



Rizzetta & Company

Eagle Pointe Community Development District

**Board of Supervisors' Meeting
May 5, 2022**

**District Office:
9428 Camden Field Parkway
Riverview, Florida 33578**

www.eaglepointecdd.org

EAGLE POINTE COMMUNITY DEVELOPMENT DISTRICT AGENDA

Board of Supervisors	Jim Harvey Candice Smith Greg Meath Paul Martin Roger Aman	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Jerry Whited	Rizzetta & Company, Inc.
District Counsel	Jere Earlywine	KE Law Group
District Engineer	Trent Stephenson	LevelUp Consulting

All cellular phones must be placed on mute while in the meeting room.

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 (813)533-2950. 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.

EAGLE POINTE COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 9428 CAMDEN FIELD PARKWAY • RIVERVIEW, FLORIDA 33578
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April 28, 2022

Board of Supervisors
**Eagle Pointe Community
Development District**

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of Eagle Pointe Community Development District will be held on **Thursday, May 5, 2022 at 10:45 a.m.** at the Trevesta Clubhouse, located at 6120 Trevesta Place, Palmetto, Florida 34221. The following is the tentative agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Meeting held on February 3, 2022..... Tab 1
 - B. Consideration of the Operations and Maintenance Expenditures for the Months of January, February and March 2022..... Tab 2
- 4. BUSINESS ITEMS**
 - A. Select an Audit Committee and Setting the First Audit Committee Meeting
 - B. Presentation of Proposed Budget for Fiscal Year 2022-2023
 1. Consideration of Resolution 2022-07, Approving Proposed Budget & Setting Public Hearing Tab 3
 - C. Consideration of Resolution 2022-08, Designating Date, Time & Place of Landowners' Election Tab 4
- 5. STAFF REPORT**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 1. Presentation of District Manager Report..... Tab 5
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact me at (813) 533-2950.

Very truly yours,

Taylor Nielsen

Taylor Nielsen
District Manager

cc: Jere Earlywine, KE Law Group

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.

**EAGLE POINTE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the **Eagle Pointe Community Development District** will be held on **Thursday, February 3, 2022 at 11:15 p.m.** at the Trevesta Clubhouse, 6210 Trevesta Place, Palmetto, Florida 34221. The following is the agenda for this meeting:

Present and constituting a quorum:

Candice Smith	Board Supervisor, Assistant Secretary
Roger Aman	Board Supervisor, Assistant Secretary
Greg Meath	Board Supervisor, Assistant Secretary
Paul Martin	Board Supervisor, Assistant Secretary

Also present were:

Jerry Whited	District Manager, Rizzetta & Co., Inc.
Matt Huber	Regional Manager, Rizzetta & Co., Inc.
Jere Earlywine	District Counsel; Hopping, Green & Sams

FIRST ORDER OF BUSINESS

Call to Order

Mr. Whited called the meeting to order and performed roll call.

SECOND ORDER OF BUSINESS

Audience Comments

There were no audience members present.

THIRD ORDER OF BUSINESS

Consideration of Resignation of Supervisor

On a motion by Mr. Martin, seconded by Mr. Meath, the Board unanimously approved the resignation of Adam Painter from the Board of Supervisors for the Eagle Pointe Community Development District.

On a motion By Mr. Meath, seconded by Mr. Martin, the Board unanimously approved to appoint Roger Aman to the Board of Supervisors for the Eagle Pointe Community Development District.

FOURTH ORDER OF BUSINESS

Administer Oath of Office to Newly Elected Supervisor

Mr. Whited administered the oath of office to Mr. Aman and Mr. Aman responded in the affirmative. Mr. Whited informed Mr. Amen that as a Board Supervisor they are entitled to compensation of \$200.00 per meeting, up to an annual maximum of \$4,800.00. Mr. Aman accepted compensation. District Counsel reviewed Sunshine Laws and Public records Laws with the newly appointed supervisor.

FIFTH ORDER OF BUSINESS

**Consideration of the Regular Meeting held
on November 4, 2021**

The Board considered the Minutes of the Regular meeting held on November 4th, 2021.

On a motion by Mr. Martin, seconded by Mr. Meath, the Board unanimously approved to accept and file the meeting minutes for the Regular meeting held on November 4th, 2021 for the Eagle Pointe Community Development District.

SIXTH ORDER OF BUSINESS

**Consideration of O&M Expenditures for
October 2021 & November 2021 &
December 2021**

On a motion by Mr. Martin, seconded by Mr. Meath, the Board unanimously approved the Operations and Maintenance Expenditures for October, November & December 2021 for the Eagle Pointe Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2022-01,
Designating Officers of the District.**

Mr. Whited presented Resolution 2022-01 to the Board, which will re-designate officers of the District. The Board named Candice Smith as Chairman, Greg Meath as Vice Chairman, and Roger Aman, Paul Martin, and Jim Harvey as Assistant Secretaries.

On a Motion by Mr. Martin seconded by Mr. Aman, with all in favor, the Board of Supervisors adopted Resolution 2022-01, for the Eagle Pointe Community Development District.

EIGHTH ORDER OF BUSINESS

**Ratification of Agreement for
Environmental Services**

On a motion by Mr. Martin, seconded by Mr. Meath, the Board unanimously approved the ratification of the agreements for environmental services for phases 1A, 1B & 2 for the Eagle Pointe Community Development District.

NINTH ORDER OF BUSINESS

Consideration of LED Lighting Agreement

On a motion by Mr. Martin, seconded by Mr. Aman, the Board unanimously approved ratification of the LED lighting agreement with FPL for Moccasin Wallow & Carter rd. area for the Eagle Pointe Community Development District.

TENTH ORDER OF BUSINESS

Presentation of Mitigation Report

The Board was presented with the 1st semi annual wetland mitigation report for review.

ELEVENTH ORDER OF BUSINESS

Ratification of Phase 1 Bill of Sale

On a motion by Mr. Martin, seconded by Mr. Aman, the Board unanimously approved to ratify the Bill of Sale for Phase 1 for the Eagle Pointe Community Development District.

TWELFTH ORDER OF BUSINESS

Ratification of Phase 1 Supplemental Bill of Sale

On a motion by Mr. Meath, seconded by Mr. Martin, the Board unanimously approved to ratify the Supplemental Bill of Sale for Phase 1 for the Eagle Pointe Community Development District.

THIRTEENTH ORDER OF BUSINESS

Ratification of Phase 1B Street Light Agreement

On a motion by Mr. Martin, seconded by Mr. Meath, the Board unanimously approved to ratify the Street Light Agreement for Phase 1B for the Eagle Pointe Community Development District.

FOURTEENTH ORDER OF BUSINESS

**Consideration of Resolution 2022-03,
Adopting Amended Prompt Payment
Policies**

On a motion by Mr. Martin, seconded by Mr. Aman, the Board unanimously approved Resolution 2022-03, Adopting Amended Prompt Payment Policies for the Eagle Pointe Community Development District.

FIFTHTEENTH ORDER OF BUSINESS

**Consideration of Resolution 2022-04,
Authorizing Chairman to Execute Platts**

On a motion by Mr. Meath, seconded by Mr. Martin, the Board unanimously approved Resolution 2022-04, Authorizing Chairman to Execute Platts for the Eagle Pointe Community Development District.

SIXTEENTH ORDER OF BUSINESS

**Consideration of Resolution 2022-06,
Designating Public Depository for Funds**

On a motion by Mr. Aman, seconded by Mr. Martin, the Board unanimously approved Resolution 2022-06, Designating a Depositor for the District for the Eagle Pointe Community Development District.

SEVENTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Present and no report.

B. District Engineer

No report, not present.

C. District Manager

The Board received the District Manager update and presentation of the Current Financials.

Mr. Whited announced that the next regular scheduled meeting will be held on Thursday, May 6, 2022 at 10:45 A.M.

EIGHTEENTH ORDER OF BUSINESS

Supervisor Requests

There were no Supervisor Requests.

NINETEENTH ORDER OF BUSINESS

Adjournment

On a motion by Mr. Martin, seconded by Mr. Meath, the Board unanimously approved to adjourn the meeting at 11:32 a.m. for the Eagle Pointe Community Development District.

Secretary /Assistant Secretary

Chairman/Vice Chairman

EAGLE POINTE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · RIVERVIEW, FLORIDA

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

**Operation and Maintenance Expenditures
January 2022
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2022 through January 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented:

Approval of Expenditures:

\$15,700.11

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Eagle Pointe Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2022 Through January 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
ASI Landscape Management	574	281	Grounds Maintenance 01/22	\$ 6,114.00
Eco-Logic Services, LLC	569	1608	Lake & Mitigation Services 12/21	\$ 2,700.00
Florida Power & Light Company	20220131-1	62286-79491 12/21	8205 Barrier Coast TRL # Entry 12/21	\$ 79.11
Florida Power & Light Company	20220131-1	64069-32118 12/21	11506 Moonsail Dr # Lift Station 12/21	\$ 21.82
Florida Power & Light Company	20220131-1	77602-89491 12/21	11004 Moonsail Dr # Sign 12/21	\$ 39.84
Innersync Studio, Ltd.	573	20057	Website & Compliance Services - Q2 FY21/22	\$ 384.38
KE Law Group	575	966	General/Monthly Legal Services 11/21& 12/21	\$ 2,146.18
Manatee County Utilities Department	572	327091-171006 12/21	11005 Moonsail Drive 12/21	\$ 187.78
Rizzetta & Company, Inc.	570	INV0000064529	District Management Fees 01/22	<u>\$ 4,027.00</u>
Report Total				<u>\$ 15,700.11</u>

EAGLE POINTE COMMUNITY DEVELOPMENT DISTRICT

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**Operation and Maintenance Expenditures
February 2022
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2022 through February 28, 2022. This does not include expenditures previously approved by the Board.

The total items being presented:

Approval of Expenditures:

\$11,030.35

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Eagle Pointe Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2022 Through February 28, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Candice Smith	579	CS020322	Board of Supervisors Meeting 02/03/22	\$ 200.00
Eco-Logic Services, LLC	577	1681	Lake & Mitigation Services 01/22	\$ 1,500.00
Florida Power & Light Company	20220228-1	64069-32118 01/22	11506 Moonsail Dr # Lift Station 01/22	\$ 27.32
Florida Power & Light Company	20220228-1	77602-89491 01/22	11004 Moonsail Dr # Sign 01/22	\$ 39.34
Manatee County Utilities Department	578	327091-171006 01/22	11005 Moonsail Drive 01/22	\$ 236.69
Rizzetta & Company, Inc.	576	INV0000064809	Dissemination Services 01/22	\$ 5,000.00
Rizzetta & Company, Inc.	576	INV0000065368	District Management Fees 02/22	\$ 4,027.00
Report Total				<u>\$ 11,030.35</u>

EAGLE POINTE COMMUNITY DEVELOPMENT DISTRICT

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**Operation and Maintenance Expenditures
March 2022
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from March 1, 2022 through March 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented:

Approval of Expenditures:

\$6,057.20

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Eagle Pointe Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2022 Through March 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Eco-Logic Services, LLC	000583	1729	Lake & Mitigation Services 02/22	\$ 1,050.00
KE Law Group	000581	1350	General/Monthly Legal Services 01/22	\$ 862.50
Manatee County Utilities Department	000584	327091-171006 02/22	11005 Moonsail Drive 02/22	\$ 117.70
Rizzetta & Company, Inc.	000582	INV0000066284	District Management Fees 03/22	<u>\$ 4,027.00</u>
Report Total				<u>\$ 6,057.20</u>

RESOLUTION 2022-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE EAGLE POINTE COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET(S) FOR FISCAL YEAR 2022/2023 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 Eagle Pointe Community Development District ("**District**") prior to June 15, 2022, proposed budget(s) ("**Proposed Budget**") for the fiscal year beginning October 1, 2022 and ending September 30, 2023 ("**Fiscal Year 2022/2023**"); 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 EAGLE POINTE COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2022/2023 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 for the following date, hour and location:

DATE: _____, 2022

HOUR: _____

LOCATION: _____

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Manatee 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 ____ DAY OF _____, 2022.

ATTEST:

**EAGLE POINTE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____
Its: _____

Exhibit A



Rizzetta & Company

Eagle Pointe Community Development District

www.EaglePointeCDD.org

**Proposed Budget
for
Fiscal Year 2022-2023**

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Proposed Budget
Eagle Pointe Community Development District
General Fund
Fiscal Year 2021/2022

Chart of Accounts Classification	Actual YTD through 03/31/22	Projected Annual Totals 2021/2022	Annual Budget for 2021/2022	Projected Budget variance for 2021/2022	Budget for 2022/2023	Budget Increase (Decrease) vs 2021/2022	Comments
REVENUES							
Special Assessments							
Tax Roll*	\$ -	\$ -	\$ -	\$ -	\$ 441,937	\$ 441,937	
Off Roll*	\$ 213,600	213,600	\$ -	\$ (213,600)	\$ -	\$ -	
Investment Income							
Interest Earnings	\$ 54	\$ 108	\$ -	\$ (108)	\$ -	\$ -	
Contributions & Donations from Private Sources							
Developer Contributions	\$ 84,596	\$ 84,596	\$ 475,200	\$ 390,604	\$ 38,472	\$ (436,728)	
TOTAL REVENUES	\$ 298,250	\$ 298,304	\$ 475,200	\$ 176,896	\$ 480,409	\$ 5,209	
Balance Forward from Prior Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL REVENUES AND BALANCE FORWARD	\$ 298,250	\$ 298,304	\$ 475,200	\$ 176,896	\$ 480,409	\$ 5,209	
EXPENDITURES - ADMINISTRATIVE							
Legislative							
Supervisor Fees	\$ 200	\$ 400	\$ -	\$ (400)	\$ 800	\$ 800	
Financial & Administrative							
Administrative Services	\$ 2,295	\$ 4,590	\$ 4,590	\$ -	\$ 4,774	\$ 184	contract price
District Management	\$ 10,251	\$ 20,502	\$ 20,502	\$ -	\$ 21,322	\$ 820	contract price
District Engineer	\$ -	\$ -	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	\$0 spent last FY
Disclosure Report	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	contract price
Trustee Fees	\$ 2,813	\$ 5,626	\$ 3,500	\$ (2,126)	\$ 3,500	\$ -	\$938 spent last FY
Assessment Roll	\$ 5,100	\$ 5,100	\$ 5,100	\$ -	\$ 5,304	\$ 204	contract price
Financial & Revenue Collections	\$ 1,836	\$ 3,672	\$ 3,672	\$ -	\$ 3,819	\$ 147	contract price
Accounting Services	\$ 9,180	\$ 18,360	\$ 18,360	\$ -	\$ 19,094	\$ 734	contract price
Auditing Services	\$ -	\$ -	\$ 3,125	\$ 3,125	\$ 3,125	\$ -	\$2,350 last year, need new proposal
Arbitrage Rebate Calculation	\$ -	\$ -	\$ 500	\$ -	\$ 500	\$ -	contract price
Public Officials Liability Insurance	\$ 2,363	\$ 2,363	\$ 2,475	\$ 112	\$ 2,836	\$ 361	EGIS proposal
Legal Advertising	\$ -	\$ -	\$ 750	\$ 750	\$ 2,000	\$ 1,250	\$1,644 spent last FY
Dues, Licenses & Fees	\$ 395	\$ 790	\$ 185	\$ (605)	\$ 1,000	\$ 815	movie license
Website Hosting, Maintenance, Backup (and	\$ 1,369	\$ 2,738	\$ 2,761	\$ 23	\$ 2,738	\$ (23)	contract price
Legal Counsel							
District Counsel	\$ 5,628	\$ 11,256	\$ 13,100	\$ 1,844	\$ 15,000	\$ 1,900	
Administrative Subtotal	\$ 46,430	\$ 80,397	\$ 91,620	\$ 10,723	\$ 98,812	\$ 7,192	
EXPENDITURES - FIELD OPERATIONS							
Electric Utility Services							
Utility Services	\$ 795	\$ 1,590	\$ 4,000	\$ -	\$ 36,000	\$ 32,000.00	
Streetlighting	\$ -	\$ -	\$ 29,700	\$ -	\$ 19,500	\$ (10,200.00)	\$25/pole x 65 poles per month
Water Utility Services							
Utility Services	\$ 1,009	\$ 2,018	\$ 3,000	\$ -	\$ 3,000	\$ -	
Stormwater Control							
Aquatic Maintenance	\$ 8,965	\$ 17,930	\$ 32,000	\$ 14,070	\$ 15,600	\$ (16,400)	contract price Ph.1A and 1B + lake 3 es
Wetland Monitoring & Maintenance	\$ -	\$ -	\$ 7,380	\$ 7,380	\$ 12,690	\$ 5,310	contract price Ph 1A, 1B and 3 + wetlan
Other Physical Environment							
General Liability Insurance	\$ 2,888	\$ 2,888	\$ 4,500	\$ 1,612	\$ 3,466	\$ (1,034)	EGIS proposal
Property Insurance	\$ 284	\$ 284	\$ 14,200	\$ 13,916	\$ 341	\$ (13,859)	EGIS proposal
Landscape Maintenance	\$ 18,225	\$ 36,450	\$ 86,000	\$ 49,550	\$ 86,000	\$ -	
Irrigation Repairs	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	
Holiday Lights and Décor	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	
Landscape Lighting Maintenance	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	
Parks and Recreation							
Pool Service Contract	\$ -	\$ -	\$ 16,800	\$ 16,800	\$ 16,800	\$ -	
Pool Repairs	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	
Pool Permit	\$ -	\$ -	\$ 375	\$ 375	\$ 375	\$ -	
Facility Building Maintenance	\$ -	\$ -	\$ 16,200	\$ 16,200	\$ 16,200	\$ -	
Amenity Management Contract	\$ -	\$ -	\$ 60,400	\$ 60,400	\$ 60,400	\$ -	
Access Control Maintenance	\$ -	\$ -	\$ 2,800	\$ 2,800	\$ 5,000	\$ 2,200	fobs for residents
Amenity Landscape and Irrigation	\$ -	\$ -	\$ 39,600	\$ 39,600	\$ 39,600	\$ -	
Clubhouse Office Supplies	\$ -	\$ -	\$ 7,500	\$ 7,500	\$ 7,500	\$ -	
Janitorial Service	\$ -	\$ -	\$ 7,380	\$ 7,380	\$ 7,380	\$ -	
Janitorial Supplies	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	
Security System and Cameras	\$ -	\$ -	\$ 11,000	\$ 11,000	\$ 11,000	\$ -	
Mileage Reimbursement	\$ -	\$ -	\$ 350	\$ 350	\$ 350	\$ -	
Playground Maintenance	\$ -	\$ -	\$ 3,500	\$ 3,500	\$ 3,500	\$ -	
Misc. Recreation	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	
Staff Uniforms	\$ -	\$ -	\$ 500	\$ 500	\$ 500	\$ -	
Pest Control	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	
Termite Bond	\$ -	\$ -	\$ 750	\$ 750	\$ 750	\$ -	
Fire Extinguishers	\$ -	\$ -	\$ 750	\$ 750	\$ 750	\$ -	
Misc. Maintenance	\$ 450	\$ 900	\$ 9,895	\$ 8,995	\$ 9,895	\$ -	
IT Management and Support	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	
Special Events							
Special Events	\$ 75	\$ 150	\$ 11,000	\$ 10,850	\$ 11,000	\$ -	
Field Operations Subtotal	\$ 32,691	\$ 62,210	\$ 383,580	\$ 288,278	\$ 381,597	\$ (1,983)	
TOTAL EXPENDITURES	\$ 79,121	\$ 142,607	\$ 475,200	\$ 299,001	\$ 480,409	\$ 5,209	
EXCESS OF REVENUES OVER EXPENDITURES	\$ 219,129	\$ 155,697	\$ -	\$ 475,897	\$ -	\$ -	

Eagle Pointe Community Development District
Debt Service
Fiscal Year 2022/2023

Chart of Accounts Classification	Series 2020	Budget for 2022/2023
REVENUES		
Special Assessments		
Net Special Assessments ⁽¹⁾	\$456,613.42	\$456,613.42
TOTAL REVENUES	\$456,613.42	\$456,613.42
EXPENDITURES		
Administrative		
Financial & Administrative		
Debt Service Obligation	\$456,613.42	\$456,613.42
Administrative Subtotal	\$456,613.42	\$456,613.42
TOTAL EXPENDITURES	\$456,613.42	\$456,613.42
EXCESS OF REVENUES OVER EXPENDITURES	\$0.00	\$0.00

Manatee County Collection Costs (3%) and Early Payment Discounts (4%):

7.0%

Gross assessments:

\$490,349.46

Notes:

Tax Roll Collection Costs (3%) and Early Payment Discounts (4%) are a total 7.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

⁽¹⁾ Maximum Annual Debt Service less Prepaid Assessments received.

EAGLE POINTE COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2022/2023 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE

2022/2023 O&M Budget		\$441,937.00
Collection Cost @ 3%		\$14,256.03
Early Payment Discount @ 4%		\$19,008.04
2022/2023 Total:		\$475,201.08

2021/2022 O&M Budget	\$475,200.00	(1)
2022/2023 O&M Budget	\$441,937.00	
Total Difference:	-\$33,263.00	

	<u>PER UNIT ANNUAL ASSESSMENT</u>		<u>Proposed Increase / Decrease</u>	
	<u>2021/2022</u>	<u>2022/2023</u>	<u>\$</u>	<u>%</u>
Series 2020 Debt Service - Single Family 40'	\$1,048.39	\$1,048.39	\$0.00	0.00%
Operations/Maintenance - Single Family 40'	\$1,200.00	\$1,200.00	\$0.00	0.00%
Total	\$2,248.39	\$2,248.39	\$0.00	0.00%
Series 2020 Debt Service - Single Family 50'	\$1,268.82	\$1,268.82	\$0.00	0.00%
Operations/Maintenance - Single Family 50'	\$1,200.00	\$1,200.00	\$0.00	0.00%
Total	\$2,468.82	\$2,468.82	\$0.00	0.00%
Series 2020 Debt Service - Single Family 60'	\$1,505.38	\$1,505.38	\$0.00	0.00%
Operations/Maintenance - Single Family 60'	\$1,200.00	\$1,200.00	\$0.00	0.00%
Total	\$2,705.38	\$2,705.38	\$0.00	0.00%
Series 2020 Debt Service - Single Family 40' Unplatted	\$1,048.39	\$1,048.39	\$0.00	0.00%
Operations/Maintenance - Single Family 40' Unplatted	\$1,200.00	\$1,200.00	\$0.00	0.00%
Total	\$2,248.39	\$2,248.39	\$0.00	0.00%
Series 2020 Debt Service - Single Family 50' Unplatted	\$1,268.82	\$1,268.82	\$0.00	0.00%
Operations/Maintenance - Single Family 50' Unplatted	\$1,200.00	\$1,200.00	\$0.00	0.00%
Total	\$2,468.82	\$2,468.82	\$0.00	0.00%
Series 2020 Debt Service - Single Family 60' Unplatted	\$1,505.38	\$1,505.38	\$0.00	0.00%
Operations/Maintenance - Single Family 60' Unplatted	\$1,200.00	\$1,200.00	\$0.00	0.00%
Total	\$2,705.38	\$2,705.38	\$0.00	0.00%

(1) FY 2021-2022 O&M Budget and Assessments were NET of county collection costs since they were directly collected.

EAGLE POINTE COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2022/2023 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE

ALLOCATION OF O&M ASSESSMENT

			TOTAL ADMINISTRATIVE BUDGET				TOTAL FIELD BUDGET						

LESS: Manatee County Collection Costs (3%) and Early Payment Discounts (4%):

(\$6,841.86)

(\$26,422.22)

Net Revenue to be Collected:

\$90,898.96

\$351,038.04

⁽¹⁾ Reflects the number of total lots with Series 2020 debt outstanding.

⁽²⁾ Annual debt service assessment per lot adopted in connection with the Series 2020 bond issue. Annual assessment includes principal, interest, Manatee County collection costs and early payment discounts.

⁽³⁾ Annual assessment that will appear on November 2022 Manatee County property tax bill. Amount shown includes all applicable collection costs and early payment discounts (up to 4% if paid early).

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.

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.

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.

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.

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.

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.

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.

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.

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.

RESOLUTION 2022-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE EAGLE POINTE 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, Eagle Pointe 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 Manatee 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 EAGLE POINTE 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	Greg Meath	11/2022
2	Jim Harvey	11/2022
3	Candice Smith	11/2022
4	Paul Martin	11/2024
5	Adam Painter	11/2024

This year, Seat 1, currently held by Greg Meath, Seat 2, currently held by Jim Harvey and Seat 3, currently held by Candice Smith are subject to election by landowners in November 2022. 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, 2022, 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 _____, 2022 meeting. A sample notice of landowners' meeting and election, proxy, ballot form and instructions were presented at such meeting and are attached hereto as **Exhibit A**. Such documents are available for review and copying during normal business hours at the District's Local Records Office, located at _____, or at the office of the District Manager, Rizzetta & Company, Inc., located at 9428 Camden Field Parkway Riverview, Florida 33578, (813) 533-2950.

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 _____ DAY OF _____, 2022.

**EAGLE POINTE 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 EAGLE POINTE COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given to the public and all landowners within Eagle Pointe Community Development District ("**District**") the location of which is generally described as comprising a parcel or parcels of land containing approximately 180.05 acres, located on Carter Road, east of Interstate I-75, South of Buckeye Road and North of Moccasin Wallow Road, in Manatee 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, Rizzetta & Company, Inc., 9428 Camden Field Parkway Riverview, Florida 33578, Ph: (813) 533-2950 ("**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.

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