

**PARRISH PLANTATION
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
PUBLIC HEARINGS & REGULAR MEETING
JANUARY 22, 2020**

**PARRISH PLANTATION
COMMUNITY DEVELOPMENT DISTRICT AGENDA
WEDNESDAY, JANUARY 22, 2020
10:00 A.M.**

The Palmetto Library
Located at 923 6th Street West, Palmetto, Florida 34221

District Board of Supervisors	Chairman Vice-Chairman Supervisor Supervisor Supervisor	Bruce Danielson Royce Haddad Jr. Eric Davidson Kelly Evans David Jae
District Manager	Meritus	Brian Lamb
District Attorney	Straley Robin Vericker	John Vericker
District Engineer	Heidt Design, LLC	Strickland T. Smith, P.E.

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

The District Agenda is comprised of four different sections:

The public hearings will begin at 10:00 a.m. The meeting will begin after. Following the **Call to Order**, the public has the opportunity to comment on posted agenda items during the third section called **Public Comments on Agenda Items**. Each individual is limited to three (3) minutes for such comment. The Board is not required to take action at this time, but will consider the comments presented as the agenda progresses. The meeting will continue with the fourth section called **Business Items**. This section contains items for approval by the District Board of Supervisors that may require discussion, motions, and votes on an item-by-item basis. If any member of the audience would like to speak on one of the business items, they will need to register with the District Administrator prior to the presentation of that agenda item. Agendas can be reviewed by contacting the Manager's office at (813) 873-7300 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The fifth section is called **Vendor/Staff Reports**. This section allows the District Administrator, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The sixth section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet the District's needs. The final section is called **Audience Questions, Comments and Discussion Forum**. This portion of the agenda is where individuals may comment on matters that concern the District. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted.

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.

January 22, 2020
Board of Supervisors
Parrish Plantation Community Development District

Dear Board Members:

The Public Hearings & Regular Meeting of Parrish Plantation Community Development District will be held on **January 22, 2020 at 10:00 a.m.** at the Palmetto Library located at 923 6th Street West, Palmetto, Florida 34221. 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 HEARINGS**
- 4. PUBLIC HEARING ON ADOPTING UNIFORM METHOD OF COLLECTION**
 - A. Open the Public Hearing on Adopting Uniform Method of Collection
 - B. Staff Presentation
 - C. Public Comment
 - D. Close the Public Hearing on Adopting Uniform Method of Collection
 - E. Consideration of Resolution 2020-27; Adopting Uniform Method of Collection.....Tab 01
- 5. PUBLIC HEARING ON ADOPTING UNIFORM RULES OF PROCEDURE**
 - A. Open the Public Hearing on Adopting Uniform Rules of Procedure
 - B. Staff Presentations
 - C. Public Comment
 - D. Close the Public Hearing on Adopting Uniform Rules of Procedure
 - E. Consideration of Resolution 2020-28; Adopting Uniform Rules of Procedure.....Tab 02
- 6. PUBLIC HEARING ON PROPOSED FISCAL YEAR 2020 BUDGET**
 - A. Open Public Hearing on Proposed Fiscal Year 2020 Budget
 - B. Staff Presentations
 - C. Public Comment
 - D. Close Public Hearing on Proposed Fiscal Year 2020 Budget
 - E. Consideration of Resolution 2020-29; Adopting Fiscal Year 2020 Budget.....Tab 03
 - i. Consideration of Developer Funding Agreement
- 7. PUBLIC HEARING ON LEVYING SPECIAL ASSESSMENTS**
 - A. Open the Public Hearing on Levying Special Assessments
 - B. Staff Presentations
 - C. Public Comment
 - D. Close the Public Hearing on Levying Special Assessments
 - E. Consideration of Resolution 2020-30; Levying Special Assessments.....Tab 04
- 8. RETURN AND PROCEED TO REGULAR MEETING**
- 9. BUSINESS ITEMS**
 - A. General Matters of the District
- 10. CONSENT AGENDA**
 - A. Consideration of Board of Supervisors Landowners Election December 12, 2019..... Tab 05
 - B. Consideration of Board of Supervisors Meeting Minutes December 12, 2019..... Tab 06
- 11. VENDOR/STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
- 12. SUPERVISORS REQUEST**
- 13. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**
- 14. ADJORNMENT**

Sincerely,

Brian Lamb, CEO
Meritus

RESOLUTION 2020-27

RESOLUTION OF THE BOARD OF SUPERVISORS OF PARRISH PLANTATION COMMUNITY DEVELOPMENT DISTRICT EXPRESSING ITS INTENT TO UTILIZE THE UNIFORM METHOD OF LEVYING, COLLECTING, AND ENFORCING NON-AD VALOREM ASSESSMENTS WHICH MAY BE LEVIED BY THE PARRISH PLANTATION COMMUNITY DEVELOPMENT DISTRICT IN ACCORDANCE WITH SECTIONS 197.3631 AND 197.3632, FLORIDA STATUTES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Parrish Plantation Community Development District (“District”) was established pursuant to the provisions of Chapter 190, Florida Statutes, which authorizes the District to levy certain assessments which include operation and maintenance assessments and further authorizes the District to levy special assessments pursuant to Chapter 170, Florida Statutes, for the acquisition, construction, or reconstruction of assessable improvements authorized by Chapter 190, Florida Statutes; and

WHEREAS, the above referenced assessments are non-ad valorem in nature and, therefore, may be collected under the provisions of Sections 197.3631 and 197.3632, Florida Statutes, in which the State of Florida has provided a uniform method for the levying, collecting, and enforcing such non-ad valorem assessments; and

WHEREAS, pursuant to Section 197.3632, Florida Statutes, the District has caused notice of a public hearing to be advertised weekly in a newspaper of general circulation within Manatee County for four (4) consecutive weeks prior to such hearing.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF PARRISH PLANTATION COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. Parrish Plantation Community Development District upon conducting its public hearing as required by Section 197.3632, Florida Statutes, hereby expresses its intent to use the uniform method of collecting assessments imposed by the District as provided in Chapters 170 and 190, Florida Statutes, each of which are non-ad valorem assessments which may be collected annually pursuant to the provisions of Chapter 190, Florida Statutes, for the purpose of paying principal and interest on any and all of its indebtedness and for the purpose of paying the cost of operating and maintaining its assessable improvements. The legal description of the boundaries of the real property subject to a levy of assessments is attached and made a part of this Resolution as **Exhibit A**. The non-ad valorem assessments and the District’s use of the uniform method of collecting its non-ad valorem assessment(s) may continue in any given year when the Board of Supervisors determines that use of the uniform method for that year is in the best interests of the District.

SECTION 2. The District's Secretary is authorized to provide the Property Appraiser and Tax Collector of Manatee County and the Department of Revenue of the State of Florida with a copy of this Resolution and enter into any agreements with the Property Appraiser and/or Tax Collector necessary to carry out the provisions of this Resolution.

SECTION 3. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 4. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED THIS 22ND DAY OF JANUARY, 2020.

**PARRISH PLANTATION COMMUNITY
DEVELOPMENT DISTRICT**

Print Name: _____
Secretary/ Assistant Secretary

Print Name: _____
Chair/ Vice Chair

Exhibit A: Legal Description

Exhibit A

**PARRISH PLANTATION
CDD PARCEL**

DESCRIPTION: A parcel of land lying in Sections 28 and 29, Township 33 South, Range 19 East, Manatee County, Florida, and being more particularly described as follows:

COMMENCE at the Northeast corner of said Section 29, Township 33 South, Range 19 East, Manatee County, Florida, run thence along the East boundary of said Section 29, S.00°05'49"E., a distance of 75.07 feet; to a point on a curve on the Southerly right-of-way line of State Road 62 (per Florida Department of Transportation Right of Way Map Section 13060-2501), said point also being the **POINT OF BEGINNING**; thence along said Southerly right-of-way line, the following two courses: 1) Easterly, 131.74 feet along the arc of a non-tangent curve to the right having a radius of 3759.58 feet and a central angle of 02°00'28" (chord bearing S.83°57'53"E., 131.73 feet); 2) S.82°57'40"E., a distance of 142.76 feet; thence S.13°36'45"E., a distance of 14.60 feet; thence S.02°40'36"W., a distance of 360.49 feet; thence S.00°33'09"W., a distance of 640.76 feet; thence S.81°15'07"E., a distance of 613.61 feet; thence S.85°18'06"E., a distance of 398.09 feet; thence S.71°02'09"E., a distance of 1112.01 feet; thence S.40°05'22"E., a distance of 149.87 feet; thence S.69°34'39"E., a distance of 158.05 feet; thence S.86°22'45"E., a distance of 141.69 feet to a point on the Additional Right-of-Way Parcel 3; thence along the West boundary of said Additional Right-of-Way Parcel 3, S.00°02'09"W., a distance of 167.88 feet to a point on the North boundary of Parcel 102, per Stipulated Order of Taking Case No. 2004-CA-4977, recorded in Official Records Book 2121, Page 7949, of the Public Records of Manatee County, Florida; thence along said North boundary, S.89°53'49"W., a distance of 482.89 feet to the Northwest corner of said Parcel 102; thence along the West boundary of said Parcel 102, S.00°02'09"W., a distance of 260.00 feet to the Southwest corner of said Parcel 102; thence along the South boundary of said Parcel 102, N.89°53'49"E., a distance of 493.41 feet to the Northeast corner of Additional Right-of-Way Parcel 4; thence along the East boundary of said Additional Right-of-Way Parcel 4, S.00°06'32"E., a distance of 982.23 feet to the Southeast corner of said Additional Right-of-Way Parcel 4, said corner also being a point on the South boundary of the Southeast 1/4 of the Northwest 1/4 of aforesaid Section 28; thence along said South boundary, S.89°51'18"W., a distance of 1271.51 feet to the Southwest corner of said Southeast 1/4 of the Northwest 1/4 of Section 28; thence along the East boundary of said Southeast 1/4 of the Northwest 1/4 of Section 28, N.00°06'06"W., a distance of 221.43 feet; thence leaving said East boundary, N.89°39'54"W., a distance of 986.68 feet; thence along a line lying 345.00 feet East of and parallel with the West boundary of aforesaid Section 28, N.00°05'49"W., a distance of 70.17 feet; thence along a line lying 300.00 feet North of and parallel with the South boundary of the Southwest 1/4 of the Northwest 1/4 of said Section 28, S.89°50'49"W., a distance of 345.00 feet to a point on the West boundary of the Southwest 1/4 of the Northwest 1/4 of said Section 28; thence along said West boundary of the Southwest 1/4 of the Northwest 1/4 of Section 28, S.00°05'49"E., a distance of 17.23 feet to the Northeast corner of Ingress/Egress Easement, Per the Official Records Book 1610, Page 2232, of the Public Records of Manatee County, Florida; thence along the North boundary of said Ingress/Egress Easement, S.89°54'11"W., a distance of 20.00 feet to the Northwest corner said Ingress/Egress Easement; thence along the West boundary of said Ingress/Egress Easement, S.00°05'49"E., a distance of 50.43 feet to a point on the Northerly boundary of NALANDA ESTATES, according to the plat thereof, recorded in Plat Book 62, Page 164 through 170, inclusive, of the Public Records of Manatee County, Florida; thence along said Northerly and Westerly boundary of NALANDA ESTATES, the following ten (10) courses: 1) S.88°40'24"W., a distance of 228.80 feet; 2) S.74°47'01"W., a distance of 29.03 feet; 3) S.08°47'00"W., a distance of 170.24 feet; 4) S.20°54'33"W., a distance of 106.88 feet; 5) S.54°29'58"W., a distance of 119.55 feet; 6) S.76°06'50"W., a distance of 628.96 feet; 7) S.45°42'56"W., a distance of 172.51 feet; 8) S.01°14'13"E., a distance of 238.54 feet; 9) S.11°46'23"E., a distance of 91.40 feet; 10) N.89°52'45"W., a distance of 9.56 feet; thence N.89°52'45"W., a distance of 171.39 feet to a point on the West boundary of the Northeast 1/4 of the Southeast 1/4 of said Section 29; thence along said West boundary of the Northeast 1/4 of the Southeast 1/4 of Section 29, N.00°02'13"W., a distance of 984.67 feet to the Southeast corner of the Southwest 1/4 of the Northeast 1/4 of said Section 29; thence along the East boundary of said Southwest 1/4 of the Northeast 1/4 of Section 29, the following two (2) courses: 1) N.00°02'06"E., a distance of 699.52 feet; 2) N.00°06'09"W., a distance of 665.03 feet; thence N.89°44'35"E., a distance of 20.02 feet; thence N.00°15'25"W., a distance of 30.70 feet; thence N.46°42'58"E., a distance of 21.98 feet; thence N.00°15'25"W., a distance of 347.92 feet; thence N.07°12'16"E., a distance of 68.91 feet; thence N.12°43'13"E., a distance of 67.45 feet; thence N.18°52'37"E., a distance of 67.48 feet; thence N.24°23'19"E., a distance of 58.68 feet; thence N.29°35'42"E., a distance of 58.68 feet; thence N.34°48'04"E., a distance of 91.69 feet; thence N.50°34'16"E., a distance of 68.38 feet; thence N.39°25'44"W., a distance of 198.11 feet; thence Northerly, 236.96 feet along the arc of a tangent curve to the right having a radius of 347.00 feet and a central angle of 39°07'36" (chord bearing N.19°51'57"W., 232.38 feet); thence N.00°18'09"W., a distance of 205.49 feet to a point on a curve on the South boundary of the Additional Right-of-Way Parcel 1 for State Road 62; thence along said South Right-of-Way line of State Road 62, the following four (4) courses: 1) Easterly, 20.69 feet along the arc of a non-tangent curve to the right having a radius of 2040.00 feet and a central angle of 00°34'52" (chord bearing N.89°27'10"E., 20.69 feet); 2) N.89°44'35"E., a distance of 718.00 feet; 3) N.89°44'35"E., a distance of 208.75 feet; 4) Easterly, 346.99 feet along the arc of a tangent curve to the right having a radius of 3759.58 feet and a central angle of 05°17'17" (chord bearing S.87°36'46"E., 346.87 feet) to the **POINT OF BEGINNING**.

Containing 199.446 acres, more or less.

**PARRISH PLANTATION
CDD PARCEL**

Note: See Sheet 2 for Line and Curve Data and See Sheets 3 through 11 for Sketch and Details.



REVISIONS				
No.	Date	Description	Drawn	Dim.
1	7/31/19	Revise Boundary and Legal	DAW	

Prepared For: Parrish Plantation, LLC

**DESCRIPTION
SKETCH
(Not a Survey)**

David A. Williams
FLORIDA PROFESSIONAL SURVEYOR & MAPPER NO. **LS6423**

NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER

**GeoPoint
Surveying, Inc.**

213 Hobbs Street
Tampa, Florida 33619
www.geopointsurveying.com

Phone: (813) 248-8888
Fax: (813) 248-2266
License/Business Number 187758

Drawn: SEC	Date: 04/11/19	Data File:
Check: DAW	P.C.: N/A	Field Book:

Sections 28 & 29, Twn. 33 S, Rng. 19 E Job #: PPL-PP-003

Sheet No. 1 of 11 Sheets

DWGNAME: P:\PARRISH PLANTATION\DESCRIPTION\PARRISH PLANTATION-CDD-SHT-1-3-DS.DWG PLOTTED BY: SCOTT CROMWELL ON: 7/31/2019 2:42 PM LAST SAVED BY: DAVIDW ON: 7/31/2019 2:32 PM

RESOLUTION 2020-28

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PARRISH PLANTATION COMMUNITY DEVELOPMENT DISTRICT ADOPTING UNIFORM RULES OF PROCEDURE, IN KEEPING WITH CHAPTER 120.54(5), FLORIDA STATUTES.

WHEREAS, the Parrish Plantation 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 Manatee County, Florida; and

WHEREAS, the Board of Supervisors of the District (hereinafter the “**Board**”) is authorized by Section 190.011(5), Florida Statutes, to adopt rules and orders pursuant to Chapter 120, Florida Statutes; and

WHEREAS, in accordance with Section 120.54(5), Florida Statutes, the District must comply with the adoption of Uniform Rules of Procedure as established by the Florida Administration Commission; and

WHEREAS, the District set January 22, 2020, as the date for a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 120.54, Florida Statutes; and

WHEREAS, the District has complied with the rule making process as outlined in Section 120.54, Florida Statutes.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PARRISH PLANTATION COMMUNITY DEVELOPMENT DISTRICT:

Section 1: The Board hereby adopts the Rules of Procedure as attached hereto as **Exhibit “A”**.

Section 2: This resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 22ND DAY OF JANUARY, 2019.

PARRISH PLANTATION COMMUNITY DEVELOPMENT DISTRICT

Print Name: _____
Secretary/ Assistant Secretary

Print Name: _____
Chair/ Vice Chair

RULES OF PROCEDURE

PARRISH PLANTATION COMMUNITY DEVELOPMENT DISTRICT

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**RULES OF PROCEDURE
PARRISH PLANTATION COMMUNITY DEVELOPMENT DISTRICT**

1.0 General.

- (1) Parrish Plantation Community Development District (“**District**”) was created pursuant to the provisions of Chapter 190, Florida Statutes and was established to provide for ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction.
- (2) The purpose of these Rules of Procedure (“**Rules**”) is to describe the general operations of the District. Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190, Florida Statutes.
- (2) Definitions located within any section of the Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (3) A Rule of the District shall be effective upon adoption by affirmative vote of the Board of Supervisors of the District (the “**Board**”). After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

Specific Authority: s.s. 190.011(5), 120.53(1)(a), Fla. Stat.

Law Implemented: s.s. 190.011(5), 120.53(1)(a), Fla. Stat.

1.1 Board of Supervisors: Officers and Voting.

- (1) Board of Supervisors. The Board shall consist of five (5) members. Members of the Board must be residents of the State of Florida and citizens of the United States of America. Board members elected or appointed by the Board to qualified elector seats must also be residents of the District, and registered to vote with the Supervisor of Elections of the county in which the District is located. The Board shall exercise the powers granted to the District.
 - (a) Board members shall hold office for the term specified by Section 190.006, Florida Statutes. If, during the term of office, any Board Member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s).

- (b) Three (3) members of the Board physically present at the meeting location shall constitute a quorum for the purposes of conducting business and exercising its powers and for all other purposes. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited or abstains from participating in discussion or voting on a particular item. A Board member participating in the Board meeting by teleconference or videoconference shall be entitled to vote and take all other action as though physically present, so long as a physical quorum is met. If three (3) or more vacancies occur at the same time, a quorum is not necessary to fill the vacancies. Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in the Rules or required by law.
- (2) Officers. At the first Board meeting held after each election or appointment where the newly elected members take office, the Board shall select a Chair, Vice-Chair, Secretary, Assistant Secretary, and Treasurer.
- (a) The Chair must be a member of the Board. If the Chair resigns from that office or ceases to be a member of the Board, the Board shall select a Chair, after filling the vacancy. The Chair serves at the pleasure of the Board. The Chair or Vice-Chair shall be authorized to sign checks and warrants for the District, countersigned by the Treasurer. The Chair or Vice-Chair shall be authorized to execute agreements, resolutions, and other documents approved by the Board at a Board meeting. The Chair shall convene and conduct all meetings of the Board. In the event the Chair is unable to attend a meeting, the Vice-Chair shall convene and conduct the meeting. The Chair or Vice-Chair may request the District Manager or other district staff to convene and conduct any meeting of the Board.
 - (b) The Vice-Chair shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. If the Vice-Chair resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chair, after filling the Board vacancy. The Vice-Chair serves at the pleasure of the Board.
 - (c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. The District Manager may serve as Secretary.
 - (d) The Treasurer need not be a member of the Board but must be a resident of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3), Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board.

- (e) In the event that both the Chair and Vice-Chair are absent from a Board meeting and a quorum is present, the Board may designate one of its members or a member of District staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions, and other documents approved by the Board at such meeting. In the event that the Chair and Vice-Chair are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.

- (3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, contract negotiations, personnel matters, and budget preparation.

- (4) Record Book. The Board shall keep a permanent record book entitled “Record of Proceedings”, in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates and corporate acts. The Records of Proceedings shall be located at the District Office and shall be available for inspection by the public.

- (5) Meetings. The Board shall establish each fiscal year, an annual schedule of regular meetings, which shall be submitted to the local governing authority. All meetings of the Board and all committee meetings shall be open to the public in accord with the provisions of Chapter 286, Florida Statutes.

- (6) Voting Conflict of Interest. The Board shall comply with Section 112.3143, Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, “voting conflict of interest” shall be governed by the Florida Constitution and Chapters 112 and 190, Florida Statutes, as amended from time to time.
 - (a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board’s Secretary prior to the Board’s discussion on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes. The Board’s Secretary shall prepare a memorandum of voting conflict (Form 8B) which shall then be signed by the Board member, filed with the Board’s Secretary, and attached to the minutes of the meeting within fifteen (15) days of the meeting.

 - (b) If a Board member inadvertently votes on a matter and later learns they have a conflict on the matter, the member shall immediately notify the Board’s Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate memorandum of voting conflict, which will be attached to the minutes of the Board meeting during which the vote

on the matter occurred. The memorandum shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the written memorandum.

Specific Authority: s.s. 190.001, 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.006, 190.007, 112.3143, Fla. Stat.

1.2 Public Information and Inspection of Records.

- (1) Public Records. All District public records within the meaning of Chapter 119, Florida Statutes, and not otherwise restricted by law, including the “Records of Proceedings”, may be copied or inspected at the District Office during regular business hours. All written public records requests shall be directed to the District’s records custodian. The District’s records custodian shall be responsible for retaining the District’s records in accordance with applicable Florida law. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.
- (2) Copies. Copies of public records shall be made available to the requesting person at the current rate authorized under Section 119.07(4), Florida Statutes. The requesting person may be required to pay for any charges in advance.
- (3) Coordination of Necessary Financial Disclosures. Unless specifically designated by Board resolution or otherwise, the District’s records custodian shall serve as the Financial Disclosure Coordinator (“Coordinator”) for the District as required by the Florida Commission on Ethics (the “COE”).

Specific Authority: s.s. 190.011(5), 120.53, Fla. Stat.

Law Implemented: s.s. 112.31446(3), 112.3145(8)(a)1., 190.006, 119.07, 119.0701, 120.53, Fla. Stat.

1.3 Public Meetings, Hearings, and Workshops.

- (1) Notice. Except in emergencies, or as otherwise required by Statute or these Rules, at least seven (7) days public notice shall be given of any public meeting, hearing, or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District as required by Florida Law and will include, as applicable:

- (a) The date, time and place of the meeting, hearing, or workshop;
 - (b) A brief description of the nature, subjects and purposes of the meeting, hearing, or workshop;
 - (c) The District Office address for the submission of requests for copies of the agenda;
 - (d) Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting, hearing, or workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting, hearing, or workshop by contacting the District Manager. If you are hearing or speech impaired, please contact Florida Relay Service at 711 who can aid you in contacting the District Office.
 - (e) A person who decides to appeal any decision made at the meeting, hearing, or workshop with respect to any matter considered at the meeting, hearing, or workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.
 - (f) The following or substantially similar language: “The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record.”
- (2) Agenda. The District Manager, under the guidance of the Chair or Vice-Chair if the Chair is unavailable, shall prepare an agenda of the meeting, hearing, or workshop. The agenda shall be available to the public at least seven (7) days before the meeting, hearing, or workshop except in an emergency. The agenda shall be available to the public at least seven days before the meeting/hearing/workshop, except in an emergency. The agenda may be changed before or at the meeting, hearing, or workshop by a vote of the Board.
- (a) The District may, but is not required, to use the following format in preparing its agenda for its regular meetings:
 - Call to order
 - Roll call
 - Audience Questions and Comments on Agenda Items
 - Review of minutes
 - Specific items of old business
 - Specific items of new business
 - Staff reports
 - (a) District Counsel
 - (b) District Engineer

(c) District Manager
Supervisor's requests and comments
Audience Questions and Comments
Adjournment

- (3) Minutes. The Secretary shall be responsible for keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting.
- (4) Receipt of Notice. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.
- (5) Emergency Meetings. The Chair, or Vice-Chair if the Chair is unavailable, may convene an emergency meeting of the Board without first having complied with subsections (1), (2), (4), and (6) to act on emergency matters that may affect the public health, safety or welfare. Whenever possible, the Chair shall make reasonable efforts to notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, the time, date, and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one major newspaper of general circulation in the District. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.
- (6) Public Comment. The public shall be provided the opportunity to be heard on any proposition that will come before the Board at a meeting. The Board shall set aside a reasonable amount of time for public comment on agenda items, and the time for public comment shall be identified in the agenda. Persons wishing to address the Board should notify the Secretary of the Board prior to the "Audience Comment" section of the agenda. Each person wishing to address the Board will be given a reasonable amount of time for their comments, in the interest of time and fairness to other speakers.
- (7) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Section 190.008, Florida statutes. Once adopted in accord with Section 190.008, Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board. Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.
- (8) Continuances. Any meeting of the Board or any item or matter included on the agenda for a meeting may be continued without re-notice or re-advertising provided that the continuance is to a specified date, time and location publicly announced at the meeting where the item or matter was included on the agenda.

- (9) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, and an affirmative vote by the majority of the Board members present. Any Board member, including the Chair, can make or second a motion.

Specific Authority: s.s. 189.015, 190.005, 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.007, 190.008, 120.53, 286.0105, 286.0114, 120.54, Fla. Stat.

2.0 Rulemaking Proceedings.

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to the applicable provisions of Chapter 120, Florida Statutes, and these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District.

(2) Notice of Rule Development.

- (a) Except when the intended action is the repeal of a rule, the District shall provide notice of the development of proposed rules by publication of a notice of rule development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by paragraph (3). The notice of rule development shall indicate the subject area to be addressed by rule development, provide short, plain explanation of the purpose and effect of the proposed rule, cite specific legal authority for the proposed rule, and a statement of how a person may promptly obtain a copy of any preliminary draft, if available. The notice of rule development shall be published at least twenty-nine (29) days prior to the public hearing on the proposed rule.

- (b) All rules shall be drafted in accord with Chapter 120, Florida Statutes.

(3) Notice of Proceedings and Proposed Rules.

- (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, setting forth a short, plain explanation of the purpose and effect of the proposed action; a reference to the specific rulemaking authority pursuant to which the rule is adopted; and a reference to the section or subsection of the Florida Statutes or the Laws of Florida being implemented, interpreted, or made specific. The notice shall include a summary of the District's statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2), Florida Statutes, and a

statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice; and a statement as to whether, based on the statement of the estimated regulatory costs or other information expressly relied upon and described by the District if no statement of regulatory costs is required, the proposed rule is expected to require legislative ratification pursuant to Section 120.541(3). The notice must state the procedure for requesting a public hearing on the proposed rule unless one is otherwise scheduled or required under Florida Statutes. Except when the intended action is the repeal of a rule, the notice must include a reference both to the date on which and to the place where the notice of rule development that is required by subsection (2) appeared.

- (b) The notice shall be published in a newspaper of general circulation in the county in which the District is located not less than twenty-eight (28) days prior to the intended action. The proposed rule shall be available for inspection and copying by the public at the time of the publication of notice.
 - (c) The notice shall be mailed to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice by mail of District proceedings to adopt, amend or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing. Notice will then be mailed to all persons whom, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its proceedings.
- (4) Rule Development Workshops. Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the Board must explain in writing why a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.
- (5) Petitions to Initiate Rulemaking. All petitions for the initiation of rulemaking proceedings pursuant to Section 120.54(7), Florida Statutes, must contain the name, address and telephone number of the Petitioner, specific action requested, specific reason for adoption, amendment, or repeal, the date submitted, and shall specify the text of the proposed rule and the facts showing that the Petitioner is regulated by the District, or has substantial interest in the rulemaking, shall be filed with the District. The Board shall then act on the petition in accordance with Section 120.54(7), Florida Statutes, except that copies of the petition shall not be sent to the Administrative Procedure Committee, and notice may be given in a newspaper of general circulation in the county in which the District is located.

- (6) Rulemaking Materials. After the publication of the notice to initiate rulemaking, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:
- (a) The text of the proposed rule, or any amendment or repeal of any existing rules;
 - (b) A detailed written statement of the facts and circumstances justifying the proposed rule;
 - (c) A copy of the statement of estimated regulatory costs if required by Section 120.541, Florida Statutes; and
 - (d) The published notice.
- (7) Hearing. The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the notice described in section (3) of this Rule, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. The District shall publish notice of the public hearing in a newspaper of general circulation within the District either in the text of the notice described in section (3) of this Rule or in a separate publication at least seven (7) days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.
- (8) Emergency Rule Adoption. The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety or welfare exists which requires immediate action. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of emergency rules shall be published as soon as possible in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District and otherwise complies with these provisions.
- (9) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54, Florida Statutes.
- (10) Variations and Waivers. Variations and waivers from these Rules may be granted to the provisions and limitations contained in Section 120.542, Florida Statutes.

- (11) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be adopted pursuant to Section 190.035, Florida Statutes. For the adoption of rates, fees, rentals or other charges, the Board must hold a public hearing and publish a notice of public hearing one time, at least ten (10) days prior to the public hearing date, in a newspaper of general circulation in the District.

Specific Authority: s.s. 190.011(5), 190.011(15), 120.54, 190.035, Fla. Stat.

Law Implemented: s.s. 120.54, 190.035(2), Fla. Stat.

3.0 Decisions Determining Substantial Interests.

- (1) Conduct of Proceedings. Proceedings may be held by the District in response to a written request submitted by a substantially affected person within fourteen (14) days after written notice or published notice of District action or notice of District intent to render a decision. Notice of both action taken by the District and the District's intent to render a decision shall state the time limit for requesting a hearing and shall reference the District's procedural rules. If a hearing is held, the Chair shall designate any member of the Board (including the Chair), District Manager, District Counsel, or other person to conduct the hearing.

The person conducting the hearing may:

1. Administer oaths and affirmations;
 2. Rule upon offers of proof and receive relevant evidence;
 3. Regulate the course of the hearing, including any prehearing matters;
 4. Enter orders;
 5. Make or receive offers of settlement, stipulation, and adjustment.
- (a) The person conducting the hearing shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action.
- (b) The District shall issue a final order within forty-five (45) days:
1. After the hearing is concluded, if conducted by the Board;

2. After a recommended order is submitted to the Board and mailed to all parties, if the hearing is conducted by persons other than the Board; or
 3. After the Board has received the written and oral material it has authorized to be submitted, if there has been no hearing.
- (2) Eminent Domain. After determining the need to exercise the power of eminent domain pursuant to Subsection 190.11(11), Florida Statutes, the District shall follow those procedures prescribed in Chapters 73 and 74, Florida statutes. Prior to exercising the power of eminent domain, the District shall:
- (a) Adopt a resolution identifying the property to be taken;
 - (b) If the property is beyond the boundaries of the District, obtain approval by resolution of the governing body of the county if the taking will occur in an unincorporated area, or of the municipality if the taking will occur within the municipality.

Specific Authority: s.s. 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: s.s. 190.011(11), Fla. Stat.

4.0 Purchasing, Contracts, Construction and Maintenance.

- (1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017, Florida Statutes, the following procedures, definitions and rules are outlined for the purchase of professional, construction, maintenance, and contract services, and goods, supplies, materials, and insurance.
- (2) No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (3) Definitions.
 - (a) “Continuing contract” is a contract for professional services (of a type described above), entered into in accordance with this Rule, between the District and a firm whereby the firm provides professional services for the District or for work of a specified nature with no time limitation, except that the contract shall provide a termination clause.
 - (b) “Contractual services” means rendering time and effort rather than furnishing specific goods or commodities. This term applies only to those individuals and firms rendering services as independent contractors. Contractual services do not include legal (including attorneys, paralegals, court reporters and expert witnesses, including appraisers), artistic, auditing, health, or academic program services, or professional services

(as defined in Section 287.055(2)(a), Florida Statutes and these Rules) and shall generally be considered the services referenced by Section 287.012(8), Florida Statutes. Contractual services do not include the extension of an existing contract for services if such extension is provided for in the contract terms. Contractual services also do not include any contract for the furnishing of labor or materials for the construction, repair, renovation, demolition, or modification of any facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property, as those services shall be governed by Rule 4.2.

- (c) “Emergency purchases” means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive solicitation would be detrimental to the interests of the District. This includes, but is not limited to, instances where the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.
- (d) “Goods, supplies and materials” do not include printing, insurance, advertising, or legal notices.
- (e) “Invitation to Bid” is a written solicitation for sealed bids with the title, date and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, evaluation criteria, and provides for a manual signature of an authorized representative.
- (f) “Lowest Responsible bid/proposal” means, in the sole discretion of the Board, the bid or proposal (i) is submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements and with the integrity and reliability to assure good faith performance, (ii) is responsive to the invitation to bid or request for proposal as determined by the Board, and (iii) is the lowest cost to the District. Minor variations in the bid may be waived by the Board. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids may not be modified after opening.
- (g) “Most Advantageous bid/proposal” means, in the sole discretion of the Board, the bid or proposal (i) is submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements and with the integrity and reliability to assure good faith performance, (ii) is responsive to the invitation to bid or request for proposal as determined by the Board, and (iii) is the most advantageous bid or proposal to the District. Minor variations in the bid may be waived by the Board.

Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids may not be modified after opening.

- (h) “Professional services” means those services within the scope of the practice of architecture, professional engineering, landscape architecture or registered surveying and mapping, as defined by the laws of Florida, or those performed by an architect, professional engineer, landscape architect or registered surveyor and mapper, in connection with the firm’s or individual’s professional employment or practice.
- (i) “Project” means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, or for a planning study activity when the fee for professional services is estimated by the District to exceed the threshold amount provided in Section 287.017, for CATEGORY TWO, as such categories may be amended from time to time by the State of Florida Department of Management Services to reflect inflation or other measures.
- (j) “Purchase” means acquisition by sale, rent, lease, purchase, or installment sale. It does not include transfer, sale or exchange of goods, supplies or materials between the District and any federal, state, regional or local government entity or political subdivision of the state.
- (k) “Request for Proposal” is a written solicitation for sealed proposals with the title, date and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, proposal instructions, work detail analysis and evaluation criteria as necessary.
- (l) “Responsive bid/proposal” means a bid or proposal which conforms in all material respects to the specifications and conditions in the invitation to bid or request for proposal and these Rules, and the cost components of which are appropriately balanced. A bid/proposal is not responsive if the person or firm submitting the bid fails to meet any requirement relating to the qualifications, financial stability, or licensing of the bidder.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.033, Fla. Stat.

4.1 Purchase of Goods, Supplies, and Materials.

- (1) Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, as such category may be amended from time to time, shall be purchased under the terms of these Rules. Contracts for purchases of “goods, supplies, and materials” do not include printing, insurance, advertising or legal notices.
- (2) Procedure. When a purchase of goods, supplies or materials is within the scope of this Rule, the following is appropriate:
 - (a) The Board shall cause to prepare an Invitation to Bid or Request for Proposal, as appropriate.
 - (b) The Notice of Invitation to Bid or Request for Proposal shall be advertised at least once in a newspaper of general circulation within the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.
 - (c) The District may maintain lists of persons interested in receiving notices of invitations to bid or requests for proposals. Persons who provide their name and address to the District Manager for inclusion on the list shall receive notices by mail.
 - (d) Bids or proposals shall be opened at the time and place noted on the Invitation to Bid or Request for Proposal. Bids and proposals shall be evaluated in accordance with the invitation or request and these Rules.
 - (e) The Most Advantageous Bid or Proposal shall be accepted; however, the Board shall have the right to reject all bids, either because they are too high, or because the Board determines that it is in the best interests of the District. In the event the bids exceed the amount of funds available to be allocated by the District for this purchase, the bids may be rejected. The board may require bidders to furnish performance and/or other bonds with a responsible surety to be approved by the Board.
 - (f) Notice of award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, or by hand delivery, or by overnight delivery service, and by posting same in the District Office for seven (7) days.
 - (g) If only one response to an Invitation to Bid or Request for Proposal is received, the District may proceed with the procurement of goods, supplies or materials. If no response to an Invitation to Bid or Request for Proposal is received, the District may take whatever steps reasonably necessary in order to proceed with the procurement of goods, supplies, and materials.

- (h) If the District does not receive a response to its competitive solicitation, the District may proceed to purchase such goods, supplies, materials, or construction services in the manner it deems in the best interests of the District.
- (i) The District may make an emergency purchase without complying with these rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.033, Fla. Stat.

4.2 Contracts for Construction of Authorized Project.

- (1) Scope. All contracts for the construction or improvement of any building, structure or other public construction works authorized by Chapter 190, Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20, Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and comply with the bidding procedures of Section 255.20, Florida Statutes, as the same may be amended from time to time. In the event of conflict between these Rules and Section 255.20, Florida Statutes, the latter shall control. A project shall not be divided solely to avoid the threshold bidding requirements.
- (2) Procedure.
 - (a) Notice of Invitation to Bid, Request for Proposal, or request for qualifications shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than \$500,000 must be noticed at least thirty (30) days prior to the date of submittal for bids.
 - (b) The District may maintain lists of persons interested in receiving notices of Invitation to Bid, Requests for Proposals, or request for qualifications. Persons who provide their name and address to the District Office for inclusion on the list shall receive notices by mail.
 - (c) To be eligible to submit a bid, statement of qualifications, or proposal, a firm or individual must, at the time of receipt of its bid proposal:
 - 1. Hold all required applicable state professional licenses in good standing.

2. Hold all required applicable federal licenses in good standing, if applicable.
3. If the bidder is a corporation, hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes.
4. Meet any special pre-qualification requirement set forth in the bid/proposal specifications.

Evidence of compliance with these Rules may be submitted with the bid or proposal, if required by the District.

- (d) Bids, statements of qualifications, or proposals shall be opened at the time, date and place noted on the Invitation to Bid, Request for Proposals, or request for qualifications. Bids or proposals shall be evaluated in accordance with the Invitation to Bid or Request for Proposal and these Rules.
- (e) To assist in the determination of the most advantageous bidder, the District Representative may invite public presentation by firms regarding their qualifications, approach to the project, and ability to perform the contract in all respects.
- (f) In determining the most advantageous bidder, the District Representative may consider, in addition to the factors described in the invitation or request, the following:
 1. The ability and adequacy of the professional personnel employed by each bidder or proposer.
 2. The past performance of each bidder or proposer for the District and in other professional employment settings.
 3. The willingness of each bidder or proposer to meet time and budget requirements.
 4. The geographic location of each bidder or proposer's headquarters or office in relation to the project.
 5. The recent, current, and project workloads of the bidder or proposer.
 6. The volume of work previously awarded to each bidder or proposer.
 7. Whether the cost components of each bid or proposal are appropriately balanced.

8. Whether the bidder or proposer is a certified minority business enterprise.
- (g) The Most Advantageous Bid/Proposal/statement of qualifications shall be accepted; however, the Board shall have the right to reject all submissions, either because they are too high or because the Board determines it is in the best interests of the District. The Board may require bidders or proposers to furnish performance bonds and/or other bonds with a responsive surety to be approved by the Board. If the Board receives fewer than three (3) responses to an Invitation to Proposal, the Board, may, in its discretion, re-advertise for additional bids without rejecting any submitted bid or proposal. In the event the bids exceed the amount of funds available to or allocated by the District for this purchase, the bids may be rejected. Bidders or proposers not receiving a contract award shall not be entitled to recover costs of bid or proposal preparation or submittal from the District.
- (h) Notice of the award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders or proposers by email or United States Mail, or by hand delivery, or by overnight delivery service, and by posting the same in the District Office or website for seven (7) days.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.033, Fla. Stat.

4.3 Contracts for Maintenance Service.

- (1) Scope. All contracts for maintenance of any District facility or project shall be let under the terms of these Rules if the cost exceeds the amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, as such category may be amended from time to time by the State of Florida Department of Management Services. The maintenance of these facilities or projects may involve the purchase of contract services and /or goods, supplies or materials as defined herein. Where a contract for maintenance of such facility or project includes goods, supplies or materials and/or contract services, the District may in its sole discretion, award the contract according to the Rules in this subsection in lieu of separately bidding for maintenance, goods, supplies and materials, and contract services. However, a project shall not be divided solely in order to avoid the threshold bidding requirements.

(2) Procedure.

- (a) Notice of Invitation to Bid or Request for Proposal shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.
- (b) The District may maintain lists of persons interested in receiving notices of Invitations to Bid or Requests for Proposals. Persons who provide their name and address to the District Office for inclusion on the list shall receive notices by mail.
- (c) In order to be eligible to submit a bid or proposal, a firm or individual must, at the time of receipt of the bids or proposals:
 - 1. Hold the required applicable state and professional licenses in good standing.
 - 2. Hold all required applicable federal licenses in good standing, if any.
 - 3. Hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes, if the bidder is a corporation.
 - 4. Meet any special pre-qualification requirements set forth in the bid proposal specifications.

Evidence of compliance with these Rules may be submitted with the bid, if required by the District.

- (d) Bids or Proposals shall be opened at the time, date and place noted on the Invitation to Bid or Request for Proposal. Bids and Proposals shall be evaluated in accordance with the Invitation or Request and these Rules.
- (e) To assist in the determination of the Most Advantageous Bid or Proposal, the District Representative may invite public presentation by firms regarding their qualifications, approach to the project, and ability to perform the contract in all respects.
- (f) In determining the Most Advantageous Bid or Proposal, the District Representative may consider, in addition to the factors described in the Invitation or request, the following:
 - 1. The ability and adequacy of the professional personnel employed by each bidder or proposer.

2. The past performance of each bidder or proposer for the District and in other professional employment settings.
 3. The willingness of each bidder or proposer to meet time and budget requirements.
 4. The geographic location of each bidder or proposer's headquarters or office in relation to the project.
 5. The recent, current, and project workloads of the bidder or proposer.
 6. The volume of work previously awarded to each bidder or proposer.
 7. Whether the cost components of each bid or proposal are appropriately balanced.
 8. Whether the bidder or proposer is a certified minority business enterprise.
- (g) The Most Advantageous Bid or Proposal may be accepted; however, the Board shall have the right to reject all bids or proposals, either because they are too high or because the Board determines it is in the best interests of the District. The Board may require bidders to furnish performance bonds and/or other bonds with a responsive surety to be approved by the Board. If the Board receives fewer than three (3) responses to an Invitation to Proposal, the Board, may, in its discretion, re-advertise for additional bids without rejecting any submitted bid or proposal. In the event the bids or proposals exceed the amount of funds available to or allocated by the District for this purchase, the bids or proposals may be rejected.
- (h) Notice of the award or intent to award, including rejection of some or all bids or proposals, shall be provided in writing to all bidders or proposers by email or United States Mail, or by hand delivery, or by overnight delivery service, and by posting the same in the District Office or website for seven (7) days.
- (i) Emergency Purchases. In the event that an emergency purchase is necessary, the Board shall not be obligated to use the above procedure and may make an emergency purchase of maintenance services without complying with these Rules.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.033, Fla. Stat.

4.4 Purchase of Insurance.

- (1) Scope. The purchase of life, health, accident, hospitalization, legal expense, or annuity insurance, or all or any kind of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by these Rules. Nothing in this Rule shall require the District to purchase insurance.
- (2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:
 - (a) The Board shall cause to be prepared a Notice of Invitation to Bid.
 - (b) Notice of Invitation to Bid may be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.
 - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. Persons who provide their name and address to the District Office for inclusion on the list shall receive notices by mail.
 - (d) Bids shall be opened at the time and place noted in the Invitation to Bid.
 - (e) If only one (1) response to an Invitation to Bid is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.
 - (f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.
 - (g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies which have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, if any, to the District Officers, employees, or their dependents, the geographic location of the company's headquarters and offices in relation to the District, and the ability of the company to guarantee premium stability may be considered. A contract to purchase insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall need of the District, its officers, employees and/or dependents.

- (h) Notice of the award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by email or United States Mail, or by hand delivery service, or by overnight delivery service, and by posting the same in the District Office or website for seven (7) days.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 112.08, Fla. Stat.

4.5 Procedure for Purchasing Contractual Services.

- (1) Scope. All purchases for contractual services (except for maintenance services) may, but are not required to, be made by competitive Invitation to Bid. If state or federal law prescribes with whom the District must contract, or established the rate of payment, then these Rules shall not apply. A contract involving both goods, supplies, and materials plus contractual services may, at the discretion of the Board, be treated as a contract for goods, supplies, and materials.
- (2) Procedure. When a purchase of contractual services is within the scope of this Rule (and the District has elected to follow this procedure), the following procedure shall be followed:
 - (a) The Board shall cause to be prepared a notice of Invitation to Bid or Request for Proposal, as appropriate.
 - (b) Notice of Invitation to Bid shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.
 - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid or Requests for Proposals. The District shall make a good faith effort to provide written notice, by United States Mail, to persons who provide their names and addresses to the District Office for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with these Rules and shall not be the basis for a protest of any contract award.
 - (d) Bids or proposals shall be opened at the time and place noted on the Invitation to Bid and Request for Proposal. Bids and proposals shall be evaluated in accordance with Invitation to Bid or Request for Proposal and these Rules.
 - (e) If only one (1) response to an Invitation to Bid or Request for Proposal is received, the District may proceed with the procurement for contractual services from such bidder or proposer. If no response to an Invitation to

Bid or Request for Proposal is received, the District may take whatever steps are reasonably necessary in order to proceed with the procurement of the needed contractual services.

- (f) The Board has the right to reject any and all bids or proposals. The reservation regarding the right to reject shall be included in all solicitations and advertisements. If the bids or proposals exceed the amount of funds available to or allocated by the District for this purchase, the bids or proposals may be rejected. Bidders and proposers not receiving a contract award shall not be entitled to recover any costs of bid or proposal preparation or submittal from the District.
- (g) The Most Advantageous Bid or Proposal may be accepted by the District. The Board may require bidders to furnish bid, performance and/or other bonds with a reasonable surety to be approved by the Board.
- (3) Notice. Notice of contract award, including the rejection of some or all bids or proposals, shall be provided in writing to all bidders or proposers by United States Mail, or by hand delivery, or by overnight delivery, and by posting same in the District Office for seven (7) days.
- (4) Contract Renewal. Renewal of a contract for contractual services shall be in writing and shall be subject to the same terms and conditions set forth in the initial contract, unless otherwise provided in the initial contract. Renewal shall be contingent upon satisfactory performance evaluations by the District.
- (5) Contract Manager and Contract Administrator. The Board may designate a representative to function as contract manager, who shall be responsible for enforcing performance of the contract terms and conditions and serve as the liaison with the contractor. The Board may also designate a representative to function as contract administrator, who shall be responsible for maintaining all contract files and financial information. One person may serve as both contract manager and administrator.
- (6) Emergency Purchase. The District may make an emergency purchase of contractual services without complying with these Rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.
- (7) Continuing Contract. Nothing in this Rule shall prohibit a continuing contract between a firm or an individual and the District.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.033(3), Fla. Stat.

4.6 Procedure Under Consultant's Competitive Negotiations Act.

In order to comply with the requirements of Section 287.055, Florida Statutes (regarding certain types of professional services), the following procedures are outlined for selection of firms or individuals to provide professional services exceeding the thresholds herein described and in the negotiation of such contracts.

- (1) Qualifying Procedures. In order to be eligible to submit a bid or proposal, a firm must, at the time of receipt of the bid or proposal:
 - (a) Hold all required applicable state professional licenses in good standing.
 - (b) Hold all required applicable federal licenses in good standing, if any.
 - (c) If the bidder is a corporation, hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes.
 - (d) Meet any pre-qualification requirements set forth in the project or bid specifications. Qualification standards may include, but are not limited to, capability and adequacy of personnel, past record, and experience of the bidding entity.

Evidence of compliance with this Rule may be submitted with the bid, if requested by the District.

- (2) Public Announcement. Prior to a public announcement that professional services are required for a project, the Board shall identify the project as meeting the threshold requirement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when professional services are required for a project by publishing a notice providing a general description of the project and method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation in the District and in such other places as the District deems appropriate. The District may maintain lists of persons interested in receiving such notices. These persons are encouraged to submit annually statements of qualifications and performance data. The District shall make reasonable efforts to provide copies of any notices to such persons who provide their name and address to the District Manager for inclusion on the list, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process. The Board has the right to reject any and all bids, and such reservation shall be included in the public announcement. Bidders not receiving a contract award shall not be entitled to recover any costs of bid preparation or submittal from the District.

(3) Competitive Selection.

(a) The Board shall review and evaluate the data submitted in response to the notice described above regarding qualifications and performance ability, as well as any statements of qualification of file. The Board shall conduct discussions with, and may require public presentation by firms regarding their qualifications, and/or public presentation, select and list the firms, in order of preference, deemed to be the most highly capable and qualified to perform the required professional services, after considering these and other appropriate criteria:

1. The ability and adequacy of the professional personnel employed by each firm.
2. Each firm's past performance for the District in other professional employment settings.
3. The willingness of each firm to meet time and budget requirements.
4. The geographic location of each firm's headquarters or office in relation to the project.
5. The recent, current, and projected workloads of each firm.
6. The volume of work previously awarded to each firm.
7. Whether a firm is a certified minority business enterprise.

Nothing in these Rules shall prevent the District from evaluating and eventually selecting a firm if less than three (3) responses, including responses indicating a desire not to submit a formal bid on a given project, are received.

(b) If the selection process is administered by a person other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

(4) Competitive Negotiation.

(a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as the most qualified to perform the required professional services.

(b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be

required to execute a truth-in-negotiation certificate stating that “wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting.” In addition, any professional service contract under which such a certificate is required, shall contain a provision that “the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs.”

- (c) Should the District within twenty-one (21) days be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable then unless modified by the Board, negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached within twenty-one (21) days (unless modified by the Board to the contrary) those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.
 - (d) Should the District be unable to negotiate a satisfactory agreement with any of the selected firms within twenty-one (21) days (unless modified by the Board to the contrary) additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
 - (e) Once an agreement with a firm or individual is reached, notice of the award or intent to award, including the rejection of some or all bids, shall be provided in writing to all bidders by email or United States Mail, or by hand delivery, or by overnight delivery service, and by posting same in the District Office or website for seven (7) days.
- (5) Continuing Contract. Nothing in this Rule shall prohibit a continuing contract between a firm or an individual and the District.
- (6) Emergency Purchase. The District may make an emergency purchase without complying with these Rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.011(3), 287.055, 190.033, Fla. Stat.

5.0 Bid Protests.

Purpose and Scope. In order to comply with Sections 190.033(1) through (3), Florida Statutes, the following procedures and rules are outlined for the protest of any bids or contracts awarded.

Specific Authority: s.s. 120.57, 190 011(5), Fla. Stat.

Law Implemented: s.s. 190.033, Fla. Stat.

5.1 Bid Protests Under the Consultants' Competitive Negotiations Act.

Notwithstanding any other provision in these Rules, the resolution of any protests regarding the decision to solicit or award a contract for a bid or proposal shall be in accordance with this section.

- (1) Notice. The District shall give all bidders written notice of its decision to award or intent to award a contract, including rejection of some or all bids, by United States Mail (which shall be deemed delivered two (2) days after delivery to the U.S. Postal Service), or by certified/registered mail return receipt requested, or by hand delivery, or by overnight delivery service (which shall be deemed delivered by the next business day), and by posting same in the District Office for seven (7) days. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Section 5.3 of the Rules of Parrish Plantation Community Development District shall constitute a waiver of proceedings under those Rules."
- (2) Filing. Any person who is affected adversely by the District's decision or intended decision shall file with the District a notice of protest within seventy-two (72) hours after the posting of the final bid tabulation or after receipt of the notice of the District decision or intended decision, and shall file a formal written protest within seven (7) days after the date of filing of the notice of protest. The notice of protest shall identify the procurement by title and number or any other language that will enable the District to identify it, shall state that the person intends to protest the decision, and shall state with particularity the law and facts upon which the protest is based. With respect to a protest of the specifications contained in an Invitation to Bid or in a Request for Proposals, the notice of protest shall be filed in writing within seventy-two (72) hours after the receipt of the notice of the project plans and specifications (or intended project plans and specifications) in an Invitation to Bid or Request for Proposals, and the formal written protest shall be filed within seven (7) days after the date when notice of protest is filed. Failure to file a notice of protest, or failure to file a formal written protest, shall constitute a waiver of all further proceedings.
- (3) Award Process. Upon a receipt of a notice of protest which has been timely filed, the District shall stop the bid solicitation process (or the contract and award process) until the subject of the protest is resolved. However, if the District sets

forth in writing particular facts and circumstances which require the continuance of the process without delay in order to avoid immediate and serious danger to the public health, safety, or welfare, the award process may continue.

- (4) Mutual Agreement. The District, on its own initiative or upon the request of a protester, shall provide an opportunity to resolve the protest by mutual agreement between the parties within seven (7) days, excluding Saturdays, Sundays and legal holidays, upon receipt of a formal written request.
- (5) Proceedings. If the subject of a protest is not resolved by mutual agreement, a proceeding shall be conducted in accordance with the procedural guidelines set forth in Section 3.0.

Specific Authority: s.s. 120.57(3), 190.011(5) Fla. Stat.

Law Implemented: s.s. 120.57(3), 190.033, Fla. Stat.

5.2 Protests With Respect To Contracts Awarded Or Bid Documents.

The resolution of any protests regarding Bid Documents or the decision to award a contract for a bid or proposal shall be in accordance with section 5.2.

- (1) Notice. The District shall give all bidders or proposers written notice of a decision to award or to reject all bids by posting the notice in the District Office for seven (7) days, with a copy being provided to all submitting firms by United States Mail (which shall be deemed delivered two (2) days after delivery to the U.S. Postal Service), or by certified/registered mail return receipt requested, or by hand delivery, or by overnight delivery service (which shall be deemed delivered by the next business day). The notice shall include the following statement: “Failure to file a written protest with the District within seventy-two (72) hours following the receipt of notice of the District’s decision to award a contract shall constitute a waiver of any objection to the award of such contract.”
- (2) Filing.
 - (a) Any firm or person who is affected adversely by a District decision to award a contract shall file with the District a written notice of protest within seventy-two (72) hours after receipt of the notice of the District’s decision, and shall file a formal written protest with the District within seven (7) calendar days after timely filing the initial notice of protest. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt of the District. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object to or protest the District’s decision or contract award. The formal written protest shall state with particularity the facts and law upon which the protest is based.

- (b) With respect to a protest regarding the Bid Documents, including specifications or other requirements contained in an Invitation to Bid or in a Request for Proposals, the notice of protest shall be filed in writing within seventy-two (72) hours after the receipt of the proposed project plans and specifications or other contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object to or protest with respect to the aforesaid plans, specifications or contract documents.
- (3) Award Process. Upon receipt of a timely filed notice of protest, the District shall abate the contract award process until the protest is resolved by final Board action. However, if the District determines particular facts and circumstances require the continuance of the contract award process without delay in order to avoid immediate and serious danger to the public health, safety, or welfare, the contract award process may continue. In such circumstances, the contract awarded shall be conditioned on the outcome of the protest.
- (4) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be posted in the office of the District not less than three (3) calendar days prior to such informal proceeding, with copies being mailed to the protestant and any substantially affected person or parties. Within fifteen (15) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.
- (5) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided above, the District shall schedule a formal hearing to resolve the protest in accordance with the procedural guidelines set forth in Section 3.0.

Specific Authority: s.s. 120.57, 190 011(5), Fla. Stat.

Law Implemented: s.s. 190.033, Fla. Stat.

5.3 Bid Protests Relating to Any Other Award.

Notwithstanding any other provision in these Rules, the resolution of any protests regarding the decision to solicit or award a contract for a bid proposal under Sections 4.1, 4.2, or 4.5 shall be in accordance with Section 5.3.

- (1) Notice. The District shall give all bidders written notice of its decision to award or intent to award a contract, including rejection of some or all bids, by United States Mail (which shall be deemed delivered two (2) days after delivery to the U.S. Postal Service), or by certified/registered mail return receipt requested, or by hand delivery, or by overnight delivery service (which shall be deemed delivered on the next business day), and by posting same in the District Office for seven (7) calendar days.
- (2) Filing. Any person who is adversely affected by the District's decision or intended decision shall file with the District a notice of protest in writing within seventy-two (72) hours after the posting of the final bid tabulation or after receipt of the notice of the District decision or intended decision, and shall file a formal written protest within seven (7) days after the date of filing of the notice of protest. The formal written protest shall state with particularity facts and law upon which the protest is based. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of all further proceedings.
- (3) Award Process. Upon receipt of a notice of protest which has been timely filed, the District shall stop the bid solicitation process or the contract and award process until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances which require the continuance of the process without delay in order to avoid an immediate and serious danger to the public health, safety, or welfare, the award process may continue.
- (4) Mutual Agreement. The District, on its own initiative or upon the request of a protester, shall provide an opportunity to resolve the protest by mutual agreement between the parties within five (5) days, excluding Saturdays, Sundays and legal holidays, of receipt of a formal written protest.
- (5) Hearing. If the subject of a protest is not resolved by mutual agreement, the District shall hold a proceeding in accordance with the procedural guidelines set forth in Section 3.0.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.033, Fla. Stat.

6.0 Design-Build Contract Competitive Proposal Selection Process.

- (1) Scope. The District may utilize design-build contracts for any public construction project for which the Board determines that use of such contracts in the best interest of the District. When letting a design-build contract, the District shall use the following procedure:
 - (a) The District shall utilize a design criteria professional meeting the requirements of Section 287.055, Florida Statutes when developing a

design criteria package, evaluating the responses or bids submitted by design-build firms, and determining compliance of the project construction with the design criteria package. The design criteria professional may be an employee of the District or may be retained using Section 4.6, Procedure Under Consultant's Competitive Negotiations Act.

- (b) A design criteria package for the construction project shall be developed and sealed by the design criteria professional. The package shall include concise, performance-oriented drawings or specifications of the project, and shall include sufficient information to put interested firms on notice of substantially all of the requirements of the project. If the project utilizes existing plans, the design criteria professional shall create a design criteria package by supplementing the plans with project specific requirements, if any. All design criteria packages shall require firms to submit information regarding the qualifications, availability and past work of the firms, including the partners and members thereof.
- (c) The Board, in consultation with the design criteria professional, shall establish the standards and procedures for the evaluation of design-build proposals which may include, but not be limited to, based on price, technical, and design aspects of the project, weighted for the project.
- (d) After the design criteria package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited, pursuant to the design criteria by the following procedure:
 - 1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation in the county in which the District is located. The notice shall allow at least seven (7) days for submittal of proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. For sealed proposals, the notice shall allow for at least twenty-one (21) days, unless the Board, for good cause, determines a shorter period of time is appropriate. Any design-build project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of proposals.
 - 2. The District may maintain qualifications information, including: capabilities, adequacy of personnel, past record, experience, whether the firm is a certified minority business enterprise as defined by the Florida Small Business and Minority Assistance Act of 1985, and other factors, on design-build firms. Such firms shall receive a copy of the request for proposals by mail.
 - 3. In order to be eligible to submit a proposal a firm must, at the time of receipt of the proposals:

- (a) Hold the required applicable state professional license in good standing, as defined by Section 287.055(2)(h), Florida Statutes;
- (b) Hold all required applicable federal licenses in good standing, if any;
- (c) Hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes, if the bidder is a corporation;
- (d) Meet any special prequalification requirements set forth in the design criteria package.

Evidence of compliance with these Rules may be submitted with the bid, if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the proposal.

- (e) The Board shall select no fewer than three (3) design-build firms as the most qualified, based on the information submitted in the response to the request for proposals, and in consultation with the design criteria professional, shall evaluate their proposals based on the evaluation standards and procedures established prior to the solicitation of requests for proposal. If less than three (3) proposals which meet the design criteria are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no proposals meeting the design criteria are received, the District may proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.
- (f) The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards, and shall establish a price which the Board determines to be fair, competitive, and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Failing accord with the second most qualified firm, the Board must terminate negotiations. The Board shall then undertake negotiations with the third firm. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached.

- (g) After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
 - (h) The design criteria professional shall evaluate the compliance of the project construction with the design criteria package, and shall provide the Board with a report of the same.
- (2) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified design-build firm available at the time. The fact that an emergency purchase has occurred shall be noted in the minutes of the next Board meeting.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.033, 255.20, Fla. Stat.

7.0 District Auditor Selection Procedures.

- (1) Prior to selecting an auditor to conduct the annual financial audit as required in section 218.39, Florida Statutes, the District shall use the auditor selection procedures as required under Section 218.391, Florida Statutes.

Specific Authority: s. 190.011(5), Fla. Stat.

Law Implemented: s. 218.391, Fla. Stat.

8.0 Effective Date.

These Rules shall be effective January 22, 2020.

RESOLUTION 2020-29

THE ANNUAL APPROPRIATION RESOLUTION OF THE PARRISH PLANTATION COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 10, 2019, (THE “EFFECTIVE DATE” OF THE ORDINANCE) AND ENDING SEPTEMBER 30, 2020 APPROVING A BUDGET FUNDING AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has submitted to the Board of Supervisors (“**Board**”) a proposed budget for the budget year beginning October 10, 2019 (the effective date of the Ordinance) and ending September 30, 2020, along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), Florida Statutes; and

WHEREAS, at least sixty (60) days prior to the adoption of the proposed annual budget (“**Proposed Budget**”), the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), Florida Statutes; and

WHEREAS, the Board set January 22, 2020, as the date for a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), Florida Statutes; and

WHEREAS, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

WHEREAS, Section 190.008(2)(a), Florida Statutes, requires that the District Board by passage of the Annual Appropriation Resolution shall adopt a budget for the fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year; and

WHEREAS, in order for the Developer to fund a portion of the Budget, the Board desires to approve a form of the Budget Funding Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PARRISH PLANTATION COMMUNITY DEVELOPMENT DISTRICT:

Section 1. Budget

- a. That the Board of Supervisors has reviewed the District Manager’s Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s

Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. That the Proposed Budget, attached hereto as **Exhibit “A,”** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), Florida Statutes, and incorporated herein by reference; provided, however, that the comparative figures contained in the adopted budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures for fiscal year 2019/2020.
- c. That the adopted budget, as amended, shall be maintained in the office of the District Manager and at the District’s Records Office and identified as the “Budget for the Parrish Plantation Community Development District for the Fiscal Year Beginning October 10, 2019, and Ending September 30, 2020,” as adopted by the Board of Supervisors on January 22, 2020.
- d. The final adopted budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption.

Section 2. Appropriations

There is hereby appropriated out of the revenues of the District, for the fiscal year beginning October 10, 2019, and ending September 30, 2020, the sum of \$535,000.00 to be raised by the levy of assessments and otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	<u>\$535,000.00</u>
TOTAL ALL FUNDS	<u>\$535,000.00*</u>

*Not inclusive of any collection costs.

Section 3. Budget Amendments

Pursuant to Section 189.016, Florida Statutes, the District at any time within the fiscal year or within 60 days following the end of the fiscal year may amend its budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.

- c. By resolution, the Board may increase any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.
- d. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this Section 3 and Section 189.016 of the Florida Statutes, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget(s) under subparagraphs c. and d. above are posted on the District’s website within five (5) days after adoption.

Section 4. Budget Funding Agreement

The form of the Budget Funding Agreement, attached as **Exhibit “B”** hereto, is hereby approved in order to fund the Developer’s portion of the budget for Fiscal Year 2019/2020.

Section 5. Effective Date.

This Resolution shall take effect upon the passage and adoption of this Resolution by the Board of Supervisors of the Parrish Plantation Community Development District.

PASSED AND ADOPTED THIS 22ND DAY OF JANUARY, 2020.

ATTEST:

**PARRISH PLANTATION COMMUNITY
DEVELOPMENT DISTRICT**

By: _____
Print Name: _____
Assistant Secretary

By: _____
Print Name: _____
Chair / Vice Chair

- Exhibit A:** 2019/2020 Budget
- Exhibit B:** Budget Funding Agreement

2020



PARRISH PLANTATION

COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2020
FINAL ANNUAL OPERATING BUDGET

JANUARY 22, 2020



PARRISH PLANTATION COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2020 FINAL ANNUAL OPERATING BUDGET

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JANUARY 22, 2020

PARRISH PLANTATION

COMMUNITY DEVELOPMENT DISTRICT

BUDGET INTRODUCTION

Background Information

The Parrish Plantation Community Development District is a local special purpose government authorized by Chapter 190, Florida Statutes, as amended. The Community Development District (CDD) is an alternative method for planning, financing, acquiring, operating and maintaining community-wide infrastructure in master planned communities. The CDD also is a mechanism that provides a “solution” to the State’s needs for delivery of capital infrastructure to service projected growth without overburdening other governments and their taxpayers. CDDs represent a major advancement in Florida’s effort to manage its growth effectively and efficiently. This allows the community to set a higher standard for construction along with providing a long-term solution to the operation and maintenance of community facilities.

The following report represents the District budget for Fiscal Year 2020, which begins on October 1, 2019. The District budget is organized by fund to segregate financial resources and ensure that the segregated resources are used for their intended purpose, and the District has established the following funds.

<u>Fund Number</u>	<u>Fund Name</u>	<u>Services Provided</u>
001	General Fund	Operations and Maintenance of Community Facilities

Facilities of the District

The District’s existing facilities include storm-water management (lake and water control structures), wetland preserve areas, street lighting, landscaping, entry signage, entry features, irrigation distribution facilities, recreational center, parks, pool facility, tennis courts and other related public improvements.

Maintenance of the Facilities

In order to maintain the facilities, the District conducts hearings to adopt an operating budget each year. This budget includes a detailed description of the maintenance program along with an estimate of the cost of the program. The funding of the maintenance budget is levied as a non-ad valorem assessment on your property by the District Board of Supervisors.

PARRISH PLANTATION

COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2020 Final Operating Budget
REVENUES	
SPECIAL ASSESSMENTS - SERVICE CHARGES	
Operations & Maintenance Assmts-Tax Roll	0.00
TOTAL SPECIAL ASSESSMENTS - SERVICE CHARGES	\$0.00
CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES	
Landowner Direct Funding	535,000.00
TOTAL CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES	\$535,000.00
OTHER MISCELLANEOUS REVENUES	
Miscellaneous	0.00
TOTAL OTHER MISCELLANEOUS REVENUES	\$0.00
TOTAL REVENUES	\$535,000.00
EXPENDITURES	
FINANCIAL & ADMINISTRATIVE	
District Management	28,000.00
District Engineer	9,000.00
Disclosure Report	2,000.00
Trustees Fees	5,000.00
Auditing Services	4,000.00
Postage, Phone, Faxes, Copies	150.00
Public Officials Insurance	3,000.00
Legal Advertising	9,000.00
Bank Fees	200.00
Dues, Licenses & Fees	175.00
Office Supplies	100.00
Website Administration	600.00
Miscellaneous Fees	250.00
TOTAL FINANCIAL & ADMINISTRATIVE	\$61,475.00
LEGAL COUNSEL	
District Counsel	6,200.00
TOTAL DISTRICT COUNSEL	\$6,200.00
UTILITY SERVICES	
Electric Utility Services - Streetlights	271,725.00
Electric Utility Services - All Others	9,000.00
TOTAL UTILITY SERVICES	\$280,725.00
WATER-SEWER COMBINATION SERVICES	
Water Utility Services	15,500.00
TOTAL WATER-SEWER COMBINATION SERVICES	\$15,500.00
OTHER PHYSICAL ENVIRONMENT	
Waterway Management System	34,000.00
Landscape Maintenance	77,250.00
Plant Replacement Program	15,400.00
Irrigation Maintenance	6,150.00
Miscellaneous Landscape	9,300.00
General, Property & Casualty Insurance	7,500.00
TOTAL OTHER PHYSICAL ENVIRONMENT	\$149,600.00
ROAD & STREET FACILITIES	
Pavement & Drainage Repairs & Maintenance	21,500.00
TOTAL ROAD & STREET FACILITIES	\$21,500.00
TOTAL EXPENDITURES	\$535,000.00
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES	\$0.00

*** EXCLUDES 2% MANATEE COUNTY COLLECTION COST

*** EXCLUDES 4% EARLY PAYMENT DISCOUNT

PARRISH PLANTATION COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND 001

Financial & Administrative

District Manager

The District retains the services of a consulting manager, who is responsible for the daily administration of the District's business, including any and all financial work related to the Bond Funds and Operating Funds of the District, and preparation of the minutes of the Board of Supervisors. In addition, the District Manager prepares the Annual Budget(s), implements all policies of the Board of Supervisors, and attends all meetings of the Board of Supervisors.

District Engineer

Consists of attendance at scheduled meetings of the Board of Supervisors, offering advice and consultation on all matters related to the works of the District, such as bids for yearly contracts, operating policy, compliance with regulatory permits, etc.

Disclosure Reporting

On a quarterly and annual basis, disclosure of relevant district information is provided to the Muni Council, as required within the bond indentures.

Trustees Fees

This item relates to the fee assessed for the annual administration of bonds outstanding, as required within the bond indentures.

Auditing Services

The District is required to annually undertake an independent examination of its books, records and accounting procedures. This audit is conducted pursuant to State Law and the Rules of the Auditor General.

Postage, Phone, Fax, Copies

This item refers to the cost of materials and service to produce agendas and conduct day-to-day business of the District.

Public Officials Insurance

The District carries Public Officials Liability in the amount of \$1,000,000.

Legal Advertising

This is required to conduct the official business of the District in accordance with the Sunshine Law and other advertisement requirements as indicated by the Florida Statutes.

Bank Fees

The District operates a checking account for expenditures and receipts.

Dues, Licenses & Fees

The District is required to file with the County and State each year.

Miscellaneous Fees

To provide for unbudgeted administrative expenses.

Office Supplies

Cost of daily supplies required by the District to facilitate operations.

Website Administration

This is for maintenance and administration of the Districts official website.

PARRISH PLANTATION COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND 001

Legal Counsel

District Counsel

Requirements for legal services are estimated at an annual expenditures on an as needed and also cover such items as attendance at scheduled meetings of the Board of Supervisor's, Contract preparation and review, etc.

Electric Utility Services

Electric Utility Services

This item is for street lights, pool, recreation facility and other common element electricity

Other Physical Environment

Waterway Management System

This item is for maintaining the multiple waterways that compose the District's waterway management system and aids in controlling nuisance vegetation that may otherwise restrict the flow of water

Property & Casualty Insurance

The District carries \$1,000,000 in general liability and also has sovereign immunity.

Entry & Walls Maintenance

This item is for maintaining the main entry feature and other common area walls.

Landscape Maintenance

The District contracts with a professional landscape firm to provide service through a public bid process. This fee does not include replacement material or irrigation repairs.

Miscellaneous Landscape

This item is for any unforeseen circumstances that may effect the appearance of the landscape program.

Plant Replacement Program

This item is for landscape items that may need to be replaced during the year.

PARRISH PLANTATION

COMMUNITY DEVELOPMENT DISTRICT

SCHEDULE OF ANNUAL ASSESSMENTS⁽¹⁾

Lot Size	EAU Value	Unit Count	Debt Service Per Unit	O&M Per Unit	FY 2020 Total Assessment
ASSESSMENT AREA ONE - SERIES 2020					
Single Family 40'	1.00	533		\$1,067.82	\$1,067.82
Subtotal		533			
TOTAL		533			

Notations:

⁽¹⁾ Annual assessments exclude Manatee County collection costs and statutory discounts for early payment.

Parrish Plantation Community Development District
Fiscal Year 2019/2020 Budget Funding Agreement

This Agreement is made and entered into as of the 22nd day of January, 2020, by and between the **Parrish Plantation Community Development District**, a local unit of special-purpose government, established pursuant to Chapter 190, Florida Statutes, whose mailing address is 2005 Pan Am Circle, Suite 300, Tampa, Florida 33607 (the "**District**") and **Belleair Capital Group Parrish Plantation, LLC**, a Florida limited liability company, its successors and assigns, authorized to do business in the State of Florida, whose mailing address is 1025 58th Street North, St. Petersburg, Florida 33710, (the "**Developer**").

Recitals

WHEREAS, the District was established by the Board of County Commissioners of Manatee County, Florida, for the purpose of planning, financing, constructing, operating and/or maintaining public infrastructure; and

WHEREAS, the District, pursuant to Chapter 190, Florida Statutes, is authorized to levy such taxes, special assessments, fees and other charges as may be necessary in furtherance of the District's activities and services; and

WHEREAS, the Developer presently owns all real property, as more particularly described in **Exhibit "A"** attached hereto, (the "Property") within the District, which Property will benefit from the continued operations of the District; and

WHEREAS, the District is adopting its general fund budget for the fiscal year 2019/2020, which commences on October 10, 2019, the effective date of the ordinance, and concludes on September 30, 2020 (the "Budget"); and

WHEREAS, in lieu of levying special assessments on the Property, the District is willing to allow the Developer to provide such funds as are necessary to allow the District to proceed with its operations as described in **Exhibit “B”** so long as payment is timely provided; and

WHEREAS, the Developer agrees that the activities, operations and services provide a special and peculiar benefit equal to or in excess of the costs reflected on **Exhibit “B”** to the Property; and

WHEREAS, the Developer has agreed to enter into this Agreement in lieu of having the District levy non ad valorem special assessments as authorized by law against the Property to pay for the activities, operations and services of the District as set forth in **Exhibit “B”**.

Operative Provisions

Now, therefore, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Funding Obligations.** From time to time during the 2019/2020 fiscal year, the Developer agrees to make available to the District the aggregate sum of up to \$ _____ in accordance with the Budget attached hereto as **Exhibit “B”** as such expenses are incurred by the District. Such payments shall be made within 30 days of written request for funding by the District. All funds provided hereunder shall be placed in the District's general operating account.

2. **Budget Revisions.** The District and Developer agree that the Budget shall be revised at the end of the 2019/2020 fiscal year to reflect the actual expenditures of the District for the period beginning on October 10, 2019, the effective date of the ordinance, and ending on September 30, 2020. The Developer shall not be responsible for any additional costs other than

those costs provided for in the Budget. However, if the actual expenditures of the District are less than the amount shown in the Budget, the Developer's funding obligations under this Agreement shall be reduced by that amount.

3. Amendments. This instrument constitutes the final and complete expression of the agreement between the parties relating to the subject matter of this Agreement. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both of the parties hereto.

4. Authority. The execution of this Agreement has been duly authorized by the appropriate body or official of all parties hereto, each party has complied with all the requirements of law, and each party has full power and authority to comply with the terms and provisions of this instrument.

5. Assignment. This Agreement may be assigned, in whole or in part, by either party only upon the written consent of the other, which consent shall not be unreasonably withheld.

6. Default. A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which shall include, but not be limited to, the right to seek specific performance of the Developer's payment obligations under this Agreement, but shall not include special, consequential, or punitive damages.

7. Third Parties. This Agreement is solely for the benefit of the parties hereto and no right or cause of action shall accrue upon or by reason hereof, to or for the benefit of any third party not a formal party hereto. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the parties hereto any right, remedy or claim under or by reason of this Agreement or any provisions or conditions

hereof; and all of the provisions, representations, covenants and conditions herein contained shall inure to the sole benefit of and shall be binding upon the parties hereto and their respective representatives, successors and assigns.

8. Governing Law. This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of Florida with venue in Manatee County, Florida.

9. Interpretation. This Agreement has been negotiated fully between the parties as an arm's length transaction. The parties participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the parties are each deemed to have drafted, chosen and selected the language, and the doubtful language will not be interpreted or construed against any party.

10. Termination of Agreement. The Agreement shall be effective upon execution by both parties hereto and shall remain in force until the end of the 2019/2020 fiscal year on September 30, 2020. The enforcement provisions of this Agreement shall survive its termination, until all payments due under this Agreement are paid in full.

11. Costs and Fees. In the event either party is required to enforce this Agreement, then the prevailing party shall be entitled to all fees and costs, including reasonable attorney's fees and costs, from the non-prevailing party.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the parties have executed this agreement as of the date first written above.

Attest:

**Parrish Plantation Community
Development District**

By: _____
Name: _____
Secretary

By: _____
Name: _____
Chair of the Board of Supervisors

Witnesses:

**Belleair Capital Group Parrish
Plantation, LLC**
a Florida limited liability company

By: _____
Name: _____

By: _____
Name: _____
Title: _____

By: _____
Name: _____

RESOLUTION 2020-30

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

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 Parrish Plantation 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 Board is authorized under Chapter 190, Florida Statutes to construct and acquire certain public improvements as described in the Report of the District Engineer dated December 2019 (the "**2020 Project**"), attached hereto as **Exhibit "A"**.

(c) The District is authorized by Chapters 170, 190, and 197, Florida Statutes, to levy special assessments to pay all or any part of the cost of public capital improvements such as the 2020 Project and to issue revenue bonds payable from special assessments as provided in Chapters 170, 190, and 197, Florida Statutes.

(d) It is desirable for the public safety and welfare that the District construct and acquire the 2020 Project on certain lands within the District, the nature and location of which are described in Resolution 2020-25 and more specifically described in the plans and specifications on file at the registered office of the District; that the cost of such 2020 Project be assessed against the lands specially benefited thereby, and that the District issue its special assessment bonds, in one or more series (herein, the "**Series 2020 Bonds**"), to provide funds for such purpose pending the receipt of such special assessments.

(e) The implementation of the 2020 Project, the levying of such non-ad valorem special assessments and the sale and issuance of the Series 2020 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 2020 Project which are to be assessed against the benefited properties of pending the collection of such special assessments, it is necessary for the District to issue and sell the Series 2020 Bonds.

(g) By Resolution 2020-25, the Board determined to implement the 2020 Project and to defray the cost thereof by levying special assessments on benefited property and expressed an intention to issue the Series 2020 Bonds to provide the funds needed therefor prior to the collection of such special assessments. Resolution 20-25 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 2020-25, 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 District.

(i) A preliminary assessment roll has been prepared and filed with the District 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 2020-26 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 2020 Project, (ii) the cost thereof, (iii) the manner of payment therefor, and (iv) the amount thereof to be assessed against each specially benefited property.

(k) The Board met as an equalization 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 estimates of the construction costs of the 2020 Project, estimates of financing costs, and all complaints and evidence presented at such public hearing, the Board finds and determines:

(i) that the estimated construction and financing costs of the 2020 Project is as specified in the Master Assessment Methodology Report dated December 18, 2019 prepared by District Management Services, LLC d/b/a Meritus Districts (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 2020 Project against the properties specially benefited thereby using the methods determined by the Board, which results in the special assessments set forth on the final assessment roll which is part of the Assessment Report;

(iii) it is hereby declared that the 2020 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 special assessments thereon; and

(iv) it is desirable that the 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.

"**Assessment**" or "**Assessments**" means the special assessments imposed to repay the Series 2020 Bonds which are being issued to finance the construction and acquisition of the 2020 Project as described in the Assessment Report.

"**Developer**" means **Belleair Capital Group Parrish Plantation, LLC**, a Florida limited liability company, and its successors and assigns.

SECTION 4. AUTHORIZATION OF 2020 PROJECT. The 2020 Project described in Resolution 2020-25, 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 Series 2020 Bonds referred to herein.

SECTION 5. ESTIMATED COST OF 2020 PROJECT. The total estimated costs of the 2020 Project, and the costs to be paid by the Assessments on all specially benefited property is set forth in the Assessment Report.

SECTION 6. EQUALIZATION, APPROVAL, CONFIRMATION AND LEVY OF ASSESSMENTS. The Assessments on the benefited parcels, all as specified in the final assessment roll included within the Assessment Report, are hereby equalized, approved, confirmed and levied. Promptly following the adoption of this Resolution, those 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 Assessment or 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 ASSESSMENTS. When the 2020 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 2020 Project is less than the amount assessed therefor, the District shall credit to each Assessment for the 2020 Project the proportionate

difference between the Assessment as hereby made, approved and confirmed and the actual costs of the 2020 Project, as finally determined upon completion thereof. In no event, however, shall the final amount of any such 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 capitalized interest, funded reserves or bond discount included in the estimated cost of the 2020 Project. Such credits shall be entered in the Improvement Lien Book. Once the final amount of the Assessments for all of the 2020 Project has been determined, the term "**Assessment**" shall mean the sum of the actual costs of the 2020 Project benefiting the benefited parcels plus financing costs.

SECTION 8. ALLOCATION OF 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 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 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 2020 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 2020 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 Assessments in equal amounts against each Assessable Unit of the same product type, then the Board may, by a supplemental resolution, reallocate the 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 Series 2020 Bonds (herein, the "**Trustee**"): (i) an opinion of counsel acceptable to the District to the effect that the Assessments as reallocated were duly levied in accordance with applicable law, that the 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 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 Assessments is not less than the aggregate cash flow from the original Assessments.

If the Board reallocates 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 Assessment roll shall be prepared and shall be recorded in the Improvement Lien Book created pursuant hereto.

SECTION 9. PAYMENT OF ASSESSMENTS. At the end of the capitalized interest period referenced in the Assessment Report (if any), the Assessments for the Series 2020 Bonds shall be payable in substantially equal annual installments of principal and interest over a period not to exceed 30 years, in the principal amounts set forth in the Assessment Report, together with interest at the applicable coupon rate of the Series 2020 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 Assessments paid early; 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 Assessment has been levied may pay the entire principal balance of such Assessment without interest at any time within thirty days after the 2020 Project have been completed and the Board has adopted a resolution accepting the 2020 Project as provided by section 170.09, Florida Statutes. Further, after the completion and acceptance of the 2020 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 Assessment has been levied may pay the principal balance of such 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 SERIES 2020 BONDS; REFUNDS FOR OVERPAYMENT. Upon payment of all of the principal and interest on the Series 2020 Bonds secured by the Assessments, the Assessments theretofore securing the Series 2020 Bonds shall no longer be levied by the District. If, for any reason, Assessments are overpaid or excess Assessments are collected, or if, after repayment of the Series 2020 Bonds the Trustee makes payment to the District of excess amounts held by it for payment of the Series 2020 Bonds, such overpayment or excess amount or amounts shall be refunded to the person or entity who paid the Assessment.

SECTION 11. PENALTIES, CHARGES, DISCOUNTS, AND COLLECTION PROCEDURES. The 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 Assessments for the Series 2020 Bonds. Accordingly, the Assessments for the Series 2020 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 Chapter 197, Florida Statutes, 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 Assessments levied against any parcels owned by the Developer, the District may invoice and collect such Assessments directly from the Developer and not pursuant to Chapter 197. Any 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 REVENUE BONDS. The Board hereby confirms its intention to issue the Series 2020

Bonds, to provide funds, pending receipt of the Assessments, to pay all or a portion of the cost of the 2020 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 Assessments as it relates to property owners whose benefitted property is subject to the 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 Assessments, and the levy, collection, and lien of the Assessments), unless proper steps shall be initiated in a court of competent jurisdiction to secure relief within 30 days from the adoption date of this Resolution.

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

EFFECTIVE DATE. This Resolution shall become effective upon its adoption.

PASSED AND ADOPTED this 22nd day of January, 2020.

Attest:

**Parrish Plantation
Community Development District**

Name: _____
Secretary/ Assistant Secretary

Name: _____
Chair of the Board of Supervisors

Exhibit A –Report of the District Engineer dated December 2019
Exhibit B – Master Assessment Methodology Report dated December 18, 2019

Parrish Plantation
Community Development District

Report of District Engineer

Prepared for:
Board of Supervisors of the
Parrish Plantation Community Development District

Prepared by:

Heidt Design, LLC

December 2019

Strickland T. Smith, PE Date
District Engineer
Florida Registration #50652

1.0 Introduction

Parrish Plantation (the “Development”) is a master planned community located in the Southeast quadrant of the intersection of U.S. Highway 301 and S.R. 62 in Sections 28 and 29, Township 33 South, Range 19 East of Manatee County, Florida. See Vicinity Map and Legal Description in Appendix A and B. Main access to the community is from S. R. 62 with secondary access from Spencer Parrish Road on the east side of the project. Parrish Plantation is 199.446 acres in size and is zoned Planned Development Mixed Use (PDMU). The Parrish Plantation community will consist of multiple residential neighborhoods, an amenity center and various open spaces for resident use.

The Parrish Plantation Community Development District (“District”), a local unit of special purpose government, was established by Manatee County Ordinance 19-33 effective on October 8, 2019 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 District boundaries encompass the entirety of the Development. A Master Development Plan of the District is attached as Appendix C of this report.

The current master plan for the Development contains approximately 533 proposed single family detached and single family attached housing units and various support facilities. The current PDMU approval (PDMU-07-07(P)(R)) allows for up to 488 housing units (472 units in the master plan) with an additional 61 units proposed for the 33 acres on the south side of the District known as the Southern Parcel (Phase III). The Southern Parcel will be rezoned and incorporated into the existing PDMU in the future which brings the total to 533 as stated above. The current permit status for the Development is found in Appendix F of this report.

The purpose of this report is to provide a description of the improvements that may be financed by the District (“the Capital Improvement Project (CIP)”). Public infrastructure and land improvements needed to service the Development include construction of offsite utility improvements and turn lanes, mass grading, one (1) new sewage pump station and associated force main, gravity sewer extensions, water main extensions, surface water management, entry monumentation, landscaping and irrigation, and recreational facilities.

This Engineer’s Report reflects the District’s present intentions. The implementation and completion of any improvement outlined in this report requires final approval by the District’s Board of Supervisors, including the award of contracts for the construction of the improvements. Cost estimates contained in this report have been prepared based on the best available information. These estimates may not reflect final engineering design or complete environmental permitting. Actual costs will vary based upon final plans, design, planning, approvals from regulatory authorities, inflation, etc. Nevertheless, all costs contained herein may be reasonably expected to adequately fund the CIP described and the contingency costs included are reasonable.

2.0 Infrastructure Improvements

The CIP includes infrastructure improvements that will provide special benefit to all assessable land with the District. The required improvements included in the CIP are more fully described below.

2.1 Roadways

The District presently intends to provide funding for the master transportation and roadway facilities required to support the Development. A left turn lane and right deceleration lane are required to be constructed on S. R. 62 to provide access to the site. Local roadways within the development will be funded by the District and consist of the pavement, base, subbase, curb and gutter and storm drains. All roadways within the District will be public and owned and maintained by Manatee County.

2.2 Sanitary Sewer Collection System

The District will provide the sanitary sewer collection system for the Development. The sanitary sewer system consists of one lift station and the associated gravity sewer system needed to serve the District. A 6" force main will run from the onsite lift station to the entrance of the project on S. R. 62. From there the developer is required by the County, according to their master sewer plan, to construct an 18" offsite force main from the projects entrance on S. R. 62, west to the county's master lift station site on the north side of Erie Road at the intersection of 121st Ave E. Since this force main is larger than what is required to serve the Development, the developer will be required to install the main but will be reimbursed according the provisions of the County's current wastewater ordinance. The costs reported in Appendix G do not remove the expected credit. Upon completion the offsite and onsite sanitary sewer construction, the system will be owned and maintained by Manatee County Utilities. See Appendix D, Master Utility Exhibit, for a graphic representation of the master sewer system.

2.3 Water Distribution System

The District will provide the water distribution system for the Development. The system will consist of a series of water distribution mains to serve the future residential units and amenity center with potable water. A 12" offsite water main is required by the Manatee County Master Water Plan to be constructed from S. R. 675 (Rutland Rd) north along Spencer Parrish Road to the project entrance. A second 12" water main is required to be constructed from the US 301 along S. R. 62 to the projects entrance. Since these water mains are larger than what is required to serve the Development, the developer will be required to install the mains but will be reimbursed according to an oversizing agreement to be established with Manatee County. The costs reported in Appendix G do not remove the expected oversizing agreement reimbursement. Upon completion the offsite and onsite water distribution system it will be owned and maintained by Manatee County Utilities. See Appendix D, Master Utility Exhibit, for a graphic representation of the master water system.

2.4 Reclaimed Water Distribution System

The District will provide the reclaimed water distribution system for the Development. The system will consist of a series of reclaimed water distribution mains to provide the future residential units, amenity center and common areas with irrigation water. The system will connect to existing reclaimed mains in the adjacent roadways. Upon completion of the reclaimed water distribution system it will be owned and maintained by Manatee County Utilities. See Appendix D, Master Utility Exhibit, for a graphic representation of the master reclaimed water system.

2.5 Stormwater Management System

A comprehensive system of surface water management ponds, consisting primarily of wet detention ponds, are proposed to manage the water quality and quantity impacts associated with the Development. These ponds will provide water quality treatment and stormwater runoff attenuation, designed in accordance with the Southwest Florida Water Management District's (SWFWMD) Basis of Review and the Manatee County Land Development Code and Stormwater Technical Manual. Additionally, these ponds will provide 100-year flood control, conveyance of stormwater through and around the District and for the ongoing function of the onsite natural wetland systems.

Material excavated from surface water management ponds and/or floodplain management ponds is anticipated to remain within the Development for use in road subbase, perimeter berms, and site grading. However, any grading in connection with the preparation of pads for private home sites or on other private property within the Development will not be funded by the District. Any material excavated from ponds or mitigation areas constructed on lands owned by the District shall be used only for improvements within the CIP. Any excess material removed from the ponds, if applicable, will be disposed of by the District in a cost-effective manner. Upon completion of the stormwater management system it will be owned and maintained by the District.

2.5 Landscaping, Hardscape and Irrigation

The District will provide common area landscaping, landscape buffers, walls and fences, entry monuments and supporting facilities, common signage and irrigation for the development. These facilities will be owned and maintained by the District.

2.6 Recreational Facilities

The District currently intends to construct a variety of recreational facilities to serve the residents of the District. These facilities may include such things as a clubhouse and pool, playgrounds, courts, paths and walkways, benches, neighborhood parks, pavilions, etc. These improvements will be owned and maintained by the District.

2.7 Professional Services

Professional Fees include civil engineering costs for site design, permitting, inspection, and master planning, survey costs for construction staking and as-built drawings as well as preparation of preliminary and final plats, geotechnical costs for pre-design soil borings, underdrain analyses and construction inspection, and architectural costs for landscape and recreation design. Also included in this category are fees associated with environmental consultation and permitting, and any other miscellaneous professional fees.

3.0 Ownership and Maintenance

Ownership and maintenance of the improvements is generally anticipated as set forth in Appendix E.

It is anticipated that, in addition to the annual non-ad valorem assessments to be levied and collected by the District to pay debt service on its bonds, the District should levy and collect an annual "Maintenance

Assessment” to be determined, assessed, and levied by the District’s Board of Supervisors upon the assessable real property within the District for the purpose of defraying the cost and expenses of maintaining District-owned improvements.

4.0 Permit Status

The required infrastructure improvements for the construction of the Development are contained in the following construction plans:

- Parrish Plantation Phase I and II Final Site Plan/Preliminary Plat
- Parrish Plantation Phase I and II Construction Plans
- Parrish Plantation Offsite Utilities Construction Plans

The Final Site Plan/Preliminary Plat and Construction Plans have been submitted to the Southwest Florida Water Management District (SWFWMD) and Manatee County for review. Additional permits from the Florida Department of Environmental Protection for water and sewer construction and the Florida Department of Transportation for the turn lane and utility construction on S.R. 62 will be required. The permit status of all permits issued to date or in process can be found in Appendix F.

We are of the opinion that all permits not heretofore issued or in process and which are necessary to affect the improvements described herein will be obtained during the ordinary course of development.

5.0 Estimated Capital Improvement Costs

The Engineers Estimate of Probable Cost of the CIP is set forth in Appendix G at the end of this report.

6.0 Engineer’s Opinion

It is my professional opinion that the summary of costs listed above is enough to complete the construction of the items intended.

It is my professional opinion that the infrastructure costs associated herein for the total improvements are reasonable to complete the construction of the infrastructure described herein and that these infrastructure improvements will benefit and add value to the lands within the District. All infrastructure costs are public improvements or community facilities as set forth in Sections 190.012(1) and (2) of the Florida Statutes.

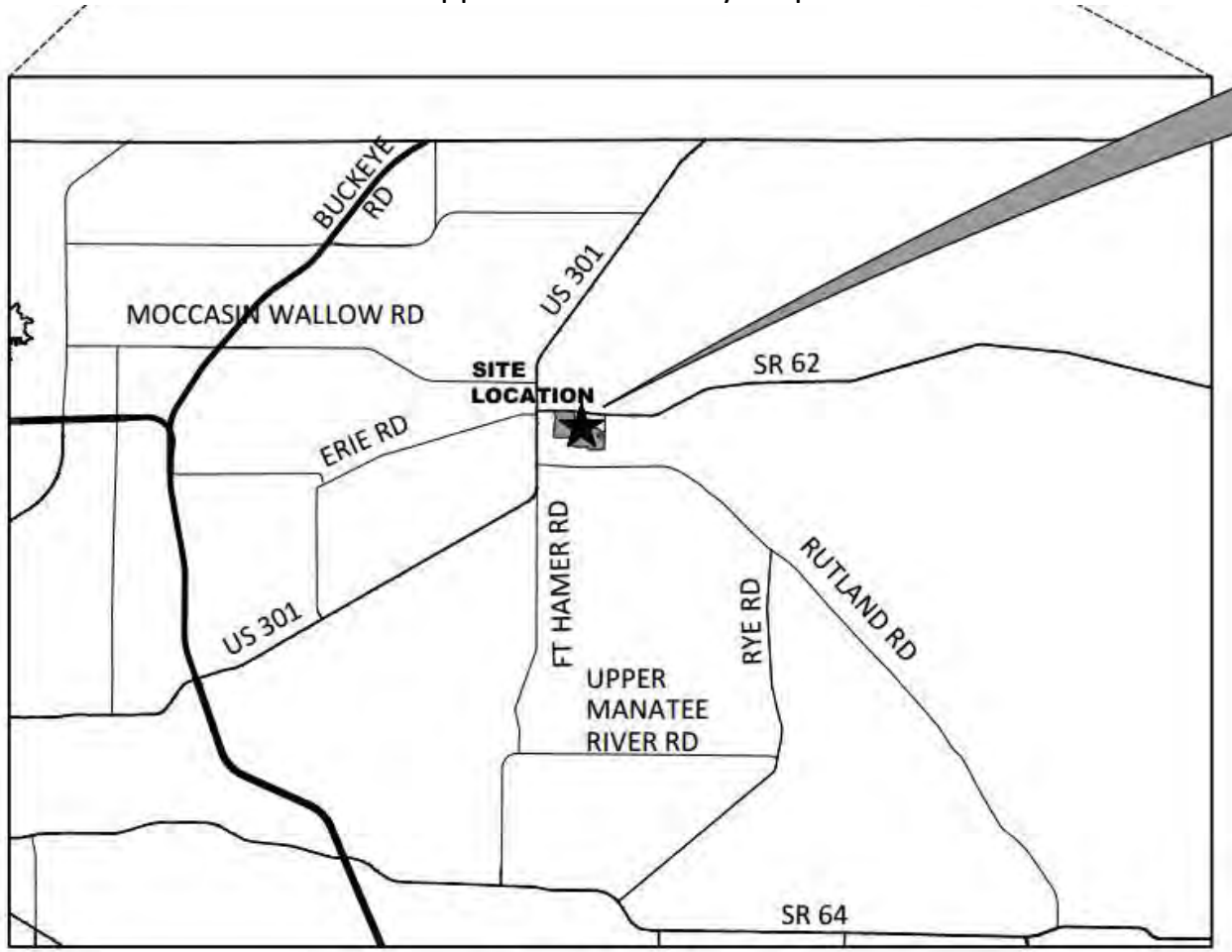
The estimate of infrastructure construction costs is only an estimate and not a guaranteed maximum price. The estimated cost is based on unit prices currently being experienced for ongoing and similar items of work in Hillsborough County and quantities as represented on construction plans.

The labor market, future costs of equipment and materials, increased regulatory actions and the actual construction process are all beyond control. Due to this inherent opportunity for fluctuation of cost, the total final cost may be than this estimate.

Assuming project construction continues in a timely manner, it is our opinion that the proposed improvements, if constructed and built in substantial accordance with the approved plans and specifications, can be completed and meet their intended functions. Where necessary, historical costs,

information from other professional or utility consultants and contractors have been used in preparation of this report. Consultants and contractors who have contributed in providing the cost data included in this report are reputable entities in the Manatee County area. It is therefore our opinion that the construction of the proposed project can be completed at the cost stated.

Appendix A – Vicinity Map



**LOCATION MAP
(NOT TO SCALE)**

Appendix B – Legal Description

**PARRISH PLANTATION
CDD PARCEL**

DESCRIPTION: A parcel of land lying in Sections 28 and 29, Township 33 South, Range 19 East, Manatee County, Florida, and being more particularly described as follows:

COMMENCE at the Northeast corner of said Section 29, Township 33 South, Range 19 East, Manatee County, Florida, run thence along the East boundary of said Section 29, S.00°05'49"E., a distance of 75.07 feet; to a point on a curve on the Southerly right-of-way line of State Road 62 (per Florida Department of Transportation Right of Way Map Section 13060-2501), said point also being the **POINT OF BEGINNING**; thence along said Southerly right-of-way line, the following two courses: 1) Easterly, 131.74 feet along the arc of a non-tangent curve to the right having a radius of 3759.58 feet and a central angle of 02°00'28" (chord bearing S.83°57'53"E., 131.73 feet); 2) S.82°57'40"E., a distance of 142.76 feet; thence S.13°36'45"E., a distance of 14.60 feet; thence S.02°40'36"W., a distance of 360.49 feet; thence S.00°33'09"W., a distance of 540.76 feet; thence S.81°15'07"E., a distance of 513.61 feet; thence S.85°18'06"E., a distance of 398.09 feet; thence S.71°02'09"E., a distance of 1112.01 feet; thence S.40°05'22"E., a distance of 149.87 feet; thence S.69°34'39"E., a distance of 158.05 feet; thence S.86°22'45"E., a distance of 141.69 feet to a point on the Additional Right-of-Way Parcel 3; thence along the West boundary of said Additional Right-of-Way Parcel 3, S.00°02'09"W., a distance of 167.88 feet to a point on the North boundary of Parcel 102, per Stipulated Order of Taking Case No. 2004-CA-4977, recorded in Official Records Book 2121, Page 7949, of the Public Records of Manatee County, Florida; thence along said North boundary, S.89°53'49"W., a distance of 482.89 feet to the Northwest corner of said Parcel 102; thence along the West boundary of said Parcel 102, S.00°02'09"W., a distance of 260.00 feet to the Southwest corner of said Parcel 102; thence along the South boundary of said Parcel 102, N.89°53'49"E., a distance of 493.41 feet to the Northeast corner of Additional Right-of-Way Parcel 4; thence along the East boundary of said Additional Right-of-Way Parcel 4, S.00°06'32"E., a distance of 982.23 feet to the Southeast corner of said Additional Right-of-Way Parcel 4, said corner also being a point on the South boundary of the Southeast 1/4 of the Northwest 1/4 of aforesaid Section 28; thence along said South boundary, S.89°51'18"W., a distance of 1271.51 feet to the Southwest corner of said Southeast 1/4 of the Northwest 1/4 of Section 28; thence along the East boundary of said Southeast 1/4 of the Northwest 1/4 of Section 28, N.00°06'06"W., a distance of 221.43 feet; thence leaving said East boundary, N.89°39'54"W., a distance of 986.68 feet; thence along a line lying 345.00 feet East of and parallel with the West boundary of aforesaid Section 28, N.00°05'49"W., a distance of 70.17 feet; thence along a line lying 300.00 feet North of and parallel with the South boundary of the Southwest 1/4 of the Northwest 1/4 of said Section 28, S.89°50'49"W., a distance of 345.00 feet to a point on the West boundary of the Southwest 1/4 of the Northwest 1/4 of said Section 28; thence along said West boundary of the Southwest 1/4 of the Northwest 1/4 of Section 28, S.00°05'49"E., a distance of 17.23 feet to the Northeast corner of Ingress/Egress Easement, Per the Official Records Book 1610, Page 2232, of the Public Records of Manatee County, Florida; thence along the North boundary of said Ingress/Egress Easement, S.89°54'11"W., a distance of 20.00 feet to the Northwest corner said Ingress/Egress Easement; thence along the West boundary of said Ingress/Egress Easement, S.00°05'49"E., a distance of 50.43 feet to a point on the Northerly boundary of NALANDA ESTATES, according to the plat thereof, recorded in Plat Book 62, Page 164 through 170, inclusive, of the Public Records of Manatee County, Florida; thence along said Northerly and Westerly boundary of NALANDA ESTATES, the following ten (10) courses: 1) S.88°40'24"W., a distance of 228.80 feet; 2) S.74°47'01"W., a distance of 29.03 feet; 3) S.08°47'00"W., a distance of 170.24 feet; 4) S.20°54'33"W., a distance of 106.88 feet; 5) S.54°29'58"W., a distance of 119.55 feet; 6) S.76°06'50"W., a distance of 628.96 feet; 7) S.45°42'56"W., a distance of 172.51 feet; 8) S.01°14'13"E., a distance of 238.54 feet; 9) S.11°46'23"E., a distance of 91.40 feet; 10) N.89°52'45"W., a distance of 9.56 feet; thence N.89°52'45"W., a distance of 171.39 feet to a point on the West boundary of the Northeast 1/4 of the Southeast 1/4 of said Section 29; thence along said West boundary of the Northeast 1/4 of the Southeast 1/4 of Section 29, N.00°02'13"W., a distance of 984.67 feet to the Southeast corner of the Southwest 1/4 of the Northeast 1/4 of said Section 29; thence along the East boundary of said Southwest 1/4 of the Northeast 1/4 of Section 29, the following two (2) courses: 1) N.00°02'06"E., a distance of 699.52 feet; 2) N.00°06'09"W., a distance of 665.03 feet; thence N.89°44'35"E., a distance of 20.02 feet; thence N.00°15'25"W., a distance of 30.70 feet; thence N.46°42'58"E., a distance of 21.98 feet; thence N.00°15'25"W., a distance of 347.92 feet; thence N.07°12'16"E., a distance of 68.91 feet; thence N.12°43'13"E., a distance of 67.48 feet; thence N.18°52'37"E., a distance of 67.48 feet; thence N.24°23'19"E., a distance of 58.68 feet; thence N.29°35'42"E., a distance of 58.68 feet; thence N.34°48'04"E., a distance of 91.69 feet; thence N.50°34'16"E., a distance of 68.38 feet; thence N.39°25'44"W., a distance of 198.11 feet; thence Northerly, 236.96 feet along the arc of a tangent curve to the right having a radius of 347.00 feet and a central angle of 39°07'36" (chord bearing N.19°51'57"W., 232.38 feet); thence N.00°18'09"W., a distance of 205.49 feet to a point on a curve on the South boundary of the Additional Right-of-Way Parcel 1 for State Road 62; thence along said South Right-of-Way line of State Road 62, the following four (4) courses: 1) Easterly, 20.69 feet along the arc of a non-tangent curve to the right having a radius of 2040.00 feet and a central angle of 00°34'52" (chord bearing N.89°27'10"E., 20.69 feet); 2) N.89°44'35"E., a distance of 718.00 feet; 3) N.89°44'35"E., a distance of 208.75 feet; 4) Easterly, 346.99 feet along the arc of a tangent curve to the right having a radius of 3759.58 feet and a central angle of 05°17'17" (chord bearing S.87°36'46"E., 346.87 feet) to the **POINT OF BEGINNING**.

Containing 199.446 acres, more or less.

**PARRISH PLANTATION
CDD PARCEL**

Note: See Sheet 2 for Line and Curve Data and See Sheets 3 through 11 for Sketch and Details.



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www.geopointsurveying.com Licensed Business Number LB 7768

REVISIONS			
No.	Date	Description	Dwn.
1	7/31/19	Revise Boundary and Legal	DAW

Prepared For: Parrish Plantation, LLC

**DESCRIPTION
SKETCH**
(Not a Survey)

David A. Williams
FLORIDA PROFESSIONAL SURVEYOR & MAPPER NO. **LS6423**


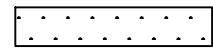


Sheet No. 1 of 11 Sheets

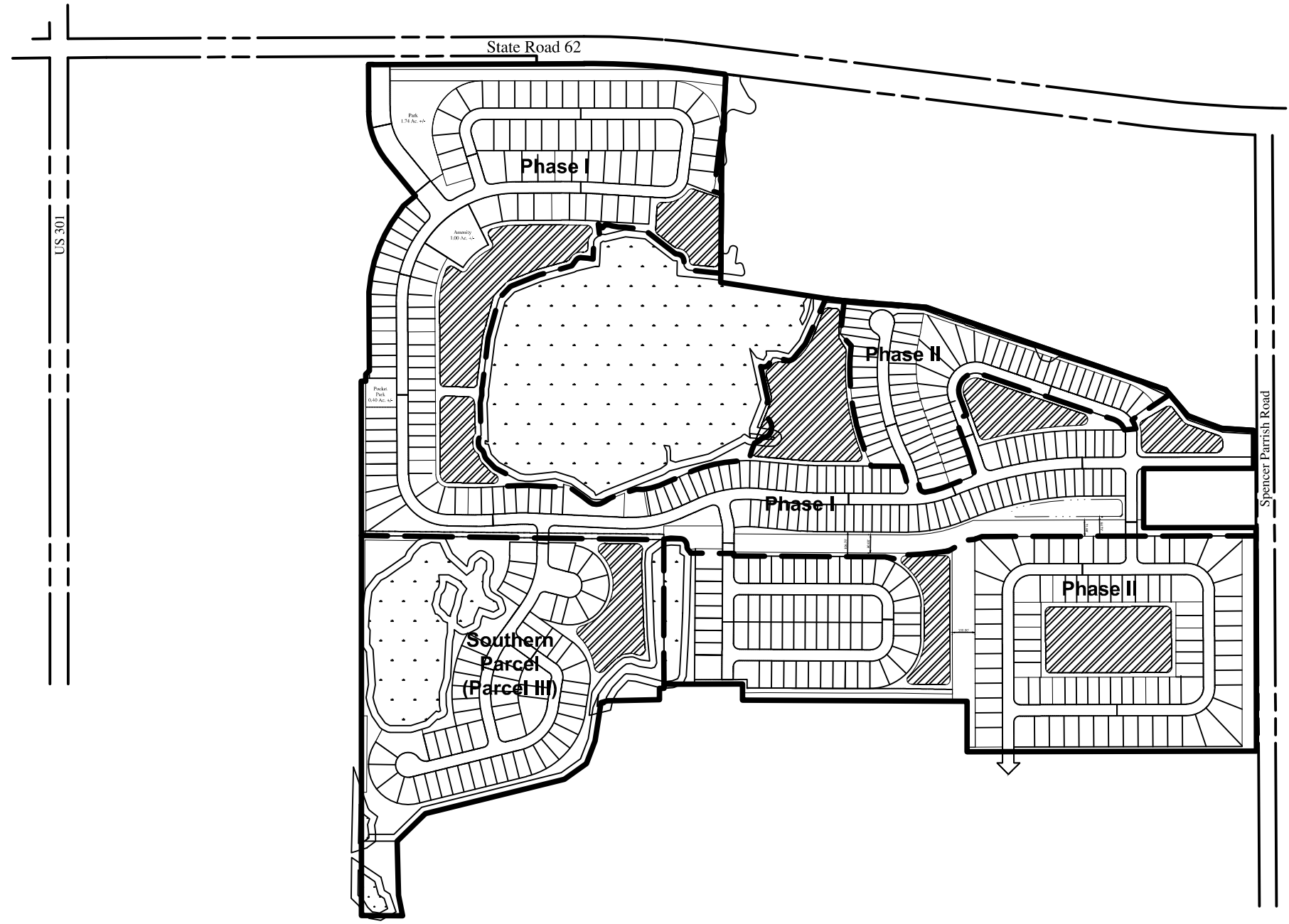
NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER

Drawn: SEC	Date: 04/11/19	Data File: ~~~~~
Check: DAW	P.C.: N/A	Field Book: ~~~~~
Sections 28 & 29, Twn. 33 S, Rng. 19 E		Job #: PPL-PP-003

DWG NAME: C:\USERS\CONFROOM\APPDATA\LOCAL\MICROSOFT\WINDOWS\INETCACHE\CONTENT\OUTLOOK\FST10\N0T\PARRISH PLANTATION-CDD-SHT-1-3-DS.DWG PLOTTED BY: CONFROOM ON: 12/17/2019 5:10 PM

Appendix C –Master Development Plan

	CDD BOUNDRY		WETLANDS
	PHASE BOUNDRY		PONDS

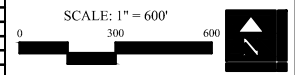


Parrish Plantation CDD
Master Development Plan

Manatee County

DATE: XXXX/XX/XX	REV: 1
DESCRIPTION: [Blank]	BY: [Blank]
DATE: XXXX/XX/XX	JOB #: XXX-XX-XXX

SCALE: 1" = 600'



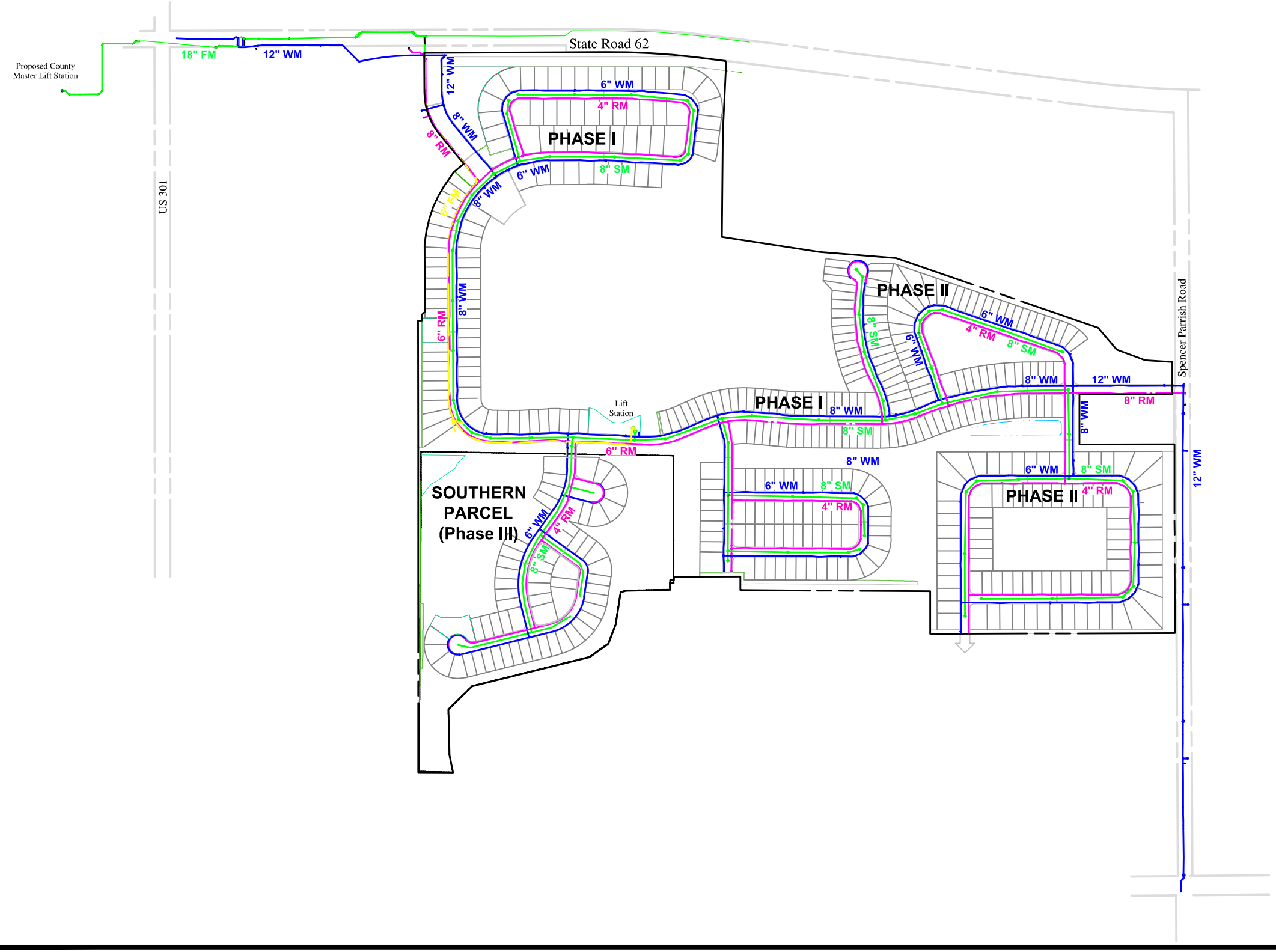
HEIDT DESIGN
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Appendix D – Master Utility Exhibit

Legend

- Lift Station
- Utilities**
- Sanitary Sewer Main
- Force Main
- Reclaimed Main
- Water Main
- Parrish Plantation CDD



Parrish Plantation CDD
Master Utility Exhibit

Manatee County

DATE: XXXX/2019	JOB #: XXX-XX-XXX
DESCRIPTION	BY
<small>Note: This is a preliminary/conceptual site plan and is subject to survey information, final design, engineering and governmental approvals, additional drainage, floodplain and ground tree analysis is required and may affect final unit totals and layout.</small>	

SCALE: 1" = 1'

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Appendix E – Ownership Matrix

Ownership Matrix			
Facility	Funding	Operation and Maintenance	Ownership
Offsite Turnlanes (SR 62)	Landowner/CDD	FDOT	FDOT
Offsite Force Main	Landowner/CDD	Manatee County	Manatee County
Offsite Water Main	Landowner/CDD	Manatee County	Manatee County
Roadways	Landowner/CDD	Manatee County	Manatee County
Sanitary Sewer System	Landowner/CDD	Manatee County	Manatee County
Water Distribution System	Landowner/CDD	Manatee County	Manatee County
Sanitary Sewer System	Landowner/CDD	Manatee County	Manatee County
Reclaimed Water System	Landowner/CDD	Manatee County	Manatee County
Stormwater Management System	Landowner/CDD	CDD	CDD
Landscaping, Hardscape and Irrigation	Landowner/CDD	CDD	CDD
Recreational Facilities	Landowner/CDD	CDD	CDD
Professional Services and Contingency	Landowner/CDD		

Appendix F – Permit Status

Permitting Status				
Issuing Agency	Permit ID	App/Permit Number	Approval Date	Expiration Date
Manatee County	Preliminary Site Plan	PDR-07-07(P)®	6/13/2013	10/18/2022
Manatee County	CLOS	CLOS-09-001	1/16/2009	6/1/2022
Manatee County	Final Site Plan	TBD	3/15/20 (Est)	3/15/24 (Est)
Manatee County	Construction Plans	TBD	3/15/20 (Est)	
Manatee County	Offsite Utility Construction Plans	TBD	3/15/20(Est)	
US Army Corps of Engineers	Individual Permit	TBD	3/15/20(Est)	3/15/20(Est)
Southwest Florida Water Mgmt Dist	Formal Wetland Determination	420275535.002	6/27/2019	6/27/2024
Southwest Florida Water Mgmt Dist	SWERP	App #79332	2/26/20 (Est)	2/26/25 (Est)
FL Dept. of Environmental Protection	Offsite Utility Plans	TBD	3/15/20(Est)	3/15/25(Est)
FL Dept. of Environmental Protection	Water Permit	TBD	4/15/20(Est)	4/15/25(Est)
FL Dept. of Environmental Protection	Sewer Permit	TBD	4/15/20(Est)	4/15/25(Est)

Appendix G – Estimated Capital Improvement Costs

Parrish Plantation Community Development District Estimated Capital Improvement Costs		
<u>Description</u>	<u>District Estimated Cost</u>	<u>Fiscal Year 2019-2024</u>
Roadways	\$3,622,650	\$3,622,650
Sanitary Sewer Collection System	\$2,853,045	\$2,853,045
Water Distribution System	\$1,971,435	\$1,971,435
Reclaimed Water Distribution System	\$1,244,360	\$1,244,360
Stormwater Management System	\$4,226,450	\$4,226,450
Landscaping, Hardscape and Irrigation	\$800,000	\$800,000
Recreational Facilities	\$1,500,000	\$1,500,000
Professional Services (15%)	\$2,432,691	\$2,432,691
Contingency (10%)	\$1,865,063	\$1,865,063
Total	\$20,515,694	\$20,515,694

PARRISH PLANTATION
COMMUNITY DEVELOPMENT
DISTRICT

MASTER ASSESSMENT
METHODOLOGY REPORT



DMS District
Management
Services

A Meritus Company. Solutions for Better Communities.

Report Date:

December 18, 2019

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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 Parrish Plantation 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 December 2019 (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 benefitting 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” – Belleair Capital Group Parrish Plantation, LLC.

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

“District” – Parrish Plantation Community Development District, 199 gross acres with the Development Plan for 533 Units.

“Engineer Report” – *Engineer’s Report for Parrish Plantation Community Development District*, dated December 2019.

“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 December 18th 2019 as provided to support benefit and Maximum Assessments Liens on private developable property within the District.

III. DISTRICT OVERVIEW

The District area encompasses 199.45 +/- acres and is located in Manatee County, Florida, within Sections 28 and 29, Township 33 South, and Ranges 19 East. The primary developer of the Assessable Properties is Belleair Capital Group Parrish Plantation, 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 533 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 on 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

PARRISH PLANTATION COMMUNITY DEVELOPMENT DISTRICT BUILDOUT COMMUNITY DEVELOPMENT PROGRAM COSTS	
DESCRIPTION	TOTAL PROJECT COSTS
Amenities	1,500,000
Landscape/Hardscape	800,000
Roads	3,622,650
Stormwater Management	4,226,450
Utilities	6,068,840
Professional Services/Contingency	4,297,754
TOTAL	20,515,694
Net Construction Proceeds From Series 2020 Bonds	15,990,000
Other Sources to Complete Construction	4,525,694

TABLE 2

PARRISH PLANTATION COMMUNITY DEVELOPMENT DISTRICT PLANNED DEVELOPMENT PROGRAM						
PRODUCT	LOT SIZE	PHASE 1	PHASE 2	TOTAL	PER UNIT EAU ⁽²⁾	TOTAL EAUs
Single Family	40	472	61	533	1.00	533
TOTAL		472	61	533		533

⁽¹⁾ EAU factors assigned based on Product Type as identified by district engineer and do not reflect front footage of planned lots.

⁽²⁾ Any development plan changes will require recalculations pursuant to the true-up provisions within this report.



TABLE 3

DEVELOPMENT PROGRAM COST/BENEFIT ANALYSIS	
PROJECT COSTS	\$20,515,694
TOTAL PROGRAM EAUS	533.00
TOTAL COST/BENEFIT	<u><u>\$38,491</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	533	533.00	\$38,491	\$72.22
		<u>533</u>	<u>533.00</u>	<u>\$38,491</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	1.00	533	533.00	100.0%	\$20,515,694	\$38,491
		<u>533</u>	<u>533.00</u>	<u>100%</u>	<u>\$20,515,694</u>	

TABLE 6

CONSTRUCTION COST FUNDING SOURCES					
PRODUCT TYPE	PRODUCT COUNT	PER PRODUCT TYPE		PER UNIT	
		DEVELOPER FUNDED	SERIES 2020 BONDS	DEVELOPER FUNDED	SERIES 2020 BONDS
40	533	\$4,525,694	\$15,990,000	\$8,490.98	\$30,000
	<u>533</u>	<u>\$4,525,694</u>	<u>\$15,990,000</u>		



TABLE 7

PARRISH PLANTATION COMMUNITY DEVELOPMENT DISTRICT CDD ASSESSMENT ANALYSIS		
FINANCING INFORMATION - FINANCING INFORMATION BOND SERIES		
Coupon Rate ⁽¹⁾		5.50%
Term (Years)		32
Principal Amortization Installments		30
ISSUE SIZE		\$20,240,000
Construction Fund		\$15,990,000
Capitalized Interest (Months) ⁽²⁾	24	\$2,226,400
Debt Service Reserve Fund	100%	\$1,392,621
Underwriter's Discount	2.00%	\$404,800
Cost of Issuance		\$175,000
Original Issue Discount		\$50,000
Rounding		\$1,179
ANNUAL ASSESSMENT		
Annual Debt Service (Principal plus Interest)		\$1,392,621
Collection Costs and Discounts @	6.00%	\$88,891
TOTAL ANNUAL ASSESSMENT		\$1,481,512
<p>⁽¹⁾ Based on conservative interest rate, subject to change based on market conditions.</p> <p>⁽²⁾ Based on capitalized interest 24 months.</p>		



TABLE 8

**PARRISH PLANTATION
 COMMUNITY DEVELOPMENT DISTRICT
 CDD ASSESSMENT ANALYSIS**

ALLOCATION METHODOLOGY - SERIES 2020 LONG TERM BONDS (1)								
PRODUCT	PER UNIT EAU	TOTAL EAUs	% OF EAUs	UNITS	PRODUCT TYPE		PER UNIT	
					TOTAL PRINCIPAL	ANNUAL ASSMT. (2)	TOTAL PRINCIPAL	ANNUAL ASSMT. (2)
Single Family 60'	1.00	533.00	100.00%	533	\$20,240,000	\$1,481,512	\$37,974	\$2,780
TOTAL		533.00	100.00%	533	\$20,240,000	\$1,481,512		

(1) 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.
 (2) 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 \$20,240,000.00 payable in 30 annual installments of principal of \$6,982.45 per gross acre. The maximum par debt is \$101,481.10 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:	<u>\$20,240,000.00</u>	
ANNUAL ASSESSMENT:	<u>\$1,392,621.09</u>	(30 Installments)
TOTAL GROSS ASSESSABLE ACRES +/-:	<u>199.45</u>	
TOTAL ASSESSMENT PER ASSESSABLE GROSS ACRE:	<u>\$101,481.10</u>	
ANNUAL ASSESSMENT PER GROSS ASSESSABLE ACRE:	<u>\$6,982.45</u>	(30 Installments)
		<u>PER PARCEL ASSESSMENTS</u>
<u>Landowner Name, Manatee County Folio ID & Address</u>	<u>Gross Unplatted Assessable Acres</u>	<u>Total PAR Debt</u>
<u>Total Annual</u>		
Parrish Plantation LLC Folio IDs 42090-0003; 42100-0059 (Part); 42122-0109; 42150-0000; 42610-0004 (Part) 1548 The Green Way, Ste. 6 Jacksonville Beach, FL 32250	170.71	\$17,323,839.03
Hamlin, Robin; Hamlin, Billie Folio IDs 46450-0259 4811 26th Avenue W. Bradenton, FL 34209	28.74	\$2,916,160.97
Totals:	<u>199.45</u>	<u>\$20,240,000.00</u>
		<u>\$1,392,621.09</u>



PARRISH PLANTATION COMMUNITY DEVELOPMENT DISTRICT

December 18, 2019 Minutes of the Landowner's Election

Minutes of the Landowner's Election

The Landowner's Election of the Board of Supervisors for Parrish Plantation Community Development District were held on Thursday, December 18, 2019 at 10:00 a.m. at the Palmetto Library located at 923 6th St. W, Palmetto, Florida 34221.

1. CALL TO ORDER/ROLL CALL

Eric Davidson called the Landowner's Election of the Board of Supervisors of the Parrish Plantation Community Development District to order on December 18, 2019 at 10:35 a.m.

Board Members Present:

Bruce Danielson	Supervisor
Eric Davidson	Supervisor
David Jae	Supervisor

Staff Members Present:

Brian Lamb	Meritus	<i>via conference call</i>
Eric Davidson	Meritus	
Brittany Crutchfield	Meritus	

There were no members of the general public present.

2. APPOINTMENT OF MEETING CHAIRMAN

Eric Davidson will be serving as the meeting chairman.

3. ANNOUNCEMENT OF CANDIDATES/CALL FOR NOMINATIONS

Mr. Lamb went over that there are two landowners in the District: Parrish Plantation, LLC and Robin & Billie Hamlin. Parrish Plantation, LLC has 170.71 acres, and Hamlin has 28.74. Parrish Plantation has 171 votes, and Hamlin has 29 votes. Bruce Danielson was in attendance to represent Parrish Plantation. There was no representative from Hamlin present.

The candidates were the current Board of Supervisors: Bruce Danielson, Eric Davidson, Kelly Evans, Royce Haddad, Jr., and David Jae.

Mr. Danielson asked about term lengths and possible resignations as time goes on, and Mr. Lamb answered.

Mr. Lamb stated again for the record that there was no one present to represent Hamlin. He also stated that there were no other nominations, nor any other comments regarding nominations.

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4. ELECTION OF SUPERVISORS

Mr. Lamb and Mr. Danielson went over that there were 2 votes for Bruce Danielson; 2 votes for Royce Haddad, Jr.; 1 vote for Eric Davidson; 1 vote for Kelly Evans; and 1 vote for David Jae. Supervisor Danielson will have Seat 1 with a four-year term; Supervisor Haddad will have Seat 2 with a four-year term; Supervisor Davidson will have Seat 3 with a two-year term; Supervisor Evans will have Seat 4 with a two-year term; and Supervisor Jae will have Seat 5 with a two-year term.

5. OWNERS REQUEST

There were no owner requests.

6. ADJOURNMENT

The landowner's election was adjourned.

DRAFT

69 *These minutes were done in summary format.

70

71 *Each person who decides to appeal any decision made by the Board with respect to any matter
72 considered at the meeting is advised that person may need to ensure that a verbatim record of the
73 proceedings is made, including the testimony and evidence upon which such appeal is to be based.

74

75 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
76 meeting held on _____.

77

78

79 _____
Signature

_____ Signature

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81 _____

82 Printed Name

Printed Name

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84 Title:

Title:

85 Secretary

Chairman

86 Assistant Secretary

Vice Chairman

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Recorded by Records Administrator

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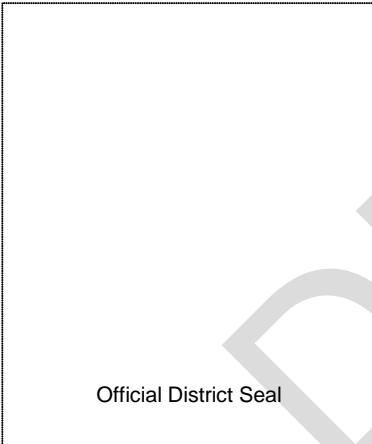
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Date



Official District Seal

**PARRISH PLANTATION
COMMUNITY DEVELOPMENT DISTRICT**

December 18, 2019 Minutes of Regular Meeting

Minutes of the Regular Meeting

The Regular Meeting of the Board of Supervisors for the Parrish Plantation Community Development District was held on **Friday, December 18, 2019 at 10:00 a.m.** at The Palmetto Library located at 923 6th St. West, Palmetto, Florida 34221.

1. CALL TO ORDER

Brian Lamb called the Regular Meeting of the Board of Supervisors of the Parrish Plantation Community Development District to order on **Friday, December 18, 2019 at approximately 10:40 a.m.**

Board Members Present and Constituting a Quorum:

Bruce Danielson	Supervisor
Eric Davidson	Supervisor
Royce Haddad, Jr.	Supervisor

Staff Members Present:

Brian Lamb	Meritus	<i>via conference call</i>
Eric Davidson	Meritus	
Brittany Crutchfield	Meritus	
John Vericker	Straley Robin Vericker	<i>via conference call</i>
Strickland T. Smith	Heidt Design, LLC	<i>via conference call</i>

There were no members of the general public in attendance.

2. OATH OF OFFICE

Brittany Crutchfield led Supervisor Danielson, Supervisor Davidson, and Supervisor Haddad in reciting the Oath of Office.

3. PUBLIC COMMENT ON AGENDA ITEMS

There were no public comments on agenda items.

4. BUSINESS ITEMS

A. Consideration of Resolution 2020-23; Canvassing & Certifying the Results of the Landowners Election

Mr. Lamb went over that in the Landowners Election, there were 2 votes for Bruce Danielson; 2 votes for Royce Haddad, Jr.; 1 vote for Eric Davidson; 1 vote for Kelly Evans; and 1 vote for David Jae. Supervisor Danielson will have Seat 1 with a four-year term; Supervisor Haddad will

49 have Seat 2 with a four-year term; Supervisor Davidson will have Seat 3 with a two-year term;
50 Supervisor Evans will have Seat 4 with a two-year term; and Supervisor Jae will have Seat 5
51 with a two-year term.
52

MOTION TO:	Approve Resolution 2020-23 as stated.
MADE BY:	Supervisor Jae
SECONDED BY:	Supervisor Davidson
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

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60 **B. Consideration of Resolution 2020-24; Designating Officers**
61

62 Mr. Lamb went over that if the Board wants to keep the current slate of officers, Supervisor
63 Danielson would continue as Chair, Supervisor Haddad would be Vice Chair, Mr. Lamb would
64 be secretary, and Supervisor Davidson would be Treasurer, with the balance of the Board serving
65 as Assistant Secretaries and Debby Nussel from Meritus as an additional Assistant Secretary.
66 The Board agreed.
67

MOTION TO:	Approve Resolution 2020-24.
MADE BY:	Supervisor Danielson
SECONDED BY:	Supervisor Davidson
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

74
75 Mr. Vericker wanted to make sure that Supervisor Davidson files a form specific to Parrish
76 Plantation CDD stating he is an employee of Meritus; Supervisor Davidson will do so.
77

78 **C. Consideration of District Engineer's Report**
79

80 Mr. Lamb reviewed the District Engineer's Report with the Board. Mr. Lamb stated that they
81 expect some smaller revisions but the District Engineer's Report is in substantial form. Mr.
82 Vericker had a question about the acreage that was approved in the Ordinance vs. the amount
83 that he saw in another description, which included 2 additional acres. Supervisor Danielson went
84 over the history of the two acres. Mr. Smith said a revised version of the report has already been
85 completed that shows the correct acreage as per the Ordinance.
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MOTION TO:	Approve the District Engineer's Report in substantial form subject to further review by Counsel, the Underwriter, and other staff.
MADE BY:	Supervisor Danielson
SECONDED BY:	Supervisor Davidson
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

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D. Consideration of Master Assessment Methodology Report

99 Mr. Lamb went over the Master Assessment Methodology Report with the Board. Mr. Smith
100 asked about different lot sizes. Mr. Lamb explained that the methodology allows for different
101 product types, and the plan will be updated after in the next supplemental methodology report.

102

103 Mr. Lamb continued to go over the report with the Board.

104

105 *The full discussion is available on audio recording.*

106

107 Supervisor Jae asked about the developer being defined as Supervisor Danielson's entity in the
108 report, as they anticipate that Lennar will be the one issuing the bonds. He wanted to make sure
109 that it can be revised. Mr. Vericker answered his question.

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MOTION TO:	Approve the Master Assessment Methodology Report in substantial form, subject to revising the general term for the developer.
MADE BY:	Supervisor Danielson
SECONDED BY:	Supervisor Davidson
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

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121 **E. Consideration of Resolution 2020-25; Declaring Special Assessments**
122 **F. Consideration of Resolution 2020-26; Setting Public Hearing for Special**
123 **Assessments**
124

125 Mr. Lamb and Mr. Vericker went over both of the resolutions with the Board. The public hearing
126 will be set for January 22, 2020 at 10:00 a.m. at the same location.
127

128 Mr. Vericker also went over that the bond validation hearing is scheduled for February 3, 2020 at
129 3:30 p.m. The Engineer, District Manager, and Chair will also need to be in attendance. The
130 District will be able to move forward with the bonds approximately 40 days after the validation
131 hearing.
132

MOTION TO:	Approve Resolution 2020-25 and Resolution 2020-26.
MADE BY:	Supervisor Danielson
SECONDED BY:	Supervisor Davidson
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

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142 **5. CONSENT AGENDA**

143 **A. Consideration of Board of Supervisors Special Organizational Meeting Minutes**
144 **October 18, 2019**
145

146 The Board reviewed the minutes.
147

MOTION TO:	Approve the Special Organizational Meeting Minutes from October 18, 2019.
MADE BY:	Supervisor Danielson
SECONDED BY:	Supervisor Jae
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

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157 **6. CONSENT AGENDA**

- 158 **A. District Counsel**
159 **B. District Engineer**
160 **C. District Manager**
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162 There were no additional reports from staff at this time.

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7. SUPERVISOR REQUESTS

There were no supervisor requests.

8. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM

There were no public comments.

9. ADJOURNMENT

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

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

186

187 **These minutes were done in summary format.*

188

189 **Each person who decides to appeal any decision made by the Board with respect to any matter*
190 *considered at the meeting is advised that person may need to ensure that a verbatim record of*
191 *the proceedings is made, including the testimony and evidence upon which such appeal is to be*
192 *based.*

193

194 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly**
195 **noticed meeting held on _____.**

196

197

198

199 _____
Signature

Signature

200

201

202 _____
Printed Name

Printed Name

203

204 **Title:**

Title:

205 **Secretary**

Chairman

206 **Assistant Secretary**

Vice Chairman

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Recorded by Records Administrator

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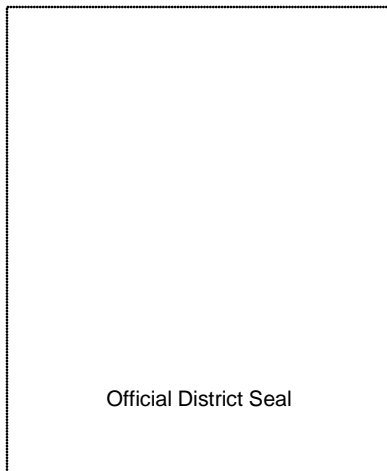
Signature

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Date



Official District Seal