

***ANTHEM PARK COMMUNITY  
DEVELOPMENT DISTRICT***

***Agenda Package***

***Board of Supervisors  
Meeting***

***Date & Time:***

***Friday***

***March 13, 2020***

***9:00 A.M.***

***Location:***

***Anthem Park***

***Clubhouse***

***2090 Continental Street***

***St. Cloud, Florida***

***Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.***

# Anthem Park Community Development District

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## DPFG Management & Consulting, LLC

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813-374-9105

March 6, 2020

## Anthem Park Community Development District

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Anthem Park Community Development District is scheduled for **Friday, March 13, 2020 at 9:00 a.m.** at the **Anthem Park Clubhouse, 2090 Continental Street, St. Cloud, Florida.**

*The advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be distributed at the meeting.*

The balance of the agenda is routine in nature. Staff will present their reports at the meeting. If you have any questions, please contact me. I look forward to seeing you there.

Sincerely,

*Ms. Comings-Thibault*

Patricia Comings-Thibault  
District Manager

cc: Attorney  
Engineer  
District Records

District: **ANTHEM PARK COMMUNITY DEVELOPMENT DISTRICT**

Date of Meeting: Friday, March 13, 2020

Time: 9:00 AM

Location: Anthem Park Clubhouse  
2090 Continental Street  
St. Cloud, FL 34769

Dial-in Number: 712-775-7031  
Guest Access Code: 109-516-380

### *Agenda*

#### **I. Roll Call**

#### **II. Audience Comments** – *(limited to 3 minutes per individual for agenda items-Supervisors will respond during agenda item presentation)*

#### **III. Administration Items**

A. Amenity Manager Report Exhibit 1

➤ Call Report

➤ Presentation of the Monthly Landscape Maintenance Visual Scorecard *To Be Distributed*

B. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held February 14, 2020 Exhibit 2

C. Consideration for Acceptance – The January 2020 Unaudited Financial Report Exhibit 3

#### **IV. Business Items**

##### **A. 2019 Rules of Procedure Public Hearing**

➤ Open the Public Hearing

➤ Presentation of 2020 Rules of Procedure Exhibit 4

➤ Public Comments

➤ Close the Public Hearing

B. Consideration & Adoption of **Resolution 2020-03**, Adopting Rules of Procedure Exhibit 5

C. Consideration & Adoption of **Resolution 2020-04**, General Elections for November 2020 Exhibit 6

**IV. Business Items (continued)**

D. Consideration of Pool Resurfacing Proposals – *NTE \$44,000.00, Warranty Inclusive*

Exhibit 7

- The Pool Repair Guy - \$42,858.00
- Classic Marcite - \$50,960.00
- SPIES - \$58,576.00

**V. Staff Reports**

- A. District Manager
- B. District Attorney
- C. District Engineer

**VI. Supervisors Requests**

**VII. Audience Comments – New Business** – *(limited to 3 minutes per individual for non-agenda items)*

**VIII. Adjournment**

# EXHIBIT 1

# ANTHEM PARK

COMMUNITY DEVELOPMENT DISTRICT



## Amenity Center Management Report

Date of Meeting: March 2020

Submitted by: Maria Agosta

### **I. Facility Discussion and Completed Projects for February & March**

- **Project Timeline**
  - **Brick Entrance**
  - **Sensors in Gym**
  - **Fountain Park Net**
  - **Pond Tested for Paint**
  - **Outlets Repaired**
  - **Paint trim inside clubhouse**
- **Call report**
- **Yellowstone grade sheets (TBD)**
- **Pool Resurfacing Proposals Updated**
- **North Fountain**

### **II. Amenity Management**

- We had 3 parties in February
- We have 8 parties in March

### **III. Events & Resident Requests**

- **Movie Under The Stars – March 6th**
- **Easter Egg Hunt – Saturday, April 11th**



Address_Formatted	CallTime	Nature	Notes
2090 CONTINENTAL ST	02/11/2020 18:24:30	911 DISCONNECT CELL	KPD ADV OF 911 DISCONNECT COORDINATES PLOT BACK TO THIS LOCATION [02/11/20 18:25:21 KELLY]
1971 VALLEY FORGE DR	02/25/2020 17:22:14	911 HANG UP	SAME NUMBER CALLED BACK SPEAKING WITH OPER NOW [02/25/20 17:24:15 ARODR2132] tot kpd [02/25/20 17:22:44 ARODR2132]
2204 BETSY ROSS LN	02/14/2020 23:06:52	911 HANG UP	NO DISTRESS HEARD [02/14/20 23:09:11 DWYNN1269] MALE CONFIRMED HIS ADDRESS AND ADV NO EMERG THAT IT WAS ACCIDENTAL ONLY [02/14/20 23:08:58 DWYNN1269] 911 HANG UP ADDRESS FROM COOR [02/14/20 23:07:22 DWYNN1269]

4850 OLD GLORY WAY	02/28/2020 13:45:31	ATTEMPT TO CONTACT	<p>came to door. Walked around residence and observed all blinds were closed with no signs of distress. Called comp back to gain more info however, she was uncooperative and refused to come back to residence. She advised over px that her husband John is in crisis and has been diagnosed with PTSD and advised he made statements regarding hurting and killing her. Comp stated he needed to be Baker Acted and taken to the hospital, however, still refused to return to the residence to assist us in making contact with John. I explained to comp that in order to place John under a Baker Act or transport him voluntarily that I needed to see him and speak to him. I advised her if she let us into the residence I could speak to John but she still refused to return saying she was far away now. I attempted to have dispatch make contact with John via px but comp has the only phone between them. [02/28/20 14:37:19 Unit:A8]</p> <p>COMP CALLED BACK, ADV THAT SHE LEFT THE SCENE AND HAS THE ONLY PX [02/28/20 14:05:03 DFISC1710]</p> <p>COMPL WAS TX THROUGH VA CRISIS LINE, COMPL ADV SHE LEFT THE LOC DUE TO HER SAFETY AND WAS SCARED OF HUSBAND [02/28/20 13:53:11 NGREE1622]</p> <p>[EPD] Questions:</p> <p>12. Caller reports someone in danger: AT LOC</p> <p>10. Subj lives at location. [02/28/20 13:51:01 NGREE1622]</p> <p>[EPD] Questions:</p> <p>8. Subj on scene.</p> <p>Person 1 (Subject) Information:</p> <p>-- Race: HISPANIC</p> <p>-- Sex: Male</p> <p>-- Age: 58</p> <p>-- Clothing: WHI SHIRT AND BLK PANTS</p> <p>-- Name: ORTERA, JOHN [02/28/20 13:49:59 NGREE1622]</p> <p>[EPD] Dispatch Code: 121D01</p> <p>Response: 2P</p>
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1951 REMEMBRANCE AVE	02/27/2020 15:11:53	ATTEMPT TO CONTACT	<p>Z3 CHECKED LIBRARY - SUBJ NOT THERE [02/27/20 15:56:50 LHAND1612]</p> <p>COMP ADV THAT HES AT THE LIBRARY WITH HIS DAUGHTER [02/27/20 15:15:14 CHILL1826]</p> <p>[EPD] Person 1 (Suspect) Information:</p> <ul style="list-style-type: none"> <li>-- Race: HISP</li> <li>-- Sex: Male</li> <li>-- Age: 18</li> <li>-- Name: BYERS, JADEN [02/27/20 15:14:25 CHILL1826]</li> </ul> <p>COMP ADV A DEPUTY LEFT A NOTE AT THIS LOCATION LOOKING FOR A WANTED PERSON. COMP ADV THE MALE JUST LEFT THIS LOCATION FROM PICKING UP HER DAUGHTER [02/27/20 15:13:52 CHILL1826]</p> <p>[EPD] Dispatch Code: 129C02</p> <p>Response: 2P</p> <p>Questions:</p> <ul style="list-style-type: none"> <li>2. 2nd pty caller on scene.</li> <li>3. Time lapse: MALE CAME TO THIS LOCATION TO PICK UP HER DAUGHTER</li> <li>4. Susp/Veh not in area.</li> <li>6. Wanted for: UNK [02/27/20 15:13:19 CHILL1826]</li> </ul> <p>[EPD] Caller Statement: WANTED SUBJ AT THIS LOCATION [02/27/20 15:12:23 CHILL1826]</p>
2090 CONTINENTAL ST	02/25/2020 01:34:06	BUSINESS CONTACT	63.45 ft from 4470 LEXINGTON BLVD [02/25/2020 01:34:06 Unit:B5]

1951 REMEMBRANCE AVE	02/16/2020 15:51:08	CITIZEN ASSIST	<p>respond to the home as her daughter was acting aggressive. Upon making contact, he advised he has children who live in the home and wanted to know why i wasnt going to do anything about her daughter breaking the window. I advised Rafael that his daughter appeared to be locked out of her house and is allowed to gain entry into her home even by breaking a window if she wanted to. (Was already explained in notes earlier). I advised Rafael that i can speak with his daughter and he advised me he did not want me to speak with his daughter and told me he did not need futher assistance. [02/16/20 16:53:32 Unit:A5]</p> <p>Spoke with Rafael over the phone, who advised his daughter was aggressive and wanted her Baker Acted. I asked Rafael to explain what happened and he said he saw his daughter through his home montoring system break into their house. Rafael advised his daughter does not have a key to the house as he was trying to limit her access in and out of the house. I explained to Rafael that if her daughter lives there and was locked out she has the right to get in the house how ever she saw fit. I also asked Rafael if she suffered from a mental illness and he said he doesnt know as shes never been diagnosed. Rafael advised he believes she has some sort of mental illness as shes very aggressive (referring to her breaking into her house). I explained to Rafael that under the circumstances, her daughter does not fit the criteria for a Baker Act. Rafael then advised he wanted her daughter to get arrested for damaging his home. I advised Rafael that it was her home as well and the damaged property is a civil matter. Rafael mentioned he wanted to pack her items and leave them on the side of the road and was advised he could not do that. The first reason was because she lives there and if he wants her out she would need to evict her through the courthouse. The second reason was because he has a responsibility to care for her and could face child neglect/abandonment if he went down that path. I checked the house and observed the window to the back of the residence to be shattered. I knocked on the door several times to check on her well being but was unable to make</p>
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1995 CONTINENTAL ST	02/13/2020 14:52:10	CITIZEN ASSIST	<p>Comp advised he was stopped by Ofc Turner last night. During the stop the officer took his DL and tag because of no insurance. He advised he called his insurance and they advised it was valid. I check and on 01/08/20 there is a FR suspension and a seize tag order. I advised him based on the information the officer had the officer followed protocol. I advised him the items belong to the state and were returned to DMV. I advised him he needs to follow up with the courts and DMV to figure out what the finical responsibility is so he could get it cleared. Once it is cleared then he will be able to get his tag and DL reinstated. [02/13/20 15:50:26 Unit:A20]</p> <p>COMP REQ TO SEE A SGT IN REF TO A STOP WHICH OCURRED YESTERDAY AND HIS TAG, AND LICENSE WERE TAKEN FROM HIM AND WAS TOLD HE HAS NO VALID INSURANCE. [02/13/20 14:57:07 MKUZI2026]</p>
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1920 VALLEY FORGE DR	02/17/2020 10:31:56	COMMERCIAL BURGLARY INTRUSION	<p>A5 HOMEOWNER ADV THEY PUT THE WRONG CODE IN [02/17/20 10:42:42 MRUIZ2236]</p> <p>[EPD] Questions:</p> <ul style="list-style-type: none"> <li>5. Alarm drop time: 1028</li> <li>6. Owners phone : 9172048199</li> <li>7. Keyholder to be contacted. [02/17/20 10:33:39 TSTRE1263]</li> </ul> <p>[EPD] Dispatch Code: 104D02</p> <p>Response: 2P</p> <p>Questions:</p> <ul style="list-style-type: none"> <li>1. Alarm co. reporting.</li> <li>3. Property owner: LUZ SALSADO</li> <li>4. Area: LIVING ROOM SLIDER [02/17/20 10:33:13 TSTRE1263]</li> </ul> <p>[EPD] Caller Statement: BURG ALARM FROM LIVING ROOM SLIDING DOOR [02/17/20 10:32:47 TSTRE1263]</p>
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4500 LEXINGTON BLVD	02/09/2020 08:03:27	DANGEROUS ANIMAL	<p>COM REQ TO SPK TO OFC IF NEEDED [02/09/20 08:08:32 MRUIZ2236]</p> <p>[EPD] Questions:</p> <p>9. Animal not inj. [02/09/20 08:07:27 MRUIZ2236]</p> <p>[EPD] Dispatch Code: 105D02</p> <p>Response: 2P</p> <p>Questions:</p> <p>2. 3rd pty caller not on scene.</p> <p>5. Time lapse (mins): 8 min</p> <p>6. Animal NOT CONFINED.</p> <p>7. Animal loc: IT TOOK OFF [02/09/20 08:06:41 MRUIZ2236]</p> <p>ADV IT TOOK OFF [02/09/20 08:05:59 MRUIZ2236]</p> <p>[EPD] Caller Statement: com adv of a poss florida panther at the back of this loc [02/09/20 08:05:07 MRUIZ2236]</p> <p>ADV HE SAW A POSS FLORIDA PANTHER AT THE BACK OF THIS LOC [02/09/20 08:04:19 MRUIZ2236]</p> <p>florida panther [02/09/20 08:03:52 MRUIZ2236]</p>
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1895 PATRIOT WAY	02/15/2020 14:04:08	DISTURBANCE	<p>I made contact with the comp at the PD. Comp told me about an issue with her husband Samuel Santiago. Comp told me Samuel scared her by telling her, "I better not catch you at 3894 Cabo Rojo Dr or else all hell will break lose, you know what I am capable of." The comp wanted to know what options she had for this statement and different ways she could prevent Samuel from bothering her in the future. She told me they were in the seperation / divorce process.</p> <p>I explained how to get an injunction through the courts, which she understood. She also told me she wanted me to trespass Samuel from 3894 Cabo Rojo Drive (which is her friend Michelles house).</p> <p>I logged a seperate Trespass per her request under 20-000844.</p> <p>I provided my card to the comp and told her to call me with further questions or concerns. I was able to speak with Samuel over the phone who confirmed the argument with the comp but denied making any threats to her. He told me he was looking for a new place to live so he could move out and away from the comp.</p> <p>No credible threats were reported at this time, therefore, no report taken. [02/15/20 15:48:04 Unit:A20] CORRECTION COMP REQ TO SEE AN OFC IN PD LOBBY [02/15/20 14:20:00 RICHARDH] COMP REQ TO SEE AN OFC REF TO THREATS BEING MADE AGAINST HER AND REQ ADVICE [02/15/20 14:05:18 RICHARDH]]</p>
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4630 CAPITAL BLVD	02/23/2020 21:40:21	DRUG USE OR POSSESSION	<p>DONT SMOKE DRUGS. [02/23/20 21:54:26 LGRAH2247]</p> <p>[EPD] Questions:</p> <ul style="list-style-type: none"> <li>8. Susp lives at location.</li> <li>10. Unk loc of drugs/paraphernalia.</li> <li>11. Unk if medical needed. [02/23/20 21:46:26 JWATE2174]</li> </ul> <p>[EPD] Person 3 (Suspect) Information:</p> <ul style="list-style-type: none"> <li>-- Race: LATINO</li> <li>-- Sex: Female</li> <li>-- Age: MID 20S [02/23/20 21:45:52 JWATE2174]</li> </ul> <p>[EPD] Person 2 (Suspect) Information:</p> <ul style="list-style-type: none"> <li>-- Race: LATINO</li> <li>-- Sex: Female</li> <li>-- Age: MID 40S [02/23/20 21:45:39 JWATE2174]</li> </ul> <p>[EPD] Questions:</p> <ul style="list-style-type: none"> <li>6. Susp on scene: INSIDE</li> </ul> <p>Person 1 (Suspect) Information:</p> <ul style="list-style-type: none"> <li>-- Race: LATINO</li> <li>-- Sex: Male</li> <li>-- Age: MID 20S</li> <li>-- Characteristics: COVERED IN TATTOOS [02/23/20 21:44:11 JWATE2174]</li> </ul> <p>[EPD] Dispatch Code: 116D01</p> <p>Response: 2P</p> <p>Questions:</p> <ul style="list-style-type: none"> <li>5. Unk if wpns involved.</li> <li>2. Vict caller on scene.</li> <li>3. In progress. [02/23/20 21:43:04 JWATE2174]</li> </ul> <p>[EPD] Caller Statement: DRUGS [02/23/20 21:42:36 JWATE2174]</p> <p>ADV A 3YO LIVES THERE AND IS WORRIED ABOUT THHE WELL BEING OF THE CHILD [02/23/20 21:42:19 JWATE2174]</p> <p>STRONG MARIJUANA SMELL COMING FROM POSSIBLY 4630 CAPITAL [02/23/20 21:41:07 JWATE2174]</p>
2122 SENATE AVE	02/14/2020 04:16:47	DUPLICATE CALL	

2090 CONTINENTAL ST	02/11/2020 19:45:08	INVESTIGATION SUPPLEMENTAL	Comp wanted to know outcome of earlier call with subject working out in anthem park. Subj had a key fob that allowed access to the gym. He provided ID out of NYS and had no wants or warrants. FI card completed by Officer Barberi. [02/11/20 20:12:13 Unit:B20] COMP REQ TO SPEAK TO OFC BY PHONE REF OUTCOME OF PREV CALL REF MALE AT THE GYM FOR THE SUBDIVISION CLIMBING THROUGH A WINDOW [02/11/20 19:47:39 KELLY]
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1951 REMEMBRANCE AVE	02/16/2020 17:34:17	JUVENILE PROBLEM	<p>boyfriend, Jayden Alexander, owns a bb gun and compl believes Jayden is the person who damaged the windows. Compl advised he took his daughters key away from her to limit her access to the home due to ongoing issues with her bringing boys home. Compl has video of his daughter kicking the front door in an attempt to enter the home. Compl said the window was not broken earlier today, and his daughter was not home. His daughter was located inside the home when compl found the broken windows.</p> <p>Based on compls account of the incident, it I believe his daughter was involved in the damaging the windows so she could get into the home. I advised compl that because she lives in the home and compl took away her key, his daughter can enter the home as she sees fit.</p> <p>I offered compl a brochure for assistance with juveniles, which he refused. I also advised compl to contact DCF for guidance on how to proceed with his daughter and finding help for the family. Compl was advised to call back if he needs assistance. [02/16/20 18:35:13 Unit:B5]  REF TO 2020-047-133 [02/16/20 17:41:00 ARODR2132]  COMP ADV HE CLEANED UP THE GLASS FROM THE WINDOW. [02/16/20 17:38:40 ARODR2132]  [EPD] Questions:  10. Susp arrived on foot. [02/16/20 17:37:34 ARODR2132]  [EPD] Person 3 (Suspect) Information:  -- Race: White  -- Sex: Female  -- Age: 15  -- Height: 504 [02/16/20 17:37:18 ARODR2132]  [EPD] Person 2 (Suspect) Information:  -- Race: unk  -- Sex: Male</p>
2122 SENATE AVE	02/14/2020 12:23:37	LOST/FOUND PROPERTY	COMP REQ EVENT NUMBER FOR LOST PROPERTY [02/14/20 12:30:32 PMALD2064]

			<p>COMPL DOES NOT WANT CTC [02/22/20 22:00:32 JEFFM]</p> <p>[EPD] Dispatch Code: 113C01</p> <p>Response: 2P</p> <p>Questions:</p> <ul style="list-style-type: none"> <li>2. 3rd pty caller not on scene.</li> <li>4. In progress.</li> <li>5. Noise source: POSSIBLY ACROSS THE STREET</li> <li>6. Subjs invl: GROUP OF KIDS</li> <li>7. Unk if alcohol/drugs invl. [02/22/20 22:00:06 JEFFM]</li> </ul> <p>[EPD] Caller Statement: LOUD PARTY [02/22/20 21:59:31 JEFFM]</p> <p>LOUD PARTY [02/22/20 21:58:30 JEFFM]</p>
2163 CONTINENTAL ST	02/22/2020 21:58:23	LOUD PARTY	
			<p>I advised the comp to contact the PD if there were any parking infractions. Otherwise the number of vehicles his neighbor owns would have to be handled by his home owners association. [02/21/20 08:22:05 Unit:A1]</p> <p>[EPD] Questions:</p> <ul style="list-style-type: none"> <li>7. Susp DOT: PARKED</li> <li>8. Veh last seen: PARKED</li> <li>10. Caller wants to file complaint.</li> <li>11. Caller not following. [02/21/20 08:12:16 NADINE]</li> </ul> <p>[EPD] Dispatch Code: 132B01</p> <p>Response: 1P</p> <p>Questions:</p> <ul style="list-style-type: none"> <li>2. Vict caller on scene.</li> <li>4. In progress.</li> <li>5. Vehs invl: 6</li> </ul> <p>Vehicle 1 (Suspect) Information:</p> <ul style="list-style-type: none"> <li>-- Color: SILVER</li> <li>-- Body: SEDAN [02/21/20 08:11:27 NADINE]</li> </ul> <p>TOTAL OF 6 VEH THAT THE NEIGHBOR HAS [02/21/20 08:10:47 NADINE]</p> <p>SILVER CAR IT BLOCKS THE HYDRANT AND THE MAILBOX [02/21/20 08:10:18 NADINE]</p> <p>COMPL REQ TO SPEAK TO AN OFC BY PHONE REF TRAFFIC ISSUES WITH HIS NEIGHBOR. [02/21/20 08:09:41 NADINE]</p>
2010 NATIONS WAY	02/21/2020 08:08:04	MINOR TRAFFIC VIOLATION COMPL	

4850 OLD GLORY WAY	02/28/2020 14:42:49	NON URGENT CHECK WELL BEING	<p>Attempted contact again at hx however still no answer at door. Called wife back who advised she was at Osceola Hospital and could not come back to open door. I asked if there was anything else we could do to help but she advised there was nothing. Wife advised John may have taken pills and I explained to her that we needed her to come back to make contact with him. She still refused. Advised Crisis hotline of the same. [02/28/20 15:48:56 Unit:A8]</p> <p>VETERAN WAS RED FLAGGED IN SYSTEM AS HIGH RISK BUT THAT WAS REMOVED [02/28/20 14:49:11 GPRAD2133]</p> <p>HE STATES HE DID NOT TALK TO THE ACTUAL SUBJECT.. ONLY THE WIFE.. NOI FROM EARLIER AND NOTHING NEW FROM WHAT THE WIFE GAVE YS [02/28/20 14:46:43 GPRAD2133]</p> <p>VA CRISIS LINE IS REQ WE DOUBLE CHECK TO MAKE SURE HE IS OK.. I ADVISED HIM THAT WE ATTEMPTED EARLIER AND WERE UNSUCCESSFUL... [02/28/20 14:46:16 GPRAD2133]</p> <p>COMP IS DESI AND REQ FOR A PX AFTER THE OUTCOME [02/28/20 14:45:43 GPRAD2133]</p> <p>[EPD] Dispatch Code: 125B01</p> <p>Response: 1P</p> <p>Questions:</p> <ul style="list-style-type: none"> <li>5. No known wpns invl.</li> <li>3. 4th pty caller not on scene.</li> <li>6. Unk subj desc.</li> <li>7. Subjs physical/medical/mental cond: mental health issues</li> <li>8. No key available. [02/28/20 14:44:43 GPRAD2133]</li> </ul> <p>[EPD] Caller Statement: wife of veteran called the crisis line.. we were unable to connect with the veteren and we are concerned for his welfare [02/28/20 14:44:13 GPRAD2133]</p>
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2020 NATIONS WAY	02/01/2020 07:51:03	PARKING COMPLAINT	<p>I made contact with the complaint who advised his neighbor parked their car in a way that is slightly blocking their driveway. I observed the white vehicle which was slightly blocking the driveway and made contact with the owner of the vehicle and advised them of the issue. The vehicle was moved into the drive way of 2010 Nations Way.</p> <p>[02/01/20 08:15:52 Unit:A6]  [EPD] Dispatch Code: 132B02  Response: 1P  Questions:  2. 2nd pty caller on scene.  4. 1 veh invl.  6. Exact veh loc: on the street in front of this loc blocking the driveway  7. Traffic not affected.</p> <p>Vehicle 1 (Subject) Information:  -- Color: WHITE  -- Make: Chrysler  -- Body: 4d [02/01/20 07:54:09 DFISC1710]  COMP REQ TO SEE A SPANISH SPEAKING OFFICER [02/01/20 07:53:04 DFISC1710]  [EPD] Caller Statement: neighbor parking their veh in front of their house [02/01/20 07:51:34 DFISC1710]</p>
2106 SENATE AVE	02/11/2020 15:13:08	PUBLIC RECORDS REQUEST	<p>PROVIDED COM WITH COPY OF CAD CALL AT THE PD LOBBY [02/11/20 15:19:05 RVARG1455]  WALK IN REQ FOR POLICE REPORT 2019251153, OFC DUNN, REPORT DATE 9/8/2019 [02/11/20 15:15:33 MKUZI2026]</p>

1820 CENTENNIAL AVE	02/22/2020 12:55:35	PUBLIC SERVICE CALL	WATER SOFTNER IS LEAKING. NEEDS SOMEONE TO SHUT THE MAIN LINE [02/22/20 12:56:00 CHILL1826]
4651 CAPITAL BLVD	02/19/2020 00:54:23	PUBLIC SERVICE CALL	CONTACTED THE ON CALL WATER DEPT PERSON HE WILL RESPOND REF WORK ORDER 63552 [02/19/20 01:01:51 CONNIE] COMP ADVISED THE WATER PIPE IN FRONT OF THE TOWN HOME IS BUSTED AND FLOODING THE STREET AND SHE HAS NOT WATER IN THE HOUSE [02/19/20 00:55:48 CONNIE]
2144 CONTINENTAL ST	02/11/2020 20:01:43	PUBLIC SERVICE CALL	SERVICE REQ ID 63491 [02/11/20 20:12:35 DWYNN1269] ALL FAUCETS, TUB, SHOWER AND TOILETS [02/11/20 20:04:06 DWYNN1269] RUSTY WATER [02/11/20 20:03:07 DWYNN1269]
2010 NATIONS WAY	02/22/2020 02:22:35	REPOSSESSION	taken to 701 pine st orlando, owner unaware, req by west lake, [02/22/20 02:23:51 ARODR2132]
2316 BETSY ROSS LN	02/20/2020 03:28:47	REPOSSESSION	taken to 701 pine st orlando, owner aware, req by partners credit union [02/20/20 03:30:27 ARODR2132]
2122 SENATE AVE	02/14/2020 03:42:47	REPOSSESSION	OWNER UNAWARE; AUTH BY SANTANDER; TOWED TO 31549 LONG ACRES DR SORRENTO, FL [02/14/20 03:44:03 MWELS1962]]

1970 REMEMBRANCE AVE	02/20/2020 13:28:34	RESD BURGLARY INTRUSION	<p>i assisted in helping the spanish speaking family with deactivating alarm [02/20/20 13:52:15 Unit:A2]  REF NUMBER AMPUS5892 [02/20/20 13:31:59 RICHARDH]  [EPD] Questions:  5. Alarm drop time: 1323  6. Owners phone : 4072727022  7. Keyholder list exhausted. [02/20/20 13:31:37 RICHARDH]  [EPD] Dispatch Code: 104D01  Response: 2P  Questions:  1. Alarm co. reporting.  3. Property owner: marka ponce  4. Area: ZONE 2 DOOR/WINDOW 2 [02/20/20 13:29:56 RICHARDH]  [EPD] Caller Statement: alarm [02/20/20 13:29:19 RICHARDH]</p>
1920 VALLEY FORGE DR	02/17/2020 12:07:26	RESD BURGLARY INTRUSION	<p>[EPD] Questions:  5. Alarm drop time: 1204 [02/17/20 12:09:23 CELIA]  [EPD] Urgent Message:  -- OPER REC A CANCEL WHILE ON THE PX THEY ADV FALSE ALARM [02/17/20 12:09:22 CELIA]  [EPD] Dispatch Code: 104D01  Response: 2P  Questions:  1. Alarm co. reporting.  3. Property owner: LUZ SALCEDO  4. Area: LIVING ROOM DOOR [02/17/20 12:08:46 CELIA]  [EPD] Caller Statement: REF ALARM [02/17/20 12:08:07 CELIA]  OPER ADV OF A BURGLARY ALARM [02/17/20 12:07:53 CELIA]</p>

1810 BLOUNT TRL	02/10/2020 22:25:20	RESD BURGLARY INTRUSION	<p>I made contact with the homeowner who was speaking with his alarm company when I arrived. False alarm [02/10/20 22:36:42 Unit:B5]  OPER ATTP TO CALL INSIDE AND RECEIVED NO ANSWER  [02/10/20 22:29:13 SSTRE2007]  [EPD] Questions:  5. Alarm drop time: 2220  6. Owners phone : 407-683-4909  7. Keyholder not contacted. [02/10/20 22:27:00 SSTRE2007]  [EPD] Dispatch Code: 104D01  Response: 2P  Questions:  1. Alarm co. reporting.  3. Property owner: CLARK, ANTHONY  4. Area: GENERAL INTRUDER [02/10/20 22:26:35 SSTRE2007]  [EPD] Caller Statement: AUDIBLE BURG [02/10/20 22:26:11  SSTRE2007]</p>
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1921 PATRIOT WAY	02/05/2020 23:14:48	RESD BURGLARY INTRUSION	<p>B2 MADE CTC WITH EC AND ADV THAT THE STORY CHECKS OUT [02/05/20 23:28:04 LCARN1725]</p> <p>B2 MADE CTC WITH RESD, UNABLE TO SHUT OFF ALARM AS THEY JUST MOVED INTODAY [02/05/20 23:27:40 LCARN1725]</p> <p>[EPD] Questions:</p> <ul style="list-style-type: none"> <li>5. Alarm drop time: 2309</li> <li>6. Owners phone : 347 220 5107</li> <li>7. Keyholder to be contacted: SPOKE WITH A FEMALE ON SCENE WHO SAID SHE DIDNT LIVE THERE AND HUNG UP ON ALARM CO [02/05/20 23:17:21 DWYNN1269]</li> </ul> <p>WILL BE ENROUTE SHORTLY [02/05/20 23:17:16 LCARN1725]</p> <p>[EPD] Caller Statement: ALARM IND BURG</p> <p>Dispatch Code: 104D01</p> <p>Response: 2P</p> <p>Questions:</p> <ul style="list-style-type: none"> <li>1. Alarm co. reporting.</li> <li>3. Property owner: GAIL TABERNURO</li> <li>4. Area: GARAGE DOOR [02/05/20 23:16:07 DWYNN1269]</li> </ul>
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1970 REMEMBRANCE AVE	02/20/2020 12:19:38	RESIDENTIAL HOLD UP PANIC	<p>Spoke to resident who stated that her grandson pulled a chair up and was playing with alarm key pad. agency issue body camera would not turn on during incident [02/20/20 12:37:45 Unit:A1]</p> <p>COMP ADV THREE ADDITIONAL PANIC AND ONE BURG [02/20/20 12:25:37 RICHARDH]</p> <p>[EPD] Questions:</p> <p>5. Alarm drop time: 1217</p> <p>6. Owners phone : 4072727022 [02/20/20 12:21:41 RICHARDH]</p> <p>REF PANIC [02/20/20 12:21:00 RICHARDH]</p> <p>[EPD] Dispatch Code: 104D03</p> <p>Response: 2P</p> <p>Questions:</p> <p>1. Alarm co. reporting.</p> <p>3. Property owner: merica ponce</p> <p>4. Area: general panic and three burg from door window 2 [02/20/20 12:20:49 RICHARDH]</p> <p>[EPD] Caller Statement: alarm [02/20/20 12:20:11 RICHARDH]</p>
LEXINGTON BLVD/VALLEY	02/10/2020 06:59:16	SELECTIVE TRAFFIC ENFORCEMENT	A10 TWELVE CITATIONS [02/10/20 08:02:53 RICHARDH]

2117 SENATE AVE	02/20/2020 18:52:50	SUSPICIOUS INCIDENT	<p>advised two hispanic males rang his door bell and asked for cash for school. When he asked for credentials, they said they didnt have any. Compl told them he was calling the police and they left the area quickly on their bicycles. [02/20/20 19:12:17 Unit:B5]</p> <p>COMP DOES NOT WANT CTC [02/20/20 18:58:07 NGONZ2173]</p> <p>COMP ADV THEY WERE ON BIKES AND TOOK OFF POSS EAST TOWARDS PD, BUT COMP BELIEVES THEY ARE STILL IN NEIGHBORHOOD. [02/20/20 18:57:17 NGONZ2173]</p> <p>[EPD] Person 1 (Suspect) Information:</p> <ul style="list-style-type: none"> <li>-- Age: 13-14</li> <li>-- Clothing: POSS WHI SHIRT</li> <li>-- Weight: SKINNY</li> </ul> <p>Person 2 (Suspect) Information:</p> <ul style="list-style-type: none"> <li>-- Race: HISPANIC</li> <li>-- Sex: Male</li> <li>-- Age: 13-14</li> <li>-- Weight: CHUBBY [02/20/20 18:56:03 NGONZ2173]</li> </ul> <p>[EPD] Person 1 (Suspect) Information:</p> <ul style="list-style-type: none"> <li>-- Race: HISPANIC</li> <li>-- Sex: Male</li> <li>-- Age: 13 [02/20/20 18:55:27 NGONZ2173]</li> </ul> <p>[EPD] Dispatch Code: 129C05</p> <p>Response: 2P</p> <p>Questions:</p> <ol style="list-style-type: none"> <li>5. No known wpns invl.</li> <li>2. Vict caller on scene.</li> <li>3. Time lapse (mins): 20MINS AGO</li> <li>6. Suspicious because: KIDS KNOCKING ON DOORS ASKING FOR CASH [02/20/20 18:54:47 NGONZ2173]</li> </ol> <p>[EPD] Caller Statement: COMP ADV OF KIDS KNOCKING ON DOORS ASKING FOR CASH [02/20/20 18:54:03 NGONZ2173]</p> <p>comp adv of 2 male kids knocking on doors frantically and when comp</p>
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2090 CONTINENTAL ST	02/11/2020 18:24:57	SUSPICIOUS INCIDENT	<p>OMAR LOPEZ REQ A PX FROM OFC REF OUTCOME SINCE IT WAS HIS DAUGHTER THAT WAS IN THE GYM, ADV HE CAN BE CTC AT ST31 [02/11/20 18:46:42 SSTRE2007]</p> <p>WORKING OUT IN THE DARK [02/11/20 18:34:02 DWYNN1269]</p> <p>SUBJ WAS LAST SEEN IN THE GYM AT THE LOCATION [02/11/20 18:33:49 DWYNN1269]</p> <p>COMP DOES NOT NEED CONTACT [02/11/20 18:33:28 DWYNN1269]</p> <p>[EPD] Person 1 (Suspect) Information:</p> <ul style="list-style-type: none"> <li>-- Race: Black</li> <li>-- Sex: Male</li> <li>-- Age: 40S</li> <li>-- Clothing: GRY SWEATPANTS BLK T SHIRT</li> <li>-- Height: 6</li> <li>-- Hair: CURLY [02/11/20 18:32:48 DWYNN1269]</li> </ul> <p>[EPD] Comments:</p> <ul style="list-style-type: none"> <li>-- COMP WENT BACK HOME WITH HER DAUGHTER [02/11/20 18:31:56 DWYNN1269]</li> </ul> <p>[EPD] Dispatch Code: 129C05</p> <p>Response: 2P</p> <p>Questions:</p> <ul style="list-style-type: none"> <li>5. No known wpns invl.</li> <li>2. Vict caller not on scene.</li> <li>3. Time lapse (mins): 20 MINS</li> <li>6. Suspicious because: SUBJ WAS ASKING TO BE LET IN THE CLUBHOUSE AND HE ENDED UP CLIMBING THROUGH A WINDOW TO GET IN [02/11/20 18:31:26 DWYNN1269]</li> </ul> <p>[EPD] Caller Statement: COMP REQ TO SEE AN OFC REF TO A SUBJ THAT WAS AT THE CLUBHOUSE AND WAS ASKING THE COMPS DAUGHTER TO LET HIM IN THE CLUBHOUSE [02/11/20 18:30:19 DWYNN1269]</p>
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			[EPD] Questions: 9. Susp arrived on foot. [02/19/20 11:53:01 PMALD2064] [EPD] Questions: 7. Susp on scene: ON CONTINENTAL WALKING TOWARDS THE POOL Person 1 (Suspect) Information: -- Race: Asian -- Sex: Male -- Age: 20S -- Clothing: BLUE SHIRT AND BLUE JEANS [02/19/20 11:52:52 PMALD2064] [EPD] Dispatch Code: 129C01 Response: 2P Questions: 5. No known wpns invl. 2. Vict caller on scene. 3. Time lapse (mins): 10 MINS AGO 6. Suspicious because: DOESNT HAVE ANY IDENTIFICATION AND IS JUST WALKING BACK AND FORTH IN FRONT [02/19/20 11:52:14 PMALD2064] [EPD] Caller Statement: COMP REQ TO MEET WITH OFC REF SUS MALE [02/19/20 11:51:36 PMALD2064] CALLER ADV SOMEONE RANG HIS DOORBELL AND ASKED TO CHECK HIS WATER, COMP ADV THEY SAID THEY ARE WITH THE WATER DEPARTMENT [02/19/20 11:51:19 PMALD2064]
2122 CONGRESS LN	02/19/2020 11:49:43	SUSPICIOUS PERSON	
4500 LEXINGTON BLVD	02/25/2020 01:32:05	SUSPICIOUS	

4890 OLD GLORY WAY	02/13/2020 00:10:17	SUSPICIOUS VEHICLE	<p>B6 SEARCHED THE AREA WITH NO RESULTS [02/13/20 00:21:17 LGRAH2247]</p> <p>COMP ADV DOES NOT NEED CTC [02/13/20 00:13:12 HEATHERM]</p> <p>[EPD] Questions:</p> <ul style="list-style-type: none"> <li>8. Veh occupied.</li> <li>9. Unk susp desc. [02/13/20 00:12:43 HEATHERM]</li> </ul> <p>[EPD] Vehicle 1 (Suspect) Information:</p> <ul style="list-style-type: none"> <li>-- Color: DARK</li> <li>-- Make: TOYT</li> <li>-- Body: 4DR [02/13/20 00:12:30 HEATHERM]</li> </ul> <p>[EPD] Dispatch Code: 129C03</p> <p>Response: 2P</p> <p>Questions:</p> <ul style="list-style-type: none"> <li>5. No known wpns invl.</li> <li>2. 2nd pty caller on scene.</li> <li>3. In progress.</li> <li>6. Suspicious because: PARKED FOR 20-30 MINS WITH LIGHTS ON [02/13/20 00:11:48 HEATHERM]</li> </ul> <p>[EPD] Caller Statement: COMP REQ TO ADV OF VEH PARKED FOR 20-30 MINS [02/13/20 00:11:23 HEATHERM]</p> <p>suspicious veh [02/13/20 00:10:33 HEATHERM]</p>
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			<p>I advised comp the procedure for obtaining an injunction [02/25/20 17:39:47 Unit:A7]</p> <p>[EPD] Questions:</p> <p>11. Threat desc: threatened to fight her daughter [02/25/20 17:27:30 DFISC1710]</p> <p>[EPD] Vehicle 2 (Suspect) Information:</p> <p>-- Color: grey</p> <p>-- Make: Toyota</p> <p>-- Model: camry [02/25/20 17:27:11 DFISC1710]</p> <p>[EPD] Questions:</p> <p>8. Susp arrived in veh.</p> <p>Vehicle 1 (Suspect) Information:</p> <p>-- Color: WHITE</p> <p>-- Make: Nissan</p> <p>-- Model: alitma</p> <p>-- Body: 2d [02/25/20 17:27:06 DFISC1710]</p> <p>[EPD] Person 1 (Suspect) Information:</p> <p>-- Race: female</p> <p>-- Sex: Female</p> <p>-- Age: 16-17</p> <p>-- Clothing: lsw grey jacket gateway high school</p> <p>-- Name: chasity [02/25/20 17:26:46 DFISC1710]</p> <p>[EPD] Dispatch Code: 119D03</p> <p>Response: 2P</p> <p>Questions:</p> <p>5. No known wpns invl.</p> <p>2. Vict caller on scene.</p> <p>3. In progress.</p> <p>6. Susp on scene: in the veh in front of the house [02/25/20 17:25:17 DFISC1710]</p> <p>[EPD] Caller Statement: female parked in front of house threatened daughter to fight her [02/25/20 17:24:53 DFISC1710]</p>
1970 VALLEY FORGE DR	02/25/2020 17:23:20	THREAT	
4600-BLK LEXINGTON BLV	02/11/2020 11:15:01	TRAFFIC STOP	<p>T2 SEATBELT [02/11/20 11:22:04 GPRAD2133]</p> <p>JEEP UTILITY GREY [02/11/2020 11:15:01 GPRAD2133]</p>

1850 VALLEY FORGE DR	02/28/2020 20:04:02	UNWANTED PERSON	<p>grandmother sent for Isaiah. Isaiahs mother advised the money was sent back to Isaiahs grandmother and Isaiah will be able to get it directly from her. Trespass warning was issued to Isaiah and his girlfriend, Hailey, at the request of Isaiahs mother. [02/28/20 20:29:44 Unit:B5]</p> <p>COMP ADV THE BROTHER OWED HIM MONEY AND HE WOULD NOT GIVE IT TO HIM UNLESS THEY PHYSICALLY FOUGHT, BUT NOTHIGN PHYSICAL HAS OCC AT THE MOMENT [02/28/20 20:07:35 SSTRE2007]</p> <p>[EPD] Person 2 (Victim) Information:</p> <ul style="list-style-type: none"> <li>-- Race: HISPANIC</li> <li>-- Sex: Male</li> <li>-- Clothing: WHITE SHIRT, BLUE JEANS, ORANGE SHOES</li> </ul> <p>[02/28/20 20:07:11 SSTRE2007]</p> <p>SUBJ WENT INSIDE AND COMP IS WAITING OUTSIDE [02/28/20 20:06:41 SSTRE2007]</p> <p>[EPD] Questions:</p> <ul style="list-style-type: none"> <li>11. No children at loc.</li> <li>12. Alcohol/drugs not invl.</li> <li>13. No medical needed. [02/28/20 20:06:22 SSTRE2007]</li> </ul> <p>[EPD] Questions:</p> <ul style="list-style-type: none"> <li>7. 2 subjs invl.</li> <li>8. Susp on scene: IN FRONT OF THE HOME</li> </ul> <p>Person 1 (Suspect) Information:</p> <ul style="list-style-type: none"> <li>-- Race: HISPANIC</li> <li>-- Sex: Male</li> <li>-- Age: 22</li> <li>-- Clothing: BOSTON HAT, ALL BLK</li> <li>-- Name: VELAZQUEZ, ANTONIO [02/28/20 20:06:03 SSTRE2007]</li> </ul> <p>[EPD] Dispatch Code: 114D04</p> <p>Response: 2P</p>
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1951 REMEMBRANCE AVE	02/04/2020 16:24:25	UNWANTED PERSON	<p>A5 TOLD THE FAMILY IF HE COMES BACK - THEY CAN TRESPASS HIM THEN TO CALL THE PD [02/04/20 17:08:56 LHAND1612]</p> <p>A5 ADV MALE SUBJ THAT HES S53D FROM THIS 1020 [02/04/20 16:52:15 LHAND1612]</p> <p>JAYDEN 4530 BALER TRAIL DR FOR TRESPASS [02/04/20 16:50:27 SZIMM2175]</p> <p>COMP LEFT THE SCENE IN A VEH [02/04/20 16:31:31 CELIA]</p> <p>[EPD] Questions:</p> <p>9. Susp DOT: DOT PASSING COMP HOUSE</p> <p>Person 1 (Suspect) Information:</p> <p>-- Race: Other</p> <p>-- Sex: Male</p> <p>-- Age: 18</p> <p>-- Clothing: BLUE SHIRT GRAY SWEATER BLUE PANTS</p> <p>-- Name: JAYDEN [02/04/20 16:27:51 CELIA]</p> <p>[EPD] Questions:</p> <p>7. Susp left in veh.</p> <p>Vehicle 1 (Suspect) Information:</p> <p>-- Color: BLUE</p> <p>-- Body: 4 [02/04/20 16:26:41 CELIA]</p> <p>[EPD] Dispatch Code: 119D02</p> <p>Response: 2P</p> <p>Questions:</p> <p>5. No known wpns invl.</p> <p>2. Vict caller on scene.</p> <p>3. In progress. [02/04/20 16:26:24 CELIA]</p> <p>[EPD] Caller Statement: REF THREATS [02/04/20 16:25:54 CELIA]</p> <p>COMP REQ TO SEE AN OFC REF A MALE SUBJ REFUSING TO LEAVE COMP ADV SUBJ JUST DROVE OFF [02/04/20 16:25:34 CELIA]]</p>
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1980 BANNER LN	02/29/2020 17:43:46	VERBAL DISTURBANCE	<p>Advised comp that he needed to file for an eviction since his 30-year-old son resides with him. Comp advised his son refused to leave and even he is willing to give him money. There was nothing physical. [02/29/20 18:04:51 Unit:B6]</p> <p>COMP ADV SUBJ IS AGGRESSIVE, NO HX OF VIOLENCE. THREATS OF VIOLENCE AGAINST FATHER LAST SUNDAY [02/29/20 17:49:10 LCARN1725]</p> <p>[EPD] Questions:</p> <ul style="list-style-type: none"> <li>9. Susp lives at location.</li> <li>11. Property owner: comp [02/29/20 17:47:59 LCARN1725]</li> </ul> <p>[EPD] Questions:</p> <ul style="list-style-type: none"> <li>7. Susp on scene.</li> </ul> <p>Person 1 (Suspect) Information:</p> <ul style="list-style-type: none"> <li>-- Race: latino</li> <li>-- Sex: Male</li> <li>-- Age: 30</li> <li>-- Name: francisco jr luis [02/29/20 17:47:22 LCARN1725]</li> </ul> <p>[EPD] Dispatch Code: 133D01</p> <p>Response: 2P</p> <p>Questions:</p> <ul style="list-style-type: none"> <li>5. No known wpns invl.</li> <li>2. 2nd pty caller on scene.</li> <li>3. In progress.</li> <li>6. TRESPASSING/UNWANTED – 1 subj invl. [02/29/20 17:46:48 LCARN1725]</li> </ul> <p>[EPD] Caller Statement: comp adv of having problems with son [02/29/20 17:46:10 LCARN1725]</p> <p>ADV WIFE SPEAKS ENGLISH [02/29/20 17:44:46 LCARN1725]</p> <p>SPANISH SPEAKER OCSO TOT [02/29/20 17:44:17 LCARN1725]</p>
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1980 NATIONS WAY	02/14/2020 15:55:06	WANTED PERSON	RE: MARCIASGUERRA, JULIO ALFREDO      W/M      DOB 05/18/1954 ATTEMPT TO LOCATE PLS BE ADVISED WE HOLD ACTIVE ORANGE COUNTY WARRANT CASE 482020CF0020690 GRAND THEFT THIRD DEGREE BOND 2500 // NO CONTACT DIRECTLY WITH VICTIM, CODEFENDANT, WITNESS, DO NOT RETURN TO THE SCENE OF THE OFFENSE, DO NOT POSSESS/CONSUME ALCOHOL, ILLEGAL DRUGS, OR CONTROLLED SUBSTANCES WITHOUT A VALID PRESCRIPTION, DO NOT POSSESS ANY WEAPONS OR FIREARMS SUBJ LAST KNOWN ADDRESS: 1980 NATIONS WAY, SAINT CLOUD FL 3476 PLS ADVISE AS TO OUTCOME OF CALL AT TTY S48000062 OR ORI FL04800H5 PLS ACK TTY. THANK YOU. AUTH OCSO WARRANTS OPER ANDERSON 021420 1554 HRS [02/14/20 15:57:02 PMALD2064]
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2107 SENATE AVE	02/05/2020 12:16:24	WANTED PERSON	<p>there are no records of the subj being 1015 by scpd today. I imformed the caller [02/05/20 13:04:52 Unit:A3]</p> <p>COMP REQ TO SPK TO OFCR BY PX REF TO WANTING TO KNOW IF SUBJ WAS PICKED UP BY SCPD REF VOP. COMP ADV SHE RECEIVED A CALL THIRD PARTY FROM MOTHER ADV SUBJ WAS PICKED UP FROM THIS LOC. COMP ADV SHE CHECKED WITH OCSO AND JAIL AND SUBJ HAS NOT BEEN PROCESSED. [02/05/20 12:25:06 LTELL1760]</p> <p>LAST HX WITH SUBJ IN CAD WAS IN 2018 [02/05/20 12:22:27 PMALD2064]</p> <p>[EPD] Person 1 (Suspect) Information:</p> <ul style="list-style-type: none"> <li>-- Race: H</li> <li>-- Sex: Male</li> <li>-- Age: 23</li> <li>-- Name: ROBERT EMANUEL CUEVAS</li> <li>-- DOB: 07/01/1996 [02/05/20 12:19:39 LTELL1760]</li> </ul> <p>[EPD] Dispatch Code: 129C02</p> <p>Response: 2P</p> <p>Questions:</p> <ol style="list-style-type: none"> <li>1. Callers loc: IN FORT MYERS</li> <li>2. Time lapse: WITHIN LAST HR</li> <li>3. Susp/Veh not in area.</li> <li>5. Wanted for: VIOLATION OF PROBATION [02/05/20 12:18:55 LTELL1760]</li> </ol> <p>[EPD] Caller Statement: SPK TO OFCR BY PX REF TO BROTHER BEING PICKED UP ON VOP [02/05/20 12:18:10 LTELL1760]</p>
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# EXHIBIT 2

1 **MINUTES OF MEETING**

2 **ANTHEM PARK**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Anthem Park Community Development  
5 District was held on Friday, February 14, 2020 at 9:00 a.m. at Anthem Park Clubhouse, 2090 Continental  
6 Street, St. Cloud, Florida 34769.

7 **FIRST ORDER OF BUSINESS – Roll Call**

8 Ms. Thibault called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10 Kenneth Williams	Board Supervisor, Chairman
11 Gerald Harrington	Board Supervisor, Vice Chairman
12 Blair Possenriede	Board Supervisor, Assistant Secretary
13 Jorge Arce	Board Supervisor, Assistant Secretary
14 John Ortega	Board Supervisor, Assistant Secretary

15 Also present were:

16 Patricia Thibault	District Manager, DPGF Management & Consulting, LLC.
17 Neysa Borkert	District Counsel
18 Maria Agosta	Amenity Manager
19 Julie Cortina	Regional Manager, Vesta

20 *The following is a summary of the discussions and actions taken at the February 14, 2020 Anthem Park*  
21 *CDD Board of Supervisors Regular Meeting.*

22 **SECOND ORDER OF BUSINESS – Audience Comments**

23 There being none, the next item followed.

24 **THIRD ORDER OF BUSINESS – Administration Items**

25 A. Exhibit 1: Amenity Manager Report

26 Ms. Agosta gave an overview of playground shades proposals, noting that an additional proposal  
27 had been received from UltraShade.

28 On a MOTION by Mr. Harrington, SECONDED by Mr. Williams, WITH ALL IN FAVOR, the  
29 Board approved the UltraShade Playground Shading Proposal, in the amount of \$13,934.60, for the  
30 Anthem Park Community Development District.

31 ➤ Call Report

32 Ms. Possenriede noted a recent reported incident at the fitness center, and asked about  
33 cameras and potentially installing window security measures. Discussion ensued.

34 Mr. Williams suggested implementing penalization for community policy violations such  
35 as vandalism.

36 ➤ Presentation of the Monthly Landscape Maintenance Visual Scorecard

37 Ms. Thibault noted that an ant treatment proposal was presented in the agenda for two acres in the  
38 community to be treated, guaranteed for 7 to 10 months.

On a MOTION by Mr. Harrington, SECONDED by Ms. Possenriede, WITH ALL IN FAVOR, the Board approved the Ant Treatment Proposal, in the amount of \$1,300.00, for the Anthem Park Community Development District.

Following the motion, Ms. Thibault requested that ants be treated by the Movie Night event on the 21<sup>st</sup>.

B. Exhibit 2: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held January 10, 2020

On a MOTION by Mr. Harrington, SECONDED by Ms. Possenriede, WITH ALL IN FAVOR, the Board approved the Minutes of the Board of Supervisors Regular Meeting Held January 10, 2020, with fixed spelling, for the Anthem Park Community Development District.

C. Exhibit 3: Consideration for Acceptance – The December 2019 Unaudited Financial Report

On a MOTION by Mr. Harrington, SECONDED by Mr. Williams, WITH ALL IN FAVOR, the Board accepted the December 2019 Unaudited Financial Report for the Anthem Park Community Development District.

#### **FOURTH ORDER OF BUSINESS – Business Items**

A. Exhibit 4: Consideration of Memorandum of Updated Provisions of the District's Rules of Procedure

B. Exhibit 5: Consideration & Adoption of **Resolution 2020-02**, Setting Public Hearing for 2020 Rules of Procedure and Ethics Policy – *March 13, 2020*

On a MOTION by Mr. Williams, SECONDED by Mr. Harrington, WITH ALL IN FAVOR, the Board adopted **Resolution 2020-02**, Setting the Public Hearing for 2020 Rules of Procedure and Ethics Policy for March 13, 2020, for the Anthem Park Community Development District.

C. Exhibit 6: Consideration of Anthem Park CDD Ethics Policy Code of Conduct for Supervisors

Mr. Harrington advised for the attendance policy to be amended to three absences and three phone-in calls. Mr. Arce requested for the inclusion of the statute requirement for elected Supervisors to be residents of their District, and for amenity rules to be added to the website.

D. Exhibit 7: Consideration of In Phaze Outlet Repair Outside of Gym Proposal - \$361.27

On a MOTION by Mr. Williams, SECONDED by Mr. Harrington, WITH ALL IN FAVOR, the Board approved the In Phaze Outlet Repair Outside of Gym Proposal, in the amount of \$361.27, for the Anthem Park Community Development District.

E. Exhibit 8: Consideration of Pool Resurfacing Proposals – *NTE \$44,000.00, Warranty Inclusive*

➤ The Pool Repair Guy - \$42,858.00

➤ SPIES - \$43,520.00

➤ Classic Marcite - \$50,960.00

➤ The Pool Specialist - \$36,590.00

This item was tabled, pending updated proposals from all vendors.

(Supervisor Ortega left the meeting at 10:22 a.m.)

- F. Exhibit 9: Consideration of Bluescape Pools & Spas Auto Fill Valve with Float Repair Proposal - \$1,252.00

On a MOTION by Mr. Harrington, SECONDED by Mr. Arce, WITH ALL IN FAVOR, the Board approved the Bluescape Pools & Spas Auto Fill Valve with Float Repair Proposal, in the amount of \$1,252.00, for the Anthem Park Community Development District.

- G. Discussion of Status of Wall Repair

Ms. Thibault gave an overview of three vendor proposals for wall repair, being Scott Teeds Concrete in the amount of \$1,200.00, Phipps Masonry in the amount of \$2,200.00, and Lee Masonry in the amount of \$1,550.00. Ms. Agosta advised that in-house staff would be able to repair the wall if matching brick was found.

On a MOTION by Mr. Harrington, SECONDED by Mr. Williams, WITH ALL IN FAVOR, the Board approved the Wall Repair by Scott Teeds Concrete, Inc. in the amount of \$1,200.00, pending in-house staff acquiring and installing matching brick, for the Anthem Park Community Development District.

Following the motion, Ms. Agosta advised that updates on the brick would be provided by the next meeting.

**FIFTH ORDER OF BUSINESS – Staff Reports**

- A. District Manager

There being none, the next item followed.

- B. District Counsel

There being none, the next item followed.

- C. District Engineer

There being none, the next item followed.

**SIXTH ORDER OF BUSINESS – Supervisors Requests**

Mr. Arce raised a question regarding installing motion sensor switches in the fitness center.

**SEVENTH ORDER OF BUSINESS – Audience Comments – New Business**

There being none, the next item followed.

**EIGHTH ORDER OF BUSINESS – Adjournment**

Ms. Thibault asked for final questions, comments, or corrections before requesting a motion to adjourn the meeting. There being none, Mr. Harrington made a motion to adjourn the meeting.

On a MOTION by Mr. Harrington, SECONDED by Mr. Arce, WITH ALL IN FAVOR, the Board adjourned the meeting for the Anthem Park Community Development District.

*\*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

111 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed  
112 meeting held on \_\_\_\_\_.

113

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

114

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

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

115

116 Title:   ☐ Secretary   ☐ Assistant Secretary

Title:   ☐ Chairman   ☐ Vice Chairman



# EXHIBIT 3

# **Anthem Park Community Development District**

**Financial Statements  
(Unaudited)**

**Period Ending  
January 31, 2020**

**Anthem Park CDD**  
**Balance Sheet**  
**January 31, 2020**

	General Fund	Series 2016 Debt Service	Series 2016A2 Debt Service	Consolidated Total
<b><u>ASSETS:</u></b>				
CASH - O&M Checking Accts.	\$ 45,900	\$ -	\$ -	\$ 45,900
MMK ACCOUNT	883,914	-	-	883,914
DEBIT CARD	1,817	-	-	1,817
INVESTMENTS:				
REVENUE FUND	-	458,243	62,556	520,799
RESERVE TRUST FUND	-	279,063	36,888	315,950
PREPAYMENT FUND	-	-	32,901	32,901
DEPOSITS - UTILITIES	240	-	-	240
ON ROLL ASSESSMENTS RECEIVABLE	145,550	103,275	14,083	262,909
ALLOWANCE FOR UNCOLLECTIBLES	-	-	-	-
DUE FROM OTHER FUNDS	-	5,167	705	5,871
<b>TOTAL ASSETS</b>	<b><u>\$ 1,077,421</u></b>	<b><u>\$ 845,747</u></b>	<b><u>\$ 147,133</u></b>	<b><u>\$ 2,070,301</u></b>
<b><u>LIABILITIES:</u></b>				
ACCOUNTS PAYABLE	\$ 18,952	\$ -	\$ -	\$ 18,952
DEFERRED REVENUE ON-ROLL	145,550	103,275	14,083	262,909
DUE TO OTHER FUNDS	5,871	-	-	5,871
<b><u>FUND BALANCES:</u></b>				
NON-SPENDABLE ( DEPOSITS & PREPAID)	240	-	-	240
RESTRICTED FOR:				
DEBT SERVICE	-	742,472	133,050	875,522
TWO MONTHS OPERATING CAPITAL	136,510	-	-	136,510
ASSIGNED:				
FY 2015 & 2016 RESERVE	95,700	-	-	95,700
FY 2017 RESERVE	49,300	-	-	49,300
FY 2018 RESERVE	50,300	-	-	50,300
FY 2019 RESERVE	51,300	-	-	51,300
FY 2020 RESERVE	52,300	-	-	52,300
DECREASE IN RENEWAL & REPLACEMENT RESERVES	(48,852)	-	-	(48,852)
UNASSIGNED:	520,250	-	-	520,250
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b><u>\$ 1,077,421</u></b>	<b><u>\$ 845,747</u></b>	<b><u>\$ 147,133</u></b>	<b><u>\$ 2,070,301</u></b>

Note: GASB 34 government wide financial statements are available in the annual independent audit of the District. The audit is available on the website and upon request.

**ANTHEM PARK CDD**  
**General Fund**  
**Statement of Revenue, Expenses and Change in Fund Balance**  
**PRELIMINARY**  
**For the period from October 1, 2019 through January 31, 2020**

	<b>FY2020 ADOPTED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
<b>REVENUE</b>				
SPECIAL ASSESSMENTS - ON-ROLL (Net)	\$ 787,000	\$ 550,900	\$ 646,529	\$ 95,629
SPECIAL ASSESSMENTS - ON ROLL EXCESS FEES	-	-	-	-
INTEREST	2,000	667	1,852	1,185
CLUBHOUSE RENTAL	4,000	1,333	1,558	224
MISCELLANEOUS	-	-	150	150
AMOUNTS ALLOCATED FROM RESERVES FOR IMPROVEMENTS	26,060	13,663	13,663	-
<b>TOTAL REVENUE</b>	<b>819,060</b>	<b>566,563</b>	<b>663,751</b>	<b>97,188</b>
<b>EXPENDITURES</b>				
<b>GENERAL ADMINISTRATION:</b>				
SUPERVISORS' COMPENSATION	12,000	4,000	3,400	600
PAYROLL TAXES	918	306	413	(107)
PAYROLL SERVICE FEE	700	250	245	5
DISTRICT MANAGEMENT	21,672	7,224	7,533	(309)
ADMINISTRATIVE SERVICES	5,418	1,806	1,652	154
GENERAL OPERATING EXPENSES	5,204	1,735	1,735	-
WEBSITE HOSTING & MANAGEMENT	2,265	2,065	1,917	148
ACCOUNTING SERVICES	16,254	5,418	5,160	258
AUDITING SERVICES	3,700	-	-	-
LEGAL ADVERTISING	1,250	417	-	417
MISCELLANEOUS (BANK FEES, BROCHURES & MISC)	500	167	-	167
REGULATORY & PERMIT FEE	175	175	175	-
ENGINEERING SERVICES	3,000	1,000	-	1,000
LEGAL SERVICES	15,000	5,000	5,621	(621)
<b>TOTAL GENERAL ADMINISTRATION</b>	<b>88,056</b>	<b>29,562</b>	<b>27,851</b>	<b>1,711</b>
<b>FINANCIAL ADMINISTRATIVE</b>				
<b>INSURANCE:</b>				
INSURANCE (Liability, Property and Casualty)	16,944	16,944	16,944	-
<b>TOTAL INSURANCE</b>	<b>16,944</b>	<b>16,944</b>	<b>16,944</b>	<b>-</b>
<b>ASSESSMENT ADMINISTRATION:</b>				
ASSESSMENT ADMINISTRATION	8,663	8,663	8,663	-
COUNTY ASSESSMENT COLLECTION FEES	300	-	-	-
<b>TOTAL ASSESSMENT ADMINISTRATION</b>	<b>8,963</b>	<b>8,663</b>	<b>8,663</b>	<b>-</b>
<b>DEBT SERVICE ADMINISTRATION:</b>				
DISSIMINATION AGENT	5,000	5,000	5,000	-
ARBITRAGE REBATE CALCULATION	650	-	-	-
TRUSTEE FEES	3,772	3,772	3,771	1
<b>TOTAL DEBT SERVICE ADMINISTRATION</b>	<b>9,422</b>	<b>8,772</b>	<b>8,771</b>	<b>1</b>
<b>TOTAL FINANCIAL ADMINISTRATIVE</b>	<b>35,329</b>	<b>34,379</b>	<b>34,378</b>	<b>1</b>
<b>UTILITIES:</b>				
ELECTRICITY SERVICES	27,000	9,000	10,163	(1,163)
STREETLIGHTS - UTILITY	174,000	58,000	58,001	(1)
WATER - RECLAIMED	26,900	8,967	1,987	6,980
WATER UTILITY	8,100	2,700	1,427	1,273
<b>TOTAL UTILITIES</b>	<b>236,000</b>	<b>78,667</b>	<b>71,578</b>	<b>7,089</b>
<b>SECURITY:</b>				
SECURITY SYSTEM - CONTRACT - ENVERA	5,556	2,778	2,778	-
SECURITY SYSTEM - MONITORING - GUARDIAN	456	152	156	(4)
SECURITY - OTHER (ACCESS CARDS, REPAIRS)	500	167	275	(108)
SECURITY - PROTECTION ONE - BASKETBALL COURT	948	395	490	(95)
SECURITY - GUARD/POLICE PATROL	14,400	4,800	4,288	512
<b>TOTAL SECURITY</b>	<b>21,860</b>	<b>8,292</b>	<b>7,987</b>	<b>305</b>
<b>FIELD OFFICE ADMINISTRATION:</b>				
AMENITY MANAGEMENT CONTRACT	105,561	35,187	30,690	4,497
AMENITY MANAGEMENT - CLUBHOUSE RENTALS	3,771	1,257	751	506
AMENITY MANAGEMENT - REIMBURSEMENTS	-	-	-	-
CLUBHOUSE TELEPHONE, FAX, INTERNET & CABLE	4,500	1,500	1,530	(30)

**ANTHEM PARK CDD**  
**General Fund**  
**Statement of Revenue, Expenses and Change in Fund Balance**  
**PRELIMINARY**  
**For the period from October 1, 2019 through January 31, 2020**

	<b>FY2020 ADOPTED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
CLUBHOUSE OFFICE SUPPLIES	1,700	567	195	372
CLUBHOUSE FACILITY JANITORIAL SUPPLIES	1,500	500	633	(133)
PEST CONTROL & TERMITE BOND	580	290	152	138
MISCELLANEOUS	400	133	799	(665)
CLUBHOUSE FACILITY MAINTENANCE	5,000	1,667	1,242	425
CLUBHOUSE LIGHTING REPLACEMENT	500	167	-	167
<b>TOTAL FIELD OFFICE ADMINISTRATION</b>	<b>123,512</b>	<b>41,267</b>	<b>35,992</b>	<b>5,277</b>
<b>LANDSCAPING MAINTENANCE:</b>				
LANDSCAPE MAINTENANCE - CONTRACT	160,428	53,476	52,202	1,275
LANDSCAPE REPLACEMENT	5,000	1,667	-	1,667
TREE TRIMMING	1,000	333	-	333
IRRIGATION - REPAIRS & MAINTENANCE	10,000	3,333	409	2,924
LANDSCAPE MISCELLANEOUS	-	-	-	-
<b>TOTAL LANDSCAPING MAINTENANCE</b>	<b>176,428</b>	<b>58,809</b>	<b>52,611</b>	<b>6,199</b>
<b>FACILITY MAINTENANCE:</b>				
LAKE MANAGEMENT	4,200	1,400	1,412	(12)
WETLAND MONITORING	1,440	720	720	-
FOUNTAIN SERVICE CONTRACT	-	-	-	-
FOUNTAIN REPAIRS & MAINTENANCE	1,000	333	406	(73)
GATE REPAIRS & MAINTENANCE	1,000	333	616	(282)
ENTRY & WALLS MAINTENANCE	1,000	333	-	333
DECORATIVE LIGHT MAINTENANCE	1,500	1,500	1,258	242
POWERWASH	750	250	309	(59)
POOL SERVICE CONTRACT	15,300	4,600	4,600	-
POOL REPAIRS & MAINTENANCE	2,500	833	-	833
POOL MONITORING	-	-	-	-
POOL PERMIT	325	-	-	-
ATHLETIC FACILITIES REPAIRS & MAINTENANCE	2,500	833	-	833
MISCELLANEOUS - CONTINGENCY - EXPENSE	3,000	1,000	800	200
<b>TOTAL FACILITY MAINTENANCE</b>	<b>34,515</b>	<b>12,137</b>	<b>10,121</b>	<b>2,016</b>
<b>CAPITAL IMPROVEMENT PROGRAM:</b>				
CAPITAL IMPROVEMENTS	25,000	8,400	8,400	-
<b>TOTAL CAPITAL IMPROVEMENT PROGRAM</b>	<b>25,000</b>	<b>8,400</b>	<b>8,400</b>	<b>-</b>
<b>RESERVES</b>				
INCREASE IN RESERVES FY 2020	52,300	-	-	-
INCREASE IN FUND BALANCE	-	-	-	-
DECREASE RESERVE CAPITAL IMPROVEMENTS	26,060	13,663	13,663	-
<b>TOTAL RESERVES</b>	<b>78,360</b>	<b>13,663</b>	<b>13,663</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>819,060</b>	<b>285,176</b>	<b>262,580</b>	<b>22,598</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>281,387</b>	<b>401,171</b>	<b>119,786</b>
FUND BALANCE - BEGINNING	457,964	457,964	519,539	519,539
INCREASE IN RESERVES FY 2019	52,300	-	-	-
DECREASE IN RESERVE CAPITAL IMPROVEMENTS	-	-	-	-
LESS: FUND BALANCE FORWARD	(26,060)	(13,663)	(13,663)	(13,663)
<b>FUND BALANCE - ENDING</b>	<b>\$ 484,204</b>	<b>\$ 725,688</b>	<b>\$ 907,048</b>	<b>\$ 505,876</b>

<b>Reserve Expenditure Components</b>	
FY 2015 - Tennis Courts, Surface Replacement	\$ 17,038
FY 2016 - Split System	6,204
Reserve Study Update	1,800
FY 2017 - Furniture	4,623
Pool Finish	44,571
Concrete Sidewalks, Partial	22,492
FY 2018 - Ponds, Fountains	10,824
FY 2020 - Exercise Room	(2,989)
<b>Total Replacement Expenditures from Reserves</b>	<b>\$ 104,563</b>

Note: Reserve decrease in total of \$35,189 is due to roofing for \$25,000, \$5,989 for furniture, \$4,200 in AC replacement, \$6,250 sidewalk repair, \$2,989 Gym Equipment, \$4,424 tennis & basketball resurface.

**ANTHEM PARK CDD**  
**DEBT SERVICE 2016 A1**  
**STATEMENT OF REVENUE, EXPENDITURES AND CHANGE IN FUND BALANCE**  
**For the period from October 1, 2019 through January 31, 2020**

	<b>FY2020 ADOPTED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
<b>REVENUE</b>				
SPECIAL ASSESSMENTS - ON-ROLL (Gross)	\$ 593,750	\$ 390,891	\$ 458,886	\$ 67,995
SPECIAL ASSESSMENTS - ON ROLL EXCESS FEES	-	-	-	-
INTEREST--INVESTMENT	-	-	1,712	1,712
MISCELLANEOUS REVENUE	-	-	-	-
LESS: DISCOUNT ASSESSMENTS	(23,750)	-	-	-
<b>TOTAL REVENUE</b>	<b>570,000</b>	<b>390,891</b>	<b>460,598</b>	<b>69,707</b>
<b>EXPENDITURES</b>				
COUNTY - ASSESSMENT COLLECTION FEES	11,875	-	-	-
INTEREST EXPENSE (NOV 2019)	-	-	114,578	(114,578)
INTEREST EXPENSE (MAY & NOV 2020)	225,906	-	-	-
PRINCIPAL RETIREMENT (MAY 2020)	325,000	-	-	-
COST OF ISSUANCE	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>562,781</b>	<b>-</b>	<b>114,578</b>	<b>(114,578)</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
TRANSFER-IN	-	-	-	-
TRANSFER-OUT	-	-	(23,480)	23,480
BOND PROCEEDS	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>(23,480)</b>	<b>23,480</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>7,219</b>	<b>390,891</b>	<b>322,541</b>	<b>(21,391)</b>
FUND BALANCE - BEGINNING	-	-	419,931	419,931
<b>FUND BALANCE - ENDING</b>	<b>\$ 7,219</b>	<b>\$ 390,891</b>	<b>\$ 742,472</b>	<b>\$ 398,540</b>

**ANTHEM PARK CDD**  
**DEBT SERVICE 2016 A2**  
**STATEMENT OF REVENUE, EXPENDITURES AND CHANGE IN FUND BALANCE**  
**For the period from October 1, 2019 through January 31, 2020**

	<b>FY2020 ADOPTED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
<b>REVENUE</b>				
SPECIAL ASSESSMENTS - ON-ROLL (Gross)	\$ 81,726	\$ 53,303	\$ 62,580	\$ 9,277
SPECIAL ASSESSMENTS - ON ROLL EXCESS FEES	-	-	-	-
INTEREST--INVESTMENT	-	-	247	247
MISCELLANEOUS REVENUE	-	-	-	-
LESS: DISCOUNT ASSESSMENTS	(3,269)	-	-	-
<b>TOTAL REVENUE</b>	<b>78,457</b>	<b>53,303</b>	<b>62,827</b>	<b>9,523</b>
<b>EXPENDITURES</b>				
COUNTY - ASSESSMENT COLLECTION FEES	1,635	-	-	-
INTEREST EXPENSE (NOV 2019)	-	-	18,938	(18,938)
INTEREST EXPENSE (MAY & NOV 2020)	39,169	-	-	-
PRINCIPAL RETIREMENT (MAY 2020)	35,000	-	-	-
MANDATORY REDEMPTION	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>75,804</b>	<b>-</b>	<b>18,938</b>	<b>(18,938)</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
TRANSFER-IN	-	-	23,480	(23,480)
TRANSFER-OUT	-	-	-	-
BOND PROCEEDS	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>23,480</b>	<b>(23,480)</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>2,653</b>	<b>53,303</b>	<b>67,369</b>	<b>(32,894)</b>
FUND BALANCE - BEGINNING	-	-	65,681	65,681
FUND BALANCE FORWARD	-	-	-	-
<b>FUND BALANCE - ENDING</b>	<b>\$ 2,653</b>	<b>\$ 53,303</b>	<b>\$ 133,050</b>	<b>\$ 32,787</b>

**ANTHEM PARK**  
**Community Development District**  
**Operating Accounts Reconciliations**  
**January 31, 2020**

	<u>BANK UNITED</u>
Balance Per Bank Statement	\$ 50,424.51
Less: Outstanding Checks	(4,524.22)
<b><i>Adjusted Bank Balance</i></b>	<b><u>\$ 45,900.29</u></b>

Beginning Bank Balance Per Books	\$ 19,175.36
Cash Receipts & Credits	568,357.39
Cash Disbursements	(541,632.46)
<b><i>Balance Per Books</i></b>	<b><u>\$ 45,900.29</u></b>



**ANTHEM PARK CDD  
CHECK REGISTER  
FY2020**

DATE	CHECK NO.	PAYEE	DEPOSIT	PAYMENT	BANK UNITED BALANCE
<b>09/30/2019</b>					<b>67,346.40</b>
10/01/2019	9063	DPFG MANAGEMENT & CONSULTING, LLC	CDD/Mgmt - October	4,020.00	63,326.40
10/07/2019	2042	EGIS INSURANCE ADVISORS, LLC	Insurance - FY 2020	17,426.00	45,900.40
10/07/2019	2043	FLORIDA DEPT OF ECONOMIC OPPORTUNIT	Annual Filing Fee	175.00	45,725.40
10/09/2019	2044	EXERCISE SYSTEMS, INC	Gym Equipment	2,989.00	42,736.40
10/09/2019	2045	In Phase Electric Inc.	Install weather resistant outlets, permit fee	2,520.00	40,216.40
10/09/2019	2046	Scott Teeds Concrete Inc	Remove stups compact and lay pavers pool area	5,250.00	34,966.40
10/09/2019	2047	Scott Teeds Concrete Inc	Grind, Spots cut, repour, replace sidewalk sections	5,650.00	29,316.40
10/10/2019	9064	Icon Security Services	5/30-6/16 - Security	768.00	28,548.40
10/10/2019	9065	ORLANDO SENTINEL	Legal Ads	267.50	28,280.90
10/10/2019	9066	PRO-PET DISTRIBUTORS	Pet Waste Bags	220.90	28,060.00
10/10/2019	9067	Solitude Lake Management	Lake & Pond Mgmt Svc - October, Fountain Maint Svs - 10/1-12/31	549.00	27,511.00
10/10/2019	9068	VESTA PROPERTY SERVICES, INC.	Amenity Mgmt - October	7,672.52	19,838.48
10/12/2019	ACH101219	BRIGHT HOUSE	9/25-10/24 - Internet - Court	124.30	19,714.18
10/15/2019	2048	US Bank	Trustee Fees	3,771.25	15,942.93
10/15/2019		Bank United	Funds Transfer	50,000.00	65,942.93
10/17/2019	ACH101719.1	ORLANDO UTILITIES COMMISSION	8/28-9/27 - 2090 Continental St E1	265.84	65,677.09
10/17/2019	ACH101719.2	ORLANDO UTILITIES COMMISSION	8/28-9/27 - 1800 Remembrance Rd	14.03	65,663.06
10/17/2019	ACH101719.3	ORLANDO UTILITIES COMMISSION	8/18-9/27 - 2090 Continental St -Court/Fntrn	780.96	64,882.10
10/17/2019	ACH101719.4	ORLANDO UTILITIES COMMISSION	8/28-9/27 - 2090 Continental St Chse	650.94	64,231.16
10/17/2019	ACH101719.5	ORLANDO UTILITIES COMMISSION	Streetslights - Sept	14,452.34	49,778.82
10/17/2019	ACH101719.6	ORLANDO UTILITIES COMMISSION	8/28-9/27 - 2100 Block Continental ST LS80	449.44	49,329.38
10/17/2019	ACH101719.7	ORLANDO UTILITIES COMMISSION	8/28-9/27 - 2100 Blk Even Kissimmee Park Rd	16.84	49,312.54
10/18/2019	ACH101819	BRIGHT HOUSE	10/1-10/31 - Cable/Internet	264.65	49,047.89
10/18/2019	9070	DPFG MANAGEMENT & CONSULTING, LLC	Special Assessment - FY 2020, Continuing Disclosure & ADA Compliance	14,163.00	34,884.89
10/18/2019	9071	GARGANESE WEISS & D'AGRESTA	Legal Svcs - September	610.50	34,274.39
10/18/2019	9072	YELLOWSTONE LANDSCAPE	Landscape Maint - October	12,731.75	21,542.64
10/18/2019	692263	BLAIR POSSENRIEDE	BOS Mtg - 10/11/19	184.70	21,357.94
10/18/2019	10	GERALD HARRINGTON	BOS Mtg - 10/11/19	184.70	21,173.24
10/18/2019	ACH101819.2	Innovative Employer Solutions	BOS Mtg - 10/11/19	171.40	21,001.84
10/18/2019	11	John Ortega	BOS Mtg - 10/11/19	184.70	20,817.14
10/18/2019	692264	KENNETH WILLIAMS	BOS Mtg - 10/11/19	184.70	20,632.44
10/18/2019	2049	MARIA AGOSTA	Party Closures (7) August & September	328.65	20,303.79
10/21/2019	2050	FLORIDA DEPT OF REVENUE	3rd Qtr. 2019 Sales Tax	115.15	20,188.64
10/24/2019	9073	BLUESCAPE POOLS & SPAS	Pool Maint - Oct	1,150.00	19,038.64
10/24/2019	9074	GUARDIAN PROTECTION SERVICES, INC	10/7-11/6 - Monitoring	37.07	19,001.57
10/30/2019	ACH103019.1	CITY OF ST CLOUD	8/27-9/27 - 2090 Continental St E1	382.23	18,619.34
10/30/2019	ACH103019.2	CITY OF ST CLOUD	8/27-9/27 - Entrance and Capital	36.17	18,583.17
10/30/2019	ACH103019.3	CITY OF ST CLOUD	8/27-9/27 - Congress and Capital	36.80	18,546.37
10/30/2019	ACH103019.4	CITY OF ST CLOUD	8/27-9/27 - Continental and Congress	26.72	18,519.65
10/30/2019	ACH103019.5	CITY OF ST CLOUD	8/27-9/27 - 2100 Block Continental ST LS80	13.79	18,505.86
10/30/2019	ACH103019.6	CITY OF ST CLOUD	8/27-9/27 - 1800 Betsy Ross Lane	83.56	18,422.30
10/30/2019	ACH103019.7	CITY OF ST CLOUD	8/27-9/27 - 2100 Block Odd Betsy Ross Lane	83.56	18,338.74
10/30/2019	ACH103019.8	CITY OF ST CLOUD	8/27-9/27 - Valley Forge & Nathan Hall	83.56	18,255.18
10/30/2019	ACH103019.9	CITY OF ST CLOUD	8/27-9/27 - Blount Trail & Ft. Mchenry	83.56	18,171.62
10/30/2019	ACH103019.10	CITY OF ST CLOUD	8/27-9/27 - Lexington Entrance	94.90	18,076.72
10/30/2019	ACH103019.11	CITY OF ST CLOUD	8/27-9/27 - Patriot Way and Senate 2	98.68	17,978.04
10/30/2019	ACH103019.12	CITY OF ST CLOUD	8/27-9/27 - 1800 Block Odd Remembrance Ave	181.62	17,796.42
10/31/2019		Bank United	Interest	4.77	17,801.19
<b>10/31/2019</b>			<b>EOM Balance</b>	<b>50,004.77</b>	<b>99,549.98</b>
11/01/2019	9075	DPFG MANAGEMENT & CONSULTING, LLC	CDD/Mgmt - November	4,020.00	13,781.19
11/04/2019	9076	Icon Security Services	9/12-10/20 - Security	1,536.00	12,245.19
11/04/2019		Bank United	Funds Transfer	50,000.00	62,245.19
11/05/2019	2051	In Phase Electric Inc.	Install weather resistant outlets, permit fee	5,880.00	56,365.19
11/08/2019	ACH110819	Innovative Employer Solutions	BOS Mtg - 10/11/19	182.26	56,182.93
11/08/2019	698022DD	JORGE ARCE	BOS Mtg - 10/11/19	184.70	55,998.23
11/11/2019	ACH111119	BRIGHT HOUSE	10/25-11/24 - Internet - Court	124.30	55,873.93
11/11/2019	9079	BLUESCAPE POOLS & SPAS	Pool Maint - Nov	1,400.00	54,473.93
11/11/2019	9080	GARGANESE WEISS & D'AGRESTA	Legal Svcs - October	2,114.00	52,359.93
11/11/2019	9081	Solitude Lake Management	Lake & Pond Mgmt Svc - November	349.00	52,010.93
11/11/2019		EGIS INSURANCE ADVISORS, LLC	refund - Paid on pre-revised invoice	482.00	52,492.93
11/12/2019	9077	VESTA PROPERTY SERVICES, INC.	Amenity Mgmt - November	7,672.52	44,820.41
11/12/2019	9078	YELLOWSTONE LANDSCAPE	Irrigation Repairs & Landscape Maint	13,141.20	31,679.21
11/15/2019	700067DD	BLAIR POSSENRIEDE	BOS Mtg - 11/8/19	184.70	31,494.51
11/15/2019	12	GERALD HARRINGTON	BOS Mtg - 11/8/19	184.70	31,309.81
11/15/2019	ACH111519	Innovative Employer Solutions	BOS Mtg - 11/8/19	171.40	31,138.41
11/15/2019	700068DD	JORGE ARCE	BOS Mtg - 11/8/19	184.70	30,953.71
11/15/2019	700069DD	KENNETH WILLIAMS	BOS Mtg - 11/8/19	184.70	30,769.01
11/15/2019	2052	MARIA AGOSTA	Party Closures (5) October	234.75	30,534.26
11/18/2019	ACH111819	BRIGHT HOUSE	11/1-11/30 - Cable/Internet	264.78	30,269.48
11/18/2019	ACH111819.2	ORLANDO UTILITIES COMMISSION	9/27-10/28 - 2090 Continental St E1	285.60	29,983.88
11/18/2019	ACH111819.3	ORLANDO UTILITIES COMMISSION	9/27-10/28 - 2100 Block Continental ST LS80	567.32	29,416.56
11/18/2019	ACH111819.4	ORLANDO UTILITIES COMMISSION	Streetslights - Oct	14,483.52	14,933.04
11/18/2019	ACH111819.5	ORLANDO UTILITIES COMMISSION	9/27-10/28 - 2090 Continental St -Court/Fntrn	943.88	13,989.16
11/18/2019	ACH111819.6	ORLANDO UTILITIES COMMISSION	9/27-10/28 - 2090 Continental St Chse	666.72	13,322.44
11/18/2019	ACH111819.7	ORLANDO UTILITIES COMMISSION	9/27-10/28 - 2100 Blk Even Kissimmee Park Rd	19.76	13,302.68
11/18/2019	ACH111819.8	ORLANDO UTILITIES COMMISSION	9/27-10/28 - 1800 Remembrance Rd	32.40	13,270.28
11/21/2019	9082	GUARDIAN PROTECTION SERVICES, INC	11/7-12/6 - Monitoring	37.07	13,233.21
11/21/2019	9083	PRO-PET DISTRIBUTORS	Pet Waste Bags	400.00	12,833.21
11/21/2019	9084	PROTECTION ONE ALARM MONITORING, INC	11/30-12/29 - Monitoring	78.95	12,754.26
11/25/2019	2054	ANTHEM PARK CDD	Tax Collection Distribution c/o US Bank	4,462.83	8,291.43
11/25/2019	ACH5668	PROTECTION ONE ALARM MONITORING, INC	11/30-12/29 - Monitoring	78.95	8,212.48
11/27/2019	ACH112719.1	CITY OF ST CLOUD	9/27-10/25 - 2090 Continental St E1	515.59	7,696.89
11/27/2019	ACH112719.2	CITY OF ST CLOUD	9/27-10/25 - Entrance and Capital	43.10	7,653.79

**ANTHEM PARK CDD  
CHECK REGISTER  
FY2020**

11/27/2019	ACH112719.3	CITY OF ST CLOUD	9/27-10/24 - Congress and Capital		38.69	7,615.10
11/27/2019	ACH112719.4	CITY OF ST CLOUD	9/27-10/25 - Continental and Congress		38.69	7,576.41
11/27/2019	ACH112719.5	CITY OF ST CLOUD	9/27-10/25 - 1800 Betsy Ross Lane		83.56	7,492.85
11/27/2019	ACH112719.6	CITY OF ST CLOUD	9/27-10/25 - 2100 Block Continental St LS80		13.79	7,479.06
11/27/2019	ACH112719.7	CITY OF ST CLOUD	9/27-10/25 - 2100 Block Odd Betsy Ross Lane		84.82	7,394.24
11/27/2019	ACH112719.8	CITY OF ST CLOUD	9/27-10/25 - Valley Forge & Nathan Hall		83.56	7,310.68
11/27/2019	ACH112719.9	CITY OF ST CLOUD	9/27-10/25 - Blount Trail & Ft. Mchenry		83.56	7,227.12
11/27/2019	ACH11271910	CITY OF ST CLOUD	9/27-10/25 - Lexington Entrance		92.38	7,134.74
11/27/2019	ACH11271911	CITY OF ST CLOUD	9/27-10/25 - Patriot Way and Senate 2		96.79	7,037.95
11/27/2019	ACH11271912	CITY OF ST CLOUD	9/27-10/25 - 1800 Block Odd Remembrance Ave		37.77	7,000.18
11/29/2019	9085	GEM SUPPLY CO.	Supplies		206.39	6,793.79
11/29/2019	9086	TRULY NOLEN OF AMERICA, INC	Pest Control - Qtrly		152.00	6,641.79
11/30/2019		Bank United	Interest	2.95		6,644.74
<b>11/30/2019</b>			<b>EOM Balance</b>	<b>50,484.95</b>	<b>61,641.40</b>	<b>6,644.74</b>
12/02/2019	9087	DPFG MANAGEMENT & CONSULTING, LLC	CDD/Mgmt - December		4,020.00	2,624.74
12/06/2019		Bank United	Funds Transfer		1,425.00	1,199.74
12/06/2019		Bank United	Funds Transfer	50,000.00		51,199.74
12/09/2019	2056	ANTHEM PARK CDD	Tax Collection Distribution c/o US Bank		32,252.74	18,947.00
12/10/2019	ACH121019	BRIGHT HOUSE	11/25-12/24 - Internet - Court		124.30	18,822.70
12/10/2019		ANTHEM PARK	Rentals - November	700.00		19,522.70
12/11/2019	2055	EXERCISE SYSTEMS, INC	Gym Equipment (Rcvd 10/9/19) - Balance Due		2,989.00	16,533.70
12/12/2019	9088	BLUESCAPE POOLS & SPAS	Pool Maint - Dec		1,400.00	15,133.70
12/12/2019	9089	GARGANESE WEISS & D'AGRESTA	Legal Svcs - November		2,499.50	12,634.20
12/12/2019	9090	MARIA AGOSTA	Party Closures (5) November		234.75	12,399.45
12/12/2019	9091	Solitude Lake Management	Lake & Pond Mgmt Svc - December		349.00	12,050.45
12/12/2019	9092	VESTA PROPERTY SERVICES, INC.	Amenity Mgmt - December		7,672.52	4,377.93
12/16/2019	ACH121619.4	ORLANDO UTILITIES COMMISSION	10/28-11/25 - 2100 Blk Even Kissimmee Park Rd		19.66	4,358.27
12/17/2019	2061	Scott Teeds Concrete Inc	Remove & Relay Pavers		600.00	3,758.27
12/17/2019		Bank United	Funds Transfer	50,000.00		53,758.27
12/18/2019	ACH121819	BRIGHT HOUSE	12/1-12/31 - Cable/Internet		264.78	53,493.49
12/18/2019	2057	ACCESS CONTROL TECHNOLOGIES, INC	Gate Repair		466.50	53,026.99
12/18/2019	2058	GUARDIAN PROTECTION SERVICES, INC	12/7-01/06 - Monitoring		37.07	52,989.92
12/18/2019	2059	Innersync	ADA Website Compliance		1,417.00	51,572.92
12/18/2019	2060	YELLOWSTONE LANDSCAPE	Landscape Maint - December		13,369.00	38,203.92
12/18/2019	ACH12162019	ORLANDO UTILITIES COMMISSION	10/28-11/25 - 2090 Continental St E1		201.68	38,002.24
12/18/2019	ACH1221619	ORLANDO UTILITIES COMMISSION	10/28-11/25 - 2100 Block Continental ST LS80		751.96	37,250.28
12/18/2019	ACH121619.1	ORLANDO UTILITIES COMMISSION	Streetslights - Nov		14,364.99	22,885.29
12/18/2019	ACH121619.2	ORLANDO UTILITIES COMMISSION	10/28-11/25 - 2090 Continental St -Court/Fntr		887.65	21,997.64
12/18/2019	ACH121619.3	ORLANDO UTILITIES COMMISSION	10/28-11/25 - 2090 Continental St Chse		627.84	21,369.80
12/18/2019	ACH121619.5	ORLANDO UTILITIES COMMISSION	10/28-11/25 - 1800 Remembrance Rd		33.28	21,336.52
12/20/2019	709988DD	BLAIR POSSENRIEDE	BOS Mtg - 12/13/19		184.70	21,151.82
12/20/2019	13	GERALD HARRINGTON	BOS Mtg - 12/13/19		184.70	20,967.12
12/20/2019	ACH122019	Innovative Employer Solutions	BOS Mtg - 12/13/19		202.00	20,765.12
12/20/2019	14	John Ortega	BOS Mtg - 12/13/19		184.70	20,580.42
12/20/2019	709987DD	JORGE ARCE	BOS Mtg - 12/13/19		184.70	20,395.72
12/20/2019	709989DD	KENNETH WILLIAMS	BOS Mtg - 12/13/19		184.70	20,211.02
12/26/2019	ACH122619.1	CITY OF ST CLOUD	10/25-11/26 - 2090 Continental St E1		457.78	19,753.24
12/26/2019	ACH122619.2	CITY OF ST CLOUD	10/25-11/26 - 2100 Block Odd Betsy Ross Lane		83.56	19,669.68
12/26/2019	ACH122619.3	CITY OF ST CLOUD	10/25-11/26 - Lexington Entrance		94.90	19,574.78
12/26/2019	ACH122619.4	CITY OF ST CLOUD	10/25-11/26 - Patriot Way and Senate 2		98.68	19,476.10
12/26/2019	ACH122619.5	CITY OF ST CLOUD	10/25-11/26 - 1800 Block Odd Remembrance Ave		37.77	19,438.33
12/26/2019	ACH122619.6	CITY OF ST CLOUD	10/25-11/26 - Entrance and Capital		41.21	19,397.12
12/26/2019	ACH122619.7	CITY OF ST CLOUD	10/24-11/26 - Congress and Capital		41.21	19,355.91
12/26/2019	ACH122619.8	CITY OF ST CLOUD	10/25-11/26 - Continental and Congress		63.23	19,292.68
12/26/2019	ACH122619.9	CITY OF ST CLOUD	10/25-11/26 - 2100 Block Continental ST LS80		13.79	19,278.89
12/26/2019	ACH12261910	CITY OF ST CLOUD	10/25-11/26 - 1800 Betsy Ross Lane		83.56	19,195.33
12/26/2019	ACH12261911	CITY OF ST CLOUD	10/25-11/26 - Valley Forge & Nathan Hall		83.56	19,111.77
12/26/2019	ACH12261912	CITY OF ST CLOUD	10/25-11/26 - Blount Trail & Ft. Mchenry		83.56	19,028.21
12/27/2019	ACH12272019	PROTECTION ONE ALARM MONITORING, INC	12/30-1/29 - Monitoring		5.53	19,022.68
12/31/2019		ANTHEM PARK	work out equipment	150.00		19,172.68
12/31/2019			VOID: Deposit	0.00		19,172.68
12/31/2019		Bank United	Interest	2.68		19,175.36
<b>12/31/2019</b>			<b>EOM Balance</b>	<b>100,852.68</b>	<b>88,322.06</b>	<b>19,175.36</b>
01/02/2020	9093	DPFG MANAGEMENT & CONSULTING, LLC	CDD/Mgmt - January		4,020.00	15,155.36
01/06/2020		Bank United	Funds Transfer	518,342.66		533,498.02
01/06/2020	2062	ANTHEM PARK CDD	Tax Collection Distribution c/o US Bank		483,342.66	50,155.36
01/06/2020	2063	Advantage Courts, LLC	Tennis & Basketball resurface - Deposit		4,424.00	45,731.36
01/09/2020	9094	BLUESCAPE POOLS & SPAS	Pool Maint - Jan		650.00	45,081.36
01/09/2020	9095	ENVERA	10/1/19-3/31/20 - Pool Monitoring		2,778.00	42,303.36
01/09/2020	9096	Icon Security Services	10/21-12/29 - Security		2,496.00	39,807.36
01/09/2020	9097	PRO-PET DISTRIBUTORS	Pet Waste Bags		400.00	39,407.36
01/09/2020	9098	TRULY NOLEN OF AMERICA, INC	Pest Control - Qtrly		152.00	39,255.36
01/09/2020	9099	VESTA PROPERTY SERVICES, INC.	Amenity Mgmt - January		7,672.52	31,582.84
01/09/2020	9100	YELLOWSTONE LANDSCAPE	Landscape Maint - January		13,369.00	18,213.84
01/10/2020	2064	MARIA AGOSTA	Party Closures (6) December 2019		281.70	17,932.14
01/11/2020	ACH11/11/20	BRIGHT HOUSE	12/25-1/24 - Internet - Court		124.30	17,807.84
01/13/2020		Bank United	Funds Transfer	50,000.00		67,807.84
01/14/2020	ACH011420.1	ORLANDO UTILITIES COMMISSION	11/25-12/26 - 2090 Continental St E1		214.87	67,592.97
01/14/2020	ACH011420.2	ORLANDO UTILITIES COMMISSION	11/25-12/26 - 2100 Block Continental ST LS80		746.97	66,846.00
01/14/2020	ACH011420.3	ORLANDO UTILITIES COMMISSION	Streetslights - Dec		14,483.52	52,362.48
01/14/2020	ACH011420.4	ORLANDO UTILITIES COMMISSION	11/25-12/26 - 2090 Continental St -Court/Fntr		950.08	51,412.40
01/14/2020	ACH011420.5	ORLANDO UTILITIES COMMISSION	11/25-12/26 - 2090 Continental St Chse		642.82	50,769.58
01/14/2020	ACH011420.6	ORLANDO UTILITIES COMMISSION	11/25-12/26 - 2100 Blk Even Kissimmee Park Rd		28.05	50,741.53
01/14/2020	ACH011420.7	ORLANDO UTILITIES COMMISSION	11/25-12/26 - 1800 Remembrance Rd		28.59	50,712.94
01/16/2020	9101	GARGANESE WEISS & D'AGRESTA	Legal Svcs - December		1,007.50	49,705.44
01/16/2020	9102	GUARDIAN PROTECTION SERVICES, INC	1/7-2/6 - Monitoring		37.07	49,668.37
01/16/2020	9103	Solitude Lake Management	Fountain Maint Svs - 1/1-3/31, Lake & Pond Mgmt Svc - January		570.64	49,097.73

**ANTHEM PARK CDD  
CHECK REGISTER  
FY2020**

01/17/2020	717802DD	BLAIR POSSENRIEDE	BOS Mtg - 1/10/20		184.70	48,913.03
01/17/2020	ACH011720	Innovative Employer Solutions	BOS Mtg - 1/10/20		190.80	48,722.23
01/17/2020	717801DD	JORGE ARCE	BOS Mtg - 1/10/20		184.70	48,537.53
01/17/2020	717803DD	KENNETH WILLIAMS	BOS Mtg - 1/10/20		184.70	48,352.83
01/18/2020	ACH011820	BRIGHT HOUSE	1/1-1/31 - Cable/Internet		263.89	48,088.94
01/23/2020	2065	FLORIDA DEPT OF REVENUE	4th Qtr 2019 Sales Tax		117.25	47,971.69
01/24/2020		Bank United	Funds Transfer		900.00	47,071.69
01/29/2020	ACH012920	CITY OF ST CLOUD	11/26-12/27 - 2090 Continental St E1		460.79	46,610.90
01/29/2020	ACH012920.2	CITY OF ST CLOUD	12/26-12/27 - Entrance and Capital		44.51	46,566.39
01/29/2020	ACH012920.3	CITY OF ST CLOUD	11/26-12/27- Congress and Capital		43.73	46,522.66
01/29/2020	ACH012920.4	CITY OF ST CLOUD	11/26-12/27 - Continental and Congress		65.20	46,457.46
01/29/2020	ACH012920.5	CITY OF ST CLOUD	11/26-12/27 - 2100 Block Continental St LS80		13.79	46,443.67
01/29/2020	ACH012920.6	CITY OF ST CLOUD	11/26-12/27 - 1800 Betsy Ross Lane		83.56	46,360.11
01/29/2020	ACH012920.7	CITY OF ST CLOUD	11/26-12/27 - 2100 Block Odd Betsy Ross Lane		83.56	46,276.55
01/29/2020	ACH012920.8	CITY OF ST CLOUD	11/26-12/27 - Valley Forge & Nathan Hall		83.56	46,192.99
01/29/2020	ACH012920.9	CITY OF ST CLOUD	11/26-12/27- Blount Trail & Ft. Mchenry		83.56	46,109.43
01/29/2020	AC012920.10	CITY OF ST CLOUD	11/26-12/27- Lexington Entrance		94.90	46,014.53
01/29/2020	AC012920.11	CITY OF ST CLOUD	11/26-12/27 - Patriot Way and Senate 2		98.05	45,916.48
01/29/2020	AC012920.12	CITY OF ST CLOUD	11/26-12/27 - 1800 Block Odd Remembrance Ave		30.92	45,885.56
01/31/2020		Bank United	Interest	14.73		45,900.29
01/31/2020			<b>EOM Balance</b>	<b>568,357.39</b>	<b>541,632.46</b>	<b>45,900.29</b>

# EXHIBIT 4

# ANTHEM PARK COMMUNITY DEVELOPMENT DISTRICT

2090 CONTINENTAL STREET  
ST. CLOUD, FLORIDA 34769

## RULES OF PROCEDURE

ADOPTED – OCTOBER 1, 2004

AMENDED – MAY 14, 2010

AMENDED – AUGUST 14, 2015

AMENDED - , 2020

## RULES OF PROCEDURE

### ANTHEM PARK COMMUNITY DEVELOPMENT DISTRICT

#### 1.0 Organization

(1) The Anthem Park Community Development District (the "District") was created pursuant to the provisions of Chapter 190, Florida Statutes and was established to provide for ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (the "Rules") is to describe the general operations of the District.

(2) Definitions located within any section of the Rules shall be applicable within all other sections, unless specifically stated to the contrary.

Specific Authority: Law Implemented: s.s. 190.001(5), 120.53(1)(a), Fla. Stat. s.s. 190.001(5), 120.53(1)(a), Fla. Stat.

## 1.1 Board of Supervisors: Officers and Voting.

(1) **Board of Supervisors.** The Board of Supervisors of the District (the "Board") shall consist of five (5) members. Members of the Board must be residents of the District, residents of the State of Florida and citizens of the United States of America. The Board shall exercise the powers granted to the District.

(a) Board members shall hold office for the term specified by Section 190.006, Florida Statutes. If, during the term of office, any Board Member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s).

(b) Three (3) members of the Board physically present shall constitute a quorum for the purposes of conducting business and exercising its powers and for all other purposes. However, if three (3) or more vacancies occur at the same time, a quorum is not necessary to fill the vacancies. Action taken by the Board shall be upon a majority vote of the members present (physically or electronically), unless otherwise provided in the Rules or required by law.

(c) The Board may by resolution fix the amount of compensation each Board member is entitled to receive for his or her services in an amount not to exceed \$200 per meeting of the Board of Supervisors, not to exceed \$4,800 per year per supervisor, or an amount established by the electors by referendum.

(2) **Officers.** At the first Board meeting held after each election where the newly elected members take office, the Board shall select a Chairman, Vice-Chairman, Secretary, Assistant Secretary, and Treasurer.

(a) The Chairman must be a member of the Board. If the Chairman resigns from that office or ceases to be a member of the Board, the Board shall select a Chairman, after filling the vacancy. The Chairman serves at the pleasure of the Board. The Chairman shall be authorized to sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board. The Chairman shall convene and conduct all meetings of the Board. In the event the Chairman is unable to attend a meeting, the Vice-Chairman shall convene and conduct the meeting.

(b) The Vice-Chairman shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. If the Vice-Chairman resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chairman, after filling the Board vacancy. The Vice-chairman serves at the pleasure of the Board.

(c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. The District Manager may serve as Secretary.

(d) The Treasurer need not be a member of the Board but must be a resident of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3), Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board.

(3) **Committees.** The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, contract negotiations, personnel matters, and budget preparation.

(4) Record Book. The Board shall keep a permanent record book entitled "Record of Proceedings", in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates and corporate acts. The Records of Proceedings shall be located at the District Office and shall be available for inspection by the public.

(5) Meetings. The Board shall establish each fiscal year, an annual schedule of regular meetings, which shall be sent by U.S. mail to each landowner within the District, submitted to the County Clerk and the County Manager and the Florida Department of Community Affairs. All meetings of the Board shall be open to the public in accord with the provisions of Chapter 286, Florida Statutes.

(6) Voting Conflict of Interest. The Board shall comply with Section 112.3143, Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. It shall not be a conflict of interest under Chapter 112, Florida Statutes, for a Board member or an employee of the District to be a stockholder, officer, or employee of a landowner. For the purposes of this section, "voting conflict of interest" shall be governed by the Florida Constitution and Chapters 112 and 190, Florida Statutes, as amended from time to time.

(a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board's Secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes. The member may then vote. The Board's Secretary shall prepare a memorandum of voting conflict (Form 8B) which shall then be signed by the Board member, filed with the Board's Secretary, and attached to the minutes of the meeting within fifteen (15) days of the meeting.

(b) If a Board member inadvertently votes on a matter and later learns they have a conflict on the matter, the member shall immediately notify the Board's Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate memorandum of voting conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The memorandum shall immediately be provided to other Board members and shall read publicly at the next meeting held subsequent to the filing of the written memorandum. The Board member's vote is unaffected by this filing.

Specific Authority: s.s. 190.011(5), 190.011(15), Fla. Stat.,

Law Implemented: s.s. 190.001, 190.001(5), Fla. Stat., s.s. 190.006, 190.007, 112.3143, Fla. Stat., Amendment 12, Fla. Constitution



1.2 Public Information and Inspection of Records; Financial Disclosure Coordination.

(1) Public Records. All District public records within the meaning of Chapter 119, Florida Statutes, and not otherwise restricted by law, including the "Records of Proceedings", may be copied or inspected at the District Office during regular business hours.

(2) Copies. Copies of public records shall be made available to the requesting person at a charge of \$.25 per page for one-sided copies and \$.35 per page for two-sided copies if not more than 8 inches by 14 inches, and for copies of public records in excess of that size at a charge not to exceed the actual cost of reproduction. Certified copies of public records shall be made available at a charge of \$1.00 per page. If the nature and volume of the records requested requires extensive use of technology resources, clerical assistance or supervisory assistance, the District may charge, in addition to the copying charge, a service charge based on the cost the District incurs to produce the records requested, in accordance with Florida law. This service charge may include the cost for use of extensive informational technology resources, labor, and fees charged to the District by vendors fulfilling the request. For purposes of this Rule, the word "extensive" means that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested records. If the total fees are anticipated to exceed twenty-five dollars (\$25.00), then prior to commencing work on the request, the District will inform the requestor of the estimated cost in writing and make it clear that the final cost may vary from the estimate. If the requestor decides to proceed with the request, payment is required in advance. Should the requestor fail to pay the estimate, the District is under no duty to produce the requested records. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid charges or fees.

(3) Financial Disclosure Coordination. Unless otherwise designated by Board resolution, the District Manager shall serve as the District's Financial Disclosure Coordinator ("Coordinator") as required by the Florida Commission on Ethics ("Commission"). The Coordinator shall create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the position held by all Supervisors and other persons required by Florida law to file a statement of financial interest due to their affiliation with the District ("Reporting Individual"). The Coordinator shall provide a list, current as of December 31<sup>st</sup> of the prior year, to the Commission by February 1 of that year. Each Supervisor and Reporting Individual shall promptly notify the Coordinator in writing if there are any changes to such person's name, email address, or physical address. Any changes in email address require immediate notification directly to the Commission.

Specific Authority: s.s. 190.00~~21~~1(5), 190.11(15)~~120.53~~, Fla. Stat.

Law Implemented: s.s. ~~190.06~~112.31446(3), 112.3145(8)(a)1, 119.021, 119.07, ~~120.53~~, Fla. Stat

### 1.3 Public meetings, Hearings, and Workshops.

(1) Notice of Meeting of the Board. Except in emergencies, or as otherwise required by Statute or these Rules, at least seven (7) days public notice shall be given of any ~~non-regular~~ public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and shall state:

- (a) The date, time and place of the meeting, hearing or workshop of the Board;
- (b) A brief description of the nature, subjects and purposes of the meeting, hearing or workshop of the Board;
- (c) The District Office address for the submission of requests for copies of the agenda;
- (d) Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at ~~(813) 933-5574~~ (321) 263-0132. If you are hearing or speech impaired, please contact Florida Relay Service at 1-800-955-8770, who can aid you in contacting the District Office.
- (e) A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

(2) Agenda The District Manager, under the guidance of the Chairman or those members of the Board calling for the meeting/hearing/workshop, shall prepare a notice and an agenda of the meeting/hearing/workshop. The ~~notice and~~ agenda and any meeting materials available in an electronic format, excluding any confidential or exempt information, shall be available to the public at least seven (7) days before the meeting/hearing/workshop except in an emergency. "Meeting materials" shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that the District Manager deems necessary for Board approval. Inclusion of additional materials for Board consideration other than those defined as "meeting minutes" shall not convert said materials into "meeting minutes". For good cause, the agenda may be changed before or at the meeting/hearing/workshop and additional materials may be added or provided at the meeting. "Good cause", as used herein, shall be liberally construed to permit the District to conduct business efficiently and to avoid expenses associated with calling special meetings.

- (a) The District may use the following format in preparing its agenda for its regular meetings:

- Call to order
- Roll call
- Review of minutes
- Specific items of old business
- Specific items of new business
- Staff reports
- (a) District Counsel (b) District Engineer (c) District Manager
- Financial Report
- Supervisor's requests and comments
- Audience questions and comments

## Adjournment

(3) Minutes. The Secretary shall be responsible for keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting.

(4) Receipt of Notice. Persons wishing to receive, by mail, notices or agendas of meetings of the Board, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.

(5) Emergency Meetings. The Chairman, or Vice-Chairman if the Chairman is unavailable, upon consultation with the District Manager and District Counsel, may convene an emergency meeting of the Board without first having complied with subsections (1), (2) and (4), to act on emergency matters that may affect the public health, safety or welfare. Whenever possible, the Manager shall make reasonable efforts to notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, the time, date, and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying in advance of the meeting at least one major newspaper of general circulation in the District. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.

(6) Public Comment. The Board shall set aside a reasonable amount of time at each regular meeting for public comment. The time for audience comment shall be identified in the agenda. Persons wishing to address the Board are required to notify the Secretary of the Board prior to the "Audience Comment" section of the agenda. ~~At the Board's discretion, each person wishing to address the Board will be given a three (3) minute time limit for their comments, in the interest of time and fairness to other speakers. Policies governing public comment may be adopted by the Board in accordance with Florida Law.~~

(7) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Section 190.008, Florida Statutes. Once adopted in accord with Section 190.008, Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board. Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.

(8) Continuances. Any meeting of the Board or any item or matter included on the agenda for a meeting may be recessed and reconvened without re-notice or re-advertising provided that a specified date, time and location for such reconvened meeting is publicly announced at the meeting where the item or matter was included on the agenda.

~~(9) Security and Firesafety Board Discussions. Portions of a meeting which relate to or would reveal a security or firesafety system plan or portion thereof, as per section 119.071(3)(a), Florida Statutes, are exempt from the public meeting requirements and other requirements of section 286.011, Florida States, and section 24(b), Article 1 of the Florida Constitution. Any discussion on these matters will require members of the public in attendance to leave the meeting room until the discussion has concluded. Any records of the Board's discussion on these matters are confidential and exempt records as per Florida Law.~~

~~(9) Notice of Meetings between Two Supervisors. Any two Supervisors of the Board may meet to discuss the public business of the District without publication of notice of such meeting in a newspaper of general circulation in the District; provided, however, that reasonable notice of such meeting containing the names of the two Supervisors and the date, time and place of the meeting must be posted in a specified location and area within the District where it can be prominently displayed at a time and in a manner that provides the~~

~~media and the public an opportunity to attend the meeting. If a meeting agenda is available, it should be attached to or incorporated into the notice. All such meetings must be held in a place that is accessible by the public. Minutes must be taken for all such meetings and maintained for public inspection.~~

~~For purposes of this Rule, the notice of such meetings between two Supervisors must be posted no less than 24 hours in advance of the meeting at the offices of Miller, Einhouse, Rymer & Boyd, 230 East Monument Avenue, Suite B, Kissimmee, Florida 34741 (or such other location in Osceola County as determined by the Board) in a specified location of that office where the notice can be prominently displayed. All such notices shall be signed, dated and time stamped by the person posting the notice and a copy provided to the District Manager by email or facsimile when posted. Following the date of the meeting, the original notice is to be filed with the District Manager and maintained in accordance with the Public Records Law. For any meeting of two Supervisors that is scheduled to take place at twelve noon or a later time on a Monday notice of such meeting shall be posted as described above no later than 2:00 p.m. on the preceding Thursday.~~

Specific Authority: s.s. 190.00511(5), 190.011(15), Fla.Stat.

Law Implemented: s.s. 189.069(2)(a)16, 190.006, 190.007, 190.008, 120.53, 286.0105, 286.011, 120.54,286.0113, 286.0114, Fla. Stat.

#### 1.4 Internal Controls to Prevent Fraud, Waste and Abuse.

(1) Internal Controls. The District shall establish and maintain internal controls designed to:

- (a) Prevent and detect “fraud,” “waste,” and “abuse” as those terms are defined in section 11.45(1), Florida Statutes; and
- (b) Promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices; and
- (c) Support economical and efficient operations; and
- (d) Ensure reliability of financial records and reports; and
- (e) Safeguard assets.

(2) Adoption. These internal controls shall be adopted and amended by the District in the same manner as District policies.

Specific Authority: s.s. 190.011(5), 190.011(15), Fla.Stat.

Law Implemented: ss. 218.33, Fla. Stat

## 2.0 Rulemaking Proceedings.

(1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to the applicable provisions of Chapter 120, Florida Statutes, and these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District. District policies that do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.

(2) Notice of Rule Development.

(a) Except when the intended action is the repeal of a rule, the District shall provide notice of the development of proposed rules by publication of a notice of rule development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by paragraph (3). The notice of rule development shall indicate the subject area to be addressed by rule development, provide short, plain explanation of the purpose and effect of the proposed rule, cite specific legal authority for the proposed rule, and a statement of how a person may promptly obtain a copy of any preliminary draft, if available.

(b) All rules shall be drafted in accord with Chapter 120, Florida Statutes.

(3) Notice of Proceedings and Proposed Rules.

(a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, setting forth a short, plain explanation of the purpose and effect of the proposed action; a reference to the specific rulemaking authority pursuant to which the rule is adopted; and a reference to the section or subsection of the Florida Statutes or the Laws of Florida being implemented, interpreted, or made specific. The notice shall include a summary of the District's statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2), Florida Statutes, and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice. The notice must state the procedure for requesting a public hearing on the proposed rule unless one is otherwise scheduled. Except when the intended action is the repeal of a rule, the notice shall include a reference both to the date on which and to the place where the notice of rule development that is required by subsection (2) appeared.

(b) The notice shall be published in a newspaper of general circulation in the District not less than twenty-eight (28) days prior to the intended action. The proposed rule shall be available for inspection and copying by the public at the time of the publication of notice.

(c) The notice shall be mailed to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its proceedings. Any person may file a written request with the District Manager to receive notice by mail of District proceedings to adopt, amend or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing. ~~Notice will then be mailed to all persons whom, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its proceedings.~~

(4) Rule Development Workshops. Whenever requested in writing by any affected person, the District

must either conduct a rule development workshop prior to proposing rules for adoption or the District Chairman must explain in writing why a workshop is unnecessary. The District may on its own initiative conduct a rule development workshop but is not required to do so.

(5) Petitions to Initiate Rulemaking. All petitions for the initiation of rulemaking proceedings pursuant to Section 120.54(7), Florida Statutes, must contain the name, address and telephone number of the Petitioner, specific action requested, specific reason for adoption, amendment, or repeal, the date submitted, and shall specify the text of the proposed rule and the facts showing that the Petitioner is regulated by the District, or has substantial interest in the rulemaking, shall be filed with the District. The Board shall then act on the petition in accordance with Section 120.54(7), Florida Statutes, except that copies of the petition shall not be sent to the Administrative Procedure Committee, and notice may be given in a newspaper of general circulation in the county in which the District is located.

(6) Rulemaking Materials. After the publication of the notice to initiate rulemaking, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:

- (a) The text of the proposed rule, or any amendment or repeal of any existing rules;
- (b) A detailed written statement of the facts and circumstances justifying the proposed rule;
- (c) A copy of the statement of estimated regulatory costs if required by Section 120.541, Florida Statutes; and
- (d) The published notice.

(7) Rulemaking Proceedings - No Hearing. When no hearing is requested and the Board chooses not to initiate a hearing on its own, or if the rule relates exclusively to organization, practice or procedure, the Board may direct the proposed rule be filed with the District Office no less than twenty-eight (28) days following notice. Such direction may be given by the Board either before initiating the rule adoption process or after the expiration of the twenty-one (21) days during which affected persons may request a hearing.

(8) Rulemaking Proceedings - Hearing. If the proposed rule does not relate exclusively to organization, practice or procedure, the District shall provide, upon request, a public hearing for the presentation of evidence, argument and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay or disruption of the proceedings. Any affected person may request a hearing within twenty-one (21) days after the date of publication of the notice of intent to adopt, amend or repeal a rule.

(9) Request for Public Hearing.

(a) A request for a public hearing shall be in writing and shall specify how the person requesting the public hearing would be affected by the proposed rule. The request shall be submitted to the District within twenty-one (21) days after notice of intent to adopt, amend, or repeal the rule is published as required by law, in accordance with the procedure for submitting requests for public hearing stated in the notice of intent to adopt, amend or repeal the rule.

(b) If the notice of intent to adopt, amend, or repeal a rule did not notice a public hearing and the District determines to hold a public hearing, the District shall publish notice of a public hearing in a newspaper of general circulation within the District at least seven (7) days before the scheduled



public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing.

(c) Written statements may be submitted by any person within a specified period of time prior to or following the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.

(10) Emergency Rule Adoption. The Board may adopt an emergency rule if it ~~finds~~ finds that immediate danger to the public health, safety or welfare exists which requires immediate action. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of emergency rules shall be published as soon as possible in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District and otherwise complies with these provisions.

(11) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54, Florida Statutes.

(12) Variances and Waivers. Variances and waivers from District rules may be granted to the provisions and limitations contained in Section 120.542, Florida Statutes.

Specific Authority: s.s. 190.011(5), 190.011(15), 120.54, 190.035, Fla. Stat.  
Law Implemented: s.s. 120.54, 190.035(2), Fla.Stat.

## 2.1 Authority of District Manager to Prescribe Amenity Rules

(1) The District Manager may from time to time prescribe rules governing the use of District Amenity Facilities, including rules regulating the safe and appropriate use of the pool and pool area, clubhouse, workout room, Tennis and Basketball Facility, recreational equipment and the grounds owned by the District.

(2) The rules governing use of District amenities and facilities shall be in writing, and made available to the residents. Such rules of conduct are necessary to promote safe and appropriate use of facilities, and to minimize the risk of injury and damage to property. Any person who fails to follow the published rules may be directed by the Manager or designee to leave the premises immediately.

(3) A person who fails to immediately leave the District premises upon the Manager's or designee's request shall be considered to be and will be declared a trespasser, and law enforcement may be contacted to remove such person. A person who violates the published rules of the District may be prohibited from using the facilities in accordance with the procedures set forth in the District's Policies and Rates.

(5) Use of any District facility is conditioned on each user's adherence to the rules promulgated by the District Manager or Board of Supervisors.

Specific Authority: s.s. 190.011(5), 190.011(15), 120.54, 190.035, Fla. Stat.  
Law Implemented: s.s. 120.54, 190.035(2), Fla.Stat.



### 3.0 Decisions Determining Substantial Interests.

(1) Conduct of Proceedings. Proceedings may be held by the District in response to a written request submitted by a substantially affected person within fourteen (14) days after written notice or published notice of District action or notice of District intent to render a decision. Notice of both action taken by the District and the District's intent to render a decision shall state the time limit for requesting a hearing and shall reference the District's procedural rules. If a hearing is held, the Chairman shall designate any member of the Board (including the Chairman), District Manager, District General Counsel, or other person to conduct the hearing.

(a) The person conducting the hearing may:

1. Administer oaths and affirmations;
2. Rule upon offers of proof and receive relevant evidence;
3. Regulate the course of the hearing, including any pre-hearing matters;
4. Enter orders;
5. Make or receive offers of settlement, stipulation, and adjustment. (a) The person conducting the hearing shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action.

(b) The District shall issue a final order within forty-five (45) days:

1. After the hearing is concluded, if conducted by the Board;
2. After a recommended order is submitted to the Board and mailed to all parties, if the hearing is conducted by persons other than the Board; or
3. After the Board has received the written and oral material it has authorized to be submitted, if there has been no hearing.

(2) Eminent Domain. After determining the need to exercise the power of eminent domain pursuant to Subsection 190.11(11), Florida Statutes, the District shall follow those procedures prescribed in Chapters 73 and 74, Florida Statutes. Prior to exercising the power of eminent domain, the District shall:

(a) Adopt a resolution identifying the property to be taken;

(b) If the property is beyond the boundaries of the District, obtain approval by resolution of the governing body of the county if the taking will occur in an unincorporated area, or of the municipality if the taking will occur within the municipality.

Specific Authority: s.s. 190.011(5), 190.011(15);  
Fla. Stat. Law Implemented: s.s. 190.011(11), Fla. Stat.

4.0 Purchasing, Contracts, Construction and Maintenance.

(1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017, Florida Statutes, the following procedures and rules are outlined for the purchase of professional services, contract services, and goods, supplies, and materials.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s.190.033, Fla. Stat.

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#### 4.1 Purchase of Goods, Supplies, and Materials.

(1) Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, as such category may be amended from time to time, shall be purchased under the terms of these Rules. Contracts for purchases of "goods, supplies, and materials" do not include printing, insurance, advertising or legal notices.

(2) Definitions.

(a) "Invitation to Bid" is a written solicitation for sealed bids with the title, date and hour of the public bid opening designated specifically and defining the commodity involved. It includes printed instructions prescribing conditions for bidding, evaluation criteria, and provides for a manual signature of an authorized representative.

(b) "Request for Proposal" is a written solicitation for sealed proposals with the title, date and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, proposal instructions, work detail analysis and evaluation criteria as necessary.

(c) "Responsive bid/proposal" means a bid or proposal which conforms in all material respects to the specifications and conditions in the invitation to bid or request for proposal and these Rules, and the cost components of which are appropriately balanced. A bid/proposal is not responsive if the person or firm submitting the bid fails to meet any requirement relating to the qualifications, financial stability, or licensing of the bidder.

(d) "Lowest Responsible bid/proposal" means, in the sole discretion of the Board, the bid or proposal (i) is submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements and with the integrity and reliability to assure good faith performance, (ii) is responsive to the invitation to bid or request for proposal as determined by the Board, and (iii) is the lowest cost to the District. Minor variations in the bid may be waived by the Board. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids may not be modified after opening.

(e) "Goods, supplies and materials" do not include printing, insurance, advertising, or legal notices.

(f) "Purchase" means acquisition by sale, rent lease, lease/purchase or installment sale. It does not include transfer, sale or exchange of goods, supplies or materials between the District and any federal, state, regional or local government entity or political subdivision of the state.

(g) "Emergency purchases" means a purchase necessitated by a sudden unexpected turn of events (e.g. acts of God, riot, fires, floods, hurricanes, accidents, or ant circumstances or cause beyond the control of the Board in the normal conduct of it's business), where the Board finds that the delay incident to competitive bidding would be detrimental to the interests of the District.

(3) Procedure. When a purchase of goods, supplies or materials is within the scope of this Rule, the following is appropriate:

(a) The Board shall cause to be prepared an Invitation to Bid or Request for Proposal, as appropriate.

- (b) The Notice of Invitation to Bid or Request for Proposal shall be advertised at least once in a newspaper of general circulation within the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.
- (c) The District may maintain lists of persons interested in receiving notices of invitations to bid or requests for proposals. Persons who provide their name and address to the District Manager for inclusion on the list ~~shall~~may receive notices by mail or electronic mail. However, failure to receive the notice shall not invalidate any contract awarded in accordance with these Rules and shall not be the basis for a protest of any contract award.
- (d) Bids or proposals shall be opened at the time and place noted on the Invitation to Bid or Request for Proposal. Bids and proposals shall be evaluated in accordance with the invitation or request and these Rules.
- (e) The Lowest Responsive and Responsible Bid or Proposal shall be accepted; however, the Board shall have the right to reject all bids, either because they are too high or because the Board determines that it is in the best interests of the District. In the event the bids exceed the amount of funds available to be allocated by the District for this purchase, the bids may be rejected. The Board may require bidders to furnish performance and/or other bonds with a responsible surety to be approved by the Board.
- (f) Notice of award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service, and by posting same in the District Office for seven (7) days.
- (g) If only one response to an Invitation to Bid or Request for Proposal is received, the District may proceed with the procurement of goods, supplies or materials. If no response to an Invitation to Bid or Request for Proposal is received, the District may take whatever steps reasonably necessary in order to proceed with the procurement of goods, supplies, and materials.
- (h) The District may make an emergency purchase without complying with these rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.

Specific Authority: s.s. 190.011(5) Fla. Stat.  
Law Implemented: s.s.190.033, Fla. Stat.

## 4.2 Contracts for Construction of Authorized Project.

(1) Scope. All contracts for the construction or improvement of any building, structure or other public construction works authorized by Chapter 190, Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20, Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and comply with the bidding procedures of Section 255.20, Florida Statutes, as the same may be amended from time to time. In the event of conflict between these Rules and Section 255.20, Florida statutes, the latter shall control. A project shall not be divided solely to avoid the threshold bidding requirements.

(2) Procedure.

(a) Notice of Invitation to Bid or Request for Proposal shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, unless the Board, for good cause, determines a shorter period of time is appropriate.

(b) The District may maintain lists of persons interested in receiving notices of Invitation to Bid or Requests for Proposals. Persons who provide their name and address to the District Office for inclusion on the list ~~shall~~ receive notices by mail or electronic mail. However, failure to receive the notice shall not invalidate any contract awarded in accordance with these Rules and shall not be the basis for a protest of any contract award.

(c) To be eligible to submit a bid or proposal, a firm or individual must, at the time of receipt of its bid proposal:

1. Hold all required applicable state professional licenses in good standing.
2. Hold all required applicable federal licenses in good standing, if applicable.
3. If the bidder is a corporation, hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes.
4. Meet any special pre-qualification requirement set forth in the bid/proposal specifications.
5. Evidence of compliance with these Rules may be submitted with the bid or proposal, if required by the District.

(d) Bids or proposals shall be opened at the time, date and place noted on the Invitation to Bid or Request for Proposals. Bids or proposals shall be evaluated in accordance with the Invitation to Bid or Request for Proposal and these Rules.

(e) To assist in the determination of the lowest responsive and responsible bidder, the District Representative may invite public presentation by firms regarding their qualifications, approach to the project, and ability to perform the contract in all respects.

(f) In determining the lowest responsive and responsible bidder, the District Representative may consider, in addition to the factors described in the Invitation or request, the following:

1. The ability and adequacy of the professional personnel employed by each bidder or proposer.
2. The past performance of each bidder or proposer for the District and in other professional employment settings.
3. The willingness of each bidder or proposer to meet time and budget requirements.
4. The geographic location of each bidder or proposer's headquarters or office in relation to the project.
5. The recent, current, and project workloads of the bidder or proposer.
6. The volume of work previously awarded to each bidder or proposer.
7. Whether the cost components of each bid or proposal are appropriately balanced.
8. Whether the bidder or proposer is a certified minority business enterprise.

(g) The Lowest Responsive and Responsible Bid/Proposal shall be accepted; however, the Board shall have the right to reject all bids, either because they are too high or because the Board determines it is in the best interests of the District. The Board may require bidders to furnish performance bonds and/or other bonds with a responsive surety to be approved by the Board. If the Board receives fewer than three (3) responses to an Invitation to Proposal, the Board, may, in its discretion, re-advertise for additional bids without rejecting any submitted bid. In the event the bids exceed the amount of funds available to or allocated by the District for this purchase, the bids may be rejected. Bidders not receiving a contract award shall not be entitled to recover costs of bid preparation or submittal from the District.

(h) Notice of the award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, or by hand deliver, or by overnight delivery service, and by posting the same in the District Office for seven (7) days.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.033, 255.0525, Fla. Stat.

#### 4.3 Contracts for Maintenance Service.

(1) Scope. All contracts for maintenance of any District facility or project shall be let under the terms of these Rules if the cost exceeds the amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, as such category may be amended from time to time by the State of Florida Department of Management Services. The maintenance of these facilities or projects may involve the purchase of contract services and /or goods, supplies or materials as defined herein. Where a contract for maintenance of such facility or project includes goods, supplies or materials and/or contract services, the District may in its sole discretion, award the contract according to the Rules in this subsection in lieu of separately bidding for maintenance, goods, supplies and materials, and contract services. However, a project shall not be divided solely in order to avoid the threshold bidding requirements.

(2) Procedure.

(a) Notice of Invitation to Bid or Request for Proposal shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.

(b) The District may maintain lists of persons interested in receiving notices of Invitations to Bid or Requests for Proposals. Persons who provide their name and address to the District Office for inclusion on the list ~~shall may~~ receive notices by mail or electronic mail. However, failure to receive the notice shall not invalidate any contract awarded in accordance with these Rules and shall not be the basis for a protest of any contract award.

(c) In order to be eligible to submit a bid or proposal, a firm or individual must, at the time of receipt of the bids or proposals:

1. Hold the required applicable state and professional licenses in good standing.
2. Hold all required applicable federal licenses in good standing, if any.
3. Hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes, if the bidder is a corporation.
4. Meet any special pre-qualification requirements set forth in the bid proposal specifications.
5. Evidence of compliance with these Rules may be submitted with the bid, if required by the District.

(d) Bids or Proposals shall be opened at the time, date and place noted on the Invitation to Bid or Request for Proposal. Bids and Proposals shall be evaluated in accordance with the Invitation or Request and these Rules.

(e) To assist in the determination of the lowest responsive and responsible bidder, the District Representative may invite public presentation by firms regarding their qualifications, approach to the project, and ability to perform the contract in all respects.

(f) In determining the lowest responsive and responsible bidder, the District Representative may consider, in addition to the factors described in the Invitation or request, the following:

1. The ability and adequacy of the professional personnel employed by each bidder or proposer.
2. The past performance of each bidder or proposer for the District and in other professional employment settings.
3. The willingness of each bidder or proposer to meet time and budget requirements.
4. The geographic location of each bidder or proposer's headquarters or office in relation to the project.
5. The recent, current, and project workloads of the bidder or proposer.
6. The volume of work previously awarded to each bidder or proposer.
7. Whether the cost components of each bid or proposal are appropriately balanced.
8. Whether the bidder or proposer is a certified minority business enterprise.

(g) The Lowest Responsive and Responsible Bid/Proposal shall be accepted; however, the Board shall have the right to reject all bids, either because they are too high or because the Board determines it is in the best interests of the District. The Board may require bidders to furnish performance bonds and/or other bonds with a responsive surety to be approved by the Board. If the Board receives fewer than three (3) responses to an Invitation to Proposal, the Board, may, in its discretion, re-advertise for additional bids without rejecting any submitted bid. In the event the bids exceed the amount of funds available to or allocated by the District for this purchase, the bids may be rejected. Bidders not receiving a contract award shall not be entitled to recover costs of bid preparation or submittal from the District.

(h) Notice of the award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, or by hand deliver, or by overnight delivery service, and by posting the same in the District Office for seven (7) days.

Specific Authority: s.s. 190.011(5) Fla. Stat.

Law Implemented: s.s. 190.033, Fla. Stat.



#### 4.4 Purchase of Insurance.

(1) Scope. The purchase of life, health, accident, hospitalization, legal expense, or annuity insurance, or all or any kind of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by these Rules. Nothing in this Rule shall require the District to purchase insurance.

(2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:

(a) The Board shall cause to be prepared a Notice of Invitation to Bid.

(b) Notice of Invitation to Bid shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.

(c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. Persons who provide their name and address to the District Office for inclusion on the list ~~shall~~ receive notices by mail or electronic mail. However, failure to receive the notice shall not invalidate any contract awarded in accordance with these Rules and shall not be the basis for a protest of any contract award.

(d) Bids shall be opened at the time and place noted in the Invitation to Bid.

(e) If only one (1) response to an Invitation is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.

(f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.

(g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies which have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, if any, to the District Officers, employees, or their dependents, the geographic location of the company's headquarters and offices in relation to the District, and the ability of the company to guarantee premium stability may be considered. A contract to purchase insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall need of the District, its officers, employees and/or dependents.

(h) Notice of the award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery service, and by posting the same in the District Office for seven (7) days.

Specific Authority: s.s. 190.011(5) Fla. Stat.

Law Implemented: s.s. 112.08, Fla. Stat.

#### 4.5 Procedure for Purchasing Contractual Services.

(1) Scope. All purchases for contractual services (except for maintenance services) may, but are not required to, be made by competitive Invitation to Bid. If state or federal law prescribes with whom the District must contract, or established the rate of payment, then these Rules shall not apply. A contract involving both goods, supplies, and materials plus contractual services may, at the discretion of the Board, be treated as a contract for goods, supplies, and materials.

(2) Definitions.

(a) "Contractual services" means rendering time and effort rather than furnishing specific goods or commodities. Contractual services do not include legal (including attorneys, paralegals, court reporters and expert witnesses, including appraisers), artistic, auditing, health, or academic program services, or professional services (as defined in Section 287.055(2)(a), Florida Statutes and these Rules) and shall generally be considered the services referenced by Section 287.012(7), Florida Statutes. Contractual services do not include the extension of an existing contract for services if such extension is provided for in the contract terms.

(b) "Invitation to Bid" is a solicitation for sealed bids with the contract title, date, and hour of the public bid opening designated specifically. It includes a description of the services sought, applicable terms and conditions, evaluation criteria, including but not limited to price, and provides for manual signature of an authorized representative.

(c) "Request for Proposal" is a solicitation for sealed proposals with the title, date, and hour of the public opening designated and requiring the manual signature of an authorized representative. It provides a statement for services sought, applicable terms and conditions, and evaluation criteria, including but not limited to price. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, proposal instructions, work detail analysis, and evaluation criteria, as necessary.

(d) "Responsive bid or proposal" means a bid or proposal which conforms in all material respects to an Invitation to Bid or Request for Proposal and these Rules, and whose cost components are appropriately balanced. A bid or proposal is not responsive if the person or firm submitting the bid or proposal fails to meet any requirement relating to qualifications, financial stability, or licensing of the bidder or proposer.

(e) "Lowest responsible bid or proposal" means, as determined in the sole discretion of the Board, the bid (i) is submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements who has the integrity and reliability to assure good faith performance, (ii) is responsive to the Invitation to Bid or Request for Proposal as determined by the Board, and (iii) which is for a cost to the District deemed reasonable by the Board. Minor variations in the proposal may be waived by the Board. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids may not be modified after opening.

(f) "Proposal Most Advantageous to the District" means, as determined in the sole discretion of the Board, the bid (i) is submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements who has the integrity and reliability to assure good faith performance, (ii) is responsive to the Invitation to Bid or Request for Proposal as determined by the Board, and (iii) which is for a cost to the District deemed reasonable by the Board. Minor variations in the proposal may be waived by the Board. Mistakes in arithmetic extension of pricing

may be corrected by the Board. Proposal may not be modified after opening. To assure full understanding of the responsiveness to the solicitation requirements, discussions may be conducted with qualified proposers. The proposers shall be accorded fair and equal treatment prior to the submittal date with respect to any opportunity for discussion and revision of proposals.

(3) Procedure. When a purchase of contractual services is within the scope of this Rule (and the District has elected to follow this procedure), the following procedure shall be followed:

(a) The Board shall cause to be prepared a notice of Invitation to Bid or Request for Proposal, as appropriate.

(b) Notice of Invitation to Bid shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.

(c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid or Requests for Proposals. The District shall make a good faith effort to provide written notice, by United States Mail or electronic mail, to persons who provide their names, ~~and~~ addresses, and email addresses to the District Office for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with these Rules and shall not be the basis for a protest of any contract award.

(d) Bids or proposals shall be opened at the time and place noted on the Invitation to Bid and Request for Proposal. Bids and proposals shall be evaluated in accordance with the invitation or request and these Rules.

(e) If only one (1) response to an Invitation to Bid or Request for Proposal is received, the District may proceed with the procurement for contractual services from such bidder or proposer. If no response to an Invitation to Bid or Request for Proposal is received, the District may take whatever steps are reasonably necessary in order to proceed with the procurement of the needed contractual services.

(f) The Board has the right to reject any and all bids or proposals. The reservation regarding the right to reject shall be included in all solicitations and advertisements. If the bids or proposals exceed the amount of funds available to or allocated by the District for this purchase, the bids or proposals may be rejected. Bidders and proposers not receiving a contract award shall not be entitled to recover any costs of bid or proposal preparation or submittal from the District.

(g) The Lowest Responsive and Reasonable Bid or Proposal or the most advantageous to the District, as appropriate, may be accepted by the District. The Board may require bidders to furnish bid, performance and/or other bonds with a reasonable surety to be approved by the Board.

(4) Notice. Notice of contract award, including the rejection of some or all bids or proposals, shall be provided in writing to all bidders or proposers by United States Mail, overnight delivery, or by hand delivery, and by posting same in the District Office for seven (7) days.

(5) Contract Renewal. Renewal of a contract for contractual services shall be in writing and shall be subject to the same terms and conditions set forth in the ~~initial~~ initial contract, ~~unless~~ unless otherwise provided in the initial contract. Renewal shall be contingent upon satisfactory performance evaluations by

the District.

(6) Contract Manager, Contract Administrator and Project Manager. The Board may designate a representative to function as contract manager, contract administrator and project manager without utilizing competitive bidding requirements or procedures. The selected contract manager, contract administrator or project manager shall be responsible for enforcing performance of the contract terms and conditions and serve as the liaison with the contractor. The Board may also designate a representative to function as contract administrator, who shall be responsible for maintaining all contract files and financial information. One firm or person may serve as contract manager, contract administrator and project manager administrator.

(7) Emergency Purchase. The District may make an emergency purchase of contractual services without complying with these Rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

(8) Continuing Contract. Nothing in this Rule shall prohibit a continuing contract between a firm or an individual and the District.

Specific Authority: s.s. 190.011(5), Fla.Stat.

Law Implemented: s.s. 190.011(3), Fla. Stat.

#### 4.6 Procedure Under Consultant's Competitive Negotiations Act.

In order to comply with the requirements of Section 287.055, Florida Statutes (regarding certain types of professional services), the following procedures are outlined for selection of firms or individuals to provide professional services exceeding the thresholds herein described and in the negotiation of such contracts.

(1) Definitions.

(a) "Professional services" means those services within the scope of the practice of architecture, professional engineering, landscape architecture or registered surveying and mapping, as defined by the laws of Florida, or those performed by an architect, professional engineer, landscape architect or registered surveyor and mapper, in connection with the firm's or individual's professional employment or practice.

(b) "Project" means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for professional services is estimated by the District to exceed the threshold amount provided in Section 287.017, for CATEGORY TWO, as such categories may be amended from time to time by the State of Florida Department of Management Services to reflect inflation or other measures.

(c) "Continuing contract" is a contract for professional services (of a type described above), entered into in accordance with this Rule, between the District and a firm whereby the firm provides professional services for the District for work of a specified nature with no time limitation, except that the contract shall provide a termination clause.

(d) "Emergency purchase" is a purchase necessitated by a sudden unexpected turn of events (e.g., acts of God, riot, fires, floods, hurricanes, accidents or any circumstances or cause beyond the control of the Board in the normal conduct of its business) where the Board decides the delay incident to competitive bidding would be detrimental to the interests of the District.

(2) Qualifying Procedures. In order to be eligible to submit a bid proposal, a firm must, at the time of receipt of the bid:

(a) Hold all required applicable state professional licenses in good standing.

(b) Hold all required applicable federal licenses in good standing, if any.

(c) If the bidder is a corporation, hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes.

(d) Meet any pre-qualification requirements set forth in the project or bid specifications. Qualification standards may include, but are not limited to, capability and adequacy of personnel, past record, and experience of the bidding entity.

Evidence of compliance with this Rule may be submitted with the bid, if requested by the District.

(3) Public Announcement. Prior to a public announcement that professional services are required for a project, the Board shall identify the project as meeting the threshold requirement. Except in cases of valid

public emergencies as certified by the Board, the District shall announce each occasion when professional services are required for a project by publishing a notice providing a general description of the project and method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation in the District and in such other places as the District deems appropriate. The District may maintain lists of persons interested in receiving such notices. These persons are encouraged to submit annually statements of qualifications and performance data. Persons who provide their name and address to the District Manager for inclusion on the list shall receive notices by mail. The Board has the right to reject any and all bids, and such reservation shall be included in the public announcement. Bidders not receiving a contract award shall not be entitled to recover any costs of bid preparation or submittal from the District.

(4) Competitive Selection.

(a) The Board shall review and evaluate the data submitted in response to the notice described above regarding qualifications and performance ability, as well as any statements of qualification of file. The Board shall conduct discussions with, and may require public presentation by firms regarding their qualifications, and/or public presentation, select and list the firms, in order of preference, deemed to be the most highly capable and qualified to perform the required professional services, after considering these and other appropriate criteria:

1. The ability and adequacy of the professional personnel employed by each firm.
2. Each firm's past performance for the District in other professional employment settings.
3. The willingness of each firm to meet time and budget requirements.
4. The geographic location of each Firm's headquarters or office in relation to the project.
5. The recent, current, and projected workloads of each firm.
6. The volume of work previously awarded to each firm.
7. Whether a firm is a certified minority business enterprise.

Nothing in these Rules shall prevent the District from evaluating and eventually selecting a firm if less than three (3) responses, including responses indicating a desire not to submit a formal bid on a given project, are received.

(b) If the selection process is administered by a person other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

(5) Competitive Negotiation.

(a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as the most qualified to perform the required professional services.



- (b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that "wage rates and other factual unit costs supporting the compensation are ~~aeemate~~accurate, complete, and current at the time of contracting." In addition, any professional service contract under which such a certificate is required, shall contain a provision that "the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs."
- (c) Should the District within twenty-one (21) days be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable then unless modified by the Board, negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached within twenty-one (21) days (unless modified by the Board to the contrary) those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.
- (d) Should the District be unable to negotiate a satisfactory agreement with any of the selected firms within twenty-one (21) days (unless modified by the Board to the contrary) additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
- (e) Once an agreement with a firm or individual is reached, notice of the award or intent to award, including the rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service, and by posting same in the District Office for seven (7) days.
- (6) Continuing Contract. Nothing in this Rule shall prohibit a continuing contract between a firm or an individual and the District.
- (7) Emergency Purchase. The District may make an emergency purchase without complying with these Rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: s.s. 190.011(5), Fla. Stat.  
Law Implemented: s.s. 190.011(3), 287.005, 190.033, Fla. Stat.

## 5.0 Bid Protests Under Consultants' Competitive Negotiations Act.

Notwithstanding any other provision in these Rules, the resolution of any protests regarding the decision to solicit or award a contract for a bid or proposal shall be in accordance with this section.

(1) Notice. The District shall give all bidders written notice of its decision to award or intent to award a contract, including rejection of some or all bids, by United States Mail, by hand delivery, or by overnight delivery service, and by posting same in the District Office for seven (7) days. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Section 5.2 of the Rules of the Anthem Park Community Development District shall constitute a waiver of proceedings under those Rules."

(2) Filing. Any person who is affected adversely by the District's decision or intended decision shall file with the District a notice of protest within seventy-two (72) hours after the posting of the formal bid tabulation or after receipt of the notice of the District decision or intended decision, and shall file a formal written protest within seven (7) days after the date of filing of the notice of protest. The notice of protest shall identify the procurement by title and number or any other language that will enable the District to identify it, shall state that the person intends to protest the decision, and shall state with particularity the law and facts upon which the protest is based. With respect to a protest of the specifications contained in an Invitation to Bid or in a Request for Proposals, the notice of protest shall be filed in writing within seventy-two (72) hours after the receipt of the notice of the project plans and specifications (or intended project plans and specifications) in an Invitation to Bid or Request for Proposals, and the formal written protest shall be filed within seven (7) days after the date when notice of protest is filed. Failure to file a notice of protest, or failure to file a formal written protest, shall constitute a waiver of all further proceedings.

(3) Award Process. Upon a receipt of a notice of protest which has been timely filed, the District shall stop the bid solicitation process (or the contract and award process) until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances which require the continuance of the process without delay in order to avoid immediate and serious danger to the public health, safety, or welfare, the award process may continue.

(4) Mutual Agreement. The District, on its own initiative or upon the request of a protester, shall provide an opportunity to resolve the protest by mutual agreement between the parties within seven (7) days, excluding Saturdays, Sundays and legal holidays, upon receipt of a formal written request.

(5) Proceedings. If the subject of a protest is not resolved by mutual agreement, a proceeding shall be conducted in accordance with the procedural guidelines set forth in Section 3.0.

Specific Authority: s.s. 120.57(3), 190.011(5) Fla. Stat.  
Law Implemented: s.s. 120.57(3), 190.033, Fla. Stat.



## 5.1 Protests With Respect To Contracts Awarded Or Bid Documents.

The resolution of any protests regarding Bid Documents or the decision to award a contract for a bid or proposal shall be in accordance with this section 5.1.

(1) Notice. The District shall give all bidders or proposers written notice of a decision to award or to reject all bids by posting the notice in the District Office for seven (7) days, with a copy being provided to all submitting firms by United States Mail or by hand delivery. The notice shall include the following statement: "Failure to file a written protest with the District within seventy-two (72) hours following the receipt of notice of the District's decision to award a contract shall constitute a waiver of any objection to the award of such contract."

(2) Filing.

(a) Any firm or person who is affected adversely by a District decision to award a contract shall file with the District a written notice of protest within seventy-two (72) hours after receipt of the notice of the District's decision, and shall file a formal written protest with the District within seven (7) calendar days after timely filing the initial notice of protest. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt of the District. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object to or protest the District's decision or contract award. The formal written protest shall state with particularity the facts and law upon which the protest is based.

(b) With respect to a protest regarding the Bid Documents, including specifications or other requirements contained in an Invitation to Bid or in a Request for Proposals, the notice of protest shall be filed in writing within seventy-two (72) hours after the receipt of the proposed project plans and specifications or other contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object to or protest with respect to the aforesaid plans, specifications or contract documents.

(3) Award Process. Upon receipt of a timely filed notice of protest, the District shall abate the contract award process until the protest is resolved by final Board action. However, if the District determines particular facts and circumstances require the continuance of the contract award process without delay in order to avoid immediate and serious danger to the public health, safety, or welfare, the contract award process may continue. In such circumstances, the contract awarded shall be conditioned on the outcome of the protest.

(4) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be posted in the office of the District not less than three (3) calendar days prior to such informal proceeding, with copy being mailed to the ~~protestant~~protestor and any substantially affected person or parties. Within fifteen (15) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.

(5) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided above, the District shall schedule a formal hearing to resolve the protest in accordance with the procedural guidelines set forth in Section 3.0.

Specific Authority: s.s.120.53(5), 190 011(5), Fla.Stat.

Law Implemented: s.s. 190.033, Fla. Stat.

## 5.2 Bid Protests Relating to Any Other Award.

Notwithstanding any other provision in these Rules, the resolution of any protests regarding the decision to solicit or award a contract for a bid proposal under Sections 4.1, 4.2, or 4.5 shall be in accordance with this section 5.2.

- (1) Notice. The District shall give all bidders written notice of its decision to award or intent to award a contract, including rejection of some or all bids, by United States Mail, by hand delivery, or by overnight delivery service, and by posting same in the District Office for seven (7) calendar days.
- (2) Filing. Any person who is adversely affected by the District's decision or intended decision shall file with the District a notice of protest in writing within seventy-two (72) hours after the posting of the final bid tabulation or after receipt of the notice of the District decision or intended decision, and shall file a formal written protest within seven (7) days after the date of filing of the notice of protest. The formal written protest shall state with particularity facts and law upon which the protest is based. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of all further proceedings.
- (3) Award Process. Upon receipt of a notice of protest which has been timely filed, the District shall stop the bid solicitation process or the contract and award process until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances which require the continuance of the process without delay in order to avoid an immediate and serious danger to the public health, safety, or welfare, the award process may continue.
- (4) Mutual Agreement. The District, on its own initiative or upon the request of a protester, shall provide an opportunity to resolve the protest by mutual agreement between the parties within five (5) days, excluding Saturdays, Sundays and legal holidays, of receipt of a formal written protest.
- (5) Hearing. If the subject of a protest is not resolved by mutual agreement, the District shall hold a proceeding in accordance with the procedural guidelines set forth in Section 3.0.

Specific Authority: s.s. 190.011(5), Fla. Stat.  
Law Implemented: s.s. 190.033, Fla. Stat.

## 6.0 Design-Build Contract Competitive Proposal Selection Process.

(1) Scope. The District may utilize design-build contracts for any public construction project for which the Board determines that use of such contracts in the best interest of the District. When letting a design/build contract, the District shall use the following procedure:

(a) The District shall utilize a design criteria professional meeting the requirements of Section 287.055(2)(k) when developing a design criteria package, evaluating the responses or bids submitted by design-build firms, and determining compliance of the project construction with the design criteria package. The design criteria professional may be an employee of the District or may be retained using Section 4.6, Procedure Under Consultant's Competitive Negotiations Act.

(b) A design criteria package for the construction project shall be developed and sealed by the design criteria professional. The package shall include concise, performance-oriented drawings or specifications of the project, and shall include sufficient information to put interested firms on notice of substantially all of the requirements of the project. If the project utilizes existing plans, the design criteria professional shall create a design criteria package by supplementing the plans with project specific requirements, if any. All design criteria packages shall require firms to submit information regarding the qualifications, availability and past work of the firms, including the partners and members thereof.

(c) The Board, in consultation with the design criteria professional, shall establish the standards and procedures for the evaluation of design-build proposals based on price, technical, and design aspects of the project, weighted for the project.

(d) After the design criteria package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited, pursuant to the design criteria by the following procedure:

1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation in the County in which the District is located. The notice shall allow at least seven (7) days for submittal of proposals, unless the Board, for good cause, determines a shorter period of time is appropriate.

2. The District may maintain qualifications information, including: capabilities, adequacy of personnel, past record, experience, whether the firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985 (Part IV, Chapter 288, F.S.), and other factors, on design-build firms. Such firms shall receive a copy of the request for proposals by mail or electronic mail.

3. In order to be eligible to submit a proposal a firm must, at the time of receipt of the proposals:

(a) Hold the required applicable state professional license in good standing, as defined by Section 287.055(2)(h), Florida Statutes;

(b) Hold all required applicable federal licenses in good standing, if any;

(c) Hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes, if the bidder is a

corporation;

(d) Meet any special prequalification requirements set forth in the design criteria package.

Evidence of compliance with these Rules may be submitted with the bid, if required by the District.

(e) The Board shall select no fewer than three (3) design-build firms as the most qualified, based on the information submitted in the response to the request for proposals, and in consultation with the design criteria professional, shall evaluate their proposals based on the evaluation standards and procedures established prior to the solicitation of requests for proposal.

(f) The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards, and shall establish a price which the Board determines to be fair, competitive, and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Failing accord with the second most qualified firm, the Board must terminate negotiations. The Board shall then undertake negotiations with the third firm. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached.

(g) After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.

(h) The design criteria professional shall evaluate the compliance of the project construction with the design criteria package, and shall provide the Board with a report of the same.

(2) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified design-build firm available at the time. The fact that an emergency purchase has occurred shall be noted in the minutes of the next Board meeting.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.033, 255.20, Fla. Stat

## 7.0 Procedure Regarding Auditor Selection.

In order to comply with the requirements of Section 218.391, Florida Statutes, the following procedures pertain to the selection of firms or individuals to provide Auditing Services and the negotiation of such contracts. For audits required under Chapter 190, Florida Statutes but not meeting the thresholds of Chapter 218, Florida Statutes, the District need not follow these procedures but may proceed with selection of a firm or individual to provide Auditing Services and subsequent negotiation of such contracts in the manner the Board determines is in the best interests of the District. For purposes of this Rule, "Auditing Services" means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

(1) Establishment of Auditor Selection Committee. Prior to a public announcement under section (3) of this Rule, the Board shall establish an auditor selection committee ("Committee"), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee shall include at least three individuals, at least one must be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.

(2) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (3) of this Rule, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided.

(a) Minimum Qualifications. In order to be eligible to submit a proposal, a firm or individual must, at all relevant times including the time of receipt of the proposal by the District:

(i) Be a certified public accounting firm licensed under Chapter 473, Florida Statutes, and be qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy;

(ii) Hold all required applicable state professional licenses in good standing;

(iii) Hold all required applicable federal licenses in good standing, if any;

(iv) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation; and

(v) Meet any pre-qualification requirements established by the Committee and set forth in the Request for Proposal or other specifications.

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

(b) Evaluation Criteria. The factors established in the evaluation of firms or individuals by the Committee shall include, but are not limited to:

(i) Ability of personnel;

(ii) Experience;

(iii) Understanding of scope of work;

(iv) Ability to furnish the required services; and

(vi) Such other factors as may be determined by the Committee to be applicable.

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

(3) Public Announcement. After identifying the minimum qualifications and evaluation, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation in the District and the county in which the District is located at least seven (7) days for the submission of proposals is due.

(4) Request for Proposals. The Committee shall provide interested firms with a Request for Proposals ("RFP"). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee determines is necessary for the firm to prepare a proposal. The RFP shall state the time and place for submitting proposals.

(5) Committee's Evaluation of Proposals and Recommendation. The Committee shall meet at a noticed public meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm's qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (2)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.

(6) Board of Supervisors Selection of Auditor.

(a) Where compensation was not selected as a factor used in evaluating the proposals, the Board of Supervisors shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms' respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.



(b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm or document in its public records the reason for not selecting the highest-ranked qualified firm.

(c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.

(d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.

(8) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:

(a) A provision specifying the services to be provided and fees or other compensation for such services;

(b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;

(c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;

(d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be five (5) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule but must be in writing.

(e) Provisions required by law that require the auditor to comply with public records laws.

(9) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 5.1 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests regarding the award of contracts under this Rule shall be as provided for in Rule 5.1. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

**Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.**

**Law Implemented: §§ 119.0701, 218.33, 218.391, Fla. Stat.**



78.0 Effective Date.

These Rules shall be effective OCTOBER 1, 2004, 2020 except that no election of officers required by these Rules shall be required until after the next regular election for the Board of Supervisors.

DRAFT

# EXHIBIT 5

**GARGANESE, WEISS, D'AGRESTA & SALZMAN, P.A.**  
**P.O. Box 2873**  
**Orlando, FL 32802-2873**  
**(407) 425-9566**  
**(407) 425-9596 facsimile**

**MEMORANDUM TO:** *Anthem Park Community Development District Board of Supervisors*

**FROM:** *Neysa Borkert, Esq.*

**RE:** *Rules Update*

**DATE:** *February 17, 2020*

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Attached hereto is a proposed updated version of the Anthem Park Community Development District's (the "District") Rules of Procedure (the "Rules"). As you will see, a number of substantive revisions were made to ensure consistency between the Rules and the current Florida Statutes (including those changes made in the most recent legislative session), as well as to facilitate efficiency in District operations. Each Rule change is explained below, however, minor typographic changes are not discussed. In addition to the Rule changes, an Ethics Policy is also being proposed to standardize the high caliber of ethical discourse utilized by the current Supervisors and to ensure this continues in the future. The Ethics Policy also includes an attendance requirement and a limitation on appearances by telephone.

Rule 1.1(6): This Rule has been amended to include the existing requirement that members of the Board be residents of the District and the recent change to Amendment 12 of the Florida Constitution establishing the Florida Constitution as a governing authority on voting conflicts of interest. (Page 4).

Rule 1.2(2): This Rule was amended to add language reflecting statutory language pertaining to the calculation of service charges for responding to public records requests that require extensive informational technology resources, clerical or supervisory assistance, and to state that the District is under no duty to produce requested records if the requestor has not paid the required costs or has outstanding charges. The language will help minimize expenses incurred by the District in responding to public records requests. (Page 5).

Rule 1.2(3): This Rule was added to maintain consistency with legislation that was passed during the 2019 legislative session. The rule designates the District Manager as the District's Financial Disclosure Coordinator (the "Coordinator") (unless the District designates otherwise by resolution) and requires the Coordinator to create, maintain, and update certain records and provide them to the Florida Commission on Ethics by certain deadlines. Each Supervisor or other Reporting Individual must notify the Coordinator in writing if there are changes to his or her name, e-mail address, or physical address, and must notify the Commission on Ethics of changes to his or her e-mail address. (Page 5).

Rule 1.3(2): This Rule was amended to reflect the requirements of Section 189.069, Florida Statutes, which mandate that the agenda and meeting materials be available in an electronic format to the public at least seven days before a meeting, hearing, or workshop. The amended rule also clarifies circumstances in which the agenda may be amended or additional materials added after initial posting. It specifies which documents constitute "meeting materials" and provides that documents not meeting the definition of "meeting materials" may still be provided to the Board, but will be

considered supplementary materials. Supplementary materials are not required to be made available to the public before the meeting and may include, but are not necessarily limited to, the following: financial statements, informational reports, and copies of receipts and invoices. (Page 6).

Rule 1.3(5): This Rule was amended to require the chair or vice chair to consult with the District Manager and District Counsel before calling an emergency meeting. (Page 7).

Rule 1.3(6): This Rule was amended to remove the defined timeframe for public comment and will allow the Board to be more flexible in the future during the public comment portion of meetings in accordance with Florida law. (Page 7).

Rule 1.3(9): DELETED AND REPLACED. Supervisors should not be meeting individually outside of public meetings to discuss District business. As such, this section has been removed and replaced with a rule on Security and Firesafety Board Discussion. It provides that portions of a meeting which would reveal a security or firesafety system plan or portion thereof made confidential and exempt by Florida law are exempt from Florida's statutory public meeting requirements. This rule establishes the procedures the Board should use to ensure that confidential and exempt information is not made public. (Pages 7&8).

Rule 1.4 (NEW): This Rule was added to reflect changes to Rule 1.4 by legislative changes enacted via Chapter 2019-15, requiring special districts to establish and maintain internal controls to prevent fraud, waste, and abuse. (See section 218.33, Florida Statutes). Further work will be necessary to create these internal controls and the Board will adopt these controls in the same way it adopts policies. (Page 8).

Rule 2.0(1): This Rule has been amended to add clarification that District policies not consisting of rates or fees may be implemented through formal rulemaking but do not have to be. (Page 9).

Rule 2.0(3): The last sentence of this Rule was deleted as it was already stated in the first sentence and thus, repetitive. (Page 9).

Rules 4.1(2)(b), 4.2(2)(b), 4.3(2)(b), 4.4(2)(c), 4.5(3)(c) and 6.0(1)(d)(2): These Rules were amended to permit the District to email persons interested in receiving notices of Invitations to Bid or Requests for Proposals rather than limiting the method of delivery to regular mail. In addition, where the language did not already exist, a provision was added to make it clear that failure to receive notice of an Invitation to Bid or a Request for Proposal cannot invalidate a contract award or serve as the basis of a bid protest. (Pages 16-17, 19, 21, 23, and 40).

Rule 7.0 (NEW): This Rule was added to ensure that the District complies with the requirements of Section 218.391, F.S. as it pertains to the selection requirements for choosing firms or individuals to provide auditing services to the District. Section 218.39, F.S. requires special districts to conduct an annual financial audit of its accounts and records if the state's Auditor General does not perform a financial audit on the District for that fiscal year. In selecting an auditor, the District must follow the statutory requirements that have been incorporated into this proposed Rule. The Rule provides a process for establishing an Auditor Selection Committee. It also includes minimum qualifications for auditing firms, evaluation criteria, public announcement, Auditor Selection Committee process for recommendation of firms to the Board of Supervisors, Board selection of an auditor, Board negotiation of contract terms with the auditor, and requirements for the notice of award. (Pages 42-44)

## **RESOLUTION 2020-03**

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ANTHEM PARK COMMUNITY DEVELOPMENT DISTRICT, AMENDING THE RULES OF PROCEDURE; ADOPTING THE ANTHEM PARK COMMUNITY DEVELOPMENT DISTRICT ETHICS POLICY; AUTHORIZING AND DIRECTING THE DISTRICT MANAGER TO TAKE CERTAIN ACTIONS CONSISTENT WITH THE ADOPTION OF THIS RESOLUTION; PROVIDING FOR SEVERABILITY, CONFLICT AND AN EFFECTIVE DATE**

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

**WHEREAS**, pursuant to Chapters 120 and 190, *Florida Statutes*, the Anthem Park Community Development District (the “District”) advertised a public hearing for March 13, 2020, in order to hear and receive comments on the proposed amended Rules and Procedure and the proposed Ethics Policy for the District; and

**WHEREAS**, pursuant to Section 190.011, *Florida Statutes*, the District is authorized to adopt and modify rules and regulations pursuant to the provisions of Chapter 120, *Florida Statutes*, concerning the conduct of the business of the District; and

**WHEREAS**, the District has complied with the provisions of Chapter 120, *Florida Statutes*, and has conducted a public hearing to address the proposed amended Rules of Procedure and Ethics Policy of the District as contemplated herein; and

**WHEREAS**, after a duly advertised public hearing, the District Board of Supervisors finds it in the best interests of the District and its residents to adopt by resolution the amended Rules of Procedure and Ethics Policy attached hereto as **Exhibit A** for immediate use and application.

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ANTHEM PARK COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** The above recitals are true and correct and by this reference are hereby incorporated into and made part of this Resolution.

**SECTION 2.** The amended Rules of Procedure and Ethics Policy attached hereto as **Exhibit A** are hereby adopted pursuant to this Resolution as necessary for the conduct of District business. The amended Rules of Procedure and Ethics Policy shall remain in full force and effect

until such time as the Board of Supervisors may amend the same in accordance with Chapter 190, *Florida Statutes* and District's Rules of Procedure.

**SECTION 3.** The District Manager is hereby directed to take all actions consistent with this Resolution, including, but not limited to, implementation of the Rules of Procedure and Ethics Policy through the creation of any necessary administrative policies and adding the required information to the District's website.

**SECTION 4.** If any clause, section, paragraph, provision, or other part or application of this Resolution is held by court of competent jurisdiction to be unconstitutional, ineffective, or invalid, in part or as applied, it shall not affect the validity of the remaining clauses, sections, paragraphs, provisions, parts, or applications of the Resolution.

**SECTION 5.** All motions, resolutions or parts of motions or resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 6.** This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** this day 13<sup>th</sup> day of March, 2020

**ATTEST:**

**ANTHEM PARK COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary/Assistant Secretary

---

Chairperson, Board of Supervisors

**Exhibit A: Anthem Park Community Development District Amended Rules of Procedure and Ethics Policy**

# ANTHEM PARK COMMUNITY DEVELOPMENT DISTRICT

2090 CONTINENTAL STREET  
ST. CLOUD, FLORIDA 34769

## RULES OF PROCEDURE

ADOPTED – OCTOBER 1, 2004

AMENDED – MAY 14, 2010

AMENDED – AUGUST 14, 2015

AMENDED - , 2020

## RULES OF PROCEDURE

### ANTHEM PARK COMMUNITY DEVELOPMENT DISTRICT

#### 1.0 Organization

(1) The Anthem Park Community Development District (the "District") was created pursuant to the provisions of Chapter 190, Florida Statutes and was established to provide for ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (the "Rules") is to describe the general operations of the District.

(2) Definitions located within any section of the Rules shall be applicable within all other sections, unless specifically stated to the contrary.

Specific Authority: Law Implemented: s.s. 190.001(5), 120.53(1)(a), Fla. Stat. s.s. 190.001(5), 120.53(1)(a), Fla. Stat.



## 1.1 Board of Supervisors: Officers and Voting.

(1) **Board of Supervisors.** The Board of Supervisors of the District (the "Board") shall consist of five (5) members. Members of the Board must be residents of the District, residents of the State of Florida and citizens of the United States of America. The Board shall exercise the powers granted to the District.

(a) Board members shall hold office for the term specified by Section 190.006, Florida Statutes. If, during the term of office, any Board Member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s).

(b) Three (3) members of the Board physically present shall constitute a quorum for the purposes of conducting business and exercising its powers and for all other purposes. However, if three (3) or more vacancies occur at the same time, a quorum is not necessary to fill the vacancies. Action taken by the Board shall be upon a majority vote of the members present (physically or electronically), unless otherwise provided in the Rules or required by law.

(c) The Board may by resolution fix the amount of compensation each Board member is entitled to receive for his or her services in an amount not to exceed \$200 per meeting of the Board of Supervisors, not to exceed \$4,800 per year per supervisor, or an amount established by the electors by referendum.

(2) **Officers.** At the first Board meeting held after each election where the newly elected members take office, the Board shall select a Chairman, Vice-Chairman, Secretary, Assistant Secretary, and Treasurer.

(a) The Chairman must be a member of the Board. If the Chairman resigns from that office or ceases to be a member of the Board, the Board shall select a Chairman, after filling the vacancy. The Chairman serves at the pleasure of the Board. The Chairman shall be authorized to sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board. The Chairman shall convene and conduct all meetings of the Board. In the event the Chairman is unable to attend a meeting, the Vice-Chairman shall convene and conduct the meeting.

(b) The Vice-Chairman shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. If the Vice-Chairman resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chairman, after filling the Board vacancy. The Vice-chairman serves at the pleasure of the Board.

(c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. The District Manager may serve as Secretary.

(d) The Treasurer need not be a member of the Board but must be a resident of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3), Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board.

(3) **Committees.** The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, contract negotiations, personnel matters, and budget preparation.

(4) Record Book. The Board shall keep a permanent record book entitled "Record of Proceedings", in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates and corporate acts. The Records of Proceedings shall be located at the District Office and shall be available for inspection by the public.

(5) Meetings. The Board shall establish each fiscal year, an annual schedule of regular meetings, which shall be sent by U.S. mail to each landowner within the District, submitted to the County Clerk and the County Manager and the Florida Department of Community Affairs. All meetings of the Board shall be open to the public in accord with the provisions of Chapter 286, Florida Statutes.

(6) Voting Conflict of Interest. The Board shall comply with Section 112.3143, Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. It shall not be a conflict of interest under Chapter 112, Florida Statutes, for a Board member or an employee of the District to be a stockholder, officer, or employee of a landowner. For the purposes of this section, "voting conflict of interest" shall be governed by the Florida Constitution and Chapters 112 and 190, Florida Statutes, as amended from time to time.

(a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board's Secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes. The member may then vote. The Board's Secretary shall prepare a memorandum of voting conflict (Form 8B) which shall then be signed by the Board member, filed with the Board's Secretary, and attached to the minutes of the meeting within fifteen (15) days of the meeting.

(b) If a Board member inadvertently votes on a matter and later learns they have a conflict on the matter, the member shall immediately notify the Board's Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate memorandum of voting conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The memorandum shall immediately be provided to other Board members and shall read publicly at the next meeting held subsequent to the filing of the written memorandum. The Board member's vote is unaffected by this filing.

Specific Authority: s.s. 190.011(5), 190.011(15), Fla. Stat.,

Law Implemented: s.s. 190.001, 190.001(5), Fla. Stat., s.s. 190.006, 190.007, 112.3143, Fla. Stat., Amendment 12, Fla. Constitution

1.2 Public Information and Inspection of Records; Financial Disclosure Coordination.

(1) Public Records. All District public records within the meaning of Chapter 119, Florida Statutes, and not otherwise restricted by law, including the "Records of Proceedings", may be copied or inspected at the District Office during regular business hours.

(2) Copies. Copies of public records shall be made available to the requesting person at a charge of \$.25 per page for one-sided copies and \$.35 per page for two-sided copies if not more than 8 inches by 14 inches, and for copies of public records in excess of that size at a charge not to exceed the actual cost of reproduction. Certified copies of public records shall be made available at a charge of \$1.00 per page. If the nature and volume of the records requested requires extensive use of technology resources, clerical assistance or supervisory assistance, the District may charge, in addition to the copying charge, a service charge based on the cost the District incurs to produce the records requested, in accordance with Florida law. This service charge may include the cost for use of extensive informational technology resources, labor, and fees charged to the District by vendors fulfilling the request. For purposes of this Rule, the word "extensive" means that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested records. If the total fees are anticipated to exceed twenty-five dollars (\$25.00), then prior to commencing work on the request, the District will inform the requestor of the estimated cost in writing and make it clear that the final cost may vary from the estimate. If the requestor decides to proceed with the request, payment is required in advance. Should the requestor fail to pay the estimate, the District is under no duty to produce the requested records. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid charges or fees.

(3) Financial Disclosure Coordination. Unless otherwise designated by Board resolution, the District Manager shall serve as the District's Financial Disclosure Coordinator ("Coordinator") as required by the Florida Commission on Ethics ("Commission"). The Coordinator shall create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the position held by all Supervisors and other persons required by Florida law to file a statement of financial interest due to their affiliation with the District ("Reporting Individual"). The Coordinator shall provide a list, current as of December 31<sup>st</sup> of the prior year, to the Commission by February 1 of that year. Each Supervisor and Reporting Individual shall promptly notify the Coordinator in writing if there are any changes to such person's name, email address, or physical address. Any changes in email address require immediate notification directly to the Commission.

Specific Authority: s.s. 190.00~~21~~1(5), 190.11(15)~~120.53~~, Fla. Stat.

Law Implemented: s.s. ~~190.06~~112.31446(3), 112.3145(8)(a)1, 119.021, 119.07, ~~120.53~~, Fla. Stat

### 1.3 Public meetings, Hearings, and Workshops.

(1) Notice of Meeting of the Board. Except in emergencies, or as otherwise required by Statute or these Rules, at least seven (7) days public notice shall be given of any ~~non-regular~~ public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and shall state:

- (a) The date, time and place of the meeting, hearing or workshop of the Board;
- (b) A brief description of the nature, subjects and purposes of the meeting, hearing or workshop of the Board;
- (c) The District Office address for the submission of requests for copies of the agenda;
- (d) Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at ~~(813) 933-5574~~ (321) 263-0132. If you are hearing or speech impaired, please contact Florida Relay Service at 1-800-955-8770, who can aid you in contacting the District Office.
- (e) A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

(2) Agenda The District Manager, under the guidance of the Chairman or those members of the Board calling for the meeting/hearing/workshop, shall prepare a notice and an agenda of the meeting/hearing/workshop. The ~~notice and~~ agenda and any meeting materials available in an electronic format, excluding any confidential or exempt information, shall be available to the public at least seven (7) days before the meeting/hearing/workshop except in an emergency. "Meeting materials" shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that the District Manager deems necessary for Board approval. Inclusion of additional materials for Board consideration other than those defined as "meeting minutes" shall not covert said materials into "meeting minutes". For good cause, the agenda may be changed before or at the meeting/hearing/workshop and additional materials may be added or provided at the meeting. "Good cause", as used herein, shall be liberally construed to permit the District to conduct business efficiently and to avoid expenses associated with calling special meetings.

- (a) The District may use the following format in preparing its agenda for its regular meetings:

- Call to order
- Roll call
- Review of minutes
- Specific items of old business
- Specific items of new business
- Staff reports
- (a) District Counsel (b) District Engineer (c) District Manager
- Financial Report
- Supervisor's requests and comments
- Audience questions and comments

## Adjournment

(3) Minutes. The Secretary shall be responsible for keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting.

(4) Receipt of Notice. Persons wishing to receive, by mail, notices or agendas of meetings of the Board, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.

(5) Emergency Meetings. The Chairman, or Vice-Chairman if the Chairman is unavailable, upon consultation with the District Manager and District Counsel, may convene an emergency meeting of the Board without first having complied with subsections (1), (2) and (4), to act on emergency matters that may affect the public health, safety or welfare. Whenever possible, the Manager shall make reasonable efforts to notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, the time, date, and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying in advance of the meeting at least one major newspaper of general circulation in the District. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.

(6) Public Comment. The Board shall set aside a reasonable amount of time at each regular meeting for public comment. The time for audience comment shall be identified in the agenda. Persons wishing to address the Board are required to notify the Secretary of the Board prior to the "Audience Comment" section of the agenda. ~~At the Board's discretion, each person wishing to address the Board will be given a three (3) minute time limit for their comments, in the interest of time and fairness to other speakers. Policies governing public comment may be adopted by the Board in accordance with Florida Law.~~

(7) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Section 190.008, Florida Statutes. Once adopted in accord with Section 190.008, Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board. Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.

(8) Continuances. Any meeting of the Board or any item or matter included on the agenda for a meeting may be recessed and reconvened without re-notice or re-advertising provided that a specified date, time and location for such reconvened meeting is publicly announced at the meeting where the item or matter was included on the agenda.

~~(9) Security and Firesafety Board Discussions. Portions of a meeting which relate to or would reveal a security or firesafety system plan or portion thereof, as per section 119.071(3)(a), Florida Statutes, are exempt from the public meeting requirements and other requirements of section 286.011, Florida States, and section 24(b), Article 1 of the Florida Constitution. Any discussion on these matters will require members of the public in attendance to leave the meeting room until the discussion has concluded. Any records of the Board's discussion on these matters are confidential and exempt records as per Florida Law.~~

~~(9) Notice of Meetings between Two Supervisors. Any two Supervisors of the Board may meet to discuss the public business of the District without publication of notice of such meeting in a newspaper of general circulation in the District; provided, however, that reasonable notice of such meeting containing the names of the two Supervisors and the date, time and place of the meeting must be posted in a specified location and area within the District where it can be prominently displayed at a time and in a manner that provides the~~

~~media and the public an opportunity to attend the meeting. If a meeting agenda is available, it should be attached to or incorporated into the notice. All such meetings must be held in a place that is accessible by the public. Minutes must be taken for all such meetings and maintained for public inspection.~~

~~For purposes of this Rule, the notice of such meetings between two Supervisors must be posted no less than 24 hours in advance of the meeting at the offices of Miller, Einhouse, Rymer & Boyd, 230 East Monument Avenue, Suite B, Kissimmee, Florida 34741 (or such other location in Osceola County as determined by the Board) in a specified location of that office where the notice can be prominently displayed. All such notices shall be signed, dated and time stamped by the person posting the notice and a copy provided to the District Manager by email or facsimile when posted. Following the date of the meeting, the original notice is to be filed with the District Manager and maintained in accordance with the Public Records Law. For any meeting of two Supervisors that is scheduled to take place at twelve noon or a later time on a Monday notice of such meeting shall be posted as described above no later than 2:00 p.m. on the preceding Thursday.~~

Specific Authority: s.s. 190.00511(5), 190.011(15), Fla.Stat.

Law Implemented: s.s. 189.069(2)(a)16, 190.006, 190.007, 190.008, 120.53, 286.0105, 286.011, 120.54,286.0113, 286.0114, Fla. Stat.

#### 1.4 Internal Controls to Prevent Fraud, Waste and Abuse.

(1) Internal Controls. The District shall establish and maintain internal controls designed to:

- (a) Prevent and detect “fraud,” “waste,” and “abuse” as those terms are defined in section 11.45(1), Florida Statutes; and
- (b) Promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices; and
- (c) Support economical and efficient operations; and
- (d) Ensure reliability of financial records and reports; and
- (e) Safeguard assets.

(2) Adoption. These internal controls shall be adopted and amended by the District in the same manner as District policies.

Specific Authority: s.s. 190.011(5), 190.011(15), Fla.Stat.

Law Implemented: ss. 218.33, Fla. Stat



## 2.0 Rulemaking Proceedings.

(1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to the applicable provisions of Chapter 120, Florida Statutes, and these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District. District policies that do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.

(2) Notice of Rule Development.

(a) Except when the intended action is the repeal of a rule, the District shall provide notice of the development of proposed rules by publication of a notice of rule development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by paragraph (3). The notice of rule development shall indicate the subject area to be addressed by rule development, provide short, plain explanation of the purpose and effect of the proposed rule, cite specific legal authority for the proposed rule, and a statement of how a person may promptly obtain a copy of any preliminary draft, if available.

(b) All rules shall be drafted in accord with Chapter 120, Florida Statutes.

(3) Notice of Proceedings and Proposed Rules.

(a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, setting forth a short, plain explanation of the purpose and effect of the proposed action; a reference to the specific rulemaking authority pursuant to which the rule is adopted; and a reference to the section or subsection of the Florida Statutes or the Laws of Florida being implemented, interpreted, or made specific. The notice shall include a summary of the District's statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2), Florida Statutes, and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice. The notice must state the procedure for requesting a public hearing on the proposed rule unless one is otherwise scheduled. Except when the intended action is the repeal of a rule, the notice shall include a reference both to the date on which and to the place where the notice of rule development that is required by subsection (2) appeared.

(b) The notice shall be published in a newspaper of general circulation in the District not less than twenty-eight (28) days prior to the intended action. The proposed rule shall be available for inspection and copying by the public at the time of the publication of notice.

(c) The notice shall be mailed to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its proceedings. Any person may file a written request with the District Manager to receive notice by mail of District proceedings to adopt, amend or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing. ~~Notice will then be mailed to all persons whom, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its proceedings.~~

(4) Rule Development Workshops. Whenever requested in writing by any affected person, the District

must either conduct a rule development workshop prior to proposing rules for adoption or the District Chairman must explain in writing why a workshop is unnecessary. The District may on its own initiative conduct a rule development workshop but is not required to do so.

(5) Petitions to Initiate Rulemaking. All petitions for the initiation of rulemaking proceedings pursuant to Section 120.54(7), Florida Statutes, must contain the name, address and telephone number of the Petitioner, specific action requested, specific reason for adoption, amendment, or repeal, the date submitted, and shall specify the text of the proposed rule and the facts showing that the Petitioner is regulated by the District, or has substantial interest in the rulemaking, shall be filed with the District. The Board shall then act on the petition in accordance with Section 120.54(7), Florida Statutes, except that copies of the petition shall not be sent to the Administrative Procedure Committee, and notice may be given in a newspaper of general circulation in the county in which the District is located.

(6) Rulemaking Materials. After the publication of the notice to initiate rulemaking, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:

- (a) The text of the proposed rule, or any amendment or repeal of any existing rules;
- (b) A detailed written statement of the facts and circumstances justifying the proposed rule;
- (c) A copy of the statement of estimated regulatory costs if required by Section 120.541, Florida Statutes; and
- (d) The published notice.

(7) Rulemaking Proceedings - No Hearing. When no hearing is requested and the Board chooses not to initiate a hearing on its own, or if the rule relates exclusively to organization, practice or procedure, the Board may direct the proposed rule be filed with the District Office no less than twenty-eight (28) days following notice. Such direction may be given by the Board either before initiating the rule adoption process or after the expiration of the twenty-one (21) days during which affected persons may request a hearing.

(8) Rulemaking Proceedings - Hearing. If the proposed rule does not relate exclusively to organization, practice or procedure, the District shall provide, upon request, a public hearing for the presentation of evidence, argument and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay or disruption of the proceedings. Any affected person may request a hearing within twenty-one (21) days after the date of publication of the notice of intent to adopt, amend or repeal a rule.

(9) Request for Public Hearing.

(a) A request for a public hearing shall be in writing and shall specify how the person requesting the public hearing would be affected by the proposed rule. The request shall be submitted to the District within twenty-one (21) days after notice of intent to adopt, amend, or repeal the rule is published as required by law, in accordance with the procedure for submitting requests for public hearing stated in the notice of intent to adopt, amend or repeal the rule.

(b) If the notice of intent to adopt, amend, or repeal a rule did not notice a public hearing and the District determines to hold a public hearing, the District shall publish notice of a public hearing in a newspaper of general circulation within the District at least seven (7) days before the scheduled



public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing.

(c) Written statements may be submitted by any person within a specified period of time prior to or following the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.

(10) Emergency Rule Adoption. The Board may adopt an emergency rule if it ~~finds~~ finds that immediate danger to the public health, safety or welfare exists which requires immediate action. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of emergency rules shall be published as soon as possible in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District and otherwise complies with these provisions.

(11) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54, Florida Statutes.

(12) Variances and Waivers. Variances and waivers from District rules may be granted to the provisions and limitations contained in Section 120.542, Florida Statutes.

Specific Authority: s.s. 190.011(5), 190.011(15), 120.54, 190.035, Fla. Stat.  
Law Implemented: s.s. 120.54, 190.035(2), Fla.Stat.

## 2.1 Authority of District Manager to Prescribe Amenity Rules

(1) The District Manager may from time to time prescribe rules governing the use of District Amenity Facilities, including rules regulating the safe and appropriate use of the pool and pool area, clubhouse, workout room, Tennis and Basketball Facility, recreational equipment and the grounds owned by the District.

(2) The rules governing use of District amenities and facilities shall be in writing, and made available to the residents. Such rules of conduct are necessary to promote safe and appropriate use of facilities, and to minimize the risk of injury and damage to property. Any person who fails to follow the published rules may be directed by the Manager or designee to leave the premises immediately.

(3) A person who fails to immediately leave the District premises upon the Manager's or designee's request shall be considered to be and will be declared a trespasser, and law enforcement may be contacted to remove such person. A person who violates the published rules of the District may be prohibited from using the facilities in accordance with the procedures set forth in the District's Policies and Rates.

(5) Use of any District facility is conditioned on each user's adherence to the rules promulgated by the District Manager or Board of Supervisors.

Specific Authority: s.s. 190.011(5), 190.011(15), 120.54, 190.035, Fla. Stat.  
Law Implemented: s.s. 120.54, 190.035(2), Fla.Stat.

### 3.0 Decisions Determining Substantial Interests.

(1) Conduct of Proceedings. Proceedings may be held by the District in response to a written request submitted by a substantially affected person within fourteen (14) days after written notice or published notice of District action or notice of District intent to render a decision. Notice of both action taken by the District and the District's intent to render a decision shall state the time limit for requesting a hearing and shall reference the District's procedural rules. If a hearing is held, the Chairman shall designate any member of the Board (including the Chairman), District Manager, District General Counsel, or other person to conduct the hearing.

(a) The person conducting the hearing may:

1. Administer oaths and affirmations;
2. Rule upon offers of proof and receive relevant evidence;
3. Regulate the course of the hearing, including any pre-hearing matters;
4. Enter orders;
5. Make or receive offers of settlement, stipulation, and adjustment. (a) The person conducting the hearing shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action.

(b) The District shall issue a final order within forty-five (45) days:

1. After the hearing is concluded, if conducted by the Board;
2. After a recommended order is submitted to the Board and mailed to all parties, if the hearing is conducted by persons other than the Board; or
3. After the Board has received the written and oral material it has authorized to be submitted, if there has been no hearing.

(2) Eminent Domain. After determining the need to exercise the power of eminent domain pursuant to Subsection 190.11(11), Florida Statutes, the District shall follow those procedures prescribed in Chapters 73 and 74, Florida Statutes. Prior to exercising the power of eminent domain, the District shall:

(a) Adopt a resolution identifying the property to be taken;

(b) If the property is beyond the boundaries of the District, obtain approval by resolution of the governing body of the county if the taking will occur in an unincorporated area, or of the municipality if the taking will occur within the municipality.

Specific Authority: s.s. 190.011(5), 190.011(15);  
Fla. Stat. Law Implemented: s.s. 190.011(11), Fla. Stat.

4.0 Purchasing, Contracts, Construction and Maintenance.

(1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017, Florida Statutes, the following procedures and rules are outlined for the purchase of professional services, contract services, and goods, supplies, and materials.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s.190.033, Fla. Stat.

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#### 4.1 Purchase of Goods, Supplies, and Materials.

(1) Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, as such category may be amended from time to time, shall be purchased under the terms of these Rules. Contracts for purchases of "goods, supplies, and materials" do not include printing, insurance, advertising or legal notices.

(2) Definitions.

(a) "Invitation to Bid" is a written solicitation for sealed bids with the title, date and hour of the public bid opening designated specifically and defining the commodity involved. It includes printed instructions prescribing conditions for bidding, evaluation criteria, and provides for a manual signature of an authorized representative.

(b) "Request for Proposal" is a written solicitation for sealed proposals with the title, date and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, proposal instructions, work detail analysis and evaluation criteria as necessary.

(c) "Responsive bid/proposal" means a bid or proposal which conforms in all material respects to the specifications and conditions in the invitation to bid or request for proposal and these Rules, and the cost components of which are appropriately balanced. A bid/proposal is not responsive if the person or firm submitting the bid fails to meet any requirement relating to the qualifications, financial stability, or licensing of the bidder.

(d) "Lowest Responsible bid/proposal" means, in the sole discretion of the Board, the bid or proposal (i) is submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements and with the integrity and reliability to assure good faith performance, (ii) is responsive to the invitation to bid or request for proposal as determined by the Board, and (iii) is the lowest cost to the District. Minor variations in the bid may be waived by the Board. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids may not be modified after opening.

(e) "Goods, supplies and materials" do not include printing, insurance, advertising, or legal notices.

(f) "Purchase" means acquisition by sale, rent lease, lease/purchase or installment sale. It does not include transfer, sale or exchange of goods, supplies or materials between the District and any federal, state, regional or local government entity or political subdivision of the state.

(g) "Emergency purchases" means a purchase necessitated by a sudden unexpected turn of events (e.g. acts of God, riot, fires, floods, hurricanes, accidents, or ant circumstances or cause beyond the control of the Board in the normal conduct of it's business), where the Board finds that the delay incident to competitive bidding would be detrimental to the interests of the District.

(3) Procedure. When a purchase of goods, supplies or materials is within the scope of this Rule, the following is appropriate:

(a) The Board shall cause to be prepared an Invitation to Bid or Request for Proposal, as appropriate.

- (b) The Notice of Invitation to Bid or Request for Proposal shall be advertised at least once in a newspaper of general circulation within the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.
- (c) The District may maintain lists of persons interested in receiving notices of invitations to bid or requests for proposals. Persons who provide their name and address to the District Manager for inclusion on the list ~~shall~~may receive notices by mail or electronic mail. However, failure to receive the notice shall not invalidate any contract awarded in accordance with these Rules and shall not be the basis for a protest of any contract award.
- (d) Bids or proposals shall be opened at the time and place noted on the Invitation to Bid or Request for Proposal. Bids and proposals shall be evaluated in accordance with the invitation or request and these Rules.
- (e) The Lowest Responsive and Responsible Bid or Proposal shall be accepted; however, the Board shall have the right to reject all bids, either because they are too high or because the Board determines that it is in the best interests of the District. In the event the bids exceed the amount of funds available to be allocated by the District for this purchase, the bids may be rejected. The Board may require bidders to furnish performance and/or other bonds with a responsible surety to be approved by the Board.
- (f) Notice of award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service, and by posting same in the District Office for seven (7) days.
- (g) If only one response to an Invitation to Bid or Request for Proposal is received, the District may proceed with the procurement of goods, supplies or materials. If no response to an Invitation to Bid or Request for Proposal is received, the District may take whatever steps reasonably necessary in order to proceed with the procurement of goods, supplies, and materials.
- (h) The District may make an emergency purchase without complying with these rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.

Specific Authority: s.s. 190.011(5) Fla. Stat.  
Law Implemented: s.s.190.033, Fla. Stat.

## 4.2 Contracts for Construction of Authorized Project.

(1) Scope. All contracts for the construction or improvement of any building, structure or other public construction works authorized by Chapter 190, Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20, Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and comply with the bidding procedures of Section 255.20, Florida Statutes, as the same may be amended from time to time. In the event of conflict between these Rules and Section 255.20, Florida statutes, the latter shall control. A project shall not be divided solely to avoid the threshold bidding requirements.

(2) Procedure.

(a) Notice of Invitation to Bid or Request for Proposal shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, unless the Board, for good cause, determines a shorter period of time is appropriate.

(b) The District may maintain lists of persons interested in receiving notices of Invitation to Bid or Requests for Proposals. Persons who provide their name and address to the District Office for inclusion on the list ~~shall~~ receive notices by mail or electronic mail. However, failure to receive the notice shall not invalidate any contract awarded in accordance with these Rules and shall not be the basis for a protest of any contract award.

(c) To be eligible to submit a bid or proposal, a firm or individual must, at the time of receipt of its bid proposal:

1. Hold all required applicable state professional licenses in good standing.
2. Hold all required applicable federal licenses in good standing, if applicable.
3. If the bidder is a corporation, hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes.
4. Meet any special pre-qualification requirement set forth in the bid/proposal specifications.
5. Evidence of compliance with these Rules may be submitted with the bid or proposal, if required by the District.

(d) Bids or proposals shall be opened at the time, date and place noted on the Invitation to Bid or Request for Proposals. Bids or proposals shall be evaluated in accordance with the Invitation to Bid or Request for Proposal and these Rules.

(e) To assist in the determination of the lowest responsive and responsible bidder, the District Representative may invite public presentation by firms regarding their qualifications, approach to the project, and ability to perform the contract in all respects.

(f) In determining the lowest responsive and responsible bidder, the District Representative may consider, in addition to the factors described in the Invitation or request, the following:

1. The ability and adequacy of the professional personnel employed by each bidder or proposer.
2. The past performance of each bidder or proposer for the District and in other professional employment settings.
3. The willingness of each bidder or proposer to meet time and budget requirements.
4. The geographic location of each bidder or proposer's headquarters or office in relation to the project.
5. The recent, current, and project workloads of the bidder or proposer.
6. The volume of work previously awarded to each bidder or proposer.
7. Whether the cost components of each bid or proposal are appropriately balanced.
8. Whether the bidder or proposer is a certified minority business enterprise.

(g) The Lowest Responsive and Responsible Bid/Proposal shall be accepted; however, the Board shall have the right to reject all bids, either because they are too high or because the Board determines it is in the best interests of the District. The Board may require bidders to furnish performance bonds and/or other bonds with a responsive surety to be approved by the Board. If the Board receives fewer than three (3) responses to an Invitation to Proposal, the Board, may, in its discretion, re-advertise for additional bids without rejecting any submitted bid. In the event the bids exceed the amount of funds available to or allocated by the District for this purchase, the bids may be rejected. Bidders not receiving a contract award shall not be entitled to recover costs of bid preparation or submittal from the District.

(h) Notice of the award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, or by hand deliver, or by overnight delivery service, and by posting the same in the District Office for seven (7) days.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.033, 255.0525, Fla. Stat.



#### 4.3 Contracts for Maintenance Service.

(1) Scope. All contracts for maintenance of any District facility or project shall be let under the terms of these Rules if the cost exceeds the amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, as such category may be amended from time to time by the State of Florida Department of Management Services. The maintenance of these facilities or projects may involve the purchase of contract services and /or goods, supplies or materials as defined herein. Where a contract for maintenance of such facility or project includes goods, supplies or materials and/or contract services, the District may in its sole discretion, award the contract according to the Rules in this subsection in lieu of separately bidding for maintenance, goods, supplies and materials, and contract services. However, a project shall not be divided solely in order to avoid the threshold bidding requirements.

(2) Procedure.

(a) Notice of Invitation to Bid or Request for Proposal shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.

(b) The District may maintain lists of persons interested in receiving notices of Invitations to Bid or Requests for Proposals. Persons who provide their name and address to the District Office for inclusion on the list ~~shall may~~ receive notices by mail or electronic mail. However, failure to receive the notice shall not invalidate any contract awarded in accordance with these Rules and shall not be the basis for a protest of any contract award.

(c) In order to be eligible to submit a bid or proposal, a firm or individual must, at the time of receipt of the bids or proposals:

1. Hold the required applicable state and professional licenses in good standing.
2. Hold all required applicable federal licenses in good standing, if any.
3. Hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes, if the bidder is a corporation.
4. Meet any special pre-qualification requirements set forth in the bid proposal specifications.
5. Evidence of compliance with these Rules may be submitted with the bid, if required by the District.

(d) Bids or Proposals shall be opened at the time, date and place noted on the Invitation to Bid or Request for Proposal. Bids and Proposals shall be evaluated in accordance with the Invitation or Request and these Rules.

(e) To assist in the determination of the lowest responsive and responsible bidder, the District Representative may invite public presentation by firms regarding their qualifications, approach to the project, and ability to perform the contract in all respects.

(f) In determining the lowest responsive and responsible bidder, the District Representative may consider, in addition to the factors described in the Invitation or request, the following:

1. The ability and adequacy of the professional personnel employed by each bidder or proposer.
2. The past performance of each bidder or proposer for the District and in other professional employment settings.
3. The willingness of each bidder or proposer to meet time and budget requirements.
4. The geographic location of each bidder or proposer's headquarters or office in relation to the project.
5. The recent, current, and project workloads of the bidder or proposer.
6. The volume of work previously awarded to each bidder or proposer.
7. Whether the cost components of each bid or proposal are appropriately balanced.
8. Whether the bidder or proposer is a certified minority business enterprise.

(g) The Lowest Responsive and Responsible Bid/Proposal shall be accepted; however, the Board shall have the right to reject all bids, either because they are too high or because the Board determines it is in the best interests of the District. The Board may require bidders to furnish performance bonds and/or other bonds with a responsive surety to be approved by the Board. If the Board receives fewer than three (3) responses to an Invitation to Proposal, the Board, may, in its discretion, re-advertise for additional bids without rejecting any submitted bid. In the event the bids exceed the amount of funds available to or allocated by the District for this purchase, the bids may be rejected. Bidders not receiving a contract award shall not be entitled to recover costs of bid preparation or submittal from the District.

(h) Notice of the award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, or by hand deliver, or by overnight delivery service, and by posting the same in the District Office for seven (7) days.

Specific Authority: s.s. 190.011(5) Fla. Stat.

Law Implemented: s.s. 190.033, Fla. Stat.

#### 4.4 Purchase of Insurance.

(1) Scope. The purchase of life, health, accident, hospitalization, legal expense, or annuity insurance, or all or any kind of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by these Rules. Nothing in this Rule shall require the District to purchase insurance.

(2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:

(a) The Board shall cause to be prepared a Notice of Invitation to Bid.

(b) Notice of Invitation to Bid shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.

(c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. Persons who provide their name and address to the District Office for inclusion on the list ~~shall~~ receive notices by mail or electronic mail. However, failure to receive the notice shall not invalidate any contract awarded in accordance with these Rules and shall not be the basis for a protest of any contract award.

(d) Bids shall be opened at the time and place noted in the Invitation to Bid.

(e) If only one (1) response to an Invitation is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.

(f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.

(g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies which have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, if any, to the District Officers, employees, or their dependents, the geographic location of the company's headquarters and offices in relation to the District, and the ability of the company to guarantee premium stability may be considered. A contract to purchase insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall need of the District, its officers, employees and/or dependents.

(h) Notice of the award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery service, and by posting the same in the District Office for seven (7) days.

Specific Authority: s.s. 190.011(5) Fla. Stat.

Law Implemented: s.s. 112.08, Fla. Stat.

#### 4.5 Procedure for Purchasing Contractual Services.

(1) Scope. All purchases for contractual services (except for maintenance services) may, but are not required to, be made by competitive Invitation to Bid. If state or federal law prescribes with whom the District must contract, or established the rate of payment, then these Rules shall not apply. A contract involving both goods, supplies, and materials plus contractual services may, at the discretion of the Board, be treated as a contract for goods, supplies, and materials.

(2) Definitions.

(a) "Contractual services" means rendering time and effort rather than furnishing specific goods or commodities. Contractual services do not include legal (including attorneys, paralegals, court reporters and expert witnesses, including appraisers), artistic, auditing, health, or academic program services, or professional services (as defined in Section 287.055(2)(a), Florida Statutes and these Rules) and shall generally be considered the services referenced by Section 287.012(7), Florida Statutes. Contractual services do not include the extension of an existing contract for services if such extension is provided for in the contract terms.

(b) "Invitation to Bid" is a solicitation for sealed bids with the contract title, date, and hour of the public bid opening designated specifically. It includes a description of the services sought, applicable terms and conditions, evaluation criteria, including but not limited to price, and provides for manual signature of an authorized representative.

(c) "Request for Proposal" is a solicitation for sealed proposals with the title, date, and hour of the public opening designated and requiring the manual signature of an authorized representative. It provides a statement for services sought, applicable terms and conditions, and evaluation criteria, including but not limited to price. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, proposal instructions, work detail analysis, and evaluation criteria, as necessary.

(d) "Responsive bid or proposal" means a bid or proposal which conforms in all material respects to an Invitation to Bid or Request for Proposal and these Rules, and whose cost components are appropriately balanced. A bid or proposal is not responsive if the person or firm submitting the bid or proposal fails to meet any requirement relating to qualifications, financial stability, or licensing of the bidder or proposer.

(e) "Lowest responsible bid or proposal" means, as determined in the sole discretion of the Board, the bid (i) is submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements who has the integrity and reliability to assure good faith performance, (ii) is responsive to the Invitation to Bid or Request for Proposal as determined by the Board, and (iii) which is for a cost to the District deemed reasonable by the Board. Minor variations in the proposal may be waived by the Board. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids may not be modified after opening.

(f) "Proposal Most Advantageous to the District" means, as determined in the sole discretion of the Board, the bid (i) is submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements who has the integrity and reliability to assure good faith performance, (ii) is responsive to the Invitation to Bid or Request for Proposal as determined by the Board, and (iii) which is for a cost to the District deemed reasonable by the Board. Minor variations in the proposal may be waived by the Board. Mistakes in arithmetic extension of pricing

may be corrected by the Board. Proposal may not be modified after opening. To assure full understanding of the responsiveness to the solicitation requirements, discussions may be conducted with qualified proposers. The proposers shall be accorded fair and equal treatment prior to the submittal date with respect to any opportunity for discussion and revision of proposals.

(3) Procedure. When a purchase of contractual services is within the scope of this Rule (and the District has elected to follow this procedure), the following procedure shall be followed:

(a) The Board shall cause to be prepared a notice of Invitation to Bid or Request for Proposal, as appropriate.

(b) Notice of Invitation to Bid shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.

(c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid or Requests for Proposals. The District shall make a good faith effort to provide written notice, by United States Mail or electronic mail, to persons who provide their names, ~~and~~ addresses, and email addresses to the District Office for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with these Rules and shall not be the basis for a protest of any contract award.

(d) Bids or proposals shall be opened at the time and place noted on the Invitation to Bid and Request for Proposal. Bids and proposals shall be evaluated in accordance with the invitation or request and these Rules.

(e) If only one (1) response to an Invitation to Bid or Request for Proposal is received, the District may proceed with the procurement for contractual services from such bidder or proposer. If no response to an Invitation to Bid or Request for Proposal is received, the District may take whatever steps are reasonably necessary in order to proceed with the procurement of the needed contractual services.

(f) The Board has the right to reject any and all bids or proposals. The reservation regarding the right to reject shall be included in all solicitations and advertisements. If the bids or proposals exceed the amount of funds available to or allocated by the District for this purchase, the bids or proposals may be rejected. Bidders and proposers not receiving a contract award shall not be entitled to recover any costs of bid or proposal preparation or submittal from the District.

(g) The Lowest Responsive and Reasonable Bid or Proposal or the most advantageous to the District, as appropriate, may be accepted by the District. The Board may require bidders to furnish bid, performance and/or other bonds with a reasonable surety to be approved by the Board.

(4) Notice. Notice of contract award, including the rejection of some or all bids or proposals, shall be provided in writing to all bidders or proposers by United States Mail, overnight delivery, or by hand delivery, and by posting same in the District Office for seven (7) days.

(5) Contract Renewal. Renewal of a contract for contractual services shall be in writing and shall be subject to the same terms and conditions set forth in the ~~initial~~ initial contract, ~~unless~~ unless otherwise provided in the initial contract. Renewal shall be contingent upon satisfactory performance evaluations by

the District.

(6) Contract Manager, Contract Administrator and Project Manager. The Board may designate a representative to function as contract manager, contract administrator and project manager without utilizing competitive bidding requirements or procedures. The selected contract manager, contract administrator or project manager shall be responsible for enforcing performance of the contract terms and conditions and serve as the liaison with the contractor. The Board may also designate a representative to function as contract administrator, who shall be responsible for maintaining all contract files and financial information. One firm or person may serve as contract manager, contract administrator and project manager administrator.

(7) Emergency Purchase. The District may make an emergency purchase of contractual services without complying with these Rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

(8) Continuing Contract. Nothing in this Rule shall prohibit a continuing contract between a firm or an individual and the District.

Specific Authority: s.s. 190.011(5), Fla.Stat.

Law Implemented: s.s. 190.011(3), Fla. Stat.

#### 4.6 Procedure Under Consultant's Competitive Negotiations Act.

In order to comply with the requirements of Section 287.055, Florida Statutes (regarding certain types of professional services), the following procedures are outlined for selection of firms or individuals to provide professional services exceeding the thresholds herein described and in the negotiation of such contracts.

(1) Definitions.

(a) "Professional services" means those services within the scope of the practice of architecture, professional engineering, landscape architecture or registered surveying and mapping, as defined by the laws of Florida, or those performed by an architect, professional engineer, landscape architect or registered surveyor and mapper, in connection with the firm's or individual's professional employment or practice.

(b) "Project" means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for professional services is estimated by the District to exceed the threshold amount provided in Section 287.017, for CATEGORY TWO, as such categories may be amended from time to time by the State of Florida Department of Management Services to reflect inflation or other measures.

(c) "Continuing contract" is a contract for professional services (of a type described above), entered into in accordance with this Rule, between the District and a firm whereby the firm provides professional services for the District for work of a specified nature with no time limitation, except that the contract shall provide a termination clause.

(d) "Emergency purchase" is a purchase necessitated by a sudden unexpected turn of events (e.g., acts of God, riot, fires, floods, hurricanes, accidents or any circumstances or cause beyond the control of the Board in the normal conduct of its business) where the Board decides the delay incident to competitive bidding would be detrimental to the interests of the District.

(2) Qualifying Procedures. In order to be eligible to submit a bid proposal, a firm must, at the time of receipt of the bid:

(a) Hold all required applicable state professional licenses in good standing.

(b) Hold all required applicable federal licenses in good standing, if any.

(c) If the bidder is a corporation, hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes.

(d) Meet any pre-qualification requirements set forth in the project or bid specifications. Qualification standards may include, but are not limited to, capability and adequacy of personnel, past record, and experience of the bidding entity.

Evidence of compliance with this Rule may be submitted with the bid, if requested by the District.

(3) Public Announcement. Prior to a public announcement that professional services are required for a project, the Board shall identify the project as meeting the threshold requirement. Except in cases of valid



public emergencies as certified by the Board, the District shall announce each occasion when professional services are required for a project by publishing a notice providing a general description of the project and method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation in the District and in such other places as the District deems appropriate. The District may maintain lists of persons interested in receiving such notices. These persons are encouraged to submit annually statements of qualifications and performance data. Persons who provide their name and address to the District Manager for inclusion on the list shall receive notices by mail. The Board has the right to reject any and all bids, and such reservation shall be included in the public announcement. Bidders not receiving a contract award shall not be entitled to recover any costs of bid preparation or submittal from the District.

(4) Competitive Selection.

(a) The Board shall review and evaluate the data submitted in response to the notice described above regarding qualifications and performance ability, as well as any statements of qualification of file. The Board shall conduct discussions with, and may require public presentation by firms regarding their qualifications, and/or public presentation, select and list the firms, in order of preference, deemed to be the most highly capable and qualified to perform the required professional services, after considering these and other appropriate criteria:

1. The ability and adequacy of the professional personnel employed by each firm.
2. Each firm's past performance for the District in other professional employment settings.
3. The willingness of each firm to meet time and budget requirements.
4. The geographic location of each Firm's headquarters or office in relation to the project.
5. The recent, current, and projected workloads of each firm.
6. The volume of work previously awarded to each firm.
7. Whether a firm is a certified minority business enterprise.

Nothing in these Rules shall prevent the District from evaluating and eventually selecting a firm if less than three (3) responses, including responses indicating a desire not to submit a formal bid on a given project, are received.

(b) If the selection process is administered by a person other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

(5) Competitive Negotiation.

(a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as the most qualified to perform the required professional services.



- (b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that "wage rates and other factual unit costs supporting the compensation are ~~aeemate~~accurate, complete, and current at the time of contracting." In addition, any professional service contract under which such a certificate is required, shall contain a provision that "the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs."
- (c) Should the District within twenty-one (21) days be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable then unless modified by the Board, negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached within twenty-one (21) days (unless modified by the Board to the contrary) those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.
- (d) Should the District be unable to negotiate a satisfactory agreement with any of the selected firms within twenty-one (21) days (unless modified by the Board to the contrary) additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
- (e) Once an agreement with a firm or individual is reached, notice of the award or intent to award, including the rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service, and by posting same in the District Office for seven (7) days.
- (6) Continuing Contract. Nothing in this Rule shall prohibit a continuing contract between a firm or an individual and the District.
- (7) Emergency Purchase. The District may make an emergency purchase without complying with these Rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: s.s. 190.011(5), Fla. Stat.  
Law Implemented: s.s. 190.011(3), 287.005, 190.033, Fla. Stat.

## 5.0 Bid Protests Under Consultants' Competitive Negotiations Act.

Notwithstanding any other provision in these Rules, the resolution of any protests regarding the decision to solicit or award a contract for a bid or proposal shall be in accordance with this section.

(1) Notice. The District shall give all bidders written notice of its decision to award or intent to award a contract, including rejection of some or all bids, by United States Mail, by hand delivery, or by overnight delivery service, and by posting same in the District Office for seven (7) days. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Section 5.2 of the Rules of the Anthem Park Community Development District shall constitute a waiver of proceedings under those Rules."

(2) Filing. Any person who is affected adversely by the District's decision or intended decision shall file with the District a notice of protest within seventy-two (72) hours after the posting of the formal bid tabulation or after receipt of the notice of the District decision or intended decision, and shall file a formal written protest within seven (7) days after the date of filing of the notice of protest. The notice of protest shall identify the procurement by title and number or any other language that will enable the District to identify it, shall state that the person intends to protest the decision, and shall state with particularity the law and facts upon which the protest is based. With respect to a protest of the specifications contained in an Invitation to Bid or in a Request for Proposals, the notice of protest shall be filed in writing within seventy-two (72) hours after the receipt of the notice of the project plans and specifications (or intended project plans and specifications) in an Invitation to Bid or Request for Proposals, and the formal written protest shall be filed within seven (7) days after the date when notice of protest is filed. Failure to file a notice of protest, or failure to file a formal written protest, shall constitute a waiver of all further proceedings.

(3) Award Process. Upon a receipt of a notice of protest which has been timely filed, the District shall stop the bid solicitation process (or the contract and award process) until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances which require the continuance of the process without delay in order to avoid immediate and serious danger to the public health, safety, or welfare, the award process may continue.

(4) Mutual Agreement. The District, on its own initiative or upon the request of a protester, shall provide an opportunity to resolve the protest by mutual agreement between the parties within seven (7) days, excluding Saturdays, Sundays and legal holidays, upon receipt of a formal written request.

(5) Proceedings. If the subject of a protest is not resolved by mutual agreement, a proceeding shall be conducted in accordance with the procedural guidelines set forth in Section 3.0.

Specific Authority: s.s. 120.57(3), 190.011(5) Fla. Stat.  
Law Implemented: s.s. 120.57(3), 190.033, Fla. Stat.

## 5.1 Protests With Respect To Contracts Awarded Or Bid Documents.

The resolution of any protests regarding Bid Documents or the decision to award a contract for a bid or proposal shall be in accordance with this section 5.1.

(1) Notice. The District shall give all bidders or proposers written notice of a decision to award or to reject all bids by posting the notice in the District Office for seven (7) days, with a copy being provided to all submitting firms by United States Mail or by hand delivery. The notice shall include the following statement: "Failure to file a written protest with the District within seventy-two (72) hours following the receipt of notice of the District's decision to award a contract shall constitute a waiver of any objection to the award of such contract."

(2) Filing.

(a) Any firm or person who is affected adversely by a District decision to award a contract shall file with the District a written notice of protest within seventy-two (72) hours after receipt of the notice of the District's decision, and shall file a formal written protest with the District within seven (7) calendar days after timely filing the initial notice of protest. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt of the District. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object to or protest the District's decision or contract award. The formal written protest shall state with particularity the facts and law upon which the protest is based.

(b) With respect to a protest regarding the Bid Documents, including specifications or other requirements contained in an Invitation to Bid or in a Request for Proposals, the notice of protest shall be filed in writing within seventy-two (72) hours after the receipt of the proposed project plans and specifications or other contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object to or protest with respect to the aforesaid plans, specifications or contract documents.

(3) Award Process. Upon receipt of a timely filed notice of protest, the District shall abate the contract award process until the protest is resolved by final Board action. However, if the District determines particular facts and circumstances require the continuance of the contract award process without delay in order to avoid immediate and serious danger to the public health, safety, or welfare, the contract award process may continue. In such circumstances, the contract awarded shall be conditioned on the outcome of the protest.

(4) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be posted in the office of the District not less than three (3) calendar days prior to such informal proceeding, with copy being mailed to the ~~protestant~~protestor and any substantially affected person or parties. Within fifteen (15) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.

(5) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided above, the District shall schedule a formal hearing to resolve the protest in accordance with the procedural guidelines set forth in Section 3.0.

Specific Authority: s.s.120.53(5), 190 011(5), Fla.Stat.

Law Implemented: s.s. 190.033, Fla. Stat.

## 5.2 Bid Protests Relating to Any Other Award.

Notwithstanding any other provision in these Rules, the resolution of any protests regarding the decision to solicit or award a contract for a bid proposal under Sections 4.1, 4.2, or 4.5 shall be in accordance with this section 5.2.

- (1) Notice. The District shall give all bidders written notice of its decision to award or intent to award a contract, including rejection of some or all bids, by United States Mail, by hand delivery, or by overnight delivery service, and by posting same in the District Office for seven (7) calendar days.
- (2) Filing. Any person who is adversely affected by the District's decision or intended decision shall file with the District a notice of protest in writing within seventy-two (72) hours after the posting of the final bid tabulation or after receipt of the notice of the District decision or intended decision, and shall file a formal written protest within seven (7) days after the date of filing of the notice of protest. The formal written protest shall state with particularity facts and law upon which the protest is based. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of all further proceedings.
- (3) Award Process. Upon receipt of a notice of protest which has been timely filed, the District shall stop the bid solicitation process or the contract and award process until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances which require the continuance of the process without delay in order to avoid an immediate and serious danger to the public health, safety, or welfare, the award process may continue.
- (4) Mutual Agreement. The District, on its own initiative or upon the request of a protester, shall provide an opportunity to resolve the protest by mutual agreement between the parties within five (5) days, excluding Saturdays, Sundays and legal holidays, of receipt of a formal written protest.
- (5) Hearing. If the subject of a protest is not resolved by mutual agreement, the District shall hold a proceeding in accordance with the procedural guidelines set forth in Section 3.0.

Specific Authority: s.s. 190.011(5), Fla. Stat.  
Law Implemented: s.s. 190.033, Fla. Stat.

## 6.0 Design-Build Contract Competitive Proposal Selection Process.

(1) Scope. The District may utilize design-build contracts for any public construction project for which the Board determines that use of such contracts in the best interest of the District. When letting a design/build contract, the District shall use the following procedure:

(a) The District shall utilize a design criteria professional meeting the requirements of Section 287.055(2)(k) when developing a design criteria package, evaluating the responses or bids submitted by design-build firms, and determining compliance of the project construction with the design criteria package. The design criteria professional may be an employee of the District or may be retained using Section 4.6, Procedure Under Consultant's Competitive Negotiations Act.

(b) A design criteria package for the construction project shall be developed and sealed by the design criteria professional. The package shall include concise, performance-oriented drawings or specifications of the project, and shall include sufficient information to put interested firms on notice of substantially all of the requirements of the project. If the project utilizes existing plans, the design criteria professional shall create a design criteria package by supplementing the plans with project specific requirements, if any. All design criteria packages shall require firms to submit information regarding the qualifications, availability and past work of the firms, including the partners and members thereof.

(c) The Board, in consultation with the design criteria professional, shall establish the standards and procedures for the evaluation of design-build proposals based on price, technical, and design aspects of the project, weighted for the project.

(d) After the design criteria package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited, pursuant to the design criteria by the following procedure:

1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation in the County in which the District is located. The notice shall allow at least seven (7) days for submittal of proposals, unless the Board, for good cause, determines a shorter period of time is appropriate.

2. The District may maintain qualifications information, including: capabilities, adequacy of personnel, past record, experience, whether the firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985 (Part IV, Chapter 288, F.S.), and other factors, on design-build firms. Such firms shall receive a copy of the request for proposals by mail or electronic mail.

3. In order to be eligible to submit a proposal a firm must, at the time of receipt of the proposals:

(a) Hold the required applicable state professional license in good standing, as defined by Section 287.055(2)(h), Florida Statutes;

(b) Hold all required applicable federal licenses in good standing, if any;

(c) Hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes, if the bidder is a

corporation;

(d) Meet any special prequalification requirements set forth in the design criteria package.

Evidence of compliance with these Rules may be submitted with the bid, if required by the District.

(e) The Board shall select no fewer than three (3) design-build firms as the most qualified, based on the information submitted in the response to the request for proposals, and in consultation with the design criteria professional, shall evaluate their proposals based on the evaluation standards and procedures established prior to the solicitation of requests for proposal.

(f) The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards, and shall establish a price which the Board determines to be fair, competitive, and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Failing accord with the second most qualified firm, the Board must terminate negotiations. The Board shall then undertake negotiations with the third firm. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached.

(g) After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.

(h) The design criteria professional shall evaluate the compliance of the project construction with the design criteria package, and shall provide the Board with a report of the same.

(2) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified design-build firm available at the time. The fact that an emergency purchase has occurred shall be noted in the minutes of the next Board meeting.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.033, 255.20, Fla. Stat



## 7.0 Procedure Regarding Auditor Selection.

In order to comply with the requirements of Section 218.391, Florida Statutes, the following procedures pertain to the selection of firms or individuals to provide Auditing Services and the negotiation of such contracts. For audits required under Chapter 190, Florida Statutes but not meeting the thresholds of Chapter 218, Florida Statutes, the District need not follow these procedures but may proceed with selection of a firm or individual to provide Auditing Services and subsequent negotiation of such contracts in the manner the Board determines is in the best interests of the District. For purposes of this Rule, "Auditing Services" means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

(1) Establishment of Auditor Selection Committee. Prior to a public announcement under section (3) of this Rule, the Board shall establish an auditor selection committee ("Committee"), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee shall include at least three individuals, at least one must be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.

(2) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (3) of this Rule, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided.

(a) Minimum Qualifications. In order to be eligible to submit a proposal, a firm or individual must, at all relevant times including the time of receipt of the proposal by the District:

(i) Be a certified public accounting firm licensed under Chapter 473, Florida Statutes, and be qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy;

(ii) Hold all required applicable state professional licenses in good standing;

(iii) Hold all required applicable federal licenses in good standing, if any;

(iv) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation; and

(v) Meet any pre-qualification requirements established by the Committee and set forth in the Request for Proposal or other specifications.

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

(b) Evaluation Criteria. The factors established in the evaluation of firms or individuals by the Committee shall include, but are not limited to:



(i) Ability of personnel;

(ii) Experience;

(iii) Understanding of scope of work;

(iv) Ability to furnish the required services; and

(vi) Such other factors as may be determined by the Committee to be applicable.

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

(3) Public Announcement. After identifying the minimum qualifications and evaluation, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation in the District and the county in which the District is located at least seven (7) days for the submission of proposals is due.

(4) Request for Proposals. The Committee shall provide interested firms with a Request for Proposals ("RFP"). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee determines is necessary for the firm to prepare a proposal. The RFP shall state the time and place for submitting proposals.

(5) Committee's Evaluation of Proposals and Recommendation. The Committee shall meet at a noticed public meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm's qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (2)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.

(6) Board of Supervisors Selection of Auditor.

(a) Where compensation was not selected as a factor used in evaluating the proposals, the Board of Supervisors shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms' respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

(b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm or document in its public records the reason for not selecting the highest-ranked qualified firm.

(c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.

(d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.

(8) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:

(a) A provision specifying the services to be provided and fees or other compensation for such services;

(b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;

(c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;

(d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be five (5) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule but must be in writing.

(e) Provisions required by law that require the auditor to comply with public records laws.

(9) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 5.1 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests regarding the award of contracts under this Rule shall be as provided for in Rule 5.1. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

**Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.**

**Law Implemented: §§ 119.0701, 218.33, 218.391, Fla. Stat.**

~~78.0~~ Effective Date.

These Rules shall be effective ~~OCTOBER 1, 2004~~, ~~2020~~ except that no election of officers required by these Rules shall be required until after the next regular election for the Board of Supervisors.

DRAFT

ANTHEM PARK COMMUNITY DEVELOPMENT DISTRICT  
ETHICS POLICY  
CODE OF CONDUCT FOR SUPERVISORS  
Adopted \_\_\_\_\_, 2020

The Board of Supervisors of Anthem Park Community Development District (“District”) has adopted the following ethics policy for its Supervisors (“Ethics Policy”). This policy is intended to provide guidance with ethical issues and a mechanism for addressing unethical behavior. Members of the Board of Supervisors of the District are “Public Officers” as described in Sections 112.311-3261, Florida Statutes (“Code of Ethics”) and are subject to the provisions thereof. In the event of any conflict between the Code of Ethics and this Ethics Policy, the Code of Ethics shall control.

**A. BOARD RESPONSIBILITIES**

The general duties of Supervisors are set forth in Chapter 190, Florida Statutes. To fulfill this duty, Supervisors must:

- Regularly attend Board meetings.
- Review material provided in preparation for Board meetings.
- Be prepared to discuss agenda items.
- Make reasonable inquiry before making decisions.

**B. PROFESSIONAL CONDUCT OF SUPERVISORS**

1. Self Benefits. Supervisors are prohibited from making any decisions that materially benefit themselves or their family members. Accordingly, no Supervisor may:

- Solicit or receive any compensation from the District for serving on the Board, except that Board Supervisors are entitled to receive compensation as set forth in Fla. Stat. §190.006(8).
- Make promises to any vendor without prior approval of the Board. Supervisors shall not separately negotiate with vendors and instead, permit District Management and staff to interact with and manage vendor solicitations and vendor contracts.
- Solicit or receive any gift, gratuity, favor, entertainment, loan or any other thing of value for themselves or their relatives from any person or company who is seeking a business or financial relationship with the District.
- Seek preferential treatment for themselves or others.
- Use District property, services, equipment or business for the specific gain or benefit of themselves or their relatives, except as is provided for all residents of the District.

2. Public Records; Confidential Information. Florida has a broad public records law set forth in Chapter 119, Florida Statutes. Supervisors are obligated to comply with such provisions with regard to public records in their custody and should make sure that the District Manager, as custodian of public records, is provided copies of all public records that come into the Supervisors' possession. Public records include, but are not limited to, emails, text messages, voice mail messages, letters and any other documents pertaining to the District. Chapter 119 creates limited exceptions from disclosure and treats only certain matters as confidential. The Supervisors should consult with and refer questions on disclosure of public records to the District Manager and District Counsel.

3. Sunshine Law. The business of the District must be conducted in accordance with Chapter 286, Florida Statutes, commonly referred to as the Sunshine Law. The Sunshine Law prevents Supervisors from conducting public business of the District other than at duly noticed meetings open to the public. As such, Supervisors should not discuss public business likely to come before the Board in any other forum, including email and social media. Supervisors should refer any questions about the Sunshine Law to District Counsel.

4. Misrepresentation. Supervisors may not knowingly misrepresent facts. All District data records and reports must be accurate and truthful and prepared in a truthful manner.

5. Interaction with Others. To ensure efficient management operations, avoid conflicting instructions from the Board and District Management and to avoid potential liability, Supervisors shall observe the following guidelines:

- The chairperson of the Board shall serve as liaison between the Board and District Management and provide direction on day-to-day matters. Supervisors may contact District Management to obtain documents and other data necessary to make informed decisions and carry out assigned liaison duties.
- The chairperson of the Board and the District Manager shall serve as liaison with District Counsel regarding all legal matters pertaining to the District. Supervisors may contact District Counsel with questions regarding their own conduct as it pertains to the District. In general, projects in which District Counsel is expected to devote substantial time, including all litigation matters, should come at the direction of the majority of the Board during a public meeting.
- Except for the chairperson when directed by the Board, Supervisors shall not give direction to District management or vendors. Further, as per Section 190.007, Florida Statutes, the District Manager is responsible for hiring and terminating the employment of vendors for professional, maintenance, supervisory, and other services as authorized by the Board. Supervision of vendors shall be conducted by the District Manager and the Amenities Center Manager.
- Supervisors are prohibited from harassing, intimidating or threatening District vendors, management, other Supervisors, and residents, whether verbally, physically or otherwise.

- When interacting with residents, individual Supervisors may not make any commitments or decisions on behalf of the Board without prior approval by Board action.

6. Proper Decorum. Supervisors are obligated to act with proper decorum. Although they may disagree with the opinions of others on the Board, they must act with respect and dignity and not make personal attacks on others. Accordingly, Supervisors must focus on issues, not personalities, and should conduct themselves with courtesy towards each other, towards District Management, managing agents, District Counsel, vendors and members of the District. Supervisors shall act in accordance with collective Board decisions and shall not act unilaterally or contrary to the Board's decisions.

All correspondence regarding the Board's position on a matter shall either come from the chairperson, District Manager or if necessary, District Counsel, after consultation with the Board at either a regular or special meeting.

7. Conflicts of Interest. Supervisors must immediately disclose any conflict of interest, whether their own or others to the District Manager. Supervisors must withdraw from participation in decisions in which they have a material interest. Supervisors are directed to the provisions of the Code of Ethics when determining if a conflict of interest exists in a particular situation. Additional questions can also be directed to District Counsel.

### **C. ATTENDANCE**

Supervisors are required to attend all Board meetings. Supervisors cannot be absent from more than three (3) Board meetings in one calendar year. Supervisors' ability to attend Board meetings by telephone is limited to three (3) times in one calendar year.

### **D. VIOLATIONS**

Supervisors who violate the District's Ethic Policy are deemed to be acting outside the course and scope of their authority. Any Supervisor in violation of this policy will first receive a warning letter from District Council. Further or continued violations may subject the Supervisor to public reprimand, immediate censure by the Board and/or referral to the Florida Commission of Ethics where appropriate.

### **E. PLEDGE**

I have read the above Ethics Policy. I pledge to act in accordance with my obligations as described above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

# EXHIBIT 6

## **RESOLUTION 2020-04**

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ANTHEM PARK COMMUNITY DEVELOPMENT DISTRICT CALLING FOR A GENERAL ELECTION TO BE HELD BY THE OSCEOLA COUNTY SUPERVISOR OF ELECTIONS IN CONJUNCTION WITH THE GENERAL ELECTION TO BE HELD ON NOVEMBER 3, 2020.**

WHEREAS, the Anthem Park Community Development District ("District") is a local unit of special-purpose government established by City of St. Cloud, Florida Ordinance 2004-67-4 on June 24, 2004 pursuant to Chapter 190, F.S.;

WHEREAS, the District Board of Supervisors consists of five members; and

WHEREAS, Chapter 190, Section 190.006(8) F.S, provides for each supervisor to be entitled to receive an amount not to exceed \$200 per meeting of the Board of Supervisor and not to exceed \$4,800 per year per supervisor; and

WHEREAS, Florida Law provides for the election of members to specific terms and seat numbers for the Board of Supervisors of the Anthem Park Community Development District and calls for the election of two (2) members of the Board of Supervisors of said District for the following seat numbers and length of terms:

Seat No.4, Currently held by Jorge Arce	Length of term: Four-years
Seat No.5, Currently held by Gerald Herrington	Length of term: Four-years

### **NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ANTHEM PARK COMMUNITY DEVELOPMENT DISTRICT, that:**

#### **SECTION ONE**

There is hereby called an election in the County of Osceola, State of Florida. Said election is to be held on November 3, 2020, for the purpose of having all of the qualified electors residing within the boundaries of said District to determine the members to serve as the Board of Supervisors of said District.

#### **SECTION TWO F.S. §99.061**

THE PERIOD OF QUALIFYING AS A CANDIDATE FOR A SUPERVISOR TO SAID DISTRICT SHALL BE FROM NOON, MONDAY, JUNE 8, 2020 THROUGH NOON, FRIDAY, JUNE 12, 2020.

#### **SECTION THREE**

**FS§100.011, F.S. CHAPTERS 189, 190, 191, LOF 97-340 (where applicable)**

Said election shall be conducted according to the requirements of general law and law governing special district elections.

#### **SECTION FOUR F.S. §100.011 AND §101.151**

The election shall be held at the precinct polling places designated by the Supervisor of Elections in Osceola County, Florida. The polls shall be opened and closed as provided by law, and the ballot shall contain the names of the candidates to be voted upon.



SECTION FIVE F.S. 100.021

100.021 Notice of general election – The Department of State shall, in any year in which a general election is held, make out a notice stating what offices and vacancies are to be filled at the general election in the state, and in each county and district thereof. During the 30 days prior to the beginning of qualifying, the Department of State shall have the notice published two times in a newspaper of general circulation in each county; and, in counties in which there is no newspaper of general circulation, it shall send to the sheriff a notice of the offices and vacancies to be filled at such general election by the qualified voters of the sheriff's county or any district thereof, and the sheriff shall have at least five copies of the notice posted in conspicuous places in the county.

SECTION SIX F.S. §100.011

Election costs shall be the responsibility of the District pursuant to Florida Statute §100.011.

THE FOREGOING RESOLUTION WAS OFFERED BY SUPERVISOR \_\_\_\_\_ who moved its adoption. The motion was seconded by Supervisor \_\_\_\_\_ and upon being put to a vote, the vote was as follows:

AYE:  
Supervisors \_\_\_\_\_

NAY:  
Supervisors \_\_\_\_\_

This Resolution shall become effective upon its passage and the District's Secretary is authorized to provide the Osceola County Supervisor of Elections with a copy of this resolution on or before May 30, 2020.

THIS RESOLUTION IS DULY PASSED AND ADOPTED this 13th day of March, 2020.

BOARD OF SUPERVISORS OF THE  
ANTHEM PARK COMMUNITY  
DEVELOPMENT DISTRICT

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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

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

Title:  
☐ Secretary  
☐ Assistant Secretary

Title:  
☐ Chairperson  
☐ Vice Chairperson

# EXHIBIT 7

**The Pool Repair Guy**  
 3601 B Commerce Blvd  
 Kissimmee, FL 34741  
 407-898-5000  
 thepoolrepairguy@aol.com  
 www.PoolRepairGuy.com



## Estimate

### ADDRESS

Maria Agosta  
 Anthem Park CDD  
 2090 Continental St  
 St. Cloud FL 34769

### ESTIMATE #

2872

### DATE

01/29/2020

### SERVICE

### QTY

### RATE

### AMOUNT

Community Pool Resurface Estimate

#### Prep 1

Drain Pool Down. Remove Drain Plugs and Control Ground Water

1

250.00

250.00

#### Prep 2

Diamond Cut Under Tile Line, Niches and Jets to Prep Old Finish Ready for New Plaster. Check all of surface area for hollow spots and any de-laminating plaster that needs to be removed.

1

1,950.00

1,950.00

#### Prep 3

Roll the Bond Kote and Seal all imperfections in Old Surface. Prepping pool ready for new material.

1

2,000.00

2,000.00

#### Commercial - 2 x 6 Cap

Supply & Install 2" x 6" non skid cap tile around perimeter of pool guttering, in accordance with Code 64E-9

300

19.00

5,700.00

#### Prep 4

Apply Blue Quartz Aggregate Diamond Brite to Pool Surface - Antigua Blue from CLI

4,300

7.00

30,100.00

#### Prep 21

Water wash pool surface on completion of plastering to remove calcium streaking. This avoids having to brush the pool for weeks afterwards. (which other companies may tell you is needed)

1

250.00

250.00

#### Prep 12

Supply & Install Swimways Anti Vortex Drain Cover (per FL Building Code)

3

120.00

360.00

#### Prep 15

Supply & Install Gutter Drain Grates

31

18.00

558.00

#### Commercial Break Line

Supply & Install 86ft Break line along pool floor and up walls at 3 foot depth, using Colonial Blue 2 x 2, includes break line rope, anchors and floats iaw code

1

1,290.00

1,290.00

#### Prep 11

Refill Pool. Add all essential chemicals at start up and balance water ready for use

1

400.00

400.00

\* 10 years warranty on labor and installation of resurface material. Product manufacturer offers 5 years warranty on aggregate quartz (diamond brite) products

\*\*In our opinion, the main tile line is in good enough condition that if we use acid and tile cleaners on it, that it will clean up well and last for a long time, avoiding the need to replace it at this time. This saving of the tiles means that we need to double cut the

SERVICE	QTY	RATE	AMOUNT
gutters and make new heights using laser. That adds a slight increase to the labor costs, but much cheaper than replacing the tiles at \$5400! ...so unless you are wanting a whole different look out there, your tiles are going to be fine as they are.  **Beach entry break line as requested needs to be discussed as there are a few ways that this can be achieved. Estimating that extra materials and a break line would add around \$500 to the estimate, depending on your choices.			

Please review the attached estimate and contact us if you have any questions.

TOTAL

\$42,858.00

We look forward to hearing from you!

Thank you for considering The Pool Repair Guy!

Sincerely,

Bobby Cant  
The Pool Repair Guy  
407 898 5000  
www.poolrepairguy.com  
State Licensed Pool Contractor CPC 1457859  
LP Gas License # 32382  
"over 16 years experience"

Accepted By

Accepted Date



, INC.

**COMMERCIAL & RESIDENTIAL SWIMMING POOL RENOVATIONS**

430 Fairvilla Rd.

Orlando, FL 32808

Ph# 407-521-6260 Fax# 407-521-6248

5956 Richard Lane W.

Jacksonville, FL 32216

Ph# 904-448-4150 Fax# 904-448-9914

**Proposal Revised**

**Submitted to:** Anthem Park CDD  
2090 Continental Street  
St Cloud, FL 34769

**Date:** 02/06/2020

**Attn:** Maria Acosta

**Phone:** 407-556-2202

**Email:** Anthemparkcdd@gmail.com

---

**We hereby submit specifications and estimates for:**

Resurface pool and gutter with Diamond Brite (standard colors) (10year material warranty/1year labor)	\$35,900.00
--	-------------

New (2) rows of perimeter tile (1) row to be non-skid to meet code To include new marker tiles	\$13,440.00
---	-------------

New breakline tile	\$600.00
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Acrylic zero entry	\$1,020.00
--------------------	------------

(40) New floor heads to discharge water in upward position  
To help eliminate staining

**TOTAL:** \$50,960.00

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- ***If Notivus, Vive, Compliance Depot, NetVendor or Paylocity is Required...Please note there is an additional \$99.00 fee IN ADDITION TO THE COSTS ABOVE.***
- **Payment to be made as follows: 50% BEFORE COMMENCEMENT of work, 50% DAY OF PLASTER** unless other approved arrangements are made. Any alterations or deviations from above specifications involving extra cost will be executed only upon written orders and will become an extra charge over and above estimate.

**Authorized Signature:**

**Acceptance of Proposal:** The above prices, specifications and conditions are hereby accepted. Classic Marcite, Inc. is authorized to do the work as specified. ***Payment will be made as outlined above.***

**Date of Acceptance:** \_\_\_\_\_

**Signature of Person Accepting Proposal:** \_\_\_\_\_

**Printed Name of Person Accepting Proposal:** \_\_\_\_\_

- Commercial Swimming Pool Chemicals & Supplies
- Chlorine for Treatment of Drinking & Waste Water



- Parts, Repairs and Renovations  
Lic # CP C043205
- Pool Heater Sales and Repair  
Lic # 12152

# **ANTHEM PARK**

2050 CONTINENTAL ST.  
ST. CLOUD, FLA. 34769

03/05/2020

ATTN: C/O MARIA

THIS QUOTE IS PER OUR DETAILED INSPECTION OF THE **POOL**

RESURFACE POOL WITH EXPOSED QUARTZ FINISH. INSTALL NEW TILE, DEPTH MARKERS, FLOOR RETURNS, AND REPLACE ZERO ENTRY GRATING AND APPLY FRESH COAT OF PAINT AT THE ZERO ENTRY.

## SCOPE OF WORK FOR POOL AREA

- DRAIN POOL
- CHIP OFF LOOSE AND DELAMINATED MATERIAL UP TO 400 SQ. FT
- DIAMOND SAW CUT AND BEVEL EXISTING FINISH APPROXIMATELY 1 ½'-2" WIDE, AROUND ALL WALL PENETRATIONS, (INCLUDING LIGHTS, MAIN DRAINS AND RETURN LINE FITTINGS, VACUUM LINES) AND NEXT TO TILE PROVIDE FULL DEPTH AND FLUSH INSTALLATION OF THE NEW FINISH
- CHIP AND REMOVE NEEDED SURFACE FROM THE GUTTER TO ALLOW FOR 2" PITCH FROM THE FRONT TO THE BACK OF THE GUTTER (PER FBC 454)
- 4,000 PSI PRESSURE WASH ENTIRE POOL SURFACE
- ACID WASH
- INSTALL NEW 2"x6" CONTRASTING SKID RESISTANT TILE ON THE WATERLINE. THE NEW TILE WILL BE INSTALLED TO ALLOW FOR A 2" PITCH FROM THE FRONT TO THE BACK OF THE GUTTER (PER FBC 454).
- RETILE THE INSIDE BEAM. INSTALL NEW TILE AND DEPTH MARKERS (PER STATE CODE)
- INSTALL NEW 2"x6" CONTRASTING SKID RESISTANT STEP TILE ON STEPS (PER FBC 454)
- TOP OF THE BEAM. INSTALL NEW 6"x6" DEPTH AND NO DIVING SKID-RESISTANT MARKER TILE IN THE TOP OF THE BEAM. (PER FBC 454)
- RETILE BREAKLINE INSTALL NEW 2"x2" SKID-RESISTANT TILE, 2" WIDE ACROSS POOL FLOOR AND UP WALLS LIKE EXISTING.
- FLOOR RETURNS INSTALL 36 NEW FLOOR INLET FITTINGS WITH NEW SLOTTED FLOOR RETURN GRATE COVERS TO ALLOW WATER TO FLOW UPWARD AWAY FROM THE SURFACE AND MINIMIZE THE CHANCES OF FUTURE STAINING AND EROSION.

801 Sawdust Trail  
Kissimmee, FL 34744



407-847-2771  
Fax 407-847-8242

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

- Commercial Swimming Pool Chemicals & Supplies
- Chlorine for Treatment of Drinking & Waste Water



- Parts, Repairs and Renovations  
Lic # CP C043205
- Pool Heater Sales and Repair  
Lic # 12152

- ZERO ENTRY. REMOVE AND REPLACE UP TO 20 LF OF 12" PERPENDICULAR GRATING. CLEAN AND PREP PAINTED ZERO ENTRY AREA AND APPLY (CUSTOMER CHOICE OF COLOR) UP TO TWO COATS OF ACRYLIC DECK PAINT WITH SKID-RESISTANT ADDITIVE.
- APPLY BOND KOTE TO PREPARE OLD SURFACE (COVERING FLOOR, GUTTER AND WALLS)
- REPLACE THE 3-12" MAIN DRAIN FRAME AND GRATE WITH NEW VGBA GRATE
- RESURFACE POOL AND GUTTER WITH SMOOTH, MONOLITHIC LAYER OF EXPOSED QUARTZ FINISH (3/8" TO 1/2" THICK)
- REMOVE ALL WASTE FROM JOB
- REFILL POOL WITH YOUR WATER, COMPLETELY BALANCE THE WATER CHEMISTRY USING YOUR CHEMICALS, START UP SYSTEM, INSTRUCT YOUR OPERATOR IN THE PROPER TECHNIQUE OF CARING FOR THE NEW FINISH

#### **POOL RESURFACING**

- LIMITED 10YR. MANUFACTURER WARRANTY
- **PREMIUM WHITE COMMERCIAL QUARTZ ONLY**  
(POOL FINISH ONLY) ALL OTHER MATERIALS AND LABOR 1 YEAR WARRANTY

**TOTAL: \$58,576.00**

**\*\*NOTE: THE POOL DECK AREA WILL NEED TO BE CLOSED WHILE THE REFINISHING IS BEING DONE.**

**THE WORK WILL TAKE UP TO 3 WEEKS TO COMPLETE.** WEATHER AND GROUNDWATER CONDITIONS MAY INCREASE THE LENGTH OF THE JOB. WE DO REQUIRE A PAYMENT SCHEDULE WITH A 50% DEPOSIT DUE UPON RECEIVING A COPY OF THE SIGNED CONTRACT AND THE REMAINING 50% DUE UPON COMPLETION AND SUBMITTAL OF OUR FINAL INVOICE. PLEASE HAVE AN AUTHORIZED PERSON SIGN THE QUOTE; RETURN AN EXECUTED SET TO US FOR CONVENIENT SCHEDULING OF THE WORK. IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CALL ME.

ACCEPTED AND AGREED:

REGARDS,

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

DEREK SCHWAN  
PROJECT MANAGER  
SPIES POOL, LLC.  
CP C043205

**801 Sawdust Trail  
Kissimmee, FL 34744**



**407-847-2771  
Fax 407-847-8242**

**www.spiespool.com**