

***SOUTHSHORE BAY  
COMMUNITY DEVELOPMENT DISTRICT***

***Advanced Meeting Package***

***Regular Meeting***

***Thursday  
June 12, 2020  
8:30 a.m.***

***Location:  
Conducted Via Electronic Teleconference***

***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.***

# Southshore Bay Community Development District

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Board of Supervisors  
**Southshore Bay Community Development District**

Dear Board Members:

A Meeting of the Board of Supervisors of the Southshore Bay Community Development District is scheduled for **Friday, June 12, 2020 at 8:30 a.m.**

*Due to current issues related to COVID-19, the Florida Governor released Executive Order 20-69 which allows governmental public meetings and required quorums to be completed via telephone conference. In respect of current social distancing recommendations this meeting will be conducted via telephone in order to protect the health and safety of the public. Both members of the board and the public may join this meeting via telephone as follows:*

**Call in phone number: 929-205-6099**  
**Meeting ID: 839 3183 7160**  
**Password: 591650**

*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 agenda items are for immediate business purposes and for the health and safety of the community. Staff will present their reports at the meeting. If you have any questions, please contact me. I look forward to seeing you there.

Sincerely,

*Tonya Elliott-Moore*

Tonya Elliott-Moore  
District Manager  
813-374-9104

Cc: Attorney  
Engineer  
District Records

**District: SOUTHSHORE BAY COMMUNITY DEVELOPMENT DISTRICT**

**Date of Meeting:** Friday June 12<sup>th</sup>, 2020  
**Time:** 8:30 a.m.  
**Location:** Via Electronic Teleconference  
Due to COVID 19  
Per Gov Exec Order 20-69

Dial-in Number: **(929) 205-6099**  
Meeting ID: 83931837160#

*Agenda*

- I. Roll Call**
- II. Audience Comments** – *(limited to 3 minutes per individual for agenda items- Supervisors will respond during agenda item presentation)*
- III. Consent Agenda**
  - A. Approval of the July 10, 2019; Sept 3, 2019; Nov 5, 2019; & March 31, 2020 Meeting Minutes
  - B. Acceptance of the September 2019 – April 2020 Unaudited Financial Reports
  - C. Acceptance of voter count - 6
- IV. Business Matters**
  - A. Review and Approval of Resolution 2020-03, Landowner Election Exhibit 1
  - B. Review and Approve the Proposed Budget for FY 2020-2021 Exhibit 2
  - C. Review and Approval of Resolution 2020-04, Approving Proposed Budget and Setting Public Hearing (FY 2020-2021) Exhibit 3
- V. Administrative Matters**
  - A. Reminder for Supervisors to file Form 1 by July 1 - [http://www.ethics.state.fl.us/Documents/Forms/Form%201\\_2019i.pdf?cp=2020520](http://www.ethics.state.fl.us/Documents/Forms/Form%201_2019i.pdf?cp=2020520)
  - B. Ratify POs and contracts Exhibit 4
- VI. Staff Reports**
  - A. **District Manager**
  - B. **District Attorney**
  - C. **District Engineer**
- VII. Audience Comments – New Business** – *(limited to 3 minutes per individual for non-agenda items)*
- VIII. Supervisor Requests**
- IX. Adjournment**

**EXHIBIT 1.**

**RESOLUTION 2020-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SOUTHSHORE BAY COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, TIME, AND LOCATION FOR A LANDOWNERS' MEETING FOR THE PURPOSE OF ELECTING 3 MEMBERS OF THE BOARD; PROVIDING FOR PUBLICATION; PROVIDING SAMPLE NOTICE, INSTRUCTIONS, PROXY, AND BALLOT; AND PROVIDING FOR AN EFFECTIVE DATE.**

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

**WHEREAS**, the District was established on December 13, 2017 by Ordinance No. 17-35 of the Board of County Commissioners of Hillsborough County, Florida;

**WHEREAS**, the terms for Board seats **3, 4, and 5** are set to expire in November 2020; and

**WHEREAS**, the District is statutorily required to announce a meeting of the landowners of the District for the purpose of electing 3 members of the Board.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:**

**Section 1.** In accordance with Section 190.006(2)(b), Florida Statutes the landowners’ meeting to elect 3 members of the Board, to Board seats **3, 4, and 5**, will be held on November 3, 2020, at 11:00 a.m. at the offices of Metro Development Group, 2502 North Rocky Point Drive, Suite 1050, Tampa, Florida.

**Section 2.** The District’s Secretary is hereby directed to publish notice of this landowners’ meeting in accordance with the requirements of Section 190.006(2)(a), Florida Statutes.

**Section 3.** Pursuant to Section 190.006(2)(b), Florida Statutes, a sample notice of landowners’ meeting and election, instructions on how all landowners may participate in the election, a sample proxy, and a sample ballot form are attached hereto as **Exhibit A**. Copies of such documents can be obtained from the District Manager’s office.

**Section 4.** This Resolution shall become effective immediately upon its adoption.

**Passed and Adopted on June 8, 2020.**

**Attest:**

**Southshore Bay  
Community Development District**

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Secretary/ Assistant Secretary

\_\_\_\_\_  
Michael Lawson  
Chair of the Board of Supervisors

Exhibit A

**Notice of Landowners' Meeting and Election and  
Meeting of the Board of Supervisors of the  
Southshore Bay Community Development District**

Notice is hereby given to the public and all landowners within the Southshore Bay Community Development District (the "**District**"), comprised of approximately 263.92 acres in Hillsborough County, Florida, advising that a landowners' meeting will be held for the purpose of electing 3 members of the Board of Supervisors of the District. Immediately following the landowners' meeting there will be convened a meeting of the Board of Supervisors 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: November 3, 2020  
Time: 11:00 a.m.  
Place: The offices of Metro Development Group  
2502 North Rocky Point Drive  
Suite 1050  
Tampa, Florida

Each landowner may vote in person or by written proxy. Proxy forms and instructions relating to landowners' meeting may be obtained upon request at the office of the District Manager located at 250 International Parkway, Suite 280, Lake Mary, Florida 32746. A copy of the agenda for these meetings may be obtained from the District Manager at the above address.

The landowners' meeting and the Board of Supervisors 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. There may be an occasion where one or more supervisors will participate by telephone.

Pursuant to the Americans with Disabilities Act, any person requiring special accommodations to participate in these meetings is asked to contact the District Manager at (813) 418-7473, at least 48 hours before the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service at 711 for aid in contacting the District Manager.

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.

Tonya Elliott-Moore, District Manager  
*Run Date(s): October 14 and 18, 2020*

## **Instructions Relating to Landowners' Meeting of the Southshore Bay Community Development District for the Election of Members of the Board of Supervisors**

**Date:** November 3, 2020

**Time:** 11:00 a.m.

**Location:** The offices of Metro Development Group  
2502 North Rocky Point Drive, Suite 1050  
Tampa, Florida

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 subsequent landowners’ meeting for the purpose of electing members of the Board of Supervisors of the District (“**Board**”) every 2 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 within the District 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 1 vote per acre of land owned by him or her and located within the District, for each seat on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as 1 acre, entitling the landowner to 1 vote with respect thereto. Please note that a particular parcel of real property is entitled to only 1 vote for each eligible acre of land or fraction thereof; therefore, 2 or more people who own real property in common, that is 1 acre or less, are together entitled to only 1 vote for that real property. Platted lots shall be counted individually and entitled to 1 vote. 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 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.

This year, 3 seats on the Board will be up for election by landowners. The 2 candidates receiving the highest number of votes will receive a 4-year term and the 1 candidate receiving the next highest number of votes will receive a 2-year term. 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 1 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 1 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. Electronic signatures are not accepted because the integrity and security control processes required by Sections 668.001-.006, Florida Statutes are not feasible for the District at this time.

# Landowner Proxy

## Southshore Bay Community Development District 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 Southshore Bay Community Development District to be held at the offices of Metro Development Group, 2502 North Rocky Point Drive, Suite 1050, Tampa, Florida on November 3, 2020, at 11:00 a.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  |
|-----------------------------|--------------------------|-------|
| _____                       | _____                    | _____ |
| _____                       | _____                    | _____ |
| _____                       | _____                    | _____ |

  

| Address/Legal/or Parcel ID # | Acreage/or # of Platted Lots | Authorized Votes |
|------------------------------|------------------------------|------------------|
| _____                        | _____                        | _____            |
| _____                        | _____                        | _____            |
| _____                        | _____                        | _____            |

*[Insert above the street address of each parcel, the legal description of each parcel, or the tax parcel 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:**

- 1. Pursuant to Section 190.006(2)(b), Florida Statutes, a fraction of an acre is treated as 1 acre entitling the landowner to 1 vote with respect thereto.*
- 2. 2 or more persons who own real property in common that is 1 acre or less are together entitled to only 1 vote for that real property.*
- 3. 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.).*
- 4. Electronic signatures are not accepted because the integrity and security control processes required by Sections 668.001-.006, Florida Statutes are not feasible for the District at this time.*



# Official Ballot

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## Southshore Bay Community Development District Landowners' Meeting – November 3, 2020 (Election of 3 Supervisors)

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The 2 candidates receiving the highest number of votes will receive a 4-year term and the 1 candidate receiving the next highest number of votes will receive a 2-year term, with the term of office for each of 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 Southshore Bay Community Development District and described in [ ] the attached proxy or [ ] as follows:

| Address/Legal/or Parcel ID # | Acreage/or # of Platted Lots | Authorized Votes |
|------------------------------|------------------------------|------------------|
| _____                        | _____                        | _____            |
| _____                        | _____                        | _____            |
| _____                        | _____                        | _____            |

*[Insert above the street address of each parcel, the legal description of each parcel, or the tax parcel 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:** \_\_\_\_\_

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

| Name Of Candidate | Number Of Votes |
|-------------------|-----------------|
| 1. _____          | _____           |
| 2. _____          | _____           |
| 3. _____          | _____           |

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

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

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

**EXHIBIT 2.**

**STATEMENT 1**  
**SOUTHSHORE BAY COMMUNITY DEVELOPMENT DISTRICT**  
**FY 2021 PROPOSED BUDGET GENERAL FUND (O&M)**

|  | <b>FY 2018<br/>ACTUAL</b> | <b>FY 2019<br/>ACTUAL</b> | <b>FY 2020<br/>ADOPTED</b> | <b>FY 2020<br/>OCT - MAR</b> | <b>FY 2021<br/>ADOPTED</b> | <b>VARIANCE<br/>2020 - 2021</b> |
|--|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|---------------------------------|
| <b>I. REVENUE</b>                          |                           |                           |                            |                              |                            |                                 |
| GENERAL FUND REVENUES /(1)                 | \$ 71,211                 | \$ 33,271                 | \$ 269,589                 | \$ 37,929                    | \$ 360,497                 | \$ 90,908                       |
| INTEREST                                   | 3                         | 5                         |                            | 3                            |                            | -                               |
| <b>TOTAL REVENUE</b>                       | <b>71,214</b>             | <b>33,276</b>             | <b>269,589</b>             | <b>37,932</b>                | <b>360,497</b>             | <b>90,908</b>                   |
| <b>II. EXPENDITURES</b>                    |                           |                           |                            |                              |                            |                                 |
| <b>GENERAL ADMINISTRATIVE</b>              |                           |                           |                            |                              |                            |                                 |
| SUPERVISORS COMPENSATION                   | 3,879                     | -                         | 3,600                      | 1,400                        | 3,600                      | -                               |
| PAYROLL TAXES                              | 643                       | -                         | 275                        | 107                          | 275                        | -                               |
| PAYROLL PROCESSING                         | 259                       | 40                        | 349                        | 98                           | 349                        | -                               |
| MANAGEMENT CONSULTING SERVICES             | 15,242                    | 8,750                     | 21,000                     | 10,500                       | 21,000                     | -                               |
| CONSTRUCTION ACCOUNTING SERVICES           | -                         | -                         | -                          | -                            | -                          | -                               |
| PLANNING, COORDINATING & CONTRACT SERVICES | 26,226                    | 16,458                    | 36,000                     | 18,000                       | 36,000                     | -                               |
| ADMINISTRATIVE SERVICES                    | -                         | -                         | 3,500                      | 1,750                        | 3,500                      | -                               |
| BANK FEES                                  | 88                        | 41                        | 300                        | -                            | 300                        | -                               |
| MISCELLANEOUS                              | -                         | -                         | 500                        | 45                           | 500                        | -                               |
| AUDITING SERVICES                          | -                         | -                         | 4,500                      | -                            | 3,450                      | (1,050)                         |
| INSURANCE                                  | 2,507                     | 2,550                     | 3,000                      | 2,614                        | 3,000                      | -                               |
| REGULATORY AND PERMIT FEES                 | 150                       | 175                       | 150                        | 175                          | 175                        | 25                              |
| LEGAL ADVERTISEMENTS                       | 6,590                     | 334                       | 3,000                      | 928                          | 3,000                      | -                               |
| ENGINEERING SERVICES                       | -                         | -                         | 4,000                      | -                            | 4,000                      | -                               |
| LEGAL SERVICES                             | 11,456                    | 717                       | 7,000                      | 606                          | 7,000                      | -                               |
| WEBSITE HOSTING                            | 657                       | 300                       | 2,265                      | 1,271                        | 1,650                      | (615)                           |
| ADMINISTRATIVE CONTINGENCY                 |                           |                           | -                          | -                            | 2,500                      | 2,500                           |
| <b>TOTAL GENERAL ADMINISTRATIVE</b>        | <b>67,696</b>             | <b>29,365</b>             | <b>89,439</b>              | <b>37,493</b>                | <b>90,299</b>              | <b>860</b>                      |
| <b>DEBT ADMINISTRATION:</b>                |                           |                           |                            |                              |                            |                                 |
| DISSEMINATION AGENT                        | -                         | -                         | 5,000                      | -                            | 5,000                      | -                               |
| TRUSTEE FEES                               | -                         | -                         | 4,000                      | -                            | 4,000                      | -                               |
| ARBITRAGE                                  | -                         | -                         | 750                        | -                            | 750                        | -                               |
| <b>TOTAL DEBT ADMINISTRATION</b>           | <b>-</b>                  | <b>-</b>                  | <b>9,750</b>               | <b>-</b>                     | <b>9,750</b>               | <b>-</b>                        |

**STATEMENT 1  
SOUTHSHORE BAY COMMUNITY DEVELOPMENT DISTRICT  
FY 2021 PROPOSED BUDGET GENERAL FUND (O&M)**

|   | <b>FY 2018<br/>ACTUAL</b> | <b>FY 2019<br/>ACTUAL</b> | <b>FY 2020<br/>ADOPTED</b> | <b>FY 2020<br/>OCT - MAR</b> | <b>FY 2021<br/>ADOPTED</b> | <b>VARIANCE<br/>2020 - 2021</b> |
|---|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|---------------------------------|
| <b>PHYSICAL ENVIRONMENT EXPENDITURES</b>                |                           |                           |                            |                              |                            |                                 |
| COMPREHENSIVE FIELD SERVICES                            | -                         | -                         | -                          | -                            | 6,948                      | 6,948                           |
| AMENITY MANAGEMENT SERVICES                             | -                         | -                         | -                          | -                            | -                          | -                               |
| STREETPOLE LIGHTING                                     | -                         | -                         | 18,000                     | -                            | 30,000                     | 12,000                          |
| ELECTRICITY (IRRIGATION & POND PUMPS)                   | -                         | -                         | -                          | -                            | 2,500                      | 2,500                           |
| WATER   | -                         | -                         | -                          | -                            | 2,500                      | 2,500                           |
| LANDSCAPING MAINTENANCE                                 | -                         | -                         | 150,000                    | -                            | 150,000                    | -                               |
| IRRIGATION MAINTENANCE                                  | -                         | -                         | -                          | -                            | 2,500                      | 2,500                           |
| POND MAINTENANCE  | -                         | -                         | 2,400                      | -                            | 3,000                      | 600                             |
| GATE MAINTENANCE  | -                         | -                         | -                          | -                            | 5,000                      | 5,000                           |
| GATE CLICKERS   | -                         | -                         | -                          | -                            | 3,000                      | 3,000                           |
| HOLIDAY DECORATIONS/EVENTS                              | -                         | -                         | -                          | -                            | 5,000                      | 5,000                           |
| CONTINGENCY FOR PHYSICAL ENVIRONMENT                    | -                         | -                         | -                          | 5,965                        | 50,000                     | 50,000                          |
| <b>TOTAL PHYSICAL ENVIRONMENT EXPENDITURES</b>          | -                         | -                         | <b>170,400</b>             | <b>5,965</b>                 | <b>260,448</b>             | <b>90,048</b>                   |
| <b>TOTAL EXPENDITURES</b>                               | <b>67,696</b>             | <b>29,365</b>             | <b>269,589</b>             | <b>43,458</b>                | <b>360,497</b>             | <b>90,908</b>                   |
| <b>III. EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b> | <b>3,518</b>              | <b>3,911</b>              | -                          | <b>(5,526)</b>               | -                          | -                               |
| FUND BALANCE - BEGINNING                                | (1)                       | 3,517                     | 7,428                      | 7,428                        | 7,428                      | -                               |
| <b>FUND BALANCE - ENDING</b>                            | <b>\$ 3,517</b>           | <b>\$ 7,428</b>           | <b>\$ 7,428</b>            | <b>\$ 1,902</b>              | <b>\$ 7,428</b>            | <b>\$ -</b>                     |

**Footnote:**

(1) Revenue collections from County tax collector and/or budget funding agreement as needed only based on actual expenditures. Draws upon budget funding agreement can only be based on actual expenditures.

**STATEMENT 2  
SOUTHSHORE BAY CDD  
FY 2021 GENERAL FUND BUDGET  
O&M ASSESSMENT ALLOCATION**

**A. ERU Assignment**

| Approx Lot Width | Assigned ERU | Lot Count  | Total ERU     | % ERU         |
|------------------|--------------|------------|---------------|---------------|
| 22' (TH) (a)     | 0.45         | 198        | 89.10         | 12.8%         |
| 40'              | 0.80         | 50         | 40.00         | 5.7%          |
| 50'              | 1.00         | 363        | 363.00        | 52.0%         |
| 60'              | 1.20         | 95         | 114.00        | 16.3%         |
| 70'              | 1.40         | 66         | 92.40         | 13.2%         |
| <b>total</b>     |              | <b>772</b> | <b>698.50</b> | <b>100.0%</b> |

**B. Expenditures (O&M Assessment)**

|   |           |                |
|---|-----------|----------------|
| <b>Total Expenditures (net)</b>                         | \$        | 360,497        |
| County collection charges & early pmt. Disc.            | \$        | 23,010         |
| <b>Total O&amp;M Assessment, if all ON Roll (gross)</b> | <b>\$</b> | <b>383,508</b> |
| Total ERUs in District                                  |           | 698.50         |
| O&M Assessment per ERU (Gross)                          | \$        | <b>549.04</b>  |
| O&M Assessment per ERU (Net)                            | \$        | 516.10         |

**C. Assessment Allocation**

**Table 1 - Current FY Allocation of AR (as if all On-Roll)**

| Approx Lot Width | Assigned ERU | Net Assmt/Lot | Total Net Assmt   | Gross Assmt/Lot | Total Gross Assmt    |
|------------------|--------------|---------------|-------------------|-----------------|----------------------|
| 22' (TH) (a)     | 0.45         | \$ 232        | \$ 45,985         | \$ 247.07       | \$ 48,919.90         |
| 40'              | 0.80         | \$ 413        | \$ 20,644         | \$ 439.24       | \$ 21,961.80         |
| 50'              | 1.00         | \$ 516        | \$ 187,345        | \$ 549.04       | \$ 199,303.30        |
| 60'              | 1.20         | \$ 619        | \$ 58,836         | \$ 658.85       | \$ 62,591.12         |
| 70'              | 1.40         | \$ 723        | \$ 47,688         | \$ 768.66       | \$ 50,731.75         |
| <b>total</b>     |              |               | <b>\$ 360,497</b> |                 | <b>\$ 383,507.87</b> |

**Footnote:**

- (a) Townhome Lot Size is based off approx average frontage of 22' per unit in Blocks of Townhomes
- (b) Lot Mix provided by the developer
- (c) No O&M Assessments will be charged to the Developer. Developer is only to fund based on actual expenditures on an as needed basis only.

**STATEMENT 3  
SOUTHSHORE BAY CDD  
FY 2021 CONTRACT SUMMARY**

| FINCNIAL STATEMENT CATEGORY                | VENDOR      | ANNUAL AMOUNT OF CONTRACT | PO # | COMMENTS (SCOPE OF SERVICES)  |
|--|-------------|---------------------------|------|---|
| <b>GENERAL ADMINISTRATIVE</b>              |             |                           |      |   |
| SUPERVISORS COMPENSATION                   |             | 3,600                     |      | Estimated 3 Supervisors to be in attendance for 6 meetings. Chapter 190 of the Florida Statute allows for \$200 per meeting   |
| PAYROLL TAXES                              |             | 275                       |      | Payroll taxes for Supervisor Compensation ; 7.65% of Payroll  |
| PAYROLL PROCESSING                         |             | 349                       |      | Approximately \$54 per payroll and 1x yearly fee of \$25  |
| MANAGEMENT CONSULTING SERVICES             | DPFG        | 21,000                    |      | The District receives Management & Accounting services as part of the agreement; approximates \$1,750 monthly   |
| CONSTRUCTION ACCOUNTING SERVICES           |             | -                         |      |   |
| PLANNING, COORDINATING & CONTRACT SERVICES | DPFG        | 36,000                    |      | Governmental agency coordination, construction & maintenance contract administration, technical and engineering support services associated with maintenance & construction of District infrastructure; \$3,000 monthly |
| ADMINISTRATIVE SERVICES                    |             | 3,500                     |      | The District receives administrative services as part of the agreement, approximates \$300 Monthly  |
| BANK FEES                                  | BANK UNITED | 300                       |      | Bank fees associated with maintaining the District's bank accounts  |
| MISCELLANEOUS                              |             | 500                       |      | Miscellaneous as needed for General Administrative expenditures that are not appropriated in any other line items   |
| AUDITING SERVICES                          |             | 3,450                     |      | State law requires the District to undertake an annual independent audit. The budgeted amount for the fiscal year is based on contracted fees from an existing engagement letter  |
| TRAVEL PER DIEM                            |             | -                         |      | Reimbursement to Board Supervisors for travel to District Meetings  |
| INSURANCE                                  |             | 3,000                     |      | Annual; for general liability, property and officer and director insurance  |
| REGULATORY AND PERMIT FEES                 |             | 175                       |      | The District is required to pay an annual fee of \$175 to the Department of Economic Opportunity  |

**STATEMENT 3  
SOUTHSHORE BAY CDD  
FY 2021 CONTRACT SUMMARY**

| FINCNIAL STATEMENT CATEGORY              | VENDOR                         | ANNUAL AMOUNT OF CONTRACT | PO # | COMMENTS (SCOPE OF SERVICES)   |
|--|--------------------------------|---------------------------|------|--|
| LEGAL ADVERTISEMENTS                     |                                | 3,000                     |      | The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation. Increased in anticipation of bond issuance   |
| ENGINEERING SERVICES                     | STANTEC                        | 4,000                     |      | Stantec Engineering , provides general engineering services to District, i.e. attendance & preparation for monthly board meetings and other specifically requested assignments   |
| LEGAL SERVICES                           | STRAYLEY,<br>ROBIN<br>VERICKER | 7,000                     |      | Provides general legal services, review of contracts, agreements and other research assigned and directed by the Board and District Manager  |
| PERFORMANCE & WARRANTY BOND PREMIUM      |                                | -                         |      |  |
| WEBSITE HOSTING                          | CAMPUS SUITE                   | 1,650                     |      | Website ADA compliance from Campus Suite for website platform. Also includes \$135 for additional mitigation remediation   |
| ADMINISTRATIVE CONTINGENCY               |                                | 2,500                     |      | As needed.   |
| <b>DEBT ADMINISTRATION:</b>              |                                |                           |      |  |
| DISSEMINATION AGENT                      |                                | 5,000                     |      | Dissemination to facilitate District compliance with Securities & Exchange Commission continuing disclosure  |
| TRUSTEE FEES                             |                                | 4,000                     |      | Confirmed amount with Trustee to maintain the District's bond funds  |
| ARBITRAGE                                |                                | 750                       |      | The District is required to calculate interest earned from bond proceeds each year pursuant to the Internal Revenue Code.  |
| <b>PHYSICAL ENVIRONMENT EXPENDITURES</b> |                                |                           |      |  |
| COMPREHENSIVE FIELD SERVICES             | DPFG Field Services            | 6,948                     |      | Directs day to day operations of the District and oversees Field Tech Services. Schedule vendors and inspect their work, interact with new homeowners, coordinate general security hardware, manage RFP Process for ongoing maintenance and repairs, prepare monthly written reports to the Board, including estimated reimbursements for CDD business mileage driven by Field Service Tech. |
| AMENITY MANAGEMENT SERVICES              |                                | -                         |      | Track & handle facility access keys, coordination of janitorial services, track & coordinate facility rental activities, and implement general operation rules for the amenity   |

**STATEMENT 3  
SOUTHSHORE BAY CDD  
FY 2021 CONTRACT SUMMARY**

| FINCNIAL STATEMENT CATEGORY           | VENDOR | ANNUAL AMOUNT OF CONTRACT | PO # | COMMENTS (SCOPE OF SERVICES)                                   |
|---------------------------------------|--------|---------------------------|------|--|
| STREETPOLE LIGHTING                   |        | 30,000                    |      | Estimated 50 solar lights @ \$600/yr                           |
| ELECTRICITY (IRRIGATION & POND PUMPS) |        | 2,500                     |      | Electric utilities to maintain irrigation system & pond pumps. |
| WATER                                 |        | 2,500                     |      | Reclaimed and potable  |
| LANDSCAPING MAINTENANCE               |        | 150,000                   |      | Spine road, (\$150K estimate),                                 |
| IRRIGATION MAINTENANCE                |        | 2,500                     |      | As needed repairs and maintenance                              |
| POND MAINTENANCE                      |        | 3,000                     |      | Waterway management and maintenance for sites                  |
| GATE MAINTENANCE                      |        | 5,000                     |      | Cell service and repairs                                       |
| GATE CLICKERS                         |        | 3,000                     |      | 50 homes (100 @ \$30)  |
| HOLIDAY DECORATIONS/EVENTS            |        | 5,000                     |      | Holiday decorations in conjunction w/ Hidden Creek             |
| CONTINGENCY FOR PHYSICAL ENVIRONMENT  |        | 50,000                    |      | Estimated as needed  |



**EXHIBIT 3.**

**RESOLUTION 2020-04**

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

**WHEREAS**, the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Southshore Bay Community Development District (“**District**”) prior to June 15, 2020 a proposed operation and maintenance budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021 (“**Proposed Budget**”); and

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

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget, including any modifications made by the Board, 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.** The public hearing on said Proposed Budget is hereby declared and set for the following date, hour, and location:

DATE: August 10, 2020

HOUR: 6:00 p.m.

LOCATION\*: Panther Trace Clubhouse  
12515 Bramfield Drive  
Riverview, FL

*\*Please note that pursuant to Governor DeSantis’ Executive Order 20-69 (as extended by Executive Orders 20-112, 20-123 and as it may be further extended or amended) relating to the COVID-19 public health emergency and to protect the public and follow the CDC guidance regarding social distancing, such public hearing and meeting may be held telephonically or virtually. Please check on the District’s website for the latest information: <https://www.southshorebaycdd.org/>.*

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 Hillsborough 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 Proposed Budget on the District’s

website at least two days before the budget hearing date 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 by Florida law.

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

**PASSED AND ADOPTED ON JUNE 8, 2020.**

Attest:

**Southshore Bay Community  
Development District**

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Michael Lawson  
Chair of the Board of Supervisors

**Exhibit A: Proposed Budget for Fiscal Year 2020/2021**

**EXHIBIT 4.**

3:37 PM  
01/10/20

**Southshore Bay CDD**  
**Open Purchase Orders Detail**  
As of December 31, 2019

| <u>Date</u>                                | <u>Num</u>  | <u>Name</u>                             | <u>Memo</u>                   | <u>Qty</u> | <u>Rcv'd</u> | <u>Amount</u>    | <u>Open Balance</u> |
|--|-------------|---|-------------------------------|------------|--------------|------------------|---------------------|
| <b>Service</b>                             |             |   |                               |            |              |                  |                     |
| <b>GF Administrative</b>                   |             |   |                               |            |              |                  |                     |
| <b>GF Profserv - Engineering Servi</b>     |             |   |                               |            |              |                  |                     |
| 06/01/2018                                 | OM-SB-002   | Stantec Consulting Services Inc.        | Engineering Report            | 1          | 0            | 15,000.00        | 15,000.00           |
| Total GF Profserv - Engineering Servi      |             |   |                               | 1          | 0            | 15,000.00        | 15,000.00           |
| <b>GF Website Hosting &amp; Management</b> |             |   |                               |            |              |                  |                     |
| 03/27/2018                                 | OM-SB-001   | VenturesIn.com, Inc.                    | Web Hosting                   | 12         | 2            | 720.00           | 600.00              |
| Total GF Website Hosting & Management      |             |   |                               | 12         | 2            | 720.00           | 600.00              |
| Total GF Administrative                    |             |   |                               | 13         | 2            | 15,720.00        | 15,600.00           |
| <b>GF Landscape Maint.</b>                 |             |   |                               |            |              |                  |                     |
| 10/11/2019                                 | OMSBDPFG007 | All American Lawn & Tree Specialist LLC | service call for fallen trees | 1          | 0            | 395.00           | 395.00              |
| Total GF Landscape Maint.                  |             |   |                               | 1          | 0            | 395.00           | 395.00              |
| Total Service                              |             |   |                               | 14         | 2            | 16,115.00        | 15,995.00           |
| <b>TOTAL</b>                               |             |   |                               | <b>14</b>  | <b>2</b>     | <b>16,115.00</b> | <b>15,995.00</b>    |