

*Crossroads Village Center
Community Development District*

Meeting Agenda

February 14, 2023

AGENDA

Crossroads Village Center

Community Development District

219 E. Livingston St., Orlando, Florida 32801

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

February 7, 2023

Board of Supervisors
Crossroads Village Center
Community Development District

Dear Board Members:

A meeting of the Board of Supervisors and Audit Committee of the **Crossroads Village Center Community Development District** will be held on **Tuesday, February 14, 2023, at 11:30 AM** at the **Lake Alfred Public Library, 245 N Seminole Ave., Lake Alfred, FL 33850.**

Zoom Video Link: <https://us06web.zoom.us/j/89711493053>

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

Meeting ID: 897 1149 3053

Following is the advance agenda for the meeting:

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period (¹Speakers will fill out a card and submit it to the District Manager prior to the beginning of the meeting)
3. Approval of Minutes of the July 26, 2022 Board of Supervisors Meeting
4. Consideration of Resolution 2023-01 Ratifying the Fiscal Year 2023 Meeting Schedule
5. Ratification of Contract Agreement with Polk County Property Appraiser
6. Ratification of 2023 Data Sharing and Usage Agreement with Polk County Property Appraiser
7. Appointment of Audit Committee
8. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. District Manager's Report
 - i. Approval of Check Register

¹ Comments will be limited to three (3) minutes

- ii. Balance Sheet & Income Statement
- 9. Other Business
- 10. Supervisors Requests and Audience Comments
- 11. Adjournment

Audit Committee Meeting

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

MINUTES

**MINUTES OF MEETING
CROSSROADS VILLAGE CENTER
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Crossroads Village Center Community Development District was held Wednesday, **July 26, 2022** at 10:30 a.m. at the Lake Alfred Public Library, 245 N. Seminole Ave., Lake Alfred, Florida.

Present and constituting a quorum:

Daniel Harper	Chairman
Syed Raza	Vice Chair
Carlos Bonilla	Assistant Secretary

Also present were:

Jeremy LeBrun	District Manager, GMS
Jill Burns <i>by Zoom</i>	District Manager, GMS
Meredith Hammock	District Counsel, KE Law
Grace Kobitter	District Counsel, KE Law
Bruce Taylor <i>by Zoom</i>	District Engineer, Schmitt Engineering

FIRST ORDER OF BUSINESS

Roll Call

Mr. LeBrun called the meeting to order and called the roll. Three Supervisors were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. LeBrun stated that there were no members of the public present or in attendance via Zoom.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the April 26, 2022
Board of Supervisors Meeting**

Mr. LeBrun presented the minutes from the April 26, 2022 Board of Supervisors meeting and asked for any comments or corrections from the Board. The Board had no changes to the minutes.

On MOTION by Mr. Bonilla, seconded by Mr. Raza, with all in favor, the Minutes of the April 26, 2022 Board of Supervisors Meeting, were approved.

**Bruce Taylor joined the meeting via Zoom at this time.*

FOURTH ORDER OF BUSINESS

Public Hearing

A. Public Hearing on the Adoption of the Fiscal Year 2023 Budget

Mr. LeBrun asked for a motion to open the public hearing.

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

Mr. LeBrun stated that there were no members of the public present or on Zoom, he asked for a motion to close the public hearing.

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

i. Consideration of Resolution 2022-42 Adopting the District's Fiscal Year 2022/2023 Budget and Appropriating Funds

Mr. LeBrun stated that there had been no substantial changes since the last time that the Board had seen the budget. He stated that the expenses would be developer funded and that they were only funded as they were incurred.

On MOTION by Mr. Harper, seconded by Mr. Raza, with all in favor, Resolution 2022-42 Adopting the District's Fiscal Year 2022/2023 Budget and Appropriating Funds, was approved.

ii. Consideration of Fiscal Year 2022/2023 Developer Funding Agreement

Mr. LeBrun stated that this was a funding agreement with Blackstone Mountain Group, LLC agreeing to fund the District based on the adopted budget. He asked for any comments or questions on this item.

On MOTION by Mr. Harper, seconded by Mr. Raza, with all in favor, the Fiscal Year 2022/2023 Developer Funding Agreement, was approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock noted that their bond validation hearing was scheduled for September 20th at 10:15 a.m. She noted that Ms. Gentry would be handling this for the District. She stated that if the Board had any questions, she would be happy to walk them through it.

B. Engineer

Mr. Taylor had no updates for the Board.

C. District Manager's Report

Ms. Burns stated that she didn't have anything to report.

i. Approval of Check Register

Mr. LeBrun noted that the check register was from April 19 through July 19 and the total amount was \$12,609.23.

On MOTION by Mr. Harper, seconded by Mr. Raza, with all in favor, the Check Register totaling \$12,609.23, was approved.

ii. Balance Sheet & Income Statement

Mr. LeBrun stated that the financials were through June 30, 2022 and that there was no action required.

iii. Presentation of Number of Registered Voters – 0

Mr. LeBrun stated that they were required each year to present the number of registered voters within the District. He stated that right now the number of registered voters was zero.

SIXTH ORDER OF BUSINESS

Other Business

Ms. Burns stated that she realized that one item was not on the agenda. She explained that normally when they did the budget adoption, they would set the Fiscal Year 2023 meeting schedule

and that she realized that the resolution schedule was not on there. Ms. Burns asked Ms. Hammock if she was comfortable with the Board approving a date and then they could always finalize it later. Ms. Burns stated that they were looking at the second Tuesday at 9:00 a.m. at the library. Ms. Hammock responded that she wanted to confirm with everyone that the second Tuesday at 9:00 a.m. at the current location would work for a future meeting. She noted that the Fiscal Year started on October 1st, so that would be October 1, 2022 through September 30, 2023. She stated that they could bring the resolution to ratify that action if the Board would like to proceed. Mr. Harper stated that the time could be problematic because it was a 2½ hour drive and sometimes the traffic was bad. Ms. Hammock asked when the Board planned to meet next. Ms. Burns responded that they probably wouldn't meet the for the rest of this fiscal year. She asked for a motion to approve for the chair to work with staff to select a Fiscal Year 2023 meeting date and they would ratify it at the next meeting. Ms. Hammock responded that she felt that was the best approach.

On MOTION by Mr. Harper, seconded by Mr. Raza, with all in favor, Authorizing the Chairman to Work with Staff to Set the Fiscal Year 2023 Meetings Date to be Ratified at the Next Meeting Date, was approved.

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

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS**Adjournment**

Mr. LeBrun asked for a motion to adjourn the meeting.

On MOTION by Mr. Harper, seconded by Mr. Raza, with all in favor, the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION IV

RESOLUTION 2023-01

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
CROSSROADS VILLAGE CENTER COMMUNITY DEVELOPMENT
DISTRICT RATIFYING THE ANNUAL MEETING SCHEDULE FOR
FISCAL YEAR 2023; AND PROVIDING FOR AN EFFECTIVE DATE.**

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

WHEREAS, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District’s regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located; and

WHEREAS, the Board desires to ratify the Fiscal Year 2022/2023 annual meeting schedule attached as **Exhibit A**.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF
SUPERVISORS OF THE CROSSROADS VILLAGE CENTER
COMMUNITY DEVELOPMENT DISTRICT:**

SECTION 1. The Fiscal Year 2022/2023 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

SECTION 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 14th day of February 2023.

ATTEST:

**CROSSROADS VILLAGE CENTER
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Fiscal Year 2022/2023 Annual Meeting Schedule

Exhibit A: Fiscal Year 2022/2023 Annual Meeting Schedule

BOARD OF SUPERVISORS MEETING DATES CROSSROADS VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2022/2023

The Board of Supervisors of the Crossroads Village Center Community Development District will hold their regular meetings for Fiscal Year 2022/2023 on the 2nd Tuesday of each month, at the Lake Alfred Public Library, 245 N. Seminole Ave., Lake Alfred, FL 33850, at 11:30 a.m., unless otherwise indicated as follows:

**October 11, 2022
November 8, 2022
December 13, 2022
January 10, 2023
February 14, 2023
March 14, 2023
April 11, 2023
May 9, 2023
June 13, 2023
July 11, 2023
August 8, 2023
September 12, 2023**

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from Governmental Management Services - Central Florida, LLC, 219 E. Livingston Street, Orlando, Florida 32801 or by calling (407) 841-5524.

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (407) 841-5524 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

District Manager

SECTION V

CONTRACT AGREEMENT

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

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

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

EXECUTED By:



Special District Representative

Jill Burns

Print name

District Manager

1/5/2023

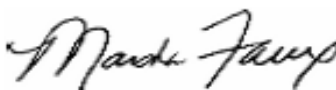
Title

Date

Marsha M. Faux, CFA, ASA

Polk County Property Appraiser

By:



Marsha M. Faux, Property Appraiser

SECTION VI



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

CROSSROADS VILLAGE CENTER CDD

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

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

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

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

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

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

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

POLK COUNTY PROPERTY APPRAISER

CROSSROADS VILLAGE CENTER CDD

Signature: 

Signature: 

Print: Marsha M. Faux CFA, ASA

Print: Jill Burns

Title: Polk County Property Appraiser

Title: District Manager

Date: December 1, 2022

Date: 1/5/2023

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

SECTION VIII

SECTION C

SECTION 1

Crossroads Village Center Community Development District

Summary of Check Register

December 01, 2022 through January 31, 2023

Fund	Date	Check No.'s	Amount
General Fund	1/12/23	27	\$ 374.00
Total Amount			\$ 374.00

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
1/12/23	00004	11/13/22 4825	202210 310-51300-31500	CONFER/RSRCH/FEMA/REVIEW	*	336.00	
		12/12/22 5044	202211 310-51300-31500	CONFER/MEETING AGENDA	*	38.00	
----- KE LAW GROUP -----							374.00 000027
TOTAL FOR BANK A						374.00	
TOTAL FOR REGISTER						374.00	

SECTION 2

Crossroads Village Center
Community Development District

Unaudited Financial Reporting
January 31, 2023



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Crossroads Village Center

Community Development District

Combined Balance Sheet

January 31, 2023

		General Fund
Assets:		
<u>Cash:</u>		
Operating Account	\$	6,344
Due from Developer	\$	20,000
Total Assets	\$	26,344
Liabilities:		
Accounts Payable	\$	6,625
Total Liabilites	\$	6,625
Fund Balance:		
Unassigned	\$	19,719
Total Fund Balances	\$	19,719
Total Liabilities & Fund Balance	\$	26,344

Crossroads Village Center

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending January 31, 2023

	Adopted	Prorated Budget	Actual	
	Budget	Thru 01/31/23	Thru 01/31/23	Variance
Revenues:				
Developer Contributions	\$ 208,941	\$ 20,000	\$ 20,000	\$ -
Total Revenues	\$ 208,941	\$ 20,000	\$ 20,000	\$ -
Expenditures:				
<i>General & Administrative:</i>				
Supervisor Fees	\$ 12,000	\$ 4,000	\$ -	\$ 4,000
FICA Expense	\$ 900	\$ 300	\$ -	\$ 300
Engineering	\$ 15,000	\$ 5,000	\$ -	\$ 5,000
Attorney	\$ 25,000	\$ 8,333	\$ 374	\$ 7,959
Annual Audit	\$ 4,000	\$ -	\$ -	\$ -
Assessment Administration	\$ 5,000	\$ -	\$ -	\$ -
Arbitrage	\$ 450	\$ -	\$ -	\$ -
Dissemination	\$ 5,000	\$ -	\$ -	\$ -
Trustee Fees	\$ 4,041	\$ -	\$ -	\$ -
Management Fees	\$ 36,750	\$ 12,250	\$ 12,250	\$ -
Information Technology	\$ 1,800	\$ 600	\$ 600	\$ -
Website Maintenance	\$ 1,200	\$ 400	\$ 400	\$ -
Postage & Delivery	\$ 1,000	\$ 333	\$ 4	\$ 330
Insurance	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Copies	\$ 1,000	\$ 333	\$ -	\$ 333
Legal Advertising	\$ 10,000	\$ 3,333	\$ 175	\$ 3,158
Other Current Charges	\$ 5,000	\$ 1,667	\$ 15	\$ 1,652
Office Supplies	\$ 625	\$ 208	\$ 0	\$ 208
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Total General & Administrative	\$ 133,941	\$ 41,933	\$ 18,993	\$ 22,941
<i>Operations & Maintenance</i>				
Field Expenditures				
Contingency	\$ 75,000	\$ 25,000	\$ -	\$ 25,000
Total Operations & Maintenance	\$ 75,000	\$ 25,000	\$ -	\$ 25,000
Total Expenditures	\$ 208,941	\$ 66,933	\$ 18,993	\$ 47,941
Excess (Deficiency) of Revenues over Expenditures	\$ -		\$ 1,007	
Fund Balance - Beginning	\$ -		\$ 18,712	
Fund Balance - Ending	\$ -		\$ 19,719	

Crossroads Village Center
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Developer Contributions	\$ -	\$ -	\$ -	20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	20,000
Total Revenues	\$ -	\$ -	\$ -	20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	20,000
Expenditures:													
<u>General & Administrative:</u>													
Supervisor Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
FICA Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Attorney	\$ 336	\$ 38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	374
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Assessment Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Arbitrage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Dissemination	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Trustee Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Management Fees	\$ 3,063	\$ 3,063	\$ 3,063	\$ 3,063	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	12,250
Information Technology	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	600
Website Maintenance	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	400
Postage & Delivery	\$ 2	\$ 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	4
Insurance	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,000
Copies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Legal Advertising	\$ -	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	175
Other Current Charges	\$ 15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	15
Office Supplies	\$ 0	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	175
Total General & Administrative	\$ 8,840	\$ 3,527	\$ 3,313	\$ 3,313	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	18,993
<u>Operations & Maintenance</u>													
Field Expenditures													
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Operations & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Expenditures	\$ 8,840	\$ 3,527	\$ 3,313	\$ 3,313	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	18,993
Excess (Deficiency) of Revenues over Expenditures	\$ (8,840)	\$ (3,527)	\$ (3,313)	\$ 16,688	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,007
Net Change in Fund Balance	\$ (8,840)	\$ (3,527)	\$ (3,313)	\$ 16,688	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,007

Audit Committee Meeting

SECTION III

SECTION A

**CROSSROADS VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

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

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than **Monday, March 6, 2023 at 5:00 p.m.**, at the offices of Governmental Management Services – Central Florida, LLC, Attn: Jill Burns/Samantha Hoxie, District Manager, 219 East Livingston Street, Orlando, Florida 32801. Proposals will be publicly opened at that time.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CROSSROADS VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT AUDITOR SELECTION EVALUATION CRITERIA

1. *Ability of Personnel.*

(20 Points)

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

2. Proposer's Experience.

(20 Points)

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

3. *Understanding of Scope of Work.*

(20 Points)

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

4. *Ability to Furnish the Required Services.*

(20 Points)

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

5. *Price.*

(20 Points)

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

TOTAL

(100 Points)

SECTION B

CROSSROADS VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES

The Crossroads Village Center Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2022, with an option for four (4) additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, *Florida Statutes*, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in the City of Haines City, Polk County, Florida. The District currently has an operating budget of approximately \$208,941. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2022, be completed no later than June 1, 2023.

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

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

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

Proposals must be received by **5:00 PM on Monday, March 6, 2023**, at the office address listed above. Proposals received after this time will not be eligible for consideration. Please direct all questions regarding this Notice to the District Manager who can be reached at (407) 841-5524.

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

Run Date: **Monday, February 20, 2023**