



Rizzetta & Company

Southaven Community Development District

Board of Supervisors' Meeting June 3, 2020

**District Office:
2806 N. Fifth Street
Unit 403
St. Augustine, FL 32084**

www.southavencdd.org

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

Rizzetta & Company, Inc., 2806 North Fifth Street, Unit 403, St. Augustine, FL 32084

Board of Supervisors	Walter O'Shea	Chariman
	Lane Gardner	Vice Chariman
	Carla Luigs	Assistant Secretary
	Kevin Jund	Assistant Secretary
	Matthew Gallagher	Assistant Secretary
District Manager	Melissa Dobbins	Rizzetta & Company, Inc.
District Counsel	Jonathan Johnson	Hopping Green & Sams, P.A.
	Katie Buchanan	Hopping Green & Sams, P.A.
Interim Engineer	Scott Lockwood	England, Thims & Miller

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

The first section of the meeting is called Public Comments. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (904) 436-6270. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

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

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE • 2806 North 5th Street • Suite 403 • St. Augustine, FL 32084 • 904-436-6270

www.southavencdd.org

May 27, 2020

Board of Supervisors Southaven Community Development District

AGENDA

The **special** meeting of the Board of Supervisors of the Southaven Community Development District will be held on **June 3, 2020 at 10:00 a.m.** held via teleconference or video conference at 1-929-205-6099 ID # 563 862 7540 pursuant to Executive Orders 20-52, 20-69 and 20-123 issued by Governor DeSantis, respectively, and pursuant to Section 120.54(5)(b)2., Florida Statutes. The following is the agenda for this regular meeting:

1. **CALL TO ORDER/ROLL CALL**
2. **PUBLIC COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Regular Meeting held February 5, 2020.....Tab 1
 - B. Ratification of the Operations and Maintenance Expenditures for January 2020, February 2020, March 2020 and April 2020.....Tab 2
 - C. Ratification of Acceptance of Annual Audit Report, Year Ending September 30, 2019.....Tab 3
 - D. Consideration of LLS, Tax Solutions Engagement for Special Assessment Bond, Series 2015A-1 and Series 2015A-2.....Tab 4
 - E. Consideration of LLS, Tax Solutions Engagement for Special Assessment Bond, Series 2016A-1 and Series 2016A-2.....Tab 5
 - F. Ratification of Custody Account, Series 2016, Requisitions CUS 70-71.....Tab 6
 - G. Ratification of Special Assessment Bond, Series 2016, Requisition CR40.....Tab 7
 - H. Consideration of Resolution 2020-04, Re-Designating Secretary.....Tab 8
 - I. Consideration of Resolution 2020-05, Amending Bank Signatories.....Tab 9
 - J. Consideration of Resolution 2020-06, Setting Landowner Election.....Tab 10
 - K. Consideration of Resolution 2020-07, Adopting Internal Controls Policy.....Tab 11
4. **STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - 1.) Acceptance of Annual Engineer Report, May 7, 2020.....Tab 12
 - C. Landscape and Maintenance
 - 1.) Yellowstone Landscape Report, May 2020.....Tab 13
 - D. Construction Administrator
 - E. Amenity Manager
 - 1.) *Amenity Manager Report, June 3, 2020 (Under Separate Cover)*
 - 2.) Field Maintenance Manager Report, June 3, 2020.....Tab 14
 - 3.) Clear Waters, Lake Management Report, April 28, 2020.....Tab 15
 - F. District Manager
 - 1.) Presentation of Registered Voters.....Tab 16
5. **BUSINESS ITEMS**
 - A. Ratification of New and Revised Amenity Facility Policies.....Tab 17
 - B. Ratification of Vesta Agreement, Amendment No. 2.....Tab 18
 - C. Consideration of Resolution 2020-08, Approving Fiscal Year 2020-2021 Proposed Budget and Setting Public Hearing.....Tab 19
6. **SUPERVISOR REQUESTS**
7. **ADJOURNMENT**

PUBLIC COMMENTS

CALL TO ORDER / ROLL CALL

BUSINESS ADMINISTRATION

Tab 1

MINUTES OF MEETING

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

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

The **regular** meeting of the Board of Supervisors of Southaven Community Development District was held **Wednesday, February 05, 2020 at 10:00 a.m.** at the Markland Amenity Center located at 61 Clarissa Lane St. Augustine, FL 32095.

Present and constituting a quorum:

Walter O'Shea	Board Supervisor, Chairman
Kevin Jund	Board Supervisor, Assistant Secretary
Matthew Gallagher	Board Supervisor, Assistant Secretary

Also present were:

Melissa Dobbins	District Manager, Rizzetta & Company, Inc.
Katie Buchanan	District Counsel, Hopping Green & Sams (via Speakerphone)
Scott Lockwood	District Engineer, England Thims & Miller (via Speakerphone)
Thomas Welch	Construction Administrator, Hines
Lourens Erasmus	Field Operations Manager, Vesta
Dan Fagen	Director of Operations, Vesta
Lisa Licata	Amenity Manager, Vesta
Matt Krabill	Representative, Vesta
Garratt Cannady	Representative, Yellowstone Landscaping

Audience members

FIRST ORDER OF BUSINESS

Call to Order

Ms. Dobbins called the meeting to order at 10:26 a.m. and read roll call.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

An audience member had questions regarding dying trees.

An audience member had questions regarding additional lighting at courts.

THIRD ORDER OF BUSINESS**Consideration of the Minutes of the
Board of Supervisors' Regular
Meeting held August 7, 2019**

On a motion by Mr. Jund, seconded by Mr. O'Shea, with all in favor, the Board approved August 7, 2019 Minutes of Meeting for Southaven Community Development District.

FOURTH ORDER OF BUSINESS**Ratification of the Operations and
Maintenance Expenditures for July
2019, August 2019, September 2019,
October 2019, November 2019 and
December 2019**

On a motion by Mr. Jund, seconded by Mr. O'Shea, with all in favor, the Board ratified Operations and Maintenance Expenditures for July 2019 in the amount of \$44,520.96, August 2019 in the amount of \$35,593.23, September 2019 in the amount of \$83,649.72, October 2019 in the amount of \$44,657.04, November 2019 in the amount of \$44,379.02 and December 2019 in the amount of \$37,254.16 for Southaven Community Development District.

FIFTH ORDER OF BUSINESS**Ratification of Requisitions for
Custody Account Series 2018, CUS 68
and CUS 69**

REQUISITION NO.	PAYEE	AMOUNT
CUS 68	North FL Landscape	\$900.00
CUS 69	Ferrell Bros. Marine Construction	\$67,356.00

On a motion by Mr. Jund, seconded by Mr. O'Shea, with all in favor, the Board ratified Requisitions for Custody Account Series 2018, CUS 68 and CUS 69 for Southaven Community Development District.

SIXTH ORDER OF BUSINESS

STAFF REPORTS

A. District Counsel

1.) Memorandum on Revised Rules of Procedure

Ms. Buchanan reviewed memos and noted that her firm is updating all their Districts Rules of Procedure with newly updated legislation.

2.) Consideration of Resolution 2020-01, Designating the Date, Time and Location of Public Hearing on Adopting Amended Rules of Procedure

The Board set the Public Hearing for May 6, 2020.

On a motion by Mr. Jund, seconded by Mr. Gallagher, with all in favor, the Board adopted Resolution 2020-01, Designating the Date, Time and Location of Public Hearing on Adopting Amended Rules of Procedure for Southaven Community Development District.

B. District Engineer

Mr. Lockwood noted for the Board that they are in final stages and waiting for County to inspect and sign off on infrastructure built.

C. Construction Administrator

Mr. Welch stated everything is on task and developer is selling last lots.

D. Landscape Report

1.) Yellowstone Landscape Report, January 2020

Mr. Cannady reviewed the report under tab 7 of the agenda.

E. Amenity Report

1.) Amenity Manager Report, February 5, 2020

Ms. Licata reviewed the amenity report under tab 8 of the agenda.

2.) Field Operations Manager Report, January 29, 2020

Mr. Krabill reviewed report under tab 9 of the agenda.

3.) Clear Waters Pond Report

Mr. Erasmus provided a pond update.

F. District Manager Report

1.) Ratification of First Addendum to Professional District Services Agreement

On a motion by Mr. O'Shea, seconded by Mr. Jund, with all in favor, the Board ratified First Addendum to Professional District Services Agreement for Southaven Community Development District.

SEVENTH ORDER OF BUSINESS

**Ratification of Vesta Amendment for UTV
Polaris Ranger Usage**

On a motion by Mr. O'Shea, seconded by Mr. Gallagher, with all in favor, the Board ratified Vesta Amendment of \$375.00 monthly for UTV Polaris Ranger Usage for Southaven Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2020-02,
Designating Date, Time and Location of
Public Hearing Adopting Rules of Overnight
Parking and Parking Enforcement**

The Board of Supervisors' stated towing rules would only cover the amenity parking lot. The Board set the public hearing on May 6, 2020.

On a motion by Mr. Jund, seconded by Mr. O'Shea, with all in favor, the Board adopted Resolution 2020-02, Designating Date, Time and Location of Public Hearing adopting Rules of Overnight Parking and Parking Enforcement for Southaven Community Development District.

NINTH ORDER OF BUSINESS

**Discussion Regarding Amenity Facility Age
Limits**

Discussions ensued.

On a motion by Mr. O'Shea, seconded by Mr. Jund, with all in favor, the Board approved amending the fitness center age requirements to allow children ages 12-15 access with an adult, unless child is 14 or 15 and shows documentation they are currently participating in an athletic program, completes a fitness orientation and has signed a waiver. Children under 12 will not be allowed in the fitness center, for Southaven Community Development District.

TENTH ORDER OF BUSINESS

**Consideration of Resolution 2020-03,
Conducting the General Election**

On a motion by Mr. O'Shea, seconded by Mr. Jund, with all in favor, the Board adopted Resolution 2020-03, Conducting the General Election for Southaven Community Development District.

ELEVENTH ORDER OF BUSINESS

**Consideration of Giddens Security Contract
Renewal**

Discussions ensued.

On a motion by Mr. O'Shea, seconded by Mr. Gallagher, with all in favor, the Board approved Giddens Security two year renewal with 4% increase the first year and fixed the second year for Southaven Community Development District.

TWELFTH ORDER OF BUSINESS

Consideration of Wayne Automatic Fire Sprinklers Proposal

On a motion by Mr. Jund, seconded by Mr. Gallagher, with all in favor, the Board approved Wayne Automatic Fire Sprinklers renewal proposal with an annual amount of \$769.75 for Southaven Community Development District.

THIRTEENTH ORDER OF BUSINESS

Discussion Regarding Fire Pit Usage

Discussion ensued. It was stated that the district's insurance agreement recommended signage noting the fire pit is used only by adults and at own risk, only clean dry wood may be burned and a fire extinguisher needs to be nearby. The Board approved signage and fire extinguisher so residents may use the fire pit.

FOURTEENTH ORDER OF BUSINESS

Audience Comments and Supervisor Request

An audience member had a commented regarding playground mulch.

An audience member had a comment regarding subcontractors parking on both sides of the roads.

An audience member had a question on the use of mopeds.

FIFTEENTH ORDER OF BUSINESS

Adjournment

On a motion by Mr. Jund, seconded by Mr. O'Shea, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 11:35 a.m. for Southaven Community Development District.

Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 2

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N. FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FLORIDA 32084

Operation and Maintenance Expenditures January 2020 Presented For Board Approval

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

The total items being presented: **\$82,964.43**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Southaven Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Advanced Disposal St Johns County- PW	001931	PW0000079081	Acct # 003552 -12/19	\$ 95.99
Andrea Plowden	001926	AP010420	Rental Deposit Refund - A. Plowden 01/20	\$ 500.00
Catherine Ferry	001943	CF01192020	Rental Deposit Refund - C. Ferry 01/20	\$ 500.00
Clear Waters, Inc.	001923	101977	Lake Management 12/19	\$ 680.00
Clear Waters, Inc.	001934	102680	Lake Management 01/20	\$ 680.00
Comcast	001941	8495741401210954	Wireless Telephone Services 01/20	\$ 145.27
Comcast	001920	8495741401210954	Wireless Telephone Services 12/19	\$ 145.46
Comcast	001920	8495741401213297	Wireless Telephone Services 12/19	\$ 598.52
Dog Waste Depot	001924	312363	Dog Waste Bags	\$ 95.82
Epic Pools & Hardscape Construction, Inc.	001942	21163	Repair to Sidewalk 12/19	\$ 1,000.00
Florida Power & Light	001935	FPL Summary 12/19	FPL Summary 12/19	\$ 2,477.78
Giddens Security Corporation	001936	23459657	Security Service 12/01/19-12/31/19	\$ 6,870.78
Hopping Green & Sams	001932	112081	General Legal Services 11/19	\$ 474.00

Southaven Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Luis Hernandez	001937	MH01122020	Rental Deposit Refund - M. Hernandez 01/20	\$ 500.00
Patricia Oertle	001921	PO120819	Rental Deposit Refund 12/19	\$ 500.00
Rizzetta & Company, Inc.	001927	INV0000045833	District Management Fees 01/20	\$ 3,258.08
Rizzetta & Company, Inc.	001938	INV0000046391	Annual Dissemination Agent Fee FY 19/20	\$ 6,000.00
Rizzetta Technology Services, LLC	001939	INV0000005374	Website & Email Hosting Services 01/20	\$ 175.00
St Johns Utility Department	001947	SJC Utility Summary 01/20	St Johns County Utility Summary 01/20	\$ 3,341.03
St Johns Utility Department	001922	SJC Utility Summary 12/19	St Johns County Utility Summary 12/19	\$ 2,761.06
The St. Augustine Record Dept 1261	001925	11202019 11/20/19	Acct# 18938 Legal Advertising 11/20/19	\$ 76.29
Turner Pest Control LLC	001928	6279455	Monthly Pest Control 12/19	\$ 70.00
Vesta Property Services, Inc.	001940	364089	Amenity Management / General Facility Maint /	\$ 8,887.16
Vesta Property Services, Inc.	001940	364932	Reimburse Purchases 12/19	\$ 243.24
Wayne Automatic Fire Sprinklers, Inc.	001929	783585	Quarterly Sprinkler Inspection 12/19	\$ 65.00
Wayne Automatic Fire Sprinklers, Inc.	001945	790104	Annual Fire Extinguisher Inspection 01/20	\$ 70.70

Southaven Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Yellowstone Landscape	001933	JAX 72191	Irrigation Repairs 11/19	\$ 386.10
Yellowstone Landscape	001933	JAX 72192	New Bridge Plant Install 11/19	\$ 2,215.00
Yellowstone Landscape	001933	JAX 72193	Rock & Muhly Grass 11/19	\$ 709.38
Yellowstone Landscape	001930	JAX 72647	Landscape Maintenance 11/19	\$ 13,035.99
Yellowstone Landscape	001930	JAX 73862	Landscape Maintenance 12/19	\$ 13,035.99
Yellowstone Landscape	001946	JAX 81044	Irrigation Repairs 01/20	\$ 334.80
Yellowstone Landscape	001946	JAX 81688	Landscape Maintenance 01/20	<u>\$ 13,035.99</u>
Report Total				<u><u>\$ 82,964.43</u></u>

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N. FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FLORIDA 32084

Operation and Maintenance Expenditures February 2020 Presented For Board Approval

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

The total items being presented: **\$39,267.60**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Southaven Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2020 Through February 29, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Advanced Disposal St Johns County	001948	PW0000080469	Acct # 003552 -01/20	\$ 95.99
Clear Waters, Inc.	001954	103361	Lake Management 02/20	\$ 680.00
Comcast	001962	8495741401213297	Wireless Telephone	\$ 599.28
		01/20	Services 01/20	
Comcast	001962	8495741401213297	Wireless Telephone	\$ 609.28
		02/20	Services 02/20	
Florida Power & Light	001963	FPL Summary 01/20	FPL Summary 01/20	\$ 2,400.13
Giddens Security Corporation	001955	23459799	Security Service	\$ 6,574.76
			01/01/2020 - 01/31/2020	
Hopping Green & Sams	001956	112623	General Legal Services	\$ 348.00
			12/19	
Rizzetta & Company, Inc.	001949	INV0000046502	District Management Fees	\$ 3,258.08
			02/20	
Rizzetta Technology Services, LLC	001950	INV0000005476	Website & Email Hosting	\$ 175.00
			Services 02/20	
Smith Electrical, Inc.	001952	14475	Installed and Repaired	\$ 271.42
			Damaged Lights 01/20	
Smith Electrical, Inc.	001964	14604	Replaced LED Trimfor	\$ 367.44
			Recess Can 02/20	
St Johns County Tax Collector *	001951	Postage 2019	Postage Property Tax 2019	\$ 101.49
Dennis W. Hollingsworth				
Sunbelt Gated Access Systems of	001958	71321	Service Call 12/19	\$ 261.00
Florida, LLC.				
Sunbelt Gated Access Systems of	001958	71356	Service Call 01/20	\$ 900.00
Florida, LLC.				

Southaven Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2020 Through February 29, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
The St. Augustine Record Dept 1261	001957	01212020 01/20	Acct# 18938 Legal Advertising 01/21/2020	\$ 76.29
Turner Pest Control LLC	001953	6341886	Monthly Pest Control 01/20	\$ 70.00
Turner Pest Control LLC	001965	6408609	Monthly Pest Control 02/20	\$ 70.00
Vesta Property Services, Inc.	001959	365240	Amenity Management / General Facility Maint /	\$ 8,887.16
Vesta Property Services, Inc.	001959	365754	Billable Mileage 01/20	\$ 37.86
Vesta Property Services, Inc.	001959	366048	Reimburse Purchases 01/20	\$ 176.37
Wayne Automatic Fire Sprinklers, Inc.	001960	793660	Annual Fire Extinguisher Qtrly Inspection 01/20	\$ 65.00
Yellowstone Landscape	001961	JAX 53768	Landscape Maintenance 09/19	\$ 12,656.30
Yellowstone Landscape	001961	JAX 87622	Loropetalum Install 01/20	\$ 243.75
Yellowstone Landscape	001961	JAX 87623	Irrigation Repairs 01/20	\$ 143.00
Yellowstone Landscape	001961	JAX 87624	Irrigation Repairs 01/20	<u>\$ 200.00</u>
Report Total				<u>\$ 39,267.60</u>

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N. FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FLORIDA 32084

Operation and Maintenance Expenditures March 2020 Presented For Board Approval

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

The total items being presented: **\$63,740.50**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Southaven Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2020 Through March 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Advanced Disposal St Johns County	001973	PW0000081879	Acct # 003552 -02/20	\$ 96.00
Andrea Plowden	001967	AP02272020	Rental Deposit Refund - A. Plowden	\$ 500.00
Clear Waters, Inc.	001983	104054	Lake Management 03/20	\$ 680.00
Comcast	001966	8495741401210954 02/20	Wireless Telephone Services 02/20	\$ 145.27
England-Thims & Miller, Inc.	001984	0193503	Engineering Services 02/20	\$ 70.00
First Coast Fire & Safety Equipment	001978	6638030420	Extinguisher and Cabinet 03/20	\$ 189.90
Florida Power & Light	001985	FPL Summary 02/20	FPL Summary 02/20	\$ 2,432.00
Giddens Security Corporation	001974	23459937	Security Service 02/01/2020-02/29/2020	\$ 6,739.20
Hopping Green & Sams	001975	113176	General Legal Services 01/20	\$ 795.50
Howard Services, Inc.	001976	C-2563	A/C Repair 11/19	\$ 248.50
Howard Services, Inc.	001976	S-7516	A/C Repair 03/20	\$ 1,322.50
John W Priest	001986	20200306A	Computer Lab Repair 03/20	\$ 190.00
McDermitt Davis & Company, LLC.	001987	44341	Audit Services FY 09/19	\$ 3,700.00

Southaven Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2020 Through March 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Otis Elevator Company	001979	TAJ19018001	Hydraulic Elevator Repair 03/20	\$ 1,122.50
Rizzetta & Company, Inc.	001968	INV0000047357	District Management Fees 03/20	\$ 3,258.08
Rizzetta Technology Services, LLC	001969	INV0000005576	Website & Email Hosting Services 03/20	\$ 175.00
St Johns Utility Department	001972	030920 SJCU	Southaven 2C & 3 - Reuse Meter for Common Area	\$ 1,014.94
St Johns Utility Department	001970	SJC Utility Summary 02/20	St Johns County Utility Summary 02/20	\$ 3,161.80
Sunbelt Gated Access Systems of Florida, LLC.	001980	71208	Service Call 12/19	\$ 600.00
Sunbelt Gated Access Systems of Florida, LLC.	001977	71415	Service Call 02/20	\$ 978.65
Turner Pest Control LLC	001981	6471116	Monthly Pest Control 02/20	\$ 70.00
Vesta Property Services, Inc.	001988	366337	Amenity Management / General Facility Maint /	\$ 9,527.83
Vesta Property Services, Inc.	001982	366977	Billable Mileage 02/20	\$ 24.49
Vesta Property Services, Inc.	001982	367200	Reimburse Purchases 02/20	\$ 420.36
Yellowstone Landscape	001971	JAX 90602	Irrigation Repairs 02/20	\$ 206.00
Yellowstone Landscape	001971	JAX 90844	Landscape Maintenance 02/20	\$ 13,035.99

Southaven Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2020 Through March 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Yellowstone Landscape	001989	JAX 97278	Landscape Maintenance 03/20	<u>\$ 13,035.99</u>
Report Total				<u>\$ 63,740.50</u>

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N. FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FLORIDA 32084

Operation and Maintenance Expenditures April 2020 Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2020 through April 30, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$46,607.76**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Southaven Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2020 Through April 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Advanced Disposal St Johns County	001993	PW0000083227	Acct # 003552 -03/20	\$ 95.99
Clear Waters, Inc.	002004	104758	Lake Management 04/20	\$ 680.00
Comcast	001990	8495741401210954	Wireless Telephone	\$ 145.27
		03/20	Services 03/20	
Comcast	001990	8495741401213297	Wireless Telephone	\$ 599.28
		03/20	Services 03/20	
Comcast	002005	8495741401213297	Wireless Telephone	\$ 598.91
		04/20	Services 04/20	
Dog Waste Depot	002006	318739	Dog Waste Bags 01/20	\$ 65.33
Florida Power & Light	002000	FPL Summary 03/20	FPL Summary 03/20	\$ 2,491.60
Giddens Security Corporation	002001	23460147	Security Service	\$ 7,047.00
			03/01/2020-03/31/2020	
Hopping Green & Sams	001994	113881	General Legal Services	\$ 1,154.00
			02/20	
John W Priest	002007	20200418A	Computer Lab Repair	\$ 190.00
			04/20	
Poolsure	001998	131295591339	Water Management 03/20	\$ 412.50
Rizzetta & Company, Inc.	001995	INV0000048111	District Management Fees	\$ 3,258.08
			04/20	
Rizzetta Technology Services, LLC	001996	INV0000005676	Website & Email Hosting	\$ 175.00
			Services 04/20	

Southaven Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2020 Through April 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
St Johns Utility Department	001991	SJC Utility Summary	St Johns County Utility	\$ 3,028.40
		03/20	Summary 03/20	
Synergy Florida	001992	332160	Repair Service 03/20	\$ 685.00
Turner Pest Control LLC	001999	6538929	Monthly Pest Control 03/20	\$ 70.00
Vesta Property Services, Inc.	002002	368001	Amenity Management /	\$ 9,527.83
			General Facility Maint /	
Vesta Property Services, Inc.	002002	368340	Reimburse Purchases	\$ 578.73
			03/20	
Yellowstone Landscape	002003	JAX 100718	Landscape Maintenance	\$ 13,035.99
			04/20	
Yellowstone Landscape	001997	JAX 100967	Pine Bark Mulch 04/20	\$ 1,369.90
Yellowstone Landscape	001997	JAX 100968	Drainage Swale Clearance	\$ 240.00
			04/20	
Yellowstone Landscape	001997	JAX 100969	Kayak Launch French	\$ 1,158.95
			Drains installed 04/20	
Report Total				<u>\$ 46,607.76</u>

Tab 3

Financial Report

Year Ended September 30, 2019

**Southaven Community
Development District**

	<u>Page</u>
I. Financial Section:	
Independent Auditor's Report	1
Management's Discussion and Analysis	3
Financial Statements:	
Government-Wide Financial Statements:	
Statement of Net Position	7
Statement of Activities	8
Fund Financial Statements:	
Balance Sheet - Governmental Funds	9
Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds	10
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities	11
Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual - General Fund	12
Notes to Financial Statements	13
II. Compliance Section:	
Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	22
Management Comments	23
Independent Accountant's Report on Compliance with the Requirements of Section 218.415, Florida Statutes	25

INDEPENDENT AUDITOR'S REPORT

To the Board of Supervisors
Southaven Community Development District

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of *Southaven Community Development District* (the "District"), as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

The District's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting principles used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, and each major fund of the District as of September 30, 2019, and the respective changes in financial position thereof and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis starting on page 3, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated March 11, 2020, on our consideration of the District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

McDermitt Davis

Orlando, Florida
March 11, 2020

Our discussion and analysis of *Southaven Community Development District*, St. Johns County, Florida's (the "District") financial accomplishments provide an overview of the District's financial activities for the year ended September 30, 2019. Please read it in conjunction with the District's Independent Auditor's Report, financial statements and accompanying notes.

This information is being presented to provide additional information regarding the activities of the District and to meet the disclosure requirements of Government Accounting Standards Board Statement (GASB) No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments* issued June 1999.

Financial Highlights

- The assets of the District exceeded its liabilities at September 30, 2019 by \$8,409,797, an increase in net position of \$1,571,351 in comparison with the prior year.
- At September 30, 2019, the District's governmental funds reported fund balances of \$1,103,252, an decrease of \$226,224 in comparison with the prior year.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to *Southaven Community Development District's* financial statements. The District's financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements and 3) notes to financial statements.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all of the District's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods.

The government-wide financial statements include all governmental activities that are principally supported by special assessment revenues. The District does not have any business-type activities. The governmental activities of the District include general government, physical environment, public safety, and parks and recreation related functions.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District has one fund category: Governmental Funds.

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a District's near-term financing requirements.

Governmental Funds

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District maintains three individual governmental funds. Information is presented separately in the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances for the general fund, debt service fund and capital projects fund, all of which are considered to be major funds.

The District adopts an annual appropriated budget for its general fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with the budget.

Notes to Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Government-Wide Financial Analysis

Statement of Net Position

The District's net position was \$8,409,797 at September 30, 2019. The analysis that follows focuses on the net position of the District's governmental activities.

	2019	2018
Assets, excluding capital assets	\$ 1,179,086	\$ 1,378,133
Capital assets, net of depreciation	15,749,923	15,622,032
Total assets	16,929,009	17,000,165
Liabilities, excluding long-term liabilities	284,133	302,813
Long-term Liabilities	8,235,079	9,858,906
Total liabilities	8,519,212	10,161,719
Net Position:		
Net investment in capital assets	7,913,051	6,156,037
Restricted for debt service	391,892	618,357
Restricted for capital projects	2,816	2,756
Unrestricted	102,038	61,296
Total net position	\$ 8,409,797	\$ 6,838,446

The following is a summary of the District's governmental activities for the fiscal years ended September 30, 2019 and 2018.

	2019	2018
Revenues:		
Program revenues	\$ 2,746,016	\$ 5,161,355
General revenues	2,507	1,124
Total revenues	2,748,523	5,162,479
Expenses:		
General government	74,661	76,395
Maintenance and operations	330,538	287,777
Public safety	87,517	85,483
Parks and recreation	137,219	125,091
Interest on long-term debt	547,237	652,900
Total expenses	1,177,172	1,227,646
Change in net position	1,571,351	3,934,833
Net position, beginning	6,838,446	2,903,613
Net position, ending	\$ 8,409,797	\$ 6,838,446

As noted above and in the statement of activities, the cost of all governmental activities during the year ended September 30, 2019 was \$1,177,172. The majority of these costs are interest on long-term debt.

Financial Analysis of the Government's Funds

The District uses fund accounting to ensure and demonstrate compliance with finance related legal requirements. The focus of the District's governmental funds is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing the District's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year. At September 30, 2019, the District's governmental funds reported combined ending fund balances of \$1,103,252. Of this total, \$28,150 is non-spendable, \$1,001,214 is restricted, and the remainder of \$73,888 is unassigned.

The general fund balance increased by \$40,742 due to receiving more assessment revenue. The debt service fund balance decreased by \$267,026 due to extra principal payments on bonds outstanding. The capital projects fund balance did not change significantly.

General Fund Budgetary Highlights

An operating budget was adopted and maintained by the governing board for the District pursuant to the requirements of Florida Statutes. The budget to actual comparison for the general fund, including the original budget and final adopted budget, is shown on page 12. The budget is adopted using the same basis of accounting that is used in preparation of the fund financial statements. The legal level of budgetary control is at the fund level.

Capital Asset and Debt Administration

Capital Assets

At September 30, 2019, the District had \$15,749,923 invested in infrastructure. More detailed information about the District's capital assets is presented in the notes to financial statements.

Capital Debt

At September 30, 2019, the District had \$8,265,000 in bonds outstanding. More detailed information about the District's capital debt is presented in the notes to financial statements.

Requests for Information

If you have questions about this report or need additional financial information, contact *Southaven Community Development District's* Finance Department at 12750 Citrus Park Lane, Suite 115, Tampa, Florida 33625.

FINANCIAL STATEMENTS

Southaven Community Development District
Statement of Net Position
September 30, 2019

	Governmental Activities
Assets:	
Cash	\$ 94,434
Accounts receivable	55,288
Prepaid costs	25,697
Deposits	2,453
Restricted assets:	
Temporarily restricted investments	1,001,214
Capital Assets:	
Capital assets not being depreciated	13,854,090
Capital assets being depreciated, net	1,895,833
Total assets	16,929,009
Liabilities:	
Accounts payable and accrued expenses	75,834
Accrued interest payable	208,299
Noncurrent liabilities:	
Due within one year	135,000
Due in more than one year	8,100,079
Total liabilities	8,519,212
Net Position:	
Net investment in capital assets	7,913,051
Restricted for debt service	391,892
Restricted for capital projects	2,816
Unrestricted	102,038
Total net position	\$ 8,409,797

Southaven Community Development District
Statement of Activities
Year Ended September 30, 2019

Functions/Programs	Expenses	Program Revenue		Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
Governmental activities:				
General government	\$ 74,661	\$ 59,610	\$ 92,061	\$ -
Maintenance and operations	330,538	263,905	-	197,891
Public safety	87,517	69,875	-	-
Parks and recreation	137,219	112,719	-	-
Interest on long-term debt	547,237	1,928,848	21,047	60
Total governmental activities	\$ 1,177,172	\$ 2,434,957	\$ 113,108	\$ 197,951
General Revenues:				
Miscellaneous				2,507
Total general revenues				2,507
Change in net position				1,571,351
Net position, beginning				6,838,446
Net position, ending				\$ 8,409,797

Southaven Community Development District
Balance Sheet - Governmental Funds
September 30, 2019

	<u>General</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Total Governmental Funds</u>
Assets:				
Cash	\$ 94,434	\$ -	\$ -	\$ 94,434
Accounts receivables	10,159	-	45,129	55,288
Investments	-	998,398	2,816	1,001,214
Prepaid costs	25,697	-	-	25,697
Deposits	2,453	-	-	2,453
Total assets	<u>\$ 132,743</u>	<u>\$ 998,398</u>	<u>\$ 47,945</u>	<u>\$ 1,179,086</u>
Liabilities and Fund Balances:				
Liabilities:				
Accounts payable and accrued expenses	\$ 30,705	\$ -	\$ 45,129	\$ 75,834
Total liabilities	<u>30,705</u>	<u>-</u>	<u>45,129</u>	<u>75,834</u>
Fund balances:				
Nonspendable	28,150	-	-	28,150
Restricted for:				
Debt service	-	998,398	-	998,398
Capital projects	-	-	2,816	2,816
Unassigned	73,888	-	-	73,888
Total fund balances	<u>102,038</u>	<u>998,398</u>	<u>2,816</u>	<u>1,103,252</u>
Total liabilities and fund balances	<u>\$ 132,743</u>	<u>\$ 998,398</u>	<u>\$ 47,945</u>	
Amounts reported for governmental activities in the statement of net position are different because:				
Capital Assets used in Governmental Activities are not financial resources and therefore are not reported in the funds.				15,749,923
Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds.				
Accrued interest payable		(208,299)		
Bonds payable		<u>(8,235,079)</u>		<u>(8,443,378)</u>
Net Position of Governmental Activities				<u>\$ 8,409,797</u>

Southaven Community Development District
Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
Year Ended September 30, 2019

	General	Debt Service	Capital Projects	Total Governmental Funds
Revenues:				
Assessment revenue	\$ 506,109	\$ 671,205	\$ -	\$ 1,177,314
Special assessments, prepayments	-	1,257,643	-	1,257,643
Developer contributions	92,061	-	197,891	289,952
Investment & miscellaneous income	2,507	21,047	60	23,614
Total revenues	600,677	1,949,895	197,951	2,748,523
Expenditures:				
Current:				
General government	74,661	-	-	74,661
Public safety	87,517	-	-	87,517
Maintenance and operations	260,538	-	-	260,538
Parks and recreation	137,219	-	-	137,219
Debt Service:				
Interest	-	591,921	-	591,921
Principal	-	1,625,000	-	1,625,000
Capital outlay	-	-	197,891	197,891
Total expenditures	559,935	2,216,921	197,891	2,974,747
Excess (Deficit) of Revenues Over Expenditures	40,742	(267,026)	60	(226,224)
Net change in fund balances	40,742	(267,026)	60	(226,224)
Fund balances, beginning of year	61,296	1,265,424	2,756	1,329,476
Fund balances, end of year	\$ 102,038	\$ 998,398	\$ 2,816	\$ 1,103,252

Southaven Community Development District
**Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of
Governmental Funds to the Statements of Activities**
Year Ended September 30, 2019

Amounts reported for Governmental Activities in the Statement of Activities are different because:

Net Change in Fund Balances - total governmental funds (page 10)	\$	(226,224)
--	----	-----------

Governmental Funds report outlays for Capital Assets as expenditures because such outlays use current financial resources; however, in the statement of net position the cost of those assets is recorded as capital assets.

Depreciation of capital assets is not recognized in the governmental fund statements but is reported as an expense in the statement of activities.

Capital outlay	197,891	
Depreciation expense	<u>(70,000)</u>	127,891

Repayments of long-term liabilities are reported as expenditures in governmental funds, while repayments reduce long-term liabilities in the statement of net position.	1,625,000
---	-----------

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

Change in accrued interest	45,857	
Amortization of bond discount	<u>(1,173)</u>	<u>44,684</u>

Change in Net Position of Governmental Activities (page 8)	<u>\$</u>	<u>1,571,351</u>
--	-----------	------------------

Southaven Community Development District
Statement of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - General Funds
Year Ended September 30, 2019

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues:				
Assessment revenue	\$ 506,607	\$ 506,607	\$ 506,109	\$ (498)
Developer contributions	109,203	109,203	92,061	(17,142)
Investment & miscellaneous income	-	-	2,507	2,507
Total revenues	615,810	615,810	600,677	(15,133)
Expenditures:				
Current:				
General government	80,246	80,246	74,661	5,585
Public safety	84,633	84,633	87,517	(2,884)
Maintenance and operations	319,074	319,074	260,538	58,536
Parks and recreation	131,857	131,857	137,219	(5,362)
Total expenditures	615,810	615,810	559,935	55,875
Net change in fund balance	-	-	40,742	40,742
Fund balance, beginning	61,296	61,296	61,296	-
Fund balance, ending	\$ 61,296	\$ 61,296	\$ 102,038	\$ 40,742

NOTES TO FINANCIAL STATEMENTS

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

Southaven Community Development District, (the "District") was established on May 13, 2014 by St. Johns County Ordinance 2014-22 pursuant to the Uniform Community Development District Act of 1980, otherwise known as Chapter 190, Florida Statutes. The Act provides, among other things, the power to manage basic services for community development, the power to borrow money and issue bonds, and the power to levy and assess non-ad valorem assessments for the financing and delivery of capital infrastructure. The District was established for the purpose of financing and managing the acquisition, construction, maintenance and operation of a portion of the infrastructure necessary for community development within the District.

The District is governed by the Board of Supervisors (the "Board"), which is composed of five members. Ownership of land within the District entitles the owner to one vote per acre. The Board of Supervisors of the District exercises all powers granted to the District pursuant to Chapter 190, Florida Statutes. All of the Board members were associated with Southaven Land Associates, LLC (the "Developer"). The District is economically dependent on the Developer.

The Board has final responsibility for:

1. Allocating and levying assessments.
2. Approving budgets.
3. Exercising control over facilities and properties.
4. Controlling the use of funds generated by the District.
5. Approving the hiring and firing of key personnel.
6. Financing improvements.

The financial statements were prepared in accordance with Governmental Accounting Standards Board ("GASB") Statements 14, 39, and 61. Under the provisions of those standards, the financial reporting entity consists of the primary government, organizations for which the District Board of Supervisors is considered to be financially accountable, and other organizations for which the nature and significance of their relationship with the District are such that, if excluded, the financial statements of the District would be considered incomplete or misleading. There are no entities considered to be component units of the District; therefore, the financial statements include only the operations of the District.

Government-Wide and Fund Financial Statements

The financial statements include both government-wide and fund financial statements.

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, 2) grants, contributions and investment earnings that are restricted to meeting the operational or capital requirements of a particular function or segment and 3) operating-type special assessments that are treated as charges for services (including assessments for maintenance and debt service). Other items not included among program revenues are reported instead as *general revenues*.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Assessments are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the modified *accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period, except for Developer receivables for retainage, which are collected from the Developer when the amount is due to the contractor. Expenditures are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

Assessments, including debt service assessments and operation and maintenance assessments, are non-ad valorem assessments imposed on all lands located within the District and benefited by the District's activities. Operation and maintenance special assessments are levied by the District prior to the start of the fiscal year which begins October 1st and ends on September 30th. These assessments are imposed upon all benefited lands located in the District. Debt service special assessments are imposed upon certain lots and lands as described in each resolution imposing the special assessment for each series of bonds issued by the District. Certain debt service assessments are collected upon the closing of those lots subject to short term debt and are used to prepay a portion of the bonds outstanding.

Assessments and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the District.

The District reports the following major governmental funds:

General Fund - Is the District's primary operating fund. It is used to account for and report all financial resources not accounted for and reported in another fund.

Debt Service Fund- Accounts for the accumulation of resources for the annual payment of principal and interest on long-term debt.

Capital Project Fund - Accounts for the financial resources to be used for the acquisition or construction of major infrastructure within the District.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

Assets, Liabilities, Deferred Outflows/Inflows of Resources and Net Position/Fund Balance

Restricted Assets

These assets represent cash and investments set aside pursuant to bond covenants.

Deposits and Investments

The District's cash and cash equivalents are considered to be cash on hand and demand deposits.

Investments of the District are reported at fair value and are categorized within the fair value hierarchy established in accordance with GASB Statement No. 72, *Fair Value Measurement and Application*. The District's investments consist of investments authorized in accordance with Section 218.415, Florida Statutes.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Prepaid Items

Inventory and prepaid items are recorded as expenditures when consumed rather than when purchased in both government-wide and fund financial statements.

Capital Assets

Capital assets, which include property, plant, equipment and infrastructure assets (e.g., roads, sidewalks and similar items), are reported in the applicable governmental activities column in the government-wide financial statements. Capital assets are defined by the District as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, plant and equipment of the District are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings and Other Structures	30

Long Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the straight-line method. Bond issuance costs are reported as expenses. Bonds payable are reported net of premiums or discounts.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as expenditures.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The District does not have any item that qualifies for reporting in this category for the year ended September 30, 2019.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. The District does not have any item that qualifies for reporting in this category for the year ended September 30, 2019.

Net Position Flow Assumption

Sometimes the District will fund outlays for a particular purpose from both restricted and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the government-wide financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the District's policy to consider restricted net position to have been depleted before unrestricted net position is applied.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Fund Balance Flow Assumptions

Sometimes the District will fund outlays for a particular purpose from both restricted and unrestricted resources (total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the District's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

Fund Balance Policies

Fund balance of governmental funds is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The District itself can establish limitations on the use of resources through either commitment (committed fund balance) or an assignment (assigned fund balance).

The committed fund balance classification includes fund balance amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. The Board of Supervisors is the highest level of decision-making authority for the government that can, by adoption of an ordinance or resolution prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the ordinance or resolution remains in place until a similar action is taken to remove or revise the limitation.

Amounts in the assigned fund balance classification are intended to be used by the government for specific purposes but do not meet the criteria to be classified as committed. The Board of Supervisors has authorized the District Manager to assign amounts for specific purposes. The Board of Supervisors may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's appropriated budget. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment.

Other Disclosures

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

New Accounting Standards Issued

In fiscal year 2019, the District implemented Government Accounting Standards Board (GASB) Statement No. 88, *Certain Disclosures Related to Debt, Including Direct Borrowings and Direct Placements*. This statement requires additional note disclosures for certain debt issues. There was no effect on beginning balances of the District.

Additionally, the GASB has issued Statement No. 83, *Certain Asset Retirement Obligations* that is effective for the fiscal year. The District has reviewed this statement and determined that this pronouncement has no discernable impact on these financial statements.

NOTE 2 STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Budgetary Information

The District is required to establish a budgetary system and an approved annual budget for the General Fund. Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America. All annual appropriations lapse at the fiscal year end. The legal level of budgetary control is at the fund level. Any budget amendments that increase the aggregate budgeted appropriations, at the fund level, must be approved by the Board of Supervisors.

The District follows these procedures in establishing the budgetary data reflected in the financial statements.

1. Each year the District Manager submits to the District Board a proposed operating budget for the fiscal year commencing the following October 1.
2. A public hearing is conducted to obtain comments.
3. Prior to October 1, the budget is legally adopted by the District Board.
4. All budget changes must be approved by the District Board.
5. The budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America.

NOTE 3 DEPOSITS AND INVESTMENTS

Deposits

The District's cash balances were entirely covered by federal depository insurance or by a collateral pool pledged to the State Treasurer. Florida Statutes Chapter 280, "Florida Security for Public Deposits Act", requires all qualified depositories to deposit with the Treasurer or another banking institution eligible collateral equal to various percentages of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance held. The percentage of eligible collateral (generally, U.S. Governmental and agency securities, state or local government debt, or corporate bonds) to public deposits is dependent upon the depository's financial history and its compliance with Chapter 280. In the event of a failure of a qualified public depository, the remaining public depositories would be responsible for covering any resulting losses.

Investments

The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The fair value is the price that would be received to sell an asset, or paid to transfer a liability, in an orderly transaction between market participants at the measurement date. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. The District uses a market approach in measuring fair value that uses prices and other relevant information generated by market transactions involving identical or similar assets, liabilities, or groups of assets and liabilities.

Under GASB 72, assets or liabilities are classified into one of three levels. Level 1 is the most reliable and is based on quoted price for identical assets, or liabilities, in an active market. Level 2 uses significant other observable inputs when obtaining quoted prices for identical or similar assets, or liabilities, in markets that are not active. Level 3 is the least reliable, and uses significant unobservable inputs that use the best information available under the circumstances, which includes the District's own data in measuring unobservable inputs.

The District has the following recurring fair value measurements as of September 30, 2019:

- Federated Prime Obligation Fund of \$1,001,214 are valued using Level 2 inputs.

Instead of establishing a written investment policy, the District elected to limit investments to those approved by Florida Statutes and the District Trust Indenture. Authorized District investments include, but are not limited to:

1. The Local Government Surplus Funds Trust Fund (SBA);
2. Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency;
3. Interest-bearing time deposits or savings accounts in qualified public depositories;
4. Direct obligations of the U.S. Treasury.

NOTE 3 DEPOSITS AND INVESTMENTS (CONTINUED)

Investments made by the District at September 30, 2019 are summarized below. In accordance with GASB 31, investments are reported at fair value.

<u>Investment Type</u>	<u>Fair Value</u>	<u>Credit Rating</u>	<u>Weighted Average Maturity</u>
Federated Prime Obligation Fund #5	\$ 1,001,214	AAAm	33 Days

Credit Risk:

For investments, credit risk is generally the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. Investments in U.S. Government securities and agencies must be backed by the full faith and credit of the United States Government. Short term bond funds shall be rated by a nationally recognized ratings agency and shall maintain the highest credit quality rating. Investment ratings by investment type are included in the preceding summary of investments.

Custodial Credit Risk:

In the case of deposits, this is the risk that, in the event of a bank failure, the District's deposits may not be returned to it. The District's investment policy requires that bank deposits be secured as provided by Chapter 280, Florida Statutes. This law requires local governments to deposit funds only in financial institutions designated as qualified public depositories by the Chief Financial Officer of the State of Florida, and creates the Public Deposits Trust Fund, a multiple financial institution pool with the ability to assess its member financial institutions for collateral shortfalls if a default or insolvency has occurred. At September 30, 2019, all of the District's bank deposits were in qualified public depositories.

For an investment, this is the risk that, in the event of the failure of the counterparty, the government will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. At September 30, 2019, none of the investments listed are exposed to custodial credit risk because their existence is not evidenced by securities that exist in physical or book entry form.

Concentration of Credit Risk:

The District places no limit on the amount the District may invest in any one issuer.

Interest Rate Risk:

The District does not have a formal policy that limits investment maturities as a means of managing exposure to fair value losses arising from increasing interest rates. The District manages its exposure to declines in fair values by investing primarily in pooled investments that have a weighted average maturity of less than three months.

NOTE 4 CAPITAL ASSETS

Capital asset activity for the year ended September 30, 2019 was as follows:

	Beginning Balance	Additions	Disposals	Ending Balance
Governmental Activities:				
Capital assets not being depreciated:				
Improvements under construction	\$ 13,656,199	\$ 197,891	\$ -	\$ 13,854,090
Total capital assets not being depreciated	13,656,199	197,891	-	13,854,090
Capital assets being depreciated:				
Building	2,100,000	-	-	2,100,000
Total capital assets being depreciated	2,100,000	-	-	2,100,000
Less accumulated depreciation for:				
Building	(134,167)	(70,000)	-	(204,167)
Total accumulated depreciation	(134,167)	(70,000)	-	(204,167)
Total capital assets being depreciated, net	1,965,833	(70,000)	-	1,895,833
Governmental activities capital assets, net	\$ 15,622,032	\$ 127,891	\$ -	\$ 15,749,923

Depreciation expense for 2019 was charged to physical environment.

Total projected cost of the infrastructure improvements has been estimated at approximately \$19 million, which will be funded with Developer contributions and additional bond issues.

NOTE 5 LONG-TERM LIABILITIES

Series 2015 Special Assessment Bonds

In March 2015, the District issued \$7,555,000 of Special Assessment Bonds, Series 2015. The Bonds consist of \$4,035,000 Series 2015A-1 (\$1,855,000 Term Bonds due May 1, 2035 with a fixed interest rate of 5.95% and \$2,180,000 Term Bonds due May 1, 2045 with a fixed interest rate of 6.0%) and \$3,520,000, Series 2015A-2 Term Bonds due May 1, 2045 with a fixed interest rate of 5.9%. The Bonds were issued to finance the acquisition and construction of certain improvements for the benefit of the property within the District. Interest is paid semiannually on each May 1 and November 1. Principal on the Bonds is to be paid serially commencing May 1, 2016 through May 1, 2045.

The Series 2015 Bonds are subject to redemption at the option of the District prior to maturity at a redemption price as set forth in the Bond Indenture. The Bonds are subject to extraordinary mandatory redemption prior to maturity in the manner determined by the Bond Indenture. In the event of default, all principal and interest of the Bonds will become immediately due and payable.

The Bond Indenture requires that the District maintain adequate funds in a reserve account to meet the debt service reserve requirements as defined in the Indenture. The requirement has been met at September 30, 2019.

The Bond Indenture has certain restrictions and requirements relating principally to the use of proceeds to pay for the infrastructure improvements and the procedures to be followed by the District on assessments to property owners. The District agreed to levy special assessments in annual amounts adequate to provide payment of debt service. Payment of principal and interest on the 2015 Bonds is secured by a pledge of and a first lien upon the pledged special assessment revenue. The District is in compliance with the requirements of the Bond Indenture.

NOTE 5 LONG-TERM LIABILITIES (CONTINUED)

As of September 30, 2019, total principal and interest remaining on the Series 2015 Special Assessment Bonds was \$6,084,560. For the fiscal year ended September 30, 2019, principal and interest paid was \$800,308 and special assessment revenue pledged was \$585,770.

Series 2016 Special Assessment Bonds:

In November 2016, the District issued \$6,925,000 of Special Assessment Bonds, Series 2016. The Bonds consist of \$4,515,000 Series 2016A-1 (\$250,000 Term Bonds due May 1, 2021 with a fixed interest rate of 4.50%, \$400,000 Term Bonds due May 1, 2026 with a fixed interest rate of 5.35%, \$1,245,000 Term Bond due May 1, 2036 with a fixed interest rate of 6.1%, and \$2,620,000 Term Bonds due May 1, 2047 with a fixed interest rate of 6.25%) and \$2,410,000, Series 2016A-2 Term Bonds due November 1, 2023 with a fixed interest rate of 6.25%. The Bonds were issued to finance the acquisition and construction of certain improvements for the benefit of the property within the District. Interest is paid semiannually on each May 1 and November 1. Principal on the Bonds is to be paid serially commencing May 1, 2018 through May 1, 2047.

The Series 2016 Bonds are subject to redemption at the option of the District prior to maturity at a redemption price as set forth in the Bond Indenture. The Bonds are subject to extraordinary mandatory redemption prior to maturity in the manner determined by the Bond Indenture. In the event of default, all principal and interest of the Bonds will become immediately due and payable.

The Bond Indenture requires that the District maintain adequate funds in a reserve account to meet the debt service reserve requirements as defined in the Indenture. The requirement has been met at September 30, 2019.

The Bond Indenture has certain restrictions and requirements relating principally to the use of proceeds to pay for the infrastructure improvements and the procedures to be followed by the District on assessments to property owners. The District agreed to levy special assessments in annual amounts adequate to provide payment of debt service. Payment of principal and interest on the 2016 Bonds is secured by a pledge of and a first lien upon the pledged special assessment revenue. The District is in compliance with the requirements of the Bond Indenture.

As of September 30, 2019, total principal and interest remaining on the Series 2016 Special Assessment Bonds was \$10,210,151. For the fiscal year ended September 30, 2019, principal and interest paid was \$1,416,613 and special assessment revenue pledged was \$1,343,078.

Long-term liability activity for the year ended September 30, 2019 was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Governmental activities:					
Bonds Payable:					
Series 2015	\$ 3,770,000	\$ -	\$ (585,000)	\$ 3,185,000	\$ 70,000
Less: Discount	(31,094)	-	1,173	(29,921)	-
Series 2016	6,120,000	-	(1,040,000)	5,080,000	65,000
Governmental activity long-term liabilities	\$ 9,858,906	\$ -	\$ (1,623,827)	\$ 8,235,079	\$ 135,000

NOTE 5 LONG-TERM LIABILITIES (CONTINUED)

At September 30, 2019, the scheduled debt service requirements on the bonds payable were as follows:

Year Ending September 30,	Governmental Activities	
	Principal	Interest
2020	\$ 135,000	\$ 499,918
2021	135,000	492,831
2022	145,000	485,743
2023	155,000	477,538
2024	890,000	446,112
2025 - 2029	975,000	1,964,893
2030 - 2034	1,310,000	1,634,821
2035 - 2039	1,530,000	1,208,423
2040 - 2044	1,940,000	696,400
2045 - 2049	1,050,000	123,038
	<u>\$ 8,265,000</u>	<u>\$ 8,029,717</u>

NOTE 6 DEVELOPER TRANSACTIONS

The Developer owns a portion of land within the District; therefore assessment revenue in the general fund include assessments levied on land owned by the Developer. The Developer's portion of revenue (developer contributions) for the year ended September 30, 2019 totaled \$637,206 which is 23% of total revenue.

The District's activity is dependent upon the continued involvement of the Developer, the loss of which could have a material adverse effect on the District's operations.

NOTE 7 MANAGEMENT COMPANY

The District has contracted with a management company to perform management services, which include financial and accounting services. Certain employees of the management company also serve as officers (Board appointed non-voting positions) of the District. Under the agreements, the District compensates the management company for management, accounting, financial reporting and other administrative costs.

NOTE 8 RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. These risks are covered by commercial insurance from independent third parties. The District has filed three claims totaling \$17,541 under this commercial coverage during the last three years.

NOTE 9 COMMITMENTS

Construction Commitments:

As of September 30, 2019, the District had construction commitments totaling \$228,746.

COMPLIANCE SECTION

**INDEPENDENT AUDITOR'S 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**

To the Board of Supervisors
Southaven Community Development District

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of *Southaven Community Development District* (the "District") as of and for the year ended September 30, 2019 and the related notes to the financial statements, which collectively comprise the District's financial statements and have issued our report thereon dated March 11, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

McDermitt Davis

Orlando, Florida
March 11, 2020

MANAGEMENT COMMENTS

Board of Supervisors
Southaven Community Development District

Report on the Financial Statements

We have audited the financial statements of *Southaven Community Development District*, (the "District") as of and for the fiscal year ended September 30, 2019, and have issued our report thereon dated March 11, 2020.

Auditor's Responsibility

We conducted our audit 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 Chapter 10.550, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* and Independent Accountant's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated March 11, 2020, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no findings or recommendations made in the preceding annual financial audit report.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to financial statements. This information has been disclosed in the notes to financial statements.

Financial Condition and Management

Section 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the District has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the District did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for the District. It is management's responsibility to monitor the District's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Additional Matters

Section 10.554(1)(b)3. Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, and applicable management, the Board of Supervisors, and is not intended to be and should not be used by anyone other than these specified parties.

McDermitt Davis

Orlando, Florida

March 11, 2020

**INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE WITH THE
REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES**

To the Board of Supervisors
Southaven Community Development District

We have examined *Southaven Community Development District's* (the "District") compliance with the requirements of Section 218.415, Florida Statutes, during the year ended September 30, 2019. Management is responsible for the District's compliance with those requirements. Our responsibility is to express an opinion on District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States, and, accordingly, included examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the District's compliance with specified requirements.

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2019.

McDermitt Davis

Orlando, Florida
March 11, 2020

Tab 4



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

March 24, 2020

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

Thank you for choosing LLS Tax Solutions Inc. ("LLS Tax") to provide arbitrage services to Southaven Community Development District ("Client") for the following bond issues. This Engagement Letter describes the scope of the LLS Tax services, the respective responsibilities of LLS Tax and Client relating to this engagement and the fees LLS Tax expects to charge.

- \$4,035,000 Southaven Community Development District (St. Johns County, Florida) Special Assessment Bonds, Series 2015A-1 and \$3,520,000 Southaven Community Development District (St. Johns County, Florida) Special Assessment Bonds, Series 2015A-2

SCOPE OF SERVICES

The procedures that we will perform are as follows:

- Assist in calculation of the bond yield, unless previously computed and provided to us.
- Assist in determination of the amount, if any, of required rebate to the federal government.
- Issuance of a report presenting the cumulative results since the issue date of the issue of bonds.
- Preparation of necessary reports and Internal Revenue Service ("IRS") forms to accompany any required payment to the federal government.

As a part of our engagement, we will read certain documents associated with each issue of bonds for which services are being rendered. We will determine gross proceeds of each issue of bonds based on the information provided in such bond documents. You will have sole responsibility for determining any other amounts not discussed in those documents that may constitute gross proceeds of each series of bonds for the purposes of the arbitrage requirements.

TAX POSITIONS AND REPORTABLE TRANSACTIONS

Because the tax law is not always clear, we will use our professional judgment in resolving questions affecting the arbitrage calculations. Unless you instruct us otherwise, we will take the reporting position most favorable to you whenever reasonable. Any of your bond issues may be selected for

review by the IRS, which may not agree with our positions. Any proposed adjustments are subject to certain rights of appeal. Because of the lack of clarity in the law, we cannot provide assurances that the positions asserted by the IRS may not ultimately be sustained, which could result in the assessment of potential penalties. You have the ultimate responsibility for your compliance with the arbitrage laws; therefore, you should review the calculations carefully.

The IRS and some states have promulgated “tax shelter” rules that require taxpayers to disclose their participation in “reportable transactions” by attaching a disclosure form to their federal and/or state income tax returns and, when necessary, by filing a copy with the Internal Revenue Service and/or the applicable state agency. These rules impose significant requirements to disclose transactions and such disclosures may encompass many transactions entered into in the normal course of business. Failure to make such disclosures will result in substantial penalties. In addition, an excise tax is imposed on exempt organizations (including state and local governments) that are a party to prohibited tax shelter transactions (which are defined using the reportable transaction rules). Client is responsible for ensuring that it has properly disclosed all “reportable transactions” and, where applicable, complied with the excise tax provision. The LLS Tax services that are the subject of this Engagement Letter do not include any undertaking by LLS Tax to identify any reportable transactions that have not been the subject of a prior consultation between LLS Tax and Client. Such services, if desired by Client, will be the subject of a separate engagement letter. LLS Tax may also be required to report to the IRS or certain state tax authorities certain tax services or transactions as well as Client’s participation therein. The determination of whether, when and to what extent LLS Tax complies with its federal or state “tax shelter” reporting requirements will be made exclusively by LLS Tax. LLS Tax will not be liable for any penalties resulting from Client’s failure to accurately and timely file any required disclosure or pay any related excise tax nor will LLS Tax be held responsible for any consequences of its own compliance with its reporting obligations. Please note that any disclosure required by or made pursuant to the tax shelter rules is separate and distinct from any other disclosure that Client might be required to or choose to make with its tax returns (e.g., disclosure on federal Form 8275 or similar state disclosure).

PROFESSIONAL FEES AND EXPENSES

Our professional fees for services listed above for the three annual bond years ending March 25, 2020, March 25, 2021, and March 25, 2022 is \$1,500, which is \$500 each year. We will bill you upon completion of our services or on a monthly basis. Our invoices are payable upon receipt. Additionally, you may request additional consulting services from us upon occasion; we will bill you for these consulting services at a beforehand agreed upon rate.

Unanticipated factors that could increase our fees beyond the estimate given above include the following (without limitation). Should any of these factors arise we will alert you before additional fees are incurred.

- Investment data provided by you is not in good order or is unusually voluminous.
- Proceeds of bonds have been commingled with amounts not considered gross proceeds of the bonds (if that circumstance has not previously been communicated to us).
- A review or other inquiry by the IRS with respect to an issue of bonds.

The Client (District) has the option to terminate this Agreement within ninety days of providing notice to LLS Tax Solutions Inc. of its intent.

ACCEPTANCE

You understand that the arbitrage services, report and IRS forms described above are solely to assist you in meeting your requirements for federal income tax compliance purposes. This Engagement Letter constitutes the entire agreement between Client and LLS Tax with respect to this engagement, supersedes all other oral and written representations, understandings or agreements relating to this engagement, and may not be amended except by the mutual written agreement of the Client and LLS Tax.

Please indicate your acceptance of this agreement by signing in the space provided below and returning a copy of this Engagement Letter to us. Thank you again for this opportunity to work with you.

Very truly yours,
LLS Tax Solutions Inc.

AGREED AND ACCEPTED:
Southaven Community Development District

By: Linda L. Scott

Linda L. Scott, CPA

By: _____

Print Name _____

Title _____

Date: _____

Tab 5



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

February 6, 2020

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

Thank you for choosing LLS Tax Solutions Inc. ("LLS Tax") to provide arbitrage services to Southaven Community Development District ("Client") for the following bond issue. This Engagement Letter describes the scope of the LLS Tax services, the respective responsibilities of LLS Tax and Client relating to this engagement and the fees LLS Tax expects to charge.

- Southaven Community Development District (St. Johns County, Florida) (Bank Qualified) \$4,515,000 Special Assessment Bonds, Series 2016A-1 and \$2,410,000 Special Assessment Bonds, Series 2016A-2

SCOPE OF SERVICES

The procedures that we will perform are as follows:

- Assist in calculation of the bond yield, unless previously computed and provided to us.
- Assist in determination of the amount, if any, of required rebate to the federal government.
- Issuance of a report presenting the cumulative results since the issue date of the issue of bonds.
- Preparation of necessary reports and Internal Revenue Service ("IRS") forms to accompany any required payment to the federal government.

As a part of our engagement, we will read certain documents associated with each issue of bonds for which services are being rendered. We will determine gross proceeds of each issue of bonds based on the information provided in such bond documents. You will have sole responsibility for determining any other amounts not discussed in those documents that may constitute gross proceeds of each series of bonds for the purposes of the arbitrage requirements.

TAX POSITIONS AND REPORTABLE TRANSACTIONS

Because the tax law is not always clear, we will use our professional judgment in resolving questions affecting the arbitrage calculations. Unless you instruct us otherwise, we will take the reporting position most favorable to you whenever reasonable. Any of your bond issues may be selected for review by the IRS, which may not agree with our positions. Any proposed adjustments are subject to

certain rights of appeal. Because of the lack of clarity in the law, we cannot provide assurances that the positions asserted by the IRS may not ultimately be sustained, which could result in the assessment of potential penalties. You have the ultimate responsibility for your compliance with the arbitrage laws; therefore, you should review the calculations carefully.

The IRS and some states have promulgated “tax shelter” rules that require taxpayers to disclose their participation in “reportable transactions” by attaching a disclosure form to their federal and/or state income tax returns and, when necessary, by filing a copy with the Internal Revenue Service and/or the applicable state agency. These rules impose significant requirements to disclose transactions and such disclosures may encompass many transactions entered into in the normal course of business. Failure to make such disclosures will result in substantial penalties. In addition, an excise tax is imposed on exempt organizations (including state and local governments) that are a party to prohibited tax shelter transactions (which are defined using the reportable transaction rules). Client is responsible for ensuring that it has properly disclosed all “reportable transactions” and, where applicable, complied with the excise tax provision. The LLS Tax services that are the subject of this Engagement Letter do not include any undertaking by LLS Tax to identify any reportable transactions that have not been the subject of a prior consultation between LLS Tax and Client. Such services, if desired by Client, will be the subject of a separate engagement letter. LLS Tax may also be required to report to the IRS or certain state tax authorities certain tax services or transactions as well as Client’s participation therein. The determination of whether, when and to what extent LLS Tax complies with its federal or state “tax shelter” reporting requirements will be made exclusively by LLS Tax. LLS Tax will not be liable for any penalties resulting from Client’s failure to accurately and timely file any required disclosure or pay any related excise tax nor will LLS Tax be held responsible for any consequences of its own compliance with its reporting obligations. Please note that any disclosure required by or made pursuant to the tax shelter rules is separate and distinct from any other disclosure that Client might be required to or choose to make with its tax returns (e.g., disclosure on federal Form 8275 or similar state disclosure).

PROFESSIONAL FEES AND EXPENSES

Our professional fees for services listed above for the three annual bond years ending December 7, 2020, December 7, 2021, and December 7, 2022 is \$1,500, which is \$500 each year. We will bill you upon completion of our services or on a monthly basis. Our invoices are payable upon receipt. Additionally, you may request additional consulting services from us upon occasion; we will bill you for these consulting services at a beforehand agreed upon rate.

Unanticipated factors that could increase our fees beyond the estimate given above include the following (without limitation). Should any of these factors arise we will alert you before additional fees are incurred.

- Investment data provided by you is not in good order or is unusually voluminous.
- Proceeds of bonds have been commingled with amounts not considered gross proceeds of the bonds (if that circumstance has not previously been communicated to us).
- A review or other inquiry by the IRS with respect to an issue of bonds.

The Client (District) has the option to terminate this Agreement within ninety days of providing notice to LLS Tax of its intent.

ACCEPTANCE

You understand that the arbitrage services, report and IRS forms described above are solely to assist you in meeting your requirements for federal income tax compliance purposes. This Engagement Letter constitutes the entire agreement between Client and LLS Tax with respect to this engagement, supersedes all other oral and written representations, understandings or agreements relating to this engagement, and may not be amended except by the mutual written agreement of the Client and LLS Tax.

Please indicate your acceptance of this agreement by signing in the space provided below and returning a copy of this Engagement Letter to us. Thank you again for this opportunity to work with you.

Very truly yours,
LLS Tax Solutions Inc.

AGREED AND ACCEPTED:
Southaven Community Development District

By: Linda L. Scott

Linda L. Scott, CPA

By: _____

Print Name _____

Title _____

Date: _____

Tab 6

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N. FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FLORIDA 32084

October 28, 2019

RIZZETTA & COMPANY, INC.
Southaven, Custody Account
Attn: Bill James
2806 N. Fifth Street, Unit 403
St. Augustine, FL 32084

RE: Custody Account, Series 2016
Requisitions for Payment

Dear Bill:

Below please find a table detailing the enclosed requisition(s) ready for payment from the Districts Acquisition/Construction Custody Account.

PLEASE EXPEDITE PAYMENT TO THE PAYEE(S) AS FOLLOWS:

- A) Farrell Bros. VIA UPS**
- B) Sundancer via USPS**

REQUISITION NO.	PAYEE	AMOUNT
CUS 70	Farrell Bros. Marine Construction	\$44,904.00
CUS 71	Sundancer Sign Graphics	\$225.00
		\$45,129.00

If you have any questions regarding this request, please do not hesitate to call me at (904) 436-6270. Thank you for your prompt attention to this matter.

Sincerely,
SOUTHAVEN
COMMUNITY DEVELOPMENT DISTRICT

Melissa Dobbins
District Manager

**SOUTHAVEN CDD
FORM OF REQUISITION FOR 2016 PROJECT**

The undersigned, an Authorized Officer of Southaven Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the 2016 Project.

September 30, 2019

- (A) Requisition Number: CUS 70
- (B) Name of Payee: **Farrell Bros. Marine Construction**
PO Box 50397
Jacksonville Beach, FL 32240
- (C) Amount Payable: **\$44,904.00**
- (D) **Invoice 2019-82 to Construct a Pedestrian Walkway/Bridge**
- (E) Account from which disbursement to be made: **SunTrust Custody Account**

The undersigned hereby certifies that the obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the Custody Account, that each disbursement set forth above was incurred in connection with the acquisition and construction of the 2016 Project and each represents a Cost of the 2016 Project, and has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

If this requisition is for a disbursement from the Custody account, it is hereby represented by the undersigned that the Governing Body of the District has approved this requisition or has approved the specific contract with respect to which disbursements pursuant to this requisition are due and payable.

Attached hereto are originals or duplicate copies of the invoice(s) from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested.

SOUTHAVEN COMMUNITY
DEVELOPMENT DISTRICT

BY: 
CHAIRMAN OR VICE-CHAIRMAN

CONSULTING ENGINEER'S APPROVAL

The undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the 2016 Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for corresponding 2016 Project Segment and portion of the 2016 Project with respect to which such disbursement is being made; and, (iii) the report of the Consulting Engineer.

BY: 
DISTRICT ENGINEER

**SOUTHAVEN CDD
FORM OF REQUISITION FOR 2016 PROJECT**

The undersigned, an Authorized Officer of Southaven Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the 2016 Project.

September 30, 2019

- (A) Requisition Number: **CUS 71**
- (B) Name of Payee: **Sundancer Sign Graphics
11259-3 Business Park Blvd
Jacksonville, FL 32256**
- (C) Amount Payable: **\$225.00**
- (D) Invoice # **2206 Sign Blade**
- (E) Account from which disbursement to be made: **SunTrust Custody Account**

The undersigned hereby certifies that the obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the Custody Account, that each disbursement set forth above was incurred in connection with the acquisition and construction of the 2016 Project and each represents a Cost of the 2016 Project, and has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

If this requisition is for a disbursement from the Custody account, it is hereby represented by the undersigned that the Governing Body of the District has approved this requisition or has approved the specific contract with respect to which disbursements pursuant to this requisition are due and payable.

Attached hereto are originals or duplicate copies of the invoice(s) from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested.

**SOUTHAVEN COMMUNITY
DEVELOPMENT DISTRICT**

BY: 
CHAIRMAN OR VICE-CHAIRMAN

CONSULTING ENGINEER'S APPROVAL

The undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the 2016 Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for corresponding 2016 Project Segment and portion of the 2016 Project with respect to which such disbursement is being made; and, (iii) the report of the Consulting Engineer.

BY: 
DISTRICT ENGINEER

Tab 7

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N. FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FLORIDA 32084

March 9, 2020

HANCOCK BANK

Southaven Special Assessment Bonds, Series 2016

Attn: John Shiroda

133 Terra Mango Loop Suite 200

Orlando, FL 32835

RE: Special Assessment Bonds, Series 2016
Requisitions for Payment

Dear Trustee:

Below please find a table detailing the enclosed requisition(s) ready for payment from the District's Construction Trust Account.

PLEASE EXPEDITE PAYMENT TO THE PAYEE(S) AS FOLLOWS:

A) ENGLAND, THIMS & MILLER VIA USPS

REQUISITION NO.	PAYEE	AMOUNT
CR40	England, Thims & Miller, Inc.	\$456.71

If you have any questions regarding this request, please do not hesitate to call me at (904) 436-6270.
Thank you for your prompt attention to this matter.

Sincerely,
SOUTHAVEN
COMMUNITY DEVELOPMENT DISTRICT

Melissa Dobbins
District Manager

**FORM OF REQUISITION
SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2016**

The undersigned, a Responsible Officer of the Southaven Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to Hancock Bank, a trade name of Whitney Bank, Orlando, Florida, as trustee (the "Trustee"), dated as of March 1, 2015, as supplemented by that certain Second Supplemental Trust Indenture dated as of December 1, 2016, (the "Indenture"), (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

March 5, 2020

- (A) Requisition Number: **CR 40**
- (B) Name of Payee: **England, Thims & Miller, Inc.
14775 Old St. Augustine Rd
Jacksonville, FL 32258**
- (C) Amount Payable: **\$456.71**
- (D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Invoice #'s 0191386 & 0191998 for General Engineering Services (WA#1) Construction.**
- (E) Fund or Account from which disbursement to be made: **Series 2016 Acquisition/Construction Account**

The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the Issuer, or this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;
2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund;
3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Attached hereto are originals of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

**SOUTHAVEN COMMUNITY
DEVELOPMENT DISTRICT**

By: 
Chairman or Vice-Chairman

**CONSULTING ENGINEER'S APPROVAL
FOR NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement for other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.



Consulting Engineer

Tab 8

RESOLUTION 2020-04

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT
REDESIGNATING THE SECRETARY OF THE DISTRICT, AND
PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the Southaven Community Development District (the "District") is a local unit of special-purpose government organized and existing in accordance with Chapter 190, Florida Statutes, and situated entirely within St. Johns County, Florida; and

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

Section 1. Bob Schleifer is appointed Secretary

Section 2. This Resolution and any prior resolutions of the District shall be construed to the maximum extent possible to give full force and effect to the provisions of each resolution. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded, and repealed.

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

PASSED AND ADOPTED THIS 3rd DAY OF JUNE, 2020.

**SOUTHAVEN COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN/VICE CHAIRMAN

ATTEST:

ASSISTANT SECRETARY

Tab 9

RESOLUTION 2020-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT AMENDING RESOLUTION 2014-20 DESIGNATING THE AUTHORIZED SIGNATORIES FOR THE DISTRICT'S OPERATING BANK ACCOUNT(S), AND PROVIDING FOR AN EFFECTIVE DATE

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

WHEREAS, the Board of Supervisors of the District ("Board") previously adopted Resolution 2014-20 which designated the authorized signatories for the District's operating bank account(s); and

WHEREAS, the Board desires to amend Resolution 2014-20 include the Assistant Treasurer as an authorized signatory for the operating bank account(s).

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

Section 1. Resolution 2014-20 is hereby amended to include the Assistant Treasurer as an authorized signatory for the operating bank account(s) of the District.

Section 2. All other provisions of Resolution 2014-20 shall remain unchanged and in full force and effect.

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

PASSED AND ADOPTED this 3rd day of June, 2020.

ATTEST:

**SOUTHAVEN COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 10

RESOLUTION 2020-06

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

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

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

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

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

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

<u>Seat Number</u>	<u>Supervisor</u>	<u>Term Expiration Date</u>
1	Lane Gardner	2022
2	Carla Luigs	2020
3	Kevin Jund	2020
4	Matthew Gallagher	2020
5	Walter O'Shea	2022

This year, Seat 4, currently held by Matthew Gallagher, is subject to a landowner election. The term of office for the successful landowner candidate shall commence upon election, and shall be for a four year period. Seat 2, currently held by Carla Luigs, and Seat 3, currently held by Kevin Jund, are subject to a General Election process to be conducted by the St. Johns County Supervisor of Elections, which General Election process shall be addressed by a separate resolution.

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

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

4. **FORMS.** Pursuant to Section 190.006(2)(b), *Florida Statutes*, the landowners' meeting and election have been announced by the Board at its _____, 2020 meeting. A

sample notice of landowners' meeting and election, proxy, ballot form and instructions were presented at such meeting and are attached hereto as **Exhibit A**. Such documents are available for review and copying during normal business hours at the District's Local Records Office, located at _____, or at the office of the District Manager, Rizzetta and Company, Inc., located at 2806 N. 5th Street, Unit 403, St. Augustine, Florida 32084, Ph: (904) 436-6270.

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

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

PASSED AND ADOPTED THIS ____ DAY OF _____, 2020.

**SOUTHAVEN COMMUNITY DEVELOPMENT
DISTRICT**

ATTEST:

CHAIRMAN / VICE CHAIRMAN

SECRETARY / ASST. SECRETARY

EXHIBIT A

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

Notice is hereby given to the public and all landowners within Southaven Community Development District ("**District**") the location of which is generally described as comprising a parcel or parcels of land containing approximately 314 acres, located south of International Golf Parkway and east of North Francis Road, in St. Johns County, Florida, advising that a meeting of landowners will be held for the purpose of electing one (1) person to the District's Board of Supervisors ("**Board**", and individually, "**Supervisor**"). Immediately following the landowners' meeting there will be convened a meeting of the Board for the purpose of considering certain matters of the Board to include election of certain District officers, and other such business which may properly come before the Board.

DATE: _____
TIME: _____
PLACE: _____

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager, Rizzetta and Company, Inc., located at 2806 N. 5th Street, Unit 403, St. Augustine, Florida 32084, Ph: (904) 436-6270 ("**District Manager's Office**"). At said meeting each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person to be elected to the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner's proxy. At the landowners' meeting the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

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

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

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

Melissa Dobbins
District Manager

Run Date(s): _____ & _____

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

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

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

TIME: _____ .M.

LOCATION:

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

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

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

This year, one (1) seat on the Board will be up for election in a landowner seat for a four year period. The term of office for the successful landowner candidate shall commence upon election.

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

LANDOWNER PROXY

**SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT
ST. JOHNS COUNTY, FLORIDA
LANDOWNERS' MEETING – [DATE]**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints _____ ("**Proxy Holder**") for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the Southaven Community Development District to be held at _____, on _____, at _____ a/p.m., and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

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

Printed Name of Legal Owner

Signature of Legal Owner

Date

Parcel Description

Acreage

Authorized Votes

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

Total Number of Authorized Votes:

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

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

OFFICIAL BALLOT
SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT
ST. JOHNS COUNTY, FLORIDA
LANDOWNERS' MEETING - NOVEMBER __, 2020

For Election (1 Supervisor): The candidate receiving the highest number of votes will receive a four (4) year term, with the term of office for the successful candidate commencing upon election.

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

<u>Description</u>	<u>Acreage</u>
_____	_____
_____	_____
_____	_____

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

or

Attach Proxy.

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

SEAT #	NAME OF CANDIDATE	NUMBER OF VOTES
4		

Date: _____

Signed: _____

Printed Name: _____

Tab 11

RESOLUTION 2020-07

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

WHEREAS, the Southaven Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within St. Johns County, Florida; and

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

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

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

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

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

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

PASSED AND ADOPTED THIS 3rd DAY OF JUNE, 2020.

ATTEST:

**SOUTHAVEN COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman, Board of Supervisors

EXHIBIT “A”

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT INTERNAL CONTROLS POLICY

1. Purpose.

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

2. Definitions.

- 2.1. “Abuse” means behavior that is deficient or improper when compared with behavior that a prudent person would consider a reasonable and necessary operational practice given the facts and circumstances. The term includes the misuse of authority or position for personal gain.
- 2.2. “Assets” means District assets such as cash or other financial resources, supplies, inventories, equipment and other fixed assets, real property, intellectual property, or data.
- 2.3. “Auditor” means the independent auditor (and its employees) retained by the District to perform the annual audit required by state law.
- 2.4. “Board” means the Board of Supervisors for the District.
- 2.5. “District Management” means (i) the independent contractor (and its employees) retained by the District to provide professional district management services to the District and (ii) any other independent contractor (and its employees) separately retained by the District to provide amenity management services, provided said services include a responsibility to safeguard and protect Assets.

- 2.6. “Fraud” means obtaining something of value through willful misrepresentation, including, but not limited to, intentional misstatements or intentional omissions of amounts or disclosures in financial statements to deceive users of financial statements, theft of an entity’s assets, bribery, or the use of one’s position for personal enrichment through the deliberate misuse or misapplication of an organization’s resources.
- 2.7. “Internal Controls” means systems and procedures designed to prevent and detect fraud, waste, and abuse; promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices; support economical and efficient operations; ensure reliability of financial records and reports; and safeguard assets.
- 2.8. “Risk” means anything that could negatively impact the District’s ability to meet its goals and objectives. The term includes strategic, financial, regulatory, reputational, and operational risks.
- 2.9. “Waste” means the act of using or expending resources unreasonably, carelessly, extravagantly, or for no useful purpose.

3. Control Environment.

3.1. Ethical and Honest Behavior.

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

4. Risk Assessment.

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

5. Control Activities.

5.1. Minimum Internal Controls. The District hereby establishes the following minimum Internal Controls to prevent and detect Fraud, Waste, and Abuse:

5.1.1. Preventive controls designed to forestall errors or irregularities and thereby avoid the cost of corrections. Preventive control activities shall include, but not be limited to, the following:

- 5.1.1.1. Identifying and segregating incompatible duties and/or implementing mitigating controls.
- 5.1.1.2. Performing accounting functions in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.
- 5.1.1.3. Requiring proper authorizations to access and/or modify accounting software.
- 5.1.1.4. Implementing computerized accounting techniques (e.g. to help identify coding errors, avoid duplicate invoices, etc.).
- 5.1.1.5. Maintaining a schedule of the District's material fixed Assets.
- 5.1.1.6. Maintaining physical control over the District's material and vulnerable Assets (e.g. lock and key, computer passwords, network firewalls, etc.).
- 5.1.1.7. Retaining and restricting access to sensitive documents.
- 5.1.1.8. Performing regular electronic data backups.

5.1.2. Detective controls designed to measure the effectiveness of preventive controls and to detect errors or irregularities when they occur. Detective control activities shall include, but not be limited to, the following:

- 5.1.2.1. Preparing financial reports in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.
- 5.1.2.2. Reviewing financial statements and investigating any material variances between budgeted expenses and actual expenses.
- 5.1.2.3. Establishing and implementing periodic reconciliations of bank, trust, and petty cash accounts.

5.1.2.4. Establishing an internal protocol for reporting and investigating known or suspected acts of Fraud, Waste, or Abuse.

5.1.2.5. Engaging in periodic physical inventory counts and comparisons with inventory records.

5.1.2.6. Monitoring all ACH (electronic) transactions and the sequencing of checks.

5.2. Implementation. District Management shall implement the minimum Internal Controls described herein. District Management may also implement additional Internal Controls that it deems advisable or appropriate for the District. The specific ways District Management implements these minimum Internal Controls shall be consistent with Generally Accepted Accounting Principles (GAAP) and otherwise conform to Governmental Accounting Standards Board (GASB) and American Institute of Certified Public Accountants (AICPA) standards and norms.

6. Information and Communication.

6.1. Information and Communication. District Management shall communicate to its employees (needing to know) information relevant to the Internal Controls, including but not limited to any changes to the Internal Controls and/or changes to laws, rules, contracts, grant agreements, and best practices.

6.2. Training. District Management shall regularly train its employees (needing the training) in connection with the Internal Controls described herein and promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices.

7. Monitoring Activities.

7.1. Internal Reviews. District Management shall internally review the District's Internal Controls at least once per year. In connection with this internal review, District Management shall:

7.1.1.1. Review its operational processes.

7.1.1.2. Consider the potential risk of Fraud, Waste, or Abuse inherent in each process.

7.1.1.3. Identify the controls included in the process, or controls that could be included, that would result in a reduction in the inherent risk.

7.1.1.4. Assess whether there are Internal Controls that need to be improved or added to the process under consideration.

7.1.1.5. Implement new controls or improve existing controls that are determined to be the most efficient and effective for decreasing the risk of Fraud, Waste or Abuse.

7.1.1.6. Train its employees on implemented new controls or improvements to existing controls.

7.2. External Audits and Other Reviews. Audits and other reviews may be performed on various components of the District's Internal Controls by the Auditor consistent with Government Auditing Standards (GAS). Audits may identify material deficiencies in the Internal Controls and make recommendations to improve them. District Management shall communicate and cooperate with the Board and the Auditor regarding the potential implementation of Auditor recommendations.

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

Effective date: June 03, 2020

STAFF REPORTS

District Counsel

District Engineer

Tab 12

ENGINEER'S 2020 ANNUAL REPORT

FOR THE SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

ST. JOHNS COUNTY, FLORIDA

PREPARED FOR:

**BOARD OF SUPERVISORS
SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT**

PREPARED BY



England-Thims & Miller, Inc.

VISION • EXPERIENCE • RESULTS

Engineers – Planners – Surveyors – Landscape Architects

14775 Old St. Augustine Road

Jacksonville, Florida 32258

Certificate of Authorization Number: 2584

ETM Job Number: E 13-158-05

Date: May 7, 2020

England-Thims & Miller, Inc.

Phone: (904) 642-8990 • Fax: (904) 646-9485 • <http://www.etminc.com>

Table of Contents and Engineer's Signature Page

Project Name: **SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT**
Project Location: Adjacent to Southerly Rw of International Golf Parkway and east of Francis Road
Project City / State: St. Johns County, Florida
Programs used: Microsoft Word and Excel 2016, AutoCAD C3D 2019
Etm Job No. E 13-158-05

TABLE OF CONTENTS:

<u>Sections</u>	<u>Item</u>
A	Table of Contents and Engineer's Signature Page
B	Master Site Plan
C	Amenity Center Site Plan
D	General Information
E	Project Background
F	Public Agency Ownership
G	Entrance Signage, Decorative Wall And Associated Landscaping:
H	Security Gates, Gate House And Associated Landscaping:
I	Amenity Center (Manor House) And Recreational Facilities:
J	Pockets Parks And Associated Landscaping:
K	Road Right Of Ways And Associated Landscaping:
L	Storm Water Management Facilities:
M	Long Term Maintenance:
N	Conservation / Preservation Areas
O	Project Photographs

Portion of pages or sections of this report signed and sealed by Engineer
Sections A-O Only

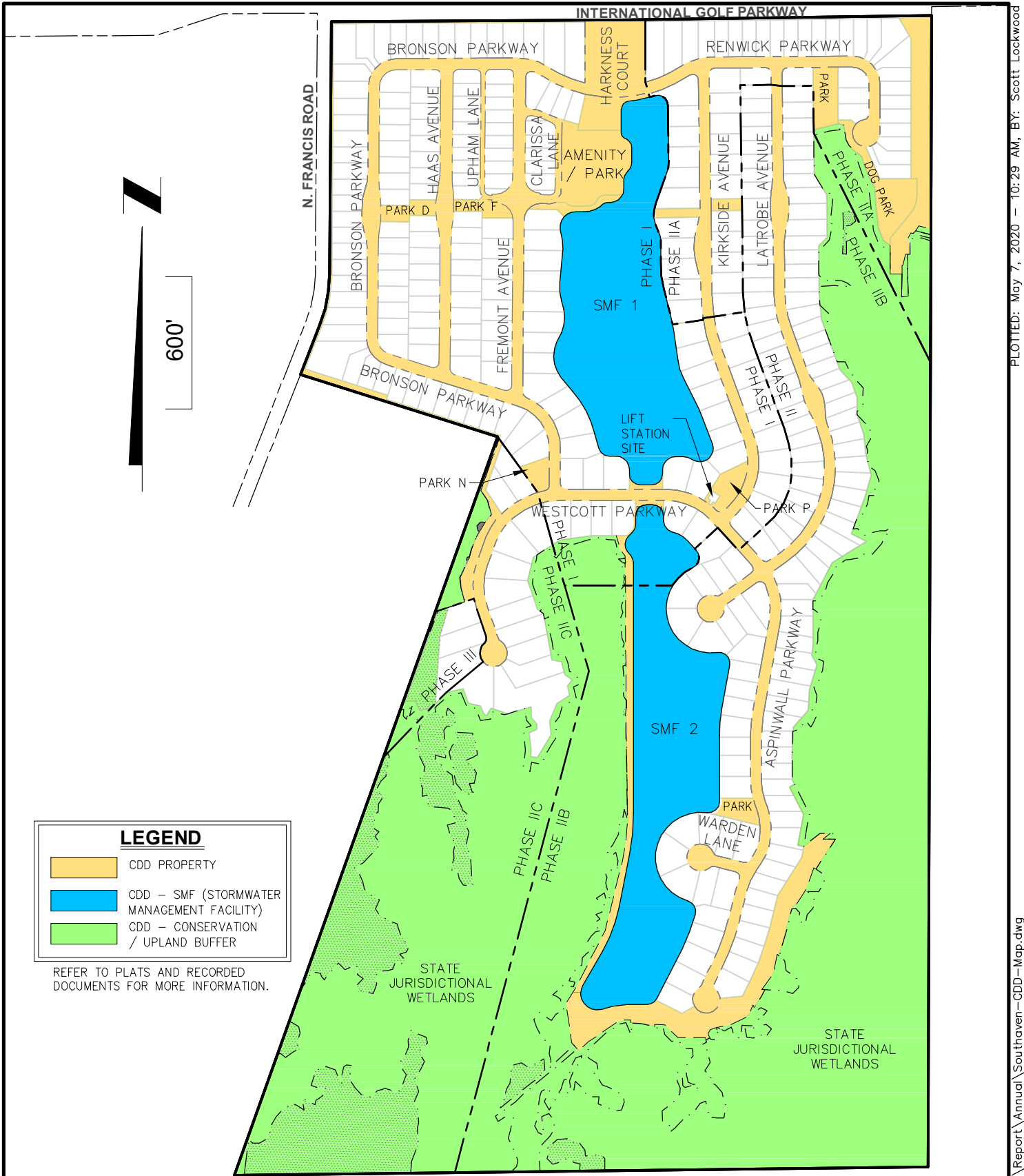


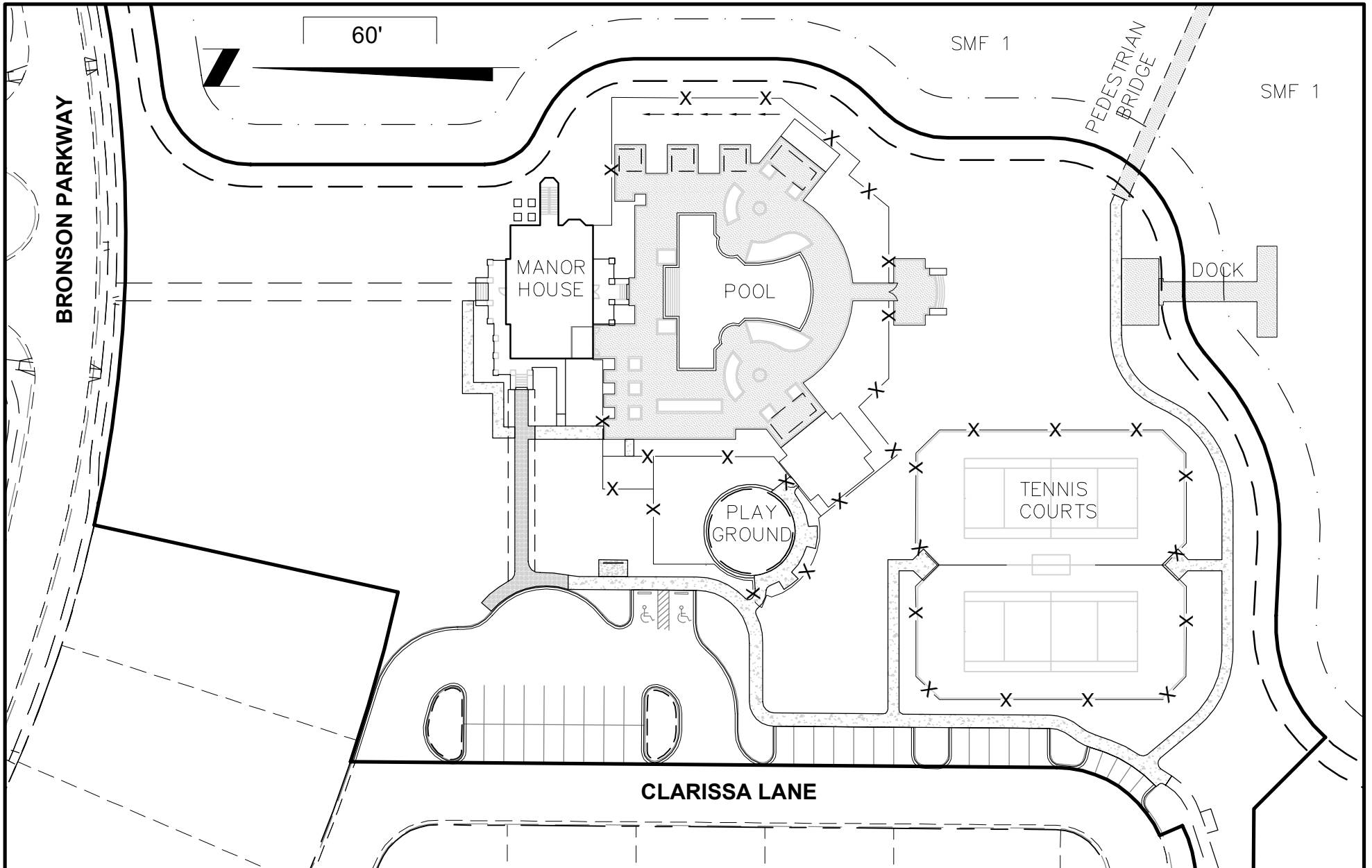
England - Thims & Miller, Inc.
14775 Old St. Augustine Rd., Jacksonville, Fl. 32258
Phone (904) 642-8990 Reg. No: 2584

Scott Jordan Lockwood, P.E.
P.E. No. 68426

Notes:

1. This document is prepared in for use by the Southaven Community Development District, St. Johns County Florida and it is not intended for any other agency or third party use.
2. This document has been Digitally signed and sealed, printed copies of this document are not considered signed and sealed





ETM

VISION - EXPERIENCE - RESULTS
ENGLAND - THIMS & MILLER, INC.

14775 Old St. Augustine Road, Jacksonville, FL 32258
TEL: (904) 642-8990, FAX: (904) 646-9485
CA - 00002584 LC - 0000316

AMENITY AREA SITE MAP

**FOR SOUTHAVEN COMMUNITY
DEVELOPMENT DISTRICT
ST. JOHNS COUNTY, FLORIDA**

ETM NO. E 13-158-10

DRAWN BY: S. Lockwood

DATE: 5-7-2020

DRAWING NO. 1 of 1

D. GENERAL INFORMATION:

This Annual Report is prepared in general compliance with Section 9.21 of the Master Trust Indenture for the Southaven Community Development District (“CDD” or the “District”). ETM (England, Thims & Miller, Inc) performed a site review on May 1, 2020. Based on this limited field review, we found that the CDD owned facilities generally appeared to be in good condition and appeared to be well maintained and operational at the time of our site visit. It should be noted that because this report is based on limited field review only, that it is not intended to be exhaustive or comprehensive, but only an annual review to of the District owned, and operated facilities to verify if these facilities appeared to be well maintained and in good condition. Currently at the time of this report, the District owns and maintains improvements within Phases I, IIA, IIB and IIC. A map showing the CDD owned facilities is included with this report.

E. PROJECT BACKGROUND:

The Southaven CDD is located in St. Johns County, Florida (“County”), south of International Golf Parkway (IGP) and east of North Francis Road. The overall project is approximately 314 acres+/- and the land within the District is wholly located within the Southaven PUD – St. Johns County Ordinance No. 2014-21 (the “Development”). The authorized land uses within the District allows for residential development as well as open space and recreational amenities. The Southaven PUD approval provides for the development of 355 single family lots, an amenity center and neighborhood parks.

F. PUBLIC AGENCY OWNERSHIP:

The following improvements are currently owned and maintained by other Public Agencies as follows:

- A. Offsite turn lane and road improvements within International Golf Parkway are owned and maintained by the St. Johns County.
- B. The onsite and offsite potable water distribution system, reuse water distribution system, sanitary sewer collection system within public right of ways and utility easements are owned and maintained by St. Johns County Utility Department
- C. Electric facilities within public right of ways and power line easements are owned and maintained by the Florida Power and Light (FPL).
- D. The following onsite and offsite utilities located within the public rights of way are owned and maintained by the following entities. Gas mains are owned and maintained by TECO gas, Fiber optic cables are owned and maintained by either AT&T or Comcast.

G. ENTRANCE SIGNAGE, DECORATIVE WALL, AND ASSOCIATED LANDSCAPING:

The District owned improvements include a large entry monument with project signage, a decorative wall and associated landscaping. The entry monument is located at the intersection of International Golf Parkway with Harkness Court (project entrance). The decorative precast wall runs parallel with International Golf Parkway on both sides of Harkness Court along most of the project frontage adjacent to International Golf Parkway. The project improvements also include landscaping within International Golf Parkway right of way at the project entrance on both sides of Harkness Court. Based on limited field review, these improvements appeared to be in good condition and appeared to be well maintained. Therefore, we recommend ongoing maintenance, as may be required throughout the year.

H. SECURITY GATES, GATE HOUSE AND ASSOCIATED LANDSCAPING:

The District owned improvements include security gates (entry and exit), a Gate house with associated parking area and the associated landscaping. The Gate house, located within the Harkness Court right of way, can be manned by security personnel to register visitors and deliveries as may be required from time to time. Adjacent to the gate house is a bypass lane for people that have entry passes that are read by a card reader and automatic lift gate. Past the gate house is an entry gate and exit gate that were open at the time of our field review. Also, adjacent to the gate house is a parking area for the security personnel and the associated entry landscaping and lighting within Harkness Court right of way. Based on limited field review, these improvements appeared to be in good condition and appeared to be well maintained. Therefore, we recommend ongoing maintenance, as may be required throughout the year.

I. AMENITY CENTER (MANOR HOUSE) AND RECREATIONAL FACILITIES:

The District owned recreational improvements for this project include an Amenity Center (Manor House) with associated parking areas, an indoor fitness area with workout equipment, indoor eating and meeting areas, outdoor seating areas, restroom facilities, pool, fire pit with seating area, tennis courts, fenced play scape area, detailed landscaping, lighting and a floating dock within Storm Water Management Facility Number 1. Based on limited field review, these improvements appeared to be well maintained and in good condition. Therefore, we recommend ongoing maintenance as may be required throughout the year.

J. POCKETS PARKS AND ASSOCIATED LANDSCAPING:

The District owned improvements include several small grassed park areas and several linear walking parks located throughout the project. The parks include sidewalks, hardscape, benches, landscaping, lighting, and other improvements. Based on this limited field review, these improvements appeared to be in good condition and appeared to be well maintained. Therefore, we recommend ongoing maintenance, as may be required throughout the year.

K. ROAD RIGHT OF WAYS AND ASSOCIATED LANDSCAPING:

Southaven CDD is a gated community, therefore all internal road right of ways are owned and maintained by the District. Some of these rights of ways include landscape islands, brick pavers, hardscape, curb, gutter, pavement, signage, lighting, and landscape features. Also included is a roundabout located at the intersection of Fremont Avenue at Upham Lane / Clarissa Lane. Based on limited field review these road rights of way generally appeared to be in good shape and well maintained. Generally, the project has been well maintained, however; overtime the roadway striping has faded or is missing. Therefore, it is recommended to repaint most of the striping; especially in Phase I, which is the oldest section. In order to maintain the roadway system in good condition we recommend ongoing maintenance, as may be required throughout the year to ensure that the structures are functioning properly.

L. STORM WATER MANAGEMENT FACILITIES:

The District owned improvements include two interconnected Storm Water Management Facilities (Smfs) Numbers 1 and 2. These Smfs are interconnected via a storm water pipe under Westcott Parkway and are used for storage, attenuation, and treatment of storm water throughout the project. The control structure for these Smfs is located on the southerly end of Smf No. 2. This structure attenuates flow and sets the normal water levels for both Smf No. 1 and 2. Based on this limited field review, Smf No.1 and Smf No. 2 generally appeared to be in good shape and functioning properly. It should be noted that 25' unobstructed drainage easement between lots 311 and 312 has a wrought iron fence the spans the easement. This access to the banks of Smf 2 more difficult in the future. Furthermore, because the land adjacent to lot 310 is heavily treed access to the control structure may be difficult in the future. In order to maintain these facilities, we recommend ongoing maintenance for the storm water management facilities as may be required throughout the year to ensure that this system is functioning properly.

M. LONG TERM MAINTENANCE:

In general, it appears that the District owned facilities are well maintained and generally in good condition. However, it should be noted that our field review was not exhaustive or comprehensive but is based on our limited field review (5-1-2020). As a Civil Engineering Consultant Firm, we do not have expertise in the maintenance and operation of the recreational facilities as well as the other CDD owned and operated facilities. Therefore, we recommend that the District Manager and the CDD Board consult to determine the best approach to operate and maintain these facilities. Moreover, it should be anticipated that over the life of these facilities, items such as, but not limited to: roofing, pavement, curb, gutter, striping, signage, sidewalks, recreational equipment, etc. will need to be either repaired or replaced over time. Therefore, we recommend that the District Manager and the CDD Board set aside monies or look for alternatives sources of capital, such as: refinancing bonds and / or issuing new long-term bonds, as may be needed over the life of the project for maintenance, repair and or replacement of these facilities over time as may be required. The appropriate amount of monies should be determined by the District Manager and the CDD Board, as soon as possible, so that each year a fund is established for this purpose. Furthermore, as a Civil Engineering Consultant Firm, we do not have expertise to advise the CDD Board for the appropriate amount of insurance coverage or the insurance rates that should be paid. Therefore, we recommend the District Manager and the CDD Board work with an insurance company or some other insurance expert to determine the appropriate coverage and rates that will work for this project. Finally, we recommend ongoing maintenance as may be required throughout the year to ensure that the District owned facilities, equipment, etc. are functioning properly.

N. CONSERVATION / PRESERVATION AREAS:

The District owned conservation areas / preservation areas throughout the project. These areas are lands that were required to be preserved by various agencies, including but not limited to the Army Corps of Engineers, the St. Johns River Water Management District, and St. Johns County. These areas are natural with many trees and heavy overgrowth; therefore, these areas were not reviewed. However, we recommend ongoing maintenance and removal of dead trees as may be required throughout the year.

O. PROJECT PHOTOGRAPHS



Aerial view of Markland (facing Southerly) (March 2020) (taken by Aerial innovations)



Aerial view of Markland (facing Northerly) (March 2020) (taken by Aerial innovations)



Harkness Court (project entrance road) at International Golf Parkway (5-1-2020)



Project Monument (5-1-2020)



Harkness Court (entrance road) (Gate House) (5-1-2020)



Harkness Court (entrance road) (Gate House) (5-1-2020)



Harkness Court (entrance road) (Manor House in background) (5-1-2020)



Manor House – Amenity Center (facing southernly) (5-1-2020)



Manor House – Amenity Center Living Space (5-1-2020)



Manor House – Amenity Center Meeting Area (5-1-2020)



Manor House – Amenity Center Bar/Kitchen Space (5-1-2020)



Manor House – Amenity Center Fitness Space (5-1-2020)



Manor House – Amenity Center Fitness Space (5-1-2020)



Manor House – Amenity Center Fitness Space (5-1-2020)



Manor House – Amenity Center Second Floor Balcony View (facing Northerly) (5-1-2020)



Manor House – Amenity Center Stairwell (5-1-2020)



Manor House – Amenity Center Pool and Patio Area (5-1-2020)



Manor House – Amenity Center Pool (facing SMF 1) (5-1-2020)



Manor House – Amenity Center Pool (facing Manor House) (5-1-2020)



Manor House – Amenity Center Open Area (facing SMF 1) (5-1-2020)



Manor House – Amenity Center Fire Pit Gathering Area/Kayak Launch Ramp Entrance (facing SMF 1) (5-1-2020)



Manor House – Amenity Center Kayak Launch Ramp (5-1-2020)



Manor House – Amenity Center Tennis Courts (5-1-2020)



Manor House – Amenity Center Playground Area (5-1-2020)



Manor House – Amenity Center Pedestrian Bridge (facing Easterly) (5-1-2020)



Pedestrian Bridge (facing Manor House – Amenity Center) (5-1-2020)



Roundabout on Clarissa Lane (facing Westerly) (5-1-2020)



Pocket Park on Fremont Avenue (facing Southerly) (5-1-2020)



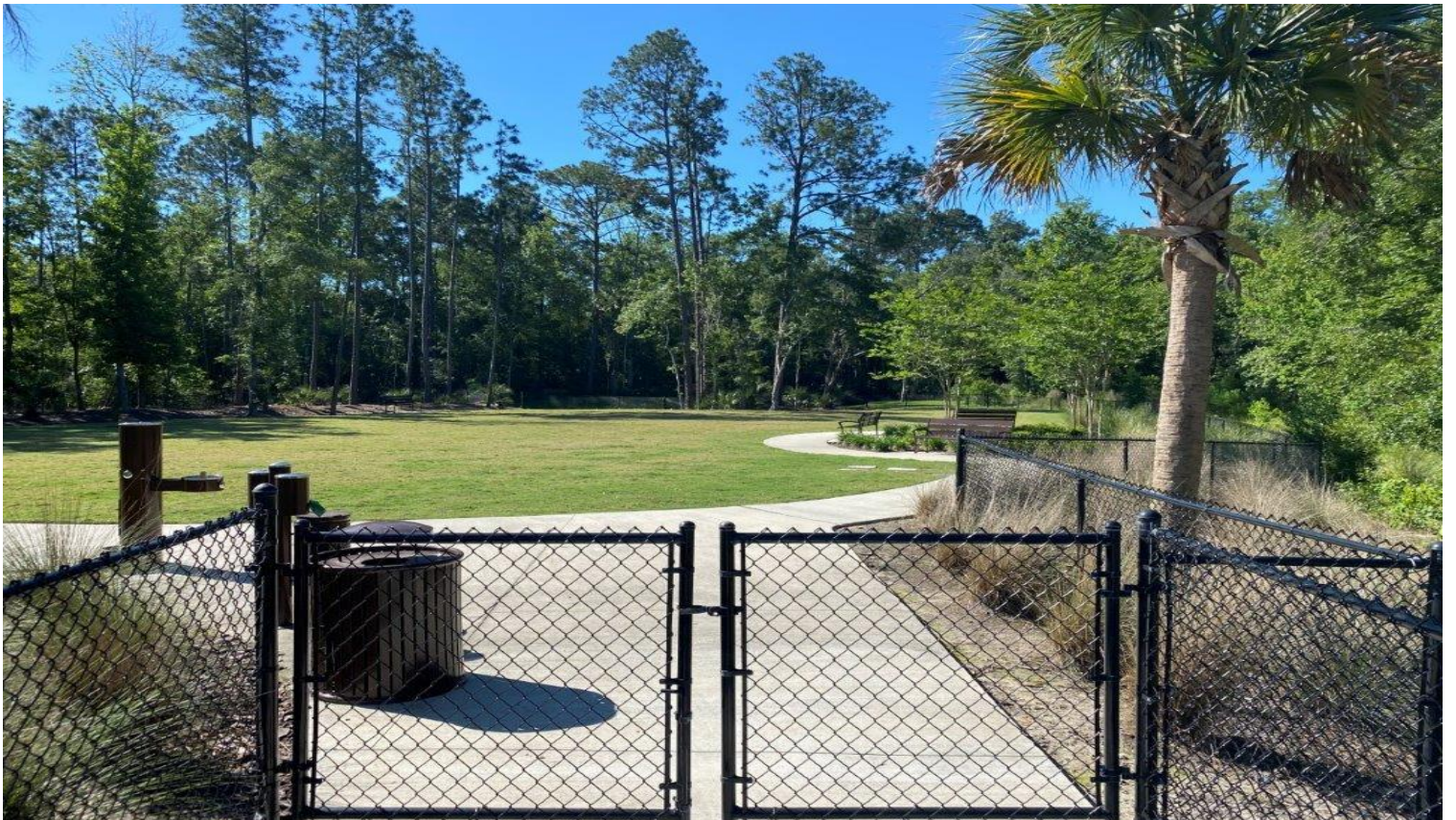
Roundabout and Pocket Park on Fremont Avenue (facing Easterly) (5-1-2020)



Pocket Park on Renwick Parkway (facing Southerly) (5-1-2020)



Entrance Path to Dog Park on Renwick Parkway (5-1-2020)



Dog Park (facing Easterly) (5-1-2020)



Linear Pocket Park (Latrobe Avenue) (5-1-2020)



Park at Aspinwall Parkway and Warden Lane (5-1-2020)



Lift Station Site (5-1-2020)



Pocket Park on Kirkside Avenue (facing Easterly) (5-1-2020)



Pocket Park on Kirkside Avenue (facing Westerly) (5-1-2020)



Pocket Park on Kirkside Avenue (facing Easterly) (5-1-2020)



Pocket Park on Heron Avenue (facing Easterly) (5-1-2020)



Pocket Park and Divided Median on Heron Avenue (facing Westerly) (5-1-2020)



Golf Cart Friendly Sign on Bronson Parkway (facing Easterly) (5-1-2020)



Pocket Park on Bronson Parkway (5-1-2020)



Pocket Park at Bronson Parkway and Westcott Parkway (5-1-2020)



Bronson Parkway at Harkness Court (facing West) (5-1-2020)



Renwick Parkway and Latrobe Avenue (5-1-2020)



Aspinwall Parkway and Latrobe Avenue (5-1-2020)



Aspinwall Parkway and Warden Lane (5-1-2020)



Warden Lane (facing Westerly) (5-1-2020)



Fremont Avenue (facing Southerly) (5-1-2020)



Fremont Avenue (facing Northerly) (5-1-2020)



Bronson Parkway and Fremont Avenue (facing Easterly) (5-1-2020)



Bronson Parkway and Fremont Avenue (facing Westerly) (5-1-2020)



Bronson Parkway and Heron Avenue (facing Southerly) (5-1-2020)



Heron Avenue (facing Northerly) (5-1-2020)



Bronson Parkway and Upham Lane (5-1-2020)



Upham Lane (facing Southerly) (5-1-2020)



Westcott Parkway (5-1-2020)



Bronson Parkway (facing Westerly) (5-1-2020)



SMF 1 (facing Northerly) (5-1-2020)



SMF 2 (facing Southerly) (5-1-2020)



SMF 2 (facing Northerly) (5-1-2020)



Overflow Spillway, Ditch, and Control Structure (5-1-2020)



SMF 2 Control Structure and Overflow Spillway



Drainage Ditch adjacent to Dog Park (facing Southerly)



Drainage Ditch adjacent to Dog Park (facing Northerly)



Harkness Court (exit road) (facing Northerly) (5-1-2020)



Harkness Court (exit road) at International Golf Parkway (facing Westerly) (5-1-2020)



Project wall and Landscaping along International Golf Parkway (facing Westerly) (5-1-2020)

Landscape and Maintenance

Tab 13



Southaven CDD: Monthly Landscape Report – May 2020

Irrigation Maintenance: The monthly inspection was completed on May 6th and all necessary repairs have been made. The system is set to run 4 to 5 days a week at this time. We will continue to monitor and will make any adjustments as needed.

Fungus/Pest/Fertilizer applications: All of the turf on property has been treated twice in the month of May for weeds and any disease. Soil samples have also been taken in a few areas where turf has struggled. We should have these results back shortly letting us know how to move forward with any possible re sodding and soil amendments.

Maintenance: We are currently in the summer months and mowing all of the turf on property as needed. We are also keeping everything trimmed as needed. The month of May was very dry and the turf did show symptoms of drought stress, despite increased irrigation. The forecast is showing a lot of rain for the next couple of weeks so we should see aesthetic improve greatly.

Annuals/Mulch: Annuals were replaced in April and will be replaced again in June/July. We will be mulching parts of the property in June.

Street Sweeping: Street sweeping is done on the last week of every month.

Garrett Cannady
Account Manager

Construction Administrator

Amenity Manager and Field Maintenance

*Amenity Manager Report,
June 3, 2020
(Under Separate Cover)*

Tab 14



Markland Field Op's Report

Date of report: **06/03/2020**

Submitted by: **Matt Krabill**

This is a short breakdown of the projects and work that we have been busy with since the meeting.

- Replaced a doggie pot trash bin
- Installed fake owl at kayak launch.
- Repainted the 4 outside pillar boxes
- Touched up painted inside walls and outside.
- Cut the mesh netting around the pond banks.
- Put rock and mesh to help with erosion in dog park
- Resealed the chairs out by the fire pit.
- Fix the playground equipment from vandalism
- Having the 3 pole lights fixed.
- Painted stop lines at the new stop signs by the front entrance.
- Repainted the loading zone in the parking lot.
- A truck rutted up the front off IGP.
- Put up Covid signs around property.
- Installed bench in phase 3.
- Worked on fixing pool coping
- Cut up the tree that was down in the dog park and repaired fence.
- Removed mulch from pool area.
- Bleached sidewalk areas.
- Normal day to day operations cleaning, trash pickup, pool maintenance.

Project and actions items:







Tab 15

Lake Management Report

Job: Markland (Southhaven CDD)

Date: 4-28-2020

Technician: S Johnson

Equipment: Skiff

Weather: Ptly Cloudy

Lake ID:

1. Grass



2. Southern Naiad



District Manager

Tab 16

April 16, 2020

Southaven CDD
Rizzetta & Company
Attn: Melissa Dobbins
2806 North Fifth Street, Unit 403
St. Augustine, FL 32084

Dear Ms. Dobbins:

In response to your request regarding Section 190.006(3)(a)(2)(d), Florida Statutes, the following information is applicable for:

Southaven CDD

387 registered voters in St. Johns County

VERY IMPORTANT REMINDER: Qualifying for state and local candidates will occur between Noon: June 8th and Noon: June 12th. Please have any interested candidates contact our office for qualifying information.

Please contact us if we may be of further assistance.

Sincerely,



Vicky C. Oakes
Supervisor of Elections

VO/ew

BUSINESS ITEMS

Tab 17

Fishing Policies: (NEW POLICY)

- Patrons are permitted to fish in District lakes/ponds from areas that do not abut homes (e.g., areas by the Amenity Facilities, roads, or common areas).
- Patrons may fish from their own backyards, but are not permitted to fish from the back yards of others without owner permission.
- Fishing is catch and release only.

Lake, Pond, **Kayak Launch** and Bridge Policy: (REVISED POLICY)

General Policies:

- Swimming and the use of motorized boats are prohibited in all lakes/ponds and other bodies of water on District property.
- Jumping or diving from the bridge **or kayak launch** located near the Amenity Facilities is prohibited at all times.
- Continued violation of this policy will result in a report to local law enforcement authorities.
- Lake/pond banks, including all land from the edge of the lake/pond water up to the private property line, may not be disturbed in any way.
- Patrons above the age of 18, or minor children accompanied by a person over the age of 18, may utilize canoes or kayaks in the lakes in a manner that respects the privacy and quiet enjoyment of Property Owners abutting the lake. **Patrons utilizing canoes or kayaks in the lakes or in any other recreational manner do so at their own risk.**

Tab 18

**AMENDMENT NUMBER TWO (2) TO THE AGREEMENT
BETWEEN SOUTHAVEN COMMUNITY DEVELOPMENT
DISTRICT AND VESTA PROPERTY SERVICES, INC.**

AMENDMENT NUMBER TWO (2) DATED February 28, 2020 to the agreement between Southaven Community Development District ("Client:") and Vesta Property Services, Inc. ("Consultant") dated October 31, 2019 (the "Agreement") concerning Markland (the "Project").

The Consultant has entered into the Agreement with Client for the furnishing of professional services, and the parties now desire to amend the Agreement.

Therefore, it is mutually agreed that the Agreement is amended to include Additional Services to be performed by Consultant and provisions for additional compensation by the Client to the Consultant, all as set forth in Exhibit A hereto. The parties ratify the terms and conditions of the Agreement not inconsistent with this Amendment, all of which are incorporated by reference.

CLIENT:

CONSULTANT:

Southaven Community Development District

Vesta Property Services, Inc.

By: WFO'S

By: Roy C. Deary

Name: Walter O'Shea

Name: Roy C. Deary

Title: Chairman

Title: Vice President

Date: 2-28-2020

Date: 03-03-20

Vesta Property Service proposes increased hours of operation for the Amenity Center Manager. The change would increase the hours from 24 per week to 32 per week for the balance of the 2020 contractual year ending on October 31, 2020. The change would increase the cost by \$7,688 for the time period from 03/02/20 to 10/31/20. The current annual cost is \$48,146. New annual cost \$55,834.

Current Hours:

- Thur 12:00-5:00
- Fri 11:00-6:00
- Sat 10:00-6:00
- Sun 1:00-5:00

The new hours would be

- Mon 9:00-5:00
- Thur 9:00-5:00
- Fri 10:00-6:00
- Sat 10:00-6:00

From: Jund, Kevin <Kevin.Jund@hines.com>
Sent: Thursday, February 27, 2020 6:13 PM
To: Dan Fagen <DFagen@vestapropertyservices.com>
Cc: Melissa Dobbins <MDobbins@rizzetta.com>; Day-Wolff, April <April.Day-Wolff@hines.com>
Subject: RE: Markland Staffing Status

Dan – I think we can swing this as you have outlined. Copying Melissa Dobbins. Melissa – would you like us to prep an amendment to Vesta's contract, or do you want to handle.

Thanks!

Best Regards,

Kevin Jund
Director

Hines

11512 Lake Mead Avenue | Suite 503 | Jacksonville FL 32256
O 904 299 7020 D 904 599 9010

Intelligent Real Estate Investment, Development and Management

From: Dan Fagen <DFagen@vestapropertyservices.com>
Sent: Thursday, February 27, 2020 2:07 PM
To: Jund, Kevin <Kevin.Jund@hines.com>
Subject: FW: Markland Staffing Status

[From an External Email System]

Kevin,

I appreciate your willingness to work with Vesta for the betterment of the community. Interestingly, upon Lisa's arrival at noon today, she had three residents that closed this weekend waiting for her to get their access cards. The need is certainly real.

32 hours should get us through the remainder of the Southaven District fiscal year. The below schedule will maximize Lisa's time, balancing sales with providing needed services to the residents.

- Mon 9:00-5:00
- Thur 9:00-5:00

- Fri 10:00-6:00
- Sat 10:00-6:00

3/2 through 10/31

\$7,688

Let me know what you need from me.
Thanks Kevin

Best regards,

Dan Fagen
Director of Amenity Operations
N.E. Region



245 Riverside Ave
Suite 250
Jacksonville, FL
32202
P: 904.355-1831
www.VestaPropertyServices.com

Tab 19

RESOLUTION 2020-08

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

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

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

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

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

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

DATE: _____, 2020

HOUR: _____

The hearing may be conducted remotely, pursuant to _____ media technology and/or by telephone pursuant to Executive Orders 20-52, 20-69 and 20-123, issued by Governor DeSantis, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*. In the event that conditions allow the meeting to be held in person, it will be held at the following location:

LOCATION: _____

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

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

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

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

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

PASSED AND ADOPTED THIS 3rd DAY OF JUNE, 2020.

ATTEST:

**TROUT CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

By: _____
Its: _____

Exhibit A

FY 2020-2021 Proposed Budget



Rizzetta & Company

Southaven Community Development District

www.southavencdd.org

Proposed Budget for Fiscal Year 2020/2021

Presented by: Rizzetta & Company, Inc.

**2806 N. Fifth Street
Suite 403
St. Augustine, Florida 32084
Phone: 904-436-6270**

rizzetta.com

Table of Contents

	<u>Page</u>
General Fund Budget Account Category Descriptions	1
Reserve Fund Budget Account Category Descriptions	7
Debt Service Fund Budget Account Category Descriptions	8
General Fund Budget for Fiscal Year 2020/2021	9
Debt Service Fund Budget for Fiscal Year 2020/2021	11
Assessments Charts for Fiscal Year 2020/2021	12



Rizzetta & Company

GENERAL FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

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

REVENUES:

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

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

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

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

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

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

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

EXPENDITURES – ADMINISTRATIVE:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

EXPENDITURES - FIELD OPERATIONS:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

RESERVE FUND BUDGET
ACCOUNT CATEGORY DESCRIPTION

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

REVENUES:

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

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

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

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

EXPENDITURES:

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

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

DEBT SERVICE FUND BUDGET **ACCOUNT CATEGORY DESCRIPTION**

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

REVENUES:

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

EXPENDITURES – ADMINISTRATIVE:

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

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

Proposed Budget
Southaven Community Development District
General Fund
Fiscal Year 2020/2021

	Chart of Accounts Classification	Actual YTD through 04/30/20	Projected Annual Totals 2019/2020	Annual Budget for 2019/2020	Projected Budget variance for 2019/2020		Budget Increase (Decrease) vs 2019/2020	Comments	Benefit Allocation
1									
2	REVENUES								
3									
4	Special Assessments								
5	Tax Roll*	\$ 483,665	\$ 513,440	\$ 513,440	\$ -		\$ 138,197	Tax Roll Amount will be certified at Public Hearing	
6	Off Roll*	\$ -	\$ 23,810	\$ 23,810	\$ -		\$ (23,810)		
7	Contributions from Private Sources								
8		\$ -	\$ 55,646	\$ 55,646	\$ -		\$ (55,646)		
9									
10	TOTAL REVENUES	\$ 483,665	\$ 592,896	\$ 592,896	\$ -		\$ 58,741		
11									
16	<i>*Allocation of assessments between the Tax Roll and Off Roll are estimates only and subject to change prior to certification.</i>								
17									
18	EXPENDITURES - ADMINISTRATIVE								
19									
20	Financial & Administrative								
21	Administrative Services	\$ 3,150	\$ 5,400	\$ 5,400	\$ -	\$ 5,400	\$ -		
22	District Management	\$ 8,750	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ -		
23	District Engineer	\$ 70	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -		
24	Disclosure Report	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	\$ 6,000	\$ -		
25	Trustees Fees	\$ 6,333	\$ 6,500	\$ 6,000	\$ (500)	\$ 6,500	\$ 500	YTD Actuals	
26	Assessment Roll	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -		
27	Financial & Revenue Collections	\$ 2,100	\$ 3,600	\$ 3,600	\$ -	\$ 3,600	\$ -		
28	Accounting Services	\$ 8,807	\$ 15,097	\$ 15,097	\$ -	\$ 15,097	\$ -		
29	Auditing Services	\$ 3,700	\$ 3,700	\$ 3,700	\$ -	\$ 3,800	\$ 100	Per Auditor Agmt	
30	Arbitrage Rebate Calculation	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	2 Bonds	
31	Public Officials Liability Insurance	\$ 2,306	\$ 2,306	\$ 2,300	\$ (6)	\$ 2,540	\$ 240	Per EGIS Est.	
32	Legal Advertising	\$ 352	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -		
33	Dues, Licenses & Fees	\$ 175	\$ 175	\$ 175	\$ -	\$ 175	\$ -		
34	Miscellaneous Fees	\$ 101	\$ 173	\$ 500	\$ 327	\$ 500	\$ -		
35	Website Hosting, Maintenance, Backup (and Email)	\$ 1,225	\$ 11,150	\$ 6,700	\$ (4,450)	\$ 7,300	\$ 600	Per ADA Website Compliance Agreement - Annual Fee for Required Quarterly Audits & Remediation	
36	Legal Counsel								
37	District Counsel	\$ 4,329	\$ 7,421	\$ 10,000	\$ 2,579	\$ 10,000	\$ -		
38									
39	Administrative Subtotal	\$ 52,398	\$ 85,522	\$ 83,472	\$ (2,050)	\$ 84,912	\$ 1,440		Equalized admin
40									
41	EXPENDITURES - FIELD OPERATIONS								
42									
43	Security Operations								
44	Security Guard Services - Evening Services	\$ 46,858	\$ 80,328	\$ 79,863	\$ (465)	\$ 82,750	\$ 2,887	Giddens Rates (Total 98hrs/wk)	Stratified
45	Gate Phone	\$ 1,012	\$ 1,735	\$ 1,800	\$ 65	\$ 1,800	\$ -		Stratified
46	Guard & Gate Facility Maintenance & Termite Bond	\$ 3,868	\$ 6,631	\$ 1,980	\$ (4,651)	\$ 5,000	\$ 3,020	Per YTD Actuals	Stratified
47	Gate Security Camera Maintenance & Repairs	\$ 1,070	\$ 1,834	\$ 1,000	\$ (834)	\$ 1,000	\$ -		Stratified
48	Electric Utility Services								
49	Utility Services - Amenity, Gatehouse/Entry & Parks	\$ 6,980	\$ 11,966	\$ 16,000	\$ 4,034	\$ 14,000	\$ (2,000)	Per YTD Actuals	Equalized
50	Street Lights	\$ 10,363	\$ 17,765	\$ 18,800	\$ 1,035	\$ 18,800	\$ -		Stratified
51	Garbage/Solid Waste Control Services								
52	Garbage - Recreation Facility	\$ 672	\$ 1,152	\$ 1,150	\$ (2)	\$ 1,150	\$ -		Equalized
53	Water-Sewer Combination Services								
54	Utility Services - Potable (Amenity, Gatehouse & Pool)	\$ 4,205	\$ 7,209	\$ 10,000	\$ 2,791	\$ 10,000	\$ -	Per YTD Actuals	Equalized
55	Water - Reuse Irrigation (Parks, Entry & Amenity)	\$ 17,802	\$ 30,518	\$ 23,000	\$ (7,518)	\$ 30,500	\$ 7,500	Per YTD Actuals	Equalized
56	Stormwater Control								
57	Aquatic Pond Maintenance	\$ 4,760	\$ 8,160	\$ 8,160	\$ -	\$ 8,160	\$ -		Stratified
58	Other Physical Environment								
59	General Liability & Property Insurance	\$ 21,370	\$ 21,370	\$ 22,000	\$ 630	\$ 23,500	\$ 1,500	Per EGIS Est.	Equalized

Budget Template
Southaven Community Development District
Debt Service
Fiscal Year 2020/2021

Chart of Accounts Classification	Series 2015A-1	Series 2015A-2	Series 2016A-1	Series 2016A-2	Budget for 2020/2021
REVENUES					
Special Assessments					
Net Special Assessments	\$227,372.54	\$2,092.80	\$335,301.12	\$0.00	\$ 564,766.46
TOTAL REVENUES	\$ 227,372.54	\$ 2,092.80	\$ 335,301.12	\$ -	\$ 564,766.46
EXPENDITURES					
Administrative					
Financial & Administrative					
Debt Service Obligation	\$227,372.54	\$2,092.80	\$335,301.12	\$0.00	\$564,766.46
Administrative Subtotal	\$ 227,372.54	\$ 2,092.80	\$ 335,301.12	\$ -	\$ 564,766.46
TOTAL EXPENDITURES	\$ 227,372.54	\$ 2,092.80	\$ 335,301.12	\$ -	\$ 564,766.46
EXCESS OF REVENUES OVER EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Collection and Discount % applicable to the county:

6.0%

Gross assessments

\$ 600,304.49

Notes:

Collection Costs for St. John's County and Early Payment Discount is 6.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

Southaven Community Development District

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

2020/2021 O&M Budget	\$651,637.00
St. John's County 2% Collection Cost:	\$13,864.62
4% Early Payment Discounts:	\$27,729.23
2020/2021 Total:	\$693,230.85

2019/2020 O&M Budget	\$537,250.00
2020/2021 O&M Budget	\$651,637.00

Total Difference:	\$114,387.00
-------------------	---------------------

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2019/2020	2020/2021	\$	%
Series 2015A-1 Debt Service - Single Family 58'	\$1,800.00	\$1,800.00	\$0.00	0.00%
Operations/Maintenance - Single Family 58'	\$1,529.28	\$1,867.95	\$338.67	22.15%
Total	\$3,329.28	\$3,667.95	\$338.67	10.17%
Series 2015A-1 Debt Service - Single Family 73'	\$1,800.00	\$1,800.00	\$0.00	0.00%
Operations/Maintenance - Single Family 73'	\$1,598.38	\$1,940.57	\$342.19	21.41%
Total	\$3,398.38	\$3,740.57	\$342.19	10.07%
Series 2015A-1 Debt Service - Single Family 73' Partial	\$1,080.00	\$1,080.00	\$0.00	0.00%
Operations/Maintenance - Single Family 73'	\$1,598.38	\$1,940.57	\$342.19	21.41%
Total	\$2,678.38	\$3,020.57	\$342.19	12.78%
Series 2015A-1 Debt Service - Single Family 93'	\$2,100.00	\$2,100.00	\$0.00	0.00%
Operations/Maintenance - Single Family 93'	\$1,688.73	\$2,035.54	\$346.81	20.54%
Total	\$3,788.73	\$4,135.54	\$346.81	9.15%
Series 2015A-1 Debt Service - Single Family 93' Partial	\$1,400.00	\$1,400.00	\$0.00	0.00%
Operations/Maintenance - Single Family 93'	\$1,688.73	\$2,035.54	\$346.81	20.54%
Total	\$3,088.73	\$3,435.54	\$346.81	11.23%
Series 2016A-1 Debt Service - Single Family 63'	\$1,800.00	\$1,800.00	\$0.00	0.00%
Operations/Maintenance - Single Family 63'	\$1,553.20	\$1,893.09	\$339.89	21.88%
Total	\$3,353.20	\$3,693.09	\$339.89	10.14%
Series 2016A-1 Debt Service - Single Family 73'	\$1,800.00	\$1,800.00	\$0.00	0.00%
Operations/Maintenance - Single Family 73'	\$1,598.38	\$1,940.57	\$342.19	21.41%
Total	\$3,398.38	\$3,740.57	\$342.19	10.07%
Series 2016A-1 Debt Service - Single Family 83'	\$2,100.00	\$2,100.00	\$0.00	0.00%
Operations/Maintenance - Single Family 83'	\$1,643.55	\$1,988.06	\$344.51	20.96%
Total	\$3,743.55	\$4,088.06	\$344.51	9.20%

Southaven Community Development District

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

Series 2016A-1 Debt Service - Single Family 93'	\$2,100.00	\$2,100.00	\$0.00	0.00%
Operations/Maintenance - Single Family 93'	\$1,688.73	\$2,035.54	\$346.81	20.54%
Total	\$3,788.73	\$4,135.54	\$346.81	9.15%

SOUTHAVEN

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

TOTAL O&M BUDGET		\$651,637.00
COLLECTION COSTS @	2%	\$13,864.62
EARLY PAYMENT DISCOUNTS @	4%	\$27,729.23
TOTAL O&M ASSESSMENT		<u>\$693,230.85</u>

PLATTED	UNITS ASSESSED					\$90,331.91			\$473,632.98			\$129,265.96			PER LOT ANNUAL ASSESSMENT				
						ALLOCATION OF EQUALIZED ADMIN COSTS			ALLOCATION OF EQUALIZED FIELD COSTS			ALLOCATION OF STRATIFIED FIELD COSTS							
	LOT SIZE	O&M	SERIES 2015A-1 DEBT SERVICE ⁽¹⁾	SERIES 2015A-2 ⁽¹⁾	SERIES 2016A-1 DEBT SERVICE ⁽¹⁾	SERIES 2016A-2 ⁽¹⁾	EAU FACTOR	TOTAL BUDGET	PER UNIT ASSESSMENT	EAU FACTOR	TOTAL BUDGET	PER UNIT ASSESSMENT	EAU FACTOR	TOTAL BUDGET	PER UNIT ASSESSMENT	TOTAL O&M	2015A-1 DEBT SERVICE ⁽²⁾	2016A-1 DEBT SERVICE ⁽²⁾	TOTAL ⁽³⁾
Phase 1																			
Single Family 58'	28	28	0	0	0	0	1.00	\$7,124.77	\$254.46	1.00	\$37,356.97	\$1,334.18	1.00	\$7,820.76	\$279.31	\$1,867.95	\$1,800.00	\$0.00	\$3,667.95
Single Family 73'	83	59	0	0	0	0	1.00	\$21,119.86	\$254.46	1.00	\$110,736.72	\$1,334.18	1.26	\$29,210.53	\$351.93	\$1,940.57	\$1,800.00	\$0.00	\$3,740.57
Single Family 73' (Partial)	1	1	0	0	0	0	1.00	\$254.46	\$254.46	1.00	\$1,334.18	\$1,334.18	1.26	\$351.93	\$351.93	\$1,940.57	\$1,080.00	\$0.00	\$3,020.57
Single Family 93'	49	38	1	0	0	0	1.00	\$12,468.35	\$254.46	1.00	\$65,374.69	\$1,334.18	1.60	\$21,898.12	\$446.90	\$2,035.54	\$2,100.00	\$0.00	\$4,135.54
Single Family 93' (Partial)	3	3	0	0	0	0	1.00	\$763.37	\$254.46	1.00	\$4,002.53	\$1,334.18	1.60	\$1,340.70	\$446.90	\$2,035.54	\$1,400.00	\$0.00	\$3,435.54
Phase 2																			
Single Family 63'	80	0	0	0	76	0	1.00	\$20,356.49	\$254.46	1.00	\$106,734.19	\$1,334.18	1.09	\$24,356.07	\$304.45	\$1,893.09	\$0.00	\$1,800.00	\$3,693.09
Single Family 73'	39	0	0	0	38	0	1.00	\$9,923.79	\$254.46	1.00	\$52,032.92	\$1,334.18	1.26	\$13,725.43	\$351.93	\$1,940.57	\$0.00	\$1,800.00	\$3,740.57
Single Family 83'	34	0	0	0	34	0	1.00	\$8,651.51	\$254.46	1.00	\$45,362.03	\$1,334.18	1.43	\$13,580.19	\$399.42	\$1,988.06	\$0.00	\$2,100.00	\$4,088.06
Single Family 93'	38	0	0	0	38	0	1.00	\$9,669.33	\$254.46	1.00	\$50,698.74	\$1,334.18	1.60	\$16,982.22	\$446.90	\$2,035.54	\$0.00	\$2,100.00	\$4,135.54
TOTAL COMMUNITY	355	129	1	186	0	0		\$90,331.91			\$473,632.98			\$129,265.96					
LESS: St. John's County Collection Costs (2%) and Early Payment Discount (4%)								(\$5,419.91)			(\$28,417.98)			(\$7,755.96)					
Net Revenue to be Collected								\$84,912.00			\$445,215.00			\$121,510.00					

⁽¹⁾ Reflects the number of total lots with Series 2015A-1 and 2016A-1 debt outstanding. There have been 34 (thirty-four) Series 2015A-1 prepayments and 2 (two) Series 2016A-1 prepayments.

⁽²⁾ Annual debt service assessment per lot adopted in connection with the Series 2015A-1 and Series 2016A-1 bond issues. Annual assessment includes principal, interest, St. John's County collection costs and early payment discount costs.

⁽³⁾ Annual assessment that will appear on November 2020 St. John's County property tax bill. Amount shown includes all applicable collection costs. Property owner is eligible for a discount of up to 4% if paid early. Does not reflect the Series 2015A-2 and Series 2016A-2 assessments associated with individual lots, which are expected to be prepaid at or prior to the conveyance of such lots to end users.

SUPERVISOR REQUESTS

ADJOURNMENT