

*Scenic Terrace North
Community Development District*

Meeting Agenda

May 18, 2022

AGENDA

Scenic Terrace North

Community Development District

219 E. Livingston St., Orlando, Florida 32801

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

May 11, 2022

**Board of Supervisors
Scenic Terrace North
Community Development District**

Dear Board Members:

A meeting of the Board of Supervisors of the **Scenic Terrace North Community Development District** will be held on **Wednesday, May 18, 2022 at 2:00 PM** at **346 E. Central Ave., Winter Haven, FL 33880**.

Zoom Video Link: <https://us06web.zoom.us/j/82942154253>

Zoom Call-In Number: 1-646-876-9923

Meeting ID: 829 4215 4253

Following is the advance agenda for the meeting:

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period (¹Speakers will fill out a card and submit it to the District Manager prior to the beginning of the meeting)
3. Organizational Matters
 - A. Acceptance of Resignation from Christine Aviles
 - B. Appointment to Fill the Vacant Board Seat
 - C. Administration of Oath to Newly Appointed Supervisor
 - D. Consideration of Resolution 2022-07 Appointing Assistant Secretary
4. Approval of Minutes of the November 17, 2021 Board of Supervisors Meeting
5. Consideration of Resolution 2022-08 Approving the Proposed Fiscal Year 2022/2023 Budget and Setting the Public Hearing to Adopt the Budget (Suggested Date: August 17, 2022)
6. Consideration of Resolution 2022-09 Authorizing the Use of Electronic Documents and Signatures
7. Ratification of the 2022 Data Sharing and Usage Agreement with Polk County Property Appraiser
8. Ratification of Contract Agreement with Polk County Property Appraiser

¹ Comments will be limited to three (3) minutes

9. Staff Reports

A. Attorney

B. Engineer

- i. Consideration of Work Order from Dewberry to Provide Professional Consulting Services

C. District Manager's Report

- i. Approval of Check Register
- ii. Balance Sheet & Income Statement
- iii. Presentation of Number of Registered Voters—0

10. Other Business

11. Supervisors Requests and Audience Comments

12. Adjournment

SECTION III

SECTION A

Hello,

I, Christine Aviles, wish to resign from the Scenic Terrace North CDD board.

Thank you,

Christine Aviles

SECTION D

RESOLUTION 2022-07

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
SCENIC TERRACE NORTH COMMUNITY DEVELOPMENT
DISTRICT ELECTING THE OFFICERS OF THE DISTRICT, AND
PROVIDING FOR AN EFFECTIVE DATE**

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

WHEREAS, pursuant to Chapter 190, *Florida Statutes*, the Board of Supervisors (“**Board**”), shall organize by electing one of its members as Chair and by electing an Assistant Secretary, and such other officers as the Board may deem necessary.

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

SECTION 1. DISTRICT OFFICERS. The following persons are elected to the offices shown:

Assistant Secretary _____

SECTION 2. CONFLICTS. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

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

PASSED AND ADOPTED this 18th day of May 2022

ATTEST:

**SCENIC TERRACE NORTH COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

MINUTES

**MINUTES OF MEETING
SCENIC TERRACE NORTH
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Scenic Terrace North Community Development District was held Wednesday, **November 17, 2021** at 2:00 p.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum:

Patrick Marone
Justin Frye
Christine Aviles
Pat Hudson

Vice-Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Roy Van Wyk
Margie Lloyd *via Zoom*
Rey Malave *via Zoom*

District Manager, GMS
KE Law Group
Dewberry
Dewberry

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. Three Board members were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present for the meeting.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the October 20,
2021 Landowners' Meeting and Board of
Supervisors Meeting**

Ms. Burns asked if the Board had any comments or corrections to the October 20, 2021 Landowner and Board of Supervisor meeting minutes. The Board had no changes.

On MOTION by Mr. Marone, seconded by Mr. Frye, with all in favor, the Minutes of the October 20, 2021 Landowners' Meeting and Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Adoption of the Fiscal Year 2021/2022 Budget

Ms. Burns stated that this public hearing was advertised in the paper.

On MOTION by Mr. Marone, seconded by Ms. Aviles, with all in favor, the Opening of the Public Hearing, was approved.

i. Consideration of Resolution 2022-06 Adoption of the District's Fiscal Year 2021/2022 Budget and Appropriating Funds

Ms. Burns presented Resolution 2022-06 which adopts the District's Fiscal Year 2022 budget and appropriating funds. Ms. Burns noted that this budget was for admin expenses and no field expenses were contemplated. She noted that the expenses will be billed as they are incurred. The Board had no questions on the budget.

On MOTION by Mr. Marone, seconded by Mr. Frye, with all in favor, Resolution 2022-06 Adoption of the District's Fiscal Year 2021/2022 Budget and Appropriating Funds, was approved.

On MOTION by Mr. Frye, seconded by Mr. Marone, with all in favor, the Closing of the Public Hearing, was approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk stated that he did not have anything to report.

B. Engineer

Mr. Malave and Ms. Lloyd stated that they did not have anything to report.

C. District Manager's Report

There being none, the next item followed.

SIXTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

SEVENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

On MOTION by Mr. Frye, seconded by Mr. Marone, with all in favor, the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION V

RESOLUTION 2022-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SCENIC TERRACE NORTH COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2022/2023 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (**“Board”**) of the Scenic Terrace North Community Development District (**“District”**) prior to June 15, 2022, a proposed budget (**“Proposed Budget”**) for the fiscal year beginning October 1, 2022 and ending September 30, 2023 (**“Fiscal Year 2022/2023”**); and

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

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2022/2023 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

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

DATE: Wednesday, August 17, 2022

HOUR: 2:00 PM

LOCATION: 346 E. Central Ave.
Winter Haven, FL 33880

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

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

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

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

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

PASSED AND ADOPTED THIS 18th DAY OF MAY, 2022.

ATTEST:

**SCENIC TERRACE NORTH
COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____

Its: _____

Scenic Terrace North
Community Development District

Proposed Budget
FY 2023



Table of Contents

1 General Fund

2-4 General Fund Narrative

Scenic Terrace North
Community Development District
Proposed Budget
General Fund

Description	Adopted Budget FY2022	Actuals Thru 4/30/22	Projected Next 5 Months	Total Thru 9/30/22	Proposed Budget FY2023
<u>Revenues</u>					
Developer Contributions	\$ 131,810	\$ 70,000	\$ 48,184	\$ 118,184	\$ 259,626
Total Revenues	\$ 131,810	\$ 70,000	\$ 48,184	\$ 118,184	\$ 259,626
<u>Expenditures</u>					
<u>General & Administrative</u>					
Supervisor Fees	\$ 12,000	\$ 1,800	\$ 5,000	\$ 6,800	\$ 12,000
Engineering	\$ 15,000	\$ -	\$ 6,250	\$ 6,250	\$ 15,000
Attorney	\$ 25,000	\$ 3,887	\$ 10,417	\$ 14,303	\$ 25,000
Annual Audit	\$ 4,000	\$ -	\$ -	\$ -	\$ 4,000
Assessment Administration	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Arbitrage	\$ 450	\$ -	\$ -	\$ -	\$ 450
Dissemination	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Trustee Fees	\$ 3,600	\$ -	\$ -	\$ -	\$ 4,041
Management Fees	\$ 35,000	\$ 20,417	\$ 14,583	\$ 35,000	\$ 36,750
Information Technology	\$ 1,800	\$ 1,050	\$ 750	\$ 1,800	\$ 1,800
Website Maintenance	\$ 1,200	\$ 2,450	\$ 500	\$ 2,950	\$ 1,200
Telephone	\$ 300	\$ -	\$ 125	\$ 125	\$ 300
Postage & Delivery	\$ 1,000	\$ 55	\$ 417	\$ 471	\$ 1,000
Insurance	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,625
Printing & Binding	\$ 1,000	\$ 22	\$ 417	\$ 439	\$ 1,000
Legal Advertising	\$ 10,000	\$ 6,783	\$ 4,167	\$ 10,950	\$ 10,000
Other Current Charges	\$ 5,000	\$ -	\$ 2,083	\$ 2,083	\$ 5,000
Office Supplies	\$ 625	\$ 52	\$ 260	\$ 312	\$ 625
Travel Per Diem	\$ 660	\$ -	\$ 275	\$ 275	\$ 660
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ -	\$ 175	\$ 175
Total General & Administrative:	\$ 131,810	\$ 41,691	\$ 45,244	\$ 86,934	\$ 134,626
<u>Operations & Maintenance</u>					
Playground Lease	\$ -	\$ -	\$ 6,250	\$ 6,250	\$ 25,000
Field Contingency	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 100,000
Total Operations & Maintenance:	\$ -	\$ -	\$ 31,250	\$ 31,250	\$ 125,000
Total Expenditures	\$ 131,810	\$ 41,691	\$ 76,494	\$ 118,184	\$ 259,626
Excess Revenues/(Expenditures)	\$ -	\$ 28,309	\$ (28,309)	\$ -	\$ -

Scenic Terrace North

Community Development District

General Fund Budget

Revenues:

Developer Contributions

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

Expenditures:

General & Administrative:

Supervisor Fees

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

Engineering

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

Attorney

The District's legal counsel provides general legal services to the District, e.g. attendance and preparation for meetings, preparation and review of agreements, resolutions, etc. as directed by the Board of Supervisors and the District Manager. The District has contract with KE Law Group, PLLC.

Annual Audit

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

Assessment Administration

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

Arbitrage

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

Dissemination

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

Scenic Terrace North

Community Development District

General Fund Budget

Trustee Fees

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

Management Fees

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

Information Technology

Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc. Governmental Management Services – Central Florida, LLC provides these services.

Website Maintenance

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

Telephone

Telephone and fax machine.

Postage & Delivery

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

Insurance

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

Printing & Binding

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

Legal Advertising

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

Other Current Charges

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

Scenic Terrace North

Community Development District

General Fund Budget

Office Supplies

Any supplies that may need to be purchased during the fiscal year, e.g., paper, minute books, file folders, labels, paper clips, etc. Governmental Management Services – Central Florida, LLC provides these services.

Travel Per Diem

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

Dues, Licenses & Subscriptions

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

Operation and Maintenance:

Playground lease

The District will enter into a leasing agreement with company for playgrounds installed in the community.

Field Contingency

Represents any additional field expense that may not have been provided for in the budget.

SECTION VI

RESOLUTION 2022-09

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SCENIC TERRACE NORTH COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR AND AUTHORIZING THE USE OF ELECTRONIC DOCUMENTS AND SIGNATURES; ADOPTING AND IMPLEMENTING ELECTRONIC DOCUMENT CONTROL PROCESSES AND PROCEDURES; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

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

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to construct, install, operate, and/or maintain systems and facilities for certain basic infrastructure; and

WHEREAS, Chapter 190, *Florida Statutes* authorizes the District Board of Supervisors, to enter into various contracts for the purposes set forth therein; and

WHEREAS, the District Board of Supervisors finds that it is the interest of the District and its residents to reduce waste, costs, and to enhance services; and

WHEREAS, the District Board of Supervisors recognizes that the Florida Legislature, through the passage of The Electronic Signature Act of 1996, intended to, among other goals, facilitate economic development and efficient delivery of government services by means of reliable electronic messages and foster the development of electronic commerce through the use of electronic signatures to lend authenticity and integrity to writings in any electronic medium; and

WHEREAS, the District Board of Supervisors wishes to further these goals through the use of electronic documents and signatures.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SCENIC TERRACE NORTH COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. INCORPORATION OF RECITALS. The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Resolution.

SECTION 2. FORCE AND EFFECT OF ELECTRONIC DOCUMENTS AND SIGNATURES. Unless otherwise provided by law, electronic documents and signatures submitted to and on behalf of the District may be used for all purposes and shall have the same force and effect as printed documents and manual signatures.

SECTION 3. AUTHORIZING UTILIZATION OF ELECTRONIC SIGNATURES AND DOCUMENTS. All contractors and personnel associated with the District are hereby authorized and encouraged to utilize electronic documents and signatures when reasonably practicable and as permitted by law. The District Manager is authorized and directed to obtain the provision of electronic document services or platforms offered by nationally recognized third party vendors that increase the efficiency of the District's operations.

SECTION 4. CONTROLS PROCESSES AND PROCEDURES. The District Board of Supervisors hereby authorizes and directs the District Manager to create control processes and procedures consistent with Florida Law to ensure adequate integrity, security, confidentiality, and auditability of all transactions conducted using electronic commerce.

SECTION 5. SEVERABILITY. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. EFFECTIVE DATE. This Resolution shall take effect upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 18th day of May, 2022.

ATTEST:

**SCENIC TERRACE NORTH
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair

SECTION VII



Marsha M. Faux, CFA, ASA
POLK COUNTY PROPERTY APPRAISER
2022 Data Sharing and Usage Agreement

SCENIC TERRACE NORTH CDD

This Data Sharing and Usage Agreement, hereinafter referred to as "**Agreement**," establishes the terms and conditions under which the **SCENIC TERRACE NORTH CDD**, hereinafter referred to as "**agency**," can acquire and use Polk County Property Appraiser data that is exempt from Public Records disclosure as defined in FS 119.071.

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

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

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

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

The term of this Agreement shall commence on **January 1, 2022** and shall run until **December 31, 2022**, the date of signature by the parties notwithstanding. **This Agreement shall not automatically renew.** A new agreement will be provided annually to ensure all responsible parties are aware of and maintain the terms and conditions of this Data Sharing and Usage Agreement.

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

POLK COUNTY PROPERTY APPRAISER

Signature: Marsha Faux
Print: Marsha M. Faux CFA, ASA
Title: Polk County Property Appraiser
Date: December 1, 2021

SCENIC TERRACE NORTH CDD

Signature: Jill Burns
Print: Jill Burns
Title: District Manager
Date: 1/18/22

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

SECTION VIII

CONTRACT AGREEMENT

This Agreement made and entered into on Friday, December 03, 2021 by and between the Scenic Terrace North Community Development District, a local unit of special purpose government of the State of Florida hereinafter referred to as the 'Special District', and Marsha M. Faux, Polk County Property Appraiser, a Constitutional Officer of the State of Florida, whose address is 255 North Wilson Ave., Bartow, FL 33830, hereinafter referred to as the 'Property Appraiser'.

1. Section 197.3632 Florida Statutes, provides that special assessments of non-ad valorem taxes levied by the Special District may be included in the assessment rolls of the County and collected in conjunction with ad valorem taxes as assessed by the Property Appraiser. Pursuant to that option, the Property Appraiser and the Special District shall enter into an agreement providing for reimbursement to the Property Appraiser of administrative costs, including costs of inception and maintenance, incurred as a result of such inclusion.
2. The parties herein agree that, for the 2022 tax year assessment roll, the Property Appraiser will include on the assessment rolls such special assessments as are certified to her by the Scenic Terrace North Community Development District.
3. The term of this Agreement shall commence on January 1, 2022 or the date signed below, whichever is later, and shall run until December 31, 2022, the date of signature by the parties notwithstanding. This Agreement shall not automatically renew.
4. The Special District shall meet all relevant requirements of Section 197.3632 & 190.021 Florida Statutes.
5. The Special District shall furnish the Property Appraiser with up-to-date data concerning its boundaries and proposed assessments, and other information as requested by the Property Appraiser to facilitate in administering the non-ad valorem assessment in question. Specifically, if assessments will be included on the 2022 TRIM Notice, the Special District shall provide **proposed assessments no later than Friday, July 15, 2022**. The Special District's assessments shall, as far as practicable, be uniform (e.g. one uniform assessment for maintenance, etc.) to facilitate the making of the assessments by the mass data techniques utilized by the Property Appraiser.
6. The Special District shall certify to the Property Appraiser the Special District's annual installment and levy **no later than Thursday, September 15, 2022**. The Property Appraiser shall, using the information provided by the Special District, place the Special District's non ad-valorem special assessments on properties within the district for inclusion on the 2022 tax roll.
7. The Property Appraiser shall be compensated by the Special District for the administrative costs incurred in carrying out this Agreement at the rate of 1% of the amount levied on the TRIM Notice or if the TRIM Notice is not used, the rate shall be 1% of the amount levied on the 2022 tax roll. For the TRIM Notice, the Property Appraiser will require **payment on or before Thursday, September 15, 2022** for processing within the Property Appraiser budget year (October 1st – September 30th).
8. If the actual costs of performing the services under this agreement exceed the compensation provided for in Paragraph 7, the amount of compensation shall be the actual costs of performing the services under this agreement.
9. If tax roll corrections are requested by the Special District, the Property Appraiser shall be compensated by the Special District for the administrative costs incurred at the rate of \$5.00 for each tax roll correction exceeding ten (10) corrections per tax year.

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

EXECUTED By:

Jill Burns
Special District Representative

Jill Burns
Print name

District Manager
Title

Date

1/18/22

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

Marsha Faux

Marsha M. Faux, Property Appraiser

SECTION IX

SECTION B

SECTION 1

Sent Via Email: jburns@gmscfl.com

February 23, 2022

Ms. Jill Burns, District Manager
Scenic Terrace North Community Development District
c/o Governmental Management Services Central Florida, LLC
219 E. Livingston Street
Orlando, Florida 32801

**Subject: Work Order to Provide Professional Consulting Services
Scenic Terrace North Community Development District (CDD)
General Engineering Services
Town of Lake Hamilton, Florida**

Dear Ms. Burns:

Dewberry Engineers Inc. is pleased to submit this Work Order to general engineering services for the Scenic Terrace North Community Development District (CDD). We will provide these services pursuant to our current agreement ("District Engineer Agreement").

With this information in mind, we propose the following tasks and corresponding fees:

General Engineering Services

- I.** The CDD will engage the services of Dewberry Engineers Inc. as District Engineer to perform those services as necessary, pursuant to the Professional Engineering Services Agreement, including attendance at Board of Supervisors meetings, preparation of reports and applications, review and approval of requisitions, or other activities as directed by the District's Board of Supervisors.

Our fee for this task will be based on time and materials, in accordance with the Professional Engineering Services Agreement. We estimate a budget of \$10,000, plus other direct costs.

II. Other Direct Costs

Other direct costs include items such as printing, drawings, travel, deliveries, et cetera. This does not include any of the application fees for the various agencies, which are the owner's responsibility and have not been accounted for in this proposal. We estimate a budget of \$500.

This Work Order, together with the referenced Engineering Agreement, represents the entire understanding between the District and the Engineer with regard to the referenced work authorization. If you wish to accept this work authorization, please sign where indicated and return one complete copy to Aimee Powell, Administrative Assistant in our Orlando office at 800 N. Magnolia Avenue, Suite 1000, Orlando, Florida 32803 (or via email at apowell@dewberry.com). Upon receipt, we will promptly schedule our services.

Ms. Jill Burns
Scenic Terrace North Community Development District
General Engineering Services
February 23, 2022

Thank you for choosing Dewberry Engineers Inc. We look forward to helping you create a quality project.

Sincerely,



Reinardo Malavé, P.E.
Associate Vice President

RM:ap

M: \Work Orders - Public\Municipal\Scenic Terrace North CDD\Scenic Terrace North CDD General Engineering_02-23-2022

APPROVED AND ACCEPTED

By: _____
Authorized Representative of
Scenic Terrace North Community Development District

Date: _____

SECTION C

SECTION 1

Scenic Terrace North

Community Development District

Summary of Invoices

November 22, 2021 to May 8, 2022

Fund	Date	Check No.'s		Amount
General Fund	11/22/21	1 - 9	\$	19,004.24
	1/14/22	10 - 16	\$	18,134.15
	1/20/22	17	\$	600.00
	2/4/22	18 - 19	\$	2,430.18
	2/10/22	20	\$	3,173.95
	3/2/22	21	\$	95.00
	3/10/22	22	\$	3,167.79
	3/17/22	23	\$	752.00
	4/13/22	24 - 25	\$	3,315.29
			\$	50,672.60

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
11/22/21	00009	10/20/21	CA102020 202110 310-51300-11000 SUPERVISOR FEES-10/20/21	CHRISTINE AVILES	*	200.00	200.00 000001
11/22/21	00002	9/14/21	83777 202109 310-51300-54000 SPECIAL DISTRICT FEE-FY21		*	75.00	
		10/01/21	85595 202110 310-51300-54000 SPECIAL DISTRICT FEE-FY22		*	175.00	
			DEPARTMENT OF ECONOMIC OPPORTUNITY				250.00 000002
11/22/21	00003	9/15/21	14493 202109 310-51300-45000 INSURANCE		*	397.00	
		9/15/21	14497 202109 310-51300-45000 INSURANCE		*	5,000.00	
			EGIS INSURANCE ADVISORS, LLC				5,397.00 000003
11/22/21	00001	9/01/21	1 202109 310-51300-34000 MANAGEMENT FEES - SEP 21		*	2,916.67	
		9/01/21	1 202109 310-51300-35100 INFORMATION TECH - SEP 21		*	250.00	
		10/01/21	2 202110 310-51300-34000 MANAGEMENT FEES - OCT 21		*	2,916.67	
		10/01/21	2 202110 310-51300-35200 WEBSITE MANAGEMENT-OCT 21		*	100.00	
		10/01/21	2 202110 310-51300-35100 INFORMATION TECH - OCT 21		*	150.00	
		10/01/21	2 202110 310-51300-51000 OFFICE SUPPLIES		*	2.62	
		10/01/21	2 202110 310-51300-42000 POSTAGE		*	20.43	
		10/01/21	2 202110 310-51300-42500 COPIES		*	6.00	
			GOVERNMENTAL MANAGEMENT SERVICES				6,362.39 000004
11/22/21	00006	9/02/21	JF090220 202109 310-51300-11000 SUPERVISOR FEES-09/02/21		*	200.00	
		10/20/21	JF102020 202110 310-51300-11000 SUPERVISOR FEES-10/20/21		*	200.00	
			JUSTIN FRYE				400.00 000005
11/22/21	00004	11/12/21	670 202110 310-51300-31500 PREP RESOL/PREP ATND MTG		*	1,051.50	
			KE LAW GROUP, PLLC				1,051.50 000006
11/22/21	00007	9/02/21	LS090220 202109 310-51300-11000 SUPERVISOR FEES-09/02/21		*	200.00	

STNO SCENIC TERRACE ZYAN

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
		10/20/21	LS102020 202110 310-51300-11000 SUPERVISOR FEES-10/20/21		*	200.00	
				LAUREN SCHWENK			400.00 000007
11/22/21	00005	7/31/21	00039852 202109 310-51300-48000 SCENIC TERRACE NORTH CDD		*	1,150.00	
		8/31/21	00040396 202109 310-51300-48000 SCENIC TERRACE NORTH CDD		*	1,150.00	
		8/31/21	00404049 202109 310-51300-48000 NOT OF ORGANIZATIONAL MTG		*	335.30	
		9/30/21	00040967 202109 310-51300-48000 NOT.PUB.HEAR.ASSESSMENT		*	1,293.75	
		9/30/21	00040967 202109 310-51300-48000 NOT RULE DEVELOP STN CDD		*	296.98	
		9/30/21	00040967 202109 310-51300-48000 NOT RULE MAKING ROP STN		*	517.32	
				CA FLORIDA HOLDINGS, LLC			4,743.35 000008
11/22/21	00008	10/20/21	PM102020 202110 310-51300-11000 SUPERVISOR FEES-10/20/21		*	200.00	
				PATRIC MARONE			200.00 000009
1/14/22	00009	11/17/21	CA111720 202111 310-51300-11000 SUPERVISOR FEES-11/17/21		*	200.00	
				CHRISTINE AVILES			200.00 000010
1/14/22	99999	1/14/22	VOID 202201 000-00000-00000 VOID CHECK		C	.00	
				*****INVALID VENDOR NUMBER*****			.00 000011
1/14/22	00001	11/01/21	3 202111 310-51300-34000 MANAGEMENT FEES - NOV 21		*	2,916.67	
		11/01/21	3 202111 310-51300-35200 WEBSITE MANAGEMENT-NOV 21		*	100.00	
		11/01/21	3 202111 310-51300-35100 INFORMATION TECH - NOV 21		*	150.00	
		11/01/21	3 202111 310-51300-51000 OFFICE SUPPLIES		*	2.59	
		11/01/21	3 202111 310-51300-42000 POSTAGE		*	22.59	
		11/01/21	3 202111 310-51300-42500 COPIES		*	10.95	
		11/01/21	3 202111 310-51300-51000 STAPLES - STN CDD SEAL		*	43.33	
		12/01/21	4 202112 310-51300-34000 MANAGEMENT FEES - DEC 21		*	2,916.67	

STNO SCENIC TERRACE ZYAN

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
		12/01/21 4	202112 310-51300-35200		*	100.00	
		WEBSITE MANAGEMENT-DEC 21					
		12/01/21 4	202112 310-51300-35100		*	150.00	
		INFORMATION TECH - DEC 21					
		12/01/21 4	202112 310-51300-51000		*	2.65	
		OFFICE SUPPLIES					
		12/01/21 4	202112 310-51300-42000		*	2.65	
		POSTAGE					
		12/01/21 4	202112 310-51300-42500		*	2.25	
		COPIES					
		1/01/22 5	202201 310-51300-34000		*	2,916.67	
		MANAGEMENT FEES - JAN 22					
		1/01/22 5	202201 310-51300-35200		*	100.00	
		WEBSITE MANAGEMENT-JAN 22					
		1/01/22 5	202201 310-51300-35100		*	150.00	
		INFORMATION TECH - JAN 22					
		1/01/22 5	202201 310-51300-42500		*	3.15	
		COPIES					
			GOVERNMENTAL MANAGEMENT SERVICES			9,590.17	000012
1/14/22 00006		11/17/21 JF111720	202111 310-51300-11000		*	200.00	
		SUPERVISOR FEES-11/17/21					
			JUSTIN FRYE			200.00	000013
1/14/22 00004		12/06/21 759	202111 310-51300-31500		*	1,693.17	
		PREP.ATND.MTG/RVW/CONFER					
		1/11/22 1082	202112 310-51300-31500		*	147.50	
		PREP.ATND.CONFER/RVW.AGDA					
			KE LAW GROUP, PLLC			1,840.67	000014
1/14/22 00005		8/31/21 4039619	202201 310-51300-48000		*	1,150.00	
		SCENIC TERR.N.CDD-6075960					
		10/31/21 00041575	202110 310-51300-48000		*	1,293.75	
		NOT OF MTG-NEW ASSESSMENT					
		10/31/21 00041575	202110 310-51300-48000		*	1,724.40	
		UNIFORM METHOD-COLLECTION					
		10/31/21 00041575	202110 310-51300-48000		*	646.65	
		REQUEST FOR QUALIFICATION					
		10/31/21 00041575	202110 310-51300-48000		*	948.42	
		NOTICE OF MTG/ELECTIONS					
		10/31/21 00041575	202110 310-51300-48000		*	340.09	
		NOT OF MEETING DATES-FY22					
			CA FLORIDA HOLDINGS, LLC			6,103.31	000015
1/14/22 00008		11/17/21 PM111720	202111 310-51300-11000		*	200.00	
		SUPERVISOR FEES-11/17/21					
			PATRIC MARONE			200.00	000016
			STNO SCENIC TERRACE ZYAN				

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
4/13/22	00001	4/01/22 8	202204 310-51300-34000		*	2,916.67	
			MANAGEMENT FEES APRIL22				
		4/01/22 8	202204 310-51300-35200		*	100.00	
			WEBSITE ADMIN APRIL22				
		4/01/22 8	202204 310-51300-35100		*	150.00	
			INFORMATION TEC APRIL22				
		4/01/22 8	202204 310-51300-51000		*	.06	
			OFFICE SUPPLIES				
		4/01/22 8	202204 310-51300-42000		*	1.06	
			POSTAGE				
GOVERNMENTAL MANAGEMENT SERVICES							3,167.79 000024
4/13/22	00004	4/12/22 1982	202203 310-51300-31500		*	147.50	
			GENERAL COUNSEL MAR22				
KE LAW GROUP, PLLC							147.50 000025
TOTAL FOR BANK A						50,672.60	
TOTAL FOR REGISTER						50,672.60	

STNO SCENIC TERRACE ZYAN

SECTION 2

Scenic Terrace North
Community Development District

Unaudited Financial Reporting
April 30, 2022



Table of Contents

1	<hr/>	Balance Sheet
2	<hr/>	General Fund
3	<hr/>	Month to Month

Scenic Terrace North
Community Development District
Combined Balance Sheet
April 30, 2022

		<i>General Fund</i>
Assets:		
<u>Cash:</u>		
Operating Account	\$	19,327
Total Assets	\$	19,327
Liabilities:		
Accounts Payable	\$	-
Total Liabilites	\$	-
Fund Balance:		
Unassigned	\$	19,327
Total Fund Balances	\$	19,327
Total Liabilities & Fund Balance	\$	19,327

Scenic Terrace North
Community Development District
General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending April 30, 2022

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/22	Thru 04/30/22	Variance
<u>Revenues:</u>				
Developer Contributions	\$ 131,810	\$ 70,000	\$ 70,000	\$ -
Total Revenues	\$ 131,810	\$ 70,000	\$ 70,000	\$ -
<u>Expenditures:</u>				
<u>General & Administrative:</u>				
Supervisor Fees	\$ 12,000	\$ 7,000	\$ 1,800	\$ 5,200
Engineering	\$ 15,000	\$ 8,750	\$ -	\$ 8,750
Attorney	\$ 25,000	\$ 14,583	\$ 3,887	\$ 10,697
Annual Audit	\$ 4,000	\$ -	\$ -	\$ -
Assessment Administration	\$ 5,000	\$ -	\$ -	\$ -
Arbitrage	\$ 450	\$ -	\$ -	\$ -
Dissemination	\$ 5,000	\$ -	\$ -	\$ -
Trustee Fees	\$ 3,600	\$ -	\$ -	\$ -
Management Fees	\$ 35,000	\$ 20,417	\$ 20,417	\$ (0)
Information Technology	\$ 1,800	\$ 1,050	\$ 1,050	\$ -
Website Maintenance	\$ 1,200	\$ 700	\$ 2,450	\$ (1,750)
Telephone	\$ 300	\$ 175	\$ -	\$ 175
Postage & Delivery	\$ 1,000	\$ 583	\$ 55	\$ 529
Insurance	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Printing & Binding	\$ 1,000	\$ 583	\$ 22	\$ 561
Legal Advertising	\$ 10,000	\$ 5,833	\$ 6,783	\$ (950)
Other Current Charges	\$ 5,000	\$ 2,917	\$ -	\$ 2,917
Office Supplies	\$ 625	\$ 365	\$ 52	\$ 313
Travel Per Diem	\$ 660	\$ 385	\$ -	\$ 385
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Total Expenditures	\$ 131,810	\$ 68,516	\$ 41,691	\$ 26,826
Excess (Deficiency) of Revenues over Expenditures	\$ -		\$ 28,309	
Fund Balance - Beginning	\$ -		\$ (8,982)	
Fund Balance - Ending	\$ -		\$ 19,327	

Scenic Terrace North
Community Development District
Month to Month

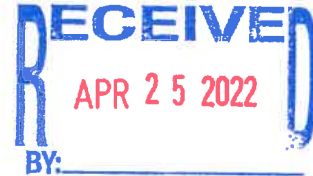
	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Developer Contributions	\$ 20,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	70,000
Total Revenues	\$ 20,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	70,000
Expenditures:													
<i>General & Administrative:</i>													
Supervisor Fees	\$ 1,000	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,800
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Attorney	\$ 1,052	\$ 1,693	\$ 148	\$ 95	\$ 752	\$ 148	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,887
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Assessment Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Arbitrage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Dissemination	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Trustee Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Management Fees	\$ 2,917	\$ 2,917	\$ 2,917	\$ 2,917	\$ 2,917	\$ 2,917	\$ 2,917	\$ -	\$ -	\$ -	\$ -	\$ -	20,417
Information Technology	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	1,050
Website Maintenance	\$ 100	\$ 100	\$ 1,850	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	2,450
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Postage & Delivery	\$ 20	\$ 23	\$ 3	\$ -	\$ 7	\$ 1	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	55
Insurance	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,000
Printing & Binding	\$ 6	\$ 11	\$ 2	\$ 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	22
Legal Advertising	\$ 4,953	\$ 680	\$ -	\$ 1,150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	6,783
Other Current Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Office Supplies	\$ 3	\$ 46	\$ 3	\$ -	\$ 0	\$ 0	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	52
Travel Per Diem	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	175
Total Expenditures	\$ 15,376	\$ 6,419	\$ 5,072	\$ 4,415	\$ 3,926	\$ 3,315	\$ 3,168	\$ -	\$ -	\$ -	\$ -	\$ -	41,691
Excess (Deficiency) of Revenues over Expenditures	\$ 4,624	\$ (6,419)	\$ 44,928	\$ (4,415)	\$ (3,926)	\$ (3,315)	\$ (3,168)	\$ -	\$ -	\$ -	\$ -	\$ -	28,309

SECTION 3



April 21, 2022

Samantha Hoxie – Recording Secretary
Scenic Terrace North CDD Office
219 E. Livingston Street
Orlando, Florida 32801-1508



**RE: Scenic Terrace North Community Development District Registered
Voters**

Dear Ms. Hoxie,

In response to your request, there are currently no voters within the Scenic Terrace North Community Development District as of **April 15, 2022**.

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

Sincerely,

A handwritten signature in blue ink that reads "Lori Edwards".

Lori Edwards
Supervisor of Elections
Polk County, Florida

P.O. Box 1460, Bartow, FL 33831
PHONE: (863) 534-5888 Fax: (863) 845-2718
PolkElections.com