

**PARK EAST  
COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS  
PUBLIC HEARING, AUDIT COMMITTEE & REGULAR MEETING  
OCTOBER 07, 2021**

**PARK EAST  
COMMUNITY DEVELOPMENT DISTRICT AGENDA  
OCTOBER 07, 2021 AT 2:00 P.M.  
THE OFFICES OF MERITUS DISTRICTS  
LOCATED AT 2005 PAN AM CIRCLE, SUITE 300, TAMPA, FL 33607**

<b>District Board of Supervisors</b>	Chair Vice-Chair Supervisor Supervisor Supervisor	Jeffery S. Hills Nicholas J. Dister Ryan Motko Steven K. Luce Alberto Viera
<b>District Manager</b>	Meritus	Brian Lamb
<b>District Attorney</b>	Straley Robin Vericker	John Vericker
<b>District Engineer</b>	Stantec, Inc	Tonja Stewart

***All cellular phones and pagers must be turned off while in the meeting room***

The meeting will begin at **2:00 p.m.**

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically, no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 873-7300, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1 who can aid you in contacting the District Office.

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

## Park East Community Development District

*Dear Board Members:*

The Public Hearing, Audit Committee & Regular Meeting of Park East Community Development District will be held on **October 07, 2021 at 2:00 p.m. at the Offices of Meritus located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607**. Please let us know at least 24 hours in advance if you are planning to call into the meeting. Following is the Agenda for the Meeting:

**Call In Number: 1-866-906-9330**

**Access Code: 4863181**

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT ON AGENDA ITEMS**
- 3. RECESS TO PUBLIC HEARING**
- 4. PUBLIC HEARING ON LEVY SPECIAL ASSESSMENTS**
  - A. Open Public Hearing on Levying Special Assessments
  - B. Staff Presentations
  - C. Public Comment
  - D. Close Public Hearing on Levying Special Assessments
  - E. Consideration of Resolution 2022-01; Levying Special Assessments.....Tab 01
- 5. RECESS TO AUDIT COMMITTEE MEETING**
- 6. AUDIT COMMITTEE MEETING**
  - A. Open the Audit Committee Meeting
  - B. Evaluate and Rank the Audit Proposals
    - i. *Grau & Associates* .....Tab 02
  - C. Finalize the Ranking and Consideration of Audit Committee Recommendation
  - D. Close the Audit Committee Meeting
- 7. RETURN AND PROCEED TO REGULAR MEETING**
- 8. BUSINESS ITEMS**
  - A. Consideration of Audit Committee Recommendations and Evaluation
  - B. Consideration of Resolution 2022-02; Setting FY 2021 Meeting Schedule.....Tab 03
  - C. Consideration of Proposal for District Engineering Services.....Tab 04
  - D. General Matters of the District
- 9. CONSENT AGENDA ITEMS**
  - A. Consideration of Special Organizational Meeting Minutes July 01, 2021..... Tab 05
  - B. Consideration of Landowner Election Minutes August 05, 2021.....Tab 06
  - C. Consideration of Audit Committee & Regular Meeting Minutes August 05, 2021..... Tab 07
  - D. Consideration of Public Hearing & Regular Meeting September 02, 2021.....Tab 08
- 10. VENDOR AND STAFF REPORTS**
  - A. District Counsel
  - B. District Manager
  - C. District Engineer
- 11. BOARD MEMBERS COMMENTS**
- 12. PUBLIC COMMENTS**
- 13. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 873-7300.

Sincerely,



Brian Lamb, CEO  
Meritus

**RESOLUTION 2022-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PARK EAST COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING THE CONSTRUCTION AND ACQUISITION OF CERTAIN CAPITAL PUBLIC IMPROVEMENTS; EQUALIZING, APPROVING, CONFIRMING, AND LEVYING NON-AD VALOREM SPECIAL ASSESSMENTS ON THE PROPERTY SPECIALLY BENEFITED BY SUCH PUBLIC IMPROVEMENTS TO PAY THE COST THEREOF; PROVIDING A METHOD FOR ALLOCATING THE TOTAL ASSESSMENTS AMONG THE BENEFITED PARCELS WITHIN THE DISTRICT; CONFIRMING THE DISTRICT'S INTENTION TO ISSUE ITS SPECIAL ASSESSMENT REVENUE BONDS; PROVIDING FOR CHALLENGES AND PROCEDURAL IRREGULARITIES; PROVIDING FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.**

BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PARK EAST COMMUNITY DEVELOPMENT DISTRICT AS FOLLOWS:

**SECTION 1. AUTHORITY FOR THIS RESOLUTION.** This Resolution is adopted pursuant to Chapters 170, 190, and 197, Florida Statutes.

**SECTION 2. FINDINGS.** The Board of Supervisors (the “**Board**”) of the Park East Community Development District (the “**District**”) hereby finds and determines as follows:

(a) The District is a local unit of special purpose government organized and existing under and pursuant to Chapter 190, Florida Statutes, as amended.

(b) The District is authorized under Chapter 190, Florida Statutes, to construct and acquire certain capital public improvements as described in the Report of the District Engineer dated July 30, 2021 (the “**Project**”), attached hereto as **Exhibit “A.”**

(c) The District is authorized by Chapters 170 and 190, Florida Statutes, to levy non-ad valorem special assessments to pay all or any part of the cost of capital public improvements such as the Project and to issue bonds payable from non-ad valorem special assessments as provided in Chapters 170 and 190, Florida Statutes.

(d) It is desirable for the public safety and welfare that the District construct and acquire the Project on certain lands within the District, the nature and location of which are described in Resolution 2021-27 and more specifically described in the plans and specifications on file at the registered office of the District; that the cost of such Project be assessed against the lands specially benefited thereby, and that the District issue its special assessment revenue bonds, in one or more series (herein, the “**Bonds**”), to provide funds for such purpose pending the receipt of such special assessments.

(e) The implementation of the Project, the levying of such non-ad valorem special assessments and the sale and issuance of the Bonds serves a proper, essential, and valid public purpose.

(f) In order to provide funds with which to pay the cost of constructing and acquiring a portion of the Project which are to be assessed against the benefited properties pending the collection of such special assessments, it is necessary for the District to issue and sell the Bonds.

(g) By Resolution 2021-27, the Board determined to implement the Project and to defray the cost thereof by levying non-ad valorem special assessments on benefited property and expressed an intention to issue the Bonds to provide the funds needed therefor prior to the collection of such special assessments. Resolution 2021-27 was adopted in compliance with the requirements of Section 190.016, Florida Statutes and with the requirements of Section 170.03, Florida Statutes, and prior to the time the same was adopted, the requirements of Section 170.04, Florida Statutes had been complied with.

(h) Resolution 2021-27 was published as required by Section 170.05, Florida Statutes, and a copy of the publisher's affidavit of publication is on file with the Chairman of the Board.

(i) A preliminary assessment roll has been prepared and filed with the Board as required by Section 170.06, Florida Statutes.

(j) As required by Section 170.07, Florida Statutes, upon completion of the preliminary assessment roll, the Board adopted Resolution 2021-28 fixing the time and place of a public hearing at which owners of the property to be assessed and other persons interested therein may appear before the Board and be heard as to (i) the propriety and advisability of implementing the Project, (ii) the cost thereof, (iii) the manner of payment therefor, (iv) the assessment methodology and (v) the amount thereof to be assessed against each specially benefited property.

(k) The Board met as an equalizing board, conducted such public hearing and heard and considered all comments and complaints as to the matters described in paragraph (j) above, and based thereon, has made such modifications in the preliminary assessment roll as it deems desirable in the making of the final assessment roll.

(l) Having considered revised estimates of the construction costs of the Project, revised estimates of financing costs, the assessment methodology, and all complaints and evidence presented at such public hearing, the Board finds and determines:

(i) that the estimated costs of the Project, plus financing related costs, capitalized interest, a debt service reserve, and contingency is as specified in the Master Assessment Methodology Report dated August 5, 2021 (the "**Assessment Report**") attached hereto as **Exhibit "B,"** and the amount of such costs is reasonable and proper;

(ii) it is reasonable, proper, just and right to assess the cost of such Project against the properties specially benefited thereby using the methods determined by the Board, which will result in the non-ad valorem special assessments set forth on the final assessment roll;

(iii) it is hereby declared that the Project will constitute a special benefit to all parcels of real property listed on the final assessment roll set forth in the Assessment Report and that the benefit, in the case of each such parcel, will be equal to or in excess of the non-ad valorem special assessments thereon; and

(iv) it is desirable that the non-ad valorem special assessments be paid and collected as herein provided.

**SECTION 3. DEFINITIONS.** Capitalized words and phrases used herein but not defined herein shall have the meaning given to them in the Assessment Report. In addition, the following words and phrases shall have the following meanings:

**“Assessable Unit”** means a building lot in the product type or lot size as set forth in the Assessment Report.

**“Debt Assessment”** or **“Debt Assessments”** means the non-ad valorem special assessments imposed to repay the Bonds which are being issued to finance the construction and acquisition of the Project as described in the Assessment Report.

**“Developer”** means **Park East Holdings, LLC**, a Florida limited liability company, and its successors and assigns.

**SECTION 4. AUTHORIZATION OF PROJECT.** The Project described in Resolution 2021-27, as more specifically described by the plans and specifications therefor on file in the registered office of the District, is hereby authorized and approved and the proper officers, employees and agents of the District are hereby authorized and directed to take such further action as may be necessary or desirable to cause the same to be constructed or acquired following the issuance of Bonds referred to herein.

**SECTION 5. ESTIMATED COST OF PROJECT.** The total estimated costs of the Project, and the costs to be paid by the Debt Assessments on all specially benefited property is set forth in the Assessment Report.

**SECTION 6. EQUALIZATION, APPROVAL, CONFIRMATION AND LEVY OF ASSESSMENTS.** The Debt Assessments on the benefited parcels as set forth in the Assessment Report, including the preliminary assessment roll, and the findings of section 2 herein above are hereby approved and confirmed. The Debt Assessments against each respective parcel specially benefited by the Project, all as specified in the final assessment roll, are hereby equalized, approved, confirmed and levied. Promptly following the adoption of this Resolution, those Debt Assessments shall be recorded by the Secretary of the Board of the District in a special book, to

be known as the "**Improvement Lien Book.**" The Debt Assessment or Debt Assessments against the benefited parcels shown on such final assessment roll and interest and penalties thereon, as hereafter provided, shall be and shall remain a legal, valid and binding first lien on such benefited parcels until paid; such lien shall be coequal with the lien of all state, county, district and municipal taxes and special assessments, and superior in dignity to all other liens, titles, and claims (except for federal liens, titles, and claims).

**SECTION 7. FINALIZATION OF DEBT ASSESSMENTS.** When the Project has been constructed to the satisfaction of the Board, the Board shall adopt a resolution accepting the same and determining the actual costs to the District thereof, as required by Sections 170.08 and 170.09, Florida Statutes. In the event that the actual costs to the District for the Project is less than the amount assessed therefor, the District shall credit to each Debt Assessment for the Project the proportionate difference between the Debt Assessment as hereby made, approved and confirmed and the actual costs of the Project, as finally determined upon completion thereof. In no event, however, shall the final amount of any such Debt Assessment exceed the amount originally assessed hereunder. In making such credits, no discount shall be granted or credit given for any part of the payee's proportionate share of any actual bond financing costs, such as cost of issuance, capitalized interest, if any, funded reserves or bond discount included in the estimated cost of the Project. Such credits shall be entered in the Improvement Lien Book. Once the final amount of the Debt Assessments for all of the Project has been determined, the term "**Debt Assessment**" shall mean the sum of the actual costs of the Project benefiting the benefited parcels plus financing costs.

**SECTION 8. ALLOCATION OF DEBT ASSESSMENTS WITHIN THE BENEFITED PARCELS.** Because it is contemplated that the land will be subdivided into lots to be used for the construction of residential units, and that such individual lots will be sold to numerous purchasers, the Board deems it desirable to establish a method for allocating the total Debt Assessment among the various lots that will exist so that the amount so allocated to each lot will constitute an assessment against, and a lien upon, each such lot without further action by the Board.

The Board has been informed by the Developer that each lot of a particular product type as identified in the Assessment Report will be of approximately the same size as each other lot of the same product type. While it would be possible to allocate the Debt Assessments among each lot of a particular product type on the basis of the square footage of each such lot, the Board does not believe that the special benefits afforded by the Project to each lot vary to any material degree due to comparatively minor variations in the square footage of each lot. Instead, the Board believes, and hereby finds, that based upon the Developer's present development plans, each lot of the same product type will be benefited equally by the Project, regardless of minor variations in the square footage of the lots.

If the Developer's plans change and the size of the Assessable Units vary to a degree such that it would be inequitable to levy Debt Assessments in equal amounts against each Assessable Unit of the same product type, then the Board may, by a supplemental resolution, reallocate the Debt Assessments against the Assessable Units on a more equitable basis and in doing so the Board

may ignore minor variations among lots of substantially equal square footage; provided, however, that before adoption of any resolution the Board shall have obtained and filed with the trustee for the Bonds (herein, the “**Trustee**”): (i) an opinion of counsel acceptable to the District to the effect that the Debt Assessments as reallocated were duly levied in accordance with applicable law, that the Debt Assessments as reallocated, together with the interest and penalties, if any, thereon, will constitute a legal, valid and binding first lien on the Assessable Units as to which such Debt Assessments were reallocated until paid in full, and that such lien is coequal with the lien of all state, county, district and municipal taxes and special assessments, and superior in dignity to all other liens, titles, and claims (except for federal liens, titles, and claims), whether then existing or thereafter created; and (ii) a certificate from the District's methodology consultant together with supporting schedule confirming that the aggregate cash flow from the reallocated Debt Assessments is not less than the aggregate cash flow from the original Assessments.

If the Board reallocates Debt Assessments as provided in the preceding paragraph, a certified copy of the supplemental resolution approving such reallocation shall be filed with the Trustee within 30 days after its adoption and a revised Debt Assessment roll shall be prepared and shall be recorded in the Improvement Lien Book created pursuant hereto.

**SECTION 9. PAYMENT OF DEBT ASSESSMENTS.** At the end of the capitalized interest period referenced in the Assessment Report (if any), the Debt Assessments for the Bonds shall be payable in substantially equal annual installments of principal and interest over a period of 30 years, in the principal amounts set forth in the documents relating to the Bonds, together with interest at the applicable coupon rate of the Bonds, such interest to be calculated on the basis of a 360 day year consisting of 12 months of thirty days each, plus the District's costs of collection and assumed discounts for Debt Assessments paid in November; provided, however, that any owner of land (unless waived in writing by the owner or any prior owner and the same is recorded in the public records of the county) against which an Debt Assessment has been levied may pay the entire principal balance of such Debt Assessment without interest at any time within thirty days after the Project have been completed and the Board has adopted a resolution accepting the Project as provided by section 170.09, Florida Statutes. Further, after the completion and acceptance of the Project or prior to completion and acceptance to the extent the right to prepay without interest has been previously waived, any owner of land against which an Debt Assessment has been levied may pay the principal balance of such Debt Assessment, in whole or in part at any time, if there is also paid an amount equal to the interest that would otherwise be due on such balance to the earlier of the next succeeding Bond payment date, which is at least 45 days after the date of payment.

**SECTION 10. PAYMENT OF BONDS; REFUNDS FOR OVERPAYMENT.** Upon payment of all of the principal and interest on the Bonds secured by the Debt Assessments, the Debt Assessments theretofore securing the Bonds shall no longer be levied by the District. If, for any reason, Debt Assessments are overpaid or excess Debt Assessments are collected, or if, after repayment of the Bonds the Trustee makes payment to the District of excess amounts held by it for payment of the Bonds, such overpayment or excess amount or amounts shall be refunded to the person or entity who paid the Debt Assessment.



**SECTION 11. PENALTIES, CHARGES, DISCOUNTS, AND COLLECTION PROCEDURES.** The Debt Assessments shall be subject to a penalty at a rate of one percent (1%) per month if not paid when due under the provisions of Florida Statutes, Chapter 170 or the corresponding provisions of subsequent law. However, for platted and developed lots, the District anticipates using the "uniform method for the levy, collection and enforcement of non-ad valorem assessment" as provided by Florida Statutes, Chapter 197 for the collection of the Debt Assessments for the Bonds. Accordingly, the Debt Assessments for the Bonds, shall be subject to all collection provisions to which non-ad valorem assessments must be subject in order to qualify for collection pursuant to Florida Statutes, Chapter 197, as such provisions now exist and as they may exist from time to time hereafter in Chapter 197 or in the corresponding provision of subsequent laws. Without limiting the foregoing, at the present time such collection provisions include provisions relating to discount for early payment, prepayment by installment method, deferred payment, penalty for delinquent payment, and issuance and sale of tax certificates and tax deeds for non-payment. With respect to the Debt Assessments not being collected pursuant to the uniform method and which are levied against any unplatted parcels owned by the Developer, or its successors or assigns, the District shall invoice and collect such Debt Assessments directly from the Developer, or its successors or assigns, and not pursuant to Chapter 197. Any Debt Assessments that are directly collected by the District shall be due and payable to the District at least 30 days prior to the next Bond payment date of each year.

**SECTION 12. CONFIRMATION OF INTENTION TO ISSUE SPECIAL ASSESSMENT BONDS.** The Board hereby confirms its intention to issue the Bonds, to provide funds, pending receipt of the Debt Assessments, to pay all or a portion of the cost of the Project assessed against the specially benefited property.

**SECTION 13. DEBT ASSESSMENT CHALLENGES.** The adoption of this Resolution shall be the final determination of all issues related to the Debt Assessments as it relates to property owners whose benefitted property is subject to the Debt Assessments (including, but not limited to, the determination of special benefit and fair apportionment to the assessed property, the method of apportionment, the maximum rate of the Debt Assessments, and the levy, collection, and lien of the Debt Assessments), unless proper steps shall be initiated in a court of competent jurisdiction to secure relief within 30 days from adoption date of this Resolution.

**SECTION 14. PROCEDURAL IRREGULARITIES.** Any informality or irregularity in the proceedings in connection with the levy of the Debt Assessments shall not affect the validity of the same after the adoption of this Resolution, and any Debt Assessment as finally approved shall be competent and sufficient evidence that such Debt Assessment was duly levied, that the Debt Assessment was duly made and adopted, and that all other proceedings adequate to such Debt Assessment were duly had, taken, and performed as required.

**SECTION 15. SEVERABILITY.** If any Section or part of a Section of this Resolution be declared invalid or unconstitutional, the validity, force and effect of any other Section or part of a Section of this Resolution shall not thereby be affected or impaired unless it clearly appears that such other Section or part of a Section of this Resolution is wholly or necessarily dependent upon the Section or part of a Section so held to be invalid or unconstitutional.

**SECTION 16. CONFLICTS.** All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, superseded and repealed.

**SECTION 17. EFFECTIVE DATE.** This Resolution shall become effective upon its adoption.

**PASSED AND ADOPTED THIS 7TH DAY OF OCTOBER, 2021.**

**Attest:**

**Park East Community  
Development District**

\_\_\_\_\_  
Name: \_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Name: \_\_\_\_\_  
Chair / Vice Chair of the Board of Supervisors

**Exhibit “A” – Report of District Engineer dated July 30, 2021**

**Exhibit “B” – Master Assessment Methodology Report dated August 5, 2021**

**Park East Community  
Development District**

Report of the District Engineer



Prepared for:  
Board of Supervisors  
Park East Community  
Development District

Prepared by:  
Stantec Consulting Services Inc.  
777 S. Harbour Island Boulevard  
Suite 600  
Tampa, FL 33602  
(813) 223-9500

July 30, 2021



## **1.0 INTRODUCTION**

The Park East Community Development District ("the District") encompasses approximately 166.050 acres within the City of Plant City, Florida. The District is located within Sections 10 & 15, Township 28 South, Range 22 East and is vacant land with various abutting subdivisions.

See Appendix A for a Vicinity Map and Legal Description of the District.

## **2.0 PURPOSE**

The ordinance was approved by the City of Plant City Council in a meeting held on June 28, 2021 for the purpose of constructing and/or acquiring, maintaining, and operating all or a portion of the public improvements and community facilities within the District. The purpose of this Report of the District Engineer is to provide a description and estimated costs of the public improvements and community facilities being planned within the District.

## **3.0 THE DEVELOPER AND DEVELOPMENT**

The property owner Park East Holdings, LLC currently plans to build 603 single-family units.

The possible major public improvements and community facilities include, but are not limited to, water management and control, water supply, sewer and wastewater management, roads, parks and recreation, and landscaping/hardscaping/irrigation.

## **4.0 PUBLIC IMPROVEMENTS AND COMMUNITY FACILITIES**

Detailed descriptions of the proposed public improvements and community facilities are provided in the following sections.

### **4.1 WATER MANAGEMENT AND CONTROL**

The design criteria for the District's water management and control is regulated by City of Plant City and the Southwest Florida Water Management District (SWFWMD). The water management and control plan for the District focuses on utilizing newly constructed ponds within upland areas and on-site wetlands for stormwater treatment and storage.

Any excavated soil from the ponds is anticipated to remain within the development for use in building public infrastructure including roadways, landscape berming, drainage pond bank fill requirements, utility trench backfill, and filling and grading of public property.



The primary objectives of the water management and control for the District are:

1. To provide stormwater quality treatment.
2. To protect the development within the District from regulatory-defined rainfall events.
3. To maintain natural hydroperiods in the wetlands and connecting flow ways.
4. To ensure that adverse stormwater impacts do not occur upstream or downstream as a result of constructing the District improvements during regulatory-defined rainfall events.
5. To satisfactorily accommodate stormwater runoff from adjacent off-site areas which may naturally drain through the District.
6. To preserve the function of the flood plain storage during the 100-year storm event.

Water management and control systems will be designed in accordance with City of Plant City technical standards. The District is anticipated to own and maintain these facilities.

## **4.2 WATER SUPPLY**

The District is located within the City of Plant City utilities service area which will provide water supply for potable water service and fire protection to the property. The water supply improvements are anticipated to include 8" looped water mains which will supply potable water and service and fire protection to the District. Off-site improvements may be required to provide service to the District.

The water supply systems will be designed in accordance with City of Plant City technical standards. It is anticipated that City of Plant City will own and maintain these facilities.

## **4.3 SEWER AND WASTEWATER MANAGEMENT**

The District is located within the City of Plant City utilities service area which will provide sewer and wastewater management service to the District. The sewer and wastewater management improvements are anticipated to include an 8" gravity sanitary sewer system within the road rights of way and pumping stations that will connect to an existing force main located north of the District. Off-site improvements may be required to provide service to the District.

All sanitary sewer and wastewater management facilities will be designed in accordance with City of Plant City technical standards. It is anticipated that City of Plant City will own and maintain these facilities.



#### **4.4 DISTRICT ROADS**

District Roads include the roadway asphalt, base, and subgrade, roadway curb and gutter, and sidewalks within rights of way abutting common areas.

All roads will be designed in accordance with the City of Plant City technical standards and are anticipated to be owned and maintained by the Hillsborough County.

#### **4.5 PARKS AND RECREATIONAL FACILITIES**

Parks and recreation facilities are planned throughout the community and will be owned and maintained by the District.

#### **4.6 LANDSCAPING/ HARDSCAPE/IRRIGATION**

Community entry monumentation and landscape buffering and screening will be provided at several access points into the District. Irrigation will also be provided in the landscaped common areas.

It is anticipated that these improvements will be owned and maintained by the District.

#### **4.7 PROFESSIONAL SERVICES AND PERMITTING FEES**

City of Plant City and SWFWMD impose fees for construction permits and plan reviews. These fees vary with the magnitude and size of the development. Additionally, engineering, surveying, and architecture services are needed for the subdivision, landscape, hardscape, and community amenity's design, permitting, and construction. As well, development/construction management services are required for the design, permitting, construction, and maintenance acceptance of the public improvements and community facilities.

Fees associated with performance and warranty financial securities covering City of Plant City infrastructure may also be required.

These fees associated with public improvements may be funded by the District.

### **5.0 PUBLIC IMPROVEMENTS AND COMMUNITY FACILITIES COSTS**

See Appendix B for the Construction Cost Estimate of the Public Improvements and Community Facilities.



## 6.0 SUMMARY AND CONCLUSION

The District, as outlined above, is responsible for the functional development of the lands within the District and, except as noted above in this report, such public improvements and facilities are located within the boundary of the District.

The planning and design of the District will be in accordance with current governmental regulatory requirements.

Items of construction cost in this report are based on our review and analysis of the conceptual site plans for the development and recent costs expended in similar projects of nature and size. It is our professional opinion that the estimated infrastructure costs provided herein for the development are conservative to complete the construction of the Public Improvements and Community Facilities described herein.

The estimate of the construction costs is only an estimate and not a guaranteed maximum cost. The estimated cost is based on historical unit prices or current prices being experienced for on-going and similar items of work in the City of Plant City. The labor market, future costs of equipment and materials, and the actual construction process are all beyond our control. Due to this inherent possibility for fluctuation in costs, the total final cost may be more or less than this estimate.

The professional service for establishing the Construction Cost Estimate are consistent with the degree of care and skill exercised by members of the same profession under similar circumstances.

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Tonja L. Stewart, P.E.  
Florida License No. 47704

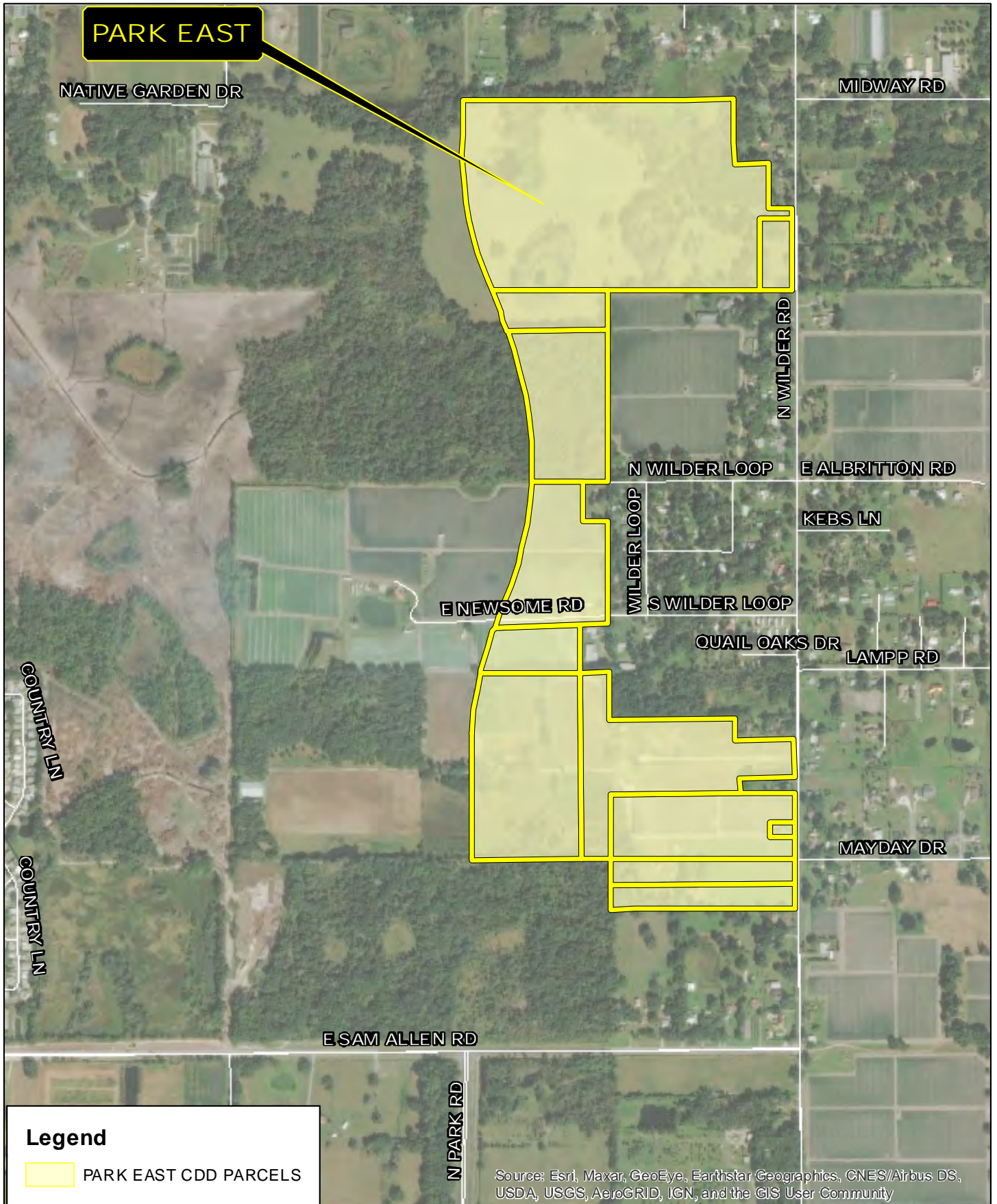


**Park East CDD**  
Bond Validation Report of the District Engineer  
July 30, 2021

## **Appendix A VICINITY MAP AND LEGAL DESCRIPTION OF THE DISTRICT**



# PARK EAST CDD



0 1,000 2,000 Feet

## PARK EAST CDD

A PARCEL OF LAND LYING IN SECTIONS 10 & 15, TOWNSHIP 28 SOUTH, RANGE 22 EAST, HILLSBOROUGH COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHWEST CORNER OF SECTION 15, TOWNSHIP 28 SOUTH, RANGE 22 EAST; THENCE ALONG THE NORTH BOUNDARY OF THE NORTHWEST 1/4 OF SAID SECTION 15, NORTH 89°33'59" EAST, A DISTANCE OF 415.86 FEET TO A POINT ON A NON-TANGENT CURVE TO THE RIGHT, BEING THE POINT OF BEGINNING; THENCE NORTHERLY 454.24 FEET ALONG THE ARC OF SAID CURVE, HAVING A RADIUS OF 2,445.00 FEET, A CENTRAL ANGLE OF 10°38'41", AND A CHORD BEARING AND DISTANCE OF NORTH 18°26'14" EAST 453.59 FEET TO A POINT OF REVERSE CURVE TO THE LEFT; THENCE NORTHERLY 1,996.01 FEET ALONG THE ARC OF SAID CURVE, HAVING A RADIUS OF 2,555.00 FEET, A CENTRAL ANGLE OF 44°45'37", AND A CHORD BEARING AND DISTANCE OF NORTH 01°22'46" EAST 1,945.64 FEET; THENCE NORTH 21°00'03" WEST, A DISTANCE OF 436.26 FEET TO A POINT ON A CURVE TO THE RIGHT; THENCE NORTHERLY 873.62 FEET ALONG THE ARC OF SAID CURVE, HAVING A RADIUS OF 2,445.00 FEET, A CENTRAL ANGLE OF 20°28'20", AND A CHORD BEARING AND DISTANCE OF NORTH 10°45'53" WEST 868.98 FEET; THENCE NORTH 00°31'43" WEST, A DISTANCE OF 371.20 FEET TO THE NORTH LINE OF SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SAID SECTION 10; THENCE NORTH 89°59'28" EAST ALONG SAID NORTH LINE, A DISTANCE OF 1,008.65 FEET TO THE NORTHWEST CORNER OF THE SOUTHEAST 1/4 OF THE NORTHWEST 1/4 OF SAID SECTION 10; THENCE SOUTH 89°55'09" EAST ALONG THE NORTH LINE OF SAID SOUTHEAST 1/4 OF THE NORTHWEST 1/4, A DISTANCE OF 894.20 FEET; THENCE LEAVING SAID NORTH LINE, SOUTH 00°06'48" EAST, A DISTANCE OF 450.00 FEET; THENCE SOUTH 89°55'09" EAST, A DISTANCE OF 240.00 FEET; THENCE SOUTH 00°06'48" EAST, A DISTANCE OF 310.00 FEET; THENCE SOUTH 89°55'09" EAST, A DISTANCE OF 162.91 FEET TO THE WEST RIGHT-OF-WAY LINE OF NORTH WILDER ROAD; THENCE ALONG SAID WEST RIGHT-OF-WAY LINE THE FOLLOWING THREE (3) COURSES: 1) SOUTH 00°06'48" EAST, A DISTANCE OF 72.00 FEET; 2) NORTH 89°55'09" WEST, A DISTANCE OF 3.00 FEET; 3) THENCE SOUTH 00°06'48" EAST, A DISTANCE OF 499.98 FEET TO THE NORTH LINE OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SAID SECTION 10; THENCE SOUTH 89°57'07" WEST ALONG SAID NORTH LINE, A DISTANCE OF 1,292.06 FEET TO THE NORTHWEST CORNER OF SAID NORTHEAST 1/4 OF THE SOUTHWEST 1/4; THENCE SOUTH 00°13'20" EAST ALONG THE WEST LINE OF SAID NORTHEAST 1/4 OF THE SOUTHWEST 1/4, A DISTANCE OF 269.96 FEET; THENCE CONTINUE SOUTH 00°11'38" EAST ALONG SAID WEST LINE, A DISTANCE OF 1,065.61 FEET TO THE SOUTHWEST CORNER OF SAID NORTHEAST 1/4 OF THE SOUTHWEST 1/4; THENCE SOUTH 89°51'28" WEST ALONG THE NORTH LINE OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SAID SECTION 10, A DISTANCE OF 175.00 FEET; THENCE SOUTH 00°24'21" EAST, A DISTANCE OF 275.00 FEET; THENCE NORTH 89°51'28" EAST, A DISTANCE OF 175.00 FEET TO THE EAST LINE OF SAID SOUTHWEST 1/4 OF THE SOUTHWEST 1/4; THENCE SOUTH 00°26'43" EAST ALONG SAID EAST LINE, A DISTANCE OF 635.47 FEET; THENCE SOUTH 87°49'14" WEST, A DISTANCE OF 200.09 FEET; THENCE SOUTH 00°26'43" EAST, A DISTANCE OF 413.92 FEET; THENCE NORTH 89°33'59" EAST, A DISTANCE OF 200.00 FEET TO THE NORTHEAST CORNER OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4 OF SAID SECTION 15; THENCE SOUTH 00°23'11" EAST ALONG THE EAST LINE OF SAID NORTHWEST 1/4 OF THE NORTHWEST 1/4, A DISTANCE OF 330.37 FEET; THENCE NORTH 89°33'19" EAST, A DISTANCE OF 886.85 FEET; THENCE SOUTH 00°25'33" EAST, A DISTANCE OF 149.95 FEET; THENCE NORTH 89°33'07" EAST, A DISTANCE OF 400.12 FEET TO THE SAID WEST RIGHT-OF-WAY LINE OF NORTH WILDER ROAD; THENCE ALONG SAID WEST RIGHT OF WAY LINE THE FOLLOWING THREE (3) COURSES: 1) SOUTH 00°24'36" EAST, A DISTANCE OF 840.12 FEET; 2) SOUTH 89°32'12" WEST, A DISTANCE OF 5.00 FEET; 3) SOUTH 00°24'36" EAST, A DISTANCE OF 335.17 FEET; THENCE, LEAVING SAID WEST RIGHT-OF-WAY LINE, SOUTH 89°30'26" WEST, A DISTANCE

OF 1,282.22 FEET TO THE EAST LINE OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SAID SECTION 15; THENCE NORTH 00°24'15" WEST ALONG SAID EAST LINE, A DISTANCE OF 335.84 FEET TO THE SOUTHEAST CORNER OF NORTHWEST 1/4 OF THE NORTHWEST 1/4 OF SAID SECTION 15; THENCE SOUTH 89°33'14" WEST ALONG THE SOUTH LINE OF SAID NORTHWEST 1/4 OF THE NORTHWEST 1/4, A DISTANCE OF 963.22 FEET; THENCE NORTH 00°27'35" WEST, A DISTANCE OF 747.15 FEET TO A POINT ON A CURVE TO THE RIGHT; THENCE NORTHERLY 579.27 FEET ALONG THE ARC OF SAID CURVE, HAVING A RADIUS OF 2,445.00 FEET, A CENTRAL ANGLE OF 13°34'29", AND A CHORD BEARING AND DISTANCE OF NORTH 06°19'40" EAST 577.92 FEET TO THE POINT OF BEGINNING.

**LESS AND EXCEPT**

**THE SOUTH 108 FEET OF THE EAST 404 FEET OF THE NORTH 16 ACRES OF THE SOUTH 3/4 OF THE NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 15, TOWNSHIP 28 SOUTH, RANGE 22 EAST, HILLSBOROUGH COUNTY, FLORIDA, LESS ANY RIGHT-OF-WAY FOR WILDER ROAD.**

CONTAINING 166.050 ACRES.



**Park East CDD**

Bond Validation Report of the District Engineer

July 30, 2021

## **Appendix B    CONSTRUCTION COST ESTIMATE OF PUBLIC IMPROVEMENTS AND COMMUNITY FACILITIES**

Park East  
Community Development District  
Proposed Infrastructure Costs and Timeline

<u>Description</u>	<u>2021</u>		<u>2022</u>		<u>2023</u>		<u>Total</u>
Amenities	\$	866,667	\$	866,667	\$	866,666	\$ 2,600,000
Roads	\$	2,426,667	\$	2,426,667	\$	2,426,666	\$ 7,280,000
Stormwater Management	\$	2,080,000	\$	2,080,000	\$	2,080,000	\$ 6,240,000
Utilities	\$	1,653,333	\$	1,653,333	\$	1,653,334	\$ 4,960,000
Off-Site Improvements	\$	1,000,000	\$	1,000,000	\$	1,000,000	\$ 3,000,000
<b>TOTAL</b>	<b>\$</b>	<b>8,026,667</b>	<b>\$</b>	<b>8,026,667</b>	<b>\$</b>	<b>8,026,666</b>	<b>\$ 24,080,000</b>

PARK EAST  
COMMUNITY  
DEVELOPMENT  
DISTRICT

MASTER ASSESSMENT  
METHODOLOGY REPORT



**DMS** District  
Management  
Services  
A Meritus Company. Solutions for Better Communities.

Report Date:  
August 5, 2021

## TABLE OF CONTENTS

<u>SECTION</u>	<u>SUBJECT</u>	<u>Page #</u>
I.	Introduction	1
II.	Defined Terms	2
III.	District Overview	3
IV.	Capital Improvement Program	3
V.	Determination of Special Assessment	3
VI.	Allocation Methodology	4
VII.	Assignment of Maximum Assessments	5
VIII.	Financing Information	6
IX.	True-Up Modifications	6
X.	Additional Stipulations	7

<u>TABLE</u>	<u>ITEM</u>	<u>Page #</u>
1	Capital Improvement Program Cost Summary	8
2	Development Program & EAU Factor Assignment Detail	8
3	Capital Improvement Program Cost Summary	9
4	District Benefit Detail	9
5	Construction Cost Net Benefit Detail	10
6	Construction Cost Funding Sources	10
7	Finance Information - Maximum Bonds	11
8	Assessment Allocation Detail – Maximum Assessments	12

<u>EXHIBIT</u>	<u>ITEM</u>	<u>Page #</u>
A	Assessment Plat/Roll	12



## I. INTRODUCTION

This Master Assessment Methodology Report (the “Master Report”) details the basis of the benefit allocation and assessment methodology to support the financing plan to complete the public infrastructure required within the Park East Community Development District (the “District”). The private assessable lands (“Assessable Property”) benefitting from the public infrastructure is generally described within Exhibit A of this Master Report and further described within the Engineer’s Report, dated July 30<sup>th</sup>, 2021 (the “Engineer’s Report”).

The objective of this Master Report is to:

1. Identify the District’s capital improvement program (“CIP”) for the project to be financed, constructed and/or acquired by the District; and
2. Determine a fair and equitable method of spreading the associated costs to the benefiting Assessable Properties within the District pre- and post-development completion; and
3. Provide a basis for the placement of a lien on the Assessable Properties within the District benefiting from the CIP, as outlined by the Engineer’s Report.

The basis of benefit received by Assessable Properties relates directly to the proposed CIP. It is the District’s CIP that will create the public infrastructure that enables Assessable Properties within the District to be developed and improved under current allowable densities. The CIP includes off-site improvements, storm water, utilities (water and sewer), roadways, landscape and hardscape. The Engineers Report identified estimated costs to complete the CIP, inclusive of associated “soft cost” such as legal/engineering services with contingencies to account for commodity and service market fluctuations. This report will further address additional financing cost associated with funding the CIP. Without the required improvements in the CIP, the development of the Assessable Properties could not be undertaken within the current development standards. The main objective of this Master Report is to establish a basis on which to quantify and allocate the special benefit provided by the CIP proportionally to the private property within the District. A detailed allocation methodology and finance plan will be utilized to equitably distribute CIP costs upon the Assessable Properties within the District based upon the level of proportional benefit received.

This Master Report outlines the assignment of benefit, assessment methodology and financing structure for bonds to be issued by the District. As a result of the methodology application, the maximum long-term assessment associated with the current CIP is identified. The District will issue Special Assessment Bonds (the “Bonds”), in one or more series consisting of various amounts of principal debt and maturities to finance the construction and/or acquisition of all or a portion of the CIP.

It is anticipated that the methodology consultant will prepare individual supplemental reports applying the allocation methodology contained herein for the imposition and collection of long-term special assessments on a first platted, first assigned basis for repayment of a specific series of Bonds. The methodology consultant may distribute supplemental reports in connection with updates and/or revisions to the finance plan. Such supplemental reports will be





created to stipulate amended terms, interest rates, developer contributions if any, issuance costs and will detail the resulting changes in the level of funding allocated to the various trust accounts and subaccounts.

The Bonds will be repaid from and secured by non-ad valorem assessments levied on those Assessable Properties benefiting from the public improvements within the District. Non-ad valorem assessments will be levied each year to provide the funding necessary to pay debt service on the Bonds and to fund operations and maintenance costs related to the capital improvements maintained by the District.

In summary, this Master Report will determine the benefit, apportionment and financing structure for the Bonds to be issued by the District in accordance with Chapters 170, 190 and 197, Florida Statutes, as amended, to establish a basis for the levying and collecting of special assessments based on the benefits received and is consistent with our understanding and experience with case law on this subject.

## II. DEFINED TERMS

“Assessable Property:” – All property within the District that receives a special benefit from the CIP.

“Capital Improvement Program” (CIP) – The public infrastructure development program as outlined by the Engineer Report.

“Developer” – Park East Holdings, LLC

“Development Plan” – The end-use configuration of Platted Units and Product Types for Unplatted Parcels within the District.

“District” – Park East Community Development District, 166.050 gross acres with the Development Plan for 603 Units.

“Engineer Report” – *Engineer’s Report for Park East Community Development District*, dated July 30<sup>th</sup> 2021.

“Equivalent Assessment Unit” (EAU) – A weighted value assigned to dissimilar residential lot product types to differentiate assignment of benefit and lien values.

“Maximum Assessments” – The maximum amount of special assessments and liens to be levied against benefiting assessable properties.

“Platted Units” – Private property subdivided as a portion of gross acreage by virtue of the platting process.

“Product Type” – Classification assigned by the District Engineer to dissimilar lot products for the development of the vertical construction. Determined in part as to differentiated sizes, setbacks and other factors.

“Unplatted Parcels” – Gross acreage intended for subdivision and platting pursuant to the Development Plan.

“Unit(s)” – A planned or developed residential lot assigned a Product Type classification by the District Engineer.



“Master Report” or “Report” – This *Master Assessment Methodology Report*, dated August 5<sup>th</sup> 2021 as provided to support benefit and Maximum Assessments Liens on private developable property within the District.

### III. DISTRICT OVERVIEW

The District area encompasses 166.050 +/- acres and is located in the City of Plant City, in Hillsborough County, Florida, within Section 15, Township 28 South, and Range 22 East. The primary developer of the Assessable Properties is Park East Holdings, LLC (the “Developer”), who has created the overall development plan as outlined and supported by the Engineer’s Report. The development plan for the District contemplates one phase consisting of 603 single family lots. The public improvements as described in the Engineer’s Report include off-site improvements, storm water, utilities (water and sewer), roadways and landscape/hardscape.

### IV. PROPOSED IMPROVEMENTS

The District and Developer are undertaking the responsibility of providing the public infrastructure necessary to develop the District’s CIP. As designed, the CIP is an integrated system of facilities. Each infrastructure facility works as a system to provide special benefit to District lands, i.e.: all benefiting landowners of Assessable Properties within the District benefit the same from the first few feet of infrastructure as they do from the last few feet. The CIP costs within Table 1 of this Master Report reflect cost as further detailed within the Engineer’s Report, these costs are exclusive of any financing related costs.

### V. DETERMINATION OF SPECIAL ASSESSMENT

There are three main requirements for valid special assessments. The first requirement demands that the improvements to benefited properties, for which special assessments are levied, be implemented for an approved and assessable purpose (F.S. 170.01). As a second requirement, special assessments can only be levied on those properties specially benefiting from the improvements (F.S. 170.01). Thirdly, the special assessments allocated to each benefited property cannot exceed the proportional benefit to each parcel (F.S. 170.02).

The District’s CIP contains a “system of improvements” including the funding, construction and/or acquisition of off-site improvements, storm water, utilities (water and sewer), roadways, and landscape/hardscape; all of which are considered to be for an approved and assessable purpose (F.S. 170.01) which satisfies the first requirement for a valid special assessment, as described above. Additionally, the improvements will result in all Assessable Property within the District receiving a direct and specific benefit, thereby making those properties legally subject to assessments (F.S. 170.01), which satisfies the second requirement, above. Finally, the specific benefit to the Assessable Property is equal to or exceeds the cost of the assessments levied on the Assessable Property (F.S. 170.02), which satisfies the third requirement, above.

The first requirement for determining the validity of a special assessment is plainly demonstrable; eligible improvements are found within the list provided in F.S. 170.01. However, the second and third requirements for a valid



special assessment require a more analytical examination. As required by F.S. 170.02, and described in the preceding section entitled “Allocation Methodology,” this approach involves identifying and assigning value to specific benefits being conferred upon the various Assessable Property, while confirming the value of these benefits exceed the cost of providing the improvements. These special benefits include, but are not limited to, the added use of the property, added enjoyment of the property, probability of decreased insurance premiums and the probability of increased marketability and value of the property.

The determination has been made that the duty to pay the non-ad valorem special assessments is valid based on the special benefits imparted upon the various Assessable Property. These benefits are derived from the acquisition and/or construction of the District’s CIP. The allocation of responsibility for payment of the Bonds has been apportioned according to reasonable estimates of the special benefits provided consistent with each land use category. Accordingly, no acre or parcel of property within the boundary of the properties will be assessed for the payment of any non-ad valorem special assessment greater than the determined special benefit particular to that parcel of the District.

Property within the District that currently is not, or upon future development, will not be subject to the special assessments include publicly owned (State/County/City/CDD) tax-exempt parcels such as: lift stations, road rights-of-way, waterway management systems, common areas, and certain lands/amenities owned by HOA(s). To the extent it is later determined that a property no longer qualifies for an exemption, assessments will be apportioned and levied based on an EAU factor proportionate to acreage density as demonstrated in other use EAU assignment.

## VI. ALLOCATION METHODOLOGY

The CIP benefits all assessable properties within the District proportionally. The level of relative benefit can be compared through the use of defining “equivalent” units of measurement by product type to compare dissimilar development product types. This is accomplished through determining an estimate of the relationship between the product types, based on a relative benefit received by each product type from the CIP. The use of Equivalent Assessment Unit (EAU) methodologies is well established as a fair and reasonable proxy for estimating the benefit received by private benefiting properties. One (1) EAU has been assigned to the 40’ residential use product type as a baseline, with a proportional increase relative to other planned residential product types and sizes. Table 2 outlines EAUs assigned for residential product types under the current Development Plan. If future assessable property is added or product types are contemplated, this Report will be amended to reflect such change.

The method of benefit allocation is based on the special benefit received from infrastructure improvements relative to the benefiting Assessable Property by use and size in comparison to other Assessable Property within the District. According to F.S. 170.02, the methodology by which special assessments are allocated to specifically benefited property must be determined and adopted by the governing body of the District. This alone gives the District latitude in determining how special assessments will be allocated to specific Assessable Property. The CIP benefit and special assessment allocation rationale is detailed herein and provides a mechanism by which these costs, based on a



determination of the estimated level of benefit conferred by the CIP, are apportioned to the Assessable Property within the District for levy and collection. The allocation of benefits and Maximum Assessments associated with the CIP are demonstrated on Table 3 through Table 6. The Developer may choose to pay down or contribute infrastructure on a portion or all of the long-term assessments as evaluated on a per parcel basis, thereby reducing the annual debt service assessment associated with any series of Bonds.

## VII. ASSIGNMENT OF MAXIMUM ASSESSMENTS

This section sets out the manner in which special assessments will be assigned and establish a lien on land within the District. With regard to the Assessable Property liens will be assessed on a gross acreage basis until such time as the developable acreage is platted. The platted parcels will then be reviewed as to use and product types. Pursuant to Section 193.0235, Florida Statutes, certain privately or publicly owned “common elements” such as clubhouses, amenities, lakes and common areas for community use and benefit are exempt from non-ad valorem assessments and liens regardless of the private ownership.

It is useful to consider three distinct states or conditions of development within a community. The initial condition is the “undeveloped state”. At this point the infrastructure may or may not be installed but none of the units in the Development Plan have been platted. This condition exists when the infrastructure program is financed prior to any development. In the undeveloped state all of the lands within the District receive benefit from the CIP and all of the assessable land within the District would be assessed to repay any bonds. While the land is in an “undeveloped state,” special assessments will be assigned on an equal acre basis across all of the gross acreage within the District. Debt will not be solely assigned to parcels which have development rights, but will and may be assigned to undevelopable parcels to ensure integrity of development plans, rights and entitlements.

The second condition is “on-going development”. At this point, if not already in place, the installation of infrastructure has begun. Additionally, the Development Plan has started to take shape. As lands subject to special assessments are platted and fully-developed, they are assigned specific assessments in relation to the estimated benefit that each platted unit receives from the CIP, with the balance of the debt assigned on a per acre basis as described in the preceding paragraph. Therefore, each fully-developed, platted unit would be assigned a Maximum Assessment pursuant to its Product Type classification as set forth in Table 6. It is not contemplated that any unassigned debt would remain once all of the lots associated with the improvements are platted and fully-developed; if such a condition was to occur; the true-up provisions within this Report would be applicable.

The third condition is the “completed development state.” In this condition the entire Development Plan for the District has been platted and the total par value of the Bonds has been assigned as specific assessments to each of the platted lots within the District.



## VIII. FINANCING

The District intends to finance only a portion of the CIP through the issuance of the Bonds; however this report assumes the financing of 100% of the improvements to identify the full benefit and potential. As the Bonds will be issued in one or more series, the Bonds will be sized at an amount rounded to the nearest \$5,000 and will include items such as debt service reserves, underwriter's discount, issuance costs and rounding.

For purposes of the Master Report, conservative allowances have been made for a debt service reserve, underwriter's discount, issuance costs, rounding and collection cost as shown on Table 3. The methodology consultant will issue supplemental report(s) which outline the provisions specific to each bond issue with the application of the assessment methodology contained herein. The supplemental report(s) will detail the negotiated terms, interest rates and costs associated with each series of Bonds representing the market rate at that point in time. The supplemental reports will outline any Developer contributions towards the completion of the CIP applied to prepay any assessments on any one or collective Assessable Properties within the District. The supplemental report(s) will also detail the level of funding allocated to the construction/acquisition account, the debt service reserve account, underwriter's discount, issuance and collection costs. Additionally, the supplemental report(s) will apply the principles set forth in the Master Report to determine the specific assessments required to repay the Bonds.

## IX. TRUE-UP MODIFICATION

During the construction period of development, it is possible that the number of residential units built may change, thereby necessitating a modification to the per unit allocation of special assessment principal. In order to ensure the District's debt does not build up on the unplatted developable land, the District shall apply the following test as outlined within this "true-up methodology."

The debt per acre remaining on the unplatted land within the District may not increase above its ceiling debt per acre. The ceiling level of debt per acre is calculated as the total amount of debt for each Bond issue divided by the number of gross acres for such phase. Thus, every time the test is applied, the debt encumbering the remaining undivided land must remain equal to or lower than the ceiling level of debt per gross acre. If the debt per gross acre is found to be above the established maximum, the District would require a density reduction payment in an amount sufficient to reduce the remaining debt per acre to the ceiling amount based on the schedule found in Exhibit A, the Preliminary Assessment Roll, which amount will include accrued interest to the first interest payment date on the Bonds which occurs at least 45 days following such debt reduction payment.

True-up tests shall be performed upon the recording of each plat submitted to subdivide developed lands within the District. If upon the completion of any true-up analyses it is found the debt per acre exceeds the established maximum ceiling debt per gross acre, or there is not sufficient development potential in the remaining acreage of the District to produce the EAU densities required to adequately service Bond debt, the District shall require the immediate remittance of a density reduction payment, plus accrued interest as applicable, in an amount sufficient to reduce the



remaining debt per assessable acre to the ceiling amount per acre and to allow the remaining acreage to adequately service Bond debt upon development. The final test shall be applied at the platting of 100% of the development units within the District.

True-up payment requirements may be suspended if the landowner can demonstrate, to the reasonable satisfaction of the District, that there is sufficient development potential in the remaining acreage within the District to produce the densities required to adequately service Bond debt. The Developer and District will enter into a true-up agreement to evidence the obligations described in this section.

All assessments levied run with the land and it is the responsibility of the District to enforce the true-up provisions and collect any required true-up payments due. The District will not release any liens on property for which true-up payments are due, until provision for such payment has been satisfactorily made.

#### X. ADDITIONAL STIPULATIONS

Meritus Districts was retained by the District to prepare a methodology to fairly allocate the special assessments related to the Districts CIP. Certain financing, development and engineering data was provided by members of District Staff and/or the Developer. The allocation Methodology described herein was based on information provided by those professionals. Meritus Districts makes no representations regarding said information transactions beyond restatement of the factual information necessary for compilation of this report. For additional information on the Bond structure and related items, please refer to the Offering Statement associated with this transaction.

Meritus Districts does not represent the District as a Municipal Advisor or Securities Broker nor is Meritus Districts registered to provide such services as described in Section 15B of the Securities and Exchange Act of 1934, as amended. Similarly, Meritus Districts does not provide the District with financial advisory services or offer investment advice in any form.



TABLE 1

PARK EAST COMMUNITY DEVELOPMENT DISTRICT CDD ASSESSMENT ANALYSIS	
TOTAL ELIGIBLE INFRASTRUCTURE COST DETAIL	
DESCRIPTION	TOTAL ELIGIBLE PROJECT COSTS
Amenities	\$ 2,600,000
Roads	\$ 7,280,000
Stormwater Management	\$ 6,240,000
Utilities	\$ 4,960,000
Off-Site Management	\$ 3,000,000
<b>TOTAL</b>	<b>\$ 24,080,000</b>

TABLE 2

PARK EAST COMMUNITY DEVELOPMENT DISTRICT CDD ASSESSMENT ANALYSIS				
PROJECT STATISTICS				
PRODUCT	LOT SIZE (1)	LOT COUNT	PER UNIT EAU (2)	TOTAL EAUs
Single Family	40	603	1.00	603
<b>TOTAL</b>		<b>603</b>		<b>603</b>
(1) Estimated Front Footage				
(2) Equivalent Assessment Unit				



TABLE 3

DEVELOPMENT PROGRAM COST/BENEFIT ANALYSIS	
PROJECT COSTS	\$24,080,000
TOTAL PROGRAM EAUS	603.00
TOTAL COST/BENEFIT	<u><u>\$39,934</u></u>

Table 3 Notations:

1) Benefit is equal to or greater than cost as assigned per Equivalent Assessment Unit ("EAU") as described above.

TABLE 4

DEVELOPMENT PROGRAM *NET* COST/BENEFIT ANALYSIS					
PRODUCT TYPE	EAU FACTOR	PRODUCT COUNT	EAUs	NET BENEFIT	
				PER PRODUCT TYPE	PER PRODUCT UNIT
40	1.00	603	603.00	\$24,080,000	\$39,933.67
		<u>603</u>	<u>603.00</u>	<u>\$24,080,000</u>	

Table 4 Notations:

1) Table 4 determines only the anticipated construction cost, net of finance and other related costs.





TABLE 5

CONSTRUCTION COST AND BENEFIT						
PRODUCT TYPE	EAU FACTOR	PRODUCT COUNT	EAUs	PERCENTAGE OF EAUs	TOTAL AMOUNT PER PRODUCT TYPE	TOTAL AMOUNT PER LOT
40	1.0	603	603.00	100.0%	\$24,080,000	\$39,934
		<u>603</u>	<u>603.00</u>	<u>100%</u>	<u>\$24,080,000</u>	

TABLE 6

CONSTRUCTION COST FUNDING SOURCES					
PRODUCT TYPE	PRODUCT COUNT	PER PRODUCT TYPE		PER UNIT	
		DEVELOPER FUNDED	SERIES 2021 BONDS	DEVELOPER FUNDED	SERIES 2021 BONDS
40	603	\$0	\$24,080,000	\$0.00	\$39,933.66
	<u>603</u>	<u>\$0</u>	<u>\$24,080,000</u>		



TABLE 7

PARK EAST COMMUNITY DEVELOPMENT DISTRICT BOND CAPACITY ANALYSIS		
Coupon Rate <sup>(1)</sup>		7.00%
Term (Years)		32
Principal Amortization Installments		30
ISSUE SIZE		\$31,975,000
Construction Fund		\$24,080,000
Capitalized Interest (Months) <sup>(2)</sup>	24	\$4,476,500
Debt Service Reserve Fund		\$2,528,356
Underwriter's Discount	2.00%	\$639,500
Cost of Issuance		\$250,000
Rounding		\$644
ANNUAL ASSESSMENT		
Annual Debt Service (Principal plus Interest)		\$2,528,356
Collection Costs and Discounts @	6.00%	\$161,384
TOTAL ANNUAL ASSESSMENT		\$2,689,741
<sup>(1)</sup> Based on conservative interest rate, subject to change based on market conditions.		
<sup>(2)</sup> Based on capitalized interest up to 24 months.		



TABLE 8

PARK EAST COMMUNITY DEVELOPMENT DISTRICT CDD ASSESSMENT ANALYSIS								
ALLOCATION METHODOLOGY - SERIES 2021 LONG TERM BONDS <sup>(1)</sup>								
PRODUCT	PER UNIT EAU	TOTAL EAUs	% OF EAUs	UNITS	PRODUCT TYPE		PER UNIT	
					TOTAL PRINCIPAL	ANNUAL ASSMT. <sup>(2)</sup>	TOTAL PRINCIPAL	ANNUAL ASSMT. <sup>(2)</sup>
Single Family 40'	1.00	603.00	100%	603	\$31,975,000	\$2,689,741	\$53,027	\$4,461
<b>TOTAL</b>		<b>603.00</b>	<b>100%</b>	<b>603</b>	<b>\$31,975,000</b>	<b>\$2,689,741</b>		

<sup>(1)</sup> Allocation of total bond principal (i.e., assessment) based on equivalent assessment units. Individual principal and interest assessments calculated on a per unit basis. 24 month Capitalized Interest Period.

<sup>(2)</sup> Includes principal, interest and collection costs.

### EXHIBIT A

The maximum par amount of Bonds that may be borrowed by the District to pay for the public capital infrastructure improvements is \$31,975,000.00 payable in 30 annual installments of principal of \$15,226.48 per gross acre. The maximum par debt is \$192,562.48 per gross acre and is outlined below.

Prior to platting, the debt associated with the Capital Improvement Plan will initially be allocated on a per acre basis within the District. Upon platting, the principal and long term assessment levied on each benefited property will be allocated to platted lots and developed units in accordance with this Report.

ASSESSMENT ROLL			
TOTAL ASSESSMENT:		\$31,975,000.00	
ANNUAL ASSESSMENT:		\$2,528,356.47 (30 Installments)	
TOTAL GROSS ASSESSABLE ACRES +/-:		166.05	
TOTAL ASSESSMENT PER ASSESSABLE GROSS ACRE:		\$192,562.48	
ANNUAL ASSESSMENT PER GROSS ASSESSABLE ACRE:		\$15,226.48 (30 Installments)	
Landowner Name, Hillsborough County Folio ID & Address	Gross Unplatted Assessable Acres	PER PARCEL ASSESSMENTS	
		Total PAR Debt	Total Annual
North Park Isle Development LLC Folio ID 89648.0000; 89648.0100; 89657.0025; 89657.0100; 89715.0010 89716.0000; 89852.0150; 89852.0200; 89853.0000; 89853.1000; 89855.0000; 89855.0950 111 S. Armenia Avenue, Suite 201 Tampa, FL 33609	165.13	\$31,797,842.52	\$2,514,348.11
Walter A. Riddle/Trustee Folio ID 89852.0000 6522 Gunn Highway Tampa, FL 33625	0.92	\$177,157.48	\$14,008.36
<b>Totals:</b>	<b>166.05</b>	<b>\$31,975,000.00</b>	<b>\$2,528,356.47</b>





**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

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

**PARK EAST**

**COMMUNITY DEVELOPMENT DISTRICT**

Proposal Due: September 29, 2021  
12:00PM

**Submitted to:**

Park East  
Community Development District  
c/o Eric Davidson, District Treasurer  
2005 Pan Am Circle, Suite 300  
Tampa, FL 33607

**Submitted by:**

Antonio J. Grau, Partner  
Grau & Associates  
951 Yamato Road, Suite 280  
Boca Raton, Florida 33431

**Tel** (561) 994-9299  
(800) 229-4728

**Fax** (561) 994-5823

[tgrau@graucpa.com](mailto:tgrau@graucpa.com)

[www.graucpa.com](http://www.graucpa.com)



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

## **Table of Contents**

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



# Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

September 29, 2021

Park East Community Development District  
c/o Eric Davidson, District Treasurer  
2005 Pan Am Circle, Suite 300  
Tampa, FL 33607

Re: Request for Proposal for Professional Auditing Services for the fiscal year ended September 30, 2021-2024, with an option for two (2) additional annual renewals.

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

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

## Why Grau & Associates:

### Knowledgeable Audit Team

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

### Servicing your Individual Needs

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

### Developing Relationships

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

### Maintaining an Impeccable Reputation

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

### Complying With Standards

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

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

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

Very truly yours,  
Grau & Associates

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

Antonio J. Grau

# Firm Qualifications

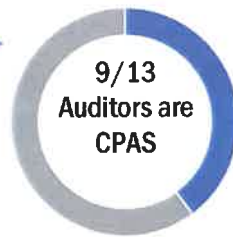


**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS



## Grau's Focus and Experience

### Our Team



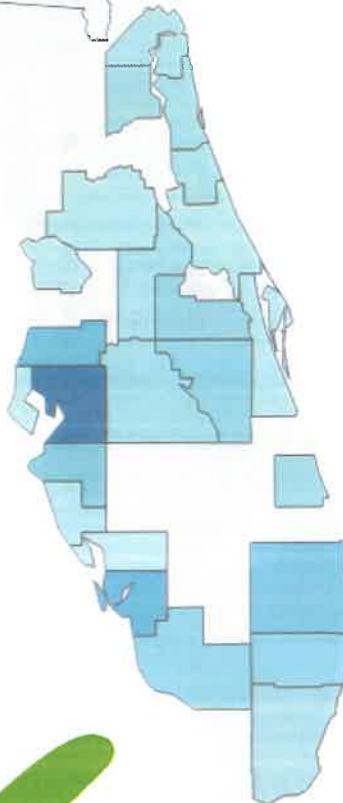
**2005**

Year founded

### Services Provided



**297** Community Development Districts Served



Properly registered and licensed professional corporation by the state of FLORIDA

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

**Quality Controls**



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



AICPA | FICPA | GFOA | FASD | FGFOA

See next page for report and certificate



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



**Peer Review  
Program**

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

February 20, 2020

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

Dear Antonio Grau:

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

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

Thank you for your cooperation.

Sincerely,

*FICPA Peer Review Committee*

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

Florida Institute of CPAs

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 571202

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

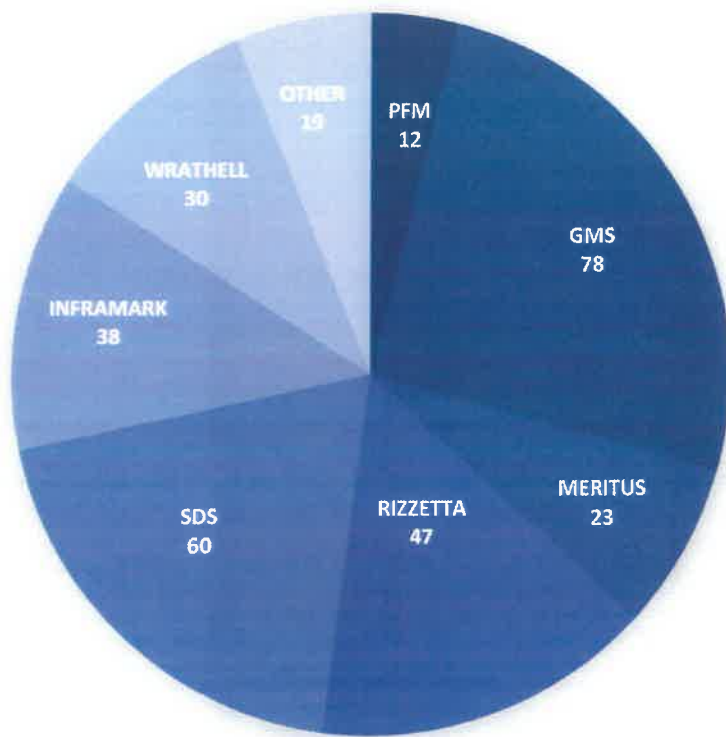


## **Firm & Staff Experience**



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

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



### Profile Briefs:

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

*Years Performing Audits: 30+  
CPE (last 2 years): Government Accounting, Auditing: 24 hours; Accounting, Auditing and Other: 58 hours  
Professional Memberships: AICPA, FICPA, FGFOA, GFOA*

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

*Years Performing Audits: 14+  
CPE (last 2 years): Government Accounting, Auditing: 38 hours; Accounting, Auditing and Other: 56 hours  
Professional Memberships: AICPA, FICPA, FGFOA, FASD*

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

- Tony Grau

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

-Racquel McIntosh

## **YOUR ENGAGEMENT TEAM**

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

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

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



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

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





## Antonio 'Tony' J. Grau, CPA

### Partner

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

#### Experience

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

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

#### Education

University of South Florida (1983)

Bachelor of Arts

Business Administration

#### Clients Served (partial list)

(>300) Various Special Districts, including:

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

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

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

#### Professional Associations/Memberships

American Institute of Certified Public Accountants   Florida Government Finance Officers Association  
Florida Institute of Certified Public Accountants   Government Finance Officers Association Member  
City of Boca Raton Financial Advisory Board Member

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

##### Course

Government Accounting and Auditing

Accounting, Auditing and Other

Total Hours

##### Hours

24

58

82 (includes of 4 hours of Ethics CPE)



## Racquel C. McIntosh, CPA

### Partner

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

#### Experience

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

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

#### Education

Florida Atlantic University (2004)

Master of Accounting

Florida Atlantic University (2003)

Bachelor of Arts:

Finance, Accounting

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#### Clients Served (partial list)

(>300) Various Special Districts, including:

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

Westchase Community Development District

Monterra Community Development District

Palm Coast Park Community Development District

Long Leaf Community Development District

Watergrass Community Development District

East Central Regional Wastewater Treatment Facilities

Indian Trail Improvement District

Pinellas Park Water Management District

Ranger Drainage District

South Trail Fire Protection and Rescue Service District

#### Professional Associations/ Memberships

American Institute of Certified Public Accountants

Florida Institute of Certified Public Accountants

FICPA State & Local Government Committee

FGFOA Palm Beach Chapter

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

##### Course

Government Accounting and Auditing  
Accounting, Auditing and Other

Total Hours

##### Hours

38

56

94 (includes of 4 hours of Ethics CPE)

## References



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS



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

### **Dunes Community Development District**

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

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

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

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

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

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# **Specific Audit Approach**



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

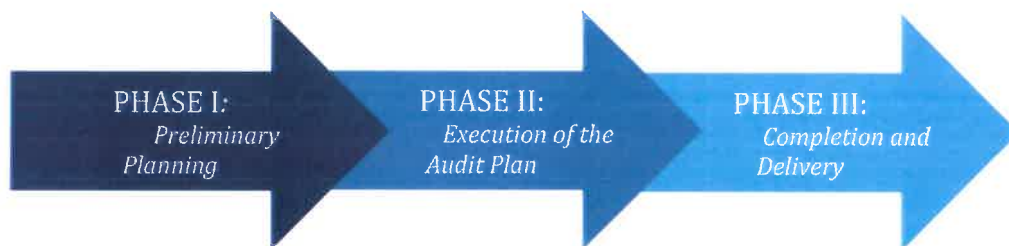
## **AUDIT APPROACH**

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

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

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

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



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

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

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

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

## Phase II – Execution of Audit Plan

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

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

## Phase III - Completion and Delivery

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

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

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

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

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

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

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

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

Is the recommendation cost effective?

Is the recommendation the simplest to effectuate in order to correct a problem?

Is the recommendation at the heart of the problem and not just correcting a symptomatic matter?

Is the corrective action taking into account why the deficiency occurred?

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

### **Communications**

We emphasize a continuous, year-round dialogue between the District and our management team. We regularly communicate through personal telephone calls and electronic mail throughout the audit and on a regular basis.

Our clients have the ability to transmit information to us on our secure client portal with the ability to assign different staff with separate log on and viewing capability. This further facilitates efficiency as all assigned users receive electronic mail notification as soon as new information has been posted into the portal.

## **Cost of Services**



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

Our proposed all-inclusive fees for the financial audit for the fiscal years ended September 30, 2021-2026 are as follows:

<u>Year Ended September 30,</u>	<u>Fee</u>
2021	\$4,000
2022	\$4,200
2023	\$4,400
2024	\$4,600
2025	\$4,800
2026	<u>\$5,000</u>
<b>TOTAL (2021-2026)</b>	<b><u>\$27,000</u></b>

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

## **Supplemental Information**



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS



## PARTIAL LIST OF CLIENTS

<b>SPECIAL DISTRICTS</b>	<b>Governmental Audit</b>	<b>Single Audit</b>	<b>Utility Audit</b>	<b>Current Client</b>	<b>Year End</b>
Boca Raton Airport Authority	✓	✓		✓	9/30
Captain's Key Dependent District	✓			✓	9/30
Central Broward Water Control District	✓			✓	9/30
Collier Mosquito Control District	✓			✓	9/30
Coquina Water Control District	✓			✓	9/30
East Central Regional Wastewater Treatment Facility	✓		✓		9/30
Florida Green Finance Authority	✓				9/30
Greater Boca Raton Beach and Park District	✓			✓	9/30
Greater Naples Fire Control and Rescue District	✓	✓		✓	9/30
Green Corridor P.A.C.E. District	✓			✓	9/30
Hobe-St. Lucie Conservancy District	✓			✓	9/30
Indian River Mosquito Control District	✓				9/30
Indian Trail Improvement District	✓			✓	9/30
Key Largo Waste Water Treatment District	✓	✓	✓	✓	9/30
Lake Padgett Estates Independent District	✓			✓	9/30
Lake Worth Drainage District	✓			✓	9/30
Lealman Special Fire Control District	✓			✓	9/30
Loxahatchee Groves Water Control District	✓				9/30
Old Plantation Control District	✓			✓	9/30
Pal Mar Water Control District	✓			✓	9/30
Pinellas Park Water Management District	✓			✓	9/30
Pine Tree Water Control District (Broward)	✓			✓	9/30
Pinetree Water Control District (Wellington)	✓				9/30
Ranger Drainage District	✓	✓		✓	9/30
Renaissance Improvement District	✓			✓	9/30
San Carlos Park Fire Protection and Rescue Service District	✓			✓	9/30
Sanibel Fire and Rescue District	✓			✓	9/30
South Central Regional Wastewater Treatment and Disposal Board	✓			✓	9/30
South-Dade Venture Development District	✓			✓	9/30
South Indian River Water Control District	✓	✓		✓	9/30
South Trail Fire Protection & Rescue District	✓			✓	9/30
Spring Lake Improvement District	✓			✓	9/30
St. Lucie West Services District	✓		✓	✓	9/30
Sunshine Water Control District	✓			✓	9/30
West Villages Improvement District	✓			✓	9/30
Various Community Development Districts (297)	✓			✓	9/30
<b>TOTAL</b>	<b>333</b>	<b>5</b>	<b>3</b>	<b>328</b>	

## **ADDITIONAL SERVICES**

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

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

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

### **ARBITRAGE**

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

**73**

Current  
Arbitrage  
Calculations

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

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



**RESOLUTION 2022-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF PARK EAST  
COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIME  
AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF  
SUPERVISORS AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, Park East Community Development District (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Hillsborough County, Florida; and

**WHEREAS**, the District’s Board of Supervisors (hereinafter the “Board”), is statutorily authorized to exercise the powers granted to the District, but has not heretofore met; and

**WHEREAS**, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes; and

**WHEREAS**, the District is required by Florida law to prepare an annual schedule of its regular public meetings which designates the date, time, and location of the District’s meetings.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS  
OF PARK EAST COMMUNITY DEVELOPMENT DISTRICT THAT:**

**Section 1.** The annual public meeting schedule of the Board of Supervisors of the for the Fiscal Year 2022 attached hereto and incorporated by reference herein as Exhibit A is hereby approved and will be published and filed in accordance with the requirements of Florida law.

**Section 2.** The District Manager is hereby directed to submit a copy of the Fiscal Year 2022 annual public meeting schedule to Hillsborough County and the Department of Economic Opportunity.

**Section 3.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 7<sup>TH</sup> DAY OF OCTOBER, 2021**

**ATTEST:**

**PARK EAST  
COMMUNITY DEVELOPMENT  
DISTRICT**

\_\_\_\_\_  
**SECRETARY/ASSISTANT SECRETARY**

\_\_\_\_\_  
**CHAIR**

**EXHIBIT A**

**BOARD OF SUPERVISORS MEETING DATES  
PARK EAST COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2022**

**FISCAL YEAR 2021/2022**

<b>October 07, 2021</b>	<b>2:00 p.m.</b>
<b>November 04, 2021</b>	<b>2:00 p.m.</b>
<b>December 02, 2021</b>	<b>2:00 p.m.</b>
<b>January 06, 2022</b>	<b>2:00 p.m.</b>
<b>February 03, 2022</b>	<b>2:00 p.m.</b>
<b>March 03, 2022</b>	<b>2:00 p.m.</b>
<b>April 07, 2022</b>	<b>2:00 p.m.</b>
<b>May 05, 2022</b>	<b>2:00 p.m.</b>
<b>June 02, 2022</b>	<b>2:00 p.m.</b>
<b>July 07, 2022</b>	<b>2:00 p.m.</b>
<b>August 04, 2022</b>	<b>2:00 p.m.</b>
<b>September 01, 2022</b>	<b>2:00 p.m.</b>

**All meetings will convene at the Offices of Meritus located at 2005 Pan Am Circle, Suite 300,  
Tampa, FL 33607**





# Park East Community Development District

## Request for Qualifications for Engineering Services

October 1, 2021





Stantec Consulting Services Inc.  
777 S. Harbour Island Blvd. Suite 600  
Tampa, Florida 33602

October 1, 2021

Brian Lamb  
District Manager, Park East Community Development District  
c/o Meritus  
2005 Pan Am Circle  
Suite 300  
Tampa, 33607

Dear Brian,

Reference: Request for Qualifications for Engineering Services, Park East Community Development District

Stantec Consulting Services Inc. (Stantec) appreciates the opportunity to submit its qualifications for Professional Engineering Services for the Park East Community Development District (CDD), in response to your recent request for additional firm information. In short, the Stantec team is qualified to perform this project due to the following:

- **Previous experience providing district engineering services for numerous West Central Florida-based CDD's/** familiarity with development and staff.
- A seasoned firm, specializing in community development district engineering contracts that **offers an experienced set of eyes for this community's needs.**
- Extensive professional experience with community development districts throughout the Central Florida Region; **over 30 current contracts with CDD's.**
- **A broad range of in-house capabilities and resources** including planning, civil/site engineering, structural engineering, transportation and roadway engineering, survey, GIS, and ecological capabilities.
- **A local Tampa office.**

Stantec is currently providing numerous West Central Florida-based CDD's with professional consulting engineering services and we would really value continuing this relationship with Meritus. Having worked with Meritus for numerous years, we have accumulated a depth of knowledge and history of how you prefer your CDD contracts to be managed. We care about the community and want to make every attempt to provide high quality, reasonably priced consulting services for the District. This commitment truly separates Stantec from all the competing firms. Stantec has staff that exclusively provides services to CDD's, and this commitment means that there is no other priority, and our response time to residents' questions, Board of Supervisors' requests, and District Manager issues is immediate. Also, due to the number of CDD clients, Stantec provides the most efficient services at the most competitive cost.

Stantec is also proud that many CDD clients are fully resident controlled and that we have broad experience in providing the necessary services for infrastructure maintenance needed by the resident board, as well as design services for new projects. Stantec offers community development districts a full scope of services that includes, but is not limited to, the following:

- Stormwater Management Systems and Facilities (including erosion repair)
- Water and Sewer Systems and Facilities
- Landscaping, Street Lighting Design and Plans
- Environmental Permitting
- Government Permitting
- Cost Estimates and Bidding Assistance

- Water Conservation Studies and Design/NPDES Experience
- Water Supply Studies
- Contract Management and Inspection Services
- Expert Witness Testimony
- Irrigation System Plans and Design
- Roadways/Traffic Control Measures

Since 1956, Stantec has grown with Florida, serving both private and public sector clients statewide. With over 400 employees strategically located throughout Florida, Stantec has the talent, flexibility, and resources to provide exceptional services to the Berry Bay CDD.

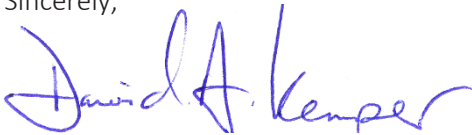
Each of the key members of Stantec's project team has extensive experience in the engineering, planning, design, and construction of residential projects. Key personnel for the project would include David A. Kemper, P.E., as Principal-in-Charge; Tonja L. Stewart, P.E., as District Engineer/ Senior Project Manager; Vanessa Nurse, as Administrative Support and Mark H. Foster, PSM as Surveyor; and other Stantec administrative, CAD, and technical support personnel, as needed.

#### **TONJA L. STEWART, P.E. - Project Manager**

A Senior Project Manager at Stantec and a Florida-registered Professional Engineer, Ms. Stewart offers more than 30 years of experience in a broad range of civil engineering projects, including managing over 30 CDD District Engineering contracts within the Tampa Bay region. She has been responsible for residential, commercial, and industrial site design; including stormwater management, drainage, roadway, water transmission systems, wastewater collection systems, and wetland and flood plain mitigation. Ms. Stewart's credentials include construction management for many of her projects which have entailed inspections, testing, and certification. Her responsibilities include providing coordination with project consultants, including geotechnical engineers, environmental scientists, surveyors, archaeologists, attorneys, and title companies. She also provides support services for re-zonings, annexations, DRIs, and land-use amendments.

Stantec looks forward to hearing from you regarding your selection, and we look forward to continuing to serve as District Engineer for the Park East Community Development District.

Sincerely,



David A. Kemper, P.E., Senior Principal





# Our Firm

## Firm Overview

project management, and project economics—begins at the intersection of community, creativity, and client relationships.

Since 1954, our local strength, knowledge, and relationships, coupled with our world-class expertise, have allowed us to go anywhere to meet our clients' needs in more creative and personalized ways. With a long-term commitment to the people and places we serve, Stantec has the unique ability to connect to projects on a personal level and advance the quality of life in communities across the globe.

At Stantec we understand innovation, collaboration, and a strong vision are necessary to create successful projects in the Single and Multi-Unit Family Residential Developments Sector. Our goal in each project is to provide social, environmental, and economic benefits in keeping with the physical site conditions, public expectations, and market realities of the project.

We offer the complete range of professional planning and design services necessary to carry property through planning, approvals and permitting, to design and construction. Stantec's team of experts includes urban planners, civil engineers, and environmental scientists. This team designs distinguished new towns and communities and provides ongoing support to include Community Development District Engineering Contracts. We have earned a strong reputation for helping nationally recognized clients realize the maximum potential of their vision and investment.

## Transforming Land

Developing land into a residential or mixed-use community or a public space with parks and trails requires a mix of technical skill and creative vision, as well as insight into development. We merge this expertise to create value for our clients and community.

Our knowledge of the industry runs deep; we know our communities, the local political climate, and the policies that impact a project's progress so we can guide you through the development process. And, we're with you from beginning to end.

Our surveyors, engineers, and transportation experts lay the groundwork for infrastructure, while our planners create designs using knowledge of local regulations to navigate approvals. Our environmental scientists restore and preserve sites. Our public participation experts engage stakeholders to build consensus. And our landscape architects, and project managers bring designs to life. Together, we cover all aspects of land development while balancing what's important to the community and the environment.

We develop spaces of distinct and local character through the following suite of services:

- Planning
- Civil Engineering
- Landscape Architecture
- Surveys/Geomatics
- Urban Design
- Public Consultation
- Architecture/Buildings Engineering
- Construction Administration
- Environmental Management & Infrastructure
- Geotechnical Engineering
- Transportation Planning & Traffic Engineering

### Ability of Applicants Professional Personnel

Stantec offers a team that Meritus' staff is familiar through our other district engineering at South Fork III, Carlton Lakes, Summit at Fern Hill and Ventana to name a few. **Tonja Stewart** will be our Project Manager, and she personally brings over two decades of experience in the management of over 30 community development district engineering contracts. She truly embodies the specific expertise to successfully execute this contract. She is joined by a team of professionals that have worked with her on previous community development district contracts, and thus, the entire Stantec team knows how to successfully execute task orders for this type of contract.

### Time and Budget Requirements

We give our contract manager full authority to directly commit staff and resources throughout the company.

The contract manager also acts as the "traffic cop" for task assignments and is able to internally coordinate the assigning of tasks to the most qualified personnel, expediting the process and qualifying the assigned staff simultaneously. If the schedule or scope changes during the delivery of any project, our contract manager can coordinate the necessary changes directly with the CDD staff to provide immediate response to your needs, and minimize the effect on the schedule, budget, and quality of work. One of our main objectives is to facilitate the CDD Project Manager's oversight of the projects- be an extension of YOUR staff. This commitment includes four basic concepts:

- Identify, understand, and utilize available technical information (don't reinvent the wheel).
- Maintain the same core team throughout each project to improve efficiency and quality of project delivery.
- Identify the critical path at the proposal phase, and develop realistic schedule and budget.
- Emphasize strong project management to implement a quality project within the agreed upon schedule and budget.

### Preparation and Use of a Task-Specific Detailed Work Plan

At Stantec we call our plan for project success a "Work Plan". This job specific work plan includes a fully detailed, resources-loaded schedule that includes all tasks, production activities, permitting milestones, and deliverables included in the scope of work for each task assignment. This work plan also includes both personnel and equipment resources that will be needed, along with their cost elements. This will allow the work plan to be balanced against the project budget. In this way as changes are made to the schedule, financial impacts of those changes can be evaluated. The work plan is the way

Tonja as our Project Manager and team leaders can assure the CDD staff that we will deliver each project as contracted. We have an internal checks and balances system of QA/QC that ensures redundancy at every stage and allows for senior staff to oversee the quality of documents and execution of design during construction.

### Past Experience and Performance

Stantec has provided district engineering services for over 30 CDD's in the state of Florida. Our experience in these types of contracts is unparalleled by other professional service firms. Please see SF 330 for further detailed information.

### Commitment to Community

Stantec's key qualifications in the comprehensive planning and design of residential developments include:

- Over \$1 billion of capitalization in Florida
- Prime consultant for more than 60 Planned Communities, encompassing more than 50,000 acres and 80,000 residential units.
- District Engineer for over 50 community development districts in the state of Florida
- New town developments have included site work for housing, recreation and commercial components.



We create the  
communities that  
we'd want to call  
home.

Our reputation for planning, design and scientific expertise is unparalleled in Florida. We work closely with state and federal governmental agencies early in the design process to obtain their input and concerns. We are particularly strong in offering close relationships with Hillsborough County, Pasco County, SWFWMD, and other local permitting agencies.

Applying experience and leading technologies, our professionals and technical staff transform land into viable projects, creating a responsible fit between physical site conditions, fiscal requirements, and environmental constraints.

Our services are provided on projects around the world through approximately 22,000 employees operating out of more than 400 locations in North America and 4 locations internationally. Our multiple office locations allow for easy management of projects in multiple locations (we have 13 in Florida alone). **These types of projects are a specialty at Stantec.** We understand how CDD's operate because we've experienced large, single-family development from the planning stages, through design, permitting and ultimately, construction. These types of developments are truly at the core of what we do as a firm.

### **Commitment to Providing District Engineering for Communities**

We offer Park East Community Development District the expertise of a team that has worked on over 50 Community Development Districts providing District Engineering services. Our track record is unsurpassed in the state for managing district engineering contracts and our Project Manager, Tonja Stewart, is personally known to you and has dedicated her over two decades of experience in managing these types of contracts.

We are a full-service team, available in-house and are ready to serve this contract. The following is a list of our current CDD Contracts, all managed by our local staff.

- Carlton Lakes CDD, Hillsborough County
- Creek Preserve CDD, Hillsborough County
- Cypress Creek CDD, Hillsborough County
- Eastlake Oaks CDD, Pinellas County
- Epperson Ranch CDD, Pasco County
- Estancia at Wiregrass CDD, Hillsborough County
- Gramercy Farms CDD, Osceola County
- Hammocks CDD, City of Tampa

- Heritage Harbor CDD, Hillsborough County
- Hidden Creek, Hillsborough County
- K Bar Ranch CDD, City of Tampa
- Meadow Pointe CDD, Pasco County
- Meadow Pointe III CDD, Pasco County
- Meadow Pointe IV CDD, Pasco County
- Northwood CDD, Pasco County
- Park Creek CDD, Hillsborough County
- Parkway Center CDD, Hillsborough County
- Rivercrest CDD, Hillsborough County
- South Fork III CDD, Hillsborough County
- Ventana CDD, Hillsborough County

We are confident that we can provide high quality service to Park East for the Professional Engineering Contract. You are familiar with our team and we pride ourselves on adhering to the utmost standard on client service. The following pages showcase our areas of expertise necessary to fully execute our high level of service to Park East and they are representative of our Tampa office's staff capabilities.

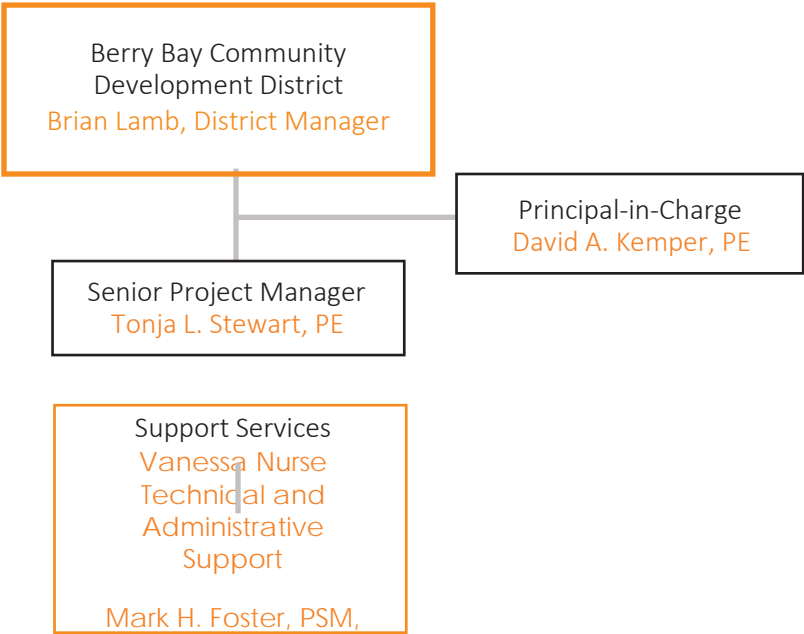
**1.5 million acres our  
land planners, landscape  
architects, and other  
professionals have  
master planned**





# Team Organization

The organization chart below indicates the names of specific staff proposed for this project. Our team offers local, site-specific experience and expertise in community development district engineering contracts. Our proposed Project Manager Tonja Stewart, is personally known and respected by your organization and staff, along with the local community. We will have no learning curve working together on this district engineering contract.



## Key Personnel Overview

### **Tonja Stewart, PE** **Project Manager**

Tonja is highly experienced in a broad range of civil engineering projects that include a specialty in managing community development district engineering contracts. Her responsibilities in managing the contracts include providing coordination with key disciplines like environmental scientists, surveyors, archaeologists, attorneys, and title companies. She has experience with residential, commercial, and industrial site design, including stormwater management, drainage, roadway, water transmission systems, wastewater collection systems, and wetland and flood plain mitigation. She is highly respected for the work she has done on over 30 community development districts within the Tampa Bay Region.

### **David Kemper, PE** **Principal-In-Charge**

Dave's professional experience includes management and design of residential, office, commercial, industrial, institutional, recreational, and mixed-use projects. He has extensive experience in coordinating the efforts of a multi-disciplined team to address all aspects of the site development including planning/zoning, survey, geotechnical, environmental, biology, traffic, and landscape architecture. This includes a particular emphasis on providing the engineering design after large scale and complex projects have been conceptualized.

### **Mark Foster, PSM** **Land Surveyor**

Mark has served in various surveying roles throughout his career, including survey party chief, survey technician, field crew supervisor, project surveyor and survey project manager. His current responsibilities include client coordination, preparation of proposals, management of projects, supervision of field and office personnel and preparation of survey maps and reports.



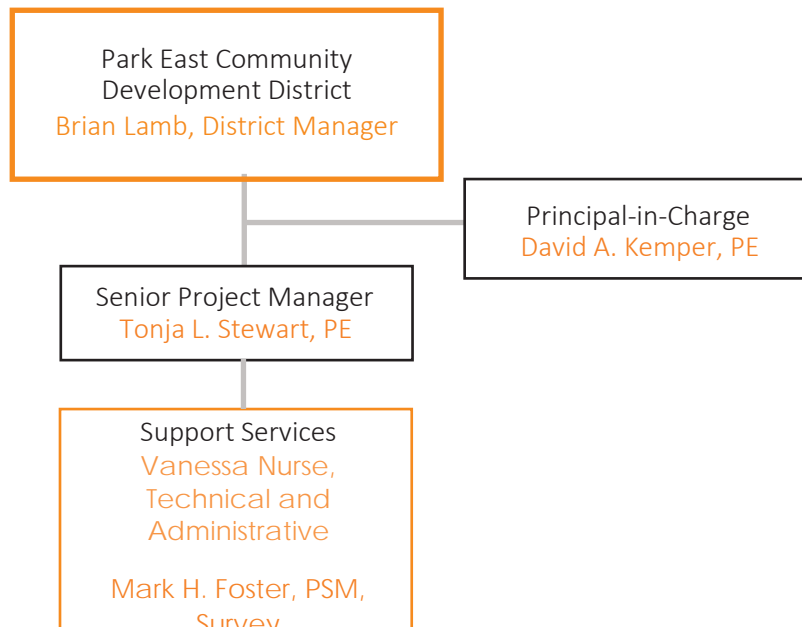
# Why Stantec?

- **Our staff understands the local area**  
We live and work in the Tampa area. Our staff understands this area and the permitting process and have a thorough understanding of Park East CDD.
- **Our similar projects exemplify our expertise and ability to overcome challenges**  
We've done this before. We've provided community development district engineering services to over 30 CDD's in the Central Florida Region. We offer you proven solutions and creative design.
- **Project Manager with over two decades of providing district engineering services**  
Can you trust that the firm you select is not only knowledgeable in community development districts, but offers a project manager that has personally led the efforts on over 30 community development district contracts? Our team is proven in these areas- you can trust us.

We understand the staff at Meritus and how they desire their selected district engineer to perform. Our reputation and high level of client services is proven to your staff.

ARCHITECT – ENGINEER QUALIFICATIONS						
PART I – CONTRACT-SPECIFIC QUALIFICATIONS						
A. CONTRACT INFORMATION						
1. TITLE AND LOCATION <i>(City and State)</i>						
Park East Community Development District Hillsborough County, Florida						
2. PUBLIC NOTICE DATE			3. SOLICITATION OR PROJECT NUMBER			
September 8, 2021			N/A			
B. ARCHITECT – ENGINEER POINT OF CONTACT						
4. NAME AND TITLE						
David Kemper, PE, Senior Principal						
5. NAME OF FIRM						
Stantec Consulting Services Inc.						
6. TELEPHONE NUMBER		7. FAX NUMBER		8. EMAIL ADDRESS		
813.223.9500		813.223.0009		dave.kemper@stantec.com		
C. PROPOSED TEAM						
<i>(Complete this section for the prime contractor and all key subcontractors.)</i>						
	<i>(Check)</i>			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V PARTNER	SUBCONTRACTOR			
a.	✓			Stantec Consulting Services Inc. <input type="checkbox"/> CHECK IF BRANCH OFFICE	777 S Harbour Island Boulevard, Suite 600 Tampa, FL 33602	District Engineering Services
b.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
g.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		

## D. Organizational Chart of Proposed Team





E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT			
(Complete one Section E for each key person.)			
12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
David A. Kemper, PE	Principal in Charge	a. TOTAL	b. WITH CURRENT FIRM
		38	19
15. FIRM NAME AND LOCATION (City and State)			
Stantec, Tampa, Florida			
16. EDUCATION (DEGREE AND SPECIALIZATION)		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)	
Master of Science, Engineering Management, Missouri University of Science & Technology, Rolla, Missouri, 1984 Bachelor of Science, Civil Engineering, Missouri University of Science & Technology, Rolla, Missouri, 1979		Professional Engineer #36271, State of Florida	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			
2011 Engineer of the Year, American Society of Civil Engineers, West Coast Branch 2004 FES/FICE Leadership Institute, Graduate			
19. RELEVANT PROJECTS			
a.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	<b>Bexley Ranch Land DRI Pasco County, Florida</b>	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
DRI engineering studies, master water, wastewater and master drainage planning, floodplain studies, and preliminary cost estimating. Stantec has completed extensive site analysis and design alternatives to assist the property owner and developer, Newland Communities, with the future development and use of this site located in central Pasco County directly adjacent to the Suncoast Parkway.			
b.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	<b>Eagle Brooke Golf and Country Club Polk County, Florida</b>	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
Provided civil/site engineering and environmental permitting for this 400-acre residential golf course community. Services included establishment of a Community Development District (CDD).			
c.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	<b>The Preserve at Wilderness Lakes Community Development District, Pasco County, Florida</b>	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
Responsible for overall project and team management for a range of engineering services associated with serving as the Community Development District (CDD) District Engineer for this development of 850 lots on +/- 578 acres. The CDD assets include a high end recreation facility, roadways, security gates, stormwater management systems, landscape/hardscape, and irrigation systems.			
d.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	<b>Toulon Master Planned Community Hillsborough County, Florida</b>	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
Responsible for overall client interface and project and team management. Stantec was retained as a multi-disciplinary consultant in the development of the Toulon Development. The site is a 218-acre, multi-phased, 232-unit, single-family residential subdivision.			

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT			
(Complete one Section E for each key person.)			
12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
Tonja Stewart, PE	Senior Project Manager	a. TOTAL	b. WITH CURRENT FIRM
		33	13
15. FIRM NAME AND LOCATION (City and State)			
Stantec, Tampa, Florida			
16. EDUCATION (DEGREE AND SPECIALIZATION)		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)	
Bachelor of Science, Civil Engineering, University of Alabama, Tuscaloosa, Alabama, 1987		Registered Engineer #47704, State of Florida	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			
2009 Tampa Bay Builders, Associate of the Year 1997 Hillsborough County Chamber of Commerce, Leadership Hillsborough			
19. RELEVANT PROJECTS			
a.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	Northwood Community Development District Land O' Lakes, Florida	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
Responsible for ongoing client and project coordination, account management, and project scheduling. Stantec serves as District Engineer and has been responsible for the design, permitting, and construction administration of a 2,000 s.f. clubhouse, as well as Southwest Florida Water Management District periodic inspections of the community stormwater facilities.			
b.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	Meadow Pointe III Community Development District Pasco County, Florida	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
Responsible for ongoing client and project coordination, account management, and project scheduling. Stantec has provided a range of engineering services associated with serving as the Community Development District (CDD) District Engineer. The CDD assets include a recreation facility, roadways, stormwater management systems, landscape/hardscape, and irrigation systems.			
c.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	Ballantrae Community Development District Land O' Lakes, Florida	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
Responsible for ongoing client and project coordination, account management, and project scheduling. Ballantrae is a residential community that was completed in 2007. The community contains certain infrastructure, i.e. recreation facilities, stormwater management systems, landscaping and irrigation systems that are operated and maintained by the CDD. Stantec is the CDD Engineer, providing ongoing services as needed by the Board of Supervisors and District Manage			
d.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	Union Park Community Development District Wesley Chapel, Florida	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		
Responsible for ongoing client and project coordination, account management, and project scheduling. Concord Station CDD manages a partially completed planned community containing single family units, a recreation facility, stormwater management systems, and common areas. Stantec provides engineering services for proper operation and maintenance of CDD infrastructure.			


## E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)



12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
Mark H. Foster, PSM	Land Surveyor	a. TOTAL	b. WITH CURRENT FIRM
		30	11
15. FIRM NAME AND LOCATION (City and State)			
Stantec, Tampa, Florida			
16. EDUCATION (DEGREE AND SPECIALIZATION)		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)	
		Professional Land Surveyor #5535, State of Florida	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			
Point of Contact, Society of American Military Engineers, Tampa Bay Post			


## 19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
a.	<b>Lake Toscana Conservation Subdivision Hillsborough County, Florida</b>	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
	Responsible for project surveying activities to include the boundary surveys associated with the acquisition of property, surveys of Ordinary High Water Line of the Little Manatee River to document the limits of Sovereignty Submerged Lands, and subdivision plat preparation for a 102-lot subdivision located on the site of an old 510-acre dairy farm on the banks of the Little Manatee River in southern Hillsborough County.		
b.	<b>Winthrop Village Traditional Neighborhood Design (TND) Hillsborough County, Florida</b>	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
	Responsible for the preparation of boundary surveys to support property acquisition, subdivision platting, construction layout, and as-built surveys for a 256-unit, traditional neighborhood design (TND) project. Special care was also required at the project boundaries to ensure compatibility with the surrounding developments.		
c.	<b>Westlake Village Hillsborough County, Florida</b>	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
	Responsible for the preparation of surveys with associated on-site geotechnical investigations and for the off-site route survey needed to support the design of transportation improvements for this proposed development near the Sun City Center.		
d.	<b>Toulon Master Planned Community Hillsborough County, Florida</b>	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
	Responsible for the platting and construction related efforts for this phased master planned development. The site is a 218-acre, multi-phased, 232-unit, single-family residential subdivision.		


F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER <div>1</div>	
21. TITLE AND LOCATION <i>(City and State)</i>		22. YEAR COMPLETED	
Bridgewater Community Development District, City of Lakeland, FL		PROFESSIONAL SERVICES 2010-2019	CONSTRUCTION <i>(if applicable)</i>
23. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER	
Bridgewater CDD	Anthony Jeancoloa, Rizzetta & Co.	407.472.2471	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size and cost)</i>			
<p>Stantec is providing District Engineering services to operate and maintain CDD infrastructure, including stormwater management systems. Responsible for civil engineering tasks. Bridgewater CDD manages a planned community containing single family units, stormwater management systems, and common areas. Stantec provides engineering services for proper operation and maintenance of CDD infrastructure, as well as annual consulting engineering reports.</p> <div></div>			
25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Stantec	Tampa, FL	Surveying, civil engineering, construction administration support



F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT			20. EXAMPLE PROJECT KEY NUMBER
<i>(Present as many projects as requested by the agency, or 10 projects, if not specified.)</i> <i>Complete one Section F for each project.</i>			2
21. TITLE AND LOCATION <i>(City and State)</i>		22. YEAR COMPLETED	
Meadow Pointe IV Community Development District Pasco County, FL		PROFESSIONAL SERVICES 2006-Ongoing	CONSTRUCTION <i>(if applicable)</i>
23. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER	
Meadow Pointe IV CDD	Greg Cox, Rizzetta & Co.	813.994.1001	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size and cost)</i>			
<p>District Engineering services includes the operation and maintenance of District infrastructure, including roads and stormwater management systems.</p> <p>Meadow Pointe IV includes:</p> <ul style="list-style-type: none"> <li>• Whisenton Place</li> <li>• Parkmonte</li> <li>• Shellwood Place</li> <li>• Fennwood Crossing</li> <li>• Windsor</li> <li>• Meridan</li> </ul>			
 			
25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Stantec	Tampa, FL	Civil Engineering




F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT		20. EXAMPLE PROJECT KEY NUMBER	
(Present as many projects as requested by the agency, or 10 projects, if not specified.)		3	
Complete one Section F for each project.)			
21. TITLE AND LOCATION (City and State)		22. YEAR COMPLETED	
Gramercy Farms Community Development District		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
City of St. Cloud, FL		2013-Ongoing	
23. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER	
Gramercy Farms CDD	Anthony Jeancola, Rizzetta & Co.	407-472-2471	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size and cost)			
<p>Stantec is providing District Engineering services includes the operation and maintenance of District infrastructure, including stormwater management systems.</p> <p>Our team has been responsible for ongoing client and project coordination, account management, and project scheduling.</p>			
			
			

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a.	Stantec	Tampa, FL	Civil Engineering

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT		20. EXAMPLE PROJECT KEY NUMBER	
(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)		4	
21. TITLE AND LOCATION (City and State)		22. YEAR COMPLETED	
Bridgewater of Wesley Chapel Community Development District Pasco County, FL		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2006-2018	
23. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER	
Bridgewater of Wesley Chapel CDD	Angel Montagna - Rizzetta & Co.	813.994.1001	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size and cost)			
<p>Bridgewater is a multi-phased master planned community with 760 single-family lots on 325 acres. Stantec was selected for annual district engineering services to assist the District Manager and Board of Supervisors to properly budget, operate, and maintain CDD infrastructure, which includes roads and stormwater management facilities.</p> 			

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a.	Stantec	Tampa, FL	Civil Engineering, Surveying, Construction Management




F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT		20. EXAMPLE PROJECT KEY NUMBER	
(Present as many projects as requested by the agency, or 10 projects, if not specified.)		5	
Complete one Section F for each project.)			
21. TITLE AND LOCATION (City and State)		22. YEAR COMPLETED	
Oakstead Community Development District Pasco County, FL		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2006-Ongoing	
23. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER	
Oakstead CDD	Andy Mendenhall, Inframark	813.991.1116	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size and cost)			
<p>Stantec was selected for annual district engineering services to assist the District Manager and Board of Supervisors to properly budget, operate, and maintain CDD infrastructure, which includes roads, stormwater management facilities and recreation facilities.</p> <div style="display: flex; justify-content: space-around;">   </div> 			

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a.	Stantec	Tampa, FL	Civil Engineering, Surveying, Construction Administration Support





<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified.)</i> <i>Complete one Section F for each project.</i>		<b>20. EXAMPLE PROJECT KEY NUMBER</b>  <div>6</div>									
<b>21. TITLE AND LOCATION (City and State)</b> Union Park Community Development District Pasco County, FL		<b>22. YEAR COMPLETED</b> <table border="1"> <tr> <td>PROFESSIONAL SERVICES</td> <td>CONSTRUCTION (if applicable)</td> </tr> <tr> <td>2013-Ongoing</td> <td></td> </tr> </table>		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)	2013-Ongoing					
PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)										
2013-Ongoing											
<b>23. PROJECT OWNER'S INFORMATION</b>											
<b>a. PROJECT OWNER</b> Union Park CDD		<b>b. POINT OF CONTACT NAME</b> Paul Cusmano, DPFG									
		<b>c. POINT OF CONTACT TELEPHONE NUMBER</b> 813.418.7473									
<b>24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size and cost)</b> Union Park CDD manages a partially completed planned community containing single family units, a recreation facility, stormwater management systems, and common areas. Stantec provides engineering services for proper operation and maintenance of CDD infrastructure, as well as annual public facilities reports.											
<b>25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT</b>											
<table border="1"> <tr> <td></td> <td>(1) FIRM NAME</td> <td>(2) FIRM LOCATION (City and State)</td> <td>(3) ROLE</td> </tr> <tr> <td>a.</td> <td>Stantec</td> <td>Tampa, FL</td> <td>Civil Engineering, Surveying, Construction Administration Support</td> </tr> </table>					(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE	a.	Stantec	Tampa, FL	Civil Engineering, Surveying, Construction Administration Support
	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE								
a.	Stantec	Tampa, FL	Civil Engineering, Surveying, Construction Administration Support								

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified.)</i> <i>Complete one Section F for each project.</i>		<b>20. EXAMPLE PROJECT KEY NUMBER</b>  <div style="font-size: 24pt; text-align: center;">7</div>	
21. TITLE AND LOCATION <i>(City and State)</i>		22. YEAR COMPLETED	
Ballantrae Community Development District Pasco County, FL		PROFESSIONAL SERVICES 2006-Ongoing	CONSTRUCTION <i>(if applicable)</i>
<b>23. PROJECT OWNER'S INFORMATION</b>			
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER	
Ballantrae CDD	Patricia Thibault, DPFG	813.418.7473	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size and cost)</i>			
<p>Stantec is the CDD Engineer, providing ongoing services as needed by the Board of Supervisors and District Manager. We are providing District Engineering services to maintain District owned and maintained infrastructure, including wet detention stormwater ponds.</p> <div style="text-align: center; margin-top: 100px;">  </div>			

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Stantec	Tampa, FL	Civil Engineering

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified.)</i> <i>Complete one Section F for each project.)</i>			<b>20. EXAMPLE PROJECT KEY NUMBER</b>  <div>8</div>				
<b>21. TITLE AND LOCATION (City and State)</b> Northwood Community Development District Pasco County, FL		<b>22. YEAR COMPLETED</b> <table border="1"> <tr> <td>PROFESSIONAL SERVICES</td> <td>CONSTRUCTION <i>(if applicable)</i></td> </tr> <tr> <td>2006-Ongoing</td> <td></td> </tr> </table>		PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>	2006-Ongoing	
PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>						
2006-Ongoing							
<b>23. PROJECT OWNER'S INFORMATION</b>							
<b>a. PROJECT OWNER</b> Northwood CDD	<b>b. POINT OF CONTACT NAME</b> Nicole Hicks, Meritus	<b>c. POINT OF CONTACT TELEPHONE NUMBER</b> 813.873.7300					
<b>24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT</b> <i>(Include scope, size and cost)</i> We served as District Engineer and have been responsible for the design, permitting, and construction administration of a 2,000 s.f. clubhouse, as well as Southwest Florida Water Management District periodic inspections of the community stormwater facilities.							
<b>25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT</b>							
<b>a.</b>	<b>(1) FIRM NAME</b> Stantec	<b>(2) FIRM LOCATION (City and State)</b> Tampa, FL	<b>(3) ROLE</b> Civil Engineering				

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT			20. EXAMPLE PROJECT KEY NUMBER
<i>(Present as many projects as requested by the agency, or 10 projects, if not specified.)</i> <i>Complete one Section F for each project.</i>			9
21. TITLE AND LOCATION <i>(City and State)</i>		22. YEAR COMPLETED	
Meadow Point III Community Development District Pasco County, FL		PROFESSIONAL SERVICES 2006 - ongoing	CONSTRUCTION <i>(if applicable)</i>
23. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER	
Meadow Point III CDD	Matthew Huber, Rizzetta and Co	813.933.5571	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size and cost)</i>			
<p>Stantec has provided a range of engineering services associated with serving as the Community Development District (CDD) District Engineer. The CDD assets include a recreation facility, roadways, stormwater management systems, landscape/hardscape, and irrigation systems.</p>			
25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Stantec	Tampa, FL	Civil Engineering

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT		20. EXAMPLE PROJECT KEY NUMBER	
(Present as many projects as requested by the agency, or 10 projects, if not specified.)		10	
Complete one Section F for each project.)			
21. TITLE AND LOCATION (City and State)		22. YEAR COMPLETED	
Rivercrest Community Development District Hillsborough County, FL		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2006-Ongoing	
23. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER	
Rivercrest CDD	Debby Nussel, Meritus Districts	813.873.7300	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size and cost)			
<p>District Engineering services includes the operation and maintenance of District infrastructure, including stormwater management systems and clubhouse facilities. The Rivercrest CDD is a completed community with infrastructure that includes open space, stormwater management, and landscaped common areas and irrigation systems.</p> <p>The Stantec team is responsible for ongoing client and project coordination, account management, and project scheduling. Stantec was selected for annual district engineering services to assist the District Manager and Board of Supervisors to properly budget, operate, and maintain CDD infrastructure, which includes stormwater management facilities and recreation facilities.</p>			
 			

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a.	Stantec	Tampa, FL	Civil Engineering

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS											
26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
David A. Kemper, PE	Principal	•	•	•	•	•	•	•	•	•	•
Tonja L. Stewart, PE	Senior Project Manager	•	•	•	•	•	•	•	•	•	•
Vanessa Nurse	Technical and Administrative Supp					•			•		
Mark H. Foster, PSM	Lead Surveyor	•	•		•	•	•	•	•	•	•

29. EXAMPLE PROJECTS KEY			
NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	Bridgewater Community Development District	6	Concord Station Community Development District
2	Meadow Pointe IV Community Development District	7	Ballantrae Community Development District
3	Gramercy Farms Community Development District	8	Northwood Community Development District
4	Bridgewater of Wesley Chapel Community Development District	9	Meadow Point III Community Development District
5	Oakstead Community Development District	10	Rivercrest Community Development District

## H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

Stantec provides engineering, planning, permitting, and cost estimating services for Community Development Districts (CDDs), dependent and independent districts, Municipal Service Taxing Units/Benefit Units (MSTU/BU), and other special assessment districts. We have a current working relationship with Meritus, and have worked with several fully- developed CDD's within Pasco and Hillsborough Counties and the City of Tampa. We offer a total scope of services that includes, but is not limited to, the following:

- General Consultation on District Issues
- Master Planning of Infrastructure
- Water Management Systems and Facilities
- Water and Sewer Systems and Facilities
- Roads, Landscaping and Street Lighting Design and Plans
- Existing Systems Studies and Analysis
- Environmental Permitting
- Cost Estimates for Plan Implementation
- Bidding and Contractor Selection
- Government Permitting
- Water Conversation Studies and Design
- Water Supply Studies
- Construction Phase Observation
- Contract Management and Inspection Services
- Expert Witness Testimony
- Utility Rate Studies
- Potable Water System Plans and Design
- Irrigation System Plans and Design
- Wastewater Collection System Plans and Design
- Engineering Reports for Bonding

The following represents Stantec's additional prior experience in CDD's, Independent Districts and MSTU/BUS:

- Ballantrae CDD, Pasco County
- Chapel Creek CDD, Pasco County
- Eastlake Oaks CDD, Pinellas County
- Meadow Point I CDD, III, IV CDD, Pasco County
- New River CDD, Pasco County
- Northwood CDD, Pasco County
- Oakstead CDD, Pasco County
- Bridgewater CDD, Polk County
- Union Park CDD, Pasco County
- Arbor Greene CDD, City of Tampa
- Cheval West CDD, Hillsborough County
- Cypress Creek CDD, Hillsborough County
- Hammocks CDD, City of Tampa
- Hawk's Point CDD, Hillsborough County
- Heritage Harbor CDD, Hillsborough County
- Heritage Isles CDD, City of Tampa
- K Bar Ranch CDD, City of Tampa
- Panther Trace I, II CDD, Hillsborough County
- Rivercrest CDD, Hillsborough County
- Waterchase CDD, Hillsborough County
- Parkway Center CDD, Hillsborough County

## I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE




32. DATE

01/30/2020

33. NAME AND TITLE

David Kemper, Senior Principal



<b>ARCHITECT - ENGINEER QUALIFICATIONS</b>				1. SOLICITATION NUMBER <i>(If any)</i>		
<b>PART II – GENERAL QUALIFICATIONS</b> <i>(If a firm has branch offices, complete for each specific branch office seeking work.)</i>						
2a. FIRM (OR BRANCH OFFICE) NAME <b>Stantec Consulting Services Inc.</b>				3. YEAR ESTABLISHED <b>2012</b>	4. UNIQUE ENTITY IDENTIFIER <b>07-872-1737</b>	
2b. STREET <b>777 S Harbour Island Boulevard, Suite 600</b>				<b>5. OWNERSHIP</b>		
2c. CITY <b>Tampa</b>		2d. STATE <b>FL</b>	2e. ZIP CODE <b>33602-3921</b>	a. TYPE <b>Corporation</b>		
6a. POINT OF CONTACT NAME AND TITLE <b>David A. Kemper, PE, Senior Principal</b>				b. SMALL BUSINESS STATUS <b>N/A</b>		
6b. TELEPHONE NUMBER <b>(813) 223-9500</b>		6c. E-MAIL ADDRESS <b>dave.kemper@stantec.com</b>		7. NAME OF FIRM <i>(If block 2a is a branch office)</i> <b>Stantec Inc.</b>		
8a. FORMER FIRM NAME(S) <i>(If any)</i>				8b. YEAR ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER	
<b>MWH Americas Inc. Wilson Miller, Inc.</b>				<b>1993</b>	<b>14-865-2431</b>	
				<b>1956</b>	<b>55-683-5408</b>	
<b>9. EMPLOYEES BY DISCIPLINE</b>				<b>10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS</b>		
a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number <i>(See Below)</i>
		(1) Firm	(2) Branch			
02	Administrative	3606	31	B02	Bridges	9
06	Architect	958	0	C15	Construction Management	8
07	Biologist	247	1	C16	Construction Surveying	7
08	CAD Technician	662	6	E02	Educational Facilities, Classrooms	10
10	Chemical Engineer	60	1	E09	EIS, Assessments of Statements	10
12	Civil Engineer	2071	16	E12	Environmental Remediation	10
15	Construction Inspector	256	1	H07	Highways; Streets; Airfield Paving; Parking Lots	10
21	Electrical Engineer	671	2	H09	Hospital & Medical Facilities	10
23	Environmental Engineer	471	2	H11	Housing (Residential, Multi-Family, Apts, Condos)	10
24	Environmental Scientist	842	2	I01	Industrial Buildings, Manufacturing Plants	9
29	GIS Specialist	171	3	O01	Office Buildings, Industrial Parks	8
34	Hydrologist	83	1	P05	Planning (Comm., Regional, Areawide and State)	8
38	Land Surveyor	423	18	P06	Planning (Site, Installation, and Project)	8
39	Landscape Architect	204	3	R04	Recreation Facilities (Parks, Marinas, Etc.)	8
42	Mechanical Engineer	600	1	S04	Sewage Collection, Treatment and Disposal	9
47	Planner, Urban/Regional	262	4	S10	Surveying, Platting, Mapping, Flood Plain Studies	8
48	Project Manager	765	9	S13	Storm Water Handling & Facilities	7
57	Structural Engineer	654	2	T03	Traffic & Transportation Engineering	10
58	Technician/Analyst	1948	2	T04	Topographic Surveying and Mapping	4
60	Transportation Engineer	282	3	U02	Urban Renewals; Community Development	8
	Other	1732	0	W02	Water Resources, Hydrology, Ground Water	9
	<b>Total</b>	<b>16968</b>	<b>108</b>	W03	Water Supply, Treatment and Distribution	10
<b>11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS</b> <i>(insert revenue index number shown at right)</i>		<b>PROFESSIONAL SERVICES REVENUE INDEX NUMBER</b>				
a. Federal Work	10	1. Less than \$100,000		6. \$2 million to less than \$5 million		
b. Non-Federal Work	10	2. \$100,000 to less than \$250,000		7. \$5 million to less than \$10 million		
c. Total Work	10	3. \$250,000 to less than \$500,000		8. \$10 million to less than \$25 million		
		4. \$500,000 to less than \$1 million		9. \$25 million to less than \$50 million		
		5. \$1 million to less than \$2 million		10. \$50 million or greater		
<b>12. AUTHORIZED REPRESENTATIVE</b>						
The foregoing is a statement of facts.						
a. SIGNATURE 					b. DATE <b>January 1, 2018</b>	
c. NAME AND TITLE <b>David A. Kemper, PE, Senior Principal</b>						





Design with  
community in mind

**PARK EAST  
COMMUNITY DEVELOPMENT DISTRICT**

**July 1, 2021 Minutes of Special Organizational Meeting**

**Minutes of the Special Organizational Meeting**

The Special Organizational Meeting of the Board of Supervisors for the Park East Community Development District was held on **Thursday, July 1, 2021 at 2:00 p.m.** at the Offices of Meritus located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607.

**1. CALL TO ORDER**

Brian Lamb called the Special Organizational Meeting of the Board of Supervisors of the Park East Community Development District to order on **Thursday, July 1, 2021 at 2:00 p.m.**

**Board Members Present and Constituting a Quorum:**

Jeff Hills	Supervisor
Nick Dister	Supervisor
Steve Luce	Supervisor
Ryan Motko	Supervisor
Albert Viera	Supervisor

**Staff Members Present:**

Brian Lamb	District Manager, Meritus
Brian Howell	District Manager, Meritus
Bryan Radcliff	District Manager, Meritus
John Vericker	District Counsel, Straley Robin Vericker
Jennifer Taylor	Bond Counsel, Gray Robinson

There were no members of the general public in attendance.

**2. PUBLIC COMMENT PERIOD**

There were no public comments.

**3. ADMINISTER OATHS OF OFFICE TO BOARD ASSIGNED IN PETITION**

Mr. Lamb stated for the record that he has the signed and notarized Oaths of Office from Supervisor Hills, Supervisor Dister, Supervisor Luce, Supervisor Motko, and Supervisor Viera.

**4. SEAT NEW BOARD MEMBERS**

**A. Overview of Forms, Sunshine Amendment, Code of Ethics, Supervisor Responsibilities**

Mr. Lamb went over that the Board members are all well-versed in Sunshine Laws, the Code of Ethics, and supervisor responsibilities. If they have any questions, they will contact Counsel.

**5. APPOINTMENT OF OFFICERS – Resolution 2021-01**

- A. Chairman**
- B. Vice Chairman**
- C. Secretary**
- D. Treasurer**
- E. Assistant Secretaries**

The Board discussed the officer positions. Jeff Hills will be the Chair, and Supervisor Dister will be the Vice-Chair. Brian Lamb with Meritus will be the Secretary, and Eric Davidson with Meritus will be the Treasurer. The rest of the Board will be Assistant Secretaries, and Brian Howell with Meritus will be an additional Assistant Secretary.

MOTION TO:	Approve Resolution 2021-01 as stated.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

**6. APPOINTMENT OF CONSULTANTS**

**A. Consider Appointment of District Manager/Assessment Consultant– Resolution 2021-02**

Meritus will be the District Manager/Assessment Consultant.

**B. Designation of Registered Agent/Office – Resolution 2021-03**

Brian Lamb/Meritus will be the Registered Agent/Office.

**C. Consider Appointment of District General Counsel – Resolution 2021-04**

Straley Robin Vericker will be District Counsel.

**D. Consider Appointment of Interim District Engineer – By Motion**  
**i. Authorize RFQ for District Engineer**

Stantec will be the Interim Engineer. The Board authorized an RFQ for District Engineer.

**E. Consider Appointment of Bond Counsel – Gray Robinson**

Gray Robinson will be Bond Counsel.

**F. Consider Appointment of Investment Banker – FMS Bonds**

FMS Bonds will be the Investment Banker.

**G. Consider Appointment of Trustee – US Bank**

US Bank will be the Trustee.

MOTION TO:	Approve Items 6A-G, subject to review of the Chair and/or Counsel.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Viera
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

**7. BUSINESS MATTERS**

- A. Consider Authorizing Notice of Establishment – Resolution 2021-05**
- B. Consider Policy of Compensation for Board Members – Resolution 2021-06**
- C. Consider Policy of Reimbursement of District Travel Expenses – Resolution 2021-07**
- D. Consider Designation of Primary Administrative Officer and Local Records Office – Resolution 2021-08**
- E. Consider District Records Retention Schedule – Resolution 2021-09**
- F. Consider Fiscal Year 2021 Regular Meeting Schedule and Location – Resolution 2021-10**
- G. Consider Landowners' Meeting Date, Time, and Location – Resolution 2021-11**
- H. Consider Proposed FY 2021 Annual Budget & Set Public Hearing – Resolution 2021-12**
- I. Consider Proposed FY 2022 Annual Budget & Set Public Hearing – Resolution 2021-03**
- J. Set Public Hearing for Uniform Method of Collections – Resolution 2021-14**
- K. Consider Rules of Procedure & Setting Public Hearing – Resolution 2021-15**
- L. Consider Policy Re: Support & Legal Defense for Board & Staff – Resolution 2021-16**
- M. Authorization to Obtain General Liability and Public Officers Insurance – By Motion**
- N. Consider Designation of a Qualified Public Depository – Resolution 2021-17**
- O. Authorization of Signatories – Resolution 2021-18**
- P. Authorization to Disburse Funds for Expenses – Resolution 2021-19**
- Q. Consider Adoption of Investment Policy – Resolution 2021-20**
- R. Consider Approval of Florida Statewide Mutual Aid Agreement – Resolution 2021-21**
- S. Consider Provisions for Public Comments – Resolution 2021-22**

**T. Appointment of Audit Committee – By Motion**

Mr. Lamb went over all of the Business Items with the Board. The Landowners Election will be held on August 5, 2021 at 2:00 p.m. at the office of Meritus. The public hearings for the budgets, uniform method of collections, and rules of procedure will be on September 2, 2021 at 2:00 p.m. at the office of Meritus. The Board appointed the Board as the Audit Committee. Supervisor Hills, Supervisor Dister, Supervisor Luce, Supervisor Motko, and Supervisor Viera accepted the supervisor compensation. The Board authorized obtaining general liability and public officers insurance.

MOTION TO:	Approve Business Matters 7A-T as described with the two items related to the Audit Committee and the authorization to procure directors and officers insurance.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

**8. PRELIMINARY REPORT PRESENTATION – ASSESSMENT BONDS**  
**A. Consideration of Report of District Engineer**

Mr. Lamb went over the Report of the District Engineer with the Board.

MOTION TO:	Approve the Report of the District Engineer in substantial form for a total of \$24,080,000 for qualified public improvements to be contemplated.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

**B. Consider Bond Validation Report**

Mr. Lamb went over the Bond Validation Report with the Board.

MOTION TO: Approve the Bond Validation Report in substantial form.  
MADE BY: Supervisor Hills  
SECONDED BY: Supervisor Dister  
DISCUSSION: None further  
RESULT: Called to Vote: Motion PASSED  
5/0 - Motion Passed Unanimously

**C. Authorizing Issuance of Bonds/Filing of Validation Complaint – Resolution 2021-23**

**i. Master Trust Indenture**

Ms. Taylor went over the resolution with the Board.

MOTION TO: Approve Resolution 2021-23.  
MADE BY: Supervisor Dister  
SECONDED BY: Supervisor Motko  
DISCUSSION: None further  
RESULT: Called to Vote: Motion PASSED  
5/0 - Motion Passed Unanimously

**D. Consider Authorization of Chairman to Accept or Execute Certain Documents – Resolution 2021-24**

Mr. Lamb went over the resolution with the Board.

MOTION TO: Approve Resolution 2021-24.  
MADE BY: Supervisor Luce  
SECONDED BY: Supervisor Viera  
DISCUSSION: None further  
RESULT: Called to Vote: Motion PASSED  
5/0 - Motion Passed Unanimously

**E. Other Matters Related to Financing**

**9. ADMINISTRATIVE MATTERS**

**A. Request for Working Capital – By Motion**

Mr. Lamb briefly discussed requesting working capital.

**10. STAFF REPORTS**

**A. District Counsel**

**B. District Engineer**

**C. District Manager**

There were no further reports from staff at this time.

**11. BOARD MEMBERS' COMMENTS**

There were no comments from the Board.

**12. PUBLIC COMMENTS**

There were no public comments.

**13. ADJOURNMENT**

MOTION TO:	Adjourn.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	5/0 - Motion Passed Unanimously

*\*Please note the entire meeting is available on disc.*

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**Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on \_\_\_\_\_.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

**Title:**

- ☐ **Secretary**  
☐ **Assistant Secretary**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

**Title:**

- ☐ **Chairman**  
☐ **Vice Chairman**

*Recorded by Records Administrator*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Official District Seal



# **PARK EAST COMMUNITY DEVELOPMENT DISTRICT**

**August 5, 2021 Minutes of the Landowner's Election**

## **Minutes of the Landowner's Election**

The Landowner's Election of the Board of Supervisors for the Park East Community Development District was held on Thursday, August 5, 2021 at 2:00 p.m. at the Offices of Meritus located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607.

### **1. CALL TO ORDER/ROLL CALL**

Brian Lamb called the Landowner's Election of the Board of Supervisors of the Park East Community Development District to order on Thursday, August 5, 2021 at 3:42 p.m.

Staff Members Present:

Brian Lamb	District Manager, Meritus
Bryan Radcliff	District Manager, Meritus
John Vericker	District Counsel, Straley Robin Vericker
Vanessa Steinerts	District Counsel, Straley Robin Vericker
Nick Dister	Eisenhower Property Group
Ryan Motko	Eisenhower Property Group
Steve Luce	Eisenhower Property Group

There were no audience members present.

Mr. Lamb noted that he has the signed proxy from the landowner stating that Nick Dister will be the proxyholder for the landowner's election.

### **2. APPOINTMENT OF MEETING CHAIRMAN**

Mr. Lamb will be serving as the meeting chairman.

### **3. ANNOUNCEMENT OF CANDIDATES/CALL FOR NOMINATIONS**

Mr. Lamb announced that there were 166 eligible votes. The candidates were Jeff Hills, Nick Dister, Ryan Motko, Albert Viera, and Steve Luce.

### **4. ELECTION OF SUPERVISORS**

Mr. Lamb announced the results: 160 votes for Jeff Hills for Seat 1 with a four-year term; 160 votes for Nick Dister for Seat 2 with a four-year term; 80 votes for Ryan Motko for Seat 3 with a two-year term; 80 votes for Steve Luce for Seat 4 with a two-year term; and 80 votes for Albert Viera for Seat 5 with a two-year term.

**5. OWNERS REQUESTS**

There were no requests.

**6. ADJOURNMENT**

The landowner's election was closed.

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**Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on \_\_\_\_\_.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Printed Name**

**Title:**

- ☐ **Secretary**  
☐ **Assistant Secretary**

**Title:**

- ☐ **Chairman**  
☐ **Vice Chairman**

*Recorded by Records Administrator*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Official District Seal

**PARK EAST  
COMMUNITY DEVELOPMENT DISTRICT**

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**August 5, 2021 Minutes of Audit Committee and Regular Meeting**

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**Minutes of the Audit Committee and Regular Meeting**

The Audit Committee and Regular Meeting of the Board of Supervisors for the Park East Community Development District was held on **Thursday, August 5, 2021 at 2:00 p.m.** at the Offices of Meritus located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607.

**1. CALL TO ORDER**

Brian Lamb called the Audit Committee and Regular Meeting of the Board of Supervisors of the Park East Community Development District to order on **Thursday, August 5, 2021 at 3:44 p.m.**

**Board Members Present and Constituting a Quorum:**

Nick Dister	Supervisor
Ryan Motko	Supervisor
Steve Luce	Supervisor

**Staff Members Present:**

Brian Lamb	District Manager, Meritus
Bryan Radcliff	District Manager, Meritus
John Vericker	District Counsel, Straley Robin Vericker
Vanessa Steinerts	District Counsel, Straley Robin Vericker

There were no members of the general public in attendance.

**2. OATH OF OFFICE**

Nick Dister, Ryan Motko, and Steve Luce signed their Oaths of Office. Mr. Lamb stated that he is a notary for the state of Florida and had notarized the Oaths.

**3. RECESS TO AUDIT COMMITTEE MEETING**

Mr. Lamb directed the Board to recess to the Audit Committee meeting.

**4. AUDIT COMMITTEE MEETING**

**A. Call to Order/Roll Call**

Mr. Lamb called the Audit Committee meeting to order.

Nick Dister, Ryan Motko, and Steve Luce were present.

**B. Appoint Chairman**

Mr. Lamb chaired the meeting.

**C. Selection of Criteria for Evaluation of Proposals**

The Committee determined that the evaluation criteria will be size of the firm, qualifications, location, and price.

MOTION TO:	Approve the criteria as determined by staff.
MADE BY:	Supervisor Dister
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

Ms. Steinerts noted that ability of personnel, experience, and ability to furnish the required services should be included in the evaluation for qualifications.

**D. Determine Date, Time, Location, and RFP Required**

**i. Consider Notice of Request for Proposals for Audit Services**

**E. Consider Sending RFP to Interested Firms**

An RFP will be sent out to interested firms and should be returned in mid-September.

**F. Determine Date of Next Committee Meeting**

**i. Audit Committee Guidelines**

The next Audit Committee meeting will be at the October 7, 2021 meeting.

**5. RETURN AND PROCEED TO REGULAR MEETING**

Mr. Lamb directed the Board to return and proceed to the regular meeting.

**6. PUBLIC COMMENT ON AGENDA ITEMS**

There were no public comments on agenda items.

**7. VENDOR AND STAF REPORTS**

- A. District Counsel**
- B. District Engineer**
- C. District Manager**

Mr. Lamb noted that there is a revised document from Counsel regarding the Declaration of Assessments. Ms. Steinerts stated that the bond validation hearing is on September 21, 2021 at 10:00 a.m. via Zoom.

**8. BUSINESS ITEMS**

- A. Consideration of Resolution 2021-25; Canvassing and Certifying Results of the Landowners Election**

Mr. Lamb went over the resolution with the Board.

MOTION TO:	Approve Resolution 2021-25.
MADE BY:	Supervisor Luce
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

- B. Consideration of Resolution 2021-26; Designating Officers**

Mr. Lamb went over the resolution with the Board. Supervisor Hills will be the Chair, and Supervisor Dister will be the Vice-Chair, with the rest of the Board serving as Assistant Secretaries. Mr. Lamb will be Secretary, Eric Davidson with Meritus will be Treasurer, and Brian Howell with Meritus will be an additional Assistant Secretary.

MOTION TO:	Approve Resolution 2021-26.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Luce
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

**C. Consideration of District Engineer's Report**

Mr. Lamb reviewed the District Engineer's Report with the Board.

MOTION TO:	Approve the District Engineer's Report in substantial form subject to review of various counsels and other members of the finance team.
MADE BY:	Supervisor Luce
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

**D. Consideration of Master Assessment Methodology Report**

Mr. Lamb reviewed the Master Assessment Methodology Report with the Board.

MOTION TO:	Approve the Master Assessment Methodology Report in substantial form.
MADE BY:	Supervisor Dister
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

**E. Consideration of Resolution 2021-27; Declaring Special Assessments**

Mr. Lamb went over the resolution with the Board.

MOTION TO:	Approve Resolution 2021-27.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

**F. Consideration of Resolution 2021-28; Setting Public Hearing for Levying Special Assessments**

Mr. Lamb went over the resolution with the Board. The date for the hearing will be October 7, 2021.

MOTION TO:	Approve Resolution 2021-28.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

**G. Consideration of ADA Website Compliance Proposal**

The Board reviewed the proposal.

MOTION TO:	Approve the ADA Website Compliance Proposal.
MADE BY:	Supervisor Luce
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

**H. General Matters of the District**

There were no additional general matters to discuss.

**9. SUPERVISOR REQUESTS AND COMMENTS**

There were no supervisor requests or comments.

**10. AUDIENCE COMMENTS**

There were no audience comments.

## 11. ADJOURNMENT

MOTION TO:	Adjourn.
MADE BY:	Supervisor Dister
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion Passed Unanimously

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\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Printed Name**

**Title:**

☐ **Secretary**  
☐ **Assistant Secretary**

**Title:**

☐ **Chairman**  
☐ **Vice Chairman**

Official District Seal

*Recorded by Records Administrator*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*



**PARK EAST  
COMMUNITY DEVELOPMENT DISTRICT**

**September 2, 2021 Minutes of Regular Meeting and Public Hearing**

**Minutes of the Regular Meeting and Public Hearing**

The Regular Meeting and Public Hearing of the Board of Supervisors for the Park East Community Development District was held on **Thursday, September 2, 2021 at 2:00 p.m.** at the Offices of Meritus located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607.

**1. CALL TO ORDER**

Bryan Radcliff called the Regular Meeting and Public Hearing of the Board of Supervisors of the Park East Community Development District to order on **Thursday, September 2, 2021 at 2:08 p.m.**

**Board Members Present and Constituting a Quorum:**

Nick Dister	Vice-Chair
Ryan Motko	Supervisor
Steve Luce	Supervisor
Albert Viera	Supervisor

**Staff Members Present:**

Bryan Radcliff	District Manager, Meritus	
Brian Lamb	District Manager, Meritus	<i>via conference call</i>
John Vericker	District Counsel, Straley Robin Vericker	<i>via conference call</i>

There were no members of the general public in attendance.

**2. PUBLIC COMMENT ON AGENDA ITEMS**

There were no public comments.

**3. RECESS TO PUBLIC HEARING**

Mr. Radcliff directed the Board to recess to the public hearing.

**4. PUBLIC HEARING ON ADOPTING UNIFORM METHOD OF COLLECTION,  
ADOPTING UNIFORM RULES OF PROCEDURE, ADOPTING FINAL FISCAL YEAR  
2021 BUDGET, AND ADOPTING FINAL FISCAL YEAR 2022 BUDGET**

**A. Open the Public Hearing on Adopting Uniform Method of Collection, Adopting  
Uniform Rules of Procedure, Adopting Final Fiscal Year 2021 Budget, and Adopting  
Final Fiscal Year 2022 Budget**

MOTION TO:	Open the public hearing.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

**B. Staff Presentations**

Mr. Radcliff and Mr. Vericker went over the resolutions with the Board.

**C. Public Comments**

There were no public comments.

**D. Consideration of Resolution 2021-29; Adopting Uniform Method of Collection**

The Board reviewed the resolution.

MOTION TO:	Approve Resolution 2021-29.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

**E. Consideration of Resolution 2021-30; Adopting Uniform Rules of Procedure**

The Board reviewed the resolution.

MOTION TO: Approve Resolution 2021-30.  
MADE BY: Supervisor Motko  
SECONDED BY: Supervisor Luce  
DISCUSSION: None further  
RESULT: Called to Vote: Motion PASSED  
4/0 - Motion Passed Unanimously

**F. Consideration of Resolution 2021-31; Adopting Final Fiscal Year 2021 Budget**

The Board reviewed the resolution and FY 2021 budget.

MOTION TO: Approve Resolution 2021-31.  
MADE BY: Supervisor Dister  
SECONDED BY: Supervisor Motko  
DISCUSSION: None further  
RESULT: Called to Vote: Motion PASSED  
4/0 - Motion Passed Unanimously

**G. Consideration of Resolution 2021-32; Adopting Final Fiscal Year 2022 Budget**

The Board reviewed the resolution and FY 2022 budget.

MOTION TO: Approve Resolution 2021-32.  
MADE BY: Supervisor Luce  
SECONDED BY: Supervisor Dister  
DISCUSSION: None further  
RESULT: Called to Vote: Motion PASSED  
4/0 - Motion Passed Unanimously

**H. Close the Public Hearing on Adopting Uniform Method of Collection, Adopting Uniform Rules of Procedure, Adopting Final Fiscal Year 2021 Budget, and Adopting Final Fiscal Year 2022 Budget**

MOTION TO:	Open the public hearing.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion Passed Unanimously

**5. RETURN AND PROCEED TO REGULAR MEETING**

Mr. Radcliff directed the Board to return and proceed to the regular meeting.

**6. BUSINESS ITEMS**

**A. Consideration of Resolution 2021-33; Allocating a Portion of Future Bond Proceeds to Fund Amenity Center**

Mr. Radcliff went over the resolution with the Board.

MOTION TO:	Approve Resolution 2021-33.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Luce
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion Passed Unanimously

**B. Consideration of Resolution 2021-34; Delegation Resolution**

- i. First Supplemental Trust Indenture**
- ii. Bond Purchase Contract**
- iii. Preliminary Limited Offering Memorandum**
- v. Continuing Disclosure Agreement**

Mr. Radcliff went over the resolution with the Board.

MOTION TO: Approve Resolution 2021-34.  
MADE BY: Supervisor Dister  
SECONDED BY: Supervisor Viera  
DISCUSSION: None further  
RESULT: Called to Vote: Motion PASSED  
4/0 - Motion Passed Unanimously

**C. Consideration of Resolution 2021-35; Extending the Board Terms to Coincide with the General Elections**

The Board reviewed the resolution.

MOTION TO: Approve Resolution 2021-35.  
MADE BY: Supervisor Dister  
SECONDED BY: Supervisor Motko  
DISCUSSION: None further  
RESULT: Called to Vote: Motion PASSED  
4/0 - Motion Passed Unanimously

**D. General Matters of the District**

There were no additional general matters to discuss.

**7. VENDOR AND STAFF REPORTS**

- A. District Counsel**
- B. District Engineer**
- C. District Manager**

There were no further reports from staff at this time.

**8. SUPERVISOR REQUESTS AND COMMENTS**

There were no supervisor requests or comments.

**9. AUDIENCE COMMENTS**

There were no audience comments.

**10. ADJOURNMENT**

MOTION TO:	Adjourn at 2:12 p.m.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Viera
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion Passed Unanimously

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\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Printed Name**

**Title:**

☐ **Secretary**

☐ **Assistant Secretary**

**Title:**

☐ **Chairman**

☐ **Vice Chairman**

Official District Seal

*Recorded by Records Administrator*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*