

*Tohoqua  
Community Development District*

*Agenda*

*October 3, 2018*

# AGENDA

# *Tohoqua*

## *Community Development District*

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135 W. Central Blvd., Suite 320, Orlando, Florida 32801  
Phone: 407-841-5524 – Fax: 407-839-1526

September 26, 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, October 3, 2018 at 9:00 AM at the West Osceola Branch Library, 305 Campus Street, Kissimmee, Florida.** Following is the advance agenda for the meeting:

### **Audit Committee Meeting**

1. Roll Call
2. Public Comment Period
3. Approval of Minutes of June 6, 2018 Meeting
4. Tally of Audit Committee Members Rankings and Selection of an Auditor
5. Adjournment

### **Board of Supervisors Meeting**

1. Roll Call
2. Approval of Minutes of the September 13, 2018 Meeting
3. Acceptance of Audit Committee Recommendation and Selection of #1 Ranked Firm to Provide Auditing Services for the Fiscal Year 2018
4. Ratification of Landscape Maintenance Agreement with Earth Tec
5. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. District Manager's Report
    - i. Balance Sheet and Income Statement
    - ii. Consideration of Funding Request #11
6. Other Business
7. Supervisors Requests
8. Adjournment

The second order of business of the Audit Committee Meeting is the Public Comment Period where the public has an opportunity to be heard on propositions coming before the Board as reflected on the agenda, and any other items. The third order of business is the approval of the minutes from the June 6, 2018 meeting. The minutes are enclosed for your review. The third order of business is the tally of the audit committee members rankings and selection of an auditor. Rankings from all audit committee members will be tallied at the meeting to develop

an overall audit committee ranking. The RFP responses have been provided separately and the tally sheet will be provided under separate cover.

The second order of business of the Board of Supervisors meeting is the approval of the minutes of the September 13, 2018 meeting. The minutes are enclosed for your review.

The third order of business is the acceptance of the audit committee recommendation and selection of the #1 ranked firm to provide auditing services for Fiscal Year 2018. There is no back-up material.

The fourth order of business is the ratification of the landscape maintenance agreement with Earth Tec. A copy of the scope of services is enclosed for your review.

The fifth 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 #11. A copy of the funding requests and supporting documentation is enclosed for your review.

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

# AUDIT COMMITTEE MEETING

# MINUTES

MINUTES OF MEETING  
TOHOQUA  
COMMUNITY DEVELOPMENT DISTRICT

The Tohoqua Community Development District Audit Committee met Wednesday, June 6, 2018 at 9:15 a.m. at the West Osceola Branch Library, 305 Campus Street, Kissimmee, FL.

Present were:

Andre Vidrine  
Kaitlyn Noyes  
James Dowd  
George Flint

Chairman

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Flint called the Audit Committee meeting to order at 9:15 a.m.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. Flint: There are no members of the public here so we will move on.

**THIRD ORDER OF BUSINESS**

**Audit Services**

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

Mr. Flint: We have included the recommended instructions in the agenda as well as the selection criteria. These are the standard instructions we use for bidding out auditing services. We are asking that they provide five years of pricing. The District would enter into an annual engagement letter for each year. Historically, we have bid out every three years but we are recommending that we shift that to five years. This locks in five years of pricing but does not obligate you to retain them for all five years. The selection criteria are specified with the exception of price which you can include or exclude. You could choose to make the selection solely based on qualifications. However, we recommend you include price because it is a very price competitive industry. The criteria include the ability of personnel, their experience, their understanding and the scope, their ability to furnish the services, and price. Each criterion is weighted equally at 20 points. You could change the weighting if you chose to do that. We've found that 20-point equal weighting works fine. We will advertise this in the Orlando Sentinel but we also mail it out to around a half

dozen firms that do 98% of these audits. We typically get at least four responses. We bring the responses back to the Audit Committee at your next meeting for review and ranking.

On MOTION by Mr. Vidrine seconded by Mr. Dowd with all in favor the RFP and Selection Criteria was approved.

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

Mr. Flint: This notice will run in the Orlando Sentinel.

On MOTION by Mr. Vidrine seconded by Mr. Dowd, with all in favor the Notice of Request for Proposals for Audit Services was approved.

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

Mr. Flint: Through the information that is provided in the agenda, we are publicly announcing the opportunity to provide auditing services.

**FOURTH ORDER OF BUSINESS**

**Adjournment**

Mr. Flint adjourned the meeting at 9:20 a.m.

On MOTION by Mr. Vidrine seconded by Mr. Dowd with all in favor the Audit Committee meeting adjourned at 9:20 a.m.

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Chairman



## SECTION IV

**Tohoqua CDD Auditor Selection**

	<b>Ability of Personnel (20 pts)</b>	<b>Proposer's Experience (20 pts)</b>	<b>Understanding of Scope of Work (20 pts)</b>	<b>Ability to Furnish the Required Services (20 pts)</b>	<b>Price (20 pts)</b>	<b>Total Points Earned</b>	<b>Ranking (1 being highest)</b>
<b>Berger, Toombs, Elam, Gaines &amp; Frank</b>					2018 - \$3,000 2019 - \$3,000 2020 - \$3,150 2021 - \$3,325 2022 - \$3,325		
<b>Grau &amp; Associates</b>					2018 - \$3,200 2019 - \$3,300 2020 - \$3,400 2021 - \$3,500 2022 - \$3,600		

# **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 Thursday, September 13, 2018 at 11:30 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
James Dowd	Assistant Secretary

Also present were:

Jill Burns	District Manager
Andrew d'Adesky	District Counsel

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order at 11:35 a.m. and called the roll. Three Supervisors were present, with Mr. Trace and Ms. Noyes absent.

**SECOND ORDER OF BUSINESS**

**Approval of Minutes of the June 6, 2018 Meeting**

Ms. Burns: Did the Board have any questions, comments or corrections to the minutes?

Mr. Vidrine: I have no questions.

Ms. Burns: 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 June 6, 2018 Meeting, were approved as presented.
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**THIRD ORDER OF BUSINESS**

**Public Hearing**

Ms. Burns: We need a motion to open the public hearing.

On MOTION by Mr. Vidrine, seconded by Mr. Dowd, with all in favor, the public hearing was opened.

**A. Consideration of Resolution 2018-13 Adopting the Fiscal Year 2019 Budget and Relating to the Annual Appropriations**

Ms. Burns: There are no members of the public present at this time, so the Board could consider Resolution 2018-13, adopting the Fiscal Year 2019 budget and appropriating funds.

Mr. d'Adesky: Jill, what sums need to be filled in on Resolution 2018-13?

Ms. Burns: The total General Fund is \$952,213 and the total Debt Service Fund is \$138,078, for a total of all funds of \$1,090,291. The budget is attached as Exhibit A. This is the first year that we are going to be placing assessments on the roll.

Mr. Vidrine: Are all assessments going to be on the roll?

Ms. Burns: 329 lots are going on the roll. The gross assessment per lot is \$836.94, with a total overall budget of \$952,213. Andre is pointing out the General Fund sum. When you add that amount, plus the debt service, it equals \$1,090,291.

Ms. Burns: This is just the General Fund. The platted lots and the direct bill portion are listed at the top. Are there any questions on any of the budget items? Is there anything that anyone wanted to bring up?

Mr. d'Adesky: Obviously, the budget will be increasing as we build out, take on more responsibilities and start landscaping and maintaining. We've already done some conveyances, and conveyed some elements to the City. The annexation is done correctly.

Mr. Vidrine: Great. It's well thought out.

Ms. Burns: Do we have any questions?

Mr. Vidrine: I don't have any questions.

Ms. Burns: If not, we need a motion to adopt Resolution 2018-13.

On MOTION by Mr. Vidrine, seconded by Mr. Dowd, with all in favor, Resolution 2018-13, Adopting the Fiscal Year 2019 Budget and Relating to the Annual Appropriations, was adopted.

**B. Consideration of Resolution 2018-14 Imposing Special Assessments and Certifying an Assessment Roll**

Ms. Burns: This outlines the collection schedule for the lots that will be collected on roll and the direct bill parcels. I have a copy of the Assessment Roll, if anyone would like to see it, which will be certified with the County.

Mr. d'Adesky: Obviously, at this point, most, if not all of the lots are still owned by Mattamy Homes LLC.

Ms. Burns: Are there any questions on the Tax Roll? If not, we need a motion to adopt Resolution 2018-14.

On MOTION by Mr. Vidrine, seconded by Mr. Hooker, with all in favor, Resolution 2018-14 Imposing Special Assessments and Certifying an Assessment Roll, was adopted.

Ms. Burns: We need a motion to close the public hearing.

On MOTION by Mr. Vidrine, seconded by Mr. Hooker, with all in favor, the public hearing was closed.

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

#### **Staff Reports**

##### **A. Attorney**

Ms. Burns: Andrew?

Mr. d'Adesky: I have nothing further to report.

##### **B. Engineer**

Ms. Burns: Eric is not here.

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

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

Ms. Burns: No action is needed on the Unaudited Financial Statements through July 31, 2018, but I would be happy to answer any questions.

Mr. Vidrine: I have no questions.

###### **ii. Consideration of Funding Request #8, #9 & #10**

Ms. Burns: Funding Requests #8, #9 & #10 are in your agenda package. Funding Request #8 is for \$5,603.89, Funding Request #9 is for \$5,493.89 and Funding Request #10 is for \$6,657.48.

Mr. Vidrine: I have no questions.

Ms. Burns: If there are no questions, we need a motion to approve the three Funding Requests.

On MOTION by Mr. Vidrine, seconded by Mr. Dowd, with all in favor, Funding Requests #8, #9 & #10, were approved.

**iii. Approval of Fiscal Year 2019 Meeting Schedule**

Ms. Burns: This is our last scheduled meeting for the current fiscal year. The new fiscal year starts on October 1<sup>st</sup>. We need to approve our Fiscal Year 2019 meeting schedule. An outline of that schedule is in your agenda package. Meetings are the first Wednesday of each month, at 9:00 a.m., at this location, which is the same schedule that you have now. There are a couple of dates that we will probably have to look at moving, such as the January 2<sup>nd</sup> and July 3<sup>rd</sup> meetings, because of holidays. We can advertise this schedule, and either cancel meetings, if they are not needed or push them back a week. If everyone is okay with the Fiscal Year 2019 meeting schedule, we need a motion to approve it.

On MOTION by Mr. Vidrine, seconded by Mr. Dowd, with all in favor, the Fiscal Year 2019 meeting schedule, was approved as presented.

**FIFTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**SIXTH ORDER OF BUSINESS**

**Supervisors Requests**

There being none, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns: 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



June 6, 2018

Mark Hooker  
Orlando, FL

## **TOHOQUA – CROSS PRAIRIE PKWY**

### **Basic Maintenance Scope**

#### **Scope 1 (Mowing)**

40 Cycles, all turf grass shall be mowed no less than once per week during heavy growing season May 15th – Oct. 15th and every other week, Oct. 15th – May 15th.

#### **Scope 2 (Edging, Weed Eating & Blowing)**

40 Cycles, edging and trimming of all walks and other paved areas included in contract shall be performed on a weekly basis May 15th – Oct. 15th and every other week, Oct. 15th – May 15th.

#### **Scope 3 (Pruning & Trimming)**

Pruning and Trimming to maintain a natural shall be done on an as needed basis with heavy pruning & trimming conducted immediately following flowering periods.

#### **Scope 4 (Weed Control)**

Shrub & ground cover beds shall be kept reasonably weed free, with respect to site conditions and time of year. This will be obtained through the use of pre-emergent herbicides, selective herbicides and manual weeding.

#### **Scope 5 (Fertilization)**

A custom fertilization program shall be implemented to include no less than (2) turf applications and (2) plant applications per year. Specific pest or disease issues will be addressed if they appear and may require treatments at an additional charge.

#### **Scope 6 (Tree/Palm Trimming)**

Tree/Palm trimming shall be done once per year or as needed to maintain desired clear trunk height. Any tree over 14' will be billed as extra

#### **Scope 7 (Irrigation Inspection)**

A complete inspection of the irrigation system shall be done (12) times per year and any problems reported.

#### **Scope 8 (Base Line™ Monitoring)**

24/7 online monitoring of system and alerts with certified technician response of 8 hours or less. Two full-time Baseline certified technicians on staff with minimum 16 Hours installation/monitoring/2-wire repair training & 5 years minimum installation/monitoring/2-wire repair experience. Replacement materials (including controller components) kept in stock for immediate availability.



### MAINTENANCE COSTS

General Services (40) times per year.	\$33,100.00 annually or \$2,758.33 per month
Hort Program/Fertilization (2) times per year.	\$ 3,420.00 annually or \$ 285.00 per month
Irrigation Inspection (12) times per year.	\$ 2,700.00 annually or \$ 225.00 per month
Base Line™ System Monitoring	\$ 4,800.00 annually or \$ 400.00 per month

Total of proposed services.	<u>\$44,020.00 annually or \$ 3,668.33 per month</u>
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Other services available but not included:

- Design of landscape and/or irrigation improvements to the property
- Removal of dead plant material resulting from inclement weather or other damage
- Irrigation system repairs, installation, or modification
- Post storm clean up/debris removal due to major storms, hurricanes, floods, etc.
- Mulch replenish (1) time per year at \$56.00/CYD **\*Billed actual Qty. time of install**

Please contact me or John Gordon with any questions or if you need additional information.

Sincerely,

Kevin J. Rogers  
Director of Maintenance & Estimating  
[Kevin@earthtecflorida.com](mailto:Kevin@earthtecflorida.com)

APPROVED

DATE

TOTTOQUA COMMUNITY  
DEVELOPMENT  
DISTRICT



June 6, 2018

Mark Hooker  
Orlando, FL

## **TOHOQUA – PHASE 1 (CPP Not Included)**

### **Basic Maintenance Scope**

#### **Scope 1 (Mowing)**

40 Cycles, all turf grass shall be mowed no less than once per week during heavy growing season May 15th – Oct. 15th and every other week, Oct. 15th – May 15th.

#### **Scope 2 (Edging, Weed Eating & Blowing)**

40 Cycles, edging and trimming of all walks and other paved areas included in contract shall be performed on a weekly basis May 15th – Oct. 15th and every other week, Oct. 15th – May 15th.

#### **Scope 3 (Pruning & Trimming)**

Pruning and Trimming to maintain a natural shall be done on an as needed basis with heavy pruning & trimming conducted immediately following flowering periods.

#### **Scope 4 (Weed Control)**

Shrub & ground cover beds shall be kept reasonably weed free, with respect to site conditions and time of year. This will be obtained through the use of pre-emergent herbicides, selective herbicides and manual weeding.

#### **Scope 5 (Fertilization)**

A custom fertilization program shall be implemented to include no less than (2) turf applications and (2) plant applications per year. Specific pest or disease issues will be addressed if they appear and may require treatments at an additional charge.

#### **Scope 6 (Tree/Palm Trimming)**

Tree/Palm trimming shall be done once per year or as needed to maintain desired clear trunk height. Any tree over 14' will be billed as extra

#### **Scope 7 (Irrigation Inspection)**

A complete inspection of the irrigation system shall be done (12) times per year and any problems reported.

#### **Scope 8 (Base Line™ Monitoring)**

24/7 online monitoring of system and alerts with certified technician response of 8 hours or less. Two full-time Baseline certified technicians on staff with minimum 16 Hours installation/monitoring/2-wire repair training & 5 years minimum installation/monitoring/2-wire repair experience. Replacement materials (including controller components) kept in stock for immediate availability.



### MAINTENANCE COSTS

General Services (40) times per year.	\$48,400.00 annually or \$4,033.33 per month
Hort Program/Fertilization (2) times per year.	\$ 3,420.00 annually or \$ 285.00 per month
Irrigation Inspection (12) times per year.	\$ 2,700.00 annually or \$ 225.00 per month
Base Line™ System Monitoring	\$ 4,800.00 annually or \$ 400.00 per month

Total of proposed services.	<u>\$59,320.00 annually or \$ 4,943.33 per month</u>
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**Alt. add for Pond #1: \$12,000.00 annually or \$ 1,000.00 per month**

Other services available but not included:

- Design of landscape and/or irrigation improvements to the property
- Removal of dead plant material resulting from inclement weather or other damage
- Irrigation system repairs, installation, or modification
- Post storm clean up/debris removal due to major storms, hurricanes, floods, etc.
- Mulch replenish (1) time per year at \$56.00/CYD **\*Billed actual Qty. time of install**

Please contact me or John Gordon with any questions or if you need additional information.

Sincerely,

Kevin J. Rogers  
Director of Maintenance & Estimating  
[Kevin@earthtecflorida.com](mailto:Kevin@earthtecflorida.com)

APPROVED

DATE

TOTO QUA Community  
DEVELOPMENT  
DISTRICT  
P. 2015-10-10

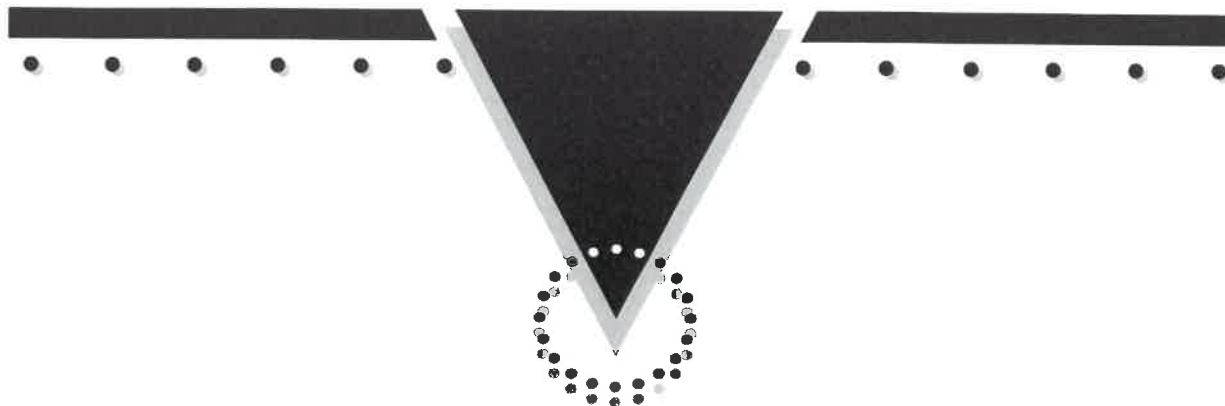


## SECTION V



# SECTION C

# SECTION 1



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

**Unaudited Financial Reporting**

**August 31, 2018**



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1	<u>Balance Sheet</u>
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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**  
**August 31, 2018**

	General Fund	Debt Service Fund	Capital Projects Fund	Totals
<b><u>ASSETS:</u></b>				
CASH	\$10,277	---	---	\$10,277
DUE FROM DEVELOPER	\$6,657	---	---	\$6,657
<b><u>INVESTMENTS</u></b>				
SERIES 2018				
RESERVE	---	\$69,039	---	\$69,039
CAPITAL INTEREST	---	\$51,566	---	\$51,566
CONSTRUCTION	---	---	\$13,088	\$13,088
COSTS OF ISSUANCE	---	---	\$0	\$0
<b>TOTAL ASSETS</b>	<b>\$16,934</b>	<b>\$120,605</b>	<b>\$13,088</b>	<b>\$150,627</b>
<b><u>LIABILITIES:</u></b>				
ACCOUNTS PAYABLE	\$13,004	---	---	\$13,004
<b><u>FUND EQUITY:</u></b>				
FUND BALANCES:				
RESTRICTED FOR DEBT SERVICE	---	\$120,605	---	\$120,605
RESTRICTED FOR CAPITAL PROJECTS	---	---	\$13,088	\$13,088
UNASSIGNED	\$3,930	---	---	\$3,930
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$16,934</b>	<b>\$120,605</b>	<b>\$13,088</b>	<b>\$150,627</b>

**Tohoqua**  
**COMMUNITY DEVELOPMENT DISTRICT**

**GENERAL FUND**

Statement of Revenues & Expenditures

For The Period Ending August 31, 2018

**REVENUES:**

	ADOPTED BUDGET	PRORATED BUDGET THRU 08/31/18	ACTUAL THRU 08/31/18	VARIANCE
DEVELOPER CONTRIBUTIONS	\$98,199	\$71,442	\$71,442	\$0
<b>TOTAL REVENUES</b>	<b>\$98,199</b>	<b>\$71,442</b>	<b>\$71,442</b>	<b>\$0</b>

**EXPENDITURES:**

**ADMINISTRATIVE:**

SUPERVISOR FEES	\$9,600	\$8,800	\$3,000	\$5,800
FICA EXPENSE	\$734	\$673	\$230	\$443
ENGINEERING	\$12,000	\$11,000	\$3,380	\$7,620
ATTORNEY	\$25,000	\$22,917	\$16,335	\$6,582
DISSEMINATION AGENT	\$0	\$0	\$2,500	(\$2,500)
MANAGEMENT FEES	\$35,000	\$32,083	\$32,083	\$0
INFORMATION TECHNOLOGY	\$1,100	\$1,008	\$1,469	(\$461)
TELEPHONE	\$300	\$275	\$13	\$262
POSTAGE	\$1,000	\$917	\$107	\$809
INSURANCE	\$5,665	\$5,665	\$5,000	\$665
PRINTING & BINDING	\$1,000	\$917	\$737	\$180
LEGAL ADVERTISING	\$5,000	\$4,583	\$12,584	(\$8,000)
OTHER CURRENT CHARGES	\$1,000	\$917	\$123	\$794
OFFICE SUPPLIES	\$625	\$573	\$151	\$422
DUES, LICENSE & SUBSCRIPTIONS	\$175	\$175	\$175	\$0

<b>TOTAL EXPENDITURES</b>	<b>\$98,199</b>	<b>\$90,502</b>	<b>\$77,886</b>	<b>\$12,617</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>(\$6,444)</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$10,374</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$3,930</b>	

# Tohoqua

## COMMUNITY DEVELOPMENT DISTRICT

### DEBT SERVICE

#### Statement of Revenues & Expenditures

For The Period Ending August 31, 2018

#### REVENUES:

	ADOPTED BUDGET	PRORATED BUDGET THRU 08/31/18	ACTUAL THRU 08/31/18	VARIANCE
BOND PROCEEDS	\$0	\$0	\$144,162	\$144,162
INTEREST	\$0	\$0	\$151	\$151
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$144,313</b>	<b>\$144,313</b>

#### EXPENDITURES:

##### Series 2016

INTEREST - 11/01	\$0	\$0	\$0	\$0
PRINCIPAL - 05/01	\$0	\$0	\$0	\$0
INTEREST - 05/01	\$0	\$0	\$23,708	(\$23,708)
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$23,708</b>	<b>(\$23,708)</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>\$120,605</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$0</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$120,605</b>	

# Tohoqua

## COMMUNITY DEVELOPMENT DISTRICT

### CAPITAL PROJECT FUND

#### Statement of Revenues & Expenditures

For The Period Ending August 31, 2018

#### REVENUES:

	ADOPTED BUDGET	PRORATED BUDGET THRU 08/31/18	ACTUAL THRU 08/31/18	VARIANCE
BOND PROCEEDS	\$0	\$0	\$2,020,838	\$2,020,838
INTEREST	\$0	\$0	\$372	\$372
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,021,210</b>	<b>\$2,021,210</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>\$13,088</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$0</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$13,088</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	\$5,408	\$5,604	\$5,494	\$4,699	\$0	\$71,442
<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>\$5,408</b>	<b>\$5,604</b>	<b>\$5,494</b>	<b>\$4,699</b>	<b>\$0</b>	<b>\$71,442</b>
<b>EXPENDITURES:</b>													
<b>ADMINISTRATIVE</b>													
SUPERVISOR FEES	\$0	\$0	\$0	\$0	\$0	\$2,400	\$0	\$0	\$600	\$0	\$0	\$0	\$3,000
FICA EXPENSE	\$0	\$0	\$0	\$0	\$0	\$184	\$0	\$0	\$46	\$0	\$0	\$0	\$230
ENGINEERING	\$0	\$298	\$0	\$1,090	\$760	\$1,088	\$0	\$0	\$145	\$0	\$0	\$0	\$3,380
ATTORNEY	\$1,943	\$1,074	\$275	\$780	\$2,661	\$4,265	\$1,482	\$1,228	\$1,346	\$1,113	\$170	\$0	\$16,335
DISSEMINATION AGENT	\$0	\$0	\$0	\$0	\$0	\$417	\$417	\$417	\$417	\$417	\$417	\$0	\$2,500
MANAGEMENT FEES	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$0	\$32,083
INFORMATION TECHNOLOGY	\$100	\$419	\$100	\$151	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$0	\$1,469
TELEPHONE	\$0	\$0	\$0	\$0	\$0	\$7	\$0	\$0	\$0	\$0	\$6	\$0	\$13
POSTAGE	\$13	\$21	\$23	\$0	\$4	\$18	\$2	\$0	\$0	\$24	\$1	\$0	\$107
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	\$18	\$6	\$55	\$0	\$0	\$737
LEGAL ADVERTISING	\$9,771	\$0	\$0	\$0	\$0	\$0	\$0	\$171	\$0	\$0	\$2,642	\$0	\$12,584
OTHER CURRENT CHARGES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$121	\$2	\$0	\$0	\$123
OFFICE SUPPLIES	\$41	\$10	\$58	\$0	\$1	\$0	\$20	\$0	\$0	\$21	\$0	\$0	\$151
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>\$11,504</b>	<b>\$5,003</b>	<b>\$4,849</b>	<b>\$5,696</b>	<b>\$4,649</b>	<b>\$6,252</b>	<b>\$0</b>	<b>\$77,886</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$11,049)</b>	<b>\$6,260</b>	<b>\$799</b>	<b>(\$866)</b>	<b>\$777</b>	<b>(\$11,504)</b>	<b>\$9,382</b>	<b>\$558</b>	<b>(\$92)</b>	<b>\$845</b>	<b>(\$1,553)</b>	<b>\$0</b>	<b>(\$6,444)</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	3/7/2018, 05/03/18	\$ 14,384.64	\$ 14,384.64	\$ -	\$ 14,384.64	\$ -
7	5/30/18	6/13/18	\$ 5,407.52	\$ 5,407.52	\$ -	\$ 5,407.52	\$ -
8	6/25/18	7/11/18	\$ 5,603.86	\$ 5,603.89	\$ -	\$ 5,603.89	\$ 0.03
9	7/30/18	8/16/18	\$ 3,535.24	\$ 5,493.89	\$ -	\$ 5,493.89	\$ 1,958.65
10	8/29/18			\$ 4,698.80	\$ -	\$ 4,698.80	\$ 4,698.80
<b>DUE FROM DEVELOPER</b>			<b>\$ 76,629.36</b>	<b>\$ 83,286.84</b>	<b>\$ 11,844.90</b>	<b>\$ 71,441.94</b>	<b>\$ 6,657.48</b>
<b>TOTAL DEVELOPER CONTRIBUTIONS FY18</b>						<b>\$ 71,441.94</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>				
3/15/18	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
5/1/18		Interest		\$ 0.03
6/1/18		Interest		\$ 0.03
7/1/18		Interest		\$ 0.03
7/9/18		Transfer from Cost of Issuance		\$ 12,937.11
8/1/18		Interest		\$ 2.48
<b>TOTAL</b>				<b>\$ 13,294.54</b>
<b>Project (Construction) Fund at 02/08/18</b>				<b>\$ 1,798,838.22</b>
<b>Interest Earned thru 08/31/18</b>				<b>\$ 13,294.54</b>
<b>Requisitions Paid thru 08/31/18</b>				<b>\$ (1,799,045.21)</b>
<b>Remaining Project (Construction) Fund</b>				<b>\$ 13,087.55</b>

## SECTION 2

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

**FY18 Funding Request #11**  
**September 21, 2018**

Payee		General Fund FY2018	General Fund FY2019
1	<b>Governmental Management Services</b> Inv# 13 - Management Fees - September 2018	\$ 3,486.06	
2	<b>Egis Insurance &amp; Risk Advisors</b> Inv# 7509 - FY2019 Insurance Policy Renewal		\$ 5,000.00
3	<b>Orlando Sentinel</b> Inv# 971871000 - Notice of Public Hearing	\$ 2,641.66	
4	<b>Supervisor Fees</b> <b>September 13, 2018</b>		
	Andre Vidrine	\$ 215.30	
	James Dowd	\$ 215.30	
	Marcus Hooker	\$ 215.30	
		\$ 6,773.62	\$ 5,000.00
<b>Total:</b>		\$	<b>11,773.62</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

Invoice #: 13  
Invoice Date: 9/4/18  
Due Date: 9/4/18  
Case:  
P.O. Number:

**Bill To:**

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

RECEIVED

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

Description	Hours/Qty	Rate	Amount
Management Fees - September 2018		2,916.66	2,916.66
Information Technology - September 2018		100.00	100.00
Dissemination Agent Services - September 2018		416.66	416.66
Office Supplies		0.09	0.09
Postage		1.50	1.50
Copies		51.15	51.15
<b>Total</b>			<b>\$3,486.06</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$3,486.06</b>



# INVOICE

Customer	Tohoqua Community Development District
Acct #	769
Date	08/27/2018
Customer Service	Kristina Rudez
Page	1 of 1

Tohoqua Community Development District  
c/o Governmental Management Services  
135 W. Central Boulevard, Suite 320  
Orlando, FL 32801

Payment Information	
Invoice Summary	\$ 5,000.00
Payment Amount	
Payment for:	Invoice#7509
100118327	

Thank You

Please detach and return with payment:



Customer: Tohoqua Community Development District

Invoice	Effective	Transaction	Description	Amount
7509	10/01/2018	Renew policy	Policy #100118327 10/01/2018-10/01/2019 Florida Insurance Alliance POL,EPLI,EBL,Herb & Pest - Renew policy Due Date: 9/26/2018	5,000.00
				Total
				\$ 5,000.00

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

Thank You

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

Remit Payment To: Egis Insurance Advisors, LLC	(321)320-7665	Date
Lockbox 234021 PO Box 84021		
Chicago, IL 60689-4002	cbitner@egisadvisors.com	08/27/2018



**Invoice & Summary**

Billed Account Name: Tohoqua Cdd  
Billed Account Number: CU00619344  
Invoice Number: 000971871000  
Amount: \$2,641.66  
Billing Period: 08/01/18 - 08/31/18  
Due Date: 09/30/18



**INVOICE/SUMMARY**

Page 1 of 2

**Invoice & Summary Details**

Date	tronc Reference #	Description	Ad Size/ Units	Rate	Gross Amount	Total
<i>Current Activity</i>						
✓ 08/13/18	OSC971871	Classified Listings, Online				
✓ 08/20/18		TQA_090518_PublicHearing				
		5753812				2,641.66
<b>Total Current Advertising</b>						2,641.66

**Total:** \$2,641.66

**Account Summary**

Current	1-30	31-60	61-90	91+	Unapplied Amount
2,641.66	0.00	0.00	0.00	0.00	0.00



Please detach and return this portion with your payment.

**Orlando Sentinel**  
MEDIA GROUP

PO Box 100608  
Atlanta, GA 30384-0608

Return Service Requested

**Remittance Section**

Billed Period: 08/01/18 - 08/31/18  
Billed Account Name: Tohoqua Cdd  
Billed Account Number: CU00619344  
Invoice Number: 000971871000

For questions regarding this billing, or change of address notification, please contact Customer Care:

3242000933 PRESORT 933 1 AB 0.405 P1C5 <B>

TOHOQUA CDD  
STACIE VANDERBILT  
135 W CENTRAL BLVD STE 320  
ORLANDO FL 32801-2435

Orlando Sentinel  
PO Box 100608  
Atlanta, GA 30384-0608



00061934400061934403000971871 00264166 00264166 3

# Orlando Sentinel

MEDIA GROUP

Published Daily  
ORANGE County, Florida

STATE OF FLORIDA

COUNTY OF OSCEOLA

Before the undersigned authority personally appeared Karen Pistone / Cheryl Alli, who on oath says that he or she is an Advertising Representative of the ORLANDO SENTINEL, a DAILY newspaper published at the ORLANDO SENTINEL in ORANGE County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter of 11220-2 Column Legals, September 5, 2018 9:00 a.m. was published in said newspaper in the issues of Aug 13, 2018; Aug 20, 2018.

Affiant further says that the said ORLANDO SENTINEL is a newspaper published in said ORANGE County, Florida, and that the said newspaper has heretofore been continuously published in said ORANGE County, Florida, each day and has been entered as periodicals matter at the post office in ORANGE County, Florida, in said ORANGE County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Cheryl Alli  
Signature of Affiant

CHERYL ALLI  
Printed Name of Affiant

Sworn to and subscribed before me on this 28 day of August, 2018,  
by above Affiant, who is personally known to me ( X ) or who has produced  
identification ( ).

Jean M Gaille  
Signature of Notary Public



Name of Notary, Typed, Printed, or Stamped

**YDHOQUA COMMUNITY DEVELOPMENT DISTRICT**  
**NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2018/2019 BUDGET; NOTICE OF PUBLIC HEARING TO CONSIDER THE IMPOSITION OF OPERATIONS AND MAINTENANCE SPECIAL ASSESSMENTS, ADOPTION OF AN ASSESSMENT ROLL, AND THE LEVY, COLLECTION, AND ENFORCEMENT OF THE SAME; NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING; AND NOTICE OF AUDIT COMMITTEE MEETING.**

Upcoming Public Hearings, and Regular Meeting

The Board of Supervisors ("Board") for the Tohoqua Community Development District ("District") will hold the following two public hearings, a regular meeting and an audit meeting:

DATE:  
TIME:  
September 5, 2018  
9:00 a.m.  
LOCATION: West Osceola Branch Library  
305 Campus Street  
Kissimmee, FL 34747

The first public hearing is being held pursuant to Chapter 190, Florida Statutes, to receive public comment and objections on the District's proposed budget ("Proposed Budget") for the fiscal year beginning October 1, 2018 and ending September 30, 2019 ("Fiscal Year 2018/2019"). The second public hearing is being held pursuant to Chapters 190 and 197, Florida Statutes, to consider the imposition of operations and maintenance special assessments ("O&M Assessments") upon the lands located within the District, to fund the Proposed Budget for Fiscal Year 2018/2019; to consider the adoption of an assessment roll; and, to provide for the levy, collection, and enforcement of assessments. At the conclusion of the hearings, the Board will, by resolution, adopt a budget and levy O&M Assessments as finally approved by the Board. A Board meeting of the District will also be held where the Board may consider any other District business. Following the adjournment of the regular board meeting there will be a meeting of the audit committee of the Tohoqua Community Development District

#### Description of Assessments

The District imposes O&M Assessments on benefitted property within the District for the purpose of funding the District's general administrative, operations, and maintenance budget. A geographic depiction of the property potentially subject to the proposed O&M Assessments is identified in the map attached hereto. The table below shows the schedule of the proposed O&M Assessments, which are subject to change at the hearing:

contact the Fl  
8770 (Voice), f

Please note th  
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proceedings is  
be based.

George Flint  
Governmental  
District Manag

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**TOHOQUE COMMUNITY DEVELOPMENT DISTRICT  
NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FISCAL YEAR  
2018/2019 BUDGET; NOTICE OF PUBLIC HEARING TO CONSIDER THE IMPOSITION  
OF OPERATIONS AND MAINTENANCE SPECIAL ASSESSMENTS, ADOPTION OF AN  
ASSESSMENT ROLL, AND THE LEVY, COLLECTION, AND ENFORCEMENT OF THE  
SAME; NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING; AND NOTICE  
OF AUDIT COMMITTEE MEETING.**

**Upcoming Public Hearings, and Regular Meeting**

The Board of Supervisors ("Board") for the Tohoque Community Development District ("District") will hold the following two public hearings, a regular meeting and an audit meeting:

**DATE:**

**TIME:**

September 5, 2018

9:00 a.m.

**LOCATION:** West Osceola Branch Library

305 Campus Street

Kissimmee, FL 34747

The first public hearing is being held pursuant to Chapter 190, Florida Statutes, to receive public comment and objections on the District's proposed budget ("Proposed Budget") for the fiscal year beginning October 1, 2018 and ending September 30, 2019 ("Fiscal Year 2018/2019"). The second public hearing is being held pursuant to Chapters 190 and 197, Florida Statutes, to consider the imposition of operations and maintenance special assessments ("O&M Assessments") upon the lands located within the District, to fund the Proposed Budget for Fiscal Year 2018/2019; to consider the adoption of an assessment roll; and, to provide for the levy, collection, and enforcement of assessments. At the conclusion of the hearings, the Board will, by resolution, adopt a budget and levy O&M Assessments as finally approved by the Board. A Board meeting of the District will also be held where the Board may consider any other District business. Following the adjournment of the regular board meeting there will be a meeting of the audit committee of the Tohoque Community Development District.

**Description of Assessments**

The District imposes O&M Assessments on benefitted property within the District for the purpose of funding the District's general administrative, operations, and maintenance budget. A geographic depiction of the property potentially subject to the proposed O&M Assessments is identified in the map attached hereto. The table below shows the schedule of the proposed O&M Assessments, which are subject to change at the hearing:

Land Use	Total # of Units / Acres	SAU Factor	Proposed Assessment (including collection costs / early payment discounts)
Townhouse	101	1.0	\$237
Single Family - 40'	71	1.0	\$237
Single Family - 45'	88	1.0	\$237
Single Family - 55'	66	1.0	\$237
Single Family - 70'	1	1.0	\$237

The proposed O&M Assessments as stated include collection costs and/or early payment discounts, which Osceola County ("County") may impose on assessments that are collected on the County tax bill. Moreover, pursuant to Section 197.3632(4), Florida Statutes, the lien amount shall serve as the "maximum rate" authorized by law for O&M Assessments, such that no assessment hearing shall be held or notice provided in future years unless the assessments are proposed to be increased or another criterion within Section 197.3632(4), Florida Statutes, is met. Note that the O&M Assessments do not include any debt service assessments previously levied by the District and due to be collected for Fiscal Year 2018/2019.

For Fiscal Year 2018/2019, the District intends to have the County tax collector collect the assessments imposed on certain developed property, and will directly collect the assessments imposed on the remaining benefitted property by sending out a bill prior to, or during, November 2018. It is important to pay your assessment because failure to pay will cause a tax certificate to be issued against the property which may result in loss of title, or for direct billed assessments, may result in a foreclosure action, which also may result in a loss of title. The District's decision to collect assessments on the tax roll or by direct billing does not preclude the District from later electing to collect those or other assessments in a different manner at a future time.

**Additional Provisions**

The public hearings and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. A copy of the Proposed Budget, proposed assessment roll, and the agenda for the hearings and meeting may be obtained at the offices of the District Manager, located at 135 W. Central Boulevard, Suite 320, Orlando, Florida 32801, (407) 841-5524 ("District Manager's Office"), during normal business hours. The public hearings and meetings may be continued to a date, time, and place to be specified on the record at the hearings or meeting. There may be occasions when staff or board members may participate by speaker telephone.

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 Manager's Office.

Please note that all affected property owners have the right to appear at the public hearings and meeting, and may also file written objections with the District Manager's Office within twenty days of publication of this notice. Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearings or meeting is advised that person will need a record of 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.

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



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