

*Schaller Preserve
Community Development District*

Meeting Agenda

January 24, 2023

AGENDA

Schaller Preserve

Community Development District

219 E. Livingston St., Orlando, Florida 32801

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

January 17, 2023

**Board of Supervisors
Schaller Preserve
Community Development District**

Dear Board Members:

A meeting of the Board of the Supervisors and Audit Committee of the **Schaller Preserve Community Development District** will be held on **Tuesday, January 24, 2023 at 1:30 PM** at **The Hampton Inn--Lakeland, 4420 North Socrum Loop Road, Lakeland, FL 33809**

Zoom Link: <https://us06web.zoom.us/j/83332540400>

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

Meeting ID: 833 3254 0400

Following is the advance agenda for the meeting:

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period (¹Speakers will fill out a card and submit it to the District Manager prior to the beginning of the meeting)
3. Approval of Minutes of the July 26, 2022 Landowners Meeting and Board of Supervisors Meeting
4. Consideration of Resolution 2023-01 Approving the Proposed Fiscal Year 2023/2024 Budget and Setting the Public Hearing to Adopt the Budget (Suggested Date: Tuesday, April 25, 2023)
5. Ratification of Contract Agreement with Polk County Property Appraiser
6. Ratification of 2023 Data Sharing and Usage Agreement with Polk County Property Appraiser
7. Appointment of Audit Committee
8. Staff Reports
 - A. Attorney
 - B. Engineer

¹ Comments will be limited to three (3) minutes

- C. District Manager's Report
 - i. Ratification of Fiscal Year 2022 Funding Requests #2 and #3
 - ii. Balance Sheet & Income Statement
- 9. Other Business
- 10. Supervisors Requests and Audience Comments
- 11. Adjournment

Audit Committee Meeting

- 1. Roll Call
- 2. Public Comment Period
- 3. Audit Services
 - A. Approval of Request for Proposals and Selection Criteria
 - B. Approval of Notice of Request for Proposals for Audit Services
 - C. Public Announcement of Opportunity to Provide Audit Services
- 4. Adjournment

MINUTES

**MINUTES OF MEETING
SCHALLER PRESERVE
COMMUNITY DEVELOPMENT DISTRICT**

The Landowner meeting of the Schaller Preserve Community Development District was held on Tuesday, **July 26, 2022** at 1:44 p.m. at The Hampton Inn Lakeland, 4420 N. Socrum Loop Road, Lakeland, Florida.

Present were:

Scott Shapiro
Mike Seney
Andy Mason
Jeremy LeBrun
Meredith Hammock
Rodney Gadd *by Zoom*
Grace Kobitter
Darrin Mossing Jr. *by Zoom*
Samantha Hoxie

The following is a summary of the discussions and actions taken at the July 26, 2022 Schaller Preserve Community Development District's Landowners' Meeting.

FIRST ORDER OF BUSINESS

Determination of Number of Voting Units Represented

Mr. LeBrun called the meeting to order at 1:44 p.m. He noted that Mike Seney was a proxy holder present at the meeting for Landowner Gary Schaller. Mr. Seney was authorized to cast 84 votes for the landowner. Mr. LeBrun noted there were five seats up for election.

SECOND ORDER OF BUSINESS

Call to Order

Mr. LeBrun called the meeting to order

THIRD ORDER OF BUSINESS

Election of Chairman for the Purpose of Conducting the Landowners' Meeting

Mr. LeBrun was elected as Chairman for purposes of conducting the Landowners' meeting.

FOURTH ORDER OF BUSINESS Nominations for the Position of Supervisor

Mr. Seney nominated Scott Schapiro, Mike Seney, Debbie Mason, Andy Mason, and Michele Shapiro.

FIFTH ORDER OF BUSINESS Casting of Ballots

Mr. Seney reviewed the proxy’s votes; Mr. Scott Schapiro 80 votes, Mr. Mike Seney 80 votes, Ms. Debbie Mason 50 votes, Mr. Andy Mason 50 votes, and Ms. Michele Shapiro 50 votes.

SIXTH ORDER OF BUSINESS Ballot Tabulation

Mr. LeBrun stated that Scott Shapiro and Mike Seney will serve a four-year term and Ms. Debbie Mason, Mr. Andy Mason, and Ms. Michele Shapiro will serve two-year terms.

SEVENTH ORDER OF BUSINESS Landowner’s Questions and Comments

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS Adjournment

Mr. LeBrun adjourned the meeting.

Secretary/Assistant Secretary

Chairman/Vice Chairman

**MINUTES OF MEETING
SCHALLER PRESERVE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Schaller Preserve Community Development District was held on Tuesday, **July 26, 2022** at 1:46 p.m. at The Hampton Inn Lakeland, 4420 N. Socrum Loop Road, Lakeland, Florida.

Present and constituting a quorum were:

Scott Shapiro	Supervisor; Elected as Chairman
Mike Seney	Supervisor; Elected as Vice-Chairman
Andy Mason	Supervisor; Elected as Assistant Secretary

Also, present were:

Jeremy LeBrun	District Manager, GMS
Meredith Hammock	KE Law
Rodney Gadd <i>by Zoom</i>	Gadd & Associates
Grace Kobitter	KE Law
Darrin Mossing Jr. <i>by Zoom</i>	GMS
Samantha Hoxie	GMS

The following is a summary of the discussions and actions taken at the July 26, 2022 Schaller Preserve Community Development District's Regular Board of Supervisor's Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. LeBrun called the meeting to order at 1:46 p.m. Three Supervisors were in attendance at the meeting constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Administration of Oaths of Office to Newly Elected Board Members

Ms. Hoxie conducted the Oath of Office to the new officers—Mr. Shapiro, Mr. Seney,

and Mr. Mason. Ms. Hammock reviewed the rules and regulations, disclosures, and the Florida Sunshine law. Supervisors Michele Shapiro and Debbie Mason will be sworn in at a later date.

B. Consideration of Resolution 2022-34 Canvassing and Certifying the Results of the Landowners' Election

Mr. LeBrun noted a Landowners' meeting was held prior to this meeting and the results were Scott Shapiro with 80 votes, Michael Seney with 80 votes, Debbie Mason with 50 votes, Amy Mason with 50 votes, and Michele Shapiro with 50 votes. He asked for a motion to approve the results of the election.

On MOTION by Mr. Shapiro, seconded by Mr. Seney, with all in favor, Resolution 2022-34 Canvassing and Certifying the Results of the Landowners' Election, was approved.

C. Election of Officers

D. Resolution 2022-35 Appointing Officers

Mr. LeBrun noted that the current Board Officers was Mr. Scott Shapiro as Chair, Mr. Mike Seney as Vice Chair, Mr. Andy Mason, and Ms. Debbie Mason and Ms. Michele Shapiro as Assistant Secretaries. He noted GMS staff of George Flint as Assistant Secretary and Jill Burns as Secretary. The Board decided to continue as outlined.

On MOTION by Mr. Shapiro, seconded by Mr. Seney, with all in favor, Resolution 2022-35 Appointing Officers with Mr. Shapiro as Chair and Mr. Seney as Vice Chair, Mr. Mason, and Ms. Mason and Ms. Shapiro as Assistant Secretaries, and GMS staff of George Flint as an Assistant Secretary and Ms. Burns as Secretary, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the May 24, 2022 Organizational Meeting

Mr. LeBrun presented the minutes of the May 24, 2022 meeting and asked for any comments, corrections, or changes. The Board had no changes.

On MOTION by Mr. Shapiro, seconded by Mr. Seney, with all in favor, Minutes of the May 24, 2022 Organizational Meeting, was approved.

FIFTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Imposition of Special Assessments

Mr. LeBrun stated the hearing was advertised per the state statute, and mailed notices were sent to landowners. He asked for a motion to open the hearing,

On MOTION by Mr. Shapiro, seconded by Mr. Seney, with all in favor, Opening the Public Hearing, was approved.

Mr. LeBrun stated there were no members of the public present. He asked for a motion to close the hearing.

On MOTION by Mr. Seney, seconded by Mr. Mason, with all in favor, Closing the Public Hearing, was approved.

i. Presentation of Engineer’s Report

Mr. Gadd presented a summary of the Engineer’s Report. He noted included in the report was the construction cost estimate, the timing, permits and the responsible party and who will maintain ownership of infrastructure improvements. Ms. Hammock asked for confirmation that the report has not changed since presented at the May 24, 2022 organizational meeting. Mr. Gadd noted that was correct. Mr. Gadd agreed that the cost estimates in the report were reasonable and proper. Mr. Gadd also noted that the capital improvement plan contemplated in the report can be carried out by the District.

**Mr. Gadd left the meeting at this time.*

ii. Presentation of Assessment Methodology

Mr. Mossing, Jr. presented the assessment methodology report. He noted this report had no material changes since the Board saw the report last. He summarized the tables with Table 1 noted 415 residential units with each assigned an ERU of 1. Table 2 contains the capital improvement costs. Table 3 contains the financing of all costs for bonds issued.

Ms. Hammock confirmed with Mr. Mossing, Jr. that the lands subject to the assessments did receive special benefits from the District’s capital improvement plan and that the master assessments are reasonably apportioned among the lands subject to the special assessments. She

also asked if it was reasonable, proper, and just to assess the costs of the capital improvement plan of a system of improvements and against the lands in the District in accordance with this methodology. Mr. Mossing, Jr. confirmed yes that was correct. She added the special benefits the land will receive as set forth in the assessment roll will be equal to or in excess of the maximum master assessments when allocated as set forth in the methodology. Mr. Mossing, Jr. noted that was correct. Mr. Mossing, Jr. stated that in his opinion that in the best interest of the District the Master Assessments be paid and collected in accordance with the methodology at the District’s resolutions.

iii. Consideration of Resolution 2022-36 Levying Special Assessments

Mr. LeBrun asked for a motion to approve. Ms. Hammock noted there was a date that needed to be changed to today’s date of July 26, 2022 and ask the Board to allow that change.

On MOTION by Mr. Shapiro, seconded by Mr. Mason, with all in favor, Resolution 2022-36 Levying Special Assessments, was approved.

B. Public Hearing on the District’s Use of the Uniform Method of Levying Collection, and Enforcement of Non-Ad Valorem Assessments

Mr. LeBrun noted this hearing was advertised as required and asked for a motion to open the hearing.

On MOTION by Mr. Shapiro, seconded by Mr. Seney, with all in favor, Opening the Public Hearing, was approved.

Mr. LeBrun stated there were no member of the public present or on Zoom. He asked for a motion to close the hearing.

On MOTION by Mr. Seney, seconded by Mr. Shapiro, with all in favor, Closing the Public Hearing, was approved.

i. Consideration of Resolution 2022-37 Expressing the District’s Intent to Utilize the Uniform Method of Collection

Mr. LeBrun stated that this allows the District to utilize county tax bills to collect assessments. He asked for a motion to approve.

On MOTION by Mr. Shapiro, seconded by Mr. Seney, with all in favor, Resolution 2022-37 Expressing the District’s Intent to Utilize the Uniform Method of Collection, was approved.

C. Public Hearing on the Adoption of District Rules of Procedure

Mr. LeBrun stated the hearing had been advertised per state statute and asked for a motion to open the hearing.

On MOTION by Mr. Shapiro, seconded by Mr. Seney, with all in favor, Opening the Public Hearing, was approved.

Mr. LeBrun noted there were no members of the public present or on Zoom and asked for a motion to close the hearing.

On MOTION by Mr. Shapiro, seconded by Mr. Seney, with all in favor, Closing the Public Hearing, was approved.

i. Consideration of Resolution 2022-38 Adopting the Rules of Procedure

Mr. LeBrun noted these are standard rules and were attached for the Board.

On MOTION by Mr. Shapiro, seconded by Mr. Seney, with all in favor, Resolution 2022-38 Adopting the District’s Rules of Procedure, was approved.

D. Public Hearing on the Adoption of the Fiscal Year 2021/2022 and 2022/2023 Budgets

Mr. LeBrun stated this hearing has been advertised and asked for a motion to open the hearing.

On MOTION by Mr. Shapiro, seconded by Mr. Seney, with all in favor, Opening the Public Hearing, was approved.

Mr. LeBrun noted there were no members of the public present or on Zoom. He asked for a motion to close.

On MOTION by Mr. Shapiro, seconded by Mr. Seney, with all in favor, Closing the Public Hearing, was approved.

i. Consideration of Resolution 2022-39 Adopting the District’s Fiscal Year 2021/2022 and Fiscal Year 2022/2023 Budgets and Appropriating Funds

Mr. LeBrun stated this would approve the prorated funds for this fiscal year and the next year.

On MOTION by Mr. Shapiro, seconded by Mr. Seney, with all in favor, Resolution 2022-39, Adopting the District’s Fiscal Year 2021-2022 and Fiscal Year 2022/2023 Budgets and Appropriating Funds, was approved.

SIXTH ORDER OF BUSINESS

Review and Ranking of Proposals for District Engineering Services and Selection of District Engineer

Mr. LeBrun stated that two proposals were received. One proposal from Gadd & Associates and one from Lighthouse Engineering. He added these were attached for Board review and asked for questions. It was noted that Gadd had more experience with Community Development Districts. For purposes of documentation the final scores would give Gadd a score of 95 and Lighthouse a score of 80. Gadd would be ranked #1.

On MOTION by Mr. Shapiro, seconded by Mr. Seney, with all in favor, Ranking Gadd & Associates as the #1 Candidate for Engineering Services based on the Scoring Using the Established Criteria, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock noted the bond validation is scheduled for August 8, 2022 at 9:00 a.m.

B. Engineer

There being none, the next item followed.

C. District Manager’s Report

Mr. LeBrun noted there was nothing further to report.

EIGHTH ORDER OF BUSINESS **Other Business**

There being none, the next item followed.

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

There being none, the next item followed.

TENTH ORDER OF BUSINESS **Adjournment**

On MOTION by Mr. Shapiro, seconded by Mr. Seney, with all in favor, the meeting was adjourned.
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Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION IV

RESOLUTION 2023-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SCHALLER PRESERVE COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2023/2024 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Schaller Preserve Community Development District (“**District**”) prior to June 15, 2023, a proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2023, and ending September 30, 2024 (“**Fiscal Year 2023/2024**”); and

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

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2023/2024 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE:	Tuesday, April 25, 2023
HOUR:	1:30 PM
LOCATION:	The Hampton Inn--Lakeland 4420 North Socrum Loop Road Lakeland, FL 33809

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

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

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

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

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

PASSED AND ADOPTED THIS 24TH DAY OF JANUARY 2023.

ATTEST:

**SCHALLER PRESERVE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____

Its: _____

Exhibit A: Proposed Budget for Fiscal Year 2023/2024

Schaller Preserve
Community Development District

Proposed Budget
FY2024



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1 General Fund

2-4 General Fund Narrative

Schaller Preserve
Community Development District
Proposed Budget
General Fund

Description	Adopted Budget FY2023	Actuals Thru 12/31/22	Projected Next 9 Months	Projected Thru 9/30/23	Proposed Budget FY2024
Revenues					
Developer Contributions	\$ 184,310	\$ -	\$ 92,037	\$ 92,037	\$ 183,850
Total Revenues	\$ 184,310	\$ -	\$ 92,037	\$ 92,037	\$ 183,850
Expenditures					
<i>General & Administrative</i>					
Supervisor Fees	\$ 12,000	\$ -	\$ 9,000	\$ 9,000	\$ 12,000
Engineering	\$ 15,000	\$ -	\$ 11,250	\$ 11,250	\$ 15,000
Attorney	\$ 25,000	\$ 268	\$ 18,750	\$ 19,018	\$ 25,000
Annual Audit	\$ 4,000	\$ -	\$ 4,000	\$ 4,000	\$ 4,000
Assessment Administration	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Arbitrage	\$ 450	\$ -	\$ -	\$ -	\$ 450
Dissemination	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Trustee Fees	\$ 3,600	\$ -	\$ -	\$ -	\$ 4,100
Management Fees	\$ 37,500	\$ -	\$ 28,125	\$ 28,125	\$ 37,500
Information Technology	\$ 1,800	\$ -	\$ 1,350	\$ 1,350	\$ 1,800
Website Maintenance	\$ 1,200	\$ -	\$ 900	\$ 900	\$ 1,200
Telephone	\$ 300	\$ -	\$ -	\$ -	\$ -
Postage & Delivery	\$ 1,000	\$ -	\$ 750	\$ 750	\$ 1,000
Insurance	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000
Copies	\$ 1,000	\$ -	\$ 750	\$ 750	\$ 1,000
Legal Advertising	\$ 10,000	\$ -	\$ 7,500	\$ 7,500	\$ 10,000
Other Current Charges	\$ 5,000	\$ -	\$ 3,750	\$ 3,750	\$ 5,000
Office Supplies	\$ 625	\$ -	\$ 469	\$ 469	\$ 625
Travel Per Diem	\$ 660	\$ -	\$ -	\$ -	\$ -
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ -	\$ 175	\$ 175
Total General & Administrative:	\$ 134,310	\$ 5,443	\$ 86,594	\$ 92,037	\$ 133,850
<i>Operations & Maintenance</i>					
Field Contingency	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
Total Operations & Maintenance:	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
Total Expenditures	\$ 184,310	\$ 5,443	\$ 86,594	\$ 92,037	\$ 183,850
Excess Revenues/(Expenditures)	\$ -	\$ (5,443)	\$ 5,443	\$ -	\$ -

Schaller Preserve

Community Development District

General Fund Narrative

Revenues:

Developer Contributions

The District will enter into a funding agreement with the Developer to fund the General Fund expenditures for the Fiscal Year.

Expenditures:

General & Administrative:

Supervisor Fees

Chapter 190, Florida Statutes, allows for each Board member to receive \$200 per meeting, not to exceed \$4,800 per year paid to each Supervisor for the time devoted to District business and meetings.

Engineering

The District's engineer will be providing general engineering services to the District, e.g. attendance and preparation for monthly board meetings, review invoices and various projects as directed by the Board of Supervisors and the District Manager.

Attorney

The District's legal counsel will be providing general legal services to the District, e.g. attendance and preparation for meetings, preparation and review of agreements, resolutions, etc. as directed by the Board of Supervisors and the District Manager.

Annual Audit

The District is required by Florida Statutes to arrange for an independent audit of its financial records on an annual basis.

Assessment Administration

The District will contract to levy and administer the collection of non-ad valorem assessment on all assessable property within the District.

Arbitrage

The District will contract with an independent certified public accountant to annually calculate the District's Arbitrage Rebate Liability on an anticipated bond issuance.

Dissemination

The District is required by the Security and Exchange Commission to comply with Rule 15c2-12(b)(5) which relates to additional reporting requirements for unrated bond issues. This cost is based upon an anticipated bond issuance.

Schaller Preserve

Community Development District

General Fund Narrative

Trustee Fees

The District will incur trustee related costs with the issuance of its' issued bonds.

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services-Central Florida, LLC. The services include but are not limited to, recording and transcription of board meetings, administrative services, budget preparation, all financial reports, annual audits, etc.

Information Technology

Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc.

Website Maintenance

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

Telephone

Telephone and fax machine.

Postage & Delivery

The District incurs charges for mailing of Board meeting agenda packages, overnight deliveries, correspondence, etc.

Insurance

The District's general liability and public official's liability insurance coverages.

Printing & Binding

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes, etc.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings, public hearings, etc. in a newspaper of general circulation.

Other Current Charges

Bank charges and any other miscellaneous expenses incurred during the year.

Schaller Preserve

Community Development District

General Fund Narrative

Office Supplies

Any supplies that may need to be purchased during the fiscal year, e.g., paper, minute books, file folders, labels, paper clips, etc.

Travel Per Diem

The Board of Supervisors can be reimbursed for travel expenditures related to the conducting of District business.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Florida Department of Economic Opportunity for \$175. This is the only expense under this category for the District.

Operations & Maintenance:

Field Contingency

Represents funds allocated to expenses that the District could incur throughout the fiscal year that do not fit into any field category.

SECTION V

CONTRACT AGREEMENT

This Agreement made and entered into on Tuesday, December 6, 2022 by and between the Schaller Preserve Community Development District, a local unit of special purpose government of the State of Florida hereinafter referred to as the 'Special District', and Marsha M. Faux, Polk County Property Appraiser, a Constitutional Officer of the State of Florida, whose address is 255 North Wilson Ave., Bartow, FL 33830, hereinafter referred to as the 'Property Appraiser'.

1. Section [197.3632](#) Florida Statutes, provides that special assessments of non-ad valorem taxes levied by the Special District may be included in the assessment rolls of the County and collected in conjunction with ad valorem taxes as assessed by the Property Appraiser. Pursuant to that option, the Property Appraiser and the Special District shall enter into an agreement providing for reimbursement to the Property Appraiser of administrative costs, including costs of inception and maintenance, incurred as a result of such inclusion.
2. The parties herein agree that, for the 2023 tax year assessment roll, the Property Appraiser will include on the assessment rolls such special assessments as are certified to her by the Schaller Preserve Community Development District.
3. The term of this Agreement shall commence on January 1, 2023 or the date signed below, whichever is later, and shall run until December 31, 2023, the date of signature by the parties notwithstanding. This Agreement shall not automatically renew.
4. The Special District shall meet all relevant requirements of Section [197.3632](#) & [190.021](#) Florida Statutes.
5. The Special District shall furnish the Property Appraiser with up-to-date data concerning its boundaries and proposed assessments, and other information as requested by the Property Appraiser to facilitate in administering the non-ad valorem assessment in question. Specifically, if assessments will be included on the 2023 TRIM Notice, the Special District shall provide **proposed assessments no later than Friday, July 14, 2023**. The Special District's assessments shall, as far as practicable, be uniform (e.g. one uniform assessment for maintenance, etc.) to facilitate the making of the assessments by the mass data techniques utilized by the Property Appraiser.
6. The Special District shall certify to the Property Appraiser the Special District's annual installment and levy **no later than Friday, September 15, 2023**. The Property Appraiser shall, using the information provided by the Special District, place the Special District's non ad-valorem special assessments on properties within the district for inclusion on the 2023 tax roll.
7. The Property Appraiser shall be compensated by the Special District for the administrative costs incurred in carrying out this Agreement at the rate of 1% of the amount levied on the TRIM Notice or if the TRIM Notice is not used, the rate shall be 1% of the amount levied on the 2023 tax roll. For the TRIM Notice, the Property Appraiser will require **payment on or before Friday, September 15, 2023** for processing within the Property Appraiser budget year (October 1st – September 30th).
8. If the actual costs of performing the services under this agreement exceed the compensation provided for in Paragraph 7, the amount of compensation shall be the actual costs of performing the services under this agreement.
9. If tax roll corrections are requested by the Special District, the Property Appraiser shall be compensated by the Special District for the administrative costs incurred at the rate of \$5.00 for each tax roll correction exceeding ten (10) corrections per tax year.

The Special District shall indemnify and hold harmless, to the extent permitted by Florida law and without waiving its right of any applicable sovereign immunity, the Property Appraiser and all respective officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the Property Appraiser and all respective officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the negligent or intentional acts or omissions of the Special District or its employees, agents, servants, partners, principals, or subcontractors arising out of, relating to, or resulting from the performance of the Agreement. The Special District shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the Property Appraiser where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorneys' fees which may issue thereon.

EXECUTED By:

Jill Burns
Special District Representative

Jill Burns

Print name

District Manager

12/22/2022

Title Date

Marsha M. Faux, CFA, ASA
Polk County Property Appraiser
By:

Marsha Faux

Marsha M. Faux, Property Appraiser

SECTION VI



Marsha M. Faux, CFA, ASA
POLK COUNTY PROPERTY APPRAISER
2023 Data Sharing and Usage Agreement

SCHALLER PRESERVE CDD

This Data Sharing and Usage Agreement, hereinafter referred to as “**Agreement**,” establishes the terms and conditions under which the **SCHALLER PRESERVE CDD**, hereinafter referred to as “**agency**,” can acquire and use Polk County Property Appraiser data that is exempt from Public Records disclosure as defined in [FS 119.071](#).

As of July 1, 2021, the Florida Public Records Exemptions Statute was amended as it relates to the publicly available records maintained by the county property appraiser and tax collector. As a result, exempt (aka confidential) parcels and accounts have been added back to our website and FTP data files. No owner names, mailing addresses, or official records (OR) books and pages of recorded documents related to these parcels/accounts, appear on the Property Appraiser’s website or in FTP data files. In addition, the Polk County Property Appraiser’s mapping site has been modified to accommodate the statutory change. See Senate Bill 781 for additional information.

For the purposes of this Agreement, all data is provided. It is the responsibility of the agency to apply all statutory guidelines relative to confidentiality.

The confidentiality of personal identifying information including: names, mailing address and OR Book and Pages owned by individuals that have received exempt / confidential status, hereinafter referred to as “**confidential data**,” **will be protected as follows:**

1. The **agency** will not release **confidential data** that may reveal identifying information of individuals exempted from Public Records disclosure.
2. The **agency** will not present the **confidential data** in the results of data analysis (including maps) in any manner that would reveal personal identifying information of individuals exempted from Public Records disclosure.
3. The **agency** shall comply with all state laws and regulations governing the confidentiality and exempt status of personal identifying and location information that is the subject of this Agreement.
4. The **agency** shall ensure any employee granted access to **confidential data** is subject to the terms and conditions of this Agreement.
5. The **agency** shall ensure any third party granted access to **confidential data** is subject to the terms and conditions of this Agreement. Acceptance of these terms must be provided in writing to the **agency** by the third party before personal identifying information is released.

The term of this Agreement shall commence on **January 1, 2023** and shall run until **December 31, 2023**, the date of signature by the parties notwithstanding. **This Agreement shall not automatically renew.** A new agreement will be provided annually to ensure all responsible parties are aware of and maintain the terms and conditions of this Data Sharing and Usage Agreement.

In witness of their agreement to the terms above, the parties or their authorized agents hereby affix their signatures.

POLK COUNTY PROPERTY APPRAISER

SCHALLER PRESERVE CDD

Signature: Marsha Faux

Signature: Jill Burns

Print: Marsha M. Faux CFA, ASA

Print: Jill Burns

Title: Polk County Property Appraiser

Title: District Manager

Date: December 1, 2022

Date: 12/22/2022

Please email the signed agreement to pataxroll@polk-county.net.

SECTION VIII

SECTION C

SECTION 1

Schaller Preserve
 Community Development District

FY22 Funding Request #2
 September 8, 2022

Bill to:

	Payee	Capital Project FY2022	General Fund FY2022
1	GMS-CF, LLC. Operations and Maintenance Funding		\$ 19,313.50
2	KE Law Group		
	Invoice # 2871 - Bond Validation - May 2022	\$ 1,047.00	
	Invoice # 2986 - Bond Validation - Jun 2022	\$ 2,054.00	
	Invoice # 2987 - 2022 Construction - Jun 2022	\$ 292.00	
	Invoice # 3715 - Bond Validation - Jul 2022	\$ 2,293.50	
		\$ 5,686.50	\$ 19,313.50
Total:			\$ 25,000.00

Please make check payable to:

Schaller Preserve Community Development District
 6200 Lee Vista Blvd, Suite 300
 Orlando, FL 32822

Schaller Preserve
Community Development District

FY22 Funding Request #3
October 21, 2022

Bill to:

	Payee		Capital Project FY2022
1	KE Law Group		
	Invoice # 3949 - Bond Validation - Aug 2022	\$	5,171.56
	Invoice # 4381 - Bond Validation - Sept 2022	\$	187.84
		\$	5,359.40
		Total:	\$ 5,359.40

Please make check payable to:

Schaller Preserve Community Development District
6200 Lee Vista Blvd, Suite 300
Orlando, FL 32822

SECTION 2

Schaller Preserve
Community Development District

Unaudited Financial Reporting
December 31, 2022



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1	<hr/>	<u>Balance Sheet</u>
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Schaller Preserve
Community Development District
Combined Balance Sheet
December 31, 2022

		<i>General Fund</i>
Assets:		
<u>Cash:</u>		
Operating Account	\$	10,183
Total Assets	\$	10,183
Liabilities:		
Accounts Payable	\$	-
Total Liabilites	\$	-
Fund Balance:		
Unassigned	\$	10,183
Total Fund Balances	\$	10,183
Total Liabilities & Fund Balance	\$	10,183

Schaller Preserve
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending December 31, 2022

	Adopted Budget	Prorated Budget Thru 12/31/22	Actual Thru 12/31/22	Variance
Revenues:				
Developer Contributions	\$ 184,310	\$ -	\$ -	\$ -
Total Revenues	\$ 184,310	\$ -	\$ -	\$ -
Expenditures:				
<u>General & Administrative:</u>				
Supervisor Fees	\$ 12,000	\$ 3,000	\$ -	\$ 3,000
Engineering	\$ 15,000	\$ 3,750	\$ -	\$ 3,750
Attorney	\$ 25,000	\$ 6,250	\$ 268	\$ 5,982
Audit	\$ 4,000	\$ -	\$ -	\$ -
Assessment Administration	\$ 5,000	\$ -	\$ -	\$ -
Arbitrage	\$ 450	\$ -	\$ -	\$ -
Dissemination	\$ 5,000	\$ -	\$ -	\$ -
Trustee Fees	\$ 3,600	\$ -	\$ -	\$ -
Management Fees	\$ 37,500	\$ 9,375	\$ -	\$ 9,375
Information Technology	\$ 1,800	\$ 450	\$ -	\$ 450
Website Maintenance	\$ 1,200	\$ 300	\$ -	\$ 300
Telephone	\$ 300	\$ 75	\$ -	\$ 75
Postage & Delivery	\$ 1,000	\$ 250	\$ -	\$ 250
Insurance	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Printing & Binding	\$ 1,000	\$ 250	\$ -	\$ 250
Legal Advertising	\$ 10,000	\$ 2,500	\$ -	\$ 2,500
Other Current Charges	\$ 5,000	\$ 1,250	\$ -	\$ 1,250
Office Supplies	\$ 625	\$ 156	\$ -	\$ 156
Travel Per Diem	\$ 660	\$ 165	\$ -	\$ 165
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Total General & Administrative	\$ 134,310	\$ 32,946	\$ 5,443	\$ 27,503
<u>Operations & Maintenance</u>				
Field Contingency	\$ 50,000	\$ 12,500	\$ -	\$ 62,500
Total Operations & Maintenance	\$ 50,000	\$ 12,500	\$ -	\$ 62,500
Total Expenditures	\$ 184,310	\$ 45,446	\$ 5,443	\$ 235,199
Excess (Deficiency) of Revenues over Expenditures	\$ -		\$ (5,443)	
Net Change in Fund Balance	\$ -		\$ (5,443)	
Fund Balance - Beginning	\$ -		\$ 15,626	
Fund Balance - Ending	\$ -		\$ 10,183	

Schaller Preserve
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Developer Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenditures:													
<u>General & Administrative:</u>													
Supervisor Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Attorney	\$ 268	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	268
Management Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Information Technology	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Website Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Postage & Delivery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Insurance	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,000
Printing & Binding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Legal Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Other Current Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Travel Per Diem	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	175
Total General & Administrative	\$ 5,443	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,443
<u>Operations & Maintenance</u>													
Field Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Operations & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,443
Excess (Deficiency) of Revenues over Expenditures	\$ (5,443)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(5,443)

Audit Committee Meeting

SECTION III

SECTION A

**SCHALLER PRESERVE COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Year 2022
Polk County, Florida**

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than **Monday, February 20, 2023 at 5:00 p.m.**, at the offices of Governmental Management Services – Central Florida, LLC, Attn: Jill Burns/Samantha Hoxie, District Manager, 219 East Livingston Street, Orlando, Florida 32801. Proposals will be publicly opened at that time.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified, and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit one (1) original hard copy and one (1) electronic copy of the Proposal Documents, and other requested attachments, at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title “**Auditing Services – Schaller Preserve Community Development District**” on the face of it.

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the “Proposal Documents”).

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in Section 768.28, *Florida Statutes*, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include résumés for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including résumés with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal for Fiscal Year 2022, plus the lump sum cost of four (4) annual renewals.
- E. Provide a proposed schedule for performance of the audit.

SECTION 13. PROTESTS. In accordance with the District's Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) calendar hours (excluding Saturday, Sunday, and state holidays) after the receipt of the Proposal Documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturday, Sunday, and state holidays) after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Proposal Documents.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

**SCHALLER PRESERVE COMMUNITY DEVELOPMENT
DISTRICT AUDITOR SELECTION EVALUATION CRITERIA**

1. Ability of Personnel. (20 Points)

(E.g., geographic location of the firm’s headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing workload; proposed staffing levels, etc.)

2. Proposer’s Experience. (20 Points)

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other community development districts in other contracts; character, integrity, reputation of Proposer, etc.)

3. Understanding of Scope of Work. (20 Points)

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

4. Ability to Furnish the Required Services. (20 Points)

Extent to which the proposal demonstrates the adequacy of Proposer’s financial resources and stability as a business entity necessary to complete the services required.

5. Price. (20 Points)

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

TOTAL (100 Points)

SECTION B

**SCHALLER PRESERVE COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

The Schaller Preserve Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2022, with an option for four (4) additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, *Florida Statutes*, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Polk County, Florida. The District currently has an operating budget of approximately \$184,310. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2022, be completed no later than June 1, 2023.

Each auditing entity submitting a proposal must be authorized to do business in Florida; hold all applicable state and federal professional licenses in good standing, including but not limited to a license under Chapter 473, *Florida Statutes*, and be qualified to conduct audits in accordance with "Government Auditing Standards", as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida law and particularly section 218.39, *Florida Statutes*, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

Proposers must provide one (1) original hard copy and one (1) electronic copy of their proposal to Governmental Management Services – Central Florida, LLC Attn: Jill Burns/Samantha Hoxie, District Manager/Staff, 219 East Livingston Street, Orlando, Florida 32801, in an envelope marked on the outside "**Auditing Services – Schaller Preserve Community Development District.**"

Proposals must be received by **5:00 PM on Monday, February 20, 2023**, at the office address listed above. Proposals received after this time will not be eligible for consideration. Please direct all questions regarding this Notice to the District Manager who can be reached at (407) 841-5524.

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

Run Date: **Monday, January 30, 2023**