDSHIP DISTRICT  
PROPOSAL FOR AUDIT SERVICES**

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**PROPOSED BY:**

Berger, Toombs, Elam, Gaines & Frank  
CERTIFIED PUBLIC ACCOUNTANTS, PL

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600 Citrus Avenue, Suite 200  
Fort Pierce, Florida 34950

(772) 461-6120

**CONTACT PERSON:**

Maritza Stonebraker, CPA, Director

**DATE OF PROPOSAL:**

April 30, 2026

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# Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue  
Suite 200  
Fort Pierce, Florida 34950

772/461-6120 // 461-1155  
FAX: 772/468-9278

April 30, 2026

Sunbridge Stewardship District  
PFM Management Services LLC  
3501 Quadrangle Blvd., Suite 270  
Orlando, FL 32817

Dear District Manager:

Thank you very much for the opportunity to present our professional credentials to provide audit services for Sunbridge Stewardship District.

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has assembled a team of governmental and nonprofit specialists second to none to serve our clients. Our firm has the necessary qualifications and experience to serve as the independent auditors for Sunbridge Stewardship District. We will provide you with top quality, responsive service.

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is a recognized leader in providing services to governmental and nonprofit agencies throughout Florida. We have been the independent auditors for a number of local governmental agencies and through our experience in performing their audits, we have been able to increase our audit efficiency and; therefore, reduce costs. We have continually passed this cost savings on to our clients and will continue to do so in the future. As a result of our experience and expertise, we have developed an effective and efficient audit approach designed to meet or exceed the performance specifications 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 the standards for financial and compliance audits.

We will conduct the audit in accordance with auditing standards generally accepted in the United States of America with minimal disruption to your operations. Our firm has frequent technical updates to keep our personnel informed and up-to-date on all changes that are occurring within the industry.



Berger, Toombs, Elam,  
Gaines & Frank  
Certified Public Accountants PL

Sunbridge Stewardship District  
April 30, 2026

Our firm is a member of the Government Audit Quality Center, an organization dedicated to improving government audit quality. We also utilize the audit program software of a nationally recognized CPA firm to assure us that we are up to date with all auditing standards and to assist us maintain maximum audit efficiencies.

To facilitate your evaluation of our qualifications and experience, we have arranged this proposal to include a resume of our firm, including our available staff, our extensive prior governmental and nonprofit auditing experience and clients to be contacted.

You need a firm that will provide an efficient, cost-effective, high-quality audit within critical time constraints. You need a firm with the prerequisite governmental and nonprofit experience to perform your audit according to stringent legal and regulatory requirements, a firm that understands the complex nature of community development districts and their unique compliance requirements. You need a firm with recognized governmental and nonprofit specialists within the finance and governmental communities. And, certainly, you need a firm that will provide you with valuable feedback to enhance your current and future operations. Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is that firm. Maritza Stonebraker is the person authorized to make representations for the firm.

Thank you again for the opportunity to submit this proposal to Sunbridge Stewardship District.

Very truly yours,

Berger, Toombs, Elam, Gaines & Frank  
Certified Public Accountants PL  
Fort Pierce, Florida

## PROFILE OF THE PROPOSER

### Description and History of Audit Firm

**Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is a Treasure Coast public accounting firm, which qualifies as a small business firm, as established by the Small Business Administration (13 CFR 121.38), with offices in Fort Pierce and Stuart. We are a member of the Florida Institute of Certified Public Accountants and the American Institute of Certified Public Accountants. The firm was formed from the merger of Edwards, Berger, Harris & Company (originated in 1972) and McAlpin, Curtis & Associates (originated in 1949). J. W. Gaines and Associates (originated in 1979) merged with the firm in 2004. Our tremendous growth rate experienced over the last 70 years is directly attributable to the firm's unrelenting dedication to providing the highest quality, responsive professional services attainable to its clients.

We are a member of the Private Companies Practice Section (PCPS) of the American Institute of Certified Public Accountants (AICPA) to assure we meet the highest standards. Membership in this practice section requires that our firm meet more stringent standards than standard AICPA membership. These rigorous requirements include the requirement of a triennial peer review of our firm's auditing and accounting practice and annual Continuing Professional Education (CPE) for all accounting staff (whether CPA or non-CPA). For standard AICPA membership, only a quality review is required and only CPAs must meet CPE requirements.

We are also a member of the Government Audit Quality Center ("the Center") of the American Institute of Certified Public Accountants to assure the quality of our government audits. Membership in the Center, which is voluntary, requires our firm to comply with additional standards to promote the quality of government audits.

We have been extensively involved in serving local government entities with professional accounting, auditing and consulting services throughout the entire history of our firm. Our substantial experience over the years makes us uniquely qualified to provide accounting, auditing, and consulting services to these clients. We are a recognized leader in providing services to governmental and nonprofit agencies on the Treasure Coast and in Central and South Florida, with extensive experience in auditing community development districts and water control districts. We were the independent auditors of the City of Fort Pierce for over 37 years and for St. Lucie County for over 34 years. Additionally, we have performed audits of the City of Stuart, the City of Vero Beach, Indian River County and Martin County. We also presently audit over 100 Community Development Districts throughout Florida.

Our firm was founded on the belief that we are better able to respond to our clients needs through education, experience, independence, quality control, and personal service. Our firm's commitment to quality is reflected in our endeavor of professional excellence via continuing education, the use of the latest computer technology, professional membership in PCPS and peer review.

We believe our approach to audit engagements, intelligence and innovation teamed with sound professional judgment enables us to explore new concepts while remaining sensitive to the fundamental need for practical solutions. We take pride in giving you the assurance that the personal assistance you receive comes from years of advanced training, technical experience and financial acumen.

## Professional Staff Resources

**Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** has a total of 32 professional and administrative staff (including 12 professional staff with extensive experience servicing government entities). The work will be performed out of our Fort Pierce office with a proposed staff of one senior accountant and one or two staff accountants supervised by an audit manager and audit partner. With the exception of the directors of the firm's offices, the professional staff is not specifically assigned to any of our individual offices. The professional and administrative staff resources available to you through Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL are as follows:

|                                       | <u>Total</u> |
|---------------------------------------|--------------|
| Partners/Directors (CPA's)            | 7            |
| Managers (1 CPA)                      | 2            |
| Senior/Supervisor Accountants (1 CPA) | 3            |
| Staff Accountants                     | 8            |
| Paraprofessional                      | 6            |
| Administrative                        | <u>6</u>     |
| Total – all personnel                 | 32           |

Following is a brief description of each employee classification:

**Staff Accountant** – Staff accountants work directly under the constant supervision of the auditor-in-charge and, are responsible for the various testing of documents, account analysis and any other duties as his/her supervisor believes appropriate. Minimum qualification for a staff accountant is graduation from an accredited university or college with a degree in accounting or equivalent.

**Senior Accountant** – A senior accountant must possess all the qualifications of the staff accountant, in addition to being able to draft the necessary reports and financial statements, and supervise other staff accountants when necessary.

**Managers** – A manager must possess the qualifications of the senior accountant, plus be able to work without extensive supervision from the auditor-in-charge. The manager should be able to draft audit reports from start to finish and to supervise the audit team, if necessary.

**Partner/Director** – The director has extensive governmental auditing experience and acts as the auditor-in-charge. Directors have a financial interest in the firm.



## **Professional Staff Resources (Continued)**

**Independence** – Independence of the public accounting firm, with respect to the audit client, is the foundation from which the public gains its trust in the opinion issued by the public accounting firm at the end of the audit process. This independence must be in appearance as well as in fact. The public must perceive that the accounting firm is independent of the audit entity to ensure that nothing would compromise the opinion issued by the public accounting firm. **Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is independent of Sunbridge Stewardship District, including its elected officials and related parties, at the date of this proposal, as defined by the following rules, regulations, and standards:

Au-C Section 220 – Statements on Auditing Standards issued by the American Institute of Certified Public Accountants;

ET Sections 101 and 102 – Code of Professional Conduct of the American Institute of Certified Public Accountants;

Chapter 21A-1, Florida Administrative Code;

Section 473.315, Florida Statutes; and,

Government Auditing Standards, issued by the Comptroller General of the United States.

On an annual basis, all members of the firm are required to confirm, in writing, that they have no personal or financial relationships or holding that would impair their independence with regard to the firm's clients.

Independence is a hallmark of our profession. We encourage our staff to use professional judgment in situations where our independence could be impaired or the perception of a conflict of interest might exist. In the governmental sector, public perception is as important as professional standards. Therefore, the utmost care must be exercised by independent auditors in the performance of their duties.

## **Ability to Furnish the Required Services**

As previously noted in the Profile of the Proposer section of this document, our firm has been in existence for over 74 years. We have provided audit services to some clients for over 30 years continually. Our firm is insured against physical loss through commercial insurance and we also carry liability insurance. The majority of our audit documentation is stored electronically, both on our office network and on each employee laptop or computer assigned to each specific job. Our office computer network is backed up on tape, so in the event of a total equipment loss, we can restore all data as soon as replacement equipment is acquired. In addition, our field laptop computers carry the same data and can be used in the event of emergency with virtually no delay in completing the required services.

## **GOVERNMENTAL AUDITING EXPERIENCE**

**Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** has been practicing public accounting in Florida for 70 years. Our success over the years has been the result of a strong commitment to providing personalized quality service to our clients.

The current members of our firm have performed audits of over 1,100 community development districts, and over 2,100 audits of municipalities, counties and other governmental entities such as the City of Fort Pierce and St. Lucie County.

Our firm provides a variety of accounting, auditing, tax litigation support, and consulting services. Some of the professional accounting, auditing and management consulting services that are provided by our firm are listed below:

- Performance of annual financial and compliance audits, including Single Audits of state and federal financial assistance programs, under the provisions of the Single Audit Act, Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), with minimal disruptions to your operations;
- Performance of special compliance audits to ascertain compliance with the applicable local, state and federal laws and regulations;
- Issuance of comfort letters and consent letters in conjunction with the issuance of tax-exempt debt obligations, including compiling financial data and interim period financial statement reviews;
- Calculation of estimated and actual federal arbitrage rebates;
- Assistance in compiling historical financial data for first-time and supplemental submissions for GFOA Certificate of Achievement for Excellence in Financial Reporting;
- Preparation of indirect cost allocation systems in accordance with Federal and State regulatory requirements;
- Providing human resource and employee benefit consulting;
- Performance of automation feasibility studies and disaster recovery plans;
- Performance feasibility studies concerning major fixed asset acquisitions and utility plant expansion plans (including electric, water, pollution control, and sanitation utilities); and
- Assistance in litigation, including testimony in civil and criminal court.
- Assist clients who utilize QuickBooks software with their software needs. Our Certified QuickBooks Advisor has undergone extensive training through QuickBooks and has passed several exams to attain this Certification.

## **Continuing Professional Education**

All members of the governmental audit staff of our firm, and audit team members assigned to this engagement, are in compliance with the Continuing Professional Education (CPE) requirements set forth in Government Auditing Standards issued by the Comptroller General of the United States. In addition, our firm is in compliance with the applicable provisions of the Florida Statutes that require CPA's to have met certain CPE requirements prior to proposing on governmental audit engagements.

## GOVERNMENTAL AUDITING EXPERIENCE (CONTINUED)

The audit team has extensive experience in performing governmental audits and is exposed to intensive and continuing concentration on these types of audits. Due to the total number of governmental audits our team performs, each member of our governmental staff must understand and be able to perform several types of governmental audits. It is our objective to provide each professional employee fifty hours or more of comprehensive continuing professional education each year. This is accomplished through attending seminars throughout Florida and is reinforced through in-house training.

Our firm has made a steadfast commitment to professional education. Our active attendance and participation in continuing professional education is a major part of our objective to obtain the most recent knowledge on issues which are of importance to our clients. We are growing on the reputation for work that our firm is providing today.

### Quality Control Program

Quality control requires continuing commitment to professional excellence. **Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is formally dedicated to that commitment.

To ensure maintaining the standards of working excellence required by our firm, we joined the Private Companies Practice Section (PCPS) of the American Institute of Certified Public Accountants (AICPA). To be a participating member firm of this practice section, a firm must obtain an independent Peer Review of its quality control policies and procedures to ascertain the firm's compliance with existing auditing standards on the applicable engagements.

The scope of the Peer Review is comprehensive in that it specifically reviews the following quality control policies and procedures of the participating firm:

- Professional, economic, and administrative independence;
- Assignment of professional personnel to engagements;
- Consultation on technical matters;
- Supervision of engagement personnel;
- Hiring and employment of personnel;
- Professional development;
- Advancement;
- Acceptance and continuation of clients; and,
- Inspection and review system.

We believe that our commitment to the program is rewarding not only to our firm, but primarily to our clients.

The external independent Peer Review of the elements of our quality control policies and procedures performed by an independent certified public accountant, approved by the PCPS of the AICPA, provides you with the assurance that we continue to conform to standards of the profession in the conduct of our accounting and auditing practice.

## **GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)**

Our firm is also a member of Governmental Audit Quality Center (GAQC), a voluntary membership center for CPA firms that perform governmental audits. This center promotes the quality of governmental audits.

Our firm has completed successive Peer Reviews. These reviews included a representative sample of our firm's local governmental auditing engagements. As a result of these reviews, our firm obtained an unqualified opinion on our quality control program and work procedures. On page 33 is a copy of our most recent Peer Review report. It should be noted that we received a pass rating.

Our firm has never had any disciplinary actions by state regulatory bodies or professional organizations.

As our firm performs approximately one hundred audits each year that are reviewed by federal, state or local entities, we are constantly dealing with questions from these entities about our audits. We are pleased to say that any questions that have been raised were minor issues and were easily resolved without re-issuing any reports.

### **Certificate of Achievement for Excellence in Financial Reporting (CAFR)**

We are proud and honored to have been involved with the City of Fort Pierce and the Fort Pierce Utilities Authority when they received their first Certificates of Achievement for Excellence in Financial Reporting for the fiscal years ended September 30, 1988 and 1994, respectively. We were also instrumental in the City of Stuart receiving the award, in our first year of performing their audit, for the year ended September 30, 1999.

We also assisted St. Lucie County, Florida for the year ended September 30, 2003, in preparing their first Comprehensive Annual Financial Report, and St. Lucie County has received their Certificate of Achievement for Excellence in Financial Reporting every year since.

As continued commitment to insuring that we are providing the highest level of experience, we have had at least one employee of our firm serve on the GFOA – Special Review Committee since the mid-1980s. This committee is made up of selective Certified Public Accountants throughout the United States who have demonstrated their high level of knowledge and expertise in governmental accounting. Each committee member attends a special review meeting at the Annual GFOA Conference. At this meeting, the committee reports on the Certificate of Achievement Program's most recent results, future goals, and common reporting deficiencies.

We feel that our previous experience in assisting the City of Fort Pierce, the Fort Pierce Utilities Authority and St. Lucie County obtain their first CAFRs, and the City of Stuart in continuing to receive a CAFR and our firm's continued involvement with the GFOA, and the CAFR review committee make us a valued asset for any client in the field of governmental financial reporting.

## GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

### References

Florida Green Finance Authority  
Jeff Walker, Special District Services  
(561) 630-4922

South Village Community Development District  
Darrin Mossing, Governmental Management  
Services LLC  
(407) 841-5524

Gateway Services Community  
Development District  
Stephen Bloom, Inframark LLC  
(954) 753-5841

Clearwater Cay Community  
Development District  
Cal Teague, Premier District Management  
(239) 690-7100 ext 101

In addition to the above, we have the following additional governmental audit experience:

### Community Development Districts

Aberdeen Community Development  
District

Beacon Lakes Community  
Development District

Alta Lakes Community Development  
District

Beaumont Community Development  
District

Amelia Concourse Community  
Development District

Bella Collina Community Development  
District

Amelia Walk Community  
Development District

Bonnet Creek Community  
Development District

Aqua One Community Development  
District

Buckeye Park Community  
Development District

Arborwood Community Development  
District

Candler Hills East Community  
Development District

Arlington Ridge Community  
Development District

Cedar Hammock Community  
Development District

Bartram Springs Community  
Development District

Central Lake Community  
Development District

Baytree Community Development  
District

Channing Park Community  
Development District

## GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

|                                                           |                                                              |
|-----------------------------------------------------------|--------------------------------------------------------------|
| Cheval West Community<br>Development District             | Evergreen Community Development<br>District                  |
| Coconut Cay Community<br>Development District             | Forest Brooke Community<br>Development District              |
| Colonial Country Club Community<br>Development District   | Gateway Services Community<br>Development District           |
| Connerton West Community<br>Development District          | Gramercy Farms Community<br>Development District             |
| Copperstone Community<br>Development District             | Greenway Improvement District                                |
| Creekside @ Twin Creeks Community<br>Development District | Greyhawk Landing Community<br>Development District           |
| Deer Run Community Development<br>District                | Griffin Lakes Community Development<br>District              |
| Dowden West Community<br>Development District             | Habitat Community Development<br>District                    |
| DP1 Community Development<br>District                     | Harbor Bay Community Development<br>District                 |
| Eagle Point Community Development<br>District             | Harbourage at Braden River<br>Community Development District |
| East Nassau Stewardship District                          | Harmony Community Development<br>District                    |
| Eastlake Oaks Community<br>Development District           | Harmony West Community<br>Development District               |
| Easton Park Community Development<br>District             | Harrison Ranch Community<br>Development District             |
| Estancia @ Wiregrass Community<br>Development District    | Hawkstone Community<br>Development District                  |

## GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

|                                                       |                                                             |
|-------------------------------------------------------|-------------------------------------------------------------|
| Heritage Harbor Community<br>Development District     | Madeira Community Development<br>District                   |
| Heritage Isles Community<br>Development District      | Marhsall Creek Community<br>Development District            |
| Heritage Lake Park Community<br>Development District  | Meadow Pointe IV Community<br>Development District          |
| Heritage Landing Community<br>Development District    | Meadow View at Twin Creek<br>Community Development District |
| Heritage Palms Community<br>Development District      | Mediterra North Community<br>Development District           |
| Heron Isles Community<br>Development District         | Midtown Miami Community<br>Development District             |
| Heron Isles Community Development<br>District         | Mira Lago West Community<br>Development District            |
| Highland Meadows II Community<br>Development District | Montecito Community<br>Development District                 |
| Julington Creek Community<br>Development District     | Narcoossee Community<br>Development District                |
| Laguna Lakes Community<br>Development District        | Naturewalk Community<br>Development District                |
| Lake Bernadette Community<br>Development District     | New Port Tampa Bay Community<br>Development District        |
| Lakeside Plantation Community<br>Development District | Overoaks Community Development<br>District                  |
| Landings at Miami Community<br>Development District   | Panther Trace II Community<br>Development District          |
| Legends Bay Community<br>Development District         | Paseo Community Development<br>District                     |
| Lexington Oaks Community<br>Development District      | Pine Ridge Plantation Community<br>Development District     |
| Live Oak No. 2 Community<br>Development District      | Piney Z Community Development<br>District                   |

## GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

|                                                                |                                                                      |
|----------------------------------------------------------------|----------------------------------------------------------------------|
| Poinciana Community<br>Development District                    | Sampson Creek Community<br>Development District                      |
| Poinciana West Community<br>Development District               | San Simeon Community<br>Development District                         |
| Port of the Islands Community<br>Development District          | Six Mile Creek Community<br>Development District                     |
| Portofino Isles Community<br>Development District              | South Village Community<br>Development District                      |
| Quarry Community Development<br>District                       | Southern Hills Plantation I<br>Community Development District        |
| Renaissance Commons Community<br>Development District          | Southern Hills Plantation III<br>Community Development District      |
| Reserve Community<br>Development District                      | South Fork Community<br>Development District                         |
| Reserve #2 Community<br>Development District                   | St. John's Forest Community<br>Development District                  |
| River Glen Community<br>Development District                   | Stoneybrook South Community<br>Development District                  |
| River Hall Community<br>Development District                   | Stoneybrook South at ChampionsGate<br>Community Development District |
| River Place on the St. Lucie<br>Community Development District | Stoneybrook West Community<br>Development District                   |
| Rivers Edge Community<br>Development District                  | Tern Bay Community<br>Development District                           |
| Riverwood Community<br>Development District                    | Terracina Community Development<br>District                          |
| Riverwood Estates Community<br>Development District            | Tison's Landing Community<br>Development District                    |
| Rolling Hills Community<br>Development District                | TPOST Community Development<br>District                              |
| Rolling Oaks Community<br>Development District                 |                                                                      |



## GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

|                                                     |                                                  |
|-----------------------------------------------------|--------------------------------------------------|
| Triple Creek Community<br>Development District      | Vizcaya in Kendall<br>Development District       |
| TSR Community Development<br>District               | Waterset North Community<br>Development District |
| Turnbull Creek Community<br>Development District    | Westside Community Development<br>District       |
| Twin Creeks North Community<br>Development District | WildBlue Community Development<br>District       |
| Urban Orlando Community<br>Development District     | Willow Creek Community<br>Development District   |
| Verano #2 Community<br>Development District         | Willow Hammock Community<br>Development District |
| Viera East Community<br>Development District        | Winston Trails Community<br>Development District |
| VillaMar Community<br>Development District          | Zephyr Ridge Community<br>Development District   |

## GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

### Other Governmental Organizations

|                                                                 |                                                    |
|-----------------------------------------------------------------|----------------------------------------------------|
| City of Westlake                                                | Office of the Medical Examiner,<br>District 19     |
| Florida Inland Navigation District                              | Rupert J. Smith Law Library<br>of St. Lucie County |
| Fort Pierce Farms Water Control<br>District                     | St. Lucie Education Foundation                     |
| Indian River Regional Crime<br>Laboratory, District 19, Florida | Seminole Improvement District                      |
| Viera Stewardship District                                      | Troup Indiantown Water<br>Control District         |

### Current or Recent Single Audits

St. Lucie County, Florida  
Early Learning Coalition, Inc.  
Gateway Services Community Development District  
Healthy Start Coalition

Members of our audit team have acquired extensive experience from performing or participating in over 1,800 audits of governments, independent special taxing districts, school boards, and other agencies that receive public money and utilize fund accounting.

Much of our firm's auditing experience is with compliance auditing, which is required for publicly financed agencies. In this type of audit, we do a financial examination and also confirm compliance with various statutory and regulatory guidelines.

Following is a summary of our other experience, including Auditor General experience, as it pertains to other governmental and fund accounting audits.

#### Counties

(Includes elected constitutional officers, utilities and dependent taxing districts)

Indian River  
Martin  
Okeechobee  
Palm Beach

#### Municipalities

City of Port St. Lucie  
City of Vero Beach  
Town of Orchid

## **GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)**

### Special Districts

Bannon Lakes Community Development District  
Boggy Creek Community Development District  
Capron Trail Community Development District  
Celebration Pointe Community Development District  
Coquina Water Control District  
Diamond Hill Community Development District  
Dovera Community Development District  
Durbin Crossing Community Development District  
Golden Lakes Community Development District  
Lakewood Ranch Community Development District  
Martin Soil and Water Conservation District  
Meadow Pointe III Community Development District  
Myrtle Creek Community Development District  
St. Lucie County – Fort Pierce Fire District  
The Crossings at Fleming Island  
St. Lucie West Services District  
Indian River County Mosquito Control District  
St. John's Water Control District  
Westchase and Westchase East Community Development Districts  
Pier Park Community Development District  
Verandahs Community Development District  
Magnolia Park Community Development District

### Schools and Colleges

Federal Student Aid Programs – Indian River Community College  
Indian River Community College  
Okeechobee County District School Board  
St. Lucie County District School Board  
Indian River School District – Internal Accounts

### State and County Agencies

Central Florida Foreign-Trade Zone, Inc. (a nonprofit organization affiliated with the St. Lucie County Board of County Commissioners)  
Florida School for Boys at Okeechobee  
Indian River Community College Crime Laboratory  
Indian River Correctional Institution

## **FEE SCHEDULE**

We propose the fee for our audit services described below to be \$8,000 for the years ending September 30, 2026, 2027, 2028, 2029 and 2030. In addition, if a bond issuance occurs there will be an additional fee for each additional bond. The fee is contingent upon the financial records and accounting systems of Sunbridge Stewardship District being "audit ready" and the financial activity for the District is not materially increased. If we discover that additional preparation work or subsidiary schedules are needed, we will consult with your authorized representative. We can assist with this additional work at our standard rates should you desire.

## **SCOPE OF WORK TO BE PERFORMED**

If selected as the District's auditors, we will perform a financial and compliance audit in accordance with Section 11.45, Florida Statutes, in order to express an opinion on an annual basis on the financial statements of Sunbridge Stewardship District as of September 30, 2026, 2027, 2028, 2029 and 2030. The audits will be performed to the extent necessary to express an opinion on the fairness in all material respects with which the financial statements present the financial position, results of operations and changes in financial position in conformity with generally accepted accounting principles and to determine whether, for selected transactions, operations are properly conducted in accordance with legal and regulatory requirements. Reportable conditions that are also material weaknesses shall be identified as such in the Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters. Other (non-reportable) conditions discovered during the course of the audit will be reported in a separate letter to management, which will be referred to in the Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters.

Our audit will be performed in accordance with standards for financial and compliance audits contained in *Government Auditing Standards*, as well as in compliance with rules and regulations of audits of special districts as set forth by the State Auditor General in Chapter 10.550, Local Governmental Entity Audits, and other relevant federal, state and county orders, statutes, ordinances, charter, resolutions, bond covenants, Administrative Code and procedures, or rules and regulations which may pertain to the work required in the engagement.

The primary purpose of our audit will be to express an opinion on the financial statements discussed above. It should be noted that such audits are subject to the inherent risk that errors or irregularities may not be detected. However, if conditions are discovered which lead to the belief that material errors, defalcations or other irregularities may exist or if other circumstances are encountered that require extended services, we will promptly notify the appropriate individual.

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

#### **David S. McGuire, CPA, CITP**

Director – 31 years experience

#### **Education**

- ◆ University of Central Florida, B.A. – Accounting
- ◆ Barry University – Master of Professional Accountancy

#### **Registrations**

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy
- ◆ Certified Information Technology Professional (CITP) – American Institute of Certified Public Accountants
- ◆ Certified Not-For-Profit Core Concepts 2018

#### **Professional Affiliations/Community Service**

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Associate Member, Florida Government Finance Office Associates
- ◆ Assistant Coach – St. Lucie County Youth Football Organization (1994 – 2005)
- ◆ Assistant Coach – Greater Port St. Lucie Football League, Inc. (2006 – 2010)
- ◆ Board Member – Greater Port St. Lucie Football League, Inc. (2011 – 2017)
- ◆ Treasurer, AIDS Research and Treatment Center of the Treasure Coast, Inc. (2000 – 2003)
- ◆ Board Member/Treasurer, North Treasure Coast Chapter, American Red Cross (2004 – 2010)
- ◆ Member/Board Member of Port St. Lucie Kiwanis (1994 – 2001)
- ◆ President (2014/15) of Sunrise Kiwanis of Fort Pierce (2004 – 2017)
- ◆ St. Lucie District School Board Superintendent Search Committee (2013 – present)
- ◆ Board Member – Phrozen Pharos (2019-2021)

#### **Professional Experience**

- ◆ Twenty-eight years public accounting experience with an emphasis on nonprofit and governmental organizations.
- ◆ Audit Manager in-charge on a variety of audit and review engagements within several industries, including the following government and nonprofit organizations:
  - St. Lucie County, Florida
  - 19<sup>th</sup> Circuit Office of Medical Examiner
  - Troup Indiantown Water Control District
  - Exchange Club Center for the Prevention of Child Abuse, Inc.
  - Healthy Kids of St. Lucie County
  - Mustard Seed Ministries of Ft. Pierce, Inc.
  - Reaching Our Community Kids, Inc.
  - Reaching Our Community Kids - South
  - St. Lucie County Education Foundation, Inc.
  - Treasure Coast Food Bank, Inc.
  - North Springs Improvement District
- ◆ Four years of service in the United States Air Force in computer operations, with a top secret (SCI/SBI) security clearance.

## ***Commitment to Quality Service***

|                                                |
|------------------------------------------------|
| <b>Personnel Qualifications and Experience</b> |
|------------------------------------------------|

**David S. McGuire, CPA, CITP (Continued)**

Director

### **Continuing Professional Education**

- ◆ Mr. McGuire has attended numerous continuing professional education courses and seminars taught by nationally recognized sponsors in the accounting auditing and single audit compliance areas. He has attended courses over the last two years in those areas as follows:

- Not-for-Profit Auditing Financial Results and Compliance Requirements

- Update: Government Accounting Reporting and Auditing

- Annual Update for Accountants and Auditors

## ***Commitment to Quality Service***

|                                                |
|------------------------------------------------|
| <b>Personnel Qualifications and Experience</b> |
|------------------------------------------------|

### **Matthew Gonano, CPA**

Director – 14 years total experience

#### **Education**

- ◆ University of North Florida, B.B.A. – Accounting
- ◆ University of Alicante, Spain – International Business
- ◆ Florida Atlantic University – Masters of Accounting

#### **Professional Affiliations/Community Service**

- ◆ American Institute of Certified Public Accountants
- ◆ Florida Institute of Certified Public Accountants

#### **Professional Experience**

- ◆ Senior Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.
- ◆ Performed audits of nonprofit and governmental organizations in accordance with Governmental Accounting Auditing Standards (GAAS)
- ◆ Performed Single Audits of nonprofit organizations in accordance with OMB Circular A-133, Audits of State, Local Governments, and Non-Profit Organizations.

#### **Continuing Professional Education**

- ◆ Mr. Gonano has participated in numerous continuing professional education courses.

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

#### **Melissa Marlin, CPA**

Director – 12 years

#### **Education**

- ◆ Indian River State College, A.A. – Accounting
- ◆ Florida Atlantic University, B.B.A. – Accounting

#### **Registrations**

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy

#### **Professional Affiliations/Community Service**

- ◆ Member of the American Institute of Certified Public Accountants
- ◆ Member of the Florida Institute of Certified Public Accountants
- ◆ Affiliate member of the Government Finance Officers Association

#### **Professional Experience**

- ◆ Accountant with over 10 years of experience providing professional services to nonprofit and governmental entities.
- ◆ Performed over 300 audits of nonprofit and governmental organizations in accordance with Governmental Accounting Auditing Standards (GAAS)
- ◆ Performed Single Audits of nonprofit organizations in accordance with 2 CFR Part 200 Subpart F, Uniform Guidance, Audits of State, Local Governments, and Non-Profit Organizations.

#### **Continuing Professional Education**

- ◆ Mrs. Marlin participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments in accounting and auditing such as:
  - Governmental Accounting Report and Audit Update
  - Analytical Procedures, FICPA
  - Annual Update for Accountants and Auditors
  - Single Audit Sampling and Other Considerations



## ***Commitment to Quality Service***

|                                                |
|------------------------------------------------|
| <b>Personnel Qualifications and Experience</b> |
|------------------------------------------------|

### **Maritza Stonebraker, CPA**

Director – 10 years

#### **Education**

- ♦ Indian River State College, B.S. – Accounting

#### **Registrations**

- ♦ Certified Public Accountant – State of Florida, State Board of Accountancy

#### **Professional Affiliations/Community Service**

- ♦ Member of the American Institute of Certified Public Accountants
- ♦ Member of the Florida Institute of Certified Public Accountants
- ♦ Affiliate of the Government Finance Officers Association

#### **Professional Experience**

- ♦ Maritza launched her professional auditing career at Berger, Toombs, Elam, Gaines, & Frank, accumulating over 9 years of expertise in the field
- ♦ Performed over 300 audits of nonprofit and governmental organizations in accordance with Governmental Accounting Auditing Standards (GAAS)
- ♦ Performed Single Audits of nonprofit organizations in accordance with 2 CFR Part 200 Subpart F, Uniform Guidance, Audits of State, Local Governments, and Non-Profit Organizations.

#### **Continuing Professional Education**

- ♦ Mrs. Stonebraker participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments in accounting and auditing such as:
  - Governmental Accounting Report and Audit Update
  - Analytical Procedures, FICPA
  - Annual Update for Accountants and Auditors
  - Single Audit Sampling and Other Considerations

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

#### **Jonathan Herman, CPA**

Director – 12 years

#### **Education**

- ◆ University of Central Florida, B.S. – Accounting
- ◆ Florida Atlantic University, MACC

#### **Registrations**

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy

#### **Professional Affiliations/Community Service**

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Affiliate member Government Finance Officers Association

#### **Professional Experience**

- ◆ Over 10 years experience in all phases of public accounting and auditing experience, with a concentration in financial and compliance audits. Mr. Herman has been involved in all phases of the audits listed on the preceding pages.

#### **Continuing Professional Education**

- ◆ Has participated in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments. He has attended courses in those areas over the last two years such as:
  - Governmental Accounting Report and Audit Update
  - Annual Update: Government Accounting Reporting and Auditing
  - Annual Update for Accountants and Auditors

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

#### **David F. Haughton, CPA**

Accounting and Audit Manager – 34 years

#### **Education**

- ◆ Stetson University, B.B.A. – Accounting

#### **Registrations**

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy

#### **Professional Affiliations/Community Service**

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Former Member of Florida Institute of Certified Public Accountants Committee on State and Local Government
- ◆ Affiliate Member Government Finance Officers Association (GFOA) for over 10 years
- ◆ Affiliate Member Florida Government Finance Officers Association (FGFOA) for over 10 years
- ◆ Technical Review – 1997 FICPA Course on State and Local Governments in Florida
- ◆ Board of Directors – Kiwanis of Ft. Pierce, Treasurer – 1994-1999; Vice President – 1999-2001

#### **Professional Experience**

- ◆ Twenty-seven years public accounting experience with an emphasis on governmental and nonprofit organizations.
- ◆ State Auditor General's Office – West Palm Beach, Staff Auditor, June 1985 to September 1985
- ◆ Accounting and Audit Manager of Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants PL, responsible for audit and accounting services including governmental and not-for-profit audits.
- ◆ Over 20 years of public accounting and governmental experience, specializing in governmental and nonprofit organizations with concentration in special districts, including Community Development Districts which provide services including water and sewer utilities. Governmental and non-profit entities served include the following:

##### **Counties:**

St. Lucie County

##### **Municipalities:**

City of Fort Pierce

City of Stuart

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

#### **David F. Haughton, CPA (Continued)**

Accounting and Audit Manager

#### **Professional Experience (Continued)**

##### **Special Districts:**

Bluewaters Community Development District  
Country Club of Mount Dora Community Development District  
Fiddler's Creek Community Development District #1 and #2  
Indigo Community Development District  
North Springs Improvement District  
Renaissance Commons Community Development District  
St. Lucie West Services District  
Stoneybrook Community Development District  
Summerville Community Development District  
Terracina Community Development District  
Thousand Oaks Community Development District  
Tree Island Estates Community Development District  
Valencia Acres Community Development District

##### **Non-Profits:**

The Dunbar Center, Inc.  
Hibiscus Children's Foundation, Inc.  
Hope Rural School, Inc.  
Maritime and Yachting Museum of Florida, Inc.  
Tykes and Teens, Inc.  
United Way of Martin County, Inc.  
Workforce Development Board of the Treasure Coast, Inc.

- ◆ While with the Auditor General's Office he was on the staff for the state audits of the Martin County School District and Okeechobee County School District.
- ◆ During 1997 he performed a technical review of the Florida Institute of Certified Public Accountants state CPE course on Audits of State and Local Governments in Florida. His comments were well received by the author and were utilized in future updates to the course.

#### **Continuing Professional Education**

- ◆ During the past several years, he has participated in numerous professional development training programs sponsored by the AICPA and FICPA, including state conferences on special districts and governmental auditing in Florida. He averages in excess of 100 hours bi-annually of advanced training which exceeds the 80 hours required in accordance with the continuing professional education requirements of the Florida State Board of accountancy and the AICPA Private Companies Practice Section. He has over 75 hours of governmental CPE credit within the past two years.

## ***Commitment to Quality Service***

|                                                |
|------------------------------------------------|
| <b>Personnel Qualifications and Experience</b> |
|------------------------------------------------|

### **Paul Daly**

Senior Accountant – 14 years

#### **Education**

- ◆ Florida Atlantic University, B.S. – Accounting

#### **Professional Experience**

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

#### **Continuing Professional Education**

- ◆ Working to attain the requirements to take the Certified Public Accounting (CPA) exam.

## ***Commitment to Quality Service***

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|------------------------------------------------|
| <b>Personnel Qualifications and Experience</b> |
|------------------------------------------------|

### **Bryan Snyder**

Manager – 11 years

#### **Education**

- ♦ Florida Atlantic University, B.B.A. – Accounting

#### **Professional Experience**

- ♦ Accountant beginning his professional auditing career with Berger, Toombs, Elam, Gaines, & Frank.
- ♦ Mr. Snyder is gaining experience auditing governmental & nonprofit entities.

#### **Continuing Professional Education**

- ♦ Mr. Snyder participates in numerous continuing education courses and plans on working to acquire his CPA certificate.
- ♦ Mr. Snyder is currently studying to pass the CPA exam.

## ***Commitment to Quality Service***

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|------------------------------------------------|
| <b>Personnel Qualifications and Experience</b> |
|------------------------------------------------|

**Tifanee Terrell, CPA**

Senior Accountant – 5 years

**Education**

- ♦ Florida Atlantic University, M.A.C.C. – Accounting

**Professional Experience**

- ♦ Senior Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

**Continuing Professional Education**

- ♦ Ms. Terrell participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

## ***Commitment to Quality Service***

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|------------------------------------------------|
| <b>Personnel Qualifications and Experience</b> |
|------------------------------------------------|

### **Dylan Dixon**

Senior Accountant – 4 years

#### **Education**

- ♦ Indian River State College, B.S. – Accounting
- ♦ Florida Gulf Coast University, M.S. – Accounting

#### **Professional Experience**

- ♦ Senior Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

#### **Continuing Professional Education**

- ♦ Mr. Dixon participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ♦ Mr. Dixon is currently studying to pass the CPA exam.



## ***Commitment to Quality Service***

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|------------------------------------------------|
| <b>Personnel Qualifications and Experience</b> |
|------------------------------------------------|

**Brennen Moore**

Staff Accountant – 3 years

**Education**

- ♦ Indian River State College, B.S. – Accounting

**Professional Experience**

- ♦ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

**Continuing Professional Education**

- ♦ Mr. Moore participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

## ***Commitment to Quality Service***

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|------------------------------------------------|
| <b>Personnel Qualifications and Experience</b> |
|------------------------------------------------|

**Katie Gifford**

Staff Accountant – 2 years

**Education**

- ♦ Indian River State College, B.S. – Accounting

**Professional Experience**

- ♦ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

**Continuing Professional Education**

- ♦ Ms. Gifford participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

## ***Commitment to Quality Service***

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|------------------------------------------------|
| <b>Personnel Qualifications and Experience</b> |
|------------------------------------------------|

**Rayna Zicari**

Staff Accountant – 2 years

**Education**

- ◆ Stetson University, B.B.A. – Accounting

**Professional Experience**

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

**Continuing Professional Education**

- ◆ Ms. Zicari participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

## ***Commitment to Quality Service***

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|------------------------------------------------|
| <b>Personnel Qualifications and Experience</b> |
|------------------------------------------------|

**Deandre McFadden**

Staff Accountant – 1 year

**Education**

- ♦ Florida Atlantic University, B.S. – Accounting

**Professional Experience**

- ♦ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

**Continuing Professional Education**

- ♦ Mr. McFadden participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.



6930 Gall Boulevard  
Suite 200  
Zephyrhills, FL 33542

813.788.2155  
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DGPerry.com

## Report on the Firm's System of Quality Control

December 4, 2025

To the Partners of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL  
and the Peer Review Committee of the Florida Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, in effect for the year ended May 31, 2025. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards). A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, in effect for the year ended May 31, 2025 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies), or fail. Berger, Toombs, Elam, Gaines & Frank, CPAs, PL has received a peer review rating of pass.

DG Perry





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# **Sunbridge Stewardship District**

**Carr, Riggs & Ingram**

# Professional Services Proposal for Sunbridge Stewardship District

April 30, 2026

## Proposer

Carr, Riggs & Ingram  
500 Grand Boulevard, Suite 210  
Miramar Beach, FL 32550  
Phone: 850.837.3141  
Fax: 850.654.4619

## Submitted by

Lauren Villarreal  
Partner, CRI Advisors, Inc.  
Partner, Carr, Riggs & Ingram, L.L.C.  
lvillarreal@criadv.com



†This is not a CPA Firm.

\*Assurance, attest, and audit services provided by Carr, Riggs & Ingram, L.L.C.

"Carr, Riggs & Ingram" and "CRI" are the brand names under which Carr, Riggs & Ingram, L.L.C.\* ("CRI CPA"), CRI Advisors, LLC† ("CRI Advisors†" or "Advisors†"), and Capin Crouse, LLC\* ("Capin Crouse CPA"), and CRI Capin Crouse Advisors, LLC† ("Capin Crouse Advisors†") provide professional services. CRI CPA\*, Capin Crouse CPA\*, CRI Advisors†, Capin Crouse Advisors†, Carr, Riggs & Ingram Capital, LLC and their respective subsidiaries operate as an alternative practice structure in accordance with the AICPA Code of Professional Conduct and applicable law, regulations and professional standards. CRI CPA\* and Capin Crouse CPA\* are licensed independent certified public accounting ("CPA") firms that separately provide attest services, as well as additional ancillary services, to their clients. CRI CPA\* and Capin Crouse CPA\* are independently-owned CPA firms that provide attestation services separate from one another. CRI Advisors† and Capin Crouse Advisors† provide tax and business consulting services to its clients. CRI Advisors† and its subsidiaries, including Capin Crouse Advisors†, are not licensed CPA firms and will not provide any attest services. The entities falling under the Carr, Riggs & Ingram or CRI brand are independently owned and are not responsible or liable for the services and/or products provided, or engaged to be provided, by any other entity under the Carr, Riggs & Ingram or CRI brand. Our use of the terms "CRI," "we," "our," "us," and terms of similar import, denote the alternative practice structure conducted by CRI CPA\*, Capin Crouse CPA\*, Capin Crouse Advisors†, and CRI Advisors†, as appropriate.

Dear Sunbridge Stewardship District:

We appreciate 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 partnership that delivers immediate and ongoing value through our tailored solutions and competitive fee structure.

At CRI, our dedicated team of over 2,000 professionals aligns their expertise with your specific needs, ensuring seamless service from the start. CRI delivers big firm expertise with small firm service. Of approximately 46,000 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.

Our partners bring over 7,500 years of collective business experience, focusing on delivering solutions that translate complex concepts into actionable insights. We strive to become trusted advisors by understanding your business and proactively contributing to your success. 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.

We have enjoyed being your business partner for the last eight years and we welcome the opportunity to continue demonstrating the same teamwork, expertise, and responsiveness as one of the fastest-growing firms in the U.S. Thank you for considering our proposal.

Sincerely,

A handwritten signature in blue ink that reads "Lauren Villarreal". The signature is fluid and cursive, with the first name "Lauren" being more prominent than the last name "Villarreal".

Lauren Villarreal  
Partner, CRI Advisors, LLC  
Partner, Carr, Riggs & Ingram, L.L.C.





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## 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. | Communicate contemporaneously and directly with management regarding the results of our procedures.<br><br>Anticipate and respond to concerns of management and/or the Audit Committee (if/when formed).                      |

## 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<br>2026 | CRI FEES<br>2027 | CRI FEES<br>2028 | CRI FEES<br>2029 | CRI FEES<br>2030 |
|---------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|------------------|------------------|------------------|
| Perform external audit services in accordance with auditing standards generally accepted in the United States of America (GAAS) | \$8,250          | \$8,250          | \$8,250          | \$8,250          | \$8,250          |

*All of our invoices will include a 7% administrative fee.*

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** • **35+ MARKETS** across the United States & Mexico

Carr, Riggs & Ingram (CRI) is a top 25\* nationally-ranked accounting and advisory firm driven by relationships to cultivate growth. From traditional accounting services to leading-edge business support, technology resources, and assurance\* offerings, CRI's breadth and depth of expertise takes you from compliance to competitive advantage.



**2,000+**  
**PROFESSIONALS**



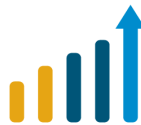
**TOP 25\***  
**FIRM**

*(as ranked by  
Accounting Today)*

**CRI FIRM  
VALUES:**

- **CLIENT SERVICE.**
- **RESPECT.**
- **INTEGRITY.**

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



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



## SERVICES

Advisory  
Audit & Attest\*  
Tax

Captive Insurance  
Commercial Real Estate  
Construction  
Financial Institutions  
Government & Public Sector

## INDUSTRY EXPERTISE

Hospitals & Health Systems  
Insurance  
Manufacturing & Distribution  
Nonprofits  
Physician Groups  
Post-Acute Care  
Private Foundations  
Religious Organizations

## CRI FAMILY OF COMPANIES

At CRI, we know that the best results come from a fully integrated approach to your business, organization, or family's financial well-being. The CRI Family of Companies works collectively to parallel our clients' evolving needs beyond traditional accounting, cutting-edge business support, technology solutions, outsourcing, and assurance\*. By working side-by-side, our expansive suite of companies and their focused solutions provide more personalized, holistic advice that checks every box.







Government & Public Sector





Want to Learn More? Contact us at [CRIadv.com/contact](https://CRIadv.com/contact) or by scanning the QR code.

**CRI's seasoned governmental advisory team delivers in-depth, proactive guidance to help clients provide outstanding service to their communities and organizations.**

## Why CRI?

Our experienced governmental accounting team provides assurance, compliance, and dedicated support to educational institutions and governmental entities of all sizes. By leveraging technology, data analytics, and a foundational relationship-based approach, CRI's attuned governmental professionals tailor our service offerings to your organization's unique needs, allowing for closer collaboration and attention to detail. This approach enables us to improve your entity's operations while maintaining compliance and financial controls in the face of ever-changing regulatory scrutiny.

## Related Services:

- Agreed Upon Procedures (AUPs)\*
- Audit\*
- Compliance Consulting
- Deferrals
- Financial Statement Preparation\*
- Fraud & Forensics
- Internal Audit
- Performance Audits\*
- Program Management & Administration
- Single Audit\*

†This is not a CPA firm.

\* Assurance, attest, and audit services provided by Carr, Riggs & Ingram, L.L.C.

"Carr, Riggs & Ingram" and "CRI" are the brand names under which Carr, Riggs & Ingram, L.L.C. ("CRI CPA"), CRI Advisors, LLC ("CRI Advisors" or "Advisors"), and Capin Crouse, LLC ("Capin Crouse CPA"), and CRI Capin Crouse Advisors, LLC ("Capin Crouse Advisors") provide professional services. CRI CPA, Capin Crouse CPA, CRI Advisors, Capin Crouse Advisors, Carr, Riggs & Ingram Capital, LLC and their respective subsidiaries operate as an alternative practice structure in accordance with the AICPA Code of Professional Conduct and applicable law, regulations and professional standards. CRI CPA and Capin Crouse CPA are licensed independent certified public accounting ("CPA") firms that separately provide attest services, as well as additional ancillary services, to their clients. CRI CPA and Capin Crouse CPA are independently-owned CPA firms that provide attestation services separate from one another. CRI Advisors and Capin Crouse Advisors provide tax and business consulting services to its clients. CRI Advisors and its subsidiaries, including Capin Crouse Advisors, are not licensed CPA firms and will not provide any attest services. The entities falling under the Carr, Riggs & Ingram or CRI brand are independently owned and are not responsible or liable for the services and/or products provided, or engaged to be provided, by any other entity under the Carr, Riggs & Ingram or CRI brand. Our use of the terms "CRI," "we," "our," "us," and terms of similar import, denote the alternative practice structure conducted by CRI CPA, Capin Crouse CPA, Capin Crouse Advisors, and CRI Advisors, as appropriate.

► [CRIadv.com](https://CRIadv.com)

## 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<br>Shawn Wildermuth<br>3434 Colwell Avenue<br>Suite 200<br>Tampa, FL 33614<br>813.933.5571                | 2006 – Present | Annual Financial<br>Statement Audits of<br>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<br>Dave DeNagy<br>14785 Old St. Augustine Road<br>Suite 4<br>Jacksonville, FL 32258<br>904.288.9130                 | 2006 – Present | Annual Financial<br>Statement Audits of<br>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<br>Jeffrey Pinder<br>2300 Glades Road<br>Suite 410W<br>Boca Raton, FL 33431<br>561.571.0010 | 2006 – Present | Annual Financial<br>Statement Audits of<br>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<br>Jennifer Glasgow<br>12051 Corporate Blvd.<br>Orlando, FL 32817<br>407.382.3256                  | 2007 – Present | Annual Financial<br>Statement Audits of<br>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



### Lauren Villarreal

Partner, CRI Advisors, LLC

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

lvillarreal@CRIadv.com

850.337.3223 | Direct



#### Representative Clients

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

#### Experience

Lauren has over 10 years auditing and accounting experience in the Destin office of CRI. She is an audit partner 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 two 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)



### K. Alan Jowers

Partner, CRI Advisors, LLC

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

AJowers@CRIadv.com

850.337.3213 | Direct



#### Representative Clients

- Reynolds Owners Association
- The Tides of Destin Condominium Association
- 1075 Peachtree Master Condominium Association
- Holley by the Sea Improvement Association
- Destin on the Gulf Condominium Association
- Santa Rosa County District School Board
- Santa Rosa Island Authority
- Okaloosa County District School Board
- Monroe County School District

#### Experience

Alan has over 30 years of experience in public accounting primarily with financial statement assurance engagements. His practice includes condominium and homeowner associations, local governmental entities, non-profit organizations, and nonpublic companies. He currently has direct engagement responsibility for a significant number of audits throughout the state of Florida and in other states.

Alan is licensed to practice as a certified public accountant in Florida and Georgia. He is a former member of the Board of Directors of the Florida Institute of Certified Public Accountants (FICPA), has been an active member and past chair of its Common Interest Realty Association Committee, and is a member of the Florida and National legislative alliances of the Community Associations Institute. He is also active in 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)
- Community Associations Institute (CAI) - member of the Florida Legislative Alliance and the national Government and Public Affairs Committee
- Governmental Finance Officers Association (GFOA)
- Florida Governmental Finance Officers Association (FGFOA)





## 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 2025 by Brown Edwards, whose report was the most favorable possible "Pass."

In addition, we are registered with the PCAOB and our 2024 PCAOB inspection report was also the most favorable possible—no audit deficiencies or quality control defects identified.

The 2024 PCAOB report can be viewed at [https://assets.pcaobus.org/pcaob-dev/docs/default-source/inspections/reports/documents/104-2025-016-carriggs.pdf?sfvrsn=2089984d\\_2](https://assets.pcaobus.org/pcaob-dev/docs/default-source/inspections/reports/documents/104-2025-016-carriggs.pdf?sfvrsn=2089984d_2).



# 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

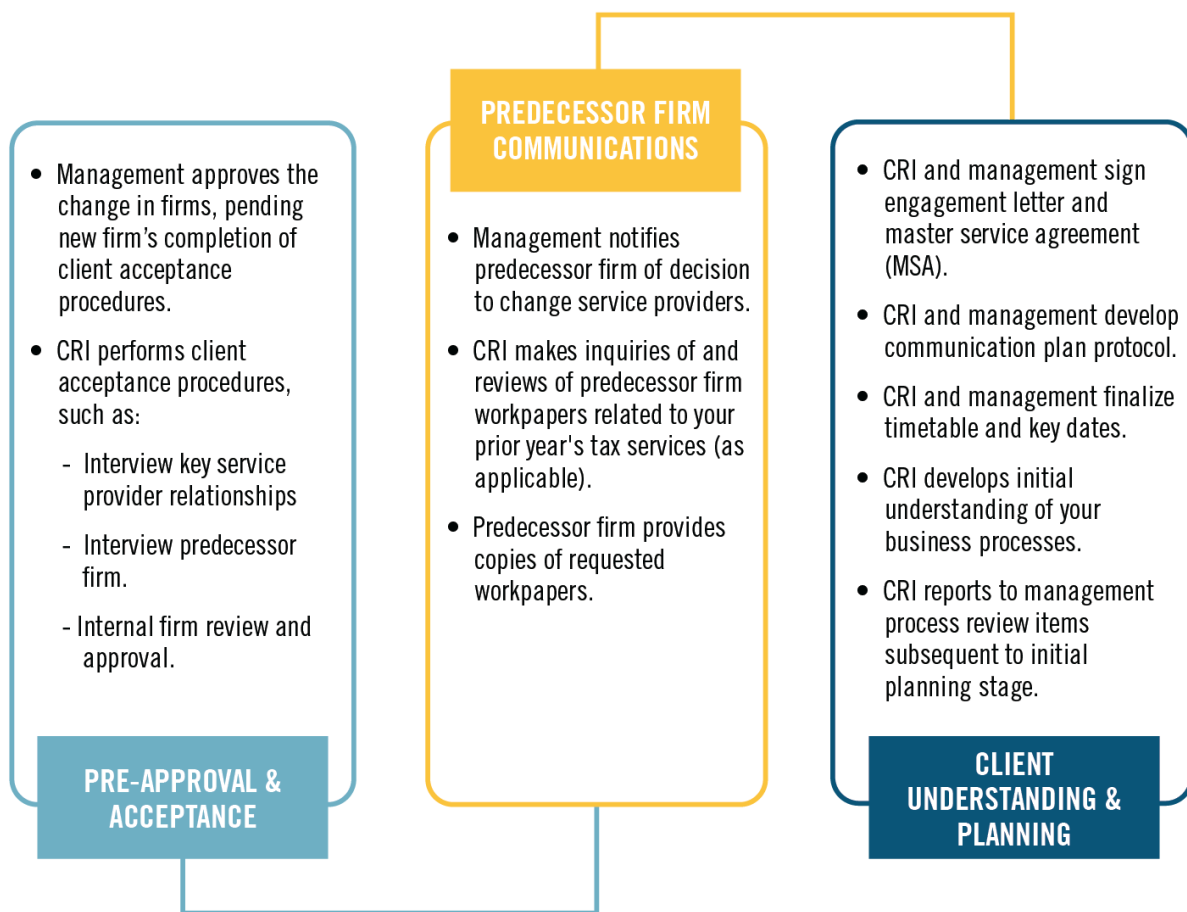
# TRANSITIONING YOU



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 an advisor 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 [CRIadv.com](https://CRIadv.com) and across all our many social channels.

### FOLLOW CRI ON SOCIAL MEDIA @CRIADVISORS



### SUBSCRIBE TO THE CRI E-NEWSLETTER

[CRIADV.COM/NEWSLETTER-SIGNUP](https://CRIADV.COM/NEWSLETTER-SIGNUP)

### CRI: FROM FOUNDATION TO FUTURE

Over a quarter-century, Carr, Riggs & Ingram has not just grown, but transformed. Now standing proudly among the top 25 firms in the U.S., our trajectory is steeped in innovation, shaping us into the firm of tomorrow—today. Our growth isn't merely a timeline; it's a testament to our entrepreneurial and pioneering spirit. As we harness cutting-edge technology and lead through industry evolution, our commitment to delivering actionable insights and solutions rooted in our founding principles of tailored Client service, Respect for all, and unyielding Integrity remains unwavering. As we look to the horizon, we at CRI are poised to redefine what's possible, and we invite our clients, old and new, to join us in shaping the future.



### 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)

## Top 25 Accounting Firm - #1 Accounting Firm in the Gulf Coast Region





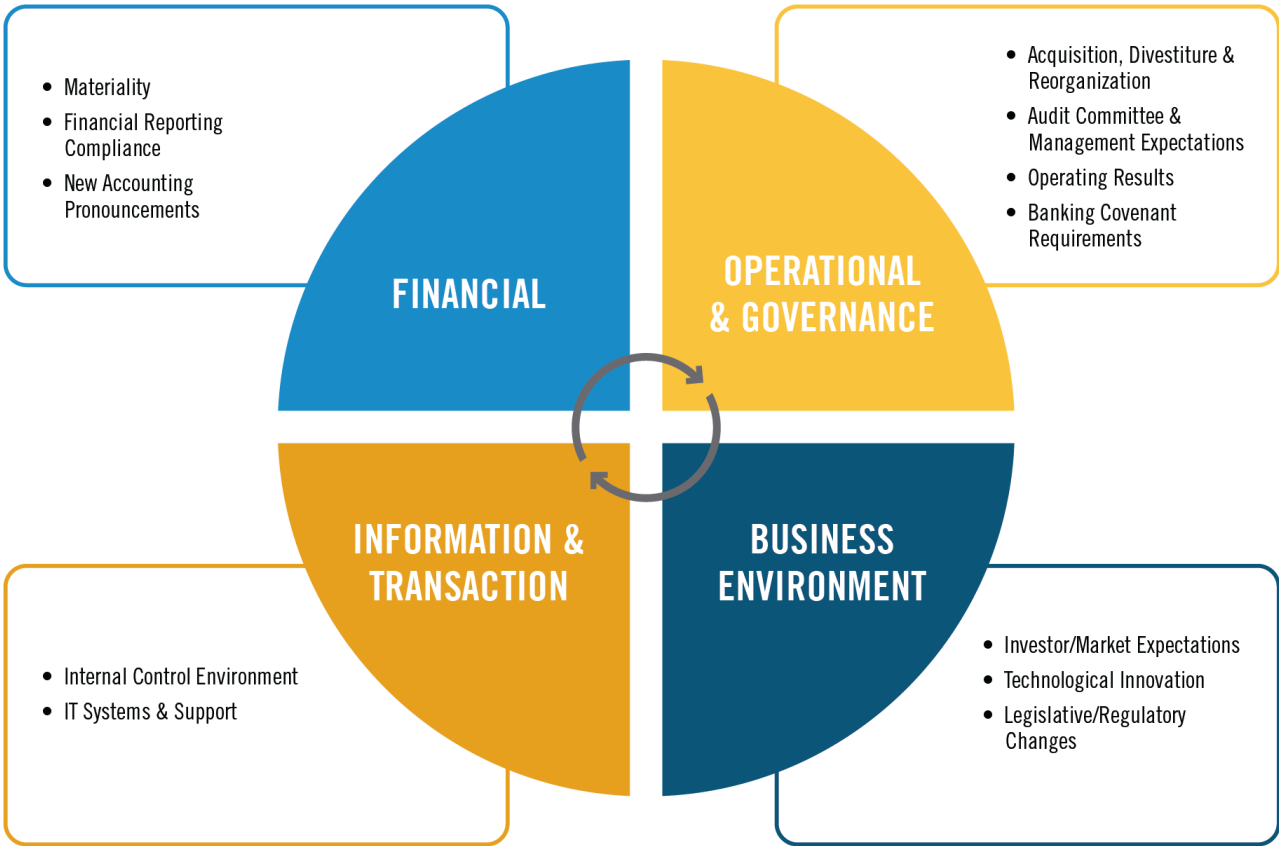
# CRI AUDIT FRAMEWORK\*

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.

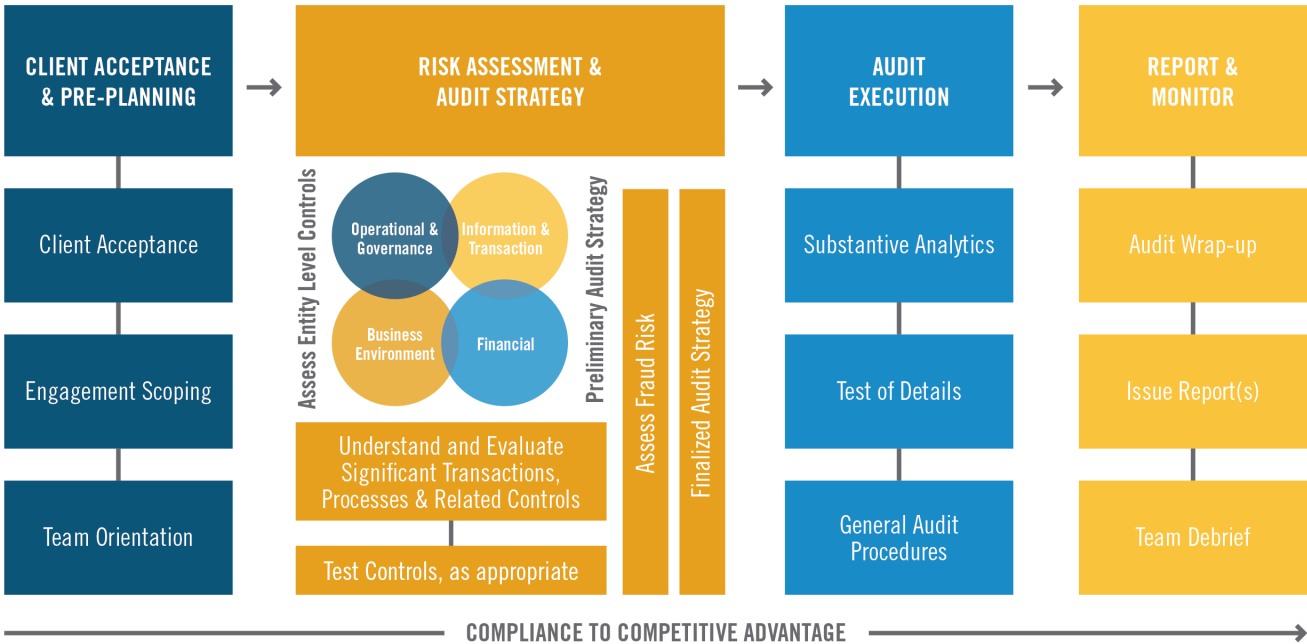
Consistent communication is a key to completion of the audit. By ensuring constant involvement, we are in a better position to respond to your issues timely and efficiently. Therefore, we plan to meet with your management to:

- 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, 2026, 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 and Orange County and has an operating budget of approximately \$879,421.93. The final contract will require that, among other things, the audit for the period ending September 30, 2026, must be completed no later than **June 1, 2027**.

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 3501 Quadrangle Boulevard, Suite 270, Orlando, Florida 32187, in an envelope marked on the outside "Auditing Services – Sunbridge Stewardship District." Proposals must be received by **April 30, 2026, at 3:00 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 and Orange County, Florida

### INSTRUCTIONS TO PROPOSERS

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than **April 30, 2026, at 3:00 p.m.**, at the offices of the District Manager, PFM Management Services LLC, located at 3501 Quadrangle Boulevard, Suite 270, Orlando, Florida 32187.

**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.



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# **Sunbridge Stewardship District**

## **Ranking of Auditing Services Proposals** *(provided under separate cover)*



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# **Sunbridge Stewardship District**

## **Minutes of the April 2, 2026, Auditor Selection Committee Meeting**

**SUNBRIDGE STEWARDSHIP DISTRICT  
AUDITOR SELECTION COMMITTEE MEETING  
Thursday, April 2, 2026, at 11:00 a.m.  
6900 Tavistock Lakes Blvd., Ste. 200, Orlando, FL 32827**

Board Members Present:

|               |                  |
|---------------|------------------|
| Richard Levey | Committee Member |
| Rob Adams     | Committee Member |
| Frank Paris   | Committee Member |
| Katia Moraes  | Committee Member |
| Ron Domingue  | Committee Member |

Also Present:

|                                           |                  |             |
|-------------------------------------------|------------------|-------------|
| Lynne Mullins                             | PFM              |             |
| Kevin Plenzler                            | PFM              |             |
| Angeline Agoncillo                        | PFM              | (via phone) |
| Blake Firth                               | PFM              | (via phone) |
| Clint Beaty                               | Tavistock        | (via phone) |
| Rudy Bautista                             | Tavistock        |             |
| Cristyann Courtney                        | Tavistock        |             |
| Will Stafford                             | Tavistock        |             |
| Victoria Chandler                         | Tavistock        |             |
| Drew Dawson                               | Tavistock        |             |
| Jonathan Johnson                          | Kutak Rock       | (via phone) |
| Christy Baxter                            | Poulos & Bennett | (via phone) |
| JD Humphreys                              | SLR              | (via phone) |
| Carlos Negron                             | Berman           |             |
| Eddie Padua                               | Berman           |             |
| Pete Fussell                              | Berman           |             |
| Various residents in person and via Teams |                  |             |

**FIRST ORDER OF BUSINESS**

**Roll Call to Confirm a Quorum**

The meeting was called to order at 11:00 a.m. The Board Members, staff, and public in attendance are outlined above.

**SECOND ORDER OF BUSINESS**

**Review and Approval of Audit Documents**

- **Audit RFP**
- **Instructions to Proposers**
- **Evaluation Criteria – with and without price**

Ms. Mullins gave an overview of the documents and recommended the evaluation criteria with price.

The Board reviewed the documents.

On MOTION by Mr. Adams, seconded by Mr. Paris, with all in favor, the Auditor Selection Committee for the Sunbridge Stewardship District approved the Audit Documents and Evaluation Criteria with price.



**THIRD ORDER OF BUSINESS****Adjournment**

Dr. Levey called for a motion to adjourn.

On MOTION by Mr. Adams, seconded by Mr. Paris, with all in favor, the April 2, 2026, Meeting of the Auditor Selection Committee for the Sunbridge Stewardship District was adjourned.

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**Secretary / Assistant Secretary**

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**Chair / Vice Chair**



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# **Sunbridge Stewardship District**

**Minutes of the April 2, 2026,  
Board of Supervisors' Meeting**

**SUNBRIDGE STEWARDSHIP DISTRICT  
BOARD OF SUPERVISORS' MEETING  
Thursday, April 2, 2026, at 11:00 a.m.  
6900 Tavistock Lakes Blvd., Ste. 200, Orlando, FL 32827**

**Board Members Present:**

|               |                     |
|---------------|---------------------|
| Richard Levey | Chair               |
| Rob Adams     | Vice Chair          |
| Frank Paris   | Assistant Secretary |
| Katia Moraes  | Assistant Secretary |
| Ron Domingue  | Assistant Secretary |

**Also Present:**

|                                           |                  |               |
|-------------------------------------------|------------------|---------------|
| Lynne Mullins                             | PFM              |               |
| Kevin Plenzler                            | PFM              |               |
| Angeline Agoncillo                        | PFM              | (via phone)   |
| Blake Firth                               | PFM              | (via phone)   |
| Clint Beaty                               | Tavistock        | (via phone)   |
| Rudy Bautista                             | Tavistock        |               |
| Cristyann Courtney                        | Tavistock        |               |
| Will Stafford                             | Tavistock        |               |
| Victoria Chandler                         | Tavistock        |               |
| Drew Dawson                               | Tavistock        |               |
| Jonathan Johnson                          | Kutak Rock       | (via phone)   |
| Christy Baxter                            | Poulos & Bennett | (via phone)   |
| JD Humphreys                              | SLR              | (via phone)   |
| Carlos Negron                             | Berman           |               |
| Eddie Padua                               | Berman           |               |
| Pete Fussell                              | Berman           |               |
| Misty Taylor                              | BMO              | (@11:06 a.m.) |
| Various residents in person and via Teams |                  |               |

**FIRST ORDER OF BUSINESS**

**ORGANIZATIONAL MATTERS**

**Roll Call to Confirm a Quorum**

The meeting was called to order at 11:05 a.m. The Board Members, staff, and public in attendance are outlined above.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Dr. Levey opened the floor for public comments.

There were no public comments at this time.

**THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the February 5, 2026, Board of Supervisors' Meeting**

The Board reviewed the minutes.

On MOTION by Mr. Adams, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Sunbridge Stewardship District approved Minutes of the February 5, 2026, Board of Supervisors' Meeting.

#### **FOURTH ORDER OF BUSINESS**

##### **Consideration of Resolution 2026-09, Setting the Date, Time, and Location for the Landowner's Election**

Ms. Mullins noted that Seat 4 and Seat 5 are up for election. District Management recommended November 3, 2026, at 9:30 a.m., at the current location, to hold the Landowner's Election. It was noted only the Landowner has to be present at the election.

On MOTION by Mr. Adams, seconded by Ms. Moraes, with all in favor, the Board of Supervisors for the Sunbridge Stewardship District approved Resolution 2026-09, Setting the Date, Time, and Location for the Landowner's Election, with a date of November 3, 2026, at 9:30 a.m., at the current location.

#### **FIFTH ORDER OF BUSINESS**

##### **FINANCE MATTERS**

##### **Consideration of Resolution 2026-10, Supplemental Assessment Resolution for Del Webb Phase 3**

Mr. Johnson gave an overview of the resolution related to the assessment methodology. This will only impact Del Webb Phase 3. District Counsel recommended approval.

On MOTION by Ms. Moraes, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Sunbridge Stewardship District approved Resolution 2026-10, Supplemental Assessment Resolution for Del Webb Phase 3.

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

##### **BUSINESS MATTERS**

##### **Consideration of Proposal from Cherrylake for Weslyn Park Entrance Line of Sight Issues**

Mr. Stafford gave an overview of the proposal and noted the plant count was lowered to be within budget.

On MOTION by Mr. Paris, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Sunbridge Stewardship District approved the Proposal from Cherrylake for Weslyn Park Entrance Line of Sight Issues.

## **SEVENTH ORDER OF BUSINESS**

### **Consideration of a Not-to-Exceed Amount to Replace Light Fixtures on the Cyrils Drive Bridge**

Mr. Padua gave an overview of the proposals and noted there have been consistent issues with the lights on the bridge. He noted it is recommended to change out all the LED lights at one time, as they were not originally installed correctly. There is a one-year warranty on the new lighting.

On MOTION by Mr. Adams, seconded by Ms. Moraes, with all in favor, the Board of Supervisors for the Sunbridge Stewardship District approved a not-to-exceed Amount of \$3,818.00, to Replace Light Fixtures on the Cyrils Drive Bridge

## **EIGHTH ORDER OF BUSINESS**

### **Review and Acceptance of Fiscal Year 2025 Audit**

Ms. Mullins noted this was a standard and clean audit with no deficiencies.

On MOTION by Mr. Adams, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Sunbridge Stewardship District accepted the Fiscal Year 2025 Audit.

## **NINTH ORDER OF BUSINESS**

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

Ms. Mullins noted this is an annual standard agreement.

On MOTION by Mr. Paris, seconded by Mr. Adams, with all in favor, the Board of Supervisors for the Sunbridge Stewardship District ratified the Data Sharing and Usage Agreement with the Osceola County Property Appraiser.

## **TENTH ORDER OF BUSINESS**

### **Ratification of Operations and Maintenance Expenditures paid in January 2026 in an amount totaling \$108,681.03**

Dr. Levey noted these were previously approved and paid. This is solely for ratification.

On MOTION by Mr. Adams, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Sunbridge Stewardship District ratified the Operations and Maintenance Expenditures paid in January 2026, in an amount totaling \$108,681.03.

## **ELEVENTH ORDER OF BUSINESS**

### **Ratification of Operations and Maintenance Expenditures paid in February 2026 in an amount totaling \$30,446.11**

Dr. Levey noted these were previously approved and paid. This is solely for ratification.

On MOTION by Mr. Adams, seconded by Mr. Paris, with all in favor, the Board of Supervisors for the Sunbridge Stewardship District ratified the Operations and Maintenance Expenditures paid in February 2026, in an amount totaling \$30,446.11.

## **TWELFTH ORDER OF BUSINESS**

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

Ms. Mullins stated that the District has spent 43% of their budget as of December and the legal advertisement line item has gone over the budgeted amount.

No action was required by the Board.

## **THIRTEENTH ORDER OF BUSINESS**

### **OTHER BUSINESS**

#### **Staff Reports**

#### **District Counsel –**

Mr. Johnson noted the summary of the legislative session was sent out for the Board's review.

There was brief discussion regarding the higher threshold for sovereign immunity.

#### **District Manager –**

Ms. Mullins noted the next meeting is scheduled for May 7, 2026, which will be the proposed budget meeting.

#### **District Engineer –**

No report.

#### **Landscape Supervisor-**

There was brief discussion regarding water meter issues within the District. It is continuing to be researched.

There was also brief discussion regarding the recent freeze damage and impact on landscaping. It was noted the plant cut back already was completed.

## **THIRTEENTH ORDER OF BUSINESS**

### **Supervisor Requests & Audience Comments**

There were no further audience comments or Supervisor requests at this time.

## **FOURTEENTH ORDER OF BUSINESS**

### **Adjournment**

Dr. Levey called for a motion to adjourn.

On MOTION by Mr. Paris, seconded by Mr. Adams, with all in favor, the April 2, 2026, Meeting of the Board of Supervisors for the Sunbridge Stewardship District was adjourned.

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**Secretary / Assistant Secretary**

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**Chair / Vice Chair**



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# **Sunbridge Stewardship District**

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





MARY JANE ARRINGTON  
OSCEOLA COUNTY SUPERVISOR OF ELECTIONS

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April 24, 2026

Ms. Lynne Mullins  
District Manager  
Sunbridge Stewardship District  
PFM Group Consulting, LLC.  
3501 Quadrangle Blvd.  
Suite 270  
Orlando, FL 32817

RE: Sunbridge Stewardship District – Registered Voters

Dear Ms. Mullins:

Thank you for your letter requesting confirmation of the number of registered voters within the Sunbridge Stewardship District as of April 15, 2026.

The number of registered voters within the Sunbridge Stewardship District is 2,001 as of April 15, 2026.

If I can be of further assistance, please contact me at 407.742.6000.

Respectfully yours,

A handwritten signature in blue ink that reads "Mj. Arrington".

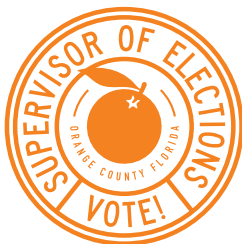
Mary Jane Arrington  
Supervisor of Elections

Vote  
Osceola



# **Sunbridge Stewardship District**

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



## Karen Castor Dentel Supervisor of Elections Orange County—Florida

### Mapping Department

[soemapping@ocfelections.gov](mailto:soemapping@ocfelections.gov)

April 15, 2026

Lynne Mullins, Registered Agent  
Sunbridge Stewardship District  
PFM Group Consulting LLC  
3501 Quadrangle Boulevard, Suite 270  
Orlando, FL 32817

To whom it may concern,

Per the requirements of Chapter 190.006, Florida Statutes, the Orange County Supervisor of Elections Office Mapping Department has determined the number of registered voters in the district as of April 15, 2026. Our research is based on the most recent legal description provided to us by the District Office.

As of **April 15, 2026**, there are **0** **registered voter(s)** in the  
**Sunbridge Stewardship District.**

A map and list of addresses can be provided upon request. Please contact the Mapping Department at 407-254-6554 with any questions.

Sincerely,

Mapping Department  
Orange County Supervisor of Elections  
Phone: 407-254-6554  
119 W. Kaley Street  
Orlando, FL 32806  
[soemapping@ocfelections.gov](mailto:soemapping@ocfelections.gov)



**119 West Kaley Street, Orlando, Florida 32806**

✉ P.O. Box 562001, Orlando, Florida 32856 ☎ 407.836.2070 📠 407.254.6598 🌐 [ocfelections.gov](http://ocfelections.gov)



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# **Sunbridge Stewardship District**

## **Review of Auditor Selection Committee Rankings & Selection of Auditor** *(provided under separate cover)*



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# **Sunbridge Stewardship District**

**Fiscal Year 2027 DM Fee Increase Letter**



April 27, 2026

Dr. Richard Levey  
Chairman of the Board of Supervisors  
Sunbridge Stewardship District  
3501 Quadrangle Boulevard, Suite 270  
Orlando, FL 32817

Dear Dr. Levey:

**pfm**

3501 Quadrangle Blvd.  
Suite 270  
Orlando, FL 32817  
407.723.5900

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

Thank you for the opportunity to continue serving as District Manager to the Sunbridge Stewardship District (the "District"). The agreement in place between our firm and the District dated January 17, 2019 provides for the review and adjustment annually of our fees pursuant to the District's annual budget process. We are respectfully requesting an increase in our annual fee for District Management services from \$55,000 to \$57,500 for Fiscal Year 2027.

Please note this change will be effective on the billing for October 2026, in conjunction with the District's new Fiscal Year.

Provided the changes are acceptable, please have an authorized official of the District sign and return a copy of this letter to us to acknowledge the increase.

Sincerely,

**PFM MANAGEMENT SERVICES LLC**

  
Senior District Manager

Accepted by:

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

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)



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# **Sunbridge Stewardship District**

**Resolution 2026-11,  
Approving Proposed Budgets for Fiscal Year 2026 –  
2027 and Setting a Public Hearing Date, Time, and  
Location**

**RESOLUTION 2026-11**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SUNBRIDGE STEWARDSHIP DISTRICT APPROVING PROPOSED BUDGET(S) FOR FY 2027; SETTING A PUBLIC HEARING THEREON AND DIRECTING PUBLICATION; ADDRESSING TRANSMITTAL AND POSTING REQUIREMENTS; ADDRESSING SEVERABILITY AND EFFECTIVE DATE.**

**WHEREAS**, for the fiscal year beginning October 1, 2026, and ending September 30, 2027 (“**FY 2027**”), the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Sunbridge Stewardship District (“**District**”) prior to July 15, 2026, the proposed budget(s) attached hereto as **Exhibit A (“Proposed Budget”)**; and

**WHEREAS**, the Board now desires to set the required public hearing on the Proposed Budget.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget attached hereto as **Exhibit A** is hereby approved preliminarily.

2. **SETTING A PUBLIC HEARING; DIRECTING PUBLICATION.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, time, and location, and District staff is directed to provide notice of the same in accordance with Florida law:

DATE: August 6, 2026  
TIME: 11:00 a.m.  
LOCATION: Tavistock Development Company  
6900 Tavistock Blvd., Suite 200  
Orlando, Florida 32827

3. **TRANSMITTAL TO LOCAL GENERAL PURPOSE GOVERNMENT; POSTING OF PROPOSED BUDGET.** The District Manager is hereby directed to (i) submit a copy of the Proposed Budget to the applicable local general-purpose government(s) at least 60 days prior to its adoption, and (ii) post the approved Proposed Budget on the District’s website in accordance with Chapter 189, Florida Statutes.

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

**PASSED AND ADOPTED THIS 7<sup>th</sup> DAY OF MAY, 2026.**

ATTEST:

**SUNBRIDGE STEWARDSHIP DISTRICT**

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

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**Exhibit A:** Proposed Budget





# **Sunbridge Stewardship District**

## **FY 2027 Proposed Budget Package**

**PFM Management Services LLC**  
3501 Quadrangle Boulevard  
Suite 270  
Orlando, FL 32817-8329  
(407) 723-5900



**Sunbridge Stewardship District**  
FY 2027 Proposed O&M Budget

|                                                     | Actual<br>Through<br>3/2026 | 4/2026 - 9/2026<br>Anticipated | FY 2026<br>Anticipated<br>Total | FY 2026<br>Adopted<br>Budget | FY 2027<br>Proposed<br>Budget |
|-----------------------------------------------------|-----------------------------|--------------------------------|---------------------------------|------------------------------|-------------------------------|
| <b><u>Revenues</u></b>                              |                             |                                |                                 |                              |                               |
| On-Roll Assessments                                 | \$ 579,354.62               | \$ (114,242.03)                | \$ 465,112.59                   | \$ 753,021.97                | \$ 1,286,460.79               |
| Off-Roll Assessments                                | 141,762.13                  | 146,147.25                     | 287,909.38                      | -                            | -                             |
| Developer Contribution                              | -                           | 3,000.00                       | 3,000.00                        | -                            | -                             |
| Other Income & Other Financing Sources              | 15,010.75                   | -                              | 15,010.75                       | -                            | -                             |
| Landscaping Contribution Agreement - TE3            | 24,999.96                   | 16,666.64                      | 41,666.60                       | 49,999.92                    | 49,999.92                     |
| Landscaping Contribution Agreement - TOHO           | 20,833.35                   | 12,500.01                      | 33,333.36                       | 50,000.04                    | 50,000.04                     |
| Sustainability Revenue                              | 13,200.00                   | 8,800.00                       | 22,000.00                       | 26,400.00                    | 26,400.00                     |
| <b>Net Revenues</b>                                 | <b>\$ 795,160.81</b>        | <b>\$ 72,871.87</b>            | <b>\$ 868,032.68</b>            | <b>\$ 879,421.93</b>         | <b>\$ 1,412,860.75</b>        |
| <b><u>General &amp; Administrative Expenses</u></b> |                             |                                |                                 |                              |                               |
| D&O Insurance                                       | \$ 3,178.00                 | \$ -                           | \$ 3,178.00                     | \$ 3,373.00                  | \$ 3,654.70                   |
| Trustee Services                                    | 7,089.66                    | 1,422.60                       | 8,512.26                        | 8,512.26                     | 8,512.26                      |
| Management                                          | 27,499.98                   | 27,500.02                      | 55,000.00                       | 55,000.00                    | 57,500.00                     |
| Engineering                                         | 7,347.50                    | 14,695.00                      | 22,042.50                       | 8,000.00                     | 25,000.00                     |
| Disclosure                                          | 2,500.00                    | 7,500.00                       | 10,000.00                       | 10,000.00                    | 15,000.00                     |
| Property Appraiser                                  | 1,622.74                    | -                              | 1,622.74                        | 550.00                       | 2,000.00                      |
| District Counsel                                    | 6,994.00                    | 34,970.00                      | 41,964.00                       | 40,000.00                    | 40,000.00                     |
| Assessment Administration                           | 15,000.00                   | -                              | 15,000.00                       | 15,000.00                    | 22,500.00                     |
| Reamortization Schedules                            | -                           | 125.00                         | 125.00                          | 125.00                       | 125.00                        |
| Audit                                               | 8,000.00                    | -                              | 8,000.00                        | 8,250.00                     | 10,000.00                     |
| Arbitrage Calculation                               | -                           | 700.00                         | 700.00                          | 700.00                       | 700.00                        |
| Tax Preparation                                     | 19.26                       | 19.26                          | 38.52                           | 24.00                        | 24.00                         |
| Travel and Per Diem                                 | 312.77                      | 625.54                         | 938.31                          | 500.00                       | 750.00                        |
| Telephone                                           | -                           | -                              | -                               | 25.00                        | 25.00                         |
| Postage & Shipping                                  | 35.79                       | 71.58                          | 107.37                          | 150.00                       | 150.00                        |
| Copies                                              | -                           | -                              | -                               | 150.00                       | 150.00                        |
| Legal Advertising                                   | 9,675.94                    | 11,027.88                      | 20,703.82                       | 7,500.00                     | 10,000.00                     |
| Miscellaneous                                       | -                           | 50.00                          | 50.00                           | 50.00                        | 50.00                         |
| Web Site Maintenance                                | 1,190.00                    | 1,860.00                       | 3,050.00                        | 2,700.00                     | 3,120.00                      |
| Dues, Licenses, and Fees                            | 175.00                      | -                              | 175.00                          | 175.00                       | 175.00                        |
| <b>Total General &amp; Administrative Expenses</b>  | <b>\$ 90,640.64</b>         | <b>\$ 100,566.88</b>           | <b>\$ 191,207.52</b>            | <b>\$ 160,784.26</b>         | <b>\$ 199,435.96</b>          |



**Sunbridge Stewardship District**  
FY 2027 Proposed O&M Budget

|                                                          | Actual<br>Through<br>3/2026 | 4/2026 - 9/2026<br>Anticipated | FY 2026<br>Anticipated<br>Total | FY 2026<br>Adopted<br>Budget | FY 2027<br>Proposed<br>Budget |
|----------------------------------------------------------|-----------------------------|--------------------------------|---------------------------------|------------------------------|-------------------------------|
| <b><u>Field Expenses - All</u></b>                       |                             |                                |                                 |                              |                               |
| Electric                                                 | \$ 706.16                   | \$ 1,412.32                    | \$ 2,118.48                     | \$ 1,700.00                  | \$ 1,700.00                   |
| Infrastructure Capital Reserve                           | -                           | 10,000.00                      | 10,000.00                       | 10,000.00                    | 10,000.00                     |
| General Insurance                                        | 7,417.00                    | -                              | 7,417.00                        | 4,123.00                     | 8,529.55                      |
| Property & Casualty Insurance                            | 6,453.00                    | -                              | 6,453.00                        | 1,112.00                     | 7,420.95                      |
| Other Insurance                                          | 500.00                      | -                              | 500.00                          | 4,249.00                     | 575.00                        |
| Tree Trimming                                            | 528.00                      | 1,056.00                       | -                               | 5,000.00                     | 5,000.00                      |
| Contingency                                              | 2,520.00                    | 5,040.00                       | 7,560.00                        | 10,000.00                    | 50,000.00                     |
| Pest Control                                             | 750.00                      | 1,500.00                       | 2,250.00                        | 1,000.00                     | 2,000.00                      |
| Signage & Amenities Repair                               | -                           | 583.33                         | 583.33                          | 1,000.00                     | 1,000.00                      |
| Hurricane Cleanup                                        | -                           | 5,833.33                       | 5,833.33                        | 10,000.00                    | 10,000.00                     |
| Sustainability Agreement                                 |                             |                                |                                 |                              |                               |
| Pierce Jones                                             | 13,200.00                   | 13,200.00                      | 26,400.00                       | 26,400.00                    | 26,400.00                     |
| Watershed Maintenance Reserve                            | 27,000.00                   | -                              | 27,000.00                       | -                            | 15,000.00                     |
| Trail Maintenance                                        | -                           | -                              | -                               | -                            | -                             |
| Canal Maintenance                                        | -                           | -                              | -                               | -                            | -                             |
| Roux Trail - Allen E Smith                               | -                           | -                              | -                               | -                            | 29,200.00                     |
| Bright Lighting Repairs                                  | -                           | -                              | -                               | -                            | 3,500.00                      |
| Street Sign Repairs                                      | -                           | -                              | -                               | -                            | 1,500.00                      |
| <b>Total Field Expenses - All</b>                        | <b>\$ 59,074.16</b>         | <b>\$ 38,624.99</b>            | <b>\$ 96,115.15</b>             | <b>\$ 74,584.00</b>          | <b>\$ 171,825.50</b>          |
| <b><u>Field Expenses - Orange Co.</u></b>                |                             |                                |                                 |                              |                               |
| Irrigation                                               | \$ -                        | \$ -                           | \$ -                            | \$ -                         | \$ -                          |
| Irrigation Parts                                         | -                           | -                              | -                               | -                            | -                             |
| Landscaping Maintenance & Material - Seg 1               | -                           | -                              | -                               | -                            | 65,000.00                     |
| Landscape Improvements                                   | -                           | -                              | -                               | -                            | -                             |
| Streetlights - Sunbridge Parkway Segment 1 - Duke Energy | -                           | -                              | -                               | -                            | 12,856.08                     |
| Streetlights - Sunbridge Parkway Segment 1 - OUC         | -                           | -                              | -                               | -                            | 76,017.48                     |
| Personnel Leasing Agreement                              | -                           | -                              | -                               | -                            | -                             |
| Conservation Easement Maintenance                        | -                           | -                              | -                               | -                            | -                             |
| Dowden Road Extension Segment 6                          | -                           | -                              | -                               | -                            | 30,047.06                     |
| Developer Repayment                                      | -                           | -                              | -                               | -                            | -                             |
| Southern Pond & Northern Pond                            | -                           | -                              | -                               | -                            | 27,630.00                     |
| SBP Pond maintenance (joint maintenance with the City)   | -                           | -                              | -                               | -                            | 8,200.00                      |
| Monument Signage                                         | -                           | -                              | -                               | -                            | 5,000.00                      |
| Mitigation: Sunbridge Parkway Segment 1                  | -                           | -                              | -                               | -                            | 4,000.00                      |
| Mitigation: Sunbridge Parkway Segment 2                  | -                           | -                              | -                               | -                            | 5,000.00                      |
| Mitigation: Neighborhood 6 - Taylor Morrison             | -                           | -                              | -                               | -                            | 10,000.00                     |
| Mitigation: Parcel 6E - Duke Energy                      | -                           | -                              | -                               | -                            | 4,500.00                      |
| Mitigation: Sunbridge Parkway Segment 2-4                | -                           | -                              | -                               | -                            | 7,000.00                      |
| <b>Total Field Expenses - Orange Co.</b>                 | <b>\$ -</b>                 | <b>\$ -</b>                    | <b>\$ -</b>                     | <b>\$ -</b>                  | <b>\$ 255,250.62</b>          |



Sunbridge Stewardship District  
FY 2027 Proposed O&M Budget

|                                               | Actual<br>Through<br>3/2026 | 4/2026 - 9/2026<br>Anticipated | FY 2026<br>Anticipated<br>Total | FY 2026<br>Adopted<br>Budget | FY 2027<br>Proposed<br>Budget |
|-----------------------------------------------|-----------------------------|--------------------------------|---------------------------------|------------------------------|-------------------------------|
| <b>Field Expenses - Osceola Co.</b>           |                             |                                |                                 |                              |                               |
| Water Reclaimed                               | \$ 5,529.33                 | \$ 11,058.66                   | \$ 16,587.99                    | \$ -                         | \$ 15,000.00                  |
| Irrigation                                    | 2,381.07                    | 4,762.14                       | 7,143.21                        | 35,000.00                    | 35,000.00                     |
| Irrigation Parts                              | -                           | -                              | -                               | 7,000.00                     | 7,000.00                      |
| Landscaping Maintenance & Material            | 266,419.98                  | 286,105.98                     | 552,525.96                      | 493,467.96                   | 572,211.96                    |
| Landscape Improvements                        | 1,845.30                    | 3,690.60                       | 5,535.90                        | 25,000.00                    | 25,000.00                     |
| Streetlights                                  | 11,818.40                   | 23,636.80                      | 35,455.20                       | 30,000.00                    | 40,000.00                     |
| Streetlights - Phase 2 (Jack Brack)           | -                           | -                              | -                               | -                            | 25,000.00                     |
| Personnel Leasing Agreement                   | 3,750.00                    | 3,750.00                       | 7,500.00                        | 7,500.00                     | 11,400.00                     |
| Conservation Easement Maintenance             | -                           | -                              | -                               | -                            | -                             |
| Developer Repayment                           | 51,085.71                   | -                              | 51,085.71                       | 51,085.71                    | 51,085.71                     |
| Mitigation: Cyrils Drive Phase 2              | -                           | -                              | -                               | -                            | 3,070.00                      |
| Mitigation: Neighborhood C Phase 1 - North    | -                           | -                              | -                               | -                            | 2,888.00                      |
| Mitigation: Neighborhood C Phase 1 - South    | -                           | -                              | -                               | -                            | 2,173.00                      |
| Mitigation: Neighborhood C Phase 2            | -                           | -                              | -                               | -                            | 1,620.00                      |
| Mitigation: Pond BD Neighborhood A/B, D&E     | -                           | -                              | -                               | -                            | 4,900.00                      |
| Mitigation: Replacement Conservation Easement | -                           | -                              | -                               | -                            | -                             |
| Mitigation: Crosswater Phase 3                | -                           | -                              | -                               | -                            | -                             |
| <b>Total Field Expenses - Osceola Co.</b>     | <b>\$ 342,829.79</b>        | <b>\$ 333,004.18</b>           | <b>\$ 675,833.97</b>            | <b>\$ 649,053.67</b>         | <b>\$ 796,348.67</b>          |
| <b>Total Expenses</b>                         | <b>\$ 492,544.59</b>        | <b>\$ 472,196.05</b>           | <b>\$ 963,156.64</b>            | <b>\$ 884,421.93</b>         | <b>\$ 1,422,860.75</b>        |
| <b>Income (Loss) from Operations</b>          | <b>\$ 302,616.22</b>        | <b>\$ (399,324.17)</b>         | <b>\$ (95,123.95)</b>           | <b>\$ (5,000.00)</b>         | <b>\$ (10,000.00)</b>         |
| <b>Other Income (Expense)</b>                 |                             |                                |                                 |                              |                               |
| Interest Income                               | \$ 8,537.47                 | \$ 17,074.94                   | \$ 25,612.41                    | \$ 5,000.00                  | \$ 10,000.00                  |
| <b>Total Other Income (Expense)</b>           | <b>\$ 8,537.47</b>          | <b>\$ 17,074.94</b>            | <b>\$ 25,612.41</b>             | <b>\$ 5,000.00</b>           | <b>\$ 10,000.00</b>           |
| <b>Net Income (Loss)</b>                      | <b>\$ 311,153.69</b>        | <b>\$ (382,249.23)</b>         | <b>\$ (69,512.00)</b>           | <b>\$ -</b>                  | <b>\$ -</b>                   |



# Sunbridge Stewardship District Budget Item Descriptions FY 2026 – 2027

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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.”

### **Off-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 through direct billing are referred to as “Off-Roll Assessments.”

### **Developer Contribution**

Funding from the Developer.

### **Other Income & Other Financing Sources**

Unexpected revenue source.

### **Landscaping Contribution Agreement – TE3**

Tavistock East 3 has signed an agreement to fund 50% of the District’s Phase 1 contracted landscaping services for the first three years.

### **Landscaping Contribution Agreement – TOHO**

Tohopekaliga Water Authority has signed an agreement to fund 50% of the District’s Phase 1 contracted landscaping services for the first three years.

### **Sustainability Revenue**

Florida Headwater Foundation has signed an agreement to fund 100% of the Pierce Jones sustainability project.

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## *General & Administrative Expenses*

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

Supervisors’ and Officers’ liability insurance required for the District.



## Sunbridge Stewardship District Budget Item Descriptions FY 2026 – 2027

### **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.

### **Disclosure**

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

### **Property Appraiser**

Cost incurred for a copy of the annual parcel listing for parcels within the District from the county.

### **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.

### **Arbitrage Calculation**

Annual computations are necessary to calculate arbitrage rebate liability to ensure the District's compliance with all tax regulations.



## Sunbridge Stewardship District Budget Item Descriptions FY 2026 – 2027

### **Tax Preparation**

Annual fee to file Forms 1099 and 1096 with the Internal Revenue Service.

### **Travel and 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.

### **Miscellaneous**

One-off and random expenses allocated to the District, not otherwise booked to adopted budgeted line items.

### **Web Site Maintenance**

Website maintenance fee.

### **Dues, Licenses and Fees**

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

### **Field Expenses - All**

#### **Electric**

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

#### **Infrastructure Capital Reserve**

Reserve for capital infrastructure. This is segregated into a separate cash account.

#### **General Insurance**

General liability insurance required for the District.



## Sunbridge Stewardship District Budget Item Descriptions FY 2026 – 2027

### **Property & Casualty Insurance**

Property and casualty insurance required for the District.

### **Other Insurance**

Other insurance required for the District.

### **Tree Trimming**

Tree trimming services above and beyond what is already contracted for property owned by District.

### **Contingency**

Other Field Operations expenses incurred throughout the year.

### **Pest Control**

Pest control expenses incurred throughout the year.

### **Signage & Amenities Repair**

Repair to signage and the amenity center.

### **Hurricane Cleanup**

Cleanup expenses incurred due to a hurricane.

### **Sustainability Agreement – Pierce Jones**

Payment to the Pierce Jones, PhD, for his services to the District for sustainability research.

### **Watershed Maintenance Reserve**

Funds set aside for future maintenance and repair of watershed and stormwater infrastructure.

### **Roux Trail – Allen E Smith**

Costs for maintenance and upkeep of Roux Trail – Allen E Smith.

### **Bright Lighting Repairs**

Costs for maintenance and repair of District lighting.

### **Street Sign Repairs**

Costs for maintenance and repair of District street signage.





## Sunbridge Stewardship District Budget Item Descriptions FY 2026 – 2027

### **Field Expenses – Orange Co.**

#### **Landscaping Maintenance & Material – Seg 1**

Contracted landscaping within the boundaries of the District.

#### **Streetlights – Sunbridge Parkway Segment 1 – Duke Energy**

Street-lighting expenses within the District billed by Duke Energy.

#### **Streetlights – Sunbridge Parkway Segment 1 – OUC**

Street-lighting expenses within the District billed by OUC.

#### **Dowden Road Extension Segment 6**

Maintenance expenses for Dowden Road Extension Segment 6.

#### **Southern Pond & Northern Pond**

Maintenance expenses for Southern Pond and Northern Pond within the District.

#### **SBP Pond Maintenance (joint maintenance with the City**

Shared maintenance costs with the City for the SBP Pond.

#### **Monument Signage**

Routine maintenance expenses for monument signage.

#### **Mitigation: Sunbridge Parkway Segment 1**

Expenses for actions implemented to reduce, control, or offset risks affecting Sunbridge Parkway Segment 1.

#### **Mitigation: Sunbridge Parkway Segment 2**

Expenses for actions implemented to reduce, control, or offset risks affecting Sunbridge Parkway Segment 2.

#### **Mitigation: Neighborhood 6 – Taylor Morrison**

Expenses for actions implemented to reduce, control, or offset risks affecting Neighborhood 6 (Taylor Morrison).

#### **Mitigation: Parcel 6E – Duke Energy**

Expenses for actions implemented to reduce, control, or offset risks affecting Parcel 6E (Duke Energy).

#### **Mitigation: Sunbridge Parkway Segment 2-4**

Expenses for actions implemented to reduce, control, or offset risks affecting Sunbridge Parkway Segment 2-4.



## Sunbridge Stewardship District Budget Item Descriptions FY 2026 – 2027

### **Field Expenses – Orange Co.**

#### **Landscaping Maintenance & Material – Seg 1**

Contracted landscaping within the boundaries of the District.

#### **Streetlights – Sunbridge Parkway Segment 1 – Duke Energy**

Street-lighting expenses within the District billed by Duke Energy.

#### **Streetlights – Sunbridge Parkway Segment 1 – OUC**

Street-lighting expenses within the District billed by OUC.

#### **Dowden Road Extension Segment 6**

Maintenance expenses for Dowden Road Extension Segment 6.

#### **Southern Pond & Northern Pond**

Maintenance expenses for Southern Pond and Northern Pond within the District.

#### **SBP Pond Maintenance (joint maintenance with the City**

Shared maintenance costs with the City for the SBP Pond.

#### **Monument Signage**

Routine maintenance expenses for monument signage.

#### **Mitigation: Sunbridge Parkway Segment 1**

Expenses for actions implemented to reduce, control, or offset risks affecting Sunbridge Parkway Segment 1.

#### **Mitigation: Sunbridge Parkway Segment 2**

Expenses for actions implemented to reduce, control, or offset risks affecting Sunbridge Parkway Segment 2.

#### **Mitigation: Neighborhood 6 – Taylor Morrison**

Expenses for actions implemented to reduce, control, or offset risks affecting Neighborhood 6 (Taylor Morrison).

#### **Mitigation: Parcel 6E – Duke Energy**

Expenses for actions implemented to reduce, control, or offset risks affecting Parcel 6E (Duke Energy).

#### **Mitigation: Sunbridge Parkway Segment 2-4**

Expenses for actions implemented to reduce, control, or offset risks affecting Sunbridge Parkway Segment 2-4.



Sunbridge Stewardship District  
Budget Item Descriptions  
FY 2026 – 2027

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*Other Income (Expenses)*

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**Interest Income**

Earned interest from the District's bank accounts.



Sunbridge Stewardship District  
FY 2027 Debt Service Proposed Budget

|                           | Series 2022<br>Del Webb | Series 2022<br>Weslyn Park | Series 2026<br>Del Webb Ph 2D/3 |
|---------------------------|-------------------------|----------------------------|---------------------------------|
| <b>REVENUES:</b>          |                         |                            |                                 |
| Special Assessments       | \$ 1,304,317.50         | \$ 2,173,048.75            | \$ 970,066.89                   |
| <b>TOTAL REVENUES</b>     | <b>\$ 1,304,317.50</b>  | <b>\$ 2,173,048.75</b>     | <b>\$ 970,066.89</b>            |
| <b>EXPENDITURES:</b>      |                         |                            |                                 |
| Interest 11/01/2026       | \$ 356,572.50           | \$ 584,026.25              | \$ 274,380.63                   |
| Principal 05/01/2027      | 240,000.00              | 430,000.00                 | 150,000.00                      |
| Interest 05/01/2027       | 356,572.50              | 584,026.25                 | 274,380.63                      |
| <b>TOTAL EXPENDITURES</b> | <b>\$ 953,145.00</b>    | <b>\$ 1,598,052.50</b>     | <b>\$ 698,761.26</b>            |
| <b>EXCESS REVENUES</b>    | <b>\$ 351,172.50</b>    | <b>\$ 574,996.25</b>       | <b>\$ 271,305.63</b>            |
| Interest 11/01/2027       | \$ 351,172.50           | \$ 574,996.25              | \$ 271,305.63                   |



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# **Sunbridge Stewardship District**

**Resolution 2026-12,  
Setting a Public Hearing on the  
Revised Rules of Procedure**

**RESOLUTION 2026-12**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SUNBRIDGE STEWARDSHIP DISTRICT TO DESIGNATE DATE, TIME AND PLACE OF PUBLIC HEARING AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING RULES OF PROCEDURE; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the Sunbridge Stewardship District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 2017-220, Laws of Florida, as amended; and

**WHEREAS**, the Board of Supervisors of the District (the “Board”) is authorized by Chapter 2017-220(6)(6)(e), Laws of Florida, to adopt rules and orders pursuant to Chapter 120, *Florida Statutes*.

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

**SECTION 1.** A Public Hearing will be held to adopt Rules of Procedure on August 6, 2026, at 11:00 a.m., at 6900 Tavistock Lakes Blvd, Ste 200, Orlando, Florida 32827.

**SECTION 2.** The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

**SECTION 3.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 7<sup>th</sup> day of May, 2026.

**ATTEST:**

**SUNBRIDGE STEWARDSHIP DISTRICT**

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Secretary/Assistant Secretary

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Chair/Vice Chair, Board of Supervisors



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# **Sunbridge Stewardship District**

## **Rules of Procedure**

**RULES OF PROCEDURE  
SUNBRIDGE STEWARDSHIP DISTRICT  
RULE NO. 2026-01**

**EFFECTIVE AS OF AUGUST 6, 2026**

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**Rule 1.0      General.**

- (1) The Sunbridge Stewardship District (the “**District**”) was created pursuant to the provisions of Chapter 2017-220, Laws of Florida, and was established to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (the “**Rules**”) is to describe the general operations of the District.
- (2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (3) Unless specifically permitted by a written agreement with the District, the District does not accept documents filed by e-mail or facsimile transmission. Filings are only accepted during normal business hours.
- (4) A Rule of the District shall be effective upon adoption by affirmative vote of the District Board. After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

**Specific Authority:** Ch. 2017-220(6)(6)(e); (6)(6)(q), Laws of Florida

**Law Implemented:** Ch. 2017-220(6)(6)(e); (6)(6)(q), Laws of Florida

**Rule 1.1      Board of Supervisors; Officers and Voting.**

- (1) Board of Supervisors. The Board of Supervisors of the District (the “**Board**”) shall consist of five (5) members. Members of the Board (“**Supervisors**”) elected by landowners must be citizens of the United States of America and residents of the State of Florida. Supervisors elected or appointed by the Board to elector seats must be citizens of the United States of America, residents of the State of Florida and of the District and registered to vote with the Supervisor of Elections of the county in which the District is located and for those elected, shall also be qualified to run by the Supervisor of Elections. The Board shall exercise the powers granted to the District under Florida law.
  - (a) Supervisors shall hold office for the term specified by Chapter 2017-220(5), Laws of Florida. If, during the term of office, any Board member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s). If three or more vacancies exist at the same time, a quorum, as defined herein, shall not be required to appoint replacement Board members.
  - (b) Three (3) members of the Board shall constitute a quorum for the purposes of conducting business, exercising powers and all other purposes. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited from, or abstains from, participating in discussion or voting on a particular item.
  - (c) Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in the Rules or required by law. Subject to Rule 1.3(10), a Board member participating in the Board meeting by teleconference or videoconference shall be entitled to vote and take all other action as though physically present.
  - (d) Unless otherwise provided for by an act of the Board, any one Board member may attend a mediation session on behalf of the Board. Any agreement resulting from such mediation session must be approved pursuant to subsection (1)(c) of this Rule.
- (2) Officers. At the first Board meeting held after each election where the newly elected members take office, the Board shall select a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, and Treasurer.
  - (a) The Chairperson must be a member of the Board. If the Chairperson resigns from that office or ceases to be a member of the Board, the Board shall select a Chairperson. The Chairperson serves at the pleasure of the Board. The Chairperson shall be authorized to execute resolutions and contracts on the District’s behalf. The Chairperson shall convene and conduct all meetings of the Board. In the event the Chairperson is unable to attend a

meeting, the Vice-Chairperson shall convene and conduct the meeting. The Chairperson or Vice-Chairperson may delegate the responsibility of conducting the meeting to the District's manager ("**District Manager**") or District Counsel, in whole or in part.

- (b) The Vice-Chairperson shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. The Vice-Chairperson has the authority to execute resolutions and contracts on the District's behalf in the absence of the Chairperson. If the Vice-Chairperson resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chairperson. The Vice-Chairperson serves at the pleasure of the Board.
- (c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. An employee of the District Manager may serve as Secretary. The Secretary shall be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (d) The Treasurer need not be a member of the Board but must be a resident of the State of Florida. The Treasurer shall perform duties described in Chapter 2017-220(6)(2) and (3), Laws of Florida, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board. The Treasurer shall either be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (e) In the event that both the Chairperson and Vice-Chairperson are absent from a Board meeting and a quorum is present, the Board may designate one of its members or a member of District staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions, and other documents approved by the Board at such meeting. In the event that the Chairperson and Vice-Chairperson are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.
- (f) The Board may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.

- (g) The Chairperson, Vice-Chairperson, and any other person authorized by District Resolution may sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board.
- (3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, review of bids, proposals, and qualifications, contract negotiations, personnel matters, and budget preparation.
- (4) Record Book. The Board shall keep a permanent record book entitled “**Record of Proceedings**,” in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, and corporate acts. The Records of Proceedings shall be located at a District office and shall be available for inspection by the public.
- (5) Meetings. For each fiscal year, the Board shall establish a schedule of regular meetings, which shall be published in a newspaper of general circulation within the county or counties in which the District is located and filed with the local general-purpose governments within whose boundaries the District is located. All meetings of the Board and committees serving an advisory function shall be open to the public in accord with the provisions of Chapter 286 of the Florida Statutes.
- (6) Votes Required. No Board member who is present at any meeting of the District Board at which an official decision, ruling, or other official act is to be taken or adopted may abstain from voting in regard to any such decision, ruling, or act; and a vote shall be recorded or counted for each such Board member present, except when, with respect to any such member, there is, or appears to be, a possible conflict of interest under the provisions of s. 112.311, s. 112.313, or s. 112.3143 of the Florida Statutes.
- (7) Voting Conflict of Interest. The Board shall comply with Section 112.3143 of the Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, “**voting conflict of interest**” shall be governed by the Florida Constitution and Chapter 112 of the Florida Statutes, and Chapter 2017-220, Laws of Florida, as amended from time to time. Generally, a voting conflict exists when a Board member is called upon to vote on an item which would inure to the Board member’s special private gain or loss or the Board member knows would inure to the special private gain or loss of a principal by whom the Board member is retained, the parent organization or subsidiary of a corporate principal, a business associate, or a relative including only a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.
  - (a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board’s

Secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes.

If the Board member was elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, the Board member may vote or abstain from voting on the matter at issue. If the Board member was elected by electors residing within the District, the Board member is prohibited from voting on the matter at issue. In the event that the Board member intends to abstain or is prohibited from voting, such Board member shall not participate in the discussion on the item subject to the vote.

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

- (b) If a Board member inadvertently votes on a matter and later learns he or she has a conflict on the matter, the member shall immediately notify the Board's Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate Memorandum of Voting Conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The Memorandum of Voting Conflict shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the Memorandum of Voting Conflict. The Board member's vote is unaffected by this filing.
- (c) It is not a conflict of interest for a Board member, the District Manager, or an employee of the District to be a stockholder, officer or employee of a landowner or of an entity affiliated with a landowner.
- (d) In the event that a Board member elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, has a continuing conflict of interest, such Board member is permitted to file a Memorandum of Voting Conflict at any time in which it shall state the nature of the continuing conflict. Only one such continuing Memorandum of Voting Conflict shall be required to be filed for each term the Board member is in office.

**Specific Authority:** Ch. 2017-220(6)(6)(e); (6)(6)(q), Laws of Florida

**Law Implemented:** §§ 112.3143, 286.012, Fla. Stat., Ch. 2017-220(5) and (6), Laws of Florida

**Rule 1.2      District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination.**

(1)    District Offices. Unless otherwise designated by the Board, the official District office shall be the District Manager's office identified by the District Manager. If the District Manager's office is not located within the county in which the District is located, the Board shall designate a local records office within such county which shall at a minimum contain, but not be limited to, the following documents:

- (a)    Agenda packages for prior 24 months and next meeting;
- (b)    Official minutes of meetings, including adopted resolutions of the Board;
- (c)    Names and addresses of current Board members and District Manager, unless such addresses are protected from disclosure by law;
- (d)    Adopted engineer's reports;
- (e)    Adopted assessment methodologies/reports;
- (f)    Adopted disclosure of public financing;
- (g)    Limited Offering Memorandum for each financing undertaken by the District;
- (h)    Proceedings, certificates, bonds given by all employees, and any and all corporate acts;
- (i)    District policies and rules;
- (j)    Fiscal year end audits; and
- (k)    Adopted budget for the current fiscal year.

The District Manager shall ensure that each District records office contains the documents required by Florida law.

(2)    Public Records. District public records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business of the District. All District public records not otherwise restricted by law may be copied or inspected at the District Manager's office during regular business hours. Certain District records can also be inspected and copied at the District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules is appointed as the

District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.

- (3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.
- (4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of \$0.15 per page for one-sided copies and \$0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar (\$1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature or volume of the public records to be inspected or copied. The charge may include the labor costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word "**extensive**" shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars (\$25.00), then, prior to commencing work on the request, the District will inform the person making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce the requested records. After the request has been fulfilled, additional payments or credits may be

due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

- (5) Records Retention. The Secretary of the District shall be responsible for retaining the District's records in accordance with applicable Florida law.
- (6) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.
- (7) Financial Disclosure Coordination. Unless specifically designated by Board resolution otherwise, the Secretary shall serve as the Financial Disclosure Coordinator ("**Coordinator**") for the District as required by the Florida Commission on Ethics ("**Commission**"). The Coordinator shall create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the agency of, and the office or position held by, all Supervisors and other persons required by Florida law to file a statement of financial interest due to his or her affiliation with the District ("**Reporting Individual**"). The Coordinator shall provide this list to the Commission by February 1 of each year, which list shall be current as of December 31 of the prior year. Each Supervisor and Reporting Individual shall promptly notify the Coordinator in writing if there are any changes to such person's name, e-mail address, or physical address. Each Supervisor and Reporting Individual shall promptly notify the Commission in the manner prescribed by the Commission if there are any changes to such person's e-mail address.

**Specific Authority:** Ch. 2017-220(6)(6)(e); (6)(6)(q), Laws of Florida

**Law Implemented:** Ch. 2017-220(5), Laws of Florida, §§ 112.31446(3), 112.3145(8)(a)1., 119.07, 119.0701, Fla. Stat.



### **Rule 1.3      Public Meetings, Hearings, and Workshops.**

- (1) Notice. Except in emergencies, or as otherwise authorized or required by statute or these Rules, at least seven (7) days', but not more than thirty (30) days' public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation within the county or counties in which the District is located. A newspaper is deemed to be a newspaper of "**general circulation**" in the county in which the District is located if such newspaper has been in existence for two (2) years at the time of publication of the applicable notice (unless no newspaper within the county has been published for such length) and satisfies the criteria of section 50.011(1) of the Florida Statutes, or if such newspaper is a direct successor of a newspaper which has been so published, as such provisions may be amended from time to time by law. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published as provide in Chapter 50 of the Florida Statutes, and such notice published consistent therewith shall satisfy the requirement to give at least seven (7) days' public notice as required herein. Each Notice shall state, as applicable:
  - (a) The date, time and place of the meeting, hearing or workshop;
  - (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
  - (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
  - (d) The following or substantially similar language: "Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (407) 723-5900. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office."
  - (e) The following or substantially similar language: "A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based."

- (f) The following or substantially similar language: “The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record.”

The date, time, and place of each meeting, hearing, or workshop of the Board shall additionally be posted on the District’s website at least seven (7) days prior to such meeting, hearing, or workshop.

- (2) Mistake. In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules has been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.
- (3) Agenda. The District Manager, under the guidance of District Counsel and the Chairperson or Vice-Chairperson, shall prepare an agenda of the meeting/hearing/workshop. The agenda and any meeting materials available in an electronic format, excluding any i) confidential and ii) confidential and exempt information, shall be available to the public at least seven (7) days before the meeting/hearing/workshop, except in an emergency. Meeting materials shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that District staff deems necessary for Board approval. Inclusion of additional materials for Board consideration other than those defined herein as “meeting materials” shall not convert such materials into “meeting materials.” For good cause, the agenda may be changed after it is first made available for distribution, and additional materials may be added or provided under separate cover at the meeting. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

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

- Call to order
- Roll call
- Public comments
- Organizational matters
- Review of minutes
- Specific items of old business
- Specific items of new business
- Staff reports
  - (a) District Counsel
  - (b) District Engineer
  - (c) District Manager
    - 1. Financial Report
    - 2. Approval of Expenditures
- Supervisor’s requests and comments

## Adjournment

- (4) Minutes. The Secretary shall be responsible for preparing and keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting. The Secretary may work with other staff members in preparing draft minutes for the Board's consideration.
- (5) Special Requests. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.
- (6) Emergency Meetings. The Chairperson, or Vice-Chairperson if the Chairperson is unavailable, upon consultation with the District Manager and District Counsel, if available, may convene an emergency meeting of the Board without first having complied with sections (1) and (3) of this Rule, to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to provide public notice and notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. Notice of the emergency meeting must be provided both before and after the meeting on the District's website, if it has one. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation within the county in which the District is located. After an emergency meeting, the Board shall publish in a newspaper of general circulation within the county in which the District is located, the time, date and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.
- (7) Public Comment. The Board shall set aside a reasonable amount of time at each meeting for public comment and members of the public shall be permitted to provide comment on any proposition before the Board. The portion of the meeting generally reserved for public comment shall be identified in the agenda. Policies governing public comment may be adopted by the Board in accordance with Florida law.
- (8) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Chapter 2017-220(6)(4), Laws of Florida. Once adopted in accord with Chapter 2017-220(6)(4), Laws of Florida, the annual budget(s) may be amended from time to time by action of the Board or as otherwise provided in the resolution approving the annual budget(s). Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.

- (9) Public Hearings. Notice of required public hearings shall contain the information required by applicable Florida law and by these Rules applicable to meeting notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and these Rules and are mailed and published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.
- (10) Participation by Teleconference/Videoconference. District staff may participate in Board meetings by teleconference or videoconference. Board members may also participate in Board meetings by teleconference or videoconference if in the good judgment of the Board extraordinary circumstances exist; provided however, at least three Board members must be physically present at the meeting location to establish a quorum. Such extraordinary circumstances shall be presumed when a Board member participates by teleconference or videoconference, unless a majority of the Board members physically present determines that extraordinary circumstances do not exist.
- (11) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Unless such procedure is waived by the Board, approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, and an affirmative vote by the majority of the Board members present. Any Board member, including the Chairperson, can make or second a motion.
- (12) Continuances. Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:
- (a) The Board identifies on the record at the original meeting a reasonable need for a continuance;
  - (b) The continuance is to a specified date, time, and location publicly announced at the original meeting; and
  - (c) The public notice for the original meeting states that the meeting may be continued to a date and time and states that the date, time, and location of any continuance shall be publicly announced at the original meeting and posted at the District Office immediately following the original meeting.
- (13) Attorney-Client Sessions. An Attorney-Client Session is permitted when the District's attorneys deem it necessary to meet in private with the Board to discuss pending litigation to which the District is a party before a court or administrative agency or as may be authorized by law. The District's attorney must request such session at a public meeting. Prior to holding the Attorney-Client Session, the District must give reasonable public notice of the time and date of the session and

the names of the persons anticipated to attend the session. The session must commence at an open meeting in which the Chairperson or Vice-Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy related to litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened, and the Chairperson or Vice-Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.

- (14) Security and Firesafety Board Discussions. Portions of a meeting which relate to or would reveal a security or firesafety system plan or portion thereof made confidential and exempt by section 119.071(3)(a), Florida Statutes, are exempt from the public meeting requirements and other requirements of section 286.011, Florida Statutes, and section 24(b), Article 1 of the State Constitution. Should the Board wish to discuss such matters, members of the public shall be required to leave the meeting room during such discussion. Any records of the Board's discussion of such matters, including recordings or minutes, shall be maintained as confidential and exempt records in accordance with Florida law.

**Specific Authority:** Ch. 2017-220(6)(6)(e); (6)(6)(q), Laws of Florida

**Law Implemented:** Ch. 2017-220(5) and (6), Laws of Florida, §§ 189.069(2)(a)16, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

**Rule 1.4      Internal Controls to Prevent Fraud, Waste and Abuse**

- (1) Internal Controls. The District shall establish and maintain internal controls designed to:
  - (a) Prevent and detect “**fraud**,” “**waste**” and “**abuse**” as those terms are defined in section 11.45(1),
  - (b) Florida Statutes; and
  - (c) Promote and encourage compliance with applicable laws, rules contracts, grant agreements, and best practices; and
  - (d) Support economical and efficient operations; and
  - (e) Ensure reliability of financial records and reports; and
  - (f) Safeguard assets.
- (2) Adoption. The internal controls to prevent fraud, waste and abuse shall be adopted and amended by the District in the same manner as District policies.

**Specific Authority:** Ch. 2017-220(6)(6)(e); (6)(6)(q), Laws of Florida  
**Law Implemented:** § 218.33(3), Fla. Stat.

## **Rule 2.0      Rulemaking Proceedings.**

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules, in accordance with the requirements of Chapter 2017-220(6)(6)(e), Laws of Florida, and Chapter 120 of the Florida Statutes, including but not limited to Section 120.81(2)(b) of the Florida Statutes. Rulemaking proceedings shall be deemed to have been initiated upon publication of a Notice of Rule Development by the District as required by Section 2 of this Rule. A “**rule**” is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District. Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 2017-220, Laws of Florida. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.
- (2) Requirements of a Rule. All District rules as drafted shall:
  - (a) Contain only one subject;
  - (b) Include readable language, meaning it avoids i) the use of obscure words and unnecessarily long or complicated constructions, and ii) the use of unnecessary technical or specialized language that is understood only by members of particular trades or professions;
  - (c) Be indefinite such that the rule does not include a provision whereby the rule, or a portion thereof, automatically expires or is repealed on a specific date or at the end of a specified period, unless otherwise expressly authorized by law; and
  - (d) Only incorporate material by reference in compliance with Section 120.54(1)(i) of the Florida Statutes.
- (3) Statement of Estimated Regulatory Costs. Before adopting, amending, or repealing any rule, other than an emergency rule, the District may prepare a statement of estimated regulatory costs (“**SERC**”) based on the factors set forth in Section 120.541(2) of the Florida Statutes. The District shall prepare a SERC for a proposed rule if in accordance with the requirements of Section 120.541(2) of the Florida Statutes if: i) the proposed rule will have an adverse economic impact on small business; or ii) the proposed rule is likely to directly or indirectly increase regulatory costs in excess of \$200,000 in the aggregate in the state within one (1) year after implementation of the rule.
- (4) Notice of Rule Development.

- (a) Except when the intended action is the repeal of a rule, the District shall provide notice of the development of a proposed rule (“**Notice of Rule Development**”) setting forth the following:
  - (i) the subject area to be addressed by rule development;
  - (ii) A short, plain explanation of the purpose and effect of the proposed rule;
  - (iii) The grant of rulemaking authority for the proposed rule;
  - (iv) The law being implemented;
  - (v) The proposed rule number; and
  - (vi) If available, either the preliminary text of the proposed rule and any incorporated documents, or a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft of such rule or documents.
- (b) The Notice of Rule Development shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days prior to the Notice of Rulemaking required by Section 5 of this Rule, and at least thirty-five (35) days prior to the intended action.

(5) Notice of Rulemaking.

- (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall provide notice of its intended action (the “**Notice of Rulemaking**”) setting forth the following:
  - (i) A short, plain explanation of the purpose and effect of the proposed rule;
  - (ii) The proposed rule number;
  - (iii) A summary of the proposed rule or amendment;
  - (v) The grant of rulemaking authority for the proposed rule;
  - (vi) The law being implemented or interpreted;
  - (vii) The name, e-mail address, and telephone number of the agency employee who may be contacted regarding the intended action;



- (viii) A concise summary of the District's statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2) of the Florida Statutes, that describes the regulatory impact of the rule in readable language;
  - (ix) The District's website where the statement of estimated regulatory costs can be viewed, in its entirety, if one has been prepared;
  - (x) A statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice;
  - (xi) A statement as to whether, based on the SERC or other information expressly relied upon and described by the District if no statement of regulatory costs is required, the proposed rule is expected to require legislative ratification pursuant to Section 120.541(3) of the Florida Statutes;
  - (x) The date, time, and location of the public hearing on the proposed rule;
  - (xi) The name, address, and telephone number of the District contact person who can provide information about the public hearing; and
  - (xii) A reference to both the date on which and the place where the Notice of Rule Development required by Section 4 of this Rule appeared, except when the intended action is the repeal of a rule.
- (b) The Notice of Rulemaking shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days after the Notice of Rule Development required by Section 4 of this Rule, and at least twenty-eight (28) days prior to the intended action. If the Notice of Rulemaking is not published within one-hundred eighty (180) days of the publication of the Notice of Rule Development, then the District's Board shall approve a concise statement at least seven (7) days prior to the conclusion of the one-hundred eighty (180) day timeframe identifying the reason for the delay, which may be supplemented quarterly until the District has adopted the proposed rule.

- (c) The Notice of Rulemaking shall be mailed or delivered electronically to all persons named in the proposed rule and to all persons who, at least fourteen (14) days before publication of the notice, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice of the District's rulemaking proceedings. Such persons must furnish a mailing address or e-mail address, and may be required to pay the cost of copying and mailing as applicable.
  - (d) As of the date of publication of the Notice of Rulemaking, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the proposed rule, including all material proposed to be incorporated by reference.
- (6) Modification of Rules.
  - (a) Technical Changes.
    - (i) Prior to rule adoption, the District shall publish a notice of correction ("**Notice of Correction**") if any of the information that is required to be included in the Notice of Rulemaking, including technical changes that correct citations or grammatical, typographical or similar errors that do not otherwise affect the substance of the rule, is omitted or is incorrect. A Notice of Correction cannot be used to make substantive changes to the rule text. The Notice of Correction shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days prior to the intended action.
    - (ii) After rule adoption, a technical change to a rule may be approved at any time by the District. Promptly thereafter, a Notice of Correction shall be published by the District in the manner set forth in Section 6(a)(i) of this Rule.
  - (b) Substantive Changes.
    - (i) Prior to rule adoption, the District shall publish a notice of change ("**Notice of Change**") if there is any substantive change, other than a technical change that corrects citations or grammatical, typographical or similar errors that do not otherwise affect the substance of the rule, to a proposed rule, including any material incorporated by reference, or to a SERC. The Notice of Change must address a summary of the change and shall be published in a newspaper of general circulation within the county or counties in which the District is located at least twenty-one (21) days prior to the intended action. The Notice of Change shall also be sent to those persons set forth in Section 5(C) of this Rule that have made requests

of the District for advance notice of its rulemaking proceedings. Any substantive change must be either be:

1. Supported by the record of the public hearing held on the proposed rule;
2. In response to written materials submitted to the District; or
3. In response to an objection with the proposed rule by the District Board.

(ii) After rule adoption, a substantive change to a rule shall be effectuated by initiating rulemaking as set forth in this Rule.

(7) Withdrawal of Proposed Rules.

- (a) Prior to the adoption of a rule, the District may elect to withdraw the proposed rule in whole or in part. After a rule has become effective, the District may only amend or repeal the rule through initiating the rulemaking procedures set forth in this Rule.
- (b) Prior to the adoption of a rule, the District shall withdraw the proposed rule if the District has either failed to adopt such rule within one-hundred eighty (180) days of the publication of the Notice of Rule Development required by Section 4 of this Rule or to approve a concise statement at least seven (7) days prior to the conclusion of the one-hundred eighty (180) day timeframe identifying the reason for the delay, which may be supplemented quarterly until the District has adopted the proposed rule.
- (c) In the event of a withdrawal of a proposed rule, the District shall publish a notice (“**Notice of Rule Withdrawal**”) in a newspaper of general circulation within the county or counties in which the District is located, and shall provide notice to those persons set forth in Section 5(c) of this Rule that have made requests of the District for advance notice of its rulemaking proceedings.
- (d) Within fifteen (15) days after the end of each calendar quarter, the District shall compile and post on its website a list of each failure to publish a Notice of Rulemaking within the timeframe prescribed by Section 5(b) of this Rule, which list shall include the information set forth in Section 120.54(3)(d)(7) of the Florida Statutes. The District is only required to provide such posting in any calendar quarter(s) in which there is an actual failure to timely publish a Notice of Rulemaking, if any.

(8) Rule Development Workshops.

- (a) Whenever requested in writing by any affected person, the District must conduct a rule development workshop prior to proposing rules for adoption for the purposes of rule development or information gathering for the preparation of the SERC, unless the Chairperson explains in writing why a workshop is unnecessary. The District may initiate a rule development workshop, but is not required to do so.
- (b) If a workshop is held, the District must ensure that the person(s) responsible for preparing the rule and the SERC, if applicable, are available to explain the District's proposed rule and to respond to questions or comments regarding the rule being developed.
- (c) The notice of any workshop shall be published in a newspaper of general circulation within the county or counties in which the District is located at least fourteen (14) days prior to the workshop setting forth the following:
  - (i) The place, date, and time of the workshop;
  - (ii) The subject area that will be addressed; and
  - (iii) The District Manager's contact information.

(9) Petitions to Initiate Rulemaking.

- (a) All Petitions to Initiate Rulemaking Proceedings must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District or has a substantial interest in the rulemaking. District staff shall forward a copy of the petition to the District's Board within seven (7) days of its receipt.
- (b) If the petition is directed to an adopted rule, within thirty (30) days following the date of filing a petition, the District shall either i) initiate rulemaking proceedings, ii) otherwise comply with the requested action, or iii) deny the petition with a written statement of its reasons for the denial.
- (c) If the petition is directed to an unadopted rule, within thirty (30) days following the date of filing a petition, the District shall either i) initiate rulemaking, or ii) set a public hearing to consider whether the public interest is served adequately by the application of the proposed rule on a case-by-case basis, as contrasted with its formal adoption as a rule.
  - (i) If the District elects to hold a public hearing, notice of the public hearing ("**Notice of Rulemaking Petition Public Hearing**") shall be published in a newspaper of general circulation within the county

or counties in which the District is located. The public hearing shall be held by the District within thirty (30) days after publication of the Notice of Rulemaking Petition Public Hearing.

(ii) Not later than thirty (30) days following the date of the public hearing held pursuant to Section 9(c)(i) of this Rule, the District shall either i) initiate rulemaking proceedings, ii) otherwise comply with the requested action, or iii) deny the petition with a written statement of its reasons for the denial.

1. If the District decides to initiate rulemaking it shall proceed with the rulemaking process as set forth in this Rule.

2. If the District decides to not initiate rulemaking or otherwise comply with the requested action, the District shall publish a statement of its reasons for not initiating rulemaking or otherwise complying with the requested action and of any changes it will make in the scope or application of the unadopted rule (the “**Notice of Denial of Rulemaking Petition**”). The Notice of Denial of Rulemaking Petition shall be published in a newspaper of general circulation within the county or counties in which the District is located.

(d) Nothing in this Rule shall be construed as requiring the District to adopt, amend, or repeal a rule as initiated by petition.

(10) Public Hearing.

(a) The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the Notice of Rulemaking, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. When a public hearing is held, the District shall ensure that staff is available to explain the proposed rule and to respond to questions or comments regarding the proposed rule. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.

(b) The District shall publish notice of the public hearing (“**Notice of Public Hearing**”) in a newspaper of general circulation within the county or counties in which the District is located, either in the text of the Notice of Rulemaking or in a separate publication at least seven (7) days before the

scheduled public hearing. The Notice of Public Hearing shall include the following information:

- (i) The date, time, and location of the public hearing; and
- (ii) The name, address, and telephone number of the District contact person who can provide information about the public hearing.

(11) Emergency Rule Adoption.

- (a) The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action or if the Legislature authorizes the District to adopt emergency rules. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District.
- (b) At the time or prior to the adoption of an emergency rule, the District shall post on its website a notice regarding its adoption of the emergency rule (the “**Notice of Emergency Rule**”) which includes the specific facts and reasons for finding an immediate danger to the public health, safety, or welfare and its reasons for concluding that procedure used is fair under the circumstances. The Notice of Emergency Rule shall thereafter be promptly published in a newspaper of general circulation within the county or counties in which the District is located, and shall include the following information:
  - (i) The full text of the rule(s); and
  - (ii) The District’s findings of immediate danger, necessity, and procedural fairness or a citation to the grant of emergency rulemaking authority.
- (c) An emergency rule shall be effective immediately upon adoption by the District, or on a date less than twenty (20) days thereafter if specified in the emergency rule if the District finds that a later effective date is necessary because of immediate danger to the public health, safety, or welfare. An emergency rule may not be effective for a period of more than ninety (90) days after adoption and may not be renewable, unless the District has initiated rulemaking to adopt rules addressing the subject of the emergency rule and either i) a challenge to the proposed rules has been filed and remains pending or ii) the proposed rules are awaiting ratification by the Legislature, if applicable. Nothing in this paragraph prohibits the District from adopting a rule identical to the emergency rule through the non-emergency rulemaking procedures set forth in this Rule.

- (i) If an emergency rule is being renewed in accordance with Section 11(d) of this Rule, notice of the renewal of the emergency rule (the “**Notice of Renewal of Emergency Rule**”) shall be published before the expiration of the existing emergency rule. The Notice of Renewal of Emergency Rule shall be published in a newspaper of general circulation within the county or counties in which the District is located and shall include the specific facts and reasons for such renewal.
  - (ii) For emergency rules with an effective period of longer than ninety (90) days which are intended to replace an existing rule, the Rulemaking Record for the existing rule, as required by Section 13 of this Rule, shall specifically identify the emergency rule that is intended to supersede the existing rule as well as the date that the emergency rule was adopted by the District.
- (d) The District may supersede an emergency rule in effect through the adoption of another emergency rule before the superseded rule expires. The District shall post on its website and publish a Notice of Emergency Rule, in accordance with Section 11(b) of this Rule, identifying the reason for adopting the superseding rule. The superseding rule shall not be in effect longer than the duration of the effective period of the superseded rule.
- (e) The District may make technical changes to an emergency rule within the first seven (7) days after the rule is adopted, and such changes shall be published in a Notice of Correction as set forth in Section 6(a) of this Rule.
- (f) The District may repeal an emergency rule before it expires by publishing a notice (“**Notice of Repeal of Emergency Rule**”) in a newspaper of general circulation within the county or counties in which the District is located. The Notice of Repeal of Emergency Rule shall include the following information:
  - (i) The full text of the emergency rule and a summary thereof;
  - (ii) The rule number; and
  - (iii) A short and plain explanation as to why the conditions specified in the Notice of Emergency Rule no longer require the emergency rule.
- (12) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the Florida Statutes, may be published in a newspaper of general circulation within the county or counties in which the District is located.

- (13) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record (“**Rulemaking Record**”) which shall be on file with the District at least twenty-one (21) days prior to the proposed adoption date of the rule. The Rulemaking Record shall include, as applicable:
- (a) A copy of the rule;
  - (b) Any material incorporated by reference in the rule;
  - (c) A detailed written statement of the facts and circumstances justifying the proposed rule;
  - (d) Any SERC for the rule, if required by Section 120.54(3)(b)1. of the Florida Statutes or otherwise prepared, and any information created or used by the District in determining whether a SERC is required;
  - (e) A statement of the extent to which the proposed rule relates to federal standards on rules on the same subject;
  - (f) The Notice of Rule Development, Notice of Rulemaking, and notice(s) of any workshops held pursuant to Section 8 of this Rule; and
  - (g) If an emergency rule is intended to supersede an existing rule, the emergency rule number and the date that the emergency rule was adopted by the District.
- (14) Petitions to Challenge Rules.
- (a) Any person substantially affected by a proposed or existing rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District’s authority.
    - (i) A petition alleging the invalidity of a proposed rule shall be filed within twenty-one (21) days after the date of publication of Notice of Rulemaking, within ten (10) days after the final public hearing is held on the proposed rule; within twenty (20) days after the SERC or revised SERC has been prepared and made available as provided in Section 120.541(1)(d) of the Florida Statutes, if applicable; or within twenty (20) days after the date of publication of the Notice of Rule Withdrawal required by Section 7(c) of this Rule.
    - (ii) A petition alleging the invalidity of an existing rule may be filed at any time during which the rule is in effect.
  - (b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation



of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a proposed or existing rule is substantially affected by it. A person who is not substantially affected by the proposed rule as initially noticed, but who is substantially affected by the rule as a result of a change, may challenge any provision of the resulting proposed rule.

- (c) The petition shall be filed with the District. Within ten (10) days after receiving the petition, or seven (7) days if the challenge relates to an emergency rule, the Chairperson shall, if the petition complies with the requirements of subsection (b) of this section, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer who shall conduct a hearing within thirty (30) days thereafter, or fourteen (14) days if the challenge relates to an emergency rule, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.
- (d) At the hearing, the petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (e) Hearings held under this section shall be de novo in nature. For proposed rules, the petitioner has the burden to prove by a preponderance of the evidence that it would be substantially affected by the proposed rule, and the District has the burden to prove by a preponderance of the evidence that the proposed rule is not an invalid exercise of delegated legislative authority as to the objections raised. For existing rules, the petitioner has a burden of proving by a preponderance of the evidence that the existing rule is an invalid exercise of District authority as to the objections raised. During the hearing, the hearing officer may:
  - (i) Administer oaths and affirmations;
  - (ii) Rule upon offers of proof and receive relevant evidence;
  - (iii) Regulate the course of the hearing, including any pre-hearing matters;
  - (iv) Enter orders; and
  - (v) Make or receive offers of settlement, stipulation, and adjustment.

- (f) Within thirty (30) days after the hearing, or fourteen (14) days of the challenge relate to an emergency rule, the hearing officer shall render a decision and state the reasons therefor in writing. The hearing officer's order shall be considered final agency action. The hearing officer may declare all or part of a proposed or existing rule invalid. For a proposed rule, the proposed rule or provision thereof declared invalid shall not be adopted unless the decision of the hearing officer is reversed on appeal. In the event part of a proposed rule is declared invalid, the District may, in its sole discretion, withdraw the proposed rule in its entirety. For an existing rule, the rule or part thereof declared invalid shall become void when the time for filing an appeal expires. In the event that a proposed or existing rule has been declared invalid in whole or part, the District shall promptly publish notice of such occurrence published in a newspaper of general circulation within the county or counties in which the District is located.
- (15) Variances and Waivers. A “**variance**” means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A “**waiver**” means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variances and waivers from District rules may be granted subject to the following:
- (a) Variances and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, “**substantial hardship**” means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver. For purposes of this section, “**principles of fairness**” are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.
  - (b) A person who is subject to regulation by a District rule may file a petition with the District, requesting a variance or waiver from the District's rule. Each petition shall specify:
    - (i) The rule from which a variance or waiver is requested;
    - (ii) The type of action requested;
    - (iii) The specific facts that would justify a waiver or variance for the petitioner; and
    - (iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.

- (c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by rule of the District, the District shall proceed, at the petitioner's written request, to process the petition.
- (d) The Board shall grant or deny a petition for variance or waiver and shall announce such disposition at a publicly held meeting of the Board, within ninety (90) days after receipt of the original petition, the last item of timely requested additional material, or the petitioner's written request to finish processing the petition. The District's statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District's action. The District shall maintain a record of the type and disposition of each petition filed.

(16) Review of Adopted Rules.

- (a) By January 1, 2026, District staff shall prepare a report that summarizes the District's existing rules anticipated to be reviewed during the current fiscal year, if any, and the recommended action on each rule (the "**Existing Rule Review Report**"). The Existing Rule Review Report shall be presented to the District's Board at a noticed Board meeting as soon as practicable after preparation by District staff. District staff shall continue to annually prepare an updated Existing Rule Review Report by January 1 of each year until all District rules have been reviewed. The District is not bound to review its existing rules in accordance with the schedule set forth in an Existing Rule Review Report, but is required to complete the review of at least twenty (20%) percent of its existing rules per year until all existing rules have been reviewed in accordance with this Section. In any event, all existing rules of the District shall be reviewed by July 1, 2030.
- (b) Any new rule adopted after July 1, 2025, must be reviewed in the fifth year following adoption. Such review must be completed before the day that marks the sixth year since the adoption of the rule.
- (c) In conducting its rule review process, the District shall determine whether each rule:
  - (i) Is a valid exercise of delegated legislative authority;
  - (ii) Has current statutory authority;
  - (iii) Reiterates or paraphrases statutory material;
  - (iv) Is in proper form;

- (v) Is consistent with expressed legislative intent pertaining to the specific provisions of law which the rule implements;
  - (vi) Requires a technical or substantive update to reflect current use; and
  - (vii) Requires updated references to statutory citations and incorporated materials.
- (d) By April 1 of each year in which a rule review is being undertaken, the District shall adopt a resolution evidencing the completion of rule review and authorizing one of the following actions relative to its rule review (the “**Rule Review Resolution**”):
- (i) If the District determines that no change is necessary, the District Rule Review Resolution shall include the following information:
    - 1. A copy of the reviewed rule;
    - 2. A written statement of its intended action; and
    - 3. Its assessment of factors specified in Section 16(c) of this Rule.
  - (ii) If the District determines that one or more technical changes are necessary, the District Rule Review Resolution shall include the following information:
    - 1. A copy of the reviewed rule and the recommended technical change or changes coded by underlining new text and striking through deleted text;
    - 2. A written statement of its intended action;
    - 3. Its assessment of the factors specified in Section 16(c) of this Rule; and
    - 4. The facts and circumstances justifying the technical change or changes to the reviewed rule.
  - (iii) If the District determines that the rule requires a substantive change, the District shall promptly initiate rulemaking in accordance with this Rule to make all changes, including any technical changes, and the District Rule Review Resolution shall include the following information:

1. A copy of the reviewed rule;
  2. The recommended change or changes coded by underlining new text and striking through deleted text;
  3. A written statement of its intended action; and
  4. Its assessment of factors specified in Section 16(c) of this Rule.
- (iv) If the District determines that the rule should be repealed, the District shall promptly initiate the repeal the rule in accordance with this Rule, and the District Rule Review Resolution shall include the following information:
1. A written statement of its intended action; and
  2. Its assessment of factors specified in subsection 16(c) of this Rule.
- (e) The rule review is completed upon the District’s adoption of the Rule Review Resolution and, if there is a substantive change or repeal of a rule approved the Board, the timely commencement of the rulemaking or rule repeal process set forth in this Rule. Promptly after completion of the rule review, the District shall publish a notice of the completed rule review (“**Notice of Completed Rule Review**”) in a newspaper of general circulation within the county or counties in which the District is located. The Notice of Completed Rule Review shall identify the action taken by the District with respect to the reviewed rule.
- (17) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings.

**Specific Authority:** Ch. 2017-220(6)(6)(e); (6)(6)(q) and (6)(20), Laws of Florida

**Law Implemented:** Ch. 2017-220(6)(6)(e) and (6)(20), Laws of Florida, §§ 120.54, 120.542, 120.5435, 120.56, 120.81(2), Fla. Stat.

### **Rule 3.0      Competitive Purchase.**

- (1) Purpose and Scope. In order to comply with 2017-220(6)(19)(a) through (c), Laws of Florida, and Sections 287.055 and 287.017 of the Florida Statutes, the following provisions shall apply to the purchase of Professional Services, insurance, construction contracts, design-build services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Board Authorization. Except in cases of an Emergency Purchase, a competitive purchase governed by these Rules shall only be undertaken after authorization by the Board.
- (3) Definitions.
  - (a) **“Competitive Solicitation”** means a formal, advertised procurement process, other than an Invitation to Bid, Request for Proposals, or Invitation to Negotiate, approved by the Board to purchase commodities and/or services which affords vendors fair treatment in the competition for award of a District purchase contract.
  - (b) **“Continuing Contract”** means a contract for Professional Services entered into in accordance with Section 287.055 of the Florida Statutes, between the District and a firm, whereby the firm provides Professional Services to the District for projects in which the costs do not exceed two million dollars (\$2,000,000), for a study activity when the fee for such Professional Services to the District does not exceed two hundred thousand dollars (\$200,000), or for work of a specified nature as outlined in the contract with the District, with no time limitation except that the contract must provide a termination clause (for example, a contract for general District engineering services). Firms providing Professional Services under Continuing Contracts shall not be required to bid against one another.
  - (c) **“Contractual Service”** means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. Contractual Services do not include auditing services, Maintenance Services, or Professional Services as defined in Section 287.055(2)(a) of the Florida Statutes, and these Rules. Contractual Services also do not include any contract for the furnishing of labor or materials for the construction, renovation, repair, modification, or demolition of any facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property entered into pursuant to Chapter 255 of the Florida Statutes, and Rules 3.5 or 3.6.
  - (d) **“Design-Build Contract”** means a single contract with a Design-Build Firm for the design and construction of a public construction project.

- (e) **“Design-Build Firm”** means a partnership, corporation or other legal entity that:
  - (i) Is certified under Section 489.119 of the Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
  - (ii) Is certified under Section 471.023 of the Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219 of the Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319 of the Florida Statutes, to practice or to offer to practice landscape architecture.
- (f) **“Design Criteria Package”** means concise, performance-oriented drawings or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District’s Request for Proposals, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.
- (g) **“Design Criteria Professional”** means a firm who holds a current certificate of registration under Chapter 481 of the Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471 of the Florida Statutes, to practice engineering, and who is employed by or under contract to the District to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.
- (h) **“Emergency Purchase”** means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where

the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

- (i) **“Invitation to Bid”** is a written solicitation for sealed bids with the title, date, and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, qualification, evaluation criteria, and provides for a manual signature of an authorized representative. It may include one or more bid alternates.
- (j) **“Invitation to Negotiate”** means a written solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or services.
- (k) **“Negotiate”** means to conduct legitimate, arm’s length discussions and conferences to reach an agreement on a term or price.
- (l) **“Professional Services”** means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of Florida, or those services performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper, in connection with the firm’s or individual’s professional employment or practice.
- (m) **“Proposal (or Reply or Response) Most Advantageous to the District”** means, as determined in the sole discretion of the Board, the proposal, reply, or response that is:
  - (i) Submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements, who has the integrity and reliability to assure good faith performance;
  - (ii) The most responsive to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation as determined by the Board; and
  - (iii) For a cost to the District deemed by the Board to be reasonable.
- (n) **“Purchase”** means acquisition by sale, rent, lease, lease/purchase, or installment sale. It does not include transfer, sale, or exchange of goods, supplies, or materials between the District and any federal, state, regional or local governmental entity or political subdivision of the State of Florida.
- (o) **“Request for Proposals” or “RFP”** is a written solicitation for sealed proposals with the title, date, and hour of the public opening designated and



requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.

- (p) **“Responsive and Responsible Bidder”** means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. **“Responsive and Responsible Vendor”** means an entity or individual that has submitted a proposal, reply, or response that conforms in all material respects to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the following:
  - (i) The ability and adequacy of the professional personnel employed by the entity/individual;
  - (ii) The past performance of the entity/individual for the District and in other professional employment;
  - (iii) The willingness of the entity/individual to meet time and budget requirements;
  - (iv) The geographic location of the entity’s/individual’s headquarters or office in relation to the project;
  - (v) The recent, current, and projected workloads of the entity/individual;
  - (vi) The volume of work previously awarded to the entity/individual;
  - (vii) Whether the cost components of the bid or proposal are appropriately balanced; and
  - (viii) Whether the entity/individual is a certified minority business enterprise.
- (q) **“Responsive Bid,” “Responsive Proposal,” “Responsive Reply,” and “Responsive Response”** all mean a bid, proposal, reply, or response which conforms in all material respects to the specifications and conditions in the

Invitation to Bid, Request for Proposals, Invitations to Negotiate, or Competitive Solicitation document and these Rules, and the cost components of which, if any, are appropriately balanced. A bid, proposal, reply or response is not responsive if the person or firm submitting it fails to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder.

**Specific Authority:** Ch. 2017-220(6)(6)(e); (6)(6)(q), Laws of Florida

**Law Implemented:** Ch. 2017-220(6)(19), Laws of Florida, §§ 255.20, 287.055, Fla. Stat.

### **Rule 3.1      Procedure Under the Consultants' Competitive Negotiations Act.**

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

Evidence of compliance with this Rule may be submitted with the qualifications, if requested by the District. In addition, evidence of compliance must be submitted any time requested by the District.

- (3) Public Announcement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when Professional Services are required for a Project or a Continuing Contract by publishing a notice providing a general description of the Project, or the nature of the Continuing Contract, and the method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation within the county or counties in which the District is located and in such other places as the District deems appropriate. The notice must allow at least fourteen (14) days for submittal of qualifications from the date of publication. The District may maintain lists of consultants interested in receiving such notices. These consultants are encouraged to submit annually statements of qualifications and performance data. The District shall make reasonable efforts to provide copies of any notices to such consultants, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process. The Board has

the right to reject any and all qualifications, and such reservation shall be included in the published notice. Consultants not receiving a contract award shall not be entitled to recover from the District any costs of qualification package preparation or submittal.

(4) Competitive Selection.

- (a) The Board shall review and evaluate the data submitted in response to the notice described in section (3) of this Rule regarding qualifications and performance ability, as well as any statements of qualifications on file. The Board shall conduct discussions with, and may require public presentation by consultants regarding their qualifications, approach to the Project, and ability to furnish the required services. The Board shall then select and list the consultants, in order of preference, deemed to be the most highly capable and qualified to perform the required Professional Services, after considering these and other appropriate criteria:
  - (i) The ability and adequacy of the professional personnel employed by each consultant;
  - (ii) Whether a consultant is a certified minority business enterprise;
  - (iii) Each consultant's past performance;
  - (iv) The willingness of each consultant to meet time and budget requirements;
  - (v) The geographic location of each consultant's headquarters, office and personnel in relation to the project;
  - (vi) The recent, current, and projected workloads of each consultant; and
  - (vii) The volume of work previously awarded to each consultant by the District.
- (b) Nothing in these Rules shall prevent the District from evaluating and eventually selecting a consultant if less than three (3) Responsive qualification packages, including packages indicating a desire not to provide Professional Services on a given Project, are received.
- (c) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

- (d) Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Request for Qualifications. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(5) Competitive Negotiation.

- (a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as most qualified to perform the required Professional Services at a rate or amount of compensation which the Board determines is fair, competitive, and reasonable.
- (b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that “wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting.” In addition, any professional service contract under which such a certificate is required, shall contain a provision that “the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs.”
- (c) Should the District be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached, those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.
- (d) Should the District be unable to negotiate a satisfactory agreement with one of the top three (3) ranked consultants, additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

- (6) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (7) Continuing Contract. Nothing in this Rule shall prohibit a Continuing Contract between a consultant and the District.
- (8) Emergency Purchase. The District may make an Emergency Purchase without complying with these Rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

**Specific Authority:** Ch. 2017-220(6)(6)(e); (6)(6)(q), Laws of Florida

**Law Implemented:** Ch. 2017-220(6)(6)(c); (6)(19), Laws of Florida, §§ 119.0701, 287.055, Fla. Stat.

### **Rule 3.2      Procedure Regarding Auditor Selection.**

In order to comply with the requirements of Section 218.391 of the Florida Statutes, the following procedures are outlined for selection of firms or individuals to provide Auditing Services and for the negotiation of such contracts. “**Auditing Services**” means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy. For audits required under Chapter 189 of the Florida Statutes but not meeting the thresholds of Chapter 218 of the Florida Statutes, the District need not follow these procedures but may proceed with the selection of a firm or individual to provide Auditing Services and for the negotiation of such contracts in the manner the Board determines is in the best interests of the District.

- (1) Establishment of Auditor Selection Committee. Prior to a public announcement under section (3) of this Rule that Auditing Services are required, the Board shall establish an auditor selection committee (“**Committee**”), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee shall include at least three individuals, at least one of which must also be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.
- (2) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (3) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.
  - (a) Minimum Qualifications. In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:
    - (i) Hold all required applicable state professional licenses in good standing;
    - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation; and
- (iv) Meet any pre-qualification requirements established by the Committee and set forth in the RFP or other specifications.

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

- (b) **Evaluation Criteria.** The factors established for the evaluation of Auditing Services by the Committee shall include, but are not limited to:
  - (i) Ability of personnel;
  - (ii) Experience;
  - (iii) Ability to furnish the required services; and
  - (iv) Such other factors as may be determined by the Committee to be applicable to its particular requirements.

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

- (3) **Public Announcement.** After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (2) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation within the county or counties in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.
- (4) **Request for Proposals.** The Committee shall provide interested firms with a Request for Proposals (“**RFP**”). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee determines is necessary for the firm to prepare a proposal. The RFP shall state the time and place for submitting proposals, which may be submitted either electronically or via hard copy as determined by the District and provided for in the RFP. For the avoidance of doubt, the Proposals shall not be required to be publicly opened at the date, time, and place provided for in the RFP relative to the submission of Proposals.



- (5) Committee's Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed for a reasonable time in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm's qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (2)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.
- (6) Board Selection of Auditor.
- (a) Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms' respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
  - (b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm or document in its public records the reason for not selecting the highest-ranked qualified firm.
  - (c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.
  - (d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is

reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.

- (7) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:
- (a) A provision specifying the services to be provided and fees or other compensation for such services;
  - (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
  - (c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;
  - (d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be five (5) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule but must be in writing.
  - (e) Provisions required by law that require the auditor to comply with public records laws.
- (8) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the RFP. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests regarding the award of contracts under this Rule shall be as provided for in Rule 3.11. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

**Specific Authority:** Ch. 2017-220(6)(6)(e); (6)(6)(q), Laws of Florida  
**Law Implemented:** §§ 119.0701, 218.33, 218.391, Fla. Stat.

### **Rule 3.3      Purchase of Insurance.**

- (1) Scope. The purchases of life, health, accident, hospitalization, legal expense, or annuity insurance, or all of any kinds of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by this Rule. This Rule does not apply to the purchase of any other type of insurance by the District, including but not limited to liability insurance, property insurance, and directors and officers insurance. Nothing in this Rule shall require the District to purchase insurance.
- (2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:
  - (a) The Board shall cause to be prepared a Notice of Invitation to Bid.
  - (b) Notice of the Invitation to Bid shall be advertised at least once in a newspaper of general circulation within the county or counties in which the District is located. The notice shall allow at least fourteen (14) days for submittal of bids.
  - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. The District shall make reasonable efforts to provide copies of any notices to such persons, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process.
  - (d) Bids shall be opened at the time and place noted in the Invitation to Bid.
  - (e) If only one (1) response to an Invitation is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.
  - (f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.
  - (g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies that have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, the cost, if any, to the District officers, employees, or their dependents, the geographic location of the company's headquarters and offices in relation to the District, and the ability of the company to guarantee

premium stability may be considered. A contract to purchase insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall needs of the District, its officers, employees, and/or dependents.

- (h) Notice of the intent to award, including rejection of some or all bids, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s procurement of insurance under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

**Specific Authority:** Ch. 2017-220(6)(6)(e); (6)(6)(q), Laws of Florida  
**Law Implemented:** § 112.08, Fla. Stat.

### **Rule 3.4      Pre-qualification**

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

- (f) In order to be eligible to submit qualifications, a firm or individual must, at the time of receipt of the qualifications:
  - (i) Hold all required applicable state professional licenses in good standing;
  - (ii) Hold all required applicable federal licenses in good standing, if any;
  - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
  - (iv) Meet any special pre-qualification requirements set forth in the Request for Qualifications.

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

- (g) Qualifications shall be presented to the Board, or a committee appointed by the Board, for evaluation in accordance with the Request for Qualifications and this Rule. Minor variations in the qualifications may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature.
- (h) All vendors determined by the District to meet the pre-qualification requirements shall be pre-qualified. To assure full understanding of the responsiveness to the requirements contained in a Request for Qualifications, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion and revision of qualifications. For construction services, any contractor pre-qualified and considered eligible by the Department of Transportation to bid to perform the type of work the project entails shall be presumed to be qualified to perform the project.
- (i) The Board shall have the right to reject all qualifications if there are not enough to be competitive or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of qualification preparation or submittal from the District.
- (j) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

- (k) Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Request for Qualifications. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s pre-qualification decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11; provided however, protests related to the pre-qualification criteria and procedures for construction services shall be resolved in accordance with section (2)(b) of this Rule and Section 255.20(1)(b) of the Florida Statutes.

(2) Suspension, Revocation, or Denial of Qualification

- (a) The District, for good cause, may deny, suspend, or revoke a prequalified vendor’s pre-qualified status. A suspension, revocation, or denial for good cause shall prohibit the vendor from bidding on any District construction contract for which qualification is required, shall constitute a determination of non-responsibility to bid on any other District construction or maintenance contract, and shall prohibit the vendor from acting as a material supplier or subcontractor on any District contract or project during the period of suspension, revocation, or denial. Good cause shall include the following:
  - (i) One of the circumstances specified under Section 337.16(2), Fla. Stat., has occurred.
  - (ii) Affiliated contractors submitted more than one proposal for the same work. In this event the pre-qualified status of all of the affiliated bidders will be revoked, suspended, or denied. All bids of affiliated bidders will be rejected.
  - (iii) The vendor made or submitted false, deceptive, or fraudulent statements, certifications, or materials in any claim for payment or any information required by any District contract.
  - (iv) The vendor or its affiliate defaulted on any contract or a contract surety assumed control of financial responsibility for any contract of the vendor.
  - (v) The vendor’s qualification to bid is suspended, revoked, or denied by any other public or semi-public entity, or the vendor has been the

subject of a civil enforcement proceeding or settlement involving a public or semi-public entity.

- (vi) The vendor failed to comply with contract or warranty requirements or failed to follow District direction in the performance of a contract.
- (vii) The vendor failed to timely furnish all contract documents required by the contract specifications, special provisions, or by any state or federal statutes or regulations. If the vendor fails to furnish any of the subject contract documents by the expiration of the period of suspension, revocation, or denial set forth above, the vendor's pre-qualified status shall remain suspended, revoked, or denied until the documents are furnished.
- (viii) The vendor failed to notify the District within 10 days of the vendor, or any of its affiliates, being declared in default or otherwise not completing work on a contract or being suspended from qualification to bid or denied qualification to bid by any other public or semi-public agency.
- (ix) The vendor did not pay its subcontractors or suppliers in a timely manner or in compliance with contract documents.
- (x) The vendor has demonstrated instances of poor or unsatisfactory performance, deficient management resulting in project delay, poor quality workmanship, a history of payment of liquidated damages, untimely completion of projects, uncooperative attitude, contract litigation, inflated claims or defaults.
- (xi) An affiliate of the vendor has previously been determined by the District to be non-responsible, and the specified period of suspension, revocation, denial, or non-responsibility remains in effect.
- (xii) The vendor or affiliate(s) has been convicted of a contract crime.
  - 1. The term "**contract crime**" means any violation of state or federal antitrust laws with respect to a public contract or any violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract.
  - 2. The term "**convicted**" or "**conviction**" means a finding of guilt or a conviction of a contract crime, with or without an adjudication of guilt, in any federal or state trial court of



record as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

- (b) A denial, suspension, or revocation shall prohibit the vendor from being a subcontractor on District work during the period of denial, suspension, or revocation, except when a prime contractor's bid has used prices of a subcontractor who becomes disqualified after the bid, but before the request for authorization to sublet is presented.
- (c) The District shall inform the vendor in writing of its intent to deny, suspend, or revoke its pre-qualified status and inform the vendor of its right to a hearing, the procedure which must be followed, and the applicable time limits. If a hearing is requested within 10 days after the receipt of the notice of intent, the hearing shall be held within 30 days after receipt by the District of the request for the hearing. The decision shall be issued within 15 days after the hearing.
- (d) Such suspension or revocation shall not affect the vendor's obligations under any preexisting contract.
- (e) In the case of contract crimes, the vendor's pre-qualified status under this Rule shall be revoked indefinitely. For all violations of Rule 3.4(3)(a) other than for the vendor's conviction for contract crimes, the revocation, denial, or suspension of a vendor's pre-qualified status under this Rule shall be for a specific period of time based on the seriousness of the deficiency.

Examples of factors affecting the seriousness of a deficiency are:

- (i) Impacts on project schedule, cost, or quality of work;
- (ii) Unsafe conditions allowed to exist;
- (iii) Complaints from the public;
- (iv) Delay or interference with the bidding process;
- (v) The potential for repetition;
- (vi) Integrity of the public contracting process;
- (vii) Effect on the health, safety, and welfare of the public.

**Specific Authority:** Ch. 2017-220(6)(6)(e); (6)(6)(q), Laws of Florida

**Law Implemented:** Ch. 2017-220(6)(19), Laws of Florida, §§ 255.0525, 255.20, Fla. Stat.

### **Rule 3.5      Construction Contracts, Not Design-Build.**

- (1) Scope. All contracts for the construction or improvement of any building, structure, or other public construction works authorized by Chapter 2017-220, Laws of Florida, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20 of the Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and the procedures of Section 255.20 of the Florida Statutes, as the same may be amended from time to time. A project shall not be divided solely to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of construction services is within the scope of this Rule, the following procedures shall apply:
  - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
  - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the county or counties in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, proposals, replies, or responses, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of bids, proposals, replies, or responses. If the Board has previously pre-qualified contractors pursuant to Rule 3.4 and determined that only the contractors that have been pre-qualified will be permitted to submit bids, proposals, replies, and responses, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation need not be published. Instead, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be sent to the pre-qualified contractors by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service.
  - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, or to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

- (d) If the District has pre-qualified providers of construction services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses to Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations.
- (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
  - (i) Hold all required applicable state professional licenses in good standing;
  - (ii) Hold all required applicable federal licenses in good standing, if any;
  - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the bidder is a corporation; and
  - (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to, reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

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

- (f) Bids, proposals, replies, and responses, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or

Competitive Solicitation and these Rules. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.

- (g) The lowest Responsive Bid submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No contractor shall be entitled to recover any costs of bid, proposal, response, or reply preparation or submittal from the District.
- (i) The Board may require potential contractors to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the construction services without further competitive selection processes.
- (k) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board

with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

- (1) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (5) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.
- (6) Exceptions. This Rule is inapplicable when:
  - (a) The project is undertaken as repair or maintenance of an existing public facility;
  - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
  - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contract; or

- (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

**Specific Authority:** Ch. 2017-220(6)(6)(e); (6)(6)(q), Laws of Florida

**Law Implemented:** Ch. 2017-220(6)(19), Laws of FL, §§ 119.0701, 189.053, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat

**Rule 3.6      Construction Contracts, Design-Build.**

- (1) Scope. The District may utilize Design-Build Contracts for any public construction project for which the Board determines that use of such contract is in the best interest of the District. When letting a Design-Build Contract, the District shall use the following procedure:
- (2) Procedure.
  - (a) The District shall utilize a Design Criteria Professional meeting the requirements of Section 287.055(2)(k) of the Florida Statutes, when developing a Design Criteria Package, evaluating the proposals and qualifications submitted by Design-Build Firms, and determining compliance of the project construction with the Design Criteria Package. The Design Criteria Professional may be an employee of the District, may be the District Engineer selected by the District pursuant to Section 287.055 of the Florida Statutes, or may be retained pursuant to Rule 3.1. The Design Criteria Professional is not eligible to render services under a Design-Build Contract executed pursuant to the Design Criteria Package.
  - (b) A Design Criteria Package for the construction project shall be prepared and sealed by the Design Criteria Professional. If the project utilizes existing plans, the Design Criteria Professional shall create a Design Criteria Package by supplementing the plans with project specific requirements, if any.
  - (c) The Board may either choose to award the Design-Build Contract pursuant to the competitive proposal selection process set forth in Section 287.055(9) of the Florida Statutes, or pursuant to the qualifications-based selection process pursuant to Rule 3.1.
    - (i) Qualifications-Based Selection. If the process set forth in Rule 3.1 is utilized, subsequent to competitive negotiations, a guaranteed maximum price and guaranteed completion date shall be established.
    - (ii) Competitive Proposal-Based Selection. If the competitive proposal selection process is utilized, the Board, in consultation with the Design Criteria Professional, shall establish the criteria, standards and procedures for the evaluation of Design-Build Proposals based on price, technical, and design aspects of the project, weighted for the project. After a Design Criteria Package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited pursuant to the design criteria by the following procedure:

1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation within the county in which the project is located. The notice shall allow at least twenty-one (21) days for submittal of sealed proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of proposals.
2. The District may maintain lists of persons interested in receiving notices of Requests for Proposals. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
3. In order to be eligible to submit a proposal, a firm must, at the time of receipt of the proposals:
  - a. Hold the required applicable state professional licenses in good standing, as defined by Section 287.055(2)(h) of the Florida Statutes;
  - b. Hold all required applicable federal licenses in good standing, if any;
  - c. Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation;
  - d. Meet any special pre-qualification requirements set forth in the Request for Proposals and Design Criteria Package.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may



be considered ineligible by the District to submit a bid, response, or proposal for a District project.

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

4. The proposals, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. In consultation with the Design Criteria Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability, and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design-Build Firms as the most qualified.
5. The Board shall have the right to reject all proposals if the proposals are too high, or rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.
6. If less than three (3) Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no Responsive Proposals are received, the District may proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.
7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of

the Board meeting where the proposals were evaluated if so provided for in the Design Criteria Package. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.
9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package and shall provide the Board with a report of the same.

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

- (4) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified Design-Build Firm available at the time. The fact that an Emergency Purchase has occurred shall be noted in the minutes of the next Board meeting.
- (5) Exceptions. This Rule is inapplicable when:
- (a) The project is undertaken as repair or maintenance of an existing public facility;
  - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
  - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; or
  - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

**Specific Authority:** Ch. 2017-220(6)(6)(e); (6)(6)(q), Laws of Florida

**Law Implemented:** Ch. 2017-220(6)(19), Laws of Florida, §§ 119.701, 189.053, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat

**Rule 3.7      Payment and Performance Bonds.**

- (1)    Scope. This Rule shall apply to contracts for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work and shall be construed in addition to terms prescribed by any other Rule that may also apply to such contracts.
- (2)    Required Bond. Upon entering into a contract for any of the services described in section (1) of this Rule in excess of \$200,000, the Board shall require that the contractor, before commencing the work, execute and record a payment and performance bond, or other acceptable surety, in an amount equal to the contract price. Notwithstanding the terms of the contract or any other law, the District may not make payment to the contractor until the contractor has provided to the District a certified copy of the recorded bond.
- (3)    Discretionary Bond. At the discretion of the Board, upon entering into a contract for any of the services described in section (1) of this Rule for an amount not exceeding \$200,000, the contractor may be exempted from executing a payment and performance bond.

**Specific Authority:** Ch. 2017-220(6)(6)(e); (6)(6)(q), Laws of Florida  
**Law Implemented:** § 255.05, Fla. Stat.

**Rule 3.8      Goods, Supplies, and Materials.**

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

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

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

Any firm or individual whose principal place of business is outside the State of Florida must also submit a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that foreign state to business entities whose principal places of business are in that foreign state, in the letting of any or all public contracts. Failure to submit such a written opinion or submission of a false or misleading written opinion may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and this Rule. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid, after taking into account the preferences provided for in this subsection, submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be accepted. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which does not grant a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of

Florida shall be awarded a preference of five (5) percent. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which grants a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference equal to the preference granted by such foreign state.

To assure full understanding of the responsiveness to the solicitation requirements contained in an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods, supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best interests of the District, which

may include but is not limited to a direct purchase of the goods, supplies, and materials without further competitive selection processes.

- (3) Goods, Supplies, and Materials included in a Construction Contract Awarded Pursuant to Rule 3.5 or 3.6. There may be occasions where the District has undergone the competitive purchase of construction services which contract may include the provision of goods, supplies, or materials. In that instance, the District may approve a change order to the contract and directly purchase the goods, supplies, and materials. Such purchase of goods, supplies, and materials deducted from a competitively purchased construction contract shall be exempt from this Rule.
- (4) Exemption. Goods, supplies, and materials that are only available from a single source are exempt from this Rule. Goods, supplies, and materials provided by governmental agencies are exempt from this Rule. A contract for goods, supplies, or materials is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process. This Rule shall not apply to the purchase of goods, supplies or materials that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules.
- (5) Renewal. Contracts for the purchase of goods, supplies, and/or materials subject to this Rule may be renewed for a maximum period of five (5) years.
- (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

**Specific Authority:** Ch. 2017-220(6)(6)(e); (6)(6)(q), Laws of Florida

**Law Implemented:** Ch. 2017-220(6)(19), Laws of Florida, §§ 189.053, 287.017, 287.084, Fla. Stat.



**Rule 3.9      Maintenance Services.**

- (1) Scope. All contracts for maintenance of any District facility or project shall be set under the terms of this Rule if the cost exceeds the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR. A contract involving goods, supplies, and materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of maintenance services is within the scope of this Rule, the following procedures shall apply:
  - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
  - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the county or counties in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
  - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
  - (d) If the District has pre-qualified suppliers of maintenance services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, and responses.
  - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
    - (i) Hold all required applicable state professional licenses in good standing;
    - (ii) Hold all required applicable federal licenses in good standing, if any;
    - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of

the Florida Statutes, if the vendor is a corporation; and

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

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

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and these Rules. Minor variations in the bids, proposals, replies, and responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate or Competitive Solicitation the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, or responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No Vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.

- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
  - (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s procurement of maintenance services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
  - (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase the maintenance services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of maintenance services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the maintenance services without further competitive selection processes.
- (3) Exemptions. Maintenance services that are only available from a single source are exempt from this Rule. Maintenance services provided by governmental agencies are exempt from this Rule. A contract for maintenance services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
  - (4) Renewal. Contracts for the purchase of maintenance services subject to this Rule may be renewed for a maximum period of five (5) years.
  - (5) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
  - (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

**Specific Authority:** Ch. 2017-220(6)(6)(e), (6)(6)(q), and (6)(19), Laws of Florida  
**Law Implemented:** Ch. 2017-220(6)(19), Laws of Florida, §§ 119.0701, 287.017, Fla. Stat.

**Rule 3.10 Contractual Services.**

- (1) Exemption from Competitive Purchase. Pursuant to Chapter 2017-220(6)(19)(c), Laws of Florida, Contractual Services shall not be subject to competitive purchasing requirements. If an agreement is predominantly for Contractual Services, but also includes maintenance services or the purchase of goods and services, the contract shall not be subject to competitive purchasing requirements. Regardless of whether an advertisement or solicitation for Contractual Services is identified as an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, no rights or remedies under these Rules, including but not limited to protest rights, are conferred on persons, firms, or vendors proposing to provide Contractual Services to the District.
- (2) Contracts; Public Records. In accordance with Florida law, each contract for Contractual Services shall include provisions required by law that require the contractor to comply with public records laws.

**Specific Authority:** Ch. 2017-220(6)(6)(e); (6)(6)(q), Laws of Florida

**Law Implemented:** Ch. 2017-220(6)(6)(c) and (6)(19), Laws of Florida, § 119.701, Fla. Stat.

**Rule 3.11      Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9.**

The resolution of any protests with respect to proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9 shall be in accordance with this Rule.

(1)      Filing.

- (a)      With respect to a protest regarding qualifications, specifications, documentation, or other requirements contained in a Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation issued by the District, the notice of protest shall be filed in writing within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the first advertisement of the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's intended decision. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (b)      Except for those situations covered by subsection (1)(a) of this Rule, any firm or person who is affected adversely by a District's ranking or intended award under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9 and desires to contest the District's ranking or intended award, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after receipt of the notice of the District's ranking or intended award or after posting on the District's website if so provided for in the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's ranking or intended award. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (c)      If the requirement for the posting of a protest bond and the amount of the protest bond, which may be expressed by a percentage of the contract to be

awarded or a set amount, is disclosed in the District's competitive solicitation documents for a particular purchase under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9, any person who files a notice of protest must post the protest bond. The amount and form of the protest bond shall be determined by District staff after consultation with the Board and within the limits, if any, imposed by Florida law. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.

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

- (d) Enter orders; and
- (e) Make or receive offers of settlement, stipulation, and adjustment.

The hearing officer shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action. The District shall allow each party fifteen (15) days in which to submit written exceptions to the recommended order. The District shall issue a final order within sixty (60) days after the filing of the recommended order.

- (5) Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect, or an irregularity in the competitive solicitation process, the Bids, Proposals, Replies, and Responses are too high, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.
- (6) Judicial Review. A party who is adversely affected by final District action is entitled to judicial review. Judicial review shall be sought in the county where the District is located. All proceedings shall be instituted by filing a notice of appeal or petition for review in accordance with the Florida Rules of Appellate Procedure within thirty (30) calendar days after the rendition of the decision being appealed. The filing of an appeal does not itself stay enforcement of the final District decision. Judicial review of any District action shall be confined to the record transmitted. The record for judicial review shall be compiled in accordance with the Florida Rules of Appellate Procedure. Failure to file a notice of appeal or petition for review within the time prescribed herein shall constitute a waiver of judicial review proceedings.
- (7) Intervenors. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (8) Settlement. Nothing herein shall preclude the settlement of any protest under this Rule at any time.

**Specific Authority:** Ch. 2017-220(6)(6)(e); (6)(6)(q), Laws of Florida  
**Law Implemented:** Ch. 2017-220(6)(19), Laws of Florida, § 120.69(2)(a), Fla. Stat.

**Rule 4.0      Effective Date.**

These Rules shall be effective \_\_\_\_\_, 2026, except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

**Specific Authority:** Ch. 2017-220(6)(6)(e); (6)(6)(q), Laws of Florida

**Law Implemented:** Ch. 2017-220(6)(6)(e); (6)(6)(q), Laws of Florida





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# **Sunbridge Stewardship District**

## **Notice of Rule Development**

## **NOTICE OF RULE DEVELOPMENT BY THE SUNBRIDGE STEWARDSHIP DISTRICT**

In accordance with Chapter 120, Florida Statutes, and Chapter 2017-220, Laws of Florida, the Sunbridge Stewardship District ("**District**") hereby gives notice of its intention to develop revised Rules of Procedure to govern the operations of the District. The proposed rule number is 2026-01.

The revised Rules of Procedure will address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings, competitive purchase including procedure under the Consultants' Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

The purpose and effect of the revised Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. The specific grant of rulemaking authority for the adoption of the revised Rules of Procedure includes Chapter 2017-220(6)(6)(e), (6)(6)(q) and (6)(20), Laws of Florida. The specific laws implemented in the revised Rules of Procedure include, but are not limited to, Sections 112.08, 112.3143, 112.31446, 112.3145, 119.07, 119.0701, 120.54, 120.542, 120.5435, 120.56, 120.69, 120.81, 189.053, 189.069, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.012, 286.0113, 286.0114, 287.017, 287.055, and 287.084, Florida Statutes, and Chapter 2017-220(5), (6)(1)-(4), (6)(6)(c), (6)(6)(e), (6)(6)(q), (6)(19), (6)(20), Laws of Florida.

A copy of the revised Rules of Procedure and the related incorporated documents, if any, may be obtained by contacting the District Manager, c/o PFM Management Services LLC, 3501 Quadrangle Blvd., Suite 270, Orlando, Florida 32817, (407) 723-5900.

Lynne Mullins, District Manager  
Sunbridge Stewardship District

Run Date: July 2, 2026

**PUBLISH: AT LEAST 7 DAYS PRIOR TO NOTICE OF RULEMAKING AND 35 DAYS PRIOR TO PUBLIC HEARING**



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# **Sunbridge Stewardship District**

## **Notice of Rulemaking**

**NOTICE OF RULEMAKING  
REGARDING THE REVISED RULES OF PROCEDURE OF THE  
SUNBRIDGE STEWARDSHIP DISTRICT**

In accordance with Chapter 120, *Florida Statutes*, and Chapter 2017-220, Laws of Florida, the Sunbridge Stewardship District (the “**District**”) hereby gives the public notice of its intent to adopt its revised Rules of Procedure (the “**Proposed Rule**”). The Proposed Rule number is 2026-01. Prior notice of rule development relative to the Proposed Rule was published in the Orlando Sentinel on July 2<sup>nd</sup>, 2026.

A public hearing will be conducted by the Board of Supervisors (the “**Board**”) of the District on **August 6, 2026, at 11:00 a.m. at Tavistock Development Company, 6900 Tavistock Lakes Blvd, Ste 200, Orlando, Florida 32827** relative to the adoption of the Proposed Rule. Pursuant to Ch. 2017-220(6)(6)(e), Laws of Florida, the Proposed Rule will not require legislative ratification.

The summary of, purpose and effect of the revised Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. The specific grant of rulemaking authority for the adoption of the Proposed Rule includes Chapter 2017-220(6)(6)(e), (6)(6)(q) and (6)(20), Laws of Florida. The specific laws implemented in the Proposed Rule include, but are not limited to Sections 112.08, 112.3143, 112.31446, 112.3145, 119.07, 119.0701, 120.54, 120.542, 120.5435, 120.56, 120.69, 120.81, 189.053, 189.069, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.012, 286.0113, 286.0114, 287.017, 287.055, and 287.084, Florida Statutes, and Chapter 2017-220(5), (6)(1)-(4), (6)(6)(c), (6)(6)(e), (6)(6)(q), (6)(19), (6)(20), Laws of Florida.

A statement of estimated regulatory costs, as defined in Section 120.541(2), *Florida Statutes*, has not been prepared relative to the Proposed Rule. Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), *Florida Statutes*, must do so in writing within twenty-one (21) days after publication of this notice to the District Manager’s Office.

For more information regarding the public hearing, the Proposed Rule, or for a copy of the Proposed Rule and the related incorporated documents, if any, please contact the District Manager c/o PFM Management Services LLC, 3501 Quadrangle Blvd., Suite 270, Orlando, Florida 32817, (407) 723-5900, mullinslj@pfm.com (the “**District Manager’s Office**”).

This public hearing may be continued to a date, time, and place to be specified on the record at the hearing without additional notice. If anyone chooses to appeal any decision of the Board with respect to any matter considered at the public hearing, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which such appeal is to be based. At the public hearing, staff or Supervisors may participate in the public hearing by speaker telephone.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this public hearing because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the public hearing. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8771 or 1-800-955-8770 for aid in contacting the District Manager's Office.

Lynne Mullins, District Manager  
Sunbridge Stewardship District

Run Date: July 9, 2026

**PUBLISH: AT LEAST 7 DAYS AFTER NOTICE OF RULE DEVELOPMENT AND AT LEAST 28 DAYS PRIOR TO ADOPTION DATE**



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# **Sunbridge Stewardship District**

**Resolution 2026-13,  
Ratifying the Sale of the Series 2026 Bonds  
for Del Webb Phase 2D/3**

## **RESOLUTION 2026-13**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SUNBRIDGE STEWARDSHIP DISTRICT RATIFYING, CONFIRMING, AND APPROVING THE SALE OF THE SUNBRIDGE STEWARDSHIP DISTRICT SPECIAL ASSESSMENT REVENUE BONDS, SERIES 2026 (DEL WEBB PHASE 2D/3); RATIFYING, CONFIRMING, AND APPROVING THE ACTIONS OF THE CHAIRMAN, VICE CHAIRMAN, TREASURER, SECRETARY, ASSISTANT SECRETARIES, AND ALL DISTRICT STAFF REGARDING THE SALE AND CLOSING OF THE SUNBRIDGE STEWARDSHIP DISTRICT SPECIAL ASSESSMENT REVENUE BONDS, SERIES 2026 (DEL WEBB PHASE 2D/3), AND DETERMINING SUCH ACTIONS AS BEING IN ACCORDANCE WITH THE AUTHORIZATION GRANTED BY THE BOARD; SPECIFICALLY ACCEPTING AND APPROVING REQUISITION PAYMENTS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Sunbridge Stewardship District (the “District”) is a local unit of special purpose government created and existing pursuant to Chapter 2017-220, Laws of Florida, as amended, being situated in Osceola County and the City of Orlando, Florida; and

**WHEREAS**, Chapter 2017-220, Laws of Florida, authorizes the District to acquire, construct, install, operate and/or maintain systems and facilities for certain basic infrastructure, including, but not limited to, stormwater management and drainage systems, roadway improvements, and utility improvements; and

**WHEREAS**, the District previously adopted resolutions authorizing the issuance and the negotiated sale of bonds within the scope of Chapter 2017-220, Laws of Florida, including its \$10,255,000 Sunbridge Stewardship District Special Assessment Revenue Bonds, Series 2026 (Del Webb Phase 2D/3 Project) (the “Series 2026 Bonds”); and

**WHEREAS**, on April 7, 2026, the District closed on the sale of the Series 2026 Bonds; and

**WHEREAS**, as prerequisites to the issuance of the Series 2026 Bonds, the Chairman, Vice Chairman, Treasurer, Assistant Secretaries and District Staff, including the District Manager, District Financial Advisor, District Engineer, Bond Counsel and District Counsel, were required to execute and deliver various documents (the “Closing Documents”); and

**WHEREAS**, the District has previously considered and adopted a number of resolutions relating to the issuance of the Series 2026 Bonds and the imposition of special assessments securing such bonds; and

**WHEREAS**, the District finds the sale, closing and issuance of the Series 2026 Bonds were in the best interests of the District and desires to ratify, confirm and approve all actions of the District Chairman, Vice Chairman, Treasurer, Assistant Secretaries and District Staff in closing the sale of the Series 2026 Bonds, including the approval of requisition payments.

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

**SECTION 1.** The sale, issuance and closing of the Series 2026 Bonds and the adoption of resolutions relating to the Series 2026 Bonds and all actions taken in furtherance of the closing on such bonds serve a public purpose and are in the best interests of the District and are hereby ratified, approved and confirmed. Additionally, the Cost of Issuance Spreadsheet, attached hereto as **Exhibit A**, and the Closing Document List, attached hereto as **Exhibit B**, both of which were prepared in connection with the closing of the Series 2026 Bonds, are hereby ratified, approved and confirmed.

**SECTION 2.** The resolutions levying and imposing the special assessments securing the Series 2026 Bonds remain in full force and effect and are hereby ratified and confirmed in all respects.

**SECTION 3.** The actions of the Chairman, Vice Chairman, Treasurer, Secretary, Assistant Secretaries and all District Staff in finalizing the closing and issuance of the Series 2026 Bonds, including the execution and delivery of the Closing Documents, and such other certifications or other documents required for the closing on the Series 2026 Bonds, including the approval of requisition payments, are determined to be in accordance with the prior authorizations of the Board and are hereby ratified, approved and confirmed in all respects.

**SECTION 4.** 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 of this Resolution not held to be valid or unenforceable.

**SECTION 5.** This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** this 7<sup>th</sup> day of May, 2026.

ATTEST:

**SUNBRIDGE STEWARDSHIP DISTRICT**

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Secretary/Assistant Secretary

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Chairman/Vice Chairman, Board of Supervisors

**Exhibit A:** Cost of Issuance Spreadsheet

**Exhibit B:** Closing Document List



## Exhibit A

### **Cost of Issuance Spreadsheet**

#### COST OF ISSUANCE

Sunbridge Stewardship District  
(City of Orlando and Osceola County, Florida)  
Special Assessment Revenue Bonds, Series 2026  
(Del Webb Phase 2D/3 Project)  
Pricing Date: March 12, 2026  
Final Pricing Numbers

| Cost of Issuance                           | \$/1000  | Amount     |
|--------------------------------------------|----------|------------|
| Bond Counsel                               | 5.36324  | 55,000.00  |
| District Counsel                           | 4.48562  | 46,000.00  |
| Underwriter's Counsel                      | 3.41297  | 35,000.00  |
| Developer's Counsel                        | 0.97513  | 10,000.00  |
| Financial Advisor                          | 2.43784  | 25,000.00  |
| Assessment Consultant                      | 2.48659  | 25,500.00  |
| District Manager                           | 0.97513  | 10,000.00  |
| District Engineer                          | 0.77889  | 7,987.50   |
| Trustee                                    | 0.58508  | 6,000.00   |
| Trustee's Counsel                          | 0.65822  | 6,750.00   |
| Dissemination Agent                        | 0.09751  | 1,000.00   |
| Printing and Distribution                  | 0.24378  | 2,500.00   |
| District Advertising (Reimbursement)       | 0.40585  | 4,162.00   |
| District Engineering Costs (Reimbursement) | 0.12177  | 1,248.75   |
| Miscellaneous                              | 0.24378  | 2,500.00   |
|                                            | 23.27140 | 238,648.25 |

**Exhibit B**  
**Closing Document List**

**SUNBRIDGE STEWARDSHIP DISTRICT  
(CITY OF ORLANDO AND OSCEOLA COUNTY, FLORIDA)**

**\$10,255,000  
SPECIAL ASSESSMENT REVENUE BONDS, SERIES 2026  
(DEL WEBB PHASE 2D/3 PROJECT)**

The Closing will be held on April 7, 2026, by telephone and wire transfer.

**LIST OF CLOSING DOCUMENTS**

In connection with closing, the following documents were delivered:

**BASIC DOCUMENTS**

1. Master Trust Indenture, dated as of June 1, 2022, between Sunbridge Stewardship District (the “District”) and U.S. Bank Trust Company, National Association, as trustee (the “Trustee”).
2. Third Supplemental Trust Indenture, dated as of April 1, 2026, between the District and the Trustee.
3. Bond Purchase Agreement, together with disclosure and truth-in-bonding statements of MBS Capital Markets, LLC (the “Underwriter”) pursuant to Section 218.385, Florida Statutes, dated March 13, 2026.
4. DTC Blanket Issuer Letter of Representations.
5.
  - a. Preliminary Limited Offering Memorandum.
  - b. Rule 15c2-12 Certificates.
6. Limited Offering Memorandum.
7. Continuing Disclosure Agreement between the District and Pulte Home Company, LLC (the “Developer”).
8. Acquisition Agreement (Del Webb Phase 2D/3 Project) between the District and the Developer and dated April 7, 2026.
9. Collateral Assignment and Assumption of Development and Contract Rights Relating to the Del Webb Phase 2D/3 Project between the District and the Developer and dated April 7, 2026.

10. True Up Agreement (Series 2026 Bonds - Del Webb Phase 2D/3 Project) between the District and the Developer and dated April 7, 2026.

#### **DOCUMENTS TO BE DELIVERED BY THE DISTRICT**

11. Copies of the Sunbridge Stewardship District Act, Chapter 2017-220, Laws of Florida, establishing the District, as amended by Chapter 2025-245, Laws of Florida, expanding the boundaries of the District.
12. Certified copies of the following Bond Resolutions, without exhibits:
  - a. Resolution No. 2019-04 adopted January 17, 2019, authorizing the issuance, sale and delivery of not to exceed \$4,300,000,000 of Bonds by the District.
  - b. Resolution No. 2026-07 adopted February 5, 2026, authorizing the issuance, sale and delivery of not to exceed \$13,500,000 of the Series 2026 Bonds.
13. Certified copies of the following Assessment Resolutions, without exhibits:
  - a. Resolution No. 2026-04 adopted December 18, 2025, declaring special assessments.
  - b. Resolution No. 2026-05 adopted December 18, 2025, setting a public hearing.
  - c. Resolution No. 2026-06 adopted February 5, 2026, equalizing, approving, confirming and levying special assessments.
  - d. Resolution No. 2026-10 adopted April 2, 2026, confirming the terms of the Series 2026 Bonds and adopting a final assessment report.
14. Final Judgment and Certificate of No Appeal.
15. Certificate of District.
16. Tax Certificate as to Arbitrage and the Provisions of Sections 141-150 of the Internal Revenue Code of 1986, as amended, including the Certificate of Underwriter and Rebate Covenants attached thereto.
17. IRS Form 8038-G.
18. Request and Authorization for Authentication and Delivery of the Series 2026 Bonds.
19. Specimen Series 2026 Bonds.
20. Notice of Series 2026 Special Assessments (Del Webb Phase 2D/3 Project) and Government Lien of Record.

#### **DOCUMENTS TO BE DELIVERED BY THE TRUSTEE**

21. Certificate of Trustee, Paying Agent and Bond Registrar as to Certain Matters.
22. Certificate of Trustee as to Delivery of Series 2026 Bonds and Receipt and Application of Proceeds of Series 2026 Bonds.

### **DOCUMENTS TO BE DELIVERED BY THE UNDERWRITER**

- 23. Delivery Instructions of Underwriter as to the Series 2026 Bonds.
- 24. Underwriter's Certificate as to Compliance with Section 189.051, Florida Statutes.

### **DOCUMENTS TO BE DELIVERED BY THE MASTER DEVELOPER AND THE DEVELOPER**

- 25. Certificate of Master Developer.
- 26. Certificate of Developer.
- 27. Declaration of Consent to Jurisdiction of Sunbridge Stewardship District and to Imposition of Special Assessments (Del Webb Phase 2/3 Project) by the Developer and dated April 7, 2026.

### **DOCUMENTS TO BE DELIVERED BY THE ENGINEER**

- 28. Certificate of Consulting Engineer.
- 29. Supplemental Engineer's Report for Capital Improvements – Del Webb Phase 2D & 3 Assessment Area dated December 17, 2025.

### **DOCUMENTS TO BE DELIVERED BY THE DISTRICT MANAGER AND THE ASSESSMENT CONSULTANT**

- 30. Certificate of District Manager.
- 31. Certificate of Assessment Consultant.
- 32.
  - a. Master Assessment Methodology Del Webb Phase 2D/3 Assessment Area, dated December 18, 2025.
  - b. Supplemental Assessment Methodology Del Webb Phase 2D/3 Assessment Area, dated March 13, 2026.

### **OPINIONS OF COUNSEL**

- 33. Approving Opinion of Bryant Miller Olive P.A., Bond Counsel.
- 34. Supplemental Opinion of Bond Counsel.
- 35. Opinion of Kutak Rock LLP, Counsel to the District.
- 36. Opinion of Nabors, Giblin & Nickerson, P.A., Counsel to the Underwriter.
- 37. Opinion of Aponte & Associates Law Firm, P.L.L.C., Counsel to the Trustee.

- 38. Opinion of Cobb Cole, P.A., Counsel to Developer.
- 39. Opinion of Holland & Knight LLP, Counsel to Master Developer.

**MISCELLANEOUS**

- 40.
  - a. Notice of Sale to Division of Bond Finance of State Board of Administration.
  - b. Division of Bond Finance Local Government Bond Information Form No. DBF 2025-1.009.
- 41. Final Numbers.
- 42. Closing Memorandum.



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# **Sunbridge Stewardship District**

**Disclosure of Public Financing and Maintenance  
Improvements to Real Property Undertaken  
by the SSD (Del Webb Phase 2D/3 Project)**

**This Instrument Prepared by  
and return to:**

**Jonathan T. Johnson  
Kutak Rock, LLP  
107 West College Avenue  
Tallahassee, Florida 32301**

**DISCLOSURE OF PUBLIC FINANCING AND MAINTENANCE OF IMPROVEMENTS  
TO REAL PROPERTY UNDERTAKEN BY  
THE SUNBRIDGE STEWARDSHIP DISTRICT  
[DEL WEBB PHASE 2D/3 PROJECT]**

**Board of Supervisors and Officers<sup>1</sup>**

Richard Levey, Chairman  
Rob Adams, Vice Chairman  
Ron Domingue, Assistant Secretary  
Frank Paris, Assistant Secretary  
Katia Moraes, Assistant Secretary

PFM Management Services, LLC  
District Manager  
3501 Quadrangle Boulevard, Suite 270  
Orlando, Florida 32817  
(407) 723-5900

District records are on file at the offices of the District Manager are available for public inspection upon request during normal business hours.

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<sup>1</sup> This list reflects the composition of the Board of Supervisors and Officers as of May 1, 2026. For a current list, please contact the District Manager or visit <https://sunbridgesd.com>.

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## **Introduction**

On behalf of the Board of Supervisors of the Sunbridge Stewardship District (the “District”), the following information is provided to give you a description of the District’s services and the assessments that are anticipated to be levied within the District to pay for certain community infrastructure and the manner in which the District is operated. The District is a unit of special-purpose local government created pursuant to and existing under the provisions of 2017-220, Laws of Florida, as amended (the “Act”). Unlike city and county governments, the District has only certain limited powers and responsibilities.

Under Florida law, special districts are required to take affirmative steps to provide for the full disclosure of information relating to the public financing and construction, acquisition, operation, and maintenance of improvements to real property undertaken by such districts. The law specifically provides that this information shall be made available to all persons currently residing within the District and to all prospective District residents. The following information, describing the Sunbridge Stewardship District and the assessments, fees and charges that are anticipated to be levied within the District to pay for certain community infrastructure, is provided to fulfill this statutory requirement.

The District is intended to provide for a comprehensive and consistent development approach to promote sustainable and efficient land use, to provide long-term planning for conservation and development, to protect conservation and habitat network lands, allow for flexible management, sequencing, timing, and financing of various systems, facilities, and services to be provided to the lands, and to provide a method for the long term operation, management, and maintenance of infrastructure systems, facilities, and services.

## **What is the District and how is it governed?**

The District is an independent special taxing district created pursuant to and existing under the provisions of Chapter 2017-220, Laws of Florida, enacted on June 6, 2017, and amended by Chapter 2025-245, Laws of Florida, enacted on June 24, 2025, and Chapter 189, *Florida Statutes*, as amended. The District currently encompasses approximately 26,870 acres of land located within the jurisdictional boundaries of Osceola County and the City of Orlando, Florida. As a local unit of special-purpose government, the District provides an alternative means for planning, financing, constructing, operating and maintaining various public improvements and community facilities within its jurisdiction.

The District is governed by a five-member Board of Supervisors, the members of which must be residents of Florida and citizens of the United States. Within ninety (90) days of the effective date of the Act, members were elected on an at-large basis by the owners of property within the District, each landowner being entitled to one vote for each acre of land with fractions thereof rounded upward to the nearest whole number. There is an election by landowners for the District every two years on the first Tuesday after the first Monday in November at which supervisors will be elected to serve 4-year terms. Board members shall begin being elected by qualified electors of the District as the District becomes populated with qualified electors based on the following schedule: at 12,475 qualified electors, one governing board member shall be a

qualified elector who is elected by qualified electors residing in the District and four members will be elected by landowners; at 22,475 qualified electors the ratio is two-to-three, respectively; at 32,475 qualified electors the ratio is three-to-two, respectively; at 42,475 qualified electors, the ratio is four-to-one, respectively; and at 47,000 qualified electors, all five governing board members shall be persons who are qualified electors who are elected by qualified electors. A "qualified elector" in this instance is any person at least 18 years of age who is a citizen of the United States, a legal resident of Florida and of the District, and who is also registered with the Supervisor of Elections to vote in Osceola or Orange County. Notwithstanding the foregoing, if at any time the Board proposes to exercise its ad valorem taxing power, it shall, prior to the exercise of such power, call an election at which all members of the Board shall be qualified electors who are elected by qualified electors of the District

Board meetings are publicly noticed in accordance with Florida law (i.e. in the local newspaper) and are conducted in a forum open to the public and in which public participation is permitted. Consistent with Florida's public records laws, the records of the District are available for public inspection during normal business hours. Elected members of the Board are similarly bound by the State's open meetings laws and are subject to the same disclosure requirements as other elected officials under the State's ethics laws.

**What infrastructure improvements does the District provide and how are the improvements paid for?**

The boundaries of the District encompass approximately 26,870 acres of land located in Osceola County and the City of Orlando, Florida. The Del Webb Phase 2D/3 Project consists of approximately 302 acres in Osceola County, the legal description of which is attached hereto as **Exhibit A**. The development is planned as a residential development.

The public infrastructure necessary to support the development program includes, but is not limited to, master roadways improvements and stormwater management facilities, and utility lines (the "Improvements"). Each of these Improvements are more fully detailed below. The Improvements are anticipated to be funded by the District's sale of bonds, notes, or other indebtedness as discussed below (the "Del Webb Phase 2D/3 Project").

On April 7, 2026, the District issued \$10,255,000 Sunbridge Stewardship District Special Assessment Revenue Bonds, Series 2026 (Del Webb Phase 2D/3 Project) (the "Series 2026 Bonds") for the purpose of: (1) financing a portion of the costs associated with the acquisition, construction, installation and equipping of the Improvements; (2) paying certain costs associated with the issuance of the Series 2026 Bonds; (3) funding the Series 2026 Reserve Account; and (4) funding capitalized interest through November 1, 2026.

## **District Infrastructure Improvements**

As noted above, improvements for the Del Webb Phase 2D/3 Project will consist of master roadway improvements and stormwater management facilities, and utility lines. Of these facilities, the District or Osceola County (the “County”) will own and operate/maintain the roadways and stormwater management system. The water and wastewater transmission systems will be owned and maintained by the Toho Water Authority. Further information regarding the specific infrastructure can be obtained from the District’s *Supplemental Engineer’s Report for Capital Improvements – Del Webb Phase 2D & 3 Assessment Area* dated December 17, 2025.

### ***Master Roadway and Stormwater Management System***

The master roadway improvements and stormwater management system for the Del Webb Phase 2D/3 Project consists of major roadway improvements to a segment of Cyrils Drive. This segment runs from Neighborhood C to Crosswater Boulevard and includes a 4-lane boulevard, bridge, and stormwater management facilities.

### ***Utility Lines***

The water, reclaimed water and wastewater transmission systems include various sizes of water transmission and distribution mains, reclaimed water transmission and distribution mains, and wastewater gravity mains, manholes, lift stations, and force mains.

## **Assessments, Fees, and Charges**

The costs of acquisition or construction of a portion of these infrastructure improvements have been financed by the District through the sale of its Series 2026 Bonds. The annual debt service payments, including interest due thereon, are payable solely from and secured by the levy of non-ad valorem or special assessments against lands within the District which benefit from the construction, acquisition, establishment and operation of the District’s improvements. Specifically, the Series 2026 Assessments pay back the Series 2026 Bonds for its share of the Series 2026 Project infrastructure. The annual debt service obligations of the District which must be defrayed by annual assessments upon each parcel of land or platted lot will depend upon the type of property purchased. Provided below are the current maximum annual assessment levels for the Series 2026 Bonds. Interested persons are encouraged to contact the District Manager for information regarding special assessments on a particular lot or parcel of lands. A copy of the District’s assessment methodology and assessment roll are available for review in the District’s public records.

Provided below are the current maximum annual debt assessment levels for the Series 2026 Bonds:

| <u>Acres</u> | <u>Annual Assessments (net)</u> | <u>Annual Assessments per Unit (net)</u> | <u>Annual Assessments (gross)</u> | <u>Annual Assessments per Unit (gross)</u> |
|--------------|---------------------------------|------------------------------------------|-----------------------------------|--------------------------------------------|
| Villas (33') | \$171,734                       | \$903.86                                 | \$182,696                         | \$961.56                                   |
| SF 50'       | \$283,485                       | \$1,369.49                               | \$301,579                         | \$1,456.90                                 |
| SF 65'       | <u>\$243,906</u>                | \$1,780.34                               | <u>\$259,475</u>                  | \$1,893.98                                 |
| <b>TOTAL</b> | <b>\$699,125</b>                |                                          | <b>\$743,750</b>                  |                                            |

| <u>Land Use</u> | <u>Debt/Unit</u> | <u>Net Debt Service</u> | <u>Administrative Expenses</u> | <u>Total Debt Service</u> |
|-----------------|------------------|-------------------------|--------------------------------|---------------------------|
| Villas (33')    | \$13,258         | \$903.86                | \$57.69                        | \$961.56                  |
| SF 50'          | \$20,088         | \$1,369.49              | \$87.41                        | \$1,456.90                |
| SF 65'          | \$26,115         | \$1,780.34              | \$113.64                       | \$1,893.98                |

Source: PFM Financial Advisors LLC

(1) Gross assessments represent the assessment placed on the County tax roll each year, if the District elects to use the Uniform Method of collecting non-ad valorem assessments authorized by Chapter 197 of the Florida Statutes. Gross assessments include a 6.0% gross-up to account for the fees of the County Property Appraiser and Tax Collector and the statutory early payment discount.

The amounts described above exclude any operations and maintenance assessments which may be determined and calculated annually by the District's Board of Supervisors against all benefited lands in the District. These assessments will also be collected in the same manner as county ad valorem taxes.

### **Method of Collection**

The District's debt service and operations and maintenance assessments may be billed directly by the District or may appear on that portion of the annual real estate tax bill entitled "non-ad valorem assessments," and are expected to be collected by the county tax collector in the same manner as county ad valorem taxes. Each property owner must pay both ad valorem and non-ad valorem assessments at the same time. Property owners will, however, be entitled to the same discounts as provided for ad valorem taxes. As with any tax bill, if all taxes and assessments due are not paid within the prescribed time limit, the tax collector is required to sell tax certificates which, if not timely redeemed, may result in the loss of title to the property. 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

This description of the Sunbridge Stewardship District's operation, services and financing structure is intended to provide assistance to landowners and purchasers concerning the important role that the District plays in providing infrastructure improvements essential to the development of the community. If you have questions or would simply like additional information about the District, please contact PFM Management Services, LLC, 3501 Quadrangle Boulevard, Suite 270, Orlando, Florida 32817, (407) 723-5900, or visit <https://sunbridgesd.com>.

**IN WITNESS WHEREOF**, this Disclosure of Public Financing and Maintenance of Improvements to Real Property Undertaken has been executed as of the \_\_\_\_\_ day of May, 2026, and recorded in the Official Records of Osceola County, Florida.

**WITNESSES:**

**SUNBRIDGE STEWARDSHIP  
DISTRICT**

\_\_\_\_\_  
Lynne Mullins  
3501 Quadrangle Blvd., Suite 270  
Orlando, Florida 32801

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

\_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

**STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_**

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_\_ day of May, 2026, by Richard Levey, as Chairman of the Board of Supervisors of Sunbridge Stewardship District, for and on behalf of the District. He [ ] is personally known to me or [ ] produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Notary Public, State of Florida

### Exhibit A

LOTS 901 THROUGH 941 OF DEL WEBB SUNBRIDGE PHASE 2D, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 36, PAGES 49 THROUGH 55 OF THE PUBLIC RECORDS OF OSCEOLA COUNTY, FLORIDA.

LOTS 943 THROUGH 993 AND TRACTS FD-1 AND FD-2 OF DEL WEBB SUNBRIDGE PHASE 3A, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 37, PAGES 55 THROUGH 64 OF THE PUBLIC RECORDS OF OSCEOLA COUNTY, FLORIDA.

#### PHASE 2C

That part of Sections 11 and 14, Township 25 South, Range 31 East, Osceola County, Florida, described as follows:

COMMENCE at the Easternmost Corner of Tract C-2, DEL WEBB SUNBRIDGE PHASE 1D, according to the plat thereof, as recorded in Plat Book 30, Pages 57 through 66 of the Public Records of Osceola County, Florida; thence S54°56'18"W along the south line of said plat, 532.05 feet to the Southernmost corner of said Tract C-2 and the POINT OF BEGINNING; thence S47°39'10"E, 1326.43 feet; thence S50°27'38"E, 1122.99 feet; thence S15°27'38"E, 1056.86 feet; thence S64°40'30"W, 205.52 feet; thence S64°47'17"W, 1160.85 feet; thence N45°08'25"W, 1905.55 feet; thence N13°48'53"E, 1920.87 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.



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# **Sunbridge Stewardship District**

**TES to ISD (Jack Brack Road Phase 2 and Pond)**



Katrina S. Scarborough, CFA, CCF, MCF  
Osceola County  
Property Appraiser

*Katrina Scarborough*

**ESTIMATE PREPARED FOR OSCEOLA COUNTY TAX COLLECTOR**

(This estimate **does not** include Special Assessments)

**PARCEL #** 14-25-31-0000-0013-0000

☒ ALL

**OWNER:** Tavistock East Services LLC

☐ PARTIAL TAKING

**CASE#**

**TAKING #**

**AC TAKEN:**

**REQUESTED BY:** Julie DuMars, TC

**LEGAL DESCRIPTION:** See Attached

**DATE PREPARED:**

**ESTIMATED TAXABLE VALUE FOR SCHOOL**  
2025 **MILLAGE RATE FINAL**

\$100  
5.3060

Per Diem:  
\$0.001453698630137 per day  
April 30th, 2026 - 120 days =  
\$0.17

**ESTIMATED TAXABLE VALUE FOR ALL OTHER**  
2025 **MILLAGE RATE FINAL**

\$100  
8.5483

\$0.002342 per day  
April 30th, 2026 - 120 days =  
\$0.28

**TAX DISTRICT** 300

Total \$0.45 if closing date is on April 30th, 2026

Respectfully,

*Marlo Welch*

We don't collect taxes less than \$1.00

Marlo Welch  
Ag Appraiser

[www.property-appraiser.org](http://www.property-appraiser.org)

**Tangible Department**  
Phone: 407-742-5020  
Fax : 407-742-5039

2505 East Irlo Bronson Memorial Highway  
Kissimmee, Florida 34744  
Phone: 407-742-5000 Fax 407-742-4900

**Mapping Department**  
Phone: 407-742-5053  
Fax: 407-742-5059





Katrina S. Scarborough, CFA, CCF, MCF  
Osceola County  
Property Appraiser

*Katrina Scarborough*

**ESTIMATE PREPARED FOR OSCEOLA COUNTY TAX COLLECTOR**

(This estimate **does not** include Special Assessments)

**PARCEL #** 14-25-31-0000-0011-0000

☒ ALL

**OWNER:** Tavistock East Services LLC

☐ PARTIAL TAKING

**CASE#**

**TAKING #**

**AC TAKEN:**

**REQUESTED BY:** Julie DuMars, TC

**LEGAL DESCRIPTION:** See Attached

**DATE PREPARED:**

**ESTIMATED TAXABLE VALUE FOR SCHOOL**  
**2025 MILLAGE RATE FINAL**

\$200  
5.3060

**ESTIMATED TAXABLE VALUE FOR ALL OTHER**  
**2025 MILLAGE RATE FINAL**

\$200  
8.5483

**TAX DISTRICT** 300

Per Diem:

\$0.002907397260274 per day  
April 30th, 2026 - 120 days =  
\$0.35

\$0.004684 per day  
April 30th, 2026 - 120 days =  
\$0.56

Respectfully,

*Marlo Welch*

Marlo Welch  
Ag Appraiser

Total \$0.91 if closing date is on April 30th,  
2026

We don't collect taxes less than \$1.00

[www.property-appraiser.org](http://www.property-appraiser.org)

**Tangible Department**  
Phone: 407-742-5020  
Fax : 407-742-5039

2505 East Irlo Bronson Memorial Highway  
Kissimmee, Florida 34744  
Phone: 407-742-5000 Fax 407-742-4900

**Mapping Department**  
Phone: 407-742-5053  
Fax: 407-742-5059

## **EXHIBIT "A"**

### **PROPERTY**

That part of Section 14, Township 25 South, Range 31 East, Osceola County, Florida, described as follows:

COMMENCE at the Southwest corner of said Section 14; thence N00°03'13"E along the West line of the Southwest 1/4 of said Section 14 for a distance of 1931.94 feet; thence S89°56'47"E for a distance of 30.00 feet to the East line of the 30.00-foot wide unplatted and unnamed right-of-way, described in Deed Book 95, Page 353 of the Public Records of Osceola County, Florida and the POINT OF BEGINNING, said right-of-way line is parallel with, and 30.00 feet East of said West line of the Southwest 1/4 of Section 14; thence run N00°03'13"E along said East line of the 30.00-foot wide unplatted and unnamed right-of-way for a distance of 93.58 feet to a point on a non-tangent curve concave Southwesterly, having a radius of 1540.00 feet and a chord bearing of S73°23'17"E; thence departing said East line, run Easterly along the arc of said curve through a central angle of 02°18'04" for a distance of 61.85 feet to the point of reverse curvature of a curve concave Northerly, having a radius of 1460.00 feet and a chord bearing of S81°07'07"E; thence run Easterly along the arc of said curve through a central angle of 17°45'45" for a distance of 452.62 feet to the point of tangency; thence N90°00'00"E, a distance of 820.06 feet; thence S00°00'00"E, 90.00 feet; thence N90°00'00"W, 820.06 feet to the point of curvature of a curve concave Northeasterly, having a radius of 1550.00 feet and a chord bearing of N81°07'07"W; thence run Northwesterly along the arc of said curve through a central angle of 17°45'45" for a distance of 480.52 feet to the point of reverse curvature of a curve concave southwesterly having a radius of 1450.00 feet and a chord bearing of N72°53'49"W; thence run Northwesterly along the arc of said curve through a central angle of 01°19'07" for a distance of 33.37 feet to the POINT OF BEGINNING; Bearings and distances are based on Florida State Plane Coordinate System East Zone, reciprocal grid factor of 1.000055212684272, NAD 83 Datum (NSRS 2007 adjustment).

TOGETHER WITH:

That part of Section 14, Township 25 South, Range 31 East, Osceola County, Florida, described as follows:

COMMENCE at the Southwest corner of said Section 14; thence N00°03'13"E along the West line of the Southwest 1/4 of said Section 14 for a distance of 1921.51 feet; thence run S89°56'47"E for a distance of 30.00 feet to a point on the East line of the 30.00-foot wide unplatted and unnamed right-of-way, described in Deed Book 95, Page 353 of the Public Records of Osceola County, Florida, said East right-of-way line is parallel with, and 30.00 feet East of said West line of the Southwest 1/4 of said Section 14, and a non-tangent curve concave Southwesterly, having a radius of 1440.00 feet and a chord bearing of S72°50'18"E; thence departing said East line, run Southeasterly along the arc of said curve through a central angle of 01°12'06" for a distance of 30.20 feet to the point of reverse curvature of a curve concave Northeasterly, having a radius of 1560.00 feet and a chord bearing of S81°07'07"E; thence run Easterly along the arc of said curve through a central angle of 17°45'45" for a distance of 483.62 feet to the point of tangency; thence run N90°00'00"E for a distance of 887.67 feet; thence run N00°00'00"E for a distance of 70.00 feet; thence run N90°00'00"E for a distance of 376.69 feet; thence run N69°41'37"E for a distance

of 47.26 feet; thence run N26°47'25"E for a distance of 61.65 feet; thence run N09°43'29"E for a distance of 137.67 feet to the POINT OF BEGINNING; thence run N90°00'00"W for a distance of 62.36 feet; thence run N00°00'00"E for a distance of 328.06 feet; thence run N90°00'00"E for a distance of 306.75 feet; thence run S62°16'13"E for a distance of 29.40 feet; thence run S64°41'30"W for a distance of 10.68 feet; thence run S19°41'35"E for a distance of 156.72 feet; thence run S72°50'28"E for a distance of 101.11 feet; thence run S28°21'02"E for a distance of 81.61 feet; thence run S29°30'20"E for a distance of 69.64 feet; thence run N90°00'00"W for a distance of 483.23 feet to the POINT OF BEGINNING; Bearings and distances are based on Florida State Plane Coordinate System East Zone, reciprocal grid factor of 1.000055212684272, NAD 83 Datum (NSRS 2007 adjustment).



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# **Sunbridge Stewardship District**

## **Off-Site Drainage Easement Agreement (CFPH 300)**

Prepared By and Return To:

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

### **DRAINAGE EASEMENT AGREEMENT**

**THIS DRAINAGE EASEMENT AGREEMENT** (the “**Agreement**”) is made and entered into as of \_\_\_\_\_, 2026 (the “**Effective Date**”) by **SUNBRIDGE STEWARDSHIP DISTRICT**, a local unit of special-purpose government established pursuant to Chapter 2017-220, Laws of Florida, whose address is c/o PFM Group Consulting, LLC, 3501 Quadrangle Boulevard, Suite 270, Orlando, Florida 32817 (the “**Grantor**”), and **CENTRAL FLORIDA PROPERTY HOLDINGS 300, LLC**, a Florida limited liability company, whose mailing address is 51 South Main Street, Suite 301, Salt Lake City, Utah 84111 (the “**Grantee**”) (Grantor and Grantee are sometimes together referred to herein as the “**Parties**,” and separately as the “**Party**”).

### **WITNESSETH:**

**WHEREAS**, Grantor is the owner in fee simple of that certain real property located in Osceola County, Florida, being more particularly described on **Exhibit “A”** attached hereto and by this reference incorporated herein (the “**Easement Area**”), upon which Grantor has constructed or intends to construct certain permanent drainage and conveyance facilities (collectively, the “**Facilities**”); and

**WHEREAS**, of even date herewith, Grantee is the owner in fee simple of certain real property located in Orange County, Florida being more particularly described in **Exhibit “B”** attached hereto and incorporated herein by this reference (the “**Benefitted Property**”); and

**WHEREAS**, Grantee intends to develop the Benefitted Property as a residential subdivision containing not to exceed \_\_\_\_\_ (\_\_\_\_) single-family residential dwelling units (the “**Maximum Allowable Density**”) and associated improvements consistent with the approved plans for the Benefitted Property (the “**Intended Use**”); and

**WHEREAS**, Grantor desires to grant in favor of Grantee a perpetual, non-exclusive drainage easement on, upon, over, across and through the Easement Area for the purpose of stormwater runoff from the Benefitted Property to the stormwater pond lying within the Easement Area (the “**Pond**”), subject to: (i) the terms and conditions set forth herein; and (ii) any and all laws, rules, regulations, governmental and quasi-governmental permits, codes, ordinances, and approvals of all applicable governmental authorities including, without limitation, water management district permits and requirements (collectively, the “**Legal Requirements**”).

**NOW, THEREFORE**, for and in consideration of Ten and 00/100 Dollars (\$10.00) in

hand paid by Grantee to Grantor, the mutual covenants and agreements herein set forth and other good and valuable consideration, the receipt, adequacy and sufficiency of which are hereby expressly acknowledged by the Parties, the Parties do hereby agree as follows:

1. **Recitals.** The foregoing recitals are true and correct and are incorporated herein by this reference.

2. **Creation of Drainage Easement.** Grantor hereby grants to Grantee, its successors and/or assigns, a perpetual, non-exclusive easement on, upon, over, under, across and through the Easement Area for the purpose of stormwater runoff from the Benefitted Property to the Pond as necessary to accommodate stormwater drainage, water quality treatment and attenuation needs of the Benefitted Property such that Grantee may develop the Benefitted Property for the Intended Use consistent with the Legal Requirements (the “**Easement**”). The Easement shall include, without limitation, a reasonable right of access on, upon, over, across and through the Easement Area for the purpose of facilitating Grantee’s exercise of its rights granted hereunder.

3. **Temporary Construction Easement.** Grantor hereby grants to Grantee, its successors and/or assigns, a temporary, non-exclusive construction easement on, upon, over, across and through the Easement Area for the purposes of installing and constructing the underground drainage facilities to support Grantee’s development and construction of the Benefitted Property for the Intended Use, together with reasonable access for such purposes (the “**Construction Easement**”). The Construction Easement shall terminate automatically upon completion of construction of the underground drainage facilities. Upon commencement of construction of the underground drainage facilities, Grantee shall continuously and diligently pursue such construction until completion.

4. **Repair by Grantee.** Grantee shall promptly repair any damage to the Easement Area and any other property owned by Grantor caused by Grantee exercising its rights under this Agreement. In the event that Grantee causes damage to the Easement Area or any other property owned by Grantor in the exercise of the easement rights granted herein, Grantee agrees to repair, restore and/or replace the Easement Area or such other damaged property owned by Grantor so damaged to its original condition and grade existing prior to such damage. In the event that any required repair, restoration and/or replacement is not performed by Grantee hereunder, Grantor may deliver a notice to Grantee setting forth the deficiencies whereupon Grantee shall have a period of fifteen (15) days to remedy the deficiencies, or forty-eight (48) hours in the case of an emergency. In the event that the deficiencies are not remedied in a commercially reasonable fashion within such fifteen (15) day period, or forty-eight (48) hours in the case of an emergency, Grantor shall have the right to undertake all reasonably necessary repair, restoration and/or replacement itself and recover from Grantee the fees, costs and expenses incurred in connection therewith. Notwithstanding the preceding sentence, if the nature of the repair, restoration and/or replacement is such that it cannot reasonably be completed within the aforementioned fifteen (15) day or forty-eight (48) hour period, as applicable, Grantor shall have no right to undertake such repair, restoration and/or replacement itself if Grantee commences such repair, restoration and/or replacement within the applicable time period and thereafter diligently pursues completion of same in a good and workmanlike manner.

5. **Reconfiguration and Relocation of Easement Area.** Grantor, in its sole and absolute discretion, shall be entitled to reconfigure and relocate the Easement Area; provided, further, that the same (i) shall be performed at the sole cost and expense of Grantor, (ii) shall be performed in accordance with all applicable Legal Requirements for such relocation or reconfiguration, (iii) shall provide the sufficient drainage capacity to serve the Benefitted Property not to exceed the Maximum Allowable Density, and (iv) shall not unreasonably interfere with Grantee's development of the Benefitted Property for the Intended Use. In such event, an amendment to this Agreement shall be executed by Grantor and Grantee and recorded in the Public Records of Osceola County, Florida, at Grantor's expense, to relocate (and re-describe) the Easement Area accordingly. No additional parties shall have the right to, nor shall be required to, join in such amendment to this Agreement, nor shall any additional party have the right to approve such amendment, for such amendment to have full force and effect, and for such amendment to cause a full and complete release from the terms and provisions of this Agreement of the portion of the Easement Area that has been removed and relocated, unless the new easement area is owned by a party other than Grantor and except for any mortgagee whose joinder and consent is required.

6. **Insurance.** Grantee and/or any contractors performing work for Grantee on the Easement Area shall at all times maintain general public liability insurance to afford protection against any and all claims for personal injury, death or property damage arising directly or indirectly out of the exercise of the rights and privileges granted. Said insurance shall be issued by solvent, reputable insurance companies authorized to do business in the State of Florida, naming Grantor, as an additional insured, in a combined-single limit of not less than \$1,000,000.00 with respect to bodily injury or death and property damage. Said insurance shall also be primary, and not contributory, as to any insurance coverage maintained by Grantor. Grantee shall deliver or cause to be delivered to Grantor a certificate or certificates evidencing the insurance coverage required herein.

7. **Indemnity.** Grantee agrees to defend, indemnify and hold harmless Grantor, its agents, employees, consultants, representatives, contractors (and their subcontractors, employees and materialman), permitted assigns (if any), guests, invitees and licensees from and against any and all claims, suits, judgments, demands, cost and expenses, including attorney's fees of any kind or nature whatsoever related to this Agreement arising directly out of or caused by any act or omission of Grantee, its agents, employees, consultants, representatives, contractors (and their subcontractors, employees and materialmen), permitted assigns (if any), guests, invitees and licensees and shall not apply in the event of any gross negligence or willful misconduct by Grantor. Grantor agrees to defend, indemnify and hold harmless Grantee, its agents, employees, consultants, representatives, contractors (and their subcontractors, employees and materialman), permitted assigns (if any), guests, invitees and licensees from and against any and all claims, suits, judgments, demands, cost and expenses, including attorney's fees of any kind or nature whatsoever related to this Agreement arising directly out of or caused by any act or omission of Grantor, its agents, employees, consultants, representatives, contractors (and their subcontractors, employees and materialmen), permitted assigns (if any), guests, invitees and licensees, with respect to the Easement Area and/or Grantee's underground drainage facilities constructed therein as contemplated by this Agreement, and shall not apply in the event of any gross negligence or willful misconduct by Grantee.

8. **Liens.** Grantee shall not permit (and shall promptly satisfy or bond) any construction, mechanic's lien or encumbrance against the Easement Area (or any improvements located thereon) or any other property not owned by Grantee in connection with the exercise of its rights hereunder.

9. **Obligations of Grantee.** Any rights granted hereunder shall be exercised by Grantee only in accordance and compliance with any and all applicable laws, codes, ordinances, rules, regulations, permits and approvals, and any future modifications or amendments thereto. Grantee shall not discharge into or within the Easement Area any hazardous or toxic materials or substances, any pollutants, or any other substances or materials prohibited or regulated under any federal, state or local law, code, ordinance, rule, regulation or permit, except in accordance with such laws, codes, ordinances, rules, regulations and permits.

10. **Beneficiaries of Easement Rights.** The Easement set forth in this Agreement shall be for the benefit of the Benefited Property and may only be used by Grantee (as the owner of the Benefited Property), Grantee's successors-in-title to the Benefited Property, the homeowners' association (if any) for the Benefited Property, and each of their consultants, representatives, and contractors (and their subcontractors, employees and materialmen). The Easement shall be binding upon the Easement Area and shall be a covenant running with the title to the Easement Area. The Easement hereby created and granted includes the creation of all incidental rights reasonably necessary for the use and enjoyment of the Easement Area for its intended purpose as expressly set forth herein.

11. **Assignment / Termination.** Grantee shall have no right to assign its rights or obligations hereunder without Grantor's prior written consent in each instance and in its sole discretion; provided, further, that such permitted assignment shall be executed by Grantee and assignee (as joined in and consented to by Grantor) and recorded in the Public Records of Osceola County, Florida. Notwithstanding the preceding sentence, Grantor may assign its rights and obligations hereunder to the Sunbridge Stewardship District or any homeowner's or property owner's association formed by Grantee having jurisdiction over the Benefitted Property provided that: (i) such district or association shall agree in writing to assume Grantor's rights and obligations hereunder, and (ii) Grantor shall provide Grantee with a copy of the fully executed assignment as soon as commercially practical. If the Easement shall be abandoned by Grantee or terminated in any manner, all rights and privileges hereunder shall cease and the easement privileges and rights herein granted shall revert to Grantor. In the event the Easement Area is dedicated and accepted by the Osceola County, Florida or other governmental authority (by deed, separate easement or platting), then this Agreement shall automatically terminate and be extinguished and all rights in the Easement granted by this Agreement shall immediately revert to Grantor, its successors or assigns, without further action of the Grantor or Grantee being required. Upon termination of this Agreement as provided herein, and upon request by Grantor, Grantee shall promptly execute and deliver to Grantor a document in recordable form confirming termination of this Agreement.

12. **Amendments and Waivers.** This Agreement may not be amended, modified, altered, or changed in any respect whatsoever, except by a further agreement in writing duly executed by the Parties and recorded in the Public Records of Osceola County, Florida. No delay



or omission of any Party in the exercise of any right accruing upon any default of any Party shall impair such right or be construed to be a waiver thereof, and every such right may be exercised at any time during the continuance of such default. A waiver by any Party of a breach of, or a default in, any of the terms and conditions of this Agreement by any other Party shall not be construed to be a waiver of any subsequent breach of or default in the same or any other provision of this Agreement.

13. **Notices.** Any notices which may be permitted or required hereunder shall be in writing and shall be deemed to have been duly given (i) one (1) day after depositing with a nationally recognized overnight courier service, or (ii) on the day of hand delivery (provided such delivery occurs prior to 5:00 pm, E.S.T. or E.D.T., as applicable), to the address listed above or to such other address as either Party may from time to time designate by written notice in accordance with this section.

14. **Use of Easement Area.** It is acknowledged and agreed to by the Parties that the Easement granted under this Agreement is not an exclusive easement and that Grantor shall have the right to use and enjoy the Easement Area in any manner not inconsistent with the easement rights created herein. Further, Grantee acknowledges and agrees that the Pond is intended to benefit other real property including, without limitation, the public right-of-way (now or hereafter existing) known as "Jack Brack Road" abutting and lying adjacent to the Benefitted Property and the Easement Area. Accordingly, Grantor's agreement to grant the Easement to Grantee is materially induced by Grantee's agreement to limit the construction, development and use of the Property for the Intended Use, subject to the Maximum Allowable Density.

15. **Attorneys' Fees.** Should any action be brought arising out of this Agreement, including, without limitation, any action for declaratory or injunctive relief, or any action for the enforcement hereof, the predominantly prevailing party shall be entitled to reasonable attorneys' fees and costs and expenses of investigation, and costs of collection, all as actually incurred, including, without limitation, attorneys' fees, costs, and expenses of investigation incurred before, during or after trial or in any appellate proceedings or in any action or participation in, or in connection with, any case or proceeding under the United States Bankruptcy Code, or any successor statutes. Any judgment or decree rendered in any such actions or proceedings shall include the award of attorneys' fees, costs, and expenses, as just described. The terms of this section shall survive any termination of this Agreement.

16. **No Public Dedication.** Nothing contained in this Agreement shall create or shall be deemed to create any easements or use rights in the general public or constitute a public dedication for any public use whatsoever.

17. **Miscellaneous.** If any provision of this Agreement, or portion thereof, or the application thereof to any person or circumstances, shall, to the extent be held invalid, inoperative or unenforceable, the remainder of this Agreement, or the application of such provision or portion thereof to any other persons or circumstances, shall not be affected thereby, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law. This Agreement shall be construed in accordance with the laws of the State of Florida. Venue for any proceeding brought hereunder shall be Osceola County, Florida. The section headings in this

Agreement are for convenience only, shall in no way define or limit the scope or content of this Agreement, and shall not be considered in any construction or interpretation of this Agreement or any part hereof. Where the sense of this Agreement requires, any reference to a term in the singular shall be deemed to include the plural of said term, and any reference to a term in the plural shall be deemed to include the singular of said term. Nothing in this Agreement shall be construed to make the Parties hereto partners or joint venturers or render either of said Parties liable for the debts or obligations of the other. This Agreement may be executed in counterparts, each of which shall constitute an original, but all taken together shall constitute one and the same Agreement. Time is the essence of this Agreement.

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



**WITNESSES:**

Signed, sealed and delivered  
in the presence of:

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

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

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

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 2026, by Tyler L. Buswell, as Manager of **CENTRAL FLORIDA PROPERTY HOLDINGS 300, LLC**, a Florida limited liability company, on behalf of the company. He [ ] is personally known to me or [ ] has produced \_\_\_\_\_ as identification (if left blank, then personally known to me).

**GRANTEE:**

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

By: \_\_\_\_\_  
Tyler L. Buswell, Manager

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

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

**EXHIBIT “A”**

**Easement Area**

[See Attached Sketch of Description CS# 20-130(S114) – 3 Pages]

**EXHIBIT “B”**

**Benefited Property**



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# **Sunbridge Stewardship District**

## **Drainage Easement Agreement (ISD to Osceola County)**

Prepared By and Return To:

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

**DRAINAGE EASEMENT AGREEMENT**  
**(Jack Brack Road - Phase 2)**

**THIS DRAINAGE EASEMENT AGREEMENT** (the “**Agreement**”) is made effective as of this \_\_\_\_ day of \_\_\_\_\_, 2026 (the “**Effective Date**”) by and among **CENTRAL FLORIDA PROPERTY HOLDINGS 300, LLC**, a Florida limited liability company (“**CFPH300**”), whose mailing address is 51 South Main Street, Suite 301, Salt Lake City, Utah 84111, **SUNBRIDGE STEWARDSHIP DISTRICT**, a local unit of special-purpose government established pursuant to Chapter 2017-220, Laws of Florida (“**District**” and together with CFPH300 referred to herein as “**Grantor**”), whose address is c/o PFM Group Consulting, LLC, 3501 Quadrangle Boulevard, Suite 270, Orlando, Florida 32817, and **OSCEOLA COUNTY**, a charter county and political subdivision of the State of Florida, whose address is 1 Courthouse Square, Kissimmee, Florida 34741 (“**Grantee**”) (CFPH300, District and Grantee are sometimes together referred to herein as the “**Parties**”, and separately as the “**Party**”).

**WITNESSETH:**

**WHEREAS**, CFPH300 is the owner in fee simple of that certain real property lying within the Osceola County, Florida, being more particularly described in **Exhibit “A-1”** attached hereto and incorporated herein by this reference (the “**Conveyance Area**”); and

**WHEREAS**, District is the owner in fee simple of that certain real property lying within the Osceola County, Florida, being more particularly described in **Exhibit “A-2”** attached hereto and incorporated herein by this reference (the “**Pond Area**” and together with the Conveyance Area referred to herein as the “**Easement Area**”); and

**WHEREAS**, of even date herewith, District has conveyed to Grantee fee simple title in and to that certain real property lying within the Osceola County, Florida, being more particularly described in **Exhibit “B”** attached hereto and incorporated herein by this reference (the “**Road Parcel**”), which has been dedicated for public right-of-way use and is now known as “Jack Brack Road”; and

**WHEREAS**, Grantee has requested, and Grantor has agreed to grant, (A) a perpetual, non-exclusive drainage easement over, upon, across and through the Conveyance Area for the maintenance, repair and use of all underground drainage pipes and conveyance facilities lying therein which have been constructed and installed by Grantor for the conveyance of stormwater runoff from the Road Parcel to the Pond Area (collectively, the “**Conveyance Facilities**”), and (B) a perpetual, non-exclusive drainage easement over, upon, across and through the Pond Area for the maintenance, repair and use of all underground drainage pipes and related facilities lying therein which have been



constructed and installed by Grantor for the stormwater detention and retention of stormwater runoff from the Road Parcel through the Conveyance Area and into the Pond Area (collectively, the “**Pond Facilities**” and together with the Conveyance Facilities referred to herein as the “**Facilities**”), all of which shall be subject to any and all applicable permits and other governmental requirements including, without limitation, permits issued by the South Florida Water Management District, all upon the terms and conditions more specifically set forth in this Agreement.

**NOW, THEREFORE**, for and in consideration of Ten and No/100 Dollars (\$10.00) in hand paid by the Grantee to the Grantor, the mutual covenants and agreements herein set forth and other good and valuable consideration, the receipt, adequacy and sufficiency of which are hereby expressly acknowledged by the Parties, the Parties do hereby agree as follows:

1. **Recitals.** The foregoing recitals are true and correct and are incorporated herein by this reference.

2. **Grant of Easements.** Grantor does hereby grant, bargain, sell and convey to Grantee (A) a perpetual, non-exclusive drainage easement over, upon, across and through the Easement Area for maintenance of all Facilities, and (B) a perpetual, non-exclusive drainage easement over, upon, across and through the Easement Area for stormwater runoff from the Road Parcel through the Conveyance Area and into the Pond Area, all of which shall be subject to any and all applicable permits and other governmental requirements, including, without limitation, permits issued by the South Florida Water Management District, all upon the terms and conditions more specifically set forth in this Agreement (collectively, the “**Easements**”).

3. **Right of Relocation.** Each Grantor, at its expense, shall have the right from time to time to relocate or reconfigure all or any portion of the Easement Area and/or Facilities as it deems necessary so long as such relocation or reconfiguration does not interfere with or disrupt the stormwater discharge from the Road Parcel. During the term of this Agreement, Grantee hereby consents to any relocation or reconfiguration of the Easement Area and/or Facilities (either in whole or in part) proposed by such Grantor; provided that (i) the Easement Area and/or Facilities (or portions thereof), as so relocated or reconfigured, shall provide the Road Parcel with substantially the same size, quality and capacity of drainage rights as existed prior to such relocation or reconfiguration, (ii) such Grantor shall pay for any expenses incurred in the relocation or reconfiguration of the Easement Area and/or Facilities (either in whole or in part) in compliance with all governmental permits, approvals, and requirements, (iii) Grantee shall not be required to relocate or reconfigure or modify any part of the drainage system or connection points from the Road Parcel unless such Grantor shall pay for any such relocation, reconfiguration or modification, and (iv) such Grantor shall deliver to Grantee an amendment to this Agreement together with a legal description for the relocated Easement Area and/or Facilities (either in whole or in part), as applicable. After execution of such amendment the rights of Grantee shall automatically extend and fully apply to such relocated easement area to the same extent as they applied prior to such relocation or reconfiguration of the Easement Area and/or Facilities, and subject to all of the conditions for relocation or reconfiguration being satisfied, the rights of Grantee as to the relocated or reconfigured Easement Area and/or Facilities (either in whole or in part) shall be released and immediately revert to the applicable Grantor, its successors, transferees and assigns.

4. **Repair and Maintenance.**

(a) Grantee, at Grantee's sole cost and expense, shall repair and maintain the Easement Area and Facilities and keep the same in good order and repair in accordance with all applicable permits and other governmental requirements.

(b) In the event any required repair and/or maintenance hereunder is not performed by Grantee in accordance with the foregoing standards, Grantor may deliver a notice to Grantee setting forth the maintenance deficiencies, whereupon Grantee shall have a period of fifteen (15) days to remedy the deficiencies, or forty-eight (48) hours, in case of emergency. In the event the deficiencies are not remedied in a commercially reasonable fashion within such fifteen (15) day period, or within such forty-eight (48) hour period in case of emergency, Grantor shall have the right to undertake all reasonably necessary maintenance and repair itself and recover from Grantee the reasonable and actual, third party out-of-pocket fees, costs and expenses incurred in connection therewith.

5. **Insurance.** Grantor and Grantee acknowledge that the Grantee, as a governmental entity, self-insures its general liability, automobile liability and Worker's Compensation exposure(s). Grantee, shall ensure that any contractors (and their subcontractors, employees and materialmen) performing work for Grantee on the Easement Area, shall at all times maintain general public liability insurance to afford protection against any and all claims for personal injury, death or property damage arising directly or indirectly out of the exercise of the rights and privileges granted. Said insurance shall be issued by solvent, reputable insurance companies authorized to do business in the State of Florida, naming Grantor as an additional insured, in a combined-single limit of not less than \$1,000,000.00 with respect to bodily injury or death and property damage. Said insurance shall also be primary, and not contributory, as to any insurance coverage maintained by Grantor. Nothing in this Agreement operates as a waiver of the Grantee's grant of sovereign immunity or the limits of liability established under Florida law. Furthermore, nothing in this Agreement operates to allow a claim otherwise barred by sovereign immunity or other operation of law.

6. **Indemnity.** To the extent permitted by law and without waiving sovereign immunity and any of the protections afforded by §768.28, Florida Statutes, and without waiving the limits of liability established under Florida law, each Party hereby agrees to indemnify and hold harmless the other Party, its officers, staff, elected and appointed officials or employees or from and against any and all actions, causes of action, claims, demands, liabilities, judgments, costs, expenses whatsoever (including, without limitation attorneys' fees at trial and appellate levels) to the extent arising out of the negligent acts or omissions or intentional misconduct of such Party's officers, staff, elected and appointed officials or employees or the exercise by such Party or its agents, employees, elected and appointed officials of the rights and obligations set forth herein.

7. **Obligations.** Any rights granted hereunder shall be exercised only in accordance and compliance with any and all applicable laws, ordinances, rules, regulations, permits and approvals, and any future modifications or amendments thereto. No Party shall knowingly discharge into or within the Easement Area, any hazardous or toxic materials or substances, any pollutants, or any other substances or materials prohibited or regulated under any federal, state or local law, ordinance, rule, regulations or permit, except in accordance with such laws, ordinances, rules, regulations and permits.

8. **Beneficiaries of Easement Rights/Binding Effect.** The Easements set forth in this Agreement shall be solely for the benefit of Grantee, for the purpose expressly provided for herein and for no other purpose. The Easements hereby created and granted includes the creation of all incidental rights reasonably necessary for the use and enjoyment of the Easement Area for their intended purposes.

9. **No Public Dedication.** Nothing contained in this Agreement shall create or shall be deemed to create any easements or use rights in the general public or constitute a public dedication for any public use whatsoever.

10. **Liens.** Grantee shall not permit (and shall promptly satisfy or bond) any construction, mechanic's lien or encumbrance against the Easement Area or any other property in connection with the exercise of Grantee's rights hereunder.

11. **Amendments and Waivers.** This Agreement may not be terminated or amended, modified, altered, or changed in any respect whatsoever, except by a further agreement in writing duly executed by the Parties and recorded in the Public Records of Osceola County, Florida. No delay or omission of any Party in the exercise of any right accruing upon any default of any Party shall impair such right or be construed to be a waiver thereof, and every such right may be exercised at any time during the continuance of such default. A waiver by any Party of a breach of, or a default in, any of the terms and conditions of this Agreement by any other Party shall not be construed to be a waiver of any subsequent breach of or default in the same or any other provision of this Agreement.

12. **Notices.** Any notices which may be permitted or required hereunder shall be in writing and shall be deemed to have been duly given (i) one day after depositing with a nationally recognized overnight courier service, or (ii) on the day of hand delivery (provided such delivery occurs prior to 5:00 pm, local Orlando, Florida time), to the address listed above or to such other address as either Party may from time to time designate by written notice in accordance with this Section 12.

13. **Use of Easement Area.** It is acknowledged and agreed that the easement granted under this Agreement is not an exclusive easement and that Grantor shall have the right to use and enjoy the Easement Area in any manner not inconsistent with the easement rights created herein, and (ii) that does not interfere with or disrupt Grantee's operations on the Easement Area or the functioning of the Facilities. Grantor shall provide the Grantee sixty (60) days written notice prior to any proposed use of the Easement Area and Grantor and Grantee shall cooperate in good faith to address and resolve any concerns raised by Grantee with respect to said use. Grantee shall not exercise its easement rights granted herein in any manner which unreasonably interferes with or unreasonably disrupts Grantor's exercise of its retained rights hereunder.

14. **Effective Date.** The Effective Date of the Agreement shall be the last day that this Agreement is signed by either Party.

15. **Attorneys' Fees.** Should any action be brought arising out of this Agreement, including, without limitation, any action for declaratory or injunctive relief, or any action for the enforcement hereof, each party shall be responsible for its own attorneys' fees and costs and expenses of investigation, all as actually incurred, including, without limitation, attorneys' fees, costs,

and expenses of investigation incurred before, during or after trial or in any appellate proceedings or in any action or participation in, or in connection with, any case or proceeding under the United States Bankruptcy Code, or any successor statutes.

16. **Miscellaneous.** This Agreement contains the entire understanding of the Parties with respect to the matters set forth herein and no other agreement, oral or written, not set forth herein, nor any course of dealings of the Parties, shall be deemed to alter or affect the terms and conditions set forth herein. If any provision of this Agreement, or portion thereof, or the application thereof to any person or circumstances, shall, to the extent be held invalid, inoperative or unenforceable, the remainder of this Agreement, or the application of such provision or portion thereof to any other persons or circumstances, shall not be affected thereby; it shall not be deemed that any such invalid provision affects the consideration for this Agreement; and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law. This Agreement shall be construed in accordance with the laws of the United States of America and the State of Florida. Venue for any proceeding brought hereunder shall be Orange County, Florida. The section headings in this Agreement are for convenience only, shall in no way define or limit the scope or content of this Agreement, and shall not be considered in any construction or interpretation of this Agreement or any part hereof. Where the sense of this Agreement requires, any reference to a term in the singular shall be deemed to include the plural of said term, and any reference to a term in the plural shall be deemed to include the singular of said term. Nothing in this Agreement shall be construed to make the Parties hereto partners or joint venturers or render either of said parties liable for the debts or obligations of the other. This Agreement may be executed in counterparts, each of which shall constitute an original, but all taken together shall constitute one and the same Agreement. Time is of the essence of this Agreement. The rights, privileges and easements granted and conveyed hereunder shall be a burden upon the Easement Area and exist for the benefit of and shall run with title to the applicable property.

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

#537025331 v1 163014.00030

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

#537025331 v1 163014.00030

**“GRANTEE”**

**BOARD OF COUNTY COMMISSIONERS  
OSCEOLA COUNTY, FLORIDA**

By: \_\_\_\_\_  
Chair/Vice-Chair

ATTEST:  
OSCEOLA COUNTY CLERK OF THE BOARD

By: \_\_\_\_\_  
Clerk/Deputy Clerk of the Board

As authorized for execution at the Board of  
County Commissioners meeting of:

\_\_\_\_\_

**EXHIBIT “A-1”**

**CONVEYANCE AREA**

[See Attached Sketch of Description CS# 20-130(S113) – 3 Pages]



**EXHIBIT “A-2”**

**POND AREA**

[See Attached Sketch of Description CS# 20-130(S114) – 3 Pages]

## **EXHIBIT "B"**

### **ROAD PARCEL**

That part of Section 14, Township 25 South, Range 31 East, Osceola County, Florida, described as follows:

COMMENCE at the Southwest corner of said Section 14; thence N00°03'13"E along the West line of the Southwest 1/4 of said Section 14 for a distance of 1931.94 feet; thence S89°56'47"E for a distance of 30.00 feet to the East line of the 30.00-foot wide unplatted and unnamed right-of-way, described in Deed Book 95, Page 353 of the Public Records of Osceola County, Florida and the POINT OF BEGINNING, said right-of-way line is parallel with, and 30.00 feet East of said West line of the Southwest 1/4 of Section 14; thence run N00°03'13"E along said East line of the 30.00-foot wide unplatted and unnamed right-of-way for a distance of 93.58 feet to a point on a non-tangent curve concave Southwesterly, having a radius of 1540.00 feet and a chord bearing of S73°23'17"E; thence departing said East line, run Easterly along the arc of said curve through a central angle of 02°18'04" for a distance of 61.85 feet to the point of reverse curvature of a curve concave Northerly, having a radius of 1460.00 feet and a chord bearing of S81°07'07"E; thence run Easterly along the arc of said curve through a central angle of 17°45'45" for a distance of 452.62 feet to the point of tangency; thence N90°00'00"E, a distance of 820.06 feet; thence S00°00'00"E, 90.00 feet; thence N90°00'00"W, 820.06 feet to the point of curvature of a curve concave Northeasterly, having a radius of 1550.00 feet and a chord bearing of N81°07'07"W; thence run Northwesterly along the arc of said curve through a central angle of 17°45'45" for a distance of 480.52 feet to the point of reverse curvature of a curve concave southwesterly having a radius of 1450.00 feet and a chord bearing of N72°53'49"W; thence run Northwesterly along the arc of said curve through a central angle of 01°19'07" for a distance of 33.37 feet to the POINT OF BEGINNING; Bearings and distances are based on Florida State Plane Coordinate System East Zone, reciprocal grid factor of 1.000055212684272, NAD 83 Datum (NSRS 2007 adjustment).



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# **Sunbridge Stewardship District**

## **Affidavit of Compliance with Florida's Conveyance to Foreign Entities Act**

**AFFIDAVIT OF COMPLIANCE  
WITH FLORIDA’S CONVEYANCES TO FOREIGN ENTITIES ACT**

Before me, a notary public, appeared \_\_\_\_\_ (“**Affiant**”), who deposes and states under penalties of perjury that:

1. Affiant is providing this affidavit in connection with the purchase by **SUNBRIDGE STEWARDSHIP DISTRICT**, a local unit of special-purpose government established pursuant to Chapter 2017-220, Laws of Florida (the “**Buyer**”) of the real property described on **Exhibit “A”** attached hereto and made apart hereof (the “**Property**”).
2. Affiant has been given the opportunity to read the Notice Regarding Florida’s Conveyances to Foreign Entities Act (the “**Act**”) and to consult with an attorney.
3. The Buyer is in compliance with the Act because Buyer is [**Check the applicable box**]:  
  
[ X ] Not a Foreign Principal as defined in section 692.201, Florida Statutes;  
  
OR  
  
[ ] A Foreign Principal as defined in section 692.201, Florida Statutes, and is in compliance with the requirements set out in section 692.202-205, Florida Statutes.
4. Affiant acknowledges that acquisition of the Property in violation of the Act may result in forfeiture of the Property to the State of Florida and criminal penalties.

**[SIGNATURE APPEARS ON THE FOLLOWING PAGE]**

**FURTHER AFFIANT SAYETH NAUGHT.**

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

**STATE OF FLORIDA** )  
 ) ss:  
**COUNTY OF \_\_\_\_\_** )

The foregoing instrument was sworn to and subscribed before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 2026, by \_\_\_\_\_ as \_\_\_\_\_ of **SUNBRIDGE STEWARDSHIP DISTRICT**, a local unit of special-purpose government established pursuant to Chapter 2017-220, Laws of Florida, who ☐ is personally known to me or ☐ has provided \_\_\_\_\_ as identification (if left blank, then personally known to me).

(Signature of Notary Public)

(Typed name of Notary Public)

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

Commission No.:\_\_\_\_\_

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

**EXHIBIT "A"**

**Property**

That part of Section 14, Township 25 South, Range 31 East, Osceola County, Florida, described as follows:

COMMENCE at the Southwest corner of said Section 14; thence N00°03'13"E along the West line of the Southwest 1/4 of said Section 14 for a distance of 1931.94 feet; thence S89°56'47"E for a distance of 30.00 feet to the East line of the 30.00-foot wide unplatted and unnamed right-of-way, described in Deed Book 95, Page 353 of the Public Records of Osceola County, Florida and the POINT OF BEGINNING, said right-of-way line is parallel with, and 30.00 feet East of said West line of the Southwest 1/4 of Section 14; thence run N00°03'13"E along said East line of the 30.00-foot wide unplatted and unnamed right-of-way for a distance of 93.58 feet to a point on a non-tangent curve concave Southwesterly, having a radius of 1540.00 feet and a chord bearing of S73°23'17"E; thence departing said East line, run Easterly along the arc of said curve through a central angle of 02°18'04" for a distance of 61.85 feet to the point of reverse curvature of a curve concave Northerly, having a radius of 1460.00 feet and a chord bearing of S81°07'07"E; thence run Easterly along the arc of said curve through a central angle of 17°45'45" for a distance of 452.62 feet to the point of tangency; thence N90°00'00"E, a distance of 820.06 feet; thence S00°00'00"E, 90.00 feet; thence N90°00'00"W, 820.06 feet to the point of curvature of a curve concave Northeasterly, having a radius of 1550.00 feet and a chord bearing of N81°07'07"W; thence run Northwesterly along the arc of said curve through a central angle of 17°45'45" for a distance of 480.52 feet to the point of reverse curvature of a curve concave southwesterly having a radius of 1450.00 feet and a chord bearing of N72°53'49"W; thence run Northwesterly along the arc of said curve through a central angle of 01°19'07" for a distance of 33.37 feet to the POINT OF BEGINNING; Bearings and distances are based on Florida State Plane Coordinate System East Zone, reciprocal grid factor of 1.000055212684272, NAD 83 Datum (NSRS 2007 adjustment).

TOGETHER WITH:

That part of Section 14, Township 25 South, Range 31 East, Osceola County, Florida, described as follows:

COMMENCE at the Southwest corner of said Section 14; thence N00°03'13"E along the West line of the Southwest 1/4 of said Section 14 for a distance of 1921.51 feet; thence run S89°56'47"E for a distance of 30.00 feet to a point on the East line of the 30.00-foot wide unplatted and unnamed right-of-way, described in Deed Book 95, Page 353 of the Public Records of Osceola County, Florida, said East right-of-way line is parallel with, and 30.00 feet East of said West line of the Southwest 1/4 of said Section 14, and a non-tangent curve concave Southwesterly, having a radius of 1440.00 feet and a chord bearing of S72°50'18"E; thence departing said East line, run Southeasterly along the arc of said curve through a central angle of 01°12'06" for a distance of 30.20 feet to the point of reverse curvature of a curve concave Northeasterly, having a radius of 1560.00 feet and a chord bearing of S81°07'07"E; thence run Easterly along the arc of said curve

through a central angle of  $17^{\circ}45'45''$  for a distance of 483.62 feet to the point of tangency; thence run  $N90^{\circ}00'00''E$  for a distance of 887.67 feet; thence run  $N00^{\circ}00'00''E$  for a distance of 70.00 feet; thence run  $N90^{\circ}00'00''E$  for a distance of 376.69 feet; thence run  $N69^{\circ}41'37''E$  for a distance of 47.26 feet; thence run  $N26^{\circ}47'25''E$  for a distance of 61.65 feet; thence run  $N09^{\circ}43'29''E$  for a distance of 137.67 feet to the POINT OF BEGINNING; thence run  $N90^{\circ}00'00''W$  for a distance of 62.36 feet; thence run  $N00^{\circ}00'00''E$  for a distance of 328.06 feet; thence run  $N90^{\circ}00'00''E$  for a distance of 306.75 feet; thence run  $S62^{\circ}16'13''E$  for a distance of 29.40 feet; thence run  $S64^{\circ}41'30''W$  for a distance of 10.68 feet; thence run  $S19^{\circ}41'35''E$  for a distance of 156.72 feet; thence run  $S72^{\circ}50'28''E$  for a distance of 101.11 feet; thence run  $S28^{\circ}21'02''E$  for a distance of 81.61 feet; thence run  $S29^{\circ}30'20''E$  for a distance of 69.64 feet; thence run  $N90^{\circ}00'00''W$  for a distance of 483.23 feet to the POINT OF BEGINNING; Bearings and distances are based on Florida State Plane Coordinate System East Zone, reciprocal grid factor of 1.000055212684272, NAD 83 Datum (NSRS 2007 adjustment).



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# **Sunbridge Stewardship District**

## **Notice Regarding Florida's Conveyance to Foreign Entities Act**



## NOTICE REGARDING FLORIDA'S CONVEYANCES TO FOREIGN ENTITIES ACT

Effective July 1, 2023, the "Conveyances to Foreign Entities Act" (the "Act") found in sections 692.201 - 692.205, Florida Statutes, restricts the ability of certain foreign persons and entities to acquire title to real property in Florida.

### PROHIBITED PURCHASES

A Foreign Principal is prohibited from purchasing Agricultural Land or property within 10 miles of a Military Installation or a Critical Infrastructure Facility. Additionally, a Foreign Principal of the People's Republic of China is prohibited from purchasing any real property in Florida. However, there are two exceptions.

### EXCEPTIONS

The two exceptions are:

1. **Limited Residential Exception.** A Foreign Principal, who is a natural person, may purchase 1 residential real property that is up to 2 acres in size if all the following apply:
  - a. The property is not within 5 miles of a Military Installation;
  - b. The natural person has a current United States Visa not limited to tourist travel or official documentation confirming that the natural person has been granted asylum in the United States and is authorized to be legally present in Florida; and
  - c. The purchase of the qualifying residential property is in the name of the natural person holding the United States Visa or grant of asylum.
2. **Diplomatic Exception.** The Act does not apply to a Foreign Principal that acquires real property for a diplomatic purpose that is recognized, acknowledged, or allowed by the Federal Government.

### KEY DEFINITIONS

#### ***Agricultural Land***

Land classified by the county property appraiser as agricultural.

#### ***Critical Infrastructure Facility***

A Critical Infrastructure Facility means any of the following, if it employs measures such as fences, barriers, or guard posts that are designed to exclude unauthorized persons - chemical plant, refinery, electrical power plant, water treatment plant, liquid natural gas terminal, telecommunications central switching office, gas processing plant, seaport, spaceport territory and airport.

#### ***Foreign Country of Concern***

1. People's Republic of China
2. Russian Federation
3. Islamic Republic of Iran
4. Democratic People's Republic of Korea (North Korea)
5. Republic of Cuba
6. Venezuelan regime of Nicolás Maduro
7. Syrian Arab Republic

The definition for Foreign Country of Concern includes any agency of or any other entity of significant control of such Foreign Country of Concern.

***Foreign Principal***

1. The government or any official of the government of a Foreign Country of Concern;
2. A political party, its members or any subdivision of a political party in a Foreign Country of Concern;
3. A partnership, association, corporation, organization, or other combination of persons organized under the laws of or having its principal place of business in a Foreign Country of Concern or a subsidiary of any of such entity;
4. Any person domiciled in a Foreign Country of Concern who is not a citizen or lawful permanent resident of the United States; or
5. Any person in items 1-4, above, having a controlling interest in a partnership, association, corporation, organization, trust or any other legal entity or subsidiary formed for the purposes of owning real property in Florida.

***Military Installation***

A Military Installation includes a base, camp, post, station, yard or center encompassing at least 10 contiguous acres under the jurisdiction of the Department of Defense or its affiliates.

**AFFIDAVIT REQUIREMENT**

At the time of purchase, a buyer must provide an affidavit signed under penalty of perjury attesting that the buyer is in compliance with the Act.

**PENALTIES**

Violations of the Act can result in forfeiture of real property to the State of Florida and/or criminal penalties for both the buyer and the seller.

**DISCLAIMER**

This Notice provides a brief summary of the Act and is not a substitute for legal advice. Persons with questions as to the Act should seek legal advice. In the event of a discrepancy between the Notice and the Act, the Act itself controls.

**[SIGNATURE APPEARS ON THE FOLLOWING PAGE]**

By signing below, I acknowledge that I have reviewed this Notice and have had an opportunity to seek legal advice.

Buyer:

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

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

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

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

Date: \_\_\_\_\_



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# **Sunbridge Stewardship District**

## **Closing Statement and Schedule of Disbursements**

# Holland & Knight

## CLOSING STATEMENT AND SCHEDULE OF DISBURSEMENTS

(Jack Brack Road Phase 2 and Pond)

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

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

**PROPERTY:** See Exhibit "A" attached hereto and incorporated herein by reference

**TITLE AGENT/  
CLOSING AGENT:** HOLLAND & KNIGHT LLP

**CLOSING DATE:** May 14, 2026

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|                  |          |
|------------------|----------|
| Conveyance Value | \$ 10.00 |
|------------------|----------|

**EXPENSES:****CHARGE  
GRANTOR:****Recording Fees:**

|                                                                                 |           |
|---------------------------------------------------------------------------------|-----------|
| Limited Liability Company Affidavit -<br>Tavistock East Services, LLC (5 pages) | \$ 44.00  |
| Special Warranty Deed (4 pages)                                                 | \$ 35.50  |
| Documentary Stamp Taxes                                                         | \$ 0.70   |
| Off-Site Drainage Easement Agreement (13 pages)                                 | \$ 112.00 |
| Documentary Stamp Taxes                                                         | \$ 0.70   |
| Drainage Easement Agreement (17 pages)                                          | \$ 146.00 |
| Documentary Stamp Taxes                                                         | \$ 0.70   |
| E-Recording Fees (\$4.75 per document)                                          | \$ 19.00  |

**Subtotal:** \$ 358.60

**Title Charges:**

|                  |           |
|------------------|-----------|
| Title Search Fee | \$ 250.00 |
|------------------|-----------|

**Subtotal:** \$ 250.00

**Miscellaneous Expenses:**

|                                                                                         |             |
|-----------------------------------------------------------------------------------------|-------------|
| 2026 Real Estate Taxes<br>(Bruce Vickers, Osceola County Tax Collector)<br>(See Note 1) | \$ 1.33     |
| ISD Estoppel (PFM Group Consulting, LLC)                                                | \$ 225.00   |
| Grantor's Attorneys' Fees and Costs<br>(Holland & Knight LLP)                           | \$ 8,441.00 |

**Subtotal:** \$ 8,667.33

**TOTAL EXPENSES** \$ 9,275.93

**RECAPITULATION:****GRANTOR:**

|                                  |    |                 |
|----------------------------------|----|-----------------|
| Cash Due from Grantor (Expenses) | \$ | <u>9,275.93</u> |
|----------------------------------|----|-----------------|

|                                  |           |                 |
|----------------------------------|-----------|-----------------|
| <b>NET CASH DUE FROM GRANTOR</b> | <b>\$</b> | <b>9,275.93</b> |
|----------------------------------|-----------|-----------------|

**RECEIPTS:**

|                           |    |                 |
|---------------------------|----|-----------------|
| Net Cash Due From Grantor | \$ | <u>9,275.93</u> |
|---------------------------|----|-----------------|

|                       |           |                        |
|-----------------------|-----------|------------------------|
| <b>TOTAL RECEIPTS</b> | <b>\$</b> | <b><u>9,275.93</u></b> |
|-----------------------|-----------|------------------------|

**DISBURSEMENTS:****Osceola County Clerk of the Circuit Court c/o Simplifile**

|                                                                         |           |               |
|-------------------------------------------------------------------------|-----------|---------------|
| <i>(Recording Costs, Documentary Stamp Taxes, and E-Recording Fees)</i> | <b>\$</b> | <b>358.60</b> |
|-------------------------------------------------------------------------|-----------|---------------|

|                                                                            |    |        |
|----------------------------------------------------------------------------|----|--------|
| <b>Fidelity National Title Insurance Company</b> <i>(Title Search Fee)</i> | \$ | 250.00 |
|----------------------------------------------------------------------------|----|--------|

|                                                                                    |    |      |
|------------------------------------------------------------------------------------|----|------|
| <b>Bruce Vickers, Osceola County Tax Collector</b> <i>(2026 Real Estate Taxes)</i> | \$ | 1.33 |
|------------------------------------------------------------------------------------|----|------|

|                                                            |    |        |
|------------------------------------------------------------|----|--------|
| <b>PFM Group Consulting, LLC</b> <i>(ISD Estoppel Fee)</i> | \$ | 225.00 |
|------------------------------------------------------------|----|--------|

|                                                                              |    |                 |
|------------------------------------------------------------------------------|----|-----------------|
| <b>Holland &amp; Knight LLP</b> <i>(Grantor's Attorney's Fees and Costs)</i> | \$ | <u>8,441.00</u> |
|------------------------------------------------------------------------------|----|-----------------|

|                            |           |                        |
|----------------------------|-----------|------------------------|
| <b>TOTAL DISBURSEMENTS</b> | <b>\$</b> | <b><u>9,275.93</u></b> |
|----------------------------|-----------|------------------------|

**NOTES:**

1. 2026 Real Estate Taxes. 2026 Real Estate Taxes have been prorated based upon the tax estimate for Parcel Identification Numbers 14-25-31-0000-0011-0000 and 14-25-31-0000-0013-0000 as provided by the Osceola County Tax Collector in that certain correspondence set forth in **Exhibit "B"** attached hereto and made a part hereof, at the per diem rate in the amount of \$0.01 ( $0.002907397260274 + 0.004684$ ). Based upon a closing date of May 14, 2026, Grantor is responsible for 133 days for a total 2026 real estate taxes due in the amount of \$1.33 for the Property.
2. The parties acknowledge that in preparing this Closing Statement and Schedule of Disbursements, Holland & Knight LLP has necessarily relied upon the information provided by others and therefore cannot warrant the accuracy of that information. The parties agree to cooperate after closing to correct or adjust this Closing Statement and Schedule of Disbursements, and to reimburse or pay appropriate amounts, in order to ensure that this Closing Statement and Schedule of Disbursements properly reflects the transaction. This Closing Statement and Schedule of Disbursements may be executed in multiple counterparts, each of which shall constitute an original, but all taken together shall constitute one and the same Closing Statement and Schedule of Disbursements.

**THIS CLOSING STATEMENT AND SCHEDULE OF DISBURSEMENTS HAS BEEN EXAMINED AND APPROVED** as of the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**[SIGNATURE APPEARS ON THE FOLLOWING PAGE]**



**GRANTOR:**

**The undersigned hereby certifies that they have carefully reviewed the foregoing Closing Statement and Schedule of Disbursements, and they approve and agree to the payment of all fees, costs, expenses and disbursement as reflected on the foregoing Closing Statement and Schedule of Disbursements to be paid on their behalf. The undersigned further certifies that they have received a copy of this Closing Statement and Schedule of Disbursements.**

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

By: \_\_\_\_\_  
T. Craig Collin, President

**Closing Agent Certification**

**I have reviewed the foregoing Closing Statement and Schedule of Disbursements, the lender's closing instructions if applicable, and any and all other forms relative to the escrow funds, including any disclosure of the Florida title insurance premiums being paid, and I agree to disburse the escrow funds in accordance with the terms of this transaction and Florida law.**

\_\_\_\_\_  
Closing Agent Signature

\_\_\_\_\_  
Date Signed

Holland & Knight LLP

N/A

\_\_\_\_\_  
Closing Agent Name

\_\_\_\_\_  
Florida License Number

Holland & Knight LLP

N/A

\_\_\_\_\_  
Title Agency Holding Funds

\_\_\_\_\_  
Florida License Number

## **EXHIBIT "A"**

### **Property**

That part of Section 14, Township 25 South, Range 31 East, Osceola County, Florida, described as follows:

COMMENCE at the Southwest corner of said Section 14; thence N00°03'13"E along the West line of the Southwest 1/4 of said Section 14 for a distance of 1931.94 feet; thence S89°56'47"E for a distance of 30.00 feet to the East line of the 30.00-foot wide unplatted and unnamed right-of-way, described in Deed Book 95, Page 353 of the Public Records of Osceola County, Florida and the POINT OF BEGINNING, said right-of-way line is parallel with, and 30.00 feet East of said West line of the Southwest 1/4 of Section 14; thence run N00°03'13"E along said East line of the 30.00-foot wide unplatted and unnamed right-of-way for a distance of 93.58 feet to a point on a non-tangent curve concave Southwesterly, having a radius of 1540.00 feet and a chord bearing of S73°23'17"E; thence departing said East line, run Easterly along the arc of said curve through a central angle of 02°18'04" for a distance of 61.85 feet to the point of reverse curvature of a curve concave Northerly, having a radius of 1460.00 feet and a chord bearing of S81°07'07"E; thence run Easterly along the arc of said curve through a central angle of 17°45'45" for a distance of 452.62 feet to the point of tangency; thence N90°00'00"E, a distance of 820.06 feet; thence S00°00'00"E, 90.00 feet; thence N90°00'00"W, 820.06 feet to the point of curvature of a curve concave Northeasterly, having a radius of 1550.00 feet and a chord bearing of N81°07'07"W; thence run Northwesterly along the arc of said curve through a central angle of 17°45'45" for a distance of 480.52 feet to the point of reverse curvature of a curve concave southwesterly having a radius of 1450.00 feet and a chord bearing of N72°53'49"W; thence run Northwesterly along the arc of said curve through a central angle of 01°19'07" for a distance of 33.37 feet to the POINT OF BEGINNING; Bearings and distances are based on Florida State Plane Coordinate System East Zone, reciprocal grid factor of 1.000055212684272, NAD 83 Datum (NSRS 2007 adjustment).

### **TOGETHER WITH:**

That part of Section 14, Township 25 South, Range 31 East, Osceola County, Florida, described as follows:

COMMENCE at the Southwest corner of said Section 14; thence N00°03'13"E along the West line of the Southwest 1/4 of said Section 14 for a distance of 1921.51 feet; thence run S89°56'47"E for a distance of 30.00 feet to a point on the East line of the 30.00-foot wide unplatted and unnamed right-of-way, described in Deed Book 95, Page 353 of the Public Records of Osceola County, Florida, said East right-of-way line is parallel with, and 30.00 feet East of said West line of the Southwest 1/4 of said Section 14, and a non-tangent curve concave Southwesterly, having a radius of 1440.00 feet and a chord bearing of S72°50'18"E; thence departing said East line, run Southeasterly along the arc of said curve through a central angle of 01°12'06" for a distance of 30.20 feet to the point of reverse curvature of a curve concave Northeasterly, having a radius of 1560.00 feet and a chord bearing of S81°07'07"E; thence run Easterly along the arc of said curve through a central angle of 17°45'45" for a distance of 483.62 feet to the point of tangency; thence run N90°00'00"E for a distance of 887.67 feet; thence run N00°00'00"E for a distance of 70.00 feet; thence run N90°00'00"E for a distance of 376.69 feet; thence run N69°41'37"E for a distance of 47.26 feet; thence run N26°47'25"E for a distance of 61.65 feet; thence run N09°43'29"E for a distance of 137.67 feet to the POINT OF BEGINNING; thence run N90°00'00"W for a distance of 62.36 feet; thence run N00°00'00"E for a distance of 328.06 feet; thence run N90°00'00"E for a distance of 306.75 feet; thence run S62°16'13"E for a distance of 29.40 feet; thence run S64°41'30"W for a distance of 10.68 feet; thence run S19°41'35"E for a distance of 156.72 feet; thence run S72°50'28"E for a distance

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**EXHIBIT “B”**

**Per Diem Tax Letter**

[See Attached 2 Pages]



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# **Sunbridge Stewardship District**

## **Special Warranty Deed**

Prepared By and Return To:

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

**SPECIAL WARRANTY DEED**  
**(Jack Brack Road Phase 2 and Pond)**

**THIS SPECIAL WARRANTY DEED** is made effective as of the \_\_\_\_ day of \_\_\_\_\_, 2026 by **TAVISTOCK EAST SERVICES, LLC**, a Florida limited liability company, whose address is 6900 Tavistock Lakes Boulevard, Suite 200, Orlando, Florida 32827 (the “**Grantor**”), to and in favor of **SUNBRIDGE STEWARDSHIP DISTRICT**, a local unit of special-purpose government established pursuant to Chapter 2017-220, Laws of Florida, whose address is c/o PFM Group Consulting, LLC, 3501 Quadrangle Boulevard, Suite 270, Orlando, Florida 32817 (the “**Grantee**”).

**WITNESSETH:**

That Grantor, for and in consideration of the sum of Ten and 00/100 Dollars (\$10.00) and other valuable consideration, the receipt of which is hereby acknowledged, subject to the matters listed herein, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto Grantee, all that certain land situate in Osceola County, Florida, more particularly described in **Exhibit “A”** attached hereto and incorporated herein by this reference (the “**Property**”).

This conveyance is made by Grantor, and accepted by Grantee, for utilities, drainage and other infrastructure purposes subject to the reservation of Grantor’s right to use the Property to construct any improvements and any future improvements for any related purposes not to be inconsistent with Grantee’s use or occupation thereof.

**TOGETHER**, with all the improvements, tenements, hereditaments, and appurtenances thereto belonging or in anywise appertaining.

**TO HAVE AND TO HOLD**, the same in fee simple forever.

**AND**, Grantor hereby covenants with Grantee that Grantor is lawfully seized of the Property in fee simple; that Grantor has good right and lawful authority to sell and convey the Property and hereby warrants the title to the Property and will defend the same against the lawful claims of all persons claiming by, through, or under Grantor; subject to (i) all covenants, easements, restrictions, reverters and other matters of record, if any, now exist but this reference shall not serve to reimpose same; (ii) all applicable zoning and other land use regulations or restrictions; and (iii) taxes and assessments for the year 2026 and subsequent years which are not yet due and payable.

#536395897 v3 163014.00030



## **EXHIBIT "A"**

### **PROPERTY**

That part of Section 14, Township 25 South, Range 31 East, Osceola County, Florida, described as follows:

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of 47.26 feet; thence run N26°47'25"E for a distance of 61.65 feet; thence run N09°43'29"E for a distance of 137.67 feet to the POINT OF BEGINNING; thence run N90°00'00"W for a distance of 62.36 feet; thence run N00°00'00"E for a distance of 328.06 feet; thence run N90°00'00"E for a distance of 306.75 feet; thence run S62°16'13"E for a distance of 29.40 feet; thence run S64°41'30"W for a distance of 10.68 feet; thence run S19°41'35"E for a distance of 156.72 feet; thence run S72°50'28"E for a distance of 101.11 feet; thence run S28°21'02"E for a distance of 81.61 feet; thence run S29°30'20"E for a distance of 69.64 feet; thence run N90°00'00"W for a distance of 483.23 feet to the POINT OF BEGINNING; Bearings and distances are based on Florida State Plane Coordinate System East Zone, reciprocal grid factor of 1.000055212684272, NAD 83 Datum (NSRS 2007 adjustment).



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# **Sunbridge Stewardship District**

## **Owner's Affidavit**

## OWNER'S AFFIDAVIT

STATE OF FLORIDA     )  
                                          )  
COUNTY OF ORANGE    )

BEFORE ME, a notary public duly authorized in the State and County aforesaid to administer oaths and take acknowledgments, this day personally appeared the undersigned, who, by me being first duly sworn stated that:

1.     **Basis for Affidavit.** I have personal knowledge of the facts and matters stated in this Affidavit, all of which are true and correct to the best of my information and belief. This Affidavit is given in connection with the conveyance of certain parcels of land located in the master planned, mixed-use project located in Osceola County, Florida, referred to and known as "Sunbridge Planned Development," as more particularly described on **Exhibit "A"** attached hereto and incorporated herein by this reference (the "**Property**").

2.     **Entity Status and Authority.** I am the duly authorized President of Tavistock East Services, LLC, a Florida limited liability company ("**Owner**"). Owner is a limited liability company duly formed and currently existing in good standing under the laws of the State of Florida.

3.     **Title and Possession.** Owner owns the Property and Owner's possession of the Property has been peaceable and undisturbed. Title to the Property has not been disputed or questioned. I know of no facts by reason of which title to or possession of the Property might be disputed or questioned. I know of no facts by reason of which any claim to any portion of the Property might be asserted adversely to Owner.

4.     **Bankruptcy.** No proceedings in bankruptcy or receivership have ever been instituted by or against Owner. Owner has never made an assignment for the benefit of creditors.

5.     **Lawsuits and Liens.** I know of no action or proceeding which is pending in any state or federal court in the United States to which Owner is a party that would impact the conveyance of the Property. I know of no mortgage, judgment, federal tax lien, mechanic's lien or other lien of any kind or nature whatsoever which constitutes a lien or charge upon the Property except for those matters set forth specifically as exceptions in Fidelity National Title Insurance Company ("**Fidelity**") Commitment Number 13049619 (the "**Commitment**"), having an effective date of [REDACTED], 2026 at 5:00 P.M. (the "**Effective Date**") delivered incident to the conveyance of the Property.

6.     **Leases.** There are no tenancies or leases affecting the Property and there are no other persons in possession of the Property except as may be disclosed in the Commitment.

7.     **Unrecorded Rights.** There are no unrecorded easements, taxes, assessments or outstanding rights held by any person, corporation or other entity affecting the Property other than those matters set forth in the Commitment or otherwise being created simultaneously herewith.

8. **Labor and Materials.** There are no contracts, unpaid bills or claims for labor or services performed or materials furnished or delivered to the Property during the past ninety (90) days for alterations, repair work, new construction or any other matters.

9. **Intervening Matters.** There are no matters pending against Owner that could give rise to any lien that could attach to the Property between the Effective Date of the Commitment and the recording of the Special Warranty Deed for the Property to and in favor of **SUNBRIDGE STEWARDSHIP DISTRICT**, a local unit of special-purpose government established pursuant to Chapter 2017-220, Laws of Florida. From and after the Effective Date, Owner will not execute or permit the execution or recording of any instrument that would materially adversely affect title to the Property.

10. **Reliance Upon Affidavit.** I understand that material reliance will be placed upon this Affidavit by (i) Holland & Knight LLP, and (ii) Fidelity National Title Insurance Company in deleting from its title policy or policies certain standard exceptions.

11. **No Mortgages or Liens.** There are no mortgages or other liens against the land whether recorded or not recorded.

**[SIGNATURE APPEARS ON THE FOLLOWING PAGE]**

FURTHER AFFIANT SAYETH NOT.

T. Craig Collin

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

Sworn to and subscribed before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 2026, by T. Craig Collin, as President of **TAVISTOCK EAST SERVICES, LLC**, a Florida limited liability company, on behalf of the company, who ☐ 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"**

### **PROPERTY**

That part of Section 14, Township 25 South, Range 31 East, Osceola County, Florida, described as follows:

COMMENCE at the Southwest corner of said Section 14; thence N00°03'13"E along the West line of the Southwest 1/4 of said Section 14 for a distance of 1931.94 feet; thence S89°56'47"E for a distance of 30.00 feet to the East line of the 30.00-foot wide unplatted and unnamed right-of-way, described in Deed Book 95, Page 353 of the Public Records of Osceola County, Florida and the POINT OF BEGINNING, said right-of-way line is parallel with, and 30.00 feet East of said West line of the Southwest 1/4 of Section 14; thence run N00°03'13"E along said East line of the 30.00-foot wide unplatted and unnamed right-of-way for a distance of 93.58 feet to a point on a non-tangent curve concave Southwesterly, having a radius of 1540.00 feet and a chord bearing of S73°23'17"E; thence departing said East line, run Easterly along the arc of said curve through a central angle of 02°18'04" for a distance of 61.85 feet to the point of reverse curvature of a curve concave Northerly, having a radius of 1460.00 feet and a chord bearing of S81°07'07"E; thence run Easterly along the arc of said curve through a central angle of 17°45'45" for a distance of 452.62 feet to the point of tangency; thence N90°00'00"E, a distance of 820.06 feet; thence S00°00'00"E, 90.00 feet; thence N90°00'00"W, 820.06 feet to the point of curvature of a curve concave Northeasterly, having a radius of 1550.00 feet and a chord bearing of N81°07'07"W; thence run Northwesterly along the arc of said curve through a central angle of 17°45'45" for a distance of 480.52 feet to the point of reverse curvature of a curve concave southwesterly having a radius of 1450.00 feet and a chord bearing of N72°53'49"W; thence run Northwesterly along the arc of said curve through a central angle of 01°19'07" for a distance of 33.37 feet to the POINT OF BEGINNING; Bearings and distances are based on Florida State Plane Coordinate System East Zone, reciprocal grid factor of 1.000055212684272, NAD 83 Datum (NSRS 2007 adjustment).

TOGETHER WITH:

That part of Section 14, Township 25 South, Range 31 East, Osceola County, Florida, described as follows:

COMMENCE at the Southwest corner of said Section 14; thence N00°03'13"E along the West line of the Southwest 1/4 of said Section 14 for a distance of 1921.51 feet; thence run S89°56'47"E for a distance of 30.00 feet to a point on the East line of the 30.00-foot wide unplatted and unnamed right-of-way, described in Deed Book 95, Page 353 of the Public Records of Osceola County, Florida, said East right-of-way line is parallel with, and 30.00 feet East of said West line of the Southwest 1/4 of said Section 14, and a non-tangent curve concave Southwesterly, having a radius of 1440.00 feet and a chord bearing of S72°50'18"E; thence departing said East line, run Southeasterly along the arc of said curve through a central angle of 01°12'06" for a distance of 30.20 feet to the point of reverse curvature of a curve concave Northeasterly, having a radius of 1560.00 feet and a chord bearing of S81°07'07"E; thence run Easterly along the arc of said curve

through a central angle of 17°45'45" for a distance of 483.62 feet to the point of tangency; thence run N90°00'00"E for a distance of 887.67 feet; thence run N00°00'00"E for a distance of 70.00 feet; thence run N90°00'00"E for a distance of 376.69 feet; thence run N69°41'37"E for a distance of 47.26 feet; thence run N26°47'25"E for a distance of 61.65 feet; thence run N09°43'29"E for a distance of 137.67 feet to the POINT OF BEGINNING; thence run N90°00'00"W for a distance of 62.36 feet; thence run N00°00'00"E for a distance of 328.06 feet; thence run N90°00'00"E for a distance of 306.75 feet; thence run S62°16'13"E for a distance of 29.40 feet; thence run S64°41'30"W for a distance of 10.68 feet; thence run S19°41'35"E for a distance of 156.72 feet; thence run S72°50'28"E for a distance of 101.11 feet; thence run S28°21'02"E for a distance of 81.61 feet; thence run S29°30'20"E for a distance of 69.64 feet; thence run N90°00'00"W for a distance of 483.23 feet to the POINT OF BEGINNING; Bearings and distances are based on Florida State Plane Coordinate System East Zone, reciprocal grid factor of 1.000055212684272, NAD 83 Datum (NSRS 2007 adjustment).





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# **Sunbridge Stewardship District**

## **1099-S Tax Reporting Form**

**TAX INFORMATION  
REPORTING SERVICE 1099-S**

HOLLAND & KNIGHT LLP  
200 South Orange Avenue, Suite 2600  
Orlando, Florida 32801

Closing Date: May 14, 2026  
Client/Matter No.: 163014.00030

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

**Address:** 6900 Tavistock Lakes Boulevard, Suite 200  
Orlando, Florida 32827

**Telephone:** (407) 816-6598

**Taxpayer Identification Number:** 47-3777651

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

**Address:** c/o PFM Group Consulting, LLC  
3501 Quadrangle Boulevard, Suite 270  
Orlando, Florida 32817

**Telephone:** (407) 723-5900

**Property Address or Legal Description:**

See Exhibit "A" attached hereto

**CONVEYANCE VALUE:**

\$10.00

**Tax Proration:**

Grantee: EXEMPT  
Grantor: \$ 1.33

**THE INFORMATION SHOWN ABOVE IS BEING FURNISHED  
TO THE INTERNAL REVENUE SERVICE<sup>1</sup>**

You are required by law to provide Holland & Knight LLP with your correct taxpayer identification number. If you do not provide Holland & Knight LLP with your correct taxpayer identification number, you may be subject to civil or criminal penalties imposed by law.

Under penalty of perjury, I certify that the number shown on this statement is my correct taxpayer identification number.

Under penalty of perjury, Grantor hereby certifies that Grantor is not a foreign person (a nonresident alien, foreign partnership, foreign estate or foreign trust).<sup>2</sup>

This document may be executed in multiple counterparts, each of which shall constitute an original, but all of which taken together shall constitute one and the same document.

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

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<sup>1</sup> Distribution:    Grantor (copy)  
                      Master file (original)  
                      Accounting (copy)

<sup>2</sup> If Grantor is a foreign person (nonresident alien, foreign partnership, foreign estate or foreign trust), then form W-8BEN (for an individual) or W-8BEN E (for entities) inserting the Grantor's U.S. Taxpayer Identification Number ("TIN") or indicating that Grantor has not provided a TIN is required by law to be executed in connection with this closing.

**GRANTOR:**

Dated: \_\_\_\_\_, 2026

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

By: \_\_\_\_\_  
T. Craig Collin, President

## **EXHIBIT "A"**

### **Legal Description**

That part of Section 14, Township 25 South, Range 31 East, Osceola County, Florida, described as follows:

COMMENCE at the Southwest corner of said Section 14; thence N00°03'13"E along the West line of the Southwest 1/4 of said Section 14 for a distance of 1931.94 feet; thence S89°56'47"E for a distance of 30.00 feet to the East line of the 30.00-foot wide unplatted and unnamed right-of-way, described in Deed Book 95, Page 353 of the Public Records of Osceola County, Florida and the POINT OF BEGINNING, said right-of-way line is parallel with, and 30.00 feet East of said West line of the Southwest 1/4 of Section 14; thence run N00°03'13"E along said East line of the 30.00-foot wide unplatted and unnamed right-of-way for a distance of 93.58 feet to a point on a non-tangent curve concave Southwesterly, having a radius of 1540.00 feet and a chord bearing of S73°23'17"E; thence departing said East line, run Easterly along the arc of said curve through a central angle of 02°18'04" for a distance of 61.85 feet to the point of reverse curvature of a curve concave Northerly, having a radius of 1460.00 feet and a chord bearing of S81°07'07"E; thence run Easterly along the arc of said curve through a central angle of 17°45'45" for a distance of 452.62 feet to the point of tangency; thence N90°00'00"E, a distance of 820.06 feet; thence S00°00'00"E, 90.00 feet; thence N90°00'00"W, 820.06 feet to the point of curvature of a curve concave Northeasterly, having a radius of 1550.00 feet and a chord bearing of N81°07'07"W; thence run Northwesterly along the arc of said curve through a central angle of 17°45'45" for a distance of 480.52 feet to the point of reverse curvature of a curve concave southwesterly having a radius of 1450.00 feet and a chord bearing of N72°53'49"W; thence run Northwesterly along the arc of said curve through a central angle of 01°19'07" for a distance of 33.37 feet to the POINT OF BEGINNING; Bearings and distances are based on Florida State Plane Coordinate System East Zone, reciprocal grid factor of 1.000055212684272, NAD 83 Datum (NSRS 2007 adjustment).

TOGETHER WITH:

That part of Section 14, Township 25 South, Range 31 East, Osceola County, Florida, described as follows:

COMMENCE at the Southwest corner of said Section 14; thence N00°03'13"E along the West line of the Southwest 1/4 of said Section 14 for a distance of 1921.51 feet; thence run S89°56'47"E for a distance of 30.00 feet to a point on the East line of the 30.00-foot wide unplatted and unnamed right-of-way, described in Deed Book 95, Page 353 of the Public Records of Osceola County, Florida, said East right-of-way line is parallel with, and 30.00 feet East of said West line of the Southwest 1/4 of said Section 14, and a non-tangent curve concave Southwesterly, having a radius of 1440.00 feet and a chord bearing of S72°50'18"E; thence departing said East line, run Southeasterly along the arc of said curve through a central angle of 01°12'06" for a distance of 30.20 feet to the point of reverse curvature of a curve concave Northeasterly, having a radius of 1560.00 feet and a chord bearing of S81°07'07"E; thence run Easterly along the arc of said curve

through a central angle of 17°45'45" for a distance of 483.62 feet to the point of tangency; thence run N90°00'00"E for a distance of 887.67 feet; thence run N00°00'00"E for a distance of 70.00 feet; thence run N90°00'00"E for a distance of 376.69 feet; thence run N69°41'37"E for a distance of 47.26 feet; thence run N26°47'25"E for a distance of 61.65 feet; thence run N09°43'29"E for a distance of 137.67 feet to the POINT OF BEGINNING; thence run N90°00'00"W for a distance of 62.36 feet; thence run N00°00'00"E for a distance of 328.06 feet; thence run N90°00'00"E for a distance of 306.75 feet; thence run S62°16'13"E for a distance of 29.40 feet; thence run S64°41'30"W for a distance of 10.68 feet; thence run S19°41'35"E for a distance of 156.72 feet; thence run S72°50'28"E for a distance of 101.11 feet; thence run S28°21'02"E for a distance of 81.61 feet; thence run S29°30'20"E for a distance of 69.64 feet; thence run N90°00'00"W for a distance of 483.23 feet to the POINT OF BEGINNING; Bearings and distances are based on Florida State Plane Coordinate System East Zone, reciprocal grid factor of 1.000055212684272, NAD 83 Datum (NSRS 2007 adjustment).



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# **Sunbridge Stewardship District**

**LLC Affidavit of Tavistock East Services, LLC**

**Prepared by and after  
recording return to:**

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

**LIMITED LIABILITY COMPANY AFFIDAVIT**

**STATE OF FLORIDA  
COUNTY OF ORANGE**

**BEFORE ME**, a notary public authorized in the State and County aforesaid to administer oaths and take acknowledgments, this day personally appeared **T. Craig Collin** (“**Affiant**”), whose address is 6900 Tavistock Lakes Boulevard, Suite 200, Orlando, Florida 32827, who upon being duly sworn, deposes and says:

1. Affiant has personal knowledge of the facts stated herein.
2. Tavistock Development Company, LLC, a Florida limited liability company (“**Member**”), is the sole member of Tavistock East Services, LLC, a Florida limited liability company (“**Company**”). Company is managed by Member.
3. Affiant is the President of Member and is the President of Company.
4. Company is the owner of that certain real property located in Osceola County, Florida and more particularly described on **Exhibit “A”** attached hereto (the “**Property**”).
5. Member has the authority to bind Company pursuant to Section 605.04074 Florida Statutes, and said authority is in conformity with all governing documents of Company including, but not limited to, the Articles of Organization and Operating Agreement, as amended, of Company. Any President or Vice President of Member on behalf of Company and any President or Vice President of Company, in each case and each acting alone and without the joinder of any other officer or Member being required, is authorized to execute and deliver any and all documents, and to perform any and all such acts, as may be deemed necessary or advisable to convey the Property to **SUNBRIDGE STEWARDSHIP DISTRICT**, a local unit of special-purpose government established pursuant to Chapter 2017-220, Laws of Florida.
6. Company has not been dissolved, is duly organized, validly existing, and in good standing under the laws of the State of Florida since the date of its formation on April 20, 2015 and is currently in existence under valid Articles of Organization.
7. That neither Company, Member nor any officer of Company is a debtor in bankruptcy nor has been a debtor in bankruptcy since becoming a member or an officer of



Company, and no creditors have acquired or are attempting to acquire control of Company by executing on or attaching or seizing the Member's interest in Company.

8. That neither Member nor any officer of Company has become dissociated pursuant to Sections 605.0302(11) (by filing a statement of dissociation), 605.0212, 605.0601, or 605.0602, Florida Statutes, nor has the Member or any officer wrongfully caused dissolution of Company.

9. Affiant makes this Affidavit realizing that a policy of title insurance on Fidelity National Title Insurance Company may be issued on the conveyance of the Property.

10. Affiant has read, or heard read to Affiant, this Affidavit, and to the best of Affiant's knowledge believes it is true, correct and complete. Affiant has authority to sign this Affidavit, and is familiar with the nature of an oath and with the penalty of perjury as provided by law.

**[SIGNATURE APPEARS ON THE FOLLOWING PAGE]**

FURTHER AFFIANT SAYETH NAUGHT.

TAVISTOCK EAST SERVICES, LLC,  
a Florida limited liability company

By: Tavistock Development Company, LLC,  
a Florida limited liability company, its  
Managing Member

By: \_\_\_\_\_  
T. Craig Collin, President

STATE OF FLORIDA

COUNTY OF ORANGE

The foregoing instrument was sworn to and subscribed before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_ day of \_\_\_\_\_, 2026, by T. Craig Collin, as President of Tavistock Development Company, LLC, a Florida limited liability company, as the Managing Member 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).

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

\_\_\_\_\_  
Type or print name of Notary

\_\_\_\_\_  
Commission Expiration Date

## **EXHIBIT "A"**

### **PROPERTY**

That part of Section 14, Township 25 South, Range 31 East, Osceola County, Florida, described as follows:

COMMENCE at the Southwest corner of said Section 14; thence N00°03'13"E along the West line of the Southwest 1/4 of said Section 14 for a distance of 1931.94 feet; thence S89°56'47"E for a distance of 30.00 feet to the East line of the 30.00-foot wide unplatted and unnamed right-of-way, described in Deed Book 95, Page 353 of the Public Records of Osceola County, Florida and the POINT OF BEGINNING, said right-of-way line is parallel with, and 30.00 feet East of said West line of the Southwest 1/4 of Section 14; thence run N00°03'13"E along said East line of the 30.00-foot wide unplatted and unnamed right-of-way for a distance of 93.58 feet to a point on a non-tangent curve concave Southwesterly, having a radius of 1540.00 feet and a chord bearing of S73°23'17"E; thence departing said East line, run Easterly along the arc of said curve through a central angle of 02°18'04" for a distance of 61.85 feet to the point of reverse curvature of a curve concave Northerly, having a radius of 1460.00 feet and a chord bearing of S81°07'07"E; thence run Easterly along the arc of said curve through a central angle of 17°45'45" for a distance of 452.62 feet to the point of tangency; thence N90°00'00"E, a distance of 820.06 feet; thence S00°00'00"E, 90.00 feet; thence N90°00'00"W, 820.06 feet to the point of curvature of a curve concave Northeasterly, having a radius of 1550.00 feet and a chord bearing of N81°07'07"W; thence run Northwesterly along the arc of said curve through a central angle of 17°45'45" for a distance of 480.52 feet to the point of reverse curvature of a curve concave southwesterly having a radius of 1450.00 feet and a chord bearing of N72°53'49"W; thence run Northwesterly along the arc of said curve through a central angle of 01°19'07" for a distance of 33.37 feet to the POINT OF BEGINNING; Bearings and distances are based on Florida State Plane Coordinate System East Zone, reciprocal grid factor of 1.000055212684272, NAD 83 Datum (NSRS 2007 adjustment).

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# **Sunbridge Stewardship District**

**Operations and Maintenance Expenditures Paid in  
March 2026 in an amount totaling \$107,256.17**

# SUNBRIDGE STEWARDSHIP DISTRICT

DISTRICT OFFICE • 3501 QUADRANGLE BLVD STE 270 • ORLANDO, FL 33117  
PHONE: (407) 723-5900 • FAX: (407) 723-5901

## **Operation and Maintenance Expenditures For Board Approval**

Attached please find the check register listing Operations and Maintenance expenditures paid from March 1, 2026 through March 31, 2026. This does not include expenditures previously approved by the Board.

The total items being presented:      **\$107,256.17**

Approval of Expenditures:

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\_\_\_\_\_ Chairman

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

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

**Sunbridge Stewardship District**  
AP Check Register (Current by Bank)  
Check Dates: 3/1/2026 to 3/31/2026

| Check No.                                              | Date     | Status* | Vendor ID | Payee Name                     | Amount                    |
|--------------------------------------------------------|----------|---------|-----------|--------------------------------|---------------------------|
| <b>BANK ID: OM6557 - VALLEY BANK</b>                   |          |         |           |                                | <b>001-101-0000-00-01</b> |
| 1675                                                   | 03/04/26 | P       | BERMAN    | Berman Construction            | \$625.00                  |
| 1676                                                   | 03/04/26 | P       | CMG       | Cherrylake Maintenance Group   | \$47,684.33               |
| 1677                                                   | 03/04/26 | P       | PAPDAW    | Pape Dawson Consulting Enginee | \$1,705.00                |
| 1678                                                   | 03/26/26 | P       | BERMAN    | Berman Construction            | \$925.00                  |
| 1679                                                   | 03/26/26 | P       | CMG       | Cherrylake Maintenance Group   | \$40,273.65               |
| 1680                                                   | 03/26/26 | P       | CRI       | Carr Riggs & Ingram            | \$3,000.00                |
| 1681                                                   | 03/26/26 | P       | KUTAK     | Kutak Rock                     | \$1,585.00                |
| 1682                                                   | 03/26/26 | P       | PFMGC     | PFM Group Consulting           | \$4,798.97                |
| 1683                                                   | 03/26/26 | P       | PJONES    | Pierce Jones, PhD              | \$2,200.00                |
| <b>BANK OM6557 REGISTER TOTAL:</b>                     |          |         |           |                                | <b>\$102,796.95</b>       |
| <b>BANK ID: OM-ACH - VALLEY BANK - ACH &amp; WIRES</b> |          |         |           |                                | <b>001-101-0000-00-01</b> |
| **70084                                                | 03/11/26 | M       | TRUSTE    | US Bank as Trustee for Sunbrid | \$13,284.62               |
| 70085                                                  | 03/13/26 | M       | OUC       | Orlando Utilities Commission   | \$2,512.37                |
| 70086                                                  | 03/09/26 | M       | TOHO      | TOHO Water Authority           | \$1,786.85                |
| 70087                                                  | 03/25/26 | M       | VGLOBA    | VGlobalTech                    | \$160.00                  |
| <b>BANK OM-ACH REGISTER TOTAL:</b>                     |          |         |           |                                | <b>\$17,743.84</b>        |
| <b>GRAND TOTAL :</b>                                   |          |         |           |                                | <b>\$120,540.79</b>       |

|            |                                           |
|------------|-------------------------------------------|
| 102,796.95 | Checks 1675-1683                          |
| 13,284.62  | Debt Service paid via wire                |
| 2,512.37   | PA 336 - OUC paid online                  |
| 214.20     | PA 338 - TOHO Water Authority paid online |
| 703.23     | PA 338 - TOHO Water Authority paid online |
| 869.42     | PA 338 - TOHO Water Authority paid online |
| 160.00     | PA 337 - VGlobalTech paid online          |
| 120,540.79 | Total cash spent                          |
| 107,256.17 | O&M cash spent                            |

\* Check Status Types: "P" - Printed ; "M" - Manual ; "V" - Void ( Void Date ); "A" - Application; "E" - EFT  
\*\* Denotes broken check sequence.

**Sunbridge Stewardship District**  
March 2026 AP Remittance Report

|                |                       |                                |              |                |                    |              |                 |                 |                       |                    |  |
|----------------|-----------------------|--------------------------------|--------------|----------------|--------------------|--------------|-----------------|-----------------|-----------------------|--------------------|--|
| <b>BANK:</b>   | <b>OM6557</b>         | <b>CHECK:</b>                  | <b>1675</b>  | <b>AMOUNT:</b> | <b>\$625.00</b>    | <b>DATE:</b> | <b>03/04/26</b> | <b>VEND ID:</b> | <b>BERMAN</b>         |                    |  |
| <b>Date</b>    | <b>Invoice Number</b> | <b>Invoice Description</b>     |              |                |                    |              |                 |                 | <b>Discount Taken</b> | <b>Amount Paid</b> |  |
| 02/01/26       | 94683                 | PA 333 - Feb. irrigation & adm |              |                |                    |              |                 |                 | \$0.00                | \$625.00           |  |
| <b>TOTALS:</b> |                       |                                |              |                |                    |              |                 |                 | <b>\$0.00</b>         | <b>\$625.00</b>    |  |
| <b>BANK:</b>   | <b>OM6557</b>         | <b>CHECK:</b>                  | <b>1676</b>  | <b>AMOUNT:</b> | <b>\$47,684.33</b> | <b>DATE:</b> | <b>03/04/26</b> | <b>VEND ID:</b> | <b>CMG</b>            |                    |  |
| <b>Date</b>    | <b>Invoice Number</b> | <b>Invoice Description</b>     |              |                |                    |              |                 |                 | <b>Discount Taken</b> | <b>Amount Paid</b> |  |
| 02/16/26       | 145710                | PA 335 - Feb. Weslyn Park land |              |                |                    |              |                 |                 | \$0.00                | \$8,333.33         |  |
| 02/16/26       | 145713                | PA 335 - Feb. Crosswater Blvd  |              |                |                    |              |                 |                 | \$0.00                | \$6,562.00         |  |
| 02/16/26       | 145713                | PA 335 - Feb. Cyrils Drive lan |              |                |                    |              |                 |                 | \$0.00                | \$32,789.00        |  |
| <b>TOTALS:</b> |                       |                                |              |                |                    |              |                 |                 | <b>\$0.00</b>         | <b>\$47,684.33</b> |  |
| <b>BANK:</b>   | <b>OM6557</b>         | <b>CHECK:</b>                  | <b>1677</b>  | <b>AMOUNT:</b> | <b>\$1,705.00</b>  | <b>DATE:</b> | <b>03/04/26</b> | <b>VEND ID:</b> | <b>PAPDAW</b>         |                    |  |
| <b>Date</b>    | <b>Invoice Number</b> | <b>Invoice Description</b>     |              |                |                    |              |                 |                 | <b>Discount Taken</b> | <b>Amount Paid</b> |  |
| 02/24/26       | 20500034-001-6        | PA 336 - Eng. srvs. thru 01/30 |              |                |                    |              |                 |                 | \$0.00                | \$1,292.50         |  |
| 02/24/26       | 20500034-001-8        | PA 336 - Eng. srvs. thru 01/02 |              |                |                    |              |                 |                 | \$0.00                | \$412.50           |  |
| <b>TOTALS:</b> |                       |                                |              |                |                    |              |                 |                 | <b>\$0.00</b>         | <b>\$1,705.00</b>  |  |
| <b>BANK:</b>   | <b>OM-ACH</b>         | <b>CHECK:</b>                  | <b>70084</b> | <b>AMOUNT:</b> | <b>\$13,284.62</b> | <b>DATE:</b> | <b>03/11/26</b> | <b>VEND ID:</b> | <b>TRUSTE</b>         |                    |  |
| <b>Date</b>    | <b>Invoice Number</b> | <b>Invoice Description</b>     |              |                |                    |              |                 |                 | <b>Discount Taken</b> | <b>Amount Paid</b> |  |
| 03/11/26       | 2026.03.10A           | FY 2026 S2022 - Del Webb - 26  |              |                |                    |              |                 |                 | \$0.00                | \$146.87           |  |
| 03/11/26       | 2026.03.10B           | FY 2026 S2022 - Del Webb - 26  |              |                |                    |              |                 |                 | \$0.00                | \$7,385.59         |  |
| 03/11/26       | 2026.03.10B           | FY 2026 S2022 - Weslyn Park -  |              |                |                    |              |                 |                 | \$0.00                | \$5,752.16         |  |
| <b>TOTALS:</b> |                       |                                |              |                |                    |              |                 |                 | <b>\$0.00</b>         | <b>\$13,284.62</b> |  |
| <b>BANK:</b>   | <b>OM-ACH</b>         | <b>CHECK:</b>                  | <b>70085</b> | <b>AMOUNT:</b> | <b>\$2,512.37</b>  | <b>DATE:</b> | <b>03/13/26</b> | <b>VEND ID:</b> | <b>OUC</b>            |                    |  |
| <b>Date</b>    | <b>Invoice Number</b> | <b>Invoice Description</b>     |              |                |                    |              |                 |                 | <b>Discount Taken</b> | <b>Amount Paid</b> |  |
| 02/24/26       | 05831-022426          | PA 336 - OUC 2026.02.24 - Stre |              |                |                    |              |                 |                 | \$0.00                | \$2,368.00         |  |
| 02/24/26       | 05831-022426          | PA 336 - OUC 2026.02.24 - Elec |              |                |                    |              |                 |                 | \$0.00                | \$144.37           |  |
| <b>TOTALS:</b> |                       |                                |              |                |                    |              |                 |                 | <b>\$0.00</b>         | <b>\$2,512.37</b>  |  |
| <b>BANK:</b>   | <b>OM-ACH</b>         | <b>CHECK:</b>                  | <b>70086</b> | <b>AMOUNT:</b> | <b>\$1,786.85</b>  | <b>DATE:</b> | <b>03/09/26</b> | <b>VEND ID:</b> | <b>TOHO</b>           |                    |  |
| <b>Date</b>    | <b>Invoice Number</b> | <b>Invoice Description</b>     |              |                |                    |              |                 |                 | <b>Discount Taken</b> | <b>Amount Paid</b> |  |
| 02/18/26       | 70561-021826          | PA 338 - 6200 Cyrils Dr irriga |              |                |                    |              |                 |                 | \$0.00                | \$214.20           |  |
| 02/18/26       | 70650-021826          | PA 338 - 6450 Cyrils Dr irriga |              |                |                    |              |                 |                 | \$0.00                | \$703.23           |  |
| 02/18/26       | 71904-021826          | PA 338 - 2900 Marina Landings  |              |                |                    |              |                 |                 | \$0.00                | \$869.42           |  |
| <b>TOTALS:</b> |                       |                                |              |                |                    |              |                 |                 | <b>\$0.00</b>         | <b>\$1,786.85</b>  |  |
| <b>BANK:</b>   | <b>OM-ACH</b>         | <b>CHECK:</b>                  | <b>70087</b> | <b>AMOUNT:</b> | <b>\$160.00</b>    | <b>DATE:</b> | <b>03/25/26</b> | <b>VEND ID:</b> | <b>VGLOBA</b>         |                    |  |
| <b>Date</b>    | <b>Invoice Number</b> | <b>Invoice Description</b>     |              |                |                    |              |                 |                 | <b>Discount Taken</b> | <b>Amount Paid</b> |  |
| 03/01/26       | 8260                  | PA 337 - Mar. website maint.   |              |                |                    |              |                 |                 | \$0.00                | \$160.00           |  |
| <b>TOTALS:</b> |                       |                                |              |                |                    |              |                 |                 | <b>\$0.00</b>         | <b>\$160.00</b>    |  |
| <b>BANK:</b>   | <b>OM6557</b>         | <b>CHECK:</b>                  | <b>1678</b>  | <b>AMOUNT:</b> | <b>\$925.00</b>    | <b>DATE:</b> | <b>03/26/26</b> | <b>VEND ID:</b> | <b>BERMAN</b>         |                    |  |
| <b>Date</b>    | <b>Invoice Number</b> | <b>Invoice Description</b>     |              |                |                    |              |                 |                 | <b>Discount Taken</b> | <b>Amount Paid</b> |  |
| 02/27/26       | 95226                 | PA 337 - Graffiti removal from |              |                |                    |              |                 |                 | \$0.00                | \$300.00           |  |
| 03/01/26       | 95358                 | PA 337 - Mar. irrigation & adm |              |                |                    |              |                 |                 | \$0.00                | \$625.00           |  |
| <b>TOTALS:</b> |                       |                                |              |                |                    |              |                 |                 | <b>\$0.00</b>         | <b>\$925.00</b>    |  |
| <b>BANK:</b>   | <b>OM6557</b>         | <b>CHECK:</b>                  | <b>1679</b>  | <b>AMOUNT:</b> | <b>\$40,273.65</b> | <b>DATE:</b> | <b>03/26/26</b> | <b>VEND ID:</b> | <b>CMG</b>            |                    |  |
| <b>Date</b>    | <b>Invoice Number</b> | <b>Invoice Description</b>     |              |                |                    |              |                 |                 | <b>Discount Taken</b> | <b>Amount Paid</b> |  |
| 12/31/25       | 143436                | PA 337 - Del Webb line of sigh |              |                |                    |              |                 |                 | \$0.00                | \$922.65           |  |
| 03/06/26       | 146788                | PA 338 - Mar. Cyrils Drive lan |              |                |                    |              |                 |                 | \$0.00                | \$32,789.00        |  |
| 03/06/26       | 146788                | PA 338 - Mar. Crosswater Blvd  |              |                |                    |              |                 |                 | \$0.00                | \$6,562.00         |  |
| <b>TOTALS:</b> |                       |                                |              |                |                    |              |                 |                 | <b>\$0.00</b>         | <b>\$40,273.65</b> |  |



**Sunbridge Stewardship District**  
March 2026 AP Remittance Report

|                |                       |                                |             |                |                   |              |                 |                 |                       |                    |  |
|----------------|-----------------------|--------------------------------|-------------|----------------|-------------------|--------------|-----------------|-----------------|-----------------------|--------------------|--|
| <b>BANK:</b>   | <b>OM6557</b>         | <b>CHECK:</b>                  | <b>1680</b> | <b>AMOUNT:</b> | <b>\$3,000.00</b> | <b>DATE:</b> | <b>03/26/26</b> | <b>VEND ID:</b> | <b>CRI</b>            |                    |  |
| <b>Date</b>    | <b>Invoice Number</b> | <b>Invoice Description</b>     |             |                |                   |              |                 |                 | <b>Discount Taken</b> | <b>Amount Paid</b> |  |
| 02/24/26       | 113975140             | PA 338 - FY 2025 audit         |             |                |                   |              |                 |                 | \$0.00                | \$3,000.00         |  |
| <b>TOTALS:</b> |                       |                                |             |                |                   |              |                 | <b>\$0.00</b>   | <b>\$3,000.00</b>     |                    |  |
| <b>BANK:</b>   | <b>OM6557</b>         | <b>CHECK:</b>                  | <b>1681</b> | <b>AMOUNT:</b> | <b>\$1,585.00</b> | <b>DATE:</b> | <b>03/26/26</b> | <b>VEND ID:</b> | <b>KUTAK</b>          |                    |  |
| <b>Date</b>    | <b>Invoice Number</b> | <b>Invoice Description</b>     |             |                |                   |              |                 |                 | <b>Discount Taken</b> | <b>Amount Paid</b> |  |
| 02/26/26       | 3703456               | PA 337 - Gen. legal thru 01/31 |             |                |                   |              |                 |                 | \$0.00                | \$1,585.00         |  |
| <b>TOTALS:</b> |                       |                                |             |                |                   |              |                 | <b>\$0.00</b>   | <b>\$1,585.00</b>     |                    |  |
| <b>BANK:</b>   | <b>OM6557</b>         | <b>CHECK:</b>                  | <b>1682</b> | <b>AMOUNT:</b> | <b>\$4,798.97</b> | <b>DATE:</b> | <b>03/26/26</b> | <b>VEND ID:</b> | <b>PFMGC</b>          |                    |  |
| <b>Date</b>    | <b>Invoice Number</b> | <b>Invoice Description</b>     |             |                |                   |              |                 |                 | <b>Discount Taken</b> | <b>Amount Paid</b> |  |
| 02/09/26       | 140721                | PA 334 - Jan. meals, mileage,  |             |                |                   |              |                 |                 | \$0.00                | \$47.02            |  |
| 03/03/26       | 140983                | PA 338 - Feb. meals, mileage,  |             |                |                   |              |                 |                 | \$0.00                | \$128.60           |  |
| 03/03/26       | 140983                | PA 338 - Form 1099 preparation |             |                |                   |              |                 |                 | \$0.00                | \$19.26            |  |
| 03/05/26       | DM-03-2026-61         | PA 338 - DM fee: Mar. 2026     |             |                |                   |              |                 |                 | \$0.00                | \$4,583.33         |  |
| 02/06/26       | OE-EXP-02-2026-18     | PA 334 - Jan. postage          |             |                |                   |              |                 |                 | \$0.00                | \$20.76            |  |
| <b>TOTALS:</b> |                       |                                |             |                |                   |              |                 | <b>\$0.00</b>   | <b>\$4,798.97</b>     |                    |  |
| <b>BANK:</b>   | <b>OM6557</b>         | <b>CHECK:</b>                  | <b>1683</b> | <b>AMOUNT:</b> | <b>\$2,200.00</b> | <b>DATE:</b> | <b>03/26/26</b> | <b>VEND ID:</b> | <b>PJONES</b>         |                    |  |
| <b>Date</b>    | <b>Invoice Number</b> | <b>Invoice Description</b>     |             |                |                   |              |                 |                 | <b>Discount Taken</b> | <b>Amount Paid</b> |  |
| 03/03/26       | 32026                 | PA 337 - Mar. landscape analyt |             |                |                   |              |                 |                 | \$0.00                | \$2,200.00         |  |
| <b>TOTALS:</b> |                       |                                |             |                |                   |              |                 | <b>\$0.00</b>   | <b>\$2,200.00</b>     |                    |  |



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# **Sunbridge Stewardship District**

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



# Sunbridge Stewardship District

## March 2026 Financial Package

March 31, 2026

**PFM Management Services LLC**  
3501 Quadrangle Boulevard  
Suite 270  
Orlando, FL 32817-8329  
(407) 723-5900



**Sunbridge Stewardship District**  
Statement of Financial Position  
As of 3/31/2026

|                                        | General Fund         | Debt Service Fund      | Capital Projects Fund | Long-Term Debt Fund     | Total                   |
|----------------------------------------|----------------------|------------------------|-----------------------|-------------------------|-------------------------|
| <b><u>Assets</u></b>                   |                      |                        |                       |                         |                         |
| <b><u>Current Assets</u></b>           |                      |                        |                       |                         |                         |
| General Checking Account               | \$ 345,468.88        |                        |                       |                         | \$ 345,468.88           |
| Sustainability Reserve                 | 60,636.56            |                        |                       |                         | 60,636.56               |
| Infrastructure Capital Reserve         | 32,249.64            |                        |                       |                         | 32,249.64               |
| Accounts Receivable                    | 4,166.67             |                        |                       |                         | 4,166.67                |
| On-Roll Assessments Receivable         | 14,036.36            |                        |                       |                         | 14,036.36               |
| Off-Roll Assessments Receivable        | 17,870.01            |                        |                       |                         | 17,870.01               |
| Deposits                               | 240.00               |                        |                       |                         | 240.00                  |
| Assessments Receivable                 |                      | \$ 60,130.63           |                       |                         | 60,130.63               |
| S2022 (DW) - Debt Service Reserve      |                      | 478,325.00             |                       |                         | 478,325.00              |
| S2022 (WP) - Debt Service Reserve      |                      | 795,976.25             |                       |                         | 795,976.25              |
| S2022 (DW) - Revenue                   |                      | 1,065,398.72           |                       |                         | 1,065,398.72            |
| S2022 (WP) - Revenue                   |                      | 1,834,703.95           |                       |                         | 1,834,703.95            |
| S2022 (DW) - Prepayment                |                      | 2,129.51               |                       |                         | 2,129.51                |
| S2022 (DW) - Acquisition/Construction  |                      |                        | \$ 7,983.52           |                         | 7,983.52                |
| S2022 (WP) - Acquisition/Construction  |                      |                        | 31,904.06             |                         | 31,904.06               |
| Total Current Assets                   | \$ 474,668.12        | \$ 4,236,664.06        | \$ 39,887.58          | \$ -                    | \$ 4,751,219.76         |
| <b><u>Investments</u></b>              |                      |                        |                       |                         |                         |
| Amount Available in Debt Service Funds |                      |                        |                       | \$ 4,176,533.43         | \$ 4,176,533.43         |
| Amount To Be Provided                  |                      |                        |                       | 32,158,466.57           | 32,158,466.57           |
| Total Investments                      | \$ -                 | \$ -                   | \$ -                  | \$ 36,335,000.00        | \$ 36,335,000.00        |
| <b>Total Assets</b>                    | <b>\$ 474,668.12</b> | <b>\$ 4,236,664.06</b> | <b>\$ 39,887.58</b>   | <b>\$ 36,335,000.00</b> | <b>\$ 41,086,219.76</b> |



**Sunbridge Stewardship District**  
Statement of Financial Position  
As of 3/31/2026

|                                              | General Fund         | Debt Service Fund      | Capital Projects Fund | Long-Term Debt Fund     | Total                   |
|----------------------------------------------|----------------------|------------------------|-----------------------|-------------------------|-------------------------|
| <b><u>Liabilities and Net Assets</u></b>     |                      |                        |                       |                         |                         |
| <b><u>Current Liabilities</u></b>            |                      |                        |                       |                         |                         |
| Accounts Payable                             | \$ 8,333.33          |                        |                       |                         | \$ 8,333.33             |
| Due to Developer                             | 137,914.29           |                        |                       |                         | 137,914.29              |
| Deferred Revenue                             | 4,166.67             |                        |                       |                         | 4,166.67                |
| Deferred Revenue - On-Roll                   | 14,036.36            |                        |                       |                         | 14,036.36               |
| Deferred Revenue - Off-Roll                  | 17,870.01            |                        |                       |                         | 17,870.01               |
| Deferred Revenue                             |                      | \$ 60,130.63           |                       |                         | 60,130.63               |
| Total Current Liabilities                    | <u>\$ 182,320.66</u> | <u>\$ 60,130.63</u>    | <u>\$ -</u>           | <u>\$ -</u>             | <u>\$ 242,451.29</u>    |
| <b><u>Long Term Liabilities</u></b>          |                      |                        |                       |                         |                         |
| Revenue Bonds Payable - Long-Term            |                      |                        |                       | \$ 36,335,000.00        | \$ 36,335,000.00        |
| Total Long Term Liabilities                  | <u>\$ -</u>          | <u>\$ -</u>            | <u>\$ -</u>           | <u>\$ 36,335,000.00</u> | <u>\$ 36,335,000.00</u> |
| <b>Total Liabilities</b>                     | <u>\$ 182,320.66</u> | <u>\$ 60,130.63</u>    | <u>\$ -</u>           | <u>\$ 36,335,000.00</u> | <u>\$ 36,577,451.29</u> |
| <b><u>Net Assets</u></b>                     |                      |                        |                       |                         |                         |
| Net Assets, Unrestricted                     | \$ (254,308.70)      |                        |                       |                         | \$ (254,308.70)         |
| Current Year Net Assets, Unrestricted        | (40,200.00)          |                        |                       |                         | (40,200.00)             |
| Net Assets - General Government              | 184,416.76           |                        |                       |                         | 184,416.76              |
| Current Year Net Assets - General Government | 402,439.40           |                        |                       |                         | 402,439.40              |
| Net Assets, Unrestricted                     |                      | \$ 2,628,129.88        |                       |                         | 2,628,129.88            |
| Current Year Net Assets, Unrestricted        |                      | 1,548,403.55           |                       |                         | 1,548,403.55            |
| Net Assets, Unrestricted                     |                      |                        | \$ 39,288.88          |                         | 39,288.88               |
| Current Year Net Assets, Unrestricted        |                      |                        | 598.70                |                         | 598.70                  |
| <b>Total Net Assets</b>                      | <u>\$ 292,347.46</u> | <u>\$ 4,176,533.43</u> | <u>\$ 39,887.58</u>   | <u>\$ -</u>             | <u>\$ 4,508,768.47</u>  |
| <b>Total Liabilities and Net Assets</b>      | <u>\$ 474,668.12</u> | <u>\$ 4,236,664.06</u> | <u>\$ 39,887.58</u>   | <u>\$ 36,335,000.00</u> | <u>\$ 41,086,219.76</u> |



**Sunbridge Stewardship District**  
Statement of Activities  
As of 3/31/2026

|                                        | General Fund  | Debt Service Fund | Capital Projects Fund | Long-Term Debt Fund | Total           |
|----------------------------------------|---------------|-------------------|-----------------------|---------------------|-----------------|
| <b><u>Revenues</u></b>                 |               |                   |                       |                     |                 |
| On-Roll Assessments                    | \$ 579,354.62 |                   |                       |                     | \$ 579,354.62   |
| Off-Roll Assessments                   | 141,762.13    |                   |                       |                     | 141,762.13      |
| Other Income & Other Financing Sources | 15,010.75     |                   |                       |                     | 15,010.75       |
| Landscaping Contribution               | 45,833.31     |                   |                       |                     | 45,833.31       |
| Sustainability Revenue                 | 13,200.00     |                   |                       |                     | 13,200.00       |
| On-Roll Assessments                    |               | \$ 2,466,254.81   |                       |                     | 2,466,254.81    |
| Total Revenues                         | \$ 795,160.81 | \$ 2,466,254.81   | \$ -                  | \$ -                | \$ 3,261,415.62 |
| <b><u>Expenses</u></b>                 |               |                   |                       |                     |                 |
| D&O Insurance                          | \$ 3,178.00   |                   |                       |                     | \$ 3,178.00     |
| Trustee Services                       | 7,089.66      |                   |                       |                     | 7,089.66        |
| Management                             | 27,499.98     |                   |                       |                     | 27,499.98       |
| Engineering                            | 7,347.50      |                   |                       |                     | 7,347.50        |
| Disclosure                             | 2,500.00      |                   |                       |                     | 2,500.00        |
| Property Appraiser                     | 1,622.74      |                   |                       |                     | 1,622.74        |
| District Counsel                       | 6,994.00      |                   |                       |                     | 6,994.00        |
| Assessment Administration              | 15,000.00     |                   |                       |                     | 15,000.00       |
| Audit                                  | 8,000.00      |                   |                       |                     | 8,000.00        |
| Tax Preparation                        | 19.26         |                   |                       |                     | 19.26           |
| Travel and Per Diem                    | 312.77        |                   |                       |                     | 312.77          |
| Postage & Shipping                     | 35.79         |                   |                       |                     | 35.79           |
| Legal Advertising                      | 9,675.94      |                   |                       |                     | 9,675.94        |
| Web Site Maintenance                   | 1,190.00      |                   |                       |                     | 1,190.00        |
| Dues, Licenses, and Fees               | 175.00        |                   |                       |                     | 175.00          |
| Electric                               | 706.16        |                   |                       |                     | 706.16          |
| Water Reclaimed                        | 5,529.33      |                   |                       |                     | 5,529.33        |
| General Insurance                      | 7,417.00      |                   |                       |                     | 7,417.00        |
| Property & Casualty                    | 6,453.00      |                   |                       |                     | 6,453.00        |
| Other Insurance                        | 500.00        |                   |                       |                     | 500.00          |



**Sunbridge Stewardship District**  
Statement of Activities  
As of 3/31/2026

|                                                              | General Fund   | Debt Service Fund | Capital Projects Fund | Long-Term Debt Fund | Total           |
|--------------------------------------------------------------|----------------|-------------------|-----------------------|---------------------|-----------------|
| Irrigation                                                   | \$ 2,381.07    |                   |                       |                     | \$ 2,381.07     |
| Landscaping Maintenance & Material                           | 266,419.98     |                   |                       |                     | 266,419.98      |
| Landscape Improvements                                       | 1,845.30       |                   |                       |                     | 1,845.30        |
| Tree Trimming                                                | 528.00         |                   |                       |                     | 528.00          |
| Contingency                                                  | 2,520.00       |                   |                       |                     | 2,520.00        |
| Pest Control                                                 | 750.00         |                   |                       |                     | 750.00          |
| Sustainability Agreement                                     | 13,200.00      |                   |                       |                     | 13,200.00       |
| Watershed Maintenance                                        | 27,000.00      |                   |                       |                     | 27,000.00       |
| Streetlights                                                 | 11,818.40      |                   |                       |                     | 11,818.40       |
| Personnel Leasing Agreement                                  | 3,750.00       |                   |                       |                     | 3,750.00        |
| Principal Payments - Del Webb                                |                | \$ 10,000.00      |                       |                     | 10,000.00       |
| Interest Payments - Del Webb                                 |                | 362,020.00        |                       |                     | 362,020.00      |
| Interest Payments - Weslyn Park                              |                | 592,741.25        |                       |                     | 592,741.25      |
| Total Expenses                                               | \$ 441,458.88  | \$ 964,761.25     | \$ -                  | \$ -                | \$ 1,406,220.13 |
| <b><u>Other Revenues (Expenses) &amp; Gains (Losses)</u></b> |                |                   |                       |                     |                 |
| Interest Income                                              | \$ 8,537.47    |                   |                       |                     | \$ 8,537.47     |
| Dividend Income                                              |                | \$ 46,909.99      |                       |                     | 46,909.99       |
| Dividend Income                                              |                |                   | \$ 598.70             |                     | 598.70          |
| Total Other Revenues (Expenses) & Gains (Losses)             | \$ 8,537.47    | \$ 46,909.99      | \$ 598.70             | \$ -                | \$ 56,046.16    |
| <b>Change In Net Assets</b>                                  | \$ 362,239.40  | \$ 1,548,403.55   | \$ 598.70             | \$ -                | \$ 1,911,241.65 |
| <b>Net Assets At Beginning Of Year</b>                       | \$ (69,891.94) | \$ 2,628,129.88   | \$ 39,288.88          | \$ -                | \$ 2,597,526.82 |
| <b>Net Assets At End Of Year</b>                             | \$ 292,347.46  | \$ 4,176,533.43   | \$ 39,887.58          | \$ -                | \$ 4,508,768.47 |



**Sunbridge Stewardship District**  
Budget to Actual  
For the Month Ending 03/31/2026

|                                                     | YTD Actual           | YTD Budget           | YTD Variance         | FY 2026<br>Adopted<br>Budget | Percentage<br>Variance |
|-----------------------------------------------------|----------------------|----------------------|----------------------|------------------------------|------------------------|
| <b><u>Revenues</u></b>                              |                      |                      |                      |                              |                        |
| On-Roll Assessments                                 | \$ 579,354.62        | \$ 376,510.99        | \$ 202,843.63        | \$ 753,021.97                | 76.94%                 |
| Off-Roll Assessments                                | 141,762.13           | -                    | 141,762.13           | -                            |                        |
| Other Income & Other Financing Sources              | 15,010.75            | -                    | 15,010.75            | -                            |                        |
| Landscaping Contribution Agreement - TE3            | 24,999.96            | 24,999.96            | -                    | 49,999.92                    | 50.00%                 |
| Landscaping Contribution Agreement - TOHO           | 20,833.35            | 25,000.02            | (4,166.67)           | 50,000.04                    | 41.67%                 |
| Sustainability Revenue                              | 13,200.00            | 13,200.00            | -                    | 26,400.00                    | 50.00%                 |
| <b>Net Revenues</b>                                 | <b>\$ 795,160.81</b> | <b>\$ 439,710.97</b> | <b>\$ 355,449.84</b> | <b>\$ 879,421.93</b>         | <b>90.42%</b>          |
| <b><u>General &amp; Administrative Expenses</u></b> |                      |                      |                      |                              |                        |
| D&O Insurance                                       | \$ 3,178.00          | \$ 1,686.50          | \$ 1,491.50          | \$ 3,373.00                  | 94.22%                 |
| Trustee Services                                    | 7,089.66             | 4,256.16             | 2,833.50             | 8,512.26                     | 83.29%                 |
| Management                                          | 27,499.98            | 27,499.98            | -                    | 55,000.00                    | 50.00%                 |
| Engineering                                         | 7,347.50             | 4,000.02             | 3,347.48             | 8,000.00                     | 91.84%                 |
| Disclosure                                          | 2,500.00             | 5,000.00             | (2,500.00)           | 10,000.00                    | 25.00%                 |
| Property Appraiser                                  | 1,622.74             | 275.00               | 1,347.74             | 550.00                       | 295.04%                |
| District Counsel                                    | 6,994.00             | 20,000.00            | (13,006.00)          | 40,000.00                    | 17.49%                 |
| Assessment Administration                           | 15,000.00            | 7,500.00             | 7,500.00             | 15,000.00                    | 100.00%                |
| Reamortization Schedules                            | -                    | 62.52                | (62.52)              | 125.00                       | 0.00%                  |
| Audit                                               | 8,000.00             | 4,125.00             | 3,875.00             | 8,250.00                     | 96.97%                 |
| Arbitrage Calculation                               | -                    | 350.00               | (350.00)             | 700.00                       | 0.00%                  |
| Tax Preparation                                     | 19.26                | 12.00                | 7.26                 | 24.00                        | 80.25%                 |
| Travel and Per Diem                                 | 312.77               | 250.02               | 62.75                | 500.00                       | 62.55%                 |
| Telephone                                           | -                    | 12.50                | (12.50)              | 25.00                        | 0.00%                  |
| Postage & Shipping                                  | 35.79                | 75.00                | (39.21)              | 150.00                       | 23.86%                 |
| Copies                                              | -                    | 75.00                | (75.00)              | 150.00                       | 0.00%                  |
| Legal Advertising                                   | 9,675.94             | 3,750.00             | 5,925.94             | 7,500.00                     | 129.01%                |
| Miscellaneous                                       | -                    | 25.02                | (25.02)              | 50.00                        | 0.00%                  |
| Web Site Maintenance                                | 1,190.00             | 1,350.00             | (160.00)             | 2,700.00                     | 44.07%                 |
| Dues, Licenses, and Fees                            | 175.00               | 87.50                | 87.50                | 175.00                       | 100.00%                |
| <b>Total General &amp; Administrative Expenses</b>  | <b>\$ 90,640.64</b>  | <b>\$ 80,392.22</b>  | <b>\$ 10,248.42</b>  | <b>\$ 160,784.26</b>         | <b>56.37%</b>          |





**Sunbridge Stewardship District**  
Budget to Actual  
For the Month Ending 03/31/2026

|                                            | YTD Actual           | YTD Budget           | YTD Variance          | FY 2026<br>Adopted<br>Budget | Percentage<br>Variance |
|--------------------------------------------|----------------------|----------------------|-----------------------|------------------------------|------------------------|
| <b><u>Field Expenses - All</u></b>         |                      |                      |                       |                              |                        |
| Electric                                   | \$ 706.16            | \$ 850.00            | \$ (143.84)           | \$ 1,700.00                  | 41.54%                 |
| Water Reclaimed                            | 5,529.33             | -                    | 5,529.33              | -                            |                        |
| Infrastructure Capital Reserve             | -                    | 5,000.00             | (5,000.00)            | 10,000.00                    | 0.00%                  |
| General Insurance                          | 7,417.00             | 2,061.50             | 5,355.50              | 4,123.00                     | 179.89%                |
| Property & Casualty Insurance              | 6,453.00             | 556.00               | 5,897.00              | 1,112.00                     | 580.31%                |
| Other Insurance                            | 500.00               | 2,124.50             | (1,624.50)            | 4,249.00                     | 11.77%                 |
| Tree Trimming                              | 528.00               | 2,500.01             | (1,972.01)            | 5,000.00                     | 10.56%                 |
| Contingency                                | 2,520.00             | 5,000.00             | (2,480.00)            | 10,000.00                    | 25.20%                 |
| Pest Control                               | 750.00               | 500.00               | 250.00                | 1,000.00                     | 75.00%                 |
| Signage & Amenities Repair                 | -                    | 500.00               | (500.00)              | 1,000.00                     | 0.00%                  |
| Hurricane Cleanup                          | -                    | 5,000.00             | (5,000.00)            | 10,000.00                    | 0.00%                  |
| Sustainability Agreement                   |                      | -                    |                       |                              |                        |
| Pierce Jones                               | 13,200.00            | 13,200.00            | -                     | 26,400.00                    | 50.00%                 |
| Watershed Maintenance Reserve              | 27,000.00            | -                    | 27,000.00             | -                            |                        |
| Trail Maintenance                          | -                    | -                    | -                     | -                            |                        |
| Canal Maintenance                          | -                    | -                    | -                     | -                            |                        |
| <b>Total Field Expenses - All</b>          | <b>\$ 64,603.49</b>  | <b>\$ 37,292.01</b>  | <b>\$ 27,311.48</b>   | <b>\$ 74,584.00</b>          | <b>86.62%</b>          |
| <b><u>Field Expenses - Orange Co.</u></b>  |                      |                      |                       |                              |                        |
| Irrigation                                 | \$ -                 | \$ -                 | \$ -                  | \$ -                         |                        |
| Irrigation Parts                           | -                    | -                    | -                     | -                            |                        |
| Landscaping Maintenance & Material         | -                    | -                    | -                     | -                            |                        |
| Landscape Improvements                     | -                    | -                    | -                     | -                            |                        |
| Streetlights                               | -                    | -                    | -                     | -                            |                        |
| Personnel Leasing Agreement                | -                    | -                    | -                     | -                            |                        |
| Conservation Easement Maintenance          | -                    | -                    | -                     | -                            |                        |
| Developer Repayment                        | -                    | -                    | -                     | -                            |                        |
| <b>Total Field Expenses - Orange Co.</b>   | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>           | <b>\$ -</b>                  |                        |
| <b><u>Field Expenses - Osceola Co.</u></b> |                      |                      |                       |                              |                        |
| Irrigation                                 | \$ 2,381.07          | \$ 17,500.00         | \$ (15,118.93)        | \$ 35,000.00                 | 6.80%                  |
| Irrigation Parts                           | -                    | 3,499.98             | (3,499.98)            | 7,000.00                     | 0.00%                  |
| Landscaping Maintenance & Material         | 266,419.98           | 246,733.96           | 19,686.02             | 493,467.96                   | 53.99%                 |
| Landscape Improvements                     | 1,845.30             | 12,499.98            | (10,654.68)           | 25,000.00                    | 7.38%                  |
| Streetlights                               | 11,818.40            | 14,999.98            | (3,181.58)            | 30,000.00                    | 39.39%                 |
| Personnel Leasing Agreement                | 3,750.00             | 3,750.00             | -                     | 7,500.00                     | 50.00%                 |
| Conservation Easement Maintenance          | -                    | -                    | -                     | -                            |                        |
| Developer Repayment                        | -                    | 25,542.84            | (25,542.84)           | 51,085.71                    | 0.00%                  |
| <b>Total Field Expenses - Osceola Co.</b>  | <b>\$ 286,214.75</b> | <b>\$ 324,526.74</b> | <b>\$ (38,311.99)</b> | <b>\$ 649,053.67</b>         | <b>44.10%</b>          |
| <b>Total Expenses</b>                      | <b>\$ 441,458.88</b> | <b>\$ 442,210.97</b> | <b>\$ (752.09)</b>    | <b>\$ 884,421.93</b>         | <b>49.91%</b>          |
| <b>Income (Loss) from Operations</b>       | <b>\$ 353,701.93</b> | <b>\$ (2,500.00)</b> | <b>\$ 356,201.93</b>  | <b>\$ (5,000.00)</b>         |                        |
| <b><u>Other Income (Expense)</u></b>       |                      |                      |                       |                              |                        |
| Interest Income                            | \$ 8,537.47          | \$ 2,500.00          | \$ 6,037.47           | \$ 5,000.00                  | 170.75%                |
| <b>Total Other Income (Expense)</b>        | <b>\$ 8,537.47</b>   | <b>\$ 2,500.00</b>   | <b>\$ 6,037.47</b>    | <b>\$ 5,000.00</b>           | <b>170.75%</b>         |
| <b>Net Income (Loss)</b>                   | <b>\$ 362,239.40</b> | <b>\$ -</b>          | <b>\$ 362,239.40</b>  | <b>\$ -</b>                  |                        |



## Sunbridge Stewardship District Cash Flow

|           | Beg. Cash  | FY25 Inflows | FY25 Outflows | FY26 Inflows | FY26 Outflows  | End. Cash       |
|-----------|------------|--------------|---------------|--------------|----------------|-----------------|
| 8/1/2025  | 134,337.57 | 14,966.77    | (81,705.82)   | -            | (1,374.00)     | 66,224.52       |
| 9/1/2025  | 66,224.52  | 4,379.99     | (2,852.43)    | -            | -              | 67,752.08       |
| 10/1/2025 | 67,752.08  | 44,166.67    | (107,870.43)  | 108,686.90   | (21,613.84)    | 91,121.38       |
| 11/1/2025 | 91,121.38  | 19,403.50    | (11,032.20)   | 640,741.22   | (615,252.42)   | 124,981.48      |
| 12/1/2025 | 124,981.48 | -            | -             | 2,241,226.70 | (1,987,094.98) | 379,113.20      |
| 1/1/2026  | 379,113.20 | -            | -             | 73,288.23    | (149,683.64)   | 302,717.79      |
| 2/1/2026  | 302,717.79 | -            | -             | 153,871.59   | (150,886.30)   | 305,703.08      |
| 3/1/2026  | 305,703.08 | -            | -             | 160,306.59   | (120,540.79)   | 345,468.88      |
| 4/1/2026  | 345,468.88 | -            | -             | 56,565.20    | (44,088.27)    | 357,945.81      |
|           |            | 82,916.93    | (203,460.88)  | 3,434,686.43 | (3,090,534.24) | as of 4/27/2026 |