

# North Boulevard Community Development District

12051 Corporate Boulevard, Orlando, FL 32817; 407.723.5900

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

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The following is the proposed agenda for the Board of Supervisors meeting for the North Boulevard Community Development District, scheduled to be held **Wednesday, October 21, 2020 at 10:00 a.m. via conference call due to the Executive Order 20-249 extending COVID-19 Executive Order 20-69**. Attached to this Agenda is a copy of the Executive Order 20-249. The attendance of three Board Members is required to constitute a quorum. Questions or comments on the Board Meeting or proposed agenda may be addressed to Jane Gaarlandt at [gaarlandtj@pfm.com](mailto:gaarlandtj@pfm.com) or (407) 723-5900.

To attend the meeting, please use the below conference call information:

Call-in Number: **1-844-621-3956**  
Access Code: **790 393 986 #**

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

### **Administrative Matters**

- Roll Call to Confirm Quorum
- Public Comment Period *[for any members of the public desiring to speak on any proposition before the Board]*
- 1. **Consideration of the Minutes of the September 16, 2020 Board of Supervisors' Meeting and Auditor Selection Committee Meeting**

### **Business Matters**

1. **Consideration of Agreement between the District and Governmental Management Services – Central Florida, LLC for District Management Services**
2. **Consideration of Resolution 2021-01, Providing for the Removal and Appointment of District Officers**
3. **Consideration of Resolution 2021-02, Establishing a Checking Account**
4. **Ratification of Payment Authorization Nos. 69- 75**
5. **Review of Monthly Financials**

### **Other Business**

#### **Staff Reports**

- District Counsel
- District Engineer
- District Manager
  - Field Management Update

**Supervisor Requests and Audience Comments**  
**Adjournment**



# STATE OF FLORIDA

## OFFICE OF THE GOVERNOR

### EXECUTIVE ORDER NUMBER 20-246

(Emergency Management – COVID 19 – Local Government Public Meetings)

**WHEREAS**, Executive Order 20-69, as extended by Executive Orders 20-112, 20-123, 20-139, 20-150 and amended by Executive Orders 20-179 and 20-193, expires on October 1, 2020, unless extended.

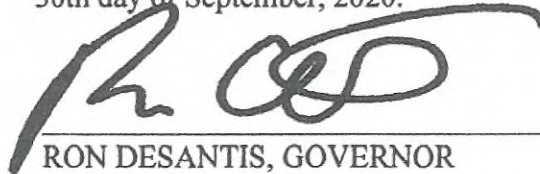
**NOW, THEREFORE, I, RON DESANTIS**, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution, Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order to take immediate effect:

Section 1. I hereby extend Executive Order 20-69, as extended by Executive Orders 20-112, 20-123, 20-139, 20-150 and amended by Executive Orders 20-179 and 20-193, subject to the condition of Section 2 below, until 12:01 a.m. November 1, 2020. This order supersedes Section 4 of Executive Order 20-69.

Section 2. This order shall not apply to election canvassing boards.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 30th day of September, 2020.

  
\_\_\_\_\_  
RON DESANTIS, GOVERNOR

ATTEST:

  
\_\_\_\_\_  
SECRETARY OF STATE

OFFICE OF THE GOVERNOR  
TALLAHASSEE, FLORIDA

2020 SEP 30 PM 4:50

FILED

**North Boulevard  
Community Development District**

**Minutes**

**MINUTES OF MEETING**

***NORTH BOULEVARD COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS' MEETING***

***Thursday, August 19, 2020 at 10:44 a.m.***

**via conference call due to the Executive Order 20-193 extending COVID-19 Executive Order 20-69**

Board Members present at roll call:

Rennie Heath	Chair
Andrew Rhinehart	Assistant Secretary
Patrick Marone	Assistant Secretary
Matthew Cassidy	Assistant Secretary

Also Present:

Roy Van Wyk	Hopping Green & Sams, P.A.
Jane Gaarlandt	PFM Group Consulting LLC
Christina Hanna	PFM Group Consulting, LLC
Victoria Martinez	PFM Group Consulting, LLC

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

The meeting was called to order approximately at 10:44 a.m. Those in attendance are outlined above.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There were no public comments at this time.

**THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the August 19, 2020 Board of Supervisors' Meeting**

The Board reviewed the Minutes of the August 19, 2020 Board of Supervisors' Meeting.

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

**FOURTH ORDER OF BUSINESS**

**Consideration of Recommendation of the Auditor Selection Committee**

Ms. Gaarlandt noted the recommendation from the Auditor Selection Committee was as follows;

1. Grau & Associates with 100 points.
2. Berger , Tooms, Elam, Gaines & Frank with 96 points.
3. Carr, Riggs & Ingram with 94 points.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Board accepted the recommended rankings from the Auditor Selection Committee and authorized District Staff to reach out to Grau & Associates for an Engagement Letter.

**FIFTH ORDER OF BUSINESS**

**Ratification of Payment Authorization Nos. 133- 135**

The Board reviewed payment authorizations numbers 133– 135.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Board ratified Payment Authorization Nos. 133 – 135.

Mr. Marone stated there was another Payment Authorization that came over this week Payment Authorization 136 and line item 3 was for the 2021 Tax preparations and he wanted to ask what that was before signing off on the Payment Authorization. Ms. Gaarlandt stated that is for preparing and certifying the Tax Roll that is provided to the County. They have to have a certified tax roll by a certain time to prepare those tax rolls. Ms. Gaarlandt will ask the accountant for that date and what the line item includes. Mr. Van Wyk asked if this is a fee to the Tax Collector or PFM. Ms. Gaarlandt replied it is a fee to PFM and Ms. Gaarlandt will have the fee broken down and will send the details to the Board.

**SIXTH ORDER OF BUSINESS**

**Review of Monthly Financials**

The Board reviewed the monthly financials through August 31, 2020. There was no action required by the Board.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**District Counsel –** No Report

**District Engineer –** Not Present

**District Manager –** No Report

**EIGHTH ORDER OF BUSINESS**

**Supervisor Requests and Audience  
Comments**

Mr. Marone sent over an email to MS. Gaarlandt regarding a previous conversation. He noted there was a section of North Boulevard on North Ridge Phase 1 on the North Site of North Boulevard which is a tract that ran behind the houses that was being missed previously and asked if Mr. Glasgow can take a look at it and ensure the maintenance company is taking care of it. Ms. Gaarlandt said Mr. Glasgow is aware of that area and he will have him contact the vendor and Mr. Marone regarding that issue.

**NINTH ORDER OF BUSINESS**

**Adjournment**

There were no other questions or comments. Ms. Gaarlandt requested a motion to adjourn.

ON MOTION by Mr. Heath, seconded by Mr. Marone, with all in favor, the September 16, 2020 Board of Supervisors' Meeting for the North Boulevard Community Development District was adjourned.

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chairman / Vice Chairman

**MINUTES OF MEETING**

***NORTH BOULEVARD COMMUNITY DEVELOPMENT DISTRICT***

***AUDITOR SELECTION COMMITTEE MEETING***

***Wednesday September 16, 2020 at 10:40 a.m.***

**via conference call due to the Executive Order 20-193 extending COVID-19 Executive Order 20-69**

Board Members present at roll call:

Rennie Heath	Committee Member
Andrew Rhinehart	Committee Member
Patrick Marone	Committee Member
Matthew Cassidy	Committee Member

Also Present:

Roy Van Wyk	Hopping Green & Sams, P.A.
Jane Gaarlandt	PFM Group Consulting LLC
Christina Hanna	PFM Group Consulting. LLC
Victoria Martinez	PFM Group Consulting, LLC

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

The meeting was called to order approximately at 10:40 a.m. Those in attendance are outlined above.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There were no public comments at this time.

**THIRD ORDER OF BUSINESS**

**Review of Auditing Services Proposals**

- A) Berger, Tooms, Elam, Gaines & Frank**
- B) Carr Riggs & Ingram**
- C) Grau & Associates**

Ms. Gaarlandt stated the District received no responses to the notice so District Management reached out to companies they have worked with and they received proposals from Berger Tooms, Elam, Gaines & Frank, Carr Riggs & Ingram and Grau & Associates.

**FOURTH ORDER OF BUSINESS**

**Ranking of Auditing Services Proposals**

Ms. Gaarlandt stated District Management believes they are all equally qualified and recommended assigning each the full 20 points for each of the criteria apart from price. She noted the difference between the proposals came down to price. Grau & Associates came in at the lowest price with \$23,500.00 for the five years and were awarded 20 points for price. Berger came in at a total of \$27,150.00 for five years and were awarded 16 points for price and Carr Riggs & Ingram came in at \$31,200 for five years and were awarded 14 points for price. District staff’s recommended ranking is as follows;

1. Grau & Associated with 100 points.
2. Berger, Tooms, Elam, Gaines and Frank with 96 points.
3. Carr, Riggs & Ingram with 94 points.

On MOTION by Mr. Rhinehart, seconded by Ms. Heath, with all in favor, the Committee approved District Staff’s recommended rankings naming Grau & Associates the No. 1 ranked bidder.

**FIFTH ORDER OF BUSINESS**

**Adjournment**

There were no other questions or comments. Ms. Gaarlandt requested a motion to adjourn.

ON MOTION by Mr. Marone, seconded by Mr. Rhinehart, with all in favor, the September 16, 2020 Audit Selection Committee meeting for the North Boulevard South Community Development District was adjourned.

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chairman / Vice Chairman



**North Boulevard  
Community Development District**

**Agreement between the District and  
Governmental Management Services –  
Central Florida, LLC**

**AGREEMENT FOR DISTRICT MANAGEMENT SERVICES BETWEEN  
NORTH BOULEVARD COMMUNITY DEVELOPMENT DISTRICT AND  
GOVERNMENTAL MANAGEMENT SERVICES - CENTRAL FLORIDA,  
LLC**

Date of Agreement: October 21, 2020

**Between:**                   **Governmental Management Services- Central Florida LLC**  
219 E. Livingston Street  
Orlando, Florida 32801

(Hereinafter referred to as “Manager”);

**And:**                         **North Boulevard Community Development District**  
A unit of special purpose local government located in Polk County,  
Florida

(Hereinafter referred to as “District”).

**SERVICES OF DISTRICT MANAGER**

This engagement is for the Manager to provide District Management Services for the District. The duties and responsibilities included in the Base Service Contract as District Management Services (“Contract” or “Agreement”) include, but are not limited to the following:

**Management Services**

- Attend, record and conduct all regularly scheduled Board of Supervisors’ meetings including landowners’ meetings, continued meetings and workshops
- Present the District’s annual budget in accordance with Chapter 190, Florida Statutes
- Ensure District is in compliance with administrative and financial reporting for community development districts
- Correspond and communicate with Board of Supervisors and staff to respond to the various needs of the District and community
- Review and approve agendas for circulation to the Board of Supervisors
- Review and approve annual budget, annual audit, monthly disbursements
- Review annual insurance policy to ensure District maintains proper insurance coverage

### Administrative Services

- Provide minutes for all Board of Supervisors' meetings including landowners' meetings
- Prepare agenda packages for transmittal to Board of Supervisors and staff 7 days prior to Board of Supervisors' meeting and ensure website posting of same consistent with ADA and other legal requirements
- Ensure compliance with all administrative statutes affecting the District, which include but are not limited to:
  - Publish and circulate annual meeting notice
  - Report annually the number of registered voters in the District by June 1, of each year
  - Maintain "Record of Proceedings" for the District within Polk County the District is located which includes meeting minutes, agreements, resolutions and other required records
  - Properly notice public meetings in accordance with the appropriate Florida Statutes in the newspaper of general circulation of the District

### Website Services

- Provide website services, including independent performance of or the engagement of a third party firm to create an ADA compliant website, consistent with the requirements of Chapter 189 and 190, Florida Statutes, ensuring the website's regulatory compliance under the ADA and other federal law and rulemaking, including but not limited to the Web Content Accessibility Guidelines 2.1 Level AA, as the same may be amended and updated from time to time (as amended and updated from time to time, "WCAG"). Cost of the website creation is not included in this Contract and performance of such is contingent upon the Districts approval and funding of the Manager's performance of such remediation services or of approving and executing an agreement with a third party firm.
- Host and maintain the District's website, consistent with the above referenced legal requirements. Specifically, Manager shall:
  - Ensure that new documents and other content, including but not limited to image, video and audio files, uploaded to the District's website are in accessible formats for assistive technologies, as needed, including but not limited to new agenda materials, audit reports, meeting minutes, and other documents required or requested to be added to the website
  - Update the District's Accessibility Policy (as defined herein), which may need to be updated from time to time as legal and regulatory conditions change, for display and use on the website. Said "Accessibility Policy" shall contain, at a minimum, a commitment to accessibility for persons with disabilities, the District's engagement of Manager for ADA-specific services, in an effort to maintain the website's ADA compliance, the accessibility standard used and

- applied to the website (which shall be, at a minimum, WCAG), and contact information for the Manager or their designee (email and phone number) for users encountering any problems
- Secure domain name and provide hosting with fail-over, automated, and regular back-up measures to ensure continued functionality and accessibility of the website (collectively, "Hosting"). Hosting shall also include, but not be limited to, a minimum of 15GB of file space, 20Mbps download speed and 5 MBps upload speed, and 95% website uptime, or better, calculated on an annual basis.
  - Respond to the public's requests for website accommodation and provide the necessary assistive support consistent with case law, insurance requirements and regulatory requirements/legal conditions.
  - Provide for the long-term storage of electronic data in compliance with all applicable Florida laws regarding records retention; and
  - Provide any and all other effort reasonably necessary to allow the District to receive the maximum benefit of the Website Services contemplated by this provision
- Perform, or cause to be performed, at least four (4) quarterly technological and/or human audits per year to ensure the website's compliance with WCAG standards or better and any applicable laws, rules and regulations applicable to the Website. Manager shall remediate any deficiencies identified during each audit within thirty (30) days or sooner, if required by court order or another agreement, and provide a written report to the District summarizing the audit and remediations made, if any. Cost of quarterly technological and/or human audits is not included in this contract and performance of such is contingent upon the Districts approval and funding of the Manager's performance of such remediation services or of approving and executing an agreement with a third party firm.

### *Accounting and Financial Reporting Services*

- Establish Governmental Fund Accounting System in accordance with the Uniform Accounting System prescribed by the Florida Department of Financial Services for Government Accounting. This system includes preparing monthly balance sheet, income statement(s) with budget to actual variances
- Prepare accounts payable and present to Board of Supervisors for approval or ratification
- Prepare annual budget for review and approval by the Board of Supervisors
- Transmit proposed budget to local governing authorities 60 days prior to adoption
- Prepare year-end adjusting journal entries in preparation for annual audit by Independent Certified Public Accounting Firm
- Maintain checking accounts with qualified public depository selected by the Board of Supervisors

- Ensure compliance with financial and accounting statutes affecting the District which include but are not limited to:
  - Complete annual financial audit report within 9 months after the fiscal year end
  - Circulate annual financial audit report and annual financial report to appropriate governmental agencies
  - Prepare annual public depositor report
  - Oversee and implement bond issue related compliance, i.e., coordination of annual arbitrage report, transmittal of annual audit and budget to the trustee, transmittal of annual audit to bond holders and underwriters, annual/quarterly disclosure reporting, etc.
  - Transmit Public Facilities Report to the appropriate agencies
  - Procure necessary insurance for the District, which includes liability, property, workers' compensation, etc.

**Other Services: Contract Administration**

- Provide maintenance contract administration for the District recreational facilities and other District improvements maintenance contracts to ensure contractors are providing services in accordance with contracts approved by the Board of Supervisors.
- Provide contract administration for amenity facilities management and maintenance. contract administration for contracts regarding the District's amenity facilities to ensure that contractors are performing in accordance with the terms of the contract with the District approved by the Board of Supervisors.
- Provide contract administration for any and all interlocal agreements entered into by the District with other governmental entities, including but not limited to other special districts and Polk County, to ensure that the parties thereto are performing in accordance with the terms of the respective interlocal agreement approved by the Board of Supervisors
- Provide contract administration for contracts regarding any and all other contracts not otherwise set forth herein but approved by the Board of Supervisors to ensure that terms of the contracts are being adhered to by the parties thereto.

**FEES AND TERM OF SERVICES**

All services will be completed on a timely basis in accordance with the District needs and statutory requirements. The Base Services and Other Services Elected by District shall commence on \_\_\_\_\_, 2020.

The District agrees to compensate the Manager in accordance with the fee schedule set forth in the attached **Exhibit A**. Payment for these services shall be payable in equal monthly installments at the beginning of each month except as otherwise noted on **Exhibit A**.

In addition, the District agrees to reimburse the Manager for expenses incurred as part of performing the duties and responsibilities outlined in this contract. These expenses include, but are not limited to: reproduction, printing and binding, long distance telephone, facsimile transmission, postage and express mail, legal advertising and supplies. All expenses shall be at the cost incurred by Manager, and in all cases shall be consistent with the provisions of Chapter 112, F.S., to the extent applicable.

This agreement shall automatically renew each Fiscal Year of the District, unless otherwise terminated by either party. The District will consider price adjustments each twelve (12) month period to compensate for market conditions and the planned workload of the District to be performed during the next twelve (12) month period. Evidence of price or fee adjustments will be approved by the Board in its adopted or amended Fiscal Year Budget.

#### DISTRICT RESPONSIBILITIES

The District shall provide for the timely services of its legal counsel, engineer and any other consultants, contractors or employees, as required, for the Manager to perform the duties outlined in this Contract. Expenses incurred in providing this support shall be the sole responsibility of the District.

#### TERMINATION OF THIS CONTRACT

This Contract may be terminated as follows:

1. By the District for "good cause," which shall include misfeasance, malfeasance, nonfeasance or dereliction of duties by the Manager which termination may be immediate; or
2. By the Manager or District, for any reason, upon 60 days written notice.

In the event this Contract is terminated in either manner above stated, the Manager will make all reasonable effort to provide for an orderly transfer of the books and records of the District to the District or its designee.

#### GENERAL TERMS AND CONDITIONS

1. All invoices are due and payable when received.

2. This Contract shall be interpreted in accordance with and shall be governed by the laws of the State of Florida.
3. In the event that any provision of this contract shall be determined to be unenforceable or invalid by a court such unenforceability or invalidity shall not affect the remaining provisions of the Contract, which shall remain in full force and effect.
4. The rights and obligations of the District as defined by this Contract shall inure to the benefit of and shall be binding upon the successors and assigns of the District. There shall be no assignment of this Contract by the Manager, without the approval of the District.
5. The Manager agrees to pay, discharge, defend (if required by the District), indemnify and hold the District and its supervisors, agents, employees, representatives, successors and assigns harmless from and against any and all demands, claims, causes of action, proceedings, obligations, settlements, liabilities, damages, injunctions, penalties, liens, losses, charges and expenses of every kind or nature (including, without limitation, reasonable fees of attorneys and other professionals retained by the District in the event Manager fails to retain counsel to represent the District, its supervisors, agents, employees, representatives, successors and assigns, who is reasonably acceptable to the District), incurred by the District or its supervisors, agents, employees, representatives, successors and assigns arising out of or in connection with: (i) any management services to be provided by the Manager pursuant to this Contract; (ii) any failure by Manager to perform any of its obligations under this Contract; (iii) any accident, injury or damage to property or persons, if caused by the acts or omissions of Manager or Manager's officers, partners, employees, contractors, subcontractors, invitees, representatives, or agents; (iv) any and all accidents or damage that may occur in connection with Managers or Manager's officers, employees, contractors, subcontractors, invitees, representatives, or agents use of the District property; (v) any failure of Manager or Manager's officers, employees, contractors, subcontractors, invitees, representatives, or agents to comply with any applicable codes, laws, ordinances, or governmental requirements, agreements, approvals, or permits affecting District property. The provisions of this paragraph shall survive the expiration or sooner termination of this Contract.
6. Nothing contained in this Contract shall be deemed as a waiver of immunity or limits of liability of the District beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature in Section 768.28, Florida Statutes or other statute, and nothing in this Contract shall inure to the benefit of any third party for the purpose of allowing any claim which

would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

7. Any amendment or change to this Contract shall be in writing and executed by all parties.

### NOTICES

All notices required in this Agreement shall be sent by certified mail, return receipt requested, or express mail with proof of receipt. If sent to the District, notice shall be to:

North Boulevard Community Development District  
Hopping Green & Sams, P.A.  
119 South Monroe Street, Suite 300  
Tallahassee, Florida 32301  
Attn: Roy Van Wyk

If notice is sent to Manager, it shall be sent to:

Governmental Management Services - Central Florida, LLC  
219 E. Livingston Street  
Orlando, Florida 32801  
Attn: Jill Burns

This Contract shall represent the entire agreement between the Manager and the District. Both Manager and District understand and agree with the terms and conditions as set forth herein.

**Approved by:**

**Board of Supervisors  
North Boulevard CDD**

\_\_\_\_\_  
Attest

By: \_\_\_\_\_  
Chairman, Board of Supervisors

**Governmental Management  
Services- Central Florida, LLC**



\_\_\_\_\_  
Witness

\_\_\_\_\_  
By: \_\_\_\_\_

Its: \_\_\_\_\_

EXHIBIT A

**DISTRICT MANAGEMENT FEE SCHEDULE**

**Base Services:**

Management Services, Administrative Services, and Accounting and Financial Reporting Services

- Annual Fee \$ 35,000 (plus reimbursables)

**Other Services Elected by District:**

- Field Services/Contract Administration \$7,500
- Annual Assessment Roll Administration Fee \$5,000 (billed upon certification of assessment roll)
- Dissemination Agent \$5,000 for 1<sup>st</sup> Bond Issuance (\$1,000 for each addition series)
- Annual Website Maintenance\* \$1,500
- Estoppel Letters \$75

**Other Available Services:\*\***

- Bond Issuance Cost \$15,000 (per bond issue)
- Assessment Methodology Preparation \$15,000 (per methodology)
- SERC preparation/Petition Assistance \$2,500 (per SERC)

\*Does not include creation of ADA compliant website

\*\*Services are available upon request of the District

**North Boulevard  
Community Development District**

**Resolution 2021-01**

**RESOLUTION 2021-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF NORTH BOULEVARD COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE REMOVAL AND APPOINTMENT OF OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, North Boulevard 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 within Polk County, Florida; and

**WHEREAS**, due to the impending change of the District’s management company effective December 1, 2020, the Board of Supervisors of the District desires to provide for the appointment and removal of a Treasurer, Assistant Treasurer, Secretary and Assistant Secretaries.

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

Section 1. Jill Burns is appointed Secretary effective December 1, 2020. Effective December 1, 2020, the existing Secretary Jane Gaarlandt is removed.

Section 2. George Flint is appointed Assistant Secretary effective December 1, 2020. Effective December 1, 2020, Jennifer Walden is removed as an Assistant Secretary.

Section 3. Ariel Lovera is appointed Treasurer effective upon the adoption of this Resolution. Effective December 1, 2020, the existing Treasurer Jennifer Glasgow is removed.

Section 4. Katie Costa is appointed Assistant Treasurer effective upon the adoption of this Resolution. Effective December 1, 2020, the existing Assistant Treasurer Lubna Sikder is removed.

Section 5. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 21<sup>st</sup> DAY OF OCTOBER, 2020.**

**NORTH BOULEVARD COMMUNITY  
DEVELOPMENT DISTRICT**

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**CHAIR**

**ATTEST:**

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**SECRETARY/ASSISTANT SECRETARY**

**North Boulevard  
Community Development District**

**Resolution 2021-02**

**RESOLUTION 2021-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE NORTH BOULEVARD COMMUNITY DEVELOPMENT DISTRICT DIRECTING GOVERNMENTAL MANAGEMENT SERVICES – CENTRAL FLORIDA, LLC, TO ESTABLISH A LOCAL BANK ACCOUNT AT SUNTRUST FOR THE DISTRICT AND APPOINT JILL BURNS, ARIEL LOVERA AND GEORGE FLINT AS SIGNORS ON THE ACCOUNT AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the North Boulevard Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, and situated within Polk County, Florida; and

**WHEREAS**, the District’s Board of Supervisors desires to establish a local bank account for the District and appoint Jill Burns, Ariel Lovera and George Flint as signors on the account.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE NORTH BOULEVARD COMMUNITY DEVELOPMENT DISTRICT THAT:**

**SECTION 1.** Governmental Management Services – Central Florida, LLC, is directed to establish a local bank account at Suntrust for the District.

**SECTION 2.** Jill Burns, Ariel Lovera, and George Flint shall be appointed as signors on the account.

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

**PASSED AND ADOPTED** this 21<sup>st</sup> day of October, 2020.

ATTEST:

**NORTH BOULEVARD COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairperson, Board of Supervisors

**North Boulevard  
Community Development District**

**Payment Authorization Nos. 136-138**

**NORTH BOULEVARD  
COMMUNITY DEVELOPMENT DISTRICT**

**Payment Authorization No. 136**

9/11/2020

Item No.	Vendor	Invoice Number	General Fund	Fiscal Year
1	<b>Business Observer</b> Legal Advertising on 09/04/2020	20-01138K	\$ 94.06	FY 2020
2	<b>The Ledger</b> Legal Advertising on 02/10/2020 (Ad: L060G0J5ME)	1036705	\$ 318.50	FY 2020
3	<b>PFM Group Consulting</b> FY 2021 Tax Roll Preparation and Submission	FY21-TR-0022	\$ 12,500.00	FY 2021
4	<b>VGlobalTech</b> ADA Website Maintenance: September	1877	\$ 125.00	FY 2020

**TOTAL            \$ 13,037.56**

537.56	FY 2020
12,500.00	FY 2021



\_\_\_\_\_  
Board Member

Please Return To:  
North Boulevard CDD  
c/o Fishkind & Associates  
12051 Corporate Boulevard  
Orlando, FL 32817

**RECEIVED**  
*By Amanda Lane at 12:08 pm, Sep 18, 2020*



**NORTH BOULEVARD  
COMMUNITY DEVELOPMENT DISTRICT**

**Payment Authorization No. 137**

9/18/2020

Item No.	Vendor	Invoice Number	General Fund	Fiscal Year
<b>1</b>	<b>Duke Energy</b>			
	000 North Blvd Lite ; Service 08/17/2020 - 09/16/2020	--	\$ 784.96	FY 2020
	0000 Forest Lake Dr Lite ; Service 08/18/2020 - 09/17/2020	--	\$ 721.30	FY 2020
<b>2</b>	<b>Egis Insurance &amp; Risk Advisors</b>			
	FY 2021 Insurance	12094	\$ 9,628.00	FY 2021
<b>3</b>	<b>PFM Group Consulting</b>			
	DM Fee: September 2020	DM-09-2020-0027	\$ 1,666.63	FY 2020
	FedEx: March 2020	OE-EXP-00794	\$ 18.48	FY 2020
	FedEx: April 2020	OE-EXP-00854	\$ 6.29	FY 2020
	FedEx: May 2020	OE-EXP-00909	\$ 8.44	FY 2020
	Postage: July 2020	OE-EXP-01022	\$ 209.15	FY 2020
	Reimbursables: August 2020	OE-EXP-01080	\$ 128.99	FY 2020

**TOTAL                    \$ 13,172.24**

3,544.24	FY 2020
9,628.00	FY 2021



\_\_\_\_\_  
Board Member

Please Return To:  
North Boulevard CDD  
c/o Fishkind & Associates  
12051 Corporate Boulevard  
Orlando, FL 32817

**RECEIVED**  
*By Amanda Lane at 10:10 am, Oct 05, 2020*

**NORTH BOULEVARD  
COMMUNITY DEVELOPMENT DISTRICT**

**Payment Authorization No. 138**

10/2/2020

Item No.	Vendor	Invoice Number	General Fund	Fiscal Year
1	<b>Duke Energy</b> 564 Buchannan Dr Lift ; Service 08/20/2020 - 09/21/2020	--	\$ 178.84	FY 2020
2	<b>Hopping Green &amp; Sams</b> General Counsel Through 08/31/2020	117338	\$ 641.50	FY 2020
3	<b>Navitas Credit Corp.</b> Playground Lease	--	\$ 524.58	FY 2021
4	<b>Wood &amp; Associates</b> Engineering Services Through 08/16/2020	839	\$ 422.50	FY 2020

**TOTAL            \$ 1,767.42**

1,242.84	FY 2020
524.58	FY 2021



Board Member

Please Return To:  
North Boulevard CDD  
c/o Fishkind & Associates  
12051 Corporate Boulevard  
Orlando, FL 32817

**RECEIVED**  
*By Amanda Lane at 10:10 am, Oct 05, 2020*

**North Boulevard  
Community Development District**

**Monthly Financials**

**North Boulevard CDD**  
Statement of Financial Position  
As of 9/30/2020

	General Fund	Debt Service Fund	Capital Projects Fund	Long-Term Debt Fund	Total
<b><u>Assets</u></b>					
<b><u>Current Assets</u></b>					
General Checking Account	\$64,951.17				\$64,951.17
Prepaid Expenses	22,694.59				22,694.59
Deposits	960.00				960.00
Debt Service Reserve (Series 2017)		\$124,075.00			124,075.00
Debt Service Reserve (Series 2019)		239,750.00			239,750.00
Revenue (Series 2017)		103,977.18			103,977.18
Revenue (Series 2019)		71,542.96			71,542.96
Prepayment (Series 2017)		1,898.76			1,898.76
Prepayment (Series 2019)		156,209.90			156,209.90
Redemption Account (Series 2017)		722.91			722.91
Acquisition/Construction (Series 2017)			\$5,894.09		5,894.09
Acquisition/Construction (Series 2019)			2,767.31		2,767.31
<b>Total Current Assets</b>	<b>\$88,605.76</b>	<b>\$698,176.71</b>	<b>\$8,661.40</b>	<b>\$0.00</b>	<b>\$795,443.87</b>
<b><u>Investments</u></b>					
Amount Available in Debt Service Funds				\$698,176.71	\$698,176.71
Amount To Be Provided				6,476,823.29	6,476,823.29
<b>Total Investments</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,175,000.00</b>	<b>\$7,175,000.00</b>
<b>Total Assets</b>	<b>\$88,605.76</b>	<b>\$698,176.71</b>	<b>\$8,661.40</b>	<b>\$7,175,000.00</b>	<b>\$7,970,443.87</b>
<b><u>Liabilities and Net Assets</u></b>					
<b><u>Current Liabilities</u></b>					
Accounts Payable	\$5,326.85				\$5,326.85
<b>Total Current Liabilities</b>	<b>\$5,326.85</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,326.85</b>
<b><u>Long Term Liabilities</u></b>					
Revenue Bonds Payable - Long-Term				\$7,175,000.00	\$7,175,000.00
<b>Total Long Term Liabilities</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,175,000.00</b>	<b>\$7,175,000.00</b>
<b>Total Liabilities</b>	<b>\$5,326.85</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,175,000.00</b>	<b>\$7,180,326.85</b>
<b><u>Net Assets</u></b>					
Net Assets, Unrestricted	\$1,665.90				\$1,665.90
Net Assets - General Government	42,088.88				42,088.88
Current Year Net Assets - General Government	39,524.13				39,524.13
Net Assets, Unrestricted		\$640,952.39			640,952.39
Current Year Net Assets, Unrestricted		57,224.32			57,224.32
Net Assets, Unrestricted			\$356,221.99		356,221.99
Current Year Net Assets, Unrestricted			(347,560.59)		(347,560.59)
<b>Total Net Assets</b>	<b>\$83,278.91</b>	<b>\$698,176.71</b>	<b>\$8,661.40</b>	<b>\$0.00</b>	<b>\$790,117.02</b>
<b>Total Liabilities and Net Assets</b>	<b>\$88,605.76</b>	<b>\$698,176.71</b>	<b>\$8,661.40</b>	<b>\$7,175,000.00</b>	<b>\$7,970,443.87</b>

**North Boulevard CDD**  
**Statement of Activities**  
As of 9/30/2020

	General Fund	Debt Service Fund	Capital Projects Fund	Long-Term Debt Fund	Total
<b><u>Revenues</u></b>					
On-Roll Assessments	\$156,819.06				\$156,819.06
Off-Roll Assessments	72,297.82				72,297.82
Other Income & Other Financing Sources	130.00				130.00
On-Roll Assessments		\$261,923.40			261,923.40
Other Assessments		944,254.64			944,254.64
Inter-Fund Group Transfers In		254,541.38			254,541.38
Developer Contributions			\$32,592.16		32,592.16
Other Income & Other Financing Sources			4,666.11		4,666.11
Inter-Fund Transfers In			(254,541.38)		(254,541.38)
<b>Total Revenues</b>	<b>\$229,246.88</b>	<b>\$1,460,719.42</b>	<b>(\$217,283.11)</b>	<b>\$0.00</b>	<b>\$1,472,683.19</b>
<b><u>Expenses</u></b>					
Supervisor Fees	\$4,200.00				\$4,200.00
Public Officials' Liability Insurance	2,537.00				2,537.00
Trustee Services	6,411.13				6,411.13
Management	20,000.00				20,000.00
Engineering	1,636.25				1,636.25
Dissemination Agent	6,500.00				6,500.00
District Counsel	14,459.46				14,459.46
Assessment Administration	12,500.00				12,500.00
Audit	6,000.00				6,000.00
Travel and Per Diem	57.24				57.24
Postage & Shipping	970.80				970.80
Copies	46.20				46.20
Legal Advertising	3,114.29				3,114.29
Miscellaneous	196.45				196.45
Leased Space	5,770.38				5,770.38
Web Site Maintenance	2,400.00				2,400.00
Dues, Licenses, and Fees	175.00				175.00
General Liability Insurance	3,101.00				3,101.00
Property & Casualty	5,781.00				5,781.00
Irrigation	50.62				50.62
Landscaping Maintenance & Material	40,514.00				40,514.00
Contingency	1,585.00				1,585.00
Streetlights	21,296.04				21,296.04
Swimming Pools	30,664.71				30,664.71
Principal Payments		\$1,000,000.00			1,000,000.00
Interest Payments		408,954.72			408,954.72
Engineering			\$367.50		367.50
District Counsel			1,622.50		1,622.50
Landscaping Maintenance & Material			69,504.50		69,504.50
Contingency			60,637.96		60,637.96
<b>Total Expenses</b>	<b>\$189,966.57</b>	<b>\$1,408,954.72</b>	<b>\$132,132.46</b>	<b>\$0.00</b>	<b>\$1,731,053.75</b>
<b><u>Other Revenues (Expenses) &amp; Gains (Losses)</u></b>					
Interest Income	\$243.82				\$243.82
Interest Income		\$5,459.62			5,459.62
Interest Income			\$1,854.98		1,854.98
<b>Total Other Revenues (Expenses) &amp; Gains (Losses)</b>	<b>\$243.82</b>	<b>\$5,459.62</b>	<b>\$1,854.98</b>	<b>\$0.00</b>	<b>\$7,558.42</b>
<b>Change In Net Assets</b>	<b>\$39,524.13</b>	<b>\$57,224.32</b>	<b>(\$347,560.59)</b>	<b>\$0.00</b>	<b>(\$250,812.14)</b>
<b>Net Assets At Beginning Of Year</b>	<b>\$43,754.78</b>	<b>\$640,952.39</b>	<b>\$356,221.99</b>	<b>\$0.00</b>	<b>\$1,040,929.16</b>
<b>Net Assets At End Of Year</b>	<b>\$83,278.91</b>	<b>\$698,176.71</b>	<b>\$8,661.40</b>	<b>\$0.00</b>	<b>\$790,117.02</b>

**North Boulevard CDD**  
**Budget to Actual**  
**For the Month Ending 09/30/2020**

	Year To Date			FY 2020 Adopted Budget
	Actual	Budget	Variance	
<b>Revenues</b>				
On-Roll Assessments	\$156,819.06	\$ 278,455.32	\$ (121,636.26)	\$ 278,455.32
Off-Roll Assessments	72,297.82	-	72,297.82	-
Other Income & Other Financing Sources	130.00	-	130.00	-
<b>Net Revenues</b>	<b>\$ 229,246.88</b>	<b>\$ 278,455.32</b>	<b>\$ (49,208.44)</b>	<b>\$ 278,455.32</b>
<b>General &amp; Administrative Expenses</b>				
Supervisor Fees	\$4,200.00	\$ 9,600.00	\$ (5,400.00)	\$ 9,600.00
Public Officials' Liability Insurance	2,537.00	2,599.00	(62.00)	2,599.00
Trustee Services	6,411.13	6,000.00	411.13	6,000.00
Management	20,000.00	20,000.00	-	20,000.00
Engineering	1,636.25	15,000.00	(13,363.75)	15,000.00
Dissemination Agent	6,500.00	5,000.00	1,500.00	5,000.00
District Counsel	14,459.46	15,000.00	(540.54)	15,000.00
Assessment Administration	12,500.00	12,500.00	-	12,500.00
Reamortization Schedules	-	500.00	(500.00)	500.00
Audit	6,000.00	6,000.00	-	6,000.00
Travel and Per Diem	57.24	500.00	(442.76)	500.00
Telephone	-	200.00	(200.00)	200.00
Postage & Shipping	970.80	300.00	670.80	300.00
Copies	46.20	1,400.00	(1,353.80)	1,400.00
Legal Advertising	3,114.29	5,000.00	(1,885.71)	5,000.00
Miscellaneous	196.45	8,675.00	(8,478.55)	8,675.00
Playground Lease	5,770.38	6,294.96	(524.58)	6,294.96
Property Taxes	-	200.00	(200.00)	200.00
Web Site Maintenance	2,400.00	2,400.00	-	2,400.00
Dues, Licenses, and Fees	175.00	175.00	-	175.00
<b>Total General &amp; Administrative Expenses</b>	<b>\$ 86,974.20</b>	<b>\$ 117,343.96</b>	<b>\$ (30,369.76)</b>	<b>\$ 117,343.96</b>
<b>Field Expenses</b>				
General Liability Insurance	\$ 3,101.00	\$ 3,176.00	\$ (75.00)	\$ 3,176.00
Property & Casualty Insurance	5,781.00	5,894.00	(113.00)	5,894.00
Irrigation (Phase 1)	50.62	1,000.00	(949.38)	1,000.00
Irrigation (Phase 2)	-	1,000.00	(1,000.00)	1,000.00
Landscaping Maintenance & Material (Phase 1)	20,935.00	28,000.00	(7,065.00)	28,000.00
Landscaping Maintenance & Material (Phase 2)	19,579.00	25,000.00	(5,421.00)	25,000.00
Landscape Improvements - Mulch & Flowers (Phase 1)	-	2,000.00	(2,000.00)	2,000.00
Landscape Improvements - Mulch & Flowers (Phase 2)	-	2,000.00	(2,000.00)	2,000.00
Fertilization (Phase 1)	-	1,250.00	(1,250.00)	1,250.00
Fertilization (Phase 2)	-	1,250.00	(1,250.00)	1,250.00
Contingency	1,585.00	13,581.84	(11,996.84)	13,581.84
Storm Clean-up/Repairs	-	15,000.00	(15,000.00)	15,000.00
Streetlights (Phase 1)	21,296.04	10,780.04	10,516.00	10,780.04
Streetlights (Phase 2)	-	8,650.00	(8,650.00)	8,650.00
Field Management	-	5,000.00	(5,000.00)	5,000.00
<b>Total Field Expenses</b>	<b>\$ 72,327.66</b>	<b>\$ 123,581.88</b>	<b>\$ (51,254.22)</b>	<b>\$ 123,581.88</b>
<b>Cabana &amp; Pool Expenses</b>				
Inter-Governmental Expense (Holly Hill Road East CDD)	\$ 30,664.71	\$ 38,529.48	\$ (7,864.77)	\$ 38,529.48
<b>Total Cabana &amp; Pool Expenses</b>	<b>\$ 30,664.71</b>	<b>\$ 38,529.48</b>	<b>\$ (7,864.77)</b>	<b>\$ 38,529.48</b>
<b>Total Expenses</b>	<b>\$ 189,966.57</b>	<b>\$ 279,455.32</b>	<b>\$ (89,488.75)</b>	<b>\$ 279,455.32</b>
<b>Other Revenues (Expenses) &amp; Gains (Losses)</b>				
Interest Income	\$ 243.82	\$ 1,000.00	\$ (756.18)	\$ 1,000.00
<b>Total Other Revenues (Expenses) &amp; Gains (Losses)</b>	<b>\$ 243.82</b>	<b>\$ 1,000.00</b>	<b>\$ (756.18)</b>	<b>\$ 1,000.00</b>
<b>Net Income (Loss)</b>	<b>\$ 39,524.13</b>	<b>\$ -</b>	<b>\$ 39,524.13</b>	<b>\$ -</b>

# **North Boulevard Community Development District**

## **Staff Report**