



Rizzetta & Company

Magnolia Creek Community Development District

Board of Supervisors' Meeting May 7, 2020

**District Office:
120 Richard Jackson Blvd, Suite 220
Panama City Beach, Florida 32407
850-334-9055**

www.magnoliacreekcdd.org

MAGNOLIA CREEK COMMUNITY DEVELOPMENT DISTRICT AGENDA

Rizzetta & Company, Inc., 120 Richard Jackson Boulevard, Suite 220, Panama City Beach, FL 32407

District Board of Supervisors	Dale (Chip) Jones Scott Campbell William McConnell Tom Hidell Adam Lerner	Chairman Vice Chairman Supervisor Supervisor Supervisor
District Manager	Anthony Jeancola	Rizzetta & Company, Inc.
District Attorney	Carl Eldred	Hopping, Green & Sams, P.A.
District Engineer	Richard Moore, P.E.	Moore-Bass Consulting, Inc.
Bond Counsel	Cynthia E. Wilhelm	Nabors, Giblin & Nickerson, P.A.

All Cellular phones and pagers must be turned off.

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (850) 334-9055. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY)1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

MAGNOLIA CREEK COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 120 RICHARD JACKSON BLVD., SUITE 220, PANAMA CITY BEACH, FL 32407
<http://magnoliacreekcdd.org/>

April 30, 2020

Board of Supervisors
Magnolia Creek Community
Development District

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors' of the Magnolia Creek Community Development District will be held on **Thursday, May 7, 2020 at 2:00 p.m. (CDT) by phone teleconference at 929-205-6099; Meeting ID 964 8476 7179**. The following is the agenda for the meeting:

AUDIT COMMITTEE MEETING:

- 1. CALL TO ORDER/ROLL CALL**
- 2. BUSINESS ADMINISTRATION**
 - A. Consideration of Auditor Selection Evaluation Criteria.....Tab 1
 - B. Consideration of Audit Proposal Instructions.....Tab 2
 - C. Consideration of Advertisement for Proposals for Annual Auditing.....Tab 3
- 3. ADJOURNMENT**

BOARD OF SUPERVIORS MEETING:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Meeting Held on August 8, 2019.....Tab 4
 - B. Ratification of Operation and Maintenance Expenditures for July 2019 – March 2020.....Tab 5
 - C. Consideration of Resolution 2020-01, Authorizing Bank Account Signatories.....Tab 6
 - D. Consideration of Resolution 2020-02, Re-Designating Secretary of the District.....Tab 7
- 4. BUSINESS ITEMS**
 - A. Acceptance of Arbitrage Report – Series 2007AB.....Tab 8
 - B. Consideration of Audit Review Committee Recommendations
 - C. Presentation of Proposed Budget for Fiscal Year 2020/2021.....Tab 9
 1. Consideration of Resolution 2020-03, Approving Proposed Budget and Setting the Public Hearing.....Tab 10
 - D. Consideration of Resolution 2020-04, Designating a Date, Time and Location for a Landowners' Meeting.....Tab 11
 - E. Presentation of Registered Voter Count.....Tab 12
 - F. Consideration of Resolution 2020-05, Internal Controls Policy.....Tab 13
- 5. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call me at 850-334-9055.

Sincerely,
Anthony Jeancola
Anthony Jeancola
District Manager

cc: Carl Eldred, Hopping Green & Sams, P.A.
Rick Moore, Moore Bass Consulting, Inc.

Tab 1

AUDITOR SELECTION EVALUATION CRITERIA

1. Ability of Personnel.

(20 Points)

(E.g., geographic location of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.)

2. *Proposer's Experience.*

(20 Points)

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other or current Community Development District(s) in other contracts; character, integrity, reputation of Proposer, etc.)

3. *Understanding of Scope of Work.*

(20 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. *Ability to Furnish the Required Services.*

(20 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.

5. Price.

(20 Points)***

Points will be awarded based upon the lowest total proposal for rendering the services and the reasonableness of the proposal.

Total

(100 Points)

***Alternatively, the Board may choose to evaluate firms without considering price, in which case the remaining categories would be assigned 25 points each.

Tab 2

MAGNOLIA CREEK COMMUNITY DEVELOPMENT DISTRICT

REQUEST FOR PROPOSALS

District Auditing Services for Fiscal Year 2020, 2021 and 2022

Walton County, Florida

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than **Friday, July 17, 2020**, at 12:00 p.m., at the offices of District Manager, located at Rizzetta & Company, Inc., 8529 South Park Circle, Suite 330, Orlando, FL 32819, telephone (407) 472-2471. Proposals will be publicly opened at that time.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit eight (8) copies of the Proposal Documents, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services – Veranda Community Development District II" on the face of it.

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the "Proposal Documents").

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of the District's limited waiver of liability contained in Section 768.28, *Florida Statutes*, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List the position or title of all personnel to perform work on the District audit. Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal, plus the lump sum cost of two (2) annual renewals.

SECTION 13. PROTESTS. In accordance with the District's Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) calendar hours (excluding Saturday, Sunday, and state holidays) after the receipt of the Proposal Documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturday, Sunday, and state holidays) after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Proposal Documents.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

Tab 3

MAGNOLIA CREEK COMMUNITY DEVELOPMENT DISTRICT REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES

The Magnolia Creek Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending **September 30, 2020**, with an option for two additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure. The District was created by a Walton County Ordinance and it has issued Special Assessment Revenue Bonds Series 2007 to finance the acquisition and construction of certain improvements for the benefit of the District. **For fiscal year 2019/2020**, the District has a total annual operating budget of approximately **\$126,475.00**. The final contract will require that, among other things, **the audit for Fiscal Year 2020 be completed no later than June 30, 2021**.

The auditing entity submitting a proposal must be duly licensed under Chapter 173, Florida Statutes and be qualified to conduct audits in accordance with "Government Auditing Standards," as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

Proposers must provide eight (8) copies and one (1) digital copy of their proposal to Anthony Jeancola, District Manager, c/o Rizzetta & Company, Inc., located at 8529 South Park Circle, Suite 330, Orlando, FL 32819, in an envelope marked on the outside "Auditing Services – Magnolia Creek Community Development District." Proposals must be received by **Friday, July 17, 2020, at 12:00 p.m.**, at the office of the District Manager. Please direct all questions regarding this Notice to the District Manager, who can be reached at (407) 472-2471.

Magnolia Creek Community Development District
Anthony Jeancola, District Manager

Run Date(s): XXXX

Tab 4

MINUTES OF MEETING

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

**MAGNOLIA CREEK
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Magnolia Creek Community Development District was held on **Thursday, August 8, 2019 at 2:00 p.m. (CDT)** at the Walton County Coastal Branch Library, located at 437 Greenway Trail, Santa Rosa Beach, FL 32459.

Present and constituting a quorum:

Dale "Chip" Jones	Board Supervisor, Chair
Tom Hidell	Board Supervisor, Assistant Secretary
Adam Lerner	Board Supervisor, Assistant Secretary
William McConnell	Board Supervisor, Assistant Secretary

Also present were:

Justin Croom	District Manager, Rizzetta & Company, Inc.
Anthony Jeancola	Rizzetta & Company, Inc. <i>via speakerphone</i>
Courtney Mattern	Rizzetta & Company, Inc. <i>via speakerphone</i>
Carl Eldred	District Counsel, Hopping Green & Sams, P.A.

FIRST ORDER OF BUSINESS

Call to Order

Mr. Croom called the meeting to order at 2:00 p.m. and read roll call, confirming a quorum for the meeting.

SECOND ORDER OF BUSINESS

Audience Comments

There was no audience present at this time.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of the
Board of Supervisors' Meeting
Held on May 9, 2019**

Mr. Croom advised that the minutes have been reviewed by District Counsel.

MAGNOLIA CREEK COMMUNITY DEVELOPMENT DISTRICT

August 8, 2019 Minutes of Meeting

Page 2

On a Motion by Mr. Jones, seconded by Mr. Hidell, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' Meeting held on May 9, 2019, for the Magnolia Creek Community Development District.

FOURTH ORDER OF BUSINESS

**Ratification of Operation and
Maintenance Expenditures for
April – June 2019**

Mr. Croom presented the Board with the Operation and Maintenance Expenditures for April – June 2019.

On a Motion by Mr. Lerner, seconded by Mr. McConnell, with all in favor, the Board of Supervisors Ratified Operation and Maintenance Expenditures for April (\$7,329.58), May (\$17,843.00), and June 2019 (\$5,540.45), for the Magnolia Creek Community Development District.

FIFTH ORDER OF BUSINESS

**Ratification of Construction
Requisition #166, Capital
Improvement Revenue Bond
Series 2007AB**

Mr. Croom presented the Board with Construction Requisition #166, Capital Improvement Revenue Bond Series 2007AB.

On a Motion by Mr. Jones, seconded by Mr. Lerner, with all in favor, the Board of Supervisors Ratified Construction Requisition #166, Capital Improvement Bond Series 2007AB, for the Magnolia Creek Community Development District.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2019-04, Designating Dates, Times and
Location of the Board of
Supervisors Meetings for Fiscal
Year 2019/2020**

Mr. Croom presented the Board with Resolution 2019-04 as well as three exhibits proposing meetings on a monthly, bimonthly and quarterly schedule. The Board discussed and chose Exhibit A with the quarterly meeting schedule.

On a Motion by Mr. Hidell, seconded by Mr. Jones, with all in favor, the Board of Supervisors' Accepted Resolution 2019-04, Designating Dates, Times and Location of the Board of Supervisors Meetings for Fiscal Year 2019/2020, for the Magnolia Creek Community Development District.

MAGNOLIA CREEK COMMUNITY DEVELOPMENT DISTRICT

August 8, 2019 Minutes of Meeting

Page 3

SEVENTH ORDER OF BUSINESS

**Public Hearing to Consider the
Adoption of the Fiscal Year
2019/2020 Budget**

On a motion by Mr. Jones, seconded by Mr. McConnell, with all in favor, the Board of Supervisors agreed to open a Public Hearing to Consider the Adoption of the Fiscal Year 2019/2020 Budget, for the Magnolia Creek Community Development District.

Mr. Croom presented and reviewed Fiscal Year 2019/2020 Budget and Assessments. He advised that the only change to be made would be an increase of \$2,000.00 to the ADA Site Compliance line item and a reduction of \$1,000.00 to the aquatic maintenance and pond maintenance line items.

No members of the public were present to provide public testimony or comment.

On a Motion by Mr. Jones, seconded by Mr. McConnell, with all in favor, the Board of Supervisors agreed to close the public hearing on Fiscal Year 2019/2020 Final Budget, for the Magnolia Creek Community Development District.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2019-05, Annual Appropriations and Adopting the Budgets for Fiscal Year 2019/2020

On a Motion by Mr. Lerner, seconded by Mr. Hidell, with all in favor, the Board of Supervisors approved Resolution 2019-05, Annual Appropriations and Adopting the Budgets for Fiscal Year 2019/2020, for the Magnolia Creek Community Development District.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2019-06, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2019/2020

On a Motion by Mr. Jones, seconded by Mr. Lerner, with all in favor, the Board of Supervisors approved Resolution 2019-06, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2019/2020, for the Magnolia Creek Community Development District.

TENTH ORDER OF BUSINESS

**Ratification of Financial Report for
Fiscal Year Ending September 30,
2018**

Mr. Croom advised that the findings are the same as in prior years and include not meeting Debt Service Reserve requirements, not making Debt Service payments and not having an appraisal on the land.

On a Motion by Mr. Lerner, seconded by Mr. Hidell, with all in favor, the Board of Supervisors ratified the Financial Report for Fiscal Year Ending September 30, 2018, for the Magnolia Creek Community Development District.

ELEVENTH ORDER OF BUSINESS

Consideration of ADA Website Compliance Proposals

Mr. Croom presented the Board with three proposals from ADA Site Compliance LLC, VGlobalTech and Innersync Studio, Ltd., d/b/a CampusSuite.

Discussion ensued on the comparison of the terms of the three vendors.

On a Motion by Mr. Jones, seconded by Mr. Hidell, with all in favor, the Board of Supervisors Accepted the Proposal from Innersync Studio, Ltd., d/b/a CampusSuite, for the Magnolia Creek Community Development District.

TWELFTH ORDER OF BUSINESS

Consideration of Updated Contract for Professional Technology Services – Rizzetta Technology Services, LLC

Mr. Croom presented the Board with the Updated Contract for Professional Technology Services.

On a Motion by Mr. Jones, seconded by Mr. Hidell, with all in favor, the Board of Supervisors Accepted the Updated Contract for Professional Technology Services – Rizzetta Technology Service, LLC, for the Magnolia Creek Community Development District.

THIRTEENTH ORDER OF BUSINESS

Appointment of Audit Review Committee

Mr. Croom noted that it is time for the audit committee process and to obtain audit approvals for services in the future. Discussion ensued and the Board appointed itself as the Audit Committee and set the first meeting date for the Audit Committee Meeting prior to the next Board meeting.

MAGNOLIA CREEK COMMUNITY DEVELOPMENT DISTRICT

August 8, 2019 Minutes of Meeting

Page 5

On a Motion by Mr. Jones, seconded by Mr. Lerner, with all in favor, the Board of Supervisors appointed the Board as the Audit Committee for the District and set November 7, 2019 at 2:00 pm as the first meeting of the Audit Committee, for the Magnolia Creek Community Development District.

FOURTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Eldred had nothing to report at this time.

B. District Engineer

The District Engineer was not present at this time.

Mr. Jones advised that he had previously reached out to the District Engineer to reach out to the City to inquire on the status on the sanitary sewer.

C. District Manager

The Board did not see a need to hold the September 12th meeting.

Mr. Croom advised that the next meeting of the Board of Supervisors' is to be held November 7, 2019 at 2:00 p.m. at the Walton County Coastal Branch Library.

FIFTEENTH ORDER OF BUSINESS

Supervisor Requests

Mr. Hidell inquired on the property owner present at the last meetings interest in becoming a Board Member, Mr. Jones advised that the next opportunity would be the Landowner Election in November 2020

SIXTEENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Jones, seconded by Mr. Lerner, with all in favor, the Board of Supervisors adjourned the meeting at 2:35 p.m. for the Magnolia Creek Community Development District.

Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 5

MAGNOLIA CREEK COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 120 RICHARD JACKSON BLVD · SUITE 220 · PANAMA CITY BEACH, FL 32407

Operation and Maintenance Expenditures July 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from July 1, 2019 through July 31, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$12,011.63**

Approval of Expenditures:

_____Chairperson

_____Vice Chairperson

_____Assistant Secretary

Magnolia Creek Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2019 Through July 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Grau & Associates	000297	18457	Audit FYE 09/30/18	\$ 4,200.00
Hopping Green & Sams	000294	108117	General/Monthly Legal Services 05/19	\$ 3,268.13
Hopping Green & Sams	000298	108589	General/Monthly Legal Services 06/19	\$ 335.17
Rizzetta & Company, Inc.	000295	INV0000041524	District Management Fees 07/19	\$ 4,033.33
Rizzetta Technology Services, LLC	000296	INV0000004542	Email/Website Hosting Services 07/19	<u>\$ 175.00</u>
Report Total				<u><u>\$ 12,011.63</u></u>

Grau and Associates

951 W. Yamato Road, Suite 280
Boca Raton, FL 33431-
www.graucpa.com

Phone: 561-994-9299

RECEIVED

Fax: 561-994-5823

JUL 05 2019

Magnolia Creek CDD
12750 Citrus Park Lane, Suite 115
Tampa, FL 33625

Invoice No. 18457
Date 06/28/2019

SERVICE

AMOUNT

Audit FYE 09/30/2018

\$ 4,200.00

Current Amount Due

\$ 4,200.00

JUL 08 2019

Approved: JC Date 7-12-2019

JUL 12 2019

COI 51300 003202

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
4,200.00	0.00	0.00	0.00	0.00	4,200.00

Payment due upon receipt.

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

JUN 24 2019

7/1/2019

JUN 28 2019

001 \$1400 3107

STATEMENT

June 10, 2019

Magnolia Creek Community Development District
c/o District Manager
2806 N 5th Street
St. Augustine, FL 32084

Bill Number 108117
Billed through 05/31/2019

General Counsel/Monthly Meeting

MCRDDB 00001 CEL

FOR PROFESSIONAL SERVICES RENDERED

05/02/19	CEL	Review meeting agenda; telephone conference with Croom regarding same.	0.20 hrs
05/06/19	CEL	Review SPE materials.	0.50 hrs
05/08/19	CEL	Telephone conference with Jones and Croom regarding agenda items; research same.	2.50 hrs
05/09/19	CEL	Review website proposals; prepare for, travel to, and attend Board meeting; return travel.	6.70 hrs
05/09/19	TFM	Confer with Eldred.	0.40 hrs
05/10/19	JLK	Continue negotiations and research with district management team, insurance providers and ADA consultants on questions related to policies, accessibility and requisite standards.	0.10 hrs
05/16/19	JLK	Negotiate professional IT master services agreement with Rizzetta IT services.	0.10 hrs
Total fees for this matter			\$3,071.50

DISBURSEMENTS

Document Reproduction	56.75
Travel	133.50
Travel - Meals	6.38
Total disbursements for this matter	\$196.63

MATTER SUMMARY

Eldred, Carl	9.90 hrs	295 /hr	\$2,920.50
Kilinski, Jennifer L.	0.20 hrs	235 /hr	\$47.00
Mackie, A.Tucker Frazee	0.40 hrs	260 /hr	\$104.00

TOTAL FEES	\$3,071.50
TOTAL DISBURSEMENTS	\$196.63

TOTAL CHARGES FOR THIS MATTER**\$3,268.13****BILLING SUMMARY**

Eldred, Carl	9.90 hrs	295 /hr	\$2,920.50
Kilinski, Jennifer L.	0.20 hrs	235 /hr	\$47.00
Mackie, A.Tucker Frazee	0.40 hrs	260 /hr	\$104.00

TOTAL FEES**\$3,071.50****TOTAL DISBURSEMENTS****\$196.63****TOTAL CHARGES FOR THIS BILL****\$3,268.13****Please include the bill number on your check.**

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

Date Rec'd Rizzetta & Co., Inc. JUL 24 2019
O/M approval jc Date 7/29/2019
Date entered JUL 26 2019
Fund 001 GL 51400 OC 3107
Check # _____

STATEMENT

July 11, 2019

Magnolia Creek Community Development District
c/o District Manager
2806 N 5th Street
St. Augustine, FL 32084

Bill Number 108589
Billed through 06/30/2019

General Counsel/Monthly Meeting

MCRCD 00001 CEL

FOR PROFESSIONAL SERVICES RENDERED

06/03/19	CEL	Review meeting minutes.	0.20 hrs
06/14/19	APA	Prepare update to auditor letter response fiscal year end 2018.	0.80 hrs
06/24/19	CEL	Prepare and finalize deficit funding agreement for FY2020.	0.50 hrs
Total fees for this matter			\$314.50

DISBURSEMENTS

Conference Calls	20.67
Total disbursements for this matter	\$20.67

MATTER SUMMARY

Papp, Annie M. - Paralegal	0.80 hrs	135 /hr	\$108.00
Eldred, Carl	0.70 hrs	295 /hr	\$206.50

TOTAL FEES \$314.50

TOTAL DISBURSEMENTS \$20.67

TOTAL CHARGES FOR THIS MATTER \$335.17

BILLING SUMMARY

Papp, Annie M. - Paralegal	0.80 hrs	135 /hr	\$108.00
Eldred, Carl	0.70 hrs	295 /hr	\$206.50

TOTAL FEES \$314.50

TOTAL DISBURSEMENTS \$20.67

TOTAL CHARGES FOR THIS BILL \$335.17

Please include the bill number on your check.

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
7/1/2019	INV0000041524

Bill To:

MAGNOLIA CREEK CDD
 3434 Colwell Avenue, Suite 200
 Tampa FL 33614

Services for the month of		Terms	Client Number
July		Upon Receipt	00550
Description	Qty	Rate	Amount
District Management Services 3101	1.00	\$2,083.33	\$2,083.33
Administrative Services 3100	1.00	\$375.00	\$375.00
Accounting Services 3201	1.00	\$1,158.33	\$1,158.33
Financial & Revenue Collections 3111	1.00	\$416.67	\$416.67
<p style="text-align: right;">JUN 20 2019</p> <p style="text-align: right;">JC 6/24/2019</p> <p style="text-align: right;">JUN 21 2019</p> <p style="text-align: right;">001 51300 see above</p>			
Subtotal			\$4,033.33
Total			\$4,033.33

Rizzetta Technology Services
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
7/1/2019	INV0000004542

Bill To:

MAGNOLIA CREEK CDD
 3434 Colwell Avenue, Suite 200
 Tampa FL 33614

Services for the month of	Terms	Client Number
July		00550

Description	Qty	Rate	Amount
EEmail Accounts, Admin & Maintenance	5	\$15.00	\$75.00
Website Hosting, Backup and Content Updating	1	\$100.00	\$100.00
<p> <i>jc</i> JUN 19 2019 6/24/2019 JUN 21 2019 001 51300 5183 </p>			
Subtotal			\$175.00
Total			\$175.00

MAGNOLIA CREEK COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 120 RICHARD JACKSON BLVD · SUITE 220 · PANAMA CITY BEACH, FL 32407

Operation and Maintenance Expenditures August 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from August 1, 2019 through August 31, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$7,333.33**

Approval of Expenditures:

_____Chairperson

_____Vice Chairperson

_____Assistant Secretary

Magnolia Creek Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2019 Through August 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Adam Blake Lerner	000303	AL080819	Board of Supervisors Meeting 08/08/19	\$ 200.00
Dale S Jones Jr.	000302	DJ080819	Board of Supervisors Meeting 08/08/19	\$ 200.00
Innersync	000305	17636	Onboarding of ADA Compliant Website 08/19	\$ 2,325.00
Rizzetta & Company, Inc.	000299	INV0000042320	District Management Fees 08/19	\$ 4,033.33
Rizzetta Technology Services, LLC	000300	INV0000004627	Email/Website Hosting Services 08/19	\$ 175.00
Thomas Hidell	000301	TH080819	Board of Supervisors Meeting 08/08/19	\$ 200.00
William G. McConnell	000304	WM080819	Board of Supervisors Meeting 08/08/19	<u>\$ 200.00</u>
Report Total				<u>\$ 7,333.33</u>

Magnolia Creek CDD
8/8/2019

SUPERVISOR PAY REQUEST

Name of Board Supervisor	Check if present	Check if paid
Dale "Chip" Jones	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tom Hidell	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Adam Lerner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Scott Cambell	<input type="checkbox"/>	<input type="checkbox"/>
William McConnell	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

(*) Does not get paid

EXTENDED MEETING TIMECARD

Meeting Start Time:	2:00 pm
Meeting End Time:	2:35 pm
Total Meeting Time:	

Time Over _____ () Hours:

Total at \$175 per Hour:

DM Signature: Just Aaron

Please forward copy to Marcia Eannetta for
Extended Meeting Hours.

AUG 09 2019

Date Rec'd Rizzetta & Co., Inc. _____
D/M approval JC Date 8/9/2019
Date entered AUG 09 2019
Fund 001 GL 51100 OC 1101
Check # _____

innersync
P.O. Box 18723
Fairfield, OH 45018-0723

Your Website powered by
campus
suite

Invoice

BILL TO

Magnolia Creek CDD
12750 Citrus Park Lane
Tampa, FL 33625

INVOICE # 17636

DATE 08/14/2019

DUE DATE 08/29/2019

TERMS Net 15

DESCRIPTION

AMOUNT

CDD Implementation - Onboarding of ADA Compliant Website &
Remediation of Historical Documents

2,325.00

One-time fee

BALANCE DUE

\$2,325.00

Date Rec'd Rizzetta & Co., Inc. AUG 15 2019
D/M approval jc Date 8/19/2019
Date entered AUG 16 2019
Fund 001 GL 51310 oc 5103
Check # _____

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
8/1/2019	INV0000042320

Bill To:

MAGNOLIA CREEK CDD
 3434 Colwell Avenue, Suite 200
 Tampa FL 33614

Services for the month of	Terms	Client Number
August	Upon Receipt	00550

Description	Qty	Rate	Amount
District Management Services 3101	1.00	\$2,083.33	\$2,083.33
Administrative Services 3100	1.00	\$375.00	\$375.00
Accounting Services 3201	1.00	\$1,158.33	\$1,158.33
Financial & Revenue Collections 3111	1.00	\$416.67	\$416.67
<p>Date Rec'd Rizzetta & Co., Inc. <u>JUL 25 2019</u> D/M approval <u>JC</u> Date <u>7/29/2019</u> Date entered <u>JUL 26 2019</u> Fund <u>001</u> GL <u>51300</u> OC <u>see above</u> Check # _____</p>			
Subtotal			\$4,033.33
Total			\$4,033.33

Rizzetta Technology Services
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
8/1/2019	INV0000004627

Bill To:

MAGNOLIA CREEK CDD
 3434 Colwell Avenue, Suite 200
 Tampa FL 33614

Services for the month of	Terms	Client Number
August		00550

Description	Qty	Rate	Amount
EMail Accounts, Admin & Maintenance	5	\$15.00	\$75.00
Website Hosting, Backup and Content Updating	1	\$100.00	\$100.00
<p style="text-align: right;">JUL 25 2019</p> <p>Date Rec'd Rizzetta & Co., Inc. _____</p> <p>D/M approval <u>gc</u> Date <u>7/29/2019</u></p> <p>Date entered <u>JUL 26 2019</u></p> <p>Fund <u>001</u> GL <u>51300</u> OC <u>5103</u></p> <p>Check # _____</p>			
Subtotal			\$175.00
Total			\$175.00

MAGNOLIA CREEK COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 120 RICHARD JACKSON BLVD · SUITE 220 · PANAMA CITY BEACH, FL 32407

Operation and Maintenance Expenditures September 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2019 through September 30, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$10,752.75**

Approval of Expenditures:

_____Chairperson

_____Vice Chairperson

_____Assistant Secretary

Magnolia Creek Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2019 Through September 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Egis Insurance Advisors LLC	000310	9204	General/POL Liability Insurance FY 19/20	\$ 5,328.00
GateHouse Media DBA Northwest Florida Papers	000306	2032742-0719	Acct# 2032742 Legal Advertising 07/19	\$ 378.42
Hopping Green & Sams	000307	109466	General/Monthly Legal Services 07/19	\$ 838.00
Rizzetta & Company, Inc.	000308	INV0000043151	District Management Fees 09/19	\$ 4,033.33
Rizzetta Technology Services, LLC	000309	INV0000004712	Email/Website Hosting Services 09/19	\$ <u>175.00</u>
Report Total				<u>\$ 10,752.75</u>



INVOICE

Customer	Magnolia Creek Community Development District
Acct #	534
Date	08/28/2019
Customer Service	Kristina Rudez
Page	1 of 1

Magnolia Creek Community Development District
c/o Rizzetta & Company
120 Richard Jackson Blvd., Ste. 220
Panama City, FL 32407

Payment Information	
Invoice Summary	\$ 5,328.00
Payment Amount	
Payment for:	Invoice#9204
100119233	

Thank You

Please detach and return with payment

Customer: Magnolia Creek Community Development District

Invoice	Effective	Transaction	Description	Amount
9204	10/01/2019	Renew policy	Policy #100119233 10/01/2019-10/01/2020 Florida Insurance Alliance General Liability - Renew policy Due Date: 8/28/2019 Date Rec'd Rizzetta & Co., Inc. <u>SEP 20 2019</u> D/M approval <u>A. Hernandez</u> Date <u>SEP 20 2019</u> Date entered <u>SEP 20 2019</u> Fund <u>001</u> GL <u>15500</u> OC <u></u> Check # <u></u> POL \$2,537 GL \$2,791	5,328.00
				Total
				\$ 5,328.00

Thank You

FOR PAYMENTS SENT OVERNIGHT:
Egis Insurance Advisors LLC, Fifth Third Wholesale Lockbox, Lockbox #234021, 4900 W. 95th St Oaklawn, IL 60453

Remit Payment To: Egis Insurance Advisors, LLC	(321)233-9939	Date
Lockbox 234021 PO Box 84021 Chicago, IL 60689-4002	sclimer@egisadvisors.com	08/28/2019



Gatehouse Media
PO Box 102801
Atlanta, GA 30368-2801
866-470-7133
Tax ID 47-2464860
www.emeraldcoast.com

Page 1

LOCATION ID DN BALANCE DUE \$378.42 AMOUNT PAID _____

MAGNOLIA CREEK COMM DEV D
3434 COLWELL AVENUE
SUITE 200
TAMPA, FL 33614

Advertising Invoice

INVOICE DATE	INVOICE NO.
8/4/2019	2032742-0719

TO ASSURE PROPER CREDIT - PLEASE RETURN TOP PORTION WITH REMITTANCE - ENTER ACCOUNT NUMBER ON YOUR CHECK

ACCOUNT NUMBER	CURRENT	PAST DUE 31-60 DAYS	PAST DUE 61-90 DAYS	PAST DUE 91-OVER
2032742	\$378.42	\$0.00	\$0.00	\$0.00

DATE	REF #	DESCRIPTION	UNITS	RATE	AMOUNT
07/24/19	34859599	4110-DN Legal Line 7/0873DN MAGNOLIA CREEK	238.00		378.42

Date Rec'd Rizzetta & Co., Inc. SEP 10 2019
 O/M approval A. J. [Signature] Date SEP 10 2019
 Date entered SEP 10 2019
 Fund 001 GL 51300 OC 4861
 Check # _____

Important! Please make note of our NEW Payment Remittance Address. To ensure prompt posting of your payment, it is important that you use this NEW address.

PREVIOUS BALANCE	NEW CHARGES	CREDITS	BALANCE DUE
\$0.00	\$378.42	\$0.00	\$378.42

REMIT TO: Gatehouse Media
PO Box 102801
Atlanta, GA 30368-2801

2032742

THIS STATEMENT IS DUE AND PAYABLE UPON RECEIPT. A SERVICE CHARGE OF 1.5% PER MONTH WILL BE CHARGED ON ACCOUNTS UNPAID 30 DAYS (ANNUAL PERCENTAGE RATE IS 18%).

The News Herald • Northwest Florida Daily News • The Star • The Times • Crestview News Bulletin • Santa Rosa Press Gazette
The Walton Sun • The Destin Log • The Washington County News • Holmes County Times • EmeraldCoast.com

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 8526
Tallahassee, FL 32314
850.222.7500

Date Rec'd Rizzetta & Co., Inc. AUG 26 2019
D/M approval [Signature] Date
Date entered AUG 30 2019
Fund 001 GL 51400 OC 3107
Check #

STATEMENT

August 14, 2019

Magnolia Creek Community Development District
c/o District Manager
2806 N 5th Street
St. Augustine, FL 32084

Bill Number 109466
Billed through 07/31/2019

General Counsel/Monthly Meeting MCRDD 00001 CEL

FOR PROFESSIONAL SERVICES RENDERED

07/08/19	CEL	Review auditor report and previous findings.	1.80 hrs
07/09/19	KEM	Confer with district manager regarding budget hearing date.	0.10 hrs
07/18/19	KEM	Prepare appropriation and assessment resolution.	0.20 hrs
07/22/19	CEL	Review budget resolutions and proposed method of assessment collection.	0.50 hrs
07/24/19	CEL	Review Attorney General opinion regarding public records exemption.	0.10 hrs
07/26/19	CEL	Review draft agenda; research same.	0.20 hrs
07/31/19	MCE	Research new law regarding new definition of "home address" and property appraiser objections to confidential information in assessment rolls; prepare memorandum to district manager regarding same.	0.10 hrs

Total fees for this matter \$838.00

MATTER SUMMARY

Eldred, Carl	2.60 hrs	295 /hr	\$767.00
Ibarra, Katherine E. - Paralegal	0.30 hrs	135 /hr	\$40.50
Eckert, Michael C.	0.10 hrs	305 /hr	\$30.50

TOTAL FEES \$838.00

TOTAL CHARGES FOR THIS MATTER \$838.00

BILLING SUMMARY

Eldred, Carl	2.60 hrs	295 /hr	\$767.00
Ibarra, Katherine E. - Paralegal	0.30 hrs	135 /hr	\$40.50
Eckert, Michael C.	0.10 hrs	305 /hr	\$30.50

TOTAL FEES \$838.00

=====

TOTAL CHARGES FOR THIS BILL

\$838.00

Please include the bill number on your check.

Rizzetta & Company, Inc.
3434 Colwell Avenue
Suite 200
Tampa FL 33614

Invoice

Date	Invoice #
9/1/2019	INV0000043151

Bill To:

MAGNOLIA CREEK CDD
3434 Colwell Avenue, Suite 200
Tampa FL 33614

Services for the month of	Terms	Client Number
September	Upon Receipt	00550

Description	Qty	Rate	Amount
District Management Services 3101	1.00	\$2,083.33	\$2,083.33
Administrative Services 3100	1.00	\$375.00	\$375.00
Accounting Services 3201	1.00	\$1,158.33	\$1,158.33
Financial & Revenue Collections 3111	1.00	\$416.67	\$416.67
<div>Date Rec'd Rizzetta & Co., Inc. <u>AUG 27 2019</u> D/M approval <u><i>A. [Signature]</i></u> Date <u>AUG 30 2019</u> Date entered _____ Fund <u>001</u> GL <u>51300</u> OC. <u>See above</u> Check # _____</div>			
Subtotal			\$4,033.33
Total			\$4,033.33

Rizzetta Technology Services
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
9/1/2019	INV0000004712

Bill To:

MAGNOLIA CREEK CDD
 3434 Colwell Avenue, Suite 200
 Tampa FL 33614

Services for the month of	Terms	Client Number
September		00550

Description	Qty	Rate	Amount
Email Accounts, Admin & Maintenance	5	\$15.00	\$75.00
Website Hosting, Backup and Content Updating	1	\$100.00	\$100.00
		Subtotal	\$175.00
		Total	\$175.00

Date Rec'd Rizzetta & Co., Inc. AUG 27 2019
 D/M approval *A. Rizzetta* Date AUG 30 2019
 Date entered _____
 Fund 001 GL 51300 OC 5103
 Check # _____

MAGNOLIA CREEK COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 120 RICHARD JACKSON BLVD · SUITE 220 · PANAMA CITY BEACH, FL 32407

Operation and Maintenance Expenditures October 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2019 through October 31, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$14,746.73**

Approval of Expenditures:

_____Chairperson

_____Vice Chairperson

_____Assistant Secretary

Magnolia Creek Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2019 Through October 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Hopping Green & Sams	000311	110087	General/Monthly Legal Services 08/19	\$ 2,024.90
Hopping Green & Sams	000314	110564	General/Monthly Legal Services 09/19	\$ 88.50
Lerner Reporting Services, Inc.	000315	189	Annual Disclosure Fee FY19-20	\$ 3,000.00
LLS Tax Solutions Inc.	000316	001779	Arbitrage Calculation Report PE 06/30/19	\$ 500.00
Rizzetta & Company, Inc.	000313	INV0000043761	Assessment Roll Preparation FY19/20	\$ 5,000.00
Rizzetta & Company, Inc.	000312	INV0000043889	District Management Fees 10/19	\$ 4,033.33
Rizzetta Technology Services, LLC	000317	INV0000004797	Email/Website Hosting Services 10/19	\$ <u>100.00</u>
Report Total				\$ <u>14,746.73</u>

SEP 24 2019

Date Rec'd Rizzetta & Co., Inc. _____

D/M approval A. J. [signature] Date SEP 27 2019Date entered SEP 27 2019Fund 001 GL 51400 OC 3107

Check # _____

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300

P.O. Box 6526

Tallahassee, FL 32314

850.222.7500

===== STATEMENT =====

September 10, 2019

Magnolia Creek Community Development District
 c/o District Manager
 2806 N 5th Street
 St. Augustine, FL 32084

Bill Number 110087
 Billed through 08/31/2019

General Counsel/Monthly Meeting**MCRCD 00001 CEL****FOR PROFESSIONAL SERVICES RENDERED**

07/30/19	LMG	Research and revise rules of procedure; prepare memorandum to district regarding same.	0.20 hrs
08/01/19	CEL	Research regarding public records exemption.	0.20 hrs
08/08/19	CEL	Review agenda materials and prepare for meeting; travel to and attend Board meeting; return travel.	4.60 hrs
08/09/19	CEL	Research meeting action items.	0.20 hrs
08/14/19	CEL	Prepare Campus Suite agreement for ADA website services.	1.20 hrs
08/30/19	CEL	Review and edit response to Chief Inspector General regarding default.	0.20 hrs
Total fees for this matter			\$1,935.00

DISBURSEMENTS

Travel	85.84
Travel - Meals	4.06
Total disbursements for this matter	\$89.90

MATTER SUMMARY

Eldred, Carl	6.40 hrs	295 /hr	\$1,888.00
Gentry, Lauren M.	0.20 hrs	235 /hr	\$47.00

TOTAL FEES	\$1,935.00
TOTAL DISBURSEMENTS	\$89.90

TOTAL CHARGES FOR THIS MATTER	\$2,024.90
--------------------------------------	-------------------

BILLING SUMMARY

Eldred, Carl	6.40 hrs	295 /hr	\$1,888.00
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Gentry, Lauren M.

0.20 hrs

235 /hr

\$47.00

TOTAL FEES

\$1,935.00

TOTAL DISBURSEMENTS

\$89.90

TOTAL CHARGES FOR THIS BILL**\$2,024.90****Please include the bill number on your check.**

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

STATEMENT

October 10, 2019

Magnolia Creek Community Development District
c/o District Manager
2806 N 5th Street
St. Augustine, FL 32084

Bill Number 110564
Billed through 09/30/2019

General Counsel/Monthly Meeting
MCRDD 00001 CEL

FOR PROFESSIONAL SERVICES RENDERED

09/27/19	CEL	Review meeting minutes.	0.30 hrs
Total fees for this matter			\$88.50

MATTER SUMMARY

Eldred, Carl	0.30 hrs	295 /hr	\$88.50
TOTAL FEES			\$88.50
TOTAL CHARGES FOR THIS MATTER			<u>\$88.50</u>

BILLING SUMMARY

Eldred, Carl	0.30 hrs	295 /hr	\$88.50
TOTAL FEES			\$88.50
TOTAL CHARGES FOR THIS BILL			<u>\$88.50</u>

Please include the bill number on your check.

OCT 18 2019
Date Rec'd Rizzetta & Co., Inc. _____
D/M approval AP/Handwritten Date _____
Date entered OCT 18 2019
Fund 001 GL 51400 oc 3107
Check # _____

Lerner Reporting Services, Inc.
3014 W Palmira Ave, Suite 301
Tampa, FL 33629

Invoice

Date	Invoice #
10/14/2019	189

Bill To
Magnolia Creek CDD c/o Justin Croom, Rizzetta 3434 Colwell Ave., Suite 200 Tampa, FL 33614 jcroom@rizzetta.com

P.O. No.	Terms	Project

Quantity	Description	Amount
	Magnolia Creek CDD FY19/20 Annual Disclosure Fee	3,000.00
<div>Date Rec'd Rizzetta & Co., Inc. <u>OCT 15 2019</u> D/M approval <u>AT/Handwritten</u> Date <u>OCT 18 2019</u> Date entered <u>001</u> GL <u>51300</u> oc <u>3104</u> Check # <u></u></div>		

Please wire to:
Valley National Bank
P.O. Box 558
Wayne, NJ 07474-0558
Routing #: 021201383
Lerner Reporting Services, Inc.
3014 W Palmira Ave., Suite 301
Tampa, FL 33629
Account #: 5000074414

Or mail to:
Lerner Reporting Services, Inc.
3014 W Palmira Ave.
Suite 301
Tampa, FL 33629
813-915-3449

Total \$3,000.00



Specializing In Tax - Exempt Bond Services

LLS Tax Solutions
2172 W. Nine Mile Rd.
#352
Pensacola, FL 32534
Telephone: 850-754-0311
Email: liscott@llstax.com

INVOICE

BILL TO:

Magnolia Creek Community Development District
c/o Rizzetta & Company, Inc.
12750 Citrus Park Lane, Suite 115
Tampa, Florida 33625

DATE: August 6, 2019

INVOICE # 001779

DESCRIPTION	AMOUNT
Total billings in connection with the \$21,640,000 Magnolia Creek Community Development District Capital Improvement Revenue Bonds, Series 2007A and Series 2007B – Rebate Requirement Calculation for the period ended June 30, 2019.	<u>\$500.00</u>
<p>Date Rec'd Rizzetta & Co., Inc. <u>OCT 15 2019</u> D/M approval <u><i>A. M. Rizzetta</i></u> Date <u>OCT 18 2019</u> Date entered <u> </u> Fund <u>001</u> GL <u>51300</u> Oc <u>3203</u> Check # <u> </u></p>	

PAYMENT TERMS

1. Due and Payable upon receipt
2. Please include the invoice number on your check or wire transfer

Total **\$500.00**

Thank You For Your Business!

Rizzetta & Company, Inc.

3434 Colwell Avenue

Suite 200

Tampa FL 33614

Invoice

Date	Invoice #
10/1/2019	INV0000043761

Bill To:

MAGNOLIA CREEK CDD
3434 Colwell Avenue, Suite 200
Tampa FL 33614

Services for the month of		Terms	Client Number
October		Upon Receipt	00550
Description	Qty	Rate	Amount
Assessment Roll (Annual)	1.00	\$5,000.00	\$5,000.00
<div>Date Rec'd Rizzetta & Co, Inc. <u>OCT 09 2019</u></div> <div>D/M approval <u><i>A.P. Francisco</i></u> Date <u>OCT 14 2019</u></div> <div>Date entered <u> </u></div> <div>Fund <u>001</u> GL <u>51300</u> oc <u>3111</u></div> <div>Check # <u> </u></div>			
Subtotal			\$5,000.00
Total			\$5,000.00

Rizzetta & Company, Inc.
3434 Colwell Avenue
Suite 200
Tampa FL 33614

Invoice

Date	Invoice #
10/1/2019	INV0000043889

Bill To:

MAGNOLIA CREEK CDD
3434 Colwell Avenue, Suite 200
Tampa FL 33614

Services for the month of	Terms	Client Number
October	Upon Receipt	00550

Description	Qty	Rate	Amount
District Management Services 3101	1.00	\$2,083.33	\$2,083.33
Administrative Services 3100	1.00	\$375.00	\$375.00
Accounting Services 3201	1.00	\$1,158.33	\$1,158.33
Financial & Revenue Collections 3111	1.00	\$416.67	\$416.67
<div>Date Rec'd Rizzetta & Co., Inc. <u>OCT 01 2019</u> D/M approval <u>A. J. [signature]</u> Date <u> </u> Date entered <u>OCT 04 2019</u> Fund <u>001</u> GL <u>51300 oc</u> <u>see above</u> Check # <u> </u></div>			
Subtotal			\$4,033.33
Total			\$4,033.33

Rizzetta Technology Services
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
10/1/2019	INV0000004797

Bill To:

MAGNOLIA CREEK CDD
 3434 Colwell Avenue, Suite 200
 Tampa FL 33614

Services for the month of		Terms	Client Number
October			00550
Description	Qty	Rate	Amount
Customer Discount	1	\$0.00	\$0.00
EMail Customization	1	\$0.00	\$0.00
EMail Accounts, Admin & Maintenance	0	\$0.00	\$0.00
EMail Setup	1	\$0.00	\$0.00
Hardware	1	\$0.00	\$0.00
Miscellaneous services	1	\$0.00	\$0.00
Software	1	\$0.00	\$0.00
Advertising	1	\$0.00	\$0.00
Consulting Services	1	\$0.00	\$0.00
Phone Support	1	\$0.00	\$0.00
Website Customization	1	\$0.00	\$0.00
Website Development	1	\$0.00	\$0.00
Website Hosting, Backup and Content Updating	1	\$100.00	\$100.00
<p style="text-align: right;">OCT 22 2019</p> <p>Date Rec'd Rizzetta & Co., Inc. _____</p> <p>D/M approval <u>A. J. [Signature]</u> Date <u>OCT 25 2019</u></p> <p>Date entered _____</p> <p>Fund <u>001</u> GL <u>51300</u> Oc <u>5103</u></p> <p>Check # _____</p>			
Subtotal			\$100.00
Total			\$100.00

MAGNOLIA CREEK COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 120 RICHARD JACKSON BLVD · SUITE 220 · PANAMA CITY BEACH, FL 32407

Operation and Maintenance Expenditures November 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2019 through November 30, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$5,187.77**

Approval of Expenditures:

_____Chairperson

_____Vice Chairperson

_____Assistant Secretary

Magnolia Creek Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2019 Through November 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Department of Economic Opportunity	000320	74347	Special District Fee FY 19/20	\$ 175.00
GateHouse Media DBA Northwest Florida Papers	000321	2032742-1019	Acct# 2032742 Legal Advertising 11/19	\$ 379.44
Grau & Associates	000322	18807	Audit FYE 09/30/19	\$ 500.00
Rizzetta & Company, Inc.	000318	INV0000044510	District Management Fees 11/19	\$ 4,033.33
Rizzetta Technology Services, LLC	000319	INV0000004881	Email/Website Hosting Services 11/19	\$ <u>100.00</u>
Report Total				\$ <u><u>5,187.77</u></u>

Florida Department of Economic Opportunity, Special District Accountability Program

FY 2019/2020 Special District Fee Invoice and Update Form

Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

voice No.: 74347			Date Invoiced: 10/01/2019
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/02/2019: \$175.00

STEP 1: Review the following information, make changes directly on the form, and sign and date:

Special District's Name, Registered Agent's Name, and Registered Office Address:



Magnolia Creek Community Development District
 Mr. William Rizzetta
 3434 Colwell Avenue, Suite 200
 Tampa, FL 33614

OCT - 7 2019

Telephone: (813) 514-0400
Fax: (813) 514-0401
Email: brizzetta@rizzetta.com
Status: Independent
Governing Body: Elected
Website Address: magnoliacreekcdd.org
County(ies): Walton
Function(s): Community Development
Boundary Map on File: 10/30/2006
1. Creation Document on File: 10/30/2006
2. Date Established: 09/12/2006
3. Creation Method: Local Ordinance
4. Local Governing Authority: City of Freeport
5. Creation Document(s): City Ordinance 2006-26
6. Statutory Authority: Chapter 190, Florida Statutes
7. Authority to Issue Bonds: Yes
8. Revenue Source(s): Assessments
9. Most Recent Update: 10/12/2018

Date Rec'd Rizzetta & Co., Inc. **NOV 18 2019**
 D/M approval *A. Rizzetta* Date _____
 Date entered NOV 18 2019
 Fund 001 GL 51300 OC 4902
 Check # _____

do hereby certify that the information above (changes noted if necessary) is accurate and complete as of this date.

Registered Agent's Signature: *William A. Rizzetta* Date 11/7/19

STEP 2: Pay the annual fee or certify eligibility for the zero fee:

- a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at www.Floridajobs.org/SpecialDistrictFee or by check payable to the Department of Economic Opportunity.
- b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **ALL** of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.
 - 1. _____ This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
 - 2. _____ This special district is in compliance with the reporting requirements of the Department of Financial Services.
 - 3. _____ This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2017/2018 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

Department Use Only: Approved: _____ Denied: _____ Reason: _____

STEP 3: Make a copy of this form for your records.

STEP 4: Mail this form and payment (if paying by check) to the Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124. Direct any questions to (850) 717-8430.

CHRISTINA SA



Gatehouse Media
Northwest Florida
Tax ID 47-2464860
TEL: (866) 470-7133
FAX: (863) 802-7825

Advertising Invoice

INVOICE DATE	INVOICE NO.
11/3/2019	2032742-1019

Location ID DN Balance Due \$379.44

7 - 157

MAGNOLIA CREEK COMM DEV D
3434 COLWELL AVE STE 200
TAMPA FL 33614-8390



REMIT TO: Gatehouse Media,
Northwest Florida
P.O. Box 102801
Atlanta, GA 30368-2801

100203274200000379447

TO ASSURE PROPER CREDIT - PLEASE RETURN TOP PORTION WITH REMITTANCE - ENTER ACCOUNT NUMBER ON YOUR CHECK

ACCOUNT NUMBER		CURRENT	PAST DUE 31-60 DAYS	PAST DUE 61-90 DAYS	PAST DUE 91-OVER
2032742		\$379.44	\$0.00	\$0.00	\$0.00
DATE	REF #	DESCRIPTION	UNITS	RATE	AMOUNT
10/01/19	34863287	4110-DN Legal Line	106.00		168.54
		10/1268DN Notice of Public Mee			
11/03/19	34864789	4110-DN Legal Line	111.00		210.90
		10/1447 DN NOTICE OF AUDIT REV			

NOV 11 2019

Date Rec'd Rizzetta & Co., Inc. _____
D/M approval A. V. Rizzetta Date NOV 18 2019
Date entered NOV 18 2019
Fund 0001 GL 51300 OC 4801
Check # _____

Important! Please make note of our NEW Payment Remittance Address. To ensure prompt posting of your payment, it is important that you use this NEW address.

PREVIOUS BALANCE	NEW CHARGES	CREDITS	BALANCE DUE
\$0.00	\$379.44	\$0.00	\$379.44

Questions regarding this invoice should call:

Tel: (866) 470-7133

Fax: (863) 802-7825



The News Herald • Northwest Florida Daily News • The Star • The Times • Crestview News Bulletin • Santa Rosa Press Gazette
The Walton Sun • The Destin Log • The Washington County News • Holmes County Times • EmeraldCoast.com

Grau and Associates

951 W. Yamato Road, Suite 280
Boca Raton, FL 33431-
www.graucpa.com

Phone: 561-994-9299

Fax: 561-994-5823

Magnolia Creek CDD
12750 Citrus Park Lane, Suite 115
Tampa, FL 33625

Invoice No. 18807
Date 11/04/2019

SERVICE	AMOUNT
Audit FYE 09/30/2019	\$ 500.00
Current Amount Due	\$ 500.00

NOV 12 2019

Date Rec'd Rizzetta & Co, Inc. _____

D/M approval A. V. [signature] Date _____

Date entered NOV 18 2019

Fund 001 GL 51300 OC 3202

Check # _____

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
500.00	0.00	0.00	0.00	0.00	500.00

Payment due upon receipt.

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
11/1/2019	INV0000044510

Bill To:

MAGNOLIA CREEK CDD
 3434 Colwell Avenue, Suite 200
 Tampa FL 33614

Services for the month of	Terms	Client Number
November	Upon Receipt	00550

Description	Qty	Rate	Amount
District Management Services 3101	1.00	\$2,083.33	\$2,083.33
Administrative Services 3100	1.00	\$375.00	\$375.00
Accounting Services 3201	1.00	\$1,158.33	\$1,158.33
Financial & Revenue Collections 3111	1.00	\$416.67	\$416.67
<p>NOV 08 2019</p> <p>Date Rec'd Rizzetta & Co., Inc. _____</p> <p>D/M approval <u>A. J. [Signature]</u> Date <u>NOV 08 2019</u></p> <p>Date entered _____</p> <p>Fund <u>001</u> GL <u>51300</u> oc <u>see above</u></p> <p>Check # _____</p>			
Subtotal			\$4,033.33
Total			\$4,033.33

Rizzetta Technology Services

3434 Colwell Avenue

Suite 200

Tampa FL 33614

Invoice

Date	Invoice #
11/1/2019	INV0000004881

Bill To:

MAGNOLIA CREEK CDD
3434 Colwell Avenue, Suite 200
Tampa FL 33614

Services for the month of	Terms	Client Number
November		00550

Description	Qty	Rate	Amount
Customer Discount	1	\$0.00	\$0.00
Email Customization	1	\$0.00	\$0.00
Email Accounts, Admin & Maintenance	0	\$0.00	\$0.00
Email Setup	1	\$0.00	\$0.00
Hardware	1	\$0.00	\$0.00
Miscellaneous services	1	\$0.00	\$0.00
Software	1	\$0.00	\$0.00
Advertising	1	\$0.00	\$0.00
Consulting Services	1	\$0.00	\$0.00
Phone Support	1	\$0.00	\$0.00
Website Customization	1	\$0.00	\$0.00
Website Development	1	\$0.00	\$0.00
Website Hosting, Backup and Content Updating	1	\$100.00	\$100.00
<div>Date Rec'd Rizzetta & Co., Inc. <u>NOV 08 2019</u> D/M approval <u>all hands</u> Date <u>NOV 08 2019</u> Date entered <u>NOV 08 2019</u> Fund <u>001</u> GL <u>51320</u> oc <u>5163</u> Check # _____</div>			
Subtotal			\$100.00
Total			\$100.00

MAGNOLIA CREEK COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 120 RICHARD JACKSON BLVD · SUITE 220 · PANAMA CITY BEACH, FL 32407

Operation and Maintenance Expenditures December 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2019 through December 31, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$4,572.83**

Approval of Expenditures:

_____Chairperson

_____Vice Chairperson

_____Assistant Secretary

Magnolia Creek Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Hopping Green & Sams	000323	111142	General/Monthly Legal Services 10/19	\$ 439.50
Rizzetta & Company, Inc.	000324	INV0000045209	District Management Fees 12/19	\$ 4,033.33
Rizzetta Technology Services, LLC	000325	INV0000004965	Email/Website Hosting Services 12/19	<u>\$ 100.00</u>
Report Total				<u>\$ 4,572.83</u>

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

NOV 26 2019
Date Rec'd Rizzetta & Co., Inc
D/M approval [Signature] Date
Date entered DEC 02 2019
Fund 001 GL 51400 oc 3107
Check #

STATEMENT

November 12, 2019

Magnolia Creek Community Development District
c/o District Manager
2806 N 5th Street
St. Augustine, FL 32084

Bill Number 111142
Billed through 10/31/2019

General Counsel/Monthly Meeting
MCRCD 00001 CEL

FOR PROFESSIONAL SERVICES RENDERED

10/03/19	KEM	Prepare rules of procedure, notice of rule development, notice of rule making, resolution setting hearing on rules and resolution adopting rules.	0.30 hrs
10/04/19	CEL	Review correspondence from DEO.	0.20 hrs
10/25/19	APA	Prepare attorney response to auditor letter fiscal year end 2019.	1.20 hrs
10/28/19	MGC	Review auditor letter.	0.20 hrs
10/29/19	CEL	Prepare auditor letter.	0.30 hrs
Total fees for this matter			\$439.50

MATTER SUMMARY

Papp, Annie M. - Paralegal	1.20 hrs	145 /hr	\$174.00
Eldred, Carl	0.50 hrs	310 /hr	\$155.00
Ibarra, Katherine E. - Paralegal	0.30 hrs	145 /hr	\$43.50
Collazo, Mike	0.20 hrs	335 /hr	\$67.00

TOTAL FEES \$439.50

TOTAL CHARGES FOR THIS MATTER \$439.50

BILLING SUMMARY

Papp, Annie M. - Paralegal	1.20 hrs	145 /hr	\$174.00
Eldred, Carl	0.50 hrs	310 /hr	\$155.00
Ibarra, Katherine E. - Paralegal	0.30 hrs	145 /hr	\$43.50
Collazo, Mike	0.20 hrs	335 /hr	\$67.00

TOTAL FEES \$439.50

TOTAL CHARGES FOR THIS BILL \$439.50

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
12/1/2019	INV0000045209

Bill To:

MAGNOLIA CREEK CDD
 3434 Colwell Avenue, Suite 200
 Tampa FL 33614

Services for the month of	Terms	Client Number
December	Upon Receipt	00550

Description	Qty	Rate	Amount
District Management Services 3101	1.00	\$2,083.33	\$2,083.33
Administrative Services 3100	1.00	\$375.00	\$375.00
Accounting Services 3201	1.00	\$1,158.33	\$1,158.33
Financial & Revenue Collections 3111	1.00	\$416.67	\$416.67
<p>NOV 21 2019</p> <p>Date Rec'd Rizzetta & Co., Inc. _____</p> <p>D/M approval <u><i>[Signature]</i></u> Date <u>NOV 22 2019</u></p> <p>Date entered _____</p> <p>Fund <u>001</u> GL <u>51300</u> Oc <u>see above</u></p> <p>Check # _____</p>			
Subtotal			\$4,033.33
Total			\$4,033.33

Rizzetta Technology Services

3434 Colwell Avenue

Suite 200

Tampa FL 33614

Invoice

Date	Invoice #
12/1/2019	INV0000004965

Bill To:

MAGNOLIA CREEK CDD
3434 Colwell Avenue, Suite 200
Tampa FL 33614

Services for the month of	Terms	Client Number
December		00550

Description	Qty	Rate	Amount
Customer Discount	1	\$0.00	\$0.00
Email Customization	1	\$0.00	\$0.00
Email Accounts, Admin & Maintenance	0	\$0.00	\$0.00
Email Setup	1	\$0.00	\$0.00
Hardware	1	\$0.00	\$0.00
Miscellaneous services	1	\$0.00	\$0.00
Software	1	\$0.00	\$0.00
Advertising	1	\$0.00	\$0.00
Consulting Services	1	\$0.00	\$0.00
Phone Support	1	\$0.00	\$0.00
Website Customization	1	\$0.00	\$0.00
Website Development	1	\$0.00	\$0.00
Website Hosting, Backup and Content Updating	1	\$100.00	\$100.00
Date Rec'd Rizzetta & Co., Inc. NOV 20 2019			
D/M approval <i>A. J. [Signature]</i> Date NOV 22 2019			
Date entered			
Fund 001 GL 51300 OC 5103			
Check #			
Subtotal			\$100.00
Total			\$100.00

MAGNOLIA CREEK COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 120 RICHARD JACKSON BLVD · SUITE 220 · PANAMA CITY BEACH, FL 32407

Operation and Maintenance Expenditures January 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2020 through January 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$6,704.67**

Approval of Expenditures:

_____Chairperson

_____Vice Chairperson

_____Assistant Secretary

Magnolia Creek Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Hopping Green & Sams	000326	111665	General/Monthly Legal Services 11/19	\$ 1,852.09
Hopping Green & Sams	000330	112400	General/Monthly Legal Services 12/19	\$ 558.00
Moore Bass Consulting, Inc.	000327	0068446	Engineering Services 09/19	\$ 161.25
Rizzetta & Company, Inc.	000328	INV0000045873	District Management Fees 01/20	\$ 4,033.33
Rizzetta Technology Services, LLC	000329	INV0000005410	Email/Website Hosting Services 01/20	<u>\$ 100.00</u>
Report Total				<u><u>\$ 6,704.67</u></u>

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

Date Rec'd Rizzetta & Co., Inc. **DEC 26 2019**
D/M approval A. J. Frazee Date _____
Date entered DEC 27 2019
Fund 001 GL 51400 OC 3107
Check # _____

STATEMENT

December 10, 2019

Magnolia Creek Community Development District
c/o District Manager
2806 N 5th Street
St. Augustine, FL 32084

Bill Number 111665
Billed through 11/30/2019

General Counsel/Monthly Meeting MRCDD 00001 CEL

FOR PROFESSIONAL SERVICES RENDERED

11/13/19	CEL	Research regarding Purchase and Sale Agreement.	0.30 hrs
11/13/19	TFM	Confer with Eldred regarding PSA.	0.60 hrs
11/25/19	CEL	Review and research purchase and sale agreement; review tri-party agreement and SPE operating agreement.	4.50 hrs
11/26/19	CEL	Telephone conference with Jones regarding sale of golf course parcel.	0.60 hrs
Total fees for this matter			\$1,848.00

DISBURSEMENTS

Travel - Meals	4.09
Total disbursements for this matter	\$4.09

MATTER SUMMARY

Eldred, Carl	5.40 hrs	310 /hr	\$1,674.00
Mackie, A.Tucker Frazee	0.60 hrs	290 /hr	\$174.00
TOTAL FEES			\$1,848.00
TOTAL DISBURSEMENTS			\$4.09
TOTAL CHARGES FOR THIS MATTER			<u>\$1,852.09</u>

BILLING SUMMARY

Eldred, Carl	5.40 hrs	310 /hr	\$1,674.00
Mackie, A.Tucker Frazee	0.60 hrs	290 /hr	\$174.00
TOTAL FEES			\$1,848.00
TOTAL DISBURSEMENTS			\$4.09
TOTAL CHARGES FOR THIS BILL			<u>\$1,852.09</u>

Please include the bill number on your check.

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

Date Rec'd Rizzetta & Co., Inc.

D/M approval A. Rizzetta Date JAN 27 2020

Date entered

Fund 001 GL 51400 oc 3107

Check #

JAN 27 2020

STATEMENT

January 10, 2020

Magnolia Creek Community Development District
c/o District Manager
2806 N 5th Street
St. Augustine, FL 32084

Bill Number 112400
Billed through 12/31/2019

General Counsel/Monthly Meeting

MCRCD 00001 CEL

FOR PROFESSIONAL SERVICES RENDERED

12/10/19	CEL	Review Purchase and Sale Agreement.	1.30 hrs
12/11/19	CEL	Review Purchase and Sale Agreement; correspond with counsel regarding same.	0.50 hrs
Total fees for this matter			\$558.00

MATTER SUMMARY

Eldred, Carl	1.80 hrs	310 /hr	\$558.00
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TOTAL FEES	\$558.00
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TOTAL CHARGES FOR THIS MATTER	\$558.00
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BILLING SUMMARY

Eldred, Carl	1.80 hrs	310 /hr	\$558.00
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TOTAL FEES	\$558.00
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TOTAL CHARGES FOR THIS BILL	\$558.00
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Please include the bill number on your check.

Moore Bass

CONSULTING

INVOICE: 0068446

CLIENT: Magnolia Creek Community Development Dis
2806 North Fifth Street, Unit 403
St. Augustine, FL 32084

Project Name: Owl's Head Phase 1

Project No: T1763.0017.00

Invoice Date: September 01, 2019

Services from: July 26, 2019 to August 26, 2019

TASK #	BASIC SERVICES TASK	CONTRACT FEE	PERCENT COMPLETE	AMOUNT COMPLETE	PREVIOUSLY BILLED	BILLING REMAINDER	CURRENT INVOICE
E9000	Project Status Doc & Task B Scope Dev	0.00		19,920.50	19,920.50	N/A	
E9001	Research & Meetings on Impact Fee Issue	0.00		3,420.75	3,259.50	N/A	161.25
Subtotal				23,341.25	23,180.00		161.25

TASK #	REIMBURSABLES	CONTRACT FEE		AMOUNT COMPLETE	PREVIOUSLY BILLED	BILLING REMAINDER	CURRENT INVOICE
E9000	Project Status Doc & Task B Scope Dev		N/A	269.35	269.35	N/A	
Subtotal				269.35	269.35		

Remit to: Moore Bass Consulting, Inc.
805 North Gadsden Street
Tallahassee, Florida 32303

Please indicate invoice numbers on check(s)
If you have questions, please call (850) 222-3367 Accounting Dept.

CURRENT INVOICE TOTAL 161.25

PAST AMOUNT DUE 0.00

TOTAL AMOUNT DUE NOW: 161.25

DEC 17 2019

Date Rec'd Rizzetta & Co., Inc. _____
D/M approval at/ DEC 20 2019
Date entered _____
Fund 001 GL 51300 OC 3103
Check # _____

Billing Backup

Moore Bass Consulting, Inc.

Invoice 0068446 Dated 9/1/2019

Thursday, December 12, 2019

2:57:04 PM

Project	T1763.0017.00	Owl's Head Phase 1
Phase	E9001	Research & Meetings on Impact Fee Issue

Professional Personnel

			Hours	Rate	Amount	
	Project Manager II					
T045	Wynn, Roger	8/8/2019	.75	215.00	161.25	
	Owls Head - transfer to old task - email Chip info on directional median in 331					
	Totals		.75		161.25	
	Total Labor					161.25
				Total this Phase		\$161.25
				Total this Project		\$161.25
				Total this Report		\$161.25

Rizzetta & Company, Inc.
3434 Colwell Avenue
Suite 200
Tampa FL 33614

Invoice

Date	Invoice #
1/1/2020	INV0000045873

Bill To:

MAGNOLIA CREEK CDD
3434 Colwell Avenue, Suite 200
Tampa FL 33614

Services for the month of		Terms	Client Number
January		Upon Receipt	00550
Description	Qty	Rate	Amount
District Management Services 3101	1.00	\$2,083.33	\$2,083.33
Administrative Services 3100	1.00	\$375.00	\$375.00
Accounting Services 3201	1.00	\$1,158.33	\$1,158.33
Financial & Revenue Collections 3111	1.00	\$416.67	\$416.67
<div>DEC 23 2019</div> <div>Date Rec'd Rizzetta & Co., Inc. _____</div> <div>D/M approval <u>A. J. [signature]</u> Date <u>DEC 23 2019</u></div> <div>Date entered <u>DEC 23 2019</u></div> <div>Fund <u>001</u> GL <u>513000c</u> See above</div> <div>Check # _____</div>			
Subtotal			\$4,033.33
Total			\$4,033.33

Rizzetta Technology Services
3434 Colwell Avenue
Suite 200
Tampa FL 33614

Invoice

Date	Invoice #
1/1/2020	INV0000005410

Bill To:

MAGNOLIA CREEK CDD
3434 Colwell Avenue, Suite 200
Tampa FL 33614

Services for the month of	Terms	Client Number
January		00550

Description	Qty	Rate	Amount
Customer Discount	1	\$0.00	\$0.00
Email Customization	1	\$0.00	\$0.00
Email Accounts, Admin & Maintenance	0	\$0.00	\$0.00
Email Setup	1	\$0.00	\$0.00
Hardware	1	\$0.00	\$0.00
Miscellaneous services	1	\$0.00	\$0.00
Software	1	\$0.00	\$0.00
Advertising	1	\$0.00	\$0.00
Consulting Services	1	\$0.00	\$0.00
Phone Support	1	\$0.00	\$0.00
Website Customization	1	\$0.00	\$0.00
Website Development	1	\$0.00	\$0.00
Website Hosting, Backup and Content Updating	1	\$100.00	\$100.00
		Subtotal	\$100.00
		Total	\$100.00

JAN 21 2020
Date Rec'd Rizzetta & Co., Inc. _____
D/M approval *A. [Signature]* Date _____
Date entered JAN 21 2020
Fund 001 GL 51300 OC 5103
Check # _____

MAGNOLIA CREEK COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 120 RICHARD JACKSON BLVD · SUITE 220 · PANAMA CITY BEACH, FL 32407

Operation and Maintenance Expenditures February 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2020 through February 29, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$4,462.91**

Approval of Expenditures:

_____Chairperson

_____Vice Chairperson

_____Assistant Secretary

Magnolia Creek Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2020 Through February 29, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
GateHouse Media DBA Northwest Florida Papers	000333	2032742-0120	Acct# 2032742 Legal Advertising 01/20	\$ 178.08
Hopping Green & Sams	000334	112992	General/Monthly Legal Services 01/20	\$ 151.50
Rizzetta & Company, Inc.	000331	INV0000046542	District Management Fees 02/20	\$ 4,033.33
Rizzetta Technology Services, LLC	000332	INV0000005512	Email/Website Hosting Services 02/20	\$ 100.00
Report Total				<u>\$ 4,462.91</u>



Gatehouse Media
Northwest Florida
Tax ID 47-2464860
TEL: (866) 470-7133
FAX: (863) 802-7825

Advertising Invoice

INVOICE DATE	INVOICE NO.
2/2/2020	2032742-0120

Location ID DN Balance Due \$178.08

7 - 114

REMIT TO: Gatehouse Media,
Northwest Florida
P.O. Box 102801
Atlanta, GA 30368-2801

MAGNOLIA CREEK COMM DEV D
3434 COLWELL AVE STE 200
TAMPA FL 33614-8390



100203274200000178080

TO ASSURE PROPER CREDIT - PLEASE RETURN TOP PORTION WITH REMITTANCE - ENTER ACCOUNT NUMBER ON YOUR CHECK

ACCOUNT NUMBER		CURRENT	PAST DUE 31-60 DAYS	PAST DUE 61-90 DAYS	PAST DUE 91-OVER
2032742		\$178.08	\$0.00	\$0.00	\$0.00
DATE	REF #	DESCRIPTION	UNITS	RATE	AMOUNT
01/29/20	34868161	4110-DN Legal Line 1/1546DN NOTICE OF AUDIT REVIE	112.00		178.08

Date Rec'd Rizzetta & Co., Inc. FEB 11 2020
D/M approval A. J. Rizzetta Date _____
Date entered FEB 18 2020
Fund 001 GL 51300 OC 4801
Check # _____

Important! Please make note our NEW Payment Remittance Address. To ensure prompt posting of your payment, it is important that you use this NEW address.

PREVIOUS BALANCE	NEW CHARGES	CREDITS	BALANCE DUE
\$0.00	\$178.08	\$0.00	\$178.08

Questions regarding this invoice should call:

Tel: (866) 470-7133

Fax: (863) 802-7825



The News Herald • Northwest Florida Daily News • The Star • The Times • Crestview News Bulletin • Santa Rosa Press Gazette
The Walton Sun • The Destin Log • The Washington County News • Holmes County Times • EmeraldCoast.com

Hopping Green & Sams

FEB 21 2020

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

Date Rec'd Rizzetta & Co., Inc.

D/M approval A. [Signature] Date

Date entered FEB 24 2020

Fund 001 GL 51400 OC 3107

Check #

STATEMENT

February 10, 2020

Magnolia Creek Community Development District
c/o District Manager
2806 N 5th Street
St. Augustine, FL 32084

Bill Number 112992
Billed through 01/31/2020

General Counsel/Monthly Meeting MCRCD 00001 CEL

FOR PROFESSIONAL SERVICES RENDERED

01/23/20	LMC	Prepare resolution adopting internal controls policy.	0.20 hrs
01/27/20	CEL	Review meeting agenda.	0.30 hrs
01/29/20	JLK	Review technology waiver procured by district management company for board member access to CDD websites and provide comments to same.	0.10 hrs
Total fees for this matter			\$151.50

MATTER SUMMARY

Eldred, Carl	0.30 hrs	310 /hr	\$93.00
Kilinski, Jennifer L.	0.10 hrs	295 /hr	\$29.50
Clavenna, Lydia M. - Paralegal	0.20 hrs	145 /hr	\$29.00

TOTAL FEES \$151.50

TOTAL CHARGES FOR THIS MATTER \$151.50

BILLING SUMMARY

Eldred, Carl	0.30 hrs	310 /hr	\$93.00
Kilinski, Jennifer L.	0.10 hrs	295 /hr	\$29.50
Clavenna, Lydia M. - Paralegal	0.20 hrs	145 /hr	\$29.00

TOTAL FEES \$151.50

TOTAL CHARGES FOR THIS BILL \$151.50

Please include the bill number on your check.

Rizzetta & Company, Inc.

3434 Colwell Avenue

Suite 200

Tampa FL 33614

Invoice

Date	Invoice #
2/1/2020	INV0000046542

Bill To:

MAGNOLIA CREEK CDD
3434 Colwell Avenue, Suite 200
Tampa FL 33614

Services for the month of	Terms	Client Number
February	Upon Receipt	00550

Description	Qty	Rate	Amount
District Management Services 3101	1.00	\$2,083.33	\$2,083.33
Administrative Services 3100	1.00	\$375.00	\$375.00
Accounting Services 3201	1.00	\$1,158.33	\$1,158.33
Financial & Revenue Collections 3111	1.00	\$416.67	\$416.67
<div style="text-align: right;">Date Rec'd Rizzetta & Co., Inc. <u>JAN 29 2020</u> D/M approval <u>A. J. Manole</u> Date <u>FEB 04 2020</u> Date entered _____ Fund <u>001</u> of <u>51300</u> cc <u>See above</u> Check # _____</div>			
Subtotal			\$4,033.33
Total			\$4,033.33

Rizzetta Technology Services
3434 Colwell Avenue
Suite 200
Tampa FL 33614

Invoice

Date	Invoice #
2/1/2020	INV0000005512

Bill To:

MAGNOLIA CREEK CDD
3434 Colwell Avenue, Suite 200
Tampa FL 33614

Services for the month of	Terms	Client Number
February		00550

Description	Qty	Rate	Amount
Customer Discount	1	\$0.00	\$0.00
EMail Customization	1	\$0.00	\$0.00
EMail Accounts, Admin & Maintenance	0	\$0.00	\$0.00
EMail Setup	1	\$0.00	\$0.00
Hardware	1	\$0.00	\$0.00
Miscellaneous services	1	\$0.00	\$0.00
Software	1	\$0.00	\$0.00
Advertising	1	\$0.00	\$0.00
Consulting Services	1	\$0.00	\$0.00
Phone Support	1	\$0.00	\$0.00
Website Customization	1	\$0.00	\$0.00
Website Development	1	\$0.00	\$0.00
Website Hosting, Backup and Content Updating	1	\$100.00	\$100.00
<p>Date Rec'd Rizzetta & Co., Inc. <u>JAN 29 2020</u> D/M approval <u><i>A. J. J. J.</i></u> Date _____ Date entered <u>FEB 04 2020</u> Fund <u>001</u> GL <u>5130000 5103</u> Check # _____</p>			
Subtotal			\$100.00
Total			\$100.00

MAGNOLIA CREEK COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 120 RICHARD JACKSON BLVD · SUITE 220 · PANAMA CITY BEACH, FL 32407

Operation and Maintenance Expenditures March 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from March 1, 2020 through March 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$5,961.33**

Approval of Expenditures:

_____Chairperson

_____Vice Chairperson

_____Assistant Secretary

Magnolia Creek Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2020 Through March 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Hopping Green & Sams	000339	113543	General/Monthly Legal Services 02/20	\$ 290.50
Innersync	000338	17781	Annual ADA Compliance Services 10/19	\$ 1,537.50
Rizzetta & Company, Inc.	000336	INV0000047397	District Management Fees 03/20	\$ 4,033.33
Rizzetta Technology Services, LLC	000337	INV0000005612	Email/Website Hosting Services 03/20	\$ <u>100.00</u>
Report Total				\$ <u>5,961.33</u>

Hopping Green & Sam

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

Date Rec'd Rizzetta & Co., Inc. **MAR 20 2020**
D/M approval A. J. Rizzetta Date MAR 23 2020
Date entered MAR 23 2020
Fund 001 GL 51400 OC 3107
Check # _____

===== STATEMENT =====

March 11, 2020

Magnolia Creek Community Development District
c/o District Manager
2806 N 5th Street
St. Augustine, FL 32084

Bill Number 113543
Billed through 02/29/2020

General Counsel/Monthly Meeting
MCRCD 00001 CEL

FOR PROFESSIONAL SERVICES RENDERED

02/28/20	MGC	Research and review potential internal control policies; prepare initial draft internal control policy (ICP) document; confer and correspond with various auditors and district managers regarding draft ICP document; revise draft ICP document consistent with auditor and district manager feedback; finalize proposed ICP document and coordinate consideration of same by district board.	0.50 hrs
02/28/20	JLK	Continue researching, drafting and negotiating Rizzetta master form of district management contract and request from district manager for additional insured status; research additional insured status options; research indemnification provision; conference call with insurance company on endorsement language and legal provisions for same; review agency research and conduct internal conferences; update resolutions to reflect agency findings.	0.40 hrs

Total fees for this matter \$290.50

MATTER SUMMARY

Kilinski, Jennifer L.	0.40 hrs	295 /hr	\$118.00
Collazo, Mike	0.50 hrs	345 /hr	\$172.50

TOTAL FEES \$290.50

TOTAL CHARGES FOR THIS MATTER \$290.50

BILLING SUMMARY

Kilinski, Jennifer L.	0.40 hrs	295 /hr	\$118.00
Collazo, Mike	0.50 hrs	345 /hr	\$172.50

TOTAL FEES \$290.50

TOTAL CHARGES FOR THIS BILL \$290.50

Please include the bill number with your payment.

innersync
P.O. Box 18723
Fairfield, OH 45018-0723

Your Website powered by
campus
suite

INVOICE

BILL TO

Magnolia Creek CDD
12750 Citrus Park Lane
Tampa, FL 33625

INVOICE # 17781**DATE** 10/01/2019**DUE DATE** 10/16/2019**TERMS** Net 15**DESCRIPTION****AMOUNT**

CDD Website Services - Hosting, support and training

600.00

CDD Ongoing PDF Accessibility Compliance Service

937.50

Annual service - Oct 1st to Sept 30th

BALANCE DUE**\$1,537.50**

Date Rec'd Rizzetta & Co., Inc. **FEB 28 2020**
D/M approval *Alfredo* Date
Date entered **MAR 10 2020**
Fund 001 GL 51300 OC 5103
Check #

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
3/1/2020	INV0000047397

Bill To:

MAGNOLIA CREEK CDD
 3434 Colwell Avenue, Suite 200
 Tampa FL 33614

Services for the month of		Terms	Client Number
March		Upon Receipt	00550
Description	Qty	Rate	Amount
District Management Services 3101	1.00	\$2,083.33	\$2,083.33
Administrative Services 3100	1.00	\$375.00	\$375.00
Accounting Services 3201	1.00	\$1,158.33	\$1,158.33
Financial & Revenue Collections 3111	1.00	\$416.67	\$416.67
Date Rec'd Rizzetta & Co., Inc. FEB 25 2020 D/M approval <i>Alfredo</i> Date FEB 28 2020 Date entered FEB 28 2020 Fund 001 GL 51300 OC see above Check #		Subtotal	\$4,033.33
		Total	\$4,033.33

Rizzetta Technology Services
3434 Colwell Avenue
Suite 200
Tampa FL 33614

Invoice

Date	Invoice #
3/1/2020	INV0000005612

Bill To:

MAGNOLIA CREEK CDD
3434 Colwell Avenue, Suite 200
Tampa FL 33614

Services for the month of		Terms	Client Number
March			00550
Description	Qty	Rate	Amount
Customer Discount	1	\$0.00	\$0.00
Email Customization	1	\$0.00	\$0.00
Email Accounts, Admin & Maintenance	0	\$0.00	\$0.00
Email Setup	1	\$0.00	\$0.00
Hardware	1	\$0.00	\$0.00
Miscellaneous services	1	\$0.00	\$0.00
Software	1	\$0.00	\$0.00
Advertising	1	\$0.00	\$0.00
Consulting Services	1	\$0.00	\$0.00
Phone Support	1	\$0.00	\$0.00
Website Customization	1	\$0.00	\$0.00
Website Development	1	\$0.00	\$0.00
Website Hosting, Backup and Content Updating	1	\$100.00	\$100.00
<p style="text-align: right;">FEB 25 2020</p> <p>Date Rec'd Rizzetta & Co., Inc. _____</p> <p>D/M approval <u>AM/Hand</u> Date _____</p> <p>Date entered <u>FEB 28 2020</u></p> <p>Fund <u>001</u> GL <u>51300</u> OC <u>5103</u></p> <p>Check # _____</p>			
Subtotal			\$100.00
Total			\$100.00

Tab 6

RESOLUTION 2020-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF MAGNOLIA CREEK COMMUNITY DEVELOPMENT DISTRICT AMENDING RESOLUTION 2007-22 DESIGNATING THE AUTHORIZED SIGNATORIES FOR THE DISTRICT'S OPERATING BANK ACCOUNT(S), AND PROVIDING FOR AN EFFECTIVE DATE

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

WHEREAS, the Board of Supervisors of the District ("Board") previously adopted Resolution 2007-22 which designated the authorized signatories for the District's operating bank account(s); and

WHEREAS, the Board desires to amend Resolution 2007-22 include the Assistant Treasurer as an authorized signatory for the operating bank account(s).

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF MAGNOLIA CREEK COMMUNITY DEVELOPMENT DISTRICT THAT:

Section 1. Resolution 2007-22 is hereby amended to include the Assistant Treasurer as an authorized signatory for the operating bank account(s) of the District.

Section 2. All other provisions of Resolution 2007-22 shall remain unchanged and in full force and effect.

Section 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 7th DAY OF MAY, 2020.

ATTEST:

**MAGNOLIA CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 7

RESOLUTION 2020-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF MAGNOLIA CREEK COMMUNITY DEVELOPMENT DISTRICT AMENDING RESOLUTION 2016-06 DESIGNATING THE SECRETARY OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Magnolia Creek Community Development District ("District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Groveland, Florida; and

WHEREAS, the Board of Supervisors of the District ("Board") previously adopted Resolution 2016-06 which designated Eric Dailey as the District's Secretary; and

WHEREAS, the Board desires to amend Resolution 2016-06 to remove Eric Dailey and designate Bob Schleifer as Secretary.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF MAGNOLIA CREEK COMMUNITY DEVELOPMENT DISTRICT THAT:

Section 1. Resolution 2016-06 is hereby amended to remove Eric Dailey and designate Bob Schleifer as District Secretary.

Section 2. All other provisions of Resolution 2016-06 shall remain unchanged and in full force and effect.

Section 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 7th day of May, 2020.

ATTEST:

**MAGNOLIA CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman

Tab 8

***Magnolia Creek
Community Development
District***

*\$21,640,000 Magnolia Creek Community Development
District Capital Improvement Revenue Bonds, Series
2007A and Series 2007B*

For the period ended June 30, 2019



LLS Tax Solutions
2172 W. Nine Mile Rd.
#352
Pensacola, FL 32534
Telephone: 850-754-0311
Email: liscott@llstax.com

August 6, 2019

Magnolia Creek Community Development District
c/o Rizzetta & Company, Inc.
12750 Citrus Park Lane, Suite 115
Tampa, Florida 33625

Re: \$21,640,000 Magnolia Creek Community Development District Capital Improvement Revenue Bonds, Series 2007A and Series 2007B ("Bonds")

Magnolia Creek Community Development District ("Client") has requested that we prepare certain computations related to the above-described Bonds for the period ended June 30, 2019 ("Computation Period"). The scope of our engagement consisted of the preparation of computations to determine the Rebate Requirement for the Bonds for the Computation Period as described in Section 148(f) of the Internal Revenue Code of 1986, as amended ("Code"), and this report is not to be used for any other purpose.

In order to prepare these computations, we were provided by the Client with and have relied upon certain closing documents for the Bonds and investment earnings information on the proceeds of the Bonds during the Computation Period. The attached schedule is based upon the aforementioned information provided to us. The assumptions and computational methods we used in the preparation of the schedule are described in the Summary of Notes, Assumptions, Definitions and Source Information. A brief description of the schedule is also attached.

The results of our computations indicate a negative Cumulative Rebate Requirement of \$(2,827,610.76) at June 30, 2019. As such, no amount must be on deposit in the Rebate Fund.

As specified in the Certificate as to Arbitrage, the calculations have been performed based upon a Bond Yield of 5.794220%. Accordingly, we have not recomputed the Bond Yield.

The scope of our engagement was limited to the preparation of a mathematically accurate Rebate Requirement for the Bonds for the Computation Period based on the information provided to us. The Rebate Requirement has been determined as described in the Code, and regulations promulgated thereunder ("Regulations"). We have no obligation to update this report because of events occurring, or information coming to our attention, subsequent to the date of this report.

LLS Tax Solutions Inc.

SUMMARY OF NOTES, ASSUMPTIONS, DEFINITIONS, SOURCE INFORMATION, AND DESCRIPTION OF SCHEDULE

Magnolia Creek Community Development District

August 6, 2019

\$21,640,000 Capital Improvement Revenue Bonds, Series 2007A and Series 2007B

For the period ended June 30, 2019

NOTES AND ASSUMPTIONS

1. The issue date of the Bonds is July 18, 2007.
2. The end of the first Bond Year for the Bonds is June 30, 2008.
3. Computations of yield are based upon a 30-day month, a 360-day year and semiannual compounding.
4. We have assumed that the only funds and accounts relating to the Bonds that are subject to rebate under the Code are shown in the attached schedule.
5. For investment cash flow purposes, all payments and receipts are assumed to be paid or received, respectively, as shown in the attached schedule. In determining the Rebate Requirement for the Bonds, we have relied on information provided by you without independent verification, and we can therefore express no opinion as to the completeness or suitability of such information for such purposes. In addition, we have undertaken no responsibility to review the tax exempt status of interest on the Bonds.
6. We have assumed that the purchase and sale prices of all investments as represented to us are at fair market value, exclusive of brokerage commissions, administrative expenses, or similar expenses, and representative of arms' length transactions that did not artificially reduce the Rebate Requirement for the Bonds, and that no "prohibited payments" occurred and no "imputed receipts" are required with respect to the Bonds.
7. Ninety percent (90%) of the Rebate Requirement as of the next "computation date" ("Next Computation Date") is due to the United States Treasury not later than 60 days thereafter ("Next Payment Date"). (An issuer may select any date as a computation date, as long as the first computation date is not later than five years after the issue date, and each subsequent computation date is no more than five years after the previous computation date.) No other payment of rebate is required prior to the Next Payment Date. The Rebate Requirement as of the Next Computation Date will not be the Rebate Requirement reflected herein, but will be based on future computations that will include the period ending on the Next Computation Date. If all of the Bonds are retired prior to what would have been the Next Computation Date, one hundred percent (100%) of the unpaid Rebate Requirement computed as of the date of retirement will be due to the United States Treasury not later than 60 days thereafter.
8. For purposes of determining what constitutes an "issue" under section 148(f) of the Code, we have assumed that the Bonds constitute a single issue and are not required to be aggregated with any other bonds.

SUMMARY OF NOTES, ASSUMPTIONS, DEFINITIONS, SOURCE INFORMATION, AND DESCRIPTION OF SCHEDULE

Magnolia Creek Community Development District

August 6, 2019

\$21,640,000 Capital Improvement Revenue Bonds, Series 2007A and Series 2007B

For the period ended June 30, 2019

NOTES AND ASSUMPTIONS (cont'd)

9. The accrual basis of accounting has been used to calculate earnings on investments. Earnings accrued but not received at the last day of the Computation Period are treated as though received on that day. For investments purchased at a premium or a discount (if any), amortization or accretion is included in the earnings accrued at the last day of the Computation Period. Such amortization or accretion is computed in such a manner as to result in a constant rate of return for such investment. This is equivalent to the "present value" method of valuation that is described in the Regulations.
10. The amounts on deposit in the Debt Service Funds are invested in non-purpose investments. However, the yield on these investments is less than Arbitrage yield. Further, the Debt Service Funds are only included in the calculation of Rebate Requirement Liability if the Bona Fide Debt Service Fund exemption requirements are not met. Including the transaction activity recorded in the Debt Service Fund in the event that the Bona Fide Debt Service Fund exemption requirements are not met would only serve to increase the amount of negative arbitrage for the issue. Therefore, we have excluded the transaction activity recorded in the Debt Service Funds from the calculation of Rebate Requirement Liability for the Current Computation Period.
11. In order to prepare the Arbitrage Calculation, we have relied on prior arbitrage report by Deloitte Tax LLP with respect to the Rebate Requirement Liability as of June 30, 2009.

SUMMARY OF NOTES, ASSUMPTIONS, DEFINITIONS, SOURCE INFORMATION, AND DESCRIPTION OF SCHEDULE

Magnolia Creek Community Development District

August 6, 2019

\$21,640,000 Capital Improvement Revenue Bonds, Series 2007A and Series 2007B

For the period ended June 30, 2019

DEFINITIONS

1. *Bond Year*: Each one-year period that ends on the day selected by the Client. The first and last Bond Years may be shorter periods.
2. *Bond Yield*: The yield that, when used in computing the present value (at the issue date of the Bonds) of all scheduled payments of principal and interest to be paid over the life of the Bonds, produces an amount equal to the Issue Price.
3. *Allowable Earnings*: The amount that would have been earned if all nonpurpose investments were invested at a rate equal to the Bond Yield, which amount is determined under a future value method described in the Regulations.
4. *Computation Date Credit*: A credit allowed by the Regulations as a reduction to the Rebate Requirement on certain prescribed dates.
5. *Rebate Requirement*: The excess of actual earnings over Allowable Earnings and Computation Date Credits.
6. *Issue Price*: Generally, the initial offering price at which a substantial portion of the Bonds is sold to the public. For this purpose, 10% is a substantial portion.

**SUMMARY OF NOTES, ASSUMPTIONS, DEFINITIONS, SOURCE INFORMATION, AND
DESCRIPTION OF SCHEDULE**

Magnolia Creek Community Development District

August 6, 2019

\$21,640,000 Capital Improvement Revenue Bonds, Series 2007A and Series 2007B

For the period ended June 30, 2019

SOURCE INFORMATION

Bonds

Source

Closing Date

Certificate as to Arbitrage

Bond Yield

Certificate as to Arbitrage

Investments

Source

Principal and Interest Receipt Amounts
and Dates

Trust Statements

Investment Dates and Purchase Prices

Trust Statements

**SUMMARY OF NOTES, ASSUMPTIONS, DEFINITIONS, SOURCE INFORMATION, AND
DESCRIPTION OF SCHEDULE**

Magnolia Creek Community Development District

August 6, 2019

\$21,640,000 Capital Improvement Revenue Bonds, Series 2007A and Series 2007B

For the period ended June 30, 2019

DESCRIPTION OF SCHEDULE

SCHEDULE 1 - REBATE REQUIREMENT CALCULATION

Schedule 1 sets forth the amount of interest receipts and gains/losses on sales of investments and the calculation of the Rebate Requirement.

\$21,640,000 MAGNOLIA CREEK COMMUNITY DEVELOPMENT DISTRICT
CAPITAL IMPROVEMENT REVENUE BONDS, SERIES 2007A AND SERIES 2007B

SCHEDULE 1 - REBATE REQUIREMENT CALCULATION

7 / 18 / 2007 ISSUE DATE
7 / 1 / 2017 BEGINNING OF COMPUTATION PERIOD
6 / 30 / 2019 COMPUTATION DATE

DATE	FUND/ACCOUNT	INVESTMENT VALUE AT COMPUTATION DATE	EARNINGS ON INVESTMENTS	OTHER DEPOSITS (WITHDRAWALS)	FUTURE VALUE AT BOND YIELD 5.794220%	ALLOWABLE EARNINGS
7 / 1 / 2017	BEGINNING BALANCE		0.00	1,697,811.58	1,902,975.92	205,164.34
7 / 3 / 2017	ACQ. & CONSTRUCTION FD		572.13	0.00	0.00	0.00
7 / 5 / 2017	ACQ. & CONSTRUCTION FD		0.00	15.96	17.88	1.92
7 / 10 / 2017	ACQ. & CONSTRUCTION FD		0.00	(90,687.43)	(101,501.10)	(10,813.67)
8 / 1 / 2017	ACQ. & CONSTRUCTION FD		725.00	0.00	0.00	0.00
8 / 1 / 2017	ACQ. & CONSTRUCTION FD		84.66	0.00	0.00	0.00
8 / 2 / 2017	ACQ. & CONSTRUCTION FD		0.00	23.51	26.22	2.71
9 / 1 / 2017	ACQ. & CONSTRUCTION FD		864.34	0.00	0.00	0.00
9 / 5 / 2017	ACQ. & CONSTRUCTION FD		0.00	25.46	28.25	2.79
9 / 28 / 2017	ACQ. & CONSTRUCTION FD		0.00	36,500.00	40,349.84	3,849.84
10 / 2 / 2017	ACQ. & CONSTRUCTION FD		867.63	0.00	0.00	0.00
10 / 3 / 2017	ACQ. & CONSTRUCTION FD		0.00	25.48	28.15	2.67
10 / 23 / 2017	ACQ. & CONSTRUCTION FD		0.00	(36,500.00)	(40,190.10)	(3,690.10)
11 / 1 / 2017	ACQ. & CONSTRUCTION FD		929.40	0.00	0.00	0.00
11 / 2 / 2017	ACQ. & CONSTRUCTION FD		0.00	26.91	29.59	2.68
12 / 1 / 2017	ACQ. & CONSTRUCTION FD		925.42	0.00	0.00	0.00
12 / 4 / 2017	ACQ. & CONSTRUCTION FD		0.00	27.21	29.77	2.56
12 / 20 / 2017	ACQ. & CONSTRUCTION FD		0.00	(1,000.00)	(1,091.19)	(91.19)
1 / 2 / 2018	ACQ. & CONSTRUCTION FD		1,124.76	0.00	0.00	0.00
1 / 3 / 2018	ACQ. & CONSTRUCTION FD		0.00	29.57	32.20	2.63
2 / 1 / 2018	ACQ. & CONSTRUCTION FD		1,293.91	0.00	0.00	0.00
2 / 2 / 2018	ACQ. & CONSTRUCTION FD		0.00	23.64	25.62	1.98
3 / 1 / 2018	ACQ. & CONSTRUCTION FD		1,225.57	0.00	0.00	0.00
3 / 2 / 2018	ACQ. & CONSTRUCTION FD		0.00	17.86	19.27	1.41
4 / 2 / 2018	ACQ. & CONSTRUCTION FD		1,550.57	0.00	0.00	0.00
4 / 3 / 2018	ACQ. & CONSTRUCTION FD		0.00	22.58	24.24	1.66
5 / 1 / 2018	ACQ. & CONSTRUCTION FD		1,719.52	0.00	0.00	0.00
5 / 2 / 2018	ACQ. & CONSTRUCTION FD		0.00	25.01	26.72	1.71
6 / 1 / 2018	ACQ. & CONSTRUCTION FD		1,875.35	0.00	0.00	0.00
6 / 4 / 2018	ACQ. & CONSTRUCTION FD		0.00	27.25	28.97	1.72
7 / 2 / 2018	ACQ. & CONSTRUCTION FD		1,948.89	0.00	0.00	0.00
7 / 3 / 2018	ACQ. & CONSTRUCTION FD		0.00	13.61	14.40	0.79
7 / 13 / 2018	ACQ. & CONSTRUCTION FD		0.00	(1,000.00)	(1,056.60)	(56.60)
8 / 1 / 2018	ACQ. & CONSTRUCTION FD		0.00	(1,086.79)	(1,145.03)	(58.24)

\$21,640,000 MAGNOLIA CREEK COMMUNITY DEVELOPMENT DISTRICT
CAPITAL IMPROVEMENT REVENUE BONDS, SERIES 2007A AND SERIES 2007B

SCHEDULE 1 - REBATE REQUIREMENT CALCULATION

7 / 18 / 2007 ISSUE DATE
7 / 1 / 2017 BEGINNING OF COMPUTATION PERIOD
6 / 30 / 2019 COMPUTATION DATE

DATE	FUND/ACCOUNT	INVESTMENT VALUE AT COMPUTATION DATE	EARNINGS ON INVESTMENTS	OTHER DEPOSITS (WITHDRAWALS)	FUTURE VALUE AT BOND YIELD 5.794220%	ALLOWABLE EARNINGS
8 / 1 / 2018	ACQ. & CONSTRUCTION FD		0.00	(5,000.00)	(5,267.93)	(267.93)
8 / 1 / 2018	ACQ. & CONSTRUCTION FD		0.00	(5,000.00)	(5,267.93)	(267.93)
8 / 1 / 2018	ACQ. & CONSTRUCTION FD		0.00	(5,000.00)	(5,267.93)	(267.93)
8 / 1 / 2018	ACQ. & CONSTRUCTION FD		0.00	(5,000.00)	(5,267.93)	(267.93)
8 / 1 / 2018	ACQ. & CONSTRUCTION FD		2,127.05	0.00	0.00	0.00
8 / 2 / 2018	ACQ. & CONSTRUCTION FD		0.00	6.11	6.44	0.33
8 / 14 / 2018	ACQ. & CONSTRUCTION FD		0.00	(1,000.00)	(1,051.42)	(51.42)
8 / 15 / 2018	ACQ. & CONSTRUCTION FD		0.00	(1,000.00)	(1,051.25)	(51.25)
9 / 4 / 2018	ACQ. & CONSTRUCTION FD		2,121.57	0.00	0.00	0.00
9 / 5 / 2018	ACQ. & CONSTRUCTION FD		0.00	6.17	6.47	0.30
9 / 14 / 2018	ACQ. & CONSTRUCTION FD		0.00	(2,450.00)	(2,563.74)	(113.74)
9 / 17 / 2018	ACQ. & CONSTRUCTION FD		0.00	(9,575.63)	(10,015.39)	(439.76)
9 / 19 / 2018	ACQ. & CONSTRUCTION FD		0.00	(1,000.00)	(1,045.59)	(45.59)
10 / 1 / 2018	ACQ. & CONSTRUCTION FD		2,128.71	0.00	0.00	0.00
10 / 2 / 2018	ACQ. & CONSTRUCTION FD		0.00	6.21	6.48	0.27
10 / 12 / 2018	ACQ. & CONSTRUCTION FD		0.00	(5,200.00)	(5,417.28)	(217.28)
10 / 12 / 2018	ACQ. & CONSTRUCTION FD		0.00	(36,719.00)	(38,253.28)	(1,534.28)
11 / 1 / 2018	ACQ. & CONSTRUCTION FD		2,364.92	0.00	0.00	0.00
11 / 2 / 2018	ACQ. & CONSTRUCTION FD		0.00	7.04	7.31	0.27
12 / 3 / 2018	ACQ. & CONSTRUCTION FD		2,344.12	0.00	0.00	0.00
12 / 4 / 2018	ACQ. & CONSTRUCTION FD		0.00	(25,311.36)	(26,152.32)	(840.96)
12 / 4 / 2018	ACQ. & CONSTRUCTION FD		0.00	(5,000.00)	(5,166.12)	(166.12)
12 / 4 / 2018	ACQ. & CONSTRUCTION FD		0.00	(5,000.00)	(5,166.12)	(166.12)
12 / 4 / 2018	ACQ. & CONSTRUCTION FD		0.00	(5,000.00)	(5,166.12)	(166.12)
12 / 4 / 2018	ACQ. & CONSTRUCTION FD		0.00	7.03	7.26	0.23
12 / 14 / 2018	ACQ. & CONSTRUCTION FD		0.00	(1,000.00)	(1,031.59)	(31.59)
12 / 18 / 2018	ACQ. & CONSTRUCTION FD		0.00	(1,105.00)	(1,139.18)	(34.18)
1 / 2 / 2019	ACQ. & CONSTRUCTION FD		2,474.33	0.00	0.00	0.00
1 / 3 / 2019	ACQ. & CONSTRUCTION FD		0.00	7.60	7.82	0.22
1 / 9 / 2019	ACQ. & CONSTRUCTION FD		0.00	(18,859.50)	(19,378.19)	(518.69)
2 / 1 / 2019	ACQ. & CONSTRUCTION FD		2,581.90	0.00	0.00	0.00
2 / 4 / 2019	ACQ. & CONSTRUCTION FD		0.00	8.01	8.20	0.19
3 / 1 / 2019	ACQ. & CONSTRUCTION FD		2,337.75	0.00	0.00	0.00
3 / 4 / 2019	ACQ. & CONSTRUCTION FD		0.00	7.27	7.41	0.14

\$21,640,000 MAGNOLIA CREEK COMMUNITY DEVELOPMENT DISTRICT
CAPITAL IMPROVEMENT REVENUE BONDS, SERIES 2007A AND SERIES 2007B

SCHEDULE 1 - REBATE REQUIREMENT CALCULATION

7 / 18 / 2007 ISSUE DATE
7 / 1 / 2017 BEGINNING OF COMPUTATION PERIOD
6 / 30 / 2019 COMPUTATION DATE

DATE	FUND/ACCOUNT	INVESTMENT VALUE AT COMPUTATION DATE	EARNINGS ON INVESTMENTS	OTHER DEPOSITS (WITHDRAWALS)	FUTURE VALUE AT BOND YIELD 5.794220%	ALLOWABLE EARNINGS
4 / 1 / 2019	ACQ. & CONSTRUCTION FD		2,608.38	0.00	0.00	0.00
4 / 2 / 2019	ACQ. & CONSTRUCTION FD		0.00	8.09	8.20	0.11
5 / 1 / 2019	ACQ. & CONSTRUCTION FD		2,542.05	0.00	0.00	0.00
5 / 2 / 2019	ACQ. & CONSTRUCTION FD		0.00	6.52	6.58	0.06
5 / 2 / 2019	ACQ. & CONSTRUCTION FD		0.00	(20,538.05)	(20,727.92)	(189.87)
5 / 15 / 2019	ACQ. & CONSTRUCTION FD		0.00	(9,841.75)	(9,912.27)	(70.52)
6 / 3 / 2019	ACQ. & CONSTRUCTION FD		1,319.15	0.00	0.00	0.00
6 / 3 / 2019	ACQ. & CONSTRUCTION FD		1,248.34	0.00	0.00	0.00
6 / 4 / 2019	ACQ. & CONSTRUCTION FD		0.00	6.27	6.30	0.03
6 / 30 / 2019	INTEREST ACCRUAL	1,480,164.14	2,441.28	0.00	0.00	0.00
			44,346.70	1,435,817.44	1,624,441.99	188,624.55
7 / 1 / 2017	BEGINNING BALANCE		0.00	132,655.21	148,685.33	16,030.12
7 / 3 / 2017	RESERVE FUND A		47.39	0.00	0.00	0.00
7 / 10 / 2017	RESERVE FUND A		0.00	(132,702.60)	(148,526.20)	(15,823.60)
8 / 1 / 2017	RESERVE FUND A		6.61	0.00	0.00	0.00
8 / 1 / 2017	RESERVE FUND A		10.67	0.00	0.00	0.00
9 / 1 / 2017	RESERVE FUND A		0.01	0.00	0.00	0.00
10 / 2 / 2017	RESERVE FUND A		0.01	0.00	0.00	0.00
10 / 24 / 2017	RESERVE FUND A		0.00	(715.44)	(787.65)	(72.21)
10 / 24 / 2017	RESERVE FUND A		0.00	(5,000.00)	(5,504.62)	(504.62)
10 / 24 / 2017	RESERVE FUND A		0.00	(5,000.00)	(5,504.62)	(504.62)
10 / 25 / 2017	RESERVE FUND A		0.00	10,698.14	11,775.97	1,077.83
11 / 1 / 2017	RESERVE FUND A		0.01	0.00	0.00	0.00
		0.01	64.70	(64.69)	138.21	202.90
7 / 1 / 2017	BEGINNING BALANCE		0.00	469.02	525.70	56.68
7 / 3 / 2017	RESERVE FUND B		0.16	0.00	0.00	0.00
8 / 1 / 2017	RESERVE FUND B		0.02	0.00	0.00	0.00
8 / 1 / 2017	RESERVE FUND B		0.21	0.00	0.00	0.00
9 / 1 / 2017	RESERVE FUND B		0.25	0.00	0.00	0.00
10 / 2 / 2017	RESERVE FUND B		0.25	0.00	0.00	0.00
11 / 1 / 2017	RESERVE FUND B		0.27	0.00	0.00	0.00
12 / 1 / 2017	RESERVE FUND B		0.27	0.00	0.00	0.00
1 / 2 / 2018	RESERVE FUND B		0.33	0.00	0.00	0.00
2 / 1 / 2018	RESERVE FUND B		0.38	0.00	0.00	0.00

\$21,640,000 MAGNOLIA CREEK COMMUNITY DEVELOPMENT DISTRICT
CAPITAL IMPROVEMENT REVENUE BONDS, SERIES 2007A AND SERIES 2007B

SCHEDULE 1 - REBATE REQUIREMENT CALCULATION

7 / 18 / 2007 ISSUE DATE
7 / 1 / 2017 BEGINNING OF COMPUTATION PERIOD
6 / 30 / 2019 COMPUTATION DATE

DATE	FUND/ACCOUNT	INVESTMENT VALUE AT COMPUTATION DATE	EARNINGS ON INVESTMENTS	OTHER DEPOSITS (WITHDRAWALS)	FUTURE VALUE AT BOND YIELD 5.794220%	ALLOWABLE EARNINGS
3 / 1 / 2018	RESERVE FUND B		0.36	0.00	0.00	0.00
4 / 2 / 2018	RESERVE FUND B		0.45	0.00	0.00	0.00
4 / 4 / 2018	RESERVE FUND B		0.00	(277.50)	(297.85)	(20.35)
5 / 1 / 2018	RESERVE FUND B		0.24	0.00	0.00	0.00
6 / 1 / 2018	RESERVE FUND B		0.23	0.00	0.00	0.00
7 / 2 / 2018	RESERVE FUND B		0.23	0.00	0.00	0.00
8 / 1 / 2018	RESERVE FUND B		0.26	0.00	0.00	0.00
9 / 4 / 2018	RESERVE FUND B		0.26	0.00	0.00	0.00
10 / 1 / 2018	RESERVE FUND B		0.26	0.00	0.00	0.00
11 / 1 / 2018	RESERVE FUND B		0.30	0.00	0.00	0.00
12 / 3 / 2018	RESERVE FUND B		0.30	0.00	0.00	0.00
1 / 2 / 2019	RESERVE FUND B		0.32	0.00	0.00	0.00
2 / 1 / 2019	RESERVE FUND B		0.34	0.00	0.00	0.00
3 / 1 / 2019	RESERVE FUND B		0.31	0.00	0.00	0.00
4 / 1 / 2019	RESERVE FUND B		0.34	0.00	0.00	0.00
5 / 1 / 2019	RESERVE FUND B		0.33	0.00	0.00	0.00
6 / 3 / 2019	RESERVE FUND B		0.17	0.00	0.00	0.00
6 / 3 / 2019	RESERVE FUND B		0.18	0.00	0.00	0.00
		198.54	7.02	191.52	227.85	36.33
		<u>1,480,362.69</u>	<u>44,418.42</u>	<u>1,435,944.27</u>	<u>1,624,808.05</u>	<u>188,863.78</u>

ACTUAL EARNINGS
ALLOWABLE EARNINGS

REBATE REQUIREMENT
FUTURE VALUE OF 6/30/2017 CUMULATIVE REBATE REQUIREMENT (144,445.36)
FUTURE VALUE OF 6/30/2018 COMPUTATION DATE CREDIT (2,679,635.47)
COMPUTATION DATE CREDIT (1,799.93)
(1,730.00)

CUMULATIVE REBATE REQUIREMENT

(2,827,610.76)

Tab 9



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Magnolia Creek Community Development District

magnoliacreekcdd.org

Proposed Budget for Fiscal Year 2020-2021

Presented by: Rizzetta & Company, Inc.

**8529 South Park Circle
Suite 330
Orlando, Florida 32819
Phone: 407-472-2471**

rizzetta.com

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GENERAL FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Interest Earnings: The District may earn interest on its monies in the various operating accounts.

Tax Roll: The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

Off Roll: For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

Developer Contributions: The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

Event Rental: The District may receive monies for event rentals for such things as weddings, birthday parties, etc.

Miscellaneous Revenues: The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

Facilities Rentals: The District may receive monies for the rental of certain facilities by outside sources, for such items as office space, snack bar/restaurants etc.

EXPENDITURES – ADMINISTRATIVE:

Supervisor Fees: The District may compensate its supervisors within the appropriate statutory limits of \$200.00 maximum per meeting within an annual cap of \$4,800.00 per supervisor.



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Administrative Services: The District will incur expenditures for the day to today operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles and phone calls.

District Management: The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These services include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

District Engineer: The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

Disclosure Report: The District is required to file quarterly and annual disclosure reports, as required in the District's Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

Trustee's Fees: The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

Assessment Roll: The District will contract with a firm to maintain the assessment roll and annually levy a Non-Ad Valorem assessment for operating and debt service expenses.

Financial & Revenue Collections: Services include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments. This line item also includes the fees incurred for a Collection Agent to collect the funds for the principal and interest payment for its short-term bond issues and any other bond related collection needs. These funds are collected as prescribed in the Trust Indenture. The Collection Agent also provides for the release of liens on property after the full collection of bond debt levied on particular properties.

Accounting Services: Services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.



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Auditing Services: The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.

Arbitrage Rebate Calculation: The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

Travel: Each Board Supervisor and the District Staff are entitled to reimbursement for travel expenses per Florida Statutes 190.006(8).

Public Officials Liability Insurance: The District will incur expenditures for public officials' liability insurance for the Board and Staff.

Legal Advertising: The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

Bank Fees: The District will incur bank service charges during the year.

Dues, Licenses & Fees: The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

Miscellaneous Fees: The District could incur miscellaneous throughout the year, which may not fit into any standard categories.

Website Hosting, Maintenance and Email: The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

District Counsel: The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

EXPENDITURES - FIELD OPERATIONS:

Deputy Services: The District may wish to contract with the local police agency to provide security for the District.



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Security Services and Patrols: The District may wish to contract with a private company to provide security for the District.

Electric Utility Services: The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

Streetlights: The District may have expenditures relating to streetlights throughout the community. These may be restricted to main arterial roads or in some cases to all streetlights within the District's boundaries.

Utility - Recreation Facility: The District may budget separately for its recreation and or amenity electric separately.

Gas Utility Services: The District may incur gas utility expenditures related to district operations at its facilities such as pool heat etc.

Garbage - Recreation Facility: The District will incur expenditures related to the removal of garbage and solid waste.

Solid Waste Assessment Fee: The District may have an assessment levied by another local government for solid waste, etc.

Water-Sewer Utility Services: The District will incur water/sewer utility expenditures related to district operations.

Utility - Reclaimed: The District may incur expenses related to the use of reclaimed water for irrigation.

Aquatic Maintenance: Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

Fountain Service Repairs & Maintenance: The District may incur expenses related to maintaining the fountains within throughout the Parks & Recreational areas

Lake/Pond Bank Maintenance: The District may incur expenditures to maintain lake banks, etc. for the ponds and lakes within the District's boundaries, along with planting of beneficial aquatic plants, stocking of fish, mowing and landscaping of the banks as the District determines necessary.

Wetland Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

Mitigation Area Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various mitigation areas by other governmental entities.



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Aquatic Plant Replacement: The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

General Liability Insurance: The District will incur fees to insure items owned by the District for its general liability needs

Property Insurance: The District will incur fees to insure items owned by the District for its property needs

Entry and Walls Maintenance: The District will incur expenditures to maintain the entry monuments and the fencing.

Landscape Maintenance: The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

Irrigation Maintenance: The District will incur expenditures related to the maintenance of the irrigation systems.

Irrigation Repairs: The District will incur expenditures related to repairs of the irrigation systems.

Landscape Replacement: Expenditures related to replacement of turf, trees, shrubs etc.

Field Services: The District may contract for field management services to provide landscape maintenance oversight.

Miscellaneous Fees: The District may incur miscellaneous expenses that do not readily fit into defined categories in field operations.

Gate Phone: The District will incur telephone expenses if the District has gates that are to be opened and closed.

Street/Parking Lot Sweeping: The District may incur expenses related to street sweeping for roadways it owns or are owned by another governmental entity, for which it elects to maintain.

Gate Facility Maintenance: Expenses related to the ongoing repairs and maintenance of gates owned by the District if any.

Sidewalk Repair & Maintenance: Expenses related to sidewalks located in the right of way of streets the District may own if any.

Roadway Repair & Maintenance: Expenses related to the repair and maintenance of roadways owned by the District if any.



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Employees - Salaries: The District may incur expenses for employees/staff members needed for the recreational facilities such as Clubhouse Staff.

Employees - P/R Taxes: This is the employer's portion of employment taxes such as FICA etc.

Employee - Workers' Comp: Fees related to obtaining workers compensation insurance.

Management Contract: The District may contract with a firm to provide for the oversight of its recreation facilities.

Maintenance & Repair: The District may incur expenses to maintain its recreation facilities.

Facility Supplies: The District may have facilities that required various supplies to operate.

Gate Maintenance & Repairs: Any ongoing gate repairs and maintenance would be included in this line item.

Telephone, Fax, Internet: The District may incur telephone, fax and internet expenses related to the recreational facilities.

Office Supplies: The District may have an office in its facilities which require various office related supplies.

Clubhouse - Facility Janitorial Service: Expenses related to the cleaning of the facility and related supplies.

Pool Service Contract: Expenses related to the maintenance of swimming pools and other water features.

Pool Repairs: Expenses related to the repair of swimming pools and other water features.

Security System Monitoring & Maintenance: The District may wish to install a security system for the clubhouse

Clubhouse Miscellaneous Expense: Expenses which may not fit into a defined category in this section of the budget

Athletic/Park Court/Field Repairs: Expense related to any facilities such as tennis, basketball etc.

Trail/Bike Path Maintenance: Expenses related to various types of trail or pathway systems the District may own, from hard surface to natural surfaces.



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Special Events: Expenses related to functions such as holiday events for the public enjoyment

Miscellaneous Fees: Monies collected and allocated for fees that the District could incur throughout the year, which may not fit into any standard categories.

Miscellaneous Contingency: Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.

Capital Outlay: Monies collected and allocated for various projects as they relate to public improvements.



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RESERVE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Reserve Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Reserve Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Tax Roll: The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

Off Roll: For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

Developer Contributions: The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

Miscellaneous Revenues: The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

EXPENDITURES:

Capital Reserve: Monies collected and allocated for the future repair and replacement of various capital improvements such as club facilities, swimming pools, athletic courts, roads, etc.

Capital Outlay: Monies collected and allocated for various projects as they relate to public improvements.



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DEBT SERVICE FUND BUDGET **ACCOUNT CATEGORY DESCRIPTION**

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Special Assessments: The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

EXPENDITURES – ADMINISTRATIVE:

Bank Fees: The District may incur bank service charges during the year.

Debt Service Obligation: This would be a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.



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Proposed Budget
Magnolia Creek Community Development District
General Fund
Fiscal Year 2020/21

	Chart of Accounts Classification	Actual YTD through 03/31/20	Projected Annual Totals 2019/2020	Annual Budget for 2019/2020	Projected Budget variance for 2019/2020	Budget for 2020/2021	Budget Increase (Decrease) vs 2019/2020	Comments
1								
2	REVENUES							
3								
4	Interest Earnings							
5	Interest Earnings	\$ 899	\$ 1,798	\$ -	\$ 1,798	\$ -	\$ -	
6	Special Assessments							
7	Tax Roll*	\$ 7,704	\$ 7,749	\$ 7,704	\$ 45	\$ 7,704	\$ -	Tax/Off Roll determined upon final roll certification.
8	Off Roll*	\$ 118,771	\$ 118,771	\$ 118,771	\$ -	\$ 118,771	\$ -	Tax/Off Roll determined upon final roll certification.
9								
10	TOTAL REVENUES	\$ 127,374	\$ 128,318	\$ 126,475	\$ 1,843	\$ 126,475	\$ -	Maintains same assessment level.
11								
12	Balance Forward from Prior Year	\$ -	\$ -	\$ 2,100	\$ (2,100)	\$ -	\$ (2,100)	Suggest reducing O&M expense and not utilizing balance forward.
13								
14	TOTAL REVENUES AND BALANCE	\$ 127,374	\$ 128,318	\$ 128,575	\$ (257)	\$ 126,475	\$ (2,100)	
15								
16	<i>*Allocation of assessments between the Tax Roll and Off Roll are estimates only and subject to change prior to certification.</i>							
17								
18	EXPENDITURES - ADMINISTRATIVE							
19								
20	Legislative							
21	Supervisor Fees	\$ -	\$ 2,000	\$ 4,000	\$ 2,000	\$ 4,000	\$ -	Assumes approximately 4 meetings.
22	Financial & Administrative		\$ -					
23	Administrative Services	\$ 2,250	\$ 4,500	\$ 4,500	\$ -	\$ 4,500	\$ -	Maintained at same rate.
24	District Management	\$ 12,500	\$ 25,000	\$ 25,000	\$ -	\$ 25,000	\$ -	Maintained at same rate.
25	District Engineer	\$ 161	\$ 322	\$ 3,000	\$ 2,678	\$ 3,000	\$ -	Maintained at same rate.
26	Disclosure Report	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ -	Based on current contractual amount.
27	Trustees Fees	\$ -	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	Maintained at same rate.
28	Assessment Roll	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	Maintained at same rate.
29	Financial & Revenue Collections	\$ 2,500	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	Maintained at same rate.
30	Accounting Services	\$ 6,950	\$ 13,900	\$ 13,900	\$ -	\$ 13,900	\$ -	Maintained at same rate.
31	Auditing Services	\$ 500	\$ 4,800	\$ 4,800	\$ -	\$ 4,900	\$ 100	Per agreement, FYE 18 \$4,700 & FYE 19 \$4,800
32	Arbitrage Rebate Calculation	\$ 500	\$ 500	\$ 500	\$ -	\$ 500	\$ -	Per LLS agreement, \$500 annually.
34	Public Officials Liability Insurance	\$ 2,537	\$ 2,537	\$ 2,800	\$ 263	\$ 2,800	\$ -	Budget for FY20/21 based on Egis projections.
35	Legal Advertising	\$ 558	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	Based on 4 meetings.
36	Dues, Licenses & Fees	\$ 175	\$ 175	\$ 175	\$ -	\$ 175	\$ -	Payable to the State annually.
37	Website Hosting, Maintenance, Backup (and	\$ 4,463	\$ 5,532	\$ 4,100	\$ (1,432)	\$ 4,000	\$ (100)	Higher in 19/20 due to ADA onboarding/initial mitigation.
38	Legal Counsel							
39	District Counsel	\$ 3,380	\$ 6,760	\$ 13,800	\$ 7,040	\$ 11,700	\$ (2,100)	Reduced based on projections and prior year expense.

Proposed Budget
Magnolia Creek Community Development District
General Fund
Fiscal Year 2020/21

	Chart of Accounts Classification	Actual YTD through 03/31/20	Projected Annual Totals 2019/2020	Annual Budget for 2019/2020	Projected Budget variance for 2019/2020	Budget for 2020/2021	Budget Increase (Decrease) vs 2019/2020	Comments
44								
45	Administrative Subtotal	\$ 44,474	\$ 80,026	\$ 94,575	\$ 14,549	\$ 92,475	\$ (2,100)	
46								
47	EXPENDITURES - FIELD OPERATIONS							
48								
49	Electric Utility Services							
50	Utility Services	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	Maintained at same rate.
51	Stormwater Control				\$ -			
53	Aquatic Maintenance	\$ -	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	Maintained at same rate.
54	Lake/Pond Bank Maintenance	\$ -	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	Maintained at same rate.
55	Other Physical Environment				\$ -			
56	General Liability Insurance	\$ 2,791	\$ 2,791	\$ 3,000	\$ 209	\$ 3,070	\$ 70	Budget for FY20/21 based on Egis projections.
57	Landscape Maintenance	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	Maintained at same rate.
58	Irrigation Repairs	\$ -	\$ -	\$ 3,500	\$ 3,500	\$ 3,500	\$ -	Maintained at same rate.
59	Road & Street Facilities				\$ -			
60	Roadway Repair & Maintenance	\$ -	\$ -	\$ 5,800	\$ 5,800	\$ 5,800	\$ -	Maintained at same rate.
61	Contingency							
62	Miscellaneous Contingency	\$ -	\$ -	\$ 2,700	\$ 2,700	\$ 2,630	\$ (70)	Utilize for minor misc. expense and to maintain overall expenditure allocation
63								
64	Field Operations Subtotal	\$ 2,791	\$ 12,791	\$ 34,000	\$ 21,209	\$ 34,000	\$ -	
65								
66	Contingency for County TRIM Notice							
67								
68	TOTAL EXPENDITURES	\$ 47,265	\$ 92,817	\$ 128,575	\$ 35,758	\$ 126,475	\$ (2,100)	
69								
70	EXCESS OF REVENUES OVER	\$ 80,109	\$ 35,501	\$ -	\$ 35,501	\$ -	\$ -	

**Proposed Budget
Magnolia Creek Community Development District
Debt Service
Fiscal Year 2020/2021**

Chart of Accounts Classification	Series 2007A	Budget for 2020/2021
REVENUES		
Special Assessments		
Net Special Assessments ⁽¹⁾	\$ 76,208.85	\$ 76,208.85
TOTAL REVENUES	\$ 76,208.85	\$ 76,208.85
EXPENDITURES		
Administrative		
Financial & Administrative		
		\$ -
Debt Service Obligation	\$ 76,208.85	\$ 76,208.85
Administrative Subtotal	\$ 76,208.85	\$ 76,208.85
TOTAL EXPENDITURES	\$ 76,208.85	\$ 76,208.85
EXCESS OF REVENUES OVER EXPENDITURES	0	0

Collection and Discount % applicable to the county:

6.0%

Gross assessments

\$ 81,073.24

Notes:

Tax Roll Collection Costs and Early Payment Discount for Walton County are 6.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

⁽¹⁾ The above amounts do not include any debt service assessments which are the subject of Case No. 2010 CA 001562 currently pending in the First Judicial Circuit Court in and for Walton County, Florida.

Magnolia Creek Community Development District

FISCAL YEAR 2020/2021 O&M & DEBT SERVICE ASSESSMENT SCHEDULE

2020/2021 O&M Budget	\$126,475.00
Collection Cost @ 2%:	\$2,690.96
Early Payment Discount @ 4%	\$5,381.91
2020/2021 Total:	\$134,547.87

2019/2020 O&M Budget	\$126,475.00
2020/2021 O&M Budget	\$126,475.00
Total Difference:	\$0.00

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2019/2020	2020/2021	\$	%
Debt Service - Cottage/Small House	\$1,215.00	\$1,215.00	\$0.00	0.00%
Admin Operations/Maintenance - Cottage/Small House	\$46.66	\$46.66	\$0.00	0.00%
Field Operations/Maintenance - Cottage/Small House	\$74.89	\$74.89	\$0.00	0.00%
Total	\$1,336.55	\$1,336.55	\$0.00	0.00%
Debt Service - Rowhouse/Townhouse	\$1,215.00	\$1,215.00	\$0.00	0.00%
Admin Operations/Maintenance - Rowhouse/Townhouse	\$46.66	\$46.66	\$0.00	0.00%
Field Operations/Maintenance - Rowhouse/Townhouse	\$74.89	\$74.89	\$0.00	0.00%
Total	\$1,336.55	\$1,336.55	\$0.00	0.00%
Debt Service - House	\$1,350.00	\$1,350.00	\$0.00	0.00%
Admin Operations/Maintenance - House	\$51.84	\$51.84	\$0.00	0.00%
Field Operations/Maintenance - House	\$83.21	\$83.21	\$0.00	0.00%
Total	\$1,485.05	\$1,485.05	\$0.00	0.00%
Debt Service - Side Yard	\$1,350.00	\$1,350.00	\$0.00	0.00%
Admin Operations/Maintenance - Side Yard	\$51.84	\$51.84	\$0.00	0.00%
Field Operations/Maintenance - Side Yard	\$83.21	\$83.21	\$0.00	0.00%
Total	\$1,485.05	\$1,485.05	\$0.00	0.00%
Debt Service - Live/Work Unit	\$2,025.00	\$2,025.00	\$0.00	0.00%
Admin Operations/Maintenance - Live/Work Unit	\$77.76	\$77.76	\$0.00	0.00%
Field Operations/Maintenance - Live/Work Unit	\$124.81	\$124.81	\$0.00	0.00%
Total	\$2,227.57	\$2,227.57	\$0.00	0.00%
Parcel: 25-1N-19-17000-001-0000 ⁽¹⁾				
Admin Operations/Maintenance - Unplatted	\$32,245.67	\$32,245.67	\$0.00	0.00%
Field Operations/Maintenance - Unplatted	\$14,709.88	\$14,709.88	\$0.00	0.00%
Total	\$46,955.55	\$46,955.55	\$0.00	0.00%
Net Collection Cost	\$43,668.66	\$43,668.66		
Parcel: 25-1N-19-17000-001-0020 ⁽¹⁾				
Admin Operations/Maintenance - Unplatted	\$50,022.55	\$50,022.55	\$0.00	0.00%
Field Operations/Maintenance - Unplatted	\$331.11	\$331.11	\$0.00	0.00%
Total	\$50,353.66	\$50,353.66	\$0.00	0.00%
Net Collection Cost	\$47,331.19	\$46,828.91		
Parcel: 25-1N-19-17000-001-0040 ⁽¹⁾				
Admin Operations/Maintenance - Unplatted	\$4,285.50	\$4,285.50	\$0.00	0.00%
Field Operations/Maintenance - Unplatted	\$2,149.49	\$2,149.49	\$0.00	0.00%
Total	\$6,434.99	\$6,434.99	\$0.00	0.00%
Net Collection Cost	\$5,984.54	\$5,984.54		

⁽¹⁾ Amounts are per acre

MAGNOLIA CREEK COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2020/2021 O&M & DEBT SERVICE ASSESSMENT SCHEDULE

TOTAL ADMIN O&M BUDGET		\$92,475.00	TOTAL FIELD O&M BUDGET		\$34,000.00
COLLECTION COSTS @ 2%		\$1,967.55	COLLECTION COSTS @ 2%		\$723.40
EARLY PAYMENT DISCOUNT @ 4%		\$3,935.11	EARLY PAYMENT DISCOUNT @ 4%		\$1,446.81
TOTAL O&M ASSESSMENT		<u>\$98,377.66</u>	TOTAL O&M ASSESSMENT		<u>\$36,170.21</u>

UNITS ASSESSED		
SERIES 2007A		
LOT SIZE	O&M	DEBT SERVICE ⁽¹⁾
PLATTED PARCELS		
COTTAGE/SMALL HOUSE	73	28
ROWHOUSE/TOWNHOUSE	26	5
HOUSE	84	9
SIDE YARD	52	22
LIVE/WORK UNIT	2	0
Total Platted	<u>237</u>	<u>64</u>

ALLOCATION OF O&M ASSESSMENT									
EAU FACTOR	TOTAL EAU's	% TOTAL EAU's	ADMIN O/M PER PARCEL	ADMIN O/M PER LOT	TOTAL EAU's ⁽²⁾	% TOTAL EAU's	FIELD O/M PER PARCEL	FIELD O/M PER LOT	
0.90	65.70	3.46%	\$3,405.92	\$46.66	65.70	15.11%	\$5,466.72	\$74.89	
0.90	23.40	1.23%	\$1,213.07	\$46.66	23.40	5.38%	\$1,947.05	\$74.89	
1.00	84.00	4.43%	\$4,354.60	\$51.84	84.00	19.32%	\$6,989.41	\$83.21	
1.00	52.00	2.74%	\$2,695.70	\$51.84	52.00	11.96%	\$4,326.78	\$83.21	
1.50	3.00	0.16%	\$155.52	\$77.76	3.00	0.69%	\$249.62	\$124.81	
	<u>228.10</u>	<u>12.02%</u>	<u>\$11,824.81</u>		<u>228.10</u>	<u>52.47%</u>	<u>\$18,979.58</u>		

PER LOT ANNUAL ASSESSMENT		
Admin & Field O&M	2007A DEBT SERVICE ⁽³⁾	TOTAL ⁽⁴⁾
\$121.55	\$1,215.00	\$1,336.55
\$121.55	\$1,215.00	\$1,336.55
\$135.05	\$1,350.00	\$1,485.05
\$135.05	\$1,350.00	\$1,485.05
\$202.57	\$2,025.00	\$2,227.57

25-1N-19-17000-001-0000	270.20	27.10
25-1N-19-17000-001-0020	419.16	0.00
25-1N-19-17000-001-0040	35.91	3.96
UNPLAT BY ACREAGE ⁽⁵⁾	<u>725.27</u>	<u>31.06</u>
Total Community	<u>2025</u>	<u>311</u>

TOTAL ACRES	ADMIN O/M PER PARCEL	ADMIN O/M PER ACRE	TOTAL ACRES	FIELD O/M PER PARCEL	FIELD O/M PER ACRE
270.20	\$32,245.34	\$119.34	27.10	\$14,710.01	\$542.80
419.16	\$50,022.05	\$119.34	0.61	\$331.11	\$542.80
35.91	\$4,285.46	\$119.34	3.96	\$2,149.51	\$542.80
<u>725.27</u>	<u>\$86,552.85</u>		<u>31.67</u>	<u>\$17,190.63</u>	

PER ACRE ASSESSMENTS - UNPLATTED		
Admin O&M ⁽⁶⁾	Field O&M ⁽⁶⁾	Debt Service
\$119.34	\$542.80	\$0.00
\$119.34	\$542.80	\$0.00
\$119.34	\$542.80	\$0.00

LESS: Walton County Collection Costs (2%) and Early Payment Discount Costs (4%) :

Net Revenue to be Collected

(\$5,902.66)

\$92,475.00

(\$2,170.21)

\$34,000.00

(1) Reflects the number of total lots/acres with Series 2007A debt outstanding. Some lots are subject to acceleration of debt service assessments.

(2) The District has determined that only lots situated within Phase I of the development receive special benefit from the field operations portion of the budget. Therefore, these expenses are being allocated among the 484 platted and/or planned units in Phase I. The administrative expenses of the District are allocated among all units within the District.

(3) Annual debt service assessment per lot adopted in connection with the Series 2007A bond issue. Annual assessment includes principal, interest, Walton County collection costs and early payment discount costs.

(4) Annual assessment that will appear on November 2020 Walton County property tax bill. Amount shown includes all applicable collection costs. Property owner is eligible for a discount of up to 4% if paid early.

(5) Unplatted acreage is subject to acceleration of debt service assessments. Debt service assessments have been prepaid on Parcel: 25-1N-19-17000-001-0020.

(6) Admin O&M applies to all unplatted acreage within the District. Field O&M only applies to the 31.67 unplatted developable acres within the District.

Tab 10

RESOLUTION 2020-03

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE MAGNOLIA CREEK COMMUNITY DEVELOPMENT DISTRICT:

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

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

DATE: August 6, 2020

HOUR: 2:00 p.m.

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

LOCATION: Walton County Coastal Branch Library
437 Greenway Trail
Santa Rosa Beach, FL 32459

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

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

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

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

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

PASSED AND ADOPTED THIS 7th DAY OF MAY, 2020.

ATTEST:

**MAGNOLIA CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____
Its: _____

Tab 11

RESOLUTION 2020-04

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

WHEREAS, Magnolia Creek Community Development District ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Freeport, Walton County, Florida; and

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF MAGNOLIA CREEK COMMUNITY DEVELOPMENT DISTRICT:

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

<u>Seat Number</u>	<u>Supervisor</u>	<u>Term Expiration Date</u>
1	William McConnell	2020
2	Tom Hidell	2020
3	Adam Lerner	2020
4	Chip Jones	2022
5	Scott Campbell	2022

This year, Seat 1, currently held by William McConnell, Seat 2, currently held by Tom Hidell, and Seat 3, currently held by Adam Lerner, are subject to election by landowners in November 2020. The two candidates receiving the highest number of votes shall be elected for a term of four (4) years. The candidate receiving the next highest number of votes shall be elected for a term of two (2) years. The term of office for each successful candidate shall commence upon election.

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

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

4. **FORMS.** Pursuant to Section 190.006(2)(b), *Florida Statutes*, the landowners' meeting and election have been announced by the Board at its _____, 2020 meeting. A sample notice of landowners' meeting and election, proxy, ballot form and instructions were presented at such meeting and are attached hereto as **Exhibit A**. Such documents are available for review and copying during normal business hours at the District's Local Records Office, located at Walton County Coastal Branch Library, 437 Greenway Trail, Santa Rosa Beach, Florida 32459, or at the office of the District Manager, 120 Richard Jackson Boulevard, Suite 220, Panama City Beach, Florida 32407, Ph: (850) 334-9055.

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

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

PASSED AND ADOPTED THIS 7th DAY OF MAY, 2020.

**MAGNOLIA CREEK COMMUNITY
DEVELOPMENT DISTRICT**

ATTEST:

CHAIRMAN / VICE CHAIRMAN

SECRETARY / ASST. SECRETARY

EXHIBIT A

NOTICE OF LANDOWNERS' MEETING AND ELECTION AND MEETING OF THE BOARD OF SUPERVISORS OF THE MAGNOLIA CREEK COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given to the public and all landowners within Magnolia Creek Community Development District ("**District**") the location of which is generally described as comprising a parcel or parcels of land containing approximately 797.33 acres, located east of _____, north of _____, south of _____ and west of _____, in the City of Freeport, Walton County, Florida, advising that a meeting of landowners will be held for the purpose of electing three (3) people to the District's Board of Supervisors ("**Board**", and individually, "**Supervisor**"). Immediately following the landowners' meeting there will be convened a meeting of the Board for the purpose of considering certain matters of the Board to include election of certain District officers, and other such business which may properly come before the Board.

DATE: _____
TIME: _____
PLACE: _____

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager, 120 Richard Jackson Boulevard, Suite 220, Panama City Beach, Florida 32407, Ph: (850) 334-9055 ("**District Manager's Office**"). At said meeting each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person to be elected to the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner's proxy. At the landowners' meeting the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

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

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

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

Anthony Jeancola
District Manager
Run Date(s): _____ & _____

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

**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF
MAGNOLIA CREEK COMMUNITY DEVELOPMENT DISTRICT
FOR THE ELECTION OF SUPERVISORS**

DATE OF LANDOWNERS' MEETING: _____, November __, 2020

TIME: _____ .M.

LOCATION:

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

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

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

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

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

LANDOWNER PROXY

**MAGNOLIA CREEK COMMUNITY DEVELOPMENT DISTRICT
CITY OF FREEPORT, WALTON COUNTY, FLORIDA
LANDOWNERS' MEETING – NOVEMBER __, 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 Magnolia Creek Community Development District to be held at _____, on _____, at _____ a/p.m., and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

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

Printed Name of Legal Owner

Signature of Legal Owner

Date

Parcel Description

Acreage

Authorized Votes

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

Total Number of Authorized Votes:

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

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

OFFICIAL BALLOT
MAGNOLIA CREEK COMMUNITY DEVELOPMENT DISTRICT
CITY OF FREEPORT, WALTON COUNTY, FLORIDA
LANDOWNERS' MEETING - NOVEMBER __, 2020

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

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

Description

Acreage

_____	_____
_____	_____
_____	_____

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

or

Attach Proxy.

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

SEAT #	NAME OF CANDIDATE	NUMBER OF VOTES
1		
4		
5		

Date: _____

Signed: _____

Printed Name: _____

Tab 12



Bobby Beasley
Supervisor of Elections
Walton County

April 15, 2020

Contact Information

Bobby Beasley, Supervisor
of Elections Walton County
bbeasley@votewalton.com

Address

571 US Hwy 90 East, Suite 102
DeFuniak Springs, FL 32433

Tel: (850) 892-8112
Fax: (850) 892-8113

Roxanne Turnipseed, District Manager
Magnolia Creek CDD
120 Richard Jackson Blvd, Ste 220
Panama City Beach, FL 32407

Re: Magnolia Creek Community Development District

Dear Ms. Turnipseed:

This letter is in response to your request for the number of registered voters within the Magnolia Creek Community Development District.

We are showing that there were 0 (zero) registered voters in that district as of April 15, 2020.

Sincerely,

Bobby Beasley, Supervisor of Elections

Tab 13

RESOLUTION 2020-05

**A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE
MAGNOLIA CREEK COMMUNITY DEVELOPMENT DISTRICT
ADOPTING AN INTERNAL CONTROLS POLICY CONSISTENT WITH
SECTION 218.33, FLORIDA STATUTES; PROVIDING AN EFFECTIVE
DATE.**

WHEREAS, the Magnolia Creek Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Walton County, Florida; and

WHEREAS, consistent with Section 218.33, *Florida Statutes*, the District is statutorily required to establish and maintain internal controls designed to prevent and detect fraud, waste, and abuse as defined in Section 11.45(1), *Florida Statutes*; promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices; support economical and efficient operations; ensure reliability of financial records and reports; and safeguard assets; and

WHEREAS, to demonstrate compliance with Section 218.33, *Florida Statutes*, the District desires to adopt by resolution the Internal Controls Policy attached hereto as **Exhibit A**.

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

SECTION 1. The attached Internal Controls Policy attached hereto as **Exhibit A** is hereby adopted pursuant to this Resolution.

SECTION 2. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED THIS 7th DAY OF MAY, 2020.

ATTEST:

**MAGNOLIA CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman, Board of Supervisors

EXHIBIT “A”

MAGNOLIA CREEK COMMUNITY DEVELOPMENT DISTRICT INTERNAL CONTROLS POLICY

1. Purpose.

- 1.1. The purpose of this internal controls policy is to establish and maintain internal controls for the Magnolia Creek Community Development District.
- 1.2. Consistent with Section 218.33(3), *Florida Statutes*, the internal controls adopted herein are designed to:
 - 1.2.1. Prevent and detect Fraud, Waste, and Abuse (as hereinafter defined).
 - 1.2.2. Promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices.
 - 1.2.3. Support economical and efficient operations.
 - 1.2.4. Ensure reliability of financial records and reports.
 - 1.2.5. Safeguard Assets (as hereinafter defined).

2. Definitions.

- 2.1. “Abuse” means behavior that is deficient or improper when compared with behavior that a prudent person would consider a reasonable and necessary operational practice given the facts and circumstances. The term includes the misuse of authority or position for personal gain.
- 2.2. “Assets” means District assets such as cash or other financial resources, supplies, inventories, equipment and other fixed assets, real property, intellectual property, or data.
- 2.3. “Auditor” means the independent auditor (and its employees) retained by the District to perform the annual audit required by state law.
- 2.4. “Board” means the Board of Supervisors for the District.
- 2.5. “District Management” means (i) the independent contractor (and its employees) retained by the District to provide professional district management services to the District and (ii) any other independent contractor (and its employees) separately retained by the District to provide amenity management services, provided said services include a responsibility to safeguard and protect Assets.
- 2.6. “Fraud” means obtaining something of value through willful misrepresentation, including, but not limited to, intentional misstatements or intentional omissions of amounts or disclosures in financial statements to deceive users of financial statements, theft of an entity’s assets, bribery, or the use of one’s position for personal enrichment through the deliberate misuse or misapplication of an organization’s resources.

- 2.7. "Internal Controls" means systems and procedures designed to prevent and detect fraud, waste, and abuse; promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices; support economical and efficient operations; ensure reliability of financial records and reports; and safeguard assets.
- 2.8. "Risk" means anything that could negatively impact the District's ability to meet its goals and objectives. The term includes strategic, financial, regulatory, reputational, and operational risks.
- 2.9. "Waste" means the act of using or expending resources unreasonably, carelessly, extravagantly, or for no useful purpose.

3. Control Environment.

3.1. Ethical and Honest Behavior.

- 3.1.1. District Management is responsible for maintaining a work environment that promotes ethical and honest behavior on the part of all employees, contractors, vendors and others.
- 3.1.2. Managers at all levels must behave ethically and communicate to employees and others that they are expected to behave ethically.
- 3.1.3. Managers must demonstrate through words and actions that unethical behavior will not be tolerated.

4. Risk Assessment.

- 4.1. Risk Assessment. District Management is responsible for assessing Risk to the District. District Management's Risk assessments shall include, but not be limited to:
 - 4.1.1. Identifying potential hazards.
 - 4.1.2. Evaluating the likelihood and extent of harm.
 - 4.1.3. Identifying cost-justified precautions and implementing those precautions.

5. Control Activities.

- 5.1. Minimum Internal Controls. The District hereby establishes the following minimum Internal Controls to prevent and detect Fraud, Waste, and Abuse:
 - 5.1.1. Preventive controls designed to forestall errors or irregularities and thereby avoid the cost of corrections. Preventive control activities shall include, but not be limited to, the following:
 - 5.1.1.1. Identifying and segregating incompatible duties and/or implementing mitigating controls.

- 5.1.1.2. Performing accounting functions in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.
- 5.1.1.3. Requiring proper authorizations to access and/or modify accounting software.
- 5.1.1.4. Implementing computerized accounting techniques (e.g. to help identify coding errors, avoid duplicate invoices, etc.).
- 5.1.1.5. Maintaining a schedule of the District's material fixed Assets.
- 5.1.1.6. Maintaining physical control over the District's material and vulnerable Assets (e.g. lock and key, computer passwords, network firewalls, etc.).
- 5.1.1.7. Retaining and restricting access to sensitive documents.
- 5.1.1.8. Performing regular electronic data backups.
- 5.1.2. Detective controls designed to measure the effectiveness of preventive controls and to detect errors or irregularities when they occur. Detective control activities shall include, but not be limited to, the following:
 - 5.1.2.1. Preparing financial reports in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.
 - 5.1.2.2. Reviewing financial statements and investigating any material variances between budgeted expenses and actual expenses.
 - 5.1.2.3. Establishing and implementing periodic reconciliations of bank, trust, and petty cash accounts.
 - 5.1.2.4. Establishing an internal protocol for reporting and investigating known or suspected acts of Fraud, Waste, or Abuse.
 - 5.1.2.5. Engaging in periodic physical inventory counts and comparisons with inventory records.
 - 5.1.2.6. Monitoring all ACH (electronic) transactions and the sequencing of checks.
- 5.2. Implementation. District Management shall implement the minimum Internal Controls described herein. District Management may also implement additional Internal Controls that it deems advisable or appropriate for the District. The specific ways District Management implements these minimum Internal Controls shall be consistent with Generally Accepted Accounting Principles (GAAP) and otherwise conform to Governmental Accounting Standards Board (GASB) and American Institute of Certified Public Accountants (AICPA) standards and norms.

6. Information and Communication.

- 6.1. Information and Communication. District Management shall communicate to its employees (needing to know) information relevant to the Internal Controls, including but not limited to any changes to the Internal Controls and/or changes to laws, rules, contracts, grant agreements, and best practices.
- 6.2. Training. District Management shall regularly train its employees (needing the training) in connection with the Internal Controls described herein and promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices.

7. Monitoring Activities.

- 7.1. Internal Reviews. District Management shall internally review the District's Internal Controls at least once per year. In connection with this internal review, District Management shall:
 - 7.1.1.1. Review its operational processes.
 - 7.1.1.2. Consider the potential risk of Fraud, Waste, or Abuse inherent in each process.
 - 7.1.1.3. Identify the controls included in the process, or controls that could be included, that would result in a reduction in the inherent risk.
 - 7.1.1.4. Assess whether there are Internal Controls that need to be improved or added to the process under consideration.
 - 7.1.1.5. Implement new controls or improve existing controls that are determined to be the most efficient and effective for decreasing the risk of Fraud, Waste or Abuse.
 - 7.1.1.6. Train its employees on implemented new controls or improvements to existing controls.
- 7.2. External Audits and Other Reviews. Audits and other reviews may be performed on various components of the District's Internal Controls by the Auditor consistent with Government Auditing Standards (GAS). Audits may identify material deficiencies in the Internal Controls and make recommendations to improve them. District Management shall communicate and cooperate with the Board and the Auditor regarding the potential implementation of Auditor recommendations.

Specific Authority: §§ 190.011(5), 218.33(3), *Florida Statutes*

Effective date: , 2020