

***Live Oak Lake
Community Development District***

Agenda

January 4, 2023

AGENDA

Live Oak Lake
Community Development District
219 E. Livingston St., Orlando, FL 32801
Phone: 407-841-5524

December 28, 2022

Board of Supervisors
Live Oak Lake
Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of **Live Oak Lake Community Development District** will be held **Wednesday, January 4, 2023, at 2:30 PM at the West Osceola Branch Library, 305 Campus Street, Celebration, FL 34747.**

Those members of the public wishing to attend the meeting can do so using the information below:

Zoom Video Link: <https://us06web.zoom.us/j/99200001236>

Zoom Call-In Information: 1-646-876-9923

Audit Committee Meeting

1. Roll Call
2. Public Comment Period
3. Approval of Minutes of the November 2, 2022 Audit Committee Meeting
4. Review of Proposals and Tally of Audit Committee Members Rankings
 - A. Grau and Associates
 - B. DiBartolomeo, McBee, Hartley and Barnes
5. Adjournment

Board of Supervisors

1. Roll Call
2. Public Comment Period
3. Organizational Matters
 - A. Administration of Oath of Office to Newly Elected Supervisor
 - B. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
 - C. Membership, Obligations and Responsibilities
 - D. Financial Disclosure Forms
 - E. Consideration of Resolution 2023-05 Electing Officers
4. Approval of Minutes of the November 2, 2022, Board of Supervisors Meeting and Acceptance of Minutes of the November 2, 2022 Landowners' Election
5. Acceptance of Rankings of the Audit Committee and Authorizing Staff

to Send a Notice of Intent to Award

6. Consideration of Resolution 2023-04 Regarding State Board Administration Investment Account
7. Consideration of Acquisition of the Phase 4A and 7A Stormwater Ponds
 - A. Bill of Sale
 - B. Special Warranty Deed
8. Consideration of Data Sharing and Usage Agreement with Osceola County Property Appraiser
9. Staff Reports
 - A. Attorney
 - B. Engineer
 - i. Ratification of Engineering Services Work Authorization for Phase 4 and 7 Property Conveyance
 - C. Field Manager's Report
 - i. Consideration of Proposal to Install Planter Pots with Juniper
 - D. District Manager's Report
 - i. Check Run Summary
 - ii. Combined Balance Sheet
10. Other Business
11. Supervisors Requests and Audience Comments
12. Adjournment

Audit Committee Meeting

MINUTES

**MINUTES OF MEETING
LIVE OAK LAKE
COMMUNITY DEVELOPMENT DISTRICT**

The Audit Committee meeting of the Board of Supervisors of the Live Oak Lake Community Development District was held on Wednesday, **November 2, 2022** at 3:30 p.m. at the West Osceola Branch Library, 305 Campus Street, Celebration, Florida and via Zoom.

Present for the Audit Committee were:

| | |
|-----------------|---------------------|
| Scott Stearns | Chairman |
| Andrea Stevens | Vice Chairperson |
| Kimberly Locher | Assistant Secretary |

Also present were:

| | |
|-------------------------------|---------------------------------------|
| Tricia Adams | District Manager/GMS |
| Sarah Sandy | District Counsel, Kutak Rock |
| Nicole Stalder <i>by Zoom</i> | District Engineer, Dewberry |
| Jarrett Wright | Assistant Field Services Manager, GMS |
| Clayton Smith | Field Operations Manager, GMS |
| Ned Bowman | Elected as Supervisor |

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present.

THIRD ORDER OF BUSINESS

Audit Services

A. Approval of Request for Proposals and Selection Criteria

Ms. Adams noted that the RFP for auditing services was included in the agenda package with evaluation criteria.

B. Approval of Notice of Request for Proposals for Audit Services

C. Public Announcement of Opportunity to Provide Audit Services

Ms. Adams stated that the proposals are due back in November and will be reviewed at a future Audit Committee meeting for the Board's review. She asked for a motion to authorize staff to issue and approve the selection criteria.

| |
|---|
| On MOTION by Ms. Stevens, seconded by Ms. Locher, with all in favor, the Request for Proposals and Selection Criteria and Notice of Request for Proposals for Audit Services, was approved. |
|---|

FOURTH ORDER OF BUSINESS

Adjournment

Ms. Adams adjourned the meeting.

| |
|---|
| On MOTION by Ms. Locher, seconded by Ms. Stevens, with all in favor, the meeting was adjourned. |
|---|

SECTION IV

SECTION A



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Proposal to Provide Financial Auditing Services:

LIVE OAK LAKE

COMMUNITY DEVELOPMENT DISTRICT

Proposal Due: November 28, 2022
5:00PM

Submitted to:

Live Oak Lake
Community Development District
c/o District Manager
219 East Livingston Street
Orlando, FL 32801

Submitted by:

Antonio J. Grau, Partner
Grau & Associates
951 Yamato Road, Suite 280
Boca Raton, Florida 33431

Tel (561) 994-9299
(800) 229-4728

Fax (561) 994-5823

tgrau@graucpa.com

www.graucpa.com



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Table of Contents

Page

| | |
|--|----|
| EXECUTIVE SUMMARY / TRANSMITTAL LETTER | 1 |
| FIRM QUALIFICATIONS..... | 3 |
| FIRM & STAFF EXPERIENCE..... | 6 |
| REFERENCES..... | 11 |
| SPECIFIC AUDIT APPROACH..... | 13 |
| COST OF SERVICES | 17 |
| SUPPLEMENTAL INFORMATION | 19 |



Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

November 28, 2022

Live Oak Lake Community Development District
c/o District Manager
219 East Livingston Street
Orlando, FL 32801

Re: Request for Proposal for Professional Auditing Services for the fiscal year ended September 30, 2022, with an option for four (4) additional annual renewals.

Grau & Associates (Grau) welcomes the opportunity to respond to the Live Oak Lake Community Development 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.

Special district audits are at the core of our practice: **we have a total of 360 clients, 329 or 91% of which are special districts.** We know the specifics of the professional services and work products needed to meet your RFP requirements like no other firm. With this level of experience, we are able to increase efficiency, to provide immediate and continued savings, and to minimize disturbances to client 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) or Racquel McIntosh, CPA (rmcintosh@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
10 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



FICPA Peer Review Program
Administered in Florida
by The Florida Institute of CPAs



Peer Review
Program

AICPA Peer Review Program
Administered in Florida
by the Florida Institute of CPAs

February 20, 2020

Antonio Grau
Grau & Associates
951 Yamato Rd Ste 280
Boca Raton, FL 33431-1809

Dear Antonio Grau:

It is my pleasure to notify you that on February 20, 2020, 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, 2022. 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
800-342-3197 ext. 251

Florida Institute of CPAs

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 571202

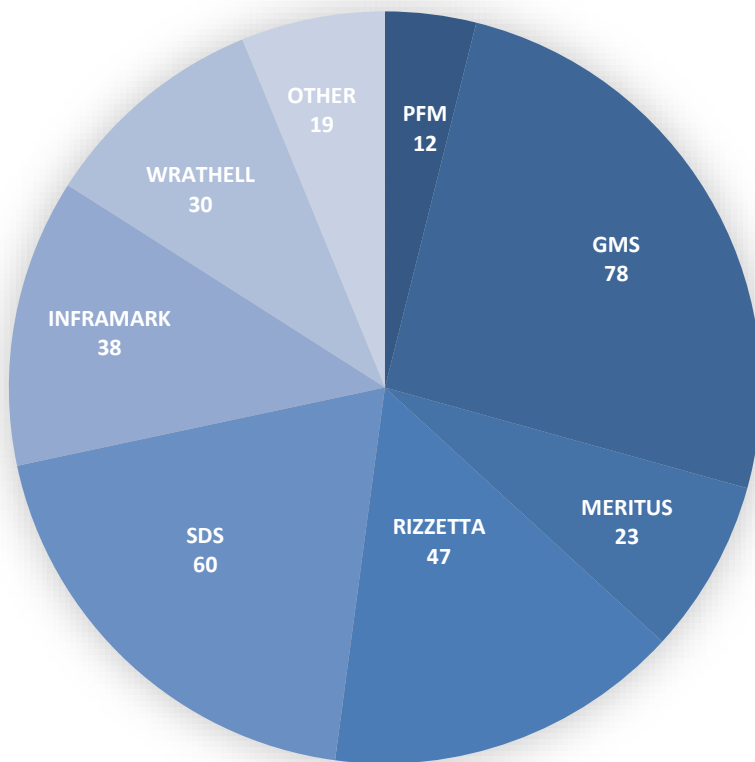
3800 Esplanade Way, Suite 210 | Tallahassee, FL 32311 | 800.342.3197, in Florida | 850.224.2727 | Fax: 850.222.8190 | www.ficpa.org

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: 30+

CPE (last 2 years):

Government

Accounting, Auditing:

24 hours; Accounting,

Auditing and Other:

56 hours

Professional

Memberships: AICPA,

FICPA, FGFOA, GFOA

Racquel McIntosh, CPA (Partner)

Years Performing Audits: 14+

CPE (last 2 years):

Government

Accounting, Auditing:

47 hours; Accounting,

Auditing and Other:

58 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."

-Racquel McIntosh

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.

Grau contracts with an outside group of IT management consultants to assist with matters including, but not limited to; network and database security, internet security and vulnerability testing.

An advisory consultant will be available as a sounding board to advise in those areas where problems are encountered.



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 | (561) 939-6672

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

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 | 56 |
| Total Hours | 80 (includes of 4 hours of Ethics CPE) |



Racquel C. McIntosh, CPA

Partner

Contact : rmcintosh@graucpa.com | (561) 939-6669

Experience

Racquel has been providing government audit, accounting and advisory services to our clients for over 14 years. She serves as the firm's quality control partner; in this capacity she closely monitors engagement quality ensuring standards are followed and maintained throughout the audit.

Racquel develops in-house training seminars on current government auditing, accounting, and legislative topics and also provides seminars for various government organizations. In addition, she assists clients with implementing new accounting software, legislation, and standards.

Education

Florida Atlantic University (2004)

Master of Accounting

Florida Atlantic University (2003)

Bachelor of Arts:

Finance, Accounting

Clients Served (partial list)

(>300) Various Special Districts, including:
Carlton Lakes Community Development District
Golden Lakes Community Development District
Rivercrest Community Development District
South Fork III Community Development District
TPOST Community Development District

Westchase Community Development District
Monterra Community Development District
Palm Coast Park Community Development District
Long Leaf Community Development District
Watergrass Community Development District

East Central Regional Wastewater Treatment Facilities
Indian Trail Improvement District
Pinellas Park Water Management District
Ranger Drainage District
South Trail Fire Protection and Rescue Service District

Professional Associations/ Memberships

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

FICPA State & Local Government Committee
FGFOA Palm Beach Chapter

Professional Education (over the last two years)

Course

Government Accounting and Auditing
Accounting, Auditing and Other
Total Hours

Hours

47

58

105 (includes of 4 hours of Ethics CPE)

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

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

Two Creeks Community Development District

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

Journey's End Community Development District

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

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:

Is the recommendation cost effective?

Is the recommendation the simplest to effectuate in order to correct a problem?

Is the recommendation at the heart of the problem and not just correcting a symptomatic matter?

Is the corrective action taking into account why the deficiency occurred?

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, 2022-2026 are as follows:

| <u>Year Ended September 30,</u> | <u>Fee</u> |
|---------------------------------|------------------------|
| 2022 | \$5,000 |
| 2023 | \$5,100 |
| 2024 | \$5,200 |
| 2025 | \$5,300 |
| 2026 | <u>\$5,400</u> |
| TOTAL (2022-2026) | <u>\$26,000</u> |

The above fees are based on the assumption that the District maintains its current level of operations. Should conditions change or additional 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

| SPECIAL DISTRICTS | Governmental Audit | Single Audit | Utility Audit | Current Client | Year End |
|--|---------------------------|---------------------|----------------------|-----------------------|-----------------|
| 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 Mosquito Control District | ✓ | | | | 9/30 |
| Indian Trail Improvement District | ✓ | | | ✓ | 9/30 |
| Key Largo Wastewater Treatment 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 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 |
| 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-Dade Venture Development District | ✓ | | | ✓ | 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 |
| Sunshine Water Control District | ✓ | | | ✓ | 9/30 |
| West Villages Improvement District | ✓ | | | ✓ | 9/30 |
| Various Community Development Districts (297) | ✓ | | | ✓ | 9/30 |
| TOTAL | 333 | 5 | 3 | 328 | |

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 Live Oak Lake Community Development 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.**

SECTION B

Live Oak Lake Community Development District

| |
|-----------------|
| Proposer |
|-----------------|

DiBartolomeo, McBee, Hartley & Barnes, P.A.
Certified Public Accountants

**2222 Colonial Road, Suite 200
Fort Pierce, Florida 34950
(772) 461-8833**

**591 SE Port St. Lucie Boulevard
Port Saint Lucie, Florida 34984
(772) 878-1952**

Contact:

**Jim Hartley, CPA
Principal**

TABLE OF CONTENTS

Letter of Transmittal

Professional Qualifications

| | |
|---|-----|
| ➤ Professional Staff Resources | 1-2 |
| ➤ Current and Near Future Workload..... | 2 |
| ➤ Identification of Audit Team | 2 |
| ➤ Resumes..... | 3-5 |
| ➤ Governmental Audit Experience | 6 |

Additional Data

| | |
|---|-----|
| ➤ Procedures for Ensuring Quality Control & Confidentiality | 7 |
| ➤ Independence | 7-8 |
| ➤ Computer Auditing Capabilities..... | 8 |
| ➤ Contracts of Similar Nature | 9 |

Technical Approach

| | |
|---|-------|
| ➤ Agreement to Meet or Exceed the Performance Specifications..... | 10 |
| ➤ Tentative Audit Schedule | 11 |
| ➤ Description of Audit Approach | 12-15 |
| ➤ Proposed Audit Fee..... | 16 |

Live Oak Lake
Community Development District
Audit Selection Committee

Dear Committee Members:

We are pleased to have this opportunity to present the qualifications of DiBartolomeo, McBee, Hartley & Barnes, P.A. (DMHB) to serve as Live Oak Lake Community Development District's independent auditors. The audit is a significant engagement demanding various professional resources, governmental knowledge and expertise, and, most importantly, experience serving Florida local governments. DMHB understands the services required and is committed to performing these services within the required time frame. We have the staff available to complete this engagement in a timely fashion. We audit several entities across the State making it feasible to schedule and provide services at the required locations.

Proven Track Record—Our clients know our people and the quality of our work. We have always been responsive, met deadlines, and been willing to go the extra mile with the objective of providing significant value to mitigate the cost of the audit. This proven track record of successfully working together to serve governmental clients will enhance the quality of services we provide.

Experience—DMHB has a history of providing quality professional services to an impressive list of public sector clients in Florida. We currently serve a large number of public sector entities in Florida, including cities, villages, special districts, as well as a large number of community development districts. Our firm has performed in excess of 100 community development district audits. In addition, our senior management team members have between 25 and 35 years experience in serving Florida governments. DMHB is a recognized leader in providing services to governmental and non-profit agencies within the State of Florida. Through our experience in performing audits, we have been able to increase our audit efficiency and therefore reduce cost. We have continually passed this cost saving 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 audit 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 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.

Timeliness – In order to meet the Districts needs, we will perform interim internal control testing by January 31st from unaudited preliminary general ledgers provided. The remaining testing will be completed no later than May 1st. We will also review all minutes and subsequent needs related to the review of the minutes by January 31st. Follow up review will be completed as necessary.

Communication and Knowledge Sharing— Another driving force behind our service approach is frequent, candid and open communication with management with no surprises. During the course of the audit, we will communicate with management on a regular basis to provide you with a status report on the audit and to discuss any issues that arise, potential management letter comments, or potential audit differences.

In the accompanying proposal, you will find additional information upon which you can evaluate DMHB's qualifications. Our full team is in place and waiting to serve you. Please contact us at 2222 Colonial Road, Suite 200 Fort Pierce, FL 34950. Our phone number is (772) 461-8833. We look forward to further discussion on how our team can work together with you.

Very truly yours,

A handwritten signature in black ink, reading "DiBartolomeo, McBee, Hartley & Barnes". The signature is written in a cursive, flowing style.

DiBartolomeo, McBee, Hartley & Barnes, P.A.

PROFESSIONAL QUALIFICATIONS

DiBartolomeo, McBee, Hartley & Barnes, P.A. is a local public accounting firm with offices in the cities of Fort Pierce and Port St. Lucie. The firm was formed in 1982.

➤ *Professional Staff Resources*

Our services will be delivered through personnel in both our Port St. Lucie and Ft. Pierce offices, located at 591 S.E. Port St. Lucie Blvd., Port St. Lucie, FL 34984 and 2222 Colonial Road, Suite 200, Fort Pierce, Florida 34950, respectively. DMHB has a total of 19 professional staff including 9 with extensive experience serving governmental entities.

| Professional Staff Classification | Number of Professionals |
|--|------------------------------------|
| Partner | 4 |
| Managers | 2 |
| Senior | 2 |
| Staff | 11 |
| | 19 |

DiBartolomeo, McBee, Hartley & Barnes provides a variety of accounting, auditing, tax litigation support, estate planning, and consulting services. Some of the governmental, non-profit accounting, auditing and advisory services currently provided to clients include:

- Annual financial and compliance audits including Single Audits of State and Federal financial assistance programs under the OMB A-133 audit criteria
- Issuance of Comfort Letters, consent letters, and parity certificates in conjunction with the issuance of tax-exempt debt obligations, including compiling financial data and interim period financial statement reviews
- Assisting in compiling historical financial data for first-time and subsequent submissions for the GFOA Certificate of Achievement for Excellence in Financial Reporting

PROFESSIONAL QUALIFICATIONS (CONTINUED)

➤ *Professional Staff Resources (Continued)*

- Audits of franchise fees received from outside franchisees
- Preparation of annual reports to the State Department of Banking and Finance
- Audits of Internal Controls – Governmental Special Project
- Assistance with Implementation of current GASB pronouncements

➤ *Current and Near Future Workload*

In order to better serve and provide timely and informative financial data, we have comprised an experienced audit team. Our present and future workloads will permit the proposed audit team to perform these audits within the time schedule required and meet all deadlines.

➤ *Identification of Audit Team*

The team is composed of people who are experienced, professional, and creative. They fully understand your business and will provide you with reliable opinions. In addition, they will make a point to maintain ongoing dialogue with each other and management about the status of our services.

The auditing firm you select is only as good as the people who serve you. We are extremely proud of the outstanding team we have assembled for your engagement. Our team brings many years of relevant experience coupled with the technical skill, knowledge, authority, dedication, and most of all, the commitment you need to meet your government reporting obligations and the challenges that will result from the changing accounting standards.

A flow chart of the audit team and brief resumes detailing individual team members' experience in each of the relevant areas follow.

Jim Hartley, CPA – Engagement Partner (resume attached)
Will assist in the field as main contact

Jay McBee, CPA – Technical Reviewer (resume attached)

Christine Kenny, CPA – Senior (resume attached)

Jim Hartley

Partner – DiBartolomeo, McBee, Hartley & Barnes

Experience and Training

Jim has over 35 years of public accounting experience and would serve as the engagement partner. His experience and training include:

- 35 years of non-profit and governmental experience.
- Specializing in serving entities ranging from Government to Associations and Special District audits.
- Has performed audits and advisory services for a variety of public sector entities.
- Has extensive experience performing audits of federal grant recipients in accordance with the Single Audit Act and the related Office of Management and Budget (OMB) guidelines.
- Experienced in maintaining the GFOA Certificate of Achievement.
- 120 hours of CPE credits over the past 3 years.

Recent Engagements

Has provided audit services on governmental entities including towns, villages, cities, counties, special districts and community development districts. Jim has assisted with financial statement preparation, system implementation, and a variety of services to a wide range of non-profit and governmental entities. Jim currently provides internal audit and consulting services to governmental entities and non-profit agencies to assist in implementing and maintaining “best practice” accounting policies and procedures. Jim provides auditing services to the Fort Pierce Utilities Authority, St. Lucie County Fire District, City of Port St. Lucie, Tradition CDD #1 – 10, Southern Groves CDD #1-6, Multiple CDD audits, Town of St. Lucie Village, Town of Sewall’s Point, Town of Jupiter Island along with several other entities, including Condo and Homeowner Associations.

Education and Registrations

- Bachelor of Science in Accounting – Sterling College.
- Certified Public Accountant

Professional Affiliations

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

Volunteer Service

- Treasurer & Executive Board - St. Lucie County Chamber of Commerce
- Budget Advisory Board - St. Lucie County School District
- Past Treasurer - Exchange Club for Prevention of Child Abuse & Exchange Foundation Board
- Board of Directors – State Division of Juvenile Justice

Jay L. McBee

Partner – DiBartolomeo, McBee, Hartley & Barnes

Experience and Training

Jay has over 45 years of public accounting experience and would serve as the technical reviewer on the audit. His experience and training include:

- 45 years of government experience.
- Specializing in serving local government entities.
- Has performed audits and advisory services for a variety of public sector entities including counties, cities, special districts, and school districts.
- Has experience performing audits of federal grant recipients in accordance with the Single Audit Act and the related Office of Management and Budget (OMB) guidelines, including Circular A-133 and the Rules of the Auditor General.
- Has extensive experience in performing pension audits.
- Experienced in developing and maintaining the GFOA Certificate of Achievement.
- 120 Hours of relevant government CPE credits over the past 3 years.
- Experience in municipal bond and other governmental-financing options and offerings.

Recent Engagements

Has provided auditing services on local governmental entities including towns, villages, cities, counties, special district and community development districts. Jay has assisted with financial preparation, system implementation, and a variety of government services to a wide range of governmental entities. Jay currently provides auditing services to the City of Port St. Lucie, City of Okeechobee Pension Trust Funds, St. Lucie County Fire District Pension funds, along with several other non-profit and governmental entities.

Education and Registrations

- Bachelor of Science in Accounting and Quantitative Business Management – West Virginia University.
- Certified Public Accountant

Professional Affiliations

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

Volunteer Service

- Member of the St. Lucie County Citizens Budget Committee
- Finance committee for the First United Methodist Church
- Treasurer of Boys & Girls Club of St. Lucie County

Christine M. Kenny, CPA

Senior Staff – DiBartolomeo, McBee, Hartley & Barnes

Experience and training

Christine has over 18 years of public accounting experience and would serve as a senior staff for the Constitutional Officers. Her experience and training include:

- 18 years of manager and audit experience.
- Has performed audits and advisory services for a variety of public sector entities including counties, cities, towns and special districts.
- Has experience performing audits of federal grant recipients in accordance with the Single Audit Act and the related Office of Management and Budget (OMB) guidelines, including Circular A-133 and the Rules of the Auditor General.
- 100 hours of relevant government CPE credits over the past 3 years.

Recent Engagements

Has provided audit services on governmental entities including towns, villages, cities and special districts. Christine has assisted with financial statement preparation, system implementation, and a variety of services to a wide range of non-profit and governmental entities. Christine currently provides services to multiple agencies to assist in implementing and maintaining “best practice” accounting policies and procedures.

Engagements include St. Lucie County Fire District, City of Fort Pierce, Town of Sewall’s Point, and Town of St. Lucie Village.

Education and Registrations

- Bachelor of Science in Accounting – Florida State University
- Professional Affiliations
- Active Member of the Florida Institute of Certified Public Accountants
- Active Member of the American Institute of Certified Public Accountants
- Member of the Florida Government Finance Officers Association

PROFESSIONAL QUALIFICATIONS (CONTINUED)

➤ *Governmental Audit Experience*

DiBartolomeo, McBee, Hartley & Barnes, P.A., through its principals and members, has provided continuous in-depth professional accounting, auditing, and consulting services to local government units, nonprofit organizations, and commercial clients. Our professionals have developed considerable expertise in performing governmental audits and single audits and in preparing governmental financial statements in conformance with continually evolving GASB pronouncements, statements, and interpretations. All of the public sector entities we serve annually are required to be in accordance with GASB pronouncements and government auditing standards. We currently perform several Federal and State single audits in compliance with OMB Circular A-133 and under the Florida Single Audit Act. Our professionals are also experienced in assisting their clients with preparing Comprehensive Annual Financial Reports (GFOA).

All work performed by our firm is closely supervised by experienced certified public accountants. Only our most seasoned CPA's perform consulting services. Some of the professional accounting, auditing, and management consulting services currently provided to our local governmental clients include:

- Annual financial and compliance audits including Single Audits of State and Federal financial assistance programs under OMB A-133 audit criteria and the Florida Single Audit Act
- Assisting in compiling historical financial data for first-time and supplemental submissions for GFOA Certificate of Achievement of Excellence in Financial Reporting
- Audits of franchise fees received from outside franchisees
- Assistance with Implementation of GASB-34
- Internal audit functions
- Fixed assets review and updating cost/depreciation allocations and methods

ADDITIONAL DATA

➤ *Procedures for Ensuring Quality Control & Confidentiality*

Quality control in any CPA firm can never be taken for granted. It requires a continuing commitment to professional excellence. DiBartolomeo, McBee, Hartley & Barnes is formally dedicated to that commitment.

In an effort to continue to maintain the standards of working excellence required by our firm, DiBartolomeo, McBee, Hartley & Barnes, P.A. joined the Quality Review Program of the American Institute of Certified Public Accountants. To be a participating member firm, a firm must obtain an independent compliance 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 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 continuance of clients
- Inspection and review system

➤ *Independence*

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, independent auditors must exercise utmost care in the performance of their duties.

Our firm has provided continuous certified public accounting services in the government sector for 31 years, and we are independent of the Community Development Districts as defined by the following rules, regulations, and standards:

ADDITIONAL DATA (CONTINUED)

➤ *Independence (Continued)*

- Au 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-21, Florida Administrative Code
- Section 473.315, Florida Statutes
- Government Auditing Standards, issued by the Comptroller General of the United States

➤ *Computer Auditing Capabilities*

DiBartolomeo, McBee, Hartley & Barnes' strong computer capabilities as demonstrated by our progressive approach to computer auditing and extensive use of microcomputers. Jay McBee is the MIS partner for DMHB. Jay has extensive experience in auditing and evaluating various computer systems and would provide these services in this engagement.

We view the computer operation as an integral part of its accounting systems. We would evaluate the computer control environment to:

- Understand the computer control environment's effect on internal controls
- Conclude on whether aspects of the environment require special audit attention
- Make preliminary determination of comments for inclusion in our management letter

This evaluation includes:

- System hardware and software
- Organization and administration
- Access

Contracts of Similar Nature within References

| Client | Years | Annual Audit In Accordance With GAAS | Engagement Partner | Incl. Utility Audit/ Consulting | GFOA Cert. | GASB 34 Implementation & Assistance | Total Hours |
|---|----------------|--------------------------------------|--------------------|---------------------------------|------------|-------------------------------------|----------------|
| St. Lucie County Fire District Karen Russell, Clerk-Treasurer (772)462-2300 | 1984 - Current | √ | Jim Hartley | | | √ | 250-300 |
| City of Fort Pierce Johnna Morris, Finance Director (772)-460-2200 | 2005-current | √ | Mark Barnes | | √ | √ | 800 |
| Fort Pierce Utilities Authority Nina Hurtubise, Finance Director (772)-466-1600 | 2005-current | √ | Jim Hartley | √ | √ | √ | 600 |
| Town of St. Lucie Village Diane Robertson, Town Clerk (772) 595-0663 | 1999 – current | √ | Jim Hartley | | | √ | 100 |
| City of Okeechobee Pension Trust Funds Marita Rice, Supervisor of Finance (863)763-9460 | 1998 – current | √ | Jay McBee | | | | 60 |
| St. Lucie County Fire District 175 Pension Trust Fund Chris Bushman , Captain (772) 462-2300 | 1990 – current | √ | Jay McBee | | | | 60 |
| Tradition Community Development District 1-10 Alan Mishlove, District Finance Manager (407)382-3256 | 2002 - current | √ | Jim Hartley | | | √ | 350 |
| Legends Bay Community Development District Patricia Comings-Thibault (321)263-0132 | 2013-current | √ | Jim Hartley | | | | 50 |
| Union Park Community Development District Patricia Comings-Thibault (321)263-0132 | 2013-current | √ | Jim Hartley | | | | 50 |
| Deer Island Community Development District Patricia Comings-Thibault (321)263-0132 | 2013-current | √ | Jim Hartley | | | | 50 |
| Park Creek Community Development District Patricia Comings-Thibault (321)263-0132 | 2013-current | √ | Jim Hartley | | | | 50 |
| Waterleaf Community Development District Patricia Comings-Thibault (321)263-0132 | 2013-current | √ | Jim Hartley | | | | 50 |

TECHNICAL APPROACH

a. *An Express Agreement to Meet or Exceed the Performance Specifications.*

1. The audit will be conducted in compliance with the following requirements:
 - a. Rules of the Auditor General for form and content of governmental audits
 - b. Regulations of the State Department of Banking and Finance
 - c. Audits of State and Local Governmental Units-American Institute of Certified Public Accountants.
2. The audit report shall contain the opinion of the auditor in reference to all financial statements, and an opinion reflecting compliance with applicable legal provisions.
3. We will also provide the required copies of the audit report, the management letter, any related reports on internal control weaknesses and one copy of the adjusting journal entries and financial work papers.
4. The auditor shall, at no additional charge, make all related work papers available to any Federal or State agency upon request in accordance with Federal and State Laws and Regulations.
5. We will work in cooperation with the District, its underwriters and bond council in regard to any bond issues that may occur during the term of the contract.
6. The financial statements shall be prepared in conformity with Governmental Accounting Standards Board Statement Number 34, 63 and 65.

We will commit to issuing the audit for each Fiscal year by June 1st of the following year. In order to ensure this we will perform interim internal control testing as required by January 31st from unaudited preliminary general ledgers provided. The remaining testing will be completed no later than May 1st. We will also review all minutes and subsequent needs related to the review of the minutes by January 30th. Follow up review will be completed as necessary.

b. A Tentative Schedule for Performing the Key phases of the Audit

| Audit Phase and Tasks | Oct. | Nov. | Dec. | Jan. | Feb. | Mar. | Apr. |
|--|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <i>I. Planning Phase:</i> | | | | | | | |
| Meetings and discussions with Live Oak Lake Community Development District personnel regarding operating, accounting and reporting matters | | | | | | | |
| Discuss management expectations, strategies and objectives | | | | | | | |
| Review operations | | | | | | | |
| Develop engagement plan | | | | | | | |
| Study and evaluate internal controls | | | | | | | |
| Conduct preliminary analytical review | | | | | | | |
| <i>II. Detailed Audit Phase:</i> | | | | | | | |
| Conduct final risk assessment | | | | | | | |
| Finalize audit approach plan | | | | | | | |
| Perform substantive tests of account balances | | | | | | | |
| Perform single audit procedures (if applicable) | | | | | | | |
| Perform statutory compliance testing | | | | | | | |
| <i>III. Closing Phase:</i> | | | | | | | |
| Review subsequent events, contingencies and commitments | | | | | | | |
| Complete audit work and obtain management representations | | | | | | | |
| Review proposed audit adjustments with client | | | | | | | |
| <i>IV. Reporting Phase:</i> | | | | | | | |
| Review or assist in preparation of financial statement for Live Oak Lake Community Development District | | | | | | | |
| Prepare management letter and other special reports | | | | | | | |
| Exit conference with Live Oak Lake Community Development District officials and management | | | | | | | |
| Delivery of final reports | | | | | | | |

b. SPECIFIC AUDIT APPROACH

Our partners are not strangers who show up for an entrance conference and an exit conference. We have developed an audit plan that allows the partners to directly supervise our staff in the field. By assigning two partners to the audit, we will have a partner on-site for a significant portion of the fieldwork. This also gives the District an additional contact individual for questions or problems that may arise during the audit.

The scope of our services will include a financial, as well as, a compliance audit of the District's financial statements. Our audit will be conducted in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Additionally, our audit will be conducted in accordance with the provisions of Chapter 10.550, Rules of the Auditor General, which govern the conduct of local government entity audits performed in the State of Florida.

Our audit approach places emphasis on the accounting information system and how the data is recorded, rather than solely on the verification of numbers on a financial statement. This approach enables us to:

- Maximize our understanding of the District's operating environment
- Minimize time required conducting the audit since we start with broad considerations and narrow to specific audit objectives in critical areas

Our audit approach consists of four phases encompassing our audit process:

- Planning Phase
- Detailed Audit Phase
- Closing Phase
- Reporting

Planning Phase

Meetings and Expectations:

Our first step in this phase will be to set up a planning meeting with the financial and operating management of Live Oak Lake Community Development District. Our goal here is to eliminate "surprises." By meeting with responsible officials early on we can discuss significant accounting policies, closing procedures and timetables, planned timing of our audit procedures and expectations of our work. This will also be the starting point for our discussions with management related to *SAS No. 99-Consideration of Fraud in a Financial Statement Audit*. Inquiries will be made regarding managements knowledge of fraud and on management's views regarding the risk of fraud.

Review Operations and Develop Engagement Plan

It is critical that we understand the District's operating environment. To do this we will obtain and review such items as, organizational charts, recent financial statements, budget information, major contracts and lease agreements. We will also gather other information necessary to increase our understanding of the District's operations, organization, and internal control.

Study and Evaluate Internal Control

As part of general planning, we will obtain an understanding and assessment of the District's control environment. This assessment involves a review of management's operating style, written internal control procedures, and the District's accounting system. The assessment is necessary to determine if we can rely on control procedures and thus reduce the extent of substantive testing.

We then test compliance with established control procedures by ascertaining that the significant strengths within the system are functioning as described to us. Generally, transactions are selected and reviewed in sufficient detail to permit us to formulate conclusions regarding compliance with control procedures and the extent of operation compliance with pertinent laws and regulations. This involves gaining an understanding of the District's procedures, laws and regulations, and testing systems for compliance by examining contracts, invoices, bid procedures, and other documents. After testing controls, we then evaluate the results of those tests and decide whether we can rely on controls and thus reduce other audit procedures.

Conduct Preliminary Analytical Review

Also during the planning stage, we undertake analytical procedures that aid us in focusing our energies in the right direction. We call these analytical reviews.

A properly designed analytical review can be a very effective audit procedure in audits of governmental units. Analytical reviews consist of more than just a comparison of current-year actual results to prior-year actual results. Very effective analytical review techniques include trend analysis covering a number of years and comparisons of information not maintained totally within the financial accounting system, such as per capita information, prevailing market interest rates, housing statistics, etc.

Some examples of effective analytical reviews performed together and/or individually include:

- Comparison of current-year actual results with current-year budget for the current and past years with investigation of significant differences and/or trends
- Trend analysis of the percentage of current-year revenues to current-year rates for the current and previous years with investigation of significant changes in the collection percentage
- Trend analysis of the percentage of expenditures by function for the current and previous years with investigation of significant changes in percentages by department
- Monthly analysis of receipts compared to prior years to detect trends that may have audit implications

Conclusions reached enable us to determine the nature, timing and extent of other substantive procedures.

Detailed Audit Phase

Conduct Final Risk Assessment and Prepare Audit Programs

Risk assessment requires evaluating the likelihood of errors occurring that could have a material affect on the financial statements being audited. The conclusions we reach are based on many evaluations of internal control, systems, accounts, and transactions that occur throughout the audit. After evaluating the results of our tests of control and our final risk assessment we can develop detailed audit programs.

Perform Substantive Tests of Account Balances

These tests are designed to provide reasonable assurance as to the validity of the information produced by the accounting system. Substantive tests involve such things as examining invoices supporting payments, confirmation of balances with independent parties, analytical review procedures, and physical inspection of assets. All significant accounts will be subjected to substantive procedures. Substantive tests provide direct evidence of the completeness, accuracy, and validity of data.

Perform Single Audit Procedures (if applicable)

During the planning phase of the audit we will request and review schedules of expenditures of federal awards and state financial assistance. These schedules will be the basis for our determination of the specific programs we will test.

In documenting our understanding of the internal control system for the financial statement audit, we will identify control activities that impact major federal and state programs as well. This will allow us to test certain controls for the financial audit and the single audit concurrently. We will then perform additional tests of controls for each federal and state program selected for testing. We will then evaluate the results of the test of controls to determine the nature, timing and extent of substantive testing necessary to determine compliance with major program requirements.

Perform Statutory Compliance Testing

We have developed audit programs for Live Oak Lake Community Development District designed to test Florida Statutes as required by the Auditor General. These programs include test procedures such as general inquiries, confirmation from third parties, and examination of specific documents.

Closing Phase

During the closing phase we perform detail work paper reviews, request legal letters, review subsequent events and proposed audit adjustments. Communication with the client is critical in this phase to ensure that the information necessary to prepare financial statements in conformity with accounting principles generally accepted in the United States has been obtained.

Reporting Phase

Financial Statement Preparation

As a local firm, we spend a considerable amount of time on financial statement preparation and support. With this in mind, we can assist in certain portions of the preparation of financial statements or simply review a draft of financials prepared by your staff. We let you determine our level of involvement.

Management Letters

We want to help you solve problems before they become major.

Our management letters go beyond citing possible deficiencies in the District's internal control structures. They identify opportunities for increasing revenues, decreasing costs, improving management information, protecting assets and improving operational efficiency.

The diversity of experience of our personnel and their independent and objective viewpoints make the comments, observations, and conclusions presented in our management letters a valuable source of information. We have provided positive solution-oriented objective recommendations to our governmental clients regarding investments, accounting accuracy, data processing, revenue bonds, payroll, utility billing, purchasing, budgeting, risk management, and internal auditing.

This review ensures the integrity of the factual data in the management letter but does not influence or impair our independence.

Exit Conferences and Delivery of Reports

We anticipate meeting with appropriate District personnel in February and issuing the final required reports by the May meeting of each year.

PROPOSED AUDIT FEE FOR EACH YEAR OF THE FIVE YEARS

DiBartolomeo, McBee, Hartley & Barnes P.A. will perform the annual audit of Live Oak Lake Community Development District for the five years as follows:

| | |
|--------------------|----------|
| September 30, 2022 | \$ 3,850 |
| September 30, 2023 | \$ 3,950 |
| September 30, 2024 | \$ 4,000 |
| September 30, 2025 | \$ 4,150 |
| September 30, 2026 | \$ 4,250 |

In years of new debt issuance fees may be adjusted based on review with management.

| Live Oak Lake CDD Auditor Selection | | | | | | | |
|--|----------------------------------|-----------------------------------|---|--|---|------------------------|------------------------------|
| | Ability of Personnel (20 pts) | Proposer's Experience (20 pts) | Understading of Scope of Work (20 pts) | Ability to Furnish the Required Services (20 pts) | Price (20 pts) | Total Points Earned | Ranking (1 being highest) |
| DiBartolomeo, McBee, Hartley & Barnes | | | | | 2022- \$3,850 2023- \$3,950 2024- \$4,000 2025- \$4,150 2026- \$4,250 | | |
| Grau & Associates | | | | | 2022- \$5,000 2023- \$5,100 2024- \$5,200 2025- \$5,300 2026- \$5,400 | | |

Board of Supervisors Meeting

SECTION III

SECTION B

FLORIDA COMMISSION ON ETHICS



GUIDE to the SUNSHINE AMENDMENT and CODE of ETHICS for Public Officers and Employees

2022

State of Florida

COMMISSION ON ETHICS

Michelle Anchors
Fort Walton Beach

Antonio Carvajal
Tallahassee

Travis Cummings
Fleming Island

Don Gaetz
Niceville

Glenton “Glen” Gilzean, Jr.
Orlando

John Grant
Tampa

Joanne Leznoff
Fernandina Beach

William “Willie” N. Meggs
Tallahassee

Jim Waldman
Fort Lauderdale

Kerrie Stillman
Executive Director
P.O. Drawer 15709
Tallahassee, FL 32317-5709
www.ethics.state.fl.us
(850) 488-7864*

*Please direct all requests for information to this number.

TABLE OF CONTENTS

| | |
|--|----|
| I. HISTORY OF FLORIDA'S ETHICS LAWS..... | 1 |
| II. ROLE OF THE COMMISSION ON ETHICS | 2 |
| III. THE ETHICS LAWS..... | 2 |
| A. PROHIBITED ACTIONS OR CONDUCT | 3 |
| 1. Solicitation or Acceptance of Gifts | 3 |
| 2. Unauthorized Compensation | 3 |
| 3. Misuse of Public Position | 4 |
| 4. Abuse of Public Position | 4 |
| 5. Disclosure or Use of Certain Information..... | 4 |
| 6. Solicitation or Acceptance of Honoraria | 4 |
| B. PROHIBITED EMPLOYMENT AND BUSINESS RELATIONSHIPS | 5 |
| 1. Doing Business With One's Agency | 5 |
| 2. Conflicting Employment or Contractual Relationship..... | 5 |
| 3. Exemptions | 5 |
| 4. Additional Exemption | 6 |
| 5. Lobbying State Agencies by Legislators..... | 7 |
| 6. Employees Holding Office | 7 |
| 7. Professional & Occupational Licensing Board Members | 7 |
| 8. Contractual Services: Prohibited Employment | 7 |
| 9. Local Government Attorneys | 7 |
| 10. Dual Public Employment | 7 |
| C. RESTRICTIONS ON APPOINTING, EMPLOYING, AND CONTRACTING WITH RELATIVES | 8 |
| 1. Anti-Nepotism Law | 8 |
| 2. Additional Restrictions | 8 |
| D. POST OFFICEHOLDING & EMPLOYMENT (REVOLVING DOOR) RESTRICTIONS | 8 |
| 1. Lobbying By Former Legislators, Statewide Elected Officers, and Appointed State Officers | 8 |
| 2. Lobbying By Former State Employees..... | 8 |
| 3. Additional Restrictions on Former State Employees | 9 |
| 4. Lobbying By Former Local Government Officers and Employees..... | 10 |
| E. VOTING CONFLICTS OF INTEREST | 10 |

| | |
|--|----|
| F. DISCLOSURES | 11 |
| 1. Form 1 - Limited Financial Disclosure | 11 |
| 2. Form 1F - Final Form 1..... | 15 |
| 3. Form 2 - Quarterly Client Disclosure | 16 |
| 4. Form 6 - Full and Public Disclosure | 16 |
| 5. Form 6F - Final Form 6..... | 16 |
| 6. Form 9 - Quarterly Gift Disclosure | 16 |
| 7. Form 10 - Annual Disclosure of Gifts from Governmental Entities and Direct Support Organizations and Honorarium Event-Related Expenses | 17 |
| 8. Form 30 - Donor's Quarterly Gift Disclosure..... | 18 |
| 9. Forms 1X and 6X – Amendments | 18 |
| IV. AVAILABILITY OF FORMS..... | 19 |
| V. PENALTIES | 19 |
| A. For Violations of the Code of Ethics | 19 |
| B. For Violations by Candidates | 19 |
| C. For Violations by Former Officers and Employees | 20 |
| D. For Lobbyists and Others..... | 20 |
| E. Felony Convictions: Forfeiture of Retirement Benefits | 20 |
| F. Automatic Penalties for Failure to File Annual Disclosure..... | 20 |
| VI. ADVISORY OPINIONS..... | 21 |
| A. Who Can Request an Opinion..... | 21 |
| B. How to Request an Opinion..... | 21 |
| C. How to Obtain Published Opinions..... | 21 |
| VII. COMPLAINTS..... | 21 |
| A. Citizen Involvement | 21 |
| B. Referrals..... | 22 |
| C. Confidentiality..... | 22 |
| D. How the Complaint Process Works | 22 |
| E. Dismissal of Complaint at Any Stage of Disposition | 23 |
| F. Statute of Limitations..... | 23 |
| VIII. EXECUTIVE BRANCH LOBBYING | 24 |
| IX. WHISTLE-BLOWER'S ACT | 24 |
| X. ADDITIONAL INFORMATION | 25 |
| XI. ONLINE TRAINING | 25 |

I. HISTORY OF FLORIDA’S ETHICS LAWS

Florida has been a leader among the states in establishing ethics standards for public officials and recognizing the right of citizens to protect the public trust against abuse. Our state Constitution was revised in 1968 to require a code of ethics, prescribed by law, for all state employees and non-judicial officers prohibiting conflict between public duty and private interests.

Florida’s first successful constitutional initiative resulted in the adoption of the Sunshine Amendment in 1976, providing additional constitutional guarantees concerning ethics in government. In the area of enforcement, the Sunshine Amendment requires that there be an independent commission (the Commission on Ethics) to investigate complaints concerning breaches of public trust by public officers and employees other than judges.

The Code of Ethics for Public Officers and Employees is found in Chapter 112 (Part III) of the Florida Statutes. Foremost among the goals of the Code is to promote the public interest and maintain the respect of the people for their government. The Code is also intended to ensure that public officials conduct themselves independently and impartially, not using their offices for private gain other than compensation provided by law. While seeking to protect the integrity of government, the Code also seeks to avoid the creation of unnecessary barriers to public service.

Criminal penalties, which initially applied to violations of the Code, were eliminated in 1974 in favor of administrative enforcement. The Legislature created the Commission on Ethics that year “to serve as guardian of the standards of conduct” for public officials, state and local. Five of the Commission’s nine members are appointed by the Governor, and two each are appointed by the President of the Senate and Speaker of the House of Representatives. No more than five Commission members may be members of the same political party, and none may be lobbyists, or hold any public employment during their two-year terms of office. A chair is selected from among the members to serve a one-year term and may not succeed himself or herself.

In 2018, Florida’s Constitutional Revision Commission proposed, and the voters adopted, changes to Article II, Section 8. The earliest of the changes will take effect December 31, 2020, and will prohibit officials from abusing their position to obtain a disproportionate benefit for themselves or their spouse, child, or employer, or for a business with which the official contracts or is an officer, partner, director, sole proprietor, or in which the official owns an interest. Other changes made to the Constitution place restrictions on lobbying by certain officeholders and employees, and put additional limits on lobbying by former public officers and employees. These changes will become effective December 31, 2022.

II. ROLE OF THE COMMISSION ON ETHICS

In addition to its constitutional duties regarding the investigation of complaints, the Commission:

- Renders advisory opinions to public officials;
- Prescribes forms for public disclosure;
- Prepares mailing lists of public officials subject to financial disclosure for use by Supervisors of Elections and the Commission in distributing forms and notifying delinquent filers;
- Makes recommendations to disciplinary officials when appropriate for violations of ethics and disclosure laws, since it does not impose penalties;
- Administers the Executive Branch Lobbyist Registration and Reporting Law;
- Maintains financial disclosure filings of constitutional officers and state officers and employees; and,
- Administers automatic fines for public officers and employees who fail to timely file required annual financial disclosure.

III. THE ETHICS LAWS

The ethics laws generally consist of two types of provisions, those prohibiting certain actions or conduct and those requiring that certain disclosures be made to the public. The following descriptions of these laws have been simplified in an effort to provide notice of their requirements. Therefore, we suggest that you also review the wording of the actual law. Citations to the appropriate laws are in brackets.

The laws summarized below apply generally to all public officers and employees, state and local, including members of advisory bodies. The principal exception to this broad coverage is the exclusion of judges, as they fall within the jurisdiction of the Judicial Qualifications Commission.

Public Service Commission (PSC) members and employees, as well as members of the PSC Nominating Council, are subject to additional ethics standards that are enforced by the Commission on Ethics under Chapter 350, Florida Statutes. Further, members of the governing boards of charter schools are subject to some of the provisions of the Code of Ethics [Sec. 1002.33(26), Fla. Stat.], as are the officers, directors, chief executive officers and some employees of business entities that serve as the chief administrative or executive officer or employee of a political subdivision. [Sec. 112.3136, Fla. Stat.].

A. PROHIBITED ACTIONS OR CONDUCT

1. *Solicitation and Acceptance of Gifts*

Public officers, employees, local government attorneys, and candidates are prohibited from soliciting or accepting anything of value, such as a gift, loan, reward, promise of future employment, favor, or service, that is based on an understanding that their vote, official action, or judgment would be influenced by such gift. [Sec. 112.313(2), Fla. Stat.]

Persons required to file financial disclosure FORM 1 or FORM 6 (see Part III F of this brochure), and state procurement employees, are prohibited from **soliciting** any gift from a political committee, lobbyist who has lobbied the official or his or her agency within the past 12 months, or the partner, firm, employer, or principal of such a lobbyist or from a vendor doing business with the official's agency. [Sec. 112.3148, Fla. Stat.]

Persons required to file FORM 1 or FORM 6, and state procurement employees are prohibited from directly or indirectly **accepting** a gift worth more than \$100 from such a lobbyist, from a partner, firm, employer, or principal of the lobbyist, or from a political committee or vendor doing business with their agency. [Sec. 112.3148, Fla. Stat.]

However, notwithstanding Sec. 112.3148, Fla. Stat., no Executive Branch lobbyist or principal shall make, directly or indirectly, and no Executive Branch agency official who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.] Typically, this would include gifts valued at less than \$100 that formerly were permitted under Section 112.3148, Fla. Stat. Similar rules apply to members and employees of the Legislature. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.]

Also, persons required to file Form 1 or Form 6, and state procurement employees and members of their immediate families, are prohibited from accepting any gift from a political committee. [Sec. 112.31485, Fla. Stat.]

2. *Unauthorized Compensation*

Public officers or employees, local government attorneys, and their spouses and minor children are prohibited from accepting any compensation, payment, or thing of value when they know, or with the exercise of reasonable care should know, that it is given to influence a vote or other official action. [Sec. 112.313(4), Fla. Stat.]

3. Misuse of Public Position

Public officers and employees, and local government attorneys are prohibited from corruptly using or attempting to use their official positions or the resources thereof to obtain a special privilege or benefit for themselves or others. [Sec. 112.313(6), Fla. Stat.]

4. Abuse of Public Position

Public officers and employees are prohibited from abusing their public positions in order to obtain a disproportionate benefit for themselves or certain others. [Article II, Section 8(h), Florida Constitution.]

5. Disclosure or Use of Certain Information

Public officers and employees and local government attorneys are prohibited from disclosing or using information not available to the public and obtained by reason of their public position, for the personal benefit of themselves or others. [Sec. 112.313(8), Fla. Stat.]

6. Solicitation or Acceptance of Honoraria

Persons required to file financial disclosure FORM 1 or FORM 6 (see Part III F of this brochure), and state procurement employees, are prohibited from **soliciting** honoraria related to their public offices or duties. [Sec. 112.3149, Fla. Stat.]

Persons required to file FORM 1 or FORM 6, and state procurement employees, are prohibited from knowingly **accepting** an honorarium from a political committee, lobbyist who has lobbied the person's agency within the past 12 months, or the partner, firm, employer, or principal of such a lobbyist, or from a vendor doing business with the official's agency. However, they may accept the payment of expenses related to an honorarium event from such individuals or entities, provided that the expenses are disclosed. See Part III F of this brochure. [Sec. 112.3149, Fla. Stat.]

Lobbyists and their partners, firms, employers, and principals, as well as political committees and vendors, are prohibited from **giving** an honorarium to persons required to file FORM 1 or FORM 6 and to state procurement employees. Violations of this law may result in fines of up to \$5,000 and prohibitions against lobbying for up to two years. [Sec. 112.3149, Fla. Stat.]

However, notwithstanding Sec. 112.3149, Fla. Stat., no Executive Branch or legislative lobbyist or principal shall make, directly or indirectly, and no Executive Branch agency official who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.] This may include honorarium event related expenses that formerly

were permitted under Sec. 112.3149, Fla. Stat. Similar rules apply to members and employees of the Legislature. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.]

B. PROHIBITED EMPLOYMENT AND BUSINESS RELATIONSHIPS

1. Doing Business With One's Agency

(a) A public employee acting as a purchasing agent, or public officer acting in an official capacity, is prohibited from purchasing, renting, or leasing any realty, goods, or services for his or her agency from a business entity in which the officer or employee or his or her spouse or child owns more than a 5% interest. [Sec. 112.313(3), Fla. Stat.]

(b) A public officer or employee, acting in a private capacity, also is prohibited from renting, leasing, or selling any realty, goods, or services to his or her own agency if the officer or employee is a state officer or employee, or, if he or she is an officer or employee of a political subdivision, to that subdivision or any of its agencies. [Sec. 112.313(3), Fla. Stat.]

2. Conflicting Employment or Contractual Relationship

(a) A public officer or employee is prohibited from holding any employment or contract with any business entity or agency regulated by or doing business with his or her public agency. [Sec. 112.313(7), Fla. Stat.]

(b) A public officer or employee also is prohibited from holding any employment or having a contractual relationship which will pose a frequently recurring conflict between the official's private interests and public duties or which will impede the full and faithful discharge of the official's public duties. [Sec. 112.313(7), Fla. Stat.]

(c) Limited exceptions to this prohibition have been created in the law for legislative bodies, certain special tax districts, drainage districts, and persons whose professions or occupations qualify them to hold their public positions. [Sec. 112.313(7)(a) and (b), Fla. Stat.]

3. Exemptions—Pursuant to Sec. 112.313(12), Fla. Stat., the prohibitions against doing business with one's agency and having conflicting employment may not apply:

(a) When the business is rotated among all qualified suppliers in a city or county.

(b) When the business is awarded by sealed, competitive bidding and neither the official nor his or her spouse or child have attempted to persuade agency personnel to enter the contract. NOTE:

Disclosure of the interest of the official, spouse, or child and the nature of the business must be filed prior to or at the time of submission of the bid on Commission FORM 3A with the Commission on Ethics or Supervisor of Elections, depending on whether the official serves at the state or local level.

(c) When the purchase or sale is for legal advertising, utilities service, or for passage on a common carrier.

(d) When an emergency purchase must be made to protect the public health, safety, or welfare.

(e) When the business entity is the only source of supply within the political subdivision and there is full disclosure of the official's interest to the governing body on Commission FORM 4A.

(f) When the aggregate of any such transactions does not exceed \$500 in a calendar year.

(g) When the business transacted is the deposit of agency funds in a bank of which a county, city, or district official is an officer, director, or stockholder, so long as agency records show that the governing body has determined that the member did not favor his or her bank over other qualified banks.

(h) When the prohibitions are waived in the case of ADVISORY BOARD MEMBERS by the appointing person or by a two-thirds vote of the appointing body (after disclosure on Commission FORM 4A).

(i) When the public officer or employee purchases in a private capacity goods or services, at a price and upon terms available to similarly situated members of the general public, from a business entity which is doing business with his or her agency.

(j) When the public officer or employee in a private capacity purchases goods or services from a business entity which is subject to the regulation of his or her agency where the price and terms of the transaction are available to similarly situated members of the general public and the officer or employee makes full disclosure of the relationship to the agency head or governing body prior to the transaction.

4. Additional Exemptions

No elected public officer is in violation of the conflicting employment prohibition when employed by a tax exempt organization contracting with his or her agency so long as the officer is not directly or indirectly compensated as a result of the contract, does not participate in any way in the decision to enter into the contract, abstains from voting on any matter involving the employer, and makes certain disclosures. [Sec. 112.313(15), Fla. Stat.]

5. Legislators Lobbying State Agencies

A member of the Legislature is prohibited from representing another person or entity for compensation during his or her term of office before any state agency other than judicial tribunals. [Art. II, Sec. 8(e), Fla. Const., and Sec. 112.313(9), Fla. Stat.]

6. Employees Holding Office

A public employee is prohibited from being a member of the governing body which serves as his or her employer. [Sec. 112.313(10), Fla. Stat.]

7. Professional and Occupational Licensing Board Members

An officer, director, or administrator of a state, county, or regional professional or occupational organization or association, while holding such position, may not serve as a member of a state examining or licensing board for the profession or occupation. [Sec. 112.313(11), Fla. Stat.]

8. Contractual Services: Prohibited Employment

A state employee of the executive or judicial branch who participates in the decision-making process involving a purchase request, who influences the content of any specification or procurement standard, or who renders advice, investigation, or auditing, regarding his or her agency's contract for services, is prohibited from being employed with a person holding such a contract with his or her agency. [Sec. 112.3185(2), Fla. Stat.]

9. Local Government Attorneys

Local government attorneys, such as the city attorney or county attorney, and their law firms are prohibited from representing private individuals and entities before the unit of local government which they serve. A local government attorney cannot recommend or otherwise refer to his or her firm legal work involving the local government unit unless the attorney's contract authorizes or mandates the use of that firm. [Sec. 112.313(16), Fla. Stat.]

10. Dual Public Employment

Candidates and elected officers are prohibited from accepting public employment if they know or should know it is being offered for the purpose of influence. Further, public employment may not be accepted unless the position was already in existence or was created without the anticipation of the official's interest, was publicly advertised, and the officer had to meet the same qualifications and go through the same hiring process as other applicants. For elected public officers already holding public

employment, no promotion given for the purpose of influence may be accepted, nor may promotions that are inconsistent with those given other similarly situated employees. [Sec. 112.3125, Fla. Stat.]

C. RESTRICTIONS ON APPOINTING, EMPLOYING, AND CONTRACTING WITH RELATIVES

1. Anti-Nepotism Law

A public official is prohibited from seeking for a relative any appointment, employment, promotion, or advancement in the agency in which he or she is serving or over which the official exercises jurisdiction or control. No person may be appointed, employed, promoted, or advanced in or to a position in an agency if such action has been advocated by a related public official who is serving in or exercising jurisdiction or control over the agency; this includes relatives of members of collegial government bodies. NOTE: This prohibition does not apply to school districts (except as provided in Sec. 1012.23, Fla. Stat.), community colleges and state universities, or to appointments of boards, other than those with land-planning or zoning responsibilities, in municipalities of fewer than 35,000 residents. Also, the approval of budgets does not constitute “jurisdiction or control” for the purposes of this prohibition. This provision does not apply to volunteer emergency medical, firefighting, or police service providers. [Sec. 112.3135, Fla. Stat.]

2. Additional Restrictions

A state employee of the executive or judicial branch or the PSC is prohibited from directly or indirectly procuring contractual services for his or her agency from a business entity of which a relative is an officer, partner, director, or proprietor, or in which the employee, or his or her spouse, or children own more than a 5% interest. [Sec. 112.3185(6), Fla. Stat.]

D. POST OFFICE HOLDING AND EMPLOYMENT (REVOLVING DOOR) RESTRICTIONS

1. Lobbying by Former Legislators, Statewide Elected Officers, and Appointed State Officers

A member of the Legislature or a statewide elected or appointed state official is prohibited for two years following vacation of office from representing another person or entity for compensation before the government body or agency of which the individual was an officer or member. Former members of the Legislature are also prohibited for two years from lobbying the executive branch. [Art. II, Sec. 8(e), Fla. Const. and Sec. 112.313(9), Fla. Stat.]

2. Lobbying by Former State Employees

Certain employees of the executive and legislative branches of state government are prohibited from personally representing another person or entity for compensation before the

agency with which they were employed for a period of two years after leaving their positions, unless employed by another agency of state government. [Sec. 112.313(9), Fla. Stat.] These employees include the following:

(a) Executive and legislative branch employees serving in the Senior Management Service and Selected Exempt Service, as well as any person employed by the Department of the Lottery having authority over policy or procurement.

(b) Persons serving in the following position classifications: the Auditor General; the director of the Office of Program Policy Analysis and Government Accountability (OPPAGA); the Sergeant at Arms and Secretary of the Senate; the Sergeant at Arms and Clerk of the House of Representatives; the executive director and deputy executive director of the Commission on Ethics; an executive director, staff director, or deputy staff director of each joint committee, standing committee, or select committee of the Legislature; an executive director, staff director, executive assistant, legislative analyst, or attorney serving in the Office of the President of the Senate, the Office of the Speaker of the House of Representatives, the Senate Majority Party Office, the Senate Minority Party Office, the House Majority Party Office, or the House Minority Party Office; the Chancellor and Vice-Chancellors of the State University System; the general counsel to the Board of Regents; the president, vice presidents, and deans of each state university; any person hired on a contractual basis and having the power normally conferred upon such persons, by whatever title; and any person having the power normally conferred upon the above positions.

This prohibition does not apply to a person who was employed by the Legislature or other agency prior to July 1, 1989; who was a defined employee of the State University System or the Public Service Commission who held such employment on December 31, 1994; or who reached normal retirement age and retired by July 1, 1991. It does apply to OPS employees.

PENALTIES: Persons found in violation of this section are subject to the penalties contained in the Code (see **PENALTIES**, Part V) as well as a civil penalty in an amount equal to the compensation which the person received for the prohibited conduct. [Sec. 112.313(9)(a)5, Fla. Stat.]

3. Additional Restrictions on Former State Employees

A former executive or judicial branch employee or PSC employee is prohibited from having employment or a contractual relationship, at any time after retirement or termination of employment, with any business entity (other than a public agency) in connection with a contract in which the employee participated personally and substantially by recommendation or decision while a public employee. [Sec. 112.3185(3), Fla. Stat.]

A former executive or judicial branch employee or PSC employee who has retired or terminated employment is prohibited from having any employment or contractual relationship for two years with any business entity (other than a public agency) in connection with a contract for services which was within his or her responsibility while serving as a state employee. [Sec.112.3185(4), Fla. Stat.]

Unless waived by the agency head, a former executive or judicial branch employee or PSC employee may not be paid more for contractual services provided by him or her to the former agency during the first year after leaving the agency than his or her annual salary before leaving. [Sec. 112.3185(5), Fla. Stat.]

These prohibitions do not apply to PSC employees who were so employed on or before Dec. 31, 1994.

4. Lobbying by Former Local Government Officers and Employees

A person elected to county, municipal, school district, or special district office is prohibited from representing another person or entity for compensation before the government body or agency of which he or she was an officer for two years after leaving office. Appointed officers and employees of counties, municipalities, school districts, and special districts may be subject to a similar restriction by local ordinance or resolution. [Sec. 112.313(13) and (14), Fla. Stat.]

E. VOTING CONFLICTS OF INTEREST

State public officers are prohibited from voting in an official capacity on any measure which they know would inure to their own special private gain or loss. A state public officer who abstains, or who votes on a measure which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate, must make every reasonable effort to file a memorandum of voting conflict with the recording secretary in advance of the vote. If that is not possible, it must be filed within 15 days after the vote occurs. The memorandum must disclose the nature of the officer's interest in the matter.

No county, municipal, or other local public officer shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss, or which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate. The officer must publicly announce the nature of his or her interest before the vote and must file a memorandum of voting conflict on Commission Form 8B with the meeting's recording officer within 15 days after the vote occurs disclosing the nature of his or her interest in the matter. However, members of

community redevelopment agencies and district officers elected on a one-acre, one-vote basis are not required to abstain when voting in that capacity.

No appointed state or local officer shall participate in any matter which would inure to the officer's special private gain or loss, the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate, without first disclosing the nature of his or her interest in the matter. The memorandum of voting conflict (Commission Form 8A or 8B) must be filed with the meeting's recording officer, be provided to the other members of the agency, and be read publicly at the next meeting.

If the conflict is unknown or not disclosed prior to the meeting, the appointed official must orally disclose the conflict at the meeting when the conflict becomes known. Also, a written memorandum of voting conflict must be filed with the meeting's recording officer within 15 days of the disclosure being made and must be provided to the other members of the agency, with the disclosure being read publicly at the next scheduled meeting. [Sec. 112.3143, Fla. Stat.]

F. DISCLOSURES

Conflicts of interest may occur when public officials are in a position to make decisions that affect their personal financial interests. This is why public officers and employees, as well as candidates who run for public office, are required to publicly disclose their financial interests. The disclosure process serves to remind officials of their obligation to put the public interest above personal considerations. It also helps citizens to monitor the considerations of those who spend their tax dollars and participate in public policy decisions or administration.

All public officials and candidates do not file the same degree of disclosure; nor do they all file at the same time or place. Thus, care must be taken to determine which disclosure forms a particular official or candidate is required to file.

The following forms are described below to set forth the requirements of the various disclosures and the steps for correctly providing the information in a timely manner.

1. FORM 1 - Limited Financial Disclosure

Who Must File:

Persons required to file FORM 1 include all state officers, local officers, candidates for local elective office, and specified state employees as defined below (other than those officers who are required by law to file FORM 6).

STATE OFFICERS include:

- 1) Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.
- 2) Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding members of solely advisory bodies; but including judicial nominating commission members; directors of Enterprise Florida, Scripps Florida Funding Corporation, and CareerSource Florida, and members of the Council on the Social Status of Black Men and Boys; the Executive Director, governors, and senior managers of Citizens Property Insurance Corporation; governors and senior managers of Florida Workers' Compensation Joint Underwriting Association, board members of the Northeast Florida Regional Transportation Commission, and members of the board of Triumph Gulf Coast, Inc.; members of the board of Florida is for Veterans, Inc.; and members of the Technology Advisory Council within the Agency for State Technology.
- 3) The Commissioner of Education, members of the State Board of Education, the Board of Governors, local boards of trustees and presidents of state universities, and members of the Florida Prepaid College Board.

LOCAL OFFICERS include:

- 1) Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.
- 2) Appointed members of the following boards, councils, commissions, authorities, or other bodies of any county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; a community college or junior college district board of trustees; a board having the power to enforce local code provisions; a planning or zoning board, board of adjustments or appeals, community redevelopment agency board, or other board having the power to recommend, create, or modify land planning or zoning within the political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; a pension board or retirement board empowered to invest pension or retirement funds or to determine entitlement to or amount of a pension or other retirement benefit.

3) Any other appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.

4) Persons holding any of these positions in local government: mayor; county or city manager; chief administrative employee or finance director of a county, municipality, or other political subdivision; county or municipal attorney; chief county or municipal building inspector; county or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding \$35,000 for the local governmental unit.

5) Members of governing boards of charter schools operated by a city or other public entity.

6) The officers, directors, and chief executive officer of a corporation, partnership, or other business entity that is serving as the chief administrative or executive officer or employee of a political subdivision, and any business entity employee who is acting as the chief administrative or executive officer or employee of the political subdivision. [Sec. 112.3136, Fla. Stat.]

SPECIFIED STATE EMPLOYEE includes:

1) Employees in the Office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.

2) The following positions in each state department, commission, board, or council: secretary or state surgeon general, assistant or deputy secretary, executive director, assistant or deputy executive director, and anyone having the power normally conferred upon such persons, regardless of title.

3) The following positions in each state department or division: director, assistant or deputy director, bureau chief, assistant bureau chief, and any person having the power normally conferred upon such persons, regardless of title.

4) Assistant state attorneys, assistant public defenders, criminal conflict and civil regional counsel, assistant criminal conflict and civil regional counsel, public counsel, full-time state employees serving as counsel or assistant counsel to a state agency, judges of compensation claims, administrative law judges, and hearing officers.

- 5) The superintendent or director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.
- 6) State agency business managers, finance and accounting directors, personnel officers, grant coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$35,000.
- 7) The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.

What Must Be Disclosed:

FORM 1 requirements are set forth fully on the form. In general, this includes the reporting person's sources and types of financial interests, such as the names of employers and addresses of real property holdings. NO DOLLAR VALUES ARE REQUIRED TO BE LISTED. In addition, the form requires the disclosure of certain relationships with, and ownership interests in, specified types of businesses such as banks, savings and loans, insurance companies, and utility companies.

When to File:

CANDIDATES for elected local office must file FORM 1 together with and at the same time they file their qualifying papers.

STATE and LOCAL OFFICERS and SPECIFIED STATE EMPLOYEES are required to file disclosure by July 1 of each year. They also must file within thirty days from the date of appointment or the beginning of employment. Those appointees requiring Senate confirmation must file prior to confirmation.

Where to File:

Each LOCAL OFFICER files FORM 1 with the Supervisor of Elections in the county in which he or she permanently resides.

A STATE OFFICER or SPECIFIED STATE EMPLOYEE files with the Commission on Ethics. [Sec. 112.3145, Fla. Stat.]

2. *FORM 1F - Final Form 1 Limited Financial Disclosure*

FORM 1F is the disclosure form required to be filed within 60 days after a public officer or employee required to file FORM 1 leaves his or her public position. The form covers the disclosure period between January 1 and the last day of office or employment within that year.

3. *FORM 2 - Quarterly Client Disclosure*

The state officers, local officers, and specified state employees listed above, as well as elected constitutional officers, must file a FORM 2 if they or a partner or associate of their professional firm represent a client for compensation before an agency at their level of government.

A FORM 2 disclosure includes the names of clients represented by the reporting person or by any partner or associate of his or her professional firm for a fee or commission before agencies at the reporting person's level of government. Such representations do not include appearances in ministerial matters, appearances before judges of compensation claims, or representations on behalf of one's agency in one's official capacity. Nor does the term include the preparation and filing of forms and applications merely for the purpose of obtaining or transferring a license, so long as the issuance of the license does not require a variance, special consideration, or a certificate of public convenience and necessity.

When to File:

This disclosure should be filed quarterly, by the end of the calendar quarter following the calendar quarter during which a reportable representation was made. FORM 2 need not be filed merely to indicate that no reportable representations occurred during the preceding quarter; it should be filed **ONLY** when reportable representations were made during the quarter.

Where To File:

LOCAL OFFICERS file with the Supervisor of Elections of the county in which they permanently reside.

STATE OFFICERS and SPECIFIED STATE EMPLOYEES file with the Commission on Ethics. [Sec. 112.3145(4), Fla. Stat.]

4. *FORM 6 - Full and Public Disclosure*

Who Must File:

Persons required by law to file FORM 6 include all elected constitutional officers and candidates for such office; the mayor and members of the city council and candidates for these offices in Jacksonville; the Duval County Superintendent of Schools; judges of compensation claims (pursuant to Sec. 440.442, Fla. Stat.); members of the Florida Housing Finance Corporation Board and members of expressway authorities, transportation authorities (except the Jacksonville Transportation Authority), bridge authority, or toll authorities created pursuant to Ch. 348 or 343, or 349, or other general law.

What Must be Disclosed:

FORM 6 is a detailed disclosure of assets, liabilities, and sources of income over \$1,000 and their values, as well as net worth. Officials may opt to file their most recent income tax return in lieu of listing sources of income but still must disclose their assets, liabilities, and net worth. In addition, the form requires the disclosure of certain relationships with, and ownership interests in, specified types of businesses such as banks, savings and loans, insurance companies, and utility companies.

When and Where To File:

Incumbent officials must file FORM 6 annually by July 1 with the Commission on Ethics. CANDIDATES must file with the officer before whom they qualify at the time of qualifying. [Art. II, Sec. 8(a) and (i), Fla. Const., and Sec. 112.3144, Fla. Stat.]

Beginning January 1, 2022, all Form 6 disclosures must be filed electronically through the Commission's electronic filing system. These disclosures will be published and searchable on the Commission's website.

5. *FORM 6F - Final Form 6 Full and Public Disclosure*

This is the disclosure form required to be filed within 60 days after a public officer or employee required to file FORM 6 leaves his or her public position. The form covers the disclosure period between January 1 and the last day of office or employment within that year.

6. *FORM 9 - Quarterly Gift Disclosure*

Each person required to file FORM 1 or FORM 6, and each state procurement employee, must file a FORM 9, Quarterly Gift Disclosure, with the Commission on Ethics on the last day of any calendar quarter following the calendar quarter in which he or she received a gift worth more than \$100, other than gifts

from relatives, gifts prohibited from being accepted, gifts primarily associated with his or her business or employment, and gifts otherwise required to be disclosed. FORM 9 NEED NOT BE FILED if no such gift was received during the calendar quarter.

Information to be disclosed includes a description of the gift and its value, the name and address of the donor, the date of the gift, and a copy of any receipt for the gift provided by the donor. [Sec. 112.3148, Fla. Stat.]

7. FORM 10 - Annual Disclosure of Gifts from Government Agencies and Direct-Support Organizations and Honorarium Event Related Expenses

State government entities, airport authorities, counties, municipalities, school boards, water management districts, and the South Florida Regional Transportation Authority, may give a gift worth more than \$100 to a person required to file FORM 1 or FORM 6, and to state procurement employees, if a public purpose can be shown for the gift. Also, a direct-support organization for a governmental entity may give such a gift to a person who is an officer or employee of that entity. These gifts are to be reported on FORM 10, to be filed by July 1.

The governmental entity or direct-support organization giving the gift must provide the officer or employee with a statement about the gift no later than March 1 of the following year. The officer or employee then must disclose this information by filing a statement by July 1 with his or her annual financial disclosure that describes the gift and lists the donor, the date of the gift, and the value of the total gifts provided during the calendar year. State procurement employees file their statements with the Commission on Ethics. [Sec. 112.3148, Fla. Stat.]

In addition, a person required to file FORM 1 or FORM 6, or a state procurement employee, who receives expenses or payment of expenses related to an honorarium event from someone who is prohibited from giving him or her an honorarium, must disclose annually the name, address, and affiliation of the donor, the amount of the expenses, the date of the event, a description of the expenses paid or provided, and the total value of the expenses on FORM 10. The donor paying the expenses must provide the officer or employee with a statement about the expenses within 60 days of the honorarium event.

The disclosure must be filed by July 1, for expenses received during the previous calendar year, with the officer's or employee's FORM 1 or FORM 6. State procurement employees file their statements with the Commission on Ethics. [Sec. 112.3149, Fla. Stat.]

However, notwithstanding Sec. 112.3149, Fla. Stat., no executive branch or legislative lobbyist or principal shall make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the

purpose of lobbying. This may include gifts or honorarium event related expenses that formerly were permitted under Sections 112.3148 and 112.3149. [Sec. 112.3215, Fla. Stat.] Similar prohibitions apply to legislative officials and employees. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.] In addition, gifts, which include anything not primarily related to political activities authorized under ch. 106, are prohibited from political committees. [Sec. 112.31485 Fla. Stat.]

8. *FORM 30 - Donor's Quarterly Gift Disclosure*

As mentioned above, the following persons and entities generally are prohibited from giving a gift worth more than \$100 to a reporting individual (a person required to file FORM 1 or FORM 6) or to a state procurement employee: a political committee; a lobbyist who lobbies the reporting individual's or procurement employee's agency, and the partner, firm, employer, or principal of such a lobbyist; and vendors. If such person or entity makes a gift worth between \$25 and \$100 to a reporting individual or state procurement employee (that is not accepted in behalf of a governmental entity or charitable organization), the gift should be reported on FORM 30. The donor also must notify the recipient at the time the gift is made that it will be reported.

The FORM 30 should be filed by the last day of the calendar quarter following the calendar quarter in which the gift was made. If the gift was made to an individual in the legislative branch, FORM 30 should be filed with the Lobbyist Registrar. [See page 35 for address.] If the gift was to any other reporting individual or state procurement employee, FORM 30 should be filed with the Commission on Ethics.

However, notwithstanding Section 112.3148, Fla. Stat., no executive branch lobbyist or principal shall make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. This may include gifts that formerly were permitted under Section 112.3148. [Sec. 112.3215, Fla. Stat.] Similar prohibitions apply to legislative officials and employees. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.] In addition, gifts from political committees are prohibited. [Sec. 112.31485, Fla. Stat.]

9. *FORM 1X AND FORM 6X - Amendments to Form 1 and Form 6*

These forms are provided for officers or employees to amend their previously filed Form 1 or Form 6.

IV. AVAILABILITY OF FORMS

LOCAL OFFICERS and EMPLOYEES who must file FORM 1 annually will be sent the form by mail from the Supervisor of Elections in the county in which they permanently reside not later than JUNE 1 of each year. Newly elected and appointed officials or employees should contact the heads of their agencies for copies of the form or download it from www.ethics.state.fl.us, as should those persons who are required to file their final disclosure statements within 60 days of leaving office or employment. The Form 1 will be filed electronically with the Florida Commission on Ethics via the Electronic Financial Disclosure Management System (EFDMS), beginning in 2023.

Beginning January 1, 2022, ELECTED CONSTITUTIONAL OFFICERS and other officials who must file Form 6 annually must file electronically via the Commission's Electronic Financial Disclosure Management System (EFDMS). Paper forms will not be promulgated. Communications regarding the annual filing requirement will be sent via email to filers no later than June 1. Form 6 filers will receive an emailed invitation to register for EFDMS in March 2022. Filers requiring earlier access should contact the Commission to request an invitation. Filers must maintain an updated email address in their User Profile in EFDMS.

OTHER STATE OFFICERS, and SPECIFIED STATE EMPLOYEES who must file Form 1 annually will be sent the forms by mail from the Florida Commission on Ethics by June 1, 2022. Newly elected and appointed officers and employees should contact the head of their agencies for copies of the form or download the form from www.ethics.state.fl.us, as should those persons who are required to file their final financial disclosure statement within 60 days of leaving office or employment.

V. PENALTIES

A. Non-criminal Penalties for Violation of the Sunshine Amendment and the Code of Ethics

There are no criminal penalties for violation of the Sunshine Amendment and the Code of Ethics. Penalties for violation of these laws may include: impeachment, removal from office or employment, suspension, public censure, reprimand, demotion, reduction in salary level, forfeiture of no more than one-third salary per month for no more than twelve months, a civil penalty not to exceed \$10,000, and restitution of any pecuniary benefits received, and triple the value of a gift from a political committee.

B. Penalties for Candidates

CANDIDATES for public office who are found in violation of the Sunshine Amendment or the Code of Ethics may be subject to one or more of the following penalties: disqualification from being on the ballot, public censure, reprimand, or a civil penalty not to exceed \$10,000, and triple the value of a gift received from a political committee.

C. Penalties for Former Officers and Employees

FORMER PUBLIC OFFICERS or EMPLOYEES who are found in violation of a provision applicable to former officers or employees or whose violation occurred prior to such officer's or employee's leaving public office or employment may be subject to one or more of the following penalties: public censure and reprimand, a civil penalty not to exceed \$10,000, and restitution of any pecuniary benefits received, and triple the value of a gift received from a political committee.

D. Penalties for Lobbyists and Others

An executive branch lobbyist who has failed to comply with the Executive Branch Lobbying Registration law (see Part VIII) may be fined up to \$5,000, reprimanded, censured, or prohibited from lobbying executive branch agencies for up to two years. Lobbyists, their employers, principals, partners, and firms, and political committees and committees of continuous existence who give a prohibited gift or honorarium or fail to comply with the gift reporting requirements for gifts worth between \$25 and \$100, may be penalized by a fine of not more than \$5,000 and a prohibition on lobbying, or employing a lobbyist to lobby, before the agency of the public officer or employee to whom the gift was given for up to two years. Any agent or person acting on behalf of a political committee giving a prohibited gift is personally liable for a civil penalty of up to triple the value of the gift.

Executive Branch lobbying firms that fail to timely file their quarterly compensation reports may be fined \$50 per day per report for each day the report is late, up to a maximum fine of \$5,000 per report.

E. Felony Convictions: Forfeiture of Retirement Benefits

Public officers and employees are subject to forfeiture of all rights and benefits under the retirement system to which they belong if convicted of certain offenses. The offenses include embezzlement or theft of public funds; bribery; felonies specified in Chapter 838, Florida Statutes; impeachable offenses; and felonies committed with intent to defraud the public or their public agency. [Sec. 112.3173, Fla. Stat.]

F. Automatic Penalties for Failure to File Annual Disclosure

Public officers and employees required to file either Form 1 or Form 6 annual financial disclosure are subject to automatic fines of \$25 for each day late the form is filed after September 1, up to a maximum penalty of \$1,500. [Sec. 112.3144 and 112.3145, Fla. Stat.]

VI. ADVISORY OPINIONS

Conflicts of interest may be avoided by greater awareness of the ethics laws on the part of public officials and employees through advisory assistance from the Commission on Ethics.

A. Who Can Request an Opinion

Any public officer, candidate for public office, or public employee in Florida who is in doubt about the applicability of the standards of conduct or disclosure laws to himself or herself, or anyone who has the power to hire or terminate another public employee, may seek an advisory opinion from the Commission about himself or herself or that employee.

B. How to Request an Opinion

Opinions may be requested by letter presenting a question based on a real situation and including a detailed description of the situation. Opinions are issued by the Commission and are binding on the conduct of the person who is the subject of the opinion, unless material facts were omitted or misstated in the request for the opinion. Published opinions will not bear the name of the persons involved unless they consent to the use of their names; however, the request and all information pertaining to it is a public record, made available to the Commission and to members of the public in advance of the Commission's consideration of the question.

C. How to Obtain Published Opinions

All of the Commission's opinions are available for viewing or download at its website:
www.ethics.state.fl.us.

VII. COMPLAINTS

A. Citizen Involvement

The Commission on Ethics cannot conduct investigations of alleged violations of the Sunshine Amendment or the Code of Ethics unless a person files a sworn complaint with the Commission alleging such violation has occurred, or a referral is received, as discussed below.

If you have knowledge that a person in government has violated the standards of conduct or disclosure laws described above, you may report these violations to the Commission by filing a sworn complaint on the form prescribed by the Commission and available for download at

www.ethics.state.fl.us. The Commission is unable to take action based on learning of such misdeeds through newspaper reports, telephone calls, or letters.

You can obtain a complaint form (FORM 50), by contacting the Commission office at the address or phone number shown on the inside front cover of this booklet, or you can download it from the Commission's website:

www.ethics.state.fl.us.

B. Referrals

The Commission may accept referrals from: the Governor, the Florida Department of Law Enforcement, a State Attorney, or a U.S. Attorney. A vote of six of the Commission's nine members is required to proceed on such a referral.

C. Confidentiality

The complaint or referral, as well as all proceedings and records relating thereto, is confidential until the accused requests that such records be made public or until the matter reaches a stage in the Commission's proceedings where it becomes public. This means that unless the Commission receives a written waiver of confidentiality from the accused, the Commission is not free to release any documents or to comment on a complaint or referral to members of the public or press, so long as the complaint or referral remains in a confidential stage.

A COMPLAINT OR REFERRAL MAY NOT BE FILED WITH RESPECT TO A CANDIDATE ON THE DAY OF THE ELECTION, OR WITHIN THE 30 CALENDAR DAYS PRECEDING THE ELECTION DATE, UNLESS IT IS BASED ON PERSONAL INFORMATION OR INFORMATION OTHER THAN HEARSAY.

D. How the Complaint Process Works

Complaints which allege a matter within the Commission's jurisdiction are assigned a tracking number and Commission staff forwards a copy of the original sworn complaint to the accused within five working days of its receipt. Any subsequent sworn amendments to the complaint also are transmitted within five working days of their receipt.

Once a complaint is filed, it goes through three procedural stages under the Commission's rules. The first stage is a determination of whether the allegations of the complaint are legally sufficient: that is, whether they indicate a possible violation of any law over which the Commission has jurisdiction. If the complaint is found not to be legally sufficient, the Commission will order that the complaint be dismissed without investigation, and all records relating to the complaint will become public at that time.

In cases of very minor financial disclosure violations, the official will be allowed an opportunity to correct or amend his or her disclosure form. Otherwise, if the complaint is found to be legally sufficient, a preliminary investigation will be undertaken by the investigative staff of the Commission. The second stage of the Commission's proceedings involves this preliminary investigation and a decision by the Commission as to whether there is probable cause to believe that there has been a violation of any of the ethics laws. If the Commission finds no probable cause to believe there has been a violation of the ethics laws, the complaint will be dismissed and will become a matter of public record. If the Commission finds probable cause to believe there has been a violation of the ethics laws, the complaint becomes public and usually enters the third stage of proceedings. This stage requires the Commission to decide whether the law was actually violated and, if so, whether a penalty should be recommended. At this stage, the accused has the right to request a public hearing (trial) at which evidence is presented, or the Commission may order that such a hearing be held. Public hearings usually are held in or near the area where the alleged violation occurred.

When the Commission concludes that a violation has been committed, it issues a public report of its findings and may recommend one or more penalties to the appropriate disciplinary body or official.

When the Commission determines that a person has filed a complaint with knowledge that the complaint contains one or more false allegations or with reckless disregard for whether the complaint contains false allegations, the complainant will be liable for costs plus reasonable attorney's fees incurred by the person complained against. The Department of Legal Affairs may bring a civil action to recover such fees and costs, if they are not paid voluntarily within 30 days.

E. Dismissal of Complaints At Any Stage of Disposition

The Commission may, at its discretion, dismiss any complaint at any stage of disposition should it determine that the public interest would not be served by proceeding further, in which case the Commission will issue a public report stating with particularity its reasons for the dismissal. [Sec. 112.324(12), Fla. Stat.]

F. Statute of Limitations

All sworn complaints alleging a violation of the Sunshine Amendment or the Code of Ethics must be filed with the Commission within five years of the alleged violation or other breach of the public trust. Time starts to run on the day AFTER the violation or breach of public trust is committed. The statute of limitations is tolled on the day a sworn complaint is filed with the Commission. If a complaint is filed and the statute of limitations has run, the complaint will be dismissed. [Sec. 112.3231, Fla. Stat.]

VIII. EXECUTIVE BRANCH LOBBYING

Any person who, for compensation and on behalf of another, lobbies an agency of the executive branch of state government with respect to a decision in the area of policy or procurement may be required to register as an executive branch lobbyist. Registration is required before lobbying an agency and is renewable annually. In addition, each lobbying firm must file a compensation report with the Commission for each calendar quarter during any portion of which one or more of the firm's lobbyists were registered to represent a principal. As noted above, no executive branch lobbyist or principal can make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 can knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.]

Paying an executive branch lobbyist a contingency fee based upon the outcome of any specific executive branch action, and receiving such a fee, is prohibited. A violation of this prohibition is a first degree misdemeanor, and the amount received is subject to forfeiture. This does not prohibit sales people from receiving a commission. [Sec. 112.3217, Fla. Stat.]

Executive branch departments, state universities, community colleges, and water management districts are prohibited from using public funds to retain an executive branch (or legislative branch) lobbyist, although these agencies may use full-time employees as lobbyists. [Sec. 11.062, Fla. Stat.]

Online registration and filing is available at www.floridalobbyist.gov. Additional information about the executive branch lobbyist registration system may be obtained by contacting the Lobbyist Registrar at the following address:

Executive Branch Lobbyist Registration
Room G-68, Claude Pepper Building
111 W. Madison Street
Tallahassee, FL 32399-1425
Phone: 850/922-4987

IX. WHISTLE-BLOWER'S ACT

In 1986, the Legislature enacted a "Whistle-blower's Act" to protect employees of agencies and government contractors from adverse personnel actions in retaliation for disclosing information in a sworn complaint alleging certain types of improper activities. Since then, the Legislature has revised this law to afford greater protection to these employees.

While this language is contained within the Code of Ethics, the Commission has no jurisdiction or authority to proceed against persons who violate this Act. Therefore, a person who has disclosed

information alleging improper conduct governed by this law and who may suffer adverse consequences as a result should contact one or more of the following: the Office of the Chief Inspector General in the Executive Office of the Governor; the Department of Legal Affairs; the Florida Commission on Human Relations; or a private attorney. [Sec. 112.3187 - 112.31895, Fla. Stat.]

X. ADDITIONAL INFORMATION

As mentioned above, we suggest that you review the language used in each law for a more detailed understanding of Florida's ethics laws. The "Sunshine Amendment" is Article II, Section 8, of the Florida Constitution. The Code of Ethics for Public Officers and Employees is contained in Part III of Chapter 112, Florida Statutes.

Additional information about the Commission's functions and interpretations of these laws may be found in Chapter 34 of the Florida Administrative Code, where the Commission's rules are published, and in The Florida Administrative Law Reports, which until 2005 published many of the Commission's final orders. The Commission's rules, orders, and opinions also are available at www.ethics.state.fl.us.

If you are a public officer or employee concerned about your obligations under these laws, the staff of the Commission will be happy to respond to oral and written inquiries by providing information about the law, the Commission's interpretations of the law, and the Commission's procedures.

XI. TRAINING

Constitutional officers, elected municipal officers, and commissioners of community redevelopment agencies (CRAs) are required to receive a total of four hours training, per calendar year, in the area of ethics, public records, and open meetings. The Commission on Ethics does not track compliance or certify providers.

Visit the training page on the Commission's website for up-to-date rules, opinions, audio/video training, and opportunities for live training conducted by Commission staff. A comprehensive online training course addressing Florida's Code of Ethics, as well as Sunshine Law, and Public Records Act is available via a link on the Commission's homepage.

SECTION E

RESOLUTION 2023-05

A RESOLUTION ELECTING THE OFFICERS OF THE LIVE OAK LAKE COMMUNITY DEVELOPMENT DISTRICT, OSCEOLA COUNTY, FLORIDA.

WHEREAS, the Live Oak Lake Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors of the District (“Board”) desires to elect the Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE LIVE OAK LAKE COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The following persons are elected to the offices shown:

| | |
|---------------------|---------------------------|
| Chairperson | <u>Scott Sterns</u> |
| Vice Chairperson | <u>Kimberly Locher</u> |
| Secretary | <u>Jill Burns</u> |
| Assistant Secretary | <u>Andrea Stevens</u> |
| Assistant Secretary | <u>Mel Gray- Marshall</u> |
| Assistant Secretary | <u>Ned Bowman</u> |
| Assistant Secretary | <u>Tricia Adams</u> |
| Assistant Secretary | <u></u> |
| Treasurer Assistant | <u>Katie Costa</u> |
| Treasurer | <u>George Flint</u> |

PASSED AND ADOPTED this 4th day of January 2023.

ATTEST:

**LIVE OAK LAKE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

MINUTES

**MINUTES OF MEETING
LIVE OAK LAKE
COMMUNITY DEVELOPMENT DISTRICT**

The Landowners' Meeting and Election of the Live Oak Lake Community Development District was held on Wednesday, **November 2, 2022** at 2:32 p.m. at the West Osceola Branch Library, 305 Campus Street, Celebration, Florida and via Zoom.

Present were:

Scott Stearns
Andrea Stevens
Kimberly Locher

Tricia Adams
Sarah Sandy

District Manager
District Counsel

FIRST ORDER OF BUSINESS

**Determination of Number of Voting Units
Represented**

Ms. Adams noted that there were 336 votes authorized.

SECOND ORDER OF BUSINESS

Call to Order

Ms. Adams called the meeting to order.

THIRD ORDER OF BUSINESS

**Election of the Chairman for the Purpose of
Conducting Landowners' Meeting**

Ms. Adams asked the Board if they would like for her to serve as Chairman for the purpose of conducting the Landowners' meeting. The Board agreed.

FOURTH ORDER OF BUSINESS

**Nominations for the Positions of Supervisor
for Seat 3**

Ms. Adams asked if there were any nominations for Seat #3 that is included in the ballot and is for a 4-year term. The nomination was made for Kimberly Locher for Seat #3.

FOURTH ORDER OF BUSINESS

Casting of Ballots

Ms. Adams stated the ballots have been received from Narcoossee Land Ventures and an authorized agent has completed the ballots and cast 336 votes for Kimberly Locher. Ms. Adams noted there were no other landowners present and there are no other nominations. She added that Zoom participants are not eligible to participate in the Landowner's meeting.

FIFTH ORDER OF BUSINESS

**Tabulation of Ballots and Announcement
Results**

Ms. Adams stated that Ms. Locher will serve a four-year term.

SIXTH ORDER OF BUSINESS

Adjournment

Ms. Adams adjourned the meeting.

**MINUTES OF MEETING
LIVE OAK LAKE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Live Oak Lake Community Development District was held on Wednesday, **November 2, 2022** at 2:34 p.m. at the West Osceola Branch Library, 305 Campus Street, Celebration, Florida and via Zoom.

Present and constituting a quorum:

Scott Stearns
Andrea Stevens
Kimberly Locher

Chairman
Vice Chairperson
Assistant Secretary

Also present were:

Tricia Adams
Sarah Sandy
Nicole Stalder *by Zoom*
Jarrett Wright
Clayton Smith
Ned Bowman

District Manager/GMS
District Counsel, Kutak Rock
District Engineer, Dewberry
Assistant Field Services Manager, GMS
Field Operations Manager, GMS
Supervisor Elect (Term Effective November 22, 2022)

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order. Three Supervisors were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Adams opened up the public comment period. There were no comments from the public.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Notification of Letter of Resignation of Supervisor from Seat 5

Ms. Adams stated there was a letter of resignation within the packet for seat #5 from Kimberly Locher effective October 27, 2022.

On MOTION by Mr. Stearns, seconded by Ms. Stevens, with all in favor, the Letter of Resignation for Seat #5 from Kimberly Locher, was accepted.

B. Administration of Oath of Office for Supervisor Elected to Seat 3

Ms. Adams stated Kimberly Locher has been appointed to the Board of Supervisors from the Landowner's election for Seat #3 which will be a four-year term. She administered the oath of office to Ms. Locher.

C. Consideration of Resolution 2023-01 Canvassing and Certifying Results of the LO Election

Ms. Adams stated the results of the Landowners' election held early today reflected 336 votes for Kimberly Locher in Seat #3.

On MOTION by Mr. Stearns, seconded by Ms. Locher, with all in favor, Resolution 2023-01 Canvassing and Certifying Results of the Landowners' Election, was approved.

D. Consideration of Resolution 2023-02 Electing Officers

Ms. Adams stated the Board may want to defer the election of officers due to the general election to be held next week on November 8, 2022. She added that two seats that have transitioned to the general election. She noted the current slate of officers was Scott Stearns as Chair, Mr. Moore as Vice-Chair, Ms. Stevens as Assistant secretary, Ms. Burns as secretary. She asked the Board if they wanted to elect officers or defer to the next meeting. The Board wanted to elect today. She also asked the Board if they wanted to consider individually or consider a slate of officers. She added the Vice Chair seat is open. The newly elected officers will be Scott Stearns as Chair, Andrea Stevens as Vice Chair, Kimberly Locher, other Board members, and Tricia Adams as Assistant Secretary, and Ms. Burns as Secretary.

On MOTION by Ms. Stevens, seconded by Ms. Locher, with all in favor, Resolution 2023-02 Election of Officers with Scott Stearns as Chair, Ms. Stevens as Vice Chair, Ms. Locher, Mr. Lee Moore and Ms. Adams as Assistant Secretaries, Ms. Jill Burns as Secretary, was approved.

FOURTH ORDER OF BUSINESS**Approval of Minutes of the September 7, 2022
Board of Supervisors Meeting**

Ms. Adams presented the September 7, 2022 Board meeting minutes and asked if there were any comments or corrections. Hearing no changes from the Board, Ms. Adams asked for a motion to approve.

On MOTION by Ms. Stevens, seconded by Ms. Locher, with all in favor, the Minutes of the September 7, 2022, Board of Supervisors Meeting, were approved.

FIFTH ORDER OF BUSINESS**Presentation of Arbitrage Calculation Report**

Ms. Adams stated this report is for Series 2016 bonds. She explained that the District must demonstrate that they are not earning more interest than they are paying. Ms. Adams noted that if the District did have an arbitrage issue, there is an IRS penalty. The report is in the agenda packet for Board review. She noted that the report shows there is no arbitrage issue.

On MOTION by Mr. Stearns, seconded by Ms. Stevens, with all in favor, Accepting the Arbitrage Calculation Report for Series 2016, was approved.

SIXTH ORDER OF BUSINESS**Consideration of Engagement Letter for
Arbitrage Services – LLS Tax Solutions Inc.**

Ms. Adams stated this attached letter is for arbitrage services with LLS Tax Solutions Inc, for \$550. She added this engagement letter is consistent with the budgeted amount.

On MOTION by Mr. Stearns, seconded by Ms. Locher, with all in favor, the Engagement Letter for Arbitrage Services with LLS Tax Solutions, Inc. for \$550, was approved.

SEVENTH ORDER OF BUSINESS**Ratification of Landscape and Maintenance
Agreement with Juniper Landscaping**

Ms. Adams stated that at the last meeting the Board considered different proposals for landscaping services. Ultimately the Board ranked Juniper as the preferred landscape provider and authorized staff to prepare an agreement. That agreement was prepared effective October 1, 2022

with the terms that the Board previously approved based on the proposal that Juniper provided. In the agenda is the final form of the agreement for Board review.

On MOTION by Ms. Locher, seconded by Ms. Stevens, with all in favor, the Landscape and Maintenance Agreement with Juniper Landscaping, was ratified.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2023-03 Authorizing the Use of Electronic Document Signatures

Ms. Adams noted that this allows the use of electronic signatures on agreements and other District documents. Ms. Sandy noted that this has been implemented at a lot of Districts and it has been very helpful. Ms. Sandy recommended approval.

On MOTION by Ms. Stevens, seconded by Ms. Locher, with all in favor, Resolution 2023-03 Authorizing the Use of Electronic Document Signatures, was approved.

NINTH ORDER OF BUSINESS

Ratification of Developer Deficit Funding Agreement

Ms. Adams noted that the Board saw this agreement at the prior meeting, and they approved it in substantial form. This agreement sets a cap for the contribution and the contribution is commensurate with the amount that the Board adopted in the Fiscal Year 2023 budget. District counsel worked on finalizing the agreement. Ms. Sandy stated that she worked with Developer's counsel on finalizing the agreement. She noted that they added if the amount of the O&M deficit is less than the amount funded by the developer, the District would reimburse the developer for that for any overpayment.

On MOTION by Ms. Stevens, seconded by Ms. Locher, with all in favor, the Developer Deficit Funding Agreement, was ratified.

TENTH ORDER OF BUSINESS**Ratification of Fountain Maintenance Agreement with SOLitude**

Ms. Adams stated that at the last meeting the Board reviewed a proposal and approved the terms of the proposal and authorized staff to prepare the form of the agreement. She asked for the Board to ratify the agreement.

On MOTION by Ms. Stevens, seconded by Ms. Locher, with all in favor, the Fountain Maintenance Agreement with SOLitude, was ratified.

ELEVENTH ORDER OF BUSINESS**Appointment of Audit Committee**

Ms. Adams stated that the District is required to have an annual independent audit for the District's financial records. The Board has the ability to enter into an audit agreement for up to five years. Typically each year there will be an audit engagement letter presented to the Board for approval. The current audit agreement has expired, so they need to have an Audit Committee meeting. Ms. Adams noted that the Board appoints the Audit Committee and typically management suggests that the Board appoint themselves as the Audit Committee. The Audit Committee is schedule immediately following the Board meeting.

On MOTION by Ms. Stevens, seconded by Ms. Locher, with all in favor, Appointing the Board of Supervisors as the Audit Committee, was approved.

TWELFTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Ms. Sandy had nothing further to report to the Board.

B. Engineer

Ms. Stalder stated she had nothing further to report to the Board.

C. Field Manager's Report

Mr. Wright reviewed the field manager's report in the agenda and summarized the completed items for the Board.

i. Presentation of Pond Maintenance Services Contract with SOLitude

Mr. Wright reviewed the agreement with SOLitude for aquatic maintenance services.

On MOTION by Ms. Stevens, seconded by Ms. Locher, with all in favor, the Pond Maintenance Services Contract with SOLitude, was approved.

ii. Consideration of Proposal of Restocking with GMS

Mr. Wright noted that this would be for 6,000 gambusia and 3,000 shrimp.

On MOTION by Mr. Stearns, seconded by Ms. Stevens, with all in favor, the Proposal of Gambusia Fish and Ghost Shrimp Stocking with GMS, was approved.

iii. Consideration of Proposal of Sable Palm Replacement on Nolte Road – Juniper Landscaping

Mr. Wright presented the sabal palm replacement for the palm that died along Nolte Road.

On MOTION by Mr. Stearns, seconded by Ms. Stevens, with all in favor, the Proposal of Sable Palm Replacement on Nolte Road – Juniper Landscaping, was approved.

iv. Consideration of Proposal of Japanese Blueberry Removal and Palm Replacement – Juniper Landscaping

Mr. Wright reviewed the Japanese Blueberry removal and palm replacement proposal. The Board discussed if all Japanese Blueberries would be removed or just the declining trees.

v. Proposal to Replace Japanese Blueberry Trees with Sod – Juniper Landscaping – Added

Mr. Wright reviewed the proposal to replace the Japanese Blueberry Trees with sod.

On MOTION by Ms. Stevens, seconded by Mr. Stearns, with all in favor, the Proposal of Japanese Blueberry Removal and Palm Replacement – Juniper Landscaping Not to Exceed \$3,270.06 for sod and \$6,000 for landscape replacement and Direction for Staff to work with Vice Chairperson Andrea Stevens regarding plant selection, was approved.

D. District Manager's Report**i. Review of Insurance Property Schedule**

Ms. Adams noted that is best practice to present this to Boards once a year to review the property schedule. She stated that they don't have any property that is insured for this District they have liability insurance and public official's liability insurance. The District doesn't own anything that would require property insurance.

ii. Check Run Summary

Ms. Adams noted that the check run summary was included in the agenda package.

On MOTION by Ms. Stevens, seconded by Ms. Locher, with all in favor, the Check Run Summary, was approved.

iii. Combined Balance Sheet

Ms. Adams stated that the financials were included in the agenda package. There was no action needed on this item.

THIRTEENTH ORDER OF BUSINESS Other Business

Ms. Sandy noted that the boundary amendment was approved at the October 17, 2022 Osceola County meeting. The ordinance was effective October 25, 2022. Ms. Sandy noted that they recorded a Notice of Boundary Amendment against all the property in the District so that landowners will have notice in their title work. They are still waiting on the county for the Interlocal Agreement.

**FOURTEENTH ORDER OF BUSINESS Supervisors Requests and Audience
Comments**

Mr. Stearns stated that as a bookkeeping matter, they need to finish off some of the bills of sale for the infrastructure that is being completed. Phase 2C is done, as well as 2D. Mr. Stearns stated that Phase 8 is completed as well and those three need to be addressed. He noted that Phases 7 and 4 are actively under construction and will be completed in the next quarter at the end of March.

FIFTEENTH ORDER OF BUSINESS

Adjournment

The meeting was adjourned.

| |
|---|
| On MOTION by Mr. Stearns, seconded by Ms. Locher, with all in favor, the meeting was adjourned at 3:30 p.m. |
|---|

Secretary / Assistant Secretary

Chairman / Vice Chairman

SECTION V

| Live Oak Lake CDD Auditor Selection | | | | | | | |
|--|----------------------------------|-----------------------------------|---|--|---|------------------------|------------------------------|
| | Ability of Personnel (20 pts) | Proposer's Experience (20 pts) | Understading of Scope of Work (20 pts) | Ability to Furnish the Required Services (20 pts) | Price (20 pts) | Total Points Earned | Ranking (1 being highest) |
| DiBartolomeo, McBee, Hartley & Barnes | | | | | 2022- \$3,850 2023- \$3,950 2024- \$4,000 2025- \$4,150 2026- \$4,250 | | |
| Grau & Associates | | | | | 2022- \$5,000 2023- \$5,100 2024- \$5,200 2025- \$5,300 2026- \$5,400 | | |

SECTION VI

RESOLUTION 2023-04

WHEREAS, LIVE OAK LAKE COMMUNITY DEVELOPMENT DISTRICT from time to time has funds on hand in excess of current needs, and

WHEREAS, it is in the best interest of LIVE OAK LAKE COMMUNITY DEVELOPMENT DISTRICT and its inhabitants that funds be invested to return the highest yield consistent with proper safeguards,

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the District Manager or his designee, be, and he/she is hereby authorized to transmit such funds to the State Board of Administration to be invested according to applicable laws of the State of Florida consistent with the needs of LIVE OAK LAKE COMMUNITY DEVELOPMENT DISTRICT. Such authorization includes authority to withdraw funds from the State Board of Administration by giving timely notice and appropriate confirmation.
2. That this authorization shall be continuing in nature until revoked by LIVE OAK LAKE COMMUNITY DEVELOPMENT DISTRICT.

THIS RESOLUTION INTRODUCED and ADOPTED by the BOARD OF SUPERVISORS at their regular meeting this 7th day of December, 2022.

By: _____

Attest: _____
District Manager

SECTION VII

SECTION A

BILL OF SALE

KNOW ALL MEN BY THESE PRESENTS, that **Narcoossee Land Ventures, LLC**, a Florida limited liability company, whose address for purposes hereof is 370 CenterPointe Circle, Suite 1136, Altamonte Springs, Florida 32701 (“**Seller**”), and in consideration of the sum of Ten Dollars (\$10.00) and other valuable consideration, to it paid by the **Live Oak Lake Community Development District**, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes* (“**District**”) whose address is 219 E. Livingston Street, Orlando, Florida 32801, the receipt whereof is hereby acknowledged, has granted, bargained, sold, transferred and delivered, and by these presents does grant, bargain, sell, transfer, and deliver unto the District, its successors and assigns, the following described property, assets and rights, to-wit:

All Stormwater Management Facilities including ponds, lakes, wetlands together with master drainage pipes, structures, inlets, manholes, mitered end sections, headwalls and control structures between said ponds in and for the development of Twin Lakes Phases 4A and 7A, all located on portions of the real property described in the legal description attached hereto as **Attachment A-1**.

All being more particularly described in the highlighted portions of that certain As-Built Survey of Twin Lakes Phase 4A dated November 22, 2022, prepared by Johnny A. Brown, PSM, and that certain As-Built Survey of Twin Lakes Phase 7A dated November 22, 2022, prepared by Johnny A. Brown, PSM.

TO HAVE AND TO HOLD all of the foregoing unto the District, its successors and assigns, for its own use forever, free and clear and discharged of and from any and all obligations, claims or liens.

AND the Seller does hereby covenant to and with the District, its successors and assigns, that they are the lawful owners of the above-described personal property and assets; that said personal property and assets are free from all liens and encumbrances; that Seller has good right to sell said personal property and assets; that all contractors, subcontractors and material men furnishing labor or materials relative to the construction of the personal property and assets have been paid in full; and that Seller will warrant and defend the sale of its said personal property and assets hereby made, unto the District, its successors and assigns, against the lawful claims and demands of all persons whosoever.

[signature contained on following page]

IN WITNESS WHEREOF, the Seller has caused this instrument to be executed in its name this ____ day of _____, 2023.

Signed, sealed and delivered
in the presence of:

NARCOOSSEE LAND VENTURES, LLC,
a Florida limited liability company

Witnessed:

By: _____

Print Name: _____

Print Title: _____

Print Name: _____

Print Name: _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged, before me, by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 2022, by _____ as _____ of Narcoossee Land Ventures, LLC, a Florida limited liability company, on behalf of the company, who is ☐ personally known to me or ☐ produced _____ as identification.

Witness my hand and official seal this ____ day of _____, 2022.

Notary Public

Personally known: _____

Produced Identification: _____

Type of Identification: _____

ATTACHMENT A-1

Drawing name: C:\Users\wsamalat\appdata\local\temp\AcP\lsh_18408\Twin Lakes Phase 4A_sursketch_Ponds.dwg Sheet 2 Nov 22, 2022 8:35am by: wsamalat

LEGAL DESCRIPTION:


A PORTION OF LANDS LYING IN SECTION 17, TOWNSHIP 26 SOUTH, RANGE 31 EAST, OSCEOLA COUNTY, FLORIDA, BEING A PORTION OF TRACT FD-2, TWIN LAKES CONNECTOR ROAD ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 30, PAGE 186-193 OF THE PUBLIC RECORDS OF OSCEOLA COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHWEST CORNER OF SAID SECTION 17; THENCE S89°43'11"E ALONG THE SOUTH LINE OF THE SOUTHWEST 1/4 OF SAID SECTION 17, A DISTANCE OF 2512.32 FEET; THENCE DEPARTING SAID SOUTH LINE RUN, N00°16'49"E, A DISTANCE OF 247.76 FEET; THENCE N89°43'11"W, A DISTANCE OF 12.80 FEET; THENCE N00°16'49"E, A DISTANCE OF 179.69 FEET; THENCE N03°52'35"W, A DISTANCE OF 62.76 FEET TO THE SOUTHEAST CORNER OF LOT 841, TWIN LAKES PHASE 2C ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 31, PAGES 2-7 OF THE PUBLIC RECORDS OF OSCEOLA COUNTY, FLORIDA, BEING THE POINT OF CURVATURE OF A CURVE, CONCAVE WESTERLY, HAVING A RADIUS OF 647.00 FEET, A CENTRAL ANGLE OF 10°56'36", A CHORD BEARING OF N11°59'22"W AND A CHORD DISTANCE OF 123.39 FEET; THENCE RUN ALONG THE EASTERLY LINE OF SAID TWIN LAKES PHASE 2C THE FOLLOWING THREE (3) COURSES: NORTHERLY ALONG THE ARC OF SAID CURVE, A DISTANCE OF 123.57 FEET TO A POINT OF REVERSE CURVATURE OF A CURVE, CONCAVE EASTERLY, HAVING A RADIUS OF 647.00 FEET, A CENTRAL ANGLE OF 15°26'18", A CHORD BEARING OF N09°44'31"W AND A CHORD DISTANCE OF 173.81 FEET; THENCE RUN NORTHERLY ALONG THE ARC OF SAID CURVE, A DISTANCE OF 174.33 FEET TO A POINT ON NON-TANGENCY; THENCE N00°16'49"E, A DISTANCE OF 52.00 FEET; THENCE DEPARTING SAID EASTERLY LINE, RUN S89°43'11"E, A DISTANCE OF 97.84 FEET TO A POINT OF CURVATURE OF A CURVE, CONCAVE NORTHWESTERLY, HAVING A RADIUS OF 25.00 FEET, A CENTRAL ANGLE OF 84°41'21", A CHORD BEARING OF N47°56'08"E AND A CHORD DISTANCE OF 33.68 FEET; THENCE RUN NORTHEASTERLY ALONG THE ARC OF SAID CURVE, A DISTANCE OF 36.95 FEET TO A POINT OF REVERSE CURVATURE OF A CURVE CONCAVE EASTERLY HAVING A RADIUS OF 526.00 FEET, A CENTRAL ANGLE OF 02°11'24", A CHORD BEARING OF N06°41'10"E AND A CHORD DISTANCE OF 20.10 FEET; THENCE RUN NORTHERLY ALONG THE ARC OF SAID CURVE, A DISTANCE OF 20.11 FEET TO THE END OF SAID CURVE; THENCE S82°13'08"E, A DISTANCE OF 172.00 FEET TO THE POINT OF BEGINNING; THENCE N13°17'32"E, A DISTANCE OF 67.99 FEET; THENCE N24°18'51"E, A DISTANCE OF 67.99 FEET; THENCE N35°22'43"E, A DISTANCE OF 67.77 FEET; THENCE N55°38'00"E, A DISTANCE OF 74.49 FEET; THENCE N83°50'15"E, A DISTANCE OF 80.48 FEET; THENCE S81°52'33"E, A DISTANCE OF 73.18 FEET; THENCE S77°14'29"E, A DISTANCE OF 85.31 FEET; THENCE S69°25'58"E, A DISTANCE OF 78.65 FEET; THENCE S60°07'47"E, A DISTANCE OF 74.19 FEET; THENCE S10°27'14"E, A DISTANCE OF 81.78 FEET; THENCE S06°30'21"W, A DISTANCE OF 76.03 FEET; THENCE S03°22'05"W, A DISTANCE OF 76.03 FEET; THENCE S00°13'50"W, A DISTANCE OF 76.03 FEET TO A POINT ON A NON-TANGENT CURVE CONCAVE EASTERLY HAVING A RADIUS OF 1388.52 FEET, A CENTRAL ANGLE OF 09°26'38", A CHORD BEARING OF S06°03'37"E AND A CHORD DISTANCE OF 228.61 FEET; THENCE RUN SOUTHERLY ALONG THE ARC OF SAID CURVE, A DISTANCE OF 228.87 FEET TO THE END OF SAID CURVE; THENCE S11°51'35"E, A DISTANCE OF 114.16 FEET; THENCE N89°10'35"W, A DISTANCE OF 320.00 FEET; THENCE N85°01'54"W, A DISTANCE OF 191.65 FEET; THENCE N00°16'49"E, A DISTANCE OF 73.37 FEET; THENCE N88°31'44"E, A DISTANCE OF 0.40 FEET; THENCE N03°53'09"W, A DISTANCE OF 79.29 FEET; THENCE N08°42'57"W, A DISTANCE OF 79.29 FEET; THENCE N13°32'45"W, A DISTANCE OF 79.29 FEET; THENCE N15°34'32"W, A DISTANCE OF 68.97 FEET TO A POINT ON A NON-TANGENT CURVE CONCAVE EASTERLY HAVING A RADIUS OF 354.00 FEET, A CENTRAL ANGLE OF 18°03'15", A CHORD BEARING OF N01°14'46"W AND A CHORD DISTANCE OF 111.09 FEET; THENCE RUN NORTHERLY ALONG THE ARC OF SAID CURVE, A DISTANCE OF 111.55 FEET TO THE POINT OF BEGINNING.

CONTAINING 350,481 SQUARE FEET OR 8.05 ACRES MORE OR LESS.

SHEET 2 OF 3 (SEE SHEET 3 FOR SKETCH OF DESCRIPTION)

SKETCH OF DESCRIPTION ONLY. THIS IS NOT A SURVEY.

| | | |
|---|---|--|
| <div>SKETCH OF DESCRIPTION</div> <div>-OF-</div> <div>TWIN LAKES PHASE 4A POND</div> <div>SECTION 17, TOWNSHIP 26 SOUTH, RANGE 31 EAST</div> <div>OSCEOLA COUNTYFLORIDA</div> | <div> Dewberry</div> <div>131 WEST KALEY STREET ORLANDO, FLORIDA 32806 PHONE: 321.354.9826 Fax: 407.648.9104 WWW.DEWBERRY.COM</div> <div>CERTIFICATE OF AUTHORIZATION No. LB 8011</div> | <div>PREPARED FOR:</div> <div>NARCOOSSEE LAND VENTURE, LLC</div> <div>DATE: 11/18/22 REV DATE: SCALE: N/A</div> <div>PROJ: 50156581 DRAWN BY: WS CHECKED BY: WPH</div> |
|---|---|--|

Drawing name: C:\Users\wsamdot\appdata\local\temp\AcPublish_18408\Twin Lakes Phase 7A_sursketch_Ponds.dwg Sheet 2 Pond 1 Nov 22, 2022 8:48am by: wsamdot

LEGAL DESCRIPTION:

A PORTION OF TRACT FD-3, TWIN LAKES CONNECTOR ROAD ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 30, PAGES 186-193, OF THE PUBLIC RECORDS OF OSCEOLA COUNTY, FLORIDA, BEING LOCATED IN SECTION 20, TOWNSHIP 26 SOUTH, RANGE 31 EAST, OSCEOLA COUNTY, FLORIDA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHWEST CORNER OF THE NORTHWEST 1/4 OF SAID SECTION 20; THENCE RUN SOUTH 89°43'11" EAST ALONG THE NORTH LINE OF SAID NORTHWEST 1/4 OF SAID SECTION 20, A DISTANCE OF 2642.23 FEET TO THE NORTHEAST CORNER OF THE NORTHWEST 1/4 OF SAID SECTION 20; THENCE RUN SOUTH 89°33'33" EAST ALONG THE NORTH LINE OF THE NORTHEAST 1/4 OF SAID SECTION 20, A DISTANCE OF 1046.57 FEET; THENCE DEPARTING SAID NORTH LINE, RUN SOUTH 00°26'14" WEST, A DISTANCE OF 20.00 FEET; THENCE RUN NORTH 89°33'46" WEST, A DISTANCE OF 15.24 FEET; THENCE RUN SOUTH 00°26'14" WEST, A DISTANCE OF 173.81 FEET TO THE BEGINNING OF A NON-TANGENT CURVE, CONCAVE SOUTHERLY, HAVING A RADIUS OF 25.00 FEET, A CENTRAL ANGLE OF 18°24'50", A CHORD BEARING OF SOUTH 80°21'21" EAST AND A CHORD DISTANCE OF 8.00 FEET; THENCE RUN EASTERLY ALONG SAID CURVE AN ARC DISTANCE OF 8.03 FEET TO THE END OF SAID CURVE; THENCE RUN SOUTH 00°26'14" WEST, A DISTANCE OF 118.72 FEET TO THE POINT OF BEGINNING; THENCE S00°29'57"W, A DISTANCE OF 116.38 FEET TO A POINT OF CURVATURE OF A CURVE CONCAVE EASTERLY HAVING A RADIUS OF 1547.00 FEET, A CENTRAL ANGLE OF 23°12'21", A CHORD BEARING OF S11°06'13"E AND A CHORD DISTANCE OF 622.29 FEET; THENCE RUN SOUTHERLY ALONG THE ARC OF SAID CURVE, A DISTANCE OF 626.57 FEET TO A POINT OF REVERSE CURVATURE OF A CURVE CONCAVE WESTERLY HAVING A RADIUS OF 1353.00 FEET, A CENTRAL ANGLE OF 13°16'52", A CHORD BEARING OF S16°03'58"E AND A CHORD DISTANCE OF 312.92 FEET; THENCE RUN SOUTHERLY ALONG THE ARC OF SAID CURVE, A DISTANCE OF 313.63 FEET TO THE END OF SAID CURVE; THENCE S80°04'59"W, A DISTANCE OF 43.83 FEET; THENCE N89°33'46"W, A DISTANCE OF 289.88 FEET; THENCE N00°26'14"E, A DISTANCE OF 400.00 FEET; THENCE N01°51'04"E, A DISTANCE OF 50.02 FEET; THENCE N03°49'14"W, A DISTANCE OF 66.41 FEET; THENCE N12°18'20"W, A DISTANCE OF 65.94 FEET; THENCE N20°47'26"W, A DISTANCE OF 66.41 FEET; THENCE N29°18'20"W, A DISTANCE OF 58.28 FEET; THENCE N21°15'35"W, A DISTANCE OF 46.67 FEET; THENCE N03°49'39"W, A DISTANCE OF 47.73 FEET; THENCE N00°26'14"E, A DISTANCE OF 250.00 FEET; THENCE S89°33'46"E, A DISTANCE OF 211.73 FEET TO THE POINT OF BEGINNING.

CONTAINING 238,842 SQUARE FEET OR 5.48 ACRES MORE OR LESS.

SHEET 2 OF 4

(SEE SHEET 3 FOR SKETCH OF DESCRIPTION)

SKETCH OF DESCRIPTION ONLY. THIS IS NOT A SURVEY.

SKETCH OF DESCRIPTION

-OF-

**TWIN LAKES PHASE 7A
POND #1**

SECTION 20, TOWNSHIP 26 SOUTH, RANGE 31 EAST

OSCEOLA COUNTY

FLORIDA



Dewberry

131 WEST KALEY STREET
ORLANDO, FLORIDA 32806

PHONE: 321.354.9826 FAX: 407.648.9104
WWW.DEWBERRY.COM

CERTIFICATE OF AUTHORIZATION NO. LB 8011

PREPARED FOR:

**NARCOOSSEE LAND
VENTURE, LLC**

DATE: 11/18/22
REV DATE:
SCALE: N/A

PROJ: 50156581
DRAWN BY: WS
CHECKED BY: WPH

Drawing name: C:\Users\wsamadot\appdata\local\temp\AcPublish_18408\Twin Lakes Phase 7A_sursketch_Ponds.dwg Sheet 2 Pond 2 Nov 22, 2022 8:53am by: wsamadot

LEGAL DESCRIPTION:

A PORTION OF TRACT FD-3, TWIN LAKES CONNECTOR ROAD ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 30, PAGES 186-193, OF THE PUBLIC RECORDS OF OSCEOLA COUNTY, FLORIDA, BEING LOCATED IN SECTION 20, TOWNSHIP 26 SOUTH, RANGE 31 EAST, OSCEOLA COUNTY, FLORIDA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHWEST CORNER OF THE NORTHWEST 1/4 OF SAID SECTION 20; THENCE RUN SOUTH 89°43'11" EAST ALONG THE NORTH LINE OF SAID NORTHWEST 1/4 OF SAID SECTION 20, A DISTANCE OF 2642.23 FEET TO THE NORTHEAST CORNER OF THE NORTHWEST 1/4 OF SAID SECTION 20; THENCE S00°26'14"W, ALONG THE WEST LINE OF THE NE 1/4 OF SAID SECTION 20, A DISTANCE OF 2087.50; THENCE DEPARTING SAID WEST LINE, RUN S89°33'46"E, A DISTANCE OF 25.00 FEET TO THE POINT OF BEGINNING; THENCE N77°27'37"E, A DISTANCE OF 72.19 FEET; THENCE N70°05'43"E, A DISTANCE OF 196.91 FEET; THENCE N89°29'07"E, A DISTANCE OF 352.01 FEET; THENCE N83°27'01"E, A DISTANCE OF 58.49 FEET; THENCE S00°26'14"W, A DISTANCE OF 172.00 FEET; THENCE S09°09'19"E, A DISTANCE OF 121.70 FEET; THENCE S27°08'04"E, A DISTANCE OF 21.58 FEET; THENCE S00°28'13"W, A DISTANCE OF 140.46 FEET; THENCE N89°31'47"W, A DISTANCE OF 60.00 FEET; THENCE N89°55'10"W, A DISTANCE OF 150.00 FEET; THENCE N00°28'13"E, A DISTANCE OF 170.00 FEET; THENCE N89°55'10"W, A DISTANCE OF 335.29 FEET; THENCE S00°26'14"W, A DISTANCE OF 50.00 FEET; THENCE N89°55'10"W, A DISTANCE OF 150.00 FEET; THENCE N00°26'14"E, A DISTANCE OF 237.89 FEET TO THE POINT OF BEGINNING.

CONTAINING 213,746 SQUARE FEET OR 4.91 ACRES MORE OR LESS.

SHEET 2 OF 3

(SEE SHEET 3 FOR SKETCH OF DESCRIPTION)

SKETCH OF DESCRIPTION ONLY. THIS IS NOT A SURVEY.

SKETCH OF DESCRIPTION

-OF-

**TWIN LAKES PHASE 7A
POND #2**

SECTION 20, TOWNSHIP 26 SOUTH, RANGE 31 EAST

OSCEOLA COUNTY

FLORIDA



Dewberry

131 WEST KALEY STREET
ORLANDO, FLORIDA 32806

PHONE: 321.354.9826 FAX: 407.648.9104
WWW.DEWBERRY.COM

CERTIFICATE OF AUTHORIZATION NO. LB 8011

PREPARED FOR:

**NARCOOSSEE LAND
VENTURE, LLC**

DATE: 11/18/22
REV DATE:
SCALE: N/A

PROJ: 50156581
DRAWN BY: WS
CHECKED BY: WPH

SECTION B

This instrument was prepared by and
upon recording should be returned to:

Sarah R. Sandy, Esq.
KUTAK ROCK LLP
P.O. Box 10230
Tallahassee, Florida 32302

SPECIAL WARRANTY DEED

THIS SPECIAL WARRANTY DEED (“**Deed**”) is made this ____ day of _____, 2022, by **Narcoossee Land Ventures, LLC**, a Florida limited liability company, whose address is 370 CenterPointe Circle, Suite 1136, Altamonte Springs, Florida 32701, hereinafter called the “**Grantor**,” to **Live Oak Lake Community Development District**, a local unit of special-purpose government organized under Chapter 190, *Florida Statutes*, whose address is c/o Governmental Management Services – Central Florida, LLC, 219 E. Livingston Street, Orlando, Florida 32801, hereinafter called the “**Grantee**” (Grantor and Grantee are sometimes together referred to herein as the “**Parties**”, and separately as the “**Party**”):

(Wherever used herein the terms “Grantor” and “Grantee” include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations or governmental entities.)

WITNESSETH:

WHEREAS, Grantor is the owner in fee simple of the Property (as hereinafter defined) located in Osceola County, Florida; and

WHEREAS, Grantee owns and maintains certain improvements located on the Property (collectively, the “**Improvements**”) and Grantor desires to additionally convey the Property to Grantee in accordance with the terms hereinafter provided; and

WHEREAS, Grantor desires to retain a perpetual, non-exclusive Easement (hereinafter defined) on the Property in accordance with such terms and provisions as more particularly set forth herein in order to maintain its ability to fully develop the residential development known as Twin Lakes in which the Property is located.

NOW, THEREFORE, for and in consideration of Ten and No/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. **Conveyance of Property.** The Grantor hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the Grantee, all that certain land situated in Osceola County, Florida, as depicted and described in **Composite Exhibit A**, attached hereto and incorporated by reference herein (collectively, the “**Property**”).

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining, and to have and to hold the same in fee simple forever. Such conveyance is subject to all matters of record; however, reference hereto shall not operate to re-impose the same.

The Grantor hereby covenants with said Grantee that the Grantor is lawfully seized of said land in fee simple and that the Grantor has good right and lawful authority to sell and convey said land. Further, the Grantor hereby warrants the title to said land and will defend the same against the lawful claims of all persons or entities whomsoever claiming by, through or under Grantor. Additionally, the Grantor warrants that it has complied with the provisions of Section 196.295, *Florida Statutes*.

3. **Grant of Easement.** Grantor hereby reserves and excepts from the conveyance of the Property, and which, by its acceptance of this Deed, Grantee hereby grants and conveys to Grantor, a perpetual, non-exclusive easement on the Property in favor of Grantor (and its agents, employees and contractors) to construct, install, repair, maintain, relocate and replace driveways, curb cuts, irrigation facilities, landscaping improvements, signage, lighting facilities, drainage facilities, entry features, decorative improvements, fencing, walls, sidewalks, equipment, utility lines and facilities and other improvements of any kind or nature (the foregoing list being intended only to illustrate, and not to limit, the types of such facilities) (collectively the “**Additional Improvements**”) over, under, upon and across the Property in such locations as Grantor may from time-to-time deem necessary or desirable; subject to Grantor first obtaining written confirmation from the Grantee’s engineer that such construction, installation, repair, maintenance, relocation and/or replacement of the Additional Improvements will not: (i) materially and adversely impact the Improvements, (ii) materially and adversely impact the functionality of the Property’s wetland mitigation system, or (iii) increase Grantee’s maintenance or repair costs of the Improvements (the “**Easement**”). Grantor shall have no obligation to construct or install any such Additional Improvements. The Easement shall further include the right of vehicular and pedestrian ingress and egress to and from public rights-of-way adjacent to the Property over, upon and across the Property to adjoining lands, and the right to include the Property or any part thereof in applications for permits and approvals submitted by Grantor in connection with the development of adjoining lands.

4. **Use of the Easement.** The Parties acknowledge and agree that use of the Easement shall not be inconsistent with Grantee's use, occupation or enjoyment of the Property. Notwithstanding the uses referenced herein, any construction or development occurring on the Property or pursuant to the Easement remains subject to all applicable government regulations.

5. **Beneficiaries of Easement Rights; Assignment.** Except as hereinafter provided, the Easement and other rights herein reserved by Grantor and granted by Grantee shall not inure to the benefit of any subsequent owners of lands adjoining the Property or to any successors or assigns of Grantor unless (and then only to the extent) specifically assigned as provided herein.

Grantor shall have the right from time to time to assign to third parties all or part of its rights under the Easement only upon the prior written consent of the Grantee, in the Grantee's sole discretion (which approved assignee is hereinafter referred to as an "**Approved Assignee**"). Notwithstanding the foregoing, if Grantor hereafter installs any landscaping, infrastructure improvements or signage on any of the Property pursuant to the Easement rights herein reserved by Grantor and granted by Grantee (hereinafter "**Grantor Improvements**"), Grantor may, without Grantee's consent, convey ownership of the Grantor Improvements, together with the Grantor's Easement rights to access, maintain, repair and replace (with reasonably equivalent landscaping, signage or improvements) such Grantor Improvements, to any municipality, district or other governmental entity, utility company or a property owners association (collectively, a "**Permitted Assignee**" and together with an Approved Assignee, an "Assignee"). In order to assign all or a portion of Grantor's rights hereunder to an Assignee, Grantor and the Assignee shall execute and record (with a copy of same provided to Grantee), an Assignment Agreement which specifies the rights being specifically assigned to such Assignee and provides that such Assignee assumes repair, maintenance and the other obligations of Grantor with respect to the portion of the Easement rights so assigned and otherwise incorporates the provisions of Section 6 below. Upon an Assignee assuming such obligations, Grantor shall no longer have such obligations with respect to the Easement rights so assigned.

6. **Repair and Maintenance.**

a. Grantor, or an Assignee, shall repair and maintain the Additional Improvements to keep the same in good order and repair in accordance with all applicable permits and other governmental requirements and good and sound engineering and construction practices; provided, that if such entity is charged with repair and maintaining such Additional Improvements but is not assigned the ownership thereof as provided in Section 5 above, then as a condition of assigning such obligations to such entity, the municipality, district or other governmental entity, utility company or property owners association must assume such obligations in writing for the benefit of Grantee in a form and content reasonably acceptable to Grantee, which shall not be unreasonably withheld, conditioned or delayed). In the event Grantor or an Assignee, as applicable, shall perform any repair, maintenance or other obligations, Grantor or Assignee, as applicable, shall diligently thereafter restore the surface of the Property to as near as practicable the condition which existed prior to such activities.

b. In the event that any required repair is not performed by Grantor or an Assignee hereunder, Grantee may deliver a notice to Grantor or such Assignee setting forth the deficiencies whereupon Grantor or such Assignee shall have a period of thirty (30) 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 thirty (30) day period, or forty-eight (48) hours in the case of an emergency, Grantee shall have the right, in Grantee's sole discretion, to either remove such Additional Improvements or undertake all reasonably necessary maintenance and repair itself and recover from Grantor (or the Assignee if such rights were previously assigned) the fees, costs and expenses incurred in connection therewith.

c. Grantor (or an Assignee) shall promptly repair any damage to the Property, Improvements, and any other property not owned by Grantor or such Assignee, caused by Grantor

or the Assignee, as appropriate, exercising its rights under the Easement including without limitation, any landscaping, hardscaping, ground cover, planting, roadways, driveways, sidewalks, walkways, pedestrian trails, signage, drainage and utility lines, and parking areas. In the event that Grantor (or an Assignee) causes damage to the Property, Improvements, or any other property not owned by Grantor or an Assignee, in the exercise of the privilege granted herein, Grantor, or the Assignee as appropriate, shall be obligated to restore the Property, Stormwater Improvements, or any other property not owned by Grantor or such Assignee, so damaged to its original condition and grade existing prior to such damage. In the event that any required repair is not performed by Grantor or the Assignee, as appropriate, hereunder, Grantee may deliver a notice to Grantor or the Assignee setting forth the deficiencies whereupon Grantor or the Assignee, if assigned, shall have a period of thirty (30) 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 thirty (30) day period, or forty-eight (48) hours in the case of an emergency, Grantee shall have the right to undertake all reasonably necessary maintenance and repair itself and recover from Grantor or the Assignee, if assigned, the fees, costs and expenses incurred in connection therewith.

7. Insurance and Indemnity.

a. Grantor (which for purposes of this Section 7, shall include and mean, as to a particular Easement right assigned, any Assignee of Grantor if, as and when all or a portion of the Easement rights are assigned to an Assignee in accordance with Section 5 hereof) hereby agrees to indemnify and hold harmless Grantee 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 acts or omissions of Grantor and Grantor's officers, staff, or employees or the exercise by Grantor or its agents, employees, consultants, representatives, contractors (and their subcontractors, employees, and materialmen). Grantor agrees that nothing contained in this Deed shall constitute or be construed as a waiver of immunity or limits of liability of the Grantee beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature in Section 768.28, *Florida Statutes*, or other statute, and nothing in this Deed shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

b. Grantor, its agents, employees, consultants, representatives, contractors (and their subcontractors, employees, and materialmen) performing work for Grantor on the Property 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 Grantee as an 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 Grantee. Grantor hereby agrees to indemnify and hold harmless Grantee 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 acts or omissions of Grantor and Grantor's

officers, staff, or employees or the exercise by Grantor or its agents, employees, consultants, representatives, contractors (and their subcontractors, employees, and materialmen).

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the Grantor has hereunto set its hand and seal the day and year first above written.

NARCOOSSEE LAND VENTURES, LLC,
a Florida limited liability company

Witnessed:

Print Name: _____

By: _____

Print Name: _____

Print Title: _____

Print Name: _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged, before me, by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 2022, by _____ as _____ of Narcoossee Land Ventures, LLC, a Florida limited liability company, on behalf of the company, who is ☐ personally known to me or ☐ produced _____ as identification.

Witness my hand and official seal this _____ day of _____, 2022.

(NOTARY SEAL)

Notary Public, State of Florida
My commission expires: _____

IN WITNESS WHEREOF, the Grantee has hereunto set its hand and seal the day and year first above written.

**LIVE OAK LAKE COMMUNITY
DEVELOPMENT DISTRICT**, a local unit of
special-purpose government established
pursuant to Chapter 190, *Florida Statutes*

Witnessed:

Print Name: _____

By: _____
Print Name: M. Scott Stearns
Print Title: Chairperson

Print Name: _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged, before me, by means of ☐ physical presence
or ☐ online notarization, this ____ day of _____, 2022, by M. Scott Stearns as
Chairperson of Live Oak Lake Community Development District, a local unit of special-purpose
government established pursuant to Chapter 190, *Florida Statutes*, on behalf of the District, who
is ☐ personally known to me or ☐ produced _____ as identification.

Witness my hand and official seal this ____ day of _____, 2022.

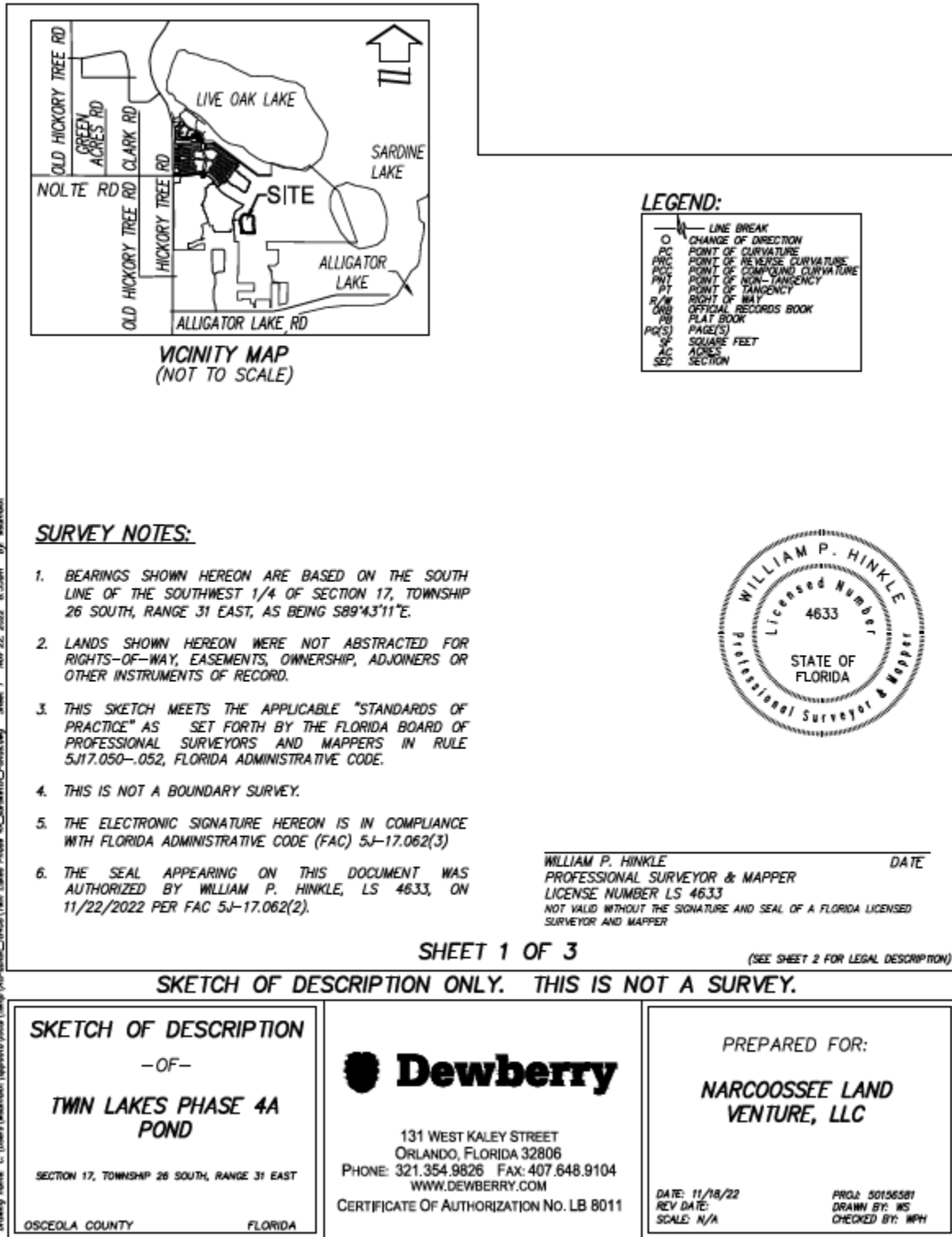
(NOTARY SEAL)

Notary Public
My commission expires: _____

**Note to Examiner: This instrument evidences a conveyance of an interest in unencumbered real estate
as a gift and is exempt from Florida documentary stamp tax pursuant to Rule 12B-4.014(2)(a),
Florida Administrative Code.**

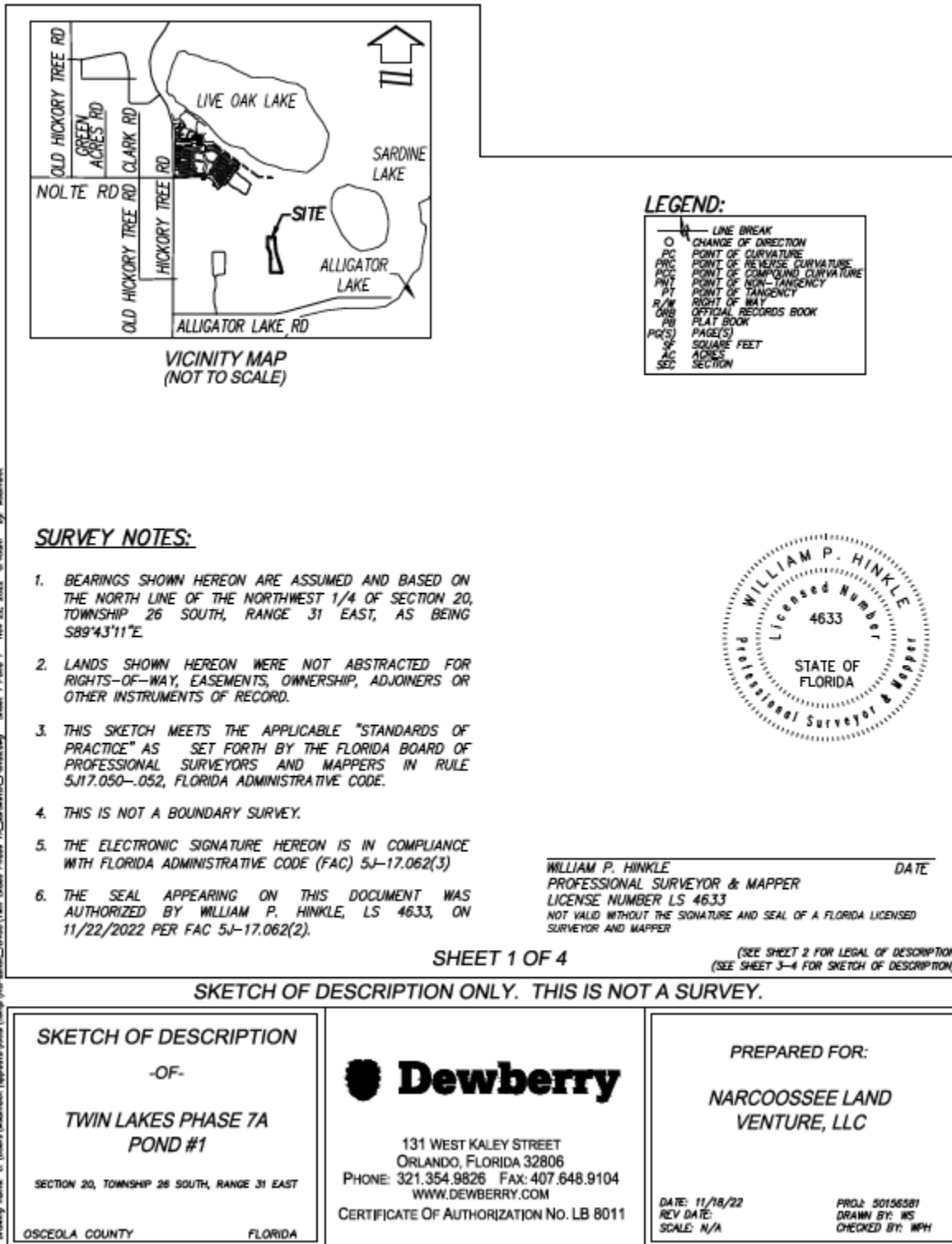
COMPOSITE EXHIBIT A

Twin Lakes Phase 4A Pond





Twin Lakes Phase 7A Pond #1



Drawing name: C:\Users\wawawaw\Documents\Projects\Twin Lakes Phase 7A\Twin Lakes Phase 7A_Landmark_Ponds.dwg Sheet: 2 of 4 Date: 11/18/22 11:18 AM User: wawawaw

LEGAL DESCRIPTION:

A PORTION OF TRACT FD-3, TWIN LAKES CONNECTOR ROAD ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 30, PAGES 186-193, OF THE PUBLIC RECORDS OF OSCEOLA COUNTY, FLORIDA, BEING LOCATED IN SECTION 20, TOWNSHIP 26 SOUTH, RANGE 31 EAST, OSCEOLA COUNTY, FLORIDA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHWEST CORNER OF THE NORTHWEST 1/4 OF SAID SECTION 20; THENCE RUN SOUTH 89°43'11" EAST ALONG THE NORTH LINE OF SAID NORTHWEST 1/4 OF SAID SECTION 20, A DISTANCE OF 2642.23 FEET TO THE NORTHEAST CORNER OF THE NORTHWEST 1/4 OF SAID SECTION 20; THENCE RUN SOUTH 89°33'33" EAST ALONG THE NORTH LINE OF THE NORTHEAST 1/4 OF SAID SECTION 20, A DISTANCE OF 1046.57 FEET; THENCE DEPARTING SAID NORTH LINE, RUN SOUTH 00°26'14" WEST, A DISTANCE OF 20.00 FEET; THENCE RUN NORTH 89°33'46" WEST, A DISTANCE OF 15.24 FEET; THENCE RUN SOUTH 00°26'14" WEST, A DISTANCE OF 173.81 FEET TO THE BEGINNING OF A NON-TANGENT CURVE, CONCAVE SOUTHERLY, HAVING A RADIUS OF 25.00 FEET, A CENTRAL ANGLE OF 18°24'50"; A CHORD BEARING OF SOUTH 80°21'21" EAST AND A CHORD DISTANCE OF 8.00 FEET; THENCE RUN EASTERLY ALONG SAID CURVE AN ARC DISTANCE OF 8.03 FEET TO THE END OF SAID CURVE; THENCE RUN SOUTH 00°26'14" WEST, A DISTANCE OF 118.72 FEET TO THE POINT OF BEGINNING; THENCE S00°29'57"W, A DISTANCE OF 116.38 FEET TO A POINT OF CURVATURE OF A CURVE CONCAVE EASTERLY HAVING A RADIUS OF 1547.00 FEET, A CENTRAL ANGLE OF 23°12'21", A CHORD BEARING OF S11°06'13"E AND A CHORD DISTANCE OF 622.29 FEET; THENCE RUN SOUTHERLY ALONG THE ARC OF SAID CURVE, A DISTANCE OF 626.57 FEET TO A POINT OF REVERSE CURVATURE OF A CURVE CONCAVE WESTERLY HAVING A RADIUS OF 1353.00 FEET, A CENTRAL ANGLE OF 13°16'52", A CHORD BEARING OF S16°03'58"E AND A CHORD DISTANCE OF 312.92 FEET; THENCE RUN SOUTHERLY ALONG THE ARC OF SAID CURVE, A DISTANCE OF 313.63 FEET TO THE END OF SAID CURVE; THENCE S80°04'59"W, A DISTANCE OF 43.83 FEET; THENCE N89°33'46"W, A DISTANCE OF 289.88 FEET; THENCE N00°26'14"E, A DISTANCE OF 400.00 FEET; THENCE N01°51'04"E, A DISTANCE OF 50.02 FEET; THENCE N03°49'14"W, A DISTANCE OF 66.41 FEET; THENCE N12°18'20"W, A DISTANCE OF 65.94 FEET; THENCE N20°47'26"W, A DISTANCE OF 66.41 FEET; THENCE N29°18'20"W, A DISTANCE OF 58.28 FEET; THENCE N21°15'35"W, A DISTANCE OF 46.67 FEET; THENCE N03°49'39"W, A DISTANCE OF 47.73 FEET; THENCE N00°26'14"E, A DISTANCE OF 250.00 FEET; THENCE S89°33'46"E, A DISTANCE OF 211.73 FEET TO THE POINT OF BEGINNING.

CONTAINING 238,842 SQUARE FEET OR 5.48 ACRES MORE OR LESS.

SHEET 2 OF 4

(SEE SHEET 3 FOR SKETCH OF DESCRIPTION)

SKETCH OF DESCRIPTION ONLY. THIS IS NOT A SURVEY.

SKETCH OF DESCRIPTION

-OF-

**TWIN LAKES PHASE 7A
POND #1**

SECTION 20, TOWNSHIP 26 SOUTH, RANGE 31 EAST

OSCEOLA COUNTY

FLORIDA



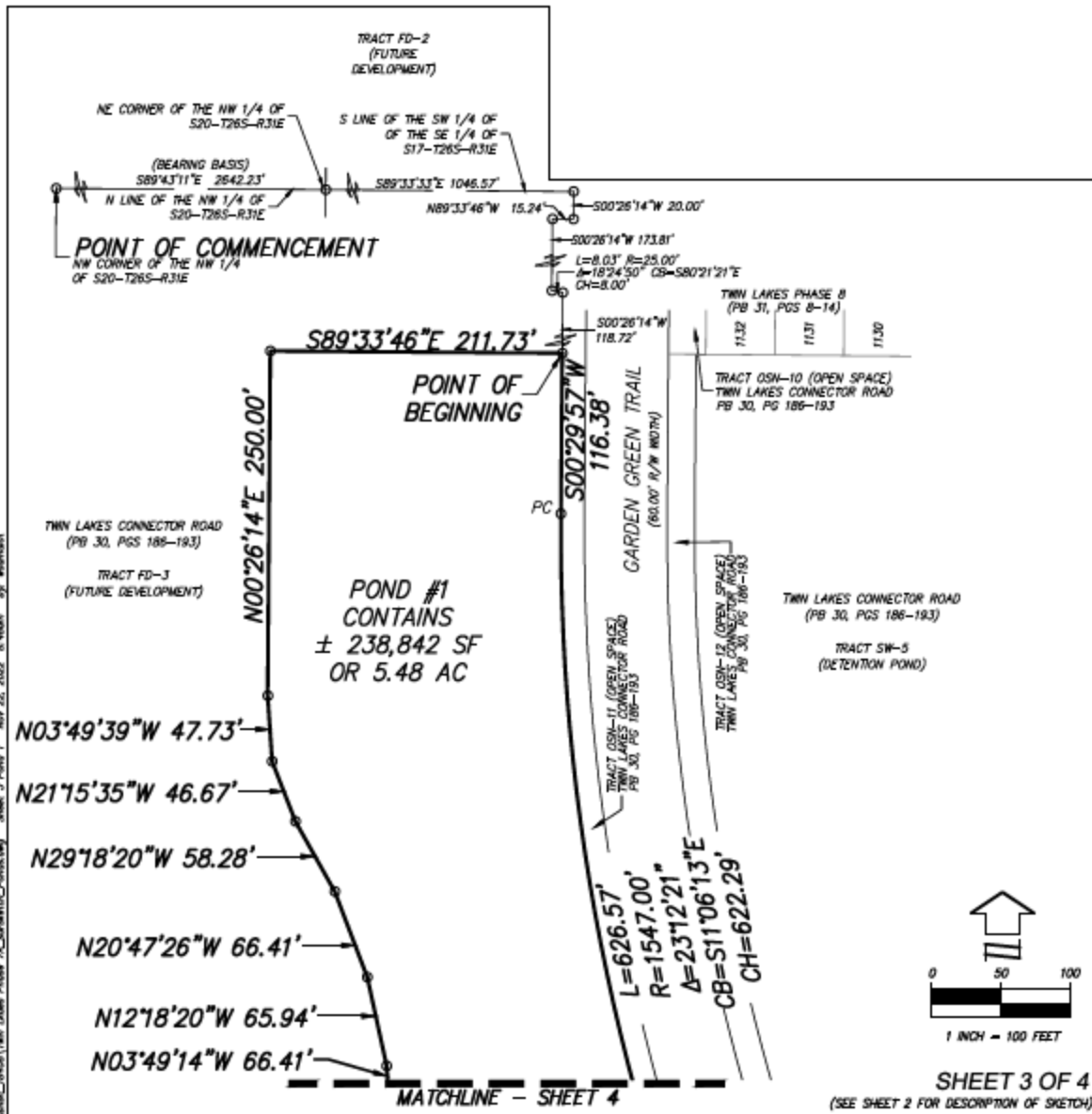
131 WEST KALEY STREET
ORLANDO, FLORIDA 32806
PHONE: 321.354.9826 FAX: 407.648.9104
WWW.DEWBERRY.COM
CERTIFICATE OF AUTHORIZATION No. LB 8011

PREPARED FOR:

**NARCOOSSEE LAND
VENTURE, LLC**

DATE: 11/18/22
REV DATE:
SCALE: N/A

PROJ: 50156581
DRAWN BY: WS
CHECKED BY: WPH



SKETCH OF DESCRIPTION ONLY. THIS IS NOT A SURVEY.

SKETCH OF DESCRIPTION

-OF-

TWIN LAKES PHASE 7A
POND #1

SECTION 17, TOWNSHIP 26 SOUTH, RANGE 31 EAST

OSCEOLA COUNTY

FLORIDA



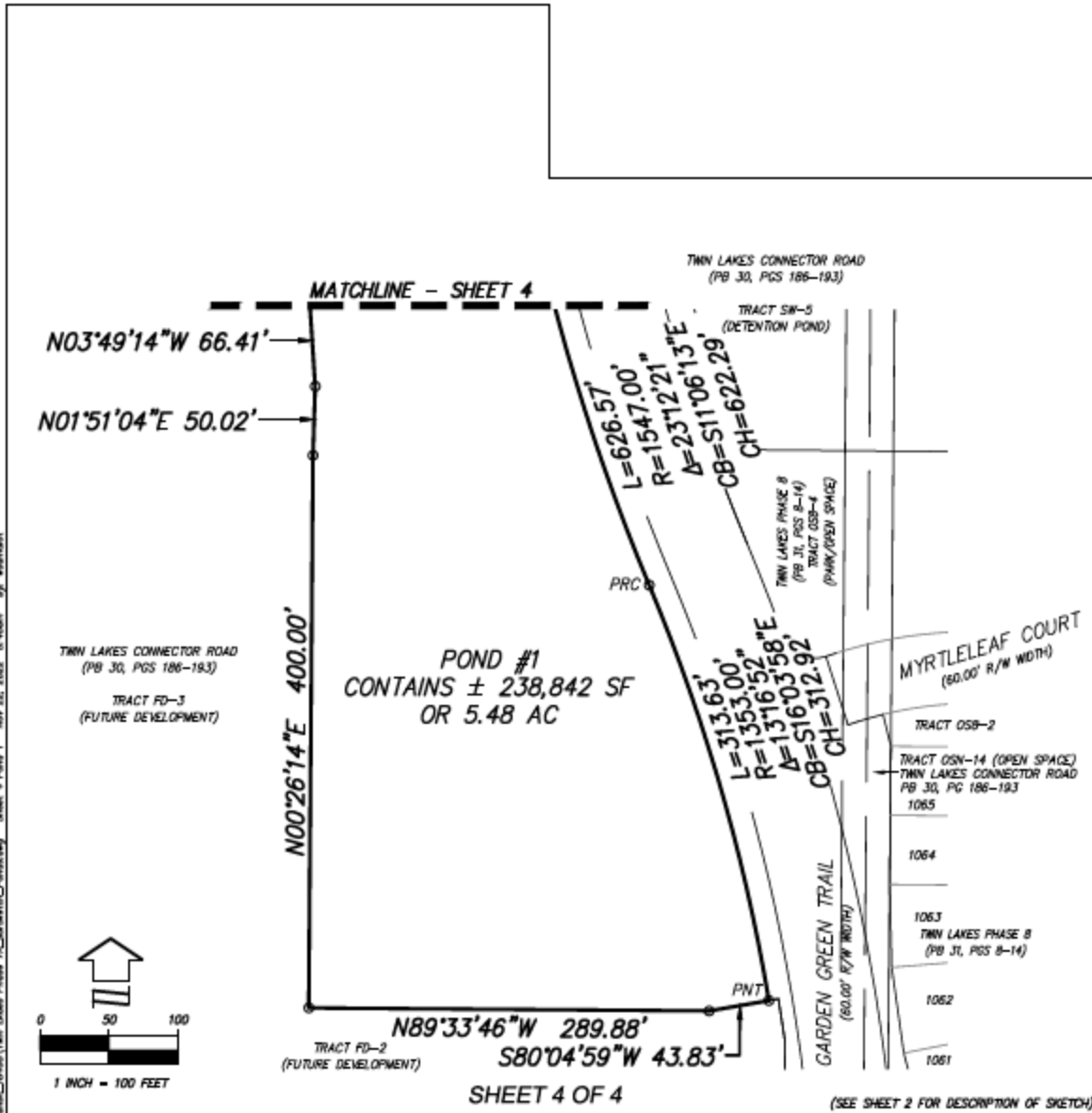
131 WEST KALEY STREET
ORLANDO, FLORIDA 32806
PHONE: 321.354.9826 FAX: 407.648.9104
WWW.DEWBERRY.COM
CERTIFICATE OF AUTHORIZATION No. LB 8011

PREPARED FOR:

NARCOOSSEE LAND
VENTURE, LLC

DATE: 11/18/22
REV DATE:
SCALE 1" = 100'

PROJ: 50156581
DRAWN BY: WS
CHECKED BY: WPH



SKETCH OF DESCRIPTION ONLY. THIS IS NOT A SURVEY.

SKETCH OF DESCRIPTION

-OF-

**TWIN LAKES PHASE 7A
POND #1**

SECTION 20, TOWNSHIP 26 SOUTH, RANGE 31 EAST

OSCEOLA COUNTY

FLORIDA



131 WEST KALEY STREET
ORLANDO, FLORIDA 32806

PHONE: 321.354.9826 FAX: 407.648.9104
WWW.DEWBERRY.COM

CERTIFICATE OF AUTHORIZATION NO. LB 8011

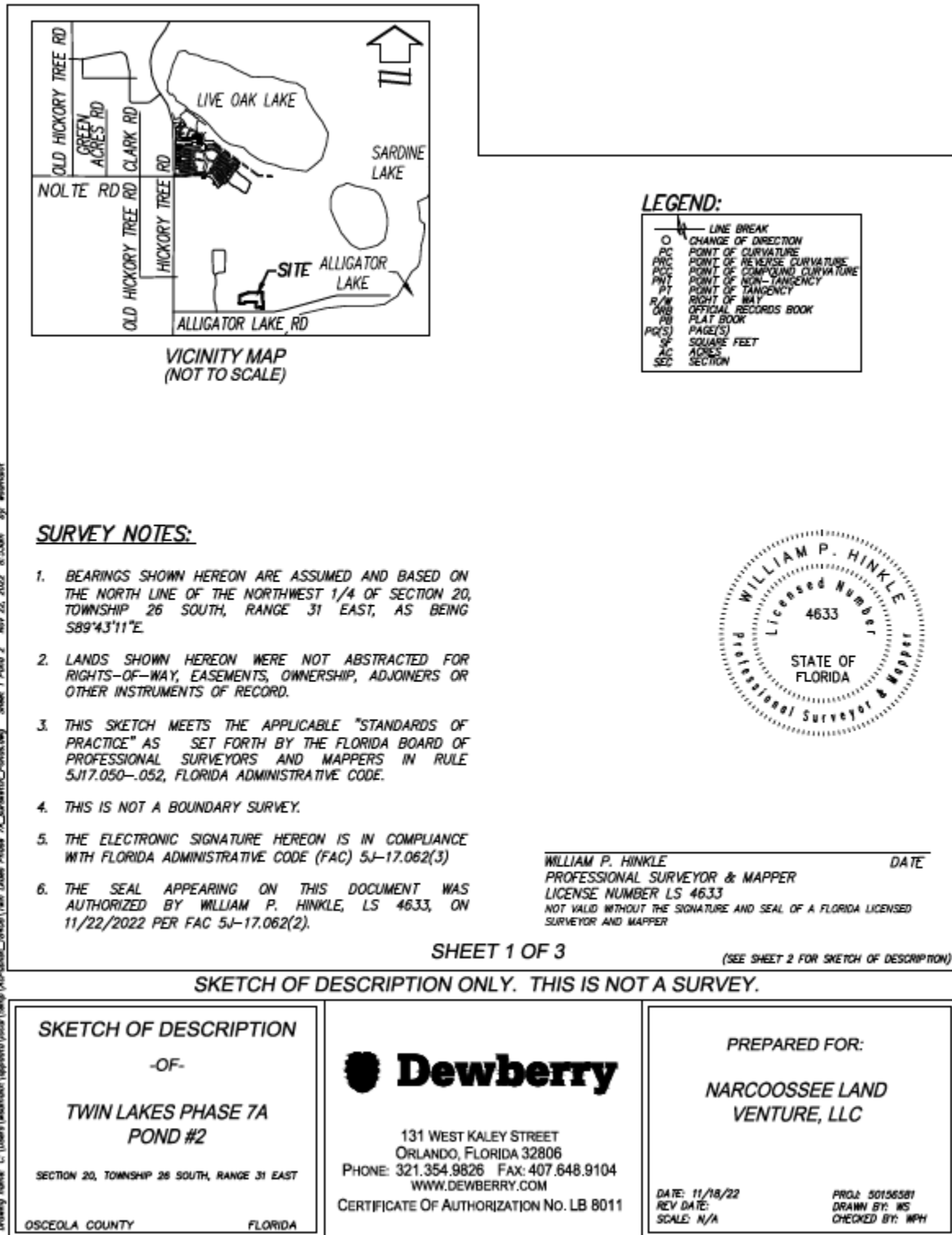
PREPARED FOR:

**NARCOOSSEE LAND
VENTURE, LLC**

DATE: 11/18/22
REV DATE:
SCALE: 1" = 100'

PROJ: 50156381
DRAWN BY: WS
CHECKED BY: MPH

Twin Lakes Phase 7A Pond #2



Drawing name: C:\Users\jessica\OneDrive\Documents\Twin Lakes Phase 7A\Twin Lakes Phase 7A_Landmark_Ponding.dwg Sheet: 2 of 2 Date: Nov 22, 2022 8:53am By: jessica

LEGAL DESCRIPTION:

A PORTION OF TRACT FD-3, TWIN LAKES CONNECTOR ROAD ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 30, PAGES 186-193, OF THE PUBLIC RECORDS OF OSCEOLA COUNTY, FLORIDA, BEING LOCATED IN SECTION 20, TOWNSHIP 26 SOUTH, RANGE 31 EAST, OSCEOLA COUNTY, FLORIDA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHWEST CORNER OF THE NORTHWEST 1/4 OF SAID SECTION 20; THENCE RUN SOUTH 89°43'11" EAST ALONG THE NORTH LINE OF SAID NORTHWEST 1/4 OF SAID SECTION 20, A DISTANCE OF 2642.23 FEET TO THE NORTHEAST CORNER OF THE NORTHWEST 1/4 OF SAID SECTION 20; THENCE S00°26'14"W, ALONG THE WEST LINE OF THE NE 1/4 OF SAID SECTION 20, A DISTANCE OF 2087.50; THENCE DEPARTING SAID WEST LINE, RUN S89°33'46"E, A DISTANCE OF 25.00 FEET TO THE POINT OF BEGINNING; THENCE N77°27'37"E, A DISTANCE OF 72.19 FEET; THENCE N70°05'43"E, A DISTANCE OF 196.91 FEET; THENCE N89°29'07"E, A DISTANCE OF 352.01 FEET; THENCE N83°27'01"E, A DISTANCE OF 58.49 FEET; THENCE S00°26'14"W, A DISTANCE OF 172.00 FEET; THENCE S09°09'19"E, A DISTANCE OF 121.70 FEET; THENCE S27°08'04"E, A DISTANCE OF 21.58 FEET; THENCE S00°28'13"W, A DISTANCE OF 140.46 FEET; THENCE N89°31'47"W, A DISTANCE OF 60.00 FEET; THENCE N89°55'10"W, A DISTANCE OF 150.00 FEET; THENCE N00°28'13"E, A DISTANCE OF 170.00 FEET; THENCE N89°55'10"W, A DISTANCE OF 335.29 FEET; THENCE S00°26'14"W, A DISTANCE OF 50.00 FEET; THENCE N89°55'10"W, A DISTANCE OF 150.00 FEET; THENCE N00°26'14"E, A DISTANCE OF 237.89 FEET TO THE POINT OF BEGINNING.

CONTAINING 213,746 SQUARE FEET OR 4.91 ACRES MORE OR LESS.

SHEET 2 OF 3

(SEE SHEET 3 FOR SKETCH OF DESCRIPTION)

SKETCH OF DESCRIPTION ONLY. THIS IS NOT A SURVEY.

SKETCH OF DESCRIPTION

-OF-

**TWIN LAKES PHASE 7A
POND #2**

SECTION 20, TOWNSHIP 26 SOUTH, RANGE 31 EAST

OSCEOLA COUNTY

FLORIDA



Dewberry

131 WEST KALEY STREET
ORLANDO, FLORIDA 32806

PHONE: 321.354.9826 FAX: 407.648.9104
WWW.DEWBERRY.COM

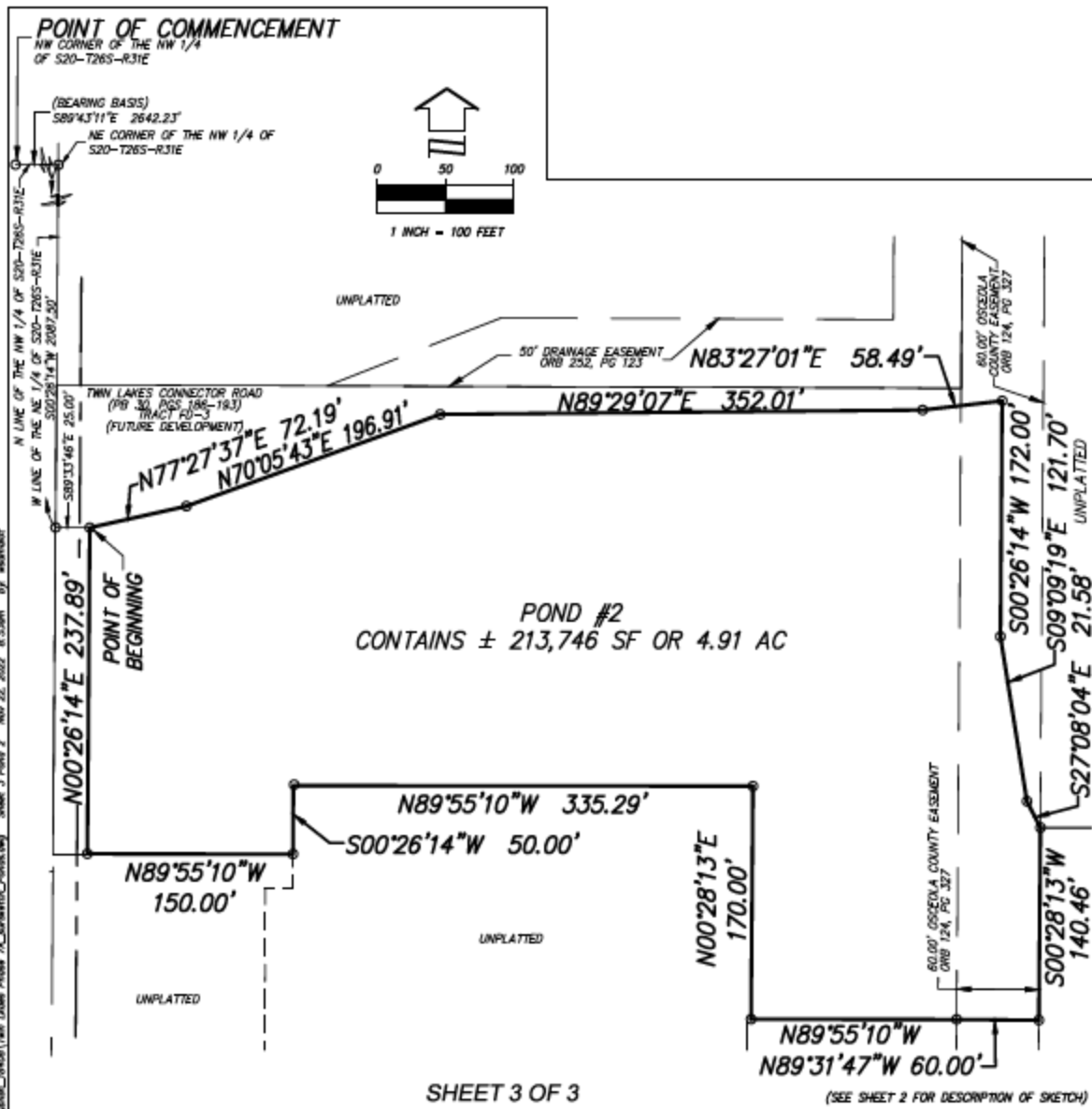
CERTIFICATE OF AUTHORIZATION No. LB 8011

PREPARED FOR:

**NARCOOSSEE LAND
VENTURE, LLC**

DATE: 11/18/22
REV DATE:
SCALE: N/A

PROJ: 50156381
DRAWN BY: WS
CHECKED BY: WPH



SKETCH OF DESCRIPTION ONLY. THIS IS NOT A SURVEY.

SKETCH OF DESCRIPTION

-OF-

**TWIN LAKES PHASE 7A
POND #2**

SECTION 20, TOWNSHIP 26 SOUTH, RANGE 31 EAST

OSCEOLA COUNTY

FLORIDA



131 WEST KALEY STREET
ORLANDO, FLORIDA 32806

PHONE: 321.354.9826 FAX: 407.648.9104
WWW.DEWBERRY.COM

CERTIFICATE OF AUTHORIZATION No. LB 8011

PREPARED FOR:

**NARCOOSSEE LAND
VENTURE, LLC**

DATE: 11/18/22
REV DATE:
SCALE 1" = 100'

PROJ: 50156581
DRAWN BY: WS
CHECKED BY: MPH

SECTION VIII



KATRINA S. SCARBOROUGH, CFA, CCF, MCF

OSCEOLA COUNTY PROPERTY APPRAISER

Live Oak Lake CDD

This Data Sharing And Usage Agreement, hereafter referred to as "Agreement," establishes the terms and conditions under which the **Live Oak Lake CDD**, hereafter referred to as agency, can acquire and use Osceola County Property Appraiser (OCPA) data that is exempt from Public Records disclosure as defined in [FS 119.071](#).

Please note the referenced statute has amended as of October 1, 2021. The paragraph below reflects the changes.

The confidentiality of personal identifying and location information including: names, mailing address, or any other descriptive property information that may reveal identity or home address pertaining to parcels owned by individuals that have received exempt/confidential status, hereafter referred to as confidential personal identifying and location information, **will be protected as follows:**

1. The **agency** will not release confidential personal identifying and location information that may reveal identifying and location information of individuals exempted from Public Records disclosure.
2. The **agency** will not present the confidential personal identifying and location information in the results of data analysis (including maps) in any manner that would reveal personal identifying and location information of individuals exempted from Public Records disclosure.
3. The **agency** shall comply with all State laws and regulations governing the confidentiality of personal identifying and location information that is the subject of this Agreement.
4. The **agency** shall ensure any employee granted access to confidential personal identifying and location information is subject to the terms and conditions of this Agreement.
5. The **agency** shall ensure any third party granted access to confidential personal identifying and location information is subject to the terms and conditions of this Agreement. Acceptance of these terms must be provided in writing to the **agency** by the third party before personal identifying and location information is released.
6. The terms of this Agreement shall commence on **January 1, 2023** and shall run until **December 31, 2023**, the date of signature by the parties notwithstanding. **This Agreement shall not automatically renew.** A new agreement will be provided annually for the following year.

IN WITNESS THEREOF, both the Osceola County Property Appraiser, through its duly authorized representative, and the **agency**, through its duly authorized representative, have hereunto executed this Data Sharing and Usage Agreement as of the last below written date.

OSCEOLA COUNTY PROPERTY APPRAISER

Live Oak Lake CDD

Signature: _____

Signature: _____

Print: Katrina S. Scarborough

Print: _____

Date: _____

Title: _____

Date: _____

Please return signed original copy, no later than January 31, 2023

2505 E IRLO BRONSON MEMORIAL HWY
KISSIMMEE, FL 34744
(407) 742-5000

INFO@PROPERTY-APPRAISER.ORG • PROPERTY-APPRAISER.ORG

SECTION IX

SECTION B

SECTION 1



Authorization for Additional Services

Sent Via Email: tadams@gmscfl.com

| | |
|--------------------------------------|---|
| To: Live Oak Lake CDD | Date: November 9, 2022 |
| c/o Governmental Management Services | Job No.: 50156581 |
| 219 E. Livingston Street | Task Nos.: 501 |
| Orlando, Florida 32801 | Project: Live Oak Lake CDD |
| Attn: Tricia Adams | Task Name: Twin Lakes Phases 4 and 7 Sketches and Legal Descriptions |

We hereby propose to do the following work:


Task 501 Twin Lakes Phases 4 and 7 Sketches and Legal Descriptions: We will prepare a sketch and legal description for each of the three (3) detention pond tracts within Twin Lakes Phases 4 and 7 for transfer to the Live Oak Lake Community Development District. Each will include a metes and bounds legal description, surveyor's sketch, area computation, and site location map. The sketches will be prepared in accordance with the Standards of Practice set forth in Chapter 5J17-052 of the Florida Administrative Code.

Fees for the above will be billed as follows: Based on time and materials, in accordance with the enclosed Schedule of Charges. We estimate a total budget of \$3,400, plus other direct costs.

This authorization is bound by the general terms and conditions of the original agreement.

DEWBERRY ENGINEERS INC.

Approved and Accepted

By: 
Nicole P. Stalder, P.E., LEED-AP
Vice President
Department Manager, Site/Civil Services

By: _____
Authorized Representative of
Live Oak Lake
Community Development District

Date: November 9, 2022

Date: _____

SECTION C

Live Oak Lake CDD

Field Management Report



December 27th, 2022
Clayton Smith
Assistant Field Manager
GMS

Completed

Landscape Items

- ✚ Drip line was installed along viburnum hedge, and irrigation consultant was notified of changes.
- ✚ 5 dead palms were replaced.
- ✚ Remaining healthy Japanese Blueberry trees will stay in place. Final removal of dead / unrecoverable trees is scheduled for 12/28/2022. Only 4 trees will need to be replaced.



InProgress

Planter Pots

- ✚ Proposal to replace 16 planter pots with HOA style plants to have a uniform look across the property.



Fish Stocking Review

- ✚ Inspected Meadowedge Loop pond for presence of fish. Due to the changing water levels, we believe the fish have gone to deeper water.



In Progress

Drainage Canal Trees

- ✚ All trees along the drainage canal were inspected to verify health conditions. Most trees are still healthy despite appearances and believed to be in a dormant period.
- ✚ Any dead trees that were identified will be removed, and due to the spacing will not need to be replaced. Once removed, some trees will be relocated to alleviate spacing concerns.



InProgress

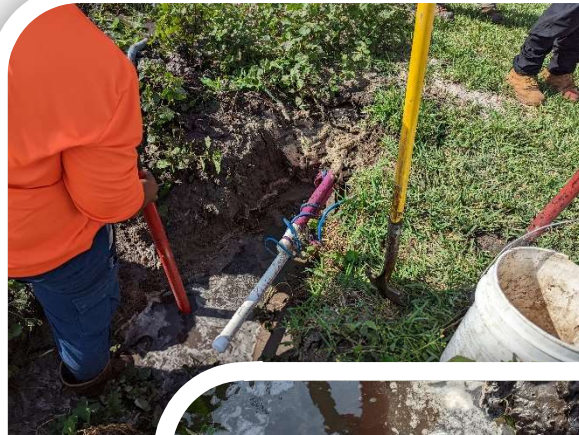
Fountain Repairs

- ✚ Fountain near amenity center wasn't functioning properly.
- ✚ Solitude scheduling repair, as well as inspection of all fountain lights.



Irrigation Repairs

- ✚ Main line break was detected and fixed at the second roundabout.
- ✚ Entire system was inspected to check for any additional issues.



Site Items

Sod Damage

- ✚ Sod located near the second roundabout damaged by construction crews.



Conclusion

For any questions or comments regarding the above information, please contact me by phone at 407-201-1514, or by email at csmith@gmscfl.com. Thank you.

Respectfully,
Clayton Smith

SECTION 1



Proposal

Proposal No.: 190507

Proposed Date: 11/30/22

| PROPERTY: | FOR: |
|---|-------------------|
| Live Oak Lake CDD - Maintenance Jill Burns Nolte Rd St. Cloud , FL | Live Oak CDD Pots |

| ITEM | QTY | UOM | TOTAL |
|--------------------------------------|---------|-----|-------------------|
| Plant Material | | | \$1,894.14 |
| Maintenance Division Labor | 8.00 | HR | |
| Auntie Lou Ti Plant, 03 gallon - 03G | 16.00 | 03g | |
| Dracaena (Assorted), 03 gallon - 03G | 16.00 | 03g | |
| Mandivilla - Pink | 16.00 | 03g | |
| Enhancement Irrigation | | | \$165.00 |
| Irrigation Repairs and Upgrades | 3.00 | HR | |
| Fuel Surcharge 3.9% | | | \$39.00 |
| Fuel Surcharge | 1000.00 | EA | |
| Total: | | | \$2,098.14 |

Guarantee: Any alteration from these specs involving additional costs will be executed only upon written order and will become an extra charge over and above estimate.

Standard Warranty: Juniper agrees to warranty irrigation, drainage and lighting for 1 year, trees and palms for 6 months, shrubs and ground cover for 3 months, and sod for 30 days. This warranty is subject to and specifically limited by the following:

Warranty is not valid on relocated material, annuals and any existing irrigation, drainage and lighting systems. Warranty is not valid on new plant material or sod installed without automatic irrigation. Warranty does not cover damage from pests or disease encountered on site, act of God, or damage caused by others. Failure of water or power source not caused by Juniper will void warranty. The above identified warranty periods commence upon the date of completion of all items included in this proposal. Standard Warranty does not modify or supersede any previously written agreement. Juniper is not responsible for damage to non-located underground.

Residential Agreement: A deposit or payment in full will be required before any work will begin. Any and all balance will be due upon job completion in full, unless otherwise noted in writing. All work will be performed in a workman like manner in accordance to said proposal. Any additional work added to original proposal will require written approval, may require additional deposits and will be due on completion with any remaining balances owed.

DUE TO THE NATURE OF MATERIAL COST VOLATILITY, WE ARE CURRENTLY HOLDING PRICING FOR THIRTY (30) DAYS FROM PROPOSAL DATE

| | |
|---|-------------|
| _____ | _____ |
| Signature (Owner/Property Manager) | Date |

Printed Name (Owner/Property Manager)

| | |
|-----------------------------------|-------------|
| _____ | _____ |
| Signature - Representative | Date |

SECTION D

SECTION 1

LIVE OAK LAKE

COMMUNITY DEVELOPMENT DISTRICT

Check Run Summary

January 4, 2023

GENERAL FUND

| <u>Date</u> | <u>Check Numbers</u> | <u>Amount</u> |
|--------------------|-----------------------------|-----------------------------------|
| 11/14/2022 | 295-303 | \$27,658.20 |
| 11/29/2022 | 304-310 | \$110,098.90 |
| 12/15/2022 | 311-318 | \$46,025.71 |
| Total | | <u><u>\$183,782.81</u></u> |

AP300R
*** CHECK NOS. 000295-050000

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER
LIVE OAK LAKES-GENERAL FUND
BANK B LOL-GENERAL FUND

RUN 12/28/22

PAGE 1

| CHECK DATE | VEND# |INVOICE..... DATE INVOICE | ...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS | VENDOR NAME | STATUS | AMOUNT |CHECK.... AMOUNT # |
|---------------|-------|-----------------------------------|--|-------------------------------------|--------|-----------|---------------------------|
| 11/14/22 | 00036 | 10/20/22 00102736 | 202210 320-53800-46801 | MOSQUITO TREATMENT | * | 519.00 | |
| | | | | CLARKE ENVIRONMENTAL MOSQUITO | | | 519.00 000295 |
| 11/14/22 | 00038 | 9/19/22 OB7C8E9F | 202209 310-51300-48000 | NOTICE OF FY23 MEETINGS | * | 80.82 | |
| | | | | COLUMN SOFTWARE PBC | | | 80.82 000296 |
| 11/14/22 | 00006 | 10/19/22 2188816 | 202209 310-51300-31100 | SERVICE THRU 09/30/2022 | * | 255.00 | |
| | | | | DEWBERRY ENGINEERS INC. | | | 255.00 000297 |
| 11/14/22 | 00010 | 10/18/22 79185644 | 202210 310-51300-42000 | DELIVERIES THRU 10/18/22 | * | 115.70 | |
| | | 10/25/22 79249521 | 202210 310-51300-42000 | DELIVERIES THRU 10/25/22 | * | 42.20 | |
| | | | | FEDEX | | | 157.90 000298 |
| 11/14/22 | 00016 | 11/08/22 23296 | 202211 310-51300-31600 | SERIES 2020 ARBITRAGE | * | 600.00 | |
| | | | | GRAU & ASSOCIATES | | | 600.00 000299 |
| 11/14/22 | 00030 | 11/01/22 27679 | 202211 320-53800-35000 | MGMT FEE-NOV 22 | * | 500.00 | |
| | | | | IRRIGATION MANAGEMENT CONSULTING | | | 500.00 000300 |
| 11/14/22 | 00024 | 10/30/22 185100 | 202210 320-53800-49100 | STORM CLEAN UP-10/14/22 | * | 659.20 | |
| | | 11/01/22 186502 | 202211 320-53800-46200 | NOV 22 LANDSCAPE MAINT. | * | 21,927.92 | |
| | | | | JUNIPER LANDSCAPING OF FLORIDA, LLC | | | 22,587.12 000301 |
| 11/14/22 | 00019 | 8/18/22 2022-125 | 202208 310-51300-48000 | NOTICE OF PUBLIC HEARING | * | 1,484.36 | |
| | | | | OSCEOLA NEWS GAZETTE | | | 1,484.36 000302 |
| 11/14/22 | 00032 | 11/03/22 PSI-2625 | 202211 320-53800-46800 | NOV 22 LAKE MAINT. | * | 1,474.00 | |
| | | | | SOLITUDE LAKE MANAGEMENT | | | 1,474.00 000303 |
| 11/29/22 | 00038 | 11/14/22 9B727754 | 202211 310-51300-48000 | AUDIT RFP | * | 72.25 | |
| | | 11/17/22 9B727754 | 202211 310-51300-48000 | NOTICE OF MEETING | * | 66.53 | |
| | | | | COLUMN SOFTWARE PBC | | | 138.78 000304 |

LOKS LIVE OAK LAKES SHENNING

AP300R
*** CHECK NOS. 000295-050000

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER
LIVE OAK LAKES-GENERAL FUND
BANK B LOL-GENERAL FUND

RUN 12/28/22

PAGE 2

| CHECK DATE | VEND# |INVOICE..... DATE INVOICE | ...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS | VENDOR NAME | STATUS | AMOUNT |CHECK..... AMOUNT # |
|---------------|-------|-----------------------------------|--|------------------------------|--------|------------|-----------------------------|
| 11/29/22 | 00033 | 11/28/22 3141232 | 202210 310-51300-31500 | | * | 659.62 | |
| | | LEGAL FEES THRU 10/31/22 | | | | | |
| | | 11/28/22 3141234 | 202210 310-51300-31500 | | * | 3,161.89 | |
| | | OCT 22 BOUNDARY AMEND. | | | | | |
| | | | | KUTAK ROCK LLP | | | 3,821.51 000305 |
| 11/29/22 | 00039 | 11/29/22 112922 | 202211 300-20700-10000 | | * | 3,451.83 | |
| | | TRANSFER TAX RECEIPTS | | | | | |
| | | | | LIVE OAK LAKE CDD | | | 3,451.83 000306 |
| 11/29/22 | 00004 | 11/29/22 112922 | 202211 300-20700-10000 | | * | 100,628.17 | |
| | | TRANSFER TAX RECEIPTS | | | | | |
| | | | | LIVE OAK LAKE CDD | | | 100,628.17 000307 |
| 11/29/22 | 00037 | 10/21/22 62619-10 | 202210 320-53800-43100 | | * | 1,237.59 | |
| | | SERVICE THRU 10/12/2022 | | | | | |
| | | | | TOHO WATER AUTHORITY | | | 1,237.59 000308 |
| 11/29/22 | 00037 | 10/21/22 62746-10 | 202210 320-53800-43100 | | * | 777.39 | |
| | | SERVICE THRU 10/12/2022 | | | | | |
| | | | | TOHO WATER AUTHORITY | | | 777.39 000309 |
| 11/29/22 | 00035 | 11/11/22 02232634 | 202211 320-53800-43000 | | * | 43.63 | |
| | | SERVICE THRU 11/11/2022 | | | | | |
| | | | | ORLANDO UTILITIES COMMISSION | | | 43.63 000310 |
| 12/15/22 | 00010 | 11/22/22 79544928 | 202210 310-51300-42000 | | * | 70.86 | |
| | | DELIVERIES 10/22 | | | | | |
| | | 12/06/22 79677663 | 202212 310-51300-42000 | | * | 98.75 | |
| | | DELIVERIES THRU 12/01/22 | | | | | |
| | | | | FEDEX | | | 169.61 000311 |
| 12/15/22 | 00001 | 11/01/22 48 | 202211 310-51300-34000 | | * | 3,062.50 | |
| | | MGMT FEES-11/22 | | | | | |
| | | 11/01/22 48 | 202211 310-51300-31300 | | * | 416.67 | |
| | | DISSEMINATION AGT SVCS | | | | | |
| | | 11/01/22 48 | 202211 310-51300-51000 | | * | .42 | |
| | | OFFICE SUPPLIES | | | | | |
| | | 11/01/22 48 | 202211 310-51300-42000 | | * | 7.98 | |
| | | POSTAGE | | | | | |
| | | 11/01/22 48 | 202211 310-51300-42500 | | * | 5.40 | |
| | | COPIES | | | | | |
| | | 11/01/22 49 | 202211 320-53800-34000 | | * | 1,250.00 | |
| | | FIELD MGMT-11/22 | | | | | |
| | | 11/01/22 49 | 202211 320-53800-46000 | | * | 1.68 | |
| | | GENERAL MAINT-11/22 | | | | | |

LOKS LIVE OAK LAKES SHENNING

AP300R
*** CHECK NOS. 000295-050000

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER
LIVE OAK LAKES-GENERAL FUND
BANK B LOL-GENERAL FUND

RUN 12/28/22

PAGE 3

| CHECK DATE | VEND# |INVOICE..... DATE INVOICE | ...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS | VENDOR NAME | STATUS | AMOUNT |CHECK..... AMOUNT # |
|---------------|-------|-----------------------------------|--|-------------------------------------|--------|------------|----------------------------|
| 12/01/22 | 50 | 202212 310-51300-34000 | | | * | 3,062.50 | |
| | | MGMT FEES-12/22 | | | | | |
| 12/01/22 | 50 | 202212 310-51300-31300 | | | * | 416.67 | |
| | | DISSEMINATION AGT SVCS | | | | | |
| 12/01/22 | 50 | 202212 310-51300-51000 | | | * | .30 | |
| | | OFFICE SUPPLIES | | | | | |
| 12/01/22 | 50 | 202212 310-51300-42000 | | | * | 5.70 | |
| | | POSTAGE | | | | | |
| 12/01/22 | 50 | 202212 310-51300-42500 | | | * | 23.70 | |
| | | COPIES | | | | | |
| 12/01/22 | 51 | 202212 320-53800-34000 | | | * | 1,250.00 | |
| | | FIELD MGMT-12/22 | | | | | |
| | | | | GMS-CENTRAL FLORIDA, LLC | | | 9,503.52 000312 |
| 12/15/22 | 00030 | 12/02/22 27694 | 202212 320-53800-35000 | | * | 500.00 | |
| | | MGMT FEES-12/22 | | | | | |
| | | | | IRRIGATION MANAGEMENT CONSULTING | | | 500.00 000313 |
| 12/15/22 | 00024 | 11/25/22 190068 | 202211 320-53800-46205 | | * | 2,373.56 | |
| | | SABLE PALM REPLACEMENT | | | | | |
| | | 11/30/22 190078 | 202211 320-53800-46205 | | * | 3,270.06 | |
| | | REMOVE DECLINING TREES | | | | | |
| | | 12/01/22 190957 | 202212 320-53800-46200 | | * | 21,927.92 | |
| | | MAINT-12/22 | | | | | |
| | | | | JUNIPER LANDSCAPING OF FLORIDA, LLC | | | 27,571.54 000314 |
| 12/15/22 | 00019 | 12/05/22 9B727754 | 202210 310-51300-48000 | | * | 57.96 | |
| | | LEGAL ADS 10/20/22 | | | | | |
| | | | | OSCEOLA NEWS GAZETTE | | | 57.96 000315 |
| 12/15/22 | 00032 | 12/08/22 PSI31184 | 202212 320-53800-46800 | | * | 1,474.00 | |
| | | MAINT-12/22 | | | | | |
| | | 12/08/22 PSI31535 | 202212 320-53800-46810 | | * | 1,908.00 | |
| | | MAINT-12/22 | | | | | |
| | | | | SOLITUDE LAKE MANAGEMENT | | | 3,382.00 000316 |
| 12/15/22 | 00037 | 11/23/22 62619-11 | 202211 320-53800-43100 | | * | 2,812.89 | |
| | | SERVICE THRU 11/14/2022 | | | | | |
| | | | | TOHO WATER AUTHORITY | | | 2,812.89 000317 |
| 12/15/22 | 00037 | 11/23/22 62746-11 | 202211 320-53800-43100 | | * | 2,028.19 | |
| | | SERVICE THRU 11/14/2022 | | | | | |
| | | | | TOHO WATER AUTHORITY | | | 2,028.19 000318 |
| | | | | | | | |
| | | | | TOTAL FOR BANK B | | 183,782.81 | |
| | | | | LOKS LIVE OAK LAKES SHENNING | | | |

LIVE OAK LAKE
COMMUNITY DEVELOPMENT DISTRICT
Special Assessment Receipts
Fiscal Year 2023

ASSESSMENTS - TAX COLLECTOR

| | | | | | | | | | | |
|----------|----------------------|--------------|---------------------|-------------|----------|--------------|---------------------|---------------------|---------------------|----------------|
| | | | | | | | \$322,953.76 | \$1,015,950.00 | \$34,850.00 | \$1,373,753.76 |
| | | | | | | | FY 2023 | FY 2023 | FY 2023 | TOTAL |
| | | | | | | | .36300.10000 | .36300.10000 | .36300.10000 | |
| | | | | | | | 23.51% | 73.95% | 2.54% | 100.00% |
| DATE | DESCRIPTION | GROSS AMOUNT | DISCOUNTS/PENALTIES | COMMISSIONS | INTEREST | NET RECEIPTS | O&M Portion | 16 DSF Portion | 20 DSF Portion | Total |
| 11/18/22 | INSTALLMENTS | \$5,435.16 | \$285.34 | \$103.00 | \$0.00 | \$5,046.82 | \$1,186.45 | \$3,732.34 | \$128.03 | \$5,046.82 |
| 11/22/22 | CURRENT DISTRIBUTION | \$139,265.79 | \$5,570.67 | \$2,673.90 | \$0.00 | \$131,021.22 | \$30,801.59 | \$96,895.83 | \$3,323.80 | \$131,021.22 |
| TOTAL | | \$144,700.95 | \$5,856.01 | \$2,776.90 | \$0.00 | \$136,068.04 | \$31,988.04 | \$100,628.17 | \$3,451.83 | \$136,068.04 |

Assessed on Roll:

| | GROSS AMOUNT ASSESSED | PERCENTAGE | ASSESSMENTS COLLECTED | ASSESSMENTS TRANSFERRED | ASSESSMENTS TRANSFERRED | AMOUNT TO BE TFR. |
|------------------------|--------------------------|------------|--------------------------|----------------------------|----------------------------|----------------------|
| O & M | \$322,953.76 | 23.5089% | \$31,988.04 | (\$31,988.04) | (\$31,988.04) | \$0.00 |
| 2016 DEBT SERVICE FUND | \$1,015,950.00 | 73.9543% | \$100,628.17 | (\$100,628.17) | \$0.00 | \$100,628.17 |
| 2020 DEBT SERVICE FUND | \$34,850.00 | 2.5368% | \$3,451.83 | (\$3,451.83) | \$0.00 | \$3,451.83 |
| TOTAL | \$1,373,753.76 | 100.00% | \$136,068.04 | (\$136,068.04) | (\$31,988.04) | \$104,080.00 |

**GROSS
10.53%**

ASSESSMENTS-DIRECT

| | | | | | | | |
|----------|---------|----------------|-----------------|--------------|---------------------|---------------------|----------------|
| | | | | | \$163,142.70 | \$957,178.50 | \$1,120,321.20 |
| | | | | | FY 2023 | FY2023 | TOTAL |
| | | | | | .36300.10100 | .36300.10100 | |
| | | | | | 14.56% | 85.44% | |
| DUE DATE | DATE | BILLED AMOUNT | AMOUNT RECEIVED | NET RECEIPTS | O&M | 20 DSF Portion | Total |
| 10/1/22 | 10/5/22 | \$55,468.52 | \$55,468.52 | \$55,468.52 | \$55,468.52 | \$0.00 | \$55,468.52 |
| 1/1/23 | | \$53,837.09 | | \$0.00 | | | \$0.00 |
| 3/1/23 | | \$53,837.09 | | \$0.00 | | | \$0.00 |
| 4/1/23 | | \$644,268.75 | | \$0.00 | | | \$0.00 |
| 10/1/23 | | \$312,909.75 | | \$0.00 | | | \$0.00 |
| TOTAL | | \$1,120,321.20 | \$55,468.52 | \$55,468.52 | \$55,468.52 | \$0.00 | \$55,468.52 |

ASSESSMENTS COMBINED

| | NET AMOUNT ASSESSED | TAX COLLECTOR RECEIVED | DIRECT RECEIVED | TOTAL COLLECTED | NET PERCENTAGE COLLECTED |
|--------------|------------------------|---------------------------|--------------------|-----------------|-----------------------------|
| O & M | \$466,719.23 | \$31,988.04 | \$55,468.52 | \$87,456.56 | 18.74% |
| DEBT SERVICE | \$1,912,171.50 | \$100,628.17 | \$0.00 | \$100,628.17 | 5.26% |
| TOTAL | \$2,378,890.73 | \$132,616.21 | \$55,468.52 | \$188,084.73 | |

SECTION 2

LIVE OAK LAKE

Community Development District

Unaudited Financial Statements

as of

November 30, 2022

Board of Supervisors Meeting

January 4, 2023

TABLE OF CONTENTS

| | |
|------|---|
| I. | Financial Statements - November 30, 2022 |
| II. | Construction Reconciliation Schedule - November 30, 2022 |
| III. | Check Run Summary- January 04, 2023 |
| IV. | Special Assessment Report - November 30, 2022 |

LIVE OAK LAKE

COMMUNITY DEVELOPMENT DISTRICT

COMBINED BALANCE SHEET

November 30, 2022

| | Major Funds | | | | Total |
|--|------------------|------------------|--------------------|----------------------|--------------------|
| | General | Impact Fee Fund | Debt Service Fund | Capital Project Fund | Governmental Funds |
| ASSETS: | | | | | |
| Cash - Valley 2860 | \$355,020 | --- | --- | --- | \$355,020 |
| Cash - Suntrust | --- | \$111,834 | --- | --- | \$111,834 |
| Due From Other Funds | \$61,264 | --- | \$7,761 | --- | \$69,024 |
| Investment - Bank United | \$17,172 | --- | --- | --- | \$17,172 |
| Investments - Series 2016: | | | | | |
| Reserve A | --- | --- | \$956,288 | --- | \$956,288 |
| Revenue A | --- | --- | \$200,492 | --- | \$200,492 |
| Construction | --- | --- | --- | \$253 | \$253 |
| Investments - Series 2020: | | | | | |
| Reserve A | --- | --- | \$989,553 | --- | \$989,553 |
| Revenue A | --- | --- | \$14,917 | --- | \$14,917 |
| Construction | --- | --- | --- | \$89 | \$89 |
| Utility Deposits | \$480 | --- | --- | --- | \$480 |
| Total Assets | \$433,936 | \$111,834 | \$2,169,010 | \$342 | \$2,715,122 |
| LIABILITIES: | | | | | |
| Accounts Payable | \$15,358 | --- | --- | --- | \$15,358 |
| Due to Other Funds | \$7,761 | \$5,795 | \$55,469 | --- | \$69,024 |
| Total Liabilities | \$23,119 | \$5,795 | \$55,469 | \$0 | \$84,383 |
| FUND BALANCES: | | | | | |
| Nonspendable: | | | | | |
| Prepaid items | \$480 | --- | --- | --- | \$480 |
| Restricted for: | | | | | |
| Debt Service | --- | --- | \$2,113,542 | --- | \$2,113,542 |
| Impact Fee | --- | \$106,039 | --- | --- | \$106,039 |
| Capital Projects | --- | --- | --- | \$342 | \$342 |
| Assigned | \$35,000 | --- | --- | --- | \$35,000 |
| Unassigned | \$375,337 | --- | --- | --- | \$375,337 |
| Total Fund Balances | \$410,817 | \$106,039 | \$2,113,542 | \$342 | \$2,630,739 |
| TOTAL LIABILITIES AND FUND BALANCES | \$433,936 | \$111,834 | \$2,169,010 | \$342 | \$2,715,122 |

LIVE OAK LAKE
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Period Ending November 30, 2022

| DESCRIPTION | ADOPTED BUDGET | PRORATED BUDGET THRU 11/30/22 | ACTUAL THRU 11/30/22 | VARIANCE |
|--|--------------------|----------------------------------|-------------------------|-------------------|
| <u>REVENUES:</u> | | | | |
| Assessments - Tax Collector ⁽¹⁾ | \$303,577 | \$31,988 | \$31,988 | \$0 |
| Assessments - Off Roll | \$163,143 | \$55,469 | \$55,469 | \$0 |
| Contributions | \$84,552 | \$14,092 | \$0 | (\$14,092) |
| Interest Income | \$0 | \$0 | \$4 | \$4 |
| TOTAL REVENUES | \$551,272 | \$101,549 | \$87,461 | (\$14,088) |
| <u>EXPENDITURES:</u> | | | | |
| <u>ADMINISTRATIVE:</u> | | | | |
| Supervisor Fees | \$9,600 | \$1,600 | \$200 | \$1,400 |
| FICA Expense | \$734 | \$122 | \$15 | \$107 |
| Engineering | \$15,000 | \$2,500 | \$0 | \$2,500 |
| Dissemination | \$5,000 | \$833 | \$833 | (\$0) |
| Assessment Roll | \$5,000 | \$5,000 | \$5,000 | \$0 |
| Property Appraiser | \$576 | \$96 | \$0 | \$96 |
| Arbitrage | \$1,100 | \$600 | \$600 | \$0 |
| Attorney | \$30,000 | \$5,000 | \$3,822 | \$1,178 |
| Annual Audit | \$5,700 | \$950 | \$0 | \$950 |
| Trustee Fees | \$8,500 | \$4,041 | \$4,041 | \$0 |
| Management Fees | \$36,750 | \$6,125 | \$6,125 | \$0 |
| Postage | \$1,450 | \$242 | \$283 | (\$41) |
| Printing & Binding | \$250 | \$42 | \$32 | \$10 |
| Insurance | \$6,114 | \$6,114 | \$5,842 | \$272 |
| Legal Advertising | \$2,500 | \$417 | \$197 | \$220 |
| Other Current Charges | \$750 | \$125 | \$68 | \$57 |
| Office Supplies | \$150 | \$25 | \$1 | \$24 |
| Dues, Licenses & Subscriptions | \$175 | \$175 | \$175 | \$0 |
| Website Hosting/Compliance | \$1,553 | \$259 | \$388 | (\$129) |
| TOTAL ADMINISTRATIVE | \$130,902 | \$34,265 | \$27,622 | \$6,644 |
| <u>FIELD:</u> | | | | |
| Field Management | \$15,000 | \$2,500 | \$2,500 | \$0 |
| Property Insurance | \$5,000 | \$833 | \$0 | \$833 |
| Aquatic Control | \$21,226 | \$3,538 | \$2,948 | \$590 |
| Mitigation Maintenance | \$13,000 | \$2,167 | \$519 | \$1,648 |
| Contingency | \$5,000 | \$833 | \$661 | \$172 |
| Landscape Maintenance | \$264,000 | \$44,000 | \$43,856 | \$144 |
| Landscaping Replacements | \$75,000 | \$12,500 | \$5,644 | \$6,856 |
| Pond Fountain Maintenance | \$5,000 | \$833 | \$450 | \$383 |
| Irrigation Consultant Services | \$6,000 | \$1,000 | \$1,000 | \$0 |
| Irrigation Repairs | \$20,000 | \$3,333 | \$0 | \$3,333 |
| Pressure Wash Cleaning | \$13,660 | \$2,277 | \$0 | \$2,277 |
| Electricity-Street Lights | \$43,611 | \$7,269 | \$87 | \$7,181 |
| Water-Irrigation | \$60,991 | \$10,165 | \$6,856 | \$3,309 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| Capital Reserve | \$18,250 | \$3,042 | \$0 | \$3,042 |
| TOTAL FIELD | \$565,737 | \$94,290 | \$64,521 | \$29,769 |
| TOTAL EXPENDITURES | \$696,639 | \$128,555 | \$92,142 | \$36,412 |
| Excess (deficiency) of revenues over (under) expenditures | (\$145,367) | (\$27,006) | (\$4,681) | \$22,325 |
| Net change in fund balance | (\$145,367) | (\$27,006) | (\$4,681) | \$22,325 |
| FUND BALANCE - Beginning | \$145,367 | | \$415,499 | |
| FUND BALANCE - Ending | <u>\$0</u> | | <u>\$410,817</u> | |

⁽¹⁾ Represents gross amount collected.

LIVE OAK LAKE

COMMUNITY DEVELOPMENT DISTRICT

IMPACT FEE FUND

Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Period Ending November 30, 2022

| DESCRIPTION | ADOPTED BUDGET | PRORATED BUDGET THRU 11/30/22 | ACTUAL THRU 11/30/22 | VARIANCE |
|--|-------------------|----------------------------------|-------------------------|--------------------|
| <u>REVENUES:</u> | | | | |
| Interest Income | \$0 | \$0 | \$0 | \$0 |
| Impact Fees | \$0 | \$0 | \$54,864 | \$54,864 |
| TOTAL REVENUES | \$0 | \$0 | \$54,864 | \$54,864 |
| <u>EXPENDITURES:</u> | | | | |
| Stormwater | \$0 | \$0 | \$511,533 | (\$511,533) |
| TOTAL EXPENDITURES | \$0 | \$0 | \$511,533 | (\$511,533) |
| Excess (deficiency) of revenues over (under) expenditures | \$0 | \$0 | (\$456,670) | (\$456,670) |
| Net change in fund balance | \$0 | \$0 | (\$456,670) | (\$456,670) |
| FUND BALANCE - Beginning | \$0 | | \$562,708 | |
| FUND BALANCE - Ending | <u>\$0</u> | | <u>\$106,039</u> | |

LIVE OAK LAKE
COMMUNITY DEVELOPMENT DISTRICT
SERIES 2016
DEBT SERVICE FUND

Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Period Ending November 30, 2022

| DESCRIPTION | ADOPTED BUDGET | PRORATED BUDGET THRU 11/30/22 | ACTUAL THRU 11/30/22 | VARIANCE |
|--|--------------------------|----------------------------------|---------------------------|-------------------|
| <u>REVENUES:</u> | | | | |
| Interest Income | \$0 | \$0 | \$6 | \$6 |
| Assessments - On Roll | \$956,239 | \$100,628 | \$100,628 | \$0 |
| TOTAL REVENUES | <u>\$956,239</u> | <u>\$100,628</u> | <u>\$100,635</u> | <u>\$6</u> |
| <u>EXPENDITURES:</u> | | | | |
| <u>Series 2016</u> | | | | |
| Interest - 11/1 | \$324,188 | \$324,188 | \$324,188 | \$0 |
| Interest - 05/1 | \$324,188 | \$0 | \$0 | \$0 |
| Principal - 05/01 | \$315,000 | \$0 | \$0 | \$0 |
| Special Call - 11/1 | \$20,000 | \$20,000 | \$20,000 | \$0 |
| TOTAL EXPENDITURES | <u>\$983,375</u> | <u>\$344,188</u> | <u>\$344,188</u> | <u>\$0</u> |
| Excess (deficiency) of revenues over (under) expenditures | <u>(\$27,137)</u> | <u>(\$243,559)</u> | <u>(\$243,553)</u> | <u>\$6</u> |
| Net change in fund balance | <u>(\$27,137)</u> | <u>(\$243,559)</u> | <u>(\$243,553)</u> | <u>\$6</u> |
| FUND BALANCE - Beginning | \$390,493 | | \$1,352,625 | |
| FUND BALANCE - Ending | <u>\$363,356</u> | | <u>\$1,109,072</u> | |

LIVE OAK LAKE
COMMUNITY DEVELOPMENT DISTRICT
SERIES 2020
DEBT SERVICE FUND

Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Period Ending November 30, 2022

| DESCRIPTION | ADOPTED BUDGET | PRORATED BUDGET THRU 11/30/22 | ACTUAL THRU 11/30/22 | VARIANCE |
|--|-------------------------|----------------------------------|---------------------------|-----------------------|
| <u>REVENUES:</u> | | | | |
| Interest Income | \$75 | \$13 | \$2,927 | \$2,915 |
| Assessments - On Roll | \$32,759 | \$3,452 | \$3,452 | \$0 |
| Assessments - Direct | \$957,179 | \$0 | \$0 | \$0 |
| Assessments - Discounts | \$0 | \$0 | \$0 | \$0 |
| TOTAL REVENUES | <u>\$990,013</u> | <u>\$3,464</u> | <u>\$6,379</u> | <u>\$2,915</u> |
| <u>EXPENDITURES:</u> | | | | |
| <u>Series 2020</u> | | | | |
| Interest - 11/1 | \$349,269 | \$349,269 | \$349,269 | \$0 |
| Interest - 05/1 | \$349,269 | \$0 | \$0 | \$0 |
| Principal - 05/01 | \$295,000 | \$0 | \$0 | \$0 |
| TOTAL EXPENDITURES | <u>\$993,538</u> | <u>\$349,269</u> | <u>\$349,269</u> | <u>\$0</u> |
| Excess (deficiency) of revenues over (under) expenditures | <u>(\$3,525)</u> | <u>(\$345,804)</u> | <u>(\$342,890)</u> | <u>\$2,915</u> |
| <u>OTHER FINANCING SOURCES/(USES)</u> | | | | |
| Interfund Transfer In/(Out) | \$0 | \$0 | \$0 | \$0 |
| TOTAL OTHER FINANCING SOURCES/(USES) | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| Net change in fund balance | <u>(\$3,525)</u> | <u>(\$345,804)</u> | <u>(\$342,889)</u> | <u>\$2,915</u> |
| FUND BALANCE - Beginning | \$352,618 | | \$1,347,359 | |
| FUND BALANCE - Ending | <u>\$349,093</u> | | <u>\$1,004,470</u> | |

LIVE OAK LAKE
COMMUNITY DEVELOPMENT DISTRICT
Long Term Debt Report
FY 2023

| Series 2016, Capital Improvement Revenue Bonds | | |
|--|---------------------------------|------------------------|
| Interest Rate: | 4.50% | |
| Maturity Date: | 5/1/36 | \$5,960,000.00 |
| Interest Rate: | 4.625% | |
| Maturity Date: | 5/1/47 | \$8,220,000.00 |
| Reserve Fund Requirement: | Maximum Annual Debt Assessments | |
| Bonds outstanding - 9/30/2022 | | \$14,180,000.00 |
| Less: | May 1, 2023 (Mandatory) | \$0.00 |
| Less: | November 1, 2022 (Special Call) | (\$20,000.00) |
| Current Bonds Outstanding | | \$14,160,000.00 |
| Series 2020, Capital Improvement Revenue Bonds | | |
| Interest Rate: | 3.125% | |
| Maturity Date: | 5/1/25 | \$910,000.00 |
| Interest Rate: | 3.800% | |
| Maturity Date: | 5/1/30 | \$1,745,000.00 |
| Interest Rate: | 4.400% | |
| Maturity Date: | 5/1/40 | \$4,810,000.00 |
| Interest Rate: | 4.600% | |
| Maturity Date: | 5/1/51 | \$8,525,000.00 |
| Reserve Fund Requirement: | Maximum Annual Debt Assessments | |
| Bonds outstanding - 9/30/2022 | | \$15,990,000.00 |
| Less: | May 1, 2023 (Mandatory) | \$0.00 |
| Current Bonds Outstanding | | \$15,990,000.00 |
| Total Current Bonds Outstanding | | \$30,150,000.00 |

LIVE OAK LAKE
COMMUNITY DEVELOPMENT DISTRICT
CAPITAL PROJECTS FUND

Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Period Ending November 30, 2022

| DESCRIPTION | ADOPTED BUDGET | PRORATED BUDGET THRU 11/30/22 | ACTUAL THRU 11/30/22 | VARIANCE |
|--|-------------------|----------------------------------|-------------------------|------------|
| <u>REVENUES:</u> | | | | |
| Interest Income | \$0 | \$0 | \$0 | \$0 |
| Developer Contributions | \$0 | \$0 | \$0 | \$0 |
| TOTAL REVENUES | \$0 | \$0 | \$0 | \$0 |
| <u>EXPENDITURES:</u> | | | | |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| TOTAL EXPENDITURES | \$0 | \$0 | \$0 | \$0 |
| Excess (deficiency) of revenues over (under) expenditures | \$0 | \$0 | \$0 | \$0 |
| Net change in fund balance | \$0 | \$0 | \$0 | \$0 |
| FUND BALANCE - Beginning | \$0 | | \$253 | |
| FUND BALANCE - Ending | \$0 | | \$253 | |

LIVE OAK LAKE
COMMUNITY DEVELOPMENT DISTRICT
CAPITAL PROJECTS FUND

Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Period Ending November 30, 2022

| DESCRIPTION | ADOPTED BUDGET | PRORATED BUDGET THRU 11/30/22 | ACTUAL THRU 11/30/22 | VARIANCE |
|--|-------------------|----------------------------------|-------------------------|--------------|
| <u>REVENUES:</u> | | | | |
| Interest Income | \$0 | \$0 | \$0 | \$0 |
| Developer Contributions | \$0 | \$0 | \$0 | \$0 |
| TOTAL REVENUES | \$0 | \$0 | \$0 | \$0 |
| <u>EXPENDITURES:</u> | | | | |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| Cost of Issuance | \$0 | \$0 | \$0 | \$0 |
| TOTAL EXPENDITURES | \$0 | \$0 | \$0 | \$0 |
| Excess (deficiency) of revenues over (under) expenditures | \$0 | \$0 | \$0 | \$0 |
| <u>OTHER FINANCING SOURCES/(USES)</u> | | | | |
| Interfund Transfer In / (Out) | \$0 | \$0 | (\$0) | (\$0) |
| TOTAL OTHER FINANCING SOURCES/(USES) | \$0 | \$0 | (\$0) | (\$0) |
| Net change in fund balance | \$0 | \$0 | (\$0) | (\$0) |
| FUND BALANCE - Beginning | \$0 | | \$89 | |
| FUND BALANCE - Ending | <u>\$0</u> | | <u>\$89</u> | |

**LIVE OAK LAKE
COMMUNITY DEVELOPMENT DISTRICT**

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance (Month by Month)
FY 2023

| | OCT 2022 | NOV 2022 | DEC 2022 | JAN 2023 | FEB 2023 | MAR 2023 | APR 2023 | MAY 2023 | JUN 2023 | JUL 2023 | AUG 2023 | SEP 2023 | TOTAL |
|--|-----------------|------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|------------------|
| <i>Revenues</i> | | | | | | | | | | | | | |
| Assessments - Tax Collector | \$0 | \$31,988 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$31,988 |
| Assessments - Off Roll | \$55,469 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$55,469 |
| Contributions | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Interest Income | \$2 | \$2 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$4 |
| Total Revenues | \$55,471 | \$31,990 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$87,461 |
| <i>Expenditures</i> | | | | | | | | | | | | | |
| <u>Administrative</u> | | | | | | | | | | | | | |
| Supervisor Fees | \$0 | \$200 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$200 |
| FICA Expense | \$0 | \$15 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$15 |
| Engineering | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Dissemination | \$417 | \$417 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$833 |
| Assessment Roll | \$5,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$5,000 |
| Property Appraiser | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Arbitrage | \$0 | \$600 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$600 |
| Attorney | \$3,822 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$3,822 |
| Annual Audit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Trustee Fees | \$4,041 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$4,041 |
| Management Fees | \$3,063 | \$3,063 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$6,125 |
| Travel & Per Diem | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Telephone | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Postage | \$275 | \$8 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$283 |
| Printing & Binding | \$26 | \$5 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$32 |
| Insurance | \$5,842 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$5,842 |
| Legal Advertising | \$58 | \$139 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$197 |
| Other Current Charges | \$40 | \$28 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$68 |
| Contingency | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Office Supplies | \$1 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$1 |
| Dues, Licenses & Subscriptions | \$175 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$175 |
| Website Hosting/Compliance | \$388 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$388 |
| Total Administrative | \$23,147 | \$4,475 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$27,622 |
| <u>Field Expenditures</u> | | | | | | | | | | | | | |
| Field Management | \$1,250 | \$1,250 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$2,500 |
| Property Insurance | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Aquatic Control | \$1,474 | \$1,474 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$2,948 |
| Landscape Maintenance-Pond Areas | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Mitigation Maintenance | \$519 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$519 |
| Contingency | \$659 | \$2 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$661 |
| Landscape Maintenance | \$21,928 | \$21,928 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$43,856 |
| Landscaping Replacements | \$0 | \$5,644 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$5,644 |
| Pond Fountain Maintenance | \$450 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$450 |
| Irrigation Consultant Services | \$500 | \$500 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,000 |
| Irrigation Repairs | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Pressure Wash Cleaning | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Electricity-Street Lights | \$44 | \$44 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$87 |
| Water-Irrigation | \$2,015 | \$4,841 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$6,856 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Capital Reserve | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Field Expenses | \$28,839 | \$35,682 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$64,521 |
| Subtotal Operating Expenditures | \$51,986 | \$40,157 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$92,142 |
| Interfund Transfers | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Excess Revenues (Expenditures) | \$3,485 | (\$8,166) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | (\$4,681) |

**LIVE OAK LAKE
COMMUNITY DEVELOPMENT DISTRICT**

Special Assessment Revenue Bonds, Series 2020

| Date | Requisition # | Contractor | Description | Requisition |
|-------------------------|---------------|--------------------------------------|---|-------------------------|
| Fiscal Year 2021 | | | | |
| 10/30/20 | 1 | NARCOOSSEE LAND VENTURES, LLC | ACQUISITION COSTS | \$ 1,896,992.98 |
| 12/1/20 | 2 | DEWBERRY ENGINEERS INC. | ENGINEERING FEES-INV#1895901 | \$ 4,735.00 |
| 12/1/20 | 3 | HOPPING GREEN & SAMS | LEGAL FEES-INV#18103 | \$ 1,350.50 |
| 12/1/20 | 4 | DEWBERRY ENGINEERS INC. | ENGINEERING FEES-INV#1885506 | \$ 4,765.00 |
| 12/1/20 | 5 | DBL SURETY, LLC | PERFORMANCE BONDS | \$ 123,316.41 |
| 12/8/20 | 6 | NARCOOSSEE LAND VENTURES, LLC | ACQUISITION COSTS-NORTHWEST LAKESIDE GROVES PHASE 2 UTILITY AND ELECTRICAL IMPROVEMENTS | \$ 811,140.98 |
| 12/9/20 | 7 | HOPPING GREEN & SAMS | LEGAL FEES | \$ 1,647.00 |
| 12/9/20 | 8 | DEWBERRY ENGINEERS INC. | ENGINEERING FEES | \$ 7,482.50 |
| 12/10/20 | 9 | HUGHES BROTHERS CONSTRUCTION | PAY APPLICATION #1 - SPINE ROAD IMPROVEMENTS | \$ 80,162.53 |
| 12/24/20 | 10 | HUGHES BROTHERS CONSTRUCTION | PAY APPLICATION #2 - SPINE ROAD IMPROVEMENTS | \$ 28,203.75 |
| 12/24/20 | 11 | DEWBERRY ENGINEERS INC. | ENGINEERING FEES-INV#1906348 | \$ 5,899.92 |
| 12/24/20 | 12 | EGIS INSURANCE ADVISORS, LLC | INSURANCE ON STORED CONSTRUCTION MATERIALS | \$ 7,065.00 |
| 1/26/21 | 13 | LIVE OAK LAKE CDD | COST OF ISSUANCE INVOICES DUE BACK TO GENERAL FUND FROM ADVANCE PAYMENT | \$ 22,865.22 |
| 1/26/21 | 14 | NARCOOSSEE LAND VENTURES, LLC | TWIN LAKES SPINE ROAD | \$ 817,767.16 |
| 2/23/21 | 15 | DEWBERRY ENGINEERS INC. | ENGINEERING FEES-INV#1916511 | \$ 10,670.26 |
| 2/23/21 | 16 | HUGHES BROTHERS CONSTRUCTION | PAY APPLICATION #3 - SPINE ROAD IMPROVEMENTS | \$ 865,656.50 |
| 2/23/21 | 17 | HOPPING GREEN & SAMS | LEGAL FEES INV#119475 | \$ 7,084.00 |
| 2/23/21 | 18 | HOPPING GREEN & SAMS | LEGAL FEES INV#119912 | \$ 3,195.70 |
| 2/18/21 | 19 | ARMOROCK LLC | DIRECT PURCHASES FOR TWIN LAKES CONNECTOR ROAD | \$ 38,664.00 |
| 2/18/20 | 20 | DEL ZOTTO PRODUCTS OF FLORIDA | DIRECT PURCHASES FOR TWIN LAKES CONNECTOR ROAD | \$ 90,430.08 |
| 2/18/21 | 21 | FORTUNE WATERWORKS | DIRECT PURCHASES FOR TWIN LAKES CONNECTOR ROAD | \$ 381,928.34 |
| 3/15/21 | 22 | ALLIED PRECAST | DIRECT PURCHASES FOR TWIN LAKES CONNECTOR ROAD | \$ 83,147.15 |
| 3/15/21 | 23 | FORTUNE WATERWORKS | DIRECT PURCHASES FOR TWIN LAKES CONNECTOR ROAD | \$ 10,729.12 |
| 3/15/21 | 24 | DEL ZOTTO PRODUCTS OF FLORIDA | DIRECT PURCHASES FOR TWIN LAKES CONNECTOR ROAD | \$ 99,423.60 |
| 3/15/21 | 25 | DEL ZOTTO PRODUCTS OF FLORIDA | DIRECT PURCHASES FOR TWIN LAKES CONNECTOR ROAD | \$ 25,782.26 |
| 3/15/21 | 26 | FORTUNE WATERWORKS | DIRECT PURCHASES FOR TWIN LAKES CONNECTOR ROAD | \$ 2,746.76 |
| 3/15/21 | 27 | HOPPING GREEN & SAMS | LEGAL FEES INV#120455 | \$ 667.00 |
| 3/15/21 | 28 | DEWBERRY ENGINEERS INC. | ENGINEERING FEES INV#1926625 | \$ 5,145.00 |
| 3/15/21 | 29 | HUGHES BROTHERS CONSTRUCTION | PAY APPLICATION #4 - SPINE ROAD IMPROVEMENTS | \$ 973,889.26 |
| 3/29/21 | 30 | ALLIED PRECAST | DIRECT PURCHASES FOR TWIN LAKES CONNECTOR ROAD | \$ 28,871.66 |
| 3/29/21 | 31 | DEL ZOTTO PRODUCTS OF FLORIDA | DIRECT PURCHASES FOR TWIN LAKES CONNECTOR ROAD | \$ 44,824.04 |
| 3/29/21 | 32 | FORTUNE WATERWORKS | DIRECT PURCHASES FOR TWIN LAKES CONNECTOR ROAD | \$ 23,840.54 |
| 3/29/21 | 33 | DEL ZOTTO PRODUCTS OF FLORIDA | DIRECT PURCHASES FOR TWIN LAKES CONNECTOR ROAD | \$ 32,093.36 |
| 3/29/21 | 34 | FORTUNE WATERWORKS | DIRECT PURCHASES FOR TWIN LAKES CONNECTOR ROAD | \$ 5,966.96 |
| 3/29/21 | 35 | DEL ZOTTO PRODUCTS OF FLORIDA | DIRECT PURCHASES FOR TWIN LAKES CONNECTOR ROAD | \$ 35,197.28 |
| 3/29/21 | 36 | FORTUNE WATERWORKS | DIRECT PURCHASES FOR TWIN LAKES CONNECTOR ROAD | \$ 108,366.00 |
| 3/29/21 | 37 | DEWBERRY ENGINEERS INC. | ENGINEERING FEES-INV#1937240 | \$ 5,470.00 |
| 4/26/21 | 38 | HUGHES BROTHERS CONSTRUCTION | PAY APPLICATION #5 - SPINE ROAD IMPROVEMENTS | \$ 1,332,630.97 |
| 4/26/21 | 39 | ALLIED PRECAST | DIRECT PURCHASES FOR TWIN LAKES CONNECTOR ROAD | \$ 2,692.74 |
| 4/26/21 | 40 | DEL ZOTTO PRODUCTS OF FLORIDA | DIRECT PURCHASES FOR TWIN LAKES CONNECTOR ROAD | \$ 11,298.72 |
| 4/26/21 | 41 | FORTUNE WATERWORKS | DIRECT PURCHASES FOR TWIN LAKES CONNECTOR ROAD | \$ 95,197.85 |
| 4/26/21 | 42 | HOPPING GREEN & SAMS | LEGAL FEES INV#121209 | \$ 81.00 |
| 5/14/21 | 43 | ALLIED PRECAST | DIRECT PURCHASES FOR TWIN LAKES CONNECTOR ROAD | \$ 2,392.74 |
| 5/14/21 | 44 | FORTUNE WATERWORKS | DIRECT PURCHASES FOR TWIN LAKES CONNECTOR ROAD | \$ 98,679.09 |
| 5/14/21 | 45 | HUGHES BROTHERS CONSTRUCTION | PAY APPLICATION #6 - SPINE ROAD IMPROVEMENTS | \$ 625,015.73 |
| 5/14/21 | 46 | ALLIED PRECAST | DIRECT PURCHASES FOR TWIN LAKES CONNECTOR ROAD | \$ 2,692.74 |
| 5/14/21 | 47 | FORTUNE WATERWORKS | DIRECT PURCHASES FOR TWIN LAKES CONNECTOR ROAD | \$ 5,469.89 |
| 5/14/21 | 48 | ALLIED PRECAST | DIRECT PURCHASES FOR TWIN LAKES CONNECTOR ROAD | \$ 8,975.80 |
| 5/14/21 | 49 | DEL ZOTTO PRODUCTS OF FLORIDA | DIRECT PURCHASES FOR TWIN LAKES CONNECTOR ROAD | \$ 3,517.92 |
| 6/2/21 | 50 | NARCOOSSEE LAND VENTURES, LLC | DIRECT PURCHASES FOR TWIN LAKES CONNECTOR ROAD | \$ 101,712.79 |
| 6/2/21 | 51 | DEWBERRY ENGINEERS INC. | ENGINEERING FEES-INV#1948237 | \$ 8,747.50 |
| 6/2/21 | 52 | HOPPING GREEN & SAMS | LEGAL FEES INV#122248 | \$ 441.00 |
| 6/2/21 | 53 | ALLIED PRECAST | DIRECT PURCHASES FOR TWIN LAKES CONNECTOR ROAD | \$ 6,283.06 |
| 6/3/21 | 54 | HUGHES BROTHERS CONSTRUCTION | PAY APPLICATION #7 - SPINE ROAD IMPROVEMENTS | \$ 1,034,545.36 |
| 6/3/21 | 55 | HUGHES BROTHERS CONSTRUCTION | PAY APPLICATION #8 - SPINE ROAD IMPROVEMENTS | \$ 274,450.23 |
| 6/3/21 | 56 | DEWBERRY ENGINEERS INC. | ENGINEERING FEES-INV#1959766 | \$ 10,417.50 |
| 9/16/21 | 57 | HOPPING GREEN & SAMS | LEGAL FEES INV#123274 | \$ 945.50 |
| VOID | 58 | DRIGGERS ENGINEERING SERVICES | VOID | \$ - |
| 9/16/21 | 59 | DEWBERRY ENGINEERS INC. | ENGINEERING FEES-INV#1971464 | \$ 922.50 |
| 7/12/21 | 60 | HUGHES BROTHERS CONSTRUCTION | PAY APPLICATION #9 - SPINE ROAD IMPROVEMENTS | \$ 1,046,720.08 |
| 7/29/21 | 61 | FORTUNE WATERWORKS | DIRECT PURCHASES FOR TWIN LAKES CONNECTOR ROAD | \$ 3,799.00 |
| 7/29/21 | 62 | HUGHES BROTHERS CONSTRUCTION | PAY APPLICATION #10 - SPINE ROAD IMPROVEMENTS | \$ 352,999.47 |
| 7/29/21 | 63 | DEWBERRY ENGINEERS INC. | ENGINEERING FEES-INV#1984730 | \$ 5,162.22 |
| 9/16/21 | 64 | HUGHES BROTHERS CONSTRUCTION | PAY APPLICATION #11 - SPINE ROAD IMPROVEMENTS | \$ 894,632.99 |
| 9/16/21 | 65 | DEWBERRY ENGINEERS INC. | ENGINEERING FEES INV#1998609 | \$ 4,525.00 |
| 10/29/21 | 66 | HUGHES BROTHERS CONSTRUCTION | PAY APPLICATION #12 - SPINE ROAD IMPROVEMENTS | \$ 319,632.70 |
| 10/29/21 | 67 | DEWBERRY ENGINEERS INC. | ENGINEERING FEES INV#2011769 | \$ 5,399.94 |
| 10/29/21 | 68 | HOPPING GREEN & SAMS | LEGAL FEES INV#124227,124966,125078 | \$ 7,178.96 |
| 10/29/21 | 69 | NARCOOSSEE LAND VENTURES, LLC | TWIN LAKES SPINE ROAD COSTS | \$ 42,691.21 |
| 10/29/21 | 70 | HOPPING GREEN & SAMS | LEGAL FEES INV#125556 | \$ 762.52 |
| 10/29/21 | 71 | DEWBERRY ENGINEERS INC. | ENGINEERING FEES INV#2024742 | \$ 5,033.11 |
| 12/10/21 | 72 | HUGHES BROTHERS CONSTRUCTION | PAY APPLICATION #13 (REVISED) - SPINE ROAD IMPROVEMENTS | \$ 93,072.91 |
| 11/29/21 | 73 | DBL SURETY LLC | SURETY BOND | \$ 21,543.00 |
| 11/29/21 | 74 | HUGHES BROTHERS CONSTRUCTION | PAY APPLICATION #14 - SPINE ROAD IMPROVEMENTS | \$ 18,057.03 |
| 11/29/21 | 75 | HUGHES BROTHERS CONSTRUCTION | PAY APPLICATION #15 - SPINE ROAD IMPROVEMENTS | \$ 151,655.43 |
| 12/14/21 | 76 | DEWBERRY ENGINEERS INC. | ENGINEERING FEES INV#2037986 | \$ 14,417.50 |
| 12/14/21 | 77 | HOPPING GREEN & SAMS | LEGAL FEES INV#126109 | \$ 798.00 |
| 12/29/21 | 78 | HUGHES BROTHERS CONSTRUCTION | PAY APPLICATION #16 - SPINE ROAD IMPROVEMENTS | \$ 37,252.29 |
| 12/29/21 | 79 | HUGHES BROTHERS CONSTRUCTION | PAY APPLICATION #17 - SPINE ROAD IMPROVEMENTS | \$ 2,069.57 |
| 1/20/22 | 80 | DEWBERRY ENGINEERS INC. | ENGINEERING FEES INV#2052193 | \$ - |
| 1/20/22 | 81 | IRRIGATION MANAGEMENT CONSULTING LLC | INV#27657 SPRINKLER SYSTEM | \$ 1,175.00 |
| 1/27/22 | 82 | HUGHES BROTHERS CONSTRUCTION | PAY APPLICATION #18 - SPINE ROAD IMPROVEMENTS | \$ 10,791.90 |
| 1/27/22 | 83 | NARCOOSSEE LAND VENTURES, LLC | TWIN LAKES SPINE ROAD COSTS | \$ 351,792.97 |
| 1/27/22 | 84 | DEWBERRY ENGINEERS INC. | ENGINEERING FEES INV#2065461 | \$ 72.50 |
| 2/25/22 | 85 | IRRIGATION MANAGEMENT CONSULTING LLC | INV#27641 AND INV#27667 SPRINKLER SYSTEM | \$ 3,875.00 |
| 2/28/22 | 86 | HUGHES BROTHERS CONSTRUCTION | PAY APPLICATION #19 - SPINE ROAD IMPROVEMENTS | \$ 17,262.58 |
| 2/28/22 | 87 | DEWBERRY ENGINEERS INC. | ENGINEERING FEES INV#2078468 | \$ 2,032.50 |
| 3/31/22 | 88 | HUGHES BROTHERS CONSTRUCTION | PAY APPLICATION #20 - SPINE ROAD IMPROVEMENTS | \$ 2,013.66 |
| 3/31/22 | 89 | HUGHES BROTHERS CONSTRUCTION | PAY APPLICATION #21 - SPINE ROAD IMPROVEMENTS | \$ 430,995.85 |
| TOTAL | | | | \$ 14,171,708.34 |

| | |
|---|--------------------|
| Project (Construction) Fund at 11/30/2020 | \$ 14,021,149.14 |
| Transfer from Cost of Issuance Account | \$ 3,647.78 |
| Interfund Transfers | \$ 88.82 |
| Contributions | \$ 145,723.44 |
| Interest Income | \$ 487.55 |
| Requisitions Paid thru 11/30/22 | \$ (14,171,708.34) |
| OUTSTANDING REQUISITIONS | \$ - |
| Remaining Project (Construction) Fund | \$ (611.61) |
| Total Unassigned | \$ (611.61) |