

Laurel Road Community Development District

3501 Quadrangle Boulevard, Suite 270, Orlando, FL 32817
Phone 407-723-5900; Fax 407-723-5901

The following is the agenda for the Board of Supervisors Meeting for the **Laurel Road Community Development District** scheduled to be held **Wednesday April 12, 2023, at 12:30 PM located at 5800 Lakewood Ranch Blvd, Sarasota, FL 34240**. The following is the proposed agenda for this meeting.

Call in number: 1-844-621-3956

Passcode: 790 562 990 #

BOARD OF SUPERVISORS' MEETING AGENDA

Administrative Matters

- Roll Call to Confirm Quorum
- Public Comment Period *[for any members of the public desiring to speak on any proposition before the Board]*

1. Consideration of the Minutes of the March 8, 2023, Board of Supervisors' Meeting

Business Matters

2. Ratification of Final Approach Consulting, LLC, Proposal for Pre-Construction Services for Vistara Amenities
3. Ratification of Funding Requests Nos. 094 – 100
4. Review of District Financial Statements

Other Business

Staff Reports

District Counsel
District Engineer
District Manager

Supervisor Requests and Audience Comments

Adjournment



**Laurel Road
Community Development District**

Minutes of the March 8, 2023,
Board of Supervisors Meeting

MINUTES OF MEETING

LAUREL ROAD COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS MEETING

Wednesday, March 8, 2023, at 12:30 p.m.

**5800 Lakewood Ranch Blvd,
Sarasota, FL 34240**

Board Members present at roll call:

Pete Williams	Chairperson	
Janice Snow	Vice Chairperson	
John Blakley	Assistant Secretary	
John Leinaweaver	Assistant Secretary	
Dale Weidemiller	Assistant Secretary	(via phone)

Also present at roll call via speakerphone or in-person:

Vivian Carvalho	PFM - District Manager	
Venessa Ripoll	PFM - District Manager	(via phone)
Tom Panaseny	Neal Communities	(via phone)
Ed Vogler	Vogler Ashton – District Counsel	(via phone)
John McKay	J. H. McKay, LLC	(via phone)
Bobbi Claybrooke	AM Engineering	(via phone)

FIRST ORDER OF BUSINESS

Administrative Matters

Roll Call

The Board of Supervisors' Meeting for Laurel Road CDD was called to order at 12:34 p.m. Those in attendance are outlined above either in person or via speakerphone.

Public Comment Period

There were no public comments.

Consideration of the Minutes of the February 8, 2023, Board of Supervisors' Meeting

The Board reviewed the minutes.

ON MOTION by Mr. Williams, seconded by Ms. Snow, with all in favor, the Board approved the Minutes of the February 8, 2023, Board of Supervisors' Meeting.
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SECOND ORDER OF BUSINESS

Business Matters

Ratification of Change Order No. 14 for Visterra of Venice – Phase 1

Mr. Panaseny gave an explanation to the Board of Change Order No. 14 which involves the contract work from Forsberg and the work they've done on the lake banks removing the unsuitable debris. He mentioned that GeoTechnical will inspect the debris before removal.

ON MOTION by Mr. Blakley, seconded by Mr. Williams, with all in favor, the Board ratified Change Order No. 14 for Visterra of Venice – Phase 1.

Ratification Funding Requests Nos. 092 – 093

The Board reviewed the funding requests.

ON MOTION by Mr. Leinaweaver, seconded by Mr. Williams, with all in favor, the Board ratified funding requests Nos. 092 - 093.

Ratification of Payment Authorizations Nos. 001 - 003

The Board reviewed the payment authorizations.

ON MOTION by Mr. Williams, seconded by Ms. Snow, with all in favor, the Board ratified payment authorizations Nos. 001 - 003.

Review of District Financial Statements

The Board reviewed the District Financial Statements as of January 31, 2023.

ON MOTION by Mr. Williams, seconded by Mr. Leinaweaver, with all in favor, the Board accepted the District Financial Statements.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – No report.

District Engineer – No report.

District Manager – Ms. Carvalho stated that the next meeting will be held on April 12, 2023, at 12:30 p.m.

Audience Comments and Supervisor Requests

There were no audience comments or supervisor requests.

FOURTH ORDER OF BUSINESS

Adjournment

There were no other questions or comments.

ON MOTION by Ms. Williams, seconded by Mr. Weidemiller, with all in favor, the March 8, 2023, Board of Supervisors' Meeting for the Laurel Road Community Development District was adjourned at 12:41 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

**Laurel Road
Community Development District**

Final Approach Consulting, LLC, Proposal for
Pre-Construction Services for Vistera Amenities



Over 30 Years of Experience in Quality Design, Development, & Construction Management

Laurel Road CDD

PFM Group Consulting LLC
3501 Quadrangle Boulevard, Suite 270
Orlando, FL 32817

Attn: Tom Panaseney & Amanda Lane

Feb 28, 2023

RE: Pre-Construction Services for Visterra Amenities

Tom,

Thank you for the opportunity to propose my Pre-Construction Services for your **Visterra Amenities** in Venice, FL. I look forward to providing you with my experience and leadership to insure the successful delivery of your new facilities.

Proposed scope of Pre-Construction Services (Design Phase):

- Design document review & coordination
- Design constructability review & recommendations
- Value Management (VE) & cost savings recommendations
- Contractor scope evaluation

Proposed Fee: Estimated (25) hours @ \$200 per hour = \$5,000 NTE
Plus any required travel time: \$60 per hour

Pass-thru Expenses without mark-up:

Cost of all travel expenses
Cost of printing plans or multiple report copies if required
Cost of any permits or licenses if required
Cost of professional liability (E&O) insurance coverage if required

Assumptions:

- Target start date of Mar, 2023 with a total duration of services of less than 3 mos.
- That monthly billing will include the actual work hours x the hourly rate
- Billable work hours will not exceed the estimated qty stated above without prior approval from the Owner
- Monthly invoices with full payment within (21) days
- That all design, engineering and construction work will be performed by others

Final Approach Consulting, LLC ~ 850.227.5922 ~ MattFleck66@gmail.com

- That final decision-making authority on the project will remain with the project executives
- That we will execute a mutually agreeable contract for consulting services before any services are rendered
- That any potential liability of the consultant can never exceed the total fee paid for the proposed services
- That incidental costs of performing this scope of services are included in the fee (i.e. communications, payroll taxes & insurance, vehicle & office equipment, & General Liability Insurance)
- That this offer will expire if not accepted within (30) days.

Please feel free to contact me with any questions or concerns and thank you again for this opportunity.

Sincerely,



Matt Fleck
President
Final Approach Consulting, LLC

Accepted:

 Date 4/6/23

~~Tom Panasenya~~

Pete Williams

**Laurel Road
Community Development District**

Funding Requests Nos. 094 – 100

LAUREL ROAD COMMUNITY DEVELOPMENT DISTRICT

Funding Request No. 94-100

FR #	Description	Amount	Total
94	Grau and Associates	\$ 4,500.00	
	PFM Group Consulting	\$ 5.64	
			\$4,505.64
95	Forsberg Construction	\$ 139,213.73	
			\$139,213.73
96	Supervisor Fees - 03/08/2023		
	Dale Weidemiller	\$ 200.00	
	John Blakley	\$ 200.00	
	Pete Williams	\$ 200.00	
	Janice Snow	\$ 200.00	
	John Leinaweaver	\$ 200.00	
	Vogler Ashton	\$ 472.50	
			\$1,472.50
97	Cast Systems	\$ 5,906.64	
		\$ 1,894.52	
		\$ 1,710.41	
		\$ 8,188.64	
		\$ 4,921.63	

		\$ 4,336.49	
			\$26,958.33
98	CA Florida Holdings	\$ 162.25	
	PFM Group Consulting	\$ 4,000.00	
			\$4,162.25
99	CA Florida Holdings	\$ 170.50	
			\$170.50
100	AM Engineering	\$ 9,152.43	
		\$ 10,808.93	
	Cast Systems	\$ 12,034.38	
		\$ 2,953.32	
		\$ 8,476.12	
		\$ 4,108.85	
		\$ 8,061.21	
		\$ 4,108.85	
		\$ 2,953.32	
	Driggers Engineering Services	\$ 8,137.00	
	LRK	\$ 10,500.00	
			\$81,294.41
		Total	\$257,777.36


**LAUREL ROAD
COMMUNITY DEVELOPMENT DISTRICT**

Funding Request No. 094

3/3/2023

Item No.	Vendor	Invoice Number	General Fund
1	Grau and Associates FY 2022 Audit	23715	\$ 4,500.00
2	PFM Group Consulting January Reimbursables	OE-EXP-02-2023-25	\$ 5.64
TOTAL			\$ 4,505.64

Venessa Ripoll
Secretary / Assistant Secretary



Board Member

**LAUREL ROAD
COMMUNITY DEVELOPMENT DISTRICT**

Funding Request No. 095

3/8/2023

Item No.	Vendor	Invoice Number	Construction Fund
1	Forsberg Construction Remainder of Pay Application 19 for Vistera of Venice - Phase 1	—	\$ 139,213.73

TOTAL \$ 139,213.73

Venessa Ripoll
Secretary / Assistant Secretary


Board Member


**LAUREL ROAD
COMMUNITY DEVELOPMENT DISTRICT**

Funding Request No. 096

3/10/2023

Item No.	Vendor	Invoice Number	General Fund
1	Supervisor Fees - 03/08/2023 Meeting		
	Dale Weidemiller	--	\$ 200.00
	John Blakley	--	\$ 200.00
	Pete Williams	--	\$ 200.00
	Janice Snow	--	\$ 200.00
	John Leinaweaver	--	\$ 200.00
2	Vogler Ashton		
	District Counsel Through 02/15/2023	600	\$ 472.50
TOTAL			\$ 1,472.50

Vivian Carvalho
Secretary / Assistant Secretary


Board Member

**LAUREL ROAD
COMMUNITY DEVELOPMENT DISTRICT**

Funding Request No. 097

3/10/2023

Item No.	Vendor	Invoice Number	Construction Fund
1	Cast Systems		
	Vistera of Venice Construction Materials	51290	\$ 5,906.64
	Vistera of Venice Construction Materials	51291	\$ 1,894.52
	Vistera of Venice Construction Materials	51311	\$ 1,710.41
	Vistera of Venice Construction Materials	51312	\$ 8,188.64
	Vistera of Venice Construction Materials	51326	\$ 4,921.63
	Vistera of Venice Construction Materials	51344	\$ 4,336.49
TOTAL			\$ 26,958.33

Vivian Carvalho

Secretary / Assistant Secretary



Board Member

RECEIVED

By Amanda Lane at 11:37 am, Mar 13, 2023


**LAUREL ROAD
COMMUNITY DEVELOPMENT DISTRICT**

Funding Request No. 098

3/17/2023

Item No.	Vendor	Invoice Number	General Fund
1	CA Florida Holdings Legal Ad 8367942 on February 1, 2023	5358563	\$ 162.25
2	PFM Group Consulting DM Fee: March 2023	DM-03-2023-25	\$ 4,000.00
TOTAL			\$ 4,162.25

Vivian Carvalho
Secretary / Assistant Secretary


Board Member

**LAUREL ROAD
COMMUNITY DEVELOPMENT DISTRICT**

Funding Request No. 099

3/23/2023

Item No.	Vendor	Invoice Number	General Fund
1	CA Florida Holdings Legal Ad 8230693 on January 4, 2023	5259069	\$ 170.50
		TOTAL	\$ 170.50

Vivian Carvalho

Secretary / Assistant Secretary



Board Member

**LAUREL ROAD
COMMUNITY DEVELOPMENT DISTRICT**


Funding Request No. 100

3/31/2023

Item No.	Vendor	Invoice Number	Construction Fund
1	A M Engineering		
	Engineering Services Through 11/25/2022	53700	\$ 9,152.43
	Engineering Services Through 02/24/2023	53896	\$ 10,808.93
2	Cast Systems		
	Vistera of Venice Construction Materials	51370	\$ 12,034.38
	Vistera of Venice Construction Materials	51397	\$ 2,953.32
	Vistera of Venice Construction Materials	51451	\$ 8,476.12
	Vistera of Venice Construction Materials	51480	\$ 4,108.85
	Vistera of Venice Construction Materials	51537	\$ 8,061.21
	Vistera of Venice Construction Materials	51538	\$ 4,108.85
	Vistera of Venice Construction Materials	51566	\$ 2,953.32
3	Driggers Engineering Services		
	Vistera Phase 1 Materials Testing Through 09/23/2022	SAL16157	\$ 8,137.00
4	LRK		
	Vistera Interior Design Services Through 02/28/2023	04.21020.10-7	\$ 10,500.00

TOTAL \$ 81,294.41


Secretary / Assistant Secretary


Board Member

**Laurel Road
Community Development District**

District Financial Statements

Laurel Road CDD
Statement of Financial Position
As of 2/28/2023

	General Fund	Debt Service Fund	Capital Projects Fund	Long-Term Debt	Total
<u>Assets</u>					
<u>Current Assets</u>					
General Checking Account	\$5,840.69				\$5,840.69
Accounts Receivable - Due from Developer	11,150.00				11,150.00
Prepaid Expenses	721.86				721.86
Series 2021A1 Debt Service Reserve		\$327,259.38			327,259.38
Series 2021A2 Debt Service Reserve		164,843.75			164,843.75
Series 2021A Revenue		27.50			27.50
Series 2021A2 Interest		0.05			0.05
Series 2021A Acquisition/Construction			\$869,924.93		869,924.93
Total Current Assets	<u>\$17,712.55</u>	<u>\$492,130.68</u>	<u>\$869,924.93</u>	<u>\$0.00</u>	<u>\$1,379,768.16</u>
<u>Investments</u>					
Amount Available in Debt Service Funds				\$492,130.68	\$492,130.68
Amount To Be Provided				21,857,869.32	21,857,869.32
Total Investments	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$22,350,000.00</u>	<u>\$22,350,000.00</u>
Total Assets	<u><u>\$17,712.55</u></u>	<u><u>\$492,130.68</u></u>	<u><u>\$869,924.93</u></u>	<u><u>\$22,350,000.00</u></u>	<u><u>\$23,729,768.16</u></u>
<u>Liabilities and Net Assets</u>					
<u>Current Liabilities</u>					
Accounts Payable	\$10,150.00				\$10,150.00
Deferred Revenue	11,150.00				11,150.00
Retainage Payable			\$777,639.46		777,639.46
Total Current Liabilities	<u>\$21,300.00</u>	<u>\$0.00</u>	<u>\$777,639.46</u>	<u>\$0.00</u>	<u>\$798,939.46</u>
<u>Long Term Liabilities</u>					
Revenue Bonds Payable - Long-Term				\$22,350,000.00	\$22,350,000.00
Total Long Term Liabilities	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$22,350,000.00</u>	<u>\$22,350,000.00</u>
Total Liabilities	<u><u>\$21,300.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$777,639.46</u></u>	<u><u>\$22,350,000.00</u></u>	<u><u>\$23,148,939.46</u></u>
<u>Net Assets</u>					
Net Assets, Unrestricted	(\$0.05)				(\$0.05)
Net Assets - General Government	3,898.74				3,898.74
Current Year Net Assets - General Government	(7,486.14)				(7,486.14)
Net Assets, Unrestricted		\$865,543.13			865,543.13
Current Year Net Assets, Unrestricted		(373,412.45)			(373,412.45)
Net Assets, Unrestricted			\$6,835,756.09		6,835,756.09
Current Year Net Assets, Unrestricted			(6,743,470.62)		(6,743,470.62)
Total Net Assets	<u><u>(\$3,587.45)</u></u>	<u><u>\$492,130.68</u></u>	<u><u>\$92,285.47</u></u>	<u><u>\$0.00</u></u>	<u><u>\$580,828.70</u></u>
Total Liabilities and Net Assets	<u><u>\$17,712.55</u></u>	<u><u>\$492,130.68</u></u>	<u><u>\$869,924.93</u></u>	<u><u>\$22,350,000.00</u></u>	<u><u>\$23,729,768.16</u></u>

Laurel Road CDD
Statement of Activities
As of 2/28/2023

	General Fund	Debt Service Fund	Capital Projects Fund	Long-Term Debt	Total
<u>Revenues</u>					
Off-Roll Assessments	\$13,502.85				\$13,502.85
Developer Contributions	20,522.43				20,522.43
Other Income & Other Financing Sources	0.64				0.64
Inter-Fund Group Transfers In		(\$21.08)			(21.08)
Inter-Fund Transfers In			\$21.08		21.08
Total Revenues	<u>\$34,025.92</u>	<u>(\$21.08)</u>	<u>\$21.08</u>	<u>\$0.00</u>	<u>\$34,025.92</u>
<u>Expenses</u>					
Supervisor Fees	\$5,000.00				\$5,000.00
Public Officials' Liability Insurance	2,504.00				2,504.00
Trustee Services	3,524.39				3,524.39
Management	20,000.00				20,000.00
District Counsel	2,178.50				2,178.50
Legal Advertising	2,046.17				2,046.17
Office Supplies	125.00				125.00
Web Site Maintenance	2,900.00				2,900.00
Dues, Licenses, and Fees	175.00				175.00
General Insurance	3,059.00				3,059.00
Interest Payments - A1 bond		\$208,557.50			208,557.50
Interest Payments - A2 bond		164,843.75			164,843.75
Engineering			\$7,046.35		7,046.35
Contingency			6,736,545.64		6,736,545.64
Total Expenses	<u>\$41,512.06</u>	<u>\$373,401.25</u>	<u>\$6,743,591.99</u>	<u>\$0.00</u>	<u>\$7,158,505.30</u>
<u>Other Revenues (Expenses) & Gains (Losses)</u>					
Interest Income		\$9.88			\$9.88
Interest Income			\$100.29		100.29
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$0.00</u>	<u>\$9.88</u>	<u>\$100.29</u>	<u>\$0.00</u>	<u>\$110.17</u>
Change In Net Assets	(\$7,486.14)	(\$373,412.45)	(\$6,743,470.62)	\$0.00	(\$7,124,369.21)
Net Assets At Beginning Of Year	<u>\$3,898.69</u>	<u>\$865,543.13</u>	<u>\$6,835,756.09</u>	<u>\$0.00</u>	<u>\$7,705,197.91</u>
Net Assets At End Of Year	<u>(\$3,587.45)</u>	<u>\$492,130.68</u>	<u>\$92,285.47</u>	<u>\$0.00</u>	<u>\$580,828.70</u>

Laurel Road CDD
Budget to Actual
For the Month Ending 02/28/2023

	Year To Date			FY 2023
	Actual	Budget	Variance	Adopted Budget
<u>Revenues</u>				
Off-Roll Assessments	\$ 13,502.85	\$ -	\$ 13,502.85	\$ -
Developer Contributions	20,522.43	114,055.42	(93,532.99)	273,733.00
Other Income & Other Financing Sources	0.64	-	0.64	-
Net Revenues	\$ 34,025.92	\$ 114,055.42	\$ (80,029.50)	\$ 273,733.00
<u>General & Administrative Expenses</u>				
Supervisor Fees	\$ 5,000.00	\$ 5,375.00	\$ (375.00)	\$ 12,900.00
Public Officials' Liability Insurance	2,504.00	-	2,504.00	-
Trustee Services	3,524.39	2,500.00	1,024.39	6,000.00
Management	20,000.00	20,000.00	-	48,000.00
Engineering	-	6,250.00	(6,250.00)	15,000.00
Dissemination Agent	-	416.67	(416.67)	1,000.00
District Counsel	2,178.50	10,416.67	(8,238.17)	25,000.00
Assessment Administration	-	2,291.67	(2,291.67)	5,500.00
Audit	-	2,708.33	(2,708.33)	6,500.00
Arbitrage Calculation	-	208.33	(208.33)	500.00
Telephone	-	83.33	(83.33)	200.00
Postage & Shipping	-	208.33	(208.33)	500.00
Legal Advertising	2,046.17	3,333.33	(1,287.16)	8,000.00
Miscellaneous	-	246.27	(246.27)	590.00
Office Supplies	125.00	208.33	(83.33)	500.00
Web Site Maintenance	2,900.00	381.25	2,518.75	915.00
Dues, Licenses, and Fees	175.00	72.92	102.08	175.00
Maintenance Staff	-	8,333.33	(8,333.33)	20,000.00
Lifestyle Staff	-	8,333.33	(8,333.33)	20,000.00
Total General & Administrative Expenses	\$ 38,453.06	\$ 71,367.09	\$ (32,914.03)	\$ 171,280.00
<u>Field Operations Expenses</u>				
Electric	\$ -	\$ 1,458.33	\$ (1,458.33)	\$ 3,500.00
Water Reclaimed	-	2,083.33	(2,083.33)	5,000.00
Equipment Rental	-	2,500.00	(2,500.00)	6,000.00
General Insurance	3,059.00	2,480.00	579.00	5,952.00
Property & Casualty Insurance	-	2,125.00	(2,125.00)	5,100.00
Irrigation	-	83.33	(83.33)	200.00
Lake Maintenance	-	7,500.00	(7,500.00)	18,000.00
Landscaping Maintenance & Material	-	10,416.67	(10,416.67)	25,000.00
Landscape Improvements	-	1,041.67	(1,041.67)	2,500.00
Contingency	-	4,166.67	(4,166.67)	10,000.00
Gate - Repairs & Maintenance	-	416.67	(416.67)	1,000.00
Street Sweeping	-	6,250.00	(6,250.00)	15,000.00
Lighting	-	83.33	(83.33)	200.00
Bike Share	-	2,083.33	(2,083.33)	5,000.00
Total Field Operations Expenses	\$ 3,059.00	\$ 42,688.33	\$ (39,629.33)	\$ 102,452.00
Total Expenses	\$ 41,512.06	\$ 114,055.42	\$ (72,543.36)	\$ 273,732.00
Net Income (Loss)	\$ (7,486.14)	\$ -	\$ (7,486.14)	\$ 1.00 *