

**BEACH ROAD
GOLF ESTATES
COMMUNITY DEVELOPMENT
DISTRICT**

**REGULAR MEETING
AGENDA**

November 16, 2015

Beach Road Golf Estates Community Development District

2300 Glades Road, Suite 410W • Boca Raton, Florida 33431

Phone: (561) 571-0010 • Toll-free: (877) 276-0889 • Fax: (561) 571-0013

November 12, 2015

Board of Supervisors
Beach Road Golf Estates Community Development District

Dear Board Members:

A Regular Meeting of the Beach Road Golf Estates Community Development District's Board of Supervisors will be held on **Monday, November 16, 2015 at 1:00 p.m.**, at the **Bonita National Sales Center, 17001 Bonita Beach Road East, Bonita Springs, Florida 34135**. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Discussion/Consideration: RFP for Annual Auditing Services
4. Consideration of Facilities Maintenance Agreement (*to be provided under separate cover*)
5. Discussion: Potential Reduction in Unit and Product Type
6. Approval of **August 17, 2015** Public Hearing and Regular Meeting Minutes
7. Other Business
8. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Manager
 - i. Approval of Unaudited Financial Statements as of September 30, 2015
 - ii. **NEXT MEETING DATE: December 14, 2015 at 1:00 P.M.**
9. Audience Comments/Supervisors' Requests
10. Adjournment

Should you have any questions and/or concerns, please contact me directly at (239) 464-7114.

Sincerely,



Chesley "Chuck" Adams
District Manager

ATTENDEES:

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

FOR BOARD MEMBERS AND STAFF TO ATTEND

BY TELEPHONE:

CALL IN NUMBER: 1-888-354-0094

CONFERENCE ID: 8593810

**BEACH ROAD GOLF ESTATES COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

The Beach Road Golf Estates Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2015, with an option for two (2) additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure.

The auditing entity submitting a proposal must be duly licensed under Chapter 473, Florida Statutes, and be qualified to conduct audits in accordance with government auditing standards, as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida Law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

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

Proposers must provide five (5) hardcopies of the proposal and one (1) electronic copy (CD or flash drive) in an envelope labeled "Auditing Services: Beach Road Golf Estates Community Development District." Proposals must be received by **10:00 a.m.**, on _____, at the office of the District Manager, Attn: Craig Wrathell, District Manager, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431. Proposals received after this time will not be eligible for consideration.

**District Manager
Beach Road Golf Estates Community Development District**

**BEACH ROAD GOLF ESTATES COMMUNITY DEVELOPMENT DISTRICT
INSTRUCTIONS TO PROPOSERS**

Proposers must provide seven (7) hardcopies of the proposal and one (1) electronic copy (CD or flash drive) in an envelope labeled “Auditing Services: Beach Road Golf Estates Community Development District.” Proposals must be received by 10:00 a.m., on _____ at the office of the District Manager, Attn: Craig Wrathell, District Manager, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431. Proposals received after this time will not be eligible for consideration.

Proposals should include:

- A. Information concerning your firm and the name of the contract partner and staff persons who will be assigned to perform the audit. Please indicate the prior audit experience of these persons, including specifically their experience auditing community development districts/special districts/governmental entities.
- B. Resumes for all staff to be assigned to this audit.
- C. References pertaining to community development district/special district/governmental entities audit clients for which your firm has been the auditor of record and who have permitted the listing of their names as a reference. Please indicate the nature of the work performed for these clients as well as the time frame and the size of the district/entity.
- D. Certification that your firm is licensed to perform audits in Florida.
- E. A description of insurance coverage maintained by the firm. Please provide a copy of the declaration page from current policies for Worker’s Compensation, General Commercial Liability and Professional Liability, Malpractice and Errors and Omissions insurance coverage.
- F. Certification that your firm is in compliance with the Equal Employment Opportunity requirements.
- G. A breakdown of time by staff level and computation of the audit fee including expenses used in your proposal. The computation should show the amount of time required and rate used by each level of staff you expect to use on the audit.

The computation should be in the following format:

LEVEL OF SERVICE - RATE PER HOUR - ESTIMATED HOURS AMOUNT

- Partner
- Manager
- Senior Staff
- Intermediate Staff
- Staff Assistant
- Support Staff
- Expenses

1 **MINUTES OF MEETING**
2 **BEACH ROAD GOLF ESTATES**
3 **COMMUNITY DEVELOPMENT DISTRICT**
4

5 A Public Hearing and Regular Meeting of the Beach Road Golf Estates Community
6 Development District's Board of Supervisors was held on **Monday, August 17, 2015 at 1:00**
7 **p.m.**, at the **Bonita National Sales Center, 17001 Bonita Beach Road East, Bonita Springs,**
8 **Florida 34135.**
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10 **Present at the meeting were:**

11 Russell Smith	Chair
12 Steve Gabor	Assistant Secretary
13 Dalton Drake	Assistant Secretary
14 Alex Hinebaugh	Assistant Secretary

15 **Also present were:**

16 Chuck Adams	District Manager
17 Greg Urbancic	District Counsel

18 **FIRST ORDER OF BUSINESS**

19 **Call to Order/Roll Call**

20 Mr. Adams called the meeting to order at 1:10 p.m., and noted, for the record, that
21 Supervisors Smith, Drake, and Gabor were present, in person. Supervisor Hinebaugh was not
22 present at roll call. Supervisor Whiffen was not present.
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24 **SECOND ORDER OF BUSINESS**

25 **Public Comments**

26 There being no public comments, the next item followed.
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28 **THIRD ORDER OF BUSINESS**

29 **Acceptance of Resignation of Supervisor**
30 **Andrew Whiffen**

31 Mr. Adams presented the resignation received from Mr. Whiffen for the Board's
32 consideration.
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On MOTION by Mr. Drake and seconded by Mr. Gabor, with all in favor, the resignation of Mr. Andrew Whiffen, was accepted.

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****Mr. Hinebaugh joined the meeting at approximately 1:11 p.m.****

- **Consider Appointment to Fill Unexpired Term of Office [SEAT 5]; *Term Expires November, 2016***

Mr. Adams asked for nominations to fill the unexpired term of Seat 5. No nominations were made.

Mr. Adams will place this item on the next agenda.

- A. Administration of Oath of Office**
- B. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- C. Membership, Obligations and Responsibilities**
- D. Financial Disclosure Forms**
 - i. Form 1: Statement of Financial Interests**
 - ii. Form 1X: Amendment to Form 1, Statement of Financial Interests**
 - iii. Form 1F: Final Statement of Financial Interests**
- E. Form 8B: Memorandum of Voting Conflict for County, Municipal and Other Local Public Officers**

- **Consideration of Resolution 2015-__, Electing Officers of the District**

This item was deferred.

FOURTH ORDER OF BUSINESS

Public Hearing to Hear Comments and Objections on Adoption of Fiscal Year 2015/2016 Budget

- A. Affidavit of Publication**

Mr. Adams presented the affidavit of publication for today’s Public Hearing and Regular Meeting.

- B. Consideration of Resolution 2015-10, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2015 and Ending September 30, 2016**

Mr. Adams presented Resolution 2015-10 for the Board’s consideration.

74 Mr. Adams reviewed the proposed budget, which was an exhibit to the resolution, and
75 noted no changes since the initial presentation, at the May meeting. He reported that the
76 proposed Fiscal Year 2016 budget was \$5,000 less than the Fiscal Year 2015 budget and the only
77 adjustment was a split in revenue, as 33 residential units will be on roll, in Fiscal Year 2016, and
78 assessments will be billed directly to the owners. The remainder of the units will be direct billed
79 to Lennar, the major property owner.

80 *****Mr. Adams opened the Public Hearing.*****

81 Mr. Adams noted, for the record, that no members of the public were present.

82 *****Mr. Adams closed the Public Hearing.*****

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84 **On MOTION by Mr. Smith and seconded by Mr. Drake, with**
85 **all in favor, Resolution 2015-10, Relating to the Annual**
86 **Appropriations and Adopting the Budget for the Fiscal Year**
87 **Beginning October 1, 2015 and Ending September 30, 2016,**
88 **was adopted.**

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91 **FIFTH ORDER OF BUSINESS**

Consideration of Resolution 2015-11,
Making a Determination of Benefit;
Imposing Special Assessments; Providing
for the Collection and Enforcement of
Special Assessments, Certifying an
Assessment Roll; Providing for
Amendments to the Assessment Roll

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100 Mr. Adams presented Resolution 2015-11 for the Board’s consideration. He explained
101 that this resolution authorizes Staff to transmit the budget and lien roll to the tax collector’s
102 office for placement of the on roll assessments on the appropriate tax bills, and outlines a
103 schedule to direct bill off roll assessments to the developer, which was consistent with prior
104 years.

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105 **On MOTION by Mr. Smith and seconded by Mr. Gabor, with**
106 **all in favor, Resolution 2015-11, Making a Determination of**
107 **Benefit; Imposing Special Assessments; Providing for the**
108 **Collection and Enforcement of Special Assessments, Certifying**
109 **an Assessment Roll; Providing for Amendments to the**
110 **Assessment Roll, was adopted.**

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112 **SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2015-12,
Adopting the Annual Meeting Schedule
for Fiscal Year 2015/2016**

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116 Mr. Adams presented Resolution 2015-12 for the Board’s consideration. He reported
117 that, as in Fiscal Year 2015, meetings will be the third Monday of each month.

118 Mr. Adams noted that the January and February, 2016, meetings were moved to one
119 week later, due to Martin Luther King Jr. Day and President’s Day. A Landowner’s Meeting and
120 Regular Meeting were scheduled for November 16, 2015.

121 Mr. Adams advised that meetings can be cancelled, at the will of the Board.
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**On MOTION by Mr. Smith and seconded by Mr. Gabor, with
all in favor, Resolution 2015-12, Adopting the Annual Meeting
Schedule for Fiscal Year 2015/2016, and authorizing Staff to
advertise, accordingly, was adopted.**

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129 **SEVENTH ORDER OF BUSINESS**

**Approval of June 22, 2015 Regular
Meeting Minutes**

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132 Mr. Adams presented the June 22, 2015 Regular Meeting Minutes and asked for any
133 additions, deletions or corrections.

**On MOTION by Mr. Hinebaugh and seconded by Mr. Gabor,
with all in favor, the June 22, 2015 Regular Meeting Minutes,
as presented, were approved.**

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140 **EIGHTH ORDER OF BUSINESS**

Other Business

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There being no other business, the next item followed.

144 **NINTH ORDER OF BUSINESS**

Staff Reports

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A. Attorney

There being no report, the next item followed.

B. Engineer

There being no report, the next item followed.

150 C. **Manager**

151 i. **Approval of Unaudited Financial Statements as of June 30, 2015**

152 Mr. Adams presented the Unaudited Financial Statements as of June 30, 2015.

153 ii. **NEXT MEETING DATE: September 21, 2015 at 1:00 P.M.**

154 Mr. Adams advised that the next meeting was scheduled for September 21, 2015 at 1:00

155 p.m.

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157 **TENTH ORDER OF BUSINESS**

**Audience
Requests**

Comments/Supervisors'

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160 There being no audience comments or Supervisors' requests, the next item followed.

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162 **ELEVENTH ORDER OF BUSINESS**

Adjournment

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164 There being no further business to discuss, the meeting adjourned.

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**On MOTION by Mr. Smith and seconded by Mr. Gabor, with
all in favor, the meeting adjourned at 1:17 p.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

Chair/Vice Chair

DRAFT

**BEACH ROAD GOLF ESTATES
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
SEPTEMBER 30, 2015**

**BEACH ROAD GOLF ESTATES
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
BALANCE SHEET
SEPTEMBER 30, 2015**

	General Fund	Debt Service Fund	Capital Projects Fund	Total Governmental Funds
ASSETS				
Cash	\$ 9,400	\$ -	\$ -	\$ 9,400
Investments				
Reserve	-	997,550	-	997,550
Capitalized Interest	-	2,212,130	-	2,212,130
COI	-	2,999	-	2,999
Interest	-	-	-	-
Construction	-	-	26,401,563	26,401,563
Due from Developer	16,832	-	-	16,832
Prepaid expense	5,150	-	-	5,150
Total assets	<u>\$ 31,382</u>	<u>\$ 3,212,679</u>	<u>\$ 26,401,563</u>	<u>\$ 29,645,624</u>
LIABILITIES				
Accounts payable	\$ 24,078	\$ -	\$ -	\$ 24,078
Developer advance	1,982	-	-	1,982
Total liabilities	<u>26,060</u>	<u>-</u>	<u>-</u>	<u>26,060</u>
DEFERRED INFLOWS OF RESOURCES				
Deferred receipts	16,832	-	-	16,832
Total deferred inflows of resources	<u>16,832</u>	<u>-</u>	<u>-</u>	<u>16,832</u>
Fund balances				
Restricted for:				
Debt service	-	3,212,679	-	3,212,679
Capital projects	-	-	26,401,563	26,401,563
Unassigned	(11,510)	-	-	(11,510)
Total fund balances	<u>(11,510)</u>	<u>3,212,679</u>	<u>26,401,563</u>	<u>29,602,732</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 31,382</u>	<u>\$ 3,212,679</u>	<u>\$ 26,401,563</u>	<u>\$ 29,645,624</u>

**BEACH ROAD GOLF ESTATES
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED SEPTEMBER 30, 2015**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
REVENUES				
Developer contribution	\$ 8,503	\$ 65,184	\$ 119,625	54%
Interest	-	3	-	N/A
Total revenues	<u>8,503</u>	<u>65,187</u>	<u>119,625</u>	54%
EXPENDITURES				
Management/recording	3,333	40,000	40,000	100%
Financial accounting services	1,292	15,500	15,500	100%
Audit	-	-	9,000	0%
Dissemination agent	417	3,750	5,000	75%
Trustee fees	-	-	10,000	0%
Legal	-	5,036	15,000	34%
Engineering	-	-	10,000	0%
Postage	12	233	300	78%
Printing & reproduction	83	1,000	1,000	100%
Legal advertising	507	7,572	5,000	151%
Annual district filing fee	-	175	175	100%
Insurance	-	5,000	7,500	67%
Other current charges	55	654	650	101%
Website	-	-	500	0%
Appraisal services	-	7,700	-	N/A
Total expenditures	<u>5,699</u>	<u>86,620</u>	<u>119,625</u>	72%
Excess/(deficiency) of revenues over/(under) expenditures	2,804	(21,433)	-	
Fund balance - beginning	<u>(14,314)</u>	<u>9,923</u>	-	
Fund balance - ending	<u>\$ (11,510)</u>	<u>\$ (11,510)</u>	<u>\$ -</u>	

**BEACH ROAD GOLF ESTATES
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2015
FOR THE PERIOD ENDED SEPTEMBER 30, 2015**

	<u>Current Month</u>	<u>Year to Date</u>
REVENUES		
Interest	\$ 28	\$ 199
Total revenues	<u>28</u>	<u>199</u>
EXPENDITURES		
Interest	-	376,858
Underwriter's discount	-	697,050
Cost of issuance	-	171,293
Total expenditures	<u>-</u>	<u>1,245,201</u>
Excess/(deficiency) of revenues over/(under) expenditures	28	(1,245,002)
OTHER FINANCING SOURCES/(USES)		
Transfers out	-	(8)
Receipt of bond proceeds	-	4,580,000
Original issue discount	-	(122,311)
Total other financing sources/(uses)	<u>-</u>	<u>4,457,681</u>
Net change in fund balances	28	3,212,679
Fund balance - beginning	3,212,651	-
Fund balance - ending	<u>\$ 3,212,679</u>	<u>\$ 3,212,679</u>

**BEACH ROAD GOLF ESTATES
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND SERIES 2015
FOR THE PERIOD ENDED SEPTEMBER 30, 2015**

	Current Month	Year to Date
REVENUES		
Interest	\$ 224	\$ 1,555
Total revenues	<u>224</u>	<u>1,555</u>
EXPENDITURES		
Total expenditures	<u>-</u>	<u>-</u>
OTHER FINANCING SOURCES/(USES)		
Transfers in	-	8
Receipt of bond proceeds	-	26,400,000
Total other financing sources/(uses)	<u>-</u>	<u>26,400,008</u>
Net increase/(decrease), fund balance	224	26,401,563
Beginning fund balance	26,401,339	-
Ending fund balance	<u>\$ 26,401,563</u>	<u>\$ 26,401,563</u>