

*Tohoqua  
Community Development District*

*Agenda*

*June 6, 2018*

# AGENDA

# *Tohoqua*

## *Community Development District*

---

135 W. Central Blvd., Suite 320, Orlando, Florida 32801

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

May 30, 2018

**Board of Supervisors  
Tohoqua Community  
Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of Tohoqua Community Development District will be held **Wednesday, June 6, 2018 at 9:00 AM at the West Osceola Branch Library, 305 Campus Street, Kissimmee, Florida.** Following is the advance agenda for the meeting:

### **Board of Supervisors Meeting**

1. Roll Call
2. Public Comment Period
3. Approval of Minutes of the March 7, 2018 Meeting
4. Consideration of Resolution 2018-12 Approving the Proposed Fiscal Year 2019 Budget and Setting a Public Hearing
5. Appointment of Audit Committee and Chairman
6. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. District Manager's Report
    - i. Balance Sheet and Income Statement
    - ii. Consideration of Funding Request #6 and #7
    - iii. Presentation of Number of Registered Voters – 0
7. Other Business
8. Supervisors Requests
9. Next Meeting Date
10. 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

The second order of business 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 of the March 7, 2018 meeting. The minutes are enclosed for your review.

The fourth order of business is the consideration of Resolution 2018-12 approving the Fiscal Year 2019 budget and setting a public hearing. Once approved, the proposed budget will be transmitted to the governing authorities at least sixty (60) days prior to the final budget hearing. A copy of the Resolution and proposed budget are enclosed for your review.

The fifth order of business is the appointment of the Audit Committee and Chairman. There is no back-up material.

The sixth order of business is Staff Reports. Section C is the District Manager's Report. Section 1 includes the balance sheet and income statement for review. Section 2 is the consideration of Funding Request #6 and #7. A copy of the funding requests and supporting documentation is enclosed for your review. Section 3 is the presentation of the number of registered voters. A copy of the letter from the Osceola County Supervisor of Elections is enclosed for your review.

Following the adjournment of the Board of Supervisor's meeting, there will be a meeting of the Audit Committee to approve the Request for Proposals and selection criteria, and approve the notice of RFP for auditing services. Enclosed for your review are copies of the RFP, selection criteria, and RFP notice.

The balance of the agenda will be discussed at the meeting. In the meantime, if you should have any questions, please contact me.

Sincerely,



George S. Flint  
District Manager

CC: Jan A. Carpenter, District Counsel  
Eric Warren, District Engineer  
Mike Williams, Bond Counsel  
Brett Sealy, Underwriter  
Darrin Mossing, GMS

Enclosures

# **BOARD OF SUPERVISORS MEETING**

# MINUTES

MINUTES OF MEETING  
TOHOQUA  
COMMUNITY DEVELOPMENT DISTRICT

The Regular Meeting of the Board of Supervisors of the Tohoqua Community Development District was held on Wednesday, March 7, 2018 at 9:00 a.m., at the West Osceola Branch Library, 305 Campus Street, Kissimmee, FL.

Present and constituting a quorum were:

Andre Vidrine	Chairman
Marcus Hooker	Vice Chairman
Kaitlyn Noyes	Assistant Secretary
James Dowd	Assistant Secretary

Also present were:

George Flint	District Manager
Andrew d'Adesky	District Counsel
Eric Warren	District Engineer

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Flint called the meeting to order at 9:00 a.m. and called the roll. All Supervisors were present, with the exception of Mr. Trace.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the February 7, 2018 Meeting**

Mr. Flint: Did the Board have any additions, deletions or corrections to the minutes?

Mr. Vidrine: I don't have any.

Mr. Flint: If not, we need a motion to approve the minutes.

On MOTION by Mr. Vidrine, seconded by Mr. Hooker, with all in favor, the Minutes of the February 7, 2018 Meeting, were approved, as presented.
------------------------------------------------------------------------------------------------------------------------------------------------

**FOURTH ORDER OF BUSINESS****Consideration of Resolution 2018-11  
Approving the Conveyance of Real  
Property**

Mr. d'Adesky: This is a resolution, accepting the conveyance of real property, interests and improvements relating to the Series 2018 project, and authorizing District Staff and the Chairman to review, execute and deliver all deeds and other documents necessary to execute the conveyance, providing for severability and an effective date. Attached as Exhibit A are the particular tracts that will be conveyed as part of this conveyance. The index doesn't include the actual documents, but the name of the documents that will be attached, such as the Engineer's Certificate that I have been working on with the District Engineer, Special Warranty Deed, which was prepared by Broad and Cassel for some of the parcels, Lien and Possession Affidavit and an agreement regarding taxes and Bill of Sale. I need to finalize those. I had a call into Developer's Counsel on some minor issues, but those will follow shortly to get those tracts conveyed. Because the first requisition is drawing out the balance of the construction funds, we are conveying, in a contemporaneous manner, everything associated with that draw, such as the underlying property and the improvements associated with that draw, which are complete or substantially complete at this time.

Mr. Flint: Are there any questions on the Resolution? We are anticipating the documents.

Mr. d'Adesky: The documents will be finalized shortly and sent to the Chairman for execution. If we need to, we can ratify them at the next meeting.

Mr. Flint: Are there any questions on the resolution?

Mr. Vidrine: Not at this time.

On MOTION by Mr. Vidrine, seconded by Mr. Hooker, with all in favor, Resolution 2018-11, Approving the Conveyance of Real Property, was adopted.
--------------------------------------------------------------------------------------------------------------------------------------------------

Mr. Flint: The Certificate of the District Engineer doesn't require any action from the Board. This is the document that the District Engineer will sign. It's an exhibit to the resolution that you just approved. Is there any action?



Mr. d'Adesky: No. It's just for your information. It will be attached as part of the conveyance package.

**FIFTH ORDER OF BUSINESS**

**Consideration of Series 2015 Requisition #1**

Mr. Flint: The next item is a requisition for the 2018 project, which was prepared by the District Engineer. It is the first document behind the title page and Table of Contents. Requisition #1 is in the amount of \$1,799,045.21, which is the balance in the Construction and Acquisition Account. Eric prepared backup to the requisition showing the assets that the District will be acquiring. Eric, did you have anything else?

Mr. Warren: Only questions if you have any.

Mr. d'Adesky: Funds are transmitted to Toho Development Group, because that's the entity listed on the Acquisition Agreement.

Mr. Flint: US Bank is the Trustee. Once those deeds and Bills of Sale are executed and delivered to the District, we will transmit this requisition to the Trustee and the funds can be wired, typically the same day or the next day. Once the conveyances have been executed and District Counsel is comfortable, the Bills of Sale can be transferred.

Mr. d'Adesky: I had a call into Joe and Kate today. They haven't gotten back to me yet, but I'm comfortable getting the deeds that they sent over signed. I will get them the Bills of Sale today.

Mr. Flint: We will get this signed today and I will hold it pending District Counsel's approval. We will want to get the wire instructions for Toho Development Group.

Mr. Vidrine: It sounds like that gets funded this week.

Mr. d'Adesky: If I can get sign off on the Bills of Sale today, I would be willing to sign off on it today.

Mr. Vidrine: Who signs it?

Mr. d'Adesky: Whoever is an authorized signatory for Toho Development Group. Some of the tracts are still with Neptune, so Neptune is going to have to sign for those tracts. I think most folks who are authorized for one, are authorized for the other.

Mr. Vidrine: Mark can do that. Will those Bills of Sale be distributed?

Mr. d'Adesky: I will circulate those.

Mr. Flint: We need a motion to approve Requisition #1.

On MOTION by Mr. Vidrine, seconded by Mr. Hooker, with all in favor, Requisition #1 for Series 2018, was approved.

## **SIXTH ORDER OF BUSINESS**

### **Authorization for Chairman/Vice Chairman to Sign Plat**

Mr. Flint: I don't have the backup, but I was told that there was a plat.

Mr. d'Adesky: Is that going to be necessary? I spoke with Andre and Bob about the plat. Osceola County has been finicky lately about their plat language.

Mr. Flint: Yes, if they are requiring a joinder of the CDD.

Mr. d'Adesky: We can do it, but usually it's because of the way that the land is dedicated. If its dedicated to the CDD and the language says that "x" land is dedicated to the CDD, they will want us to sign showing that we accept it, but if the language on the plat reads "*shall be conveyed in the future to the CDD by the deed*," they are okay with us not signing the plat. I think it depends on the way that the plat language reads.

Mr. Flint: The Board could authorize Andre to execute on behalf of the CDD.

Mr. d'Adesky: I just wanted to clarify that in the past, Osceola County hasn't required this, but they have a new attorney. They are transferring a lot of their work to outside counsel. Their outside counsel that has been reviewing this has been more stringent lately, regarding plat language. We had a lot of developers that never had plat issues.

Mr. Vidrine: Do you have a copy of the plat?

Mr. d'Adesky: You sent it to us. I'm comfortable with authorizing the signature, in case you need it.

Mr. Vidrine: We just don't know if we need it or not.

Mr. d'Adesky: It's easier if it's not required.

Mr. Vidrine: I don't know if it would be required.

Mr. d'Adesky: Just proceed without having to come back.

Mr. Vidrine: We are transferring property via deed, so why would we need to sign?

Mr. d'Adesky: I know. I agree.

Mr. Vidrine: If its needed, I am allowed to sign it.

Mr. d'Adesky: Exactly.

Mr. Flint: Sometimes they require it and sometimes they don't. We need a motion authorizing the Chairman or Vice Chairman to execute the plat, if required by Osceola County.

On MOTION by Mr. Vidrine, seconded by Mr. Dowd, with all in favor, authorization for the Chairman/Vice Chairman to sign the plat, if required by Osceola County was approved.

## **SEVENTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Mr. Flint: Andrew, do you have anything else?

Mr. d'Adesky: Nothing, other than we are working on these conveyances.

#### **B. Engineer**

Mr. Flint: Eric, do you have anything?

Mr. Warren: I don't have anything.

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

##### **i. Balance Sheet and Income Statement**

Mr. Flint: You have the Unaudited Financial Statements through January 31, 2018. No action is required, but if the Board has any questions, we can discuss those. There are a few Funding Requests that are reflected as being outstanding. I communicated with the developer yesterday. We neglected to follow up the agenda with transmitting those. It is my understanding that those have been handled.

Mr. Vidrine: Yes.

Mr. Flint: Are there any questions on the financials?

Mr. Vidrine: I don't have any.

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

Mr. Flint: You have Funding Request #5, totaling \$7,224.01. Are there any questions on the Funding Request? If not, we need a motion to approve it.

On MOTION by Mr. Vidrine, seconded by Mr. Hooker, with all in favor, Funding Request #5, was approved.

## **EIGHTH ORDER OF BUSINESS**

### **Other Business**

There being none, the next item followed.

## **NINTH ORDER OF BUSINESS**

### **Supervisors Requests**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Adjournment**

Mr. Flint: If there's nothing further, we need a motion to adjourn.

On MOTION by Mr. Vidrine, seconded by Mr. Hooker, with all in favor, the meeting was adjourned.

---

Secretary / Assistant Secretary

---

Chairman / Vice Chairman

## **SECTION IV**

## RESOLUTION 2018-12

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOHOQUA COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2018/2019 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 Tohoqua Community Development District ("**District**") prior to June 15, 2018, a proposed budget ("**Proposed Budget**") for the fiscal year beginning October 1, 2018 and ending September 30, 2019 ("**Fiscal Year 2018/2019**"); 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 TOHOQUA COMMUNITY DEVELOPMENT DISTRICT:**

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2018/2019 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: September 5, 2018

HOUR: 9:00 A.M.

LOCATION: West Osceola Branch Library  
305 Campus Street  
Kissimmee, FL

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

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

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

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

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

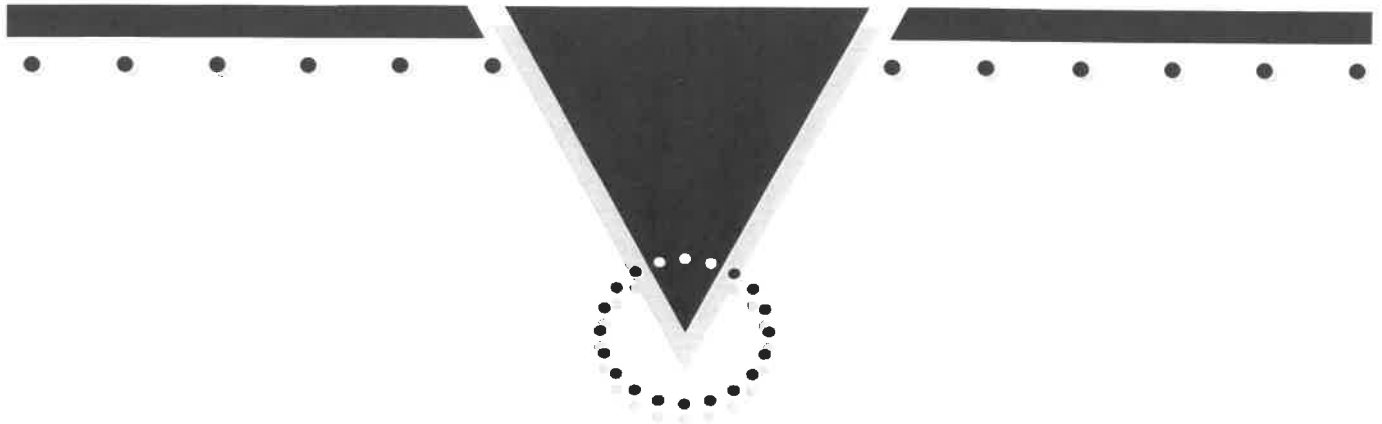
**PASSED AND ADOPTED THIS 6<sup>th</sup> DAY OF June, 2018.**

ATTEST:

**TOHOQUA  
COMMUNITY DEVELOPMENT  
DISTRICT**

\_\_\_\_\_  
Secretary

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



**Tohoqua  
Community Development District**

**Proposed Budget  
FY 2019**





# Table of Contents

<b>1-2</b>	<b>General Fund</b>
<b>3-9</b>	<b>General Fund Narrative</b>
<b>10</b>	<b>Capital Reserve Fund</b>
<b>11</b>	<b>Debt Service Fund Series 2018</b>
<b>12-13</b>	<b>Amortization Schedule Series 2018</b>

**Tohoqua**  
**Community Development District**  
**Proposed Budget**  
**General Fund**  
**Fiscal Year 2019**

<b>Description</b>	<b>Adopted Budget FY2018</b>	<b>Actual thru 4/30/18</b>	<b>Projected Next 5 Months</b>	<b>Total thru 9/30/18</b>	<b>Proposed Budget FY2019</b>
--------------------	--------------------------------------	------------------------------------	----------------------------------------	-----------------------------------	---------------------------------------

**Revenues**

Developer Contributions	\$98,199	\$50,238	\$44,861	\$95,099	\$587,250
Assessments - Platted	\$0	\$0	\$0	\$0	\$258,831
Assessments - Direct (Unplatted)	\$0	\$0	\$0	\$0	\$106,132

<b>Total Revenues</b>	<b>\$98,199</b>	<b>\$50,238</b>	<b>\$44,861</b>	<b>\$95,099</b>	<b>\$952,213</b>
-----------------------	-----------------	-----------------	-----------------	-----------------	------------------

**Expenditures**

**Administrative**

Supervisor Fees	\$9,600	\$2,400	\$4,000	\$6,400	\$9,600
FICA Expense	\$734	\$184	\$300	\$484	\$734
Engineering	\$12,000	\$2,623	\$5,000	\$7,623	\$12,000
Attorney	\$25,000	\$10,997	\$10,500	\$21,497	\$25,000
Annual Audit	\$0	\$0	\$0	\$0	\$2,500
Assessment Administration	\$0	\$0	\$0	\$0	\$5,000
Arbitrage	\$0	\$0	\$0	\$0	\$600
Dissemination	\$0	\$833	\$2,083	\$2,917	\$5,000
Trustee Fees	\$0	\$0	\$0	\$0	\$3,717
Management Fees	\$35,000	\$20,417	\$14,583	\$35,000	\$36,050
Information Technology	\$1,100	\$1,069	\$500	\$1,569	\$1,200
Telephone	\$300	\$7	\$125	\$132	\$300
Postage	\$1,000	\$82	\$600	\$682	\$1,000
Insurance	\$5,665	\$5,000	\$0	\$5,000	\$5,500
Printing & Binding	\$1,000	\$658	\$342	\$1,000	\$1,000
Legal Advertising	\$5,000	\$9,771	\$2,000	\$11,771	\$5,000
Other Current Charges	\$1,000	\$0	\$450	\$450	\$1,000
Office Supplies	\$625	\$130	\$270	\$400	\$625
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$175	\$175
<b>Total Administrative:</b>	<b>\$98,199</b>	<b>\$54,345</b>	<b>\$40,754</b>	<b>\$95,099</b>	<b>\$116,001</b>

**Operations & Maintenance**

**Contract Services**

Field Management	\$0	\$0	\$0	\$0	\$20,000
Amenities Management	\$0	\$0	\$0	\$0	\$75,000
Landscape Maintenance	\$0	\$0	\$0	\$0	\$350,000
Lake Maintenance	\$0	\$0	\$0	\$0	\$10,000
Wetland Maintenance	\$0	\$0	\$0	\$0	\$5,000
Wetland Mitigation Reporting	\$0	\$0	\$0	\$0	\$6,000
Pool Maintenance	\$0	\$0	\$0	\$0	\$12,500
Pest Control	\$0	\$0	\$0	\$0	\$600
Janitorial Services	\$0	\$0	\$0	\$0	\$12,500
<b>Subtotal:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$491,600</b>

**Tohoqua**  
**Community Development District**  
**Proposed Budget**  
**General Fund**  
**Fiscal Year 2019**

Description	Adopted Budget FY2018	Actual thru 4/30/18	Projected Next 5 Months	Total thru 9/30/18	Proposed Budget FY2019
<b>Repairs &amp; Maintenance</b>					
Landscape Replacement	\$0	\$0	\$0	\$0	\$25,000
Irrigation Repairs	\$0	\$0	\$0	\$0	\$2,000
General Repairs & Maintenance	\$0	\$0	\$0	\$0	\$1,000
Operating Supplies	\$0	\$0	\$0	\$0	\$1,000
Road & Sidewalk Maintenance	\$0	\$0	\$0	\$0	\$1,500
Signage	\$0	\$0	\$0	\$0	\$250
Walls - Repair/Cleaning	\$0	\$0	\$0	\$0	\$1,500
Fencing	\$0	\$0	\$0	\$0	\$250
<b>Subtotal:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$32,500</b>
<b>Utilities</b>					
Pool - Electric	\$0	\$0	\$0	\$0	\$15,000
Pool - Water	\$0	\$0	\$0	\$0	\$600
Electric	\$0	\$0	\$0	\$0	\$10,000
Water & Sewer	\$0	\$0	\$0	\$0	\$57,500
Streetlights	\$0	\$0	\$0	\$0	\$75,000
Gas	\$0	\$0	\$0	\$0	\$6,000
<b>Subtotal:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$164,100</b>
<b>Amenities</b>					
Property Insurance	\$0	\$0	\$0	\$0	\$20,000
Pool Attendants	\$0	\$0	\$0	\$0	\$12,500
Pool Repairs & Maintenance	\$0	\$0	\$0	\$0	\$9,000
Pool Permits	\$0	\$0	\$0	\$0	\$750
Trash Collection	\$0	\$0	\$0	\$0	\$6,000
Telephone	\$0	\$0	\$0	\$0	\$1,250
Cable/Internet	\$0	\$0	\$0	\$0	\$3,750
Access Cards	\$0	\$0	\$0	\$0	\$1,250
Security/Alarms/Repairs	\$0	\$0	\$0	\$0	\$17,500
Repairs & Maintenance	\$0	\$0	\$0	\$0	\$17,500
Office Supplies	\$0	\$0	\$0	\$0	\$2,500
Activities	\$0	\$0	\$0	\$0	\$12,500
Termite Bond	\$0	\$0	\$0	\$0	\$750
Holiday Décor	\$0	\$0	\$0	\$0	\$2,500
<b>Subtotal:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$107,750</b>
<b>Other</b>					
Contingency	\$0	\$0	\$0	\$0	\$25,000
Capital Reserve	\$0	\$0	\$0	\$0	\$15,262
<b>Subtotal:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,262</b>
<b>Total Operations &amp; Maintenance:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$836,212</b>
<b>Total Expenditures</b>	<b>\$98,199</b>	<b>\$54,345</b>	<b>\$40,754</b>	<b>\$95,099</b>	<b>\$952,213</b>
<b>Excess Revenues/(Expenditures)</b>	<b>\$0</b>	<b>(\$4,107)</b>	<b>\$4,107</b>	<b>\$0</b>	<b>\$0</b>

Net Assessments	\$258,831
Add: Discounts & Collection	\$16,521
Gross Assessments	\$275,352
Assessable Units	329
Per Unit Assessment	\$786.72

# Tohoqua

## 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.

##### *Assessments*

The District will levy a non-ad valorem assessment on all the assessable property within the District in order to pay for the operating expenditures during the fiscal year.

---

#### **EXPENDITURES:**

##### **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.

##### *FICA Expense*

Represents the Employer's share of Social Security and Medicare taxes withheld from Board of Supervisor checks.

##### *Engineering*

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

##### *Attorney*

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

##### *Annual Audit*

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

**Tohoqua**  
**Community Development District**  
GENERAL FUND BUDGET

*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 the Series 2018 Special Assessment Revenue Bonds.

*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.

*Trustee Fees*

The District issued Series 2018 Special Assessment Revenue Bonds that are deposited with a Trustee at USBank.

*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 District's accounting and information systems, District's website creation and maintenance, electronic compliance with Florida Statutes and other electronic data requirements.

*Telephone*

Telephone and fax machine.

*Postage*

Mailing of agenda packages, overnight deliveries, correspondence, etc.

# **Tohoqua**

## **Community Development District**

### **GENERAL FUND BUDGET**

#### Insurance

The District's general liability, public officials liability and property 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.

#### Office Supplies

Miscellaneous office supplies.

#### Dues, Licenses & Subscriptions

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

#### **Operations & Maintenance:**

##### **Contract Services:**

##### Field Management

Represents the estimated costs of onsite field management of contracts for the District such as landscape and lake maintenance. Services to include onsite inspections, meetings with contractors, monitoring of utility accounts, attend Board meetings and receive and respond to property owner phone calls and emails.

##### Amenities Management

The District will contract with a vendor to provide amenity center management services, amenity operations services and programming services.

**Tohoqua**  
**Community Development District**  
GENERAL FUND BUDGET

*Landscape Maintenance*

Represents the estimated maintenance of the landscaping within the common areas of the District after the installation of landscape material has been completed.

*Lake Maintenance*

Represents estimated costs for maintenance to all lakes the District must maintain within District boundaries.

*Wetland Maintenance*

The District will incur costs related to maintaining wetlands located throughout the District.

*Wetland Mitigation Monitoring*

The District will incur costs for scheduled monitoring of mitigation areas located throughout the District. The amounts are estimated.

*Pool Maintenance*

Represents estimated costs of regular cleaning and treatments of the pools within the District.

*Pest Services*

The District will incur costs for pest control treatments to its amenity facilities.

*Janitorial Services*

Represents estimated costs to provide janitorial services and supplies for the District's amenity facilities.

***Repairs & Maintenance***

*Landscape Replacement*

Represents estimated costs related to the replacement of any landscaping needed throughout the fiscal year.

*Irrigation Repairs*

The District will incur costs related to repairing and maintaining its irrigation systems. The amount is based on estimated costs.

**Tohoqua**  
**Community Development District**  
GENERAL FUND BUDGET

General Repairs & Maintenance

Represents estimated costs for the general repairs and maintenance of various facilities throughout the District.

Operating Supplies

Represents estimated costs of supplies purchased for operating and maintaining common areas.

Road & Sidewalk Maintenance

The District will incur costs related to maintaining the roads and sidewalks within its boundaries. The amount is estimated.

Signage

Represents estimated costs to replace miscellaneous signs throughout the fiscal year.

Walls – Repair/Cleaning

Represents estimated costs of repairing and cleaning walls maintained by the District.

Fencing

Represents estimated costs for maintaining fences during the fiscal year.

**Utilities:**

Pool - Electric

Represents estimated electric charges for the District's pool.

Pool – Water

Represents estimated water charges for the District's pool.

Electric

Represents estimated electric charges of common areas throughout the District.

Water & Sewer

Represents estimated costs for water and refuse services provided for common areas throughout the District.



**Tohoqua**  
**Community Development District**  
GENERAL FUND BUDGET

Streetlights

Represents the cost to maintain street lights within the District Boundaries that are expected to be in place throughout the fiscal year.

Gas

Represents estimated gas services provided at the amenity facilities.

**Amenities:**

Property Insurance

The District will incur fees to insure items owned by the District for its property needs. Coverage is provided by Florida Insurance Alliance (FIA). FIA specializes in providing insurance coverage for government agencies.

Pool Attendants

Represents the estimated cost of having pool attendants during certain times throughout the operating season for the pool.

Pool Repairs & Maintenance

Estimated miscellaneous pool maintenance costs not included under the District's regular pool agreement.

Pool Permits

Represents annual costs of required pool permits paid to the Florida Department of Health.

Trash Collection

Represents estimated trash removal services.

Telephone

Represents the estimated operating telephone costs incurred by the District.

Cable/Internet

Represents the estimated cost of providing cable and internet services to the District's amenities.

**Tohoqua**  
**Community Development District**  
GENERAL FUND BUDGET

Access Cards

Represents the estimated cost for providing and maintaining an access card system.

Security/Alarms/Repair

Represents estimated costs of maintaining security systems for the amenity facilities within the District and any maintenance needed to those systems.

Repairs & Maintenance

Represents estimated costs for general repairs and maintenance of the District's amenities.

Office Supplies

Represents the cost of daily office supplies required by the District to facilitate operations.

Activities

The onsite management company for the District will coordinate and provide various activities throughout the year. The amount represents estimated costs related to supplies, notices and other items to run these activities.

Termite Bond

The District will incur annual fees for the termite bonds of its amenity facilities.

Holiday Décor

The District will incur costs related to the decoration of common areas during the Holidays.

**Other:**

Contingency

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

Capital Reserve

The District will fund an annual amount for future cost related to replacement and repair of capital assets of the District. Upon completion, the District may have a Capital Reserve study prepared to ensure annually funding levels are sufficient.

**Tohoqua**  
**Community Development District**  
**Proposed Budget**  
**Capital Reserve Fund**  
Fiscal Year 2019

Description	Adopted Budget FY2018	Actual thru 4/30/18	Projected Next 5 Months	Total thru 9/30/18	Proposed Budget FY2019
<b><u>Revenues</u></b>					
Transfer In	\$0	\$0	\$0	\$0	\$15,262
<b>Total Revenues</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,262</b>
<b><u>Expenditures</u></b>					
Capital Outlay	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Excess Revenues/(Expenditures)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,262</b>

**Tohoqua**  
**Community Development District**  
**Proposed Budget**  
**Debt Service Fund**  
**Fiscal Year 2019**

Description	Adopted Budget FY2018	Actual thru 4/30/18	Projected Next 5 Months	Total thru 9/30/18	Proposed Budget FY2019
-------------	-----------------------------	---------------------------	-------------------------------	--------------------------	------------------------------

**Revenues**

Bond Proceeds	\$0	\$144,162	\$0	\$144,162	\$0
Special Assessments	\$0	\$0	\$0	\$0	\$138,078
Interest	\$0	\$41	\$0	\$41	\$0
Carry Forward Surplus	\$0	\$0	\$0	\$0	\$51,456

<b>Total Revenues</b>	<b>\$0</b>	<b>\$144,203</b>	<b>\$0</b>	<b>\$144,203</b>	<b>\$189,534</b>
-----------------------	------------	------------------	------------	------------------	------------------

**Expenditures**

Interest Payment - 11/01	\$0	\$0	\$0	\$0	\$51,415
Principal Payment - 05/01	\$0	\$0	\$0	\$0	\$35,000
Interest Payment - 05/01	\$0	\$0	\$23,708	\$23,708	\$51,415

<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$23,708</b>	<b>\$23,708</b>	<b>\$137,830</b>
---------------------------	------------	------------	-----------------	-----------------	------------------

<b>Excess Revenues/(Expenditures)</b>	<b>\$0</b>	<b>\$144,203</b>	<b>(\$23,708)</b>	<b>\$120,495</b>	<b>\$51,704</b>
---------------------------------------	------------	------------------	-------------------	------------------	-----------------

1. Carry forward surplus is net of Reserves.

Interest 11/1/19      **\$50,593**

Net Assessments      \$138,078  
Add: Discounts & Collection      \$8,813  
Gross Assessments      \$146,891

Product Type	No. of Units	Maximum Annual Debt Service	Per Unit Net Debt Assessment	Per Unit Gross Debt Assessment
Townhouse	101	\$28,482	\$282	\$300
Single-Family 40'	71	\$29,336	\$413	\$440
Single-Family 45'	88	\$40,905	\$465	\$495
Single-Family 55'	68	\$38,632	\$568	\$604
Single-Family 70'	1	\$723	\$723	\$769
	329	\$138,078		

**Tohoqua Community Development District  
Series 2018, Special Assessment Revenue Bonds  
(Term Bonds Combined)**

**Amortization Schedule**

<b>Date</b>	<b>Balance</b>	<b>Principal</b>	<b>Interest</b>	<b>Annual</b>
11/1/18	\$ 2,165,000	\$ -	\$ 51,415	\$ 75,123
5/1/19	\$ 2,165,000	\$ 35,000	\$ 51,415	\$ -
11/1/19	\$ 2,130,000	\$ -	\$ 50,593	\$ 137,008
5/1/20	\$ 2,130,000	\$ 35,000	\$ 50,593	\$ -
11/1/20	\$ 2,095,000	\$ -	\$ 49,770	\$ 135,363
5/1/21	\$ 2,095,000	\$ 35,000	\$ 49,770	\$ -
11/1/21	\$ 2,060,000	\$ -	\$ 48,948	\$ 133,718
5/1/22	\$ 2,060,000	\$ 40,000	\$ 48,948	\$ -
11/1/22	\$ 2,020,000	\$ -	\$ 48,008	\$ 136,955
5/1/23	\$ 2,020,000	\$ 40,000	\$ 48,008	\$ -
11/1/23	\$ 1,980,000	\$ -	\$ 47,068	\$ 135,075
5/1/24	\$ 1,980,000	\$ 45,000	\$ 47,068	\$ -
11/1/24	\$ 1,935,000	\$ -	\$ 46,010	\$ 138,078
5/1/25	\$ 1,935,000	\$ 45,000	\$ 46,010	\$ -
11/1/25	\$ 1,890,000	\$ -	\$ 44,953	\$ 135,963
5/1/26	\$ 1,890,000	\$ 45,000	\$ 44,953	\$ -
11/1/26	\$ 1,845,000	\$ -	\$ 43,895	\$ 133,848
5/1/27	\$ 1,845,000	\$ 50,000	\$ 43,895	\$ -
11/1/27	\$ 1,795,000	\$ -	\$ 42,720	\$ 136,615
5/1/28	\$ 1,795,000	\$ 50,000	\$ 42,720	\$ -
11/1/28	\$ 1,745,000	\$ -	\$ 41,545	\$ 134,265
5/1/29	\$ 1,745,000	\$ 55,000	\$ 41,545	\$ -
11/1/29	\$ 1,690,000	\$ -	\$ 40,253	\$ 136,798
5/1/30	\$ 1,690,000	\$ 55,000	\$ 40,253	\$ -
11/1/30	\$ 1,635,000	\$ -	\$ 38,960	\$ 134,213
5/1/31	\$ 1,635,000	\$ 60,000	\$ 38,960	\$ -
11/1/31	\$ 1,575,000	\$ -	\$ 37,550	\$ 136,510
5/1/32	\$ 1,575,000	\$ 60,000	\$ 37,550	\$ -
11/1/32	\$ 1,515,000	\$ -	\$ 36,140	\$ 133,690
5/1/33	\$ 1,515,000	\$ 65,000	\$ 36,140	\$ -
11/1/33	\$ 1,450,000	\$ -	\$ 34,613	\$ 135,753
5/1/34	\$ 1,450,000	\$ 70,000	\$ 34,613	\$ -
11/1/34	\$ 1,380,000	\$ -	\$ 32,968	\$ 137,580
5/1/35	\$ 1,380,000	\$ 70,000	\$ 32,968	\$ -
11/1/35	\$ 1,310,000	\$ -	\$ 31,323	\$ 134,290
5/1/36	\$ 1,310,000	\$ 75,000	\$ 31,323	\$ -
11/1/36	\$ 1,235,000	\$ -	\$ 29,560	\$ 135,883
5/1/37	\$ 1,235,000	\$ 80,000	\$ 29,560	\$ -
11/1/37	\$ 1,155,000	\$ -	\$ 27,680	\$ 137,240

**Tohoqua Community Development District  
Series 2018, Special Assessment Revenue Bonds  
(Term Bonds Combined)**

**Amortization Schedule**

<b>Date</b>	<b>Balance</b>	<b>Principal</b>	<b>Interest</b>	<b>Annual</b>
5/1/38	\$ 1,155,000	\$ 80,000	\$ 27,680	\$ -
11/1/38	\$ 1,075,000	\$ -	\$ 25,800	\$ 133,480
5/1/39	\$ 1,075,000	\$ 85,000	\$ 25,800	\$ -
11/1/39	\$ 990,000	\$ -	\$ 23,760	\$ 134,560
5/1/40	\$ 990,000	\$ 90,000	\$ 23,760	\$ -
11/1/40	\$ 900,000	\$ -	\$ 21,600	\$ 135,360
5/1/41	\$ 900,000	\$ 95,000	\$ 21,600	\$ -
11/1/41	\$ 805,000	\$ -	\$ 19,320	\$ 135,920
5/1/42	\$ 805,000	\$ 100,000	\$ 19,320	\$ -
11/1/42	\$ 705,000	\$ -	\$ 16,920	\$ 136,240
5/1/43	\$ 705,000	\$ 105,000	\$ 16,920	\$ -
11/1/43	\$ 600,000	\$ -	\$ 14,400	\$ 136,320
5/1/44	\$ 600,000	\$ 110,000	\$ 14,400	\$ -
11/1/44	\$ 490,000	\$ -	\$ 11,760	\$ 136,160
5/1/45	\$ 490,000	\$ 115,000	\$ 11,760	\$ -
11/1/45	\$ 375,000	\$ -	\$ 9,000	\$ 135,760
5/1/46	\$ 375,000	\$ 120,000	\$ 9,000	\$ -
11/1/46	\$ 255,000	\$ -	\$ 6,120	\$ 135,120
5/1/47	\$ 255,000	\$ 125,000	\$ 6,120	\$ -
11/1/47	\$ 130,000	\$ -	\$ 3,120	\$ 134,240
5/1/48	\$ 130,000	\$ 130,000	\$ 3,120	\$ -
11/1/48	\$ -	\$ -	\$ -	\$ 133,120
<b>Totals</b>		<b>\$ 2,165,000</b>	<b>\$ 1,951,535</b>	<b>\$ 4,140,243</b>

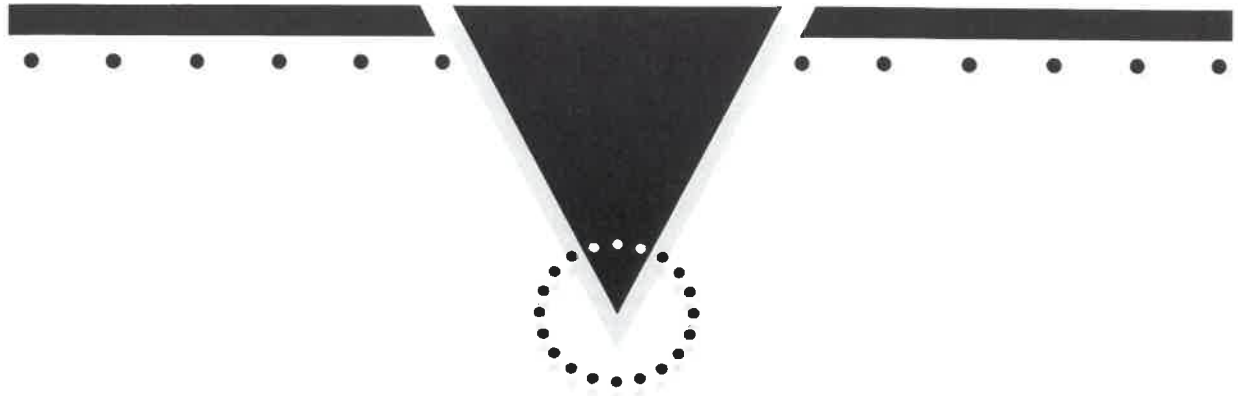
## SECTION VI





1

1



**TOHOQUA**  
**Community Development District**

**Unaudited Financial Reporting**

**April 30, 2018**



# Table of Contents

1	<u>Balance Sheet</u>
2	<u>General Fund Income Statement</u>
3	<u>Debt Service Fund Income Statement</u>
4	<u>Capital Projects Fund Income Statement</u>
5	<u>Month to Month</u>
6	<u>Developer Contribution Schedule</u>
7	<u>Long Term Debt Summary</u>
8	<u>Series 2018 Construction Schedule</u>

**Tohoqua**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**BALANCE SHEET**  
**April 30, 2018**

	<u>General Fund</u>	<u>Debt Service Fund</u>	<u>Capital Projects Fund</u>	<u>Totals</u>
<b><u>ASSETS:</u></b>				
CASH	\$10,161	---	---	\$10,161
DUE FROM DEVELOPER	\$12,446	---	---	\$12,446
<b><u>INVESTMENTS</u></b>				
SERIES 2018				
RESERVE	---	\$69,039	---	\$69,039
CAPITAL INTEREST	---	\$75,164	---	\$75,164
CONSTRUCTION	---	---	\$148	\$148
COSTS OF ISSUANCE	---	---	\$12,929	\$12,929
<b>TOTAL ASSETS</b>	<u><u>\$22,607</u></u>	<u><u>\$144,203</u></u>	<u><u>\$13,076</u></u>	<u><u>\$179,886</u></u>
<b><u>LIABILITIES:</u></b>				
ACCOUNTS PAYABLE	\$16,340	---	---	\$16,340
<b><u>FUND EQUITY:</u></b>				
FUND BALANCES:				
RESTRICTED FOR DEBT SERVICE	---	\$144,203	---	\$144,203
RESTRICTED FOR CAPITAL PROJECTS	---	---	\$13,076	\$13,076
UNASSIGNED	\$6,266	---	---	\$6,266
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<u><u>\$22,607</u></u>	<u><u>\$144,203</u></u>	<u><u>\$13,076</u></u>	<u><u>\$179,886</u></u>

# Tohoqua

## COMMUNITY DEVELOPMENT DISTRICT

### GENERAL FUND

#### Statement of Revenues & Expenditures

For The Period Ending April 30, 2018

#### REVENUES:

	ADOPTED BUDGET	PRORATED BUDGET THRU 04/30/18	ACTUAL THRU 04/30/18	VARIANCE
DEVELOPER CONTRIBUTIONS	\$98,199	\$50,238	\$50,238	\$0
<b>TOTAL REVENUES</b>	<b>\$98,199</b>	<b>\$50,238</b>	<b>\$50,238</b>	<b>\$0</b>

#### EXPENDITURES:

#### ADMINISTRATIVE:

SUPERVISOR FEES	\$9,600	\$5,600	\$2,400	\$3,200
FICA EXPENSE	\$734	\$428	\$184	\$245
ENGINEERING	\$12,000	\$7,000	\$2,623	\$4,378
ATTORNEY	\$25,000	\$14,583	\$10,997	\$3,587
DISSEMINATION AGENT	\$0	\$0	\$833	(\$833)
MANAGEMENT FEES	\$35,000	\$20,417	\$20,417	\$0
INFORMATION TECHNOLOGY	\$1,100	\$642	\$1,069	(\$428)
TELEPHONE	\$300	\$175	\$7	\$168
POSTAGE	\$1,000	\$583	\$82	\$501
INSURANCE	\$5,665	\$5,665	\$5,000	\$665
PRINTING & BINDING	\$1,000	\$583	\$658	(\$75)
LEGAL ADVERTISING	\$5,000	\$2,917	\$9,771	(\$6,855)
OTHER CURRENT CHARGES	\$1,000	\$583	\$0	\$583
OFFICE SUPPLIES	\$625	\$365	\$130	\$235
DUES, LICENSE & SUBSCRIPTIONS	\$175	\$175	\$175	\$0

<b>TOTAL EXPENDITURES</b>	<b>\$98,199</b>	<b>\$59,716</b>	<b>\$54,345</b>	<b>\$5,371</b>
---------------------------	-----------------	-----------------	-----------------	----------------

<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$4,107)</b>	
---------------------------------------	------------	------------	------------------	--

<b>FUND BALANCE - Beginning</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,374</b>	
---------------------------------	------------	------------	-----------------	--

<b>FUND BALANCE - Ending</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,266</b>	
------------------------------	------------	------------	----------------	--

# Tohoqua

## COMMUNITY DEVELOPMENT DISTRICT

### DEBT SERVICE

#### Statement of Revenues & Expenditures

For The Period Ending April 30, 2018

#### REVENUES:

	ADOPTED BUDGET	PRORATED BUDGET THRU 04/30/18	ACTUAL THRU 04/30/18	VARIANCE
BOND PROCEEDS	\$0	\$0	\$144,162	\$144,162
INTEREST	\$0	\$0	\$41	\$41
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$144,203</b>	<b>\$144,203</b>

#### EXPENDITURES:

##### Series 2016

INTEREST - 11/01	\$0	\$0	\$0	\$0
PRINCIPAL - 05/01	\$0	\$0	\$0	\$0
INTEREST - 05/01	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>\$144,203</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$0</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$144,203</b>	

# Tohoqua

## COMMUNITY DEVELOPMENT DISTRICT

### CAPITAL PROJECT FUND

#### Statement of Revenues & Expenditures

For The Period Ending April 30, 2018

#### REVENUES:

	ADOPTED BUDGET	PRORATED BUDGET THRU 04/30/18	ACTUAL THRU 04/30/18	VARIANCE
BOND PROCEEDS	\$0	\$0	\$2,020,838	\$2,020,838
INTEREST	\$0	\$0	\$361	\$361
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,021,199</b>	<b>\$2,021,199</b>

#### EXPENDITURES:

##### Series 2016

CAPITAL OUTLAY	\$0	\$0	\$1,799,045	(\$1,799,045)
CAPITAL OUTLAY - COSTS OF ISSUANCE	\$0	\$0	\$209,078	(\$209,078)
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,008,123</b>	<b>(\$2,008,123)</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>\$13,076</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$0</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$13,076</b>	

**Tohoqua  
COMMUNITY DEVELOPMENT DISTRICT**

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	TOTAL
<b>REVENUES:</b>													
DEVELOPER CONTRIBUTIONS	\$9,163	\$11,090	\$4,220	\$4,157	\$7,224	\$0	\$14,385	\$0	\$0	\$0	\$0	\$0	\$50,238
<b>TOTAL REVENUES</b>	<b>\$9,163</b>	<b>\$11,090</b>	<b>\$4,220</b>	<b>\$4,157</b>	<b>\$7,224</b>	<b>\$0</b>	<b>\$14,385</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,238</b>
<b>EXPENDITURES:</b>													
<b>ADMINISTRATIVE</b>													
SUPERVISOR FEES	\$0	\$0	\$0	\$0	\$0	\$2,400	\$0	\$0	\$0	\$0	\$0	\$0	\$2,400
FICA EXPENSE	\$0	\$0	\$0	\$0	\$0	\$184	\$0	\$0	\$0	\$0	\$0	\$0	\$184
ENGINEERING	\$0	\$298	\$0	\$1,090	\$760	\$475	\$0	\$0	\$0	\$0	\$0	\$0	\$2,623
ATTORNEY	\$1,943	\$1,074	\$275	\$780	\$2,661	\$4,265	\$0	\$0	\$0	\$0	\$0	\$0	\$10,997
DISSEMINATION AGENT	\$0	\$0	\$0	\$0	\$0	\$417	\$417	\$0	\$0	\$0	\$0	\$0	\$833
MANAGEMENT FEES	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$0	\$0	\$0	\$0	\$0	\$20,417
INFORMATION TECHNOLOGY	\$100	\$419	\$100	\$151	\$100	\$100	\$100	\$0	\$0	\$0	\$0	\$0	\$1,069
TELEPHONE	\$0	\$0	\$0	\$0	\$0	\$7	\$0	\$0	\$0	\$0	\$0	\$0	\$7
POSTAGE	\$13	\$21	\$23	\$0	\$4	\$18	\$2	\$0	\$0	\$0	\$0	\$0	\$82
INSURANCE	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
PRINTING & BINDING	\$252	\$91	\$48	\$87	\$5	\$110	\$65	\$0	\$0	\$0	\$0	\$0	\$658
LEGAL ADVERTISING	\$9,771	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,771
OTHER CURRENT CHARGES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OFFICE SUPPLIES	\$41	\$10	\$58	\$0	\$1	\$0	\$20	\$0	\$0	\$0	\$0	\$0	\$130
DUES, LICENSES & SUBSCRIPTIONS	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
<b>TOTAL EXPENDITURES</b>	<b>\$20,212</b>	<b>\$4,829</b>	<b>\$3,421</b>	<b>\$5,023</b>	<b>\$6,447</b>	<b>\$10,892</b>	<b>\$3,521</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$54,345</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$11,049)</b>	<b>\$6,260</b>	<b>\$799</b>	<b>(\$866)</b>	<b>\$777</b>	<b>(\$10,892)</b>	<b>\$10,864</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$4,107)</b>



**TOHOQUA  
COMMUNITY DEVELOPMENT DISTRICT  
DEVELOPER CONTRIBUTIONS/DUE FROM DEVELOPER**

<b>FUNDING REQUEST #</b>	<b>PREPARED DATE</b>	<b>PAYMENT RECEIVED DATE</b>	<b>CHECK AMOUNT</b>	<b>TOTAL FUNDING REQUEST</b>	<b>GENERAL FUND PORTION (FY17)</b>	<b>GENERAL FUND PORTION (FY18)</b>	<b>OVER AND (SHORT) BALANCE DUE</b>
1	9/18/17	10/3/17	\$ 15,665.00	\$ 15,665.00	\$ 10,000.00	\$ 5,665.00	\$ -
1	10/25/17	11/17/17	\$ 5,342.94	\$ 5,342.94	\$ 1,844.90	\$ 3,498.04	\$ -
2	11/29/17	3/7/18	\$ 11,089.54	\$ 11,089.54	\$ -	\$ 11,089.54	\$ -
3	12/27/17	3/7/18	\$ 4,219.68	\$ 4,219.68	\$ -	\$ 4,219.68	\$ -
4	1/31/18	3/7/18	\$ 4,156.93	\$ 4,156.93	\$ -	\$ 4,156.93	\$ -
5	2/28/18	3/7/18	\$ 7,224.01	\$ 7,224.01	\$ -	\$ 7,224.01	\$ -
6	4/17/18	3/7/18	\$ 1,939.03	\$ 14,384.64	\$ -	\$ 14,384.64	\$ 12,445.61
<b>DUE FROM DEVELOPER</b>			<b>\$ 49,637.13</b>	<b>\$ 62,082.74</b>	<b>\$ 11,844.90</b>	<b>\$ 50,237.84</b>	<b>\$ 12,445.61</b>
<b>TOTAL DEVELOPER CONTRIBUTIONS FY18</b>						<b>\$ 50,237.84</b>	

**TOHOQUA**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**LONG TERM DEBT REPORT**

SERIES 2018, SPECIAL ASSESSMENT REVENUE BONDS		
INTEREST RATES:	4.7%,4.8%	
MATURITY DATE:	5/1/2048	
RESERVE FUND DEFINITION	50% OF MAXIMUM ANNUAL DEBT SERVICE	
RESERVE FUND REQUIREMENT	\$69,039	
RESERVE FUND BALANCE	\$69,039	
BONDS OUTSTANDING - 02/08/18		\$2,165,000
<b>CURRENT BONDS OUTSTANDING</b>		<b>\$2,165,000</b>

**Tohoqua  
COMMUNITY DEVELOPMENT DISTRICT**

**Special Assessment Revenue Bonds, Series 2018**

Date	Requisition #	Contractor	Description	Requisition
<b>Fiscal Year 2018</b>				
3/16/18	1	Tohoqua Development Group, LLC	Reimburse Developer for Construction Costs related to Tohoqua Phase 1A-1 & 1A-2	\$ 1,799,045.21
<b>TOTAL</b>				<b>\$ 1,799,045.21</b>
<b>Fiscal Year 2018</b>				
3/1/18		Interest		\$ 206.99
4/1/18		Interest		\$ 147.87
<b>TOTAL</b>				<b>\$ 354.86</b>
<b>Project (Construction) Fund at 02/08/18</b>				<b>\$ 1,798,838.22</b>
<b>Interest Earned thru 04/30/18</b>				<b>\$ 354.86</b>
<b>Requisitions Paid thru 04/30/18</b>				<b>\$ (1,799,045.21)</b>
<b>Remaining Project (Construction) Fund</b>				<b>\$ 147.87</b>

1

2

**Tohoqua  
Community Development District**

**FY18 Funding Request #6  
April 17, 2018**

<b>Payee</b>	<b>General Fund FY2018</b>
<b>1 Governmental Management Services</b>	
Inv# 7 - Management Fees - March 2018	\$ 3,568.22
Inv# 8 - Management Fees - April 2018	\$ 3,521.07
<b>2 Latham, Shuker, Eden &amp; Beaudine, LLP</b>	
Inv# 80151 - Legal Counsel - February 2018	\$ 2,660.60
Inv# 80462 - Legal Counsel - March 2018	\$ 4,265.15
<b>3 Poulos &amp; Bennett</b>	
Inv# 17-188(4) - Engineering Services - January 2018	\$ 1,090.00
Inv# 17-188(5) - Engineering Services - February 2018	\$ 760.00
<b>4 Supervisor Fees</b>	
<b>November 7, 2017</b>	
Kaitlyn Noyes	\$ 215.30
<b>January 3, 2018</b>	
Kaitlyn Noyes	\$ 215.30
<b>February 7, 2018</b>	
Kaitlyn Noyes	\$ 215.30
<b>March 7, 2018</b>	
Andre Vidrine	\$ 215.30
James Dowd	\$ 215.30
Kaitlyn Noyes	\$ 215.30
Marcus Hooker	\$ 215.30
<b>Less: Overpayment</b>	\$ (1,939.03)
Poulo's & Bennett Inv#17-188(3) - Bond Invoice	\$ (2,987.50)

**Total: \$ 12,445.61**

Please make check payable to:

**Tohoqua Community Development District**  
135 West Central Blvd, Suite 320  
Orlando, FL 32801

Wire Funds To:

**Tohoqua Community Development District**  
SunTrust Bank, NA  
ABA# 061000104  
Acct# 1000193640074  
Contact: Kelly Lawler  
(407) 237-1072

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

# Invoice

Invoice #: 7  
Invoice Date: 3/1/18  
Due Date: 3/1/18  
Case:  
P.O. Number:

**Bill To:**

Tohoqua CDD  
135 West Central Blvd.  
Suite 320  
Orlando, FL 32801

Description	Hours/Qty	Rate	Amount
Management Fees - March 2018		2,916.66	2,916.66
Information Technology - March 2018		100.00	100.00
Dissemination Agent Services - March 2018		416.66	416.66
Office Supplies		0.15	0.15
Postage		17.64	17.64
Copies		110.40	110.40
Telephone		6.71	6.71
<b>Total</b>			<b>\$3,568.22</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$3,568.22</b>

MAR 30 2018

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

# Invoice

**Bill To:**

Tohoqua CDD  
135 West Central Blvd.  
Suite 320  
Orlando, FL 32801

**Invoice #:** 8  
**Invoice Date:** 4/2/18  
**Due Date:** 4/2/18  
**Case:**  
**P.O. Number:**

Description	Hours/Qty	Rate	Amount
Management Fees - April 2018		2,916.66	2,916.66
Information Technology -April 2018		100.00	100.00
Dissemination Agent Services - April 2018		416.66	416.66
Office Supplies		20.15	20.15
Postage		2.35	2.35
Copies		65.25	65.25
<b>Total</b>			<b>\$3,521.07</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$3,521.07</b>

APR 05 2018

**LATHAM, SHUKER, EDEN & BEAUDINE, LLP**  
ATTORNEYS AT LAW

111 N. MAGNOLIA AVE, STE 1400  
ORLANDO, FLORIDA 32801  
POST OFFICE BOX 3353  
ORLANDO, FLORIDA 32802  
TELEPHONE: (407) 481-5800  
FACSIMILE: (407) 481-5801

March 14, 2018

Tohoqua Community Development District  
c/o GMS  
135 West Central Blvd., Suite 320  
Orlando, FL 32801

RECEIVED

BY: \_\_\_\_\_

**INVOICE**

Matter ID: 8249-001  
General

Invoice # 80151  
Federal ID # 59-3366512

**For Professional Services Rendered:**

02/07/2018	ACD	Prepare for and attend CDD Board Meeting.	2.90 hr	\$768.50
02/08/2018	JAC	Telephone call from Poulos and Bennett regarding plat and related property issues.	0.30 hr	\$115.50
02/09/2018	smm	Receive and review recorded documents; emails regarding same.	0.20 hr	\$23.00
02/12/2018	JAC	Telephone call with Engineer.	0.20 hr	\$77.00
02/12/2018	ACD	Review conveyance information and proposed plat information, contact Developer's counsel, transmit proposed plat revisions and comments on proposed conveyances to the District.	3.80 hr	\$1,007.00
02/20/2018	ACD	Review and respond to Developer questions regarding deeds and bills of sale; respond to Developer questions on upcoming meeting agenda.	0.80 hr	\$212.00
02/22/2018	ACD	Review and respond regarding potential platting issues; contact Engineer.	1.30 hr	\$344.50
02/28/2018	JAC	Emails from Borrowers counsel regarding conveyances and District acceptance procedures	0.20 hr	\$77.00

Total Professional Services: \$2,624.50

**For Disbursements Incurred:**

02/20/2018	Check # 44899 ANDREW D'ADESKY; Disbursement for JAC/8249-001/Andrew d'Adesky Travel for Board Meeting on 02.07.18	\$23.65
02/28/2018	Document Reproduction Expense	\$12.45

Total Disbursements Incurred: \$36.10



March 14, 2018

Matter ID: 8249-001

Invoice # 80151

Federal ID # 59-3366512

**INVOICE SUMMARY**

For Professional Services:	9.70 Hours	\$2,624.50
For Disbursements Incurred:		\$36.10
New Charges this Invoice:		<u>\$2,660.60</u>
Previous Balance:		\$4,070.86
Less Payment and Credits Received:		<u>\$0.00</u>
Outstanding Balance:		\$4,070.86
Plus New Charges this Invoice:		<u>\$2,660.60</u>
Total Due:		<u>\$6,731.46</u>

Billed Through: February 28, 2018

**LATHAM, SHUKER, EDEN & BEAUDINE, LLP**  
ATTORNEYS AT LAW

111 N. MAGNOLIA AVE, STE 1400  
ORLANDO, FLORIDA 32801  
POST OFFICE BOX 3353  
ORLANDO, FLORIDA 32802  
TELEPHONE: (407) 481-5800  
FACSIMILE: (407) 481-5801

April 13, 2018

Tohoqua Community Development District  
c/o GMS  
135 West Central Blvd., Suite 320  
Orlando, FL 32801

**INVOICE**

Matter ID: 8249-001  
General

APR 16 2018

Invoice # 80462  
Federal ID # 59-3366512

**For Professional Services Rendered:**

03/01/2018	JAC	Emails with A. Vidrine regarding HOA concerns	0.20 hr	\$77.00
03/02/2018	ACD	Review and comment on proposed form of plat; call with developer; discuss issues with surveyor and engineer.	2.30 hr	\$609.50
03/02/2018	ACD	Review and comment on upcoming meeting agenda.	0.40 hr	\$106.00
03/06/2018	ACD	Review Phase 1 conveyance information; draft and finalize Resolution accepting Phase 1 conveyances; review Engineer's certificate and draft requisition, contact engineer, contact developer.	3.40 hr	\$901.00
03/06/2018	JAC	Emails with District Manager regarding requisition questions	0.20 hr	\$77.00
03/07/2018	ACD	Prepare for and attend CDD board meeting; follow up on action items.	2.90 hr	\$768.50
03/07/2018	ACD	Review updated requisition.	0.30 hr	\$79.50
03/07/2018	jms	Updated for attorney the Engineer Certificate in regards to the 2018 Phase 1 project	0.20 hr	\$8.00
03/08/2018	jms	Draft for attorney Partial Release of Mortgage in regards to 2018 Phase 1 project	0.50 hr	\$20.00
03/09/2018	ACD	Meeting with Developer to execute conveyance documents; prepare and finalize Phase 1 conveyance documents.	1.20 hr	\$318.00
03/12/2018	ACD	Contact surveyor and engineer regarding ongoing plat issues.	0.90 hr	\$238.50
03/13/2018	ACD	Finalize release of mortgage; contact developer and mortgage holder.	2.70 hr	\$715.50
03/13/2018	JAC	Telephone call from District Engineer regarding platting issues; related emails	0.20 hr	\$77.00
03/15/2018	ACD	Follow up with Developer and mortgage holder on proposed partial release; sign off on changes to document.	0.70 hr	\$185.50
03/30/2018	ACD	Follow up regarding status of platting and conveyance finalization.	0.20 hr	\$53.00

Total Professional Services: **\$4,234.00**

**For Disbursements Incurred:**

03/19/2018	Check # 44971 ANDREW D'ADESKY; Disbursement for JAC/8249-001/Andrew d'Adesky Travel to Board meetings on 03.07.18	\$23.65
03/31/2018	Document Reproduction Expense	\$7.50

April 13, 2018

Matter ID: 8249-001

Invoice # 80462

Federal ID # 59-3366512

For Disbursements Incurred:

---

Total Disbursements Incurred:	\$31.15
-------------------------------	---------

**INVOICE SUMMARY**

For Professional Services:	16.30 Hours	\$4,234.00
For Disbursements Incurred:		\$31.15
New Charges this Invoice:		<hr/> \$4,265.15
Previous Balance:		\$6,731.46
Less Payment and Credits Received:		<hr/> \$4,070.86
Outstanding Balance:		\$2,660.60
Plus New Charges this Invoice:		<hr/> \$4,265.15
Total Due:		<hr/> \$6,925.75

Billed Through: March 31, 2018

# POULOS & BENNETT

Poulos & Bennett, LLC  
2602 E. Livingston St.  
Orlando, FL 32803  
407-487-2594

RECEIVED

BY: \_\_\_\_\_

Tohoqua CDD  
District Manager  
135 W. Central Blvd., Suite 320  
Orlando, FL 32801

Invoice number 17-188(4)  
Date 02/28/2018

Project 17-188 TOHOQUA CDD

Professional services for the period ending: January 31, 2018

## Invoice Summary

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Remaining Percent	Current Billed
.01 INTERIM CDD ENGINEER	0.00	0.00	3,285.00	4,375.00	0.00	1,090.00
.02 CDD ENGINEER SERVICES	0.00	0.00	760.00	760.00	0.00	0.00
.03 CDD BOND	0.00	0.00	380.00	380.00	0.00	0.00
.99 REIMBURSABLE EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00		4,425.00	5,515.00		1,090.00

## Hourly Tasks:

### .01 Interim CDD Engineer

	Hours	Rate	Billed Amount
Practice Team Leader	4.50	190.00	855.00
Principal	1.00	235.00	235.00
Phase subtotal			1,090.00

Survey coordination; Prepare for and attend 2/6/18 CDD meeting; Bond requisition

Invoice total 1,090.00

## Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
17-188(3)	01/30/2018	2,987.50			2,987.50		
17-188(4)	02/28/2018	1,090.00		1,090.00			
17-188(5)	03/28/2018	760.00	760.00				
17-188(5b)	03/28/2018	380.00	380.00				
Total		5,217.50	1,140.00	1,090.00	2,987.50	0.00	0.00

# POULOS & BENNETT

Poulos & Bennett, LLC  
2602 E. Livingston St.  
Orlando, FL 32803  
407-487-2594

RECEIVED

BY: \_\_\_\_\_

Tohoqua CDD  
District Manager  
135 W. Central Blvd., Suite 320  
Orlando, FL 32801

Invoice number 17-188(5)  
Date 03/28/2018

Project 17-188 TOHOQUA CDD

Professional services for the period ending: February 28, 2018

## Invoice Summary

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Remaining Percent	Current Billed
.01 INTERIM CDD ENGINEER	0.00	0.00	5,135.00	5,135.00	0.00	0.00
.02 CDD ENGINEER SERVICES	0.00	0.00	0.00	760.00	0.00	760.00
.03 CDD BOND	0.00	0.00	0.00	0.00	0.00	0.00
.99 REIMBURSABLE EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00		5,135.00	5,895.00		760.00

## Hourly Tasks:

### .02 CDD Engineer Services

	Hours	Rate	Billed Amount
Practice Team Leader	4.00	190.00	760.00

Survey coordination; Prepare for and attend 2/6/18 CDD meeting; Bond requisition

Invoice total 760.00

## Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
17-188(3)	01/30/2018	2,987.50			2,987.50		
17-188(4)	02/28/2018	1,850.00		1,850.00			
17-188(5)	03/28/2018	760.00	760.00				
Total		5,597.50	760.00	1,850.00	2,987.50	0.00	0.00

**Tohoqua**  
**Community Development District**

**FY18 Funding Request #7**  
**May 30, 2018**

<b>Payee</b>		<b>General Fund FY2018</b>	
<b>1</b>	<b>Governmental Management Services</b> Inv# 9 - Management Fees - May 2018	\$	3,451.02
<b>2</b>	<b>Latham, Shuker, Eden &amp; Beaudine, LLP</b> Inv# 81012 - Legal Counsel - April 2018	\$	1,481.50
<b>3</b>	<b>Poulos &amp; Bennett</b> Inv# 17-188(7) - Engineering Services - March 2018	\$	475.00
		<b>Total:</b>	<b>\$ 5,407.52</b>

Please make check payable to:

**Tohoqua Community Development District**  
135 West Central Blvd, Suite 320  
Orlando, FL 32801

Wire Funds To:

**Tohoqua Community Development District**  
SunTrust Bank, NA  
ABA# 061000104  
Acct# 1000193640074  
Contact: Kelly Lawler  
(407) 237-1072

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

# Invoice

**REC'D MAY 23 2018**

**Invoice #:** 9  
**Invoice Date:** 5/1/18  
**Due Date:** 5/1/18  
**Case:**  
**P.O. Number:**

**Bill To:**

Tohoqua CDD  
135 West Central Blvd.  
Suite 320  
Orlando, FL 32801

Description	Hours/Qty	Rate	Amount
Management Fees - May 2018		2,916.66	2,916.66
Information Technology - May 2018		100.00	100.00
Dissemination Agent Services - May 2018		416.66	416.66
Copies		17.70	17.70
<b>Total</b>			<b>\$3,451.02</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$3,451.02</b>

**LATHAM, SHUKER, EDEN & BEAUDINE, LLP**  
ATTORNEYS AT LAW

111 N. MAGNOLIA AVE, STE 1400  
ORLANDO, FLORIDA 32801  
POST OFFICE BOX 3353  
ORLANDO, FLORIDA 32802  
TELEPHONE: (407) 481-5800  
FACSIMILE: (407) 481-5801

May 17, 2018

**RECEIVED**

Tohoqua Community Development District  
c/o GMS  
135 West Central Blvd., Suite 320  
Orlando, FL 32801

BY: \_\_\_\_\_

**INVOICE**

Matter ID: 8249-001  
General

Invoice # 81012  
Federal ID # 59-3368512

**For Professional Services Rendered:**

04/26/2018	ACD	Review existing requisition information; review recorded plat; contact developer and engineer.	3.80 hr	\$1,007.00
04/30/2018	ACD	Review updated title, update conveyance documents.	1.50 hr	\$397.50
04/30/2018	JAC	Emails regarding platting and property conveyances	0.20 hr	\$77.00
Total Professional Services:				<u>\$1,481.50</u>

**INVOICE SUMMARY**

For Professional Services:	5.50 Hours	<u>\$1,481.50</u>
New Charges this Invoice:		<u>\$1,481.50</u>
Previous Balance:		\$6,925.75
Less Payment and Credits Received:		<u>\$0.00</u>
Outstanding Balance:		\$6,925.75
Plus New Charges this Invoice:		<u>\$1,481.50</u>
Total Due:		<u>\$8,407.25</u>

Billed Through: April 30, 2018



# POULOS & BENNETT

RECEIVED

Poulos & Bennett, LLC  
2602 E. Livingston St.  
Orlando, FL 32803  
407-487-2594

BY: \_\_\_\_\_

Tohoqua CDD  
District Manager  
135 W. Central Blvd., Suite 320  
Orlando, FL 32801

Invoice number 17-188(7)  
Date 04/30/2018

Project 17-188 TOHOQUA CDD

Professional services for the period ending: March 31, 2018

## Invoice Summary

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Remaining Percent	Current Billed
.01 INTERIM CDD ENGINEER	0.00	0.00	4,375.00	4,375.00	0.00	0.00
.02 CDD ENGINEER SERVICES	0.00	0.00	760.00	1,235.00	0.00	475.00
.03 CDD BOND	0.00	0.00	1,752.50	1,752.50	0.00	0.00
.99 REIMBURSABLE EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00		6,887.50	7,362.50		475.00

## Hourly Tasks:

### .02 CDD Engineer Services

	Hours	Rate	Billed Amount
Practice Team Leader	2.50	190.00	475.00

### Bond - CDD Requisition

CDD - Prepare for and attend CDD meeting

Invoice total **475.00**

## Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
17-188(4)	02/28/2018	1,090.00			1,090.00		
17-188(4)b	02/28/2018	760.00			760.00		
17-188(6)	04/30/2018	612.50	612.50				
17-188(7)	04/30/2018	475.00	475.00				
Total		2,937.50	1,087.50	0.00	1,850.00	0.00	0.00





MARY JANE ARRINGTON  
OSCEOLA COUNTY SUPERVISOR OF ELECTIONS

---

April 24, 2018

RECEIVED  
APR 26 2018

BY: \_\_\_\_\_

Mr. Jorgi Algard  
Administrative Assistant  
Tohoqua Community Development District  
135 W. Central Blvd.  
Suite 320  
Orlando, FL 32801

RE: Tohoqua Community Development District – Registered Voters

Dear Mr. Algard:

Thank you for your letter of April 12, 2018 requesting confirmation of the number of registered voters within the Tohoqua Community Development District as of April 15, 2018.

The number of registered voters within the Tohoqua CDD is zero as of April 15, 2018.

If I can be of further assistance, please contact me at 407.742.6000.

Respectfully yours,

Mary Jane Arrington  
Supervisor of Elections

Vote  
Osceola

# AUDIT COMMITTEE MEETING

## SECTION III

A

# **TOHOQUA COMMUNITY DEVELOPMENT DISTRICT REQUEST FOR PROPOSALS**

## **Annual Audit Services for Fiscal Year 2018 Osceola County, Florida**

### **INSTRUCTIONS TO PROPOSE**

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than **Monday, August 27, 2018, at 2:00 P.M.**, at the offices of District Manager, located 135 W. Central Blvd., Suite 320, 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 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 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 – Tohoqua 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 2018, 2019, 2020, 2021 & 2022. 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.



## **AUDITOR SELECTION EVALUATION CRITERIA**

**1. *Ability of Personnel.***

**(20 Points)**

(E.g., geographic locations 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 work load; 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 respondent, 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 (E.g. the existence of any natural disaster plan for business operations).

**5. *Price.***

**(20 Points)**

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.

B

**TOHOQUA  
COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

The Tohoqua 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, 2018, with an option for four 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 Osceola County and has a general administrative operating fund and a debt service fund.

The Auditing entity submitting a proposal must be duly licensed under Chapter 173, 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 seven (7) copies and one (1) electronic copy of their proposal to GMS - CF, LLC, District Manager, 135 W. Central Blvd., Suite 320, Orlando, FL 32801, telephone (407) 841-5524, in an envelope marked on the outside **"Auditing Services - Tohoqua Community Development District."** Proposals must be received by **Monday, August 27, 2018, 2:00 P.M.**, at the office of the District Manager. Please direct all questions regarding this Notice to the District Manager.

George S. Flint  
Governmental Management Services - Central Florida, LLC  
District Manager