

*Sandmine Road  
Community Development District*

*Agenda*

*September 17, 2020*

# AGENDA

# ***Sandmine Road***

## ***Community Development District***

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219 East Livingston Street, Orlando, Florida 32801

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

September 10, 2020

**Board of Supervisors  
Sandmine Road  
Community Development District**

Dear Board Members:

The special meeting of the Board of Supervisors of Sandmine Road Community Development District will be held **Thursday, September 17, 2020 at 2:00 PM via Zoom**; by following this link <https://zoom.us/j/96553449074> or by calling in via (646) 876-9923 and entering the Meeting ID: 965 5344 9074. Following is the advance agenda for the meeting:

### **Audit Committee Meeting**

1. Roll Call
2. Public Comment Period
3. Approval of Minutes of August 20, 2020 Meeting
4. Tally of Audit Committee Members Rankings and Selection of an Auditor
5. Adjournment

### **Board of Supervisors Meeting**

1. Roll Call
2. Public Comment Period
3. Approval of Minutes of the August 20, 2020 Meeting
4. Ratification of Series 2020 Requisition #1
5. Consideration of Series 2020 Requisition #2
6. Acceptance of Audit Committee Recommendation and Selection of #1 Ranked Firm to Provide Auditing Services for Fiscal Year 2020
7. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. District Manager's Report
    - i. Balance Sheet and Income Statement
    - ii. Consideration of FY20 Funding Request #6
8. Other Business
9. Supervisors Requests
10. Adjournment

The second order of business of the Audit Committee Meeting is the Public Comment Period where the public has an opportunity to be heard on propositions coming before the Board as reflected on the agenda, and any other items. The third order of business is the approval of the minutes from the August 20, 2020 meeting. The minutes are enclosed for your review. The fourth order of business is the tally of the audit committee members rankings and selection of an auditor. Rankings from all audit committee members will be tallied at the meeting to develop an overall audit committee ranking. The RFP responses have been provided separately and the tally sheet has been enclosed in your agenda package.

The second order of business of the Board of Supervisors is the Public Comment Period where the public has an opportunity to be heard on propositions coming before the Board as reflected on the agenda, and any other items.

The third order of business is approval of the minutes of the August 20, 2020 meeting. The minutes are enclosed for your review.

The fourth order of business is ratification of Series 2020 Requisition #1. A copy of the requisition is enclosed for your review.

The fifth order of business is consideration of Series 2020 Requisition #2. A copy of the requisition is enclosed for your review.

The sixth order of business is acceptance of Audit Committee recommendation and selection of #1 ranked firm to provide auditing services for Fiscal Year 2020.

The seventh order of business is staff reports. Section C is the District Manager's report. Section 1 includes the balance sheet and income statement for your review. Section 2 is the consideration of FY20 funding request #6. A copy of the funding requests and supporting invoices are enclosed for your review.

The balance of the agenda will be discussed at the meeting. In the meantime, if you should have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'G. S. Flint', with a stylized flourish at the end.

George S. Flint  
District Manager

CC: Darrin Mossing, GMS

Enclosures

# AUDIT COMMITTEE MEETING

## SECTION III

MINUTES OF MEETING  
SANDMINE ROAD  
COMMUNITY DEVELOPMENT DISTRICT

The Audit Committee meeting of the Sandmine Road Community Development District was held Thursday, August 20, 2020 at 2:00 p.m. via Zoom Video Conferencing, pursuant to Executive Orders 20-52, 20-69, 20-112, 20-150 and 20-179 issued by Governor DeSantis on March 9, 2020, March 20, 2020, April 29, 2020, June 23, 2020 and July 30, 2020 respectively, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*.

Present were:

Wesley Hunt  
Aaron Struckmeyer  
Eric Baker  
Amy Steiger  
Chris Wrenn  
George Flint  
Tucker Mackie  
Emma Gregory  
Broc Althafer

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Flint called the meeting to order and called the roll. All five Board Members were present via Zoom teleconference.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. Flint recognized that no public was present, only Board Members and staff.

**THIRD ORDER OF BUSINESS**

**Audit Services**

**A. Approval of Request for Proposals and Selection Criteria**

Mr. Flint stated that the standard RFP that is typically used for bidding out the auditing services was included in the agenda package. Mr. Flint noted that they are asking for five years of pricing, but the District will enter into annual engagement. The Board will not be bound to the five years, but the pricing will be locked in. Mr. Flint noted that attached to the RFP is the selection criteria. The only discretion the committee has is whether they include price as one of the criteria or they exclude it and make the selection solely on qualifications. Mr. Flint stated it is

recommended that price is included because the bids are fairly price competitive and typically the companies that respond are all going to be qualified. Mr. Flint asked for any questions, the Board had none.

On MOTION by Mr. Wrenn, seconded by Mr. Hunt, with all in favor, the Approval of Request for Proposals and Selection Criteria, was approved.

**B. Approval of Notice of Request for Proposals for Audit Services**

Mr. Flint stated that in addition to the notice, the RFP will be sent out to around five companies that perform about 95% of the CDD audits. Rather than just relying on the advertisement, it is also mailed out to those five companies. Mr. Flint noted that the number of firms have dwindled recently, but effort will be made to get the best responses.

On MOTION by Mr. Struckmeyer, seconded by Mr. Wrenn, with all in favor, Approval of Notice of Request for Proposals for Audit Services, was approved.

**C. Public Announcement of Opportunity to Provide Audit Services**

Mr. Flint publicly announced the opportunity to provide auditing services as indicated in the RFP and the notice that is included in the agenda package.

**FOURTH ORDER OF BUSINESSES**

**Adjournment**

Mr. Flint adjourned the meeting.

On MOTION by Mr. Baker, seconded by Mr. Hunt, with all in favor, the meeting was adjourned..

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Secretary/Assistant Secretary

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Chairman/Vice Chairman



## SECTION IV

**Sandmine Road CDD Auditor Selection**

	Ability of Personnel (20 pts)	Proposer's Experience (20 pts)	Understanding of Scope of Work (20 pts)	Ability to Furnish the Required Services (20 pts)	Price (20 pts)	Total Points Earned	Ranking (1 being highest)
Grau & Associates							
Berger, Toombs, Elam, Gaines & Frank							
McDimit Davis							



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

## **Proposal to Provide Financial Auditing Services:**

**SANDMINE ROAD**  
**COMMUNITY DEVELOPMENT DISTRICT**

**Proposal Due: September 09, 2020  
2:00PM**

**Submitted to:**  
Sandmine Road  
Community Development District  
C/o District Manager  
219 E. Livingston Street  
Orlando, FL 32801

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**Submitted by:**  
Antonio J. Grau, Partner  
Grau & Associates  
951 Yamato Road, Suite 280  
Boca Raton, Florida 33431  
**Tel** (561) 994-9299  
(800) 229-4728  
**Fax** (561) 994-5823  
[tgrau@graucpa.com](mailto:tgrau@graucpa.com)  
[www.graucpa.com](http://www.graucpa.com)



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

## **Table of Contents**

	<b>PAGE</b>
EXECUTIVE SUMMARY / TRANSMITTAL LETTER .....	1
FIRM QUALIFICATIONS.....	3
FIRM & STAFF EXPERIENCE.....	6
REFERENCES.....	11
SPECIFIC AUDIT APPROACH.....	13
COST OF SERVICES .....	17
SUPPLEMENTAL INFORMATION .....	19



# Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

September 09, 2020

Sandmine Road Community Development District  
C/o District Manager  
219 E. Livingston Street  
Orlando, FL 32801

Re: Request for Proposal for Professional Auditing Services for the fiscal year ended September 30, 2020, with an option for four (4) additional annual renewals.

Grau & Associates (Grau) welcomes the opportunity to respond to the Sandmine Road Community Development District's (the "District") Request for Proposal (RFP), and we look forward to working with you on your audit. We are an energetic and robust team of knowledgeable professionals and are a recognized leader of providing services to Community Development Districts. As one of Florida's few firms to primarily focus on government, we are especially equipped to provide you an effective and efficient audit.

Special district audits are at the core of our practice: **we have a total of 360 clients, 329 or 91% of which are special districts.** We know the specifics of the professional services and work products needed to meet your RFP requirements like no other firm. With this level of experience, we are able to increase efficiency, to provide immediate and continued savings, and to minimize disturbances to client operations.

## Why Grau & Associates:

### Knowledgeable Audit Team

Grau is proud that the personnel we assign to your audit are some of the most seasoned auditors in the field. Our staff performs governmental engagements year round. When not working on your audit, your team is refining their audit approach for next year's audit. Our engagement partners have decades of experience and take a hands-on approach to our assignments, which all ensures a smoother process for you.

### Servicing your Individual Needs

Our clients enjoy personalized service designed to satisfy their unique needs and requirements. First, we ensure that the transition to a new firm is as smooth and seamless as possible. Throughout the process of our audit, you will find that we welcome working with you to resolve any issues as swiftly and easily as possible. In addition, due to Grau's very low turnover rate for our industry, you also won't have to worry about retraining your auditors from year to year.

### Developing Relationships

We strive to foster mutually beneficial relationships with our clients. We stay in touch year round, updating, collaborating and assisting you in implementing new legislation, rules and standards that affect your organization. We are also available as a sounding board and assist with technical questions.

### Maintaining an Impeccable Reputation

We have never been involved in any litigation, proceeding or received any disciplinary action. Additionally, we have never been charged with, or convicted of, a public entity crime of any sort. We are financially stable and have never been involved in any bankruptcy proceedings.

### **Complying With Standards**

Our audit will follow the Auditing Standards of the AICPA, Generally Accepted Government Auditing Standards, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida, and any other applicable federal, state and local regulations. We will deliver our reports in accordance with your requirements.

This proposal is a firm and irrevocable offer for 90 days. We certify this proposal is made without previous understanding, agreement or connection either with any previous firms or corporations offering a proposal for the same items. We also certify our proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action, and was prepared in good faith. Only the person(s), company or parties interested in the project as principals are named in the proposal. Grau has no existing or potential conflicts, and anticipates no conflicts during the engagement. Our Federal I.D. number is 20-2067322.

We would be happy to answer any questions or to provide any additional information. We are genuinely excited about the prospect of serving you and establishing a long-term relationship. Please do not hesitate to call or email either of our Partners, Antonio J. Grau, CPA ([tgrau@graucpa.com](mailto:tgrau@graucpa.com)) or Racquel McIntosh, CPA ([rmcintosh@graucpa.com](mailto:rmcintosh@graucpa.com)) at 561.994.9299. We thank you for considering our firm's qualifications and experience.

Very truly yours,  
Grau & Associates

A handwritten signature in blue ink, appearing to read 'Antonio J. Grau', is written over a horizontal line.

Antonio J. Grau



## **Firm Qualifications**



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

## Grau's Focus and Experience

### Our Team



2 Partners  
13 Professional Staff  
2 Administrative Professionals



# 2005

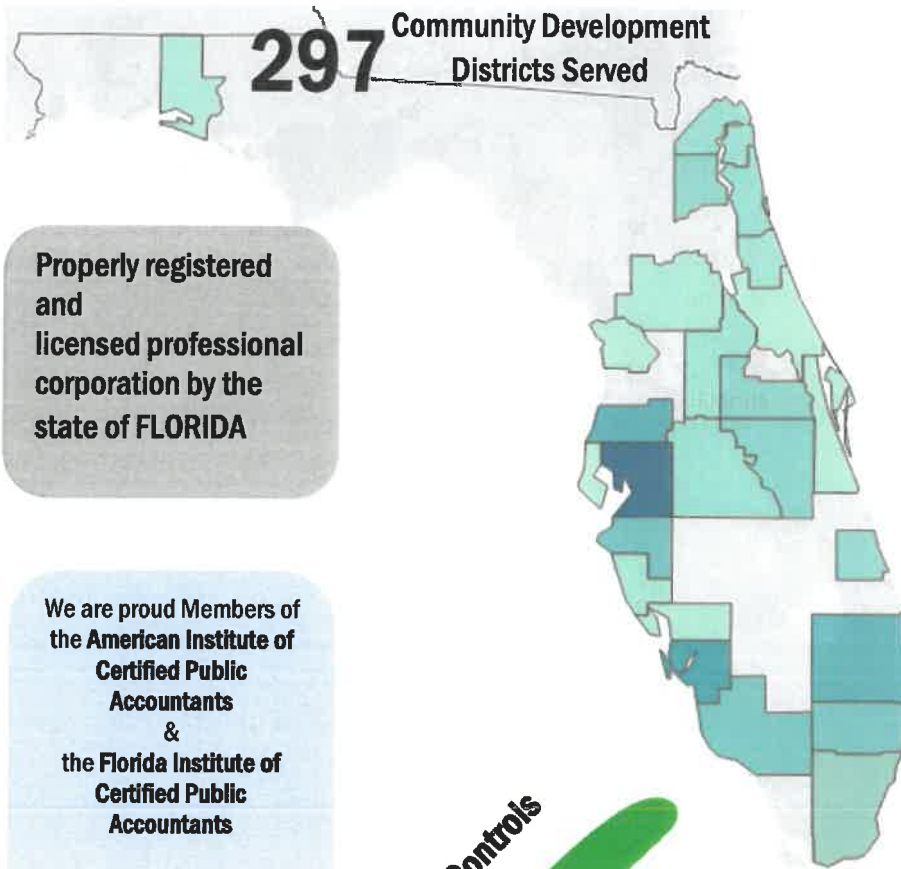
Year founded

### Services Provided



AICPA | FICPA | GFOA | FASD | FGFOA

297 Community Development Districts Served



Properly registered and licensed professional corporation by the state of FLORIDA

We are proud Members of the American Institute of Certified Public Accountants & the Florida Institute of Certified Public Accountants

Quality Controls



- ⇒ External quality review program: consistently receives a pass
- ⇒ Internal: ongoing monitoring to maintain quality

See next page for report and certificate





**FICPA Peer Review Program**  
Administered in Florida  
by The Florida Institute of CPAs



**Peer Review  
Program**

**AICPA Peer Review Program**  
Administered in Florida  
by the Florida Institute of CPAs

February 20, 2020

Antonio Grau  
Grau & Associates  
951 Yamato Rd Ste 280  
Boca Raton, FL 33431-1809

Dear Antonio Grau:

It is my pleasure to notify you that on February 20, 2020, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2022. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

***FICPA Peer Review Committee***

Peer Review Team  
FICPA Peer Review Committee  
paul@ficpa.org  
800-342-3197 ext. 251

Florida Institute of CPAs

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 571202

3800 Esplanade Way, Suite 210 | Tallahassee, FL 32311 | 800.342.3197, in Florida | 850.224.2727 | Fax: 850.222.8190 | [www.ficpa.org](http://www.ficpa.org)

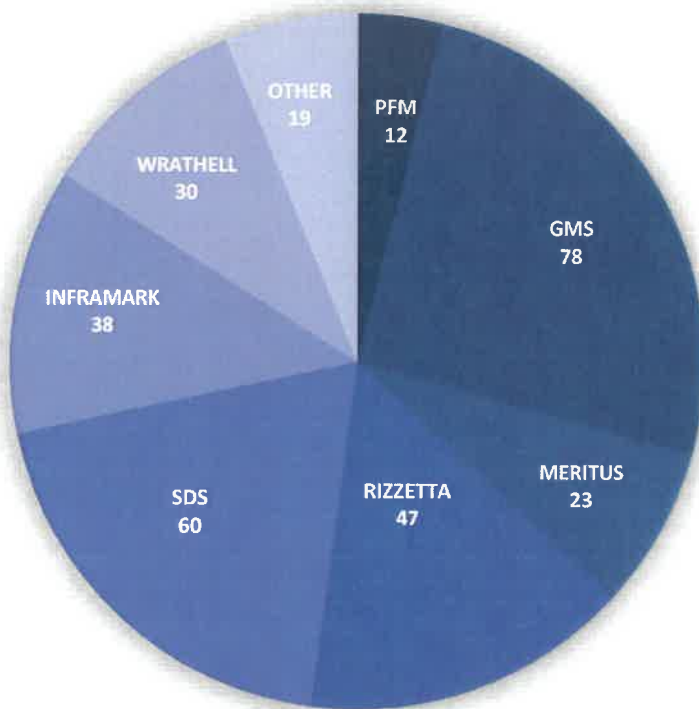


## **Firm & Staff Experience**



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

## GRAU AND ASSOCIATES COMMUNITY DEVELOPMENT DISTRICT EXPERIENCE BY MANAGEMENT COMPANY



### *Profile Briefs:*

#### **Antonio J GRAU, CPA (Partner)**

*Years Performing*

*Audits: 30+*

*CPE (last 2 years):*

*Government*

*Accounting, Auditing:*

*66 hours; Accounting,*

*Auditing and Other:*

*25 hours*

*Professional*

*Memberships: AICPA,*

*FICPA, FGFOA, GFOA*

#### **Racquel McIntosh, CPA (Partner)**

*Years Performing*

*Audits: 14+*

*CPE (last 2 years):*

*Government*

*Accounting, Auditing:*

*59 hours; Accounting,*

*Auditing and Other:*

*45 hours*

*Professional*

*Memberships: AICPA,*

*FICPA, FGFOA, FASD*

"Here at Grau & Associates, staying up to date with the current technological landscape is one of our top priorities. Not only does it provide a more positive experience for our clients, but it also allows us to perform a more effective and efficient audit. With the every changing technology available and utilized by our clients, we are constantly innovating our audit process."

- Tony Grau

"Quality audits and exceptional client service are at the heart of every decision we make. Our clients trust us to deliver a quality audit, adhering to high standards and assisting them with improvements for their organization."

-Racquel McIntosh

## **YOUR ENGAGEMENT TEAM**

Grau's client-specific engagement team is meticulously organized in order to meet the unique needs of each client. Constant communication within our solution team allows for continuity of staff and audit team.

Grau contracts with an outside group of IT management consultants to assist with matters including, but not limited to; network and database security, internet security and vulnerability testing.

An advisory consultant will be available as a sounding board to advise in those areas where problems are encountered.



The assigned personnel will work closely with the partner and the District to ensure that the financial statements and all other reports are prepared in accordance with professional standards and firm policy. Responsibilities will include planning the audit; communicating with the client and the partners the progress of the audit; and determining that financial statements and all reports issued by the firm are accurate, complete and are prepared in accordance with professional standards and firm policy.

The Engagement Partner will participate extensively during the various stages of the engagement and has direct responsibility for engagement policy, direction, supervision, quality control, security, confidentiality of information of the engagement and communication with client personnel. The engagement partner will also be involved directing the development of the overall audit approach and plan; performing an overriding review of work papers and ascertain client satisfaction.



## Antonio 'Tony' J. Grau, CPA Partner

Contact: [tgrau@graucpa.com](mailto:tgrau@graucpa.com) | (561) 939-6672

### Experience

For over 30 years, Tony has been providing audit, accounting and consulting services to the firm's governmental, non-profit, employee benefit, overhead and arbitrage clients. He provides guidance to clients regarding complex accounting issues, internal controls and operations.

As a member of the Government Finance Officers Association Special Review Committee, Tony participated in the review process for awarding the GFOA Certificate of Achievement in Financial Reporting. Tony was also the review team leader for the Quality Review of the Office of Management Audits of School Board of Miami-Dade County. Tony received the AICPA advanced level certificate for governmental single audits.

### Education

University of South Florida (1983)  
Bachelor of Arts  
Business Administration

### Clients Served (partial list)

(>300) Various Special Districts, including:

Bayside Improvement Community Development District  
Dunes Community Development District  
Fishhawk Community Development District (I,II,IV)  
Grand Bay at Doral Community Development District  
Heritage Harbor North Community Development District

St. Lucie West Services District  
Ave Maria Stewardship Community District  
Rivers Edge II Community Development District  
Bartram Park Community Development District  
Bay Laurel Center Community Development District

Boca Raton Airport Authority  
Greater Naples Fire Rescue District  
Key Largo Wastewater Treatment District  
Lake Worth Drainage District  
South Indian River Water Control

### Professional Associations/Memberships

American Institute of Certified Public Accountants  
Florida Institute of Certified Public Accountants  
City of Boca Raton Financial Advisory Board Member

Florida Government Finance Officers Association  
Government Finance Officers Association Member

### Professional Education (over the last two years)

#### Course

Government Accounting and Auditing  
Accounting, Auditing and Other  
Total Hours

#### Hours

66  
25  
91 (includes of 4 hours of Ethics CPE)





## Racquel C. McIntosh, CPA

### Partner

Contact : [rmcintosh@graucpa.com](mailto:rmcintosh@graucpa.com) | (561) 939-6669

#### Experience

Racquel has been providing government audit, accounting and advisory services to our clients for over 14 years. She serves as the firm's quality control partner; in this capacity she closely monitors engagement quality ensuring standards are followed and maintained throughout the audit.

Racquel develops in-house training seminars on current government auditing, accounting, and legislative topics and also provides seminars for various government organizations. In addition, she assists clients with implementing new accounting software, legislation, and standards.

#### Education

Florida Atlantic University (2004)

Master of Accounting

Florida Atlantic University (2003)

Bachelor of Arts:

Finance, Accounting

#### Clients Served (partial list)

(>300) Various Special Districts, including:

Carlton Lakes Community Development District  
Golden Lakes Community Development District  
Rivercrest Community Development District  
South Fork III Community Development District  
TPOST Community Development District

Westchase Community Development District  
Monterra Community Development District  
Palm Coast Park Community Development District  
Long Leaf Community Development District  
Watergrass Community Development District

East Central Regional Wastewater Treatment Facilities  
Indian Trail Improvement District  
Pinellas Park Water Management District  
Ranger Drainage District  
South Trail Fire Protection and Rescue Service District

#### Professional Associations/ Memberships

American Institute of Certified Public Accountants  
Florida Institute of Certified Public Accountants

FICPA State & Local Government Committee  
FGFOA Palm Beach Chapter

#### Professional Education (over the last two years)

##### Course

Government Accounting and Auditing  
Accounting, Auditing and Other  
Total Hours

##### Hours

59

45

104 (includes of 4 hours of Ethics CPE)



## References



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

We have included three references of government engagements that require compliance with laws and regulations, follow fund accounting, and have financing requirements, which we believe are similar to the District.

### **Dunes Community Development District**

<b>Scope of Work</b>	Financial audit
<b>Engagement Partner</b>	Antonio J. Grau
<b>Dates</b>	Annually since 1998
<b>Client Contact</b>	Darrin Mossing, Finance Director 475 W. Town Place, Suite 114 St. Augustine, Florida 32092 904-940-5850

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### **Two Creeks Community Development District**

<b>Scope of Work</b>	Financial audit
<b>Engagement Partner</b>	Antonio J. Grau
<b>Dates</b>	Annually since 2007
<b>Client Contact</b>	William Rizzetta, President 3434 Colwell Avenue, Suite 200 Tampa, Florida 33614 813-933-5571

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### **Journey's End Community Development District**

<b>Scope of Work</b>	Financial audit
<b>Engagement Partner</b>	Antonio J. Grau
<b>Dates</b>	Annually since 2004
<b>Client Contact</b>	Todd Wodraska, Vice President 2501 A Burns Road Palm Beach Gardens, Florida 33410 561-630-4922

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## **Specific Audit Approach**



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

## **AUDIT APPROACH**

### **Grau's Understanding of Work Product / Scope of Services:**

We recognize the District is an important entity and we are confident our firm is eminently qualified to meet the challenges of this engagement and deliver quality audit services. ***You would be a valued client of our firm and we pledge to commit all firm resources to provide the level and quality of services (as described below) which not only meet the requirements set forth in the RFP but will exceed those expectations.*** Grau & Associates fully understands the scope of professional services and work products requested. Our audit will follow the Auditing Standards of the AICPA, *Generally Accepted Government Auditing Standards*, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida and any other applicable Federal, State or Local regulations. **We will deliver our reports in accordance with your requirements.**

### **Proposed segmentation of the engagement**

Our approach to the audit engagement is a risk-based approach which integrates the best of traditional auditing techniques and a total systems concept to enable the team to conduct a more efficient and effective audit. The audit will be conducted in three phases, which are as follows:



### **Phase I - Preliminary Planning**

A thorough understanding of your organization, service objectives and operating environment is essential for the development of an audit plan and for an efficient, cost-effective audit. During this phase, we will meet with appropriate personnel to obtain and document our understanding of your operations and service objectives and, at the same time, give you the opportunity to express your expectations with respect to the services that we will provide. Our work effort will be coordinated so that there will be minimal disruption to your staff.

#### **During this phase we will perform the following activities:**

- » Review the regulatory, statutory and compliance requirements. This will include a review of applicable federal and state statutes, resolutions, bond documents, contracts, and other agreements;
- » Read minutes of meetings;
- » Review major sources of information such as budgets, organization charts, procedures, manuals, financial systems, and management information systems;
- » Obtain an understanding of fraud detection and prevention systems;
- » Obtain and document an understanding of internal control, including knowledge about the design of relevant policies, procedures, and records, and whether they have been placed in operation;
- » Assess risk and determine what controls we are to rely upon and what tests we are going to perform and perform test of controls;
- » Develop audit programs to incorporate the consideration of financial statement assertions, specific audit objectives, and appropriate audit procedures to achieve the specified objectives;
- » Discuss and resolve any accounting, auditing and reporting matters which have been identified.

## **Phase II – Execution of Audit Plan**

The audit team will complete a major portion of transaction testing and audit requirements during this phase. The procedures performed during this period will enable us to identify any matter that may impact the completion of our work or require the attention of management. Tasks to be performed in Phase II include, but are not limited to the following:

- » Apply analytical procedures to further assist in the determination of the nature, timing, and extent of auditing procedures used to obtain evidential matter for specific account balances or classes of transactions;
- » Perform tests of account balances and transactions through sampling, vouching, confirmation and other analytical procedures; and
- » Perform tests of compliance.

## **Phase III - Completion and Delivery**

In this phase of the audit, we will complete the tasks related to year-end balances and financial reporting. All reports will be reviewed with management before issuance, and the partners will be available to meet and discuss our report and address any questions. Tasks to be performed in Phase III include, but are not limited to the following:

- » Perform final analytical procedures;
- » Review information and make inquiries for subsequent events; and
- » Meeting with Management to discuss preparation of draft financial statements and any potential findings or recommendations.

You should expect more from your accounting firm than a signature in your annual financial report. Our concept of truly responsive professional service emphasizes taking an active interest in the issues of concern to our clients and serving as an effective resource in dealing with those issues. In following this approach, we not only audit financial information with hindsight but also consider the foresight you apply in managing operations.

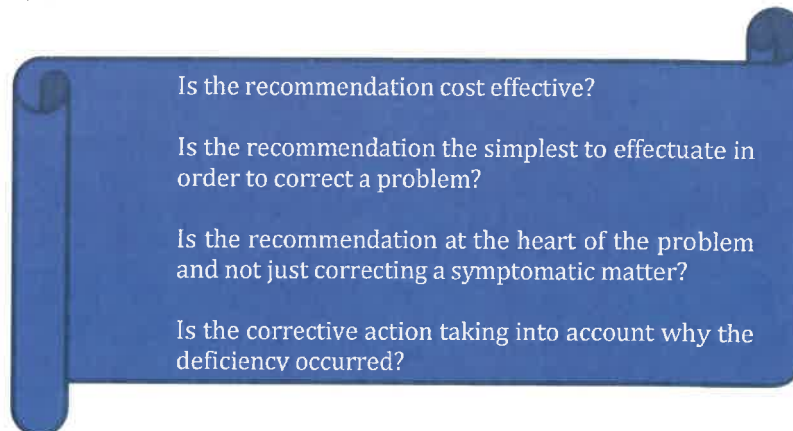
Application of this approach in developing our management letter is particularly important given the increasing financial pressures and public scrutiny facing today's public officials. We will prepare the management letter at the completion of our final procedures.

In preparing this management letter, we will initially review any draft comments or recommendations with management. In addition, we will take necessary steps to ensure that matters are communicated to those charged with governance.

In addition to communicating any recommendations, we will also communicate the following, if any:

- » Significant audit adjustments;
- » Significant deficiencies or material weaknesses;
- » Disagreements with management; and
- » Difficulties encountered in performing the audit.

Our findings will contain a statement of condition describing the situation and the area that needs strengthening, what should be corrected and why. Our suggestions will withstand the basic tests of corrective action:



To assure full agreement with facts and circumstances, we will fully discuss each item with Management prior to the final exit conference. This policy means there will be no “surprises” in the management letter and fosters a professional, cooperative atmosphere.

#### **Communications**

We emphasize a continuous, year-round dialogue between the District and our management team. We typically begin our audit process with an entrance conference before the onsite fieldwork begins. We regularly communicate through personal telephone calls and electronic mail throughout the audit and on a regular basis. Our clients have the ability to transmit information to us on our secure client portal with the ability to assign different staff with separate log on and viewing capability. This further facilitates efficiency as all assigned users receive electronic mail notification as soon as new information has been posted into the portal. We strive to continue to keep an open line of communication through the fieldwork and ending with an exit conference.



## **Cost of Services**



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

Our proposed all-inclusive fees for the financial audit for the fiscal years ended September 30, 2020-2024 are as follows:

<u>Year Ended September 30,</u>	<u>Fee</u>
2020	\$3,200
2021	\$3,300
2022	\$3,400
2023	\$3,500
2024	<u>\$3,600</u>
<b>TOTAL (2020-2024)</b>	<b><u>\$17,000</u></b>

The above fees are based on the assumption that the District maintains its current level of operations. Should conditions change or additional Bonds are issued the fees would be adjusted accordingly upon approval from all parties concerned.



## **Supplemental Information**



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

## **PARTIAL LIST OF CLIENTS**

<b>SPECIAL DISTRICTS</b>	<b>Governmental Audit</b>	<b>Single Audit</b>	<b>Utility Audit</b>	<b>Current Client</b>	<b>Year End</b>
Boca Raton Airport Authority	✓	✓		✓	9/30
Captain's Key Dependent District	✓			✓	9/30
Central Broward Water Control District	✓			✓	9/30
Coquina Water Control District	✓			✓	9/30
East Central Regional Wastewater Treatment Facility	✓		✓	✓	9/30
Florida Green Finance Authority	✓			✓	9/30
Greater Boca Raton Beach and Park District	✓			✓	9/30
Greater Naples Fire Control and Rescue District	✓			✓	9/30
Green Corridor P.A.C.E. District	✓			✓	9/30
Hobe-St. Lucie Conservancy District	✓			✓	9/30
Indian River Mosquito Control District	✓				9/30
Indian Trail Improvement District	✓			✓	9/30
Key Largo Waste Water Treatment District	✓	✓	✓	✓	9/30
Lake Padgett Estates Independent District	✓			✓	9/30
Lake Worth Drainage District	✓			✓	9/30
Loxahatchee Groves Water Control District	✓			✓	9/30
Old Plantation Control District	✓			✓	9/30
Pal Mar Water Control District	✓			✓	9/30
Pinellas Park Water Management District	✓			✓	9/30
Pine Tree Water Control District (Broward)	✓			✓	9/30
Pinetree Water Control District (Wellington)	✓			✓	9/30
Ranger Drainage District	✓			✓	9/30
Renaissance Improvement District	✓			✓	9/30
San Carlos Park Fire Protection and Rescue Service District	✓			✓	9/30
Sanibel Fire and Rescue District	✓			✓	9/30
South Central Regional Wastewater Treatment and Disposal Board	✓	✓	✓	✓	9/30
South-Dade Venture Development District	✓			✓	9/30
South Indian River Water Control District	✓	✓		✓	9/30
South Trail Fire Protection & Rescue District	✓			✓	9/30
Spring Lake Improvement District	✓			✓	9/30
St. Lucie West Services District	✓		✓	✓	9/30
Sunshine Water Control District	✓			✓	9/30
Sunny Hills Units 12-15 Dependent District	✓			✓	9/30
West Villages Improvement District	✓			✓	9/30
West Villages Independent District	✓		✓	✓	9/30
Various Community Development Districts (297)	✓			✓	9/30
<b>TOTAL</b>	<b>333</b>	<b>4</b>	<b>5</b>	<b>332</b>	



## **ADDITIONAL SERVICES**

### **CONSULTING / MANAGEMENT ADVISORY SERVICES**

Grau & Associates also provide a broad range of other management consulting services. Our expertise has been consistently utilized by Governmental and Non-Profit entities throughout Florida. Examples of engagements performed are as follows:

- Accounting systems
- Development of budgets
- Organizational structures
- Financing alternatives
- IT Auditing
- Fixed asset records
- Cost reimbursement
- Indirect cost allocation
- Grant administration and compliance

### **ARBITRAGE**

The federal government has imposed complex rules to restrict the use of tax-exempt financing. Their principal purpose is to eliminate any significant arbitrage incentives in a tax-exempt issue. We have determined the applicability of these requirements and performed the rebate calculations for more than 150 bond issues, including both fixed and variable rate bonds.

**73**

Current  
Arbitrage  
Calculations

**We look forward to providing Sandmine Road Community Development District with our resources and experience to accomplish not only those minimum requirements set forth in your Request for Proposal, but to exceed those expectations!**

**For even more information on Grau & Associates  
please visit us on [www.graucpa.com](http://www.graucpa.com).**

**SANDMINE ROAD  
COMMUNITY DEVELOPMENT DISTRICT  
PROPOSAL FOR AUDIT SERVICES**

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**PROPOSED BY:**

Berger, Toombs, Elam, Gaines & Frank  
CERTIFIED PUBLIC ACCOUNTANTS, PL

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600 Citrus Avenue, Suite 200  
Fort Pierce, Florida 34950

(772) 461-6120

**CONTACT PERSON:**

J. W. Gaines, CPA, Director

**DATE OF PROPOSAL:**

September 9, 2020

## **TABLE OF CONTENTS**

<b><u>DESCRIPTION OF SECTION</u></b>	<b><u>PAGE</u></b>
A. Letter of Transmittal	1-2
B. Profile of the Proposer	
Description and History of Audit Firm	3
Professional Staff Resources	4-5
Ability to Furnish the Required Services	5
Arbitrage Rebate Services	6
A. Governmental Auditing Experience	7-16
B. Fee Schedule	17
C. Scope of Work to be Performed	17
D. Resumes	18-33
E. Peer Review Letter	34
F. Additional Documents Required	
Instructions to Proposers	35-25



# Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue  
Suite 200  
Fort Pierce, Florida 34950

772/461-6120 // 461-1155  
FAX: 772/468-9278

September 9, 2020

Sandmine Road Community Development District  
Governmental Management Services, LLC  
219 East Livingston Street  
Orlando, FL 32801

Dear District Manager:

Thank you very much for the opportunity to present our professional credentials to provide audit services for Sandmine Road Community Development District.

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has assembled a team of governmental and nonprofit specialists second to none to serve our clients. Our firm has the necessary qualifications and experience to serve as the independent auditors for Sandmine Road Community Development District. We will provide you with top quality, responsive service.

## Experience

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is a recognized leader in providing services to governmental and nonprofit agencies throughout Florida. We have been the independent auditors for a number of local governmental agencies and through our experience in performing their audits, we have been able to increase our audit efficiency and; therefore, reduce costs. We have continually passed this cost savings on to our clients and will continue to do so in the future. As a result of our experience and expertise, we have developed an effective and efficient audit approach designed to meet or exceed the performance specifications in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and the standards for financial and compliance audits. We will conduct the audit in accordance with auditing standards generally accepted in the United States of America; "Government Auditing Standards" issued by the Comptroller General of the United States; the provisions of the Single Audit Act, Subpart F of Title 2 US Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, with minimal disruption to your operations. Our firm has frequent technical updates to keep our personnel informed and up-to-date on all changes that are occurring within the industry.

Fort Pierce / Stuart

- 1 -

Member AICPA

Member AICPA Division for CPA Firms  
Private Companies practice Section

Member FICPA



Berger, Toombs, Elam,  
Gaines & Frank  
Certified Public Accountants PL

Sandmine Road Community Development District  
September 9, 2020

Our firm is a member of the Government Audit Quality Center, an organization dedicated to improving government audit quality. We also utilize the audit program software of a nationally recognized CPA firm to assure us that we are up to date with all auditing standards and to assist us maintain maximum audit efficiencies.

To facilitate your evaluation of our qualifications and experience, we have arranged this proposal to include a resume of our firm, including our available staff, our extensive prior governmental and nonprofit auditing experience and clients to be contacted.

You need a firm that will provide an efficient, cost-effective, high-quality audit within critical time constraints. You need a firm with the prerequisite governmental and nonprofit experience to perform your audit according to stringent legal and regulatory requirements, a firm that understands the complex nature of community development districts and their unique compliance requirements. You need a firm with recognized governmental and nonprofit specialists within the finance and governmental communities. And, certainly, you need a firm that will provide you with valuable feedback to enhance your current and future operations. Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is that firm. J. W. Gaines is the person authorized to make representations for the firm.

Thank you again for the opportunity to submit this proposal to Sandmine Road Community Development District.

Very truly yours,

Berger, Toombs, Elam, Gaines & Frank  
Certified Public Accountants PL  
Fort Pierce, Florida

## PROFILE OF THE PROPOSER

### Description and History of Audit Firm

**Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is a Treasure Coast public accounting firm, which qualifies as a small business firm, as established by the Small Business Administration (13 CFR 121.38), with offices in Fort Pierce and Stuart. We are a member of the Florida Institute of Certified Public Accountants and the American Institute of Certified Public Accountants. The firm was formed from the merger of Edwards, Berger, Harris & Company (originated in 1972) and McAlpin, Curtis & Associates (originated in 1949). J. W. Gaines and Associates (originated in 1979) merged with the firm in 2004. Our tremendous growth rate experienced over the last 69 years is directly attributable to the firm's unrelenting dedication to providing the highest quality, responsive professional services attainable to its clients.

We are a member of the Private Companies Practice Section (PCPS) of the American Institute of Certified Public Accountants (AICPA) to assure we meet the highest standards. Membership in this practice section requires that our firm meet more stringent standards than standard AICPA membership. These rigorous requirements include the requirement of a triennial peer review of our firm's auditing and accounting practice and annual Continuing Professional Education (CPE) for all accounting staff (whether CPA or non-CPA). For standard AICPA membership, only a quality review is required and only CPAs must meet CPE requirements.

We are also a member of the Government Audit Quality Center ("the Center") of the American Institute of Certified Public Accountants to assure the quality of our government audits. Membership in the Center, which is voluntary, requires our firm to comply with additional standards to promote the quality of government audits.

We have been extensively involved in serving local government entities with professional accounting, auditing and consulting services throughout the entire 69 year history of our firm. Our substantial experience over the years makes us uniquely qualified to provide accounting, auditing, and consulting services to these clients. We are a recognized leader in providing services to governmental and nonprofit agencies on the Treasure Coast and in Central and South Florida, with extensive experience in auditing community development districts and water control districts. We were the independent auditors of the City of Fort Pierce for over 37 years and currently, we are the independent auditors for St. Lucie County since 2002, and for 34 of the 38 years that the county has been audited by CPA firms. Additionally, we have performed audits of the City of Stuart, the City of Vero Beach, Indian River County and Martin County. We also presently audit over 75 Community Development Districts throughout Florida.

Our firm was founded on the belief that we are better able to respond to our clients needs through education, experience, independence, quality control, and personal service. Our firm's commitment to quality is reflected in our endeavor of professional excellence via continuing education, the use of the latest computer technology, professional membership in PCPS and peer review.

We believe our approach to audit engagements, intelligence and innovation teamed with sound professional judgment enables us to explore new concepts while remaining sensitive to the fundamental need for practical solutions. We take pride in giving you the assurance that the personal assistance you receive comes from years of advanced training, technical experience and financial acumen.

## Professional Staff Resources

**Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** has a total of 27 professional and administrative staff (including 12 professional staff with extensive experience servicing government entities). The work will be performed out of our Fort Pierce office with a proposed staff of one senior accountant and one or two staff accountants supervised by an audit manager and audit partner. With the exception of the directors of the firm's offices, the professional staff is not specifically assigned to any of our individual offices. The professional and administrative staff resources available to you through Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL are as follows:

	<u>Total</u>
Partners/Directors (CPA's)	5
Principals (CPA)	1
Managers (CPA)	1
Senior/Supervisor Accountants (2 CPA's)	3
Staff Accountants (1 CPA)	7
Computer Specialist	1
Paraprofessional	6
Administrative	<u>4</u>
Total – all personnel	28

Following is a brief description of each employee classification:

**Staff Accountant** – Staff accountants work directly under the constant supervision of the auditor-in-charge and, are responsible for the various testing of documents, account analysis and any other duties as his/her supervisor believes appropriate. Minimum qualification for a staff accountant is graduation from an accredited university or college with a degree in accounting or equivalent.

**Senior Accountant** – A senior accountant must possess all the qualifications of the staff accountant, in addition to being able to draft the necessary reports and financial statements, and supervise other staff accountants when necessary.

**Managers** – A manager must possess the qualifications of the senior accountant, plus be able to work without extensive supervision from the auditor-in-charge. The manager should be able to draft audit reports from start to finish and to supervise the audit team, if necessary.

**Principal** – A principal is a partner/director in training. He has been a manager for several years and possesses the technical skills to act as the auditor-in-charge. A principal has no financial interest in the firm.

**Partner/Director** – The director has extensive governmental auditing experience and acts as the auditor-in-charge. Directors have a financial interest in the firm.

## **Professional Staff Resources (Continued)**

**Independence** – Independence of the public accounting firm, with respect to the audit client, is the foundation from which the public gains its trust in the opinion issued by the public accounting firm at the end of the audit process. This independence must be in appearance as well as in fact. The public must perceive that the accounting firm is independent of the audit entity to ensure that nothing would compromise the opinion issued by the public accounting firm. **Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is independent of Sandmine Road Community Development District, including its elected officials and related parties, at the date of this proposal, as defined by the following rules, regulations, and standards:

AuSection 220 – Statements on Auditing Standards issued by the American Institute of Certified Public Accountants;

ET Sections 101 and 102 – Code of Professional Conduct of the American Institute of Certified Public Accountants;

Chapter 21A-1, Florida Administrative Code;

Section 473.315, Florida Statutes; and,

Government Auditing Standards, issued by the Comptroller General of the United States.

On an annual basis, all members of the firm are required to confirm, in writing, that they have no personal or financial relationships or holding that would impair their independence with regard to the firm's clients.

Independence is a hallmark of our profession. We encourage our staff to use professional judgment in situations where our independence could be impaired or the perception of a conflict of interest might exist. In the governmental sector, public perception is as important as professional standards. Therefore, the utmost care must be exercised by independent auditors in the performance of their duties.

## **Ability to Furnish the Required Services**

As previously noted in the Profile of the Proposer section of this document, our firm has been in existence for over 69 years. We have provided audit services to some clients for over 30 years continually. Our firm is insured against physical loss through commercial insurance and we also carry liability insurance. The majority of our audit documentation is stored electronically, both on our office network and on each employee laptop or computer assigned to each specific job. Our office computer network is backed up on tape, so in the event of a total equipment loss, we can restore all data as soon as replacement equipment is acquired. In addition, our field laptop computers carry the same data and can be used in the event of emergency with virtually no delay in completing the required services.



## **ADDITIONAL SERVICES PROVIDED**

### **Arbitrage Rebate Services**

**Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** also provides arbitrage rebate compliance and related services to governmental issuers. The Tax Reform Act of 1986 requires issuers of most tax-exempt obligations to pay (i.e., “rebate”) to the United States government any arbitrage profits. Arbitrage profits are earnings on the investment of bond proceeds and certain other monies in excess of what would have been earned had such monies been invested at a yield equal to the yield on the bonds.

Federal tax law requires that interim rebate calculations and payments are due at the end of every fifth bond year. Final payment is required upon redemption of the bonds. More frequent calculations may be deemed advisable by an issuer’s auditor, trustee or bond counsel or to assure that accurate and current records are available. These more frequent requirements are usually contained in the Arbitrage or Rebate Certificate with respect to the bonds.

Our firm performs a comprehensive rebate analysis and includes the following:

- Verifying that the issue is subject to rebate;
- Calculating the bond yield;
- Identifying, and separately accounting for, all “Gross Proceeds” (as that term is defined in the Code) of the bond issue, including those requiring analysis due to “transferred proceeds” and/or “commingled funds” circumstances;
- Determining what general and/or elective options are available to Gross proceeds of the issue;
- Calculating the issue’s excess investment earning (rebate liability), if any;
- Delivering appropriate documentation to support all calculations;
- Providing an executive summary identifying the methodology employed, major assumptions, conclusions, and any other recommendations for changes in recordkeeping and investment policies;
- Assisting as necessary in the event of an Internal Revenue Service inquiry; and,
- Consulting with issue staff, as necessary, regarding arbitrage related matters.

## **GOVERNMENTAL AUDITING EXPERIENCE**

**Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** has been practicing public accounting in Florida for 69 years. Our success over the years has been the result of a strong commitment to providing personalized quality service to our clients.

The current members of our firm have performed audits of over 900 community development districts, and over 1,800 audits of municipalities, counties and other governmental entities such as the City of Fort Pierce and St. Lucie County.

Our firm provides a variety of accounting, auditing, tax litigation support, and consulting services. Some of the professional accounting, auditing and management consulting services that are provided by our firm are listed below:

- Performance of annual financial and compliance audits, including Single Audits of state and federal financial assistance programs, under the provisions of the Single Audit Act, Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), with minimal disruptions to your operations;
- Performance of special compliance audits to ascertain compliance with the applicable local, state and federal laws and regulations;
- Issuance of comfort letters and consent letters in conjunction with the issuance of tax-exempt debt obligations, including compiling financial data and interim period financial statement reviews;
- Calculation of estimated and actual federal arbitrage rebates;
- Assistance in compiling historical financial data for first-time and supplemental submissions for GFOA Certificate of Achievement for Excellence in Financial Reporting;
- Preparation of indirect cost allocation systems in accordance with Federal and State regulatory requirements;
- Providing human resource and employee benefit consulting;
- Performance of automation feasibility studies and disaster recovery plans;
- Performance feasibility studies concerning major fixed asset acquisitions and utility plant expansion plans (including electric, water, pollution control, and sanitation utilities); and
- Assistance in litigation, including testimony in civil and criminal court.
- Assist clients who utilize QuickBooks software with their software needs. Our Certified QuickBooks Advisor has undergone extensive training through QuickBooks and has passed several exams to attain this Certification.

## **Continuing Professional Education**

All members of the governmental audit staff of our firm, and audit team members assigned to this engagement, are in compliance with the Continuing Professional Education (CPE) requirements set forth in Government Auditing Standards issued by the Comptroller General of the United States. In addition, our firm is in compliance with the applicable provisions of the Florida Statutes that require CPA's to have met certain CPE requirements prior to proposing on governmental audit engagements.

## **GOVERNMENTAL AUDITING EXPERIENCE (CONTINUED)**

The audit team has extensive experience in performing governmental audits and is exposed to intensive and continuing concentration on these types of audits. Due to the total number of governmental audits our team performs, each member of our governmental staff must understand and be able to perform several types of governmental audits. It is our objective to provide each professional employee fifty hours or more of comprehensive continuing professional education each year. This is accomplished through attending seminars throughout Florida and is reinforced through in-house training.

Our firm has made a steadfast commitment to professional education. Our active attendance and participation in continuing professional education is a major part of our objective to obtain the most recent knowledge on issues which are of importance to our clients. We are growing on the reputation for work that our firm is providing today.

### **Quality Control Program**

Quality control requires continuing commitment to professional excellence. **Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is formally dedicated to that commitment.

To ensure maintaining the standards of working excellence required by our firm, we joined the Private Companies Practice Section (PCPS) of the American Institute of Certified Public Accountants (AICPA). To be a participating member firm of this practice section, a firm must obtain an independent Peer Review of its quality control policies and procedures to ascertain the firm's compliance with existing auditing standards on the applicable engagements.

The scope of the Peer Review is comprehensive in that it specifically reviews the following quality control policies and procedures of the participating firm:

- Professional, economic, and administrative independence;
- Assignment of professional personnel to engagements;
- Consultation on technical matters;
- Supervision of engagement personnel;
- Hiring and employment of personnel;
- Professional development;
- Advancement;
- Acceptance and continuation of clients; and,
- Inspection and review system.

We believe that our commitment to the program is rewarding not only to our firm, but primarily to our clients.

The external independent Peer Review of the elements of our quality control policies and procedures performed by an independent certified public accountant, approved by the PCPS of the AICPA, provides you with the assurance that we continue to conform to standards of the profession in the conduct of our accounting and auditing practice.

## **GOVERNMENTAL AUDITING EXPERIENCE (CONTINUED)**

Our firm is also a member of Governmental Audit Quality Center (GAQC), a voluntary membership center for CPA firms that perform governmental audits. This center promotes the quality of governmental audits.

Our firm has completed successive Peer Reviews. These reviews included a representative sample of our firm's local governmental auditing engagements. As a result of these reviews, our firm obtained an unqualified opinion on our quality control program and work procedures. On page 31 is a copy of our most recent Peer Review report. It should be noted that we received a pass rating.

Our firm has never had any disciplinary actions by state regulatory bodies or professional organizations.

As our firm performs approximately one hundred audits each year that are reviewed by federal, state or local entities, we are constantly dealing with questions from these entities about our audits. We are pleased to say that any questions that have been raised were minor issues and were easily resolved without re-issuing any reports.

### **Certificate of Achievement for Excellence in Financial Reporting (CAFR)**

We are proud and honored to have been involved with the City of Fort Pierce and the Fort Pierce Utilities Authority when they received their first Certificates of Achievement for Excellence in Financial Reporting for the fiscal years ended September 30, 1988 and 1994, respectively. We were also instrumental in the City of Stuart receiving the award, in our first year of performing their audit, for the year ended September 30, 1999.

We also assisted St. Lucie County, Florida for the year ended September 30, 2003, in preparing their first Comprehensive Annual Financial Report, and St. Lucie County has received their Certificate of Achievement for Excellence in Financial Reporting every year since.

As continued commitment to insuring that we are providing the highest level of experience, we have had at least one employee of our firm serve on the GFOA – Special Review Committee since the mid-1980s. This committee is made up of selective Certified Public Accountants throughout the United States who have demonstrated their high level of knowledge and expertise in governmental accounting. Each committee member attends a special review meeting at the Annual GFOA Conference. At this meeting, the committee reports on the Certificate of Achievement Program's most recent results, future goals, and common reporting deficiencies.

We feel that our previous experience in assisting the City of Fort Pierce, the Fort Pierce Utilities Authority and St. Lucie County obtain their first CAFRs, and the City of Stuart in continuing to receive a CAFR and our firm's continued involvement with the GFOA, and the CAFR review committee make us a valued asset for any client in the field of governmental financial reporting.

## **GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)**

### References

Terracina Community Development  
District  
Jeff Walker, Special District Services  
(561) 630-4922

Gateway Community Development  
District  
Stephen Bloom, Severn Trent Management  
(954) 753-5841

The Reserve Community Development District  
Darrin Mossing, Governmental Management  
Services LLC  
(407) 841-5524

Port of the Islands Community Development  
District  
Cal Teague, Premier District Management  
(239) 690-7100 ext 101

In addition to the above, we have the following additional governmental audit experience:

### Community Development Districts

Aberdeen Community Development  
District

Beacon Lakes Community  
Development District

Alta Lakes Community Development  
District

Beaumont Community Development  
District

Amelia Concourse Community  
Development District

Bella Collina Community Development  
District

Amelia Walk Community  
Development District

Bonnet Creek Community  
Development District

Aqua One Community Development  
District

Buckeye Park Community  
Development District

Arborwood Community Development  
District

Candler Hills East Community  
Development District

Arlington Ridge Community  
Development District

Cedar Hammock Community  
Development District

Bartram Springs Community  
Development District

Central Lake Community  
Development District

Baytree Community Development  
District

Channing Park Community  
Development District

## **GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)**

Cheval West Community Development District	Evergreen Community Development District
Coconut Cay Community Development District	Forest Brooke Community Development District
Colonial Country Club Community Development District	Gateway Services Community Development District
Connerton West Community Development District	Gramercy Farms Community Development District
Copperstone Community Development District	Greenway Improvement District
Creekside @ Twin Creeks Community Development District	Greyhawk Landing Community Development District
Deer Run Community Development District	Griffin Lakes Community Development District
Dowden West Community Development District	Habitat Community Development District
DP1 Community Development District	Harbor Bay Community Development District
Eagle Point Community Development District	Harbourage at Braden River Community Development District
East Nassau Stewardship District	Harmony Community Development District
Eastlake Oaks Community Development District	Harmony West Community Development District
Easton Park Community Development District	Harrison Ranch Community Development District
Estancia @ Wiregrass Community Development District	Hawkstone Community Development District

## **GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)**

Heritage Harbor Community Development District	Madeira Community Development District
Heritage Isles Community Development District	Marhsall Creek Community Development District
Heritage Lake Park Community Development District	Meadow Pointe IV Community Development District
Heritage Landing Community Development District	Meadow View at Twin Creek Community Development District
Heritage Palms Community Development District	Mediterra North Community Development District
Heron Isles Community Development District	Midtown Miami Community Development District
Heron Isles Community Development District	Mira Lago West Community Development District
Highland Meadows II Community Development District	Montecito Community Development District
Julington Creek Community Development District	Narcoossee Community Development District
Laguna Lakes Community Development District	Naturewalk Community Development District
Lake Bernadette Community Development District	New Port Tampa Bay Community Development District
Lakeside Plantation Community Development District	Overoaks Community Development District
Landings at Miami Community Development District	Panther Trace II Community Development District
Legends Bay Community Development District	Paseo Community Development District
Lexington Oaks Community Development District	Pine Ridge Plantation Community Development District
Live Oak No. 2 Community Development District	Piney Z Community Development District

**GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)**

Poinciana Community Development District	Sampson Creek Community Development District
Poinciana West Community Development District	San Simeon Community Development District
Port of the Islands Community Development District	Six Mile Creek Community Development District
Portofino Isles Community Development District	South Village Community Development District
Quarry Community Development District	Southern Hills Plantation I Community Development District
Renaissance Commons Community Development District	Southern Hills Plantation III Community Development District
Reserve Community Development District	South Fork Community Development District
Reserve #2 Community Development District	St. John's Forest Community Development District
River Glen Community Development District	Stoneybrook South Community Development District
River Hall Community Development District	Stoneybrook South at ChampionsGate Community Development District
River Place on the St. Lucie Community Development District	Stoneybrook West Community Development District
Rivers Edge Community Development District	Tern Bay Community Development District
Riverwood Community Development District	Terracina Community Development District
Riverwood Estates Community Development District	Tison's Landing Community Development District
Rolling Hills Community Development District	TPOST Community Development District
Rolling Oaks Community Development District	



## **GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)**

Triple Creek Community  
Development District

Vizcaya in Kendall  
Development District

TSR Community Development  
District

Waterset North Community  
Development District

Turnbull Creek Community  
Development District

Westside Community Development  
District

Twin Creeks North Community  
Development District

WildBlue Community Development  
District

Urban Orlando Community  
Development District

Willow Creek Community  
Development District

Verano #2 Community  
Development District

Willow Hammock Community  
Development District

Viera East Community  
Development District

Winston Trails Community  
Development District

VillaMar Community  
Development District

Zephyr Ridge Community  
Development District

## **GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)**

### Other Governmental Organizations

City of Westlake	Office of the Medical Examiner, District 19
Florida Inland Navigation District	Rupert J. Smith Law Library of St. Lucie County
Fort Pierce Farms Water Control District	St. Lucie Education Foundation
Indian River Regional Crime Laboratory, District 19, Florida	Seminole Improvement District
Viera Stewardship District	Troup Indiantown Water Control District

### Current or Recent Single Audits

St. Lucie County, Florida  
Early Learning Coalition, Inc.  
Treasure Coast Food Bank, Inc.

Members of our audit team have acquired extensive experience from performing or participating in over 1,800 audits of governments, independent special taxing districts, school boards, and other agencies that receive public money and utilize fund accounting.

Much of our firm's auditing experience is with compliance auditing, which is required for publicly financed agencies. In this type of audit, we do a financial examination and also confirm compliance with various statutory and regulatory guidelines.

Following is a summary of our other experience, including Auditor General experience, as it pertains to other governmental and fund accounting audits.

### Counties

(Includes elected constitutional officers, utilities and dependent taxing districts)

Indian River  
Martin  
Okeechobee  
Palm Beach

### Municipalities

City of Port St. Lucie  
City of Vero Beach  
Town of Orchid

## **GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)**

### Special Districts

Bannon Lakes Community Development District  
Boggy Creek Community Development District  
Capron Trail Community Development District  
Celebration Pointe Community Development District  
Coquina Water Control District  
Diamond Hill Community Development District  
Dovera Community Development District  
Durbin Crossing Community Development District  
Golden Lakes Community Development District  
Lakewood Ranch Community Development District  
Martin Soil and Water Conservation District  
Meadow Pointe III Community Development District  
Myrtle Creek Community Development District  
St. Lucie County – Fort Pierce Fire District  
The Crossings at Fleming Island  
St. Lucie West Services District  
Indian River County Mosquito Control District  
St. John's Water Control District  
Westchase and Westchase East Community Development Districts  
Pier Park Community Development District  
Verandahs Community Development District  
Magnolia Park Community Development District

### Schools and Colleges

Federal Student Aid Programs – Indian River Community College  
Indian River Community College  
Okeechobee County District School Board  
St. Lucie County District School Board

### State and County Agencies

Central Florida Foreign-Trade Zone, Inc. (a nonprofit organization affiliated with the St. Lucie  
County Board of County Commissioners)  
Florida School for Boys at Okeechobee  
Indian River Community College Crime Laboratory  
Indian River Correctional Institution

## **FEE SCHEDULE**

We propose the fee for our audit services described below to be \$3,175 for the year ended September 30, 2020, \$3,260 for the year ended September 30, 2021, \$3,375 for the year ended September 30, 2022, and \$3,500 for the years ended September 30, 2023 and 2024. The fee is contingent upon the financial records and accounting systems of Sandmine Road Community Development District being "audit ready" and the financial activity for the District is not materially increased. If we discover that additional preparation work or subsidiary schedules are needed, we will consult with your authorized representative. We can assist with this additional work at our standard rates should you desire.

## **SCOPE OF WORK TO BE PERFORMED**

If selected as the District's auditors, we will perform a financial and compliance audit in accordance with Section 11.45, Florida Statutes, in order to express an opinion on an annual basis on the financial statements of Sandmine Road Community Development District as of September 30, 2020, 2021, 2022, 2023, and 2024. The audits will be performed to the extent necessary to express an opinion on the fairness in all material respects with which the financial statements present the financial position, results of operations and changes in financial position in conformity with generally accepted accounting principles and to determine whether, for selected transactions, operations are properly conducted in accordance with legal and regulatory requirements. Reportable conditions that are also material weaknesses shall be identified as such in the Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters. Other (non-reportable) conditions discovered during the course of the audit will be reported in a separate letter to management, which will be referred to in the Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters.

Our audit will be performed in accordance with standards for financial and compliance audits contained in *Government Auditing Standards*, as well as in compliance with rules and regulations of audits of special districts as set forth by the State Auditor General in Chapter 10.550, Local Governmental Entity Audits, and other relevant federal, state and county orders, statutes, ordinances, charter, resolutions, bond covenants, Administrative Code and procedures, or rules and regulations which may pertain to the work required in the engagement.

The primary purpose of our audit will be to express an opinion on the financial statements discussed above. It should be noted that such audits are subject to the inherent risk that errors or irregularities may not be detected. However, if conditions are discovered which lead to the belief that material errors, defalcations or other irregularities may exist or if other circumstances are encountered that require extended services, we will promptly notify the appropriate individual.

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

**J. W. Gaines, CPA, CITP**

Director – 40 years

#### **Education**

- ♦ Stetson University, B.B.A. – Accounting

#### **Registrations**

- ♦ Certified Public Accountant – State of Florida, State Board of Accountancy
- ♦ Certified Information Technology Professional (CITP) – American Institute of Certified Public Accountants

#### **Professional Affiliations/Community Service**

- ♦ Member of the American and Florida Institutes of Certified Public Accountants
- ♦ Affiliate member Government Finance Officers Association
- ♦ Past President, Vice President-Campaign Chairman, Vice President and Board Member of United Way of St. Lucie County, 1989 - 1994
- ♦ Past President, President Elect, Secretary and Treasurer of the Treasure Coast Chapter of the Florida Institute of Certified Public Accountants, 1988 - 1991
- ♦ Past President of Ft. Pierce Kiwanis Club, 1994 - 95, Member/Board Member since 1982
- ♦ Past President, Vice President and Treasurer of St. Lucie County Chapter of the American Cancer Society, 1980 -1986
- ♦ Member of the St. Lucie County Chamber of Commerce, Member Board of Directors, Treasurer, September 2002 - 2006, Chairman Elect 2007, Chairman 2008, Past Chairman 2009
- ♦ Member Lawnwood Regional Medical Center Board of Trustees, 2000 – Present, Chairman 2013 - Present
- ♦ Member of St. Lucie County Citizens Budget Committee, 2001 – 2002
- ♦ Member of Ft. Pierce Citizens Budget Advisory Committee, 2010 – 2011
- ♦ Member of Ft. Pierce Civil Service Appeals Board, 2013 - Present

#### **Professional Experience**

- ♦ Miles Grant Development/Country Club – Stuart, Florida, July 1975 – October 1976
- ♦ State Auditor General's Office – Public Accounts Auditor – November 1976 through September 1979
- ♦ Director - Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants PL, responsible for numerous government and nonprofit audits.
- ♦ Over 30 years experience in all phases of public accounting and auditing experience, with a concentration in financial and compliance audits. Mr. Gaines has been involved in all phases of the audits listed on the preceding pages.

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

**J. W. Gaines, CPA, CITP (Continued)**

Director

#### **Continuing Professional Education**

- ♦ Has participated in numerous continuing professional education courses provided by nationally recognized sponsors over the last two years to keep abreast of the latest developments in accounting and auditing such as:
  - Governmental Accounting Report and Audit Update
  - Analytical Procedures, FICPA
  - Annual Update for Accountants and Auditors
  - Single Audit Sampling and Other Considerations

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

#### **David S. McGuire, CPA, CITP**

Accounting and Audit Principal – 11 years

Accounting and Audit Manager – 4 years

Staff Accountant – 11 years

#### **Education**

- ♦ University of Central Florida, B.A. – Accounting
- ♦ Barry University – Master of Professional Accountancy

#### **Registrations**

- ♦ Certified Public Accountant – State of Florida, State Board of Accountancy
- ♦ Certified Information Technology Professional (CITP) – American Institute of Certified Public Accountants
- ♦ Certified Not-For-Profit Core Concepts 2018

#### **Professional Affiliations/Community Service**

- ♦ Member of the American and Florida Institutes of Certified Public Accountants
- ♦ Associate Member, Florida Government Finance Office Associates
- ♦ Assistant Coach – St. Lucie County Youth Football Organization (1994 – 2005)
- ♦ Assistant Coach – Greater Port St. Lucie Football League, Inc. (2006 – 2010)
- ♦ Board Member – Greater Port St. Lucie Football League, Inc. (2011 – present)
- ♦ Treasurer, AIDS Research and Treatment Center of the Treasure Coast, Inc. (2000 – 2003)
- ♦ Board Member/Treasurer, North Treasure Coast Chapter, American Red Cross (2004 – 2010)
- ♦ Member/Board Member of Port St. Lucie Kiwanis (1994 – 2001)
- ♦ President (2014/15) of Sunrise Kiwanis of Fort Pierce (2004 – present)
- ♦ St. Lucie District School Board Superintendent Search Committee (2013 – present)

#### **Professional Experience**

- ♦ Twenty-four years public accounting experience with an emphasis on nonprofit and governmental organizations.
- ♦ Audit Manager in-charge on a variety of audit and review engagements within several industries, including the following government and nonprofit organizations:
  - St. Lucie County, Florida
  - 19<sup>th</sup> Circuit Office of Medical Examiner
  - Troup Indiantown Water Control District
  - Exchange Club Center for the Prevention of Child Abuse, Inc.
  - Healthy Kids of St. Lucie County
  - Mustard Seed Ministries of Ft. Pierce, Inc.
  - Reaching Our Community Kids, Inc.
  - Reaching Our Community Kids - South
  - St. Lucie County Education Foundation, Inc.
  - Treasure Coast Food Bank, Inc.
  - North Springs Improvement District
- ♦ Four years of service in the United States Air Force in computer operations, with a top secret (SCI/SBI) security clearance.

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

#### **David S. McGuire, CPA, CITP (Continued)**

Accounting and Audit Principal

#### **Continuing Professional Education**

- ♦ Mr. McGuire has attended numerous continuing professional education courses and seminars taught by nationally recognized sponsors in the accounting auditing and single audit compliance areas. He has attended courses over the last two years in those areas as follows:

Not-for-Profit Auditing Financial Results and Compliance Requirements

Update: Government Accounting Reporting and Auditing

Annual Update for Accountants and Auditors



## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

#### **David F. Haughton, CPA**

Accounting and Audit Manager – 28 years

#### **Education**

- ♦ Stetson University, B.B.A. – Accounting

#### **Registrations**

- ♦ Certified Public Accountant – State of Florida, State Board of Accountancy

#### **Professional Affiliations/Community Service**

- ♦ Member of the American and Florida Institutes of Certified Public Accountants
- ♦ Former Member of Florida Institute of Certified Public Accountants Committee on State and Local Government
- ♦ Affiliate Member Government Finance Officers Association (GFOA) for over 10 years
- ♦ Affiliate Member Florida Government Finance Officers Association (FGFOA) for over 10 years
- ♦ Technical Review – 1997 FICPA Course on State and Local Governments in Florida
- ♦ Board of Directors – Kiwanis of Ft. Pierce, Treasurer – 1994-1999; Vice President – 1999-2001

#### **Professional Experience**

- ♦ Twenty-seven years public accounting experience with an emphasis on governmental and nonprofit organizations.
- ♦ State Auditor General's Office – West Palm Beach, Staff Auditor, June 1985 to September 1985
- ♦ Accounting and Audit Manager of Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants PL, responsible for audit and accounting services including governmental and not-for-profit audits.
- ♦ Over 20 years of public accounting and governmental experience, specializing in governmental and nonprofit organizations with concentration in special districts, including Community Development Districts which provide services including water and sewer utilities. Governmental and non-profit entities served include the following:

##### **Counties:**

St. Lucie County

##### **Municipalities:**

City of Fort Pierce

City of Stuart

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

**David F. Haughton, CPA (Continued)**

Accounting and Audit Manager

#### **Professional Experience (Continued)**

##### **Special Districts:**

Bluewaters Community Development District  
Country Club of Mount Dora Community Development District  
Fiddler's Creek Community Development District #1 and #2  
Indigo Community Development District  
North Springs Improvement District  
Renaissance Commons Community Development District  
St. Lucie West Services District  
Stoneybrook Community Development District  
Summerville Community Development District  
Terracina Community Development District  
Thousand Oaks Community Development District  
Tree Island Estates Community Development District  
Valencia Acres Community Development District

##### **Non-Profits:**

The Dunbar Center, Inc.  
Hibiscus Children's Foundation, Inc.  
Hope Rural School, Inc.  
Maritime and Yachting Museum of Florida, Inc.  
Tykes and Teens, Inc.  
United Way of Martin County, Inc.  
Workforce Development Board of the Treasure Coast, Inc.

- ♦ While with the Auditor General's Office he was on the staff for the state audits of the Martin County School District and Okeechobee County School District.
- ♦ During 1997 he performed a technical review of the Florida Institute of Certified Public Accountants state CPE course on Audits of State and Local Governments in Florida. His comments were well received by the author and were utilized in future updates to the course.

#### **Continuing Professional Education**

- ♦ During the past several years, he has participated in numerous professional development training programs sponsored by the AICPA and FICPA, including state conferences on special districts and governmental auditing in Florida. He averages in excess of 100 hours bi-annually of advanced training which exceeds the 80 hours required in accordance with the continuing professional education requirements of the Florida State Board of accountancy and the AICPA Private Companies Practice Section. He has over 75 hours of governmental CPE credit within the past two years.

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

#### **Matthew Gonano, CPA**

Senior Staff Accountant – 8 years

#### **Education**

- ♦ University of North Florida, B.B.A. – Accounting
- ♦ University of Alicante, Spain – International Business
- ♦ Florida Atlantic University – Masters of Accounting

#### **Professional Affiliations/Community Service**

- ♦ American Institute of Certified Public Accountants
- ♦ Florida Institute of Certified Public Accountants

#### **Professional Experience**

- ♦ Senior Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.
- ♦ Performed audits of nonprofit and governmental organizations in accordance with Governmental Accounting Auditing Standards (GAAS)
- ♦ Performed Single Audits of nonprofit organizations in accordance with OMB Circular A-133, Audits of State, Local Governments, and Non-Profit Organizations.

#### **Continuing Professional Education**

- ♦ Mr. Gonano has participated in numerous continuing professional education courses.

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

#### **Paul Daly**

Staff Accountant – 7 years

#### **Education**

- ♦ Florida Atlantic University, B.S. – Accounting

#### **Professional Experience**

- ♦ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

#### **Continuing Professional Education**

- ♦ Working to attain the requirements to take the Certified Public Accounting (CPA) exam.

## ***Commitment to Quality Service***

<b>Personnel Qualifications and Experience</b>
--

**Melissa Marlin**

Senior Staff Accountant – 5 years

**Education**

- ♦ Indian River State College, A.A. – Accounting
- ♦ Florida Atlantic University, B.B.A. – Accounting

**Professional Experience**

- ♦ Staff accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

**Continuing Professional Education**

- ♦ Mrs. Marlin participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ♦ Mrs. Marlin is currently studying to pass the CPA exam.

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

#### **Bryan Snyder**

Staff Accountant – 4 years

#### **Education**

- ♦ Florida Atlantic University, B.B.A. – Accounting

#### **Professional Experience**

- ♦ Accountant beginning his professional auditing career with Berger, Toombs, Elam, Gaines, & Frank.
- ♦ Mr. Snyder is gaining experience auditing governmental & nonprofit entities.

#### **Continuing Professional Education**

- ♦ Mr. Snyder participates in numerous continuing education courses and plans on working to acquire his CPA certificate.
- ♦ Mr. Snyder is currently studying to pass the CPA exam.

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

#### **Maritza Stonebraker**

Staff Accountant – 3 years

#### **Education**

- ♦ Indian River State College, B.S.A. – Accounting

#### **Professional Experience**

- ♦ Staff Accountant beginning her professional auditing career with Berger, Toombs, Elam, Gaines, & Frank.

#### **Continuing Professional Education**

- ♦ Mrs. Stonebraker participates in numerous continuing education courses and plans on acquiring her CPA.
- ♦ Mrs. Stonebraker is currently studying to pass the CPA exam.

## ***Commitment to Quality Service***

<b>Personnel Qualifications and Experience</b>
--

**Jonathan Herman, CPA**

Senior Staff Accountant – 5 years

**Education**

- ♦ University of Central Florida, B.S. – Accounting
- ♦ Florida Atlantic University, MACC

**Professional Experience**

- ♦ Accounting graduate with five years experience with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

**Continuing Professional Education**

- ♦ Mr. Herman participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.



## ***Commitment to Quality Service***

<b>Personnel Qualifications and Experience</b>
--

**Sean Stanton, CPA**

Staff Accountant – 3 years

**Education**

- ♦ University of South Florida, B.S. – Accounting
- ♦ Florida Atlantic University, M.B.A. – Accounting

**Professional Experience**

- ♦ Staff accountant with Berger, Toombs, Elam, Gaines, & Frank auditing governmental and non-profit entities.

**Continuing Professional Education**

- ♦ Mr. Stanton participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

#### **Taylor Nuccio**

Staff Accountant – 1 year

#### **Education**

- ♦ Indian River State College, B.S.A. – Accounting

#### **Professional Experience**

- ♦ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

#### **Continuing Professional Education**

- ♦ Ms. Nuccio participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ♦ Ms. Nuccio is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

**Kirk Vasser**  
Staff Accountant

#### **Education**

- ♦ Indian River State College, B.S.A. – Accounting

#### **Professional Experience**

- ♦ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

#### **Continuing Professional Education**

- ♦ Mr. Vasser participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ♦ Mr. Vasser is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.

## ***Commitment to Quality Service***

<b>Personnel Qualifications and Experience</b>
--

**Madison Ballash**  
Staff Accountant

**Education**

- ◆ Indian River State College, B.S.A. – Accounting (May 2020)

**Professional Experience**

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

**Continuing Professional Education**

- ◆ Ms. Ballash participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Ms. Ballash is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.



Judson B. Baggett  
MBA, CPA, CVA, Partner  
Marci Reutimann  
CPA, Partner

6815 Dairy Road  
Zephyrhills, FL 33542  
(813) 788-2155  
(813) 782-8606

### Report on the Firm's System of Quality Control

To the Partners

October 30, 2019

Berger, Toombs, Elam, Gaines & Frank, CPAs, PL  
and the Peer Review Committee of the Florida Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, (the firm), in effect for the year ended May 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [aicpa.org/prsummary](http://aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

#### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

#### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control, and the firm's compliance therewith based on our review.

#### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

#### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, in effect for the year ended May 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Berger, Toombs, Elam, Gaines & Frank, CPAs, PL has received a peer review rating of *pass*.

*Baggett, Reutimann & Associates, CPAs, PA*  
BAGGETT, REUTIMANN & ASSOCIATES, CPAs, PA  
Report prepared by the Peer Review Committee of the Florida Institute of Certified Public Accountants

Member American Institute of Certified Public Accountants (AICPA) and Florida Institute of Certified Public Accountants (FICPA)  
National Association of Certified Valuation Analysts (NACVA)

**SANDMINE ROAD COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS**

**Annual Audit Services for Fiscal Year 2020**  
Polk County, Florida

**INSTRUCTIONS TO PROPOSE**

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than Wednesday, September 9, 2020, at 2:00 P.M., at the offices of District Manager, located 219 East Livingston Street, Orlando, FL 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 relive 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 seven (7) copies 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 – Sandmine Road 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 resumes 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 resumes 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 2020, 2021, 2022, 2023, and 2024. The District intends to enter into five (5) separate one-year agreements.
- E. Provide a proposed schedule for performance of the audit.

**SECTION 13. PROTESTS.** Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after the receipt of the 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 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 aforesaid plans, specifications or contract 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.

**PROPOSAL TO PROVIDE  
AUDITING SERVICES TO THE**

**SANDMINE ROAD  
COMMUNITY  
DEVELOPMENT DISTRICT**

**FOR THE FISCAL YEARS ENDING**

**SEPTEMBER 30, 2020**

**With the Option for 4 Additional Annual Renewals**

**REQUEST FOR PROPOSAL - AUDIT SERVICES**

**September 9, 2020**

**Submitted by:**



**934 NORTH MAGNOLIA AVENUE  
SUITE 100  
ORLANDO, FLORIDA 32803  
(407) 843-5406**

**CONTACT: Tamara Campbell, C.P.A.**

[tcampbell@mcdermittdavis.com](mailto:tcampbell@mcdermittdavis.com)  
[www.mcderrimtdavis.com](http://www.mcderrimtdavis.com)



Proposal for Audit Services to  
Sandmine Road Community Development District  
**Table of Contents**

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	<u>Page</u>
Letter of Interest	1
1. Company Background	3
2. Experience	8
3. References	12
4. Service Approach	14
5. Cost Proposal	16

## Letter of Interest



934 North Magnolia Avenue, Suite 100  
Orlando, Florida 32803  
407-843-5406  
www.mcdermittdavis.com

September 9, 2020

George S. Flint, District Manager  
*Sandmine Road Community Development District*  
219 East Livingston Street  
Orlando, FL 32801

Thank you for the opportunity to submit our qualifications and experience to serve as independent auditors of *Sandmine Road Community Development District*. The accompanying proposal will provide you detailed information regarding the scope of services to be provided, as well as a profile of the firm, the individuals who will serve you, our qualifications and experience, and representative clients, including specific references.

It is our understanding that we will provide the following services:

1. Financial audit as defined in Sec. 11.45(l)(b), Florida Statutes, of the basic financial statements of *Sandmine Road Community Development District* for the fiscal year ending September 30, 2020, with the option of four additional annual renewals. We will commit to maintain staff required to conclude the audits within the time constraints indicated in the RFP.
2. The audit will be performed in accordance with generally accepted auditing standards, *Governmental Auditing Standards* and the Rules of the Auditor General of the State of Florida.

We believe we are the best-qualified firm to perform the engagement for the following reasons:

- o We presently audit **over fifty Community Development Districts**, fourteen municipalities and one special water district and have an excellent working knowledge of generally accepted accounting principles related to governmental entities. We assist in the preparation of the CAFR for most of these governmental entities.
- o We have assisted nine municipalities in receiving the GFOA "Certificate of Achievement for Excellence in Financial Reporting". Most of these municipalities have been receiving the "Certificate of Achievement" between ten and twenty years. Tamara Campbell is active as a national review team member of the GFOA's "Certificate of Achievement for Excellence in Financial Reporting" program. As a review team member, Ms. Campbell reviews and evaluates financial reports submitted by cities and counties to determine whether the financial reports meet the stringent requirements to receive the GFOA'S prestigious award. Participating as a review team member, Ms. Campbell has demonstrated her expertise in governmental accounting and auditing.
- o We have strong information technology ability and will input the District's general ledger balances into our ProSystem fx Engagement software and perform a virtually "paperless" audit. The District's Financial Statements are linked to the general ledger; therefore, the likelihood of errors on the financial statements is reduced.
- o We have recent and continuous experience and have devoted a great deal of our continuing education to the governmental auditing and accounting field. Our firm meets the independence and education requirements of the Government Auditing Standards issued by the Comptroller General of the United States. Our firm is independent of Sandmine Road Community Development District as defined by Government Auditing Standards.

- We believe in continuing client contact throughout the year, not just during the audit. We encourage on-going client contact by not charging any fee for phone calls.
- We are members of the American and Florida Institutes of Certified Public Accountants and an Associate member of the Governmental Finance Officers Association. Our firm is active in governmental organizations throughout Central Florida and serves on governmental committees of the Florida Institute of CPA's.
- We are a local firm with personnel committed to quality and professional performance, accustomed to providing a high level of client satisfaction. We believe that our firm is part of a team effort to assist the District in developing the best financial reporting possible.
- We have a history of continuity of personnel assigned to the engagement. Our single office firm and low personnel turnover assures uninterrupted services from our partners and staff. We have a staff of 28 people and **8 of those are governmental audit staff.**
- We certify that we do not discriminate on the basis of race, color, sex, religion, disability, national origin, ancestry, sexual orientation, familial status, age, or any other protected characteristic as established in the Equal Employment Opportunity law.

McDimit Davis, LLC has not colluded with any of the Proposers, and we have not defaulted on any previous contract, and are not in arrears on any previous or existing contract and are properly licensed.

Because of our unique qualifications and a philosophy based on complete dedication to client service, we feel confident that we can provide you with responsiveness and a range of experience that will best serve your needs.

Ms. Tamara Campbell, partner, is authorized to represent the firm and may be contacted at 934 North Magnolia Avenue, Suite 100, Orlando, Florida 32803, or phone (407) 843-5406.

We would consider it a privilege to serve as independent auditors for *Sandmine Road Community Development District*.

Sincerely,

McDimit Davis, LLC



Tamara Campbell, C.P.A.

## Company Background



## Company Background

### Description and History of Audit Firm

McDermitt Davis, LLC was incorporated in the State of Florida in August 1984 and serves Central Florida from its centrally located office in Orlando, Florida. The partners and managers have over 150 years of combined experience in public accounting, and our firm has grown to be ranked as one of the top 10 accounting firms in Central Florida by the Orlando Business Journal.

Our firm now consists of the following staff:

Partners	5
Managers	4
Seniors	7
Staff Accountants/Paraprofessionals	7
Support Staff	4
Information Systems	
Technology Staff	<u>1</u>
	<u>28</u>

The total number of governmental audit staff is eight. We are members of the American and Florida Institutes of Certified Public Accountants and an associate member of the Governmental Finance Officers Association. We are also a member of the *Governmental Audit Quality Center*.

Our firm has a wide range of clients providing both goods and services in the Central Florida area. Our practice encompasses auditing, accounting, management advisory and tax services. A list of all governmental clients audited by us for the fiscal years 2013-2018 is as follows:

- **Over Fifty Community Development Districts**
- **Sun'n Lake of Sebring Improvement District**
- City of Winter Springs, Florida \*
- City of Ocoee, Florida \*
- City of Longwood, Florida \*
- City of Lake Mary, Florida\*
- City of Belle Isle, Florida \*
- City of Mascotte, Florida
- City of Tavares, Florida \*
- Town of Windermere, Florida
- City of Clermont, Florida \*
- City of Inverness, Florida\*
- City of Orange City, Florida\*
- City of Groveland, Florida
- City of Fruitland Park, Florida
- City of Minneola, Florida
- City of Umatilla, Florida\*
- Town of Montverde, Florida
- City of Oviedo, Florida\*



- These entities are presently clients of McDermitt Davis, LLC
- These entities participate in the Certificate of Achievement for Excellence in Financial Reporting program.



### Engagement Team

The following supervisory people will work on the audit:

- Tamara Campbell, C.P.A., engagement partner
- Michelle Sorbello, C.P.A., audit manager
- Matthew Lee, C.P.A., audit manager
- Robert Hernandez, IT specialist



All of the above people have considerable experience on governmental audit engagements. Resumes detailing their experience follow on pages 8 through 11. All supervisory personnel assigned to the audit, except the IT Professional, are Certified Public Accountants. The engagement partner and audit manager will be assigned to audit on a full-time basis.

The professional staff of our firm has been conducting governmental audits in the Central Florida area for the past thirty years. We are experienced auditors in a variety of industries and offer experience in auditing federal grants under the Single Audit Act and performing compliance audits of state grants. Our policy is to assign staff accountants to the same audit each year, however, rotate the areas they work on. We will notify the District prior to assigning new staff to the audit.

### License to Practice in Florida

Our Firm and all key professional staff are properly licensed to practice in the state of Florida. In addition, our Firm and all assigned key personnel are in good standing with the Florida Board of Accountancy. We can provide a copy of actual License, if requested.

### Independence

McDermitt Davis, LLC is independent of the District as defined by auditing standards contained in *Government Auditing Standards*.

### Governmental Audit Quality Center

McDermitt Davis, LLC is a member of the AICPA's Governmental Audit Quality Center which is dedicated to establishing the highest standards of audit quality in the governmental accounting and audit sector.

### External Quality Control Review

Our Firm understands the importance of developing a formal quality control program, and therefore have been a member of the Private Companies Practice Section of the American Institute of Certified Public Accountants **since 1985**. Member firms are required to adhere to quality control standards established by the AICPA Quality Control Standards Committee and to submit to peer reviews of the firm's accounting and audit practice. Peer reviews are intensive reviews of a firm's quality control system by an independent CPA firm. Our firm has had seven peer reviews performed by the American Institute of Certified Public Accountants. Each peer review has included a review of a local governmental entity. We received a "pass" opinion on each review, which represents the best opinion that a firm can receive.

On our most recent peer review performed in 2017, we received a peer review rating of "pass", which is the highest rating that a firm can receive under the revised peer review standards. We have never been subject to any litigation or disciplinary actions by a client, the State or any professional organization for substandard field work. A copy of our firm's most recent peer review report follows this page. These peer reviews included a review of at least two governmental engagements, and it should be noted that there were no findings as a result of this review. We have never withdrawn from an engagement prior to the agreed expiration date.



#### **Federal or State Reviews**

Any Federal or State desk review has resulted in no findings and we have never undergone a Federal or State field audit.

#### **Other Services Provided**

Our experience in governmental auditing has led to the development of efficient procedures that provide various client benefits. Our services provide our clients with a wide range of knowledge, confidence, and helpful management advice. Below is a listing of the type of other services that we have provided to governmental clients.

1. Assistance in preparation of Comprehensive Annual Financial Reports for recognition by the Government Finance Officers Certificate of Achievement Program.
2. Internal audit services.
3. Issuance of Comfort Letters and Consent Letters in conjunction with the issuance of tax-exempt bonds.
4. Assistance on early implementation of new GASB Statements.
5. Assisting in compiling historical financial data for first-time submissions for GFOA Certificate of Achievement for Excellence in Financial Reporting.
6. Detailed internal control studies and evaluations of accounting systems.





# Gregory, Sharer & Stuart, P.A.

*Certified Public Accountants and Business Consultants*

## Report on the Firm's System of Quality Control

October 13, 2017

To the Owners of McDirmit Davis & Company, LLC  
And the Peer Review Committee of the Florida Institute of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of McDirmit Davis & Company, LLC (the firm) in effect for the year ended June 30, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards* including a compliance audit under the Single Audit Act and an audit of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of McDirmit Davis & Company, LLC in effect for the year ended June 30, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. McDirmit Davis & Company, LLC has received a peer review rating of *pass*.

Gregory, Sharer & Stuart, P.A.



### Continuing Education

McDermitt Davis, LLC is committed to the personal and professional growth of its staff. Our firm requires an annual minimum of 40 hours of continuing professional education for each staff member.

Our governmental audit staff complies with the continuing education requirements of the State of Florida, the Governmental Accountability Office (GAO), and *Governmental Auditing Standards* (Yellow Book). Therefore at least 24 hours during a 2 year period must be in subjects directly related to the government environment and to governmental auditing. Our governmental audit staff always exceed this requirement since they attend each year the Florida Governmental Financial Officer's Association Annual Conference which provides 22 hours of training in governmental accounting and auditing.



As a result of our governmental experience, our staff has taught classes or lectured on various topics. We offer "in-house" education courses for our staff, which at times, our clients have attended. In addition, we would be happy to teach seminars for the benefit of the District's accounting staff.

### Information Technology

Our firm has one dedicated Information Technology specialist who has several years' experience in setting up and administering computer systems and networks of all sizes. In addition, all ten governmental audit personnel are experienced with various governmental software programs. We utilize automated, paperless auditing software which stores all trial balances and audit workpapers electronically. We also use Data Analysis Software, which enables us to obtain 100% of selected data and test "through your computer system."

One of the services we provide our clients is CLIENT PORTAL. This is a convenient online storage space in which files can be effortlessly uploaded, downloaded, stored and shared in a safe and secure environment. We understand that every business has different requirements when it comes to IT systems. To help you find the best IT system to suit your needs, our IT Specialist will evaluate your network and provide a comprehensive solution.

### Records Retention

Our firm maintains records in accordance with local, state, and Federal Public Records Retention Requirements.

## Experience



## Resume - Tammy Campbell, CPA

### Partner



#### **Education, Certifications, and Licenses**

- B.S. Degree in Accounting, University of Central Florida
- Masters in Taxation, University of Central Florida
- CPA, Certified Public Accountant - Florida, 2007

#### **Affiliations and Community Involvement**

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)
- Florida Government Finance Officers Association (FGFOA)
- Reviewer for GFOA's "Certificate of Achievement for Excellence in Financial Reporting" program
- Member of the Orange County School Board Audit Advisory Committee

#### **Continuing Professional Education**

Tammy has completed over 120 hours of Continuing Professional Education (CPE) in the area of governmental accounting and auditing within the past three years and meets the requirements of *Governmental Auditing Standards (the "Yellow Book")*. CPE included classes on Single Audits, the *Yellow Book*, and changes in governmental accounting principles, such as GASBS 67 and 68 on pension plans.

#### **Experience**

- Tammy has fifteen (15) years of governmental accounting and auditing experience, including municipalities and airport authorities.
- Her experience has included planning, fieldwork, and preparation of comprehensive annual financial reports for several governmental audit engagements.
- Tammy has worked with all 14 municipalities in the CAFR preparation process, including assisting most cities with obtaining the GFOA Certificate of Achievement.

#### **Governmental Audit Experience (Past 5 years)**

- **Over 60 Community Development Districts**
- City of Umatilla
- City of Clermont
- City of Oviedo
- City of Lake Mary
- City of Ocoee
- City of Tavares
- City of Orange City
- Town of Windermere
- City of Longwood
- City of Belle Isle
- City of Winter Springs
- City of Inverness
- City of Mascotte
- Homosassa Water District



## **Resume - Michelle Sorbello, CPA**

### **Audit Manager**



#### **Education, Certifications, and Licenses**

- B.S. Degree in Accounting, University of Central Florida
- Masters in Accounting, University of Central Florida
- CPA, Certified Public Accountant - Florida

#### **Affiliations and Community Involvement**

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)
- Florida Government Finance Officers Association (FGFOA)

#### **Continuing Professional Education**

Michelle has completed over 120 hours of Continuing Professional Education (CPE) in the area of governmental accounting and auditing within the past three years and meets the requirements of *Governmental Auditing Standards*.

#### **Experience**

- Michelle has 6 years of governmental accounting and auditing experience.
- She has significant experience in the audits of governmental and not-for-profit entities, including those subject to Federal and Florida Single Audit requirements.

#### **Governmental Audit Experience (Past 5 years)**

- |   |                     |
|---|---------------------|
| • City of Winter Springs                  | • City of Lake Mary |
| • City of Longwood                        | • City of Ocoee     |
| • City of Inverness                       | • City of Mascotte  |
| • Various Community Development Districts |                     |



## **Resume - Matthew Lee, CPA**

### **Audit Manager**

#### **Education, Certifications, and Licenses**

- Master of Science in Accounting, University of Central Florida
- Master of Public Administration, University of Central Florida
- B.S. in Public Administration, University of Central Florida
- CPA, Certified Public Accountant - Florida

#### **Affiliations and Community Involvement**

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)
- Florida Government Finance Officers Association (FGFOA)

#### **Continuing Professional Education**

Matthew has completed over 120 hours of Continuing Professional Education (CPE) in the area of governmental accounting and auditing within the past three years and meets the requirements of *Governmental Auditing Standards*.

#### **Experience**

- Matthew has 8 years of governmental accounting and auditing experience.
- He has significant experience in the audits of governmental and not-for-profit entities, including those subject to Federal and Florida Single Audit requirements.

#### **Governmental Audit Experience (Past 5 years)**

- |   |                      |
|---|----------------------|
| • City of Ocoee                           | • Town of Windermere |
| • City of Clermont                        | • City of Longwood   |
| • City of Oviedo                          | • City of Tavares    |
| • City of Winter Springs                  | • City of Umatilla   |
| • Sun 'N Lake Improvement District        | • City of Belle Isle |
| • Various Community Development Districts |                      |



## **Resume - Robert Hernandez**

### **IT Manager**

#### **Education, Certifications, and Licenses**

Associates Degree, Florida Technical College  
MCSE

#### **Experience**

- Robert is an IT Professional with over 24 years' experience, managing information technology systems. Plan, organize, control and evaluate IT and electronic data operations. Design, develop, implement and coordinate systems, policies, and procedures. Ensure security of data, network access, and backup systems.

#### **Key Skills**

- Network & System Security
- Risk Management
- Vulnerability Assessments
- Authentication & Access Control
- System Monitoring
- System Integration Planning
- Multitier Network Architectures
- Implementation Planning
- End-user Training
- Staff Leadership/Mentoring
- System Administration
- Application Management
- User Requirements Analysis
- Help Design/Technical Support

#### **Technology Summary**

<u>Security Technologies:</u>	Anti-Virus Tools; Disaster Recovery, Network Administration; PCI security standards
<u>Systems:</u>	Windows, MAC, VMware, Cisco
<u>Networking:</u>	LANs, WANs, VPNs, Routers, Firewalls, TCP/IP



## References of Governmental Accounting Experience

<b>Principal Client Contact</b>	<b>Scope of Work</b>	<b>Years</b>
<b>Sun'n Lake of Sebring Improvement District</b>		
<p>Ms. Tanya Cannady, General Manager.</p> <p>5306 Sun'n Lake Blvd. Sebring, FL 33872 <a href="mailto:tcannady@snldistrict.org">tcannady@snldistrict.org</a></p>	<ul style="list-style-type: none"> <li>Annual Financial &amp; Compliance Audit and preparation of Financials</li> </ul>	2011 to Present
<b>Rizzetta &amp; Company (30 District Audits)</b>		
<p>Ms. Kaitlyn Gallant Manager, District Accounting Services</p> <p>12750 Citrus Park Lane Suite 115 Tampa, Florida 33625 <a href="mailto:kgallant@rizzetta.com">kgallant@rizzetta.com</a></p>	<ul style="list-style-type: none"> <li>Annual Financial &amp; Compliance Audit and preparation of Financials</li> </ul>	2008 to Present
<b>Wrathell Hunt and Associates (6 District Audits)</b>		
<p>Mr. Jeffrey Pinder Controller</p> <p>2300 Glades Road Suite 410W Boca Raton, Florida 33431 <a href="mailto:pinderj@whhassociates.com">pinderj@whhassociates.com</a></p>	<ul style="list-style-type: none"> <li>Annual Financial &amp; Compliance Audit and preparation of Financials</li> </ul>	2015 to Present
<b>GMS (10 District Audits)</b>		
<p>Mr. Darrin Mossing, President</p> <p><a href="mailto:dmossing@gmstnn.com">dmossing@gmstnn.com</a></p>	<ul style="list-style-type: none"> <li>Annual Financial &amp; Compliance Audit and preparation of Financials</li> </ul>	2010 to Present
<b>City of Mascotte, Florida</b>		
<p>Ms. Dolly Miller, Finance Director</p> <p>100 East Myers Blvd. Mascotte, FL 34753 <a href="mailto:dolly.miller@cityofmascotte.com">dolly.miller@cityofmascotte.com</a></p>	<ul style="list-style-type: none"> <li>Annual Financial &amp; Compliance Audit and preparation of Financials</li> </ul>	2000 to Present
<b>City of Longwood, Florida</b>		
<p>Ms. Judith Rosado, Finance Director</p> <p>175 W. Warren Avenue Longwood, FL 32750 (407)260-3475 <a href="mailto:jrosado@longwoodfl.org">jrosado@longwoodfl.org</a></p>	<ul style="list-style-type: none"> <li>Annual Financial &amp; Compliance Audit (Single Audit) and preparation of CAFR</li> <li>Received GFOA's "Certificate of Achievement"</li> </ul>	1991 to 1993 and 1997 to Present





References of Governmental Accounting Experience - Continued:

Principal Client Contact	Scope of Work	Years
<b>Town of Windermere, Florida</b>		
Mr. Robert Smith, Town Manager  614 Main Street Windermere, FL 34786 (407)876-2563 <a href="mailto:rsmith@town.windermere.fl.us">rsmith@town.windermere.fl.us</a>	<ul style="list-style-type: none"> <li>Annual Financial &amp; Compliance Audit and Preparation of Financials</li> </ul>	2000 to Present
<b>City of Tavares, Florida</b>		
Ms. Lori Houghton, Finance Director  P.O. Box 1068 Tavares, FL 32778-1068 (352) 742-6212 <a href="mailto:lhoughton@tavares.org">lhoughton@tavares.org</a>	<ul style="list-style-type: none"> <li>Annual Financial &amp; Compliance Audit (Single Audit) and preparation of CAFR</li> <li>Utility and Franchise Tax Audits</li> </ul>	1988 to Present
<b>City of Ocoee, Florida</b>		
Ms. Rebecca Roberts, Finance Director  150 Lakeshore Drive Ocoee, FL 34761 (407) 905-3200 <a href="mailto:rroberts@ocoe.org">rroberts@ocoe.org</a>	<ul style="list-style-type: none"> <li>Annual Financial &amp; Compliance Audit (Single Audit) and preparation of CAFR</li> <li>Received GFOA's "Certificate of Achievement"</li> </ul>	1985 to Present
<b>City of Lake Mary, Florida</b>		
Mr. Brent Mason, Finance Director  100 N. Country Club Road Lake Mary, FL 32749 (407) 585-1402 <a href="mailto:bmason@lakemaryfl.com">bmason@lakemaryfl.com</a>	<ul style="list-style-type: none"> <li>Annual Financial &amp; Compliance Audit</li> <li>Received GFOA's "Certificate of Achievement"</li> </ul>	1997 to Present
<b>City of Winter Springs, Florida</b>		
Mr. Shawn Boyle, City Manager  1126 E. State Road 434 Winter Springs, FL 32708 (407) 971-5544 <a href="mailto:sboyle@winterspringsfl.org">sboyle@winterspringsfl.org</a>	<ul style="list-style-type: none"> <li>Annual Financial &amp; Compliance Audit and preparation of CAFR</li> <li>Received GFOA's "Certificate of Achievement"</li> </ul>	2000 to Present

## Service Approach



### Service Approach

Our audit will be segmented as follows:

Phase 1:	Audit Planning
Phase 2:	Evaluation and Testing of Internal Controls
Phase 3:	Substantive Testing
Phase 4:	Reporting

#### Phase 1: Audit Planning

Preliminary planning includes deciding on an overall strategy for the audit, obtaining an understanding of the entity and its environment, including its internal control, making an initial assessment of audit risk and materiality, and deciding on the overall timing of the engagement. We will also begin to assemble our "permanent file," which consists of copies of organizational charts, District manuals, documents, and financial and other management systems.

We will meet with staff of the District to obtain an understanding of the flow of transactions through your accounting system. This includes understanding your computer environment in order to comply with the requirements of AU-C 300, *Planning an Audit*. We will also gather information to identify fraud risks as required by AU-C 240 *Consideration of Fraud in a Financial Statement Audit*.

We will also perform preliminary analytical procedures and compare trends for the current and at least the two previous years for unusual fluctuations. This will include review of both budget and actual amounts.

During this planning phase, we will ask management and staff at the District to identify areas of higher risk as well as other areas that they want us to focus on during our audit. We will also provide the District with a list of all schedules to be prepared by the District.

#### Phase 2: Evaluation and Testing of Internal Controls and Compliance

During Phase 2, we will evaluate your control policies and procedures to determine if they are functioning properly in significant transaction classes. To gain an understanding of the procedures in place, and current internal control structure, we typically conduct interviews with staff and management involved in the specific transaction class to be tested. We then perform tests of these controls to determine with reasonable assurance that control procedures are functioning as planned and whether further testing will be needed. As part of our tests of controls, we will include tests of compliance with applicable ordinances, and state and federal laws and regulations. In order to determine which ordinances, laws and regulations to test for compliance, we start by reviewing the FICPA Practice Aid *Compliance Auditing in Florida*. We then evaluate which ordinances, laws and regulations have a direct and material effect on the determination of financial statement amounts. Sample sizes are determined based upon our assessment of control risk and may be judgmental, random, or stratified, depending on the attributes of the population being tested. We will select samples from the significant transaction classes and trace from original documents through the computer system to the general ledger through the use of Data Analysis Software.





### **Service Approach - Continued**

#### **Phase 2: Evaluation and Testing of Internal Controls and Compliance - Continued**

Our control testing includes obtaining an understanding of the computer software used by the District, and tracing sample selections through the system to determine the desired outcomes are being achieved. Our testing of Information Technology includes inquiries of appropriate personnel regarding data backups and access to District files.

After controls have been documented, evaluated and tested, we will finalize the District's audit plan. Audit programs will be tailored to fit the specifics of the District's accounting systems.

#### **Phase 3: Substantive Testing**

Prior to starting year-end substantive testing, we will have a pre-audit meeting with the District Manager. We plan to use an audit senior for the audit. The partner or senior will always be in the field to supervise the work.

Our year-end fieldwork will focus on verifying balances in accounts. For example, we will confirm cash balances, as well as debt balances with financial institutions. In addition to obtaining audit confirmations, representation letters and attorney letters, we will perform tests on account balances using analytical procedures, recalculation and verification. Our firm uses ProSystem fx Engagement electronic audit software which may allow us to interface with your accounting system and reduce the time required to transfer your accounting data to a separate software package. We believe it is important to use analytical review procedures in this substantive phase of the audit. We compare analytical results to our expectation of what the results should be in order to determine if additional audit procedures are required. Typical analytical procedures include expense variances with previous years and budget amounts, revenue variances with previous years and budgeted amounts.

We will keep the District's management up to date on the progress of the audit and will discuss preliminary findings and potential problems or opportunities as we encounter them. Our approach to resolving problems encountered is to discuss with the District Manager to make sure our understanding is correct. Our process to produce a meaningful "management letter" is to review results of testing of internal controls, as well as year-end field work and draft recommendations for improvements to be discussed with management.

#### **Phase 4: Reporting**

The audit work is reviewed by the engagement partner throughout the engagement. Once the engagement partner review is complete, a second review of the financial statements is performed by the review partner. This second review is required as part of McDermitt Davis's internal system of quality control and ensures the District receives the best service possible.

We will prepare a draft of the financial statements and then issue the following:

- Auditor's report on financial statements
- Report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with "Government Auditing Standards"
- Management Letter

We will provide technical assistance to the District to meet changes in required disclosures. Once reports have been reviewed by management and approved in final form, we will issue final reports and supply in electronic format.

## Cost Proposal



### Cost Proposal

We understand the requested services include audits of the District's financial statements for the years ended September 30, 2020, 2021, 2022, 2023 and 2024. The audit will be made in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

McDirmitt Davis, LLC is duly licensed under Chapter 473, Florida Statutes and is qualified to conduct audits in the State of Florida and audits in accordance with *Government Auditing Standards*.

Fees include all services, including but not limited to, meals and lodging, transportation, printing and binding, telephone, fax and copies. Out of pocket expense (if any) related to charges for confirmations will be in addition to the audit fee. Invoices will be submitted as work progresses on each phase of the audit.

<u>Audit fees (All-Inclusive)</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Audit Fee	\$4,000	\$4,000	\$4,100	\$4,100	\$4,100

# BOARD OF SUPERVISORS MEETING

# MINUTES



MINUTES OF MEETING  
SANDMINE ROAD  
COMMUNITY DEVELOPMENT DISTRICT

The Regular meeting of the Board of Supervisors of the Sandmine Road Community Development District was held Thursday, August 20, 2020 at 2:00 p.m. via Zoom Video Conferencing, pursuant to Executive Orders 20-52, 20-69, 20-112, 20-150 and 20-179 issued by Governor DeSantis on March 9, 2020, March 20, 2020, April 29, 2020, June 23, 2020 and July 30, 2020 respectively, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*.

Present and constituting a quorum were:

Wesley Hunt	Chairman
Aaron Struckmeyer	Vice Chairman
Eric Baker	Assistant Secretary
Amy Steiger	Assistant Secretary
Chris Wrenn	Assistant Secretary

Also present were:

George Flint	District Manager
Tucker Mackie	District Counsel
Emma Gregory	District Counsel
Broc Althafer	District Engineer

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Flint called the meeting to order and called the roll. Three Board Members were present via Zoom teleconference constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. Flint recognized that no public was present via Zoom, only Board Members and staff were in attendance.

|

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the July 16, 2020 Meeting and Acceptance of Minutes of the May 21, 2020 Landowner's Meeting**

Mr. Flint asked if the Board had any comments or corrections to the July 16, 2020 Board meeting or May 21, 2020 Landowner's meeting minutes. The Board had no changes to either set of minutes.

On MOTION by Mr. Hunt, seconded by Mr. Baker, with all in favor, Acceptance of the May 21, 2020 Landowner's Meeting and the Minutes of the July 16<sup>th</sup>, 2020 meeting, were approved.

*\*Mr. Aaron Struckmeyer joined the meeting at this time.*

#### **FOURTH ORDER OF BUSINESS**

#### **Consideration of Resolution 2020-35 Setting Forth the Specific Terms of the District's Special Assessment Revenue Bonds, Series 2020**

Mr. Flint stated that this resolution is adopted after the bonds have been priced to incorporate the final terms of the bond issuance.

Ms. Mackie reminded the Board that they previously approved all documents necessary in order to close on the issuance of the Series 2020 bonds. A methodology was presented that contemplated certain terms of the bonds that were expected given what the underwriter was projecting before going to price. After the bonds are priced, the methodology is tailored to the actual terms of the bond issuance. Ms. Mackie noted in this case they were able to identify the actual amount of the par being issued in the interest rate which would then have an effect on the ultimate assessment that is certified for collection at the necessary time.

Ms. Mackie reviewed the resolution quickly stating that Section 2 makes certain findings relative to the District's Capital Improvement Plan and the approval of a Supplemental Assessment Methodology report. Section 3 t sets forth the specific terms of the bonds as identified in the exhibits attached to the resolution. Section 4 levies and allocates the Series 2020 assessments in accordance with the methodology prepared by GMS. Ms. Mackie noted that following the adoption of the resolution, in conjunction with the bond closing, they will be recording a series notice for the 2020 assessments in the public record. That would be in addition to the notice of assessments that was previously approved by the Board in connection with the levy of the Master Assessments. Ms. Mackie offered to answer any questions that the Board might have.

*\*Mr. Chris Wrenn joined the meeting at this time. All 5 Board Members were present via Zoom.*

Mr. Flint explained one of the exhibits of the resolution is the final version of the Supplemental Assessment Methodology. As Ms. Mackie indicated, it incorporates the final terms of the bond issue. Page 11 shows the final bond sizing as a result of the pricing. Mr. Flint stated the average coupon rate is 3.66%. He noted that is very favorable. Mr. Flint stated that \$6,004,567 was generated in construction funds. Mr. Flint asked for any questions, the Board had none.

On MOTION by Mr. Hunt, seconded by Mr. Struckmeyer, with all in favor, Resolution 2020-35 Setting Forth the Specific Terms of the District's Special Assessment Revenue Bonds, Series 2020, was approved.

#### **FIFTH ORDER OF BUSINESS**

#### **Consideration of Resolution 2020-36 Debt Service Assessment Collection**

Ms. Mackie explained some of the terms of the bonds, one of which is a period of time in which the District has Capitalized Interest Payments. She noted that they have capitalized interest through May 1<sup>st</sup> of 2021 which would necessitate an interest payment on November 1, 2021. That means that the District needs to go ahead in the current fiscal year and collect assessments that would be necessary to generate the funds to pay the November 1, 2021 payment as the District will not start receiving assessments for Fiscal Year 21/22 until after the time in which that payment needs to be paid. The purpose of Resolution 2020-36 is to certify the debt service assessment needed for collection this year to make that payment. She noted there is not the availability this year to access the uniform method. She noted that is a method the District will take advantage of in the future to certify both debt and Operations & Maintenance assessments for collection on the tax roll. So, rather they will be directly collecting the assessments from Pulte the landowner directly. One benefit is you do not have to pay the gross up for collection costs associated with the county. She stated by approval of Resolution 2020-36 and the subsequent Direct Collect Agreement, that would allow the District to move forward.

Mr. Flint asked if the agreement was an exhibit to the resolution or if it needs to be approved separate. Ms. Mackie stated it was not attached and would need to be approved separately. Mr. Flint asked for any questions on the resolution. The Board had no questions.

On MOTION by Mr. Hunt, seconded by Mr. Struckmeyer, with all in favor, Consideration of Resolution 2020-36 Debt Service Assessment Collection, was approved.

#### **SIXTH ORDER OF BUSINESS**

#### **Consideration of Agreement with Pulte Home Company, LLC for Direct Collection of Fiscal Year 2021 Debt Service Assessments**

Mr. Flint stated this is the agreement that Ms. Mackie just referenced between Pulte and the District regarding the direct billing because of the fact that the formation of the District and issuance of the bonds does not allow us to use the uniform collection method so it will be direct billing Pulte for the O&M and the debt. This agreement formalizes that arrangement. This agreement is subject to review from Pulte if the Board approves it. Mr. Flint noted this is probably in a form that is consistent with what Pulte has seen in other Districts.

Ms. Mackie confirmed that it is. For reference, it is the exact agreement that was approved at one point in time for Windsor at Westside. The Board had no questions on the agreement.

On MOTION by Mr. Struckmeyer, seconded by Mr. Hunt, with all in favor, the Agreement with Pulte Home Company, LLC for Direct Collection of Fiscal Year 2021 Debt Service Assessments, was approved.

#### **SEVENTH ORDER OF BUSINESS**

#### **Consideration of Agreement with Osceola Engineering, Inc. for Professional Engineering Services**

Mr. Flint stated the Board engaged Osceola Engineering as the interim District Engineer at the Organizational meeting. He noted the Board also authorized the issuance of an RFQ for Engineering services pursuant to the CCNA Act. Mr. Flint noted that it was issued, and one response was received from Osceola Engineering. The Board selected them as the District Engineer and this agreement is bringing it back to the Board to engage them as District Engineer.

On MOTION by Mr. Struckmeyer, seconded by Mr. Hunt, with all in favor, the Agreement with Osceola Engineering, Inc. for Professional Engineering Services, was approved.

**EIGHTH ORDER OF BUSINESS****Appointment of Audit Committee and Chairman**

Mr. Flint explained that the District as a government entity is required to have an annual independent audit performed. The process the District has to follow to select an auditor includes appointment of an Audit Committee. The committee's sole responsibility is to approve the form of the notice and the selection criteria and then reviewing the responses, ranking those in accordance with the criteria, and then making a recommendation to the Board.

Mr. Flint stated it is typically recommended that the Board appoint themselves as the Audit Committee and one of the Board Members as the Chair. He noted the Board isn't obligated to do that. There was a recent legislative change that requires at least 2 Board Members to be on the committee. Mr. Flint stated he did suggest a motion to designate the Board as the Audit Committee and Board Member to be to be the Chair.

Mr. Flint stated that immediately after the Board meeting there will be a short Audit Committee meeting where the RFQ and the notice will be approved.

On MOTION by Mr. Hunt, seconded by Mr. Struckmeyer, with all in favor, Appointing the Board as the Audit Committee and Appointing Mr. Hunt as the Chairman of the Audit Committee, was approved.

**NINTH ORDER OF BUSINESS****Staff Reports****A. Attorney**

Ms. Mackie reviewed the Disclosure of Public Finance and Maintenance of Improvements to Real Property. Following a District's bond issuance this document is required to be recorded in the public record that provides certain information, mainly to those purchasing property within the District about the District and any financings that have been under taken by the District. She stated that given closing of the 2020 bonds at the end of the month, and more importantly understanding that Pulte is going to be closing on lots within the month of September, Ms. Mackie went ahead and expedited preparation of the documents. She wanted to get it in front of the Board so that review and comment could be provided. Pulte will also be providing review and comment. This allows, subsequent to the 31<sup>st</sup>, that the document can be recorded in addition to the notices of Special Assessment. Ms. Mackie noted the document will continue to be updated as subsequent issuances are done on behalf of the District and if anything changes in the future.

Mr. Flint stated the Disclosure of Public Financing document briefly describes what the District is, how it's governed, what it has financed, what it is responsible for, etc. The detail about the infrastructure is all taken from the Engineer's Report. It also describes the assessment fees and charges, so that anyone buying property within the District this document will come up in their title search. They can't say they didn't know they were buying property within a CDD or didn't know it was subject to assessments. Mr. Flint asked Mrs. Mackie if she wanted the Board to approve it in substantial form. Ms. Mackie replied approval in substantial form would be great.

On MOTION by Mr. Hunt, seconded by Mr. Wren, with all in favor, the Disclosure of Public Financing, was approved.

Ms. Mackie stated as the heading of the document indicates it is Exhibit 'F' to the Arbitrage and Tax Certificate that the District is required to execute at closing on the bonds. This is a requirement within the last 5 to 6 years from Bond Counsel's perspective to make sure that the District has documented written policies and procedures regarding their continuing obligation to monitor on going compliance with tax requirements that allow these bonds to be tax exempt. In connection with the closing, the Chair will execute the certificate but preference would be for the Board to approve the written policies and procedures. While the Chair executes this document, District staff assists with making sure that the District is in compliance with then various bullets listed. Staff will complete adequate checks and make sure that requisitions as processed meet the standard necessary to continue to provide documentation that the District is in compliance with these obligations. Ms. Mackie asked for any questions. She noted they are looking for a motion to approve the tax exempt bond written policies and procedures.

On MOTION by Mr. Hunt, seconded by Mr. Struckmeyer, with all in favor, the Tax Exempt Bond Written Policies and Procedures, was approved.

## **B. Engineer**

Mr. Althafer stated they were working through the acquisition check list that Ms. Mackie sent out. Mr. Flint stated that they are working toward submitting Requisition #1 at the time of closing. Ms. Mackie noted the dollar amount was just below \$3.6. Mr. Flint stated about \$600,000 of that is being held but the remainder would be on the initial requisition. The balance of the \$6

million in the construction account would be taken down in a future requisition once infrastructure is completed in that assessment area.

**C. District Manager's Report.**

**i. Balance Sheet and Income Statement**

Mr. Flint presented the unaudited financials through July. There was no action required.

**ii. Consideration of FY20 Funding Request #5**

Mr. Flint stated that for Funding Request #5, in lieu of closing assessments the District is operating under a funding agreement with Pulte. The Board had no questions on the funding request.

On MOTION by Mr. Struckmeyer, seconded by Mr. Hunt, with all in favor, FY20 Funding Request No. 5, was approved.

**TENTH ORDER OF BUSINESS**

**Other Business**

Mr. Flint asked for any other comments. There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors Request**

There being none, the next item followed.

**TWELTH ORDER OF BUSINESSES**

**Adjournment**

Mr. Flint adjourned the meeting.

On MOTION by Mr. Wrenn, seconded by Mr. Struckmeyer, with all in favor, the meeting was adjourned.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

## SECTION IV



**SANDMINE ROAD COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL ASSESSMENT BONDS, SERIES 2020  
(ASSESSMENT AREA ONE)**

(Acquisition and Construction)

The undersigned, a Responsible Officer of the Sandmine Road Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture between the District and U.S. Bank National Association, as trustee (the "Trustee"), dated as of August 1, 2020, as supplemented by that certain First Supplemental Trust Indenture dated as of August 1, 2020 (collectively, the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: 1
- (B) Identify Acquisition Agreement, if applicable; *Acquisition Agreement (Phase 1)*, dated April 16, 2020
- (C) Name of Payee: Pulte Home Company, LLC
- (D) Amount Payable: \$3,352,115.98
- (E) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments):

Acquisition from Developer of Phase 1 on-site improvements:

The Phase 1 improvements include stormwater management improvements, potable water distribution system, reclaimed water distribution systems, and lift stations and sanitary sewer systems.

- (F) Fund or Account and subaccount, if any, from which disbursement to be made:

*Series 2020 Acquisition and Construction Account of the Acquisition and Construction Fund*

The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the District,
2. each disbursement set forth above is a proper charge against the Series 2020 Acquisition and Construction Account;
3. each disbursement set forth above was incurred in connection with the Cost of the Phase One Project; and
4. each disbursement represents a Cost of Phase One Project which has not previously been paid.

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

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

Originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested are on file with the District.

**SANDMINE ROAD COMMUNITY  
DEVELOPMENT DISTRICT**

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

Responsible Officer

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

8/31/2020

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

The undersigned Consulting Engineer hereby certifies that this disbursement is for the Cost of the Phase One Project and is consistent with: (i) the Acquisition Agreement; and (ii) the report of the Consulting Engineer, as such report shall have been amended or modified.

\_\_\_\_\_

Consulting Engineer

August 20th, 2020

Board of Supervisors  
Sandmine Road Community Development District  
c/o Governmental Management Services – Central  
Florida, LLC  
219 East Livingston Street  
Orlando, Florida 32801

RE: Acquisition of Phases One and Two Public Infrastructure Improvements

Dear Sir or Madam,

We are writing to request that the Sandmine Road Community Development District (“**District**”) acquire from Pulte Home Company, LLC (“**Developer**”) the public infrastructure improvements set forth in **Exhibit A**, which is attached hereto. Developer constructed the improvements consistent with the District’s *Master Engineer’s Report*, dated April 16, 2020, (“**Engineer’s Report**”) and the improvements are now complete. As set forth in more detail in a Bill of Sale dated on or about the same date as this letter, the Developer wishes to convey the improvements to the District for the Costs Paid for CDD Phase 1, totaling \$3,662,115.98, and for the Costs Paid for CDD Phase 2, totaling \$1,344,374.91, as identified in Exhibit A attached hereto, representing the actual cost of creating and/or constructing such improvements and work product. In recognition of a contribution of \$310,000.00 required to be paid by the Developer to the District pursuant to the *Supplemental Assessment Methodology for Assessment Area One*, dated August 14, 2020, the current reimbursable amount of \$3,662,115.98 will be reduced to \$3,352,115.98. The Remaining Costs for CDD Phase 1 and the Remaining Costs for CDD Phase 2 primarily consist of retainage. The Developer will request these funds from the District at such point in time when retainage is released to the Contractor. The Developer herein requests that funds in the amount of the Costs Paid for CDD Phase 1 be made payable to the Developer from the proceeds of the Series 2020 Bonds, once available. The Developer herein requests that funds in the amount of Costs Paid for CDD Phase 2 be made payable to the Developer from the proceeds of a future issuance of bonds, once available.


Sincerely,

PULTE HOME COMPANY, LLC,  
a Michigan limited liability company

By: 

Its: VP OF LAND DEVELOPMENT

ACKNOWLEDGED AND AGREED TO BY:

  
Chairperson  
Sandmine Road CDD

**EXHIBIT “A”**  
**ACQUISITION DOCUMENTATION**

*Developer Request Letter Phases One and Two Public Infrastructure Improvements*

### Phase One Public Infrastructure Improvements

Improvement	Contract / Invoices	Costs Paid for CDD Phase 1	Remaining Costs For CDD Phase 1
Stormwater Management	Blue Ox Enterprises, LLC Paverscapes, Inc.	\$2,137,903.72	\$425,193.71
Potable Water Distribution System	Blue Ox Enterprises, LLC	\$417,405.29	\$46,378.37
Reclaimed Water Distribution Systems	Blue Ox Enterprises, LLC	\$210,621.73	\$23,402.41
Lift Stations and Sanitary Sewer Systems	Blue Ox Enterprises, LLC	\$896,185.24	\$140,990.40
	<b>Total:</b>	<b>\$3,662,115.98 <sup>1</sup></b>	<b>\$635,964.89</b>

### Phase Two Public Infrastructure Improvements

Improvement	Contract / Invoices	Costs Paid for CDD Phase 2	Remaining Costs For CDD Phase 2
Stormwater Management	Blue Ox Enterprises, LLC Paverscapes, Inc.	\$1,120,197.75	\$350,705.02
Lift Stations and Sanitary Sewer Systems	Blue Ox Enterprises, LLC	\$224,177.16	\$44,056.44
	<b>Total:</b>	<b>\$1,344,374.91</b>	<b>\$394,761.46</b>

<sup>1</sup> Developer will contribute \$310,000.00 of these improvements to satisfy the contribution required pursuant to the *Supplemental Assessment Methodology for Assessment Area One*, dated August 14, 2020

**BILL OF SALE AND GENERAL ASSIGNMENT**  
**(PHASES 1 AND 2 PUBLIC INFRASTRUCTURE IMPROVEMENTS)**

**THIS BILL OF SALE AND GENERAL ASSIGNMENT** (this “**Assignment**”) is made and entered into as of this 7th day of August, 2020, by and between **PULTE HOME COMPANY, LLC**, a Michigan limited liability company (hereafter referred to as “**Grantor**”), and **SANDMINE ROAD COMMUNITY DEVELOPMENT DISTRICT**, a local unit of special purpose government organized and created under the laws of the State of Florida, located in Polk County, Florida (hereinafter referred to as “**Grantee**”).

**BACKGROUND STATEMENT**

Grantor has constructed certain improvements within Phases 1 and 2 that comprise a portion of the District’s Project, as set forth in the *Master Engineer’s Report* dated April 16, 2020, (the “Engineer’s Report”), as may be amended, for the District. This instrument is intended to convey the interest of Grantor in and to all of such improvements to Grantee.

NOW THEREFORE, for and in consideration of the sum of Ten and No/100 Dollars (\$10.00) and other good and valuable consideration, as set forth more fully in **Exhibit A**, the receipt and sufficiency of which are hereby acknowledged by Grantee, Grantor, intending to be legally bound, does hereby agree as follows:

1. Grantor hereby transfers, grants, conveys, and assigns to Grantee the following property (hereafter, collectively, the “**Personal and Intangible Property**”), located within tracts identified on the plat (“**Plat**”) known as Windsor Island Resort recorded in Plat Book 178, Page(s) 15-20 et seq of the Official Records of Polk County, Florida, to have and to hold all of said Personal and Intangible Property for its own use, and benefit forever:
  - a. ***The following Personal and Intangible Property located within Tract A:***
    - (i) All water and wastewater facilities to the point of delivery or connection, including water, sewer, reclaimed water lines, pipes, and related equipment; and
  - b. ***The following Personal and Intangible Property located within Tract B:***
    - (i) All stormwater management systems, including but not limited to inlets, yard drains, manholes and pipes providing drainage, curb and gutter providing drainage for streets and rights-of-way, dry stormwater retention basins, retaining wall, and related system components; and
    - (ii) All water and wastewater facilities to the point of delivery or connection, including water, sewer, reclaimed water lines, pipes, and related equipment; and
  - c. ***The following Personal and Intangible Property located within Tract C:***
    - (i) All water and wastewater facilities to the point of delivery or connection, including water, sewer, reclaimed water lines, pipes, and related equipment; and

- (ii) All stormwater management systems, including but not limited to inlets, yard drains, manholes and pipes providing drainage, curb and gutter providing drainage for streets and rights-of-way, dry stormwater retention basins, retaining wall, and related system components; and
  - (iii) All perimeter hardscape elements, including masonry walls, structural and non-structural fence/wall.
- d. ***The following Personal and Intangible Property located within Tract D:***
  - (i) All stormwater management systems, including but not limited to inlets, yard drains, manholes and pipes providing drainage, curb and gutter providing drainage for streets and rights-of-way, dry stormwater retention basins, retaining wall, and related system components.
- e. ***The following Personal and Intangible Property located within Tract G:***
  - (i) All perimeter hardscape elements, including masonry walls, structural and non-structural split rail fence; and
  - (ii) All stormwater management systems, including but not limited to inlets, yard drains, manholes and pipes providing drainage, and related system components; and
  - (iii) All water and wastewater facilities to the point of delivery or connection, including water, sewer, reclaimed water lines, pipes, and related equipment.
- f. ***The following Personal and Intangible Property located within Tract H:***
  - (i) All water and wastewater facilities to the point of delivery or connection, including water, sewer, reclaimed water lines, pipes, and related equipment; and
  - (ii) All stormwater management systems, including but not limited to inlets, yard drains, manholes and pipes providing drainage, curb and gutter providing drainage for streets and rights-of-way, dry stormwater retention basins, retaining wall, and related system components; and
  - (iii) All perimeter hardscape elements, including masonry walls, structural and non-structural fence/wall; and
- g. ***The following Personal and Intangible Property located within Tract I:***
  - (i) All stormwater management systems, including but not limited to inlets, yard drains, manholes and pipes providing drainage, curb and gutter providing drainage for streets and rights-of-way, dry stormwater retention basins, retaining wall, and related system components; and
  - (ii) All water and wastewater facilities to the point of delivery or connection, including water, sewer, reclaimed water lines, pipes, and related equipment.
- h. ***The following Personal and Intangible Property located within Tract J:***
  - (i) All water and wastewater facilities to the point of delivery or connection, including water, sewer, reclaimed water lines, pipes, and related equipment; and

- (ii) All stormwater management systems, including but not limited to inlets, yard drains, manholes and pipes providing drainage, curb and gutter providing drainage for streets and rights-of-way, dry stormwater retention basins, retaining wall, and related system components; and
  - (iii) All perimeter hardscape elements, including masonry walls, structural and non-structural fence/wall.
- i. ***The following Personal and Intangible Property located within Tract K:***
  - (i) All water and wastewater facilities to the point of delivery or connection, including water, sewer, reclaimed water lines, pipes, and related equipment; and
  - (ii) All stormwater management systems, including but not limited to inlets, yard drains, manholes and pipes providing drainage, curb and gutter providing drainage for streets and rights-of-way, dry stormwater retention basins, retaining wall, and related system components.
- j. ***The following Personal and Intangible Property located within Tract L:***
  - (i) All stormwater management systems, including but not limited to inlets, yard drains, manholes and pipes providing drainage, curb and gutter providing drainage for streets and rights-of-way, dry stormwater retention basins, retaining wall, and related system components.
- k. ***The following Personal and Intangible Property located within Tract M:***
  - (i) All stormwater management systems, including but not limited to inlets, yard drains, manholes and pipes providing drainage, curb and gutter providing drainage for streets and rights-of-way, dry stormwater retention basins, retaining wall, and related system components.
- l. ***The following Personal and Intangible Property located within Tract N:***
  - (i) All stormwater management systems, including but not limited to inlets, yard drains, manholes and pipes providing drainage, curb and gutter providing drainage for streets and rights-of-way, dry stormwater retention basins, retaining wall, and related system components.
- m. ***The following Personal and Intangible Property located within Tract O:***
  - (i) All stormwater management systems, including but not limited to inlets, yard drains, manholes and pipes providing drainage, curb and gutter providing drainage for streets and rights-of-way, dry stormwater retention basins, retaining wall, and related system components.
- n. ***The following Personal and Intangible Property located within Tract P:***
  - (i) All stormwater management systems, including but not limited to inlets, yard drains, manholes and pipes providing drainage, curb and gutter providing drainage for streets and rights-of-way, dry stormwater retention basins, retaining wall, and related system components.

- o. ***The following Personal and Intangible Property located within Tract Q:***
  - (i) All stormwater management systems, including but not limited to inlets, yard drains, manholes and pipes providing drainage, curb and gutter providing drainage for streets and rights-of-way, dry stormwater retention basins, retaining wall, and related system components; and
- p. ***The following Personal and Intangible Property located within Tract R-1:***
  - (i) All water and wastewater facilities to the point of delivery or connection, including water, sewer, reclaimed water lines, pipes, and related equipment; and
  - (ii) All stormwater management systems, including but not limited to inlets, yard drains, manholes and pipes providing drainage, curb and gutter providing drainage for streets and rights-of-way, dry stormwater retention basins, retaining wall, and related system components; and
  - (iii) All perimeter hardscape elements including masonry walls, structural and non-structural fence/wall.
- q. ***The following Personal and Intangible Property located within Tract R-2:***
  - (i) All water and wastewater facilities to the point of delivery or connection, including water, sewer, reclaimed water lines, pipes, and related equipment; and
  - (ii) All stormwater management systems, including but not limited to inlets, yard drains, manholes and pipes providing drainage, curb and gutter providing drainage for streets and rights-of-way, dry stormwater retention basins, retaining wall, and related system components; and
  - (iii) All perimeter hardscape elements including masonry walls, structural and non-structural fence/wall.
- r. ***The following Personal and Intangible Property located within Tract S:***
  - (i) All water and wastewater facilities to the point of delivery or connection, including water, sewer, reclaimed water lines, pipes, and related equipment; and
  - (ii) All stormwater management systems, including but not limited to inlets, yard drains, manholes and pipes providing drainage, curb and gutter providing drainage for streets and rights-of-way, dry stormwater retention basins, retaining wall, and related system components.
- s. All of the right, title, interest, and benefit of Grantor, if any, in, to and under any and all contracts, fees, deposits, guaranties, warranties, affidavits, lien waivers, claims, bonds (maintenance or otherwise), indemnification, and agreements given heretofore and with respect to the construction or composition of all of the improvements described above; and



- t. All of the right, title, interest, and benefit of Grantor, if any, in and to all other personal property used solely in connection with construction of the improvements described above.
- 2. Grantor does hereby covenant to and with Grantee, its successors and assigns, that they are the lawful owners of the above-described personal property and assets; that said personal property and assets are free from all liens and encumbrances; that Grantor has good right to sell said personal property and assets; that all contractors, subcontractors and material men furnishing labor or materials relative to the construction of the personal property and assets have been paid in full; and that Grantor will warrant and defend the sale of its said personal property and assets hereby made, unto Grantee, its successors and assigns, against the lawful claims and demands of all persons whosoever.

*[Remainder of Page Intentionally Left Blank]*

IN WITNESS WHEREOF, Grantor and Grantee have caused this instrument to be executed under seal the day and year first above written.

**WITNESSES:**

**GRANTOR:**

**PULTE HOME COMPANY, LLC, a  
Michigan limited liability company,**

By: [Signature]  
Name: Wesley Hunt  
Title: Manager DPE

By: [Signature]  
Name: CHRISTOPHER WRENN  
Title: VP OF LAND DEVELOPMENT

By: [Signature]  
Name: Eric Baker  
Title: Manager DPE

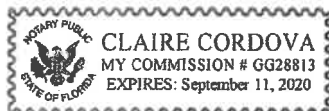
STATE OF FLORIDA  
COUNTY OF Orange

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 20 day of August, 2020, by Christopher Wrenn, as VP of Land Dev. of Pulte Home Company, LLC, who appeared before me this day in person, and who is either personally known to me, or produced \_\_\_\_\_ as identification.

[Signature]  
NOTARY PUBLIC, STATE OF FLORIDA

(NOTARY SEAL)

Name: Claire Cordova  
(Name of Notary Public, Printed, Stamped  
or Typed as Commissioned)



**EXHIBIT "A"**  
**ACQUISITION DOCUMENTATION**

**Phase One Public Infrastructure Improvements**

<b>Improvement</b>	<b>Contract / Invoices</b>	<b>Costs Paid for CDD Phase 1</b>	<b>Remaining Costs For CDD Phase 1</b>
<b>Stormwater Management</b>	<b>Blue Ox Enterprises, LLC Paverscapes, Inc.</b>	<b>\$2,137,903.72</b>	<b>\$425,193.71</b>
<b>Potable Water Distribution System</b>	<b>Blue Ox Enterprises, LLC</b>	<b>\$417,405.29</b>	<b>\$46,378.37</b>
<b>Reclaimed Water Distribution Systems</b>	<b>Blue Ox Enterprises, LLC</b>	<b>\$210,621.73</b>	<b>\$23,402.41</b>
<b>Lift Stations and Sanitary Sewer Systems</b>	<b>Blue Ox Enterprises, LLC</b>	<b>\$896,185.24</b>	<b>\$140,990.40</b>
	<b>Total:</b>	<b>\$3,662,115.98</b>	<b>\$635,964.89</b>

**Phase Two Public Infrastructure Improvements**

<b>Improvement</b>	<b>Contract / Invoices</b>	<b>Costs Paid for CDD Phase 2</b>	<b>Remaining Costs For CDD Phase 2</b>
<b>Stormwater Management</b>	<b>Blue Ox Enterprises, LLC Paverscapes, Inc.</b>	<b>\$1,120,197.75</b>	<b>\$350,705.02</b>
<b>Lift Stations and Sanitary Sewer Systems</b>	<b>Blue Ox Enterprises, LLC</b>	<b>\$224,177.16</b>	<b>\$44,056.44</b>
	<b>Total:</b>	<b>\$1,344,374.91</b>	<b>\$394,761.46</b>

PREPARED BY AND RETURN TO:

Tucker F. Mackie, Esquire  
HOPPING GREEN & SAMS, P.A.  
119 South Monroe Street, Suite 300  
Tallahassee, Florida 32301

**SPECIAL WARRANTY DEED**

THIS SPECIAL WARRANTY DEED is executed as of this 20th day of August, 2020, by **PULTE HOME COMPANY, LLC**, a Michigan limited liability company, whose address is 4901 Vineland Road, Suite 500, Orlando, Florida, 32811, (hereinafter called the "grantor"), in favor of **SANDMINE ROAD COMMUNITY DEVELOPMENT DISTRICT**, a local unit of special-purpose government, with a mailing address of 219 East Livingston Street, Orlando, Florida 32801 (hereinafter called the "grantee").

[Wherever used herein, the terms "grantor" and "grantee" shall include the singular and plural, heirs, legal representatives, successors and assigns of individuals, and the successors and assigns of corporations, as the context requires.]

**WITNESSETH:**

That the grantor, for and in consideration of the sum of \$10.00 and other valuable considerations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the grantee, all that certain land situate in Polk County, Florida, further described in **Exhibit A**. Subject to restrictions, covenants, conditions and easements, of record; however, reference hereto shall not be deemed to reimpose same.

TOGETHER with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

TO HAVE AND TO HOLD, the same in fee simple forever.

AND the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; and hereby warrants the title to said land and will defend the same against the lawful claims of all persons or entities whomsoever claiming by, through or under grantor.

Grantor represents that grantor has complied with the requirements of Section 196.295, *Florida Statutes*.

IN WITNESS WHEREOF, the grantor has hereunto set its hand and seal the day and year first above written.

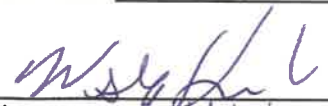
**Note to Recorder:** This deed conveys unencumbered property to a local unit of special-purpose government for no taxable consideration. Accordingly, pursuant to Rule 12B-4.014, F.A.C., only minimal documentary stamp tax is being paid hereon.

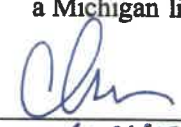
**"GRANTOR"**

Signed, sealed and delivered

**PULTE HOME COMPANY, LLC,**  
a Michigan limited liability company

  
Print Name: Eric Baker

  
Print Name: Wesley Had

By:   
Name: CHRISTOPHER WOZNIAK  
Title: Chairman VP of LAND DEVELOPMENT

STATE OF FLORIDA  
COUNTY OF Orange

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 20 day of August, 2020, by Christopher Wozniak as VP of Land Development of Pulte Home Company, LLC, a Michigan limited liability company, who ☒ is personally known to me or ☐ produced \_\_\_\_\_ as identification.



  
NOTARY PUBLIC, STATE OF FLORIDA

Claire Cordova  
(Print, Type or Stamp Commissioned Name of Notary Public)

*Deed from Pulte Home Company, LLC to Sandmine Road CDD*

**Exhibit A**  
**Legal Description**

TRACTS A, B, C, D, F, H, I, L, M, N, O, P, R-1, R-2, and S, AS SHOWN ON THE PLAT KNOWN AS WINDSOR ISLAND RESORT, RECORDED IN THE OFFICIAL RECORDS OF POLK COUNTY, FLORIDA AT PLAT BOOK 178, PAGES 15 THROUGH 20.

*Deed from Pulte Home Company, LLC to Sandmine Road CDD*

**OSCEOLA ENGINEERING, INC.'S CERTIFICATION TO  
SANDMINE ROAD COMMUNITY DEVELOPMENT DISTRICT REGARDING  
PHASE 1 AND 2 PUBLIC INFRASTRUCTURE IMPROVEMENTS**

August 31, 2020

BEFORE ME, the undersigned, personally appeared Broc Althafer, P.E., of Osceola Engineering, Inc., who, after being first duly sworn, deposes and says:

I, Broc Althafer, a representative of Osceola Engineering Inc. ("District Engineer"), as District Engineer for the Sandmine Road Community Development District ("District"), hereby makes the following certifications in connection with the District's acquisition of certain Phase 1 and 2 infrastructure improvements (the "Improvements"), as described in that certain *Bill of Sale and General Assignment (Phases 1 and 2 Public Infrastructure Improvements)* dated as of or about the same day as this Certificate.

1. I have reviewed certain documentation relating to the Improvements, including but not limited to, the forms of agreement, plans, schedules, invoices, and other documents and have conducted on-site observations of the Improvements.
2. The Improvements are within the scope of the Project as set forth in the *Master Engineer's Report* dated April 16, 2020, (the "Engineer's Report"), as may be amended, for the District, and specially benefit property within the District as further described in the Engineer's Report.
3. The Improvements were installed in accordance with their specifications and are capable of performing the functions for which they were intended.
4. In my opinion, the acquisition amount of \$6,037,217.24 is equal to or less than each of the following: (i) what was actually paid by Pulte Home Corporation to create and/or construct the Improvements, and (ii) the reasonable fair market value of the Improvements.
5. Copies of plans, permits and specifications necessary for the future operation and maintenance of the Improvements are complete and on file with the District, and to the best of my knowledge and belief have been transferred, or are capable of being transferred, to the District for future operations and maintenance responsibilities.
6. With this document, I hereby certify that it is appropriate at this time to acquire the Improvements.

**OSCEOLA ENGINEERING, INC.**

  
\_\_\_\_\_  
Broc Althafer, P.E.

STATE OF FLORIDA  
COUNTY OF OSceola

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization this 31<sup>st</sup> day of August, 2020, by Broc Althafer, P.E., an authorized representative of Osceola Engineering, Inc., who [☒] is personally known to me or [☐] produced \_\_\_\_\_ as identification.

(NOTARY SEAL)



Carrie R. Thompson  
NOTARY PUBLIC  
STATE OF FLORIDA  
Comm# GG065527  
Expires 3/26/2021

Carrie R Thompson

Notary Public Signature

Carie R Thompson

(Name typed, printed or stamped)

Notary Public, State of Florida

Commission No. GG065527

My Commission Expires: 3/26/2021



## SECTION V

**SANDMINE ROAD COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL ASSESSMENT BONDS, SERIES 2020  
(ASSESSMENT AREA ONE PROJECT)**

(Acquisition and Construction)

The undersigned, a Responsible Officer of the Sandmine Road Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture between the District and U.S. Bank National Association, as trustee (the "Trustee"), dated as of August 1, 2020, as supplemented by that certain First Supplemental Trust Indenture dated as of August 1, 2020 (collectively, the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: **2**
- (B) Identify Acquisition Agreement, if applicable;
- (C) Name of Payee: **Hopping, Green & Sams**
- (D) Amount Payable: **\$2,035.90**
- (E) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments):

**Invoices #116204 & 116205 -Project Construction and Project Finance June services related to Series 2020 bonds.**

- (F) Fund or Account and subaccount, if any, from which disbursement to be made:

***Series 2020 Acquisition and Construction Account of the Acquisition and Construction Fund.***

The undersigned hereby certifies that:

- 1. obligations in the stated amount set forth above have been incurred by the District,
- 2. each disbursement set forth above is a proper charge against the Series 2020 Acquisition and Construction Account;
- 3. each disbursement set forth above was incurred in connection with the Cost of the Phase One Project; and
- 4. each disbursement represents a Cost of Phase One Project which has not previously been paid.

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

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

Originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested are on file with the District.

SANDMINE ROAD COMMUNITY  
DEVELOPMENT DISTRICT

By: \_\_\_\_\_  
Responsible Officer

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

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

The undersigned Consulting Engineer hereby certifies that this disbursement is for the Cost of the Phase One Project and is consistent with: (i) the Acquisition Agreement; and (ii) the report of the Consulting Engineer, as such report shall have been amended or modified.

\_\_\_\_\_  
Consulting Engineer

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

===== STATEMENT =====

July 10, 2020

Sandmine Road CDD  
c/o George Flint  
Governmental Management Services - Central Florida,  
LLC  
219 East Livingston Street  
Orlando, FL 32801

Bill Number 116204  
Billed through 06/30/2020

**Project Finance/Validation**  
**SMRCDD 00102 TFM**

## **DISBURSEMENTS**

United Parcel Service	24.40
Total disbursements for this matter	\$24.40

## **BILLING SUMMARY**

TOTAL DISBURSEMENTS	\$24.40
<b>TOTAL CHARGES FOR THIS MATTER</b>	<b>\$24.40</b>

**Please include the bill number with your payment.**

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

===== STATEMENT =====

July 10, 2020

Sandmine Road CDD  
c/o George Flint  
Governmental Management Services - Central Florida,  
LLC  
219 East Livingston Street  
Orlando, FL 32801

Bill Number 116205  
Billed through 06/30/2020

## Project Construction

**SMRCDD 00103 TFM**

### **FOR PROFESSIONAL SERVICES RENDERED**

06/01/20	TFM	Confer with Gregory and Althafer regarding acquisition and review of costs associated with the same.	1.40 hrs
06/02/20	TFM	Follow-up from call with Althafer; review revised costs and confer with Gregory regarding same.	0.70 hrs
06/02/20	EGRE	Follow up with District Engineer regarding costs; review costs and update charts.	0.40 hrs
06/04/20	TFM	Prepare deeds and bills of sale for Phase 1 and 2 improvement acquisitions.	0.80 hrs
06/04/20	EGRE	Confer with Mackie regarding costs and acquisition documents and revise the same.	0.90 hrs
06/05/20	TFM	Prepare acquisition documents and confer with Flint and Althafer regarding same.	2.00 hrs
06/05/20	EGRE	Revise bills of sale and deed related to Phases 1 and 2 acquisitions.	0.90 hrs
Total fees for this matter			\$2,011.50

### **MATTER SUMMARY**

Gregory, Emma C.	2.20 hrs	235 /hr	\$517.00
Mackie, A.Tucker Frazee	4.90 hrs	305 /hr	\$1,494.50

TOTAL FEES \$2,011.50

**TOTAL CHARGES FOR THIS MATTER** **\$2,011.50**

### **BILLING SUMMARY**

Gregory, Emma C.	2.20 hrs	235 /hr	\$517.00
------------------	----------	---------	----------

=====

Mackie, A.Tucker Frazee

4.90 hrs

305 /hr

\$1,494.50

TOTAL FEES

\$2,011.50

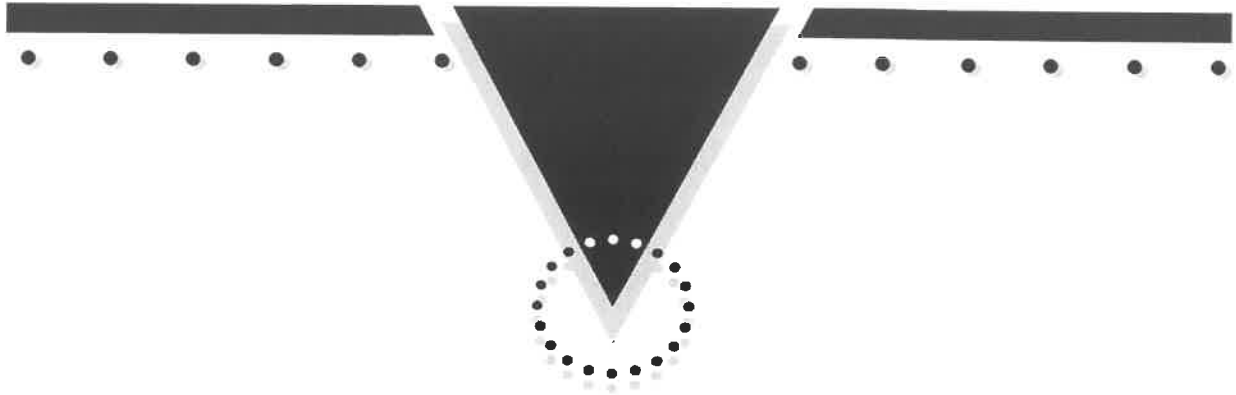
**TOTAL CHARGES FOR THIS BILL****\$2,011.50****Please include the bill number with your payment.**

## SECTION VII

## SECTION C



# SECTION 1



**Sandmine Road  
Community Development District**

**Unaudited Financial Reporting**

**August 31, 2020**



# TABLE OF CONTENTS

1	<u>BALANCE SHEET</u>
2	<u>GENERAL FUND INCOME STATEMENT</u>
3	<u>DEBT SERVICE FUND SERIES 2020</u>
4	<u>CAPITAL PROJECTS FUND SERIES 2020</u>
5	<u>MONTH TO MONTH</u>
6	<u>DEVELOPER CONTRIBUTION SCHEDULE</u>
7	<u>LONG TERM DEBT SUMMARY</u>
8	<u>CONSTRUCTION SCHEDULE SERIES 2020</u>

**SANDMINE ROAD**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**BALANCE SHEET**  
**August 31, 2020**

	General Fund	Debt Service Fund	Capital Projects Fund	Totals 2020
<b><u>ASSETS:</u></b>				
CASH	\$5,338	---	---	\$5,338
DUE FROM DEVELOPER SERIES 2020	\$16,406	---	---	\$16,406
RESERVE	---	\$181,859	---	\$181,859
REVENUE	---	---	---	\$0
INTEREST	---	\$39,271	---	\$39,271
CONSTRUCTION	---	---	\$2,652,451	\$2,652,451
COST OF ISSUANCE	---	---	\$37,125	\$37,125
<b>TOTAL ASSETS</b>	<b>\$21,744</b>	<b>\$221,130</b>	<b>\$2,689,576</b>	<b>\$2,932,450</b>
<b><u>LIABILITIES:</u></b>				
ACCOUNTS PAYABLE	\$17,223	---	---	\$17,223
<b><u>FUND EQUITY:</u></b>				
FUND BALANCES:				
UNASSIGNED	\$4,520	---	---	\$4,520
RESTRICTED FOR DEBT SERVICE 2020	---	\$221,130	---	\$221,130
RESTRICTED FOR CAPITAL PROJECTS 2020	---	---	\$2,689,576	\$2,689,576
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$21,744</b>	<b>\$221,130</b>	<b>\$2,689,576</b>	<b>\$2,932,450</b>

# SANDMINE ROAD

## COMMUNITY DEVELOPMENT DISTRICT

### GENERAL FUND

#### Statement of Revenues & Expenditures

For The Period Ending August 31, 2020

#### REVENUES:

DEVELOPER CONTRIBUTIONS

\$65,447

\$54,539

\$46,066

(\$8,474)

**TOTAL REVENUES**

\$65,447

\$54,539

\$46,066

(\$8,474)

#### EXPENDITURES:

#### ADMINISTRATIVE:

SUPERVISORS FEES

\$6,000

\$5,000

\$0

\$5,000

FICA EXPENSE

\$459

\$191

\$0

\$191

ENGINEERING

\$6,000

\$5,000

\$0

\$5,000

ATTORNEY

\$12,500

\$10,417

\$11,294

(\$877)

MANAGEMENT FEES

\$17,500

\$14,583

\$13,125

\$1,458

WEBSITE CREATION

\$2,775

\$2,775

\$2,775

\$0

INFORMATION TECHNOLOGY

\$600

\$500

\$450

\$50

TELEPHONE

\$150

\$125

\$0

\$125

POSTAGE

\$500

\$417

\$165

\$251

INSURANCE

\$2,500

\$2,500

\$2,302

\$198

PRINTING & BINDING

\$500

\$417

\$50

\$366

LEGAL ADVERTISING

\$15,000

\$12,500

\$11,278

\$1,222

OTHER CURRENT CHARGES

\$500

\$417

\$0

\$417

OFFICE SUPPLIES

\$313

\$261

\$5

\$256

DUES, LICENSE & SUBSCRIPTIONS

\$150

\$150

\$100

\$50

**TOTAL EXPENDITURES**

\$65,447

\$55,252

\$41,545

\$13,707

**EXCESS REVENUES (EXPENDITURES)**

\$0

\$4,520

**FUND BALANCE - Beginning**

\$0

\$0

**FUND BALANCE - Ending**

\$0

\$4,520

# SANDMINE ROAD

## COMMUNITY DEVELOPMENT DISTRICT

### DEBT SERVICE FUND SERIES 2020

Statement of Revenues & Expenditures  
For The Period Ending August 31, 2020

#### REVENUES:

	ADOPTED BUDGET	PRORATED BUDGET THRU 8/31/20	ACTUAL THRU 8/31/20	VARIANCE
BOND PROCEEDS	\$0	\$0	\$221,130	\$221,130
INTEREST	\$0	\$0	\$0	\$0
<b>TO TAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$221,130</b>	<b>\$221,130</b>

#### EXPENDITURES:

OTHER CURRENT CHARGES	\$0	\$0	\$0	\$0
<b>TO TAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>\$221,130</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$0</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$221,130</b>	

# SANDMINE ROAD

## COMMUNITY DEVELOPMENT DISTRICT

### CAPITAL PROJECTS FUND

#### SERIES 2020

#### Statement of Revenues & Expenditures

For The Period Ending August 31, 2020

	ADOPTED BUDGET	PRORATED BUDGET THRU 8/31/20	ACTUAL THRU 8/31/20	VARIANCE
<b><u>REVENUES:</u></b>				
BOND PROCEEDS	\$0	\$0	\$6,368,870	\$6,368,870
INTEREST	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,368,870</b>	<b>\$6,368,870</b>
<b><u>EXPENDITURES:</u></b>				
CAPITAL OUTLAY - CONSTRUCTION	\$0	\$0	\$3,352,116	(\$3,352,116)
CAPITAL OUTLAY - COST OF ISSUANCE	\$0	\$0	\$327,178	(\$327,178)
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,679,294</b>	<b>(\$3,679,294)</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>\$2,689,576</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$0</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$2,689,576</b>	

**SANDMINE ROAD**  
Community Development District

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>REVENUES:</b>													
DEVELOPER CONTRIBUTIONS	\$0	\$0	\$0	\$0	\$0	\$0	\$15,275	\$4,552	\$9,833	\$8,180	\$8,226	\$0	\$46,066
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,275</b>	<b>\$4,552</b>	<b>\$9,833</b>	<b>\$8,180</b>	<b>\$8,226</b>	<b>\$0</b>	<b>\$46,066</b>
<b>EXPENDITURES:</b>													
<b>ADMINISTRATIVE:</b>													
SUPERVISOR FEES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FICA EXPENSE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ENGINEERING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ATTORNEY	\$0	\$0	\$0	\$0	\$0	\$0	\$5,257	\$626	\$4,594	\$818	\$0	\$0	\$11,294
MANAGEMENT FEES	\$0	\$0	\$0	\$0	\$0	\$0	\$1,458	\$2,917	\$2,917	\$2,917	\$2,917	\$0	\$13,125
WEBSITE CREATION	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,775	\$0	\$0	\$0	\$0	\$2,775
INFORMATION TECHNOLOGY	\$0	\$0	\$0	\$0	\$0	\$0	\$50	\$100	\$100	\$100	\$100	\$0	\$450
TELEPHONE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
POSTAGE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1	\$79	\$2	\$84	\$0	\$165
INSURANCE	\$0	\$0	\$0	\$0	\$0	\$0	\$2,302	\$0	\$0	\$0	\$0	\$0	\$2,302
PRINTING & BINDING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21	\$0	\$17	\$11	\$0	\$50
LEGAL ADVERTISING	\$0	\$0	\$0	\$0	\$0	\$0	\$950	\$5,791	\$4,518	\$519	\$0	\$0	\$11,278
OTHER CURRENT CHARGES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OFFICE SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5	\$0	\$0	\$0	\$0	\$5
DUES, LICENSES & SUBSCRIPTIONS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100	\$0	\$0	\$0	\$0	\$100
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,017</b>	<b>\$11,835</b>	<b>\$12,209</b>	<b>\$4,373</b>	<b>\$3,112</b>	<b>\$0</b>	<b>\$41,545</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,258</b>	<b>(\$7,283)</b>	<b>(\$2,376)</b>	<b>\$3,807</b>	<b>\$5,114</b>	<b>\$0</b>	<b>\$4,520</b>



**SANDMINE ROAD**  
Community Development District  
Developer Contributions/Due from Developer

Funding Request #	Prepared Date	Payment Received Date	Check Amount	Total Funding Request	General Fund Portion (20)	General Fund Portion (21)	Due from Capital	Over and (short) Balance Due
1	4/10/20	5/15/20	\$ 15,275.00	\$ 15,275.00	\$ 15,275.00	\$ -	\$ -	\$ -
2	5/16/20	5/22/20	\$ 4,552.05	\$ 4,552.05	\$ 4,552.05	\$ -	\$ -	\$ -
3	6/11/20	6/19/20	\$ 13,244.54	\$ 13,244.54	\$ 9,832.54	\$ -	\$ 3,412.00	\$ -
4	7/10/20	9/8/20	\$ 11,736.77	\$ 11,736.77	\$ 8,180.10	\$ -	\$ 3,556.67	\$ -
5	8/14/20	9/8/20	\$ 8,225.87	\$ 8,225.87	\$ 8,225.87	\$ -	\$ -	\$ -
6	9/10/20		\$ 8,964.86	\$ 8,964.86	\$ 3,964.86	\$ 5,000.00	\$ -	\$ 8,964.86
Due from Developer			\$ 53,034.23	\$ 61,999.09	\$ 50,030.42	\$ 5,000.00	\$ 6,968.67	\$ 8,964.86
<b>Total Developer Contributions FY20</b>				<b>\$ 50,030.42</b>				

**SANDMINE ROAD  
COMMUNITY DEVELOPMENT DISTRICT  
LONG TERM DEBT REPORT**

<b>SERIES 2020, SPECIAL ASSESSMENT BONDS</b>		
INTEREST RATES:	2.625%, 3.125%, 3.625%, 3.750%	
MATURITY DATE:	11/1/1950	
RESERVE FUND DEFINITION	50% OF MAXIMUM ANNUAL DEBT SERVICE	
RESERVE FUND REQUIREMENT	\$181,859	
RESERVE FUND BALANCE	\$181,859	
BONDS OUTSTANDING - 8/31/20		\$6,590,000
<b>CURRENT BONDS OUTSTANDING</b>		<b>\$6,590,000</b>

**SANDMINE ROAD**  
**Community Development District**  
**Special Assessment Bonds, Series 2020**

Date	Requisition #	Contractor	Description	Requisitions
<b>Fiscal Year 2020</b>				
8/31/20	1	PULTE HOMES	PHASE 1 ONSITE IMPROVEMENTS	\$ 3,352,115.98
<b>TOTAL</b>				<b>\$ 3,352,115.98</b>
<b>Fiscal Year 2020</b>				
<b>TOTAL</b>				<b>\$ -</b>
Acquisition/Construction Fund at 8/31/20				\$ 6,004,566.75
Interest Earned thru 8/31/20				\$ -
Requisitions Paid thru 8/31/20				\$ (3,352,115.98)
Remaining Acquisition/Construction Fund				<b>\$ 2,652,450.77</b>

## SECTION 2

## Sandmine Road

Community Development District

FY20 Funding Request #6  
September 10, 2020

Payee	General Fund FY2020	General Fund FY2021
1 EGIS Insurance Advisors, LLC Inv #11484 - FY2021 Insurance Premium		\$ 5,000.00
2 Governmental Management Services-CF, LLC Inv# 7 - Management Fees - September 2020	\$ 3,147.36	
3 Hopping, Green & Sams Inv# 116812 - General Counsel - July 2020	\$ 817.50	
	\$ 3,964.86	\$ 5,000.00
	<b>Total:</b>	<b>\$ 8,964.86</b>

Please make check payable to:

Sandmine Road Community Development District  
1408 Hamlin Avenue, Unit E  
St. Cloud, FL 34771



Insurance & Risk Advisors

Sandmine Road Community Development District  
c/o Government Management Services, LLC  
219 E Livingston St  
Orlando, FL 32801

## INVOICE

Customer	Sandmine Road Community Development District
Acct #	1026
Date	08/28/2020
Customer Service	Kristina Rudez
Page	1 of 1

Payment Information	
Invoice Summary	\$ 5,000.00
Payment Amount	
Payment for:	Invoice#11484
100120479	

Thank You

Please detach and return with payment

Customer: Sandmine Road Community Development District

Invoice	Effective	Transaction	Description	Amount
11484	10/01/2020	Renew policy	Policy #100120479 10/01/2020-10/01/2021 Florida Insurance Alliance Package - Renew policy Due Date: 8/28/2020  #2nd 3y21 Gen. Liab/Public O&S (A)300-155-1	5,000.00
<b>RECEIVED</b>  AUG 28 2020				
				<b>Total</b>
				\$ 5,000.00

Thank You

**FOR PAYMENTS SENT OVERNIGHT:**

Egis Insurance Advisors LLC, Fifth Third Wholesale Lockbox, Lockbox #234021, 4900 W. 95th St Oaklawn, IL 60453

Remit Payment To: Egis Insurance Advisors, LLC  
Lockbox 234021 PO Box 84021  
Chicago, IL 60689-4002

(321)233-9939

scilmer@egisadvisors.com

Date

08/28/2020

**GMS-Central Florida, LLC**  
1001 Bradford Way  
Kingston, TN 37763

# Invoice

Invoice #: 7  
Invoice Date: 9/1/20  
Due Date: 9/1/20  
Case:  
P.O. Number:

**Bill To:**

Sandmine Road CDD  
219 E Livingston St.  
Orlando, FL 32801

Description	#	Hours/Qty	Rate	Amount
Management Fees - September 2020	310-513-74		2,916.67	2,916.67
Information Technology - September 2020	51		100.00	100.00
Office Supplies	42		2.50	2.50
Postage	425		62.00	62.00
Copies	51		9.75	9.75
Staples			56.44	56.44
<b>Total</b>				<b>\$3,147.36</b>
<b>Payments/Credits</b>				<b>\$0.00</b>
<b>Balance Due</b>				<b>\$3,147.36</b>

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

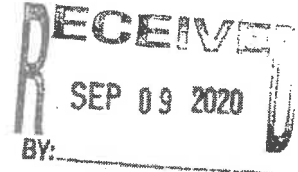
## STATEMENT

August 10, 2020

Sandmlne Road CDD  
c/o George Flint  
Governmental Management Services - Central Florida,  
LLC  
219 East Livingston Street  
Orlando, FL 32801

Bill Number 116812  
Billed through 07/31/2020

#6W8  
310.97.315



### General

SMRCDD 00001 TFM

### FOR PROFESSIONAL SERVICES RENDERED

07/09/20	TFM	Review proposed agenda and provide comments.	0.30 hrs
07/13/20	EGRE	Review agenda package and prepare agenda memorandum.	1.70 hrs
07/16/20	TFM	Follow-up from Board meeting.	0.30 hrs
07/16/20	EGRE	Attend regular board meeting via Zoom; confer with Mackie regarding same.	1.00 hrs
Total fees for this matter			\$817.50

### MATTER SUMMARY

Gregory, Emma C.	2.70 hrs	235 /hr	\$634.50
Mackie, A.Tucker Frazee	0.60 hrs	305 /hr	\$183.00
TOTAL FEES			\$817.50
TOTAL CHARGES FOR THIS MATTER			<u>\$817.50</u>

### BILLING SUMMARY

Gregory, Emma C.	2.70 hrs	235 /hr	\$634.50
Mackie, A.Tucker Frazee	0.60 hrs	305 /hr	\$183.00
TOTAL FEES			\$817.50
TOTAL CHARGES FOR THIS BILL			<u>\$817.50</u>

Please include the bill number with your payment.