

*North Boulevard  
Community Development District*

*Agenda  
June 18, 2024*

# AGENDA

# *North Boulevard*

## *Community Development District*

---

219 East Livingston Street, Orlando, Florida 32801

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

June 11, 2024

**Board of Supervisors  
North Boulevard  
Community Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of **North Boulevard Community Development District** will be held **Tuesday, June 18, 2024 at 11:00 AM** at the **Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, FL 33880.**

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

**Zoom Video Link:** <https://us06web.zoom.us/j/83469785216>

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

**Meeting ID:** 834 6978 5216

Following is the advance agenda for the meeting:

1. Roll Call
2. Public Comment Period
3. Approval of Minutes of the April 16, 2024 Board of Supervisors Meeting
4. Consideration of Resolution 2024-07 Setting a Public Hearing to Adopt Revised Suspension and Termination Rules
5. Consideration of Conveyance of Right of Way Verge Areas to Northridge Reserve HOA
6. Staff Reports
  - A. Attorney
  - B. Engineer
    - i. Presentation of Annual Stormwater Inspection Report
    - ii. Presentation of Annual Engineer's Report
  - C. Field Manager's Report
  - D. District Manager's Report
    - i. Approval of Check Register
    - ii. Balance Sheet & Income Statement
    - iii. Presentation of Number of Registered Voters: 579
    - iv. Reminder of Form 1 Filing Deadline – July 1st
7. Other Business
8. Supervisors Requests and Audience Comments
9. Adjournment

Sincerely,

*Monica Virgen*

Monica Virgen,  
District Manager

# MINUTES

**MINUTES OF MEETING  
NORTH BOULEVARD  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the North Boulevard Community Development District was held Tuesday, **April 16, 2024** at 11:30 a.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida and by Zoom.

Present and constituting a quorum:

Adam Rhinehart  
Lindsey Roden  
Bobbie Henley  
Emily Cassidy  
Jessica Petrucci

Chairman  
Vice Chairperson  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

Also present were:

Monica Virgen  
Tricia Adams  
Meredith Hammock  
Marshall Tindall

District Manager, GMS  
District Manager, GMS  
District Counsel, Kilinski Van Wyk  
Field Services, GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Adams called the meeting to order at 11:30 a.m. and called the roll. There were five Board members in attendance constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Adams stated there were no members of the public in attendance and no members of the public joining via Zoom.

**THIRD ORDER OF BUSINESS****Approval of Minutes of the February 20, 2024 Board of Supervisors Meeting**

Ms. Adams presented the minutes from the February 20, 2024 Board of Supervisor's meeting. The meeting minutes have been reviewed by District Counsel as well as District management staff. A draft is included on page 5 of the agenda packet.

On MOTION by Ms. Henley, seconded by Ms. Petrucci, with all in favor, the Minutes of the February 20, 2024 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS****Review and Acceptance of Fiscal Year 2023 Audit Report**

Ms. Adams stated a copy of the Fiscal Year 2023 Audit Report is included in the agenda package. The District is required to undergo an annual independent audit each fiscal year. This is a clean audit meaning there are no circumstances that constitute a financial emergency.

On MOTION by Ms. Petrucci, seconded by Ms. Roden, with all in favor, Acceptance of the Fiscal Year 2023 Audit Report, was approved.

**FIFTH ORDER OF BUSINESS****Consideration of Resolution 2024-04 Adopting an Updated Meeting Schedule**

Ms. Adams stated this changes meeting times to 11:00 a.m. to allow for less time in between meetings. This will be for May 21, June 18, July 16, August 20 and September 17, 2024.

On MOTION by Mr. Rhinehart, seconded by Ms. Henley, with all in favor, Resolution 2024-04 Adopting an Updated Meeting Schedule, was approved.

**SIXTH ORDER OF BUSINESS****Consideration of Resolution 2024-05 Approving the Proposed Fiscal Year 2025 Budget and Setting a Public Hearing**

Ms. Adams noted there is an extraordinary circumstance for North Boulevard CDD which is creating a very substantive proposed increase in O&M fees related to compliance with Haines City landscape codes. There is right of way owned by the District and in this vegetative area there is turf as well as trees and the declarations for the community that are managed by the HOA require

the abutting residential property owners maintain this area. It is owned by the District but there are maintenance assignments for the abutting residential property owner. The District is not in a position to budget for tree replacement or inspecting for tree replacement nor does the District have the ability to control irrigation because the irrigation is controlled by the abutting residential property owner. The city has no mechanism to assign the responsible party but rather only to fine the property owner. There was a meeting with the city in effort to relieve the District of these code compliance responsibilities. The city reasserted their position that they believe the CDD is responsible and are not willing to communicate directly with the residential property owners or hold the residential property owner responsible to apply with Haines City codes. They cautioned the District that North Boulevard has already been through a Magistrate hearing and these parcels were immediately subject to a \$500 per day fine if the properties were not brought into compliance. Because of that caution, District Counsel and District Management staff has conferred and recommendation is that the District plans to inspect these areas and budget for the replacement of trees. The city inferred that they will refrain from additional landscape code compliance steps until after October 15<sup>th</sup> to allow the District time to budget for inspection of these areas as well as the maintenance of trees. The field manager tried to communicate with the HOA and encourage them to enforce their declaration. This is a significant number of trees in North Boulevard CDD that are dead or otherwise not in compliance with Haines City code. Ms. Henley asked if a notice could be sent to those. Ms. Adams noted they first sent communication to the HOA and followed up with a copy of the report. She noted they are hoping the HOA can partner with the CDD to provide additional motivation to comply with Haines City landscape codes. Ms. Hammock noted they have been working on this to try to find an alternative solution for over a year and unfortunately have not received any substantive cooperation from the city or the HOA and at this point she believes this is the best method to ensure compliance going forward and to protect the Districts assets.

Ms. Adams stated approval of Resolution 2024-05 approves the proposed budget and sets the public hearing for the July 16, 2024 at 11:00 at this location. Approval of this resolution also allows for transmittal of the proposed budget to the local government, posting the proposed budget on the Districts website and publishing notice of the public hearing. Since this proposed budget contemplates a proposed increase in O&M fees, it does require a mailed notice to every property owner. She recommended scheduling a budget workshop on Zoom only so they can include notice



with the required legal notice inviting residents to attend the interactive workshop on June 10, 2024 at 6:00 p.m. and take to time to answer resident questions about the budget.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Scheduling a Budget Workshop via Zoom on June 10, 2024 at 6:00 p.m., was approved.

Ms. Adams stated on page 50 of the agenda package is a copy of the proposed budget. She reviewed the budget. Ms. Hammock noted the reason the right of way inspections line item and replacement line items are higher for North Boulevard is due to the fact that they have been called to a special magistrate hearing for violations of trees in this community. There are 120 trees that they are currently aware of. She noted they have worked with Haines City code enforcement so they are aware there is no budget in the CDD's budget for FY24 to address this issue and have verbally given confirmation to staff that they will not proceed with any additional enforcement steps until the new fiscal year in October to allow for this process to move forward. When you approve the proposed budget, you are setting the high watermark for the O&M fee. The O&M fee can be reduced at budget adoption but can't be increased.

On MOTION by Mr. Rhinehart, seconded by Ms. Henley, with all in favor, Resolution 2024-05 Approving the Proposed Fiscal year 2025 Budget and Setting a Public Hearing for June 16 at 11:00 a.m., was approved.

## **SEVENTH ORDER OF BUSINESS**

### **Consideration of Resolution 2024-06 Designating a Date, Time, and Location for the Landowners' Election and Meeting**

Ms. Adams stated they are in the process of transitioning to general election and one seat is subject to the landowner's election in November which is seat #3 held by Supervisor Roden. By approving this resolution, they are setting the date for the landowners' election to be November 19, 2024 at 11:00 a.m. at this location.

On MOTION by Ms. Petrucci, seconded by Ms. Roden, with all in favor, Resolution 2024-06 Designating November 19, 2024 at 11:00 a.m. at Holiday Inn-Winter Haven for the Landowners' Election and Meeting, was approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

**i. Ethics Training Workshop Reminder:**

**a) April 30<sup>th</sup> & May 30<sup>th</sup> 10:00 a.m. – 12:00 p.m. via Zoom Webinar**

Ms. Hammock reminded the Board of the ethics training workshops on April 30<sup>th</sup> and May 30<sup>th</sup>.

On MOTION by Ms. Roden, seconded by Ms. Petrucci, with all in favor, Scheduling Ethics Training Workshop and Advertising, was approved.

**B. Engineer**

**i. Consideration of Work Authorization 2024-2 for Annual Engineer's Report**

Mr. Arrington noted on page 70 & 72 of the report is the Work Authorization which is typical fees for the work they will be doing. This is for the Engineer's Report and standard billing rate for work they do for the CDD.

*\*Ms. Henley was not in the room at this time.*

On MOTION by Ms. Roden, seconded by Ms. Petrucci, with all in favor, the Work Authorization 2024-2 for Annual Engineer's Report was approved.

*\*Ms. Henley returned to the room at this time.*

**C. Field Manager's Report**

Mr. Tindall gave a summary of the field manager's report to the Board. He noted some small encroachments onto CDD property and notices have been sent so he will continue to track those. Ms. Adams noted the HOA was notified and stated they would pursue this. A police report was filed on a graffiti issue.

**i. Consideration of Proposal from GMS for Sign Installation at Jefferson & Taft**

Ms. Adams noted the Board had previously approved the intersection improvement at Jefferson & Taft. Mr. Arrington stated no permit was required. The city cited as long as it meets DOT standards, they are all good. Mr. Tindall presented the proposal for stop sign installation and thermoplastic stop bar from GMS totaling \$1,955.68.

On MOTION by Ms. Petrucci, seconded by Ms. Henley, with all in favor, the Proposal from GMS for Sign Installation at Jefferson & Taft, was approved.

**D. District Manager's Report**

**i. Approval of Check Register**

Ms. Adams presented the check register from March 1<sup>st</sup> through March 31<sup>st</sup> totaling \$17,778.08 for Board approval. Immediately following the register is a detailed summary.

On MOTION by Ms. Henley, seconded by Ms. Petrucci with all in favor, the Check Register totaling \$17,778.08, was approved.

**ii. Balance Sheet and Income Statement**

Ms. Adams reviewed the unaudited financials through the end of February. No action is required.

**NINTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**TENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There was a Board request to adjust the meeting time and schedule.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Virgen adjourned the meeting.

On MOTION by Ms. Roden, seconded by Ms. Petrucci, with all in favor, the meeting was adjourned.

---

Secretary/Assistant Secretary

---

Chairman/Vice Chairman

## SECTION 4

**RESOLUTION 2024-07**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE NORTH BOULEVARD COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE DATE, TIME AND PLACE OF PUBLIC HEARING AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING AMENDED AMENITY POLICIES AND RATES; AND PROVIDING AN EFFECTIVE DATE.**

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

**WHEREAS**, Chapter 190, Florida Statutes, authorizes the District’s Board of Supervisors (“**Board**”) to adopt rules, rates, charges and fees pursuant to Chapter 120, Florida Statutes.

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

**SECTION 1.** The Board of Supervisors will hold a public hearing to adopt Rates, Charges and Fees (“**Rates and Fees**”) which relate to the amendments to its Suspension and Termination of Access Rules (“**Disciplinary Rules**”) setting forth the suspension and termination of privileges related to the use of the district’s recreational facilities and services, a proposed copy of which is attached hereto as **Exhibit A** (“**Disciplinary Rules**”). The Board will hold a public hearing on \_\_\_\_\_, 2024, at \_\_:\_\_ .m., at \_\_\_\_\_.

**SECTION 2.** The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

**SECTION 3.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 18TH DAY OF JUNE 2024.**

**ATTEST:**

**NORTH BOULEVARD COMMUNITY  
DEVELOPMENT DISTRICT**

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

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

**Exhibit A**      Proposed Suspension and Termination of Access Rule

**Exhibit A**  
**North Boulevard Community Development District**  
***Proposed Suspension and Termination of Access Rule***

Law Implemented: ss. 120.69, 190.011, 190.012, Fla. Stat. (2023)  
Effective Date: \_\_\_\_\_, 2024

---

**In accordance with Chapters 190 and 120 of the Florida Statutes, and on \_\_\_\_\_, 2024, at a duly noticed public meeting, the Board of Supervisors (“Board”) of the North Boulevard Community Development District (“District”) adopted the following rules / policies to govern disciplinary and enforcement matters. All prior rules / policies of the District governing this subject matter are hereby rescinded for any violations occurring after the date stated above.**

---

**1. Introduction.** This rule addresses disciplinary and enforcement matters relating to the use of the amenities and other properties owned and/or managed by the District (“**Amenity Centers**” or “**Amenity Facilities**”).

**2. General Rule.** All persons using the Amenity Facilities and entering District properties are responsible for compliance with the rules and policies established for the safe operations of the District’s Amenity Facilities.

**3. Key Card.** Key Cards are the property of the District. The District may request surrender of, or may deactivate, a person’s Key Card for violation of the District’s rules and policies established for the safe operations of the District’s Amenity Facilities.

**4. Suspension and Termination of Rights.** The District, through its Board of Supervisors (“**Board**”), District Manager, and Amenity Manager, shall have the right to restrict or suspend, and after a hearing as set forth herein, terminate the Amenity Facilities access of any Patron and members of their household or Guests to use all or a portion of the Amenity Facilities for any of the following acts (each, a “**Violation**”):

- a. Submitting false information on any application for use of the Amenity Facilities, including but not limited to facility rental applications;
- b. Failing to abide by the terms of rental applications;
- c. Permitting the unauthorized use of a Patron Card or otherwise facilitating or allowing unauthorized use of the Amenity Facilities;
- d. Exhibiting inappropriate behavior or repeatedly wearing inappropriate attire;
- e. Failing to pay amounts owed to the District in a proper and timely manner (with the exception of special assessments);
- f. Failing to abide by any District rules or policies (e.g., Amenity Policies);
- g. Treating the District’s staff, contractors, representatives, residents, Patrons or Guests, in a harassing or abusive manner;
- h. Damaging, destroying, rendering inoperable or interfering with the operation of District property, or other property located on District property;
- i. Failing to reimburse the District for property damaged by such person, or a minor for whom the person has charge, or a Guest;

- j. Engaging in conduct that is likely to endanger the health, safety, or welfare of the District, its staff, amenities management, contractors, representatives, residents, Patrons or Guests;
- k. Committing or is alleged, in good faith, to have committed a crime on or off District property that leads the District to reasonably believe the health, safety or welfare of the District, its staff, contractors, representatives, residents, Patrons or Guests is likely endangered;
- l. Engaging in another Violation after a verbal warning has been given by staff (which verbal warning is not required); or
- m. Such person's Guest or a member of their household committing any of the above Violations.

Termination of access to the District's Amenity Facilities shall only be considered and implemented by the Board in situations that pose a long term or continuing threat to the health, safety and/or welfare of the District, its staff, contractors, representatives, residents, Patrons or Guests. The Board, in its sole discretion and upon motion of any Board member, may vote to rescind a termination of access to the Amenity Facilities.

**5. Authority of District Manager and Amenity Manager.** The District Manager, Amenity Manager, or their designee has the ability to remove any person from one or all Amenities if a Violation occurs or if in his or her reasonable discretion it is the District's best interests to do so. The District Manager, Amenity Manager, or their designee may each independently at any time restrict or suspend for cause or causes, including but not limited to those Violations described above, any person's privileges to use any or all of the Amenities until the next regularly scheduled meeting of the Board of Supervisors that is at least eight (8) days after the initial suspension, as evidenced by the date of notice sent by certified electronic or other mail service or longer if such individual requests deferment of his or her right to due process. In the event of such a suspension, the District Manager or his or her designee shall mail a letter to the person suspended referencing the conduct at issue, the sections of the District's rules and policies violated, the time, date, and location of the next regular Board meeting where the person's suspension will be presented to the Board, and a statement that the person has a right to appear before the Board and offer testimony and evidence why the suspension should be lifted. If the person is a minor, the letter shall be sent to the adults at the address within the community where the minor resides.

**6. Administrative Reimbursement.** The Board may in its discretion require payment of an administrative reimbursement of up to Five Hundred Dollars (\$500) in order to offset the actual legal and/or administrative expenses incurred by the District as a result of a Violation ("**Administrative Reimbursement**"). Such Administrative Reimbursement shall be in addition to any suspension or termination of Amenity access, any applicable legal action warranted by the circumstances, and/or any Property Damage Reimbursement (defined below).

**7. Property Damage Reimbursement.** If damage to District property occurred in connection with a Violation, the person or persons who caused the damage, or the person whose Guest caused the damage, or the person who has charge of a minor that caused the damage, shall reimburse the District for the costs of cleaning, repairing, and/or replacing the property ("**Property Damage Reimbursement**"). Such Property Damage Reimbursement shall be in addition to any suspension or termination of Amenity access, any applicable legal action warranted by the circumstances, and/or any Administrative Reimbursement.

**8. Initial Hearing by the Board; Administrative Reimbursement; Property Damage Reimbursement.**

- a. If a person's Amenity Facilities privileges are suspended, as referenced in Section 5, a hearing shall be held at the next regularly scheduled Board meeting that is at least eight (8) days after the initial suspension, as evidenced by the date of notice sent by certified electronic or other mail service or as soon thereafter as a Board meeting is held if the meeting referenced in the letter is canceled, during which both District staff and the person subject to the suspension shall be given the opportunity to appear, present testimony and evidence, cross examine witnesses present, and make arguments. The Board may also ask questions of District staff, the person subject to the suspension, and witnesses present. All persons are entitled to be represented by a licensed Florida attorney at such hearing if they so choose. Any written materials should be submitted at least seven (7) days before the hearing for consideration by the Board. If the date of the suspension is less than eight (8) days before a Board meeting, the hearing may be scheduled for the following Board meeting at the discretion of the suspender.
- b. The person subject to the suspension may request an extension of the hearing date to a future Board meeting, which shall be granted upon a showing of good cause, but such extension shall not stay the suspension.
- c. After the presentations by District staff and the person subject to the suspension, the Board shall consider the facts and circumstances and determine whether to lift or extend the suspension or impose a termination. In determining the length of any suspension, or a termination, the Board shall consider the nature of the conduct, the circumstances of the conduct, the number of rules or policies violated, the person's escalation or de-escalation of the situation, and any prior Violations and/or suspensions.
- d. The Board shall also determine whether an Administrative Reimbursement is warranted and, if so, set the amount of such Administrative Reimbursement.
- e. The Board shall also determine whether a Property Damage Reimbursement is warranted and, if so, set the amount of such Property Damage Reimbursement. If the cost to clean, repair and/or replace the property is not yet available, the Property Damage Reimbursement shall be fixed at the next regularly scheduled Board meeting after the cost to clean, repair, and/or replace the property is known.
- f. After the conclusion of the hearing, the District Manager shall mail a letter to the person suspended identifying the Board's determination at such hearing.

**9. Suspension by the Board.** The Board on its own initiative acting at a noticed public meeting may elect to consider a suspension of a person's access for committing any of the Violations outlined in Section 4. In such circumstance, a letter shall be sent to the person suspended which contains all the information required by Section 5, and the hearing shall be conducted in accordance with Section 8.

**10. Automatic Extension of Suspension for Non-Payment.** Unless there is an



affirmative vote of the Board otherwise, no suspension or termination will be lifted or expire until all Administrative Reimbursements and Property Damage Reimbursements have been paid to the District. If an Administrative Reimbursement or Property Damage Reimbursement is not paid by its due date, the District reserves the right to request surrender of, or deactivate, all access cards or key fobs associated with an address within the District until such time as the outstanding amounts are paid.

**11. Appeal of Board Suspension.** After the hearing held by the Board required by Section 8, a person subject to a suspension or termination may appeal the suspension or termination, or the assessment or amount of an Administrative Reimbursement or Property Damage Reimbursement, to the Board by filing a written request for an appeal ("**Appeal Request**"), as referenced in Section 8(e). The filing of an Appeal Request shall not result in the stay of the suspension or termination. The Appeal Request shall be filed within thirty (30) calendar days after mailing of the notice of the Board's determination as required by Section 8(f), above. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file an Appeal Request shall constitute a waiver of all rights to protest the District's suspension or termination and shall constitute a failure to exhaust administrative remedies. The District shall consider the appeal at a Board meeting and shall provide reasonable notice to the person of the Board meeting where the appeal will be considered. At the appeal stage, no new evidence shall be offered or considered. Instead, the appeal is an opportunity for the person subject to the suspension or termination to argue, based on the evidence elicited at the hearing, why the suspension or termination should be reduced or vacated. The Board may take any action deemed by it in its sole discretion to be appropriate under the circumstances, including affirming, overturning, or otherwise modifying the suspension or termination. The Board's decision on appeal shall be final.

**12. Legal Action; Criminal Prosecution; Trespass.** If any person is found to have committed a Violation, such person may additionally be subject to arrest for trespassing or other applicable legal action, civil or criminal in nature. If a person subject to a suspension or termination is found at the Amenity Facilities, such person will be subject to arrest for trespassing. If a trespass warrant is issued to a person by a law enforcement agency, the District has no obligation to seek a withdrawal or termination of the trespass warrant even though the issuance of the trespass warrant may effectively prevent a person from using the District's Amenity Facilities after expiration of a suspension imposed by the District.

**13. Severability.** If any section, paragraph, clause or provision of this rule shall be held to be invalid or ineffective for any reason, the remainder of this rule shall continue in full force and effect, it being expressly hereby found and declared that the remainder of this rule would have been adopted despite the invalidity or ineffectiveness of such section, paragraph, clause or provision.

# SECTION 5

**From:** Tricia Adams tadams@gmscfl.com  
**Subject:** Fwd: North Boulevard CDD Right of Way Lease  
**Date:** June 11, 2024 at 10:24 AM  
**To:** Monica Virgen mvirgen@gmscfl.com

---

TA

----- Forwarded message -----

From: **Andres Romero** <[aromero.northridgereserves@gmail.com](mailto:aromero.northridgereserves@gmail.com)>  
Date: Mon, Jun 10, 2024 at 7:55 PM  
Subject: North Boulevard CDD Right of Way Lease  
To: [tadams@gmscfl.com](mailto:tadams@gmscfl.com) <[tadams@gmscfl.com](mailto:tadams@gmscfl.com)>  
Cc: Ron Orenstein <[RONONRHOA@aol.com](mailto:RONONRHOA@aol.com)>, [joseluismartinez.treasury@gmail.com](mailto:joseluismartinez.treasury@gmail.com) <[joseluismartinez.treasury@gmail.com](mailto:joseluismartinez.treasury@gmail.com)>, Jennifer Cashen <[JCashen@mybeaconmanagement.com](mailto:JCashen@mybeaconmanagement.com)>

Greetings,

My name is Andres Romero and I'm the President of the North Ridge Reserve HOA. We at the HOA would like to negotiate taking control over right of way in the community. Our purpose in this action would be to take over administration and enforcement of the tree regulations for the community. Specifically we would want to lease or have effective control, from the curb to where sidewalk meets the homes lawn. Please, let us know how to proceed.

Thank you,

Andres Romero

Get [Outlook for iOS](#)

--

Tricia L. Adams  
District Manager  
Governmental Management Services - Central Florida, LLC  
219 E Livingston St  
Orlando, FL 32801  
O: 407.841.5524 ext. 138  
C: 863.241.8050



# SECTION 6

## SECTION B

# SECTION 1



## MEMORANDUM

**Date:** May 21, 2024  
**To:** Rey Malave, District Engineer, Dewberry  
**From:** Nadine Johnson, Staff Environmental Scientist, Dewberry  
**Subject:** North Boulevard Community Development District (CDD)  
Annual Inspection Results (May 2024); SWFWMD Permit No. 43-043044.000

---

### Introduction

This report provides the findings of a stormwater inspection for proper operation and maintenance of the North Boulevard CDD stormwater management system conducted on May 1, 2024. The inspection and this report are specific to the system constructed in accordance with Southwest Florida Water Management District (SWFWMD) Permit No. 43-043044.000.

The following report summarizes the findings of the inspection and includes recommendations for action items. The report also contains a **2024 Annual Stormwater Inspection Results Map (Attachment 1)** and a **North Boulevard CDD Photo Log (Attachment 2)** depicting aspects of the stormwater management system that were inspected and require attention.

### Report Recommendations

#### North Boulevard: SWFWMD Permit Number 43-043044.000

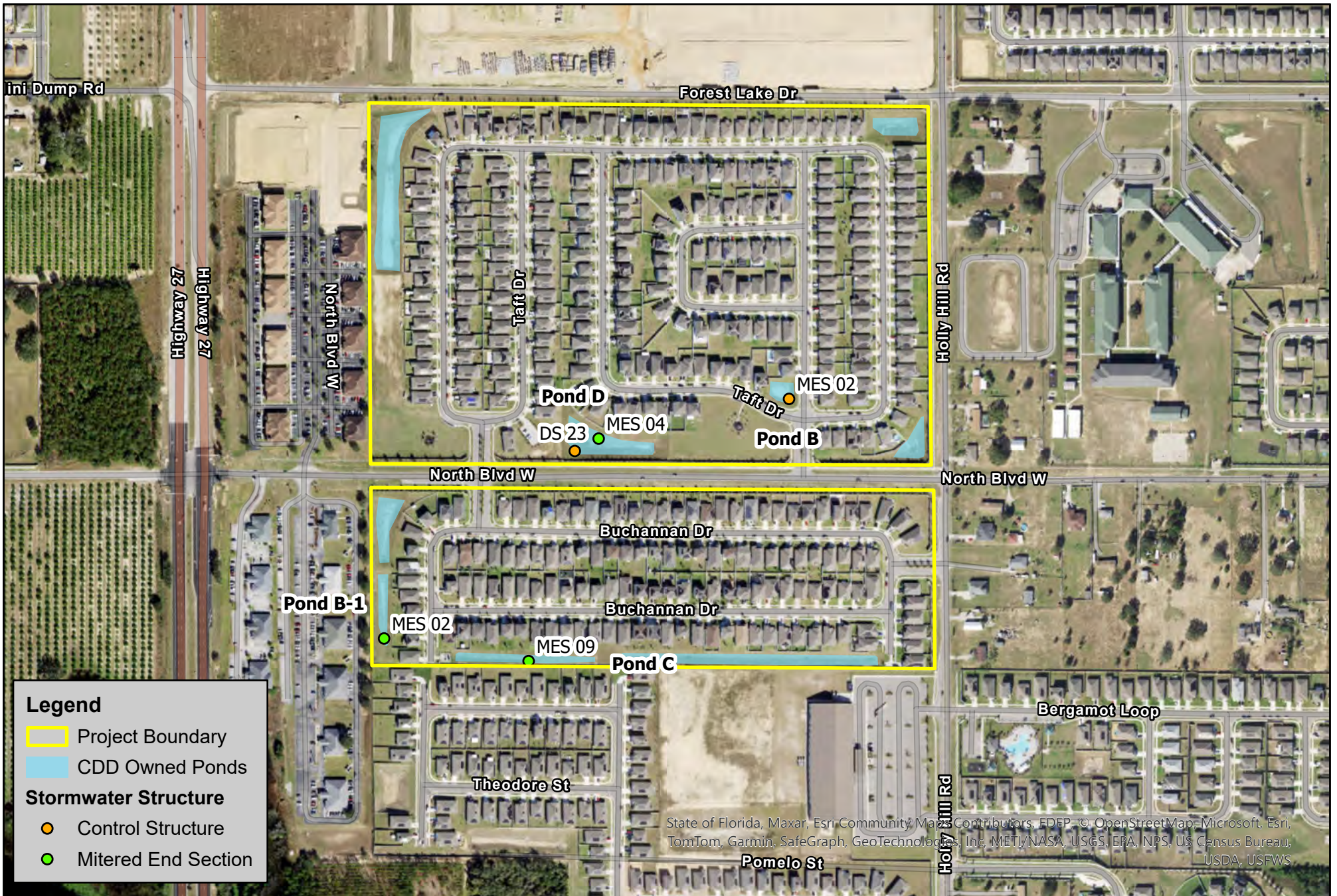
The findings from observations during the site inspection are listed below and displayed on the attached **2024 Annual Stormwater Inspection Results Map (Attachment 1)**. These measures should be scheduled and performed as soon as possible to ensure the system is functioning as permitted:

Location	Structure	Condition	Comments
Pond B	MES 02	2 – Poor	Overgrown vegetation
Pond B-1	MES 02	2 – Poor	Cracked structure and overgrown vegetation
Pond C	MES 09	2 – Poor	Sediment buildup
Pond D	MES 04	1 – Emergency	Severe erosion
Pond D	DS 23	1 – Emergency	Broken structure

### Attachments

**Attachment 1. 2024 Annual Stormwater Inspection Results Map**  
**Attachment 2. North Boulevard CDD Photo Log**





2024 Annual Stormwater Inspection Results Map  
**North Boulevard CDD**  
 Polk County, Florida



North Blvd CDD Photo Log  
05/01/2024

SFWMD Permit No. 43-043044.000

**Photo 1**

**Location:** Pond B

**Structure:** MES 02

**Condition:** 2 - Poor

**Comments:** Overgrown  
vegetation



**Photo 2**

**Location:** Pond B-1

**Structure:** MES 02

**Condition:** 2 - Poor

**Comments:** Cracked  
structure and overgrown  
vegetation



**Photo 3**

**Location:** Pond C

**Structure:** MES 09

**Condition:** 2 - Poor

**Comments:** Sediment buildup



**Photo 4**

**Location:** Pond D

**Structure:** MES 04

**Condition:** 1 - Emergency

**Comments:** Severe erosion



**Photo 5**

**Location:** Pond D

**Structure:** DS 23

**Condition:** 1 - Emergency

**Comments:** Broken structure



## SECTION 2



Dewberry Engineers Inc. | 407.843.5120  
800 N. Magnolia Ave, Suite 1000 | 407.649.8664 fax  
Orlando, FL 32803 | www.dewberry.com

**Sent Via Email: tadams@gmscfl.com**

June 5, 2024

Ms. Tricia Adams  
District Manager  
North Boulevard Community Development District  
c/o Governmental Management Services  
219 East Livingston Street  
Orlando, Florida 32801

Subject: **District Engineers Report - 2024  
North Boulevard Community Development District  
Bond Series 2017 and 2019  
Section 9.21 of the Master Trust Indenture**

Dear Ms. Adams:

In accordance with Section 9.21 of the Master Trust Indenture for the North Boulevard Community Development District (CDD), we have completed our annual review of the portions of the project within this CDD as constructed to date. We find, based on said inspection and our knowledge of the community, that those portions of the infrastructure are being maintained in reasonably good repair.

We have reviewed the Operation and Maintenance budget for the Fiscal Year 2025 and believe that it is sufficient for the proper operation and maintenance of the North Boulevard CDD.

In addition, and in accordance with this Section 9.21 of the Master Trust Indenture, we have reviewed the current limits of insurance coverage and we believe that this is adequate for the community.

Should you have any questions or require additional information, please contact me at (321) 354-9656.

Sincerely,

A handwritten signature in blue ink, appearing to read "RM", with a long horizontal flourish extending to the right.

Reinardo Malavé, P.E.  
District Engineer  
North Boulevard Community Development District

RM:ap  
Q Q:\North Boulevard CDD\_50137357\Adm\Reports\Annual Engineer's Report\District Engineer's Report 2022 Bond Series 2017 and 2019\_06-05-2024

# SECTION C



# North Boulevard CDD

## Field Management Report



June 18, 2024  
Marshall Tindall  
Field Services Manager  
GMS

# Complete

## Landscaping

- ✚ Landscaper has kept the district tracts clean and well maintained overall.
- ✚ Crepe myrtles have responded well to annual pruning and are in bloom.
- ✚ Dry weather pattern stresses grass, but Bahia is drought tolerant and should recover without issue.
- ✚ Irrigation decoder module replaced at hoover entrance.





# Complete

## Playground Reviews

- ✚ Monthly playground reviews were done.
- ✚ No notable issues found.



## Site Items

- ✚ Approved stop sign and stop bar were installed at intersection of Jefferson and Taft.
- ✚ Tree was checked after install and removed to remove visibility issue.



# In Progress

## Engineering Report Items

v

- Noted areas with sediment buildup. Scheduling cleanout where needed. Work will proceed to resolve all noted issues.
- #4 reviewed. Cause of flank erosion determined to be energy dampening bricks. Similar recurring issue was resolved with removal on another structure in district. Flume modification will be arranged along with cleanup and slope repairs.
- Repair parts for damaged structure #5 have been sourced.



# Conclusion

For any questions or comments regarding the above information, please contact me by phone at 407-346-2453 or by email at [mtindall@gmscfl.com](mailto:mtindall@gmscfl.com). Thank you.

Respectfully,  
Marshall Tindall

# SECTION D

# SECTION 1

# North Boulevard Community Development District

## Summary of Check Register

April 1, 2024 through May 31, 2024

Bank	Date	Check No.'s	Amount
General Fund	4/5/24	365-369	\$ 10,829.54
	4/12/24	370-371	\$ 6,503.90
	4/15/24	372-373	\$ 8,563.98
	4/25/24	374-381	\$ 25,908.00
	5/3/24	382-383	\$ 400.00
	5/10/24	384-386	\$ 6,230.68
	5/16/24	387-388	\$ 1,772.34
	5/23/24	389-390	\$ 88,095.94
	5/30/24	391	\$ 62.27
			<b>\$ 148,366.65</b>

AP300R		YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER					RUN 6/11/24		PAGE 1		
*** CHECK DATES 04/01/2024 - 05/31/2024 ***		NORTH BOULEVARD GENERAL FUND									
		BANK A GENERAL FUND									
CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #				
4/05/24	00029	3/28/24 22402782	202402 310-51300-31100 ENGINEERING SVCS-FEB24	DEWBERRY ENGINEERING	*	920.00	920.00 000365				
4/05/24	00019	2/29/24 136	202402 320-53800-48000 GENERAL MAINT/REPAIR-FEB	GOVERNMENTAL MANAGEMENT SERVICES	*	1,725.00	1,725.00 000366				
4/05/24	00027	4/05/24 04052024	202404 300-20700-10000 TRANSFER OF TAX RCPT S17	NORTH BOULEVARD CDD	*	4,419.38	4,419.38 000367				
4/05/24	00028	4/05/24 04052024	202404 300-20700-10000 TRANSFER OF TAX RCPT S19	NORTH BOULEVARD CDD	*	3,590.16	3,590.16 000368				
4/05/24	00039	4/01/24 NB225	202404 330-57200-48201 PET WASTE STATION-APR24	POOP BANDIT	*	175.00	175.00 000369				
4/12/24	00027	4/12/24 04122024	202404 300-20700-10000 TRANSFER OF TAX RCPT-S17	NORTH BOULEVARD CDD	*	3,588.62	3,588.62 000370				
4/12/24	00028	4/12/24 04122024	202404 300-20700-10000 TRANSFER OF TAX RCPT-S19	NORTH BOULEVARD CDD	*	2,915.28	2,915.28 000371				
4/15/24	00019	4/01/24 134	202404 310-51300-34000 MANAGEMENT FEES APR24		*	3,343.67					
		4/01/24 134	202404 310-51300-35200 WEBSITE ADMIN APR24		*	100.00					
		4/01/24 134	202404 310-51300-35100 INFORMATION TECH APR24		*	150.00					
		4/01/24 134	202404 310-51300-31300 DISSEMINATION SVCS APR24		*	541.67					
		4/01/24 134	202404 310-51300-51000 OFFICE SUPPLIES APR24		*	.36					
		4/01/24 134	202404 310-51300-42000 POSTAGE APR24		*	15.23					
		4/01/24 135	202404 320-53800-12000 FIELD MANAGEMENT APR24		*	695.67					
				GOVERNMENTAL MANAGEMENT SERVICES			4,846.60 000372				
4/15/24	00012	3/25/24 7267153	202403 310-51300-32300 TRUSTEE FEES S2018 FY24	U.S. BANK	*	3,717.38	3,717.38 000373				
NOBU NORTH BOULEVAR NSOLER											

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
4/25/24	00032	4/16/24 AR041620	202404 310-51300-11000	SUPERVISOR FEES-04/16/24	*	200.00	
				ADAM RHINEHART			200.00 000374
4/25/24	00046	4/16/24 BH041620	202404 310-51300-11000	SUPERVISOR FEES-04/16/24	*	200.00	
				BOBBIE HENLEY			200.00 000375
4/25/24	00045	4/16/24 EC041620	202404 310-51300-11000	SUPERVISOR FEES-04/16/24	*	200.00	
				EMILY J. CASSIDY			200.00 000376
4/25/24	00047	4/16/24 JP041620	202404 310-51300-11000	SUPERVISOR FEES-04/16/24	*	200.00	
				JESSICA PETRUCCI			200.00 000377
4/25/24	00036	4/08/24 9174	202403 310-51300-31500	ATTORNEY SVCS-MAR24	*	613.00	
				KILINSKI VAN WYK, PLLC			613.00 000378
4/25/24	00040	4/16/24 LR041620	202404 310-51300-11000	SUPERVISOR FEES-04/16/24	*	200.00	
				LINDSEY RODEN			200.00 000379
4/25/24	00035	4/01/24 12197	202404 320-53800-46200	LANDSCAPE MAINT APR24	*	4,905.00	
				PRINCE & SONS INC.			4,905.00 000380
4/25/24	00051	4/22/24 04222024	202404 600-58100-10000	CLOSE ACCT-XFER OUT TO GF	*	19,390.00	
				NORTH BOULEVARD CDD			19,390.00 000381
5/03/24	00045	4/30/24 EC043020	202404 310-51300-11000	SUPERVISOR FEES-04/30/24	*	200.00	
				EMILY J. CASSIDY			200.00 000382
5/03/24	00040	4/30/24 LR043020	202404 310-51300-11000	SUPERVISOR FEES-04/30/24	*	200.00	
				LINDSEY RODEN			200.00 000383
5/10/24	00019	3/29/24 139	202403 320-53800-48000	GENERAL MAINT/REPAIR-MAR	*	1,169.03	
		5/01/24 137	202405 310-51300-34000	MANAGEMENT FEES-MAY24	*	3,343.67	
		5/01/24 137	202405 310-51300-35200	WEBSITE MANAGEMENT-MAY24	*	100.00	

NOBU NORTH BOULEVAR NSOLER



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
		5/01/24	137 202405 310-51300-35100	INFORMATION TECH-MAY24	*	150.00	
		5/01/24	137 202405 310-51300-31300	DISSEMINATION SVCS-MAY24	*	541.67	
		5/01/24	137 202405 310-51300-51000	OFFICE SUPPLIES	*	.30	
		5/01/24	137 202405 310-51300-42000	POSTAGE	*	46.59	
		5/01/24	138 202405 320-53800-12000	FIELD MANAGEMENT-MAY24	*	695.67	
				GOVERNMENTAL MANAGEMENT SERVICES			6,046.93 000384
5/10/24	00039	5/01/24	NB2226 202405 330-57200-48201	PET WASTE STATION-MAY24	*	183.75	
				POOP BANDIT			183.75 000385
5/10/24	00035	5/01/24	12507 202405 320-53800-46200	LANDSCAPE MAINT-MAY24	*	4,905.00	
		5/01/24	12507 202405 320-53800-46200	LANDSCAPE MAINT-MAY24	V	4,905.00-	
				PRINCE & SONS INC.			.00 000386
5/16/24	00050	4/30/24	00063982 202404 310-51300-48000	NOTICE OF BOS MEETING	*	342.09	
				GANNETT MEDIA CORP DBA			342.09 000387
5/16/24	00036	5/15/24	9476 202404 310-51300-31500	ATTORNEY SVCS-APR24	*	1,430.25	
				KILINSKI VAN WYK, PLLC			1,430.25 000388
5/23/24	00049	5/17/24	9076444 202405 310-51300-42000	POSTAL SERVICES	*	730.06	
				ACTION MAIL SERVICES, INC			730.06 000389
5/23/24	00030	5/22/24	52224 202405 330-57200-49100	FY24 AMENITY AGREEMENT	*	87,365.88	
				HOLLY HILL ROAD EAST CDD			87,365.88 000390
5/30/24	00052	5/24/24	05242024 202405 310-51300-48000	THE LEDGER-ETHICS II NOT	*	62.27	
				LUCERNE PARK CDD			62.27 000391
				TOTAL FOR BANK A		148,366.65	
				TOTAL FOR REGISTER		148,366.65	
				NOBU NORTH BOULEVAR NSOLER			

## SECTION 2

***North Boulevard***  
***Community Development District***

***Unaudited Financial Reporting***  
***May 31, 2024***



# Table of Contents

1	<u>Balance Sheet</u>
2-3	<u>General Fund</u>
4	<u>Debt Service Fund - Series 2017</u>
5	<u>Debt Service Fund - Series 2019</u>
6	<u>Capital Projects Fund - Series 2017</u>
7	<u>Capital Projects Fund - Series 2019</u>
8	<u>Capital Reserve Fund</u>
9-10	<u>Month to Month</u>
11	<u>Assessment Receipt Schedule</u>

**North Boulevard**  
**Community Development District**  
**Combined Balance Sheet**  
**May 31, 2024**

	<i>General Fund</i>	<i>Capital Reserve Fund</i>	<i>Debt Service Fund</i>	<i>Capital Projects Fund</i>	<i>Totals Governmental Funds</i>
<b>Assets:</b>					
Operating Account	\$ 243,302	\$ 19,390	\$ -	\$ -	\$ 262,692
Deposits	\$ 960	\$ -	\$ -	\$ -	\$ 960
Investments:					
<u>Series 2017</u>					
Reserve	\$ -	\$ -	\$ 123,875	\$ -	\$ 123,875
Revenue	\$ -	\$ -	\$ 155,827	\$ -	\$ 155,827
Redemption	\$ -	\$ -	\$ 780	\$ -	\$ 780
Construction	\$ -	\$ -	\$ -	\$ 6,358	\$ 6,358
<u>Series 2019</u>					
Reserve	\$ -	\$ -	\$ 105,956	\$ -	\$ 105,956
Revenue	\$ -	\$ -	\$ 158,885	\$ -	\$ 158,885
Prepayment	\$ -	\$ -	\$ 156	\$ -	\$ 156
Construction	\$ -	\$ -	\$ -	\$ 659	\$ 659
<b>Total Assets</b>	<b>\$ 244,262</b>	<b>\$ 19,390</b>	<b>\$ 545,479</b>	<b>\$ 7,017</b>	<b>\$ 816,149</b>
<b>Liabilities:</b>					
Accounts Payable	\$ 8,136	\$ -	\$ -	\$ -	\$ 8,136
Due to Other	\$ -	\$ -	\$ 3,717	\$ -	\$ 3,717
<b>Total Liabilities</b>	<b>\$ 8,136</b>	<b>\$ -</b>	<b>\$ 3,717</b>	<b>\$ -</b>	<b>\$ 11,853</b>
<b>Fund Balance:</b>					
Assigned For:					
Debt Service - Series 2017	\$ -	\$ -	\$ 280,482	\$ -	\$ 280,482
Debt Service - Series 2019	\$ -	\$ -	\$ 261,280	\$ -	\$ 261,280
Restricted For:					
Capital Reserve	\$ -	\$ 19,390	\$ -	\$ -	\$ 19,390
Capital Projects - Series 2017	\$ -	\$ -	\$ -	\$ 6,358	\$ 6,358
Capital Projects - Series 2019	\$ -	\$ -	\$ -	\$ 659	\$ 659
Unassigned	\$ 236,126	\$ -	\$ -	\$ -	\$ 236,126
<b>Total Fund Balances</b>	<b>\$ 236,126</b>	<b>\$ 19,390</b>	<b>\$ 541,762</b>	<b>\$ 7,017</b>	<b>\$ 804,296</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 244,262</b>	<b>\$ 19,390</b>	<b>\$ 545,479</b>	<b>\$ 7,017</b>	<b>\$ 816,149</b>

**North Boulevard**  
**Community Development District**  
**General Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending May 31, 2024**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 05/31/24	Thru 05/31/24	Variance

**Revenues:**

Assessments - Tax Roll	\$ 332,645	\$ 332,645	\$ 334,161	\$ 1,516
------------------------	------------	------------	------------	----------

<b>Total Revenues</b>	<b>\$ 332,645</b>	<b>\$ 332,645</b>	<b>\$ 334,161</b>	<b>\$ 1,516</b>
-----------------------	-------------------	-------------------	-------------------	-----------------

**Expenditures:**

**General & Administrative:**

Supervisor Fees	\$ 12,000	\$ 8,000	\$ 4,000	\$ 4,000
Engineering Fees	\$ 10,000	\$ 6,667	\$ 1,628	\$ 5,039
Dissemination Agent	\$ 6,500	\$ 4,333	\$ 4,333	\$ -
Attorney Fees	\$ 15,000	\$ 10,000	\$ 8,787	\$ 1,213
Assessment Administration	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Annual Audit	\$ 4,800	\$ 4,800	\$ 4,800	\$ -
Trustee Fees	\$ 7,780	\$ 7,780	\$ 11,475	\$ (3,695)
Management Fees	\$ 40,124	\$ 26,749	\$ 26,749	\$ -
Information Technology	\$ 1,800	\$ 1,200	\$ 1,200	\$ -
Website Maintenance	\$ 1,200	\$ 800	\$ 800	\$ -
Postage & Delivery	\$ 1,100	\$ 1,100	\$ 2,386	\$ (1,286)
Telephone	\$ 50	\$ 33	\$ -	\$ 33
Printing & Binding	\$ 400	\$ 267	\$ 6	\$ 261
Insurance	\$ 8,455	\$ 8,455	\$ 6,818	\$ 1,637
Legal Advertising	\$ 4,000	\$ 2,667	\$ 404	\$ 2,262
Contingency	\$ 3,000	\$ 2,000	\$ 237	\$ 1,763
Office Supplies	\$ 100	\$ 67	\$ 4	\$ 63
Dues, Licenses & Fees	\$ 175	\$ 175	\$ 175	\$ -

<b>Total General &amp; Administrative:</b>	<b>\$ 121,484</b>	<b>\$ 90,093</b>	<b>\$ 78,802</b>	<b>\$ 11,291</b>
--	-------------------	------------------	------------------	------------------

**North Boulevard**  
**Community Development District**  
**General Fund**

**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending May 31, 2024**

	Adopted Budget	Prorated Budget Thru 05/31/24	Actual Thru 05/31/24	Variance
<b><u>Operation and Maintenance</u></b>				
<b>Field Expenses</b>				
Field Management	\$ 8,348	\$ 5,565	\$ 5,565	\$ -
Electric	\$ 8,395	\$ 5,597	\$ 3,787	\$ 1,810
Streetlights	\$ 26,450	\$ 17,633	\$ 11,670	\$ 5,963
Property Insurance	\$ 6,333	\$ 6,333	\$ 4,918	\$ 1,415
Landscape Maintenance	\$ 58,860	\$ 39,240	\$ 39,240	\$ -
Landscape Replacement & Enhancement	\$ 20,000	\$ 13,333	\$ -	\$ 13,333
Irrigation Repairs	\$ 5,500	\$ 3,667	\$ 2,459	\$ 1,207
General Field Repairs & Maintenance	\$ 15,000	\$ 10,000	\$ 7,860	\$ 2,140
Contingency	\$ 10,000	\$ 6,667	\$ 960	\$ 5,707
<b>Subtotal</b>	<b>\$ 158,886</b>	<b>\$ 108,035</b>	<b>\$ 76,460</b>	<b>\$ 31,575</b>
<b>Amenity Expenses</b>				
Inter-Governmental Expense	\$ 87,366	\$ 87,366	\$ 87,366	\$ -
Playground Lease	\$ 6,295	\$ 4,197	\$ 2,623	\$ 1,574
Trash Collections	\$ 2,000	\$ 1,333	\$ 1,400	\$ (67)
<b>Subtotal</b>	<b>\$ 95,661</b>	<b>\$ 92,896</b>	<b>\$ 91,389</b>	<b>\$ 1,507</b>
<b>Total O&amp;M Expenses:</b>	<b>\$ 254,546</b>	<b>\$ 200,931</b>	<b>\$ 167,849</b>	<b>\$ 33,082</b>
<b>Total Expenditures</b>	<b>\$ 376,030</b>	<b>\$ 291,024</b>	<b>\$ 246,651</b>	<b>\$ 44,373</b>
<b><u>Other Financing Sources/Uses:</u></b>				
Capital Reserve	\$ (10,000)	\$ -	\$ -	\$ -
<b>Total Other Financing Sources/Uses</b>	<b>\$ (10,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$ (53,385)</b>		<b>\$ 87,510</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 53,385</b>		<b>\$ 148,616</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 236,126</b>	

# North Boulevard

## Community Development District

### Debt Service Fund - Series 2017

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending May 31, 2024

	Adopted	Prorated Budget	Actual	
	Budget	Thru 05/31/24	Thru 05/31/24	Variance
<b>Revenues:</b>				
Assessments - Tax Roll	\$ 258,211	\$ 258,211	\$ 259,389	\$ 1,178
Interest	\$ -	\$ -	\$ 8,781	\$ 8,781
<b>Total Revenues</b>	<b>\$ 258,211</b>	<b>\$ 258,211</b>	<b>\$ 268,169</b>	<b>\$ 9,958</b>
<b>Expenditures:</b>				
Interest Expense 11/1	\$ 84,263	\$ 84,263	\$ 84,263	\$ -
Principal Expense - 5/1	\$ 75,000	\$ 75,000	\$ 75,000	\$ -
Interest Expense - 5/1	\$ 84,263	\$ 84,263	\$ 84,263	\$ -
<b>Total Expenditures</b>	<b>\$ 243,526</b>	<b>\$ 243,526</b>	<b>\$ 243,526</b>	<b>\$ -</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$ 14,685</b>		<b>\$ 24,643</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 130,653</b>		<b>\$ 255,839</b>	
<b>Fund Balance - Ending</b>	<b>\$ 145,338</b>		<b>\$ 280,482</b>	



# North Boulevard

## Community Development District

### Debt Service Fund - Series 2019

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending May 31, 2024

	Adopted	Prorated Budget	Actual	
	Budget	Thru 05/31/24	Thru 05/31/24	Variance
<b>Revenues:</b>				
Assessments - Tax Roll	\$ 209,762	\$ 209,762	\$ 210,719	\$ 957
Interest	\$ -	\$ -	\$ 7,051	\$ 7,051
<b>Total Revenues</b>	<b>\$ 209,762</b>	<b>\$ 209,762</b>	<b>\$ 217,769</b>	<b>\$ 8,007</b>
<b>Expenditures:</b>				
Interest Expense 11/1	\$ 78,931	\$ 78,931	\$ 78,931	\$ -
Principal Expense 11/1	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
Interest Expense 5/1	\$ 77,869	\$ 77,869	\$ 77,869	\$ 0
<b>Total Expenditures</b>	<b>\$ 206,800</b>	<b>\$ 206,800</b>	<b>\$ 206,800</b>	<b>\$ 0</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$ 2,962</b>		<b>\$ 10,969</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 142,841</b>		<b>\$ 250,311</b>	
<b>Fund Balance - Ending</b>	<b>\$ 145,803</b>		<b>\$ 261,280</b>	

# North Boulevard

## Community Development District

### Capital Projects Fund - Series 2017

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending May 31, 2024

	Adopted	Prorated Budget	Actual	
	Budget	Thru 05/31/24	Thru 05/31/24	Variance
<b>Revenues:</b>				
Interest	\$ -	\$ -	\$ 205	\$ 205
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 205</b>	<b>\$ 205</b>
<b>Expenditures:</b>				
Capital Outlay	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$ -</b>		<b>\$ 205</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 6,153</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 6,358</b>	

# North Boulevard

## Community Development District

### Capital Projects Fund - Series 2019

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending May 31, 2024

	Adopted	Prorated Budget	Actual	
	Budget	Thru 05/31/24	Thru 05/31/24	Variance
<b>Revenues:</b>				
Interest	\$ -	\$ -	\$ 21	\$ 21
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21</b>	<b>\$ 21</b>
<b>Expenditures:</b>				
Capital Outlay	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$ -</b>		<b>\$ 21</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 638</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 659</b>	

# North Boulevard

## Community Development District

### Capital Reserve Projects

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending May 31, 2024

	Adopted	Prorated Budget	Actual	
	Budget	Thru 05/31/24	Thru 05/31/24	Variance
<b><u>Expenditures:</u></b>				
Contingency	\$ -	\$ -	\$ 610	\$ (610)
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 610</b>	<b>\$ -</b>
<b><u>Other Financing Sources:</u></b>				
Transfer In/(Out)	\$ 10,000	\$ -	\$ -	\$ -
<b>Total Other Financing Sources (Uses)</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$ 10,000</b>		<b>\$ (610)</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 20,000</b>	
<b>Fund Balance - Ending</b>	<b>\$ 10,000</b>		<b>\$ 19,390</b>	

**North Boulevard**  
**Community Development District**  
**Month to Month**

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b><u>Revenues:</u></b>													
Assessments - Tax Roll	\$ -	\$ 5,249	\$ 313,844	\$ 4,751	\$ 2,590	\$ 3,103	\$ 4,623	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 334,161
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 5,249</b>	<b>\$ 313,844</b>	<b>\$ 4,751</b>	<b>\$ 2,590</b>	<b>\$ 3,103</b>	<b>\$ 4,623</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 334,161</b>
<b><u>Expenditures:</u></b>													
<b><u>General &amp; Administrative:</u></b>													
Supervisor Fees	\$ 1,000	\$ -	\$ -	\$ 800	\$ 800	\$ -	\$ 1,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000
Engineering Fees	\$ -	\$ -	\$ -	\$ 325	\$ 920	\$ -	\$ 383	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,628
Dissemination Agent	\$ 542	\$ 542	\$ 542	\$ 542	\$ 542	\$ 542	\$ 542	\$ 542	\$ -	\$ -	\$ -	\$ -	\$ 4,333
Attorney Fees	\$ 2,007	\$ 452	\$ 457	\$ 1,562	\$ 2,266	\$ 613	\$ 1,430	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,787
Assessment Administration	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Annual Audit	\$ -	\$ -	\$ -	\$ 4,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,800
Trustee Fees	\$ -	\$ 3,717	\$ -	\$ -	\$ 4,041	\$ 3,717	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,475
Management Fees	\$ 3,344	\$ 3,344	\$ 3,344	\$ 3,344	\$ 3,344	\$ 3,344	\$ 3,344	\$ 3,344	\$ -	\$ -	\$ -	\$ -	\$ 26,749
Information Technology	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ 1,200
Website Maintenance	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ 800
Postage & Delivery	\$ 647	\$ 708	\$ 34	\$ 145	\$ 12	\$ 49	\$ 15	\$ 777	\$ -	\$ -	\$ -	\$ -	\$ 2,386
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Printing & Binding	\$ -	\$ -	\$ -	\$ -	\$ 6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6
Insurance	\$ 6,818	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,818
Legal Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 342	\$ 62	\$ -	\$ -	\$ -	\$ -	\$ 404
Property Appraiser Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ 39	\$ 38	\$ 39	\$ 39	\$ 41	\$ 41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 237
Office Supplies	\$ 0	\$ 0	\$ 0	\$ 0	\$ 1	\$ 1	\$ 0	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ 4
Dues, Licenses & Fees	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
<b>Total General &amp; Administrative:</b>	<b>\$ 19,822</b>	<b>\$ 9,050</b>	<b>\$ 4,665</b>	<b>\$ 11,806</b>	<b>\$ 12,221</b>	<b>\$ 8,557</b>	<b>\$ 7,706</b>	<b>\$ 4,975</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 78,802</b>

**North Boulevard**  
**Community Development District**  
**Month to Month**

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b><i>Operation and Maintenance</i></b>													
<b>Field Expenses</b>													
Field Management	\$ 696	\$ 696	\$ 696	\$ 696	\$ 696	\$ 696	\$ 696	\$ 696	\$ -	\$ -	\$ -	\$ -	5,565
Electric	\$ 626	\$ 660	\$ 799	\$ 581	\$ 706	\$ 415	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,787
Streetlights	\$ 1,975	\$ 1,971	\$ 1,972	\$ 1,966	\$ 1,906	\$ 1,880	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	11,670
Property Insurance	\$ 4,918	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	4,918
Landscape Maintenance	\$ 4,905	\$ 4,905	\$ 4,905	\$ 4,905	\$ 4,905	\$ 4,905	\$ 4,905	\$ 4,905	\$ -	\$ -	\$ -	\$ -	39,240
Landscape Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Irrigation Repairs	\$ 292	\$ 191	\$ -	\$ 63	\$ -	\$ -	\$ -	\$ 1,913	\$ -	\$ -	\$ -	\$ -	2,459
General Repairs & Maintenance	\$ 3,004	\$ -	\$ 318	\$ 710	\$ 1,725	\$ 1,169	\$ 935	\$ -	\$ -	\$ -	\$ -	\$ -	7,860
Contingency	\$ -	\$ -	\$ 480	\$ -	\$ 480	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	960
<b>Subtotal</b>	<b>\$ 16,416</b>	<b>\$ 8,422</b>	<b>\$ 9,170</b>	<b>\$ 8,921</b>	<b>\$ 10,418</b>	<b>\$ 9,064</b>	<b>\$ 6,536</b>	<b>\$ 7,514</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 76,460</b>
<b>Amenity Expenses</b>													
Inter-Governmental Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 87,366	\$ -	\$ -	\$ -	\$ -	87,366
Playground Lease	\$ 525	\$ 525	\$ 525	\$ 525	\$ 525	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,623
Trash Collection	\$ 166	\$ 166	\$ 175	\$ 184	\$ 175	\$ 175	\$ 175	\$ 184	\$ -	\$ -	\$ -	\$ -	1,400
<b>Subtotal</b>	<b>\$ 691</b>	<b>\$ 691</b>	<b>\$ 700</b>	<b>\$ 708</b>	<b>\$ 700</b>	<b>\$ 175</b>	<b>\$ 175</b>	<b>\$ 87,550</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 91,389</b>
<b>Total O&amp;M Expenses:</b>	<b>\$ 17,107</b>	<b>\$ 9,113</b>	<b>\$ 9,869</b>	<b>\$ 9,629</b>	<b>\$ 11,117</b>	<b>\$ 9,239</b>	<b>\$ 6,711</b>	<b>\$ 95,064</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 167,849</b>
<b>Total Expenditures</b>	<b>\$ 36,929</b>	<b>\$ 18,163</b>	<b>\$ 14,534</b>	<b>\$ 21,435</b>	<b>\$ 23,339</b>	<b>\$ 17,796</b>	<b>\$ 14,416</b>	<b>\$ 100,038</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 246,651</b>
<b>Other Financing Sources/Uses:</b>													
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Total Other Financing Sources/Uses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$ (36,929)</b>	<b>\$ (12,914)</b>	<b>\$ 299,310</b>	<b>\$ (16,684)</b>	<b>\$ (20,748)</b>	<b>\$ (14,693)</b>	<b>\$ (9,793)</b>	<b>\$ (100,038)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 87,510</b>

**North Boulevard**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**Special Assessment Receipts**  
**Fiscal Year 2024**

ON ROLL ASSESSMENTS

Gross Assessments	\$ 357,681.61	\$	277,646.12	\$	225,550.48	\$ 860,878.21
Net Assessments	\$ 332,643.90	\$	258,210.89	\$	209,761.95	\$ 800,616.74

										42%	32%	26%	100%
Date	Distribution	Gross Amount	Discount/Penalty	Commission	Interest	Property Appraiser	Net Receipts	General Fund	2017 Debt Service	2019 Debt Service	Total		
11/10/23	10/13/23-10/14/23	\$ 2,220.88	\$ (120.82)	\$ (42.00)	\$ -	\$ -	\$ 2,058.06	\$ 855.09	\$ 663.76	\$ 539.21	\$ 2,058.06		
11/17/23	11/01/23-11/05/23	\$ 6,702.63	\$ (268.11)	\$ (128.69)	\$ -	\$ -	\$ 6,305.83	\$ 2,619.98	\$ 2,033.72	\$ 1,652.13	\$ 6,305.83		
11/24/23	11/06/23-11/12/23	\$ 4,539.02	\$ (181.56)	\$ (87.15)	\$ -	\$ -	\$ 4,270.31	\$ 1,774.25	\$ 1,377.24	\$ 1,118.82	\$ 4,270.31		
12/1/23	Inv#4652028	\$ -	\$ -	\$ -	\$ -	\$ (8,608.78)	\$ (8,608.78)	\$ (3,576.82)	\$ (2,776.46)	\$ (2,255.50)	\$ (8,608.78)		
12/8/23	11/13/23-11/22/23	\$ 15,239.67	\$ (609.58)	\$ (292.60)	\$ -	\$ -	\$ 14,337.49	\$ 5,957.00	\$ 4,624.06	\$ 3,756.43	\$ 14,337.49		
12/21/23	11/23/23-11/30/23	\$ 787,756.84	\$ (31,509.61)	\$ (15,124.94)	\$ -	\$ -	\$ 741,122.29	\$ 307,924.88	\$ 239,023.04	\$ 194,174.37	\$ 741,122.29		
12/29/23	12/01/23-12/15/23	\$ 8,982.84	\$ (291.70)	\$ (173.82)	\$ -	\$ -	\$ 8,517.32	\$ 3,538.82	\$ 2,746.96	\$ 2,231.54	\$ 8,517.32		
1/10/24	12/16/23-12/31/23	\$ 9,881.25	\$ (323.82)	\$ (191.15)	\$ -	\$ -	\$ 9,366.28	\$ 3,891.54	\$ 3,020.77	\$ 2,453.97	\$ 9,366.28		
1/16/24	10/01/23-12/31/23	\$ -	\$ -	\$ -	\$ 2,069.48	\$ -	\$ 2,069.48	\$ 859.84	\$ 667.44	\$ 542.20	\$ 2,069.48		
2/9/24	01/01/24-01/31/24	\$ 6,512.23	\$ (150.89)	\$ (127.23)	\$ -	\$ -	\$ 6,234.11	\$ 2,590.18	\$ 2,010.59	\$ 1,633.34	\$ 6,234.11		
3/13/24	02/01/24-02/29/24	\$ 7,688.79	\$ (67.61)	\$ (152.42)	\$ -	\$ -	\$ 7,468.76	\$ 3,103.15	\$ 2,408.79	\$ 1,956.82	\$ 7,468.76		
4/10/24	03/01/24-03/31/24	\$ 11,354.07	\$ -	\$ (227.08)	\$ -	\$ -	\$ 11,126.99	\$ 4,623.09	\$ 3,588.62	\$ 2,915.28	\$ 11,126.99		
Total		\$ 860,878.22	\$ (33,523.70)	\$ (16,547.08)	\$ 2,069.48	\$ (8,608.78)	\$ 804,268.14	\$ 334,161.00	\$ 259,388.53	\$ 210,718.61	\$ 804,268.14		

100%	Net Percent Collected
0	Balance Remaining to Collect

## SECTION 3





April 19, 2024

Monica Virgen – Recording Secretary  
North Boulevard CDD  
219 E. Livingston Street  
Orlando, Florida 32801-1508

**RE: North Boulevard Community Development District Registered Voters**

Dear Ms. Virgen,

In response to your request, there are currently **579** voters within the North Boulevard Community Development District. This number of registered voters in said District is as of **April 15, 2024**.

Please do not hesitate to contact us if we can be of further assistance.

Sincerely,

A handwritten signature in blue ink that reads "Lori Edwards". The signature is fluid and cursive, with the first letters of the first and last names being capitalized.

Lori Edwards  
Supervisor of Elections  
Polk County, Florida

## SECTION 4

# 2023 Form 1 Instructions

## Statement of Financial Interests

### Notice

The annual Statement of Financial Interest is due July 1, 2024. If the annual form is not submitted via the electronic filing system created and maintained by the Commission September 3, 2024, 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.]

### 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, 2023.

### 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 those required to file full disclosure on Form 6 as well as 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: 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.

**ATTACHMENTS:** A filer may include and submit attachments or other supporting documentation when filing disclosure.

**PUBLIC RECORD:** The disclosure form is a public record and is required by law to be posted to the Commission's website. Your Social Security number, bank account, debit, charge, and credit card numbers, mortgage or brokerage account numbers, personal identification numbers, or taxpayer identification numbers are not required and should not be included. If such information is included in the filing, it may be made available for public inspection and copying unless redaction is required by the filer, without any liability to the Commission. If you are an active or former officer or employee listed in Section 119.071, F.S., whose home address or other information is exempt from disclosure, the Commission will maintain that confidentiality *if you submit a written and notarized request*.

**QUESTIONS** about this form or the ethics laws may be addressed to the Commission on Ethics, Post Office Drawer 15709, Tallahassee, Florida 32317-5709; physical address: 325 John Knox Road, Building E, Suite 200, Tallahassee, FL 32303; telephone (850) 488-7864.

## Instructions for Completing Form 1

### Primary Sources of Income

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

This section 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.

## 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 "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.

## 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.

## 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).

## 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.

## **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.

## **Training Certification**

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

If you are a Constitutional or elected municipal officer appointed school superintendent, a commissioner of a community redevelopment agency created under Part III, Chapter 163, whose service began on or 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.

CE FORM 1 - Effective: April 11, 2024

Incorporated by reference in Rules 34-8.001(2) and 34-8.202(1), F.A.C