

***PARKLAND PRESERVE  
COMMUNITY DEVELOPMENT DISTRICT***

***Advanced Meeting Package***

***Regular Meeting  
Meeting***

***Monday  
June 1, 2020  
4:30 p.m.***

***Location:  
Zoom Conference Call – Audio Only***

***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.***

# Parkland Preserve Community Development District

---

250 International Parkway, Suite 280  
Lake Mary FL 32746  
321-263-0132 Ext. 4205

15310 Amberly Drive, Suite 175  
Tampa, Florida 33647  
813-374-9105

Board of Supervisors  
**Parkland Preserve**  
**Community Development District**

Dear Board Members:

The Meeting of the Board of Supervisors of the Parkland Preserve Community Development District is scheduled for **Monday, June 1, 2020 at 4:30 p.m.** via **Zoom Conference Call – Audio Only.**

*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 presented at the meeting.*

The balance of the agenda is routine in nature and staff will present their reports at the meeting. If you have any questions, please do not hesitate to contact me.

Sincerely,

*Patricia Comings-Thibault*

District Manager

## **Parkland Preserve Community Development District**

### **Board of Supervisors Meeting**

**Monday, June 1<sup>st</sup> at 4:30 PM**

**via Zoom – **AUDIO ONLY****

Dear Residents

We welcome you to join us for the Board of Supervisors Meeting to be held on Monday, June 1<sup>st</sup> at 4:30 PM. This meeting will be held via Zoom, an online platform that allows us to hold necessary Board meetings without having to leave the safety of your home. While many may know and have used Zoom as a video conference platform, we will be using it in audio only mode, so there will be no visual on your end to visually see, so as a note, your computer is working fine if you do not see a video stream. With Zoom you have two options for joining the meeting; telephone or computer, and it will all be audio based, meaning no video recording. Please follow the instructions below for either telephone or computer attendance. If you have any questions in regard to the agenda, please email them to [patricia.thibault@dpfg.com](mailto:patricia.thibault@dpfg.com) before the meeting so that they can be answered accordingly. Thank you for your patience in these trying times and we look forward to hearing from you.

#### **Join Zoom Meeting by Computer**

<https://us02web.zoom.us/j/88650572050?pwd=aFlzUINmTIRKa2Q4aGZBSGUzWEZCUT09>

**Meeting ID:** 886 5057 2050

**Password:** 782651

#### **Join Zoom Meeting by Phone**

Dial by your location – Follow the Prompts – Meeting ID - **886 5057 2050** – Hit # when it requests a participant ID

+1 253 215 8782 US

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

+1 929 205 6099 US (New York)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

District: **PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT**

Date of Meeting: Monday, June 1, 2020

Time: 4:30 PM

Location: Zoom – Conference Call – Audio  
Only

Dial-in Number: +1 253 215 8782  
Guest Access Code: 886 5057 2050

*Agenda*

**I. Roll Call**

**II. Audience Comments**

**III. Administration Items**

A. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held February 3, 2020 Exhibit 1

B. Consideration for Acceptance – The April 2020 Unaudited Financial Report Exhibit 2

**IV. Business Matters**

A. Presentation of Registered Voter Count – Pursuant to St. Johns County - 0

B. Consideration & Adoption of **Resolution 2020-06**, Landowner’s Election Exhibit 3

C. Presentation of Proposed FY 2021 Budget *To Be Distributed*

D. Consideration & Adoption of **Resolution 2020-07**, Approving Proposed FY 2021 Budget and Setting Public Hearing Exhibit 4

E. Presentation of Form 1 Statement of Financial Interests Exhibit 5

**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

1 **MINUTES OF MEETING**

2 **PARKLAND PRESERVE**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Parkland Preserve Community  
5 Development District was held on Monday, February 3, 2020 at 4:30 p.m. at Bartram Trail Branch  
6 Library, 60 Davis Pond Boulevard, Fruit Cove, Florida 32259.

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	Mohammad Bataineh	Board Supervisor, Chairman
11	Nasrullah Ghafoor	Board Supervisor, Vice Chairman
12	Sara Ascha	Board Supervisor, Assistant Secretary

13 Also present were:

14	Patricia Thibault	District Manager, DPGF Management & Consulting LLC
15	Jere Earlywine <i>(via phone)</i>	District Counsel, Hopping Green & Sams
16	Bill Schilling	District Engineer, Kimley-Horn & Associates

17 *The following is a summary of the discussions and actions taken at the February 3, 2020 Parkland*  
18 *Preserve CDD Board of Supervisors Regular Meeting.*

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

20 There being none, the next item followed.

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

22 A. Exhibit 1 – Consideration for Approval – The Minutes of the Board of Supervisors Regular  
23 Meeting Held November 25, 2019

24 On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor, WITH ALL IN FAVOR, the Board  
25 approved the Minutes of the Board of Supervisors Regular Meeting held on November 25, 2019 for the  
26 Parkland Preserve Community Development District.

27 B. Exhibit 2 – Consideration for Acceptance – The December 2019 Unaudited Financial Report

28 Mr. Bataineh requested a copy of the debt assessments for website review.

29 On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor, WITH ALL IN FAVOR, the Board  
30 accepted the December 2019 Unaudited Financial Report for the Parkland Preserve Community  
31 Development District.

32 **FOURTH ORDER OF BUSINESS – Business Matters**

33 A. Exhibit 3 – Consideration and Adoption of **Resolution 2020-04**, Resetting Public Hearing for  
34 Rules of Procedure

35 On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor, WITH ALL IN FAVOR, the Board  
36 adopted **Resolution 2020-04**, Resetting Public Hearing for Rules of Procedure for February 3, 2020, for  
37 the Parkland Preserve Community Development District.

38 **B. 2019 Rules of Procedure Public Hearing**

39 ➤ Open the Public Hearing

40 On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor, WITH ALL IN FAVOR, the Board  
41 approved the opening of the Public Hearing on 2019 Rules of Procedure, for the Parkland Preserve  
42 Community Development District.

43 ➤ Public Comments

44 Mr. Earlywine outlined the various updates to the rules of procedure, noting changes to  
45 the requirements for inclusion in meeting agendas, flexibility in Board decision  
46 procedure, expansion of shade session rules to allow for fire safety and security  
47 discussion, internal controls, and durations for contract renewals.

48 ➤ Close the Public Hearing

49 On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor, WITH ALL IN FAVOR, the Board  
50 approved the closure of the Public Hearing on 2019 Rules of Procedure, for the Parkland Preserve  
51 Community Development District.

52 **C. Exhibit 4 – Consideration and Adoption of Resolution 2020-05, Rules of Procedure**

53 On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor, WITH ALL IN FAVOR, the Board  
54 adopted **Resolution 2020-05**, setting Rules of Procedure for the Parkland Preserve Community  
55 Development District.

56 **D. Exhibit 5 – Consideration of Construction Change Orders #5 - #9**

57 Ms. Thibault gave an overview of the various deducts for materials.

58 On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor, WITH ALL IN FAVOR, the Board  
59 approved Construction Change Orders #5 through #9, for the Parkland Preserve Community  
60 Development District.

61 **FIFTH ORDER OF BUSINESS – Staff Reports**

62 A. District Manager

63 There being none, the next item followed.

64 B. District Counsel

65 Mr. Earlywine stated that he would be on leave for about six months beginning on April 1, 2020,  
66 naming two other attorneys at Hopping Green & Sams familiar to the District that would be  
67 covering.

68 C. District Engineer

69 Mr. Schilling provided an update on the status of the acceptance of Phase 1 by St. Johns County,  
70 noting that the Environmental reviewer had completed review and comments, and that the District  
71 was at this point resolving two open comments from the Utilities Department.

72 **SIXTH ORDER OF BUSINESS – Supervisors Requests**

73 There being none, the next item followed.

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

75 There being none, the next item followed.

76 **EIGHTH ORDER OF BUSINESS – Adjournment**

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

79 On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor, WITH ALL IN FAVOR, the Board  
80 adjourned the meeting for the Parkland Preserve Community Development District.

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

84

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

87

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

88

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

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

89

90 **Title:**    **Secretary**    **Assistant Secretary**

**Title:**    **Chairman**    **Vice Chairman**



# EXHIBIT 2

# Parkland Preserve CDD Community Development District

Financial Statements  
Unaudited

Period ending  
April 30, 2020

**PARKLAND PRESERVE CDD  
BALANCE SHEET  
April 30, 2020**

	<u>GEN FUND</u>	<u>2019</u>	<u>2019A</u>	<u>2019B</u>	<u>2019A ACQ &amp; CONST.</u>	<u>2019B ACQ &amp; CONST.</u>	<u>2019A ACQ &amp; CONST. PAR 14</u>	<u>2019B ACQ &amp; CONST. PAR 14</u>	<u>2019A ACQ &amp; CONST SPINE RD</u>	<u>2019B ACQ &amp; CONST. SPINE RD</u>	<u>CONSOLIDATED TOTALS</u>
<b><u>ASSETS:</u></b>											
CASH	\$ 18,901	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,901
REVENUE	-	-	143,768	-	-	-	-	-	-	-	143,768
CAPITALIZED INTEREST	-	-	4,388	1,152	-	-	-	-	-	-	5,540
DEBT SERVICE RESERVE	-	-	766,100	176,000	-	-	-	-	-	-	942,100
COST OF ISSUANCE 2016A-1	-	-	-	-	-	-	-	-	-	-	-
INTEREST ACCT.	-	-	11	3	-	-	-	-	-	-	14
PREPAYMENT	-	-	-	607,858	-	-	-	-	-	-	607,858
COST OF ISSUANCE	-	-	-	-	-	-	-	-	-	-	-
ACQ. & CONSTR.	-	-	-	-	2,343,486	2,576,588	822,974	-	472,605	138,048	6,353,701
ACCOUNTS RECEIVABLE	11,984	-	-	-	-	-	-	-	-	-	11,984
DEPOSITS	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL ASSETS</b>	<b>\$ 30,885</b>	<b>\$ -</b>	<b>\$ 914,267</b>	<b>\$ 785,013</b>	<b>\$ 2,343,486</b>	<b>\$ 2,576,588</b>	<b>\$ 822,974</b>	<b>\$ -</b>	<b>\$ 472,605</b>	<b>\$ 138,048</b>	<b>\$ 8,083,866</b>
<b><u>LIABILITIES:</u></b>											
ACCOUNTS PAYABLE	\$ -	\$ -	\$ -	\$ -	\$ 1,392,358	\$ 66,000	\$ -	\$ -	\$ 21,153	\$ -	\$ 1,479,511
DUE TO DEBT SERVICE	-	-	-	-	-	-	-	-	-	-	-
RETAINAGE PAYABLE	-	-	-	-	274,081	-	-	-	-	-	274,081
<b><u>FUND BALANCE:</u></b>											
RESTRICTED FOR:											
CAPITAL PROJECTS	-	-	-	-	-	-	-	-	-	-	-
ASSIGNED:											
UNASSIGNED:	30,885	-	914,267	785,013	677,047	2,510,588	822,974	-	451,452	138,048	6,330,274
<b>TOTAL LIAB. &amp; FUND BAL.</b>	<b>\$ 30,885</b>	<b>\$ -</b>	<b>\$ 914,267</b>	<b>\$ 785,013</b>	<b>\$ 2,343,486</b>	<b>\$ 2,576,588</b>	<b>\$ 822,974</b>	<b>\$ -</b>	<b>\$ 472,605</b>	<b>\$ 138,048</b>	<b>\$ 8,083,866</b>

**PARKLAND PRESERVE CDD  
GENERAL FUND**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE  
FOR PERIOD STARTING OCTOBER 1, 2019 ENDING APRIL 30, 2020**

	FY2020 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
<b>I. REVENUE</b>				
SPECIAL ASSESSMENTS - ON-ROLL	276,895	-	-	-
LOT CLOSINGS	-	-	49,070	49,070
DEVELOPER FUNDING	-	-	5,250	5,250
MISCELLANEOUS REVENUE	-	-	100	100
INTEREST	-	-	10	(10)
<b>TOTAL REVENUE</b>	<b>276,895</b>	<b>-</b>	<b>54,430</b>	<b>54,410</b>
<b>II. EXPENDITURES</b>				
<b>ADMINISTRATIVE:</b>				
SUPERVISORS COMPENSATION	6,000	3,500	-	3,500
PAYROLL TAXES	459	268	-	268
PAYROLL PROCESSING	349	204	-	204
MANAGEMENT CONSULTING SERVICES	30,000	17,500	17,500	-
ADMINISTRATIVE SERVICES	1,500	875	-	875
CONSTRUCTION ACCOUNTING SERVICES	10,000	5,833	4,412	1,421
BANK FEES	100	58	-	58
MISCELLANEOUS	250	250	-	250
AUDITING SERVICES	3,500	2,042	-	2,042
REGULATORY AND PERMIT FEES	175	175	175	-
LEGAL ADVERTISEMENTS	2,500	2,500	996	1,504
ENGINEERING SERVICES	7,500	4,375	-	4,375
LEGAL SERVICES	25,000	14,583	4,430	10,153
WEBSITE HOSTING	720	720	1,766	(1,046)
<b>TOTAL ADMINISTRATIVE</b>	<b>88,053</b>	<b>52,883</b>	<b>29,279</b>	<b>23,604</b>
<b>INSURANCE:</b>				
INSURANCE	5,500	2,614	2,614	-
<b>TOTAL ADMINISTRATIVE</b>	<b>5,500</b>	<b>2,614</b>	<b>2,614</b>	<b>-</b>
<b>DEBT SERVICE ADMINISTRATION:</b>				
DISSEMINATION AGENT	5,000	5,000	-	5,000
TRUSTEE FEES	8,700	8,700	-	8,700
ARBITRAGE	1,250	1,250	-	1,250
<b>TOTAL DEBT SERVICE ADMINISTRATION</b>	<b>14,950</b>	<b>14,950</b>	<b>-</b>	<b>13,700</b>
<b>PHYSICAL ENVIRONMENT:</b>				
FIELD MANAGER	4,800	2,800	875	1,925
ELECTRICITY (IRRIGATION & PUMPS)	8,500	4,958	-	4,958
WATER (County)	7,000	4,083	4,815	(732)
LANDSCAPING MAINTENANCE	60,000	35,000	-	35,000
LANDSCAPE REPLENISHMENT	5,000	2,917	-	2,917
IRRIGATION MAINTENANCE	7,000	4,083	-	4,083
NPDES	6,300	3,675	-	3,675
PET WASTE REMOVAL	1,110	648	-	648
POWER SWEEP	1,000	583	-	583
STORMWATER DRAINAGE	7,500	4,375	-	4,375
ENVIRON. MITIGATION & POND MAINT.	4,000	2,333	-	2,333
POND MOWING	4,363	2,545	-	2,545
FIELD CONTINGENCY	51,819	30,228	-	30,228
<b>TOTAL PHYSICAL ENVIRONMENT</b>	<b>168,392</b>	<b>98,229</b>	<b>5,690</b>	<b>52,254</b>
<b>AMENITY CENTER OPERATIONS:</b>				
POOL SERVICE CONTRACT	-	-	-	-
FIELD TRAVEL	-	-	-	-
STREETPOLE LIGHTING	-	-	-	-
POOL MAINTENANCE & REPAIR	-	-	-	-

**PARKLAND PRESERVE CDD  
GENERAL FUND**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE  
FOR PERIOD STARTING OCTOBER 1, 2019 ENDING APRIL 30, 2020**

POOL PERMIT	-	-	-	
AMENITY CENTER CLEANING & MAINT.	-	-	-	
AMENITY CENTER INTERNET	-	-	-	
AMENITY CENTER ELECTRICITY	-	-	-	-
AMENITY CENTER WATER	-	-	-	
AMENITY CENTER PEST CONTROL	-	-	-	
REFUSE SERVICE	-	-	-	
MISC. AMENITY REPAIRS & MAINT/SUPPLIES	-	-	-	
<b>TOTAL FIELD OPERATIONS</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>92,539</u>
<b>TOTAL EXPENDITURES</b>	<u>276,895</u>	<u>168,676</u>	<u>37,583</u>	<u>129,843</u>
<b>EXCESS REVENUE OVER (UNDER) EXPEND.</b>	-	(168,676)	16,847	184,253
FUND BALANCE - BEGINNING	-	-	14,038	14,038
FUND BALANCE - ENDING	<u>\$ -</u>		<u>30,885</u>	<u>198,291</u>

# PARKLAND PRESERVE CDD

2019

## STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE FOR PERIOD STARTING OCTOBER 1, 2019 ENDING APRIL 30, 2020

	<u>ACTUAL YEAR-TO-DATE</u>
<b>REVENUE</b>	
SPECIAL ASSESSMENTS (NET)	-
INTEREST	25
LESS: DISCOUNT ASSESSMENTS	-
<b>TOTAL REVENUE</b>	<u>25</u>
<b>EXPENDITURES</b>	
COUNTY - ASSESSMENT COLLECTION FEES	-
INTEREST EXPENSE	
May 1, 2019	-
November 1, 2019	-
PRINCIPAL RETIREMENT	
PRICIPAL PAYMENT	
November 1, 2019	-
<b>TOTAL EXPENDITURES</b>	<u>-</u>
<b>EXCESS REVENUE OVER (UNDER) EXPEND.</b>	25
<b>OTHER FINANCING SOURCES (USES)</b>	
INTERFUND TRANSFER IN	-
INTERFUND TRANSFER OUT	(5,537)
FUND BALANCE - BEGINNING	5,512
FUND BALANCE - ENDING	<u>-</u>

**PARKLAND PRESERVE CDD**

2019A

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE  
FOR PERIOD STARTING OCTOBER 1, 2019 ENDING APRIL 30, 2020**

	<b>FY2020 ADOPTED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>FAVORABLE (UNFAVORABLE) VARIANCE</b>
<b>REVENUE</b>				
SPECIAL ASSESSMENTS (NET)	815,000	475,417	135,730	(339,687)
INTEREST	-	-	9,531	-
LESS: DISCOUNT ASSESSMENTS	(32,600)	-	-	-
<b>TOTAL REVENUE</b>	<b>782,400</b>	<b>475,417</b>	<b>145,261</b>	<b>(339,687)</b>
<b>EXPENDITURES</b>				
COUNTY - ASSESSMENT COLLECTION FEES	16,300	-	-	-
INTEREST EXPENSE				
November 1, 2019	299,284	299,284	251,066	48,218
May 1, 2020	299,284	299,284	299,284	-
PRINCIPAL RETIREMENT				
PRICIPAL PAYMENT				
November 1, 2019	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>614,868</b>	<b>598,568</b>	<b>550,350</b>	<b>48,218</b>
<b>EXCESS REVENUE OVER (UNDER) EXPEND.</b>	167,532	(123,151)	(405,089)	(387,905)
<b>OTHER FINANCING SOURCES (USES)</b>				
INTERFUND TRANSFER IN	-	-	-	-
INTERFUND TRANSFER OUT	-	-	-	-
FUND BALANCE - BEGINNING	-	-	1,319,356	-
<b>FUND BALANCE - ENDING</b>	<b>167,532</b>	<b>(123,151)</b>	<b>914,267</b>	<b>(387,905)</b>

**PARKLAND PRESERVE CDD**

**2019B**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE  
FOR PERIOD STARTING OCTOBER 1, 2019 ENDING APRIL 30, 2020**

	<u>FY2020 ADOPTED BUDGET</u>	<u>BUDGET YEAR-TO-DATE</u>	<u>ACTUAL YEAR-TO-DATE</u>	<u>FAVORABLE (UNFAVORABLE) VARIANCE</u>
<b>REVENUE</b>				
SPECIAL ASSESSMENTS (NET)	187,234	109,220	607,858	498,638
INTEREST	-	-	2,392	-
LESS: DISCOUNT ASSESSMENTS	(7,489)	-	-	-
<b>TOTAL REVENUE</b>	<u>179,745</u>	<u>109,220</u>	<u>610,250</u>	<u>498,638</u>
<b>EXPENDITURES</b>				
COUNTY - ASSESSMENT COLLECTION FEES	3,745	-	1,827	-
INTEREST EXPENSE				
November 1, 2019	88,000	73,822	73,822	-
May 1, 2020	88,000	88,000	88,135	(135)
PRINCIPAL RETIREMENT				
PRICIPAL PAYMENT				
November 1, 2019	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<u>179,745</u>	<u>161,822</u>	<u>163,784</u>	<u>(135)</u>
<b>EXCESS REVENUE OVER (UNDER) EXPEND.</b>	-	(52,602)	446,466	498,773
<b>OTHER FINANCING SOURCES (USES)</b>				
INTERFUND TRANSFER IN	-	-	-	-
INTERFUND TRANSFER OUT	-	-	-	-
FUND BALANCE - BEGINNING	-	-	338,548	-
FUND BALANCE - ENDING	<u>-</u>	<u>(52,602)</u>	<u>785,014</u>	<u>498,773</u>



**PARKLAND PRESERVE CDD**  
**2019A ACQUISITION & CONSTRUCTION FUND**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE**  
**FOR PERIOD STARTING OCTOBER 1, 2019 ENDING APRIL 30, 2020**

	<u>ACTUAL YEAR-TO-DATE</u>
<b>REVENUE</b>	
BOND PROCEEDS	-
INTEREST	44,415
MISCELLANEOUS REVENUE	-
<b>TOTAL REVENUE</b>	<u>44,415</u>
 <b>EXPENDITURES</b>	
FUNDING REQUESTS	-
REQUISITION EXPENSES	3,689,097
RETAINAGE EXPENSE	10,150
<b>TOTAL EXPENDITURES</b>	<u>3,699,247</u>
 <b>EXCESS REVENUE OVER (UNDER) EXPEND.</b>	 (3,654,832)
 INTERFUND TRANSFER IN	 5,537
FUND BALANCE - BEGINNING	4,326,340
 FUND BALANCE - ENDING	 <u><u>677,045</u></u>

**PARKLAND PRESERVE CDD**  
**2019B ACQUISITION & CONSTRUCTION FUND**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE**  
**FOR PERIOD STARTING OCTOBER 1, 2019 ENDING APRIL 30, 2020**

	<u>ACTUAL YEAR-TO-DATE</u>
<b>REVENUE</b>	
BOND PROCEEDS	-
INTEREST	24,553
MISCELLANEOUS REVENUE	-
<b>TOTAL REVENUE</b>	<u>24,553</u>
<b>EXPENDITURES</b>	
FUNDING REQUESTS	-
REQUISITION EXPENSES	-
<b>TOTAL EXPENDITURES</b>	<u>-</u>
<b>EXCESS REVENUE OVER (UNDER) EXPEND.</b>	24,553
INTERFUND TRANSFER IN	186,921
FUND BALANCE - BEGINNING	2,299,114
FUND BALANCE - ENDING	<u><u>2,510,588</u></u>

**PARKLAND PRESERVE CDD**  
**2019A ACQUISITION & CONSTRUCTION PARCEL 14 FUND**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE**  
**FOR PERIOD STARTING OCTOBER 1, 2019 ENDING APRIL 30, 2020**

	<u>ACTUAL</u> <u>YEAR-TO-DATE</u>
<b>REVENUE</b>	
BOND PROCEEDS	-
INTEREST	7,974
MISCELLANEOUS REVENUE	-
<b>TOTAL REVENUE</b>	<u>7,974</u>
<b>EXPENDITURES</b>	
FUNDING REQUESTS	-
REQUISITION EXPENSES	-
<b>TOTAL EXPENDITURES</b>	<u>-</u>
<b>EXCESS REVENUE OVER (UNDER) EXPEND.</b>	7,974
INTERFUND TRANSFER IN	-
FUND BALANCE - BEGINNING	815,000
FUND BALANCE - ENDING	<u><u>822,974</u></u>

**PARKLAND PRESERVE CDD**  
**2019B ACQUISITION & CONSTRUCTION PARCEL 14 FUND**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE**  
**FOR PERIOD STARTING OCTOBER 1, 2019 ENDING APRIL 30, 2020**

	<u>ACTUAL</u> <u>YEAR-TO-DATE</u>
<b>REVENUE</b>	
BOND PROCEEDS	-
INTEREST	1,523
MISCELLANEOUS REVENUE	-
<b>TOTAL REVENUE</b>	<u>1,523</u>
<b>EXPENDITURES</b>	
FUNDING REQUESTS	-
REQUISITION EXPENSES	-
<b>TOTAL EXPENDITURES</b>	<u>-</u>
<b>EXCESS REVENUE OVER (UNDER) EXPEND.</b>	1,523
INTERFUND TRANSFER OUT	(186,921)
FUND BALANCE - BEGINNING	185,398
FUND BALANCE - ENDING	<u>-</u>

**PARKLAND PRESERVE CDD**  
**2019A ACQUISITION & CONSTRUCTION SPINE RD FUND**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE**  
**FOR PERIOD STARTING OCTOBER 1, 2019 ENDING APRIL 30, 2020**

	<u>ACTUAL</u> <u>YEAR-TO-DATE</u>
<b>REVENUE</b>	
BOND PROCEEDS	-
INTEREST	4,015
MISCELLANEOUS REVENUE	-
<b>TOTAL REVENUE</b>	<u>4,015</u>
<b>EXPENDITURES</b>	
FUNDING REQUESTS	-
REQUISITION EXPENSES	44,015
<b>TOTAL EXPENDITURES</b>	<u>44,015</u>
<b>EXCESS REVENUE OVER (UNDER) EXPEND.</b>	(40,000)
INTERFUND TRANSFER IN	-
FUND BALANCE - BEGINNING	491,453
FUND BALANCE - ENDING	<u>451,453</u>

**PARKLAND PRESERVE CDD**  
**2019B ACQUISITION & CONSTRUCTION SPINE RD FUND**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE**  
**FOR PERIOD STARTING OCTOBER 1, 2019 ENDING APRIL 30, 2020**

	<u>ACTUAL</u> <u>YEAR-TO-DATE</u>
<b>REVENUE</b>	
BOND PROCEEDS	-
INTEREST	1,418
MISCELLANEOUS REVENUE	-
<b>TOTAL REVENUE</b>	<u>1,418</u>
<b>EXPENDITURES</b>	
FUNDING REQUESTS	-
REQUISITION EXPENSES	-
<b>TOTAL EXPENDITURES</b>	<u>-</u>
<b>EXCESS REVENUE OVER (UNDER) EXPEND.</b>	1,418
INTERFUND TRANSFER IN	-
FUND BALANCE - BEGINNING	136,629
FUND BALANCE - ENDING	<u><u>138,047</u></u>

**PARKLAND PRESERVE CDD**  
**Cash Reconciliation - General Fund**  
**April 30, 2020**

<b>Balance Per Bank Statement</b>	\$	27,843.63
Less: Outstanding Checks		(8,942.34)
<b><i>Adjusted Bank Balance</i></b>	<b>\$</b>	<b>18,901.29</b>
<hr/>		
<b>Beginning Cash Balance Per Books</b>	\$	24,568.99
Cash Receipts		3.08
Cash Disbursements		(5,670.78)
<b><i>Balance Per Books</i></b>	<b>\$</b>	<b>18,901.29</b>
<hr/>		

**Parkland Preserve CDD  
Check Register  
FY 2020**

DATE	CHECK NO.	PAYEE	TRANSACTION	DEPOSIT	DISBURSEMENT	BALANCE
<b>9/30/2019</b>		<b>TOTALS</b>		<b>0.04</b>	<b>80.00</b>	<b>367.92</b>
10/24/2019		NGMB Properties	Deposit	7,876.63		8,244.55
10/31/2019	1027	Hopping Green & Sams	Legal Services		7,683.56	560.99
10/31/2019	1028	The St. Augustine Record	Legal Advertising		193.07	367.92
10/31/2019		Bank United	Interest	0.18		368.10
<b>10/31/2019</b>		<b>TOTALS</b>		<b>7,876.81</b>	<b>7,876.63</b>	<b>368.10</b>
11/19/2019	1029	FLORIDA DEPT OF ECONOMIC C	Special district filing fee		175.00	193.10
11/30/2019		Bank United	Interest	0.66		193.76
<b>11/30/2019</b>		<b>TOTALS</b>		<b>0.66</b>	<b>175.00</b>	<b>193.76</b>
12/05/2019		NGMB Properties, LLC	Deposit	2,614.00		2,807.76
12/06/2019	1030	Egis Insurance Advisors, LLC	Insurance Coverage 10/11/19-10/11/20		2,614.00	193.76
12/30/2019	26964.95	NGMB Properties, LLC	Deposit	26,964.95		27,158.71
12/30/2019	1031	DPFG	District Mgmt Fees		20,750.00	6,408.71
12/31/2019		Bank United	Interest	0.78		6,409.49
<b>12/31/2019</b>		<b>TOTALS</b>		<b>29,579.73</b>	<b>23,364.00</b>	<b>6,409.49</b>
01/20/2020	1032	Innersync	ADA Compliance / Web Hosting		1,765.88	4,643.61
01/20/2020	1033	Hopping Green & Sams	Legal Services		2,980.05	1,663.56
01/31/2020		Bank United	Interest	1.19		1,664.75
<b>1/31/2020</b>		<b>TOTALS</b>		<b>1.19</b>	<b>4,745.93</b>	<b>1,664.75</b>
02/13/2020		NGMB Properties, LLC	Deposit	2,804.00		4,468.75
02/27/2020		NGMB Properties, LLC	Deposit	4,206.00		8,674.75
02/29/2020		Bank United	Interest	0.74		8,675.49
<b>2/29/2020</b>		<b>TOTALS</b>		<b>7,010.74</b>	<b>-</b>	<b>8,675.49</b>
03/31/2020		NGMB Properties, LLC	Deposit	42,160.00		50,835.49
03/31/2020	EFT1034	St. Johns County Utility Departmen	Water 02/19/20-03/19/20 plus past due amount		4,024.00	46,811.49
03/31/2020	1035	DPFG	Mgmt Services Sep-Apr		15,750.00	31,061.49
03/31/2020	1036	Hopping Green & Sams	Legal Services		4,813.33	26,248.16
03/31/2020	1037	The Florida Times Union	Legal Ads		1,682.76	24,565.40
03/31/2020		Bank United	Interest	3.59		24,568.99
<b>3/31/2020</b>		<b>TOTALS</b>		<b>42,163.59</b>	<b>26,270.09</b>	<b>24,568.99</b>
04/24/2020	1039	Willis Tower Watson Southeast, Inc	Bond		4,412.00	20,156.99
04/28/2020	1040	Hopping Green & Sams	Legal Services Thru 03/31/20		467.50	19,689.49
04/28/2020	1041	St. Johns County Utility Departmen	Water 03/19-04/20		791.28	18,898.21
04/30/2020		Bank United	Interest	3.08		18,901.29
<b>4/30/2020</b>		<b>TOTALS</b>		<b>3.08</b>	<b>5,670.78</b>	<b>18,901.29</b>



# EXHIBIT 3

**RESOLUTION 2020-06**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, TIME AND LOCATION FOR A LANDOWNERS' MEETING AND ELECTION; PROVIDING FOR PUBLICATION; ESTABLISHING FORMS FOR THE LANDOWNER ELECTION; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, Parkland Preserve Community Development District ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within St. Johns County, Florida; and

**WHEREAS**, pursuant to Section 190.006(1), *Florida Statutes*, the District's Board of Supervisors ("**Board**") "shall exercise the powers granted to the district pursuant to [Chapter 190, *Florida Statutes*]," and the Board shall consist of five members; and

**WHEREAS**, the District is statutorily required to hold a meeting of the landowners of the District for the purpose of electing Board Supervisors for the District on the first Tuesday in November, which shall be noticed pursuant to Section 190.006(2), *Florida Statutes*.

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

1. **EXISTING BOARD SUPERVISORS; SEATS SUBJECT TO ELECTIONS.** The Board is currently made up of the following individuals:

<u>Seat Number</u>	<u>Supervisor</u>	<u>Term Expiration Date</u>
1	Mohammad Bataineh	2022
2	Nasrullah Ghafoor	2022
3	Sara Ascha	2020
4	Allya Maqsood	2020
5	Vacant	2020

This year, Seat 3, currently held by Sara Ascha, Seat 4, currently held by Allya Maqsood, and Seat 5, currently Vacant, are subject to election by landowners in November 2020. The two candidates receiving the highest number of votes shall be elected for a term of four (4) years. The candidate receiving the next highest number of votes shall be elected for a term of two (2) years. The term of office for each successful candidate shall commence upon election.

2. **LANDOWNER'S ELECTION.** In accordance with Section 190.006(2), *Florida Statutes*, the meeting of the landowners to elect Board Supervisor(s) of the District shall be held on the \_\_\_\_\_ day of November, 2020, at \_\_\_\_\_ a/p.m., and located at \_\_\_\_\_.

3. **PUBLICATION.** The District's Secretary is hereby directed to publish notice of the landowners' meeting and election in accordance with the requirements of Section 190.006(2), *Florida Statutes*.

4. **FORMS.** Pursuant to Section 190.006(2)(b), *Florida Statutes*, the landowners' meeting and election have been announced by the Board at its \_\_\_\_\_, 2020 meeting. A

sample notice of landowners' meeting and election, proxy, ballot form and instructions were presented at such meeting and are attached hereto as **Exhibit A**. Such documents are available for review and copying during normal business hours at the District's Local Records Office, located at \_\_\_\_\_, or at the office of the District Manager, DPGF, 250 International Parkway, Suite 280, Lake Mary, Florida 32746, (321) 263-0132.

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

6. **EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

**PASSED AND ADOPTED THIS 1<sup>st</sup> DAY OF JUNE, 2020.**

**PARKLAND PRESERVE COMMUNITY  
DEVELOPMENT DISTRICT**

**ATTEST:**

\_\_\_\_\_  
**CHAIRMAN / VICE CHAIRMAN**

\_\_\_\_\_  
**SECRETARY / ASST. SECRETARY**

**EXHIBIT A**

**NOTICE OF LANDOWNERS' MEETING AND ELECTION AND MEETING OF THE BOARD OF SUPERVISORS OF THE  
PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT**

Notice is hereby given to the public and all landowners within the Parkland Preserve Community Development District ("**District**") the location of which is generally described as comprising a parcel or parcels of land containing approximately 267.39 acres, generally located east of Interstate 95 and north of International Golf Parkway, in St. Johns County, Florida, advising that a meeting of landowners will be held for the purpose of electing three (3) people to the District's Board of Supervisors ("**Board**", and individually, "**Supervisor**"). Immediately following the landowners' meeting there will be convened a meeting of the Board for the purpose of considering certain matters of the Board to include election of certain District officers, and other such business which may properly come before the Board.

DATE: \_\_\_\_\_  
TIME: \_\_\_\_\_  
PLACE: \_\_\_\_\_  
\_\_\_\_\_

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager, DPGF, 250 International Parkway, Suite 280, Lake Mary, Florida 32746, (321) 263-0132 ("**District Manager's Office**"). At said meeting each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person to be elected to the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner's proxy. At the landowners' meeting the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

The landowners' meeting and the Board meeting are open to the public and will be conducted in accordance with the provisions of Florida law. One or both of the meetings may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for these meetings may be obtained from the District Manager's Office. There may be an occasion where one or more supervisors will participate by telephone.

Any person requiring special accommodations to participate in these meetings is asked to contact the District Manager's Office, at least 48 hours before the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that such 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.

Patricia Thibault  
District Manager  
Run Date(s): \_\_\_\_\_ & \_\_\_\_\_

PUBLISH: ONCE A WEEK FOR 2 CONSECUTIVE WEEKS, THE LAST DAY OF PUBLICATION TO BE NOT FEWER THAN 14 DAYS OR MORE THAN 28 DAYS BEFORE THE DATE OF ELECTION, IN A NEWSPAPER WHICH IS IN GENERAL CIRCULATION IN THE AREA OF THE DISTRICT

**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF  
PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT  
FOR THE ELECTION OF SUPERVISORS**

DATE OF LANDOWNERS' MEETING: \_\_\_\_\_, **November 3, 2020**

TIME: \_\_\_\_\_ .M.

LOCATION:

Pursuant to Chapter 190, *Florida Statutes*, and after a Community Development District ("**District**") has been established and the landowners have held their initial election, there shall be a subsequent landowners' meeting for the purpose of electing members of the Board of Supervisors ("**Board**") every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), *Florida Statutes*.

A landowner may vote in person at the landowners' meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each position on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners' meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board that is open for election for the upcoming term.

This year, three (3) seats on the Board will be up for election by landowners. The two candidates receiving the highest number of votes shall be elected for a term of four (4) years. The candidate receiving the next highest number of votes shall be elected for a term of two (2) years. The term of office for each successful candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.

**LANDOWNER PROXY**

**PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT  
ST. JOHNS COUNTY, FLORIDA  
LANDOWNERS' MEETING – NOVEMBER 3, 2020**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints \_\_\_\_\_ (**"Proxy Holder"**) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the Parkland Preserve Community Development District to be held at \_\_\_\_\_, on November 3, 2020, at \_\_\_\_\_ a/p.m., and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners' meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners' meeting prior to the Proxy Holder's exercising the voting rights conferred herein.

\_\_\_\_\_  
Printed Name of Legal Owner

\_\_\_\_\_  
Signature of Legal Owner

\_\_\_\_\_  
Date

**Parcel Description**

**Acreage**

**Authorized Votes**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

**Total Number of Authorized Votes:** \_\_\_\_\_

NOTES: Pursuant to Section 190.006(2)(b), *Florida Statutes* (2019), a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).

**OFFICIAL BALLOT**  
**PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT**  
**ST. JOHNS COUNTY, FLORIDA**  
**LANDOWNERS' MEETING - NOVEMBER 3, 2020**

**For Election (3 Supervisors):** The two (2) candidates receiving the highest number of votes will each receive a four (4) year term, and the one (1) candidate receiving the next highest number of votes will receive a two (2) year term, with the term of office for the successful candidates commencing upon election.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the Parkland Preserve Community Development District and described as follows:

<u>Description</u>	<u>Acreage</u>
_____	_____
_____	_____
_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel.] [If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

or

**Attach Proxy.**

I, \_\_\_\_\_, as Landowner, or as the proxy holder of \_\_\_\_\_ (Landowner) pursuant to the Landowner's Proxy attached hereto, do cast my votes as follows:

SEAT #	NAME OF CANDIDATE	NUMBER OF VOTES
3		
4		
5		

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

Signed: \_\_\_\_\_

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

# EXHIBIT 4



**RESOLUTION 2020-07**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2020/2021 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Parkland Preserve Community Development District (“**District**”) prior to June 15, 2020, proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2020 and ending September 30, 2021 (“**Fiscal Year 2020/2021**”); and

**WHEREAS**, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2020/2021 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set as follows:

DATE: \_\_\_\_\_, 2020

HOUR: \_\_\_\_\_

The hearing may be conducted remotely, pursuant to \_\_\_\_\_ media technology and/or by telephone pursuant to Executive Orders 20-52, 20-69, and 20-112 issued by Governor DeSantis on March 9, 2020, March 20, 2020, and April 29, 2020, as such orders may be extended, respectively, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*. In the event that conditions allow the meeting to be held in person, it will be held at the following location:

LOCATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to St. Johns County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

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

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

**PASSED AND ADOPTED THIS 1<sup>st</sup> DAY OF JUNE, 2020.**

ATTEST:

**PARKLAND PRESERVE COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

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

# EXHIBIT 5

Please print or type your name, mailing address, agency name, and position below:

**FOR OFFICE USE ONLY:**

LAST NAME -- FIRST NAME -- MIDDLE NAME :

MAILING ADDRESS :

CITY : ZIP : COUNTY :

NAME OF AGENCY :

NAME OF OFFICE OR POSITION HELD OR SOUGHT :

CHECK ONLY IF  CANDIDATE OR  NEW EMPLOYEE OR APPOINTEE

**\*\*\*\* THIS SECTION MUST BE COMPLETED \*\*\*\***

**DISCLOSURE PERIOD:**

THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR CALENDAR YEAR ENDING DECEMBER 31, 2019.

**MANNER OF CALCULATING REPORTABLE INTERESTS:**

FILERS HAVE THE OPTION OF USING REPORTING THRESHOLDS THAT ARE ABSOLUTE DOLLAR VALUES, WHICH REQUIRES FEWER CALCULATIONS, OR USING COMPARATIVE THRESHOLDS, WHICH ARE USUALLY BASED ON PERCENTAGE VALUES (see instructions for further details). CHECK THE ONE YOU ARE USING (**must check one**):

**COMPARATIVE (PERCENTAGE) THRESHOLDS** OR  **DOLLAR VALUE THRESHOLDS**

**PART A -- PRIMARY SOURCES OF INCOME** [Major sources of income to the reporting person - See instructions]  
(If you have nothing to report, write "none" or "n/a")

NAME OF SOURCE OF INCOME	SOURCE'S ADDRESS	DESCRIPTION OF THE SOURCE'S PRINCIPAL BUSINESS ACTIVITY

**PART B -- SECONDARY SOURCES OF INCOME** [Major customers, clients, and other sources of income to businesses owned by the reporting person - See instructions]  
(If you have nothing to report, write "none" or "n/a")

NAME OF BUSINESS ENTITY	NAME OF MAJOR SOURCES OF BUSINESS' INCOME	ADDRESS OF SOURCE	PRINCIPAL BUSINESS ACTIVITY OF SOURCE

**PART C -- REAL PROPERTY** [Land, buildings owned by the reporting person - See instructions]  
(If you have nothing to report, write "none" or "n/a")


**You are not limited to the space on the lines on this form. Attach additional sheets, if necessary.**

**FILING INSTRUCTIONS** for when and where to file this form are located at the bottom of page 2.

**INSTRUCTIONS** on who must file this form and how to fill it out begin on page 3.

**PART D — INTANGIBLE PERSONAL PROPERTY** [Stocks, bonds, certificates of deposit, etc. - See instructions]  
 (If you have nothing to report, write "none" or "n/a")

TYPE OF INTANGIBLE	BUSINESS ENTITY TO WHICH THE PROPERTY RELATES

**PART E — LIABILITIES** [Major debts - See instructions]  
 (If you have nothing to report, write "none" or "n/a")

NAME OF CREDITOR	ADDRESS OF CREDITOR

**PART F — INTERESTS IN SPECIFIED BUSINESSES** [Ownership or positions in certain types of businesses - See instructions]  
 (If you have nothing to report, write "none" or "n/a")

NAME OF BUSINESS ENTITY	BUSINESS ENTITY # 1	BUSINESS ENTITY # 2
ADDRESS OF BUSINESS ENTITY		
PRINCIPAL BUSINESS ACTIVITY		
POSITION HELD WITH ENTITY		
I OWN MORE THAN A 5% INTEREST IN THE BUSINESS		
NATURE OF MY OWNERSHIP INTEREST		

**PART G — TRAINING**

For **elected municipal officers** required to complete annual ethics training pursuant to section 112.3142, F.S.

**I CERTIFY THAT I HAVE COMPLETED THE REQUIRED TRAINING.**

**IF ANY OF PARTS A THROUGH G ARE CONTINUED ON A SEPARATE SHEET, PLEASE CHECK HERE**

**SIGNATURE OF FILER:**

**Signature:**

\_\_\_\_\_

**Date Signed:**

\_\_\_\_\_

**CPA or ATTORNEY SIGNATURE ONLY**

If a certified public accountant licensed under Chapter 473, or attorney in good standing with the Florida Bar prepared this form for you, he or she must complete the following statement:

I, \_\_\_\_\_, prepared the CE Form 1 in accordance with Section 112.3145, Florida Statutes, and the instructions to the form. Upon my reasonable knowledge and belief, the disclosure herein is true and correct.

CPA/Attorney Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**FILING INSTRUCTIONS:**

If you were mailed the form by the Commission on Ethics or a County Supervisor of Elections for your annual disclosure filing, return the form to that location. To determine what category your position falls under, see page 3 of instructions.

**Local officers/employees** file with the Supervisor of Elections of the county in which they permanently reside. (If you do not permanently reside in Florida, file with the Supervisor of the county where your agency has its headquarters.) Form 1 filers who file with the Supervisor of Elections may file by mail or email. Contact your Supervisor of Elections for the mailing address or email address to use. Do not email your form to the Commission on Ethics, it will be returned.

**State officers or specified state employees** who file with the Commission on Ethics may file by mail or email. To file by mail, send the completed form to P.O. Drawer 15709, Tallahassee, FL 32317-5709; physical address: 325 John Knox Rd, Bldg E, Ste 200, Tallahassee, FL 32303. To file with the Commission by email, scan your completed form and any attachments as a pdf (do not use any other format), send it to CEForm1@leg.state.fl.us and retain a copy for your records. Do not file by both mail and email. Choose only one filing method. Form 6s will not be accepted via email.

**Candidates** file this form together with their filing papers.

**MULTIPLE FILING UNNECESSARY:** A candidate who files a Form 1 with a qualifying officer is not required to file with the Commission or Supervisor of Elections.

**WHEN TO FILE: Initially,** each local officer/employee, state officer, and specified state employee must file **within 30 days** of the date of his or her appointment or of the beginning of employment. Appointees who must be confirmed by the Senate must file prior to confirmation, even if that is less than 30 days from the date of their appointment.

**Candidates** must file at the same time they file their qualifying papers.

**Thereafter,** file by July 1 following each calendar year in which they hold their positions.

**Finally,** file a final disclosure form (Form 1F) within 60 days of leaving office or employment. Filing a CE Form 1F (Final Statement of Financial Interests) does not relieve the filer of filing a CE Form 1 if the filer was in his or her position on December 31, 2019.

## NOTICE

**Annual Statements of Financial Interests are due July 1. If the annual form is not filed or postmarked by September 1, an automatic fine of \$25 for each day late will be imposed, up to a maximum penalty of \$1,500. Failure to file also can result in removal from public office or employment. [s. 112.3145, F.S.]**

**In addition, failure to make any required disclosure constitutes grounds for and may be punished by one or more of the following: disqualification from being on the ballot, impeachment, removal or suspension from office or employment, demotion, reduction in salary, reprimand, or a civil penalty not exceeding \$10,000. [s. 112.317, F.S.]**

## **WHO MUST FILE FORM 1:**

1) Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.

2) Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding members of solely advisory bodies, but including judicial nominating commission members; Directors of Enterprise Florida, Scripps Florida Funding Corporation, and Career Source Florida; and members of the Council on the Social Status of Black Men and Boys; the Executive Director, Governors, and senior managers of Citizens Property Insurance Corporation; Governors and senior managers of Florida Workers' Compensation Joint Underwriting Association; board members of the Northeast Fla. Regional Transportation Commission; board members of Triumph Gulf Coast, Inc; board members of Florida Is For Veterans, Inc.; and members of the Technology Advisory Council within the Agency for State Technology.

3) The Commissioner of Education, members of the State Board of Education, the Board of Governors, the local Boards of Trustees and Presidents of state universities, and the Florida Prepaid College Board.

4) Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file Form 6.

5) Appointed members of the following boards, councils, commissions, authorities, or other bodies of county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; community college or junior college district boards of trustees; boards having the power to enforce local code provisions; boards of adjustment; community redevelopment agencies; planning or zoning boards having the power to recommend, create, or modify land planning or zoning within a political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, and except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; pension or retirement boards empowered to invest pension or retirement funds or determine entitlement to or amount of pensions or other retirement benefits, and the Pinellas County Construction Licensing Board.

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

7) Persons holding any of these positions in local government: mayor; county or city manager; chief administrative employee or finance

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

8) Officers and employees of entities serving as chief administrative officer of a political subdivision.

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

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

11) The following positions in each state department, commission, board, or council: Secretary, Assistant or Deputy Secretary, Executive Director, Assistant or Deputy Executive Director, and anyone having the power normally conferred upon such persons, regardless of title.

12) The following positions in each state department or division: Director, Assistant or Deputy Director, Bureau Chief, and any person having the power normally conferred upon such persons, regardless of title.

13) Assistant State Attorneys, Assistant Public Defenders, criminal conflict and civil regional counsel, and assistant criminal conflict and civil regional counsel, Public Counsel, full-time state employees serving as counsel or assistant counsel to a state agency, administrative law judges, and hearing officers.

14) The Superintendent or Director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.

15) State agency Business Managers, Finance and Accounting Directors, Personnel Officers, Grant Coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$35,000.

16) The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.

## **INSTRUCTIONS FOR COMPLETING FORM 1:**

**INTRODUCTORY INFORMATION** (Top of Form): If your name, mailing address, public agency, and position are already printed on the form, you do not need to provide this information unless it should be changed. To change any of this information, write the correct information on the form, and contact your agency's financial disclosure coordinator. You can find your coordinator on the Commission on Ethics website: [www.ethics.state.fl.us](http://www.ethics.state.fl.us).

**NAME OF AGENCY:** The name of the governmental unit which you serve or served, by which you are or were employed, or for which you are a candidate.

**DISCLOSURE PERIOD:** The "disclosure period" for your report is the calendar year ending December 31, 2019.

**OFFICE OR POSITION HELD OR SOUGHT:** The title of the office or position you hold, are seeking, or held during the disclosure period even if you have since left that position. If you are a candidate for office or are a new employee or appointee, check the appropriate box.

**PUBLIC RECORD:** The disclosure form and everything attached to it is a public record. Your Social Security Number is not required and you should redact it from any documents you file. If you are an active or former officer or employee listed in Section 119.071, F.S., whose home address is exempt from disclosure, the Commission will maintain that confidentiality if you submit a written request.

## **MANNER OF CALCULATING REPORTABLE INTEREST**

Filers have the option of reporting based on either thresholds that are comparative (usually, based on percentage values) or thresholds that are based on absolute dollar values. The instructions on the following pages specifically describe the different thresholds. Check the box that reflects the choice you have made. You must use the type of threshold you have chosen for each part of the form. In other words, if you choose to report based on absolute dollar value thresholds, you cannot use a percentage threshold on any part of the form.

### **IF YOU HAVE CHOSEN DOLLAR VALUE THRESHOLDS THE FOLLOWING INSTRUCTIONS APPLY**

#### **PART A — PRIMARY SOURCES OF INCOME**

[Required by s. 112.3145(3)(b)1, F.S.]

Part A is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose any public salary or public position(s). The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded \$2,500 of gross income received by you in your own name or by any other person for your use or benefit.

"Gross income" means the same as it does for income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, social security, distributive share of partnership gross income, and alimony, but not child support.

Examples:

— If you were employed by a company that manufactures computers and received more than \$2,500, list the name of the company, its address, and its principal business activity (computer manufacturing).

— If you were a partner in a law firm and your distributive share of partnership gross income exceeded \$2,500, list the name of the firm, its address, and its principal business activity (practice of law).

— If you were the sole proprietor of a retail gift business and your gross income from the business exceeded \$2,500, list the name of the business, its address, and its principal business activity (retail gift sales).

— If you received income from investments in stocks and bonds, list each individual company from which you derived more than \$2,500. Do not aggregate all of your investment income.

— If more than \$2,500 of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.

— If more than \$2,500 of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

#### **PART B — SECONDARY SOURCES OF INCOME**

[Required by s. 112.3145(3)(b)2, F.S.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. It is not for reporting income from second jobs. That kind of income should be reported in Part A "Primary Sources of Income," if it meets the reporting threshold. You will not have anything to report unless, during the disclosure period:

(1) You owned (either directly or indirectly in the form of an equitable or beneficial interest) more than 5% of the total assets or capital stock of a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); **and,**

(2) You received more than \$5,000 of your gross income during the disclosure period from that business entity.

If your interests and gross income exceeded these thresholds, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, and the source's principal business activity.

Examples:

— You are the sole proprietor of a dry cleaning business, from which you received more than \$5,000. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).

— You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the above thresholds. List each tenant of the mall that provided more than 10% of the partnership's gross income and the tenant's address and principal business activity.

#### **PART C — REAL PROPERTY**

[Required by s. 112.3145(3)(b)3, F.S.]

In this part, list the location or description of all real property in Florida in which you owned directly or indirectly at any time during the disclosure period in excess of 5% of the property's value. You are not required to list your residences. You should list any vacation homes if you derive income from them.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you own more than 5% of a partnership or corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more current appraisal.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. A street address should be used, if one exists.

#### **PART D — INTANGIBLE PERSONAL PROPERTY**

[Required by s. 112.3145(3)(b)3, F.S.]

Describe any intangible personal property that, at any time during the disclosure period, was worth more than \$10,000 and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you, Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product contained in a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CDs and savings accounts with the same bank. Property owned as tenants by the entirety or as joint tenants with right of survivorship should be valued at 100%. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number found on the lease document).

## PART E — LIABILITIES

[Required by s. 112.3145(3)(b)4, F.S.]

List the name and address of each creditor to whom you owed more than \$10,000 at any time during the disclosure period. The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments. You are not required to list the amount of any debt. You do not have to disclose credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" and are jointly liable or jointly and severally liable, then it is not a contingent liability.

## PART F — INTERESTS IN SPECIFIED BUSINESSES

[Required by s. 112.3145(6), F.S.]

The types of businesses covered in this disclosure include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies, utility companies, entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

Disclose in this part the fact that you owned during the disclosure period an interest in, or held any of certain positions with the types of businesses listed above. You must make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list the name of the business, its address and principal business activity, and the position held with the business (if any). If you own(ed) more than a 5% interest in the business, indicate that fact and describe the nature of your interest.

## PART G — TRAINING CERTIFICATION

[Required by s. 112.3142, F.S.]

If you are a Constitutional or elected municipal officer whose service began before March 31 of the year for which you are filing, you are required to complete four hours of ethics training which addresses Article II, Section 8 of the Florida Constitution, the Code of Ethics for Public Officers and Employees, and the public records and open meetings laws of the state. You are required to certify on this form that you have taken such training.

**(End of Dollar Value Thresholds Instructions.)**

# IF YOU HAVE CHOSEN COMPARATIVE (PERCENTAGE) THRESHOLDS THE FOLLOWING INSTRUCTIONS APPLY

## PART A — PRIMARY SOURCES OF INCOME

[Required by s. 112.3145(3)(a)1, F.S.]

Part A is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose any public salary or public position(s), but income from these public sources should be included when calculating your gross income for the disclosure period. The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should include all of that income when calculating your gross income and disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded 5% of the gross income received by you in your own name or by any other person for your benefit or use during the disclosure period.

"Gross income" means the same as it does for income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, social security, distributive share of partnership gross income, and alimony, but not child support.

Examples:

— If you were employed by a company that manufactures computers and received more than 5% of your gross income from the company, list the name of the company, its address, and its principal business activity (computer manufacturing).

— If you were a partner in a law firm and your distributive share of partnership gross income exceeded 5% of your gross income, then list the name of the firm, its address, and its principal business activity (practice of law).

— If you were the sole proprietor of a retail gift business and your gross income from the business exceeded 5% of your total gross income, list the name of the business, its address, and its principal business activity (retail gift sales).

— If you received income from investments in stocks and bonds, list each individual company from which you derived

more than 5% of your gross income. Do not aggregate all of your investment income.

— If more than 5% of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address, and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.

— If more than 5% of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

## PART B — SECONDARY SOURCES OF INCOME

[Required by s. 112.3145(3)(a)2, F.S.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. It is not for reporting income from second jobs. That kind of income should be reported in Part A, "Primary Sources of Income," if it meets the reporting threshold. You will **not** have anything to report **unless** during the disclosure period:

(1) You owned (either directly or indirectly in the form of an equitable or beneficial interest) more than 5% of the total assets or capital stock of a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); **and,**

(2) You received more than 10% of your gross income from that business entity; **and,**

(3) You received more than \$1,500 in gross income from that business entity.

If your interests and gross income exceeded these thresholds, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, and the source's principal business activity.



Examples:

— You are the sole proprietor of a dry cleaning business, from which you received more than 10% of your gross income—an amount that was more than \$1,500. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).

— You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the thresholds listed above. You should list each tenant of the mall that provided more than 10% of the partnership's gross income, and the tenant's address and principal business activity.

### PART C — REAL PROPERTY

[Required by s. 112.3145(3)(a)3, F.S.]

In this part, list the location or description of all real property in Florida in which you owned directly or indirectly at any time during the disclosure period in excess of 5% of the property's value. You are not required to list your residences. You should list any vacation homes, if you derive income from them.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you own more than 5% of a partnership or corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more current appraisal.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. A street address should be used, if one exists.

### PART D — INTANGIBLE PERSONAL PROPERTY

[Required by s. 112.3145(3)(a)3, F.S.]

Describe any intangible personal property that, at any time during the disclosure period, was worth more than 10% of your total assets, and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you, Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product contained in a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CD's and savings accounts with the same bank.

Calculations: To determine whether the intangible property exceeds 10% of your total assets, total the fair market value of all of your assets (including real property, intangible property, and tangible personal property such as jewelry, furniture, etc.). When making this calculation, do not subtract any liabilities (debts) that may relate to the property. Multiply the total figure by 10% to arrive at the disclosure threshold. List only the intangibles that exceed this threshold amount. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number which can be found on the lease document). Property that is only jointly owned property should be valued according to the percentage of your joint ownership. Property owned as tenants by the entirety or as joint tenants with right of survivorship should be valued at 100%. None of your calculations or the value of the property have to be disclosed on the form.

Example: You own 50% of the stock of a small corporation that is worth \$100,000, the estimated fair market value of your home and other property (bank accounts, automobile, furniture, etc.) is \$200,000. As your total assets are worth \$250,000, you must disclose intangibles worth over \$25,000. Since the value of the stock exceeds this threshold, you should list "stock" and the name of the corporation. If your accounts with a particular bank exceed \$25,000, you should list "bank accounts" and bank's name.

### PART E — LIABILITIES

[Required by s. 112.3145(3)(b)4, F.S.]

List the name and address of each creditor to whom you owed any amount that, at any time during the disclosure period, exceeded your net worth. You are not required to list the amount of any debt or your net worth. You do not have to disclose: credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" and are jointly liable or jointly and severally liable, it is not a contingent liability.

Calculations: To determine whether the debt exceeds your net worth, total all of your liabilities (including promissory notes, mortgages, credit card debts, judgments against you, etc.). The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments. Subtract the sum total of your liabilities from the value of all your assets as calculated above for Part D. This is your "net worth." List each creditor to whom your debt exceeded this amount unless it is one of the types of indebtedness listed in the paragraph above (credit card and retail installment accounts, etc.). Joint liabilities with others for which you are "jointly and severally liable," meaning that you may be liable for either your part or the whole of the obligation, should be included in your calculations at 100% of the amount owed.

Example: You owe \$15,000 to a bank for student loans, \$5,000 for credit card debts, and \$60,000 (with spouse) to a savings and loan for a home mortgage. Your home (owned by you and your spouse) is worth \$80,000 and your other property is worth \$20,000. Since your net worth is \$20,000 (\$100,000 minus \$80,000), you must report only the name and address of the savings and loan.

### PART F — INTERESTS IN SPECIFIED BUSINESSES

[Required by s. 112.3145, F.S.]

The types of businesses covered in this disclosure include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies, utility companies, entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

Disclose in this part the fact that you owned during the disclosure period an interest in, or held any of certain positions with, the types of businesses listed above. You are required to make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list the name of the business, its address and principal business activity, and the position held with the business (if any). If you own(ed) more than a 5% interest in the business, indicate that fact and describe the nature of your interest.

### PART G — TRAINING CERTIFICATION

[Required by s. 112.3142, F.S.]

If you are a Constitutional or elected municipal officer whose service began before March 31 of the year for which you are filing, you are required to complete four hours of ethics training which addresses Article II, Section 8 of the Florida Constitution, the Code of Ethics for Public Officers and Employees, and the public records and open meetings laws of the state. You are required to certify on this form that you have taken such training.

**(End of Percentage Thresholds Instructions.)**