

# Beach Community Development District

3501 Quadrangle Boulevard, Suite 270, Orlando, FL 32817

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[www.beachcdd.com](http://www.beachcdd.com)

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The regular meeting of the Board of Supervisors of **Beach Community Development District** will be held on **Monday, April 11, 2022, at 5:45 pm** at the Tamaya Amenity Center located at 12788 Meritage Blvd. Jacksonville, FL 32246. The following is the proposed agenda for this meeting.

**Call in number: 1-844-621-3956**

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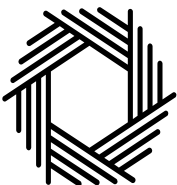
## **BOARD OF SUPERVISORS' MEETING AGENDA**

### **Organizational Matters**

- Call to Order
  - Roll Call
  - Public Comment Period *[for any members of the public desiring to speak on any proposition before the Board is limited to 3 minutes and should not include ANY personal attacks when addressing the Board]*
1. Review and Acknowledgement of Robert Renn Resignation from the Board of Supervisors for Seat 5
  2. Review of Candidates and Consideration of Replacement for Seat 5
  3. Administer Oath of Office to Newly Appointed Board of Supervisors for Seat 5
  4. Review and Consideration of Code of Ethics to Newly Appointed Board of Supervisor for Seat 5

### **General Business Matters**

5. Consideration of Revised Minutes of the December 6, 2021, Board of Supervisors' Meeting
6. Consideration of Minutes of the February 7, 2022, Board of Supervisors' Meeting
7. Consideration of Minutes of the March 7, 2022, Board of Supervisors' Workshop Meeting
8. Consideration of Resolution 2022-09, Designating a Registered Agent
9. Consideration of Resolution 2022-10, Approving a Preliminary Budget for Fiscal Year 2023 and Setting a Public Hearing Date [Suggested Date, July 11, 2022]
10. Consideration of Resolution 2022-11, Designating Board Member Seats for the Upcoming General Election 2022
11. Consideration of Resolution 2022-12, Re-Designating Officers of the District
12. Appointment of Audit Selection Committee
13. Review of the Finance and Task Force Group Report



**pfm**

14. Ratification of Temporary Construction Easement between the District and Bentwater Place Association, Inc.
15. Discussion Pertaining Financial Statements and Documents Inclusion on the District Website
16. Review and Consideration of Resident Donation of a Picnic Table
17. Review and Consideration of Gate Motor Replacement Proposals
18. Ratification of Payment Authorizations #240-248
19. Ratification of Debit Card Purchases for the following Months:
  - a. October 2021
  - b. November 2021
  - c. February 2022
20. Review of District Financial Statements

### **Other Business**

- Staff Reports
  - District Counsel
  - District Engineer
  - District Manager
  - Lifestyle & Field Manager Report
- Supervisors Requests
- Audience Comments

### **Adjournment**



**BEACH  
COMMUNITY DEVELOPMENT DISTRICT**

Review and Acknowledgement of Robert  
Renn Resignation from the Board of  
Supervisors for Seat 5

**From:** Bob Renn <drwrbeachcdd1@gmail.com>  
**Sent:** Monday, February 28, 2022 5:13 PM  
**To:** Venessa Ripoll <ripollv@pfm.com>  
**Subject:** Re: Beach CDD- Board of Supervisors Workshop Meeting/Special Meeting 3/7/22- Agenda

**ALERT:** This message is from an external source. **BE CAUTIOUS** before clicking any link or attachment

Venessa,

Effective immediately I hereby resign my position on the Beach CDD board of supervisors.

I will not attend the March 7, 2022 meeting.

Thank you,  
Robert Renn



**BEACH  
COMMUNITY DEVELOPMENT DISTRICT**

Review of Candidates and Consideration of  
Replacement for Seat 5

**Ryan H. Jones, AIF®, AWMA®**  
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[ryan.h.jones@raymondjames.com](mailto:ryan.h.jones@raymondjames.com)  
904.614.2809 (Cell)

Ryan is a Senior Vice President, Investments and senior partner with Magnolia Wealth Advisors of Raymond James & Associates and focuses on Wealth and Investment Management. Magnolia Wealth Advisors consult in the areas of Tax Aware Investing, Estate Strategies, Business Succession Planning, Charitable Planning, Multiple Generation Wealth Strategies, Tax Efficiency Strategies, Equity Preservation Strategies and Investment Management for High Net Worth Families, Business Owners, Executives, Non-Profits and Foundations.

Ryan has his Series 6, 63, 65, 7, Life & Variable Annuities licenses. Ryan also holds professional designations as an AIF®, Accredited Investment Fiduciary & the AWMA®, Accredited Wealth Management Advisor, a professional education degree through the College for Financial Planning. Ryan was annually named to the Executive and Director's Council as a Premier Advisor at his previous firm, This designation is held by a select group of Financial Advisors that reflects a high level of standards as measured by the firm's criteria for revenue generation, educational attainment and client-service best practices. Ryan has been recognized as a Northeast Florida Premier Wealth Manager in Jacksonville Magazine annually since 2018

While in his profession Ryan guides others in their investments, Ryan is personally - and fully - invested in Northeast Florida and her people. On a near-daily basis, Ryan gives of his time, talents and treasures to many facets of our community - helping improve education for our children, offering care and compassion for the underprivileged, and assisting with support for special needs children and their families. Yet, the greatest return on Ryan's community service is realized in his work with other young adults to strengthen their faith, so as to encourage and equip them to help others as well.

Specifically, Ryan served as President, Vice President, Treasurer, Board Member and Paul Harris Fellow of the Riverside Rotary Club. Ryan served at The First Baptist Church of Jacksonville on the Board of Trustees, President of the Foundation & President of the Covenant School of Jacksonville. Ryan has also served on many local Boards including the Jacksonville Community Council (JCCI), The Ronald McDonald House, Ortega Elementary School Advisory Council, AmiKids Jacksonville, Foundation of Strength, Pine Castle Inc. & The Jacksonville Chamber of Commerce Board of Trustees.

Ryan is also a member of the Leadership Jacksonville Class of 2020. The goal of Leadership Jacksonville is to educate, connect & inspire diverse leaders to build & strengthen their communities. Ryan was a member the Jacksonville Regional Political Leadership Institute sponsored by the Jacksonville Chamber of Commerce. The Institute seeks to "encourage energetic and inspiring members of the business community to become outstanding public leaders." This institute, along with Leadership Jacksonville develops leaders to assume greater responsibility as community trustees who improve the quality of life for self, family & community.

Nominated by the Jacksonville City Council President, Ryan also served on the Jacksonville Taxation, Revenue & Utilization of Expenditures (TRUE) Commission - an advisory body to the City regarding fiscal policy. The TRUE Commission's goal is to improve the City's long-range financial soundness, planning, budgeting, and management.

Ryan holds his B.A. in Political Science, Pi Sigma Alpha Honors from the University of Florida. He was a member of the Student Honor Court, Student Traffic Court, and the Sigma Chi Fraternity. Northeast Florida has been home to Ryan for over four decades. Now, Ryan and his wife Jennifer are rearing four children in the community they love and serve.

**BEACH  
COMMUNITY DEVELOPMENT DISTRICT**

Administer Oath of Office to Newly  
Appointed Board of Supervisors for Seat 5

**BEACH  
COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS  
OATH OF OFFICE**

I, \_\_\_\_\_, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF BEACH COMMUNITY DEVELOPMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

\_\_\_\_\_  
Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA  
COUNTY OF DUVAL

The foregoing oath was administered before me this \_\_\_ day of \_\_\_\_\_, 2022, by \_\_\_\_\_, who personally appeared before me, and is personally known to me or has produced \_\_\_\_\_ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of Beach Community Development District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

\_\_\_\_\_  
Notary Public, State of Florida

Print Name: \_\_\_\_\_

Commission No.: \_\_\_\_\_ Expires: \_\_\_\_\_

**BEACH  
COMMUNITY DEVELOPMENT DISTRICT**

Review and Consideration of Code of Ethics to Newly  
Appointed Board of Supervisor for Seat 5



## **Supervisor Welcome Package**

- 1. Introduction to Community Development Districts**
- 2. Frequently Asked Questions Regarding the Role of the Board of Supervisors**
- 3. Role of Community Development District Staff**
- 4. Florida Commission on Ethics Guide to the Sunshine Amendment**
- 5. Oath of Office**
- 6. Financial Disclosure Form**
- 7. IRS Form W-9**



## **Introduction to Community Development Districts**



## **INTRODUCTION**

A community development district (CDD) is created under the Uniform Community Development Act of 1980, Chapter 190 of the Florida Statutes, as amended. It provides a mechanism to finance, construct and maintain community or subdivision infrastructure improvements. A CDD is organized as a special-purpose unit of local government and operates as an independent taxing district.

Because a CDD is an independent special district, its governing body establishes its own budget and operates independently of the local governmental entity within the scope of its specific and very limited powers. A CDD does not have police powers and cannot regulate land use or issue development orders; those powers reside with the local general-purpose government (city or county).

The primary function of a CDD is to issue tax-exempt bonds to construct subdivision infrastructure, e.g., road, water and sewer lines, recreational facilities, etc. Thus, new growth within a CDD pays for itself and the cost of the growth is allocated proportionately by levying special assessments on the landowners who receive the benefits.

A CDD gives the developer an efficient mechanism to finance front-end capital expenditures at a lower interest rate and usually on a non-recourse basis, while maintaining control of the district for a period of years that extends beyond the build-out of the development. A CDD also provides a more efficient method of paying the operation and maintenance expense of subdivision infrastructure and related services.

For the local general-purpose government, the creation of a CDD results in an expansion of the tax base and additional fund revenues. Because of the structure and limited powers of a CDD, as defined in the enabling legislation, the comprehensive planning effort is also enhanced. Furthermore, Florida law has provisions which guard against the proliferation, duplication and fragmentation of municipal or county services by providing mechanisms for termination, annexation, or transfer of all or part of the CDD services to the affected county or municipality.





## **Overview of Community Development Districts**

### ***What is a Community Development District? (CDD)***

A CDD is a governmental unit created to serve the long-term specific needs of its community. Created pursuant to Chapter 190, Florida Statutes, A CDD's main powers are to plan, finance, construct, operate and maintain community-wide infrastructure and services specifically for the benefit of the District.

### ***What will the CDD do?***

Through a CDD, the District can offer its residents a broad range of community-related services and infrastructure to help ensure the highest quality of life possible. Responsibilities of a CDD may include storm water management, potable and non-portable water supply, sewer and wastewater management, landscaping, street lighting, and recreational amenities.

### ***How does a CDD operate?***

A CDD is governed by its Board of Supervisors. A District Board is elected initially by the landowners, eventually transitioning to residents of the CDD after six to eight years of operation, depending on the district. Similar to all municipal, county, state, and national elections, the Office of the Supervisor of Elections oversees the vote, and CDD Supervisors are subject to state ethics and financial disclosure laws.

### ***What is the CDD's relationship with the Home Owner's Association?***

Community Development Districts compliment the responsibilities of a community home owner's association (HOA's). A CDD typically provides and maintains public facilities and infrastructure for a community whereas a HOA is effective in the coordination and management of privately held properties within the district or community. Therefore, many of the maintenance functions handled by CDD's in other communities may be handled by these associations provided these facilities are either owned by the HOA or agreements exists between the HOA and CDD regarding the maintenance of said facilities. However, the associations have other key responsibilities including the enforcement of the deed restrictions and other quality standards regarding privately held properties. For example, a CDD may contract with the Master Home Owners Association of a community to perform maintenance functions.

### ***What are the benefits to residents?***

Residents within a CDD may expect to receive three major classes of benefits:

- 1. The CDD may provide landowners with higher levels of public facilities and services managed and financed through self-imposed fees and assessments.**
- 2. The CDD ensures that these community development facilities and services will be completed concurrently with other parts of the development.**
- 3. The CDD landowners and electors choose the Board of Supervisors, which is able to determine the levels of service of CDD facilities.**



Other similarities are realized because a CDD is subject to the same laws and regulations that apply to other government entities. The CDD is able to borrow money to finance its facilities at lower, tax-exempt interest rates, similar to cities and counties. Additionally, many contracts for goods and services, including annually negotiated maintenance contracts, are subject to publicly advertised competitive bidding.

Landowners and subsequently the 5 member elected CDD Board sets the standards of quality within a District. For example, a CD can provide perpetual maintenance of environmental conservation areas within a community. This consistent, quality-controlled method of management ultimately helps protect the long term property values in a community.

### ***What is the cost to operate a CDD?***

The cost to operate a CDD is borne by those who benefit from its services. Property owners in the CDD are subject to a non-ad valorem assessment, which appears on their annual property tax bill from the county tax collector as a CDD assessment. This bulk assessment consists of two parts – an annual assessment for operations and maintenance, which can fluctuate from year to year – and an annual capital assessment to repay bonds sold by the CDD to finance community infrastructure and facilities. Annual capital assessments are generally fixed and do not vary for the term of the bonds. Because cost and levels of services vary depending upon the needs of an individual CDD, the operations and maintenance assessment will vary within each District year to year.

### ***How are CDD's financed?***

The CDD issues Bonds to finance community infrastructure. Generally, CDD's assess each property owner a yearly capital debt service assessment to pay back those bonds.

In addition, to maintain the facilities of the community and administer the CDD, the CDD conducts a public hearing each year where it adopts an Operating and Maintenance budget. The funding of this budget is levied as an Operating and Maintenance assessment on individual properties by the Board of Supervisors. All residents pay for a share of the maintenance of the CDD improvements through this annual assessment.

### ***What are the responsibilities of a Community Development District?***

A CDD may provide the following publicly owned elements:

- Off-site roadway improvements, street signage and/or street lighting
- Water management, (including but not limited to) main line irrigation, lake and pond construction, and water control structures
- Conservation areas
- Water and sewer facilities, which may be transferred to the appropriate franchised utility or municipality with jurisdiction responsibility
- Landscaping and entry features



**Frequently Asked Questions  
Regarding the Role of the Board of Supervisors**



## **Questions Regarding the Role of the Board of Supervisors**

### ***What is a Board of Supervisors?***

A Community Development District has a Board-Manager form of government with the Board formulating public policy and the Manager carrying it out. The Board consists of five members called Supervisors. The Board serves as the governing body of the District and sets public policies implemented by the staff. Based upon board consideration these Supervisors may receive compensation or reimbursement for their participation in Board activities.

### ***How is the Board established?***

Initially Supervisors are appointed by the landowner in the formative petition filed with the local government entity. Later they are elected by the landowners and appointed to various terms of office based on the number of votes cast, either two or four year terms. Eventually, within six to eight years of establishment, Board members are elected by State registered voters that reside in the district in a general election conducted by the Office of the Supervisor of Elections in that county.

### ***What are the responsibilities of the Board?***

The Board receives its power from Chapter 190, Florida Statutes, which governs community development districts. The Board is responsible for the everyday operation and the future of the district and its residents. A summary of these duties includes, but is not limited to the following;

- Complete all forms required by the State of Florida as a Public Officer
- Comply to and understand the Sunshine Amendment and Code of Ethics for Public Officers
- Governing of the District, its staff, residents and facilities
- The annual budget and financing of the district, including operations and maintenance fees and general oversight of the District
- Holding and attending board meetings for the District
- Maintaining the current standing of the district up to code and compliance with the state of Florida and other local governmental entities
- Planning for the future growth and maintenance of the District.

### ***What are the terms of office for the Supervisors?***

Initial Supervisors appointed by the landowner are in office for 90 days until a landowner election can be noticed and held. After the initial landowner election is held, the two supervisors with the highest votes serve a four year term; the remaining supervisors serve two year terms. All supervisors elected at the six year period receive four year terms. This eventually will result in every member on the board serving a staggering four year term.



***What if a Supervisor resigns his/her office during term?***

If a supervisor resigns his/her office mid-term, the board will accept their letter of resignation and then appoint a new supervisor to serve the remaining term. However, should it be a board consisting of terms elected after the sixth year of the district, the board will only be able to appoint a qualified voter registered in the State of Florida that resides in the district to serve the balance of the term. The resigning supervisor must complete the required forms as per the State of Florida within 60 days of departure of office and return it to the Supervisor of Elections office in the county in which they reside.



## **Role of Community Development District Staff**



## **Community Development District Staff Positions**

### ***District Manager***

The district manager acts as the 'City Manager/County Administrator' of the district and works with the elected board of supervisors to serve the district and its residents. The direct responsibilities of the district manager include the following but are not limited to: Preserving and maintaining district improvements and facilities, overseeing and coordinating the planning, financing, purchasing, staffing, and compliance of the district, and any other such duties, as prescribed by the board.

### ***District Counsel***

The district counsel acts as the chief legal counsel to the district and is responsible for ensuring that the district conducts its business according to the legal standards placed upon it, both by the actions of the district/board and Statute.

In this capacity, the district counsel reviews all district documents, including resolutions, contracts, and agreements, assists district manager in drafting of same and negotiations on behalf of the district. Counsel ensures compliance with all necessary laws including the Sunshine Amendment, and assists with securing public financing.

### ***District Engineer***

The district engineer provides professional and technical services to the district in support of the planning, design, permitting, construction, financing, operation and maintenance of the district infrastructure.

The district engineer also provides the Engineer's Report for bond financing and can provide direct consultation for such items as: Bidding, contractor selection standards, master planning of infrastructure and construction phase operation.



**Florida Commission on Ethics  
Guide to the Sunshine Amendment**



# FLORIDA COMMISSION ON ETHICS



GUIDE  
to the  
SUNSHINE AMENDMENT  
and  
CODE of ETHICS  
for Public Officers and Employees

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**2022**

State of Florida  
COMMISSION ON ETHICS

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## I. HISTORY OF FLORIDA'S ETHICS LAWS

Florida has been a leader among the states in establishing ethics standards for public officials and recognizing the right of citizens to protect the public trust against abuse. Our state Constitution was revised in 1968 to require a code of ethics, prescribed by law, for all state employees and non-judicial officers prohibiting conflict between public duty and private interests.

Florida's first successful constitutional initiative resulted in the adoption of the Sunshine Amendment in 1976, providing additional constitutional guarantees concerning ethics in government. In the area of enforcement, the Sunshine Amendment requires that there be an independent commission (the Commission on Ethics) to investigate complaints concerning breaches of public trust by public officers and employees other than judges.

The Code of Ethics for Public Officers and Employees is found in Chapter 112 (Part III) of the Florida Statutes. Foremost among the goals of the Code is to promote the public interest and maintain the respect of the people for their government. The Code is also intended to ensure that public officials conduct themselves independently and impartially, not using their offices for private gain other than compensation provided by law. While seeking to protect the integrity of government, the Code also seeks to avoid the creation of unnecessary barriers to public service.

Criminal penalties, which initially applied to violations of the Code, were eliminated in 1974 in favor of administrative enforcement. The Legislature created the Commission on Ethics that year "to serve as guardian of the standards of conduct" for public officials, state and local. Five of the Commission's nine members are appointed by the Governor, and two each are appointed by the President of the Senate and Speaker of the House of Representatives. No more than five Commission members may be members of the same political party, and none may be lobbyists, or hold any public employment during their two-year terms of office. A chair is selected from among the members to serve a one-year term and may not succeed himself or herself.

In 2018, Florida's Constitutional Revision Commission proposed, and the voters adopted, changes to Article II, Section 8. The earliest of the changes will take effect December 31, 2020, and will prohibit officials from abusing their position to obtain a disproportionate benefit for themselves or their spouse, child, or employer, or for a business with which the official contracts or is an officer, partner, director, sole proprietor, or in which the official owns an interest. Other changes made to the Constitution place restrictions on lobbying by certain officeholders and employees, and put additional limits on lobbying by former public officers and employees. These changes will become effective December 31, 2022.

## **II. ROLE OF THE COMMISSION ON ETHICS**

In addition to its constitutional duties regarding the investigation of complaints, the Commission:

- Renders advisory opinions to public officials;
- Prescribes forms for public disclosure;
- Prepares mailing lists of public officials subject to financial disclosure for use by Supervisors of Elections and the Commission in distributing forms and notifying delinquent filers;
- Makes recommendations to disciplinary officials when appropriate for violations of ethics and disclosure laws, since it does not impose penalties;
- Administers the Executive Branch Lobbyist Registration and Reporting Law;
- Maintains financial disclosure filings of constitutional officers and state officers and employees; and,
- Administers automatic fines for public officers and employees who fail to timely file required annual financial disclosure.

## **III. THE ETHICS LAWS**

The ethics laws generally consist of two types of provisions, those prohibiting certain actions or conduct and those requiring that certain disclosures be made to the public. The following descriptions of these laws have been simplified in an effort to provide notice of their requirements. Therefore, we suggest that you also review the wording of the actual law. Citations to the appropriate laws are in brackets.

The laws summarized below apply generally to all public officers and employees, state and local, including members of advisory bodies. The principal exception to this broad coverage is the exclusion of judges, as they fall within the jurisdiction of the Judicial Qualifications Commission.

Public Service Commission (PSC) members and employees, as well as members of the PSC Nominating Council, are subject to additional ethics standards that are enforced by the Commission on Ethics under Chapter 350, Florida Statutes. Further, members of the governing boards of charter schools are subject to some of the provisions of the Code of Ethics [Sec. 1002.33(26), Fla. Stat.], as are the officers, directors, chief executive officers and some employees of business entities that serve as the chief administrative or executive officer or employee of a political subdivision. [Sec. 112.3136, Fla. Stat.].

## A. PROHIBITED ACTIONS OR CONDUCT

### 1. *Solicitation and Acceptance of Gifts*

Public officers, employees, local government attorneys, and candidates are prohibited from soliciting or accepting anything of value, such as a gift, loan, reward, promise of future employment, favor, or service, that is based on an understanding that their vote, official action, or judgment would be influenced by such gift. [Sec. 112.313(2), Fla. Stat.]

Persons required to file financial disclosure FORM 1 or FORM 6 (see Part III F of this brochure), and state procurement employees, are prohibited from **soliciting** any gift from a political committee, lobbyist who has lobbied the official or his or her agency within the past 12 months, or the partner, firm, employer, or principal of such a lobbyist or from a vendor doing business with the official's agency. [Sec. 112.3148, Fla. Stat.]

Persons required to file FORM 1 or FORM 6, and state procurement employees are prohibited from directly or indirectly **accepting** a gift worth more than \$100 from such a lobbyist, from a partner, firm, employer, or principal of the lobbyist, or from a political committee or vendor doing business with their agency. [Sec.112.3148, Fla. Stat.]

**However**, notwithstanding Sec. 112.3148, Fla. Stat., no Executive Branch lobbyist or principal shall make, directly or indirectly, and no Executive Branch agency official who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.] Typically, this would include gifts valued at less than \$100 that formerly were permitted under Section 112.3148, Fla. Stat. Similar rules apply to members and employees of the Legislature. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.]

Also, persons required to file Form 1 or Form 6, and state procurement employees and members of their immediate families, are prohibited from accepting any gift from a political committee. [Sec. 112.31485, Fla. Stat.]

### 2. *Unauthorized Compensation*

Public officers or employees, local government attorneys, and their spouses and minor children are prohibited from accepting any compensation, payment, or thing of value when they know, or with the exercise of reasonable care should know, that it is given to influence a vote or other official action. [Sec. 112.313(4), Fla. Stat.]

### *3. Misuse of Public Position*

Public officers and employees, and local government attorneys are prohibited from corruptly using or attempting to use their official positions or the resources thereof to obtain a special privilege or benefit for themselves or others. [Sec. 112.313(6), Fla. Stat.]

### *4. Abuse of Public Position*

Public officers and employees are prohibited from abusing their public positions in order to obtain a disproportionate benefit for themselves or certain others. [Article II, Section 8(h), Florida Constitution.]

### *5. Disclosure or Use of Certain Information*

Public officers and employees and local government attorneys are prohibited from disclosing or using information not available to the public and obtained by reason of their public position, for the personal benefit of themselves or others. [Sec. 112.313(8), Fla. Stat.]

### *6. Solicitation or Acceptance of Honoraria*

Persons required to file financial disclosure FORM 1 or FORM 6 (see Part III F of this brochure), and state procurement employees, are prohibited from **soliciting** honoraria related to their public offices or duties. [Sec. 112.3149, Fla. Stat.]

Persons required to file FORM 1 or FORM 6, and state procurement employees, are prohibited from knowingly **accepting** an honorarium from a political committee, lobbyist who has lobbied the person's agency within the past 12 months, or the partner, firm, employer, or principal of such a lobbyist, or from a vendor doing business with the official's agency. However, they may accept the payment of expenses related to an honorarium event from such individuals or entities, provided that the expenses are disclosed. See Part III F of this brochure. [Sec. 112.3149, Fla. Stat.]

Lobbyists and their partners, firms, employers, and principals, as well as political committees and vendors, are prohibited from **giving** an honorarium to persons required to file FORM 1 or FORM 6 and to state procurement employees. Violations of this law may result in fines of up to \$5,000 and prohibitions against lobbying for up to two years. [Sec. 112.3149, Fla. Stat.]

However, notwithstanding Sec. 112.3149, Fla. Stat., no Executive Branch or legislative lobbyist or principal shall make, directly or indirectly, and no Executive Branch agency official who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.] This may include honorarium event related expenses that formerly



were permitted under Sec. 112.3149, Fla. Stat. Similar rules apply to members and employees of the Legislature. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.]

## **B. PROHIBITED EMPLOYMENT AND BUSINESS RELATIONSHIPS**

### *1. Doing Business With One's Agency*

(a) A public employee acting as a purchasing agent, or public officer acting in an official capacity, is prohibited from purchasing, renting, or leasing any realty, goods, or services for his or her agency from a business entity in which the officer or employee or his or her spouse or child owns more than a 5% interest. [Sec. 112.313(3), Fla. Stat.]

(b) A public officer or employee, acting in a private capacity, also is prohibited from renting, leasing, or selling any realty, goods, or services to his or her own agency if the officer or employee is a state officer or employee, or, if he or she is an officer or employee of a political subdivision, to that subdivision or any of its agencies. [Sec. 112.313(3), Fla. Stat.]

### *2. Conflicting Employment or Contractual Relationship*

(a) A public officer or employee is prohibited from holding any employment or contract with any business entity or agency regulated by or doing business with his or her public agency. [Sec. 112.313(7), Fla. Stat.]

(b) A public officer or employee also is prohibited from holding any employment or having a contractual relationship which will pose a frequently recurring conflict between the official's private interests and public duties or which will impede the full and faithful discharge of the official's public duties. [Sec. 112.313(7), Fla. Stat.]

(c) Limited exceptions to this prohibition have been created in the law for legislative bodies, certain special tax districts, drainage districts, and persons whose professions or occupations qualify them to hold their public positions. [Sec. 112.313(7)(a) and (b), Fla. Stat.]

*3. Exemptions—Pursuant to Sec. 112.313(12), Fla. Stat., the prohibitions against doing business with one's agency and having conflicting employment may not apply:*

(a) When the business is rotated among all qualified suppliers in a city or county.

(b) When the business is awarded by sealed, competitive bidding and neither the official nor his or her spouse or child have attempted to persuade agency personnel to enter the contract. NOTE:

Disclosure of the interest of the official, spouse, or child and the nature of the business must be filed prior to or at the time of submission of the bid on Commission FORM 3A with the Commission on Ethics or Supervisor of Elections, depending on whether the official serves at the state or local level.

(c) When the purchase or sale is for legal advertising, utilities service, or for passage on a common carrier.

(d) When an emergency purchase must be made to protect the public health, safety, or welfare.

(e) When the business entity is the only source of supply within the political subdivision and there is full disclosure of the official's interest to the governing body on Commission FORM 4A.

(f) When the aggregate of any such transactions does not exceed \$500 in a calendar year.

(g) When the business transacted is the deposit of agency funds in a bank of which a county, city, or district official is an officer, director, or stockholder, so long as agency records show that the governing body has determined that the member did not favor his or her bank over other qualified banks.

(h) When the prohibitions are waived in the case of ADVISORY BOARD MEMBERS by the appointing person or by a two-thirds vote of the appointing body (after disclosure on Commission FORM 4A).

(i) When the public officer or employee purchases in a private capacity goods or services, at a price and upon terms available to similarly situated members of the general public, from a business entity which is doing business with his or her agency.

(j) When the public officer or employee in a private capacity purchases goods or services from a business entity which is subject to the regulation of his or her agency where the price and terms of the transaction are available to similarly situated members of the general public and the officer or employee makes full disclosure of the relationship to the agency head or governing body prior to the transaction.

#### *4. Additional Exemptions*

No elected public officer is in violation of the conflicting employment prohibition when employed by a tax exempt organization contracting with his or her agency so long as the officer is not directly or indirectly compensated as a result of the contract, does not participate in any way in the decision to enter into the contract, abstains from voting on any matter involving the employer, and makes certain disclosures. [Sec. 112.313(15), Fla. Stat.]

#### *5. Legislators Lobbying State Agencies*

A member of the Legislature is prohibited from representing another person or entity for compensation during his or her term of office before any state agency other than judicial tribunals. [Art. II, Sec. 8(e), Fla. Const., and Sec. 112.313(9), Fla. Stat.]

#### *6. Employees Holding Office*

A public employee is prohibited from being a member of the governing body which serves as his or her employer. [Sec. 112.313(10), Fla. Stat.]

#### *7. Professional and Occupational Licensing Board Members*

An officer, director, or administrator of a state, county, or regional professional or occupational organization or association, while holding such position, may not serve as a member of a state examining or licensing board for the profession or occupation. [Sec. 112.313(11), Fla. Stat.]

#### *8. Contractual Services: Prohibited Employment*

A state employee of the executive or judicial branch who participates in the decision-making process involving a purchase request, who influences the content of any specification or procurement standard, or who renders advice, investigation, or auditing, regarding his or her agency's contract for services, is prohibited from being employed with a person holding such a contract with his or her agency. [Sec. 112.3185(2), Fla. Stat.]

#### *9. Local Government Attorneys*

Local government attorneys, such as the city attorney or county attorney, and their law firms are prohibited from representing private individuals and entities before the unit of local government which they serve. A local government attorney cannot recommend or otherwise refer to his or her firm legal work involving the local government unit unless the attorney's contract authorizes or mandates the use of that firm. [Sec. 112.313(16), Fla. Stat.]

#### *10. Dual Public Employment*

Candidates and elected officers are prohibited from accepting public employment if they know or should know it is being offered for the purpose of influence. Further, public employment may not be accepted unless the position was already in existence or was created without the anticipation of the official's interest, was publicly advertised, and the officer had to meet the same qualifications and go through the same hiring process as other applicants. For elected public officers already holding public

employment, no promotion given for the purpose of influence may be accepted, nor may promotions that are inconsistent with those given other similarly situated employees. [Sec. 112.3125, Fla. Stat.]

### **C. RESTRICTIONS ON APPOINTING, EMPLOYING, AND CONTRACTING WITH RELATIVES**

#### *1. Anti-Nepotism Law*

A public official is prohibited from seeking for a relative any appointment, employment, promotion, or advancement in the agency in which he or she is serving or over which the official exercises jurisdiction or control. No person may be appointed, employed, promoted, or advanced in or to a position in an agency if such action has been advocated by a related public official who is serving in or exercising jurisdiction or control over the agency; this includes relatives of members of collegial government bodies. NOTE: This prohibition does not apply to school districts (except as provided in Sec. 1012.23, Fla. Stat.), community colleges and state universities, or to appointments of boards, other than those with land-planning or zoning responsibilities, in municipalities of fewer than 35,000 residents. Also, the approval of budgets does not constitute “jurisdiction or control” for the purposes of this prohibition. This provision does not apply to volunteer emergency medical, firefighting, or police service providers. [Sec. 112.3135, Fla. Stat.]

#### *2. Additional Restrictions*

A state employee of the executive or judicial branch or the PSC is prohibited from directly or indirectly procuring contractual services for his or her agency from a business entity of which a relative is an officer, partner, director, or proprietor, or in which the employee, or his or her spouse, or children own more than a 5% interest. [Sec. 112.3185(6), Fla. Stat.]

### **D. POST OFFICE HOLDING AND EMPLOYMENT (REVOLVING DOOR) RESTRICTIONS**

#### *1. Lobbying by Former Legislators, Statewide Elected Officers, and Appointed State Officers*

A member of the Legislature or a statewide elected or appointed state official is prohibited for two years following vacation of office from representing another person or entity for compensation before the government body or agency of which the individual was an officer or member. Former members of the Legislature are also prohibited for two years from lobbying the executive branch. [Art. II, Sec. 8(e), Fla. Const. and Sec. 112.313(9), Fla. Stat.]

#### *2. Lobbying by Former State Employees*

Certain employees of the executive and legislative branches of state government are prohibited from personally representing another person or entity for compensation before the

agency with which they were employed for a period of two years after leaving their positions, unless employed by another agency of state government. [Sec. 112.313(9), Fla. Stat.] These employees include the following:

(a) Executive and legislative branch employees serving in the Senior Management Service and Selected Exempt Service, as well as any person employed by the Department of the Lottery having authority over policy or procurement.

(b) Persons serving in the following position classifications: the Auditor General; the director of the Office of Program Policy Analysis and Government Accountability (OPPAGA); the Sergeant at Arms and Secretary of the Senate; the Sergeant at Arms and Clerk of the House of Representatives; the executive director and deputy executive director of the Commission on Ethics; an executive director, staff director, or deputy staff director of each joint committee, standing committee, or select committee of the Legislature; an executive director, staff director, executive assistant, legislative analyst, or attorney serving in the Office of the President of the Senate, the Office of the Speaker of the House of Representatives, the Senate Majority Party Office, the Senate Minority Party Office, the House Majority Party Office, or the House Minority Party Office; the Chancellor and Vice-Chancellors of the State University System; the general counsel to the Board of Regents; the president, vice presidents, and deans of each state university; any person hired on a contractual basis and having the power normally conferred upon such persons, by whatever title; and any person having the power normally conferred upon the above positions.

This prohibition does not apply to a person who was employed by the Legislature or other agency prior to July 1, 1989; who was a defined employee of the State University System or the Public Service Commission who held such employment on December 31, 1994; or who reached normal retirement age and retired by July 1, 1991. It does apply to OPS employees.

**PENALTIES:** Persons found in violation of this section are subject to the penalties contained in the Code (see PENALTIES, Part V) as well as a civil penalty in an amount equal to the compensation which the person received for the prohibited conduct. [Sec. 112.313(9)(a)5, Fla. Stat.]

### *3. Additional Restrictions on Former State Employees*

A former executive or judicial branch employee or PSC employee is prohibited from having employment or a contractual relationship, at any time after retirement or termination of employment, with any business entity (other than a public agency) in connection with a contract in which the employee participated personally and substantially by recommendation or decision while a public employee. [Sec. 112.3185(3), Fla. Stat.]

A former executive or judicial branch employee or PSC employee who has retired or terminated employment is prohibited from having any employment or contractual relationship for two years with any business entity (other than a public agency) in connection with a contract for services which was within his or her responsibility while serving as a state employee. [Sec.112.3185(4), Fla. Stat.]

Unless waived by the agency head, a former executive or judicial branch employee or PSC employee may not be paid more for contractual services provided by him or her to the former agency during the first year after leaving the agency than his or her annual salary before leaving. [Sec. 112.3185(5), Fla. Stat.]

These prohibitions do not apply to PSC employees who were so employed on or before Dec. 31, 1994.

#### *4. Lobbying by Former Local Government Officers and Employees*

A person elected to county, municipal, school district, or special district office is prohibited from representing another person or entity for compensation before the government body or agency of which he or she was an officer for two years after leaving office. Appointed officers and employees of counties, municipalities, school districts, and special districts may be subject to a similar restriction by local ordinance or resolution. [Sec. 112.313(13) and (14), Fla. Stat.]

### **E. VOTING CONFLICTS OF INTEREST**

State public officers are prohibited from voting in an official capacity on any measure which they know would inure to their own special private gain or loss. A state public officer who abstains, or who votes on a measure which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate, must make every reasonable effort to file a memorandum of voting conflict with the recording secretary in advance of the vote. If that is not possible, it must be filed within 15 days after the vote occurs. The memorandum must disclose the nature of the officer's interest in the matter.

No county, municipal, or other local public officer shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss, or which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate. The officer must publicly announce the nature of his or her interest before the vote and must file a memorandum of voting conflict on Commission Form 8B with the meeting's recording officer within 15 days after the vote occurs disclosing the nature of his or her interest in the matter. However, members of

community redevelopment agencies and district officers elected on a one-acre, one-vote basis are not required to abstain when voting in that capacity.

No appointed state or local officer shall participate in any matter which would inure to the officer's special private gain or loss, the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate, without first disclosing the nature of his or her interest in the matter. The memorandum of voting conflict (Commission Form 8A or 8B) must be filed with the meeting's recording officer, be provided to the other members of the agency, and be read publicly at the next meeting.

If the conflict is unknown or not disclosed prior to the meeting, the appointed official must orally disclose the conflict at the meeting when the conflict becomes known. Also, a written memorandum of voting conflict must be filed with the meeting's recording officer within 15 days of the disclosure being made and must be provided to the other members of the agency, with the disclosure being read publicly at the next scheduled meeting. [Sec. 112.3143, Fla. Stat.]

## **F. DISCLOSURES**

Conflicts of interest may occur when public officials are in a position to make decisions that affect their personal financial interests. This is why public officers and employees, as well as candidates who run for public office, are required to publicly disclose their financial interests. The disclosure process serves to remind officials of their obligation to put the public interest above personal considerations. It also helps citizens to monitor the considerations of those who spend their tax dollars and participate in public policy decisions or administration.

All public officials and candidates do not file the same degree of disclosure; nor do they all file at the same time or place. Thus, care must be taken to determine which disclosure forms a particular official or candidate is required to file.

The following forms are described below to set forth the requirements of the various disclosures and the steps for correctly providing the information in a timely manner.

### **1. FORM 1 - Limited Financial Disclosure**

Who Must File:

Persons required to file FORM 1 include all state officers, local officers, candidates for local elective office, and specified state employees as defined below (other than those officers who are required by law to file FORM 6).

STATE OFFICERS include:

- 1) Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.
- 2) Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding members of solely advisory bodies; but including judicial nominating commission members; directors of Enterprise Florida, Scripps Florida Funding Corporation, and CareerSource Florida, and members of the Council on the Social Status of Black Men and Boys; the Executive Director, governors, and senior managers of Citizens Property Insurance Corporation; governors and senior managers of Florida Workers' Compensation Joint Underwriting Association, board members of the Northeast Florida Regional Transportation Commission, and members of the board of Triumph Gulf Coast, Inc.; members of the board of Florida is for Veterans, Inc.; and members of the Technology Advisory Council within the Agency for State Technology.
- 3) The Commissioner of Education, members of the State Board of Education, the Board of Governors, local boards of trustees and presidents of state universities, and members of the Florida Prepaid College Board.

LOCAL OFFICERS include:

- 1) Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.
- 2) Appointed members of the following boards, councils, commissions, authorities, or other bodies of any county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; a community college or junior college district board of trustees; a board having the power to enforce local code provisions; a planning or zoning board, board of adjustments or appeals, community redevelopment agency board, or other board having the power to recommend, create, or modify land planning or zoning within the political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; a pension board or retirement board empowered to invest pension or retirement funds or to determine entitlement to or amount of a pension or other retirement benefit.



3) Any other appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.

4) Persons holding any of these positions in local government: mayor; county or city manager; chief administrative employee or finance director of a county, municipality, or other political subdivision; county or municipal attorney; chief county or municipal building inspector; county or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding \$35,000 for the local governmental unit.

5) Members of governing boards of charter schools operated by a city or other public entity.

6) The officers, directors, and chief executive officer of a corporation, partnership, or other business entity that is serving as the chief administrative or executive officer or employee of a political subdivision, and any business entity employee who is acting as the chief administrative or executive officer or employee of the political subdivision. [Sec. 112.3136, Fla. Stat.]

SPECIFIED STATE EMPLOYEE includes:

1) Employees in the Office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.

2) The following positions in each state department, commission, board, or council: secretary or state surgeon general, assistant or deputy secretary, executive director, assistant or deputy executive director, and anyone having the power normally conferred upon such persons, regardless of title.

3) The following positions in each state department or division: director, assistant or deputy director, bureau chief, assistant bureau chief, and any person having the power normally conferred upon such persons, regardless of title.

4) Assistant state attorneys, assistant public defenders, criminal conflict and civil regional counsel, assistant criminal conflict and civil regional counsel, public counsel, full-time state employees serving as counsel or assistant counsel to a state agency, judges of compensation claims, administrative law judges, and hearing officers.

5) The superintendent or director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.

6) State agency business managers, finance and accounting directors, personnel officers, grant coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$35,000.

7) The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.

#### What Must Be Disclosed:

FORM 1 requirements are set forth fully on the form. In general, this includes the reporting person's sources and types of financial interests, such as the names of employers and addresses of real property holdings. NO DOLLAR VALUES ARE REQUIRED TO BE LISTED. In addition, the form requires the disclosure of certain relationships with, and ownership interests in, specified types of businesses such as banks, savings and loans, insurance companies, and utility companies.

#### When to File:

CANDIDATES for elected local office must file FORM 1 together with and at the same time they file their qualifying papers.

STATE and LOCAL OFFICERS and SPECIFIED STATE EMPLOYEES are required to file disclosure by July 1 of each year. They also must file within thirty days from the date of appointment or the beginning of employment. Those appointees requiring Senate confirmation must file prior to confirmation.

#### Where to File:

Each LOCAL OFFICER files FORM 1 with the Supervisor of Elections in the county in which he or she permanently resides.

A STATE OFFICER or SPECIFIED STATE EMPLOYEE files with the Commission on Ethics. [Sec. 112.3145, Fla. Stat.]

2. *FORM 1F - Final Form 1 Limited Financial Disclosure*

FORM 1F is the disclosure form required to be filed within 60 days after a public officer or employee required to file FORM 1 leaves his or her public position. The form covers the disclosure period between January 1 and the last day of office or employment within that year.

3. *FORM 2 - Quarterly Client Disclosure*

The state officers, local officers, and specified state employees listed above, as well as elected constitutional officers, must file a FORM 2 if they or a partner or associate of their professional firm represent a client for compensation before an agency at their level of government.

A FORM 2 disclosure includes the names of clients represented by the reporting person or by any partner or associate of his or her professional firm for a fee or commission before agencies at the reporting person's level of government. Such representations do not include appearances in ministerial matters, appearances before judges of compensation claims, or representations on behalf of one's agency in one's official capacity. Nor does the term include the preparation and filing of forms and applications merely for the purpose of obtaining or transferring a license, so long as the issuance of the license does not require a variance, special consideration, or a certificate of public convenience and necessity.

When to File:

This disclosure should be filed quarterly, by the end of the calendar quarter following the calendar quarter during which a reportable representation was made. FORM 2 need not be filed merely to indicate that no reportable representations occurred during the preceding quarter; it should be filed ONLY when reportable representations were made during the quarter.

Where To File:

LOCAL OFFICERS file with the Supervisor of Elections of the county in which they permanently reside.

STATE OFFICERS and SPECIFIED STATE EMPLOYEES file with the Commission on Ethics. [Sec. 112.3145(4), Fla. Stat.]

#### 4. *FORM 6 - Full and Public Disclosure*

##### Who Must File:

Persons required by law to file FORM 6 include all elected constitutional officers and candidates for such office; the mayor and members of the city council and candidates for these offices in Jacksonville; the Duval County Superintendent of Schools; judges of compensation claims (pursuant to Sec. 440.442, Fla. Stat.); members of the Florida Housing Finance Corporation Board and members of expressway authorities, transportation authorities (except the Jacksonville Transportation Authority), bridge authority, or toll authorities created pursuant to Ch. 348 or 343, or 349, or other general law.

##### What Must be Disclosed:

FORM 6 is a detailed disclosure of assets, liabilities, and sources of income over \$1,000 and their values, as well as net worth. Officials may opt to file their most recent income tax return in lieu of listing sources of income but still must disclose their assets, liabilities, and net worth. In addition, the form requires the disclosure of certain relationships with, and ownership interests in, specified types of businesses such as banks, savings and loans, insurance companies, and utility companies.

##### When and Where To File:

Incumbent officials must file FORM 6 annually by July 1 with the Commission on Ethics. CANDIDATES must file with the officer before whom they qualify at the time of qualifying. [Art. II, Sec. 8(a) and (i), Fla. Const., and Sec. 112.3144, Fla. Stat.]

Beginning January 1, 2022, all Form 6 disclosures must be filed electronically through the Commission's electronic filing system. These disclosures will be published and searchable on the Commission's website.

#### 5. *FORM 6F - Final Form 6 Full and Public Disclosure*

This is the disclosure form required to be filed within 60 days after a public officer or employee required to file FORM 6 leaves his or her public position. The form covers the disclosure period between January 1 and the last day of office or employment within that year.

#### 6. *FORM 9 - Quarterly Gift Disclosure*

Each person required to file FORM 1 or FORM 6, and each state procurement employee, must file a FORM 9, Quarterly Gift Disclosure, with the Commission on Ethics on the last day of any calendar quarter following the calendar quarter in which he or she received a gift worth more than \$100, other than gifts

from relatives, gifts prohibited from being accepted, gifts primarily associated with his or her business or employment, and gifts otherwise required to be disclosed. FORM 9 NEED NOT BE FILED if no such gift was received during the calendar quarter.

Information to be disclosed includes a description of the gift and its value, the name and address of the donor, the date of the gift, and a copy of any receipt for the gift provided by the donor. [Sec. 112.3148, Fla. Stat.]

7. FORM 10 - Annual Disclosure of Gifts from Government Agencies and Direct-Support Organizations and Honorarium Event Related Expenses

State government entities, airport authorities, counties, municipalities, school boards, water management districts, and the South Florida Regional Transportation Authority, may give a gift worth more than \$100 to a person required to file FORM 1 or FORM 6, and to state procurement employees, if a public purpose can be shown for the gift. Also, a direct-support organization for a governmental entity may give such a gift to a person who is an officer or employee of that entity. These gifts are to be reported on FORM 10, to be filed by July 1.

The governmental entity or direct-support organization giving the gift must provide the officer or employee with a statement about the gift no later than March 1 of the following year. The officer or employee then must disclose this information by filing a statement by July 1 with his or her annual financial disclosure that describes the gift and lists the donor, the date of the gift, and the value of the total gifts provided during the calendar year. State procurement employees file their statements with the Commission on Ethics. [Sec. 112.3148, Fla. Stat.]

In addition, a person required to file FORM 1 or FORM 6, or a state procurement employee, who receives expenses or payment of expenses related to an honorarium event from someone who is prohibited from giving him or her an honorarium, must disclose annually the name, address, and affiliation of the donor, the amount of the expenses, the date of the event, a description of the expenses paid or provided, and the total value of the expenses on FORM 10. The donor paying the expenses must provide the officer or employee with a statement about the expenses within 60 days of the honorarium event.

The disclosure must be filed by July 1, for expenses received during the previous calendar year, with the officer's or employee's FORM 1 or FORM 6. State procurement employees file their statements with the Commission on Ethics. [Sec. 112.3149, Fla. Stat.]

However, notwithstanding Sec. 112.3149, Fla. Stat., no executive branch or legislative lobbyist or principal shall make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the

purpose of lobbying. This may include gifts or honorarium event related expenses that formerly were permitted under Sections 112.3148 and 112.3149. [Sec. 112.3215, Fla. Stat.] Similar prohibitions apply to legislative officials and employees. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.] In addition, gifts, which include anything not primarily related to political activities authorized under ch. 106, are prohibited from political committees. [Sec. 112.31485 Fla. Stat.]

#### 8. *FORM 30 - Donor's Quarterly Gift Disclosure*

As mentioned above, the following persons and entities generally are prohibited from giving a gift worth more than \$100 to a reporting individual (a person required to file FORM 1 or FORM 6) or to a state procurement employee: a political committee; a lobbyist who lobbies the reporting individual's or procurement employee's agency, and the partner, firm, employer, or principal of such a lobbyist; and vendors. If such person or entity makes a gift worth between \$25 and \$100 to a reporting individual or state procurement employee (that is not accepted in behalf of a governmental entity or charitable organization), the gift should be reported on FORM 30. The donor also must notify the recipient at the time the gift is made that it will be reported.

The FORM 30 should be filed by the last day of the calendar quarter following the calendar quarter in which the gift was made. If the gift was made to an individual in the legislative branch, FORM 30 should be filed with the Lobbyist Registrar. [See page 35 for address.] If the gift was to any other reporting individual or state procurement employee, FORM 30 should be filed with the Commission on Ethics.

However, notwithstanding Section 112.3148, Fla. Stat., no executive branch lobbyist or principal shall make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. This may include gifts that formerly were permitted under Section 112.3148. [Sec. 112.3215, Fla. Stat.] Similar prohibitions apply to legislative officials and employees. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.] In addition, gifts from political committees are prohibited. [Sec. 112.31485, Fla. Stat.]

#### 9. *FORM 1X AND FORM 6X - Amendments to Form 1 and Form 6*

These forms are provided for officers or employees to amend their previously filed Form 1 or Form 6.

## **IV. AVAILABILITY OF FORMS**

LOCAL OFFICERS and EMPLOYEES who must file FORM 1 annually will be sent the form by mail from the Supervisor of Elections in the county in which they permanently reside not later than JUNE 1 of each year. Newly elected and appointed officials or employees should contact the heads of their agencies for copies of the form or download it from [www.ethics.state.fl.us](http://www.ethics.state.fl.us), as should those persons who are required to file their final disclosure statements within 60 days of leaving office or employment. The Form 1 will be filed electronically with the Florida Commission on Ethics via the Electronic Financial Disclosure Management System (EFDMS), beginning in 2023.

Beginning January 1, 2022, ELECTED CONSTITUTIONAL OFFICERS and other officials who must file Form 6 annually must file electronically via the Commission's Electronic Financial Disclosure Management System (EFDMS). Paper forms will not be promulgated. Communications regarding the annual filing requirement will be sent via email to filers no later than June 1. Form 6 filers will receive an emailed invitation to register for EFDMS in March 2022. Filers requiring earlier access should contact the Commission to request an invitation. Filers must maintain an updated email address in their User Profile in EFDMS.

OTHER STATE OFFICERS, and SPECIFIED STATE EMPLOYEES who must file Form 1 annually will be sent the forms by mail from the Florida Commission on Ethics by June 1, 2022. Newly elected and appointed officers and employees should contact the head of their agencies for copies of the form or download the form from [www.ethics.state.fl.us](http://www.ethics.state.fl.us), as should those persons who are required to file their final financial disclosure statement within 60 days of leaving office or employment.

## **V. PENALTIES**

### *A. Non-criminal Penalties for Violation of the Sunshine Amendment and the Code of Ethics*

There are no criminal penalties for violation of the Sunshine Amendment and the Code of Ethics. Penalties for violation of these laws may include: impeachment, removal from office or employment, suspension, public censure, reprimand, demotion, reduction in salary level, forfeiture of no more than one-third salary per month for no more than twelve months, a civil penalty not to exceed \$10,000, and restitution of any pecuniary benefits received, and triple the value of a gift from a political committee.

### *B. Penalties for Candidates*

CANDIDATES for public office who are found in violation of the Sunshine Amendment or the Code of Ethics may be subject to one or more of the following penalties: disqualification from being on the ballot, public censure, reprimand, or a civil penalty not to exceed \$10,000, and triple the value of a gift received from a political committee.

### *C. Penalties for Former Officers and Employees*

FORMER PUBLIC OFFICERS or EMPLOYEES who are found in violation of a provision applicable to former officers or employees or whose violation occurred prior to such officer's or employee's leaving public office or employment may be subject to one or more of the following penalties: public censure and reprimand, a civil penalty not to exceed \$10,000, and restitution of any pecuniary benefits received, and triple the value of a gift received from a political committee.

### *D. Penalties for Lobbyists and Others*

An executive branch lobbyist who has failed to comply with the Executive Branch Lobbying Registration law (see Part VIII) may be fined up to \$5,000, reprimanded, censured, or prohibited from lobbying executive branch agencies for up to two years. Lobbyists, their employers, principals, partners, and firms, and political committees and committees of continuous existence who give a prohibited gift or honorarium or fail to comply with the gift reporting requirements for gifts worth between \$25 and \$100, may be penalized by a fine of not more than \$5,000 and a prohibition on lobbying, or employing a lobbyist to lobby, before the agency of the public officer or employee to whom the gift was given for up to two years. Any agent or person acting on behalf of a political committee giving a prohibited gift is personally liable for a civil penalty of up to triple the value of the gift.

Executive Branch lobbying firms that fail to timely file their quarterly compensation reports may be fined \$50 per day per report for each day the report is late, up to a maximum fine of \$5,000 per report.

### *E. Felony Convictions: Forfeiture of Retirement Benefits*

Public officers and employees are subject to forfeiture of all rights and benefits under the retirement system to which they belong if convicted of certain offenses. The offenses include embezzlement or theft of public funds; bribery; felonies specified in Chapter 838, Florida Statutes; impeachable offenses; and felonies committed with intent to defraud the public or their public agency. [Sec. 112.3173, Fla. Stat.]

### *F. Automatic Penalties for Failure to File Annual Disclosure*

Public officers and employees required to file either Form 1 or Form 6 annual financial disclosure are subject to automatic fines of \$25 for each day late the form is filed after September 1, up to a maximum penalty of \$1,500. [Sec. 112.3144 and 112.3145, Fla. Stat.]



## **VI. ADVISORY OPINIONS**

Conflicts of interest may be avoided by greater awareness of the ethics laws on the part of public officials and employees through advisory assistance from the Commission on Ethics.

### *A. Who Can Request an Opinion*

Any public officer, candidate for public office, or public employee in Florida who is in doubt about the applicability of the standards of conduct or disclosure laws to himself or herself, or anyone who has the power to hire or terminate another public employee, may seek an advisory opinion from the Commission about himself or herself or that employee.

### *B. How to Request an Opinion*

Opinions may be requested by letter presenting a question based on a real situation and including a detailed description of the situation. Opinions are issued by the Commission and are binding on the conduct of the person who is the subject of the opinion, unless material facts were omitted or misstated in the request for the opinion. Published opinions will not bear the name of the persons involved unless they consent to the use of their names; however, the request and all information pertaining to it is a public record, made available to the Commission and to members of the public in advance of the Commission's consideration of the question.

### *C. How to Obtain Published Opinions*

All of the Commission's opinions are available for viewing or download at its website:  
[www.ethics.state.fl.us](http://www.ethics.state.fl.us).

## **VII. COMPLAINTS**

### *A. Citizen Involvement*

The Commission on Ethics cannot conduct investigations of alleged violations of the Sunshine Amendment or the Code of Ethics unless a person files a sworn complaint with the Commission alleging such violation has occurred, or a referral is received, as discussed below.

If you have knowledge that a person in government has violated the standards of conduct or disclosure laws described above, you may report these violations to the Commission by filing a sworn complaint on the form prescribed by the Commission and available for download at

www.ethics.state.fl.us. The Commission is unable to take action based on learning of such misdeeds through newspaper reports, telephone calls, or letters.

You can obtain a complaint form (FORM 50), by contacting the Commission office at the address or phone number shown on the inside front cover of this booklet, or you can download it from the Commission's website:  
www.ethics.state.fl.us.

### *B. Referrals*

The Commission may accept referrals from: the Governor, the Florida Department of Law Enforcement, a State Attorney, or a U.S. Attorney. A vote of six of the Commission's nine members is required to proceed on such a referral.

### *C. Confidentiality*

The complaint or referral, as well as all proceedings and records relating thereto, is confidential until the accused requests that such records be made public or until the matter reaches a stage in the Commission's proceedings where it becomes public. This means that unless the Commission receives a written waiver of confidentiality from the accused, the Commission is not free to release any documents or to comment on a complaint or referral to members of the public or press, so long as the complaint or referral remains in a confidential stage.

A COMPLAINT OR REFERRAL MAY NOT BE FILED WITH RESPECT TO A CANDIDATE ON THE DAY OF THE ELECTION, OR WITHIN THE 30 CALENDAR DAYS PRECEDING THE ELECTION DATE, UNLESS IT IS BASED ON PERSONAL INFORMATION OR INFORMATION OTHER THAN HEARSAY.

### *D. How the Complaint Process Works*

Complaints which allege a matter within the Commission's jurisdiction are assigned a tracking number and Commission staff forwards a copy of the original sworn complaint to the accused within five working days of its receipt. Any subsequent sworn amendments to the complaint also are transmitted within five working days of their receipt.

Once a complaint is filed, it goes through three procedural stages under the Commission's rules. The first stage is a determination of whether the allegations of the complaint are legally sufficient: that is, whether they indicate a possible violation of any law over which the Commission has jurisdiction. If the complaint is found not to be legally sufficient, the Commission will order that the complaint be dismissed without investigation, and all records relating to the complaint will become public at that time.

In cases of very minor financial disclosure violations, the official will be allowed an opportunity to correct or amend his or her disclosure form. Otherwise, if the complaint is found to be legally sufficient, a preliminary investigation will be undertaken by the investigative staff of the Commission. The second stage of the Commission's proceedings involves this preliminary investigation and a decision by the Commission as to whether there is probable cause to believe that there has been a violation of any of the ethics laws. If the Commission finds no probable cause to believe there has been a violation of the ethics laws, the complaint will be dismissed and will become a matter of public record. If the Commission finds probable cause to believe there has been a violation of the ethics laws, the complaint becomes public and usually enters the third stage of proceedings. This stage requires the Commission to decide whether the law was actually violated and, if so, whether a penalty should be recommended. At this stage, the accused has the right to request a public hearing (trial) at which evidence is presented, or the Commission may order that such a hearing be held. Public hearings usually are held in or near the area where the alleged violation occurred.

When the Commission concludes that a violation has been committed, it issues a public report of its findings and may recommend one or more penalties to the appropriate disciplinary body or official.

When the Commission determines that a person has filed a complaint with knowledge that the complaint contains one or more false allegations or with reckless disregard for whether the complaint contains false allegations, the complainant will be liable for costs plus reasonable attorney's fees incurred by the person complained against. The Department of Legal Affairs may bring a civil action to recover such fees and costs, if they are not paid voluntarily within 30 days.

#### *E. Dismissal of Complaints At Any Stage of Disposition*

The Commission may, at its discretion, dismiss any complaint at any stage of disposition should it determine that the public interest would not be served by proceeding further, in which case the Commission will issue a public report stating with particularity its reasons for the dismissal. [Sec. 112.324(12), Fla. Stat.]

#### *F. Statute of Limitations*

All sworn complaints alleging a violation of the Sunshine Amendment or the Code of Ethics must be filed with the Commission within five years of the alleged violation or other breach of the public trust. Time starts to run on the day AFTER the violation or breach of public trust is committed. The statute of limitations is tolled on the day a sworn complaint is filed with the Commission. If a complaint is filed and the statute of limitations has run, the complaint will be dismissed. [Sec. 112.3231, Fla. Stat.]

## VIII. EXECUTIVE BRANCH LOBBYING

Any person who, for compensation and on behalf of another, lobbies an agency of the executive branch of state government with respect to a decision in the area of policy or procurement may be required to register as an executive branch lobbyist. Registration is required before lobbying an agency and is renewable annually. In addition, each lobbying firm must file a compensation report with the Commission for each calendar quarter during any portion of which one or more of the firm's lobbyists were registered to represent a principal. As noted above, no executive branch lobbyist or principal can make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 can knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.]

Paying an executive branch lobbyist a contingency fee based upon the outcome of any specific executive branch action, and receiving such a fee, is prohibited. A violation of this prohibition is a first degree misdemeanor, and the amount received is subject to forfeiture. This does not prohibit sales people from receiving a commission. [Sec. 112.3217, Fla. Stat.]

Executive branch departments, state universities, community colleges, and water management districts are prohibited from using public funds to retain an executive branch (or legislative branch) lobbyist, although these agencies may use full-time employees as lobbyists. [Sec. 11.062, Fla. Stat.]

Online registration and filing is available at [www.floridalobbyist.gov](http://www.floridalobbyist.gov). Additional information about the executive branch lobbyist registration system may be obtained by contacting the Lobbyist Registrar at the following address:

Executive Branch Lobbyist Registration  
Room G-68, Claude Pepper Building  
111 W. Madison Street  
Tallahassee, FL 32399-1425  
Phone: 850/922-4987

## IX. WHISTLE-BLOWER'S ACT

In 1986, the Legislature enacted a "Whistle-blower's Act" to protect employees of agencies and government contractors from adverse personnel actions in retaliation for disclosing information in a sworn complaint alleging certain types of improper activities. Since then, the Legislature has revised this law to afford greater protection to these employees.

While this language is contained within the Code of Ethics, the Commission has no jurisdiction or authority to proceed against persons who violate this Act. Therefore, a person who has disclosed

information alleging improper conduct governed by this law and who may suffer adverse consequences as a result should contact one or more of the following: the Office of the Chief Inspector General in the Executive Office of the Governor; the Department of Legal Affairs; the Florida Commission on Human Relations; or a private attorney. [Sec. 112.3187 - 112.31895, Fla. Stat.]

## **X. ADDITIONAL INFORMATION**

As mentioned above, we suggest that you review the language used in each law for a more detailed understanding of Florida's ethics laws. The "Sunshine Amendment" is Article II, Section 8, of the Florida Constitution. The Code of Ethics for Public Officers and Employees is contained in Part III of Chapter 112, Florida Statutes.

Additional information about the Commission's functions and interpretations of these laws may be found in Chapter 34 of the Florida Administrative Code, where the Commission's rules are published, and in The Florida Administrative Law Reports, which until 2005 published many of the Commission's final orders. The Commission's rules, orders, and opinions also are available at [www.ethics.state.fl.us](http://www.ethics.state.fl.us).

If you are a public officer or employee concerned about your obligations under these laws, the staff of the Commission will be happy to respond to oral and written inquiries by providing information about the law, the Commission's interpretations of the law, and the Commission's procedures.

## **XI. TRAINING**

Constitutional officers, elected municipal officers, and commissioners of community redevelopment agencies (CRAs) are required to receive a total of four hours training, per calendar year, in the area of ethics, public records, and open meetings. The Commission on Ethics does not track compliance or certify providers.

Visit the training page on the Commission's website for up-to-date rules, opinions, audio/video training, and opportunities for live training conducted by Commission staff. A comprehensive online training course addressing Florida's Code of Ethics, as well as Sunshine Law, and Public Records Act is available via a link on the Commission's homepage.



**pfm**

## **Oath of Office**

**COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS  
OATH OF OFFICE**

I, \_\_\_\_\_, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF \_\_\_\_\_ COMMUNITY DEVELOPMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

\_\_\_\_\_  
Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing oath was administered before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who personally appeared before me, and is personally known to me or has produced \_\_\_\_\_ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of \_\_\_\_\_ Community Development District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

\_\_\_\_\_  
Notary Public, State of Florida

Print Name: \_\_\_\_\_

Commission No.: \_\_\_\_\_ Expires: \_\_\_\_\_



**Financial Disclosure Form 1**



**FORM 1****STATEMENT OF  
FINANCIAL INTERESTS****2021**

Please print or type your name, mailing address, agency name, and position below:

**FOR OFFICE USE ONLY:**

LAST NAME -- FIRST NAME -- MIDDLE NAME :

MAILING ADDRESS :

CITY : ZIP : COUNTY :

NAME OF AGENCY :

NAME OF OFFICE OR POSITION HELD OR SOUGHT :

CHECK ONLY IF  CANDIDATE OR  NEW EMPLOYEE OR APPOINTEE**\*\*\*\* THIS SECTION MUST BE COMPLETED \*\*\*\*****DISCLOSURE PERIOD:**

THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR CALENDAR YEAR ENDING DECEMBER 31, 2021.

**MANNER OF CALCULATING REPORTABLE INTERESTS:**FILERS HAVE THE OPTION OF USING REPORTING THRESHOLDS THAT ARE ABSOLUTE DOLLAR VALUES, WHICH REQUIRES FEWER CALCULATIONS, OR USING COMPARATIVE THRESHOLDS, WHICH ARE USUALLY BASED ON PERCENTAGE VALUES (see instructions for further details). CHECK THE ONE YOU ARE USING (**must check one**): **COMPARATIVE (PERCENTAGE) THRESHOLDS** OR  **DOLLAR VALUE THRESHOLDS****PART A -- PRIMARY SOURCES OF INCOME** [Major sources of income to the reporting person - See instructions]  
(If you have nothing to report, write "none" or "n/a")

NAME OF SOURCE OF INCOME	SOURCE'S ADDRESS	DESCRIPTION OF THE SOURCE'S PRINCIPAL BUSINESS ACTIVITY

**PART B -- SECONDARY SOURCES OF INCOME**[Major customers, clients, and other sources of income to businesses owned by the reporting person - See instructions]  
(If you have nothing to report, write "none" or "n/a")

NAME OF BUSINESS ENTITY	NAME OF MAJOR SOURCES OF BUSINESS' INCOME	ADDRESS OF SOURCE	PRINCIPAL BUSINESS ACTIVITY OF SOURCE

**PART C -- REAL PROPERTY** [Land, buildings owned by the reporting person - See instructions]  
(If you have nothing to report, write "none" or "n/a")


You are not limited to the space on the lines on this form. Attach additional sheets, if necessary.

**FILING INSTRUCTIONS** for when and where to file this form are located at the bottom of page 2.**INSTRUCTIONS** on who must file this form and how to fill it out begin on page 3.

**PART D — INTANGIBLE PERSONAL PROPERTY** [Stocks, bonds, certificates of deposit, etc. - See instructions]  
 (If you have nothing to report, write "none" or "n/a")

TYPE OF INTANGIBLE	BUSINESS ENTITY TO WHICH THE PROPERTY RELATES

**PART E — LIABILITIES** [Major debts - See instructions]  
 (If you have nothing to report, write "none" or "n/a")

NAME OF CREDITOR	ADDRESS OF CREDITOR

**PART F — INTERESTS IN SPECIFIED BUSINESSES** [Ownership or positions in certain types of businesses - See instructions]  
 (If you have nothing to report, write "none" or "n/a")

	BUSINESS ENTITY # 1	BUSINESS ENTITY # 2
NAME OF BUSINESS ENTITY		
ADDRESS OF BUSINESS ENTITY		
PRINCIPAL BUSINESS ACTIVITY		
POSITION HELD WITH ENTITY		
I OWN MORE THAN A 5% INTEREST IN THE BUSINESS		
NATURE OF MY OWNERSHIP INTEREST		

**PART G — TRAINING** For elected municipal officers, appointed school superintendents, and commissioners of a community redevelopment agency created under Part III, Chapter 163 required to complete annual ethics training pursuant to section 112.3142, F.S.

**I CERTIFY THAT I HAVE COMPLETED THE REQUIRED TRAINING.**

**IF ANY OF PARTS A THROUGH G ARE CONTINUED ON A SEPARATE SHEET, PLEASE CHECK HERE**

**SIGNATURE OF FILER:**

**Signature:**

\_\_\_\_\_

**Date Signed:**

\_\_\_\_\_

**CPA or ATTORNEY SIGNATURE ONLY**

If a certified public accountant licensed under Chapter 473, or attorney in good standing with the Florida Bar prepared this form for you, he or she must complete the following statement:

I, \_\_\_\_\_, prepared the CE Form 1 in accordance with Section 112.3145, Florida Statutes, and the instructions to the form. Upon my reasonable knowledge and belief, the disclosure herein is true and correct.

CPA/Attorney Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**FILING INSTRUCTIONS:**

If you were mailed the form by the Commission on Ethics or a County Supervisor of Elections for your annual disclosure filing, return the form to that location. To determine what category your position falls under, see page 3 of instructions.

**Local officers/employees** file with the Supervisor of Elections of the county in which they permanently reside. (If you do not permanently reside in Florida, file with the Supervisor of the county where your agency has its headquarters.) Form 1 filers who file with the Supervisor of Elections may file by mail or email. Contact your Supervisor of Elections for the mailing address or email address to use. Do not email your form to the Commission on Ethics, it will be returned.

**State officers or specified state employees** who file with the Commission on Ethics may file by mail or email. To file by mail, send the completed form to P.O. Drawer 15709, Tallahassee, FL 32317-5709; physical address: 325 John Knox Rd, Bldg E, Ste 200, Tallahassee, FL 32303. To file with the Commission by email, scan your completed form and any attachments as a pdf (do not use any other format), send it to CEForm1@leg.state.fl.us and retain a copy for your records. Do not file by both mail and email. Choose only one filing method. Form 6s will not be accepted via email.

**Candidates** file this form together with their filing papers.

**MULTIPLE FILING UNNECESSARY:** A candidate who files a Form 1 with a qualifying officer is not required to file with the Commission or Supervisor of Elections.

**WHEN TO FILE: Initially,** each local officer/employee, state officer, and specified state employee must file **within 30 days** of the date of his or her appointment or of the beginning of employment. Appointees who must be confirmed by the Senate must file prior to confirmation, even if that is less than 30 days from the date of their appointment.

**Candidates** must file at the same time they file their qualifying papers.

**Thereafter,** file by July 1 following each calendar year in which they hold their positions.

**Finally,** file a final disclosure form (Form 1F) within 60 days of leaving office or employment. Filing a CE Form 1F (Final Statement of Financial Interests) does not relieve the filer of filing a CE Form 1 if the filer was in his or her position on December 31, 2021.

## NOTICE

**Annual Statements of Financial Interests are due July 1. If the annual form is not filed or postmarked by September 1, an automatic fine of \$25 for each day late will be imposed, up to a maximum penalty of \$1,500. Failure to file also can result in removal from public office or employment. [s. 112.3145, F.S.]**

**In addition, failure to make any required disclosure constitutes grounds for and may be punished by one or more of the following: disqualification from being on the ballot, impeachment, removal or suspension from office or employment, demotion, reduction in salary, reprimand, or a civil penalty not exceeding \$10,000. [s. 112.317, F.S.]**

## **WHO MUST FILE FORM 1:**

1) Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.

2) Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding members of solely advisory bodies, but including judicial nominating commission members; Directors of Enterprise Florida, Scripps Florida Funding Corporation, and Career Source Florida; and members of the Council on the Social Status of Black Men and Boys; the Executive Director, Governors, and senior managers of Citizens Property Insurance Corporation; Governors and senior managers of Florida Workers' Compensation Joint Underwriting Association; board members of the Northeast Fla. Regional Transportation Commission; board members of Triumph Gulf Coast, Inc; board members of Florida Is For Veterans, Inc.; and members of the Technology Advisory Council within the Agency for State Technology.

3) The Commissioner of Education, members of the State Board of Education, the Board of Governors, the local Boards of Trustees and Presidents of state universities, and the Florida Prepaid College Board.

4) Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file Form 6.

5) Appointed members of the following boards, councils, commissions, authorities, or other bodies of county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; community college or junior college district boards of trustees; boards having the power to enforce local code provisions; boards of adjustment; community redevelopment agencies; planning or zoning boards having the power to recommend, create, or modify land planning or zoning within a political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, and except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; pension or retirement boards empowered to invest pension or retirement funds or determine entitlement to or amount of pensions or other retirement benefits, and the Pinellas County Construction Licensing Board.

6) Any appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.

7) Persons holding any of these positions in local government: mayor; county or city manager; chief administrative employee or finance director of a county, municipality, or other political subdivision; county or municipal attorney; chief county or municipal building inspector; county

or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding \$35,000 for the local governmental unit.

8) Officers and employees of entities serving as chief administrative officer of a political subdivision.

9) Members of governing boards of charter schools operated by a city or other public entity.

10) Employees in the office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.

11) The following positions in each state department, commission, board, or council: Secretary, Assistant or Deputy Secretary, Executive Director, Assistant or Deputy Executive Director, and anyone having the power normally conferred upon such persons, regardless of title.

12) The following positions in each state department or division: Director, Assistant or Deputy Director, Bureau Chief, and any person having the power normally conferred upon such persons, regardless of title.

13) Assistant State Attorneys, Assistant Public Defenders, criminal conflict and civil regional counsel, and assistant criminal conflict and civil regional counsel, Public Counsel, full-time state employees serving as counsel or assistant counsel to a state agency, administrative law judges, and hearing officers.

14) The Superintendent or Director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.

15) State agency Business Managers, Finance and Accounting Directors, Personnel Officers, Grant Coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$35,000.

16) The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.

17) Each member of the governing body of a "large-hub commercial service airport," as defined in Section 112.3144(1)(c), Florida Statutes, except for members required to comply with the financial disclosure requirements of s. 8, Article II of the State Constitution.

## **INSTRUCTIONS FOR COMPLETING FORM 1:**

**INTRODUCTORY INFORMATION** (Top of Form): If your name, mailing address, public agency, and position are already printed on the form, you do not need to provide this information unless it should be changed. To change any of this information, write the correct information on the form, and contact your agency's financial disclosure coordinator. You can find your coordinator on the Commission on Ethics website: [www.ethics.state.fl.us](http://www.ethics.state.fl.us).

**NAME OF AGENCY:** The name of the governmental unit which you serve or served, by which you are or were employed, or for which you are a candidate.

**DISCLOSURE PERIOD:** The "disclosure period" for your report is the calendar year ending December 31, 2021.

**OFFICE OR POSITION HELD OR SOUGHT:** The title of the office or position you hold, are seeking, or held during the disclosure period even if you have since left that position. If you are a candidate for office or are a new employee or appointee, check the appropriate box.

**PUBLIC RECORD:** The disclosure form and everything attached to it is a public record. Your social security number, bank account, debit, charge, and credit card numbers are not required and you should redact them from any documents you file. If you are an active or former officer or employee listed in Section 119.071, F.S., whose home address is exempt from disclosure, the Commission will maintain that confidentiality if you submit a written and notarized request.

## MANNER OF CALCULATING REPORTABLE INTEREST

Filers have the option of reporting based on either thresholds that are comparative (usually, based on percentage values) or thresholds that are based on absolute dollar values. The instructions on the following pages specifically describe the different thresholds. Check the box that reflects the choice you have made. You must use the type of threshold you have chosen for each part of the form. In other words, if you choose to report based on absolute dollar value thresholds, you cannot use a percentage threshold on any part of the form.

### **IF YOU HAVE CHOSEN DOLLAR VALUE THRESHOLDS THE FOLLOWING INSTRUCTIONS APPLY**

#### **PART A — PRIMARY SOURCES OF INCOME**

[Required by s. 112.3145(3)(b)1, F.S.]

Part A is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose any public salary or public position(s). The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded \$2,500 of gross income received by you in your own name or by any other person for your use or benefit.

"Gross income" means the same as it does for income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, social security, distributive share of partnership gross income, and alimony if considered gross income under federal law, but not child support.

Examples:

- If you were employed by a company that manufactures computers and received more than \$2,500, list the name of the company, its address, and its principal business activity (computer manufacturing).
- If you were a partner in a law firm and your distributive share of partnership gross income exceeded \$2,500, list the name of the firm, its address, and its principal business activity (practice of law).
- If you were the sole proprietor of a retail gift business and your gross income from the business exceeded \$2,500, list the name of the business, its address, and its principal business activity (retail gift sales).
- If you received income from investments in stocks and bonds, list each individual company from which you derived more than \$2,500. Do not aggregate all of your investment income.
- If more than \$2,500 of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.
- If more than \$2,500 of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

#### **PART B — SECONDARY SOURCES OF INCOME**

[Required by s. 112.3145(3)(b)2, F.S.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. It is not for reporting income from second jobs. That kind of income should be reported in Part A "Primary Sources of Income," if it meets the reporting threshold. You will not have anything to report unless, during the disclosure period:

- (1) You owned (either directly or indirectly in the form of an equitable

or beneficial interest) more than 5% of the total assets or capital stock of a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); **and,**

- (2) You received more than \$5,000 of your gross income during the disclosure period from that business entity.

If your interests and gross income exceeded these thresholds, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, and the source's principal business activity.

Examples:

- You are the sole proprietor of a dry cleaning business, from which you received more than \$5,000. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).
- You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the above thresholds. List each tenant of the mall that provided more than 10% of the partnership's gross income and the tenant's address and principal business activity.

#### **PART C — REAL PROPERTY**

[Required by s. 112.3145(3)(b)3, F.S.]

In this part, list the location or description of all real property in Florida in which you owned directly or indirectly at any time during the disclosure period in excess of 5% of the property's value. You are not required to list your residences. You should list any vacation homes if you derive income from them.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you own more than 5% of a partnership or corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more accurate fair market value.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. A street address should be used, if one exists.

#### **PART D — INTANGIBLE PERSONAL PROPERTY**

[Required by s. 112.3145(3)(b)3, F.S.]

Describe any intangible personal property that, at any time during the disclosure period, was worth more than \$10,000 and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you (including, but not limited to, loans made as a candidate to your own campaign), Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts in which you have an ownership interest. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product contained in a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CDs and savings accounts with the same bank. Property owned as tenants by the entirety or as joint tenants with right of survivorship, including bank accounts owned in such a manner, should be valued at 100%. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number found on the lease document).



## PART E — LIABILITIES

[Required by s. 112.3145(3)(b)4, F.S.]

List the name and address of each creditor to whom you owed more than \$10,000 at any time during the disclosure period. The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments. You are not required to list the amount of any debt. You do not have to disclose credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" and are jointly liable or jointly and severally liable, then it is not a contingent liability.

## PART F — INTERESTS IN SPECIFIED BUSINESSES

[Required by s. 112.3145(7), F.S.]

The types of businesses covered in this disclosure include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies, utility companies, entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

Disclose in this part the fact that you owned during the disclosure

period an interest in, or held any of certain positions with the types of businesses listed above. You must make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list the name of the business, its address and principal business activity, and the position held with the business (if any). If you own(ed) more than a 5% interest in the business, indicate that fact and describe the nature of your interest.

## PART G — TRAINING CERTIFICATION

[Required by s. 112.3142, F.S.]

If you are a Constitutional or elected municipal officer, appointed school superintendent, or a commissioner of a community redevelopment agency created under Part III, Chapter 163 whose service began before March 31 of the year for which you are filing, you are required to complete four hours of ethics training which addresses Article II, Section 8 of the Florida Constitution, the Code of Ethics for Public Officers and Employees, and the public records and open meetings laws of the state. You are required to certify on this form that you have taken such training.

# IF YOU HAVE CHOSEN COMPARATIVE (PERCENTAGE) THRESHOLDS THE FOLLOWING INSTRUCTIONS APPLY

## PART A — PRIMARY SOURCES OF INCOME

[Required by s. 112.3145(3)(a)1, F.S.]

Part A is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose any public salary or public position(s), but income from these public sources should be included when calculating your gross income for the disclosure period. The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should include all of that income when calculating your gross income and disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded 5% of the gross income received by you in your own name or by any other person for your benefit or use during the disclosure period.

"Gross income" means the same as it does for income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, social security, distributive share of partnership gross income, and alimony if considered gross income under federal law, but not child support.

Examples:

— If you were employed by a company that manufactures computers and received more than 5% of your gross income from the company, list the name of the company, its address, and its principal business activity (computer manufacturing).

— If you were a partner in a law firm and your distributive share of partnership gross income exceeded 5% of your gross income, then list the name of the firm, its address, and its principal business activity (practice of law).

— If you were the sole proprietor of a retail gift business and your gross income from the business exceeded 5% of your total gross income, list the name of the business, its address, and its principal business activity (retail gift sales).

— If you received income from investments in stocks and

bonds, list each individual company from which you derived more than 5% of your gross income. Do not aggregate all of your investment income.

— If more than 5% of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address, and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.

— If more than 5% of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

## PART B — SECONDARY SOURCES OF INCOME

[Required by s. 112.3145(3)(a)2, F.S.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. It is not for reporting income from second jobs. That kind of income should be reported in Part A, "Primary Sources of Income," if it meets the reporting threshold. You will **not** have anything to report **unless** during the disclosure period:

(1) You owned (either directly or indirectly in the form of an equitable or beneficial interest) more than 5% of the total assets or capital stock of a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); **and**,

(2) You received more than 10% of your gross income from that business entity; **and**,

(3) You received more than \$1,500 in gross income from that business entity.

If your interests and gross income exceeded these thresholds, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, and the source's principal business activity.

Examples:

- You are the sole proprietor of a dry cleaning business, from which you received more than 10% of your gross income—an amount that was more than \$1,500. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).
- You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the thresholds listed above. You should list each tenant of the mall that provided more than 10% of the partnership's gross income, and the tenant's address and principal business activity.

## PART C — REAL PROPERTY

[Required by s. 112.3145(3)(a)3, F.S.]

In this part, list the location or description of all real property in Florida in which you owned directly or indirectly at any time during the disclosure period in excess of 5% of the property's value. You are not required to list your residences. You should list any vacation homes, if you derive income from them.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you own more than 5% of a partnership or corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more accurate fair market value.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. A street address should be used, if one exists.

## PART D — INTANGIBLE PERSONAL PROPERTY

[Required by s. 112.3145(3)(a)3, F.S.]

Describe any intangible personal property that, at any time during the disclosure period, was worth more than 10% of your total assets, and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you (including, but not limited to, loans made as a candidate to your own campaign), Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts in which you have an ownership interest. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product contained in a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CD's and savings accounts with the same bank.

Calculations: To determine whether the intangible property exceeds 10% of your total assets, total the fair market value of all of your assets (including real property, intangible property, and tangible personal property such as jewelry, furniture, etc.). When making this calculation, do not subtract any liabilities (debts) that may relate to the property. Multiply the total figure by 10% to arrive at the disclosure threshold. List only the intangibles that exceed this threshold amount. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number which can be found on the lease document). Property that is only jointly owned property should be valued according to the percentage of your joint ownership. Property owned as tenants by the entirety or as joint tenants with right of survivorship, including bank accounts owned in such a manner, should be valued at 100%. None of your calculations or the value of the property have to be disclosed on the form.

Example: You own 50% of the stock of a small corporation that is worth \$100,000, the estimated fair market value of your home and other property (bank accounts, automobile, furniture, etc.) is \$200,000. As your total assets are worth \$250,000, you must disclose intangibles worth over \$25,000. Since the value of the stock exceeds this threshold, you should list "stock" and the name of the corporation. If your accounts with a particular bank exceed \$25,000, you should list "bank accounts" and bank's name.

## PART E — LIABILITIES

[Required by s. 112.3145(3)(b)4, F.S.]

List the name and address of each creditor to whom you owed any amount that, at any time during the disclosure period, exceeded your net worth. You are not required to list the amount of any debt or your net worth. You do not have to disclose: credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" and are jointly liable or jointly and severally liable, it is not a contingent liability.

Calculations: To determine whether the debt exceeds your net worth, total all of your liabilities (including promissory notes, mortgages, credit card debts, judgments against you, etc.). The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments. Subtract the sum total of your liabilities from the value of all your assets as calculated above for Part D. This is your "net worth." List each creditor to whom your debt exceeded this amount unless it is one of the types of indebtedness listed in the paragraph above (credit card and retail installment accounts, etc.). Joint liabilities with others for which you are "jointly and severally liable," meaning that you may be liable for either your part or the whole of the obligation, should be included in your calculations at 100% of the amount owed.

Example: You owe \$15,000 to a bank for student loans, \$5,000 for credit card debts, and \$60,000 (with spouse) to a savings and loan for a home mortgage. Your home (owned by you and your spouse) is worth \$80,000 and your other property is worth \$20,000. Since your net worth is \$20,000 (\$100,000 minus \$80,000), you must report only the name and address of the savings and loan.

## PART F — INTERESTS IN SPECIFIED BUSINESSES

[Required by s. 112.3145(7), F.S.]

The types of businesses covered in this disclosure include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies, utility companies, entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

Disclose in this part the fact that you owned during the disclosure period an interest in, or held any of certain positions with, the types of businesses listed above. You are required to make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list the name of the business, its address and principal business activity, and the position held with the business (if any). If you own(ed) more than a 5% interest in the business, indicate that fact and describe the nature of your interest.

## PART G — TRAINING CERTIFICATION

[Required by s. 112.3142, F.S.]

If you are a Constitutional or elected municipal officer, appointed school superintendent, or a commissioner of a community redevelopment agency created under Part III, Chapter 163 whose service began before March 31 of the year for which you are filing, you are required to complete four hours of ethics training which addresses Article II, Section 8 of the Florida Constitution, the Code of Ethics for Public Officers and Employees, and the public records and open meetings laws of the state. You are required to certify on this form that you have taken such training.



**pfm**

**IRS Form W-9**





By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note: ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or “doing business as” (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a “disregarded entity.” See Regulations section 301.7701-2(c)(2)(iii). Enter the owner’s name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2, “Business name/disregarded entity name.” If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

### Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

### Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

### Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

### Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/Businesses](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.**

You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.**

You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.**

You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

\*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records From Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.**

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.



The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

**BEACH  
COMMUNITY DEVELOPMENT DISTRICT**

Consideration of Revised Minutes of the  
December 6, 2021, Board of Supervisors'  
Meeting

**MINUTES OF MEETING**

**BEACH COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL BOARD OF SUPERVISORS' MEETING MINUTES  
Monday, December 6, 2021 at 5:15 p.m.  
12788 Meritage Blvd. Jacksonville, FL 32246**

Board Members Present via speakerphone or in-person:

Maria Tondi	Chairperson
Stephen Kounoupas	Vice Chairperson
Sheila Papelbon	Assistant Secretary
Dr. Robert Renn	Assistant Secretary

Also present via speakerphone or in-person:

Vivian Carvalho	District Manager- PFM Group Consulting LLC (via phone)
Venessa Ripoll	Assistant DM- PFM Group Consulting LLC
Wes Haber	District Counsel- Kutak Rock LLP (via phone)
Scott Wild	District Engineer- England-Thims & Miller, Inc. (via phone)
Jake Card	Advanced Security Specialist Consulting LLC
Mike Veazey	ICI (via phone)

Various Audience Member Present and Via Speakerphone

**FIRST ORDER OF BUSINESS**

**Organizational Matters**

**Call to Order and Roll Call**

Ms. Ripoll called to order at 5:26 p.m. the Meeting of the Board of Supervisors of the Beach Community Development District and proceeded with roll call. Others in attendance via phone are listed above.

**Public Comment Period**

Mr. Ripoll opened the floor for public comments on the agenda.

Mr. Rosborough stated he would like to hear the Board comment on agenda items before he adds his comments.

A homeowner had questions about the Amenity Facility Policies. It was asked if the highlighted items are to be removed or enforced. Ms. Ripoll stated the areas that are

highlighted are being added to the Amenity Facility Policies and some of them are being enforced. Ms. Carvalho stated there will be a public hearing on the adoption of the Amenity Policies in which specific questions about the Amenity Policies will be further discussed and the public can ask questions. There will be a time a later in this meeting for public comment on the Amenity Policies.

There were no other public comments at this time.

**SECOND ORDER OF BUSINESS**

**Administrative Matters**

**Consideration of the Minutes of  
the October 11, 2021 Board of  
Supervisors' Meeting**

The Board reviewed the minutes of the October 11, 2021 Board of Supervisors Meeting.

On MOTION by Ms. Tondi, seconded by Ms. Papelbon, with all those in favor, the Board approved the minutes of the October 11, 2021 Board of Supervisors' Meeting.

**Consideration of the Minutes of  
the November 3, 2021 Continued  
Board of Supervisors' Meeting**

The Board reviewed the minutes of the November 3, 2021 Continued Board of Supervisors Meeting.

On MOTION by Ms. Papelbon, seconded by Dr. Renn, with all those in favor, the Board approved the minutes of the November 3, 2021 Continued Board of Supervisors' Meeting.

**Consideration of the Minutes of  
the November 8, 2021 Board of  
Supervisors' Workshop Meeting**



The Board reviewed the minutes of the November 8, 2021 Board of Supervisors' Workshop Meeting.

On MOTION by Ms. Tondi, seconded by Dr. Renn, with all those in favor, the Board approved the minutes of the November 8, 2021 Board of Supervisors' Workshop Meeting.

**Consideration of the Minutes of  
the November 15, 2021 Special  
Board of Supervisors' Meeting**

The Board reviewed the minutes of the November 15, 2021 Special Board of Supervisors' Meeting.

On MOTION by Dr. Renn, seconded by Ms. Papelbon, with all those in favor, the Board approved the minutes of the November 15, 2021 Special Board of Supervisors' Meeting.

**THIRD ORDER OF BUSINESS**

**General Business Matters**

**Update on the Vesta Properties  
Transition**

Ms. Tondi asked if District Counsel contacted Vesta about specifics regarding the benefits package. There was a question about the vacations and paid holidays. Ms. Tondi noted in reviewing the previous meeting minutes, the minutes reflected that Ms. Tondi questioned certain details about the benefits package. During that same meeting, Mr. Howell provided an answer to several questions regarding the benefits package. Ms. Tondi requested a copy of Vesta's Benefit Package to be included as part of the record keeping for the District. Mr. Deary stated he will provide that to the Board.

Mr. Haber stated after the last meeting and before this meeting, he worked with representatives of Vesta, PFM, and the Board Chair to put together an agreement between the District and Vesta for services to the District. There were several provisions

in the initial agreement that the Chair did not agree with and questioned. The last motion on this agreement was to approve Vesta and authorize the Chair to review and finalize the Agreement. Mr. Haber drafted the Agreement to be as clear as possible regarding compensation. After speaking with Ms. Carvalho and Ms. Tondi earlier this afternoon, Mr. Haber advised the best approach would be to provide a copy of the Agreement to the Board, providing a summary of the compensation package under the Agreement. Once the agreement is presented to the Board, Mr. Haber suggests both parties engage in dialogue to come to a mutual understanding of the Agreement.

Mr. Haber stated this agreement differs from a traditional agreement for services in that there is a chart in the agreement which has three different columns for three different years. The chart lists the positions of those who will be providing services and includes Vesta's best estimate of what it will cost to provide all services. Unlike the typical Service Agreement, this Agreement does not guarantee the District will be provided services if the cost those services extends beyond what is listed in the Agreement. The Agreement serves as an acknowledgment that the CDD and Vesta are going to work together to try and have all services provided for the agreed upon amounts. If Vesta fails to provide services, the District can choose to terminate the agreement if it chooses to do so. If Vesta can provide all services for less than the estimated amounts in the chart, the District will experience those savings. If the cost to provide the services is greater than these estimates, then the District will either need to pay more or they may need to make cuts in other areas. The District will only pay the actual service costs and expenses associated with employing the individuals who are providing the various services under the Agreement. Vesta will provide the District with detailed timesheets showing the exact costs they incur from employing the individuals that provide the services under this Agreement. Vesta has the right to determine the salaries and benefits of its employees.

Mr. Haber noted a question was asked from the Board about vacation time included in the Agreement. If a full-time employee provides services, the District will pay the full salary for that employee. That employee will be entitled to vacation time of two weeks per year. For those 10 business days the employee is on vacation, the District will still pay that salary. If the District thinks it needs someone to work in the facility while an employee is on vacation, there will be an additional cost to pay for the person who is filling in while the full-time employee is on vacation. Mr. Haber stated full-time Vesta employees are entitled to two weeks of vacation time. Any amount that Vesta is paying to its employees to provide services will be passed onto the CDD plus \$.03 on the dollar. It was noted that Ms. Tondi had questions about the full understanding of Vesta's employee benefits. Ms. Carvalho stated Mr. Deary sent her the Benefits package and Ms. Carvalho forwarded the document to the entire Board, copying Mr. Deary and Ms. Ripoll. Ms. Papelbon stated the estimates in the chart include the benefits.

Mr. Deary explained when a Full-time Manager goes on vacation, they typically do not replace that person. Regional support comes into play. They may or may not work on or off-site. If there is a situation of an extended absence, Vesta will look for other arrangements for a temporary replacement employee. When an hourly employee who is sitting at a desk and maintaining access to the Amenity Center goes on vacation, another person will be assigned to perform those duties. It is anticipated the replacement employee will be at the District's cost. It is difficult for Vesta to determine what costs will be in three years, but they will work to come in at the District's budget. A discussion took place about the District's budget. Mr. Deary stated they are partners in the District's budget process.

Ms. Tondi questioned how employees taking holiday vacation will impact the season when people want to use the District's Amenities. Mr. Deary clarified employees receive 8 established holidays and 2 floating holidays where employees can take vacation. It was stated just because Vesta has 10 holidays offered to employees, does not mean the Amenity Facility will be unstaffed.

Mr. Haber referenced Exhibit A in the Agreement and noted there can be additional detail added to the Exhibit. Exhibit A is not yet fully prepared. As the District continues to work with Vesta on facility management, there can be a more meaningful understanding of the project before Exhibit A is finalized.

Mr. Deary stated Leland has been gracious with the turn-over of management services and is working to get all necessary information to Vesta before the official start date. There was a discussion about the official start date for Vesta. There was confusion about the start date being December 13, 2021 or December 16, 2021. It was agreed that Vesta will look back in the minutes to ascertain the correct start date.

Ms. Papelbon questioned the District Management company being specifically identified in the contract. Mr. Haber clarified the District Manager is a defined term as outlined in Florida Statute. Customarily, using the general term relieves the District of having to adopt an amendment to the contract if the District Management company were to change. Ms. Carvalho suggested the Board keep the District Manager designation as a general term in the contract.

Vesta discussed the sharing of revenues from programs. It was clarified the District can conduct surveys to poll the community of desired programs.

Ms. Tondi questioned the payroll deposit in the Vesta contract. Vesta explained the payroll deposit is an estimated amount. The District will only be billed for the payroll hours actually used. Ms. Tondi asked if District staff had questions or comments about the payroll deposit request. Mr. Haber and Ms. Carvalho stated the payroll deposit is common practice and they saw no problem with the payroll deposit request.

Vesta explained the hiring of employees for the District. It was clarified Vesta will handle any issues with employees of the District. The Board will decide on policy, while Vesta handles management. There was an audience question about Board member payments from Vesta. It was clarified none of the Board members receive compensation from Leland or Vesta for services rendered. Ms. Carvalho stated there are no additional fees the District is paying for services rendered.

Mr. Haber stated the Board seems to have a conceptual understanding of the agreement with Vesta and suggested the Board move forward with getting the agreement finalized.

Mr. Veazey questioned the negotiability of the salary payment cost and profit margin to Vesta. Vesta stated they would need the specified percentage in the agreement to cover all payroll costs. Mr. Veazey stated the amount in the contract is excessive.

Mr. Haber stated there was a motion to sign the Vesta contract at the previous meeting. The contract is scheduled to be signed before the next meeting. It was asked if Ms. Tondi had any reservations about signing the contract. Ms. Tondi stated she was not completely comfortable with the contract but would defer to other Board members for their decision. Dr. Renn stated the Board would listen to audience comments on the Vesta agreement.

There was an audience comment outlining the many areas of liking and concerns of the Vesta agreement. The commenter expressed the finance committee group recommends the Board execute the contract with Vesta.

Mr. Haber stated the proposed budget is not finite and Vesta is providing the best estimate on all costs presented. Either the CDD will pay more or there will be less services. The budget is an estimate not the actual cost for all services. Ms. Tondi made a comment about staffing issues as it relates to time off indicated in the Vesta contract. Dr. Renn encouraged audience members to comment on the contract. There was an audience comment that recommended the Board execute on the contract.

Mr. Haber stated there will be changes in the contract and recommended another Board member, besides Ms. Tondi, to have final authority to review and sign off on the finalized contract.

On MOTION by Dr. Renn, seconded by Mr. Kounoupas, with all those in favor, the Board appointed Ms. Papelbon to have final authority to review and sign off on the finalized Vesta Properties Contract.

**Public Hearing on the Revised  
Amenity Facility Policies**  
**a) Public Comments and  
Testimony**  
**b) Board Comments**  
**c) Consideration of Resolution  
2022-04, Adopting the Revised  
Amenity Facility Policies**

Ms. Ripoll requested a motion to open the Public Hearing.

On MOTION by Ms. Tondi, seconded by Mr. Kounoupas, with all those in favor, the Board opened Public Hearing on the Revised Amenity Facility Policies.

There was an audience question about the waiver liability. Ms. Tondi explained all homeowners will receive the waiver in a welcome packet that is to be signed. There were audience comments about the enforceability and responsibility of the waiver. Ms. Carvalho explained the policies will be fine-tuned with Vesta. For Vesta to enforce policies, there has to be policies and processes in place. An audience member stated the waiver is premature as there are no processes in place to enforce the policy. The audience member further commented that the policy is restrictive. Dr. Renn asked if there was anyone who thinks guest should not have to sign a waiver and release of liability. An audience member stated they do not think guests should sign a waiver because it is not enforceable. There were questions about where the guests would sign a waiver and who would be responsible for encouraging guests to sign the waiver. Ms. Carvalho stated policies can always be amended. The policy is a fundamental piece of enforcement and the processes can come later. There was another audience comment about usage of the event lawn and who will enforce all users of the lawn to sign the waiver and pay the usage fee. Ms. Tondi clarified there is no fee to use the event lawn but there is a deposit. All guests using the lawn need to come in to put down the deposit and residents are responsible for their guests.

A Vesta representative recommended the Board take no action on the waiver today. It was suggested the Board allow Vesta a few weeks to come in and evaluate. There were

examples given by the audience of how residents and guests use amenities. One audience member expressed embarrassment at having to ask their guest to sign a waiver and release of liability. Dr. Renn questioned how the waiver and release of liability policy came to be included in the revised Amenity Policies. Mr. Haber could not recall when the waiver was asked to be included in the Amenity Policies. Mr. Haber explained the waiver and release are standard among other Districts. It is also fairly standard for there not to be the greatest control over the waiver and liability policy. The waiver and liability document provides a defense to a lawsuit that may arise.

Ms. Carvalho recommended the Board to continue the discussion on the Amenity Policies during the next meeting.

On MOTION by Dr. Renn, seconded by Mr. Kounoupas, with all those in favor, the Board continued the Public Hearing on the Revised Amenity Policies to February 7, 2022 at 5:45PM at this location.

There was a comment from the audience about an experience their son had at the tennis court. It was explained a resident told the person's adult son they need a resident to accompany them at the tennis court. On another occasion, the son was removed from the tennis court by staff. The son does not live with the commentor but was visiting the tennis court. The commentor stated the guest policy has no age requirement specified in the document. It was questioned if all residents are expected to walk adult guests to all amenities to ensure those guests can use the amenities with no problems. Dr. Renn stated it is not the intent of the Board to have residents act as security or a police force. It was confirmed by the Board they will take the point of guest passes over a certain age into consideration as the Board continues to work with Vesta on the revision to the Amenity Policies. The guest policy needs to be clarified and then a plan to enforce the policy will be established.

A commentor questioned if any guests who are visiting residents can have unrestricted access to all facilities. There was a question about how long a guest pass can be valid and if there are any requirements of at least one overnight stay to be considered a guest. A Vesta representative requested additional time to assess the policy and make recommendations.

Mr. Card with Advance Security Specialist explained the interaction he had with a previous commentor's son. It was stated security responsibilities need to be solidified and enforced to be fair to all residents and guests. A discussion ensued about resident versus guests

using amenities as there are inconsistencies with what is included in the policy and what the signs on the amenity are advising.

Ms. Tondi mentioned an issue with the tennis courts being filled with people. A commentor clarified the number of people on the tennis courts when a tennis coach is present, who residents hire to teach them tennis skills. Another commentor clarified the hour time limit on the tennis courts.

The Board confirmed they will regroup to establish equitable policies and ended the conversation pertaining to the revisions to the Amenity Policies.

### **Consideration of AT&T Easement**

The Board reviewed the AT&T Easement. Mr. Haber explained the easement request is related to the installation of lines for cable and internet services. Utility providers have the right to install those improvements. In addition to the language on the plat, AT&T would also like to have this form of easement to go over the particular roadways outlined in the easement. The easement has been granted to prior sections of the neighborhood. The easement request currently before the Board is a follow up to an already denied easement request.

Mr. Veazey explained this is not an easement over the entire parcel but rather an easement over roadways already identified on the plat. It was clarified not having this easement will restrict resident options for cable and internet services.

On MOTION by Ms. Tondi, seconded by Dr. Renn, with all those in favor, the Board approved the AT&T Easement.

### **Review & Acceptance of Warranty Deed for Parcel GH (Bella Nina)**

The Board reviewed the Warranty Deed for Parcel GH (Bella Nina). Mr. Haber explained the language in the very first plat of the community did not include the same language as other plats. This issue was brought to the developer's attention by a resident. As a result, the developer has agreed to provide the necessary conveyances as evidenced in the deed. It was clarified the deed covers all of the common areas, Parcels G and H, and the road right ways. Ms. Tondi asked if the deed comes with any negatives on the community. Mr. Haber replied no. This is more of a correction to an oversight regarding the outlined

areas and parcels in the deed. Ms. Tondi asked if the District is taking on this cost prematurely as the community is still under development. Mr. Veazey replied all parcels in the deed are finished and the CDD is currently maintaining these areas. There is no known downside of the CDD maintaining these areas. There is an advantage to the CDD owning the areas outlined in the deed.

There was an audience comment about this same situation happening in the future for other parts of the community regarding additional transfers. Mr. Veazey explained this is correct and the transfer of some streets and areas are pending.

Ms. Tondi asked if the District had any recourse on the ongoing cost of operation and maintenance of the easement. Mr. Veazey explained he is unable to say for sure if there is any recourse for the District.

On MOTION by Ms. Tondi, seconded by Mr. Kounoupas, with all those in favor, the Board approved the Warranty Deed for Parcel GH (Bella Nina).

#### **Review of Mr. Garcia gate repair invoice**

Mr. Garcia was not present at the meeting. Ms. Tondi explained the business owned by Mr. Garcia damaged the gate and the business was billed for the damage. Mr. Garcia challenged the cost of the invoice. This item was tabled.

#### **Review of Mr. Elderdice guest pass concern**

Mr. Elderdice spoke about this during the Public Hearing. Since the Public Hearing was continued to the meeting in February was no other discussion on this topic to address with the Board.

#### **Update of the Finance and Task Force Group**

The Finance and Task Force Group presented recommendations to the Board. It was recommended the District undertake a reserve study. Ms. Tondi explained the Board previously turned down a reserve study but can be readdressed by the Board in the future.



The Finance and Task Force Group noted a \$60k invoice for the pool slide repair. It was recommended the Board evaluate and repair the pool slide. Ms. Tondi explained where the pool repair invoice came from and requested that Ms. Carvalho send the proposal to the Board. Ms. Carvalho explained there are 2 options included in the repair proposal and confirmed the proposal would be sent to the Board. Ms. Tondi clarified the slide is safe to use. The Board agreed a reserve study is needed.

The Finance and Task Force Group recommended the resignation of one of the Board members, Mr. Hagan, due to the lack of participation to the Board of Supervisors meeting. It was stated that Dr. Renn is a member of the Group and Ms. Papelbon is also a member of the Group. Ms. Carvalho stated the Finance and Task Force Group has not been acknowledged by the Board therefore the group can take whatever action they choose with the members of their group. It was recommended the Board not make a motion to remove any person from the group. The key is that 2 Board Members cannot have any conversation pertaining to the District outside of a duly noticed Board Meeting. It was stated by the group that Dr. Renn will not be involved in the group discussion to adhere to the Sunshine Laws. Mr. Haber reminded the Board that Mr. Hagan is an elected official as a Board member. Mr. Haber has spoken with Mr. Hagan about the desire of the finance group and Board of Supervisors for Mr. Hagan to resign. The Board does not have the capability to remove Mr. Hagan and Mr. Hagan does not have any intention to resign. It was asked if Mr. Haber can send a letter to Mr. Hagan about removing him from his seat. Mr. Haber expressed reservations about getting too forceful with Mr. Hagan in communications about resigning because Mr. Hagan is still an elected official. It was clarified Mr. Hagan's seat is up for election in November 2022.

The Finance and Task Force Group asked about the status on the JEA credit. Mr. Tondi explained the District can only receive credit once per year and explained taking the credit can impact future projects. The credit status is ongoing.

The Finance and Task Force Group evaluated several District vendors and recommended contracts with District Management, landscaping, pool maintenance and gate companies all need to be evaluated by The Board to possibly make future changes. Ms. Papelbon explained the District has received several proposals for District Management and an RFP for these services are not needed. Mr. Haber explained the significance of a formal RFP and the actions needed during the RFP process. Only contracts that are \$195k or above need a formal RFP process. Ms. Tondi stated the Board needs to see how well Vesta works with PFM before taking any actions on changing the District Management Company. The Board has already agreed to go for an RFP for the landscaping company.

Ms. Carvalho explained the Field Services that were rendered by Leland Management was not something PFM was involved with. It was clarified PFM brings all issues to the Board's attention and the Board then votes on solutions. A distinction and separation between PFM and Leland Management was made.

A commentor stated there is a plan to put apartment buildings up near District property. It was explained there is a plan to put a 250-unit apartment building near the church and the residents of that apartment building will be able to see some of the District property. The commentor wanted the District to be aware of these plans.

**FOURTH ORDER OF BUSINESS**

**Other Business**

**Staff Reports**

**District Counsel –**

Mr. Haber discussed the various Statutory updates for the 2021 Legislative Session. Regarding public notices, the District can publish on the newspaper's website but needs to still publish in the printed newspaper once per week. Regarding a study and filing a report to the state for any unit of government that operates stormwater systems, it was recommended the District request a proposal from the District Engineer to perform these services and provide the necessary study and report. There is a June 30, 2022 deadline to submit this report. As to how Districts pay contracts, there will be a Resolution presented to the Board to address the changes in the Prompt Payment Act. He updated the Board regarding the public record law, there are certain public officials who are exempt from certain public record law and there has been a change to the law to make sure those individuals are kept exempt. The Board agreed to proceed with the request for the District Engineer to perform the study and provide the necessary report as outlined by the updated statute.

**District Engineer –**

No Report

**District Manager –**

Ms. Ripoll announced the next Workshop meeting to be held on January 3, 2022 and the Board of Supervisors meeting to be held on February 7, 2022. Ms. Carvalho updated the Board on the procedure when a Board member resigns from the Board in between meetings. If and when there is a Board member who resigns from the Board in between meetings, District Management will send the resignation to the remaining Board members and send the E-blast to residents that are interested to submit their intent to serve on the Board.

On MOTION by Ms. Tondi, seconded by Ms. Papelbon, with all those in favor, the Board approved District Management to send an Eblast to residents in the event there is a Board member who resigns in between meetings so the District can collect resumes from interested residents to fill the vacant Board seat and the Board review and consider those candidates at the next Board Meeting.

Ms. Carvalho requested the Board to consider the issuance of the debit card to the respective employees with Vesta Properties, Elizabeth Myers and Ron Zastrocky.

On MOTION by Ms. Tondi, seconded by Mr. Kounoupas, with all those in favor, the Board approved to issue debit cards to Elizabeth Myers and Ron Zastrocky with Vesta Properties for a not to exceed purchase amount of \$1,000.

**Field Manager- No Report**

**Audience Comments and  
Supervisors Requests**

There was an audience member comment about the timeline to return a deposit that was made to use the pool area back in October. Ms. Carvalho stated she is unable to comment about the particular deposit in question, but Ms. Carvalho will send an email to the District Accountant to get a status update on the deposit.

There was an audience comment about trees growing over powerlines in the community. Ms. Tondi clarified she will reach out to the landscaping company to get those trees cut.

There was an audience comment about the amenities center being locked. It was suggested residents and guests use a code for access to the amenities center. Ms. Tondi explained there is a request form for residents to propose changes.

There was an audience comment about a drainage issue behind the basketball court. Dr. Renn stated he met with the District Engineering Firm and there is a proposal that is being prepared to address the primary concern of the drainage issue near the basketball court. It was estimated it would cost about \$11k-\$17k to repair that drainage issue. A commentor stated Mr. Veazey sent an email about covering the cost of the drainage issue. Dr. Renn stated the Board will present the letter to Mr. Veazey and request his company cover the drainage repair cost. The commentor will send the email from Mr. Veazey to Dr. Renn.

Ms. Papelbon stated she would like to rescind her comment from the last meeting pertaining to compensation and is now requesting to receive compensation of \$200.00 per BOS and Workshop meeting. In addition, Ms. Papelbon questioned why meetings are at 5:15pm and requested the next Board of Supervisors' meeting time change to 5:45 p.m. The Board agreed to keep the Workshop meetings at 6pm and change the Board of Supervisors meetings to 5:45pm.

Lastly, Ms. Papelbon questioned the District receiving donations from vendors. Ms. Tondi stated Sun State is providing the District with a sign donation. Mr. Haber was not aware of any donations regarding the District. Dr. Renn expressed discomfort with asking vendors for donations. Mr. Haber stated there is no law restricting the District from receiving donations from vendors. Ms. Tondi stated she had discussion with Sun State for the sign donation but has not officially received the donation. The Board agreed not to accept the sign donation from Sun State.

Ms. Tondi asked Mr. Haber the status of the letter being sent to the landowners' entity in contribution of the cost to the maintenance of the Tamaya Blvd. Mr. Haber stated the letter has not been sent but an update will be provided to the Board within the week.

Ms. Tondi explained the security guards are being verbally assaulted by residents and wanted to make sure the resident bar codes are being enforced. There was a document created that explained how to use the barcodes and the repercussions to residents who are not using the barcode. There was an audience comment on putting bars at the guest gate entrance. Ms. Tondi explained there was a quote requested to install a gate arm at the guest lane entrance. The security guards will complete rounds of the community with the golf cart and the call box will be utilized during that time.

Ms. Tondi explained a situation with a family who has violated several community policies. There has been an incident report completed, the family has received letters from the District, and the security guards will be contacting the police if they are any future issues with this family. Mr. Haber advised the Board that District staff can implement suspensions from use of facilities for any problematic residents and then the Board can decide on further actions to be taken. The Board should be consistent with sending letters, enforcing policies, and enforcing penalties for policies that are not adhered to. Ms. Carvalho confirmed the policy states the process of suspension and privilege but does not stipulate the actions on the number of violations. The Board can make that determination when finalizing the Amenity Policies.

**FIFTH ORDER OF BUSINESS**

**Adjournment**

There was no further business to discuss. Ms. Ripoll requested a motion to adjourn.

On MOTION by Mr. Kounoupas, seconded by Ms. Tondi, with all those in favor, the December 6, 2021 Beach Community Development District Special Board of Supervisors meeting was adjourned at 8:04 p.m.

  
Secretary/Assistant Secretary

  
Chairperson/Vice Chairperson

**BEACH  
COMMUNITY DEVELOPMENT DISTRICT**

Consideration of Minutes of the February 7,  
2022, Board of Supervisors' Meeting

**MINUTES OF MEETING**

**BEACH COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS' MEETING MINUTES  
Monday, February 7, 2022 at 5:45 p.m.  
12788 Meritage Blvd.  
Jacksonville, FL 32246**

Board Members present and or via speaker phone:

Stephen Kounoupas	Vice Chairperson	(via phone)
Maria Tondi	Chairperson	
Sheila Papelbon	Assistant Secretary	
Robert Renn	Assistant Secretary	

Also present and or via speaker phone:

Vivian Carvalho	District Manager – PFM Group Consulting LLC	
Venessa Ripoll	Assistant DM- PFM Group Consulting LLC	(via phone)
Wes Haber	District Counsel- Kutak Rock LLP	(via phone)
Paul Hutchinson (via phone)	District Engineer- England-Thims & Miller, Inc.	
Steve Howell	Vesta Properties	
Elizabeth A. Myers	Vesta Properties	
Ross Ruben	Vesta Properties	
Ron Zastrocky	Vesta Properties	
Todd Myhill	Vesta Properties	

Various members of the audience present.

**FIRST ORDER OF BUSINESS**

**Organizational Matters**

**Call to Order and Roll Call**

Ms. Carvalho called to order at 5:57 p.m. the meeting of the Board of Supervisors of the Beach Community Development District and proceeded with roll call. Those in attendance in person and or via phone are listed above.

**Public Comment Period**

Mr. Rosborough expressed thanks to the Board for the savings in the water bill and the lack of payment to Leland Management. It was commented that the idea to convert two of the clay tennis courts to hard tennis courts is a bad idea. Mr. Rosborough stated several reasons he is opposed to the hard tennis court conversion.

Homeowner stated the only reason he bought in the community is because of the clay tennis courts. It was commented that it is unethical to change the tennis courts after residents have already bought property in the community. He offered several reasons why the Board should not change the courts.

A homeowner strongly discouraged the idea to convert the clay tennis court to hard tennis courts. The homeowners stated there are potential future tennis champions training in the community, and it would be difficult for them to play on a hard tennis court.

A homeowner read a statement from the Homeowners Association Manager that stated the primary responsibility of the Association is to maintain and increase the value of each owner's property. The homeowner stated the conversion to hard courts is in direct conflict with the purpose of the Association. The homeowner stated there are other areas where the District can save money without changing the tennis courts.

A homeowners stated their opposition to converting the clay tennis courts to hard tennis courts and provided an explanation of why he opposes.

A homeowner stated the clay tennis courts is one of the factors of an upscale community. It was stated there could be negative effects of kids using hard courts.

Mr. Cruz stated since moving into the community, he and his wife have been helping to maintain the tennis courts. It was stated the District is one of few places that have a tennis court that is not a part of a tennis club. Mr. Cruz stated converting to hard tennis courts is a bad idea because the hard courts start forming cracks after three years of use and that may cause safety hazards for players. Mr. Cruz noted several other areas in the community where the District can explore cost savings. It was requested the residents be provided with tools, like brushes, to help maintain the courts. It was urged that all residents become vested in all aspects of the community maintenance and upkeep.

Mr. Guess agreed with other commenters that home values could decrease with the conversion to hard tennis courts and suggested the community should add two more tennis courts. It was also agreed that players can help in maintaining the clay tennis courts.



Mr. Simon stated he constantly sees the tennis courts in use. It was reiterated the primary responsibility of the Association is to maintain and increase the property values for each homeowner and a hard tennis court would not do that. It was stated that Disney has the Princess Castle as the hallmark of the theme park and similarly, the hallmark of this District is the swimming pool and clay tennis courts. If the tennis courts were converted to hard tennis courts, the District would lose its hallmark factor. The clay courts are a part of the identity of the District. Mr. Simon appealed to the Board to not change the tennis courts but keep this as is.

Ms. Rosborough commented on the amenity policy, specifically regarding guest passes. Ms. Rosborough cited the guest pass policies for other communities and stated the difference between those communities and this District is the other communities have a gatekeeper that monitors guest passes. It was explained the tennis courts are easily accessible so there are often guests playing on the courts without a pass or with an outdated pass. Ms. Rosborough explained she plays tennis seven days a week and has not seen any staff conduct resident checks at the tennis courts. It was asked who would monitor the access to the event lawn as it concerns guests.

A homeowner stated opposition to the guest amenity policy that requires guests to sign a waiver to be use any of the District amenities.

Mr. Carvalho stated any Amenity Policy related comments, the homeowners should wait until the Board reconvenes the Public Hearing on the Amenity Policy later in the Board of Supervisors Meeting.

## **SECOND ORDER OF BUSINESS**

### **Administrative Matters**

#### **Consideration of the Minutes of the December 6, 2021, Board of Supervisors' Meeting**

The Board reviewed the Minutes from the December 6, 2021 Board of Supervisors Meeting. Ms. Carvalho explained the Board provided edits to the Minutes that have been incorporated with the version of Minutes currently before the Board. Ms. Tondi asked if there were any other updates to the Minutes after Ms. Carvalho sent the Board the last updated version of Minutes via email.

Ms. Papelbon clarified the name of the Finance Task Force should not include the word committee.

On MOTION by Dr. Renn, seconded by Ms. Tondi, with all in favor, the Board approved the Minutes of the December 6, 2021 Board of Supervisors' Meeting.

**Consideration of the Minutes of  
the January 3, 2022, Board of  
Supervisors' Meeting Workshop**

The Board reviewed the Minutes from the January 3, 2021 Board of Supervisors' Workshop Meeting. Ms. Carvalho noted an edit on page 8 where it was clarified Ms. Tondi made a statement, not Ms. Papelbon. Ms. Carvalho stated the Minutes will reflect consistency as it relates to the Finance Task Force Group not having the word committee in the name of the group.

Ms. Carvalho requested a Motion to approve the Minutes with the notated changes.

On MOTION by Ms. Tondi, seconded by Dr. Renn, with all in favor, the Board approved the Minutes of the January 3, 2022 Board of Supervisors' Workshop Meeting.

**Public Hearing on the Revised  
Amenity Facility Policies**  
**a. Public Comments and  
Testimony**  
**b. Board Comments**  
**c. Consideration of Resolution  
2022-04, Adopting the Revised  
Amenity Facility Policies**

Ms. Carvalho stated the District initiated the Public Hearing on the Revised Amenity Facility Policies on December 6, 2021, in which the hearing was recessed to the meeting today. She requested a motion to reconvene the Public Hearing.

On MOTION by Ms. Papelbon, seconded by Dr. Renn, with all in favor, the Board reconvened the Public Hearing on the Revised Amenity Facility Policies.

Ms. Carvalho explained there were several changes to the Amenity Facility Policies after Vesta Properties reviewed the Policy. It was asked if the Board would like Vesta Properties to outline the recommended changes made to the Amenity Facility Policies. The Board did not need Vesta Properties to outline the recommended changes.

Ms. Papelbon stated there is not a May 2019 Policy update reflected within the Policy changes. There was a discussion about the updates in the Policy that is being presented to the Board and the definition of Amenity Facility. Ms. Tondi asked if any updates were made to the Policy. Ms. Carvalho clarified the version of the Policy currently presented to the Board is not the final version of the Amenity Facility Policy and can still be edited. The Public Hearing is for the Board to finalize the Policy and put it into effect. After there are comments by the Board and the public, there can be a motion to adopt the final version of the Policy via a Resolution.

Ms. Papelbon requested a revision to the Policy as it relates to firearms. Mr. Haber clarified the language used in the Policy regarding firearms and governmental meetings. It was explained that firearms and concealed weapons are prohibited during any District Meeting. The District has no authority to conflict with Florida Law as it relates to governing firearms.

Ms. Papelbon questioned if the District would change the sign in the Fitness Center to align with the updated Facility Amenity Policy. It was stated the sign would be changed to reflect the updates in the Policy. Dr. Renn noted the age differences in the Policy and the sign. Ms. Papelbon asked about stocking fish in the pond if the District is not allowing fishing. Ms. Carvalho explained stocking the pond with fish is for environmental purposes, not for fishing.

There was a discussion about the age limit of guests who are unaccompanied by an adult. Mr. Carvalho explained most communities state that if guests are under the age of 16, they must be accompanied by a resident 18 years or older. It was stated guests who are under the age of 16, may not bring a guest. The Board agreed to change the Policy to 16 years of age or under must be accompanied by an adult guest.

Ms. Tondi explained the hours of operation for the Amenities should be deleted as the hours are subject to change. It was clarified the hours of operation are not listed in the Revised Amenity Facility Policies.

Ms. Carvalho requested comments from the public regarding the Revised Amenity Facility Policies. Ms. Tondi explained guests who want to use the Event Lawn must go through the rental form and pay the rental deposit to rent the space for activities. The management company should be monitoring the activities via cameras. Ms. Rosborough stated she

does not see any monitoring of the Amenities. It was stated the District is making rules that are not being enforced and it was questioned who would enforce the policies. Ms. Carvalho stated enforcement would be discussed later in the Meeting. It was clarified the comments during the Public Hearing should be regarding the Policy itself, with a discussion on Policy enforcement to follow.

Ms. Rosborough asked the Board to omit the requirement in the Revised Amenity Facility Policy stating guests must sign a waiver of release of liability to use any of the Amenities. Dr. Renn stated the requirement should stay in the Policy. There may present issues with enforcement, but the District should cover themselves legally with the waiver of liability. Ms. Tondi stated the waiver of liability is signed as a part of the welcome letter for new homeowners. A homeowner stated the District should publicize the requirement for guests to sign a waiver of liability.

A Vesta Properties Representative suggested the Board consider providing a gatekeeper to enforce the Amenity Facility Policies. This would include a staff member walking around the various facilities, check guests in, manage the Amenity use, etc. Dr. Renn suggested the Board work with Vesta Properties to explore options of enforcement of the Policies, not eliminate the waiver requirement. A homeowner stated it was becoming dangerous for residents to confront guests about using the Amenities. Dr. Renn reminded the public the District spends a significant amount on security.

A Vesta Properties Representative stated the District is unique in that there are multiple entrances to the community. It was suggested the District work with the management team to explore options of enforcement and staffing.

Ms. Tondi asked about guest passes and stated all adults who are houseguests should be able to use the Amenities without being accompanied by a resident. A homeowner stated the District has had problems with guests using the Amenities when residents are not present and many of the facilities are being taken over by non-residents. Dr. Renn suggested the Board keep the rigid Guest Policy and work on enforcement.

Mr. Putnam requested a cost benefit analysis of using human labor versus using key fobs to access amenities. Ms. Carvalho stated the District runs differently than an HOA in limiting access to Amenities. It was agreed the District can research key fob access at a later time.

On MOTION by Dr. Renn, seconded by Ms. Papelbon, with all in favor, the Board closed the Public Hearing on the Revised Amenity Policies.

Ms. Carvalho summarized the three provisions that would be made to the Revised Amenity Facility Policies.

Ms. Tondi requested consistency throughout the different areas of the Revised Amenity Facility Policies, specifically regarding the age limit of guests.

There was a homeowner comment about using the term guest versus the term patron within the Revised Amenity Facility Policies.

On MOTION by Ms. Papelbon, seconded by Mr. Renn, with all in favor, the Board approved Resolution 2022-04, Adopting the Revised Amenity Facility Policies.

### **Discussion of a Towing Policy and Illegally Parked Vehicles**

Ms. Tondi explained that after advisement from District Staff and discussions with the towing company, it was determined that the District does not need to have towing signs placed throughout the entire community to tow vehicles. The towing company will provide the signs at no cost to the District. The towing signs need to be placed at each entrance. Dr. Renn requested District Counsel and the District Security Manager to advise the Board on how to prevent large trucks, RVs, and similar vehicles from parking on District property.

Mr. Card explained the process of towing vehicles per State Statute and how his security team has enforced towing policies in other communities.

Mr. Haber explained the Board has the authority to discuss and approve the specifics of the towing policy. The Board can identify the areas of the property where they do not want vehicles to be park, and the Board needs to specify the extent to which they do not want vehicles parked. The implementation of the towing policy must comply with Florida Statute.

There was discussion about the HOA towing policy.

On MOTION by Ms. Papelbon, seconded by Ms. Tondi, with all in favor, the Board approved the placement of “No Parking” signs to be posted on the CDD property that is outside of the entrance gates.

On MOTION by Ms. Tondi, seconded by Ms. Papelbon, with all in favor, the Board authorized the Advanced Security team to sign for towing pickups on behalf of the District.

On MOTION by Ms. Tondi, seconded by Dr. Renn, with all in favor, the Board approved the contract from ASAP Towing and Storage to provide towing services to the District.

#### **Discussion of Credit Card Processing Fees**

Ms. Carvalho explained the District was having issues with clubhouse rental processing. The District has since made several changes to how clubhouse rental deposits are collected and refunded and that process has recently been working efficient and effectively.

#### **Discussion of the Tamaya Website**

Vesta Properties explained all content, pictures, etc. have been submitted to the Marketing Department for posting on the website. The District is on track with the website update schedule.

#### **Discussion of Simple Safety Invoice**

Ms. Carvalho explained Ms. Tondi is affiliated with Simple Safety. During a time of District transition, Ms. Tondi provided services for the District that she is requesting for reimbursement. Ms. Tondi stated during a District Workshop Meeting, the Board Members in attendance and District staff discussed experiencing staffing issues. During that Workshop Meeting, Ms. Tondi offered to provide her company, Simple Safety, as a resolution to the staffing issues. During that Workshop Meeting, there was also a discussion about District staff being paid by Leland Management where Ms. Tondi did not add comment to that discussion. Ms. Tondi outlined several issues that were occurring due to the staffing issues.

Ms. Tondi outlined the charges that were presented within the Simple Safety invoice.

Ms. Papelbon questioned if Leland Management was paid during the dates outlined in the Simple Safety invoice. Ms. Tondi replied that Leland Management was not paid during the hours outlined in the invoice. Ms. Papelbon questioned why Leland Management could not provide temporary staff. Ms. Tondi provided several reasons why Leland Management could not provide temporary staffing, which included training issues. There was a discussion about clarification on Leland Management paying District staff.

Ms. Haber stated the question was raised by Ms. Tondi on if it was possible for Board Members to provide services to the District. It was explained to Ms. Tondi that she did not receive District Management or Board approval before providing the services. There was no expectation of compensation until after Ms. Tondi provided an invoice to the District.

Ms. Papelbon stated she believes the invoice and work is a violation of Board Member ethics. Ms. Tondi replied she volunteered for much of the work but would also like to be compensated based on the breakdown that was submitted.

Dr. Renn questioned who declared the services provided as a necessity from a District staffing emergency and why there was no Board Meeting called for a vote.

Ms. Papelbon noted that some invoices indicate Ms. Tondi being reimbursed and questioned what those reimbursements were for. Ms. Carvalho stated those reimbursements to Ms. Tondi were for legitimate expenses for District events separate and apart from this invoice from Simple Safety.

Ms. Papelbon requested Mr. Haber's input on the Code of Ethics. Mr. Haber stated the Ethics Code is applied on an individual Board Member basis. There are various provisions in the Ethics Code that addresses a Public Official conducting business with their own agency, such as in the event of an emergency. Any penalties would only involve the Commission of Ethics and the individual Board Member.

On MOTION by Dr. Renn, seconded by Ms. Papelbon, with one abstention, the Board rejected the approval of the Simple Safety Invoice.

Vesta Properties requested for their team to create a Facebook page that would highlight the District events. There was a homeowner question about the Facebook page being open to the public. Vesta Properties explained the page would be open to the public, but the comments would be controlled. Most information that is on the website, which is open to the public, would also be included on the new Facebook page. Dr. Renn suggested the District go through the administrators of the current Facebook page to post new events, rather than create a new Facebook page. Vesta Properties stated they would try that approach. There was discussion about the limitations of going through administrators to post on the current Facebook page.

On MOTION by Dr. Renn, seconded by Ms. Papelbon, with one opposed (Ms. Tondi), the Board decided not to create a new Facebook page, but will revisit the topic if the need arises.

Mr. Kounoupas left the meeting in progress via phone.

#### **Update of the Finance Task Force Group**

Ms. Shemanski provided an update on behalf of the Finance Task Force Group. There was a recommendation on how the District can save money on Bond financing. Ms. Papelbon provided an explanation on how homeowners can save on Bond Financing, as it relates to the Operation and Maintenance Budget. MBS will be attendance at the next District Workshop scheduled for March 7, 2022, to explain the potential savings to homeowners in restructuring the Bonds.

Mr. Haber explained the benefits of restructuring the Bonds. It was requested the District consult with Bond Counsel as the District makes decisions on restructuring the Bonds.

There was a discussion about the best time of year to pay off a Bond.

Ms. Shemanski recommended the District change the District Management company to Vesta Properties. Dr. Renn asked Ms. Carvalho if the Board can make a motion to decide on the District Management recommended change. Ms. Carvalho replied that the Board has quorum and can make that decision during this Meeting.

Ms. Shemanski presented the Board with the proposal details from other Management companies. Ms. Tondi suggested the Board bring the topic back up at a later Workshop Meeting. Dr. Renn and Ms. Papelbon were not in agreement to table the District Management discussion. Ms. Carvalho stated the District Management company was not



aware of any issues in the way they manage District business and per the existing contract. Ms. Shemanski stated the Finance Task Force Group can provide District Management with a list of issues with further information or the Board can decide during this Meeting.

Mr. Haber noted the Finance Task Force Group was to provide the Board with a report, but a decision was not included in the agenda. It was suggested the Board amend the agenda to include the District Management recommendation from the Finance Task Force Group.

There was a public comment about the repeated discussion surrounding District Management. It was stated the issues with District Management have been communicated to the District Manager in the past.

There was a discussion about the possibility of entering into an agreement with Vesta for District Management Services. Ms. Shemanski explained the process the Finance Task Force uses to make recommendations to the Board. Mr. Haber clarified the motions that are needed from the Board to formally discuss and decide on any changes to the current District Management agreement.

Ms. Tondi expressed discomfort in making a change to the District Management company. It was stated the decision to change companies during this meeting and it was requested the Board wait until the next Workshop Meeting to discuss a District Management RFP.

On MOTION by Dr. Renn, seconded by Ms. Papelbon, with one opposed (Ms. Tondi), the Board amended the Agenda to include the Consideration of Changing District Management Companies.

A Vesta Representative explained there is a Vesta-owned company called DPFM that exclusively operates as a District Management company.

There was a discussion about keeping PFM on as the District Management company for 30 or 60 days. The Board asked for audience comments about the decision to change District Management companies. Many of the public were in favor of changing the District Management company within 60 days from the Meeting.

Ms. Carvalho requested a Motion to terminate PFM for District Management services and agreed PFM would stay on as the District Management company for 60 days. This would make an effective date of April 7, 2022

On MOTION by Dr. Renn, seconded by Ms. Papelbon, with one opposed, (Ms. Tondi) the Board agreed to terminate the District Management Agreement with PFM within 60 days.

On MOTION by Dr. Renn, seconded by Ms. Papelbon, with one opposed, (Ms. Tondi) the Board agreed to transition District Management services to an affiliate from Vesta Properties called DPFG.

Ms. Tondi stated the District Management decision should have been tabled so all Board members had enough time for consideration. Ms. Carvalho requested Mr. Haber expedite the formal notification process of informing PFM of the District Management termination date and the start for DPFG to begin District Management services.

The Finance Task Force continued to present their report. It was stated the Fitness Center equipment needed to be cleaned more thoroughly.

There was a lengthy discussion about the District's responsibility to maintain Tamaya Boulevard. Dr. Renn stated the Board should work with the City of Jacksonville to reassign responsibility of Tamaya Boulevard.

Ms. Shemanski requested additional lighting in the mailbox area. There was also a request for a covering near the mailbox area.

Ms. Shemanski requested management to send the Advanced Security Contract and licenses for all security officers to the Finance Task Force. It was also requested all proof of insurance be sent to the Finance Task Force Group.

Ms. Shemanski asked for the number of houses that were completed in the community. Ms. Tondi stated there are about 583 homes that were already closed and another 120 that are under contract.

### **Review and Consideration of Vesta Properties First Amendment to Agreement**

Ms. Carvalho explained the Board is presented with an Amendment of the Vesta Properties Agreement that was drafted by District Counsel. Once the First Amendment of

the Contract is approved, Ms. Tondi can proceed with signing the Agreement. Mr. Haber explained there were no changes to the legal terms of the Agreement. The Board was advised to ensure the enhanced scope of work with Vesta Properties as described in the Amendment, fits the needs of the Board.

Dr. Renn asked who will enforce the Fitness Center Policies. It was clarified the Vesta employees will enforce the Fitness Center Policies. There was a discussion about monitoring the amenities to ensure all policies are being enforced. There was a suggestion to place a sign with a number where residents can call when they see a violation.

On MOTION by Ms. Tondi, seconded by Dr. Renn, with all in favor, the Board approved the Vesta Properties First Amendment to the Agreement.

#### **Review and Consideration of Stormwater Needs Analysis Proposal**

Mr. Hutchinson explained the House Bill that requires CDDs to provide a 20-year Stormwater Needs Analysis. The Proposal before the Board is to complete the Stormwater Needs Analysis as required by the new Florida Statute. Ms. Tondi asked if the contract can be bid out. It was clarified the District can go out for bid for the Stormwater Needs Analysis. Mr. Haber explained the Proposal before the Board is not to exceed amount of \$10,000 noted in the Proposal. The Board is legally obligated to complete the Stormwater Needs Analysis however, there are no legal penalties District Counsel is aware of if the District decides not to complete the Stormwater Needs Analysis.

On MOTION by Dr. Renn, seconded by Ms. Papelbon, with all in favor, the Board tabled the Consideration of Stormwater Needs Analysis Proposal until next meeting.

#### **Ratification of Payment Authorizations #215-239**

Ms. Carvalho explained the Payment Authorizations are standard District expenses have previously been reviewed by the District Chair and Vice Chair prior to the invoices being processed for payment.

On MOTION by Dr. Renn, seconded by Ms. Papelbon, with all in favor, the Board Ratified Payment Authorizations #215-239.

### **Review of District Financial Statements**

Ms. Carvalho explained no action is needed from the Board on the Financial Statements.

### **THIRD ORDER OF BUSINESS**

### **Other Business**

### **Staff Reports**

**District Counsel-** No report.

**District Engineer-** No report.

**District Manager-** Ms. Carvalho explained the next Workshop Meeting is scheduled March 7, 2022. The next Board of Supervisors Meeting is scheduled April 11, 2022, which will cover the District Management services transition.

**Field Manager-** No report.

### **Board Action Item Summary**

Mr. Howell explained their team has been assessing the needs of the community and have several recommendations and priorities for the Board.

Regarding the pool, Mr. Howell outlined several areas that need attention. The Board was presented with estimates for the repairs that need to be completed so the District can pass inspections in the pool areas.

On MOTION by Ms. Tondi, seconded by Ms. Papelbon, with all in favor, the Board approved estimates 27-69, 27-70, and 27-71 from Big Z Pool Service.

Regarding the tennis courts, Mr. Howell explained the Board was presented with an estimate to convert the clay courts to hard courts. Dr. Renn noted the Board budgeted for the immediate resurfacing of two courts. The Board agreed to begin the resurface of two courts.

Regarding the rewiring of the gates, the Board was presented with two quotes for the gate repairs. Mr. Howell explained all the current wires operating the gate need to be replaced. There was a discussion about the need to fix the gate as it relates to water intrusion and the gate operation being converted to wireless operations. It was explained the water intrusion is getting into the bad wiring. A member of public suggested the Board not spend anymore money on gate repairs.

The Board decided to table the discussion gate repairs.

Mr. Howell presented the Board with three estimates to repair the water slide.

On MOTION by Dr. Renn, seconded by Ms. Papelbon, with all in favor, the Board approved the proposal from Aqua shield to repair the water slide.

Mr. Howell explained there have been janitorial issues within the District. The Board was presented with proposals for janitorial services.

On MOTION by Dr. Renn, seconded by Ms. Papelbon, with all in favor, the Board approved to terminate the contract with Jani-King and provide notice accordingly.

District Management will proceed with sending out termination of contract notice accordingly.

On MOTION by Dr. Renn, seconded by Ms. Papelbon, with all in favor, the Board approved to enter into a contract with Vesta Properties for the in-house janitorial services, for a not to exceed amount of \$15,000.

Mr. Howell explained the Board approved the installation of grass carp fish in the pond however, there was no proof found if the vendor was paid to put grass carp in the pond. The Board decided to proceed with the installation of grass carp fish, if the vendor was not previously paid for the same work. District Management will confirm accordingly with the accountant.

### **Tamaya Lifestyle Report**

The Board was presented with a Lifestyle Report that included a schedule for community events. There was a discussion about certain games, like Bingo and Poker, being offered to the community. The Board agreed to continue to discussion on game play during the next Workshop Meeting.

### **Amenity Manager Report**

The Amenity Manager, Elizabeth presented the Amenity Report and outlined the attendance and highlights from recent events. It was explained their team has been evaluating resident surveys and the team will focus on events and amenity enhancements. The Board was presented with an estimate to install a wireless HDMI connection. The Amenity Management team is obtaining quotes for better Wi-Fi service and will present those estimates at the next Workshop Meeting. There was a discussion about music in the Fitness Center and the lights in the pool.

On MOTION by Ms. Tondi, seconded by Dr. Renn, with all in favor, the Board approved the purchase of the HDMI cable to split the security camera views.

Regarding the hiring of pool staff, Mr. Myhill presented the Board with a hiring and staffing plan. It was explained the pool needs at least two staff members to monitor the slide while in operational use. There was a discussion about the manufacturer's recommendations on staffing. Mr. Myhill recommended the Board increase the budget for staffing.

On MOTION by Dr. Renn, seconded by Ms. Papelbon, with all in favor, the Board approved Option 1A to keep the staffing plan closer to the budget at 3 days a week.

### **Supervisor Requests**

There were no Supervisor Requests.

### **Audience Comments**

There were questions from a member of the public about repaving the roads in the community and the placement of trees in relation to streetlights. The Board suggested these issues be deferred to the District Engineer.

A member of the public made a comment about the grass carp fish. It was stated the current pond maintenance vendor has not been treating the pond regularly and as a result, there have been several dead fish. The Board suggested to defer the grass carp issue to the next Workshop Meeting.

### **Adjournment**

There was no further business to discuss.

On MOTION by Dr. Renn, seconded by Ms. Papelbon, with all those in favor, the February 7, 2022 Board of Supervisors' Meeting was adjourned at 10:26 p.m.

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Secretary/Assistant Secretary

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Chairperson/Vice Chairperson

**BEACH  
COMMUNITY DEVELOPMENT DISTRICT**

Consideration of Minutes of the March 7,  
2022, Board of Supervisors' Workshop  
Meeting



**MINUTES OF MEETING**

**BEACH COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS' WORKSHOP MEETING MINUTES  
Monday, March 7, 2022, at 6:00 p.m.  
12788 Meritage Blvd.  
Jacksonville, FL 32246**

Board Members present and or via speaker phone:

Maria Tondi	Assistant Secretary
Sheila Papelbon	Assistant Secretary

Also present and or via speaker phone:

Venessa Ripoll	District Manager- PFM Group Consulting LLC	(via phone)
Vivian Carvalho	District Manager- PFM Group Consulting LLC	(via phone)
Steve Howell	Vesta Properties	
Elizabeth A. Myers	Vesta Properties	
Jay King	Vesta Properties	
Ross Ruben	Vesta Properties	
Todd Myhill	Vesta Properties	
Ron Zastrocky	Vesta Properties	

Various members of the audience present.

**FIRST ORDER OF BUSINESS**

**Organizational Matters**

**Call to Order and Roll Call**

Ms. Ripoll called to order at 6:01 p.m. the workshop meeting of the Board of Supervisors of the Beach Community Development District and proceeded with roll call. Those in attendance in person and or via phone are listed above.

**Public Comment Period**

Mr. Kendig commented about the tennis court being occupied by tennis lessons for periods of time, preventing him from getting a court to play tennis.

Homeowner made a comment about a fitness instructor, Tennille, and the changes to the contract for fitness training. There was mention about a possible kickback received by Vesta Properties. It was requested Tennille resume providing fitness training services.

A resident expressed satisfaction with the work Tennille was doing in the Fitness Center. It was said that Tennille, as a resident, should be able to use the Fitness Center as he pleases.

Homeowner stated he paid for his daughter to receive personal training sessions from Tennille and had great results. There was support expressed for Tennille.

Homeowner explained he had an injury but found new confidence in himself after training with Tennille. There were positive accolades outlined about Tennille to include impeccable integrity, professionalism, and fairness.

28 people requested to be on the record as showing support for Tennille Fitness Instructor.

A resident suggested the situation with Tennille be resolved quickly or the residents will take other actions to make a solution happen.

A resident recommended those in attendance at tonight's meeting should regularly attend all meetings.

Homeowner stated he has a daughter that is trained by Tennille and stated displeasure in how the situation with Tennille was handled.

Ms. Rosborough commented about amenity privileges and the enforcement of policies. There was a comment about a drainage and irrigation issue and the cost to resolve the issue.

Homeowner explained she a personal training client of Tennille and voiced support for reinstating the contract with Tennille. It was explained there are cleanliness issues in the Fitness Center.

Ms. Tondi explained she is feeling overwhelmed and saddened by recent situations that have occurred in the community. She expressed gratitude and thanked the members in attendance at the meeting. There were emotions expressed of being ashamed and hurt by comments and actions from residents and fellow Board Members.

## **SECOND ORDER OF BUSINESS**

### **General Business Matters**

#### **Presentation from PFM and MBD pertaining to the District Bond Series 2013 & 2015 restructuring options.**

Ms. Papelbon introduced Brent Wilder with PFM and Ed Bulleit with MBS Capital Markets to review the bond restructuring options for the 2013/2015 Series Bonds. Mr. Wilder provided an overview of the financial advisory services for the restructuring of bonds and the role PFM can play in the process. Ms. Tondi explained the District purchased bonds at a higher interest rate and now have the opportunity for a lower interest rate through restructuring. It was explained the presentation is for informational purposes so the Board can decide on any action to be taken at a later time.

Mr. Bulleit provided an overview of underwriting consulting services. It was explained how the bonds were purchased and paid down from 2013 and 2015. Mr. Wilder outlined options for the District to move forward with the restructuring of the bonds. The savings the District can potentially experience were outlined and explained.

There was a public question about the timing of paying down bonds. Mr. Wilder explained anyone can pay down a principal assessment at any time and it is based on everyone's individual situation. Generally, the best time to pay down bonds is prior to the debt assessments hitting the tax roll on September 1<sup>st</sup> of each year. There was further explanation, information, and examples provided to pay off bonds.

A resident asked Mr. Bulleit if he lived in the community, would he be in favor of restructuring the bonds at this time. Mr. Bulleit responded the restructuring is too expensive. Ms. Tondi asked Mr. Wilder if he agreed that restructuring the bonds was too expensive. Mr. Wilder advised the Board to continue to monitor the situation and not exercise any action at this time.

Mr. Bulleit and Mr. Wilder recommended the Board not take any official action regarding the bonds until 2024. If anything changes, the Board will be notified. Mr. Bulleit provided information and a timeline for possibly selling the bonds.

A resident requested an explanation of the presentation in writing. Mr. Bulleit replied they have 10 copies of the presentation that residents can review at the meeting.

A resident asked if they have the desire to live in their home forever, should they pay off their bond now. Mr. Bulleit replied once the bonds are refinancing, it would be good to pay off the bonds.

Ms. Papelbon thanked Mr. Bulleit and Mr. Wilder for their presentation.

### **Discussion of Unleashed Dogs in the Event Lawn**

Ms. June McGrath provided an overview of the dog events. The rules of the community state dogs need to be leashed on the Event Lawn. It was recommended the community is allowed to have an unleashed dog event once per month. Ms. Tondi asked Vesta Properties to explain why they are not in agreement with the unleashed dog event. Mr. King responded Vesta Properties was following the leash policy of the community and Florida law. The previous event was not highly attended and there were expressed concerns of liability.

Ms. Carvalho stated she did not have any reasons on why the unleashed dog event was allowed under Leland Management. The Board can decide to change the community policies, but there are Florida laws governing the leasing of dogs. Ms. Tondi asked residents in attendance to raise their hand if they have an interest in an unleashed dog event. Due to the interest expressed by the raising of hands, it was requested the topic of an unleashed dog event be included as an agenda topic in the next Board of Supervisors Meeting so District Counsel can advise the Board on the topic.

### **Discussion of Auto Bar Code Violation**

Ms. Tondi stated the Board needs to decide how long violators of the Auto Bar Code Policy will be banned from using their Amenity Card. A resident explained an incident where they noticed unauthorized persons using various amenities. Ms. Tondi stated the District needs to set rules in place to address violators. Vesta Properties will be enforcing the penalties for violators.

Mr. King stated the challenge with enforcement is residents can still access certain amenities without using an Amenity Card. Ms. Tondi stated residents must use an Auto Bar Code while using the resident lane to enter and exit the community. Once the District Manager receives a letter of violators, the District Management team will turn off Amenity

Card access for those violators. Ms. Tondi reiterated the need to establish the amount of time Amenity Cards will be turned off for violators of the Auto Bar Code Policy.

There was a discussion amongst the Board and residents concerning the arm gate.

### **Discussion of Tamaya Amenity Drainage**

Mr. Zastrocky provided an overview of the drainage and irrigation issues. Ms. Papelbon asked about the status of the Vallencourt Construction proposal. Mr. Ripoll explained the District Engineer requested this issue be discussed during the Workshop meeting. Since the District Engineer was not present, it was clarified the drainage and irrigation issue will be discussed at the next Board of Supervisors meeting.

### **Discussion of Tennis Maintenance Issues**

Mr. Rosborough outlined the maintenance issues surrounding the tennis courts. There were thanks expressed to Mr. Zastrocky for the maintenance that is currently being done at the tennis courts. Mr. Rosborough stated it is difficult for residents to use the tennis courts when tennis instructors are using the courts for long periods of time. Ms. Tondi stated the issue will be addressed and resolved by Vesta Properties.

A resident asked about the watering schedule for the tennis courts and requested the Board adjust the times because the tennis courts are still wet when residents are trying to use them. Ms. Tondi stated Mr. Zastrocky can make the decision on the watering time adjustments.

### **Discussion of Personal Trainer Service at the Gym**

Ms. Tondi apologized for what happened with Tennille. Mr. King provided an explanation of the strategy to get all vendors in the community under contract. The Board decided to receive 10% of the revenues collected at the Fitness Center from the funds collected by contracted vendors. The process to get all vendors in compliance with the policy was explained. A resident asked if Vesta Properties would receive any funds from contracted vendors. Mr. King explained they typically charge 10% for any program they bring into the community and stated those vendors who are not in compliance would be terminated. A resident asked what has been done to get Tennille back to work after being terminated.

Mr. King explained a situation that happened with a Board Member and Tennille which led to the termination. It was explained the last proof of insurance the District received from Tennille was from 2018. Tennille confirmed they have updated insurance and can provide that proof of insurance to the District.

A resident asked how the District plans to stop trainers and instructors from being paid by non-residents for their services. Mr. King replied one of the requirements for trainers and instructors is to provide a roster of all participants. It was explained there are 2 group fitness programs that are run by non-residents. Those non-resident instructors have submitted the required documentation to be compliant with the Fitness Center Policies.

Tennille provided a brief statement.

Ms. Tondi stated Board Members should not be speaking together about District business matters. Ms. Papelbon asked who told Ms. Tondi about the conversations between Board Members. Jim stated he heard Ms. Papelbon and another Board Member discussing District business matters.

A resident asked what the policy will be going forward concerning instructors teaching in the District. Ms. Tondi stated there is no set policy at this time, but there will be a policy brought forward at the next Board of Supervisors Meeting. It was requested any resident with a proposal for instructors and trainers contact the District to submit those proposals.

Mr. King clarified the Board can decide how to move forward with the 10% revenue share. It was clarified that a mistake was made concerning Tennille and Vesta Properties is working towards correcting that mistake.

Ms. Tondi again offered an apology to Tennille.

### **Website Demo**

Mr. Ruben provided an overview of the lifestyle website that can provide residents with all information regarding lifestyle events and amenities within the District. The was a presentation of how to navigate the website. The website is open to the public. Several residents expressed concerns about the website being open to the public.

Mr. Ruben continued to illustrate the navigation of the website and how residents can submit community concerns through the website.

Mr. Ruben explained there are 4 documents new homeowners must sign when they purchase homes in the District. It is the goal of Vesta Properties to consolidate those documents into 1 document.

Mr. Ruben recommended pictures of residents and families who live in the community be included on the website. Ms. Tondi agreed the pictures can be included. A resident expressed privacy concerns with information of residents and pictures of residents being included on the website. Ms. Carvalho cautioned the Board of having additional content on the website that must be ADA compliant.

A resident asked about the timeline of the website going live. Ms. Carvalho stated the Board has already decided to launch the website. Mr. Ruben stated the website can be launched without confidential information before April 7, 2022.

A resident made a comment about discrepancies in the Amenity Policy. Ms. Tondi stated the District is working on making all policies consistent.

#### **Invoicing Update**

Ms. Tondi explained the invoicing process. Once an invoice is received by PFM from the vendor, those invoices will be reviewed by Vesta Properties for accuracy, then sent back to PFM for Chair/Co-Chair approval.

Ms. Papelbon asked if there are any past due invoices waiting for payment. Ms. Carvalho confirmed there are no past due invoices. It was explained the District can retain payment from a vendor if that vendor has not yet provided the service. There are no known issues with the timeline of vendor payments.

#### **Pool Monitor/Slide Operation Update**

Mr. King explained the current budget and operational times of the pool monitor. The District is under budget for the pool monitor costs, so it was suggested the District employ a third pool monitor. Ms. Tondi asked about the lifeguard proposal. Mr. King stated his team would confer with PFM on the additional lifeguard employment and provide an update to the Board at a later date.

## **Grand Living at Tamaya Reciprocal Utilization Request**

Mr. King explained the request for residents in neighboring communities to swim in the lap pool. The District has a policy that states a non-resident can pay a fee to use the District amenities. Ms. Tondi stated non-residents can buy a membership for \$3,500 to use the amenities.

## **Lifestyle Update**

Mr. King stated a lifestyle update will be provided in the management report.

## **Tennis Update**

Mr. King stated a tennis update will be provided under staff reports.

## **Policy Update**

Mr. King stated a policy update will be provided at the next Board meeting.

A resident asked about the resignation of Board members and the ability to have quorum at future meetings. Ms. Tondi explained there is one Board member resignation that has been submitted to the Board, with the resignation effective immediately. Mr. King explained if the District has at least one Board member, that Board member can appoint new Board members.

Ms. Papelbon asked if PFM would advertise the Board vacancy. Ms. Carvalho replied the District is in the process of scheduling a special Board meeting to address the Board vacancy. There will be an email sent to residents that outlines the Board vacancy and requests any interested residents to submit a resume for consideration. Ms. Tondi explained the Board can only officially recognize a Board member resignation at a Board meeting where there is quorum.

There was a resident question about the Florida Statute regarding the exact number of members that need to be on the Board of Supervisors and if the District is unable to obtain the necessary amount of Board members, will the State step in to run the District business. Ms. Carvalho explained the seat recently vacated by Dr. Renn expires in November 2022. It is a Board decision to appoint a replacement for the vacated seat before it expires. Once



that seat expires, there is a qualifying period where each interested resident can qualify with the Duval County Supervisor of Elections. There are 3 seats that will be up for reelection in November 2022.

Ms. Tondi stated the Board is taking resumes from residents who are interested in filling the recently vacated Board seat. There needs to be 3 Board members present to constitute a quorum. Ms. Carvalho clarified the interested person must be a resident in the community but does not need to be a homeowner. The person must have a legal address within the District. Even if no one runs for the qualifying seats, the Board still has a fiduciary responsibility to fill the open seats. Ms. Tondi clarified the seat that was vacated cannot be advertised until the Board recognizes the resignation during a Board meeting. There was a resident question about the absence of Board member Mr. Hagan. Ms. Tondi explained Mr. Hagan was unable to make the Workshop meeting and the Workshop meetings are not mandatory. Ms. Papelbon mentioned Ms. Tondi is planning to move and asked Ms. Tondi about the timeline of the move. Ms. Tondi replied she would continue to serve on the Board and would let the Board know if her house sells.

### **THIRD ORDER OF BUSINESS**

#### **Other Business**

#### **Staff Reports**

#### **Vesta Properties**

Vesta Properties provided a lifestyle update on action items from the last two months. There were several community events that were highlighted.

Mr. King announced there was a 68% open rate from the last newsletter. It was mentioned the open rate is the highest of the communities that Vesta Properties is currently managing. There was a resident survey sent through email blast to all residents. There have been 99 responses to the survey. Once there are additional responses received, Vesta Properties will present the findings to the Board.

Mr. King provided an update on the labor budget. There is a challenge with employing hourly staff, specifically pool monitors. The District is currently under budget on the employee labor timeline.

There was an update on the tennis court access. The District received bids to fence in the middle area of the tennis court and install a card reader for entry. There was a resident comment about blocking the walkway to the tennis court. Vesta Properties confirmed the installation of the fence would not impede the walkway. Ms. Tondi commented the District

needs this access control to the tennis courts, but the community should have a say in the decisions on access control. It was suggested the District send a survey to all residents about what they want to see happen with tennis control access and other high-cost projects.

There was a discussion on the threshold of signatory and decision authority amongst the Board, District residents, and Vesta Properties. Vesta Properties clarified the purpose of sending a new survey to residents. The Board would like to poll residents to ascertain the threshold at which the Board should make decisions without resident input. Once the feedback from residents is collected, the Board can then decide on moving forward with a specific project, considering the input from residents. There were resident comments in opposition of the survey. Ms. Tondi withdrew her suggestion to send a survey about the tennis court access control.

Mr. Zastrocky provided a project update. The District will receive a new landscape manager, as the prior landscape manager is no longer with the landscaping company.

Mr. Zastrocky provided an update on the water usage in the District after several irrigation valves were replaced. The District has used less water over the past two months and the decreasing water bill amounts were presented to the Board. The savings over the past two months totaled about \$7k.

Mr. Zastrocky stated the slide resurface was completed last Friday and looks good.

Mr. Zastrocky stated the construction on the two new tennis courts will begin in early April but there was no exact date provided to the Board.

Mr. Zastrocky stated the District is waiting on parts to come in so there is no exact date on when the pool repairs will begin.

A resident commented about a section of the community where the landscaping is not plush but there have been no corrections to the landscaping upkeep there. Ms. Tondi agreed the area needs upkeep and will address the issue with the landscaping company.

Mr. Zastrocky stated the motor failed in the circulation pump for the filter system in the front entry fountain. A resident made a comment that the District has not properly maintained the fountain which has resulted in the fountain emitting a foul odor and the water in the fountain has a color. Vesta Properties confirmed there is now an action plan to restore and maintain the entry fountain.

## Supervisor Comments

Ms. Tondi provided an update on the Tamaya Westside Landscaping. Out of the 5 letters that went out to the facilities, there has been 1 who has agreed to pay and sent a check to the District. The District received a letter from an upset Tamaya resident explaining the poor condition of the landscaping and requesting a landscaping resolution. Ms. Tondi explained she has been in contact with the landscaping company to resolve the issue. Ms. Carvalho advised the other businesses that have not responded could receive a second letter. The Board was reminded this attempt at splitting the maintenance costs for the landscaping at Tamaya Boulevard was not a guarantee and the Board can make a determination on further action in the attempt to collect payments.

Ms. Tondi asked about the trainer in the Fitness Center who was teaching a Boot Camp class when the door was broken. Mr. King stated an update on the cost of door replacement was provided to PFM but none of the staff know who the person is to ascertain if the person has come back into the Fitness Center. Ms. Tondi stated the District submitted a claim to the insurance company for door replacement costs of \$3500. The District is waiting on those funds to be received.

Ms. Tondi explained the printer is not set up at the guard house and requested Vesta Properties investigate the printer functionality. Mr. King stated there is no printer in the guard house as the printer has never been purchased. It was confirmed there will be a printer purchased and the receipt will be submitted for reimbursement.

Ms. Tondi provided an update on a solution for receiving after-hours telephone messages. Vesta Properties provided the Board with solutions to include a calling service and a field manager. Ms. Tondi stated she thought Vesta Properties had an after-hours messaging service. Mr. King confirmed there is an after-hours messaging service and there will be a draft of the message presented to the Board for approval. There was a discussion about using the messaging service rather than install an alarm box at the guard house. Ms. Tondi asked PFM to inquire with the insurance company about using Security Co. for safety monitoring.

Ms. Tondi stated there have been issues with staffing as it relates to signing in renters. It was asked that Vesta Properties staff be knowledgeable of the facility and how to manage rentals. A discussion about the rental process took place.

Ms. Tondi asked about a new staff member with the last name of "Myers" and questioned if this was a family member of another staff member. It was asked if there were two new

staff members. Mr. King confirmed the person with the last name of “Myers” is the daughter of Elizabeth and the other new staff member is working at multiple communities.

Ms. Papelbon expressed displeasure in the topics being discussed and excused herself from the Workshop Meeting.

Ms. Tondi asked about the status of the cleaning company and if the cleaning checklist is being completed. Mr. King stated the daily cleaning checklist has ceased. If residents are unhappy with the cleaning, they can provide real time feedback to Vesta Properties.

### **District Management**

Ms. Carvalho stated the District is in the process of scheduling a special meeting and hope to proceed with advertising the meeting by the end of the week. The District will also address the new District Management service contract.

### **Audience Comments**

There was a question about the attempt collect funds for the landscape maintenance on Tamaya Boulevard. Ms. Tondi outlined the payments received and the response to the letters that were sent out to affected parties.

There was a resident question about ICI Homes subcontracting District work. Ms. Tondi confirmed ICI Homes will remain the builder all the way through construction. There is a new person who will put up the framework.

There was a resident question to PFM about accessing updated meeting agendas and emails about the agenda sent to PFM. Ms. Carvalho stated the emails being referenced received a reply from PFM and the agenda was updated on the website. There were some issues with the website that have been remedied.

A resident recommended the District have a part A and part B of the meetings so the meetings will not last so long.

A resident asked for a status of repaving the roads, particularly in phase 2, at the next meeting. Ms. Carvalho confirmed she would reach out to ICI Homes to obtain a status of road repaving.

A resident asked about the tree canopies and the light poles. Ms. Carvalho confirmed the trees on the easement in front of the homes are maintenance by the HOA. The District will contact Mike Veazey about tree canopies growing through the light poles.

A resident asked about the lights at the mail kiosks and commented that it is too dark in that area. Ms. Tondi advised the resident to contact Mike Veazey.

### **Adjournment**

There was no further business to discuss.

Ms. Tondi adjourned the March 7, 2022, Board of Supervisors' Workshop Meeting at 9:48 p.m.

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Secretary/Assistant Secretary

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Chairperson/Vice Chairperson

**BEACH  
COMMUNITY DEVELOPMENT DISTRICT**

Consideration of Resolution  
2022-09, Designating a Registered  
Agent

**RESOLUTION 2022-09**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BEACH COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A REGISTERED AGENT AND REGISTERED OFFICE OF THE BEACH COMMUNITY DEVELOPMENT DISTRICT.**

**WHEREAS**, the Beach Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

**WHEREAS**, the District is statutorily required to designate a registered agent and a registered office location for the purposes of accepting any process, notice, or demand required or permitted by law to be served upon the District in accordance with Section 189.014(1), *Florida Statutes*.

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

**SECTION 1.** Wesley Haber of Kutak Rock LLP is hereby designated as the Registered Agent for the Beach Community Development District.

**SECTION 2.** The District’s Registered Office shall be located at the office of Kutak Rock LLP, 107 West College Avenue, Tallahassee, Florida 32301.

**SECTION 3.** In accordance with Section 189.014, *Florida Statutes*, the District’s Secretary is hereby directed to file certified copies of this Resolution with Collier County and the Florida Department of Economic Opportunity.

**SECTION 4.** This Resolution shall become effective immediately upon adoption and any provisions of any previous resolutions in conflict with the provisions hereof are hereby superseded.

**PASSED AND ADOPTED** this 11th day of April, 2022.

**ATTEST:**

**BEACH COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairperson, Board of Supervisors

**BEACH  
COMMUNITY DEVELOPMENT DISTRICT**

Consideration of Resolution 2022-10,  
Approving a Preliminary Budget for Fiscal  
Year 2023 and Setting a Public Hearing  
Date [Suggested Date, July 11, 2022]



**RESOLUTION 2022-10**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BEACH COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2022/2023 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Beach Community Development District (“**District**”) prior to June 15, 2022, proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2022 and ending September 30, 2023 (“**Fiscal Year 2022/2023**”); and

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

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2022/2023 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: \_\_\_\_\_, 2022

HOUR: \_\_\_\_\_

LOCATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENTS.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Duval County and City of Jacksonville 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 11th DAY OF APRIL, 2022.**

ATTEST:

**BEACH COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary \_\_\_\_\_

By: \_\_\_\_\_  
Its: \_\_\_\_\_

**Exhibit A: FY 2022/2023 Proposed Budget**

Beach Community Development District  
Proposed Fiscal Year 2022 Annual Operations & Maintenance Budget

	Actual Through 03/31/22	Anticipated Apr - Sept	Anticipated FY 2022 Total	Approved FY 2022 Budget	Proposed FY 2023 Budget	
<b>Revenues</b>						
Assessments	\$1,321,285.99	\$233,118.01	\$1,554,404.00	\$1,554,404.00	\$1,599,964.80	Carry forward Estimate
Other Assessments	0.00	0.00	0.00	0.00	0.00	Current cash
Other Income & Other Financing Sources	21,475.55	0.00	21,475.55	0.00	5,000.00	assessments receivable
Carryforward	0.00	0.00	0.00	0.00	0.00	offset to barcode expense for keyscan sales
Interest Income	43.17	0.00	43.17	0.00	0.00	accounts payable
<b>Net Revenues</b>	<b>\$1,342,804.71</b>	<b>\$233,118.01</b>	<b>\$1,576,922.72</b>	<b>\$1,554,404.00</b>	<b>\$1,604,964.80</b>	remaining expenses
						estimated carryforward
<b>General &amp; Administrative Expenses</b>						
Trustee Fees	14,375.01	\$0.00	14,375.01	8,000.00	8,000.00	
Supervisor Fees-Regular Meetings	\$4,000.00	\$800.00	\$4,800.00	\$4,800.00	\$8,000.00	estimated 6 regular meetings
Supervisor Fees-Workshops	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	estimated 2 workshops
District Management	19,249.98	\$19,250.02	38,500.00	38,500.00	42,000.00	based on vestas proposal
Engineering	0.00	\$2,500.00	2,500.00	2,500.00	2,500.00	
Dissemination Agent	2,000.00	\$2,000.00	4,000.00	4,000.00	2,500.00	based on vestas proposal
District Counsel	6,101.00	\$3,500.00	9,601.00	5,000.00	7,500.00	
Assessment Administration	9,000.00	\$0.00	9,000.00	9,000.00	5,500.00	based on vestas proposal
Reamortization Schedule	0.00	\$500.00	500.00	500.00	0.00	included with assessment administration
Audit	2,500.00	\$3,500.00	6,000.00	6,000.00	6,000.00	Need to update engagement letter for FY2022 Audit to be completed in FY2023, will need rfp
Website	910.00	\$1,490.00	2,400.00	2,400.00	1,515.00	Campus Suite
Legal Advertising	1,152.02	\$597.98	1,750.00	1,750.00	1,750.00	
Dues, Licenses & Fees	175.00	\$0.00	175.00	175.00	175.00	
General Liability Insurance	3,381.00	\$219.00	3,600.00	3,600.00	4,057.20	based on 10% increase on budgetary amount
Public Official Insurance	2,632.00	\$168.00	2,800.00	2,800.00	2,895.20	based on 10% increase on budgetary amount
Office Miscellaneous	1,251.99	\$500.00	1,751.99	1,000.00	2,000.00	checks, postage, etc
<b>Total General &amp; Administrative Expenses</b>	<b>\$66,728.00</b>	<b>\$35,025.00</b>	<b>\$101,753.00</b>	<b>\$90,025.00</b>	<b>\$96,392.40</b>	
<b>Field Expenses</b>						
Field Management	\$3,375.00	\$12,825.00	\$16,200.00	\$16,200.00	\$133,553.00	
Property Insurance	74,212.00	0.00	74,212.00	75,500.00	89,054.40	Mac spoke with Egis, project 15-20% increase
Lake Maintenance	9,668.00	10,132.00	19,800.00	19,800.00	19,800.00	
Landscaping (Including materials)	175,989.20	226,802.80	402,792.00	402,792.00	402,792.00	need RFP, will add new sections in spring 2023
Irrigation (Repairs)	2,594.60	7,405.40	10,000.00	10,000.00	10,000.00	
Electric - Street Lights/Irrigation-JEA	74,446.15	114,028.85	188,475.00	188,475.00	188,475.00	confirm with mike veazey any increase needed
Right of Way / Lake Mowing	0.00	2,500.00	2,500.00	2,500.00	2,500.00	
Entry Water Feature	1,487.50	6,012.50	7,500.00	7,500.00	7,500.00	
Carryforward replenish	0.00	5,000.00	5,000.00	5,000.00	0.00	Mac to review with board
Contingency - Hurricane Expenses/storm clean up	0.00	10,000.00	10,000.00	10,000.00	8,000.00	Mac to review with board
Community Maintenance	5.92	7,994.08	8,000.00	8,000.00	8,000.00	
<b>Total Field Expenses</b>	<b>\$341,778.37</b>	<b>\$402,700.63</b>	<b>\$744,479.00</b>	<b>\$745,767.00</b>	<b>\$869,674.40</b>	
<b>Amenity Expenses</b>						
Amenity Management	\$82,177.41	\$140,000.00	\$222,177.41	\$170,000.00	\$154,556.00	
Swimming Pool Chemicals	17,216.10	30,283.90	47,500.00	47,500.00	0.00	vestas contract
Swimming Pool Inspection	0.00	1,500.00	1,500.00	1,500.00	0.00	
Amenity General Maintenance & Repairs	12,801.37	8,708.63	21,510.00	21,510.00	21,510.00	
Amenity Cleaning	7,248.75	7,751.25	15,000.00	15,000.00	0.00	
Amenity Electric/Water and Sewer	22,979.37	37,020.63	60,000.00	60,000.00	60,000.00	
Amenity Gates/Control Access	3,757.66	1,750.00	5,507.66	2,500.00	5,000.00	based on anticipated fy22 amount
Amenity Website/computer equipment	3,668.62	4,191.38	7,860.00	7,860.00	1,590.00	vesta website 1590
Amenity Internet/Cable	5,955.07	4,044.93	10,000.00	10,000.00	10,000.00	
Amenity Dues & Licenses	0.00	850.00	850.00	850.00	850.00	
Amenity Security	0.00	800.00	800.00	800.00	800.00	
Fitness Equipment maintenance	6,616.64	3,383.36	10,000.00	10,000.00	10,000.00	
Lifestyles Programming	8,023.92	16,976.08	25,000.00	25,000.00	25,000.00	based on 12,000 from ICI
Amenity Gas	200.03	399.97	600.00	600.00	600.00	
Tennis Court Maintenance - 4 Clay Courts	1,279.89	13,220.11	14,500.00	14,500.00	14,500.00	
Landscaping Maintenance of Amenity Center	38,548.23	29,851.77	68,400.00	68,400.00	68,400.00	
Landscape Improvement	2,902.08	0.00	2,902.08	2,500.00	2,500.00	
Amenity Irrigation (Repairs)	166.46	1,333.54	1,500.00	1,500.00	1,500.00	
Pest Control	613.47	586.53	1,200.00	1,200.00	1,200.00	
Amenity Fire System Monitoring	3,020.47	0.00	3,020.47	1,500.00	1,500.00	over due to repair in fy22
Alarm	0.00	500.00	500.00	500.00	500.00	
Trash Collection	631.29	1,660.71	2,292.00	2,292.00	2,292.00	
<b>Total Amenity Expenses</b>	<b>\$217,806.83</b>	<b>\$304,812.79</b>	<b>\$522,619.62</b>	<b>\$465,512.00</b>	<b>\$382,298.00</b>	
<b>Access control /Gate House</b>						
Guard Services	\$93,317.50	152,682.50	\$246,000.00	\$246,000.00	\$246,000.00	
Guard House Supplies	0.00	800.00	800.00	800.00	800.00	
Guard House Utilities	2,708.26	1,091.74	3,800.00	3,800.00	3,800.00	
Guard House Repair & Maintenance	0.00	1,000.00	1,000.00	1,000.00	1,000.00	
Bar Code Expense	3,640.99	1,000.00	4,640.99	1,500.00	5,000.00	barcode and keyscan access
<b>Total Access Control/Gate House Expenses</b>	<b>\$99,666.75</b>	<b>\$156,574.24</b>	<b>\$256,240.99</b>	<b>\$253,100.00</b>	<b>\$256,600.00</b>	
<b>Total Expenses</b>	<b>\$725,979.95</b>	<b>\$899,112.66</b>	<b>\$1,625,092.61</b>	<b>\$1,554,404.00</b>	<b>\$1,604,964.80</b>	

Net Assessment	\$1,639.67	\$1,687.73
Gross Assessment	\$1,772.61	\$1,824.57

1846.56 maximum assessment noticed

Monthly  
Annual  
Quarterly  
Variable

**"Exhibit A Continued"**  
Beach Community Development District  
Debt Service Fund Budget, FY 2021  
Series 2013A & Series 2015A  
Special Assessment Bonds

Proposed  
FY 2023  
Budget

REVENUES:

Series 2013A Assessments	\$1,132,207.50
Series 2015A Assessments	\$848,220.00
TOTAL REVENUES	<u><u>\$1,980,427.50</u></u>

EXPENDITURES:

Series 2013A - Interest 11/1/2022	\$319,412.50
Series 2013A - Principal 5/1/2023	\$180,000.00
Series 2013A - Interest 5/1/2023	\$319,412.50
Series 2015A - Interest 11/1/2022	\$229,362.50
Series 2015A - Principal 5/1/2023	\$165,000.00
Series 2015A - Interest 5/1/2023	\$229,362.50
TOTAL EXPENDITURES	<u><u>\$1,442,550.00</u></u>

EXCESS REVENUES	<u><u>\$537,877.50</u></u>
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November 1, 2023 Series 2013A Debt Service Payment	\$313,382.50
November 1, 2023 Series 2015A Debt Service Payment	\$224,495.00
Total	<u><u>\$537,877.50</u></u>

**BEACH  
COMMUNITY DEVELOPMENT DISTRICT**

Consideration of Resolution 2022-11,  
Designating Board Member Seats for the  
Upcoming General Election 2022

**RESOLUTION 2022-11**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BEACH COMMUNITY DEVELOPMENT DISTRICT IMPLEMENTING SECTION 190.006(3)(A)(2)(c), FLORIDA STATUTES, AND INSTRUCTING THE DUVAL COUNTY SUPERVISOR OF ELECTIONS TO CONDUCT THE DISTRICT’S GENERAL ELECTION**

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

WHEREAS, the Board of Supervisors of the District (hereinafter the “Board”) seeks to implement section 190.006(3)(A)(2)(c), Florida Statutes, and to instruct the Duval County Supervisor of Elections to conduct the District’s General Elections.

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

Section 1. The Board is currently comprised of the following individuals: Stephen Kounoupas, Andy Hagan, Maria Tondi, Sheila Papelbon

Section 2. The term of office for each member of the Board is as follows:

<u>Seat</u>	<u>Supervisor</u>	<u>Term Expiration Date</u>
Seat 1	Stephen Kounoupas	11/2024
Seat 2	Andy Hagan	11/2022
Seat 3	Maria Tondi	11/2024
Seat 4	Sheila Papelbon	11/2022
Seat 5	Open	11/2022

Section 3. Seat 2, currently held by Andy Hagan and Seat 4, currently held by Sheila Papelbon and Seat 5, Open are scheduled for the General Election in November 2022.

Section 4. Members of the Board receive \$200 per meeting for their attendance and no Board member shall receive more than \$4,800 per year.

Section 5. The term of office for the individuals to be elected to the Board in the November 2020 General Election is four years.

Section 6. The new Board members shall assume office on the second Tuesday following their election.

Section 7. The District hereby instructs the Supervisor of Elections to conduct the District’s General Elections on the ballot of the 2022 General Election. The District understands

that it will be responsible to pay for its proportionate share of the general election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor of Elections.

**PASSED AND ADOPTED THIS 11TH DAY OF APRIL, 2022.**

**BEACH COMMUNITY  
DEVELOPMENT DISTRICT**

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**CHAIR/VICE CHAIR**

**ATTEST:**

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**SECRETARY/ASSISTANT SECRETARY**

**BEACH  
COMMUNITY DEVELOPMENT DISTRICT**

Consideration of Resolution 2022-12, Re-  
Designating Officers of the District





**BEACH  
COMMUNITY DEVELOPMENT DISTRICT**

Appointment of Audit Selection Committee

**BEACH  
COMMUNITY DEVELOPMENT DISTRICT**

Review of the Finance and Task Force  
Group Report

### **Agenda items for Board Meeting on 4/11/2022**

1. Status on obtaining a signed current contract for all vendors. Also, Certificate of Insurance including Tamaya as a named insured for all vendors.
2. Instructors using our gym or tennis courts- Beach CDD should be receiving 10% of their revenue to maintain facilities. Have all agreed to this.
3. Conservation area on the side of Tartus-who maintains this? It is backing up into neighboring yards
4. Status on items from prior meetings? Project plan from Vesta.

**BEACH  
COMMUNITY DEVELOPMENT DISTRICT**

Ratification of Temporary Construction  
Easement between the District and  
Bentwater Place Association, Inc.

RECORD AND RETURN TO:

Terrance D. Burns, Sr.  
Elim Services, Inc.,  
1941 Mayport Road  
Atlantic Beach, Florida 32233

**TEMPORARY CONSTRUCTION EASEMENT**

This TEMPORARY CONSTRUCTION EASEMENT ("Agreement") is made this 18<sup>th</sup> day of February 2022 (the "Effective Date"), by and between Beach Community Development District, a local unit of special purpose government pursuant to Chapter 190 Florida Statutes (GRANTOR) whose mailing address is c/o PFM Group Consulting LLC, 3501 Quadrangle Blvd., Suite 270, Orlando, Florida 32817 and Bentwater Place Association, Inc., a Florida corporation (GRANTEE) whose mailing address is c/o Elim Services, Inc., 1941 Mayport Road, Atlantic Beach, Florida 32233.

GRANTOR is the owner of the real property located in Duval County, Florida (the "Easement Property") described below and wishes to grant to GRANTEE a temporary construction easement over, under, through and across the Easement Property for the purposes set forth herein and subject to the terms and conditions set forth herein.

**EASEMENT PROPERTY DESCRIPTION:**

A portion of Section 27, Township 22 South, Range 28 East, Duval County, Florida, being more particularly described as follows: Tract F and Tract J, as described in the plat of Bella Nika at Tamaya Phase 1 in Plat Book 69, Page 33 and in the plat of Bella Nika Phase 3 in Plat Book 72, Page 83 of the current public records of Duval County, Florida.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements contained in this Agreement, TEN DOLLARS (\$10.00), and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged by the parties hereto, GRANTOR and GRANTEE hereby covenant and agree as follows:

1. Exhibits: exhibits attached to this Agreement are, by this reference, made a part of this Agreement.
2. Definitions: the term "Party" and "Parties" shall mean GRANTOR and GRANTEE, individually and collectively, respectively. The terms GRANTOR and GRANTEE shall be taken to include not only GRANTOR and GRANTEE but the respective employees, licensees, agents, assigns, and successors of each.
3. All covenants, agreements, conditions, and restrictions set forth in this Easement shall be construed as covenants running with the land, appurtenant to the land affected, binding upon, inuring to the benefit of, and enforceable by the parties hereto, upon the terms, provisions and conditions therein set forth.
4. GRANTOR hereby quitclaims and releases to GRANTEE a temporary, non-exclusive easement over, through and across the Easement Property, the purpose being to facilitate construction of Drainage Improvements by GRANTEE and for other ancillary uses and improvements. Grantor and Grantee acknowledge and agree that the easement granted herein is only for access and Grantee shall not construct or install any improvements on the Easement Property.



5. GRANTEE agrees to perform, for the benefit of GRANTOR and GRANTEE, maintenance on the Construction Access Area within the Easement Property as described in Exhibit A attached hereto.
6. Duration. This temporary construction easement shall remain in full force and effect for a period of two (2) years from the Effective Date of this agreement or until such time as the subject Drainage Improvements are completed by GRANTEE and notification to that effect is provided to GRANTOR at the mailing address noted, whichever occurs first. Exception: the duration of this easement may be extended if agreed to, in writing, by GRANTOR and GRANTEE.
7. Non-exclusivity. The easement and all rights granted herein are non-exclusive. GRANTOR shall continue to enjoy the use of the Easement Property for any purposes that do not interfere with GRANTEE's rights hereunder. No right of access by the general public to any portion of the property is conveyed by this easement agreement.
8. Maintenance and Repair. For the duration of this temporary construction easement, GRANTEE agrees to maintain this Easement Property in a safe, clean, sanitary condition in compliance with applicable laws and regulations. GRANTEE shall, at GRANTEE's expense, properly repair all damage to the Easement Property caused by GRANTEE's use of the easement rights granted herein; GRANTEE will stabilize disturbed areas to ensure protection from erosion during use of Easement Property. Should erosion occur, GRANTEE shall repair eroded areas before seeding and mulching as described in Exhibit A. Should GRANTEE fail to maintain the Easement Property, GRANTOR may, without any obligation to do so, complete the repair or maintenance of said Easement Property subject and recover from GRANTEE the actual cost of said repair or maintenance.
9. Unless otherwise agreed between GRANTOR and GRANTEE, and except to the extent arising from or related to the negligence or misconduct of GRANTOR or its agents, employees, assigns, or successors, GRANTEE hereby covenants and agrees to indemnify GRANTOR and hold GRANTOR harmless from and against any and all claims, demands, liabilities, losses, costs, or expenses arising from personal injuries or property damage resulting from GRANTEE's use of the EASEMENT.
10. GRANTEE shall not permit (and shall promptly satisfy or bond) any construction mechanic's lien or encumbrance against the Easement Property in connection with the exercise of rights hereunder.
11. GRANTEE and/or any contractors doing work for GRANTEE on the Easement Property shall at all times maintain general public liability insurance to afford protection against any and all claims for personal injury, death or property damage arising directly or indirectly out of the exercise of the rights and privileges granted. Said insurance shall be issued by solvent, reputable insurance companies authorized to do business in the State of Florida, naming GRANTEE and GRANTOR as insured, as their interests may appear, in a combined-single limit of not less than \$1,000,000.00 with respect to bodily injury or death and property damage.
12. In the event of a dispute hereunder, of any action to interpret or enforce this Agreement or any provision hereof, or any matter arising herefrom, the predominantly prevailing party shall be entitled to recover its reasonable attorneys' fees and expenses, whether suit be brought or not, and whether in settlement, in any declaratory action, at trial or on appeal.
13. This Agreement will be governed by and construed pursuant to the laws of the State of Florida.
14. Severability. Should any clause, sentence, or other portion of the terms, conditions, covenants, and restrictions of this Agreement become illegal, null, or void for any reason or are held by any court of competent jurisdiction to be so, the remaining portions hereof shall remain in full force and effect.
15. Amendments: this easement agreement may be amended, altered, released, or revoked only by written agreement between the GRANTOR and GRANTEE.

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement, and shall be deemed to have executed the same, as of the EFFECTIVE DATE written above.

Signed, sealed, and delivered in the presence of:

GRANTOR:

MARIA Tondi, Chair  
(Print Name & Title)

[Signature]  
(Signature)

STATE OF FLORIDA  
COUNTY OF DUVAL

I, the undersigned authority, hereby certify that the foregoing is a true and correct copy of the instrument presented to me by the above-named signor as the original of such instrument. I further certify that the above-named signor is either known to me personally or produced appropriate identification as prescribed by law.

WITNESS my hand and official seal in the County and State last aforesaid, this 14<sup>th</sup> day of February, 2022.

[Signature]  
Notary Public

My commission expires: 3/22/2025



GRANTEE:

[Signature]  
(Print Name & Title)

James B. Davidson  
(Signature)

STATE OF FLORIDA  
COUNTY OF DUVAL

I, the undersigned authority, hereby certify that the foregoing is a true and correct copy of the instrument presented to me by the above-named signor as the original of such instrument. I further certify that the above-named signor is either known to me personally or produced appropriate identification as prescribed by law.

WITNESS my hand and official seal in the County and State last aforesaid, this 18<sup>th</sup> day of February, 2022.

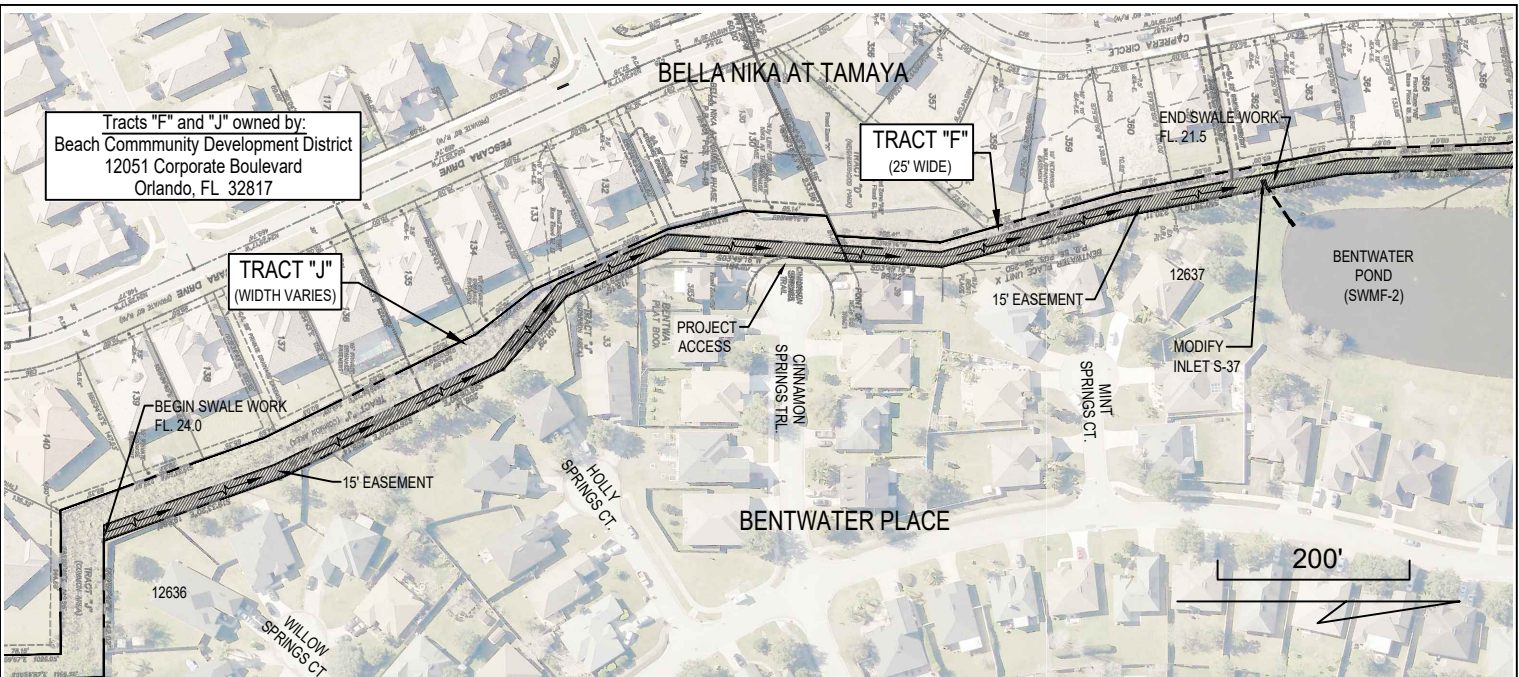
[Signature]  
Notary Public

My commission expires:



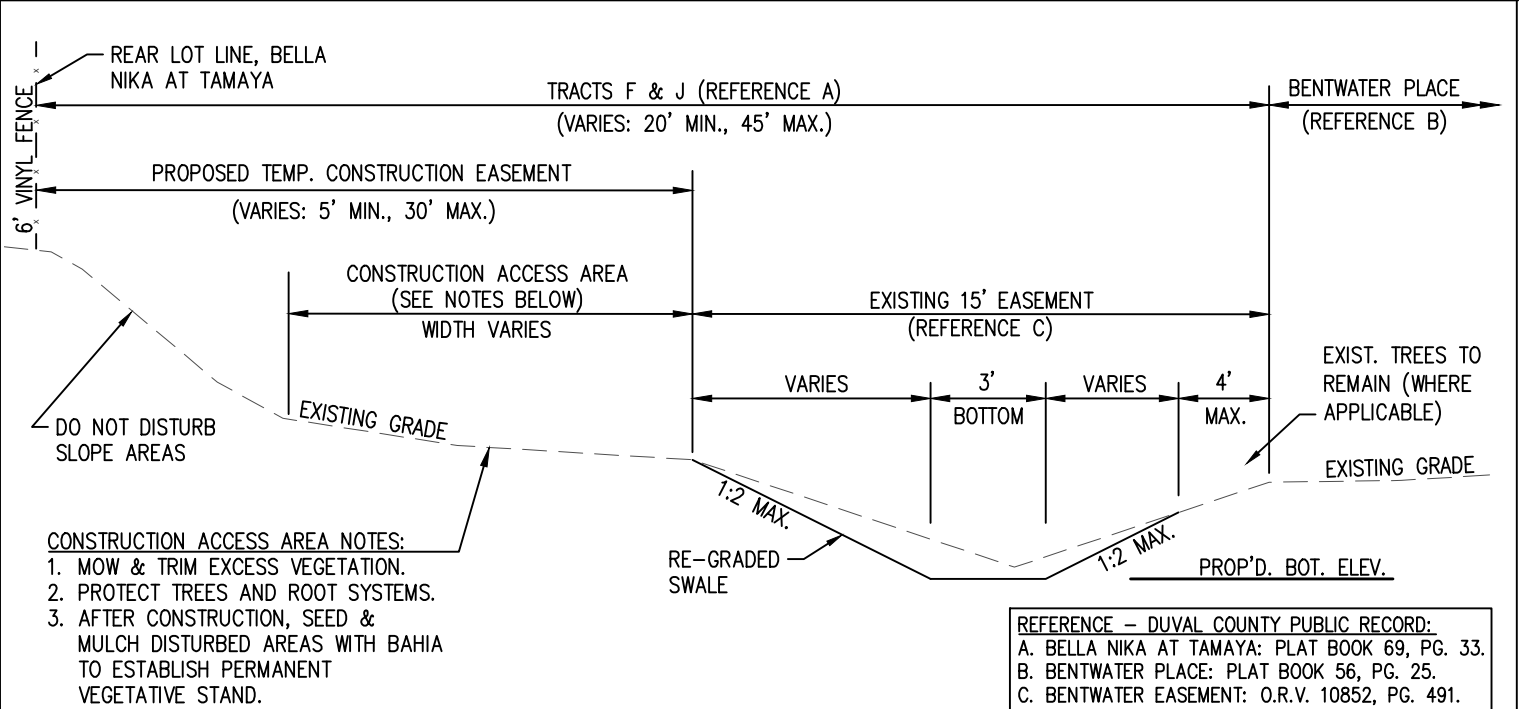


C:\Users\dave\OneDrive\Documents\0 - Gile\PE\10 - Projects\DrainDoc\Bentwater Place\dwg\Bentwater Plans-rev1.dwg, Exh-A, 1/24/2022 10:34:39 PM



- EXISTING CONDITIONS SHOWN HEREON REFLECT 2020 AERIAL PHOTOGRAPHY, SUBDIVISION PLAT FOR BENTWATER PLACE (P.B. 56, PG. 25), SUBDIVISION PLAT FOR BELLA NIKA AT TAMAYA (P.B. 69, PG. 33 AND P.B. 72, PG. 83), INFORMATION FROM FROM SJRWMD PERMIT PLANS, AND MEASUREMENTS AND OBSERVATIONS MADE IN THE FIELD ON FEBRUARY 20, 2021. NO FIELD TOPOGRAPHIC SURVEY WAS CONDUCTED FOR THE PURPOSES OF THIS STUDY.
- ELEVATIONS SHOWN ARE TO NATIONAL GEODETIC VERTICAL DATUM OF 1929 (NGVD29). AT SITE LOCATION, CONVERSION TO CURRENT VERTICAL DATUM (NAVD88) IS AS FOLLOWS:  

$$\text{NAVD88 ELEV.} + 1.08 \text{ FT} = \text{NGVD29 ELEV.}$$



**TYPICAL SECTION  
 TEMPORARY CONSTRUCTION EASEMENT  
 (NOT TO SCALE)**

BY	D. GILE
DATE	1.24.22
CHECKER	D. GILE
DATE	1.24.22

**GHEELAY Corporation**  
 FL C.A. No. 26781

David M. Gile, P.E.  
 FL P.E. No. 43292  
 1701 Sheridan Street  
 Jacksonville, FL 32207  
 TEL. (904) 307-1345

**TEMPORARY CONSTRUCTION EASEMENT**  
 WITHIN TRACTS F & J, BELLA NIKA AT TAMAYA

**BEACH  
COMMUNITY DEVELOPMENT DISTRICT**

Discussion Pertaining Financial Statements  
and Documents Inclusion on the District  
Website

**BEACH  
COMMUNITY DEVELOPMENT DISTRICT**

Review and Consideration of  
Resident Donation of a Picnic

# Metal Picnic Table - 46" Round, Gray



Color: **Gray**



Description

Additional Information

Pricing

Uline loves these! Attractive, rugged and built to last. Give your corporate office patio an upscale look.

- Thermoplastic coating withstands heat, cold and all

\$1,120 / Price Each

Subtotal: \$1,120.00

- 1 +

Add to Cart

AA

uline.com



-----Original Message-----

From: mtondi60 <[mtondi60@gmail.com](mailto:mtondi60@gmail.com)>

To: [mtonditamayacdd@aol.com](mailto:mtonditamayacdd@aol.com)

Sent: Fri, Mar 25, 2022 7:08 am

Hi Marie, I know it's late but I got a quick question. I got a brand new patio set and wanted to know if you want this the kids park?

**mtondi60** [mtondi60@gmail.com](mailto:mtondi60@gmail.com)Hide

To [mtonditamayacdd@aol.com](mailto:mtonditamayacdd@aol.com)

Hi I'm sorry I'm just now seeing this kind of tapped out I guess for a while. It would have to be a board decision if we could accept it or something you want to donate? If that's the case first why I start out by saying thank you if you send me your email I can take care of it through an email tomorrow but I'll need your email address thank you so much very very kind of you. Maria

Good morning Yes it will be a donation.

[rohramesar@gmail.com](mailto:rohramesar@gmail.com)

Oh you problem happy to it will be nice for the kids to have their little drinks etc it would be nice. Ro & Barry

**BEACH  
COMMUNITY DEVELOPMENT DISTRICT**

Review and Consideration of Gate Motor  
Replacement Proposals



Integrated Access Solutions  
(904)894-8114

2227 Crystal Cove Dr  
Green Cove Springs, Florida  
32043  
United States

**Integrated Access Solutions**  
INTEGRATION THAT WORKS FOR YOU

Prepared For  
Beach CDD  
Tamaya

Estimate Date  
03/18/2022

Estimate Number  
0000515

Description	Rate	Qty	Line Total
T21 Motor	\$719.63	1	\$719.63
Labor for installation, setup and testing	\$120.00	1	\$120.00
		Subtotal	839.63
		Tax	0.00
		<b>Estimate Total (USD)</b>	<b>\$839.63</b>

**Terms**

Workmanship warranty is one year from install date.

Manufacturer warranty is per manufacturer.

Payment terms will be 50% down and 50% upon completion.



**Alden Contracting & Services**

4424 Parkway Commerce Blvd  
 Orlando FL 32808  
 407-982-2011

**Service Quote**

Order#: 174619  
 Date: 03/21/2022

**Contact:** Elizabeth Myers  
 emyers@vestapropertyservices.com  
 904-355-1831

**Billed To:** Beach CDD  
 c/o Vesta Property Services  
 245 Riverside Ave #300  
 Jacksonville FL 32202

**Project:** Beach CDD - Tamaya  
 2970 Bari Court  
 Exit Operator  
 Jacksonville FL 32246

**This Quote is valid for 30 days**

**Client Work Order#:** 9335

Description	Qty	Rate	Price
Exit operator motor replacement:			
Materials:			
(1) Replacement T21 motor	1.00	\$1,113.98	\$1,113.98
Labor:	3.50	\$95.00	\$332.50
Removed / Dispose of (1) damaged gate operator motor			
Install / Configure (1) replacement gate motor			
* Test gate for proper function			

Alden Contracting & Services is licensed, bonded, and insured.  
 This quote is ONLY valid for the above mentioned scope of work. Any services required outside the scope provided will require an additional quote.

A 50% deposit will be required before any work can be scheduled. Price does not include any subsurface or unforeseen damage not visible by initial inspection.

Thank you for your interest in Alden Contracting & Services!

Alden Contracting & Services shall retain a security interest in all goods and materials until same has been paid in full.

Buyer/owner agrees to pay all collection and attorney fees, as well as a 1.5% per month service charge on all past due amounts. All terms of this contract are contained herein.

Non-Taxable Amount:	1,446.48
Taxable Amount:	0.00
Sales Tax:	0.00
Payments Applied	0.00
<b>Quoted Price:</b>	<b>\$1,446.48</b>



**BEACH  
COMMUNITY DEVELOPMENT DISTRICT**

Ratification of Payment Authorizations  
#240-248

**BEACH  
COMMUNITY DEVELOPMENT DISTRICT**

**Payment Authorization #240**

1/27/2022

Item No.	Payee	Invoice #	FY22 General Fund
<b>1</b>	<b>Leland Management</b>		
	Payroll W/E 12/12/2021	--	\$ 1,359.74
	Reimbursement: November 2021	--	\$ 982.50
<b>2</b>	<b>The Perfect Pour</b>		
	Bar Service for Event on 01/29/2022	777	\$ 375.00
<b>TOTAL</b>			<b>\$ 2,717.24</b>

*Vivian Carvalho*

Secretary/Assistant Secretary

Chairman

**From:** [Stephen Kounoupas](#)  
**To:** [Amy Champagne](#)  
**Subject:** Re: Payment Authorization 240  
**Date:** Thursday, February 3, 2022 1:07:55 PM

---

**ALERT:** This message is from an external source. **BE CAUTIOUS** before clicking any link or attachment

Yes, I approve.

On Thu, Feb 3, 2022 at 12:55 PM Amy Champagne <[champagnea@pfm.com](mailto:champagnea@pfm.com)> wrote:

Stephen,

Please find attached this week's payment authorization for your review and approval.

Amy Champagne, CPA

Senior District Accountant

PFM Group Consulting LLC

[ChampagneA@pfm.com](mailto:ChampagneA@pfm.com) | **phone** 407.723.5900 | **fax** 407.723.5901 | **web** [pfm.com](http://pfm.com)

3501 Quadrangle Boulevard, Suite 270 | Orlando, FL 32817

**BEACH  
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization #241  
2/3/2022

Item No.	Payee	Invoice #	FY22 General Fund
1	<b>Advanced Security Specialist &amp; Consulting</b> Security Services: 01/16/22-01/31/22	T0012022B	\$ 8,640.00
2	<b>Comcast Business (paid online)</b> 12788 Meritage Blvd MINI MDTA; 01/28/22-02/27/22 12750 Meritage Blvd UNIT GATEHOUSE; 01/30/22-02/28/22	Acct: 4205736 Acct: 4232235	\$ 543.54 \$ 220.81
3	<b>Jacksonville Daily Record</b> Legal Advertising on 01/27/22	22-00572D	\$ 123.50
4	<b>Kutak Rock</b> District Counsel Through 12/31/21	2979541	\$ 3,028.50
5	<b>The Lake Doctors, Inc.</b> Lake Maintenance: February 2022	633521	\$ 1,328.00
6	<b>Southeastern Paper Group</b> Janitorial Supplies	5484726	\$ 163.98
7	<b>S.S. Live Entertainment</b> Live Entertainment 01/29/22	2633	\$ 350.00
8	<b>Sun State Nursery &amp; Landscaping</b> Landscape Maintenance: February 2022	5651	\$ 35,213.10
9	<b>TEKWave Solutions</b> Community Visitor Management Software - February	4789	\$ 295.00
<b>TOTAL</b>			<b>\$ 49,906.43</b>

*Venessa Ripoll*

Secretary/Assistant Secretary

*2/9/22*

*[Signature]*

Chairman

**From:** [Stephen Kounoupas](#)  
**To:** [Amy Champagne](#)  
**Subject:** Re: FW: Payment Authorization  
**Date:** Wednesday, February 16, 2022 2:18:30 PM

---

**ALERT:** This message is from an external source. **BE CAUTIOUS** before clicking any link or attachment

Hi Amy,

I apologize for the delay. I thought I had already sent this to you. Yes I approve everything.

On Wed, Feb 16, 2022 at 11:51 AM Amy Champagne <[champagnea@pfm.com](mailto:champagnea@pfm.com)> wrote:

Hi Stephen,

I didn't hear back from you on this one. Is it ok to proceed?

Amy Champagne, CPA

Senior District Accountant

PFM Group Consulting LLC

[ChampagneA@pfm.com](mailto:ChampagneA@pfm.com) | phone 407.723.5900 | fax 407.723.5901 | web [pfm.com](http://pfm.com)

[3501 Quadrangle Boulevard, Suite 270 | Orlando, FL 32817](#)

---

**From:** Amy Champagne  
**Sent:** Wednesday, February 9, 2022 3:04 PM  
**To:** Stephen Kounoupas <[skounoupas53@gmail.com](mailto:skounoupas53@gmail.com)>  
**Subject:** Payment Authorization

Stephen,

Please find attached this week's payment authorization for your review and approval.

Amy Champagne, CPA

Senior District Accountant

PFM Group Consulting LLC

[ChampagneA@pfm.com](mailto:ChampagneA@pfm.com) | **phone** 407.723.5900 | **fax** 407.723.5901 | **web** [pfm.com](http://pfm.com)

[3501 Quadrangle Boulevard, Suite 270 | Orlando, FL 32817](#)

**BEACH  
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization #242  
2/10/2022

Item No.	Payee	Invoice #	FY22 General Fund
1	<b>Alden Contracting &amp; Services</b> Barcodes	174439	\$ 724.99
2	<b>Comcast Business (paid online)</b> 12788 Meritage Blvd OFC 4; 02/03/22-03/02/22 13077 Beach Blvd, PEDESTRIAN GATE 02/10/22-03/09/22	Acct: 4210330 Acct: 4655260	\$ 351.08 \$ 191.35
3	<b>Elizabeth Myers</b> Remibursement: Supplies	--	\$ 37.83
4	<b>JEA ( paid online)</b> Acct: 4860168796; Utilities 12/19/21-01/26/22	--	\$ 19,155.27
5	<b>Live Entertainment Solutions</b> DJ Services: 02/19/22 Event	1209	\$ <u>300.00</u>
6	<b>Lorenzo Upholstery</b> Patio Cushion Repairs	--	\$ 500.00
7	<b>OnSight Industries</b> Guest/Residents Entry Sign	002-21-309056-1	\$ 721.10
8	<b>Security Deposit Refunds - Resident Rentals</b> Carin Campos	--	\$ 150.00
9	<b>Sunbelt Gated Access Systems of Florida</b> Reset Gate	00000902	\$ 166.00
10	<b>Supervisor Fees 02/07/2022 Meeting</b> Stephen Kounoupas Maria Tondi Sheila Papelbon	-- -- --	\$ 200.00 \$ 200.00 \$ 200.00
11	<b>TECO (paid online)</b> 12545 Beach Blvd; 12/21/21-01/21/22	Acct: 211009810212	\$ 35.25

*WE Don't pre pay Events - option pay At event with Card if no Additional fees or they wait out process after event*

**BEACH  
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization #242  
2/10/2022

Item No.	Payee	Invoice #	FY22 General Fund
12	<b>Vesta Property Services</b>		
<i>Hold</i> *	Billable Expenses: December 2021	394442	\$ 2,438.45
	Management Services: December 2021	395532	\$ 13,396.19
	Management Services: January 2022	395532	\$ 15,072.34
13	<b>Wayne Automatic Fire Sprinklers, Inc.</b>		
	Gauge Replacement / 5-Year Internal Inspection	942461	\$ 1,431.46
<b>TOTAL</b>			<b>\$ 55,271.31</b>

*Venessa Ripoll*

Secretary/Assistant Secretary

*2/18/22 M. Ori...*

Chairman

*\* Billable Expenses need an itemized list of each with a total at bottom And a copy of all such receipts*

*Confirmation needed - Contract Contact ~~is~~ says "annual fee" I believe I seen them submit a Contract Contact previously - Please look into the matter*

*Thank you*  
*HR*



# BEACH COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization #243  
2/17/2022

Item No.	Payee	Invoice #	FY22 General Fund
1	<b>Beaches Electrical Service</b> Street Light Repairs	10026	\$ 250.00
2	<b>Bouncers, Slides and More</b> Super Bowl Event	02132022.05	\$ 350.00
3	<b>Florida Natural Gas (paid online)</b> 12545 Beach Blvd.; Acct: 37239; 12/20/21-01/21/22	596903ES	\$ 10.11
4	<b>Integrated Access Solutions</b> Exit Gate Repairs	794	\$ 180.00
5	<b>Jani-King of Jacksonville</b> Monthly Cleaning: January 2022	JAK01220473	\$ 1,175.00
6	<b>* The Lake Doctors, Inc.</b> Lake Maintenance: February 2022	633521	\$ 1,328.00 *
7	<b>PFM Group Consulting LLC</b> District Management Fee: February 2022	DM-02-2022-003	\$ 3,208.33
8	<b>Security Deposit Refunds - Resident Rentals</b> Rohini Ramesar	--	\$ 200.00
9	<b>S.S. Live Entertainment</b> Live Entertainment 01/29/22	2633	\$ 350.00
10	<b>Sun State Nursery &amp; Landscaping</b> * Debris Cleanup	5786	\$ 1,920.00 *
	Irrigation Repairs	5788	\$ 112.85 OK
11	<b>Vesta Property Services</b> Billable Expenses: January 2022	395661	\$ 2,271.30
<b>TOTAL</b>			<b>\$ 11,355.59</b>

*P/Ron - good yes to pay "OK"*

*Hold - ponds in poor condition & Ron/Vesta have not been getting any reports on them...*

*Requested more info Ron has no*

*Awareness of this letter*

*Note: Liz/Vesta has once again been*

*Advised that vendor invoices need to tell a short story - Event date, time, name... 100% complete Vendor info w/ phone # &/or email -*

*Venessa Ripoll*

*2/25/22 M. Cudi*

Secretary/Assistant Secretary

Chairman

**From:** [Stephen Kounoupas](#)  
**To:** [Amy Champagne](#)  
**Subject:** Re: Payment Authorization 243  
**Date:** Wednesday, March 2, 2022 9:09:13 AM

---

**ALERT:** This message is from an external source.**BE CAUTIOUS** before clicking any link or attachment

Yes, I approve.

On Thu, Feb 24, 2022 at 3:12 PM Amy Champagne <[champagnea@pfm.com](mailto:champagnea@pfm.com)> wrote:

Stephen,

Please find attached this week's payment authorization for your review and approval.

Amy Champagne, CPA

Senior District Accountant

PFM Group Consulting LLC

[ChampagneA@pfm.com](mailto:ChampagneA@pfm.com) | **phone** 407.723.5900 | **fax** 407.723.5901 | **web** [pfm.com](http://pfm.com)

3501 Quadrangle Boulevard, Suite 270 | Orlando, FL 32817


**BEACH  
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization #244  
2/24/2022

Item No.	Payee	Invoice #	FY22 General Fund
1	<b>Advanced Security Specialist &amp; Consulting</b> Security Services: 02/01/22-02/15/22	T0022022A	\$ 8,100.00
2	<b>Integrated Access Solutions</b> Entry Arm LED Light Controller Kit Exit Gate Motor Repairs	806 812	\$ 268.45 \$ 1,184.00
3	<b>Jacksonville Daily Record</b> Legal Advertising on 02/24/22	22-01275D	\$ 126.88
4	<b>Live Entertainment Solutions</b> DJ Services: 02/19/22 Event	1209	\$ 300.00
5	<b>PFM Group Consulting LLC</b> Dissemination Fees 2013A/B, 2015A/B: 01/01/22-03/31/22 Postage/FedEx: January 2022	119115 OE-EXP-02-004	\$ 1,000.00 \$ 10.72
6	<b>Turner Pest Control</b> Pest Control: February 2022	8240106	\$ 104.74
7	<b>Vesta Property Services</b> Management Services: December 2021 - CORRECTED Management Services: January 2022	<i>TIME CHARGES WERE -HAD to be requested</i> 395532 395532	\$ 6,698.20 \$ 15,072.34
<b>TOTAL</b>			<b>\$ 32,865.33</b>

*Venessa Ripoll*

Secretary/Assistant Secretary

*3/8/22* 

Chairman

**BEACH  
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization #245

3/4/2022

Item No.	Payee	Invoice #	FY22 General Fund
1	<b>Advanced Security Specialist &amp; Consulting</b> Security Services: 02/16/22-02/28/22	T0022022B	\$ 7,020.00
2	<b>Beaches Electrical Service</b> Fountain Control Equipment Repairs	10107	\$ 275.00
3	<b>Grau and Associates</b> Audit FY 2021	22053	\$ 2,500.00
4	<b>Integrated Access Solutions</b> Entry Arm Repairs	872	\$ 266.43
5	<b>Jani-King of Jacksonville</b> Monthly Cleaning: February 2022	JAK02220438	\$ 1,175.00
<b>TOTAL</b>			<b>\$ 11,236.43</b>

*Venessa Ripoll*

Secretary/Assistant Secretary

*3/11/22*

*[Signature]*

Chairman



**BEACH  
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization #246

3/10/2022

Item No.	Payee	Invoice #	FY22 General Fund
1	<b>Comcast Business (paid online)</b>		
	12788 Meritage Blvd MINI MDTA; 02/28/22-03/27/22	Acct: 4205736	\$ 543.54
	12750 Meritage Blvd UNIT GATEHOUSE; 03/01/22-03/29/22	Acct: 4232235	\$ 220.81
2	<b>PFM Group Consulting LLC</b>		
	FedEx: February 2022	OE-EXP-03-002	\$ 115.03
3	<b>Security Deposit Refunds - Resident Rentals</b>		
	Vikas Salvi	--	\$ 750.00
4	<b>Southeastern Paper Group</b>		
	Janitorial Supplies	5537563	\$ 289.02
5	<b>Supervisor Fees 03/07/2022 Meeting - Workshop</b>		
	Maria Tondi	--	\$ 200.00
	Sheila Papelbon	--	\$ 200.00
6	<b>TECO (paid online)</b>		
	12545 Beach Blvd; 01/22/22-01/21/22	Acct: 211009810212	\$ 37.13
7	<b>Vesta Property Services</b>		
	Management Services: February 2022	396705	\$ 16,413.54
8	<b>VGlobalTech</b>		
	Monthly Website Fee: February 2022	3588	\$ 100.00

<b>TOTAL</b>	<b>\$ 18,869.07</b>
--------------	---------------------

*Venessa Ripoll*

Secretary/Assistant Secretary

3/17/22 *[Signature]*

Chairman

**From:** [Stephen Kounoupas](#)  
**To:** [Amy Champagne](#)  
**Subject:** Re: Payment Authorization 246  
**Date:** Sunday, March 20, 2022 8:42:37 PM

---

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Yes, I approve.

On Thu, Mar 17, 2022 at 10:37 AM Amy Champagne <[champagnea@pfm.com](mailto:champagnea@pfm.com)> wrote:

Stephen,

Please find attached payment authorization 246 for your review and approval.

Amy Champagne, CPA

Senior District Accountant

PFM Group Consulting LLC

[ChampagneA@pfm.com](mailto:ChampagneA@pfm.com) | **phone** 407.723.5900 | **fax** 407.723.5901 | **web** [pfm.com](http://pfm.com)

3501 Quadrangle Boulevard, Suite 270 | Orlando, FL 32817

**BEACH  
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization #247  
3/17/2022

Item No.	Payee	Invoice #	FY22 General Fund
12	<b>Sun State Nursery &amp; Landscaping</b> Irrigation Repairs Landscape Maintenance: March 2022	5785 5897	\$ 877.29 \$ 35,213.10
13	<b>TEKWave Solutions</b> Community Visitor Management Software - March	4843	\$ 295.00
14	<b>Vesta Property Services</b> — <i>Constant Contact</i> Billable Expenses: December 2021 Billable Expenses: February 2022	394442 396777	\$ 2,438.45 \$ 2,005.29
15	<b>VGlobaITech</b> <i>A non conclusive w/ amount &amp; plan of invoice !! Vesta needs to rectify it</i> Monthly Website Fee: March 2022	3674	\$ 110.00
16	<b>Wayne Automatic Fire Sprinklers, Inc.</b> Quarterly Sprinkler Inspection	949522	\$ 75.00
<b>TOTAL</b>			<b>\$ 70,407.23</b>

*Venessa Ripoll*

Secretary/Assistant Secretary

*3/30/22*

*R.C.L.*

Chairman

*Delayed - because of Vesta com't of receipt submissions with out event detail... And Invoices continue to come thru with sales tax charge - or some adjusted & some not... Amy/ PFM has once again notified Vesta of all such needs & reminders of*

**BEACH  
COMMUNITY DEVELOPMENT DISTRICT**

**Payment Authorization #248**

3/24/2022

Item No.	Payee	Invoice #	FY22 General Fund
1	<b>Beaches Electrical Service</b> Electrical Repairs - Panel, Breakers, Outlets	10190	\$ 525.00
2	<b>Jacksonville Daily Record</b> Legal Advertising on 03/17/22	22-01830D	\$ 126.88
3	<b>Live Entertainment Solutions</b> DJ Services: 03/25/22 Trivia Night Event	1244	\$ 350.00
4	<b>Southeast Fitness Repair</b> Fitness Equipment: Semi-Annual Periodic Maintenance	17670A	\$ 610.00
5	<b>Staples</b> Office Supplies	8065630867	\$ 90.48
6	<b>Turner Pest Control</b> Pest Control: March 2022	17394023	\$ 104.74
<b>TOTAL</b>			<b>\$ 1,807.10</b>

*Venessa Ripoll*

Secretary/Assistant Secretary

Chairman



**From:** [Stephen Kounoupas](#)  
**To:** [Amy Champagne](#)  
**Subject:** Re: Payment Authorization 247  
**Date:** Monday, March 28, 2022 8:18:28 AM

---

**ALERT:** This message is from an external source. **BE CAUTIOUS** before clicking any link or attachment

Yes, I approve.

On Fri, Mar 25, 2022 at 2:49 PM Amy Champagne <[champagnea@pfm.com](mailto:champagnea@pfm.com)> wrote:

Stephen,

Please find attached this week's payment authorization for your review and approval.

Amy Champagne, CPA

Senior District Accountant

PFM Group Consulting LLC

[ChampagneA@pfm.com](mailto:ChampagneA@pfm.com) | **phone** 407.723.5900 | **fax** 407.723.5901 | **web** [pfm.com](http://pfm.com)

3501 Quadrangle Boulevard, Suite 270 | Orlando, FL 32817

**From:** [Stephen Kounoupas](#)  
**To:** [Amy Champagne](#)  
**Subject:** Re: Payment Authorization 248  
**Date:** Thursday, March 31, 2022 2:27:39 PM

---

**ALERT:** This message is from an external source.**BE CAUTIOUS** before clicking any link or attachment

Yes, I approve.

On Thu, Mar 31, 2022 at 2:07 PM Amy Champagne <[champagnea@pfm.com](mailto:champagnea@pfm.com)> wrote:

Stephen,

Please find attached this week's payment authorization for your review and approval.

Amy Champagne, CPA

Senior District Accountant

PFM Group Consulting LLC

[ChampagneA@pfm.com](mailto:ChampagneA@pfm.com) | **phone** 407.723.5900 | **fax** 407.723.5901 | **web** [pfm.com](http://pfm.com)

[3501 Quadrangle Boulevard, Suite 270 | Orlando, FL 32817](#)

**From:** [Papelbon, Sheila S](#)  
**To:** [Amy Champagne](#)  
**Subject:** RE: Payment Authorization  
**Date:** Friday, April 1, 2022 2:29:16 PM

---

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Ok then I'm good with these also.

**Sheila Papelbon**  
**Director**  
**Head of Business Development**  
**Public Not for Profit**  
**BNY Mellon**  
**4655 Salisbury Road, Suite 300**  
**Jacksonville, FL 32256**  
**Phone (904) 645-1945**  
**Email [-sheila.papelbon@bnymellon.com](mailto:sheila.papelbon@bnymellon.com)**

---

**From:** Amy Champagne <champagnea@pfm.com>  
**Sent:** Friday, April 1, 2022 2:20 PM  
**To:** Papelbon, Sheila S <sheila.papelbon@bnymellon.com>  
**Subject:** RE: Payment Authorization

**CAUTION:** External email. Please exercise caution with links and attachments. Never enable any macros.

Yes I have already heard back from Steven. I am supposed to get the approval of both chair and vice chair.

Amy Champagne, CPA  
Senior District Accountant

PFM Group Consulting LLC  
[ChampagneA@pfm.com](mailto:ChampagneA@pfm.com) | **phone** 407.723.5900 | **fax** 407.723.5901 | **web** pfm.com  
3501 Quadrangle Boulevard, Suite 270 | Orlando, FL 32817

---

**From:** Papelbon, Sheila S <[sheila.papelbon@bnymellon.com](mailto:sheila.papelbon@bnymellon.com)>  
**Sent:** Friday, April 1, 2022 11:39 AM  
**To:** Amy Champagne <[champagnea@pfm.com](mailto:champagnea@pfm.com)>  
**Subject:** RE: Payment Authorization

**ALERT:** This message is from an external source.**BE CAUTIOUS** before clicking any link or attachment

Has Steven already approved?

**Sheila Papelbon**  
**Director**  
**Head of Business Development**  
**Public Not for Profit**  
**BNY Mellon**  
**4655 Salisbury Road, Suite 300**  
**Jacksonville, FL 32256**  
**Phone (904) 645-1945**  
**Email [-sheila.papelbon@bnymellon.com](mailto:sheila.papelbon@bnymellon.com)**

---

**From:** Amy Champagne <[champagnea@pfm.com](mailto:champagnea@pfm.com)>  
**Sent:** Friday, April 1, 2022 11:17 AM  
**To:** Papelbon, Sheila S <[sheila.papelbon@bnymellon.com](mailto:sheila.papelbon@bnymellon.com)>  
**Subject:** Payment Authorization

**CAUTION:** External email. Please exercise caution with links and attachments. Never enable any macros.

Sheila,

Please find attached this week's payment authorization for your review and approval.

Amy Champagne, CPA  
Senior District Accountant

PFM Group Consulting LLC  
[ChampagneA@pfm.com](mailto:ChampagneA@pfm.com) | **phone** 407.723.5900 | **fax** 407.723.5901 | **web** pfm.com  
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**BEACH  
COMMUNITY DEVELOPMENT DISTRICT**

Ratification of Debit Card Purchases for the  
following Months:

**BEACH  
COMMUNITY DEVELOPMENT DISTRICT**

Debit Card Purchase Authorization #: **DC2022-01**  
Month of October 2021

<b>Item No.</b>	<b>Payee</b>	<b>Purchase Date</b>	<b>General Fund</b>
<b>1</b>	<b>Amazon.com</b>		
	Nylon Hex Nuts for Gate Barrier Arm	10/12/2021	\$ 11.13
	UPS Battery Backup for Gate system at Guardhouse	10/13/2021	\$ 219.95
	Cyan, Yellow, Black and Magenta Ink Cartridge for printer	10/27/2021	\$ 414.56
	Thanksgiving Inflatables, Fall Backdrop and Christmas Backdrop	10/28/2022	\$ 127.97
<b>2</b>	<b>Lowes</b>		
	Nylon Breakaway nuts for gate arm	10/6/2021	\$ 2.19
<b>3</b>	<b>Jotform</b>		
	Event Software	10/4/2022	\$ 19.00
<b>4</b>	<b>Office Max</b>		
	Envelopes for office	10/12/2021	\$ 48.91
<b>5</b>	<b>Turner Ace Hardware</b>		
	Paint and Primer for Group Fitness Room Door	10/20/2021	\$ 48.35
<b>Total</b>			<b>\$ 892.06</b>

**NOTE: This is for informational purposes only. These items have already been purchased using the Valley National Bank debit card.**



### Final Details for Order #111-1246047-0670614

[Print this page for your records.](#)

**Order Placed:** October 11, 2021  
**Amazon.com order number:** 111-1246047-0670614  
**Order Total:** \$11.13

**Shipped on October 11, 2021**

**Items Ordered**

**Price**

1 of: *Small Parts 31CNFHN Nylon Hex Nut, 5/16"-18 Thread Size, Nylon, 5/16"-18 (Pack of 100)* \$11.13

Sold by: Amazon.com Services LLC

Condition: New

*Rec'd 10/12/21  
for gate Arm*

**Shipping Address:**

Ken Thomas  
5503 FARGO DR N  
JACKSONVILLE, FL 32207-7176  
United States

**Shipping Speed:**

FREE Prime Delivery

### Payment information

**Payment Method:**

Debit Card | Last digits: 1982

Item(s) Subtotal: \$11.13  
Shipping & Handling: \$0.00

**Billing address**

Beach CDD - Tamaya  
12051 CORPORATE BLVD  
ORLANDO, FL 32817-1450  
United States

Total before tax: \$11.13  
Estimated tax to be collected: \$0.00

**Grand Total: \$11.13**

To view the status of your order, return to [Order Summary](#).

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### Final Details for Order #111-7323792-6918649

[Print this page for your records.](#)

**Order Placed:** October 13, 2021  
**Amazon.com order number:** 111-7323792-6918649  
**Order Total: \$219.95**

**Shipped on October 15, 2021**

**Items Ordered**

**Price**

1 of: *CyberPower CP1500PFCLCD PFC Sinewave UPS System, 1500VA/1000W, 12 Outlets, AVR, Mini Tower* \$219.95  
Sold by: Amazon.com Services LLC

Condition: New

*Guard House UPS System  
Rec'd 10/19/21  
Ken*

**Shipping Address:**

Ken Thomas  
5503 FARGO DR N  
JACKSONVILLE, FL 32207-7176  
United States

**Shipping Speed:**

FREE Prime Delivery

### Payment information

**Payment Method:**

Debit Card | Last digits: 1982

Item(s) Subtotal: \$219.95  
Shipping & Handling: \$0.00

**Billing address**

Beach CDD - Tamaya  
12051 CORPORATE BLVD  
ORLANDO, FL 32817-1450  
United States

Total before tax: \$219.95  
Estimated tax to be collected: \$0.00

**Grand Total: \$219.95**

To view the status of your order, return to [Order Summary](#).

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### Final Details for Order #113-4117209-9650617

[Print this page for your records.](#)

**Order Placed:** October 25, 2021  
**Amazon.com order number:** 113-4117209-9650617  
**Order Total:** \$414.56

*Dee*  
*Here's the*  
*my voice for*  
*the Toner*  
*Cartridges*  
*Ken*

**Shipped on October 26, 2021**

**Items Ordered**

**Price**

1 of: *HP 414A | W2023A | Toner-Cartridge | Magenta | Works with HP Color LaserJet Pro M454 series, M479 series*  
Sold by: Amazon.com Services LLC

\$109.89

Condition: New

*Due today*  
*10/27/21*

**Shipping Address:**

Kenneth Thomas  
12788 MERITAGE BLVD  
JACKSONVILLE, FL 32246-0705  
United States

**Shipping Speed:**

FREE Prime Delivery

**Shipped on October 26, 2021**

**Items Ordered**

**Price**

1 of: *HP 414A | W2021A | Toner-Cartridge | Cyan | Works with HP Color LaserJet Pro M454 series, M479 series*  
Sold by: Amazon.com Services LLC

\$109.89

Condition: New

*Rec'd*

1 of: *HP 414A | W2022A | Toner-Cartridge | Yellow | Works with HP Color LaserJet Pro M454 series, M479 series*  
Sold by: Amazon.com Services LLC

\$109.89

Condition: New

*Rec'd*

1 of: *HP 414A | W2020A | Toner-Cartridge | Black | Works with HP Color LaserJet Pro M454 series, M479 series*  
Sold by: Amazon.com Services LLC

\$84.89

Condition: New

*Rec'd*

**Shipping Address:**

Kenneth Thomas  
12788 MERITAGE BLVD  
JACKSONVILLE, FL 32246-0705  
United States

**Shipping Speed:**

FREE Prime Delivery

### Payment information

**Payment Method:**

Visa | Last digits: 4368

**Billing address**

Beach CDD - Tamaya  
12051 CORPORATE BLVD  
ORLANDO, FL 32817-1450  
United States

Item(s) Subtotal: \$414.56  
Shipping & Handling: \$0.00

-----  
Total before tax: \$414.56  
Estimated tax to be collected: \$0.00

-----  
**Grand Total: \$414.56**

**Credit Card transactions**

Visa ending in 4368: October 26, 2021: \$414.56

To view the status of your order, return to [Order Summary](#).

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## Final Details for Order #112-4925263-9490632

Print this page for your records.

**Order Placed:** October 25, 2021

**Amazon.com order number:** 112-4925263-9490632

**Order Total:** \$127.97

**Shipped on October 27, 2021**

### Items Ordered

1 of: *Thanksgiving Decorations Inflatables Turkey 3.5 Ft Cute Thanksgiving Fall Decor Light Up Inflatable Turkey with Weight Bag Air Blower Indoor Outdoor Lawn Halloween Inflatables Holiday Yard Decorations* **Price**  
\$31.99

Sold by: FUNSEA ([seller profile](#))

Condition: New

1 of: *Allenjoy 10x8ft Durable/Soft Fabric Fall Photography Backdrop Autumn Maple Forest Leaves Pumpkin Background Thanksgiving Party Supplies Farm Harvest Event Banner Becoration Photo Booth Props* **Price**  
\$49.99

Sold by: UUFelice ([seller profile](#))

Condition: New

### Shipping Address:

Kenneth Thomas  
12788 MERITAGE BLVD  
JACKSONVILLE, FL 32246-0705  
United States

### Shipping Speed:

FREE Prime Delivery

*Rec'd 10/29/21*

**Shipped on October 28, 2021**

### Items Ordered

1 of: *Ouyida 10x10ft Christmas Theme Pictorial Cloth Customized Photography Backdrop Background Studio Prop GA03a* **Price**  
\$45.99

Sold by: OUYIDA ([seller profile](#))

Condition: New

### Shipping Address:

Kenneth Thomas  
12788 MERITAGE BLVD  
JACKSONVILLE, FL 32246-0705  
United States

### Shipping Speed:

FREE Prime Delivery

## Payment information

### Payment Method:

Visa | Last digits: 4368

Item(s) Subtotal: \$127.97  
Shipping & Handling: \$0.00

**Billing address**

Kenneth Thomas  
12788 MERITAGE BLVD  
JACKSONVILLE, FL 32246-0705  
United States

-----  
Total before tax: \$127.97  
Estimated tax to be collected: \$0.00  
-----  
**Grand Total: \$127.97**

**Credit Card transactions**

Visa ending in 4368: October 28, 2021: \$127.97

To view the status of your order, return to [Order Summary](#).

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LOVE'S HOME CENTERS, LLC  
 12945 ATLANTIC BLVD.  
 JACKSONVILLE, FL 32225 (904) 486-4701

- SALE -

SALES#: FSTLAN03 13 TRANS#: 29447711 10-05-21

158989 NYLN HEX NUT 5/16-18 CT-2 2.04  
 3 @ 0.68

SUBTOTAL: 2.04  
 TAX: 0.15  
 INVOICE 29528 TOTAL: 2.19  
 M/C: 2.19

M/C: XXXXXXXXXXXX9704 AMOUNT:2.19 AUTHCD: 998672

CHIP REFID:169929031542 10/05/21 11:28:43

CUSTOMER CODE: gate arm repair

APL: Debit TVR: 8000088000

AID: A0000000042203 TSI: 6800

STORE: 1699 TERMINAL: 29 10/05/21 11:28:31

# OF ITEMS PURCHASED: 3

EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS



THANK YOU FOR SHOPPING LOWE'S.  
 FOR DETAILS ON OUR RETURN POLICY, VISIT  
 LOWES.COM/RETURNS

A WRITTEN COPY OF THE RETURN POLICY IS AVAILABLE  
 AT OUR CUSTOMER SERVICE DESK

STORE MANAGER: MICAH BURMEISTER

LOVE'S PRICE PROMISE  
 FOR MORE DETAILS, VISIT LOWES.COM/PRICEPROMISE

*Nylon breakaway nuts for  
 gate arm*

*10/5 gate arm knocked off*

*10/5 put back on*

# JotForm Inc

111 Pine St. Suite 1815  
San Francisco, California 94111  
United States  
+1 415-415-4154  
support@jotform.com

## Invoice

Invoice number 9D67057E-0013  
Date of issue Oct 3, 2021  
Date due Oct 3, 2021

**Bill to**  
tamayalifestyles@lelandmanagement.com

### \$19.00 due Oct 3, 2021

Description	Qty	Unit price	Amount
OCT 3 - NOV 3, 2021			
Bronze Monthly	1	\$19.00	\$19.00
Subtotal			\$19.00
Amount due			\$19.00

**Pay \$19.00 with card**

Visit [https://invoice.stripe.com/i/acct\\_1eOgnuL8NmInsQsrQtNE/invst\\_KLHAfLmvnnFkqvNz8vhqshf477nFkD9](https://invoice.stripe.com/i/acct_1eOgnuL8NmInsQsrQtNE/invst_KLHAfLmvnnFkqvNz8vhqshf477nFkD9)

# JotForm Inc

111 Pine St. Suite 1815  
San Francisco, California 94111  
United States  
+1 415-415-4154  
support@jotform.com

## Receipt

Receipt number 2610-6962  
Invoice number 9D67057E-0013  
Date paid October 3, 2021  
Payment method  - 1982

**Paid by**  
tamayalifestyles@lelandmanagement.com

### \$19.00 paid on October 3, 2021

Description	Qty	Unit price	Amount
OCT 3 - NOV 3, 2021			
Bronze Monthly	1	\$19.00	\$19.00
<b>Subtotal</b>			<b>\$19.00</b>
<b>Amount paid</b>			<b>\$19.00</b>



# Office DEPOT OfficeMax

JACKSONVILLE - (904) 992-9040

10/08/2021 2:43 PM



VPTT559P35Q4RECCM

*Envelopes for Office*

SALE	6737-4-7836-1000821-21.9.2	
33984	ENVELOPE, #10, S	45.49 SS
	Subtotal:	45.49
	Sales Tax:	3.42
	Total:	48.91
	MasterCard 9704:	48.91

AUTH CODE 417943

DS Chip Read

ID A0000000042203 Debit

VR 8000088000

VS No Signature Required

Shop online at [www.officedepot.com](http://www.officedepot.com)

\*\*\*\*\*

**WE WANT TO HEAR FROM YOU!**

Visit [survey.officedepot.com](http://survey.officedepot.com)

and enter the survey code below:

**161H S107 58WX**

\*\*\*\*\*

THANK YOU FOR SHOPPING AT  
TURNER ACE HODGES LLC  
13164 ATLANTIC BLVD  
JACKSONVILLE, FL. 32225  
(904) 221-6512

PLEASE REMIT PAYMENT: 13164 ATLANTIC BLVD  
JACKSONVILLE, FL. 32225

10/19/21 3:01PM 566 SALE  
-----  
1319441 1 EA \$4.99 EA  
AURA INT SATIN BASE1 QT \$34.99  
17936 1 EA \$9.99 EA  
KILZ 2 PRIMER QT \$9.99

SUB-TOTAL: \$ 44.98 TAX: \$ 3.37  
TOTAL: \$ 48.35  
BC AMT: \$ 48.35

BK CARD#: XXXXXXXXXXXX9704  
MID:\*\*\*\*\*4880 TID:\*\*\*9288  
AUTH: 800455 AMT: \$ 48.35  
Host reference #: 423640 Bct#

Authorizing Network: MASTERCARD

Chip Read  
CARD TYPE: MASTERCARD EXFR: XXXX  
AID: A0000000042203  
TVR: 8000088000  
IAD: 011060100122000000000000000000000000  
TSI: 6800  
ARC: 00  
MODE: Issuer  
CVM: No CVM  
Name: Debit  
ATC: 0027  
AC: 00C025ADC15AE34D  
TxnID/ValCode: 828214

Bank card USD\$ 48.35



==> JRNL#E23640/1 <<==  
CUST NO: \*1

THANK YOU KENNETH THOMAS  
FOR YOUR PATRONAGE  
ACE REWARDS ID # 1947352564

Acct: CASH CUSTOMER ST 1

Customer Copy

Seasonal items are non-refundable.  
Special Orders are non-refundable.

*Paint & Primer for  
group fitness Door*

**BEACH  
COMMUNITY DEVELOPMENT DISTRICT**

Debit Card Purchase Authorization #: **DC2022-02**  
Month of November 2021

<b>Item No.</b>	<b>Payee</b>	<b>Purchase Date</b>	<b>General Fund</b>
<b>1</b>	<b>Amazon.com</b> WiFi Extenders for Amenity Center	11/5/2021	\$ 71.96
<b>2</b>	<b>Battery Source</b> Golf Cart - Batter Replacement	11/9/2021	\$ 913.94
<b>3</b>	<b>OES Global Inc</b> Traffic Delineators (Tuscan Spikes)	11/15/2021	\$ 302.74
<b>4</b>	<b>The Home Depot</b> Batteries for guard house gate arm	11/3/2022	\$ 11.80
<b>Total</b>			<b>\$ 1,300.44</b>

**NOTE: This is for informational purposes only. These items have already been purchased using the South State debit card.**



### Final Details for Order #111-8298645-2410603

Print this page for your records.

**Order Placed:** November 4, 2021  
**Amazon.com order number:** 111-8298645-2410603  
**Order Total: \$71.96**

**Shipped on November 4, 2021**

**Items Ordered**

**Price**

2 of: *Wi-Fi Range Extender - Coverage Up to 3000 Sq Ft and 30 Devices with Dual Band Wireless Signal Booster & Repeater (Up to 1200Mbps Speed), Support AP/Router Mode* \$35.98  
Sold by: VOYAR ([seller profile](#))

Condition: New

*rec'd 11/7/21*

**Shipping Address:**

Ken Thomas  
5503 FARGO DR N  
JACKSONVILLE, FL 32207-7176  
United States

**Shipping Speed:**

FREE Prime Delivery

### Payment information

**Payment Method:**

Visa | Last digits: 4368

Item(s) Subtotal: \$71.96  
Shipping & Handling: \$0.00

**Billing address**

Kenneth Thomas  
12788 MERITAGE BLVD  
JACKSONVILLE, FL 32246-0705  
United States

-----  
Total before tax: \$71.96  
Estimated tax to be collected: \$0.00  
-----

**Grand Total: \$71.96**

**Credit Card transactions**

Visa ending in 4368: November 4, 2021: \$71.96

To view the status of your order, return to [Order Summary](#).

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Invoice

\*\*\* Duplicate \*\*\*

Battery Source of Jacksonville  
12420 Beach Blvd  
Jacksonville, FL 32246 USA  
904-718-1580

Ticket #: O340126-01  
Ticket date: 11/8/21  
Time: 9:42 am  
Station: B  
Orig ord #: O340126

**Sold to:** Beach Community Development District  
3501 Quadrangle Blvd  
Suite 230  
Orlando, FL 32817-1450  
904-329-2277 (Office)  
N/A

**Ship to:** Beach Community Development District  
3501 Quadrangle Blvd  
Suite 230  
Orlando, FL 32817-1450  
904-329-2277 (Office)  
N/A

**Customer #:** 904-329-2277      **Ship date:**  
**Sls rep:** LOGANH      **Location:** 034      **Ship-via code:**  
**Terms:** NET 10TH PROX

Quantity	Item Number	Description	Ship-from location	Price	Selling unit	Ext prc
6	1443	8V Golf Car Battery		114.99	EACH	689.94
-6.00	883	1 1/2 BATTERY CORE CHARGE (Return)		0.00	EACH	0.00
6.00	T001	FLORIDA POLLUTANT FEE		1.50	EACH	9.00
1.00	X0006F	FLA Labor Golf Car Repair/Diag		85.00	EACH	85.00
2	X0008F	FL Golf Car Pickup/Del. (Store)		65.00	EACH	130.00

*11/8/21 Paid using  
COD Debit Card  
Cart re-delivered*

Ticket Notes:

WORK\_ODR\_NOTES  
11/5/2021 1:44:01 PM

- Replaced 8v batteries (1443 x6)
- Cleaned battery terminal connectors and replaced battery terminal nuts.
- Applied Battery Terminal Corrosion Protection spray.

**User:** JORDANK

**Sale subtotal:** 913.94  
**Tax:** 0.00  
**Total:** 913.94

**Tender:**

VISA DEBIT \*\*\*\*\*4368

913.94  
**Net tender:** 913.94

Order # O340126  
Order total 0.00  
Order amt due 0.00







# INVOICE # 1039738-Q



Date: 11/12/21 16:20:23  
Order ID: 1039738-Q  
Payment method: Credit Card  
(Your credit card statement will show a charge from **OES Global Inc**)  
Delivery Type: UPS Ground

Traffic Cones For Less  
Division of OES Global Inc.  
3590 N.W. 54th Street Suite 9  
Ft. Lauderdale, FL 33309 USA  
tel: 888-388-0180  
fax: 954-318-0440

BILL TO	SHIP TO
Leland Management Kenneth Thomas 3501 Quadrangle Blvd Suite 270 Orlando, FL 32817 US 407-382-3254 champagne@pfm.com	Leland Management Kenneth Thomas 12788 Meritage Blvd Jacksonville, FL 32246 US 904-377-6756 Tamayamaint@LelandManagement.com

IMG	SKU	PRODUCT TITLE	PRICE	QTY	TOTAL
<input checked="" type="checkbox"/>	FT750-36-RD-R	36" Removable Flexible Surface Mount Flat Top Traffic Delineator Post Color: Red Reflective Color: White High Intensity Reflective (2) Mounting Options: None	31.95	8	255.60

Remit To: OES Global Inc.  
3590 N.W. 54th Street Suite 9  
Ft. Lauderdale, FL 33309

Subtotal: \$255.60  
Shipping cost: \$27.97  
FLTAX \$19.17  
**TOTAL: \$302.74**

Thank you for your purchase!

All invoices for Traffic Cones For Less payable to OES Global Inc.

Our Family of Companies



Rec'd 12/13/21

12/13/21 - Maria Tondi requested for invoice to be sent to Mike Veazey, ICI Homes and seek reimbursement on behalf of the Beach CDD.

## Dee Belet

---

**From:** Dee Belet  
**Sent:** Tuesday, December 14, 2021 10:25 AM  
**To:** Mike Veazey  
**Cc:** Dee Belet; Dr. Maria Tondi  
**Subject:** 2021 11 12 Traffic Cones for Less - Tuscan Spikes  
**Attachments:** 2021 11 12 Traffic Cones for Less - Tuscan Spikes.pdf

Mike;

Please find attached Invoice 1039738-Q from Traffic Cones For Less Inc. for the purchase of (8) Traffic Delineators (Tuscan Spikes) for Beach CDD entry area at a cost of \$302.74.

Beach CDD has purchased the spikes and is seeking reimbursement from ICI Homes.

Please process payment in the amount of \$302.74 to Beach CDD. Thank you



**Dee Belet, PCAM, Director - Northeast FL**

**Phone: (904) 483-2987**

**Email:** [dbelet@lelandmanagement.com](mailto:dbelet@lelandmanagement.com)

**Website:** [www.LelandManagement.com](http://www.LelandManagement.com)

Resident Support questions - [residentsupport@lelandmanagement.com](mailto:residentsupport@lelandmanagement.com)





How doers  
get more done.

12721 ATLANTIC BLVD  
JACKSONVILLE, FL 32225 (904)2200822

6365 00061 97982 11/01/21 01:14 PM  
SALE SELF CHECKOUT

041333663913 LITH 2032 <A> 10.98  
DURACELL LITHIUM COIN 2032 - 4 COUNT

SUBTOTAL 10.98  
SALES TAX 0.82  
TOTAL \$11.80

XXXXXXXXXXXX4368 VISA USD\$ 11.80

AUTH CODE 852342/7611626 TA

Chip Read

AID A0000000980840 US DEBIT

P.O.#/JOB NAME: GATE ARM BATTERY

6365 11/01/21 01:14 PM



6365 61 97982 11/01/2021 8167

RETURN POLICY DEFINITIONS  
POLICY ID DAYS POLICY EXPIRES ON  
A 1 90 01/30/2022

\*\*\*\*\*  
DID WE NAIL IT?

Take a short survey for a chance TO WIN  
A \$5,000 HOME DEPOT GIFT CARD

Opine en español

[www.homedepot.com/survey](http://www.homedepot.com/survey)

User ID: H89 202618 196314  
PASSWORD: 21551 196253

Entries must be completed within 14 days  
of purchase. Entrants must be 18 or  
older to enter. See complete rules on  
website. No purchase necessary.

*Batteries for Guard House  
Gate Arm Clicker*

**BEACH  
COMMUNITY DEVELOPMENT DISTRICT**

Review of District Financial Statements

**Beach Community Development District**  
Statement of Financial Position  
As of 3/31/2022

	General Fund	Debt Service Fund Series 2013A	Debt Service Fund Series 2015A	Construction Fund Series 2013A	Construction Fund Series 2015A	Long Term Debt Group	Total
<b><u>Assets</u></b>							
<b><u>Current Assets</u></b>							
Checking Account CS	\$829,600.38						\$829,600.38
Debit Card Account CS	653.53						653.53
Assessments Receivable	233,118.01						233,118.01
Prepaid Expenses	885.92						885.92
Assessments Receivable		\$7,472.59					7,472.59
Due From Other Funds		3,195.90					3,195.90
Revenue 2013A		1,108,618.56					1,108,618.56
Prepayment 2013A		142,389.66					142,389.66
Assessments Receivable			\$494,790.18				494,790.18
Due From Other Funds			970.12				970.12
Revenue 2015A			280,039.04				280,039.04
Prepayment 2015A			253,239.22				253,239.22
Optional Redemption Account			0.27				0.27
Acquisition/Construction 2013A				\$37.29			37.29
Acquisition/Construction 2015A					\$149.42		149.42
Total Current Assets	<u>\$1,064,257.84</u>	<u>\$1,261,676.71</u>	<u>\$1,029,038.83</u>	<u>\$37.29</u>	<u>\$149.42</u>	<u>\$0.00</u>	<u>\$3,355,160.09</u>
<b><u>Investments</u></b>							
Amount Available in Debt Service Funds						\$1,784,286.75	\$1,784,286.75
Amount To Be Provided						15,315,713.25	15,315,713.25
Total Investments		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$17,100,000.00</u>	<u>\$17,100,000.00</u>
<b>Total Assets</b>	<u>\$1,064,257.84</u>	<u>\$1,261,676.71</u>	<u>\$1,029,038.83</u>	<u>\$37.29</u>	<u>\$149.42</u>	<u>\$17,100,000.00</u>	<u>\$20,455,160.09</u>
<b><u>Liabilities and Net Assets</u></b>							
<b><u>Current Liabilities</u></b>							
Accounts Payable	\$63,681.42						\$63,681.42
Deferred Revenue	233,118.01						233,118.01
Deferred Revenue		\$7,472.59					7,472.59
Deferred Revenue			\$494,790.18				494,790.18
Total Current Liabilities	<u>\$296,799.43</u>	<u>\$7,472.59</u>	<u>\$494,790.18</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$799,062.20</u>

**Beach Community Development District**  
Statement of Financial Position  
As of 3/31/2022

	General Fund	Debt Service Fund Series 2013A	Debt Service Fund Series 2015A	Construction Fund Series 2013A	Construction Fund Series 2015A	Long Term Debt Group	Total
<b><u>Long Term Liabilities</u></b>							
Revenue Bonds Payable - LongTerm						\$17,100,000.00	\$17,100,000.00
Total Long Term Liabilities		\$0.00	\$0.00	\$0.00	\$0.00	\$17,100,000.00	\$17,100,000.00
<b>Total Liabilities</b>	<u>\$296,799.43</u>	<u>\$7,472.59</u>	<u>\$494,790.18</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$17,100,000.00</u>	<u>\$17,899,062.20</u>
<b><u>Net Assets</u></b>							
Net Assets, Unrestricted	\$41,314.35						\$41,314.35
Net Assets - General Government	109,319.30						109,319.30
Current Year Net Assets - General Government	616,824.76						616,824.76
Net Assets, Unrestricted		\$690,744.94					690,744.94
Current Year Net Assets, Unrestricted		563,458.94					563,458.94
Net Assets - General Government		0.24					0.24
Net Assets, Unrestricted			\$235,240.62				235,240.62
Current Year Net Assets, Unrestricted			299,008.03				299,008.03
Net Assets, Unrestricted				\$6,787.27			6,787.27
Net Assets - General Government				(6,749.98)			(6,749.98)
Net Assets, Unrestricted					\$149.42		149.42
<b>Total Net Assets</b>	<u>\$767,458.41</u>	<u>\$1,254,204.12</u>	<u>\$534,248.65</u>	<u>\$37.29</u>	<u>\$149.42</u>	<u>\$0.00</u>	<u>\$2,556,097.89</u>
<b>Total Liabilities and Net Assets</b>	<u><u>\$1,064,257.84</u></u>	<u><u>\$1,261,676.71</u></u>	<u><u>\$1,029,038.83</u></u>	<u><u>\$37.29</u></u>	<u><u>\$149.42</u></u>	<u><u>\$17,100,000.00</u></u>	<u><u>\$20,455,160.09</u></u>

**Beach Community Development District**

Statement of Activities

As of 3/31/2022

	General Fund	Debt Service Fund Series 2013A	Debt Service Fund Series 2015A	Construction Fund Series 2013A	Construction Fund Series 2015A	Long Term Debt Group	Total
<b>Revenues</b>							
On-Roll Assessments	\$1,098,290.87						\$1,098,290.87
Off-Roll Assessments	222,995.12						222,995.12
Other Income & Other Financing Sources	21,475.55						21,475.55
On-Roll Assessments		\$810,805.98					810,805.98
Other Assessments		143,574.40					143,574.40
Other Income & Other Financing Sources		37,567.42					37,567.42
On-Roll Assessments			\$123,507.32				123,507.32
Other Assessments			409,433.35				409,433.35
Total Revenues	<u>\$1,342,761.54</u>	<u>\$991,947.80</u>	<u>\$532,940.67</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$2,867,650.01</u>
<b>Expenses</b>							
Supervisor Fees	\$4,000.00						\$4,000.00
Insurance	2,632.00						2,632.00
Trustee Services	14,375.01						14,375.01
Management	19,249.98						19,249.98
Field Management	3,375.00						3,375.00
Dissemination Agent	2,000.00						2,000.00
District Counsel	6,101.00						6,101.00
Assessment Administration	9,000.00						9,000.00
Audit	2,500.00						2,500.00
Legal Advertising	1,152.02						1,152.02
Office Miscellaneous	1,251.99						1,251.99
Web Site Maintenance	910.00						910.00
Dues, Licenses, and Fees	175.00						175.00
Electric	74,446.15						74,446.15
Irrigation	2,594.60						2,594.60
Amenity - Electric	22,979.37						22,979.37
Amenity - Cable TV	5,955.07						5,955.07
Amenity - Irrigation	166.46						166.46
Amenity - Pool Maintenance	17,216.10						17,216.10
Amenity - Access Control	3,757.66						3,757.66
Amenity - Janitorial	7,248.75						7,248.75
Amenity - Pest Control	613.47						613.47
Amenity - Landscape Improvement	2,902.08						2,902.08
Amenity - Maintenance	12,801.37						12,801.37
Amenity - Fitness Center	6,616.64						6,616.64
Amenity - Gas	200.03						200.03
Amenity - Admin/Operations	82,177.41						82,177.41
Lifestyles Programming	8,023.92						8,023.92

Statement of Activities  
As of 3/31/2022

	General Fund	Debt Service Fund Series 2013A	Debt Service Fund Series 2015A	Construction Fund Series 2013A	Construction Fund Series 2015A	Long Term Debt Group	Total
Tennis Courts/Basketball Court	1,279.89						1,279.89
Landscaping Materials	38,548.23						38,548.23
Trash Collection	631.29						631.29
Guard Service	93,317.50						93,317.50
Guard House Utilities	2,708.26						2,708.26
Bar Code Expense	3,640.99						3,640.99
Amenity Fire System Monitoring	3,020.47						3,020.47
Amenity Website	3,668.62						3,668.62
General Insurance	3,381.00						3,381.00
Property & Casualty	74,212.00						74,212.00
Lake Maintenance	9,668.00						9,668.00
Landscaping Maintenance & Material	175,989.20						175,989.20
Entry Water Feature	1,487.50						1,487.50
General Maintenance	5.92						5.92
Principal Payment		\$100,000.00					100,000.00
Interest Payments - 2013 Bond		328,670.00					328,670.00
Interest Payments - 2015 Bond			\$233,935.00				233,935.00
<b>Total Expenses</b>	<b>\$725,979.95</b>	<b>\$428,670.00</b>	<b>\$233,935.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,388,584.95</b>
<b><u>Other Revenues (Expenses) &amp; Gains (Losses)</u></b>							
Interest Income	\$43.17						\$43.17
Interest Income		\$181.14					181.14
Interest Income			\$2.36				2.36
<b>Total Other Revenues (Expenses) &amp; Gains (Losses)</b>	<b>\$43.17</b>	<b>\$181.14</b>	<b>\$2.36</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$226.67</b>
<b>Change In Net Assets</b>	<b>\$616,824.76</b>	<b>\$563,458.94</b>	<b>\$299,008.03</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,479,291.73</b>
<b>Net Assets At Beginning Of Year</b>	<b>\$150,633.65</b>	<b>\$690,745.18</b>	<b>\$235,240.62</b>	<b>\$37.29</b>	<b>\$149.42</b>	<b>\$0.00</b>	<b>\$1,076,806.16</b>
<b>Net Assets At End Of Year</b>	<b>\$767,458.41</b>	<b>\$1,254,204.12</b>	<b>\$534,248.65</b>	<b>\$37.29</b>	<b>\$149.42</b>	<b>\$0.00</b>	<b>\$2,556,097.89</b>

Beach Community Development District  
Budget to Actual  
For the Period Ended 3/31/22

	Actual	Budget	Variance	Adopted FY 2022 Budget
<b>Revenues</b>				
Assessments	\$ 1,321,285.99	\$ 777,202.00	\$ 544,083.99	\$ 1,554,404.00
Other Income & Financing Sources	21,475.55	-	21,475.55	-
<b>Net Revenues</b>	<b>\$ 1,342,761.54</b>	<b>\$ 777,202.00</b>	<b>\$ 565,559.54</b>	<b>\$ 1,554,404.00</b>
<b>General &amp; Administrative Expenses</b>				
Trustee Fees	\$ 14,375.01	\$ 4,000.00	\$ 10,375.01	\$ 8,000.00
Supervisor Fees	4,000.00	2,400.00	1,600.00	4,800.00
District Management	19,249.98	19,250.00	(0.02)	38,500.00
Engineering	-	1,250.00	(1,250.00)	2,500.00
Dissemination Agent	2,000.00	2,000.00	-	4,000.00
District Counsel	6,101.00	2,500.00	3,601.00	5,000.00
Assessment Administration	9,000.00	4,500.00	4,500.00	9,000.00
Reamortization Schedule	-	250.00	(250.00)	500.00
Audit	2,500.00	3,000.00	(500.00)	6,000.00
Website	910.00	1,200.00	(290.00)	2,400.00
Legal Advertising	1,152.02	875.00	277.02	1,750.00
Dues, Licenses & Fees	175.00	87.50	87.50	175.00
General Liability Insurance	3,381.00	1,800.00	1,581.00	3,600.00
Public Official Insurance	2,632.00	1,400.00	1,232.00	2,800.00
Office Misc	1,251.99	500.00	751.99	1,000.00
<b>Total General &amp; Administrative Expenses</b>	<b>\$ 66,728.00</b>	<b>\$ 45,012.50</b>	<b>\$ 21,715.50</b>	<b>\$ 90,025.00</b>
<b>Field Expenses</b>				
Field Management	\$ 3,375.00	\$ 8,100.00	\$ (4,725.00)	\$ 16,200.00
Property Insurance	74,212.00	37,750.00	36,462.00	75,500.00
Lake Maintenance	9,668.00	9,900.00	(232.00)	19,800.00
Landscaping (Including materials)	175,989.20	201,396.00	(25,406.80)	402,792.00
Irrigation (repairs)	2,594.60	5,000.00	(2,405.40)	10,000.00
Electric - Street Lights/Irrigation-JEA	74,446.15	94,237.50	(19,791.35)	188,475.00
Right of Way / Lake Mowing	-	1,250.00	(1,250.00)	2,500.00
Entry Water Feature	1,487.50	3,750.00	(2,262.50)	7,500.00
Carryforward Replenish	-	2,500.00	(2,500.00)	5,000.00
Contingency - Hurricane Expenses/deductible	-	5,000.00	(5,000.00)	10,000.00
General Maintenance	5.92	4,000.00	(3,994.08)	8,000.00
<b>Total Field Expenses</b>	<b>\$ 341,778.37</b>	<b>\$ 372,883.50</b>	<b>\$ (31,105.13)</b>	<b>\$ 745,767.00</b>

Beach Community Development District  
Budget to Actual  
For the Period Ended 3/31/22

	Actual	Budget	Variance	Adopted FY 2022 Budget
<b><u>Amenity Expenses</u></b>				
Amenity	\$ 82,177.41	\$ 85,000.00	\$ (2,822.59)	\$ 170,000.00
Admin/operation/Lifeguards				
Swimming Pool Maintenance & Chemicals	17,216.10	23,750.00	(6,533.90)	47,500.00
Swimming Pool Inspection	-	750.00	(750.00)	1,500.00
Amenity General Maintenance	12,801.37	10,755.00	2,046.37	21,510.00
Amenity Cleaning	7,248.75	7,500.00	(251.25)	15,000.00
Amenity Electric/Water and Sewer	22,979.37	30,000.00	(7,020.63)	60,000.00
Amenity Gates/Control Access	3,757.66	1,250.00	2,507.66	2,500.00
Amenity Website/computer equip	3,668.62	3,930.00	(261.38)	7,860.00
Amenity Cable/Internet	5,955.07	5,000.00	955.07	10,000.00
Amenity - Dues & Licenses	-	425.00	(425.00)	850.00
Amenity Security	-	400.00	(400.00)	800.00
Fitness Equipment Lease	6,616.64	5,000.00	1,616.64	10,000.00
Lifestyles Programming	8,023.92	12,500.00	(4,476.08)	25,000.00
Amenity Gas	200.03	300.00	(99.97)	600.00
Tennis Court Maintenance - 4 Clay Courts	1,279.89	7,250.00	(5,970.11)	14,500.00
Amenity Landscaping Maintenance	38,548.23	34,200.00	4,348.23	68,400.00
Landscape Improvement	2,902.08	1,250.00	1,652.08	2,500.00
Amenity - Irrigation (repairs)	166.46	750.00	(583.54)	1,500.00
Pest Control	613.47	600.00	13.47	1,200.00
Amenity Fire System Monitoring Alarm	3,020.47	750.00	2,270.47	1,500.00
	-	250.00	(250.00)	500.00
Trash Collection	631.29	1,146.00	(514.71)	2,292.00
<b>Total Amenity Expenses</b>	<b>\$ 217,806.83</b>	<b>\$ 232,756.00</b>	<b>\$ (14,949.17)</b>	<b>\$ 465,512.00</b>
<b><u>Security/Gate House</u></b>				
Guard Service	\$ 93,317.50	\$ 123,000.00	\$ (29,682.50)	\$ 246,000.00
Guard House Supplies	-	400.00	(400.00)	800.00
Guard House Utilities	2,708.26	1,900.00	808.26	3,800.00
Guard House Repair & Maintenance	-	500.00	(500.00)	1,000.00
Bar Code Expense	3,640.99	750.00	2,890.99	1,500.00
<b>Total Security/Gate House Expenses</b>	<b>\$ 99,666.75</b>	<b>\$ 126,550.00</b>	<b>\$ (26,883.25)</b>	<b>\$ 253,100.00</b>
<b>Total Expenses</b>	<b>\$ 725,979.95</b>	<b>\$ 777,202.00</b>	<b>\$ (51,222.05)</b>	<b>\$ 1,554,404.00</b>
<b><u>Other Income (Expense)</u></b>				
Interest Income	\$ 43.17	\$ -	\$ 43.17	\$ -
<b>Net Income</b>	<b>\$ 616,824.76</b>	<b>\$ -</b>	<b>\$ 616,824.76</b>	<b>\$ -</b>