

Board of Supervisors:

Michael Lawson - Chairman
Doug Draper - Vice Chairman
Lori Price - Assistant Secretary
Christie Ray - Assistant Secretary
Brittany Crutchfield - Assistant Secretary

District Staff:

Audette Bruce - District Manager
Brian Quillen - Operations Director
Adriana Urbina - Community Director
John Vericker - District Counsel
Vasili Kostakis - District Engineer
Gary Schwartz - Field Services Manager

Southshore Bay Community Development District

Regular Meeting Agenda

Monday, December 8, 2025 at 6:00 P.M.

Hilton Garden Inn, 4328 Garden Vista Drive, Riverview, Florida 33578

Zoom:

Dial In: +1 312-667-7136

Meeting ID: 253 006 069 605 7

Passcode: uY7VP2GG

Dear Supervisors:

A meeting of the Board of Supervisors of the Southshore Bay Community Development District is scheduled for **Monday, December 8, 2025, at 6:00 p.m.** at the **Hilton Garden Inn, 4328 Garden Vista Drive, Riverview, Florida 33578**. The following is the agenda for this meeting for your review and consideration. The Advanced Meeting Package is a working document, and thus all materials are considered drafts. Any additional support material will be distributed at the meeting.

1. Roll Call
2. Audience Comments – (limited to 3 minutes per individual for agenda items)
3. Business Items
 - A. Consideration for Adoption – **Resolution 2026-04**, Election of Board Members in the Upcoming General Election [Exhibit 1](#)
4. Consent Agenda
 - A. Consideration for Approval – The Meeting Minutes of the Board of Supervisors Regular Meeting Held November 10, 2025 [Exhibit 2](#)
 - B. Consideration for Acceptance – DiBartolomeo, McBee, Hartley & Barnes Engagement Letter [Exhibit 3](#)
 - C. Ratification of Florida Commercial Care – Irrigation Issues Proposal - \$2,056.92 [Exhibit 4](#)
 - D. Ratification of Florida Commercial Care – Zone Line Repair at Bishop Road - \$800.20 [Exhibit 5](#)
5. Staff Reports
 - A. District Counsel
 - B. District Engineer
 - C. Kai Field Staff

District Office:

Kai
2502 N. Rocky Point Dr.
Suite 1000, Tampa, FL 33607

Meeting Location:

Hilton Garden Inn
4328 Garden Vista Drive
Riverview, Florida 33578

Board of Supervisors:

Michael Lawson - Chairman
Doug Draper - Vice Chairman
Lori Price - Assistant Secretary
Christie Ray - Assistant Secretary
Brittany Crutchfield - Assistant Secretary

- Kai Field Inspection Report
- Consideration of Proposals

D. District Manager

- Presentation of Annual Performance Report for FY 2024-2025

6. Supervisors Requests

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

8. Adjournment

We look forward to seeing you at the meeting. In the meantime, if you have any questions or would like to obtain a copy of the full agenda, please do not hesitate to call us at 813-565-4663.

Sincerely,

Audette Bruce
District Manager

District Staff:

Audette Bruce - District Manager
Brian Quillen - Operations Director
Adriana Urbina - Community Director
John Vericker - District Counsel
Vasili Kostakis - District Engineer
Gary Schwartz - Field Services Manager

Exhibit 6

*Under Separate
Cover*

Exhibit 7

District Office:

Kai
2502 N. Rocky Point Dr.
Suite 1000, Tampa, FL 33607

Meeting Location:

Hilton Garden Inn
4328 Garden Vista Drive
Riverview, Florida 33578

EXHIBIT 1

AGENDA

RESOLUTION 2026-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SOUTHSORE BAY COMMUNITY DEVELOPMENT DISTRICT REGARDING THE ELECTION OF BOARD MEMBERS IN THE UPCOMING GENERAL ELECTION.

WHEREAS, the Southshore Bay Community Development District (“**District**”) is a local unit of special-purpose government situated in Hillsborough County, Florida (the “**County**”);

WHEREAS, the Board of Supervisors of the District (the “**Board**”) is the governing body of the District and each Board member is elected or appointed to a specific seat on the Board and the terms are staggered so that there is always an election every 2 years for certain seats on the Board;

WHEREAS, Section 190.003(17), *Florida Statutes* defines a “**qualified elector**” as someone who is at least 18 years of age, a citizen of the United States, a legal resident of Florida and of the District, and who registers to vote with the County Supervisor of Elections where the District is located;

WHEREAS, after the transition to qualified elector seats each Board member has a 4-year term and as their term expires their seats will be for election pursuant to Sections 190.006(3)(a) 2.b. and 2.c, *Florida Statutes*;

WHEREAS, the following Board seats will be up for election in the upcoming General Election and all seats will have 4-year terms:

Seat No. 1, Currently held by Michael Lawson

Seat No. 2, Currently held by Doug Draper

NOW, THEREFORE BE IT RESOLVED BY THE BOARD THAT:

Section 1. General Election. The seats designated above will be up for election in the upcoming General Election (with election day being the first Tuesday of November) by the qualified electors residing within the boundaries of the District.

Section 2. Qualifying Period. The period of qualifying as a candidate to serve as a member on the Board is noon, Monday, June 8, 2026 through noon, Friday, June 12, 2026. This Resolution shall serve as the District’s notice of the qualifying period, pursuant to Section 190.006(3)(b), *Florida Statutes*. Interested candidates should contact the County Supervisor of Elections for further information.

Section 3. Conduction and Procedure of Election.

- a. Other than supplying the seats up for election to the County Supervisor of Elections, the District is not involved in the election.
- b. The election shall be conducted according to the requirements of general law and law governing special district elections.
- c. Candidates seeking election shall conduct their campaigns in accordance with the provisions of Chapter 106, *Florida Statutes* and shall file qualifying papers and qualify for individual seats in accordance with Section 99.061, *Florida Statutes*.
- d. The election shall be held at the precinct polling places designated by the County Supervisor of Elections.
- e. The polls shall be opened and closed as provided by law, including, but not limited to Section 100.011, *Florida Statutes*.

- f. The ballot shall contain the names of the candidates to be voted upon, pursuant to Section 101.151, *Florida Statutes*.
- g. The Department of State shall make out a notice stating what offices are to be filled at the general election, pursuant to Section 100.021 *Florida Statutes*.

Section 4. Election Costs. The District shall be responsible for paying the District's proportionate share of the regular election costs, if any, pursuant to Section 100.011, *Florida Statutes*.

Section 5. Effective Date and Transmittal. This Resolution shall become effective upon its passage and the District Manager is authorized to transmit a copy of this Resolution to the County Supervisor of Elections.

This Resolution is duly passed and adopted on December 8, 2025.

Attest:

**Southshore Bay
Community Development District**

Print Name: _____
☐ Secretary / ☐ Assistant Secretary

Michael Lawson
Chairperson

EXHIBIT 2

AGENDA

1 **MINUTES OF MEETING**

2 **SOUTHSHORE BAY**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Southshore Bay Community Development
5 District was held on Monday, November 10, 2025 at 6:00 p.m. at Hilton Garden Inn, 4328 Garden Vista
6 Drive, Riverview, Florida 33578.

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

8 Ms. Bruce called the meeting to order and conducted roll call at 6:01 p.m.

9 Present and constituting a quorum were:

10 Michael Lawson	Board Supervisor, Vice Chairman
11 Lori Price (via Zoom)	Board Supervisor, Assistant Secretary
12 Christie Ray	Board Supervisor, Assistant Secretary
13 Brittany Crutchfield	Board Supervisor, Assistant Secretary

14 Also present were:

15 Audette Bruce	District Manager, Kai
16 Cari Allen Webster (via Zoom)	District Counsel, Straley Robin Vericker
17 Vasili Kostakis (via Zoom)	District Engineer
18 Israel Vega (via Zoom)	Florida Commercial Care

19 *The following is a summary of the discussions and actions taken at the November 10, 2025 Southshore Bay*
20 *CDD Board of Supervisors Regular Meeting.*

21 **SECOND ORDER OF BUSINESS – Audience Comments – (limited to 3 minutes per individual for**
22 **agenda items)**

23 There were fifteen audience members present, nine were online, and no comments.

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

25 A. Exhibit 1: Consideration for Adoption – Resolution 2026-02, District Objectives and Goals for FY
26 2026

27 ➤ Exhibit 2: Objectives and Goals

28 On a MOTION by Mr. Lawson, SECONDED by Ms. Ray, WITH ALL IN FAVOR, the Board **adopted**
29 **Resolution 2026-02, District Objectives and Goals for FY 2026**, for the Southshore Bay Community
30 Development District.

31 B. Exhibit 3: Consideration for Adoption – Resolution 2026-03, FY 2025 Budget Amendment

32 ➤ Exhibit A: FY 2024-2025 Amended Budget

33 On a MOTION by Mr. Lawson, SECONDED by Ms. Crutchfield, WITH ALL IN FAVOR, the Board
34 **adopted Resolution 2026-03, FY 2025 Budget Amendment**, for the Southshore Bay Community
35 Development District.

36 C. Exhibit 4: Consideration for Approval – Addendum No. 1 to the Budget Funding Agreement FY
37 2024-2025

38 ➤ Exhibit A: FY 2024-2025 Amended Budget

On a MOTION by Mr. Lawson, SECONDED by Ms. Ray, WITH ALL IN FAVOR, the Board **approved the Addendum No. 1 to the Budget Funding Agreement FY 2024-2025 in substantial form subject to review of requirements**, for the Southshore Bay Community Development District.

FOURTH ORDER OF BUSINESS – Consent Agenda

- A. Exhibit 5: Consideration for Acceptance – The Unaudited September 2025 Financials
- B. Exhibit 6: Consideration for Approval – The Meeting Minutes of the Board of Supervisors Regular Meeting Held October 13, 2025
- C. Exhibit 7: Ratification of Florida Commercial Care – Removal of Palm Fronds - \$255.00

On a MOTION by Mr. Lawson, SECONDED by Ms. Crutchfield, WITH ALL IN FAVOR, the Board **approved the Consent Agenda Items A-C**, for the Southshore Bay Community Development District.

FIFTH ORDER OF BUSINESS – Staff Reports

- A. District Counsel
 - There being none, the next item followed.
- B. District Engineer
 - There being none, the next item followed.
- C. Kai Field Staff
 - Exhibit 8: Kai Field Inspection Report
 - Consideration of Proposals
 - Exhibit 9: Florida Commercial Care – Bull Nose Installation - \$900.00
 - Exhibit 10: Florida Commercial Care – Pine Tree Replacement - \$2,343.60
 - Exhibit 11: Florida Commercial Care – Palm Tree Staking - \$900.00

On a MOTION by Mr. Lawson, SECONDED by Ms. Ray, WITH ALL IN FAVOR, the Board **approved the proposals from Florida Commercial Care for Bull Nose Installation, Pine Tree Replacement and Palm Tree Staking in the amount of \$900.00, \$2,343.60, and \$900.00, respectively**, for the Southshore Bay Community Development District.

- D. District Manager
 - There being none, the next item followed.

SIXTH ORDER OF BUSINESS – Supervisors Requests

There being none, the next item followed.

SEVENTH ORDER OF BUSINESS – Audience Comments - New Business – (limited to 3 minutes per individual for non-agenda items)

Residents asked about the pending fence repair from recent hurricane damage on Little Path, lighting to be attached to the Bishop gates, and questions about the missing trees along West lake near the new development, specifically behind 17202 Holly Well Avenue. Staff are checking into these issues.

EIGHTH ORDER OF BUSINESS –Adjournment

75 Ms. Bruce asked for final questions, comments, or corrections before requesting a motion to
76 adjourn the meeting. There being none, Mr. Lawson made a motion to adjourn the meeting.

77 On a MOTION by Mr. Lawson, SECONDED by Ms. Crutchfield, WITH ALL IN FAVOR, the Board
78 **adjourned the meeting**, for the Southshore Bay Community Development District.

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

82 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
83 **meeting held on _____.**

84

Signature

Signature

85

Printed Name

Printed Name

86 **Title:** ☐ **Secretary** ☐ **Assistant Secretary**

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

EXHIBIT 3

AGENDA

November 5, 2025

Southshore Bay Community Development District
Board of Supervisors

We are pleased to confirm our understanding of the services we are to provide Southshore Bay Community Development District, ("the District") for the fiscal years ended September 30, 2025 and 2026.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the District as of and for the years ended September 30, 2025 and 2026. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes in accordance with Rule 10.556(10) of the Auditor General of the State of Florida. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited.

1. Management's Discussion and Analysis
2. Budgetary comparison schedule

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the financial statements of Southshore Bay Community Development District in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making information available for the drafting of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

Subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of DiBartolomeo, McBee, Hartley & Barnes, P.A. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law.

We will complete the audit within prescribed statutory deadlines, with the understanding that your employees will provide information needed to perform the audit on a timely basis.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Jim Hartley is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fees for these services are not to exceed \$4,650 (\$3,900 plus \$750 for issuance of debt in 2024) for the year ending 2025 and \$4,850 (\$4,100 plus \$750 for issuance of debt in 2024) for the year ending 2026. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary or if additional Bonds are issued, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Either party may unilaterally terminate this agreement, with or without cause, upon thirty (30) days written notice. Upon any termination of this Agreement, the District will pay all invoices for services rendered prior to the date of the notice of termination but subject to any offsets that the District may have. Pursuant to Section 218.391, Florida Statutes, all invoices for fees or other compensation must be submitted in sufficient detail to demonstrate compliance with the terms of this engagement.

We shall take all necessary steps to ensure that the audit is completed in a timely fashion so that the financial reports and audits may be approved by the District's Board of Supervisors within 180 days after the end of the fiscal year under review.

We agree and understand that Chapter 119, Florida Statutes, may be applicable to documents prepared in connection with the services provided hereunder and agree to cooperate with public record requests made there under. In connection with this Agreement, we agree to comply with all provisions of Florida's public records laws, including but not limited to Section 119.0701, Florida Statutes, the terms of which are incorporated herein. Among other requirements, we will:

- a. Keep and maintain public records required by the District to perform the service.
- b. Upon request from the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if the auditor does not transfer the records to the District.

- d. Upon completion of this Agreement, transfer, at no cost, to the District all public records in possession of the auditor or keep and maintain public records required by the District to perform the service. If the auditor transfers all public records to the District upon completion of this Agreement, the auditor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the auditor keeps and maintains public records upon completion of the Agreement, the auditor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.

Reporting

We will issue a written report upon completion of our audit of Southshore Bay Community Development District's financial statements. Our report will be addressed to the Board of Supervisors of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to Southshore Bay Community Development District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

DiBartolomeo, McBee, Hartley & Barnes

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

RESPONSE:

This letter correctly sets forth the understanding of Southshore Bay Community Development District.

Management signature: _____

Title: _____

Date: _____

EXHIBIT 4

AGENDA

November 18, 2025

Southshore Bay CDD
Attn: Gary Schwartz
5002 Jackel Chase Drive
Wimauma, FL 33598



Re: Southshore Bay

Florida Commercial Care, Inc. hereby submits the following proposal for the property referenced above.

PROPOSAL: Technician reported during the November wet check the following irrigation issues at Southshore Bay.

Controller 1 (Along Hidden Creek Blvd):

Zone 68 -nonfunctional decoder

Zone 75 -Drip Filter is cracked and needs replacement.

Controller 2 (Along Lagoon Shore Blvd):

Zone 34 – 4 zone line breaks.

Below is a description of work to be completed and cost if approved.

SCOPE OF WORK:

Zone Line Repair-

- Excavate the area around the identified leak.
- Cut out any roots in the area.
- Expose the zone line and damaged area.
- Cut out the damaged section of PVC line.
- Using the appropriate PVC connections and a solvent weld cement makes the connection.
- Allow the cement to cure and turn on the zone to test for leaks.
- Backfill the excavation and restore the area.
- Clean up debris and remove it from the jobsite.

Decoder Replacement-

- Using an electronic wire tracking device follow the wire path to identify the valve location.
- Excavate the area around the valve to remove the valve box.
- Expose the communication wire and connections.
- Using a handheld decoder programmer verify the decoder programming.
- Cut the decoder from the solenoid connections and communication wire connections.
- Program the replacement decoder with the appropriate information.
- Connect the solenoid and communication leads to the decoder.
- Using a DBY6 direct burial connector seal all connections.
- Test operation of the decoder and valve from the timer.
- Backfill the excavation and reset the valve box to grade.
- Restore the area.
- Remove all debris from the work completed.

**Root Removal-**

- Using a reciprocating saw cut away roots surrounding the broken pipe.
- Expose the damaged section of pipe so repairs can be completed.

Filter system replacement-

- Turn off the water source.
- Open filter system to drain mainline.
- Cut the main line pvc connection.
- Remove the faulty filter system.
- Using the appropriate PVC connection install new filter system
- Pressurize system and flush line to make sure operational.
- Remove all debris from the jobsite.

SUBOUT				
LABOR	16		\$79.00	\$1,264.00
MATERIAL	1		\$732.92	\$732.92
TRIP CHARGE	1		\$60.00	\$60.00
GRAND TOTAL				\$2,056.92

Total Price- \$2,056.92

Proposal Accepted 11/19/25
DATE


SIGNATURE


Stephen McDowell
Florida Commercial Care, Inc.

Unless otherwise expressly stated in the above verbiage, this proposal is **valid** for a period of **60 days** after it is issued by Florida Commercial Care.

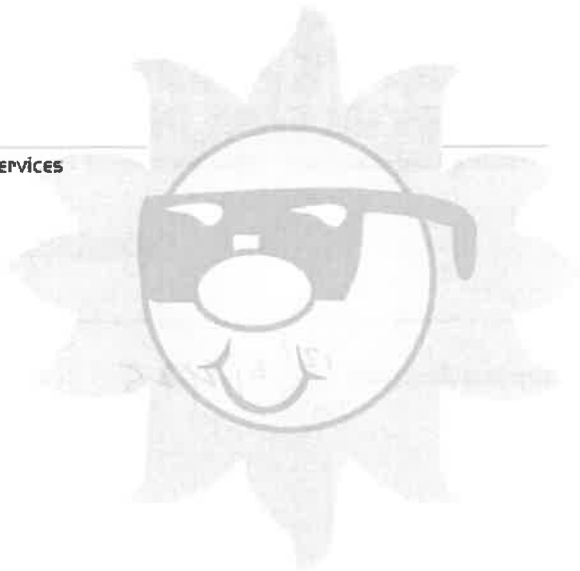
Serving all of Florida

www.FloridaCommercialCare.com

Page 18 of 41

EXHIBIT 5

AGENDA



December 1, 2025

Southshore Bay CDD
Attn: Gary Schwartz
 5002 Jackel Chase Drive
 Wimauma, FL 33598

Re: Southshore Bay

Florida Commercial Care, Inc. hereby submits the following proposal for the property referenced above.

PROPOSAL: Reported a (2) zone line break at the entrance of Bishop Rd at Southshore Bay. Below is a description of work to be completed and cost if approved. Below is a description of work to be completed and cost if approved.

SCOPE OF WORK:

Zone Line Repair-

- Excavate the area around the identified leak.
- Cut out any roots in the area.
- Expose the zone line and damaged area.
- Cut out the damaged section of PVC line.
- Using the appropriate PVC connections and a solvent weld cement makes the connection.
- Allow the cement to cure and turn on the zone to test for leaks.
- Backfill the excavation and restore the area.
- Clean up debris and remove it from the jobsite.

SUBOUT				
LABOR	8		\$79.00	\$632.00
MATERIAL	1		\$108.20	\$108.20
TRIP CHARGE	1		\$60.00	\$60.00
GRAND TOTAL				\$800.20



Professional Landscape and Property Maintenance Services

Total Price- \$800.20

Proposal Accepted 12/2/2025
DATE


SIGNATURE

Stephen McDowell
Stephen McDowell
Florida Commercial Care, Inc.

Unless otherwise expressly stated in the above verbiage, this proposal is **valid** for a period of **60 days** after it is issued by Florida Commercial Care.

Serving all of Florida

www.FloridaCommercialCare.com

Page 21 of 41

EXHIBIT 6

AGENDA



Southshore Bay CDD

Gary Schwartz

Complete

Score	64 / 70 (91.43%)	Flagged items	1	Actions	1
-------	------------------	---------------	---	---------	---

25 Nov 2025 12:14 EST

Prepared by	Gary Schwartz
-------------	---------------

Ponds	1 flagged, 1 action, 40 / 42 (95.24%)
-------	---------------------------------------

Ponds 1	1 flagged, 1 action, 1 / 3 (33.33%)
---------	-------------------------------------

Ponds	Poor
-------	------



Photo 1



Photo 2

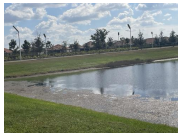


Photo 3

To do Assignee: Gary Schwartz Priority: Low Due: 2 Dec 2025 12:15 EST Created by: Gary Schwartz

The filamentous algae bloom in the pond was treated and the algae is dead. The dead filamentous algae should biodegrade within two weeks.

Pond Location	Lagoon Shore Blvd Wimauma FL 33598 United States (27.698527897306047, -82.32589667848299)
---------------	---

Ponds 2	3 / 3 (100%)
---------	--------------

Ponds	Good
-------	------



Photo 4



Photo 5

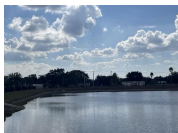


Photo 6

Pond Location	Lagoon Shore Blvd Wimauma FL 33598 United States (27.692103744510273, -82.32556818060793)
---------------	---

Ponds 3

3 / 3 (100%)

Ponds

Good



Photo 7



Photo 8



Photo 9

Pond Location

5509 Silent Crest Dr
Wimauma FL 33598
United States
(27.69270181540431,
-82.32284439611593)

Ponds 4

3 / 3 (100%)

Ponds

Good



Photo 10



Photo 11



Photo 12

Pond Location

17316 Scuba Crest St
Wimauma FL 33598
United States
(27.69267310477385,
-82.32328437858072)

Ponds 5

3 / 3 (100%)

Ponds

Good



Photo 13



Photo 14



Photo 15

Pond Location

5536 Little Path Dr
Wimauma FL 33598
United States
(27.693380543831598,
-82.31995152765812)

Ponds 6

3 / 3 (100%)

Ponds

Good

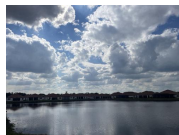


Photo 16



Photo 17



Photo 18

Pond Location

5529 Little Path Dr
Wimauma FL 33598
United States
(27.69282369792994,
-82.3209019762466)

Ponds 7

3 / 3 (100%)

Ponds

Good



Photo 19



Photo 20



Photo 21

Pond Location

5508 Little Path Dr
Wimauma FL 33598
United States
(27.693844690164724,
-82.32210856973857)

Ponds 8

3 / 3 (100%)

Ponds

Good

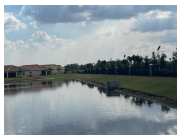


Photo 22

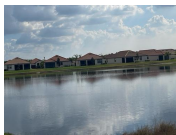


Photo 23

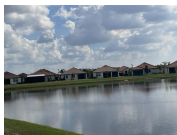


Photo 24

Pond Location

5353 Windy Grove Dr
Wimauma FL 33598
United States
(27.695099537703577,
-82.3254464689877)

Ponds 9

3 / 3 (100%)

Ponds

Good

The pond is heavily receded.



Photo 25



Photo 26



Photo 27

Pond Location

5324 Windy Grove Dr
Wimauma FL 33598
United States
(27.69698404296511,
-82.32519189010257)

Ponds 10

3 / 3 (100%)

Ponds

Good



Photo 28



Photo 29



Photo 30

Pond Location

5328 Kelper Hook Ct
Wimauma FL 33598
United States
(27.698424377051868,
-82.32292557981378)

Ponds 11

3 / 3 (100%)

Ponds

Good



Photo 31



Photo 32



Photo 33

Pond Location

17026 Clear Cork Dr
Wimauma FL 33598
United States
(27.69934833826587,
-82.32406934454538)

Ponds 12

3 / 3 (100%)

Ponds

Good

The plants in the pond are beneficial Spikerush.



Photo 34



Photo 35



Photo 36

Pond Location

16917 Clear Cork Dr
Wimauma FL 33598
United States
(27.701274972686722,
-82.32243771187379)

Ponds 13

3 / 3 (100%)

Ponds

Good

The heavily receded pond is overall well maintained. The plants in the pond are beneficial Spikerush.



Photo 37



Photo 38



Photo 39

Pond Location

16832 Banner Shell Pl
Wimauma FL 33598
United States
(27.706281507812292,
-82.32082757799806)

Ponds 14

3 / 3 (100%)

Ponds

Good

The plants in the pond are beneficial Spikerush.

Pond Location

16881 Scuba Crest St
Wimauma FL 33598
United States
(27.703209011841288,
-82.3212594632826)

Landscaping

8 / 9 (88.89%)

Landscaping 1

3 / 3 (100%)

Landscaping

Good



Photo 40



Photo 41



Photo 42



Photo 43



Photo 44

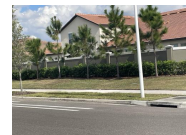


Photo 45

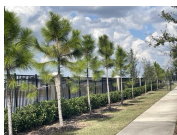


Photo 46

Landscaping Location

Lagoon Shore Blvd
Wimauma FL 33598
United States
(27.69848006780045,
-82.32587353334047)

Landscaping 2

2 / 3 (66.67%)

Landscaping

Fair

Turf fertility issues need to be addressed, and several plants are missing. The Arboricola have been cut back, but they remain leggy and require further corrective pruning or replacement. No additional cutbacks until the warmer weather returns.



Photo 47



Photo 48



Photo 49



Photo 50



Photo 51

Landscaping Location

Lagoon Shore Blvd
Wimauma FL 33598
United States
(27.691027235894552,
-82.32507361738274)

Landscaping 3

3 / 3 (100%)

Landscaping

Good



Photo 52

Landscaping Location

W Lake Dr
Wimauma FL 33598
United States
(27.690527946714024,
-82.31876098558523)

Mailbox

Mailbox Location

Streetlights

Working



Photo 53

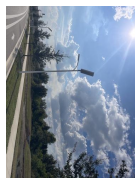


Photo 54

Streetlights Location

Lagoon Shore Blvd
Wimauma FL 33598
United States
(27.698447395186076,
-82.32594172846242)

Signage

Good

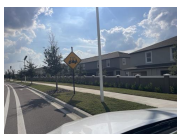


Photo 55

Gates

Good



Photo 56



Photo 57

Sidewalks

Good



Photo 58



Photo 59

Sidewalks Location

Lagoon Shore Blvd
Wimauma FL 33598
United States
(27.691016620539397,
-82.32508566169278)

Common Area Fence

Good



Photo 60



Photo 61

Roads

Good



Photo 62

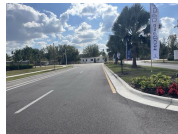


Photo 63

Roads Location

17572 Holly Well Ave
Wimauma FL 33598
United States
(27.691176139235193,
-82.324958111544)

Sign Off

Gary Schwartz
25 Nov 2025 19:23 EST

Flagged items & Actions

1 flagged, 1 action

Flagged items

1 flagged, 1 action

Page 1: Initial questions / Ponds / Ponds 1

Ponds

Poor



Photo 1

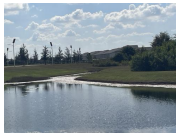


Photo 2

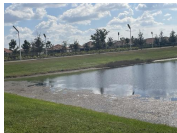


Photo 3

To do | Assignee: Gary Schwartz | Priority: Low | Due: 2 Dec 2025 12:15 EST | Created by: Gary Schwartz

The filamentous algae bloom in the pond was treated and the algae is dead. The dead filamentous algae should biodegrade within two weeks.

Other actions

0 actions

Media summary



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6



Photo 7



Photo 8



Photo 9



Photo 10



Photo 11



Photo 12



Photo 13



Photo 14



Photo 15



Photo 16



Photo 17



Photo 18



Photo 19



Photo 20



Photo 21



Photo 22



Photo 23



Photo 24



Photo 25



Photo 26



Photo 27



Photo 28



Photo 29



Photo 30



Photo 31



Photo 32



Photo 33



Photo 34



Photo 35



Photo 36



Photo 37



Photo 38



Photo 39



Photo 40



Photo 41



Photo 42



Photo 43



Photo 44



Photo 45



Photo 46



Photo 47



Photo 48



Photo 49



Photo 50



Photo 51



Photo 52



Photo 53



Photo 54



Photo 55



Photo 56



Photo 57



Photo 58



Photo 59



Photo 60



Photo 61



Photo 62



Photo 63

EXHIBIT 7

AGENDA

ANNUAL PERFORMANCE REPORT

Pursuant to Section 189.0694, Florida Statutes

Fiscal Year: 2024–2025

1. Executive Summary

This Annual Performance Report summarizes the District's operational performance, statutory compliance, and progress toward adopted Goals & Objectives. All goals were achieved.

2. District Overview

The District is a governmental entity responsible for financing, operating, and maintaining public infrastructure, stormwater facilities, landscaping, and community assets.

3. Goals & Objectives Performance Summary

3.1 Community Communication & Engagement

Goal 1.1 – Public Meetings Compliance: **Achieved**

Goal 1.2 – Notice of Meetings Compliance: **Achieved**

Goal 1.3 – Access to Records: **Achieved**

3.2 Infrastructure & Facilities Maintenance

Goal 2.1 – Site Inspections: **Achieved**

3.3 Financial Transparency & Accountability

Goal 3.1 – Budget Preparation & Adoption: **Achieved**

Goal 3.2 – Financial Reports: **Achieved**

Goal 3.3 – Annual Financial Audit: **Achieved**

4. Summary Conclusion

All goals and objectives were successfully met. The District continued to maintain compliance, transparency, and efficient operations.

Kai Community Development Services