

Laurel Road Community Development District

12051 Corporate Boulevard, Orlando, FL 32817; 407-723-5900

The following is the agenda for the Board of Supervisors Meeting for the **Laurel Road Community Development District** scheduled to be held **Wednesday, December 9, 2020 at 12:15 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 (New)

Passcode: 790 562 990 # (New)

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]*

Business Matters

1. Consideration of the Minutes of the November 11, 2020 Board of Supervisors Meeting
2. Consideration of Resolution 2021-09, Ratification of Revised Adopted Budget for Fiscal Year 2020
3. 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**

Consideration of the Minutes of the November 11, 2020
Board of Supervisors Meeting

MINUTES OF MEETING

**LAUREL ROAD COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS MEETING**

Wednesday, November 11, 2020 at 12:15 PM

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

Board Members present at roll call via speaker phone or in person:

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

Also present at roll call via speaker phone or in person:

Vivian Carvalho	District Manager-PFM Group Consulting, LLC.	
Venessa Ripoll	Assistant District Manager- PFM Group Consulting, LLC (via phone)	
Ed Vogler	District Counsel- Vogler Ashton	(via phone)
Shawn Leins	District Engineer- AM Engineering	(via phone)
Jim Schier	Neal Communities	
John Leinaweaver	Neal Communities	
Mark Evans	Neal Communities	
Pam Curran	Neal Communities	(via phone)
Misty Taylor	Bryant Miller Olive	(via phone)

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Ms. Carvalho called the meeting to order at 12:41 p.m. and proceeded with roll call. The Board Members and Staff in attendance are outlined above.

Public Comment Period

There were no members of the public present.

SECOND ORDER OF BUSINESS

Business Matters

**Consideration of the October 14,
2020 Board of Supervisors
Meeting**

The Board reviewed the Minutes from the October 14, 2020 Board of Supervisors' Meeting.

On MOTION by Mr. Williams, seconded by Mr. Blakley, with all in favor, the Board approved the Minutes of the October 14, 2020 Board of Supervisors' Meeting.

**Consideration of the October 14,
2020 Auditor Selection Committee
Meeting**

The Board reviewed the Minutes from the October 14, 2020 Auditor Selection Committee Meeting. Ms. Snow stated she was present at the meeting.

On MOTION by Mr. Williams, seconded by Mr. Blakley, with all in favor, the Board approved the Minutes of the October 14, 2020 Auditor Selection Committee Meeting, as amended.

THIRD ORDER OF BUSINESS

Financing Matters

**Review of District Financial
Statements**

The Board reviewed the District Financial Statements.

On MOTION by Mr. Williams, seconded by Ms. Snow, with all in favor, the Board accepted the District Financial Statements.

FOURTH ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – No Report

District Engineer – Mr. Leins stated he had sent out a Contractor Pre-Qualification RFP a month ago and received four responses from Contractors. There were other contractors who were confused because the District had another Pre-Qualification RFQ out at the same time. Three Contractors have expressed interest in submitting for their Pre-Qualification and did not submit because they thought they submitted it under the other RFQ. He stated he thinks he needs Board approval to accept the RFQs from the three Contractors that were late. Mr. Leins stated he received the following on time; Ranger Construction, Jon M. Hall, RIPA & Associates, and Woodruff & Sons. The following were the contractors who were late; Forsberg Construction, Inc. The following are Contractors who have not submitted yet; Makenzie and H & G Contracting. Ms. Snow asked how much time the Board should extend. Mr. Williams stated the District needs to set a specific date. Mr. Leins suggested another week at the most. A discussion took place that if the District allowed more time they would have to re-advertise the entire RFQ. A suggestion was made to accept the ones that were submitted to date. There were four submitted on time, one submitted late, and two found out that they were in error for not submitting for this RFQ as well and asked if they can go ahead and submit for this RFQ. Mr. Williams stated the District can only accept the four companies who submitted on time because they were the only ones who would be considered responsive.

Ms. Snow asked if there would be a delay in work to be done if the District advertised a third RFQ. Mr. Leins stated no because there is nothing currently for them to bid on and no plans ready to be bid on. District staff wanted to get this done early on in the process so when things do become available to bid on that the District has the Contractors lined up. Mr. Williams asked Mr. Vogler if the District accepted the four contractors that submitted timely and if it is the Board's decision that does not give the District enough of a range can the District advertise a second time to add additional contractors or is that problematic. Mr. Vogler stated he does not think it is problematic and the District could re-advertise and it might be wise.

On MOTION by Mr. Williams, seconded by Ms. Snow, with all in favor, the Board accepted the four timely submittals by the four Contractors named above and authorize the District Engineer to work with Management and Counsel to craft and advertise an additional RFQ.

District Manager –

Ms. Carvalho stated District Management is working on the process of amending Budgets for Fiscal Year 2020 per Statute requirements. She requested a motion from the Board to authorize the District Chair and District Management to Amend the Budget for Fiscal Year 2020 (if necessary) and proceed with including the Amended Budget on the Agenda for ratification at the next Board Meeting.

Mr. Williams explained amending the Budget does not mean the District went over the total Budget, but the District must reallocate funds to balance the Budget. It is a requirement per Statute and review during the Audit process.

On MOTION by Mr. Williams, seconded by Mr. Blakley, with all in favor, the Board authorized District Chair and District Management to amend the Budget for Fiscal Year 2020 (if necessary) and to proceed with including the Amended Budget on the Agenda for ratification at the next Board Meeting.

**Audience Comments and
Supervisor Requests**

There were no Supervisor requests and no members of the public were present.

FIFTH ORDER OF BUSINESS

Adjournment

There were no other questions or comments. Ms. Carvalho requested a motion to adjourn.

On MOTION by Mr. Williams, seconded by Mr. Blakley, with all in favor, the November 11, 2020 the Board of Supervisors' Meeting for the Laurel Road Community Development District was adjourned at 12:51 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

**Laurel Road
Community Development District**

Consideration of Resolution 2021-09, Ratification of Revised
Adopted Budget for Fiscal Year 2020

RESOLUTION 2021-09

THE REVISED ANNUAL APPROPRIATION RESOLUTION OF LAUREL ROAD COMMUNITY DEVELOPMENT DISTRICT (THE “DISTRICT”) RELATING TO THE REVISED ANNUAL APPROPRIATIONS AND ADOPTING THE REVISED BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019, AND ENDING SEPTEMBER 30, 2020

WHEREAS, the Laurel Road Community Development District Board of Supervisors (the “Board”) previously approved and adopted an annual budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020, pursuant to the provisions of Section 190.008(2)(a), Florida Statutes; and

WHEREAS, the Board now desires to revise the annual budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020; 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 each fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the Proposed Budget projects 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.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF LAUREL ROAD COMMUNITY DEVELOPMENT DISTRICT;

Section 1. Budget

- a. That the Board of Supervisors has reviewed the District Manager’s Proposed Budgets, 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 District Manager’s Proposed Budgets, attached hereto as Exhibit “A,” are 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 shall be maintained in the office of the District Manager and at the District’s Records Office and identified as “The Revised Budget for the Laurel Road Community Development District for the Fiscal Year Beginning October 1, 2019 and Ending September 30, 2020”, as adopted by the Board of Supervisors on October 14, 2020.

Section 2. Appropriations

There is hereby appropriated out of the revenues of the Laurel Road Community Development District, for the fiscal year beginning October 1, 2019, and ending September 30, 2020, the sum of money to be raised by the levy of assessments and otherwise, which sum is deemed by the Board of Supervisors 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	\$ _____
TOTAL ALL FUNDS	\$ _____

Section 3. Supplemental Appropriations

The Board may authorize by resolution, supplemental appropriations or revenue changes for any lawful purpose from funds on hand or estimated to be received within the fiscal year as follows:

- a. Board may authorize a transfer of the unexpended balance or portion thereof of any appropriation item.
- b. Board may authorize an appropriation from the unappropriated balance of any fund.
- c. Board may increase any revenue or income budget amount to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.

The District Manager and Treasurer shall have the power within a given fund to authorize the transfer of any unexpected balance of any appropriation item or any portion thereof, provided such transfers do not exceed Ten Thousand (\$10,000) Dollars or have the effect of causing more than 10% of the total appropriation of a given program or project to be transferred previously approved transfers included. Such transfer shall not have the effect of causing a more than \$10,000 or 10% increase, previously approved transfers included, to the original budget appropriation for the receiving program. Transfers within a program or project may be approved by the Board of Supervisors. The District Manager or Treasurer must establish administrative procedures which require information on the request forms proving that such transfer requests comply with this section.

Introduced, considered favorably, and adopted this 9th day of December 2020.

ATTEST:

**LAUREL ROAD COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____

Its: _____

Laurel Road CDD
Revised FY 2020 O&M Budget

	Actuals as of 09/30/2020	FY 2020 Adopted Budget	Revised FY 2020 Budget	Increase / (Decrease)
Revenues				
Developer Contributions	\$ -	\$ 123,375.00	\$ 98,375.00	\$ (25,000.00)
Net Revenues	\$ -	\$ 123,375.00	\$ 98,375.00	\$ (25,000.00)
General & Administrative Expenses				
Supervisor Fees	\$ 2,000.00	\$ 12,000.00	\$ 12,000.00	\$ -
Public Officials' Insurance	567.00	2,475.00	2,475.00	-
Trustee Services	-	6,000.00	6,000.00	-
Management	3,333.34	45,000.00	20,000.00	(25,000.00)
Engineering	-	15,000.00	15,000.00	-
Dissemination Agent	-	5,000.00	5,000.00	-
District Counsel	1,523.00	20,000.00	20,000.00	-
Audit	-	6,000.00	6,000.00	-
Travel and Per Diem	-	500.00	500.00	-
Telephone	-	200.00	200.00	-
Postage & Shipping	1.00	300.00	300.00	-
Copies	-	500.00	500.00	-
Legal Advertising	1,798.50	1,000.00	1,000.00	-
Miscellaneous	28.99	500.00	500.00	-
Web Site Maintenance	-	5,700.00	5,700.00	-
Dues, Licenses, and Fees	100.00	175.00	175.00	-
General Insurance	693.00	3,025.00	3,025.00	-
Total General & Administrative Expenses	\$ 10,044.83	\$ 123,375.00	\$ 98,375.00	\$ (25,000.00)
Total Expenses	\$ 10,044.83	\$ 123,375.00	\$ 98,375.00	\$ (25,000.00)
Net Income (Loss)	\$ (10,044.83)	\$ -	\$ -	\$ -

Laurel Road Community Development District

Review of District Financial Statements

Laurel Road CDD
Statement of Financial Position
As of 11/30/2020

	General Fund	Capital Projects Fund	Total
<u>Assets</u>			
<u>Current Assets</u>			
Accounts Receivable - Due from Developer	\$22,676.42		\$22,676.42
Accounts Receivable - Due from Developer		\$6,918.59	6,918.59
Total Current Assets	\$22,676.42	\$6,918.59	\$29,595.01
Total Assets	\$22,676.42	\$6,918.59	\$29,595.01
<u>Liabilities and Net Assets</u>			
<u>Current Liabilities</u>			
Accounts Payable	\$22,676.42		\$22,676.42
Deferred Revenue	2,952.92		2,952.92
Accounts Payable		\$6,918.59	6,918.59
Deferred Revenue		2,932.17	2,932.17
Total Current Liabilities	\$25,629.34	\$9,850.76	\$35,480.10
Total Liabilities	\$25,629.34	\$9,850.76	\$35,480.10
<u>Net Assets</u>			
Net Assets - General Government	\$0.00		0.00
Current Year Net Assets - General Government	(2,952.92)		(2,952.92)
Net Assets - General Government		\$0.00	0.00
Current Year Net Assets, Unrestricted		(2,932.17)	(2,932.17)
Total Net Assets	(\$2,952.92)	(\$2,932.17)	(\$5,885.09)
Total Liabilities and Net Assets	\$22,676.42	\$6,918.59	\$29,595.01

Laurel Road CDD
Statement of Activities
As of 11/30/2020

	General Fund	Capital Projects Fund	Total
<u>Revenues</u>			
Developer Contributions	\$9,678.67		\$9,678.67
Developer Contributions		\$3,986.42	3,986.42
Total Revenues	\$9,678.67	\$3,986.42	\$13,665.09
<u>Expenses</u>			
Supervisor Fees	\$2,000.00		\$2,000.00
Public Officials' Liability Insurance	2,250.00		2,250.00
Management	3,333.34		3,333.34
Legal Advertising	2,123.25		2,123.25
Dues, Licenses, and Fees	175.00		175.00
General Insurance	2,750.00		2,750.00
Contingency		\$6,918.59	6,918.59
Total Expenses	\$12,631.59	\$6,918.59	\$19,550.18
<u>Other Revenues (Expenses) & Gains (Losses)</u>			
Total Other Revenues (Expenses) & Gains (Losses)	\$0.00	\$0.00	\$0.00
Change In Net Assets	(\$2,952.92)	(\$2,932.17)	(\$5,885.09)
Net Assets At Beginning Of Year	\$0.00	\$0.00	\$0.00
Net Assets At End Of Year	(\$2,952.92)	(\$2,932.17)	(\$5,885.09)

Laurel Road CDD
Budget to Actual
For the Month Ending 11/30/2020

	Year To Date			FY 2021 Adopted Budget
	Actual	Budget	Variance	
<u>Revenues</u>				
Developer Contributions	\$ 9,678.67	\$ 21,112.50	\$ (11,433.83)	\$ 126,675.00
Net Revenues	\$ 9,678.67	\$ 21,112.50	\$ (11,433.83)	\$ 126,675.00
<u>General & Administrative Expenses</u>				
Supervisor Fees	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 12,000.00
Public Officials' Liability Insurance	2,250.00	412.50	1,837.50	2,475.00
Trustee Services	-	1,000.00	(1,000.00)	6,000.00
Management	3,333.34	7,500.00	(4,166.66)	45,000.00
Engineering	-	2,500.00	(2,500.00)	15,000.00
Dissemination Agent	-	833.34	(833.34)	5,000.00
District Counsel	-	3,333.34	(3,333.34)	20,000.00
Assessment Administration	-	1,250.00	(1,250.00)	7,500.00
Audit	-	1,000.00	(1,000.00)	6,000.00
Postage & Shipping	-	50.00	(50.00)	300.00
Legal Advertising	2,123.25	166.66	1,956.59	1,000.00
Miscellaneous	-	83.34	(83.34)	500.00
Web Site Maintenance	-	450.00	(450.00)	2,700.00
Dues, Licenses, and Fees	175.00	29.16	145.84	175.00
General Insurance	2,750.00	504.16	2,245.84	3,025.00
Total General & Administrative Expenses	\$ 12,631.59	\$ 21,112.50	\$ (8,480.91)	\$ 126,675.00
Total Expenses	\$ 12,631.59	\$ 21,112.50	\$ (8,480.91)	\$ 126,675.00
Net Income (Loss)	\$ (2,952.92)	\$ -	\$ (2,952.92)	\$ -