

*Holly Hill Road East
Community Development District*

Agenda

October 20, 2020

AGENDA

Holly Hill Road East

Community Development District

219 East Livingston Street, Orlando, Florida 32801

Phone: 407-841-5524 – Fax: 407-839-1526

October 13, 2020

**Board of Supervisors
Holly Hill Road East
Community Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of **Holly Hill Road East Community Development District** will be held **Tuesday, October 20, 2020 at 3:30 PM via Zoom Teleconference.**

Those wishing to attend the meeting can do so using the the information below:

Zoom Video Link: <https://zoom.us/j/98076626990>

Zoom Call-In Information: 1-646-876-9923

Meeting ID: 980 7662 6990

Following is the advance agenda for the meeting:

Audit Committee Meeting

1. Roll Call
2. Public Comment Period
3. Review of Proposals and Tally of Audit Committee Members Rankings
 - A. Grau & Associates
 - B. McDirmit Davis
 - C. Berger, Toombs, Elam, Gaines & Frank
 - D. CRI
4. Adjournment

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period (¹Speakers will fill out a card and submit it to the District Manager prior to the beginning of the meeting)
3. Approval of Minutes of the September 16, 2020 Board of Supervisors Meeting and Audit Committee Meeting
4. Discussion Regarding Amenity Operations in Phase 3
5. Selection of an Auditor
6. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Field Manager's Report
 - i. Consideration of Quote for Parking Policy Signage (*to be provided under separate cover*)
 - ii. Consideration of Quote to Change Speed Signs (*to be provided under separate cover*)
 - D. District Manager's Report
 - i. Check Register
 - ii. Balance Sheet & Income Statement
 - iii. Summary of Series 2020 Requisition Ratifications
 - a) Series 2020 AA3 Requisitions Summary (#11 through #21; #24)
 - b) Series 2020 AA4 Requisitions Summary (#1 through #3)
7. Other Business
8. Supervisors Requests and Audience Comments
9. Adjournment

¹ Comments will be limited to three (3) minutes

Audit Committee Meeting

SECTION III

SECTION A



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Proposal to Provide Financial Auditing Services:

HOLLY HILL ROAD EAST

COMMUNITY DEVELOPMENT DISTRICT

Proposal Due: October 09, 2020
5:00PM

Submitted to:

Holly Hill Road East
Community Development District
c/o District Manager
219 E. Livingston Street
Orlando, FL 32801

Submitted by:

Antonio J. Grau, Partner
Grau & Associates
951 Yamato Road, Suite 280
Boca Raton, Florida 33431

Tel (561) 994-9299
(800) 229-4728

Fax (561) 994-5823

tgrau@graucpa.com

www.graucpa.com



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Table of Contents

	PAGE
EXECUTIVE SUMMARY / TRANSMITTAL LETTER	1
FIRM QUALIFICATIONS.....	3
FIRM & STAFF EXPERIENCE.....	6
REFERENCES.....	11
SPECIFIC AUDIT APPROACH.....	13
COST OF SERVICES	17
SUPPLEMENTAL INFORMATION	19



Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

October 09, 2020

Holly Hill Road East Community Development District
C/o District Manager
219 E. Livingston Street
Orlando, FL 32801

Re: Request for Proposal for Professional Auditing Services for the fiscal year ended September 30, 2020, with an option for four (4) additional annual renewals.

Grau & Associates (Grau) welcomes the opportunity to respond to the Holly Hill Road East Community Development District's (the "District") Request for Proposal (RFP), and we look forward to working with you on your audit. We are an energetic and robust team of knowledgeable professionals and are a recognized leader of providing services to Community Development Districts. As one of Florida's few firms to primarily focus on government, we are especially equipped to provide you an effective and efficient audit.

Special district audits are at the core of our practice: **we have a total of 360 clients, 329 or 91% of which are special districts.** We know the specifics of the professional services and work products needed to meet your RFP requirements like no other firm. With this level of experience, we are able to increase efficiency, to provide immediate and continued savings, and to minimize disturbances to client operations.

Why Grau & Associates:

Knowledgeable Audit Team

Grau is proud that the personnel we assign to your audit are some of the most seasoned auditors in the field. Our staff performs governmental engagements year round. When not working on your audit, your team is refining their audit approach for next year's audit. Our engagement partners have decades of experience and take a hands-on approach to our assignments, which all ensures a smoother process for you.

Servicing your Individual Needs

Our clients enjoy personalized service designed to satisfy their unique needs and requirements. Throughout the process of our audit, you will find that we welcome working with you to resolve any issues as swiftly and easily as possible. In addition, due to Grau's very low turnover rate for our industry, you also won't have to worry about retraining your auditors from year to year.

Developing Relationships

We strive to foster mutually beneficial relationships with our clients. We stay in touch year round, updating, collaborating and assisting you in implementing new legislation, rules and standards that affect your organization. We are also available as a sounding board and assist with technical questions.

Maintaining an Impeccable Reputation

We have never been involved in any litigation, proceeding or received any disciplinary action. Additionally, we have never been charged with, or convicted of, a public entity crime of any sort. We are financially stable and have never been involved in any bankruptcy proceedings.

Complying With Standards

Our audit will follow the Auditing Standards of the AICPA, Generally Accepted Government Auditing Standards, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida, and any other applicable federal, state and local regulations. We will deliver our reports in accordance with your requirements.

This proposal is a firm and irrevocable offer for 90 days. We certify this proposal is made without previous understanding, agreement or connection either with any previous firms or corporations offering a proposal for the same items. We also certify our proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action, and was prepared in good faith. Only the person(s), company or parties interested in the project as principals are named in the proposal. Grau has no existing or potential conflicts, and anticipates no conflicts during the engagement. Our Federal I.D. number is 20-2067322.

We would be happy to answer any questions or to provide any additional information. We are genuinely excited about the prospect of serving you and establishing a long-term relationship. Please do not hesitate to call or email either of our Partners, Antonio J. Grau, CPA (tgrau@graucpa.com) or Racquel McIntosh, CPA (rmcintosh@graucpa.com) at 561.994.9299. We thank you for considering our firm's qualifications and experience.

Very truly yours,
Grau & Associates



Antonio J. Grau

Firm Qualifications



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Grau's Focus and Experience

Our Team



2 Partners
11 Professional Staff
2 Administrative Professionals



2005

Year founded

Services Provided



Properly registered and licensed professional corporation by the state of FLORIDA

We are proud Members of the **American Institute of Certified Public Accountants** & the **Florida Institute of Certified Public Accountants**

297 Community Development Districts Served

Quality Controls

- ⇒ External quality review program: consistently receives a pass
- ⇒ Internal: ongoing monitoring to maintain quality



AICPA | FICPA | GFOA | FASD | FGFOA

See next page for report and certificate



FICPA Peer Review Program
Administered in Florida
by The Florida Institute of CPAs



Peer Review
Program

AICPA Peer Review Program
Administered in Florida
by the Florida Institute of CPAs

February 20, 2020

Antonio Grau
Grau & Associates
951 Yamato Rd Ste 280
Boca Raton, FL 33431-1809

Dear Antonio Grau:

It is my pleasure to notify you that on February 20, 2020, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2022. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

FICPA Peer Review Committee

Peer Review Team
FICPA Peer Review Committee
paul@ficpa.org
800-342-3197 ext. 251

Florida Institute of CPAs

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 571202

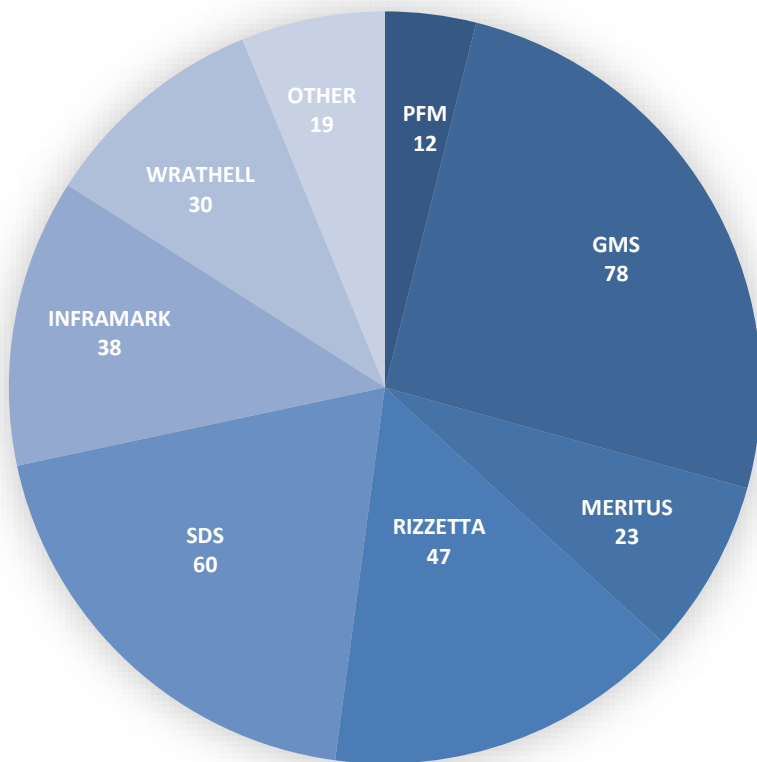
3800 Esplanade Way, Suite 210 | Tallahassee, FL 32311 | 800.342.3197, in Florida | 850.224.2727 | Fax: 850.222.8190 | www.ficpa.org

Firm & Staff Experience



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

GRAU AND ASSOCIATES COMMUNITY DEVELOPMENT DISTRICT EXPERIENCE BY MANAGEMENT COMPANY



Profile Briefs:

Antonio J GRAU, CPA (Partner)

Years Performing Audits: 30+

CPE (last 2 years):

Government

Accounting, Auditing:

24 hours; Accounting,

Auditing and Other:

58 hours

Professional

Memberships: AICPA,

FICPA, FGFOA, GFOA

Racquel McIntosh, CPA (Partner)

Years Performing Audits: 14+

CPE (last 2 years):

Government

Accounting, Auditing:

38 hours; Accounting,

Auditing and Other:

56 hours

Professional

Memberships: AICPA,

FICPA, FGFOA, FASD

"Here at Grau & Associates, staying up to date with the current technological landscape is one of our top priorities. Not only does it provide a more positive experience for our clients, but it also allows us to perform a more effective and efficient audit. With the every changing technology available and utilized by our clients, we are constantly innovating our audit process."

Tony Grau

"Quality audits and exceptional client service are at the heart of every decision we make. Our clients trust us to deliver a quality audit, adhering to high standards and assisting them with improvements for their organization."

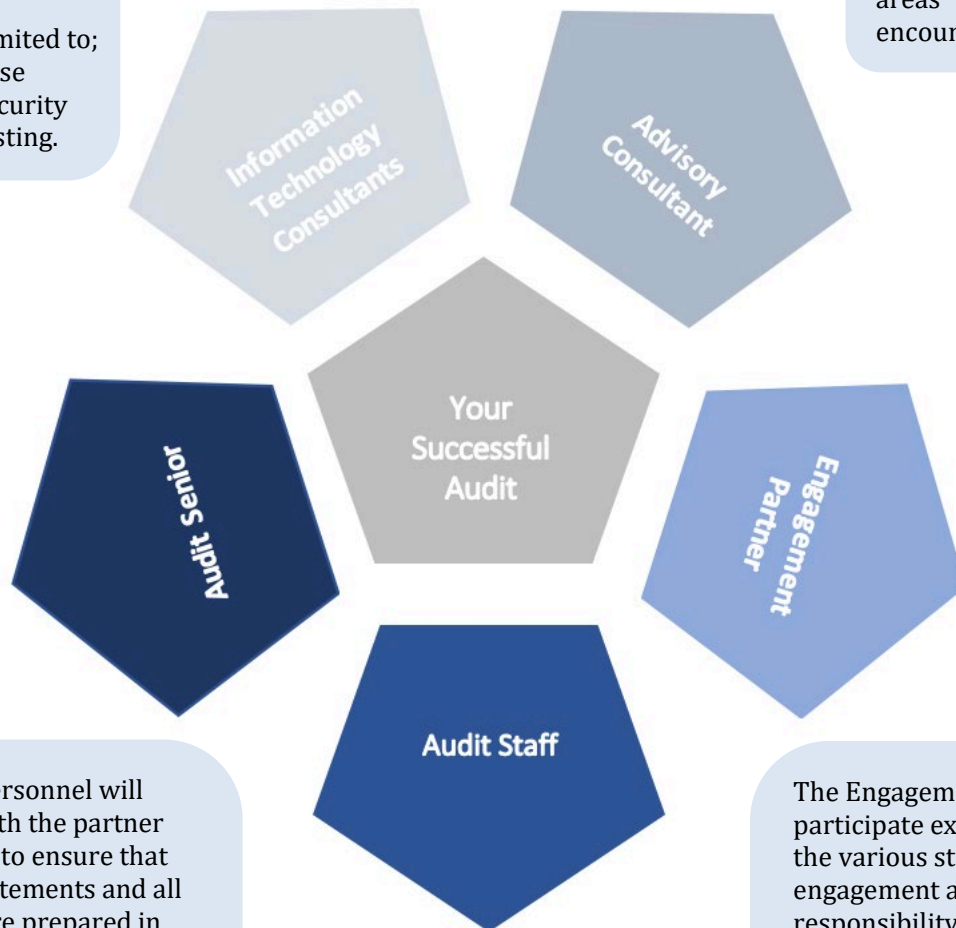
Racquel McIntosh

YOUR ENGAGEMENT TEAM

Grau's client-specific engagement team is meticulously organized in order to meet the unique needs of each client. Constant communication within our solution team allows for continuity of staff and audit team.

Grau contracts with an outside group of IT management consultants to assist with matters including, but not limited to; network and database security, internet security and vulnerability testing.

An advisory consultant will be available as a sounding board to advise in those areas where problems are encountered.



The assigned personnel will work closely with the partner and the District to ensure that the financial statements and all other reports are prepared in accordance with professional standards and firm policy. Responsibilities will include planning the audit; communicating with the client and the partners the progress of the audit; and determining that financial statements and all reports issued by the firm are accurate, complete and are prepared in accordance with professional standards and firm policy.

The Engagement Partner will participate extensively during the various stages of the engagement and has direct responsibility for engagement policy, direction, supervision, quality control, security, confidentiality of information of the engagement and communication with client personnel. The engagement partner will also be involved directing the development of the overall audit approach and plan; performing an overriding review of work papers and ascertain client satisfaction.



Antonio 'Tony' J. Grau, CPA
Partner

Contact: tgrau@graucpa.com | (561) 939-6672

Experience

For over 30 years, Tony has been providing audit, accounting and consulting services to the firm's governmental, non-profit, employee benefit, overhead and arbitrage clients. He provides guidance to clients regarding complex accounting issues, internal controls and operations.

As a member of the Government Finance Officers Association Special Review Committee, Tony participated in the review process for awarding the GFOA Certificate of Achievement in Financial Reporting. Tony was also the review team leader for the Quality Review of the Office of Management Audits of School Board of Miami-Dade County. Tony received the AICPA advanced level certificate for governmental single audits.

Education

University of South Florida (1983)
Bachelor of Arts
Business Administration

Clients Served (partial list)

(>300) Various Special Districts, including:

Bayside Improvement Community Development District	St. Lucie West Services District
Dunes Community Development District	Ave Maria Stewardship Community District
Fishhawk Community Development District (I,II,IV)	Rivers Edge II Community Development District
Grand Bay at Doral Community Development District	Bartram Park Community Development District
Heritage Harbor North Community Development District	Bay Laurel Center Community Development District
Boca Raton Airport Authority	
Greater Naples Fire Rescue District	
Key Largo Wastewater Treatment District	
Lake Worth Drainage District	
South Indian River Water Control	

Professional Associations/Memberships

American Institute of Certified Public Accountants Florida Government Finance Officers Association
Florida Institute of Certified Public Accountants Government Finance Officers Association Member
City of Boca Raton Financial Advisory Board Member

Professional Education (over the last two years)

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	24
Accounting, Auditing and Other	<u>58</u>
Total Hours	<u>82</u> (includes of 4 hours of Ethics CPE)



Racquel C. McIntosh, CPA

Partner

Contact : rmcintosh@graucpa.com | (561) 939-6669

Experience

Racquel has been providing government audit, accounting and advisory services to our clients for over 14 years. She serves as the firm's quality control partner; in this capacity she closely monitors engagement quality ensuring standards are followed and maintained throughout the audit.

Racquel develops in-house training seminars on current government auditing, accounting, and legislative topics and also provides seminars for various government organizations. In addition, she assists clients with implementing new accounting software, legislation, and standards.

Education

Florida Atlantic University (2004)

Master of Accounting

Florida Atlantic University (2003)

Bachelor of Arts:

Finance, Accounting

Clients Served (partial list)

(>300) Various Special Districts, including:

Carlton Lakes Community Development District
Golden Lakes Community Development District
Rivercrest Community Development District
South Fork III Community Development District
TPOST Community Development District

Westchase Community Development District
Monterra Community Development District
Palm Coast Park Community Development District
Long Leaf Community Development District
Watergrass Community Development District

East Central Regional Wastewater Treatment Facilities
Indian Trail Improvement District
Pinellas Park Water Management District
Ranger Drainage District
South Trail Fire Protection and Rescue Service District

Professional Associations/ Memberships

American Institute of Certified Public Accountants
Florida Institute of Certified Public Accountants

FICPA State & Local Government Committee
FGFOA Palm Beach Chapter

Professional Education (over the last two years)

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	38
Accounting, Auditing and Other	56
Total Hours	94 (includes of 4 hours of Ethics CPE)

References



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

We have included three references of government engagements that require compliance with laws and regulations, follow fund accounting, and have financing requirements, which we believe are similar to the District.

Dunes Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 1998
Client Contact	Darrin Mossing, Finance Director 475 W. Town Place, Suite 114 St. Augustine, Florida 32092 904-940-5850

Two Creeks Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 2007
Client Contact	William Rizzetta, President 3434 Colwell Avenue, Suite 200 Tampa, Florida 33614 813-933-5571

Journey's End Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 2004
Client Contact	Todd Wodraska, Vice President 2501 A Burns Road Palm Beach Gardens, Florida 33410 561-630-4922

Specific Audit Approach



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

AUDIT APPROACH

Grau's Understanding of Work Product / Scope of Services:

We recognize the District is an important entity and we are confident our firm is eminently qualified to meet the challenges of this engagement and deliver quality audit services. ***You would be a valued client of our firm and we pledge to commit all firm resources to provide the level and quality of services (as described below) which not only meet the requirements set forth in the RFP but will exceed those expectations.*** Grau & Associates fully understands the scope of professional services and work products requested. Our audit will follow the Auditing Standards of the AICPA, *Generally Accepted Government Auditing Standards*, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida and any other applicable Federal, State or Local regulations. **We will deliver our reports in accordance with your requirements.**

Proposed segmentation of the engagement

Our approach to the audit engagement is a risk-based approach which integrates the best of traditional auditing techniques and a total systems concept to enable the team to conduct a more efficient and effective audit. The audit will be conducted in three phases, which are as follows:



Phase I - Preliminary Planning

A thorough understanding of your organization, service objectives and operating environment is essential for the development of an audit plan and for an efficient, cost-effective audit. During this phase, we will meet with appropriate personnel to obtain and document our understanding of your operations and service objectives and, at the same time, give you the opportunity to express your expectations with respect to the services that we will provide. Our work effort will be coordinated so that there will be minimal disruption to your staff.

During this phase we will perform the following activities:

- » Review the regulatory, statutory and compliance requirements. This will include a review of applicable federal and state statutes, resolutions, bond documents, contracts, and other agreements;
- » Read minutes of meetings;
- » Review major sources of information such as budgets, organization charts, procedures, manuals, financial systems, and management information systems;
- » Obtain an understanding of fraud detection and prevention systems;
- » Obtain and document an understanding of internal control, including knowledge about the design of relevant policies, procedures, and records, and whether they have been placed in operation;
- » Assess risk and determine what controls we are to rely upon and what tests we are going to perform and perform test of controls;
- » Develop audit programs to incorporate the consideration of financial statement assertions, specific audit objectives, and appropriate audit procedures to achieve the specified objectives;
- » Discuss and resolve any accounting, auditing and reporting matters which have been identified.

Phase II – Execution of Audit Plan

The audit team will complete a major portion of transaction testing and audit requirements during this phase. The procedures performed during this period will enable us to identify any matter that may impact the completion of our work or require the attention of management. Tasks to be performed in Phase II include, but are not limited to the following:

- » Apply analytical procedures to further assist in the determination of the nature, timing, and extent of auditing procedures used to obtain evidential matter for specific account balances or classes of transactions;
- » Perform tests of account balances and transactions through sampling, vouching, confirmation and other analytical procedures; and
- » Perform tests of compliance.

Phase III - Completion and Delivery

In this phase of the audit, we will complete the tasks related to year-end balances and financial reporting. All reports will be reviewed with management before issuance, and the partners will be available to meet and discuss our report and address any questions. Tasks to be performed in Phase III include, but are not limited to the following:

- » Perform final analytical procedures;
- » Review information and make inquiries for subsequent events; and
- » Meeting with Management to discuss preparation of draft financial statements and any potential findings or recommendations.

You should expect more from your accounting firm than a signature in your annual financial report. Our concept of truly responsive professional service emphasizes taking an active interest in the issues of concern to our clients and serving as an effective resource in dealing with those issues. In following this approach, we not only audit financial information with hindsight but also consider the foresight you apply in managing operations.

Application of this approach in developing our management letter is particularly important given the increasing financial pressures and public scrutiny facing today's public officials. We will prepare the management letter at the completion of our final procedures.

In preparing this management letter, we will initially review any draft comments or recommendations with management. In addition, we will take necessary steps to ensure that matters are communicated to those charged with governance.

In addition to communicating any recommendations, we will also communicate the following, if any:

- » Significant audit adjustments;
- » Significant deficiencies or material weaknesses;
- » Disagreements with management; and
- » Difficulties encountered in performing the audit.

Our findings will contain a statement of condition describing the situation and the area that needs strengthening, what should be corrected and why. Our suggestions will withstand the basic tests of corrective action:

Is the recommendation cost effective?

Is the recommendation the simplest to effectuate in order to correct a problem?

Is the recommendation at the heart of the problem and not just correcting a symptomatic matter?

Is the corrective action taking into account why the deficiency occurred?

To assure full agreement with facts and circumstances, we will fully discuss each item with Management prior to the final exit conference. This policy means there will be no “surprises” in the management letter and fosters a professional, cooperative atmosphere.

Communications

We emphasize a continuous, year-round dialogue between the District and our management team. We regularly communicate through personal telephone calls and electronic mail throughout the audit and on a regular basis.

Our clients have the ability to transmit information to us on our secure client portal with the ability to assign different staff with separate log on and viewing capability. This further facilitates efficiency as all assigned users receive electronic mail notification as soon as new information has been posted into the portal.

Cost of Services



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Our proposed all-inclusive fees for the financial audit for the fiscal years ended September 30, 2020-2024 are as follows:

<u>Year Ended September 30,</u>	<u>Fee</u>
2020	\$4,000
2021	\$4,100
2022	\$4,200
2023	\$4,300
2024	<u>\$4,400</u>
TOTAL (2020-2024)	<u>\$21,000</u>

The above fees are based on the assumption that the District maintains its current level of operations. Should conditions change or additional Bonds are issued the fees would be adjusted accordingly upon approval from all parties concerned.

Supplemental Information



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

PARTIAL LIST OF CLIENTS

SPECIAL DISTRICTS	Governmental Audit	Single Audit	Utility Audit	Current Client	Year End
Boca Raton Airport Authority	✓	✓		✓	9/30
Captain's Key Dependent District	✓			✓	9/30
Central Broward Water Control District	✓			✓	9/30
Collier Mosquito Control District	✓			✓	9/30
Coquina Water Control District	✓			✓	9/30
East Central Regional Wastewater Treatment Facility	✓		✓		9/30
Florida Green Finance Authority	✓				9/30
Greater Boca Raton Beach and Park District	✓			✓	9/30
Greater Naples Fire Control and Rescue District	✓	✓		✓	9/30
Green Corridor P.A.C.E. District	✓			✓	9/30
Hobe-St. Lucie Conservancy District	✓			✓	9/30
Indian River Mosquito Control District	✓				9/30
Indian Trail Improvement District	✓			✓	9/30
Key Largo Waste Water Treatment District	✓	✓	✓	✓	9/30
Lake Padgett Estates Independent District	✓			✓	9/30
Lake Worth Drainage District	✓			✓	9/30
Loxahatchee Groves Water Control District	✓				9/30
Old Plantation Control District	✓			✓	9/30
Pal Mar Water Control District	✓			✓	9/30
Pinellas Park Water Management District	✓			✓	9/30
Pine Tree Water Control District (Broward)	✓			✓	9/30
Pinetree Water Control District (Wellington)	✓				9/30
Ranger Drainage District	✓	✓		✓	9/30
Renaissance Improvement District	✓			✓	9/30
San Carlos Park Fire Protection and Rescue Service District	✓			✓	9/30
Sanibel Fire and Rescue District	✓			✓	9/30
South Central Regional Wastewater Treatment and Disposal Board	✓			✓	9/30
South-Dade Venture Development District	✓			✓	9/30
South Indian River Water Control District	✓	✓		✓	9/30
South Trail Fire Protection & Rescue District	✓			✓	9/30
Spring Lake Improvement District	✓			✓	9/30
St. Lucie West Services District	✓		✓	✓	9/30
Sunshine Water Control District	✓			✓	9/30
West Villages Improvement District	✓			✓	9/30
Various Community Development Districts (297)	✓			✓	9/30
TOTAL	332	5	3	327	

ADDITIONAL SERVICES

CONSULTING / MANAGEMENT ADVISORY SERVICES

Grau & Associates also provide a broad range of other management consulting services. Our expertise has been consistently utilized by Governmental and Non-Profit entities throughout Florida. Examples of engagements performed are as follows:

- Accounting systems
- Development of budgets
- Organizational structures
- Financing alternatives
- IT Auditing
- Fixed asset records
- Cost reimbursement
- Indirect cost allocation
- Grant administration and compliance

ARBITRAGE

The federal government has imposed complex rules to restrict the use of tax-exempt financing. Their principal purpose is to eliminate any significant arbitrage incentives in a tax-exempt issue. We have determined the applicability of these requirements and performed the rebate calculations for more than 150 bond issues, including both fixed and variable rate bonds.

73

Current
Arbitrage
Calculations

We look forward to providing Holly Hill Road East Community Development District with our resources and experience to accomplish not only those minimum requirements set forth in your Request for Proposal, but to exceed those expectations!

**For even more information on Grau & Associates
please visit us on www.graucpa.com.**

SECTION B

Proposal to Provide Auditing Services

Holly Hill Road East Community Development District

**For the Fiscal Year Ending
September 30, 2020
With the Option of Four Additional Annual Renewals**

Submitted by:



**934 North Magnolia Avenue
Suite 100
Orlando, Florida 32803
(407) 843-5406**

CONTACT: Tamara Campbell, C.P.A.

tcampbell@mcdermittdavis.com
www.mcdermittdavis.com

Proposal for Audit Services to
Holly Hill Road East Community Development District
Table of Contents

	<u>Page</u>
Letter of Interest	1
Company Background	3
Experience	8
References	11
Service Approach	13
Cost Proposal	15

Letter of Interest

October 9, 2020

Jill Burns, District Manager
Holly Hill Road East Community Development District
219 East Livingston Street
Orlando, FL 32801

Thank you for the opportunity to submit our qualifications and experience to serve as independent auditors of *Holly Hill Road East Community Development District*. The accompanying proposal will provide you detailed information regarding the scope of services to be provided, as well as a profile of the firm, the individuals who will serve you, our qualifications and experience, and representative clients, including specific references.

It is our understanding that we will provide the following services:

1. Financial audit of the basic financial statements of *Holly Hill Road East Community Development District* for the fiscal year ending September 30, 2020, with the option of four additional annual renewals.
2. We will commit to maintain staff required to conclude the audits within the time constraints indicated in the RFP.
3. The audit will be performed in accordance with generally accepted auditing standards, *Governmental Auditing Standards* and the Rules of the Auditor General of the State of Florida.
4. The audit for the fiscal year ending September 30, 2020 will be completed no later than June 1, 2021.

We believe we are the best-qualified firm to perform the engagement for the following reasons:

- We presently audit **over fifty Community Development Districts**, fourteen municipalities and one special water district and have an excellent working knowledge of generally accepted accounting principles related to governmental entities.
- We assist in the preparation of the financial statements for most of these governmental entities.
- We have assisted nine municipalities in receiving the GFOA "Certificate of Achievement for Excellence in Financial Reporting". Most of these municipalities have been receiving the "Certificate of Achievement" between ten and twenty years. Tamara Campbell is active as a national review team member of the GFOA's "Certificate of Achievement for Excellence in Financial Reporting" program. As a review team member, Ms. Campbell reviews and evaluates financial reports submitted by cities and counties to determine whether the financial reports meet the stringent requirements to receive the GFOA'S prestigious award. Participating as a review team member, Ms. Campbell has demonstrated her expertise in governmental accounting and auditing.
- We have strong information technology ability and will input the District's general ledger balances into our ProSystem fx Engagement software and perform a virtually "paperless" audit. The District's Financial Statements are linked to the general ledger; therefore, the likelihood of errors on the financial statements is reduced.
- We have recent and continuous experience and have devoted a great deal of our continuing education to the governmental auditing and accounting field. Our firm meets the independence and education requirements of the Government Auditing Standards issued by the Comptroller General of the United States. Our firm is independent of *Holly Hill Road East Community Development District* as defined by Government Auditing Standards.

- We believe in continuing client contact throughout the year, not just during the audit. We encourage on-going client contact by not charging any fee for phone calls.
- We are members of the American and Florida Institutes of Certified Public Accountants and an Associate member of the Governmental Finance Officers Association. Our firm is active in governmental organizations throughout Central Florida and serves on governmental committees of the Florida Institute of CPA's.
- We are a local firm with personnel committed to quality and professional performance, accustomed to providing a high level of client satisfaction. We believe that our firm is part of a team effort to assist the District in developing the best financial reporting possible.
- We have a history of continuity of personnel assigned to the engagement. Our single office firm and low personnel turnover assures uninterrupted services from our partners and staff. We have a staff of 28 people and **8 of those are governmental audit staff.**

McDirmit Davis, LLC has not colluded with any of the Proposers, and we have not defaulted on any previous contract, and are not in arrears on any previous or existing contract and are properly licensed.

Because of our unique qualifications and a philosophy based on complete dedication to client service, we feel confident that we can provide you with responsiveness and a range of experience that will best serve your needs.

Ms. Tamara Campbell, partner, is authorized to represent the firm and may be contacted at 934 North Magnolia Avenue, Suite 100, Orlando, Florida 32803, or phone (407) 843-5406.

We would consider it a privilege to serve as independent auditors for *Holly Hill Road East Community Development District*.

Sincerely,

McDirmit Davis, LLC



Tamara Campbell, C.P.A.

Company Background



Company Background

Description and History of Audit Firm

McDermitt Davis, LLC was incorporated in the State of Florida in August 1984 and serves Central Florida from its centrally located office in Orlando, Florida. The partners and managers have over 150 years of combined experience in public accounting, and our firm has grown to be ranked as one of the top 10 accounting firms in Central Florida by the Orlando Business Journal.

Our firm now consists of the following staff:

Partners	5
Managers	4
Seniors	7
Staff Accountants/Paraprofessionals	7
Support Staff	4
Information Systems	
Technology Staff	<u>1</u>
	<u>28</u>

The total number of governmental audit staff is eight. We are members of the American and Florida Institutes of Certified Public Accountants and an associate member of the Governmental Finance Officers Association. We are also a member of the *Governmental Audit Quality Center*.

Our firm has a wide range of clients providing both goods and services in the Central Florida area. Our practice encompasses auditing, accounting, management advisory and tax services. A list of all governmental clients audited by us for the fiscal years 2015-2019 is as follows:

- **Over Fifty Community Development Districts**
- **Sun'n Lake of Sebring Improvement District**
- **Homosassa Special Water**
- City of Winter Springs, Florida *
- City of Ocoee, Florida *
- City of Longwood, Florida *
- City of Lake Mary, Florida*
- City of Belle Isle, Florida *
- City of Mascotte, Florida
- City of Tavares, Florida *
- Town of Windermere, Florida
- City of Clermont, Florida *
- City of Inverness, Florida*
- City of Orange City, Florida*
- City of Groveland, Florida
- City of Fruitland Park, Florida
- City of Minneola, Florida
- City of Umatilla, Florida*
- Town of Montverde, Florida



- These entities are presently clients of McDermitt Davis, LLC

* These entities participate in the Certificate of Achievement for Excellence in Financial Reporting program.



Engagement Team

The following supervisory people will work on the audit:

- Tamara Campbell, C.P.A., engagement partner
- Michelle Sorbello, C.P.A., audit manager
- Matthew Lee, C.P.A., audit manager



All of the above people have considerable experience on governmental audit engagements. All supervisory personnel assigned to the audit, are Certified Public Accountants. The engagement partner and audit manager will be assigned to audit on a full-time basis. In addition to the partner and managers, McDermitt Davis will utilize various audit senior and staff members for audit fieldwork.

The professional staff of our firm has been conducting governmental audits in the Central Florida area for the past thirty years. We are experienced auditors in a variety of industries and offer experience in auditing federal grants under the Single Audit Act and performing compliance audits of state grants.

License to Practice in Florida

Our Firm and all key professional staff are properly licensed to practice in the state of Florida. In addition, our Firm and all assigned key personnel are in good standing with the Florida Board of Accountancy. We can provide a copy of actual License, if requested.

Independence

McDermitt Davis, LLC is independent of the District as defined by auditing standards contained in *Government Auditing Standards*.

Governmental Audit Quality Center

McDermitt Davis, LLC is a member of the AICPA's Governmental Audit Quality Center which is dedicated to establishing the highest standards of audit quality in the governmental accounting and audit sector.

External Quality Control Review

Our Firm understands the importance of developing a formal quality control program, and therefore have been a member of the Private Companies Practice Section of the American Institute of Certified Public Accountants **since 1985**. Member firms are required to adhere to quality control standards established by the AICPA Quality Control Standards Committee and to submit to peer reviews of the firm's accounting and audit practice. Peer reviews are intensive reviews of a firm's quality control system by an independent CPA firm. Our firm has had seven peer reviews performed by the American Institute of Certified Public Accountants. Each peer review has included a review of a local governmental entity. We received a "pass" opinion on each review, which represents the best opinion that a firm can receive.

On our most recent peer review performed in 2017, we received a peer review rating of "pass", which is the highest rating that a firm can receive under the revised peer review standards. We have never been subject to any litigation or disciplinary actions by a client, the State or any professional organization for substandard field work. A copy of our firm's most recent peer review report follows this page. These peer reviews included a review of at least two governmental engagements, and it should be noted that there were no findings as a result of this review. We have never withdrawn from an engagement prior to the agreed expiration date.



Federal or State Reviews

Any Federal or State desk review has resulted in no findings and we have never undergone a Federal or State field audit.

Other Services Provided

Our experience in governmental auditing has led to the development of efficient procedures that provide various client benefits. Our services provide our clients with a wide range of knowledge, confidence, and helpful management advice. Below is a listing of the type of other services that we have provided to governmental clients.

1. Assistance in preparation of Comprehensive Annual Financial Reports for recognition by the Government Finance Officers Certificate of Achievement Program.
2. Internal audit services.
3. Issuance of Comfort Letters and Consent Letters in conjunction with the issuance of tax-exempt bonds.
4. Assistance on early implementation of new GASB Statements.
5. Assisting in compiling historical financial data for first-time submissions for GFOA Certificate of Achievement for Excellence in Financial Reporting.
6. Detailed internal control studies and evaluations of accounting systems.



Gregory, Sharer & Stuart, P.A.

Certified Public Accountants and Business Consultants

Report on the Firm's System of Quality Control

October 13, 2017

To the Owners of McDirmit Davis & Company, LLC
And the Peer Review Committee of the Florida Institute of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of McDirmit Davis & Company, LLC (the firm) in effect for the year ended June 30, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards* including a compliance audit under the Single Audit Act and an audit of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of McDirmit Davis & Company, LLC in effect for the year ended June 30, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. McDirmit Davis & Company, LLC has received a peer review rating of *pass*.

Gregory, Sharer & Stuart, P.A.



Continuing Education

McDermitt Davis, LLC is committed to the personal and professional growth of its staff. Our firm requires an annual minimum of 40 hours of continuing professional education for each staff member.

Our governmental audit staff complies with the continuing education requirements of the State of Florida, the Governmental Accountability Office (GAO), and *Governmental Auditing Standards* (Yellow Book). Therefore at least 24 hours during a 2-year period must be in subjects directly related to the government environment and to governmental auditing. Our governmental audit staff always exceed this requirement since they attend each year the Florida Governmental Financial Officer's Association Annual Conference which provides 22 hours of training in governmental accounting and auditing.



As a result of our governmental experience, our staff has taught classes or lectured on various topics. We offer "in-house" education courses for our staff, which at times, our clients have attended. In addition, we are available to teach seminars for the benefit of the District's accounting staff.

Information Technology

Our firm has one dedicated Information Technology specialist who has several years' experience in setting up and administering computer systems and networks of all sizes. In addition, all governmental audit personnel are experienced with various governmental software programs. We utilize automated, paperless auditing software which stores all trial balances and audit workpapers electronically. We also use Data Analysis Software, which enables us to obtain 100% of selected data and **test** "through your computer system."

One of the services we provide our clients is CLIENT PORTAL. This is a convenient online storage space in which files can be effortlessly uploaded, downloaded, stored and shared in a safe and secure environment.

Records Retention

Our firm maintains records in accordance with local, state, and Federal Public Records Retention Requirements.

Experience



Resume - Tammy Campbell, CPA

Partner

Education, Certifications, and Licenses

- B.S. Degree in Accounting, University of Central Florida
- Masters in Taxation, University of Central Florida
- CPA, Certified Public Accountant - Florida, 2007

Affiliations and Community Involvement

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)
- Florida Government Finance Officers Association (FGFOA)
- Reviewer for GFOA's "Certificate of Achievement for Excellence in Financial Reporting" program
- Member of the Orange County School Board Audit Advisory Committee

Continuing Professional Education

Tammy has completed over 120 hours of Continuing Professional Education (CPE) in the area of governmental accounting and auditing within the past three years and meets the requirements of *Governmental Auditing Standards (the "Yellow Book")*. CPE included classes on Single Audits, the *Yellow Book*, and changes in governmental accounting principles, such as GASBS 67 and 68 on pension plans.

Experience

- Tammy has fifteen (15) years of governmental accounting and auditing experience, including municipalities and airport authorities.
- Her experience has included planning, fieldwork, and preparation of comprehensive annual financial reports for several governmental audit engagements.
- Tammy has worked with all 14 municipalities in the CAFR preparation process, including assisting most cities with obtaining the GFOA Certificate of Achievement.

Governmental Audit Experience (Past 5 years)

- **Over 60 Community Development Districts**
- City of Umatilla
- City of Clermont
- City of Oviedo
- City of Lake Mary
- City of Ocoee
- City of Tavares
- City of Orange City
- Town of Windermere
- City of Longwood
- City of Belle Isle
- City of Winter Springs
- City of Inverness
- City of Mascotte
- Homosassa Water District

Resume - Michelle Sorbello, CPA

Audit Manager



Education, Certifications, and Licenses

- B.S. Degree in Accounting, University of Central Florida
- Masters in Accounting, University of Central Florida
- CPA, Certified Public Accountant - Florida

Affiliations and Community Involvement

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)
- Florida Government Finance Officers Association (FGFOA)

Continuing Professional Education

Michelle has completed over 120 hours of Continuing Professional Education (CPE) in the area of governmental accounting and auditing within the past three years and meets the requirements of *Governmental Auditing Standards*.

Experience

- Michelle has 6 years of governmental accounting and auditing experience.
- She has significant experience in the audits of governmental and not-for-profit entities, including those subject to Federal and Florida Single Audit requirements.

Governmental Audit Experience (Past 5 years)

- City of Winter Springs
- City of Longwood
- City of Inverness
- **Various Community Development Districts**
- City of Lake Mary
- City of Ocoee
- City of Mascotte



Resume - Matthew Lee, CPA

Audit Manager

Education, Certifications, and Licenses

- Master of Science in Accounting, University of Central Florida
- Master of Public Administration, University of Central Florida
- B.S. in Public Administration, University of Central Florida
- CPA, Certified Public Accountant - Florida

Affiliations and Community Involvement

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)
- Florida Government Finance Officers Association (FGFOA)

Continuing Professional Education

Matthew has completed over 120 hours of Continuing Professional Education (CPE) in the area of governmental accounting and auditing within the past three years and meets the requirements of *Governmental Auditing Standards*.

Experience

- Matthew has 8 years of governmental accounting and auditing experience.
- He has significant experience in the audits of governmental and not-for-profit entities, including those subject to Federal and Florida Single Audit requirements.

Governmental Audit Experience (Past 5 years)

- | | |
|--|----------------------|
| • City of Ocoee | • Town of Windermere |
| • City of Clermont | • City of Longwood |
| • City of Oviedo | • City of Tavares |
| • City of Winter Springs | • City of Umatilla |
| • Sun 'N Lake Improvement District | • City of Belle Isle |
| • Various Community Development Districts | |



References of Governmental Accounting Experience

<u>Principal Client Contact</u>	<u>Scope of Work</u>	<u>Years</u>
Sun'n Lake of Sebring Improvement District		
<p>Ms. Tanya Cannady, General Manager.</p> <p>5306 Sun'n Lake Blvd. Sebring, FL 33872 tcannady@snldistrict.org</p>	<ul style="list-style-type: none"> Annual Financial & Compliance Audit and preparation of Financials 	2011 to Present
Sterling Hill Community Development District		
<p>Ms. Kaitlyn Gallant Rizzetta and Company Manager, District Accounting Services</p> <p>12750 Citrus Park Lane Suite 115 Tampa, Florida 33625 kgallant@rizzetta.com</p>	<ul style="list-style-type: none"> Annual Financial & Compliance Audit and preparation of Financials 	2007 to 2009 And 2013 to Present
Meadow Pointe II Community Development District		
<p>Mr. Alan Baldwin Inframark Accounting Manager</p> <p>210 N. University Drive Suite 702 Coral Springs, Florida 33071 alan.baldwin@inframark.com</p>	<ul style="list-style-type: none"> Annual Financial & Compliance Audit and preparation of Financials 	2012 to Present
Toscana Isles Community Development District		
<p>Mr. Jeffrey Pinder Wrathell Hunt and Associates Controller</p> <p>2300 Glades Road Suite 410W Boca Raton, Florida 33431 pinderj@whhassociates.com</p>	<ul style="list-style-type: none"> Annual Financial & Compliance Audit and preparation of Financials 	2015 to Present
Homosassa Special Water District		
<p>Ms. Teresa Olds, Manager</p> <p>7922 W. Grover Cleveland Blvd. Homosassa, FL 34448 hswd@tampabay.rr.com</p>	<ul style="list-style-type: none"> Annual Financial & Compliance Audit and preparation of Financials 	2007 to Present



List of 2019 Community Development District Audits:

Asturia Community Development District
Bainbridge Community Development District
Beach Road Golf Estates Community Development District
Belmont Community Development District
Bexley Community Development District
Celebration Community Development District
Chapel Creek Community Development District
Concorde Estates Community Development District
Copperspring Community Development District
Dovera Community Development District
Durbin Crossing Community Development District
Enterprise Community Development District
Fiddler's Creek Community Development District #1
Forest Creek Community Development District
Greyhawk Landing Community Development District
Heritage Isle at Viera Community Development District
Highlands Community Development District
K-Bar Ranch Community Development District
K-Bar Ranch II Community Development District
Meadow Pointe II Community Development District
Mediterra Community Development District
Mirabella Community Development District
Palm River Community Development District
Portofino Springs Community Development District
Scenic Highway Community Development District
South Shore Corporate Park Community Development District
Southaven Community Development District
Southern Hills Plantation II Community Development District
Spring Ridge Community Development District
Sterling Hill Community Development District
Suncoast Community Development District
Talavera Community Development District
The Crossings at Fleming Island Community Development District
The Woodlands Community Development District
Toscana Isles Community Development District
Town of Kindred Community Development District
Trails Community Development District
Treeline Preserve Community Development District
Trout Creek Community Development District
University Square Community Development District
University Village Community Development District
Valencia Water Control District
Venetian Community Development District
Watergrass II Community Development District
Waterlefe Community Development District
Westridge Community Development District
Wiregrass Community Development District
Wiregrass II Community Development District

Service Approach



Service Approach

Our audit will be segmented as follows:

Phase 1:	Audit Planning
Phase 2:	Evaluation and Testing of Internal Controls
Phase 3:	Substantive Testing
Phase 4:	Reporting

Phase 1: Audit Planning

Preliminary planning includes deciding on an overall strategy for the audit, obtaining an understanding of the entity and its environment, including its internal control, making an initial assessment of audit risk and materiality, and deciding on the overall timing of the engagement. We will also begin to assemble our “permanent file,” which consists of copies of organizational charts, District manuals, documents, and financial and other management systems.

We will meet with staff of the District to obtain an understanding of the flow of transactions through your accounting system. This includes understanding your computer environment in order to comply with the requirements of AU-C 300, *Planning an Audit*. We will also gather information to identify fraud risks as required by AU-C 240 *Consideration of Fraud in a Financial Statement Audit*.

We will also perform preliminary analytical procedures and compare trends for the current and at least the two previous years for unusual fluctuations. This will include review of both budget and actual amounts.

During this planning phase, we will ask management and staff at the District to identify areas of higher risk as well as other areas that they want us to focus on during our audit. We will also provide the District with a list of all schedules to be prepared by the District.

Phase 2: Evaluation and Testing of Internal Controls and Compliance

During Phase 2, we will evaluate your control policies and procedures to determine if they are functioning properly in significant transaction classes. To gain an understanding of the procedures in place, and current internal control structure, we typically conduct interviews with staff and management involved in the specific transaction class to be tested. We then perform tests of these controls to determine with reasonable assurance that control procedures are functioning as planned and whether further testing will be needed. As part of our tests of controls, we will include tests of compliance with applicable ordinances, and state and federal laws and regulations. In order to determine which ordinances, laws and regulations to test for compliance, we start by reviewing the FICPA Practice Aid *Compliance Auditing in Florida*. We then evaluate which ordinances, laws and regulations have a direct and material effect on the determination of financial statement amounts. Sample sizes are determined based upon our assessment of control risk and may be judgmental, random, or stratified, depending on the attributes of the population being tested. We will select samples from the significant transaction classes and trace from original documents through the computer system to the general ledger through the use of Data Analysis Software.





Service Approach - Continued

Phase 2: Evaluation and Testing of Internal Controls and Compliance - Continued

Our control testing includes obtaining an understanding of the computer software used by the District, and tracing sample selections through the system to determine the desired outcomes are being achieved. Our testing of Information Technology includes inquiries of appropriate personnel regarding data backups and access to District files.

After controls have been documented, evaluated and tested, we will finalize the District's audit plan. Audit programs will be tailored to fit the specifics of the District's accounting systems.

Phase 3: Substantive Testing

Our year-end fieldwork will focus on verifying balances in accounts. For example, we will confirm cash balances, as well as debt balances with financial institutions. In addition to obtaining audit confirmations, representation letters and attorney letters, we will perform tests on account balances using analytical procedures, recalculation and verification. Our firm uses ProSystem fx Engagement electronic audit software which may allow us to interface with your accounting system and reduce the time required to transfer your accounting data to a separate software package. We believe it is important to use analytical review procedures in this substantive phase of the audit. We compare analytical results to our expectation of what the results should be in order to determine if additional audit procedures are required. Typical analytical procedures include expense variances with previous years and budget amounts, revenue variances with previous years and budgeted amounts.

We will keep the District's management up to date on the progress of the audit and will discuss preliminary findings and potential problems or opportunities as we encounter them. Our approach to resolving problems encountered is to discuss with the District Manager to make sure our understanding is correct. Our process to produce a meaningful "management letter" is to review results of testing of internal controls, as well as year-end field work and draft recommendations for improvements to be discussed with management.

Phase 4: Reporting

The audit work is reviewed by the engagement partner throughout the engagement. Once the engagement partner review is complete, a second review of the financial statements is performed by the independent reviewer. This second review is required as part of McDermitt Davis's internal system of quality control and ensures the District receives the best service possible.

We will prepare a draft of the financial statements and then issue the following:

- Auditor's report on financial statements
- Report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with "Government Auditing Standards"
- Management Letter

We will provide technical assistance to the District to meet changes in required disclosures. Once reports have been reviewed by management and approved in final form, we will issue final reports and supply in electronic format.

Cost Proposal



Cost Proposal

We understand the requested services include audits of the District's financial statements for the year ended September 30, 2020, with the option of four additional annual renewals. The audit will be made in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

McDermitt Davis, LLC is duly licensed under Chapter 473, Florida Statutes and is qualified to conduct audits in the State of Florida and audits in accordance with *Government Auditing Standards*.

Fees include all services, including but not limited to, meals and lodging, transportation, printing and binding, telephone, fax and copies. Out of pocket expense (if any) related to charges for confirmations will be in addition to the audit fee. Invoices will be submitted as work progresses on each phase of the audit.

Year Ended	Audit Fee
September 30, 2020	\$4,000
September 30, 2021	\$4,000
September 30, 2022	\$4,000
September 30, 2023	\$4,100
September 30, 2024	\$4,100

SECTION C

**HOLLY HILL ROAD EAST
COMMUNITY DEVELOPMENT DISTRICT
PROPOSAL FOR AUDIT SERVICES**

PROPOSED BY:

Berger, Toombs, Elam, Gaines & Frank
CERTIFIED PUBLIC ACCOUNTANTS, PL

600 Citrus Avenue, Suite 200
Fort Pierce, Florida 34950

(772) 461-6120

CONTACT PERSON:

J. W. Gaines, CPA, Director

DATE OF PROPOSAL:

October 9, 2020

TABLE OF CONTENTS

<u>DESCRIPTION OF SECTION</u>	<u>PAGE</u>
A. Letter of Transmittal	1-2
B. Profile of the Proposer	
Description and History of Audit Firm	3
Professional Staff Resources	4-5
Ability to Furnish the Required Services	5
Arbitrage Rebate Services	6
A. Governmental Auditing Experience	7-16
B. Fee Schedule	17
C. Scope of Work to be Performed	17
D. Resumes	18-33
E. Peer Review Letter	34
F. Additional Documents Required	
Instructions to Proposers	35-36
Evaluation Criteria	37



Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120 // 461-1155
FAX: 772/468-9278

October 9, 2020

Holly Hill Road East Community Development District
Governmental Management Services, LLC
219 East Livingston Street
Orlando, FL 32801

Dear District Manager:

Thank you very much for the opportunity to present our professional credentials to provide audit services for Holly Hill Road East Community Development District.

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has assembled a team of governmental and nonprofit specialists second to none to serve our clients. Our firm has the necessary qualifications and experience to serve as the independent auditors for Holly Hill Road East Community Development District. We will provide you with top quality, responsive service.

Experience

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is a recognized leader in providing services to governmental and nonprofit agencies throughout Florida. We have been the independent auditors for a number of local governmental agencies and through our experience in performing their audits, we have been able to increase our audit efficiency and; therefore, reduce costs. We have continually passed this cost savings on to our clients and will continue to do so in the future. As a result of our experience and expertise, we have developed an effective and efficient audit approach designed to meet or exceed the performance specifications in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and the standards for financial and compliance audits. We will conduct the audit in accordance with auditing standards generally accepted in the United States of America; "Government Auditing Standards" issued by the Comptroller General of the United States; the provisions of the Single Audit Act, Subpart F of Title 2 US Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, with minimal disruption to your operations. Our firm has frequent technical updates to keep our personnel informed and up-to-date on all changes that are occurring within the industry.



Berger, Toombs, Elam,
Gaines & Frank
Certified Public Accountants PL

Holly Hill Road East Community Development District
October 9, 2020

Our firm is a member of the Government Audit Quality Center, an organization dedicated to improving government audit quality. We also utilize the audit program software of a nationally recognized CPA firm to assure us that we are up to date with all auditing standards and to assist us maintain maximum audit efficiencies.

To facilitate your evaluation of our qualifications and experience, we have arranged this proposal to include a resume of our firm, including our available staff, our extensive prior governmental and nonprofit auditing experience and clients to be contacted.

You need a firm that will provide an efficient, cost-effective, high-quality audit within critical time constraints. You need a firm with the prerequisite governmental and nonprofit experience to perform your audit according to stringent legal and regulatory requirements, a firm that understands the complex nature of community development districts and their unique compliance requirements. You need a firm with recognized governmental and nonprofit specialists within the finance and governmental communities. And, certainly, you need a firm that will provide you with valuable feedback to enhance your current and future operations. Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is that firm. J. W. Gaines is the person authorized to make representations for the firm.

Thank you again for the opportunity to submit this proposal to Holly Hill Road East Community Development District.

Very truly yours,

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

PROFILE OF THE PROPOSER

Description and History of Audit Firm

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is a Treasure Coast public accounting firm, which qualifies as a small business firm, as established by the Small Business Administration (13 CFR 121.38), with offices in Fort Pierce and Stuart. We are a member of the Florida Institute of Certified Public Accountants and the American Institute of Certified Public Accountants. The firm was formed from the merger of Edwards, Berger, Harris & Company (originated in 1972) and McAlpin, Curtis & Associates (originated in 1949). J. W. Gaines and Associates (originated in 1979) merged with the firm in 2004. Our tremendous growth rate experienced over the last 71 years is directly attributable to the firm's unrelenting dedication to providing the highest quality, responsive professional services attainable to its clients.

We are a member of the Private Companies Practice Section (PCPS) of the American Institute of Certified Public Accountants (AICPA) to assure we meet the highest standards. Membership in this practice section requires that our firm meet more stringent standards than standard AICPA membership. These rigorous requirements include the requirement of a triennial peer review of our firm's auditing and accounting practice and annual Continuing Professional Education (CPE) for all accounting staff (whether CPA or non-CPA). For standard AICPA membership, only a quality review is required and only CPAs must meet CPE requirements.

We are also a member of the Government Audit Quality Center ("the Center") of the American Institute of Certified Public Accountants to assure the quality of our government audits. Membership in the Center, which is voluntary, requires our firm to comply with additional standards to promote the quality of government audits.

We have been extensively involved in serving local government entities with professional accounting, auditing and consulting services throughout the entire 71 year history of our firm. Our substantial experience over the years makes us uniquely qualified to provide accounting, auditing, and consulting services to these clients. We are a recognized leader in providing services to governmental and nonprofit agencies on the Treasure Coast and in Central and South Florida, with extensive experience in auditing community development districts and water control districts. We were the independent auditors of the City of Fort Pierce for over 37 years and currently, we are the independent auditors for St. Lucie County since 2002, and for 38 of the 42 years that the county has been audited by CPA firms. Additionally, we have performed audits of the City of Stuart, the City of Vero Beach, Indian River County and Martin County. We also presently audit over 75 Community Development Districts throughout Florida.

Our firm was founded on the belief that we are better able to respond to our clients needs through education, experience, independence, quality control, and personal service. Our firm's commitment to quality is reflected in our endeavor of professional excellence via continuing education, the use of the latest computer technology, professional membership in PCPS and peer review.

We believe our approach to audit engagements, intelligence and innovation teamed with sound professional judgment enables us to explore new concepts while remaining sensitive to the fundamental need for practical solutions. We take pride in giving you the assurance that the personal assistance you receive comes from years of advanced training, technical experience and financial acumen.

Professional Staff Resources

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has a total of 32 professional and administrative staff (including 14 professional staff with extensive experience servicing government entities). The work will be performed out of our Fort Pierce office with a proposed staff of one senior accountant and one or two staff accountants supervised by an audit manager and audit partner. With the exception of the directors of the firm's offices, the professional staff is not specifically assigned to any of our individual offices. The professional and administrative staff resources available to you through Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL are as follows:

	<u>Total</u>
Partners/Directors (CPA's)	5
Principals (CPA)	1
Managers (CPA)	1
Senior/Supervisor Accountants (2 CPA's)	3
Staff Accountants (1 CPA)	9
Computer Specialist	1
Paraprofessional	8
Administrative	<u>4</u>
Total – all personnel	32

Following is a brief description of each employee classification:

Staff Accountant – Staff accountants work directly under the constant supervision of the auditor-in-charge and, are responsible for the various testing of documents, account analysis and any other duties as his/her supervisor believes appropriate. Minimum qualification for a staff accountant is graduation from an accredited university or college with a degree in accounting or equivalent.

Senior Accountant – A senior accountant must possess all the qualifications of the staff accountant, in addition to being able to draft the necessary reports and financial statements, and supervise other staff accountants when necessary.

Managers – A manager must possess the qualifications of the senior accountant, plus be able to work without extensive supervision from the auditor-in-charge. The manager should be able to draft audit reports from start to finish and to supervise the audit team, if necessary.

Principal – A principal is a partner/director in training. He has been a manager for several years and possesses the technical skills to act as the auditor-in-charge. A principal has no financial interest in the firm.

Partner/Director – The director has extensive governmental auditing experience and acts as the auditor-in-charge. Directors have a financial interest in the firm.

Professional Staff Resources (Continued)

Independence – Independence of the public accounting firm, with respect to the audit client, is the foundation from which the public gains its trust in the opinion issued by the public accounting firm at the end of the audit process. This independence must be in appearance as well as in fact. The public must perceive that the accounting firm is independent of the audit entity to ensure that nothing would compromise the opinion issued by the public accounting firm. **Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is independent of Holly Hill Road East Community Development District, including its elected officials and related parties, at the date of this proposal, as defined by the following rules, regulations, and standards:

AuSection 220 – Statements on Auditing Standards issued by the American Institute of Certified Public Accountants;

ET Sections 101 and 102 – Code of Professional Conduct of the American Institute of Certified Public Accountants;

Chapter 21A-1, Florida Administrative Code;

Section 473.315, Florida Statutes; and,

Government Auditing Standards, issued by the Comptroller General of the United States.

On an annual basis, all members of the firm are required to confirm, in writing, that they have no personal or financial relationships or holding that would impair their independence with regard to the firm's clients.

Independence is a hallmark of our profession. We encourage our staff to use professional judgment in situations where our independence could be impaired or the perception of a conflict of interest might exist. In the governmental sector, public perception is as important as professional standards. Therefore, the utmost care must be exercised by independent auditors in the performance of their duties.

Ability to Furnish the Required Services

As previously noted in the Profile of the Proposer section of this document, our firm has been in existence for over 69 years. We have provided audit services to some clients for over 30 years continually. Our firm is insured against physical loss through commercial insurance and we also carry liability insurance. The majority of our audit documentation is stored electronically, both on our office network and on each employee laptop or computer assigned to each specific job. Our office computer network is backed up on tape, so in the event of a total equipment loss, we can restore all data as soon as replacement equipment is acquired. In addition, our field laptop computers carry the same data and can be used in the event of emergency with virtually no delay in completing the required services.

ADDITIONAL SERVICES PROVIDED

Arbitrage Rebate Services

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL also provides arbitrage rebate compliance and related services to governmental issuers. The Tax Reform Act of 1986 requires issuers of most tax-exempt obligations to pay (i.e., “rebate”) to the United States government any arbitrage profits. Arbitrage profits are earnings on the investment of bond proceeds and certain other monies in excess of what would have been earned had such monies been invested at a yield equal to the yield on the bonds.

Federal tax law requires that interim rebate calculations and payments are due at the end of every fifth bond year. Final payment is required upon redemption of the bonds. More frequent calculations may be deemed advisable by an issuer’s auditor, trustee or bond counsel or to assure that accurate and current records are available. These more frequent requirements are usually contained in the Arbitrage or Rebate Certificate with respect to the bonds.

Our firm performs a comprehensive rebate analysis and includes the following:

- Verifying that the issue is subject to rebate;
- Calculating the bond yield;
- Identifying, and separately accounting for, all “Gross Proceeds” (as that term is defined in the Code) of the bond issue, including those requiring analysis due to “transferred proceeds” and/or “commingled funds” circumstances;
- Determining what general and/or elective options are available to Gross proceeds of the issue;
- Calculating the issue’s excess investment earning (rebate liability), if any;
- Delivering appropriate documentation to support all calculations;
- Providing an executive summary identifying the methodology employed, major assumptions, conclusions, and any other recommendations for changes in recordkeeping and investment policies;
- Assisting as necessary in the event of an Internal Revenue Service inquiry; and,
- Consulting with issue staff, as necessary, regarding arbitrage related matters.

GOVERNMENTAL AUDITING EXPERIENCE

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has been practicing public accounting in Florida for 69 years. Our success over the years has been the result of a strong commitment to providing personalized quality service to our clients.

The current members of our firm have performed audits of over 900 community development districts, and over 1,800 audits of municipalities, counties and other governmental entities such as the City of Fort Pierce and St. Lucie County.

Our firm provides a variety of accounting, auditing, tax litigation support, and consulting services. Some of the professional accounting, auditing and management consulting services that are provided by our firm are listed below:

- Performance of annual financial and compliance audits, including Single Audits of state and federal financial assistance programs, under the provisions of the Single Audit Act, Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), with minimal disruptions to your operations;
- Performance of special compliance audits to ascertain compliance with the applicable local, state and federal laws and regulations;
- Issuance of comfort letters and consent letters in conjunction with the issuance of tax-exempt debt obligations, including compiling financial data and interim period financial statement reviews;
- Calculation of estimated and actual federal arbitrage rebates;
- Assistance in compiling historical financial data for first-time and supplemental submissions for GFOA Certificate of Achievement for Excellence in Financial Reporting;
- Preparation of indirect cost allocation systems in accordance with Federal and State regulatory requirements;
- Providing human resource and employee benefit consulting;
- Performance of automation feasibility studies and disaster recovery plans;
- Performance feasibility studies concerning major fixed asset acquisitions and utility plant expansion plans (including electric, water, pollution control, and sanitation utilities); and
- Assistance in litigation, including testimony in civil and criminal court.
- Assist clients who utilize QuickBooks software with their software needs. Our Certified QuickBooks Advisor has undergone extensive training through QuickBooks and has passed several exams to attain this Certification.

Continuing Professional Education

All members of the governmental audit staff of our firm, and audit team members assigned to this engagement, are in compliance with the Continuing Professional Education (CPE) requirements set forth in Government Auditing Standards issued by the Comptroller General of the United States. In addition, our firm is in compliance with the applicable provisions of the Florida Statutes that require CPA's to have met certain CPE requirements prior to proposing on governmental audit engagements.

GOVERNMENTAL AUDITING EXPERIENCE (CONTINUED)

The audit team has extensive experience in performing governmental audits and is exposed to intensive and continuing concentration on these types of audits. Due to the total number of governmental audits our team performs, each member of our governmental staff must understand and be able to perform several types of governmental audits. It is our objective to provide each professional employee fifty hours or more of comprehensive continuing professional education each year. This is accomplished through attending seminars throughout Florida and is reinforced through in-house training.

Our firm has made a steadfast commitment to professional education. Our active attendance and participation in continuing professional education is a major part of our objective to obtain the most recent knowledge on issues which are of importance to our clients. We are growing on the reputation for work that our firm is providing today.

Quality Control Program

Quality control requires continuing commitment to professional excellence. **Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is formally dedicated to that commitment.

To ensure maintaining the standards of working excellence required by our firm, we joined the Private Companies Practice Section (PCPS) of the American Institute of Certified Public Accountants (AICPA). To be a participating member firm of this practice section, a firm must obtain an independent Peer Review of its quality control policies and procedures to ascertain the firm's compliance with existing auditing standards on the applicable engagements.

The scope of the Peer Review is comprehensive in that it specifically reviews the following quality control policies and procedures of the participating firm:

- Professional, economic, and administrative independence;
- Assignment of professional personnel to engagements;
- Consultation on technical matters;
- Supervision of engagement personnel;
- Hiring and employment of personnel;
- Professional development;
- Advancement;
- Acceptance and continuation of clients; and,
- Inspection and review system.

We believe that our commitment to the program is rewarding not only to our firm, but primarily to our clients.

The external independent Peer Review of the elements of our quality control policies and procedures performed by an independent certified public accountant, approved by the PCPS of the AICPA, provides you with the assurance that we continue to conform to standards of the profession in the conduct of our accounting and auditing practice.

GOVERNMENTAL AUDITING EXPERIENCE (CONTINUED)

Our firm is also a member of Governmental Audit Quality Center (GAQC), a voluntary membership center for CPA firms that perform governmental audits. This center promotes the quality of governmental audits.

Our firm has completed successive Peer Reviews. These reviews included a representative sample of our firm's local governmental auditing engagements. As a result of these reviews, our firm obtained an unqualified opinion on our quality control program and work procedures. On page 31 is a copy of our most recent Peer Review report. It should be noted that we received a pass rating.

Our firm has never had any disciplinary actions by state regulatory bodies or professional organizations.

As our firm performs approximately one hundred fifty audits each year that are reviewed by federal, state or local entities, we are constantly dealing with questions from these entities about our audits. We are pleased to say that any questions that have been raised were minor issues and were easily resolved without re-issuing any reports.

Certificate of Achievement for Excellence in Financial Reporting (CAFR)

We are proud and honored to have been involved with the City of Fort Pierce and the Fort Pierce Utilities Authority when they received their first Certificates of Achievement for Excellence in Financial Reporting for the fiscal years ended September 30, 1988 and 1994, respectively. We were also instrumental in the City of Stuart receiving the award, in our first year of performing their audit, for the year ended September 30, 1999.

We also assisted St. Lucie County, Florida for the year ended September 30, 2003, in preparing their first Comprehensive Annual Financial Report, and St. Lucie County has received their Certificate of Achievement for Excellence in Financial Reporting every year since.

As continued commitment to insuring that we are providing the highest level of experience, we have had at least one employee of our firm serve on the GFOA – Special Review Committee since the mid-1980s. This committee is made up of selective Certified Public Accountants throughout the United States who have demonstrated their high level of knowledge and expertise in governmental accounting. Each committee member attends a special review meeting at the Annual GFOA Conference. At this meeting, the committee reports on the Certificate of Achievement Program's most recent results, future goals, and common reporting deficiencies.

We feel that our previous experience in assisting the City of Fort Pierce, the Fort Pierce Utilities Authority and St. Lucie County obtain their first CAFRs, and the City of Stuart in continuing to receive a CAFR and our firm's continued involvement with the GFOA, and the CAFR review committee make us a valued asset for any client in the field of governmental financial reporting.

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

References

Terracina Community Development
District
Jeff Walker, Special District Services
(561) 630-4922

Gateway Community Development
District
Stephen Bloom, Severn Trent Management
(954) 753-5841

The Reserve Community Development District

Darrin Mossing, Governmental Management
Services LLC
(407) 841-5524

Port of the Islands Community Development
District
Cal Teague, Premier District Management

(239) 690-7100 ext 101

In addition to the above, we have the following additional governmental audit experience:

Community Development Districts

Aberdeen Community Development
District

Beacon Lakes Community
Development District

Alta Lakes Community Development
District

Beaumont Community Development
District

Amelia Concourse Community
Development District

Bella Collina Community Development
District

Amelia Walk Community
Development District

Bonnet Creek Community
Development District

Aqua One Community Development
District

Buckeye Park Community
Development District

Arborwood Community Development
District

Candler Hills East Community
Development District

Arlington Ridge Community
Development District

Cedar Hammock Community
Development District

Bartram Springs Community
Development District

Central Lake Community
Development District

Baytree Community Development
District

Channing Park Community
Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Cheval West Community Development District	Evergreen Community Development District
Coconut Cay Community Development District	Forest Brooke Community Development District
Colonial Country Club Community Development District	Gateway Services Community Development District
Connerton West Community Development District	Gramercy Farms Community Development District
Copperstone Community Development District	Greenway Improvement District
Creekside @ Twin Creeks Community Development District	Greyhawk Landing Community Development District
Deer Run Community Development District	Griffin Lakes Community Development District
Dowden West Community Development District	Habitat Community Development District
DP1 Community Development District	Harbor Bay Community Development District
Eagle Point Community Development District	Harbourage at Braden River Community Development District
East Nassau Stewardship District	Harmony Community Development District
Eastlake Oaks Community Development District	Harmony West Community Development District
Easton Park Community Development District	Harrison Ranch Community Development District
Estancia @ Wiregrass Community Development District	Hawkstone Community Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Heritage Harbor Community Development District	Madeira Community Development District
Heritage Isles Community Development District	Marhsall Creek Community Development District
Heritage Lake Park Community Development District	Meadow Pointe IV Community Development District
Heritage Landing Community Development District	Meadow View at Twin Creek Community Development District
Heritage Palms Community Development District	Mediterra North Community Development District
Heron Isles Community Development District	Midtown Miami Community Development District
Heron Isles Community Development District	Mira Lago West Community Development District
Highland Meadows II Community Development District	Montecito Community Development District
Julington Creek Community Development District	Narcoossee Community Development District
Laguna Lakes Community Development District	Naturewalk Community Development District
Lake Bernadette Community Development District	New Port Tampa Bay Community Development District
Lakeside Plantation Community Development District	Overoaks Community Development District
Landings at Miami Community Development District	Panther Trace II Community Development District
Legends Bay Community Development District	Paseo Community Development District
Lexington Oaks Community Development District	Pine Ridge Plantation Community Development District
Live Oak No. 2 Community Development District	Piney Z Community Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Poinciana Community Development District	Sampson Creek Community Development District
Poinciana West Community Development District	San Simeon Community Development District
Port of the Islands Community Development District	Six Mile Creek Community Development District
Portofino Isles Community Development District	South Village Community Development District
Quarry Community Development District	Southern Hills Plantation I Community Development District
Renaissance Commons Community Development District	Southern Hills Plantation III Community Development District
Reserve Community Development District	South Fork Community Development District
Reserve #2 Community Development District	St. John's Forest Community Development District
River Glen Community Development District	Stoneybrook South Community Development District
River Hall Community Development District	Stoneybrook South at ChampionsGate Community Development District
River Place on the St. Lucie Community Development District	Stoneybrook West Community Development District
Rivers Edge Community Development District	Tern Bay Community Development District
Riverwood Community Development District	Terracina Community Development District
Riverwood Estates Community Development District	Tison's Landing Community Development District
Rolling Hills Community Development District	TPOST Community Development District
Rolling Oaks Community Development District	

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Triple Creek Community Development District	Vizcaya in Kendall Development District
TSR Community Development District	Waterset North Community Development District
Turnbull Creek Community Development District	Westside Community Development District
Twin Creeks North Community Development District	WildBlue Community Development District
Urban Orlando Community Development District	Willow Creek Community Development District
Verano #2 Community Development District	Willow Hammock Community Development District
Viera East Community Development District	Winston Trails Community Development District
VillaMar Community Development District	Zephyr Ridge Community Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Other Governmental Organizations

City of Westlake	Office of the Medical Examiner, District 19
Florida Inland Navigation District	Rupert J. Smith Law Library of St. Lucie County
Fort Pierce Farms Water Control District	St. Lucie Education Foundation
Indian River Regional Crime Laboratory, District 19, Florida	Seminole Improvement District
Viera Stewardship District	Troup Indiantown Water Control District

Current or Recent Single Audits.

St. Lucie County, Florida Early Learning Coalition, Inc. Treasure Coast Food Bank, Inc.	Gateway Services Community Development District
---	--

Members of our audit team have acquired extensive experience from performing or participating in over 2,100 audits of governments, independent special taxing districts, school boards, and other agencies that receive public money and utilize fund accounting.

Much of our firm's auditing experience is with compliance auditing, which is required for publicly financed agencies. In this type of audit, we do a financial examination and also confirm compliance with various statutory and regulatory guidelines.

Following is a summary of our other experience, including Auditor General experience, as it pertains to other governmental and fund accounting audits.

Counties

(Includes elected constitutional officers, utilities and dependent taxing districts)

Indian River
Martin
Okeechobee
Palm Beach

Municipalities

City of Port St. Lucie
City of Vero Beach
Town of Orchid

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Special Districts

Bannon Lakes Community Development District
Boggy Creek Community Development District
Capron Trail Community Development District
Celebration Pointe Community Development District
Coquina Water Control District
Diamond Hill Community Development District
Dovera Community Development District
Durbin Crossing Community Development District
Golden Lakes Community Development District
Lakewood Ranch Community Development District
Martin Soil and Water Conservation District
Meadow Pointe III Community Development District
Myrtle Creek Community Development District
St. Lucie County – Fort Pierce Fire District
The Crossings at Fleming Island
St. Lucie West Services District
Indian River County Mosquito Control District
St. John's Water Control District
Westchase and Westchase East Community Development Districts
Pier Park Community Development District
Verandahs Community Development District
Magnolia Park Community Development District

Schools and Colleges

Federal Student Aid Programs – Indian River Community College
Indian River Community College
Okeechobee County District School Board
St. Lucie County District School Board

State and County Agencies

Central Florida Foreign-Trade Zone, Inc. (a nonprofit organization affiliated with the St. Lucie County Board of County Commissioners)
Florida School for Boys at Okeechobee
Indian River Community College Crime Laboratory
Indian River Correctional Institution

FEE SCHEDULE

We propose the fee for our audit services described below to be \$4,150 for the years ended September 30, 2020, 2021, and 2022, and \$4,350 for the years ended September 30, 2023 and 2024. The fee is contingent upon the financial records and accounting systems of Holly Hill Road East Community Development District being “audit ready” and the financial activity for the District is not materially increased. If we discover that additional preparation work or subsidiary schedules are needed, we will consult with your authorized representative. We can assist with this additional work at our standard rates should you desire.

SCOPE OF WORK TO BE PERFORMED

If selected as the District's auditors, we will perform a financial and compliance audit in accordance with Section 11.45, Florida Statutes, in order to express an opinion on an annual basis on the financial statements of Holly Hill Road East Community Development District as of September 30, 2020, 2021, 2022, 2023, and 2024. The audits will be performed to the extent necessary to express an opinion on the fairness in all material respects with which the financial statements present the financial position, results of operations and changes in financial position in conformity with generally accepted accounting principles and to determine whether, for selected transactions, operations are properly conducted in accordance with legal and regulatory requirements. Reportable conditions that are also material weaknesses shall be identified as such in the Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters. Other (non-reportable) conditions discovered during the course of the audit will be reported in a separate letter to management, which will be referred to in the Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters.

Our audit will be performed in accordance with standards for financial and compliance audits contained in *Government Auditing Standards*, as well as in compliance with rules and regulations of audits of special districts as set forth by the State Auditor General in Chapter 10.550, Local Governmental Entity Audits, and other relevant federal, state and county orders, statutes, ordinances, charter, resolutions, bond covenants, Administrative Code and procedures, or rules and regulations which may pertain to the work required in the engagement.

The primary purpose of our audit will be to express an opinion on the financial statements discussed above. It should be noted that such audits are subject to the inherent risk that errors or irregularities may not be detected. However, if conditions are discovered which lead to the belief that material errors, defalcations or other irregularities may exist or if other circumstances are encountered that require extended services, we will promptly notify the appropriate individual.

Commitment to Quality Service

Personnel Qualifications and Experience

J. W. Gaines, CPA, CITP

Director – 41 years

Education

- ◆ Stetson University, B.B.A. – Accounting

Registrations

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy
- ◆ Certified Information Technology Professional (CITP) – American Institute of Certified Public Accountants

Professional Affiliations/Community Service

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Affiliate member Government Finance Officers Association
- ◆ Past President, Vice President-Campaign Chairman, Vice President and Board Member of United Way of St. Lucie County, 1989 - 1994
- ◆ Past President, President Elect, Secretary and Treasurer of the Treasure Coast Chapter of the Florida Institute of Certified Public Accountants, 1988 - 1991
- ◆ Past President of Ft. Pierce Kiwanis Club, 1994 - 95, Member/Board Member since 1982
- ◆ Past President, Vice President and Treasurer of St. Lucie County Chapter of the American Cancer Society, 1980 -1986
- ◆ Member of the St. Lucie County Chamber of Commerce, Member Board of Directors, Treasurer, September 2002 - 2006, Chairman Elect 2007, Chairman 2008, Past Chairman 2009
- ◆ Member Lawnwood Regional Medical Center Board of Trustees, 2000 – Present, Chairman 2013 - Present
- ◆ Member of St. Lucie County Citizens Budget Committee, 2001 – 2002
- ◆ Member of Ft. Pierce Citizens Budget Advisory Committee, 2010 – 2011
- ◆ Member of Ft. Pierce Civil Service Appeals Board, 2013 - Present

Professional Experience

- ◆ Miles Grant Development/Country Club – Stuart, Florida, July 1975 – October 1976
- ◆ State Auditor General's Office – Public Accounts Auditor – November 1976 through September 1979
- ◆ Director - Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants PL, responsible for numerous government and nonprofit audits.
- ◆ Over 30 years experience in all phases of public accounting and auditing experience, with a concentration in financial and compliance audits. Mr. Gaines has been involved in all phases of the audits listed on the preceding pages.

Commitment to Quality Service

Personnel Qualifications and Experience
--

J. W. Gaines, CPA, CITP (Continued)

Director

Continuing Professional Education

- ♦ Has participated in numerous continuing professional education courses provided by nationally recognized sponsors over the last two years to keep abreast of the latest developments in accounting and auditing such as:
 - Governmental Accounting Report and Audit Update
 - Analytical Procedures, FICPA
 - Annual Update for Accountants and Auditors
 - Single Audit Sampling and Other Considerations

Commitment to Quality Service

Personnel Qualifications and Experience

David S. McGuire, CPA, CITP

Accounting and Audit Principal – 12 years

Accounting and Audit Manager – 4 years

Staff Accountant – 11 years

Education

- ◆ University of Central Florida, B.A. – Accounting
- ◆ Barry University – Master of Professional Accountancy

Registrations

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy
- ◆ Certified Information Technology Professional (CITP) – American Institute of Certified Public Accountants
- ◆ Certified Not-For-Profit Core Concepts 2018

Professional Affiliations/Community Service

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Associate Member, Florida Government Finance Office Associates
- ◆ Assistant Coach – St. Lucie County Youth Football Organization (1994 – 2005)
- ◆ Assistant Coach – Greater Port St. Lucie Football League, Inc. (2006 – 2010)
- ◆ Board Member – Greater Port St. Lucie Football League, Inc. (2011 – present)
- ◆ Treasurer, AIDS Research and Treatment Center of the Treasure Coast, Inc. (2000 – 2003)
- ◆ Board Member/Treasurer, North Treasure Coast Chapter, American Red Cross (2004 – 2010)
- ◆ Member/Board Member of Port St. Lucie Kiwanis (1994 – 2001)
- ◆ President (2014/15) of Sunrise Kiwanis of Fort Pierce (2004 – present)
- ◆ St. Lucie District School Board Superintendent Search Committee (2013 – present)

Professional Experience

- ◆ Twenty-four years public accounting experience with an emphasis on nonprofit and governmental organizations.
- ◆ Audit Manager in-charge on a variety of audit and review engagements within several industries, including the following government and nonprofit organizations:
 - St. Lucie County, Florida
 - 19th Circuit Office of Medical Examiner
 - Troup Indiantown Water Control District
 - Exchange Club Center for the Prevention of Child Abuse, Inc.
 - Healthy Kids of St. Lucie County
 - Mustard Seed Ministries of Ft. Pierce, Inc.
 - Reaching Our Community Kids, Inc.
 - Reaching Our Community Kids - South
 - St. Lucie County Education Foundation, Inc.
 - Treasure Coast Food Bank, Inc.
 - North Springs Improvement District
- ◆ Four years of service in the United States Air Force in computer operations, with a top secret (SCI/SBI) security clearance.

Commitment to Quality Service

Personnel Qualifications and Experience

David S. McGuire, CPA, CITP (Continued)

Accounting and Audit Principal

Continuing Professional Education

- ◆ Mr. McGuire has attended numerous continuing professional education courses and seminars taught by nationally recognized sponsors in the accounting auditing and single audit compliance areas. He has attended courses over the last two years in those areas as follows:

Not-for-Profit Auditing Financial Results and Compliance Requirements

Update: Government Accounting Reporting and Auditing

Annual Update for Accountants and Auditors

Commitment to Quality Service

Personnel Qualifications and Experience

David F. Haughton, CPA

Accounting and Audit Manager – 30 years

Education

- ◆ Stetson University, B.B.A. – Accounting

Registrations

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy

Professional Affiliations/Community Service

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Former Member of Florida Institute of Certified Public Accountants Committee on State and Local Government
- ◆ Affiliate Member Government Finance Officers Association (GFOA) for over 10 years
- ◆ Affiliate Member Florida Government Finance Officers Association (FGFOA) for over 10 years
- ◆ Technical Review – 1997 FICPA Course on State and Local Governments in Florida
- ◆ Board of Directors – Kiwanis of Ft. Pierce, Treasurer – 1994-1999; Vice President – 1999-2001

Professional Experience

- ◆ Twenty-seven years public accounting experience with an emphasis on governmental and nonprofit organizations.
- ◆ State Auditor General's Office – West Palm Beach, Staff Auditor, June 1985 to September 1985
- ◆ Accounting and Audit Manager of Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants PL, responsible for audit and accounting services including governmental and not-for-profit audits.
- ◆ Over 20 years of public accounting and governmental experience, specializing in governmental and nonprofit organizations with concentration in special districts, including Community Development Districts which provide services including water and sewer utilities. Governmental and non-profit entities served include the following:

Counties:

St. Lucie County

Municipalities:

City of Fort Pierce

City of Stuart

Commitment to Quality Service

Personnel Qualifications and Experience

David F. Haughton, CPA (Continued)

Accounting and Audit Manager

Professional Experience (Continued)

Special Districts:

Bluewaters Community Development District
Country Club of Mount Dora Community Development District
Fiddler's Creek Community Development District #1 and #2
Indigo Community Development District
North Springs Improvement District
Renaissance Commons Community Development District
St. Lucie West Services District
Stoneybrook Community Development District
Summerville Community Development District
Terracina Community Development District
Thousand Oaks Community Development District
Tree Island Estates Community Development District
Valencia Acres Community Development District

Non-Profits:

The Dunbar Center, Inc.
Hibiscus Children's Foundation, Inc.
Hope Rural School, Inc.
Maritime and Yachting Museum of Florida, Inc.
Tykes and Teens, Inc.
United Way of Martin County, Inc.
Workforce Development Board of the Treasure Coast, Inc.

- ◆ While with the Auditor General's Office he was on the staff for the state audits of the Martin County School District and Okeechobee County School District.
- ◆ During 1997 he performed a technical review of the Florida Institute of Certified Public Accountants state CPE course on Audits of State and Local Governments in Florida. His comments were well received by the author and were utilized in future updates to the course.

Continuing Professional Education

- ◆ During the past several years, he has participated in numerous professional development training programs sponsored by the AICPA and FICPA, including state conferences on special districts and governmental auditing in Florida. He averages in excess of 100 hours bi-annually of advanced training which exceeds the 80 hours required in accordance with the continuing professional education requirements of the Florida State Board of accountancy and the AICPA Private Companies Practice Section. He has over 75 hours of governmental CPE credit within the past two years.

Commitment to Quality Service

Personnel Qualifications and Experience

Matthew Gonano, CPA

Senior Staff Accountant – 10 years

Education

- ◆ University of North Florida, B.B.A. – Accounting
- ◆ University of Alicante, Spain – International Business
- ◆ Florida Atlantic University – Masters of Accounting

Professional Affiliations/Community Service

- ◆ American Institute of Certified Public Accountants
- ◆ Florida Institute of Certified Public Accountants

Professional Experience

- ◆ Senior Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.
- ◆ Performed audits of nonprofit and governmental organizations in accordance with Governmental Accounting Auditing Standards (GAAS)
- ◆ Performed Single Audits of nonprofit organizations in accordance with OMB Circular A-133, Audits of State, Local Governments, and Non-Profit Organizations.

Continuing Professional Education

- ◆ Mr. Gonano has participated in numerous continuing professional education courses.

Commitment to Quality Service

Personnel Qualifications and Experience
--

Paul Daly

Staff Accountant – 9 years

Education

- ♦ Florida Atlantic University, B.S. – Accounting

Professional Experience

- ♦ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ♦ Working to attain the requirements to take the Certified Public Accounting (CPA) exam.

Commitment to Quality Service

Personnel Qualifications and Experience
--

Melissa Marlin

Senior Staff Accountant – 7 years

Education

- ◆ Indian River State College, A.A. – Accounting
- ◆ Florida Atlantic University, B.B.A. – Accounting

Professional Experience

- ◆ Staff accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Mrs. Marlin participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Mrs. Marlin is currently studying to pass the CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience
--

Bryan Snyder

Staff Accountant – 5 years

Education

- ◆ Florida Atlantic University, B.B.A. – Accounting

Professional Experience

- ◆ Accountant beginning his professional auditing career with Berger, Toombs, Elam, Gaines, & Frank.
- ◆ Mr. Snyder is gaining experience auditing governmental & nonprofit entities.

Continuing Professional Education

- ◆ Mr. Snyder participates in numerous continuing education courses and plans on working to acquire his CPA certificate.
- ◆ Mr. Snyder is currently studying to pass the CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience
--

Maritza Stonebraker

Staff Accountant – 4 years

Education

- ◆ Indian River State College, B.S.A. – Accounting

Professional Experience

- ◆ Staff Accountant beginning her professional auditing career with Berger, Toombs, Elam, Gaines, & Frank.

Continuing Professional Education

- ◆ Mrs. Stonebraker participates in numerous continuing education courses and plans on acquiring her CPA.
- ◆ Mrs. Stonebraker is currently studying to pass the CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience
--

Jonathan Herman, CPA

Senior Staff Accountant – 7 years

Education

- ◆ University of Central Florida, B.S. – Accounting
- ◆ Florida Atlantic University, MACC

Professional Experience

- ◆ Accounting graduate with five years experience with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Mr. Herman participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

Commitment to Quality Service

Personnel Qualifications and Experience
--

Sean Stanton, CPA

Staff Accountant – 4 years

Education

- ◆ University of South Florida, B.S. – Accounting
- ◆ Florida Atlantic University, M.B.A. – Accounting

Professional Experience

- ◆ Staff accountant with Berger, Toombs, Elam, Gaines, & Frank auditing governmental and non-profit entities.

Continuing Professional Education

- ◆ Mr. Stanton participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

Commitment to Quality Service

Personnel Qualifications and Experience
--

Taylor Nuccio

Staff Accountant – 3 years

Education

- ◆ Indian River State College, B.S.A. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Ms. Nuccio participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Ms. Nuccio is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience
--

Kirk Vasser

Staff Accountant – 1 year

Education

- ◆ Indian River State College, B.S.A. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Mr. Vasser participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Mr. Vasser is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience
--

Madison Ballash

Staff Accountant – 1 year

Education

- ◆ Indian River State College, B.S.A. – Accounting (May 2020)

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Ms. Ballash participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Ms. Ballash is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.



Judson B. Baggett 6815 Dairy Road
MBA, CPA, CVA, Partner Zephyrhills, FL 33542
Marci Reutimann (813) 788-2155
CPA, Partner (813) 782-8606

Report on the Firm's System of Quality Control

To the Partners
Berger, Toombs, Elam, Gaines & Frank, CPAs, PL
and the Peer Review Committee of the Florida Institute of Certified Public Accountants

October 30, 2019

We have reviewed the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, (the firm), in effect for the year ended May 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control, and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, in effect for the year ended May 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Berger, Toombs, Elam, Gaines & Frank, CPAs, PL has received a peer review rating of *pass*.

Baggett, Reutimann & Associates, CPAs, PA
BAGGETT, REUTIMANN & ASSOCIATES, CPAS, PA
Signed Electronically by Baggett, Reutimann & Associates, CPAs, PA, (NY 11853) email: info@baggettcpa.com

Member American Institute of Certified Public Accountants (AICPA) and Florida Institute of Certified Public Accountants (FICPA)
National Association of Certified Valuation Analysts (NACVA)

**HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

District Auditing Services for Fiscal Year 2020

City of Davenport, Polk County, Florida

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than Friday, October 9, 2020 at 5:00 p.m., at the offices of Governmental Management Services – Central Florida, LLC, Attn: Jill Burns, District Manager, 219 East Livingston Street, Orlando, Florida 32801. 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 one (1) original hard copy and one (1) electronic copy 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 – Holly Hill Road East Community Development District” 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 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 position or title of all personnel to perform work on the District audit. Include résumés 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 résumés 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 for Fiscal Year 2020, plus the lump sum cost of four (4) annual renewals.
- E. Provide a proposed schedule for performance of the audit.

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.

**HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT
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 workload; 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 community development districts 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)

SECTION D

CRI

Helping You Shine
by Illuminating Solutions



professional services

PROPOSAL FOR

Holly Hill Road East Community
Development District

October 9, 2020

PROPOSER

Carr, Riggs & Ingram
500 Grand Boulevard, Suite 210
Miramar Beach, FL 32550
(850) 837-3141



CRI CARR
RIGGS &
INGRAM

CPAs and Advisors
CRLcpa.com

SUBMITTED BY

K. Alan Jowers
Engagement Partner
AJowers@CRLcpa.com

Jonathan Hartness
Concurring Partner
JHartness@CRLcpa.com

Dear Holly Hill Road East Community Development District:

Carr, Riggs & Ingram, LLC (CRI) appreciates the opportunity to propose on auditing services to Holly Hill Road East Community Development District. We are genuinely excited about the prospect of continuing to serve you and strengthening our long-term relationship. We pride ourselves on getting to know our clients and illuminating solutions by providing innovative ideas to move them from compliance to providing them a competitive advantage.

Investment in You. We believe in developing long-term, mutually beneficial relationships and quickly demonstrating value with a fee structure and service solutions that provide immediate and continued savings. Our investment starts on “Day 1” as your assigned team begins with our proven, streamlined process that minimizes your time and disruption during the service provider change and continues throughout the relationship.

Dedicated Team. CRI’s team consists of more than 1,900 professionals, which allows us to tailor your service team by aligning their industry, service, and specialty skills with your needs. Our dedicated teams deliver the highest level of business acumen and knowledge to your organization; our commitment to consistent staffing allows you to maximize savings and remain focused on your needs.

Equilibrium. CRI delivers big firm expertise with small firm service. Of approximately 45,000 public accounting firms in the United States, CRI currently ranks in the top 25. Additionally, as a part of PrimeGlobal, an association of independent accounting firms, we have access to international resources as – and when – needed. Leveraging these resources while maintaining local decision-making authority means that simplified solutions are only a phone call away. And we believe that’s the best of both worlds for our clients.

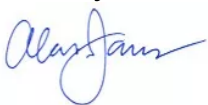
Active Partner Participation. Collectively, our partners deliver expertise derived from more than 7,500 years of business experience. With this level of talent, we thoughtfully choose a partner that aligns with your business’ needs and industry. Our hands-on, working partners “show up” to convey our genuine commitment to your success. They strive to earn trusted advisor roles by digging in, proactively learning your business, and producing long-term value for you.

Simplified Solutions. While our 500+ cumulative partner certifications is an impressive statistic, success is measured by translating complex concepts into client solutions. While accounting is the language of business, we’re here to decipher the jargon and help you make educated decisions. CRInnovate embraces agility and invention.

The CRI vSTAR™ process, our initiative delivering a virtual audit, is designed to provide you with maximized efficiencies, reduced workload, and an improved experience.

We have enjoyed being your business partner for the last three years and we welcome the opportunity to continue demonstrating the same teamwork, expertise, innovation, and responsiveness that have made us one of the fastest growing public accounting firms in the United States. Again, we appreciate your consideration.

Sincerely,



K. Alan Jowers
Engagement Partner



YOUR NEEDS

UNDERSTANDING & MEETING YOUR NEEDS	4
------------------------------------	---

YOUR SERVICES & FEES

YOUR SERVICES & FEES	5
----------------------	---

YOUR CHOICE: CRI

FIRM PROFILE	6
--------------	---

GOVERNMENT CREDENTIALS	7
------------------------	---

RELEVANT EXPERIENCE	8
---------------------	---

YOUR SOLUTION TEAM	9
--------------------	---

DELIVERING QUALITY TO YOU	15
---------------------------	----

WORKING TOGETHER: OVERVIEW

SHARING CRI'S VALUES WITH YOU	16
-------------------------------	----

TRANSITIONING YOU	17
-------------------	----

CRI'S GLOBAL RESOURCES	18
------------------------	----

JOIN OUR CONVERSATION	19
-----------------------	----

WORKING TOGETHER: DETAILS

CRI AUDIT FRAMEWORK	20
---------------------	----

CRI AUDIT APPROACH	22
--------------------	----

APPENDIX

APPENDIX A - RFP DOCUMENTS	24
----------------------------	----

UNDERSTANDING & MEETING YOUR NEEDS



From the RFP or during our recent visit with your team, we understood your team to express the following needs, requests, and/or issues. We've detailed our proposed solutions below and are happy to discuss other related projects as they arise and upon request.

	NEEDS & ISSUES	SOLUTIONS & SERVICES
Technical	The District is required to have independent audits performed on its financial statements.	Perform external audit services in accordance with auditing standards generally accepted in the United States of America (GAAS), in order to express an opinion on the Holly Hill Road East Community Development District's financial statements.
Relational	The District's Board of Supervisors and management expect open and continuous communication with their CPA firm in order to avoid surprise findings at the end of the audit.	Communicate contemporaneously and directly with management regarding the results of our procedures. Anticipate and respond to concerns of management and/or the Audit Committee (if/when formed).

YOUR SERVICES & FEES



We value creating mutually rewarding, long-term relationships with our clients. Our goal is to provide high quality, responsive service that yields returns far greater than your investment in our professional fees. Please find below our proposal of fees to provide the requested services for the upcoming fiscal years.

SERVICE	CRI FEES 2020	CRI FEES 2021	CRI FEES 2022	CRI FEES 2023	CRI FEES 2024
Perform external audit services in accordance with auditing standards generally accepted in the United States of America (GAAS)	\$6,000	\$6,100	\$6,250	\$6,350	\$6,500

**Actual out-of-pocket expenses will be billed separately and are not included in the fee.*

If Holly Hill Road East Community Development District requests additional services outside of this proposal, professional fee hourly rates are as follows, but may be negotiated depending on the project request:

CLASSIFICATION	HOURLY RATE
Partner	\$400
Manager	\$300
Senior	\$190
Staff	\$140
IT Specialist	\$250
Fraud Specialist	\$250

Our professional fees are based on the key assumptions that Holly Hill Road East Community Development District will:

- Make available documents and work papers for review at Holly Hill Road East Community Development District's headquarters location, although we may choose to review at alternate locations.
- Prepare certain schedules and analyses and provide supporting documents as requested.
- Assist us in obtaining an understanding of the accounting systems of Holly Hill Road East Community Development District.
- Not experience a significant change in business operations or financial reporting standards.



FOUNDED IN 1997 • **10 STATES**  • **25+ MARKETS**



1900+
PROFESSIONALS



300+
PARTNERS



TOP 25 CPA FIRM

(as ranked by Accounting Today)

100,000+
CLIENTS



20+ YEARS
OF CONSISTENT GROWTH
SINCE FORMATION

CRI FIRM VALUES:

CLIENT SERVICE.

RESPECT.

INTEGRITY.



SERVICES

Accounting & Auditing
Advisory
Business Support & Transactions
Business Tax
Employee Benefit Plans
Governance, Risk & Assurance
Individual Tax & Planning
IT Audits & Assurance

INDUSTRY EXPERTISE

Captive Insurance
Construction
Financial Institutions
Governments
Healthcare
Institutional Real Estate
Insurance
Manufacturing & Distribution
Nonprofits

CRI FAMILY OF COMPANIES



Auditwerx



CRI Advanced Analytics



CRI Capital Advisors



CRI Solutions Group



CRI TPA Services



Level Four Advisory Services



Paywerx



Preferred Legacy Trust



CRI'S GOVERNMENTAL EXPERTISE



Audit and Consulting Services for

500+ governmental
entities with annual revenues
totaling **\$24 Billion**



220+ single audits performed annually

Consulting and other agreed upon
procedures engagements for
150 government entities



Single Audit Resource Center's
Award for Excellence in Knowledge,
Value, and Overall Client Satisfaction



Member of AICPA's Government
Audit Quality Center



Governmental Partner Designations

Including: CPA, CGFM, CITP, CFE, CMA, CISA,
CGEIT, CTGA, CFF, CGMA, and CGAP

CLIENTS WITH ANNUAL REVENUES UP TO:



90+ School Districts
\$1.1 Billion



100+ Municipalities
\$1.8 Billion



60+ Agencies/Authorities
\$3 Billion

RELEVANT EXPERIENCE



CRI delivers a depth of resources that ensures our understanding of your challenges and innovative solutions for overcoming them. Our team's combined experience is derived from providing audit, tax, consulting, and accounting outsourcing services. We parlay this vast experience and derived best practices into proven solutions that benefit you. Below we share specific, relevant client references; we encourage you to consult with them.

RELATIONSHIP	TIMELINE	SERVICE DESCRIPTION	RELEVANT POINTS TO CONSIDER
Rizzetta & Company Shawn Wildermuth 3434 Colwell Avenue Suite 200 Tampa, FL 33614 813.933.5571	2006 – Present	Annual Financial Statement Audits of Multiple CDDs	<ul style="list-style-type: none"> • Client service experience • Responsiveness to client needs • Long-term relationship • CDD management co.
GMS, LLC Dave DeNagy 14785 Old St. Augustine Road Suite 4 Jacksonville, FL 32258 904.288.9130	2006 – Present	Annual Financial Statement Audits of Multiple CDDs	<ul style="list-style-type: none"> • Client service experience • Responsiveness to client needs • Long-term relationship • CDD management co.
Wrathell, Hunt & Associates, LLC Jeffrey Pinder 2300 Glades Road Suite 410W Boca Raton, FL 33431 561.571.0010	2006 – Present	Annual Financial Statement Audits of Multiple CDDs	<ul style="list-style-type: none"> • Client service experience • Responsiveness to client needs • Long-term relationship • CDD management co.
PFM Group Consulting, LLC Jennifer Glasgow 12051 Corporate Blvd. Orlando, FL 32817 407.382.3256	2007 – Present	Annual Financial Statement Audits of Multiple CDDs	<ul style="list-style-type: none"> • Client service experience • Responsiveness to client needs • Long-term relationship • CDD management co.



K. Alan Jowers

Engagement Partner

AJowers@CRLcpa.com
850.337.3213 | Direct



Representative Clients

- Santa Rosa County District School Board
- Okaloosa Gas District
- Santa Rosa Island Authority
- Pasco County
- Okaloosa County District School Board
- Pinellas County School District
- Celebration Community Development District
- Hammock Bay Community Development District
- Amelia National Community Development District

Experience

Alan has over 25 years of experience in public accounting primarily with financial statement assurance engagements. His practice includes local governmental entities, condominium and homeowner associations, non-profit organizations, and nonpublic companies. He currently has direct engagement responsibility for a significant number of audits throughout the state of Florida

Alan is licensed to practice as a certified public accountant in Florida and Georgia. He is a member of the Board of Directors of the Florida Institute of Certified Public Accountants (FICPA), has been an active member of the FICPA's State and Local Governmental Committee, and is a past chair of its Common Interest Realty Association Committee. He is also active in the Panhandle Chapter of the Florida Governmental Finance Officers Association (FGFOA) and is a former member of the FGFOA's statewide Technical Resource Committee.

Education, Licenses & Certifications

- Masters of Accountancy, University of Alabama
- BS, Accounting, Florida State University
- Certified Public Accountant

Professional Affiliations

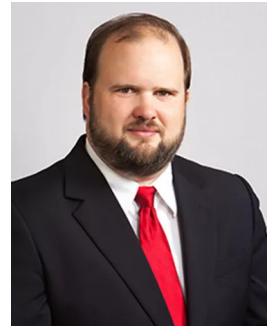
- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA) - member of the Board of Governors
- Governmental Finance Officers Association (GFOA)
- Florida Governmental Finance Officers Association (FGFOA)



Jonathan Hartness

Concurring Partner

JHartness@CRIcpa.com
850.337.3569 | Direct



Representative Clients

- Community Development Districts
- Condominium and Homeowner Associations

Experience

Jonathan has over 12 years of auditing and accounting experience with CRI. He is responsible for audits, reviews and compilations of local governmental entities, condominium and homeowner associations, and non-public companies.

Jonathan is licensed to practice as a Certified Public Accountant in Florida. He is a member of the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants. He exceeds all continuing professional education requirements related to *Government Auditing Standards*.

Jonathan currently supervises engagements for many governmental entities in the State of Florida including community development districts. He is active in our firm's governmental industry line as well as our condominium and homeowner association practice. Jonathan is an integral part of our community development district practice.

Education, Licenses & Certifications

- MAcc, Accounting, University of West Florida
- Certified Public Accountant
- Community Association Manager (CAM), Licensed in Florida

Professional Affiliations

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)



Stephen Riggs, IV

Consulting Partner

SCRiggs@CRLcpa.com
850.337.3548 | Direct



Representative Clients

- Community Development Districts
- Condominium and Homeowner Associations
- County and Local Governments
- Non-Profit Organizations
- Privately-held corporations

Experience

Stephen has over 17 years accounting and audit experience, including three years with the international public accounting firm, Ernst & Young, LLP. His experience includes numerous clients in industries including governmental, not-for-profit, healthcare, SEC and privately held corporations.

Stephen is licensed to practice as a certified public accountant in Florida. He is a member of the State and local Governmental section of the Florida Institute of Certified Public Accountants and exceeds all continuing professional education requirements related to Government Auditing Standards.

He is currently a partner on engagements for many special districts in the State of Florida, including community development districts, fire districts and school districts. In addition to his public accounting experience, Stephen has served on the Board of Directors for a Community Development District and a non-profit organization.

Education, Licenses & Certifications

- Masters of Accountancy, University of West Florida
- BA, Economics, University of Florida
- Certified Public Accountant

Professional Affiliations

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)
- Past President, Emerald Coast Chapter of Florida Institute of Certified Public Accountants (FICPA)



Grace Hartness

Senior Manager

GHartness@CRIcpa.com
850.337.3243 | Direct



Representative Clients

- Community Development Districts
- Condominium and Homeowner Associations
- Utility Services
- School Districts
- County and Local Governments
- Non-Profit Organizations

Experience

Grace has over 12 years accounting and audit experience with CRI. She has worked on several major construction companies, government entities, community development districts, condominium and homeowner associations and non-profit organizations. In addition, she has been involved in special audit projects for the Miami-Dade Airport Authority. Grace is licensed to practice as a certified public accountant in Florida and exceeds all continuing professional education requirements related to Government Auditing Standards. In addition, Grace fluently speaks several languages including French and Arabic. Grace currently supervises engagements for many special districts in the State of Florida including community development districts and school districts. She is active in our firm's condominium and homeowner association practice. Grace started with CRI in August 2006, upon completion of her master's degree, and was promoted to manager in 2011.

Education, Licenses & Certifications

- MAcc, Accounting, University of West Florida
- Certified Public Accountant
- Community Association Manager (CAM), Licensed in Florida

Professional Affiliations

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)
- Accounting & Financial Women's Alliance (AFWA)



Chad Branson

Senior Manager

CBranson@CRLcpa.com
850.337.3226 | Direct



Representative Service Areas

- Local Governments including Water and Sewer Organizations and Fire Districts
- School Districts including Foundations
- Nonprofit Organizations

Representative Clients (including previous clients)

- School Districts - Pinellas County, Okaloosa County, Pasco County, Santa Rosa County
- Florida Office of Early Learning Coalition
- Florida Department of Elder Affairs
- Fire Districts - Destin, Ocean City, North Bay
- Utilities - Regional Utilities, Midway Water Systems, Inc., Emerald Coast Utilities Authority
- Escambia County

Experience

Chad Branson has over 17 years of experience in public accounting, with practice concentrations in auditing governmental, nonprofit and for profit entities. Chad has accumulated experience throughout his career in Federal and Florida Single Audit Acts compliance monitoring and auditing. During his career he has supervised and managed audit engagements for a wide variety of governmental and nonprofit organization clients. In addition, he has performed internal audit work, information technology general controls testing, forensic investigations, and risk assessments for governmental entities.

Chad has been with Carr, Riggs and Ingram, LLC since 2005.

Education, Licenses & Certifications

- Bachelor and Master of Accountancy – University of Mississippi, Oxford MS
- Certified Public Accountant (CPA) – Licensed in Florida and Mississippi
- Community Association Manager (CAM) – Florida
- Certified Information Technology Professional – AICPA

Professional Affiliations

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)
- Emerald Coast Chapter (FICPA) Board
- Florida Governmental Finance Officers Association (FGFOA)



Lauren Villarreal

Supervising Senior

LVillarreal@CRlcpa.com
850.337.3223 | Direct



Representative Service Areas

- Community Development Districts
- Condominium and Homeowner Associations
- Employee Benefit Plans
- County and Local Governments
- Non-Profit Organizations

Experience

Lauren has four years auditing and accounting experience in the Destin office of CRI. She is an audit supervising senior with primary responsibility for fieldwork and reporting on audits of clients in a variety of industries including local governmental and non-profit entities as well as employee benefit plans and commercial businesses. She is currently the in-charge auditor for over a dozen community development districts with several CDD management companies in the State of Florida.

Lauren is licensed to practice as a Certified Public Accountant in Florida. She is a member of the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants. She exceeds all continuing professional education requirements related to *Government Auditing Standards*.

Lauren currently supervises engagements for many governmental entities in the State of Florida including community development districts and other special governments. She is active in our firm's governmental industry line as well as the condominium and homeowner association practice. In addition, Lauren has accumulated experience in Federal and Florida Single Audit Acts compliance monitoring and auditing. Lauren has performed several single audits of federal grants under OMB Circular A-133.

Education, Licenses & Certifications

- BS, Accounting, Florida State University
- BS, Business Administration, Florida State University
- Certified Public Accountant
- Community Association Manager (CAM), Licensed in Florida

Professional Affiliations

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)



AUDIT METHODOLOGY

Our audit, tax, consulting, and client accounting services documentation is maintained electronically. Compliance with our methodology is regularly reviewed and evaluated as part of our internal quality program, which is further discussed in this section under **INTERNAL QUALITY CONTROL REVIEWS AND EXTERNAL REVIEWS**. Comprehensive policies and procedures governing all of our practices and addressing professional and regulatory standards and implementation issues are constantly updated for new professional developments and emerging issues. See the table of contents to identify the relevant audit approach and methodology detailed description section.

ENGAGEMENT QUALITY REVIEW PARTNER (CONCURRING PARTNER)

Audit engagements are assigned engagement quality review (EQR) partner, as appropriate. This role is one of the most important elements of our quality assurance process, as it provides for a timely, independent review of key accounting and auditing issues. The EQR partner also reviews the financial statements and related supporting documentation—including the disclosures—to evaluate their fair presentation under accounting principles generally accepted in the United States of America (GAAP).

INTERNAL QUALITY CONTROL REVIEWS AND EXTERNAL REVIEWS

Experienced partners and professional staff of our firm conduct quality control reviews of our audits. Our partners' work is reviewed annually, and the inspection process includes periodic testing of the effectiveness of our quality controls and a continuous improvement program. This risk-based annual inspection is intended to mimic the triennial peer review described in the following paragraph and are performed on completed engagements. In addition to this inspection, we perform in-process, "pre-issuance" reviews of partners' work that are chosen for using a risk-based selection process; these reviews are performed by our corporate quality control team. The combination of the in-process and completed engagements is part of our continuous improvement processes.

Peer reviews are performed every three years by another independent public accounting firm. The most recent review of our firm was performed in 2019 by Brown Edwards, whose report was the most favorable possible "Pass".

In addition, we are registered with the PCAOB and our 2018 PCAOB inspection report was also the most favorable possible—no audit deficiencies or quality control defects identified. The 2018 PCAOB report can be viewed at <https://pcaobus.org/Inspections/Reports/Documents/104-2019-029-Carr-Riggs-Ingram-LLC.pdf>.

SHARING CRI'S VALUES WITH YOU



We are proud of our hands-on, service-centric, and results-oriented approach. Combining that approach with quality controls and superior talent allows us to help you achieve your goals and strengthen your management systems and processes. This approach is further emphasized through our three core values which guide our team's behavior and function as the foundation for interactions with our clients and each other.



CLIENT SERVICE

Defining our brand by meeting or exceeding the highest expectations of our clients

RESPECT

Building productive, long-term relationships with each other that are based on mutual respect, trust, and sharing

INTEGRITY

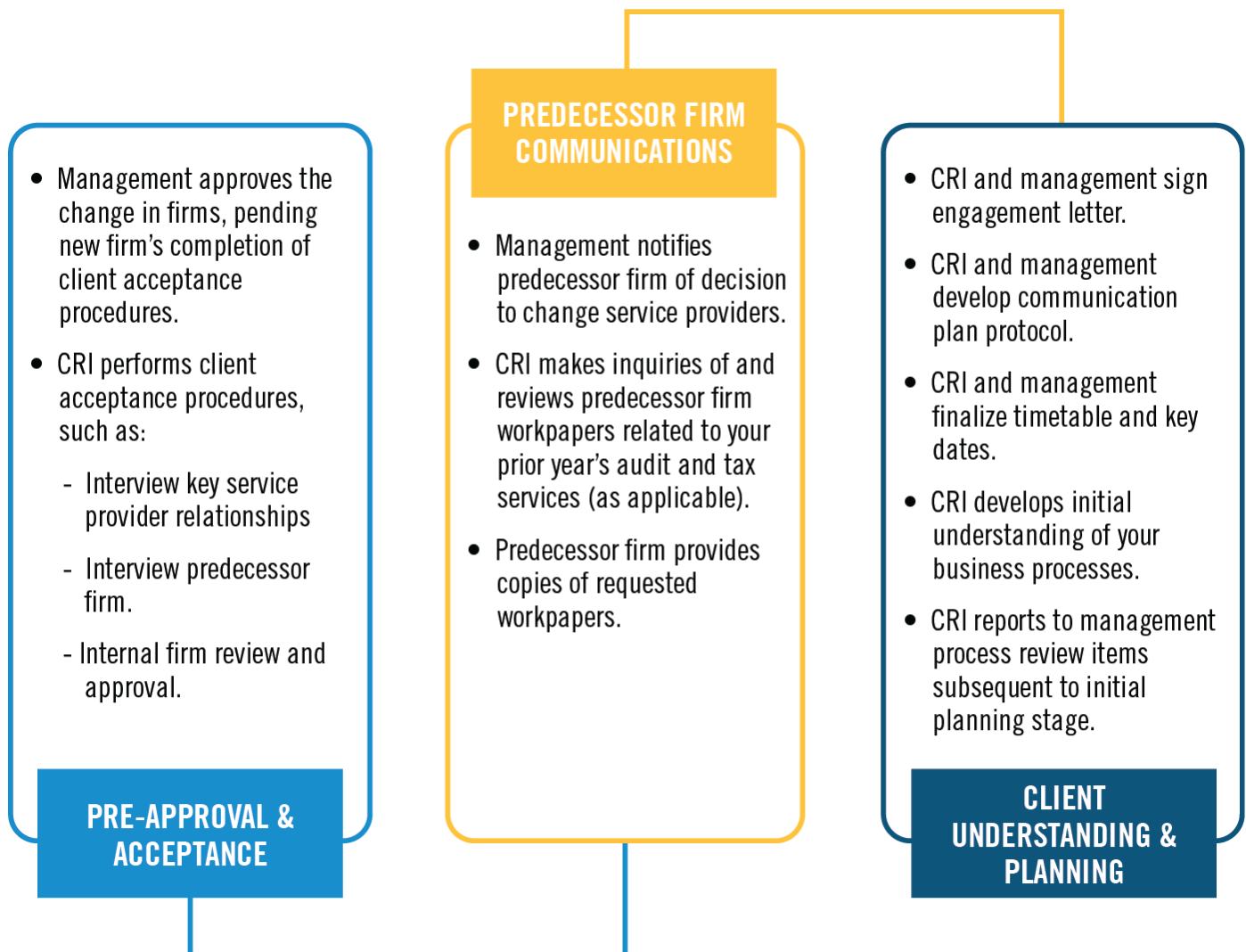
Living with sincerity, transparency, and honesty



When choosing to change firms, the time involved in working with new accounting professionals is often a concern. CRI's well-defined efficient, seamless transition process is designed to:

- Provide you with value from the very first encounter,
- Avoid interruption of service,
- Minimize disruption and investment of management's time,
- Raise the standard of service, and
- Establish ongoing channels of communication with Holly Hill Road East Community Development District's management.

The transition plan is comprised of the following key activities and can occur within approximately two weeks, depending on the availability of the parties involved:





Many businesses are expanding and/or evaluating their global reach, and they require assistance in order to comprehensively consider the various financial implications of growing in international markets. In addition to CRI's internal resources, we deliver the expertise and support of some of the world's most highly regarded accounting firms through shared alliance as members of PrimeGlobal.

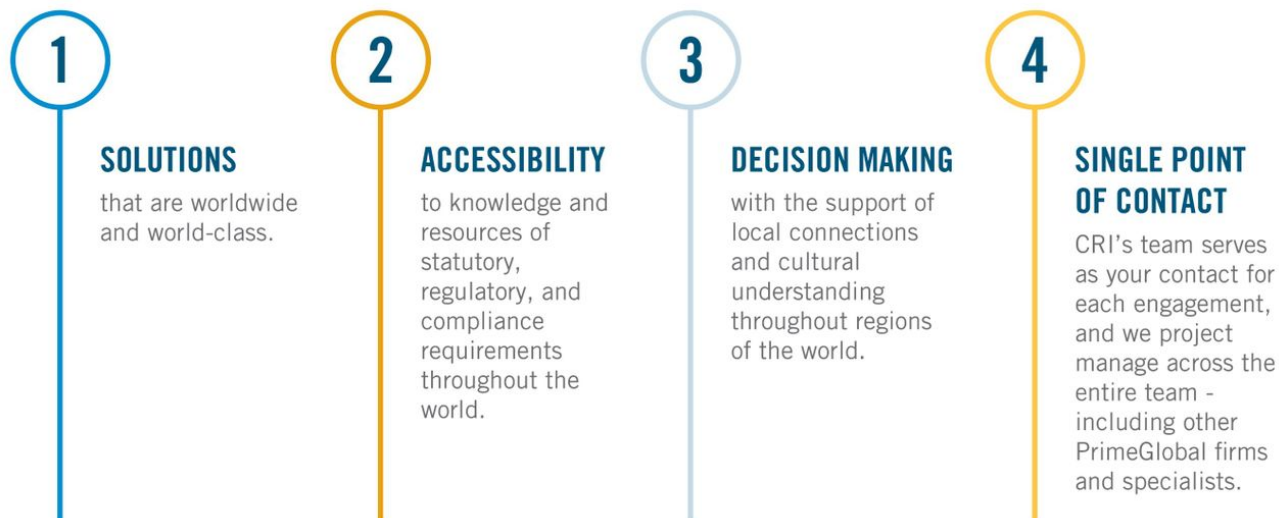
WHO IS PRIMEGLOBAL?



HOW OUR PRIMEGLOBAL MEMBERS CAN BENEFIT YOU

We supplement our in-depth, industry knowledge and specialized services through our collaborations with other PrimeGlobal firms to help you evaluate your options globally. CRI's goal is to provide you with the information you need to make well-informed, smart business decisions.

4 KEY BENEFITS TO CRI CLIENTS FROM OUR PRIMEGLOBAL MEMBERSHIP





We know that some information that makes perfect sense to a CPA may not be as clear to our clients. Therefore, we produce original content in the form of articles, videos, white papers, webinars, and more to provide timely, down-to-earth translations of complex subjects. We publish this original content on CRLcpa.com and across all our many social channels.

FOLLOW CRI ON SOCIAL MEDIA @CRICPA



SUBSCRIBE TO THE CRI E-NEWSLETTER

CRLCPA.COM/NEWSLETTER-SIGNUP



IT FIGURES: THE CRI PODCAST

Created to provide insight into the latest developments and regulations in the accounting and finance space, It Figures is an accounting and advisory focused podcast for business and organization leaders, entrepreneurs, and anyone who is looking to go beyond the status quo.

Listen on Apple Podcasts, Spotify, iHeart Radio, and more.

itfigurespodcast.com



CRI's CEO ACTION FOR DIVERSITY AND INCLUSION

Carr, Riggs & Ingram is committed to fostering an inclusive and diverse place for all employees to work in and engage. When our managing partner and chairman, Bill Carr, signed the CEO Action for Diversity & Inclusion™ pledge, he made a public commitment to building a productive, diverse, and inclusive workplace. [Learn more about CRI's commitment to Diversity and Inclusion.](#)

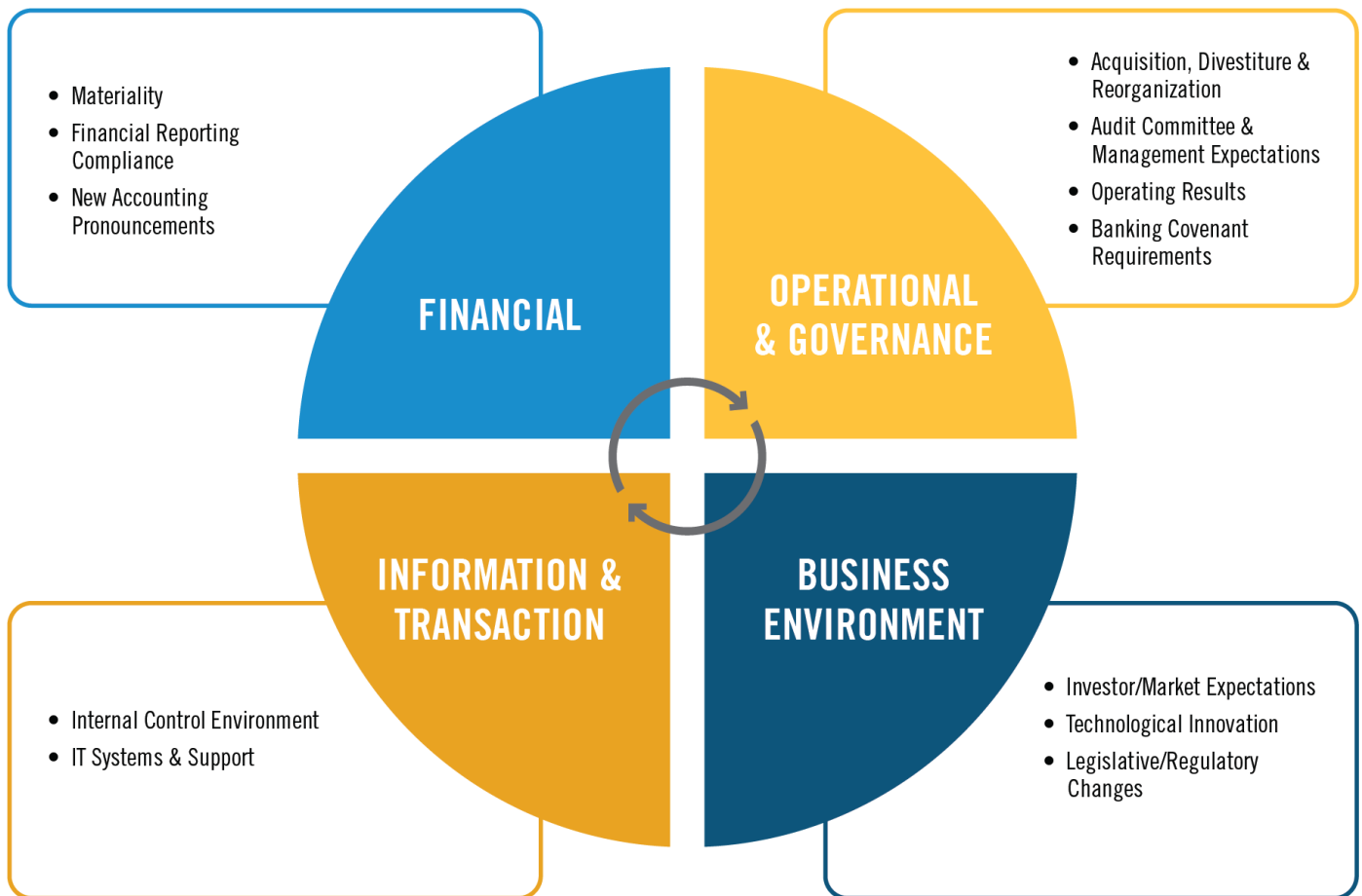


Our proposed services require a coordinated effort between us and Holly Hill Road East Community Development District's team. Planning and continual communication are essential to developing the appropriate procedures, working collaboratively to resolve any identified issues, and meeting your timelines.

CRI's audit approach occurs within a framework of our client's business and industry; therefore, we assess risk by:

- Understanding management's perspectives and goals, and
- Considering business conditions and threats that could prevent management from achieving its business objectives.

We assess risks in the following areas:





Our ultimate intent is to drill down from these broad risks to specific financial reporting risks. We understand both these risks and management's processes and procedures for mitigating them (i.e. internal controls) in order to develop our procedures to carry out our audit responsibilities.

Although our audits are conducted through a structured, risk-based model, we focus on understanding the client's needs, requirements, and expectations. We work collaboratively with management and the Audit Committee (or similar function) to develop a communication and work plan to continuously improve client service, by doing so we help in moving your team from simple compliance to providing you with a competitive advantage.

In planning, we concentrate on "key risks," (items with a greater risk of a material misstatement, a material weakness in internal controls, or other matters resulting in the issuance of an inappropriate audit report). We focus on "material" items (i.e. those items that would be important to the user of your financial statements). When evaluating materiality of identified misstatements, certain quantitative and qualitative factors must be considered—which may include:

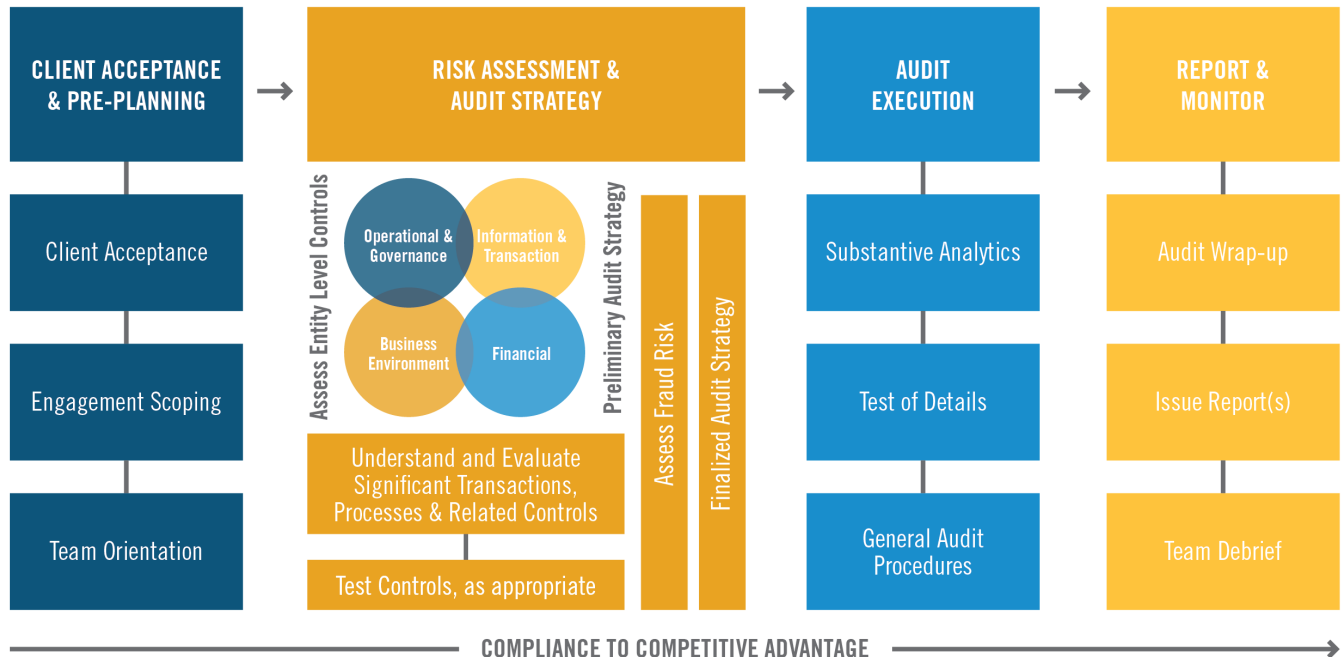
- Impact on operating trends (revenue/income, expenses, net income, etc).
- Nature of the misstatement (i.e., did the misstatement result from an unlawful transaction?).
- Impact on liquidity, capital/surplus, earnings capacity, etc.
- Impact to loan covenants and contractual and regulatory requirements.

Consistent communication is a key to completion of the audit. By ensuring constant involvement, we are in a better position to respond to your issues timely and efficiently. Therefore, we plan to meet with your management to:

- Set-up the audit by reviewing the mapping of Holly Hill Road East Community Development District's financial information (financial statements and notes) to significant processes and IT systems to ensure that all significant account balances, transactions, procedures, and systems are tested as deemed necessary.
- Discuss ongoing changes—specifically new accounting pronouncements and key business transactions in their early stages, enabling us to agree on the resolution of various complex business issues on a timely basis.



Our audit approach is a four stage approach, as depicted in the summary below. Our client acceptance and risk assessment procedures occur during detailed conversations and observations with your team. The results of those procedures allow us to tailor an audit program to your specific risks and needs. We then execute the audit, report the results, and evaluate continuous improvement opportunities for ongoing service and benefit to you.





STAGE 1: CLIENT ACCEPTANCE & PRE-PLANNING

- Perform client acceptance procedures.
- Collaborate with management to agree to expectations and scope.
- Assign appropriate staff based on client needs and assessed risk.

STAGE 2: RISK ASSESSMENT & AUDIT STRATEGY

- Interview client personnel and others to understand client-specific objectives and risks.
- Assess following aspects of the organization for their impact on the audit plan:
 - environmental and other external risks,
 - management's fraud and IT risk assessment models,
 - entity level controls including:
 - control environment
 - risk assessment,
 - information and communication,
 - and monitoring controls.
 - IT General Computer (ITGC) controls, such as
 - IT Environment
 - Developing and Delivering IT, and
 - Operating and Monitoring IT.
- Determine materiality.
- Develop and document our understanding of and/or reliance on:
 - linkage of financial statements to:
 - significant transactions,
 - processes,
 - IT systems, and
 - related controls,
 - existence of/reliance on SOC entities and their reports,
 - internal audit, and
 - specialists (e.g. valuation, pension costs, etc.).
- If elected, test controls including ITGC, through a mix of:
 - inquiry,
 - observation
 - examination, and
 - re-performance.
- Perform preliminary analytical procedures.
- Finalize risk assessments and develop a final audit strategy.

STAGE 3: AUDIT EXECUTION

- Where possible to test as efficiently as possible:
 - develop detailed analytical procedures to use as substantive tests (benefit = reducing tests of details):
Examples include:
 - ratio analysis,
 - regression analysis,
 - trend analysis,
 - predictive tests, or
 - reasonableness test,
 - utilize Computer-Assisted Audit Techniques (CAATs) (benefit = automation of testing for more coverage and less disruption to the client), and
 - perform targeted testing (also known as "coverage" testing) to test large portions of account balances (benefit = more coverage with smaller selections).
- Perform tests of details, including sampling.
- Perform general audit procedures such as tests related to:
 - commitments and contingencies,
 - legal letters,
 - management representations,
 - reviews of Board minutes,
 - related party transactions,
 - debt covenants, and
 - going concern.
- Perform other tests for compliance such as Yellow Book or Single Audit tests.

STAGE 4: REPORT & MONITOR

- Continually monitor throughout the audit - providing feedback as agreed during scoping.
- Conclude the audit (i.e. issue opinions and reports).
- Develop and present:
 - reports,
 - required communications,
 - management letter comments, and
 - other audit-related deliverables.
- Perform debriefings to identify opportunities for improvement with our:
 - engagement team, and/or
 - client's team.



HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT

REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES

The Holly Hill Road East 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 four (4) 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 is located in City of Davenport, Polk County, Florida. The District currently has an operating budget of approximately \$309,113.45, not including debt service payments. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2020, be completed no later than June 1, 2021.

Each auditing entity submitting a proposal must be authorized to do business in Florida; hold all applicable state and federal professional licenses in good standing, including but not limited to a license under Chapter 473, *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 one (1) original hard copy and one (1) electronic copy of their proposal to Governmental Management Services – Central Florida, LLC, Attn: Jill Burns, District Manager, 219 East Livingston Street, Orlando, Florida 32801, in an envelope marked on the outside "**Auditing Services – Holly Hill Road East Community Development District.**" Proposals must be received by 5:00 p.m. on Friday, October 9, 2020, at the office address listed above. Proposals received after this time will not be eligible for consideration. Please direct all questions regarding this Notice to the District Manager who can be reached at (407) 841-5524.

Jill Burns, District Manager
Governmental Management Services – Central Florida, LLC

Run date: September 18, 2020



HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT REQUEST FOR PROPOSALS

District Auditing Services for Fiscal Year 2020 City of Davenport, Polk County, Florida

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than Friday, October 9, 2020 at 5:00 p.m., at the offices of Governmental Management Services – Central Florida, LLC, Attn: Jill Burns, District Manager, 219 East Livingston Street, Orlando, Florida 32801. 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 one (1) original hard copy and one (1) electronic copy 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 – Holly Hill Road East Community Development District**” 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 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 position or title of all personnel to perform work on the District audit. Include résumés 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 résumés 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 for Fiscal Year 2020, plus the lump sum cost of four (4) annual renewals.
- E. Provide a proposed schedule for performance of the audit.

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.

EVALUATION CRITERIA

(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 workload; proposed staffing levels, etc.)

(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 community development districts in other contracts; character, integrity, reputation of Proposer, etc.)

(20 Points)

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

(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.

(20 Points)

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

(100 Points)

Holly Hill Road East CDD Auditor Selection

	Ability of Personnel (20 pts)	Proposer's Experience (20 pts)	Understanding of Scope of Work (20 pts)	Ability to Furnish the Required Services (20 pts)	Price (20 pts)	Total Points Earned	Ranking (1 being highest)
Grau & Associates					2020- \$4,000 2021- \$4,100 2022- \$4,200 2023- \$4,300 2024- \$4,400		
CRI					2020- \$6,000 2021- \$6,100 2022- \$6,250 2023- \$6,350 2024- \$6,500		
McDirmitt Davis					2020- \$4,000 2021- \$4,000 2022- \$4,000 2023- \$4,100 2024- \$4,100		
Berger, Toombs, Elam, Gaines & Frank					2020- \$4,150 2021- \$4,150 2022- \$4,150 2023- \$4,350 2024- \$4,350		

BOS Meeting

MINUTES

BOS Meeting

**MINUTES OF MEETING
HOLLY HILL ROAD EAST
COMMUNITY DEVELOPMENT DISTRICT**

The regular Meeting of the Board of Supervisors of the Holly Hill Road East Community Development District was held on Wednesday, **September 16, 2020** at 10:00 a.m. via Zoom Teleconference, pursuant to Executive Order 20-69, issued by Governor DeSantis, as amended and supplemented.

Present and constituting a quorum were:

Rennie Heath	Chairman
Lauren Schwenk	Vice Chairwoman
Patrick Marone	Assistant Secretary
Andrew Rhinehart	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	Hopping Green & Sams
Clayton Smith	GMS

The following is a summary of the discussions and actions taken at the September 16, 2020 Holly Hill Road East Community Development District's Regular Board of Supervisor's Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order. There were three members present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns noted there was one member of the public present and opened the floor for their comments and there were none.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the August 19,
2020 Board of Supervisors Meeting**

Ms. Burns presented the August 19, 2020 meeting minutes and asked for questions, comments, corrections, or concerns on the minutes. The Board had no changes.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Minutes of the August 19, 2020 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Consideration of Notice of Special Assessments for Assessment Area 3 and Assessment Area 4

Ms. Burns states that they are just looking for a motion to authorize staff to record this notice.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Consideration of Notice of Special Assessments for Assessment Area 3 and Assessment Area 4, was approved.

FIFTH ORDER OF BUSINESS

Second Amended and Restated Disclosure of Public Financing

Ms. Burns reports that this amendment will be recorded to put potential property owners on notice that the assessments on their property were revised to add the most recent issuance and asked for motion to approve.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Second Amended and Restated Disclosure of Public Financing, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2020-22 Ratifying the Assessment Area 4 Bonds

Ms. Burns stated this resolution ratifies and confirms all actions taken by the District Chair, officers, and staff regarding the issue of the Assessment Area 4 bonds.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2020-22 Ratifying the Assessment Area 4 Bonds, was approved.

SEVENTH ORDER OF BUSINESS**Consideration of Termination of
Janitorial Contract with Fuqua Janitorial
and Consideration of Proposal from Clean
Star Services of Central Florida****A. Existing Agreement with Fuqua**

Ms. Burns reports that she put together a summary of the existing contract that is in place along with some options that the Board has from Clean Star. The existing contract in place for the regular three day a week cleaning was about \$13,260. It is \$8,000 over what was included in the Fiscal Year 2021 Budget. There was only about \$4,000 included for that line item, and the three day a week cleaning was over budget. In July, the Board approved an increase to daily cleaning for COVID. The contract that is in place is \$25,460. Another vendor was approached that has been used in other areas that was offering more competitive pricing when the decision was made to move to daily cleaning. That vendor is Clean Star and that company is being used at Highland Meadows II also. Their seven day a week cleaning of the facility is \$11,400, however they charge to sanitize all of the chairs. For every fifteen chairs that are out, it is an additional \$500. To add the fifteen chairs it would be \$17,400 a year. Thirty chairs would be \$23,400. It appears from the existing contract that Fuqua are not cleaning and sanitizing all the lounge chairs that are out, they are just cleaning at the price of \$25,460.

Ms. Schwenk asked Ms. Burns to clarify that Fuqua are not cleaning the chairs. And Ms. Burns explains that in the current contract it basically said that Fuqua would attempt to clean chairs that are not being utilized when they are doing their cleaning services. Whereas, Clean Star are coming when it is closed and they are wiping down every single lounge chair with a special disinfectant and every night the ones that are out are being cleaned. The rest of the chairs are put away and locked insuring that the only the ones that are out are being cleaned on an everyday basis. That was a recommendation from the insurance; that all high-touch surfaces be cleaned daily and sanitized. For example, things like the gate, bathroom knobs, restrooms, and chairs that are being utilized. Ms. Burns also states that she is unsure if it is a requirement and thinks it is more of a recommendation. If the Board wants to not include the sanitation in the price, that is up to their discretion. There is some opportunity to save some money, depending on which level of service the Board would like to go with.

Mr. Van Wyk asks the question of how long the chair cleaning will last and if the chair cleaning has to be in the contract for the duration of its existences. Ms. Burns answers that that

part of the contract can be removed anytime if the Board wanted to do away with it. There is signage in place that reminds residents that they need to bring a towel, that they should wipe down the chairs themselves, and all of that is already in place. If the Board wanted to take that out and just go with the seven day a week cleaning that could be removed at any time.

Ms. Schwenk asked if there would be supplies available to residents so they would have the opportunity to wipe down their own chair, to which Ms. Burns replies, yes.

Ms. Schwenk then asks Mr. Van Wyk if he believes they should clean the chairs until Florida enters into Phase Three, or if he thinks it would be bad to allow people to clean their own chairs since they do sit outside. Mr. Van Wyk answers that he thinks either one can be done and that it is an operational question. There is no prohibition or requirement that the chairs need to be sanitized every day, they just need to be cleaned.

Ms. Burns continues, for a comparable quote for the seven day a week cleaning of the restrooms, tables, chairs and other high-touch areas, not including wiping down the loungers, the annual contract amount is \$11,400 as opposed to the existing contract of \$25,460.

Ms. Schwenk suggests that the Board votes that the inside and bathroom areas continue to be cleaned, but the chairs can be moved to a new phase. They are sitting outside, and there is no way to regulate if a resident does get up from a chair that it will be cleaned twenty minutes later. The responsibility should be put on the home owner to wipe down the chair while the Board provides the cleaning supplies to do so.

Ms. Burns asks for the consideration to terminate the existing janitorial contract with Fuqua Janitorial and approve the seven day a week cleaning at \$950 a month for a total annual contract of \$11,400 from Clean Star Services.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Termination of Janitorial Contract with Fuqua Janitorial, was approved.

B. Consideration of Proposal from Clean Star Services for Central Florida

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Proposal from Clean Star Services for Seven Day a Week Cleaning at \$950 per month, was approved.

EIGHTH ORDER OF BUSINESS**Consideration of Resolution 2020-23
Revising the Fiscal Year 2021 Budget**

Ms. Burns noted that at the last meeting there were a couple of things in the budget that jumped out to the Board, for example some contracts were not accounted for, and a couple of actual line items were not tracking with the adopted budget for Fiscal Year 2021. In the admin portion, there was a decrease of engineering services based on actuals from the last couple of years. They were tracking about \$5,000 and there was \$15,000 in there. That was reduced to \$10,000. They increased legal services from \$20,000 to \$30,000, as that's been tracking over the last couple of years.

Ms. Burns noted that there was no line item at all for arbitrage. There are four bonds at \$450 a year, so \$1,800 was added and there were no contracts in place. There is a need to look back and see if prior years need to be done as well. There is \$10,000 in the budget for Trustee services, but there are four bonds and the fee is \$3,700 so the total is actually \$14,870. Ms. Burns noted that it looked like the fourth bond was not accounted for.

Maintenance for the non-amenity portions, it was pretty close to the overall amount. An electric line item was added, it did not look like there was a line item to be able to code electric expenses. The general insurance was broken out for admin and maintenance portions and those were combined into one line item. The landscape maintenance contract that is in place was broken out. Some of the amenities costs were being coded to the general, and for this particular District with the cost share, it is important that they keep those amenity expenses separated and accounted for so they are billed correctly.

Ms. Burns noted that in landscape maintenance, there was about \$25,000 in the upcoming year budget, and they've got \$30,300. This does not include any new areas. Ms. Burns does not know of areas that are going to need to be turned over the district in the next fiscal year, but this does not include anything additional.

Ms. Schwenk reminded the Board that they will have Citrus Landing and Citrus Reserve coming online in February and they will need to be included. Ms. Burns states that they will need roughly six months of landscaping for those two new areas.

Mr. Van Wyk asked if there are amenity facilities or just open areas being turned over, and Ms. Schwenk confirmed it was just open areas. Ms. Burns noted that if they have two areas in place with \$30,000, it is probably safe to double it and change that line item to \$60,000.

Ms. Burns continues to report that it looked like the maintenance and replacement was separated by phases and they combined them into one line item. Fertilization was removed because that was included in a contract. The miscellaneous contingency was reduced because it was tracking over what was needed. As far as the amenity, they reclassified a lot of the line items that were coded to the general field that were actually amenity related. Katie moved those to the appropriate line items so that way if when at the end of the fiscal year there is a true-up payment needed from North Boulevard, all of the invoices will be coded to the amenity expenses.

Ms. Burns noted that there wasn't a line item for janitorial but there was a line item called maintenance staff that had a total of \$4,375 coded to it. The janitorial contract was \$25,000. Now that there is the \$11,400 in place that will be plugged in and it will reduce that section. Now the janitorial will be coded there. The internet didn't match the contract amount in place that was \$525, and it's actually about \$1,700 a year. The electric was able to be reduced because that was tracking well under the amount allotted. Some of the amenity landscaping line items were being coded to the general field landscaping items, so that item was increased so that all the amenity expenses were in that category.

Mr. Burns suggested approving this budget with those line items. It wouldn't be billed at this point unless the expenses are incurred and then they would need to draw on that. They are tied to the assessment amount that was previously adopted and going on roll, and this would not change any of the platted lot assessments or anything. They do believe this is a little bit more of a realistic budget showing some of the line items that need to be amended.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2020-23 Revising the Fiscal Year 2021 Budget , was approved.

NINTH ORDER OF BUSINESS

Consideration of Agreement with S&S Towing and Recovery

Ms. Burns noted that they received some questions from residents at the last meeting regarding the towing policies that were in place. The towing policies were approved but there is no record of a towing company engaged to actually implement those policies. A company was reached out to and there is agreement in front of the Board. The policy that was previously adopted

by the Board back in March is also attached. It looks to be same one side of the street parking only. The question is, is it intended to be one side parking at any time of the day?

Mr. Van Wyk answers that it should mirror the other agreements they have with the different districts. Ms. Burns brings up that there has been some confusion at Highland Meadows II, with the section that says “definitions”, just has some general defined terms such as “overnight parking.” It says, “overnight: between the hours of ten and six.” But the policy that’s listed does not make any designation to overnight parking being allowed or not being allowed. It created a ton of confusion of saying, is parking allowed overnight or is it not. She thinks just because some of those definitions aren’t listed in there, there was a lot of confusion. If the idea is that you can park on the odd side anytime of the day, it should be clarified better.

Mr. Van Wyk noted that he will look into that and whatever the Board desires as far as what their intent was. He asked if the Board does or does not want overnight parking. Ms. Burns answered that at Highland Meadows II you can park on the odd side anytime, if you park on the even side you will get towed any time. You can park overnight as long as you are on the odd side.

Mr. Van Wyk noted that they wanted to restrict overnight parking in any common areas. The Board agreed with Mr. Van Wyk.

Ms. Burns noted that the way it currently reads, it allows for additional overnight parking areas with a permit at the amenities. If they are allowing for on-street parking overnight at any time, then they will want to be remove overnight parking at the amenities. Mr. Van Wyk states that the Board had talked about allowing persons who had guests for a week or so, allowing them to park in the amenity parking lot with approval of the Board and the manager. The Board agreed there should be no overnight parking at the amenity facilities if they can park overnight in odd spaces.

Ms. Burns reached out to try and see if signage was purchased, and it does not seem like it was. What was done at Highland Meadows II, was a mail notice was sent to all property owners within the District and they also notified all the builders that were selling to future home owners, as well as the instillation of signage that said what the policy was. Ms. Burns then asks Mr. Smith to get a quote for similar signage that came from Highland Meadows II that states the policy and they will be put at every entrance of the community. The towing will not be implemented until the notices have been sent and that signage is in place.

Mr. Smith agrees and states that it sounds like the policy is exactly the same and he could get the same quote for the next meeting. Ms. Burns asks if there are any questions about the contract with S&S Towing. There being none,

On MOTION by Mr. Heath, seconded by Mr. Marone, with all in favor, the Agreement with S&S Towing and Recovery, was approved.

TENTH ORDER OF BUSINESS

Appointment of Audit Committee and Chairman

Ms. Burns suggested that the Boars appoint themselves as the Audit Committee.

On MOTION by Mr. Marone, seconded by Mr. Heath, with all in favor, Appointment of Audit Committee and Chairman, was approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk stated that he did not have anything further to report.

B. Engineer

There being none, the next item was followed.

C. Field Manager's Report

i. Consideration of Proposal from GMS to Install COVID-19 Informational Signs at Pool and Playground

Mr. Smith reports that they did install COVID signage for the pool. The playground has since been opened and is accessible now. There was an issue with some of the gate latches between Citrus Isle and Citrus Point on the trail. Residents were getting stuck between the two, and they have been replaced with easier to use latches. Other than that, there is some maintenance of the pool area going on, and in the future, looking at some landscape improvements, assuming it's within budget.

D. District Manager's Report

Ms. Burns adds they had been looking into some pending issues that were brought up by residents. Back in May, the Board approved a quote for speed limit signs to be changed from 30 mph to 15 mph within the community. It looks like those were never ordered. The minutes have been checked and the quote was not included in the package and there was no reference to the vendor. PFM was reached out to, to try to get a copy of the quote that was approved and they were not able to provide it. It was asked if they had the name of the vendor so they could be reached personally and they said they were not sure who it was. If that is something the Board still wants to pursue, a new quote will be needed.

Mr. Heath commented that he thinks a quote is needed, Mr. Smith will add that to his list to bring back for the next meeting.

TWELTH ORDER OF BUSINESS**Other Business**

There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS**Supervisors Requests and Audience Comments**

There being none, the next item followed.

FOURTEENTH ORDER OF BUSINESS**Adjournment**

On MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

Audit Committee Meeting

**MINUTES OF MEETING
HOLLY HILL ROAD EAST
COMMUNITY DEVELOPMENT DISTRICT**

The Audit Committee meeting of the Holly Hill Road East Community Development District was held Monday, **September 16, 2020** at 10:00 a.m. via Zoom Teleconference, pursuant to Executive Order 20-69, issued by Governor DeSantis, as amended and supplemented.

Present and constituting a quorum:

Rennie Heath
Lauren Schwenk
Patrick Marone
Andrew Rhinehart

Chairman
Vice Chairwoman
Assistant Secretary
Assistant Secretary

Also, present were:

Jill Burns
Roy Van Wyk
Clayton Smith

District Manager, GMS
Hopping Green & Sams
GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. Four board members were present via Zoom teleconference constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns recognized that no public was present, only board members and staff.

THIRD ORDER OF BUSINESS

Audit Services

A. Approval of Request for Proposals and Selection Criteria

Ms. Burns stated that the RFP was included in the agenda and is for Fiscal Year 2020 as well as some renewals. The due date listed is October 9th, which will give enough time to receive proposals prior to the October meeting. Ms. Burns asked for a motion to approve the RFP and authorize staff to issue that RFP as well as approve the selection criteria.

On MOTION by Ms. Schwenk, seconded by Mr. Marone, with all in favor, the Request for Proposals and Selection Criteria, was approved.

FOURTH ORDER OF BUSINESSES

Adjournment

Ms. Burns adjourned the meeting.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the meeting was adjourned at 10:20 a.m.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION VI

SECTION C

Holly Hill Road East CDD

Field Management Report



October 20, 2020

GMS

Completed



- ✚ Addressed several amenity related maintenance items.
- ✚ Added rope to life rings, fixed brackets
- ✚ Regraded playground mulch to cover fabric.
- ✚ Other items.

- ✚ Major efforts regarding detailing and improving amenity landscaping.
- ✚ Palms were trimmed up, weeds removed, pool deck weeds sprayed and removed.
- ✚ More work to do.



Completed



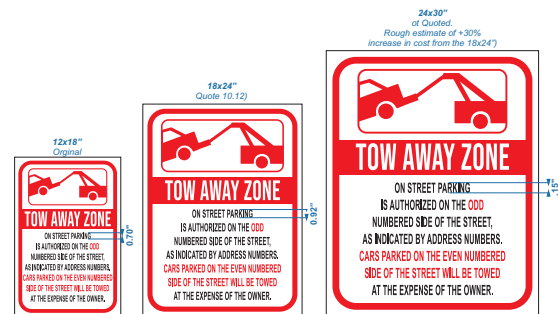
- ✚ On final day for the previous contractor the pool pump went down. The previous contractor did not know how to fix it.
- ✚ CDD field staff reached out to the new contractor who fixed it within an hour.
- ✚ Also, chemical pump and timer added by contractor.

In Process



- ✚ Replace all 30 MPH signs with 15 MPH
- ✚ 12 signs needed.
- ✚ One to be moved due to location.

- ✚ Install signage with neighborhood on street parking policy.
- ✚ Install signage at 3 total entrances.



Conclusion

For any questions or comments regarding the above information, please contact me by phone at 407-201-1514, or by email at csmith@gmscfl.com. Thank you.

Respectfully,
Clayton Smith

SECTION 1

*Item will be
provided under
separate cover.*

SECTION 2

*Item will be
provided under
separate cover.*

SECTION D

SECTION 1

Holly Hill Road East

Community Development District

Summary of Checks

September 08, 2020 to October 13, 2020

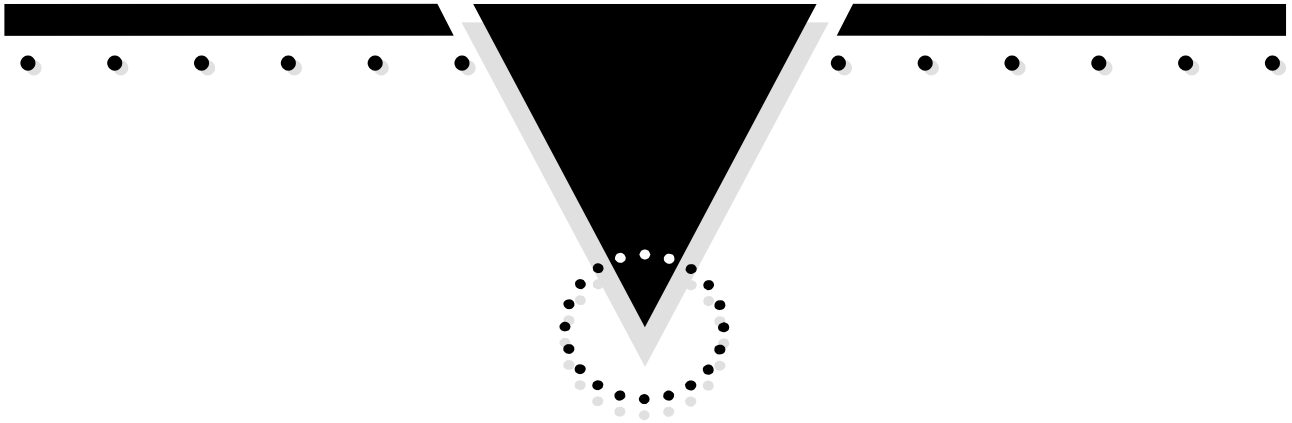
Bank	Date	Check No.'s	Amount	
General Fund	9/17/20	020-021	\$	20,412.53
	10/2/20	022-031	\$	11,239.14
	10/9/20	032-033	\$	20,575.16
			\$	52,226.83
			\$	52,226.83

DATE CHECK	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
9/17/20	00012	9/02/20 11677	202009 300-15500-10000		*	10,756.00	
		FY21	PROPERTY INSURANCE				
		9/02/20 11677	202009 300-15500-10000		*	2,960.00	
		FY21	GEN LIABILITY				
		9/02/20 11677	202009 300-15500-10000		*	2,421.00	
		FY21	PUBLIC OFF. INSURANCE				
			EGIS INSURANCE ADVISORS				16,137.00 000020
9/17/20	00001	9/01/20 2	202009 310-51300-34000		*	2,916.67	
			MANAGEMENT FEES - SEP20				
		9/01/20 2	202009 310-51300-35100		*	100.00	
			TECHNOLOGY FEES - SEP20				
		9/01/20 2	202009 310-51300-51000		*	2.86	
			OFFICE SUPPLIES				
		9/01/20 2	202009 310-51300-42000		*	6.00	
			POSTAGE				
		9/01/20 3	202009 320-53800-12000		*	1,250.00	
			FIELD MANAGEMENT - SEP20				
			GOVERNMENTAL MANAGEMENT SERVICES-CF				4,275.53 000021
10/02/20	00014	9/14/20 8224	202009 330-53800-12100		*	2,100.00	
			SEPT CLEANING				
			FUQUA JANITORIAL SERVICES				2,100.00 000022
10/02/20	00015	7/31/20 116889	202007 310-51300-31500		*	3,416.26	
			MONTHLY GEN COUNSEL 7/20				
			HOPPING GREEN & SAMS				3,416.26 000023
10/02/20	00018	8/31/20 L060G0JB	202008 310-51300-48000		*	575.16	
			NOT BOARD MEETING 8/12				
			LAKELAND LEDGER PUBLISHING				575.16 000024
10/02/20	00020	9/16/20 LS091620	202009 310-51300-11000		*	200.00	
			SUPERVISOR MEETING 9/16				
			LAUREN SCHWENK				200.00 000025
10/02/20	00021	8/26/20 20162857	202009 330-53800-48000		*	48.15	
			MONTHLY PEST CONTROL 9/20				
			ORKIN				48.15 000026
10/02/20	00023	9/16/20 PM091620	202009 310-51300-11000		*	200.00	
			SUPERVISOR MEETING 9/16				
			PATRICK MARONE				200.00 000027
10/02/20	00022	9/08/20 111323	202003 310-51300-49000		*	44.90	
			BILLABLE EXPENSES				

HHRD HOLLY HILL CDD IAGUILAR

DATE CHECK	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
		9/14/20	OE-EXP-0 202003 310-51300-42000 MARCH 2020 FEDEX		*	14.15	
		9/16/20	OE-EXP-0 202005 310-51300-42000 MAY 2020 FEDEX		*	3.31	
		9/16/20	OE-EXP-0 202007 310-51300-42000 JULY 20 POSTAGE & COPIES		*	67.77	
		9/16/20	OE-EXP-0 202008 310-51300-42000 AUG 20 POSTAGE & FEDEX		*	144.44	
				PFM GROUP CONSULTING			274.57 000028
10/02/20 00027		9/16/20	RH091620 202009 310-51300-11000 SUPERVISOR MEETING 9/16		*	200.00	
				RENNIE HEATH			200.00 000029
10/02/20 00028		9/16/20	SS091620 202009 310-51300-11000 SUPERVISOR MEETING 9/16		*	200.00	
				SCOTT SHAPIRO			200.00 000030
10/02/20 00040		9/01/20	OS 14729 202009 320-53800-46200 MO LANDSCAPE COMMON AREA		*	3,025.00	
		9/01/20	OS 14729 202009 330-53800-48200 MO LANDSCAPE AMENITY		*	1,000.00	
				YELLOWSTONE LANDSCAPE			4,025.00 000031
10/09/20 00018		8/31/20	1040797 202008 310-51300-48000 NOT BOARD MEETING 8/12		*	575.16	
				LAKELAND LEDGER PUBLISHING			575.16 000032
10/09/20 00022		9/08/20	FY21-TR- 202010 310-51300-31700 ASSESSMENT ROLL FY 21		*	20,000.00	
				PFM GROUP CONSULTING			20,000.00 000033
				TOTAL FOR BANK A		52,226.83	
				TOTAL FOR REGISTER		52,226.83	

SECTION 2



HOLLY HILL ROAD EAST

Community Development District

Unaudited Financial Reporting

September 30, 2020



Table of Contents

1	<u>Balance Sheet</u>
2-3	<u>General Fund</u>
4	<u>Series 2017 Debt Service Fund</u>
5	<u>Series 2018 Debt Service Fund</u>
6	<u>Series 2020A3 Debt Service Fund</u>
7	<u>Series 2020A4 Debt Service Fund</u>
8	<u>Series 2018 Capital Projects Fund</u>
9	<u>Series 2020A3 Capital Projects Fund</u>
10	<u>Series 2020A4 Capital Projects Fund</u>
11-12	<u>Month to Month</u>
13	<u>Long Term Debt Report</u>
14	<u>Assessment Receipt Schedule</u>
15	<u>Series 2020A3 Construction Schedule</u>
16	<u>Series 2020A4 Construction Schedule</u>

HOLLY HILL ROAD EAST
COMMUNITY DEVELOPMENT DISTRICT
COMBINED BALANCE SHEET
September 30, 2020

	General Fund	Debt Service Fund	Capital Projects Fund	Total Governmental Funds
<u>ASSETS:</u>				
<u>CASH</u>				
SUNTRUST	\$78,069	---	\$1,000	\$79,069
<u>INVESTMENTS</u>				
SERIES 2017				
RESERVE	---	\$114,878	---	\$114,878
REVENUE	---	\$114,759	---	\$114,759
PREPAYMENT	---	\$3,387	---	\$3,387
REDEMPTION	---	\$182	---	\$182
SERIES 2018				
RESERVE	---	\$63,372	---	\$63,372
REVENUE	---	\$76,815	---	\$76,815
INTEREST	---	\$0	---	\$0
PREPAYMENT	---	\$2,744	---	\$2,744
CONSTRUCTION	---	---	\$51	\$51
SERIES 2020A3				
RESERVE	---	\$238,250	---	\$238,250
REVENUE	---	\$3	---	\$3
INTEREST	---	\$63,076	---	\$63,076
CONSTRUCTION	---	---	\$915,570	\$915,570
COST OF ISSUANCE	---	---	\$0	\$0
SERIES 2020A4				
RESERVE	---	\$191,400	---	\$191,400
REVENUE	---	\$0	---	\$0
INTEREST	---	\$87,535	---	\$87,535
CONSTRUCTION	---	---	\$1,426,629	\$1,426,629
COST OF ISSUANCE	---	---	\$0	\$0
DEPOSITS	\$1,160	---	---	\$1,160
PREPAID EXPENSES	\$25,292	---	---	\$25,292
TOTAL ASSETS	\$104,521	\$956,401	\$2,343,251	\$3,404,173
<u>LIABILITIES:</u>				
ACCOUNTS PAYABLE	\$12,071	---	---	\$12,071
<u>FUND BALANCES:</u>				
NONSPENDABLE				
PREPAID ITEMS	\$25,292	---	---	\$25,292
UNASSIGNED	\$67,158	---	---	\$67,158
RESERVED FOR DEBT SERVICE 2017	---	\$233,206	---	\$233,206
RESERVED FOR DEBT SERVICE 2018	---	\$142,931	---	\$142,931
RESERVED FOR DEBT SERVICE 2020A3	---	\$301,329	---	\$301,329
RESERVED FOR DEBT SERVICE 2020A4	---	\$278,935	---	\$278,935
RESERVED FOR CAPITAL PROJECTS 2018	---	---	\$51	\$51
RESERVED FOR CAPITAL PROJECTS 2020A3	---	---	\$915,570	\$915,570
RESERVED FOR CAPITAL PROJECTS 2020A4	---	---	\$1,427,630	\$1,427,630
TOTAL LIABILITIES & FUND BALANCES	\$104,521	\$956,401	\$2,343,251	\$3,404,173

HOLLY HILL ROAD EAST
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending September 30, 2020

	ADOPTED BUDGET	PRORATED BUDGET THRU 09/30/20	ACTUAL THRU 09/30/20	VARIANCE
<u>REVENUES:</u>				
ASSESSMENTS - TAX ROLL	\$213,656	\$213,656	\$216,542	\$2,886
ASSESSMENTS - DIRECT	\$56,928	\$56,928	\$56,928	(\$1)
INTEREST	\$500	\$500	\$333	(\$167)
INTRA-GOVERNMENTAL REVENUE	\$38,529	\$38,529	\$30,735	(\$7,795)
TOTAL REVENUES	\$309,613	\$309,613	\$304,537	(\$5,077)
<u>EXPENDITURES:</u>				
<u>ADMINISTRATIVE:</u>				
SUPERVISORS FEES	\$12,000	\$12,000	\$8,800	\$3,200
ENGINEERING	\$15,000	\$15,000	\$3,475	\$11,525
LEGAL SERVICES	\$20,000	\$20,000	\$29,537	(\$9,537)
DISSEMINATION FEES	\$5,000	\$5,000	\$6,500	(\$1,500)
ASSESSMENT ROLL SERVICES	\$12,500	\$12,500	\$12,500	\$0
REAMORTIZATION SCHEDULES	\$500	\$500	\$125	\$375
AUDITING SERVICES	\$6,000	\$6,000	\$6,000	\$0
TRUSTEE FEES	\$6,000	\$6,000	\$7,085	(\$1,085)
MANAGEMENT FEES	\$20,000	\$20,000	\$22,366	(\$2,366)
INFORMATION TECHNOLOGY	\$2,700	\$2,700	\$2,075	\$625
TELEPHONE	\$200	\$200	\$0	\$200
POSTAGE & DELIVERY	\$325	\$325	\$645	(\$320)
PRINTING & BINDING	\$1,700	\$1,700	\$55	\$1,645
OFFICE SUPPLIES	\$0	\$0	\$3	(\$3)
TRAVEL PER DIEM	\$500	\$500	\$313	\$187
INSURANCE	\$2,475	\$2,475	\$2,306	\$169
LEGAL ADVERTISING	\$5,000	\$5,000	\$4,586	\$414
PROPERTY TAXES	\$75	\$75	\$0	\$75
MISCELLANEOUS CONTINGENCY	\$19,117	\$19,117	\$1,034	\$18,083
DUES, LICENSES, & SUBSCRIPTIONS	\$175	\$175	\$175	\$0
TOTAL ADMINISTRATIVE:	\$129,267	\$129,267	\$107,578	\$21,688

HOLLY HILL ROAD EAST

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending September 30, 2020

	ADOPTED BUDGET	PRORATED BUDGET THRU 09/30/20	ACTUAL THRU 09/30/20	VARIANCE
<u>OPERATIONS & MAINTENANCE:</u>				
FIELD MANAGEMENT	\$5,000	\$5,000	\$2,258	\$2,742
ELECTRIC	\$0	\$0	\$925	(\$925)
STREETLIGHTING	\$13,412	\$13,412	\$11,284	\$2,128
WATER	\$1,043	\$1,043	\$0	\$1,043
GENERAL INSURANCE	\$4,508	\$4,508	\$2,819	\$1,689
LANDSCAPE MAINTENANCE	\$28,392	\$28,392	\$32,051	(\$3,659)
LANDSCAPE REPLACEMENT	\$8,196	\$8,196	\$0	\$8,196
FERTILIZER/PESTICIDES	\$3,725	\$3,725	\$0	\$3,725
IRRIGATION REPAIRS	\$3,576	\$3,576	\$3,625	(\$49)
STORM DAMAGE	\$3,000	\$3,000	\$0	\$3,000
MISCELLANEOUS CONTINGENCY	\$8,101	\$8,101	\$6,236	\$1,865
TOTAL OPERATIONS & MAINTENANCE:	\$78,953	\$78,953	\$59,198	\$19,755
<u>AMENITIES</u>				
PROPERTY INSURANCE	\$6,328	\$6,328	\$9,496	(\$3,168)
SECURITY	\$7,000	\$7,000	\$0	\$7,000
MAINTENANCE STAFF	\$4,375	\$4,375	\$13,495	(\$9,120)
AMENITY LANDSCAPING	\$12,000	\$12,000	\$21,500	(\$9,500)
ELECTRIC	\$25,000	\$25,000	\$11,901	\$13,099
WATER	\$0	\$0	\$356	(\$356)
INTERNET	\$525	\$525	\$1,290	(\$765)
EQUIPMENT REPAIRS & MAINTENANCE	\$2,042	\$2,042	\$0	\$2,042
PEST CONTROL	\$660	\$660	\$578	\$82
AMENITY REPAIRS & MAINTENANCE	\$750	\$750	\$515	\$235
POOL MAINTENANCE	\$23,000	\$23,000	\$17,055	\$5,945
PLAYGROUND LEASE	\$19,713	\$19,713	\$22,942	(\$3,229)
TOTAL AMENITIES:	\$101,393	\$101,393	\$99,127	\$2,266
TOTAL EXPENDITURES	\$309,613	\$309,613	\$265,903	\$43,710
<u>OTHER FINANCING SOURCES:</u>				
TRANSFER IN (OUT)	\$0	\$0	(\$1,080)	(\$1,080)
TOTAL OTHER FINANCING SOURCES (USES)	\$0	\$0	(\$1,080)	(\$1,080)
EXCESS REVENUES (EXPENDITURES)	\$0		\$37,553	
FUND BALANCE - BEGINNING	\$0		\$54,897	
FUND BALANCE - ENDING	\$0		\$92,450	

HOLLY HILL ROAD EAST

COMMUNITY DEVELOPMENT DISTRICT

DEBT SERVICE FUND SERIES 2017

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending September 30, 2020

REVENUES:

	ADOPTED BUDGET	PRORATED BUDGET THRU 09/30/20	ACTUAL THRU 09/30/20	VARIANCE
ASSESSMENTS	\$316,061	\$316,061	\$232,633	(\$83,428)
INTEREST	\$0	\$0	\$1,485	\$1,485
TOTAL REVENUES	\$316,061	\$316,061	\$234,118	(\$81,943)

EXPENDITURES:

INTEREST EXPENSE - 11/1	\$86,004	\$86,004	\$82,104	\$3,900
PRINCIPAL EXPENSE - 5/1	\$60,000	\$60,000	\$60,000	\$0
INTEREST EXPENSE - 5/1	\$86,004	\$86,004	\$82,104	\$3,900
TOTAL EXPENDITURES	\$232,008	\$232,008	\$224,208	\$7,800

EXCESS REVENUES (EXPENDITURES)

\$84,054	\$9,910
----------	---------

FUND BALANCE - BEGINNING

\$0	\$223,296
-----	-----------

FUND BALANCE - ENDING

\$84,054	\$233,206
----------	-----------

HOLLY HILL ROAD EAST
COMMUNITY DEVELOPMENT DISTRICT

DEBT SERVICE FUND
SERIES 2018

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending September 30, 2020

	ADOPTED BUDGET	PRORATED BUDGET THRU 09/30/20	ACTUAL THRU 09/30/20	VARIANCE
<u>REVENUES:</u>				
ASSESSMENTS	\$254,745	\$254,745	\$125,511	(\$129,234)
INTEREST	\$0	\$0	\$947	\$947
TOTAL REVENUES	\$254,745	\$254,745	\$126,459	(\$128,287)
<u>EXPENDITURES:</u>				
SPECIAL CALL - 11/1	\$0	\$0	\$35,000	(\$35,000)
INTEREST EXPENSE - 11/1	\$68,389	\$68,389	\$47,519	\$20,870
PRINCIPAL EXPENSE - 5/1	\$45,000	\$45,000	\$30,000	\$15,000
INTEREST EXPENSE - 5/1	\$70,678	\$70,678	\$46,631	\$24,047
TOTAL EXPENDITURES	\$184,067	\$184,067	\$159,150	\$24,917
EXCESS REVENUES (EXPENDITURES)	\$70,678		(\$32,691)	
FUND BALANCE - BEGINNING	\$0		\$175,622	
FUND BALANCE - ENDING	\$70,678		\$142,931	

HOLLY HILL ROAD EAST **COMMUNITY DEVELOPMENT DISTRICT**

DEBT SERVICE FUND **SERIES 2020A3**

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending September 30, 2020

	ADOPTED BUDGET	PRORATED BUDGET THRU 09/30/20	ACTUAL THRU 09/30/20	VARIANCE
<u>REVENUES:</u>				
INTEREST	\$0	\$0	\$3	\$3
TOTAL REVENUES	\$0	\$0	\$3	\$3
<u>EXPENDITURES:</u>				
INTEREST EXPENSE - 5/1	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0
<u>OTHER FINANCING SOURCES:</u>				
BOND PROCEEDS	\$0	\$0	\$301,326	\$301,326
TOTAL OTHER FINANCING SOURCES (USES)	\$0	\$0	\$301,326	\$301,326
EXCESS REVENUES (EXPENDITURES)	\$0		\$301,329	
FUND BALANCE - BEGINNING	\$0		\$0	
FUND BALANCE - ENDING	\$0		\$301,329	

HOLLY HILL ROAD EAST

COMMUNITY DEVELOPMENT DISTRICT

DEBT SERVICE FUND SERIES 2020A4

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending September 30, 2020

	ADOPTED BUDGET	PRORATED BUDGET THRU 09/30/20	ACTUAL THRU 09/30/20	VARIANCE
<u>REVENUES:</u>				
INTEREST	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$0	\$0	\$0	\$0
<u>EXPENDITURES:</u>				
INTEREST EXPENSE - 5/1	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0
<u>OTHER FINANCING SOURCES:</u>				
BOND PROCEEDS	\$0	\$0	\$278,935	\$278,935
TOTAL OTHER FINANCING SOURCES (USES)	\$0	\$0	\$278,935	\$278,935
EXCESS REVENUES (EXPENDITURES)	\$0		\$278,935	
FUND BALANCE - BEGINNING	\$0		\$0	
FUND BALANCE - ENDING	\$0		\$278,935	

HOLLY HILL ROAD EAST

COMMUNITY DEVELOPMENT DISTRICT

CAPITAL PROJECTS FUND

SERIES 2018

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending September 30, 2020

	ADOPTED BUDGET	PRORATED BUDGET THRU 09/30/20	ACTUAL THRU 09/30/20	VARIANCE
<u>REVENUES:</u>				
INTEREST	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$0	\$0	\$0	\$0
<u>EXPENDITURES:</u>				
CAPITAL OUTLAY	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	\$0		\$0	
FUND BALANCE - BEGINNING	\$0		\$51	
FUND BALANCE - ENDING	\$0		\$51	

HOLLY HILL ROAD EAST

COMMUNITY DEVELOPMENT DISTRICT

CAPITAL PROJECTS FUND

SERIES 2020A3

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending September 30, 2020

	ADOPTED BUDGET	PRORATED BUDGET THRU 09/30/20	ACTUAL THRU 09/30/20	VARIANCE
<u>REVENUES:</u>				
INTEREST	\$0	\$0	\$30	\$30
TOTAL REVENUES	\$0	\$0	\$30	\$30
<u>EXPENDITURES:</u>				
DEVELOPER ADVANCE REPAYMENT	\$0	\$0	\$10,663	(\$10,663)
CAPITAL OUTLAY	\$0	\$0	\$2,096,208	(\$2,096,208)
CAPITAL OUTLAY - COST OF ISSUANCE	\$0	\$0	\$336,263	(\$336,263)
TOTAL EXPENDITURES	\$0	\$0	\$2,443,134	(\$2,443,134)
<u>OTHER FINANCING SOURCES:</u>				
BOND PROCEEDS	\$0	\$0	\$3,358,674	\$3,358,674
TOTAL OTHER FINANCING SOURCES (USES)	\$0	\$0	\$3,358,674	\$3,358,674
EXCESS REVENUES (EXPENDITURES)	\$0		\$915,570	
FUND BALANCE - BEGINNING	\$0		\$0	
FUND BALANCE - ENDING	\$0		\$915,570	

HOLLY HILL ROAD EAST

COMMUNITY DEVELOPMENT DISTRICT

CAPITAL PROJECTS FUND

SERIES 2020A4

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending September 30, 2020

	ADOPTED BUDGET	PRORATED BUDGET THRU 09/30/20	ACTUAL THRU 09/30/20	VARIANCE
<u>REVENUES:</u>				
INTEREST	\$0	\$0	\$3	\$3
TOTAL REVENUES	\$0	\$0	\$3	\$3
<u>EXPENDITURES:</u>				
MISCELLANEOUS EXPENSE	\$0	\$0	\$80	(\$80)
DEVELOPER ADVANCE REPAYMENT	\$0	\$0	\$285,302	(\$285,302)
CAPITAL OUTLAY	\$0	\$0	\$1,052,525	(\$1,052,525)
CAPITAL OUTLAY - COST OF ISSUANCE	\$0	\$0	\$270,253	(\$270,253)
TOTAL EXPENDITURES	\$0	\$0	\$1,608,160	(\$1,608,160)
<u>OTHER FINANCING SOURCES:</u>				
BOND PROCEEDS	\$0	\$0	\$3,046,065	\$3,046,065
TRANSFER IN	\$0	\$0	\$1,080	\$1,080
TOTAL OTHER FINANCING SOURCES (USES)	\$0	\$0	\$3,047,145	\$3,047,145
EXCESS REVENUES (EXPENDITURES)	\$0		\$1,438,988	
FUND BALANCE - BEGINNING	\$0		(\$11,359)	
FUND BALANCE - ENDING	\$0		\$1,427,630	

HOLLY HILL ROAD EAST

Community Development District

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
REVENUES:													
ASSESSMENTS - TAX ROLL	\$0	\$5,015	\$197,351	\$8,732	\$711	\$0	\$1,743	\$726	\$748	\$1,517	\$0	\$0	\$216,542
ASSESSMENTS - DIRECT	\$0	\$0	\$28,464	\$6,237	\$7,995	\$0	\$0	\$7,995	\$0	\$0	\$0	\$6,237	\$56,928
INTEREST	\$0	\$0	\$0	\$324	\$0	\$0	\$6	\$0	\$0	\$4	\$0	\$0	\$333
INTRA-GOVERNMENTAL REVENUE	\$583	\$1,755	\$2,144	\$2,855	\$10	\$4,952	\$0	\$6,574	\$0	\$11,862	\$0	\$0	\$30,735
TOTAL REVENUES	\$583	\$6,770	\$227,958	\$18,147	\$8,716	\$4,952	\$1,748	\$15,295	\$748	\$13,383	\$0	\$6,237	\$304,537
EXPENDITURES:													
ADMINISTRATIVE:													
SUPERVISORS FEES	\$1,000	\$800	\$0	\$1,000	\$0	\$800	\$0	\$1,000	\$1,000	\$1,800	\$600	\$800	\$8,800
ENGINEERING	\$0	\$1,895	\$0	\$0	\$860	\$0	\$0	\$0	\$0	\$720	\$0	\$0	\$3,475
LEGAL SERVICES	\$1,686	\$2,572	\$2,460	\$2,488	\$2,375	\$1,955	\$1,068	\$7,816	\$3,702	\$3,416	\$0	\$0	\$29,537
DISSEMINATION FEES	\$6,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,500
ASSESSMENT ROLL SERVICES	\$12,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,500
REAMORTIZATION SCHEDULES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$125	\$0	\$0	\$125
AUDITING SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000	\$1,000	\$1,500	\$1,500	\$0	\$0	\$6,000
TRUSTEE FEES	\$620	\$0	\$6,465	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,085
MANAGEMENT FEES	\$1,667	\$1,667	\$1,667	\$1,667	\$1,667	\$1,667	\$1,667	\$1,667	\$1,667	\$1,667	\$2,782	\$2,917	\$22,366
INFORMATION TECHNOLOGY	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$425	\$125	\$425	\$125	\$100	\$2,075
TELEPHONE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
POSTAGE & DELIVERY	\$21	\$30	\$57	\$106	\$39	\$72	\$81	\$3	\$0	\$84	\$144	\$6	\$645
PRINTING & BINDING	\$55	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$55
OFFICE SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3	\$3
TRAVEL PER DIEM	\$98	\$111	\$59	\$0	\$0	\$0	\$0	\$0	\$0	\$44	\$0	\$0	\$313
INSURANCE	\$2,306	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,306
LEGAL ADVERTISING	\$424	\$458	\$50	\$50	\$449	\$371	\$0	\$158	\$1,260	\$215	\$1,150	\$0	\$4,586
PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MISCELLANEOUS CONTINGENCY	\$847	\$130	\$5	\$6	\$0	\$45	\$0	\$0	\$0	\$0	\$0	\$0	\$1,034
DUES, LICENSES, & SUBCRIPTIONS	\$0	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
TOTAL ADMINISTRATIVE:	\$27,849	\$7,963	\$10,888	\$5,442	\$5,515	\$5,036	\$4,941	\$12,068	\$9,254	\$9,995	\$4,802	\$3,826	\$107,578

HOLLY HILL ROAD EAST

Community Development District

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<u>OPERATIONS & MAINTENANCE:</u>													
FIELD MANAGEMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,008	\$1,250	\$2,258
ELECTRIC	\$0	\$78	\$138	\$135	\$5	\$39	\$83	\$76	\$96	\$122	\$92	\$59	\$925
STREETLIGHTING	\$0	\$1,223	\$1,223	\$385	\$681	\$1,118	\$1,122	\$1,067	\$1,097	\$1,892	\$353	\$1,123	\$11,284
WATER	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GENERAL INSURANCE	\$2,819	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,819
LANDSCAPE MAINTENANCE	\$6,166	\$2,166	\$2,166	\$2,166	\$2,166	\$2,166	\$2,766	\$2,166	\$2,166	\$2,766	\$2,166	\$3,025	\$32,051
LANDSCAPE REPLACEMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FERTILIZER/PESTICIDES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
IRRIGATION REPAIRS	\$0	\$0	\$2,372	\$129	\$466	\$0	\$0	\$83	\$245	\$330	\$0	\$0	\$3,625
STORM DAMAGE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MISCELLANEOUS CONTINGENCY	\$214	\$200	\$2,662	\$0	\$360	\$0	\$165	\$0	\$825	\$1,810	\$0	\$0	\$6,236
TOTAL OPERATIONS & MAINTENANCE:	\$9,199	\$3,667	\$8,560	\$2,815	\$3,678	\$3,323	\$4,136	\$3,393	\$4,429	\$6,920	\$3,620	\$5,457	\$59,198
<u>AMENITIES</u>													
PROPERTY INSURANCE	\$9,357	\$0	\$139	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,496
SECURITY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MAINTENANCE STAFF	\$1,105	\$765	\$765	\$765	\$680	\$765	\$680	\$765	\$0	\$2,935	\$2,170	\$2,100	\$13,495
AMENITY LANDSCAPING	\$5,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$500	\$2,500	\$1,500	\$1,000	\$21,500
ELECTRIC	\$0	\$1,206	\$1,094	\$1,671	\$478	\$1,451	\$1,514	\$1,611	\$946	\$1,277	\$652	\$0	\$11,901
WATER	\$0	\$0	\$59	\$29	\$33	\$33	\$33	\$33	\$33	\$0	\$66	\$35	\$356
INTERNET	\$0	\$0	\$0	\$366	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$0	\$1,290
EQUIPMENT REPAIRS & MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PEST CONTROL	\$48	\$48	\$48	\$48	\$48	\$48	\$48	\$48	\$48	\$96	\$0	\$48	\$578
AMENITY REPAIRS & MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$385	\$130	\$0	\$515
POOL MAINTENANCE	\$3,050	\$1,525	\$1,525	\$1,525	\$1,525	\$1,525	\$1,525	\$1,525	\$1,805	\$1,525	\$0	\$0	\$17,055
PLAYGROUND LEASE	\$125	\$1,643	\$3,286	\$1,055	\$2,170	\$2,170	\$2,170	\$2,170	\$2,170	\$2,170	\$1,643	\$2,170	\$22,942
TOTAL AMENITIES:	\$19,185	\$6,687	\$8,417	\$6,959	\$6,566	\$7,624	\$7,603	\$7,785	\$5,635	\$11,020	\$6,293	\$5,354	\$99,127
TOTAL EXPENDITURES	\$56,234	\$18,317	\$27,865	\$15,216	\$15,759	\$15,983	\$16,681	\$23,246	\$19,317	\$27,935	\$14,715	\$14,636	\$265,903
<u>OTHER FINANCING SOURCES:</u>													
TRANSFER IN (OUT)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$1,080)	(\$1,080)
TOTAL OTHER FINANCING SOURCES (USES)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$1,080)	(\$1,080)
EXCESS REVENUES/(EXPENDITURES)	(\$55,650)	(\$11,547)	\$200,092	\$2,932	(\$7,043)	(\$11,031)	(\$14,932)	(\$7,951)	(\$18,570)	(\$14,553)	(\$14,715)	(\$9,479)	\$37,553

HOLLY HILL ROAD EAST
Community Development District
LONG TERM DEBT REPORT

SERIES 2017, SPECIAL ASSESSMENT REVENUE BONDS	
INTEREST RATE:	3.5%, 4.1%, 4.625%, 5.0%
MATURITY DATE:	5/1/48
RESERVE FUND DEFINITION	50% of the Maximum Annual Debt service
RESERVE FUND REQUIREMENT	\$114,438
RESERVE FUND BALANCE	\$114,878
BONDS OUTSTANDING 10/19/2017	\$4,160,000
LESS: SPECIAL CALL 6/18/18	(\$150,000)
LESS: SPECIAL CALL 8/1/18	(\$420,000)
LESS: SPECIAL CALL 11/1/18	(\$15,000)
LESS: PRINCIPAL PAYMENT 5/1/19	(\$60,000)
LESS: PRINCIPAL PAYMENT 5/1/20	(\$60,000)
CURRENT BONDS OUTSTANDING	\$3,455,000

SERIES 2018, SPECIAL ASSESSMENT REVENUE BONDS	
INTEREST RATE:	4.25%, 5.0%, 5.25%
MATURITY DATE:	5/1/48
RESERVE FUND DEFINITION	50% of the Maximum Annual Debt Service
RESERVE FUND REQUIREMENT	\$62,356
RESERVE FUND BALANCE	\$63,372
BONDS OUTSTANDING 10/19/2018	\$2,800,000
LESS: SPECIAL CALL 8/1/19	(\$930,000)
LESS: SPECIAL CALL 11/1/19	(\$35,000)
LESS: PRINCIPAL PAYMENT 5/1/20	(\$30,000)
CURRENT BONDS OUTSTANDING	\$1,805,000

SERIES 2020 ASSESSMENT AREA 3, SPECIAL ASSESSMENT REVENUE BONDS	
INTEREST RATE:	4.0%, 4.5% 5.0%, 5.0%
MATURITY DATE:	11/1/50
RESERVE FUND DEFINITION	Maximum Annual Debt Service
RESERVE FUND REQUIREMENT	\$238,250
RESERVE FUND BALANCE	\$238,250
BONDS OUTSTANDING 5/20/20	\$3,660,000
CURRENT BONDS OUTSTANDING	\$3,660,000

SERIES 2020 ASSESSMENT AREA 4, SPECIAL ASSESSMENT REVENUE BONDS	
INTEREST RATE:	3.0%, 3.5%, 4.0%, 4.0%
MATURITY DATE:	5/1/51
RESERVE FUND DEFINITION	Maximum Annual Debt Service
RESERVE FUND REQUIREMENT	\$191,400
RESERVE FUND BALANCE	\$191,400
BONDS OUTSTANDING 7/22/2020	\$3,325,000
CURRENT BONDS OUTSTANDING	\$3,325,000

HOLLY HILL ROAD EAST
COMMUNITY DEVELOPMENT DISTRICT
Special Assessment Receipts
Fiscal Year 2020

Gross Assessments	\$229,738.88	\$246,858.36	\$133,191.00	\$609,788.24
Net Assessments	\$213,657.16	\$229,578.27	\$123,867.63	\$567,103.06

TOTAL ASSESSMENT LEVY

							37.68%	40.48%	21.84%	100.00%
DATE	DESCRIPTION	GROSS AMT	COMMISSIONS	(DISC)/PENALTY	INTEREST	NET RECEIPTS	O&M Portion	Series 2017 Portion	Series 2018 Portion	Total
11/15/19	ACH	\$391.32	(\$7.42)	(\$20.54)	\$0.00	\$363.36	\$136.91	\$147.09	\$79.36	\$363.36
11/21/19	ACH	\$1,965.81	(\$37.74)	(\$78.63)	\$0.00	\$1,849.44	\$696.87	\$748.65	\$403.92	\$1,849.44
11/27/19	ACH	\$11,794.86	(\$226.46)	(\$471.78)	\$0.00	\$11,096.62	\$4,181.21	\$4,491.91	\$2,423.50	\$11,096.62
12/05/19	ACH	\$112,244.74	(\$2,155.09)	(\$4,490.02)	\$0.00	\$105,599.63	\$39,789.94	\$42,746.73	\$23,062.96	\$105,599.63
12/13/19	ACH	\$444,466.63	(\$8,533.76)	(\$17,778.49)	\$0.00	\$418,154.38	\$157,560.57	\$169,268.89	\$91,324.92	\$418,154.38
01/14/20	ACH	\$24,376.97	(\$472.91)	(\$731.26)	\$0.00	\$23,172.80	\$8,731.51	\$9,380.35	\$5,060.94	\$23,172.80
02/13/20	ACH	\$1,965.81	(\$38.53)	(\$39.31)	\$0.00	\$1,887.97	\$711.39	\$764.25	\$412.33	\$1,887.97
04/14/30	ACH	\$4,718.86	(\$94.38)	\$0.00	\$0.00	\$4,624.48	\$1,742.50	\$1,871.99	\$1,009.99	\$4,624.48
05/14/20	ACH	\$1,965.81	(\$39.32)	\$0.00	\$0.00	\$1,926.49	\$725.90	\$779.84	\$420.75	\$1,926.49
06/14/20	ACH	\$1,965.81	(\$40.50)	\$58.97	\$0.00	\$1,984.28	\$747.68	\$803.24	\$433.36	\$1,984.28
07/14/20	ACH	\$3,931.62	(\$82.17)	\$176.92	\$0.00	\$4,026.37	\$1,517.14	\$1,629.87	\$879.36	\$4,026.37
TOTAL		\$609,788.24	(\$11,728.28)	(\$23,374.14)	\$0.00	\$574,685.82	\$216,541.62	\$232,632.81	\$125,511.39	\$574,685.82

Assessed on Roll:

100%	Gross Percent Collected
\$0.00	Balance Remaining to Collect

**Holly Hill Road East
Community Development District**

**Special Assessment Revenue Bonds, Series 2020A3
Citrus Landing
Construction Account Schedule**

Date	Request #	Contractor	Description	Amount
Fiscal Year 2020				
7/23/20	REQ - 1	Mack Industries	Invoice# MCI 114118 - Construction Materials	\$ 26,423.00
7/23/20	REQ - 2	Tucker Paving	Pay Application #4 - Services through 6/30/20	\$ 163,184.87
7/23/20	REQ - 3	Wood & Associates Engineering	Invoice# 711 & 712 - Plat & Engineering Services from 04/06/20 - 05/31/20	\$ 9,400.00
7/20/20	REQ - 4	Cassidy Holdings Group	Reimbursement for Construction Related Expenses	\$ 152,687.28
7/20/20	REQ - 5	Citrus Landings Development	Reimbursement for Construction Related Expenses	\$ 96,666.73
7/20/20	REQ - 6	JMBI Real Estate	Reimbursement for Construction Related Expenses	\$ 37,773.36
7/23/20	REQ - 7	Mack Industries	Invoice# MCI 114203, 114265, 114296 & 114297 - Construction Materials	\$ 49,055.00
7/29/20	REQ - 8	4 Rooks	Forcemain & Lift Station	\$ 260,106.88
7/29/20	REQ - 9	Hopping Green & Sams	Invoice# 115364 - Phase 3 Counsel Services through 05/31/20	\$ 326.20
7/29/20	REQ - 10	Mack Industries	Invoice# MCI 114327 & 114328 - Construction Materials	\$ 11,950.00
9/14/20	REQ - 11	Greenberg Traurig	Invoice# 5446012 - Series 2020 Assessment Bonds Phases 3 & 4	\$ 339.75
9/14/20	REQ - 12	Tucker Paving	Pay Application #6 - Services through 7/30/20	\$ 427,856.33
9/14/20	REQ - 13	Danielle Fence	Invoice# 98985 - PVC Fence Installation - 35% Deposit	\$ 16,286.27
9/14/20	REQ - 14	Hopping Green & Sams	Invoice# 116282 - Legal Services through 06/30/20	\$ 315.56
9/14/20	REQ - 15	Citrus Landing, LLC	Invoice# 736 - Construction Management Services from 08/16/20 - 08/31/20	\$ 3,000.00
9/14/20	REQ - 16	Wood & Associates Engineering	Invoice# 771 - Engineering Services from 06/01/20 - 08/16/20	\$ 6,300.00
9/14/20	REQ - 17	Wood & Associates Engineering	Invoice# 772 - Engineering Services from 06/01/20 - 08/16/21	\$ 1,500.00
9/14/20	REQ - 18	Core & Main	Construction Materials submitted July 2020 ODP Tracking Sheet	\$ 174,109.34
9/14/20	REQ - 19	Core & Main	Construction Materials submitted August 2020 ODP Tracking Sheet	\$ 96,093.24
9/14/20	REQ - 20	Mack Concrete	Construction Materials submitted August 2020 ODP Tracking Sheet	\$ 9,098.00
9/14/20	REQ - 21	Mack Concrete	Construction Materials submitted July 2020 ODP Tracking Sheet	\$ 38,760.00
9/23/20	REQ - 22	Citrus Landings Development	Invoice # 748 - Construction Management 9/1/20 - 9/15/20	\$ 3,000.00
9/23/20	REQ - 23	Tucker Paving	Pay Application #7 - Services through 8/31/20	\$ 571,727.23
9/28/20	REQ - 24	Wood & Associates Engineering	Invoice# 834 - Engineering Services from 06/1/20 - 08/16/20	\$ 467.50
TOTALS				\$ 2,156,426.54
Fiscal Year 2020				
6/23/20		Bond Proceeds		\$ 3,022,410.99
7/1/20		Interest		\$ 3.97
8/3/20		Interest		\$ 14.35
9/25/20		Reimbursement for Requisition 3 - Already paid by Developer		\$ 9,400.00
9/1/20		Interest		\$ 11.29
9/21/20		Reimbursement for Requisition 11 Area 4		\$ 5,023.00
9/21/20		Reimbursement for Requisition 14 Area 4		\$ 35,133.00
TOTALS				\$ 3,071,996.60
Acquisition/Construction Fund at 10/01/19				\$ -
Inflows through 09/30/20				\$ 3,071,996.60
Outflows thru 09/30/20				\$ (2,156,426.54)
Remaining Acquisition/Construction Fund				<u>\$ 915,570.06</u>

**Holly Hill Road East
Community Development District**

**Special Assessment Revenue Bonds, Series 2020A4
Citrus Reserve
Construction Account Schedule**

Date	Requisition #	Contractor	Description	Amount
Fiscal Year 2020				
9/2/20	REQ - 1	Highland Sumner	Reimbursement for Construction Related Expenses	\$ 154,527.48
9/2/20	REQ - 2	Cassidy Holdings Group, Inc.	Reimbursement for Construction Related Expenses	\$ 257,522.19
9/2/20	REQ - 3	Citrus Reserve, LLC	Reimbursement for Construction Related Expenses	\$ 80.00
9/21/20	REQ - 4	Tucker Paving	Pay Application #6 - Services through 7/30/20	\$ 114,485.27
9/21/20	REQ - 5	Danielle Fence	Invoice# 99638 - PVC Fence Installation - 35% Deposit	\$ 35,215.60
9/21/20	REQ - 6	Hopping Green & Sams	Invoice# 116282 - Legal Services through 06/30/20	\$ 247.94
9/21/20	REQ - 7	Tamknight. LLC	Invoice# 735 - Construction Management Services from 08/16/20 - 08/31/20	\$ 3,000.00
9/21/20	REQ - 8	Wood & Associates Engineering	Invoice# 773 & 774 - Engineering Services from 06/01/20 - 08/16/20	\$ 7,325.00
9/21/20	REQ - 9	Core & Main	Construction Materials submitted August 2020 ODP Tracking Sheet	\$ 47,745.50
9/21/20	REQ - 10	Core & Main	Construction Materials submitted July 2020 ODP Tracking Sheet	\$ 140,373.60
9/21/20	REQ - 11	Holly Hill Road East - Area 3	Reimbursement from Area 4 to Area 3 for Mack Industries Invoice# MCI 114328	\$ 5,023.00
9/21/20	REQ - 12	Holly Hill Road East - Area 3	Reimbursement from Area 4 to Area 3 for Mack Industries Invoice# MCI 114203, 114297	\$ 35,133.00
9/21/20	REQ - 13	Mack Concrete	Construction Materials submitted August 2020 ODP Tracking Sheet	\$ 26,270.00
9/21/20	REQ - 14	Mack Concrete	Construction Materials submitted July 2020 ODP Tracking Sheet	\$ 22,394.00
9/21/20	REQ - 15	Greenberg Traurig	Invoice# 5446012 - Series 2020 Assessment Bonds Phases 3 & 4	\$ 339.75
9/23/20	REQ - 16	Tamknight. LLC	Invoice # 747 - Construction Management 9/1/20 - 9/15/20	\$ 3,000.00
9/25/20	REQ - 17	Tucker Paving	Pay Application #7 - Services through 8/31/20	\$ 254,763.63
TOTALS				\$ 1,107,445.96
Fiscal Year 2020				
8/25/20		Bond Proceeds		\$ 2,534,072.49
9/1/20		Interest		\$ 2.94
TOTALS				\$ 2,534,075.43
Acquisition/Construction Fund at 10/01/19				\$ -
Inflows through 09/30/20				\$ 2,534,075.43
Outflows thru 09/30/20				\$ (1,107,445.96)
Remaining Acquisition/Construction Fund				<u>\$ 1,426,629.47</u>

SECTION 3

SECTION (a)

Requisition	Payee/Vendor	Amount
11	Greenberg Traurig	\$ 339.75
12	Tucker Paving, Inc.	\$ 427,856.33
13	Danielle Fence	\$ 16,286.27
14	Hopping, Green & Sams	\$ 315.56
15	Citrus Landing, LLC	\$ 3,000.00
16	Wood & Associates Engineering, LLC	\$ 6,300.00
17	Wood & Associates Engineering, LLC	\$ 1,500.00
18	Core & Main	\$ 174,109.34
19	Core & Main	\$ 96,093.24
20	Mack Concrete	\$ 9,098.00
21	Mack Concrete	\$ 38,760.00
24	Wood & Associates Engineering, LLC	\$ 467.50
	TOTAL	\$ 774,125.99

SECTION (b)

Requisition	Payee/Vendor	Amount	
1	Highland Sumner	\$	154,527.48
2	Cassidy Holdings Group, Inc.	\$	257,522.19
3	Citrus Reserve, LLC	\$	80.00
TOTAL		\$	412,129.67