

STONEGATE PRESERVE

COMMUNITY

DEVELOPMENT DISTRICT

January 20, 2023

BOARD OF SUPERVISORS

REGULAR MEETING

AND AUDIT

COMMITTEE MEETING

AGENDA

STONEGATE PRESERVE
COMMUNITY DEVELOPMENT DISTRICT

AGENDA
LETTER

Stonegate Preserve Community Development District

OFFICE OF THE DISTRICT MANAGER

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

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

January 13, 2023

ATTENDEES:

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

Board of Supervisors
Stonegate Preserve Community Development District

Dear Board Members:

The Board of Supervisors of the Stonegate Preserve Community Development District will hold a Regular Meeting and Audit Committee on January 20, 2023 at 11:30 a.m., at The Harrison Ranch Clubhouse, 5755 Harrison Ranch Blvd., Parrish, Florida 34219. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Consideration of Resolution 2023-02, Adopting Certain Amendments to the District's Record Retention Policy; Addressing Conflicts and Severability; and Providing for Severability and an Effective Date
4. Recess Regular Meeting/Commencement of Audit Selection Committee Meeting
5. Review of Response to Request for Proposals (RFP) for Annual Audit Services
 - A. Affidavit of Publication
 - B. RFP Package
 - C. Respondent: Berger, Toombs, Elam, Gaines & Frank
 - D. Auditor Evaluation Matrix/Ranking
6. Termination of Audit Selection Committee Meeting/Reconvene Regular Meeting
7. Consider Recommendation of Audit Selection Committee
 - Award of Contract
8. Consideration of Resolution 2023-01, Designating the Primary Administrative Office and Principal Headquarters of the District; Designating the Location of the Local District Records Office; and Providing an Effective Date
9. Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services

- A. Affidavit of Publication
 - B. RFQ Package
 - C. Respondent: Heidt Design, LLC
 - D. Competitive Selection Criteria/Ranking
 - E. Award of Contract
10. Acceptance of Unaudited Financial Statements as of November 30, 2022
11. Approval of August 19, 2022 Public Hearings and Regular Meeting Minutes
12. Staff Reports
- A. District Counsel: *Kutak Rock LLP*
 - B. District Engineer (Interim): *Heidt Design, LLC*
 - C. District Manager: *Wrathell, Hunt and Associates, LLC*

- NEXT MEETING DATE: February 17, 2023 at 11:30 AM

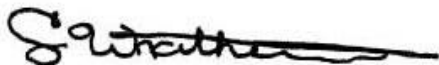
- QUORUM CHECK

Seat 1	Kelly Evans	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
Seat 2	Laura Coffey	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
Seat 3	Lori Campagna	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
Seat 4	Ben Gainer	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
Seat 5	Christopher Smith	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No

13. Board Members' Comments/Requests
14. Public Comments
15. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 719-8675 or Kristen Suit at (410) 207-1802.

Sincerely,



Craig Wrathell
 District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE

CALL-IN NUMBER: 1-888-354-0094

PARTICIPANT PASSCODE: 943 865 3730

STONEGATE PRESERVE
COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2023-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF STONEGATE PRESERVE COMMUNITY DEVELOPMENT DISTRICT ADOPTING CERTAIN AMENDMENTS TO THE DISTRICT'S RECORD RETENTION POLICY; ADDRESSING CONFLICTS AND SEVERABILITY; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, Chapter 190, Florida Statutes, authorizes the Stonegate Preserve Community Development District ("**District**") to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of district business; and

WHEREAS, on June 1, 2022, the Board of Supervisors of the Stonegate Preserve Community Development District ("**Board**"), adopted Resolution 2022-10 providing for the adoption of the District's Record Retention Policy ("**Policy**"); and

WHEREAS, the Policy requires the District "retain all public records relating to District business until the Board of Supervisors amends the Records Retention Policy to address the disposition of the same"; and

WHEREAS, the Board finds that it is in the best interest of the District to amend the Record Retention Policy as described in more detail in paragraph 2 below; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF STONEGATE PRESERVE COMMUNITY DEVELOPMENT DISTRICT:

1. CONFLICTS. This Resolution is intended to amend, in part, Resolution 2022-10, which remains in full force and effect except as otherwise provided herein. All terms of Resolution 2022-10 that are not amended by this Resolution apply as if those terms were fully set forth herein. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.

2. AMENDMENT. The Records Retention Policy is hereby amended by inserting the language indicated in single underlined text (indicated textually in the same manner as the following example: underlined text) and by deleting the language indicated by strikethrough text (indicated textually in the same manner as the following example: ~~stricken text~~) as set forth herein:

The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District hereby extends the minimum

retention guidelines contained in the General Records Schedules so that the District will retain all public records relating to District business until the Board of Supervisors amends the Records Retention Policy to address the disposition of the same. Notwithstanding the foregoing, the District shall retain Transitory Messages until the Transitory Message is obsolete, superseded or administrative value is lost in accordance with the General Records Schedule for State and Local Government Agencies, Item #146, as incorporated by reference in Rule 1B-24.003(1)(a), Florida Administrative Code. The District hereby determines the electronic record shall be considered the official record of all public records relating to District business and any paper originals are designated as duplicates which may be disposed of unless prohibited by any law, rule or ordinance. To the extent the above statute, rules, or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment does not permit the disposition of District records without further action of the Board. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

3. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

PASSED AND ADOPTED this 20th day of January, 2023.

ATTEST:

**STONEGATE PRESERVE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

STONEGATE PRESERVE

COMMUNITY DEVELOPMENT DISTRICT

5A



Beaufort Gazette
 Belleville News-Democrat
 Bellingham Herald
 Bradenton Herald
 Centre Daily Times
 Charlotte Observer
 Columbus Ledger-Enquirer
 Fresno Bee

The Herald - Rock Hill
 Herald Sun - Durham
 Idaho Statesman
 Island Packet
 Kansas City Star
 Lexington Herald-Leader
 Merced Sun-Star
 Miami Herald

el Nuevo Herald - Miami
 Modesto Bee
 Raleigh News & Observer
 The Olympian
 Sacramento Bee
 Fort Worth Star-Telegram
 The State - Columbia
 Sun Herald - Biloxi

Sun News - Myrtle Beach
 The News Tribune Tacoma
 The Telegraph - Macon
 San Luis Obispo Tribune
 Tri-City Herald
 Wichita Eagle

AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
95711	348274	Print Legal Ad-IPL00984800 - IPL0098480		\$76.05	1	64 L

Attention: Daphne Gillyard
 Stonegate Preserve CDD
 2300 Glades Road, Suite 410W
 Boca Raton, FL 33431

**STONEGATE PRESERVE
 COMMUNITY DEVELOPMENT
 DISTRICT**

**REQUEST FOR PROPOSALS
 FOR ANNUAL AUDIT SERVICES**

The Stonegate Preserve 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, 2022, with an option for additional annual renewals, subject to mutual agreement by both parties. 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 District is located in Manatee County, Florida, and has an annual operating budget of approximately \$43,979. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2022, be completed no later than June 30, 2023.

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 one (1) electronic copy and one (1) unbound copy of their proposal to the District Manager, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, (561) 571-0010 in an envelope marked on the outside "Auditing Services, Stonegate Preserve Community Development District." Proposals must be received by 12:00 p.m., on November 28, 2022, at the office of the District Manager. Please direct all questions regarding this Notice to the District Manager.

Craig Wrathell
 District Manager
 IPL0098480
 Nov 16 2022

**THE STATE OF TEXAS
 COUNTY OF DALLAS**

Before the undersigned authority personally appeared Ryan Dixon, who, on oath, says that she is a Legal Advertising Representative of The Bradenton Herald, a daily newspaper published at Bradenton in Manatee County, Florida; that the attached copy of the advertisement, being a Legal Advertisement in the matter of Public Notice, was published in said newspaper in the issue(s) of:

No. of Insertions: 1
 Beginning Issue of: 11/16/2022
 Ending Issue of: 11/16/2022

**THE STATE OF FLORIDA
 COUNTY OF MANATEE**

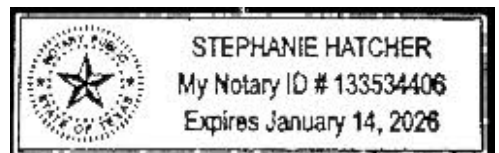
Affidavit further says that the said publication is a newspaper published at Bradenton, in said Manatee County, Florida, and that the said newspaper has heretofore been continuously published in said Manatee County, Florida, each day and has been entered as second-class mail matter at the post office in Bradenton, in said Manatee County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Ryan Dixon

Sworn to and subscribed before me this 16th day of November in the year of 2022

Stephanie Hatcher

Notary Public in and for the state of Texas, residing in Dallas County



Extra charge for lost or duplicate affidavits.
 Legal document please do not destroy!

STONEGATE PRESERVE

COMMUNITY DEVELOPMENT DISTRICT

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**STONEGATE PRESERVE COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

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Craig Wrathell
District Manager

Run date: must be published in at least one newspaper of general circulation in the District and the county in which the District is located. The public announcement must allow for at least 7 days for the submission of proposals.

STONEGATE PRESERVE COMMUNITY DEVELOPMENT DISTRICT

REQUEST FOR PROPOSALS

District Auditing Services for Fiscal Year 2022

Manatee County, Florida

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than **November 28, 2022**, at 12:00 p.m., at the offices of District Manager, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, (561) 571-0010. Proposals will be publicly opened at that time.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit one (1) electronic copy and one (1) unbound copy of the Proposal Documents, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services – Stonegate Preserve Community Development District" on the face of it. **Please include pricing for each additional bond issuance.**

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the "Proposal Documents").

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of the District's limited waiver of liability contained in Section 768.28, *Florida Statutes*, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List the position or title of all personnel to perform work on the District audit. Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal for the District's first audit for which there are no special assessment bonds, plus the lump sum cost of two (2) annual renewals, which renewals shall include services related to the District's anticipated issuance of special assessment bonds.

SECTION 13. PROTESTS. In accordance with the District's Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the

District Manager, within seventy-two (72) calendar hours (excluding Saturday, Sunday, and state holidays) after the receipt of the Proposal 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 (including Saturday, Sunday, and state holidays) 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 or protest with respect to the aforesaid Proposal Documents.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

**STONEGATE PRESERVE COMMUNITY DEVELOPMENT DISTRICT
AUDITOR SELECTION
EVALUATION CRITERIA**

1. Ability of Personnel. (20 Points)

(E.g., geographic location of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.)

2. Proposer's Experience. (20 Points)

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other or current Community Development District(s) in other contracts; character, integrity, reputation of Proposer, etc.)

3. Understanding of Scope of Work. (20 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. Ability to Furnish the Required Services. (20 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.

5. Price. (20 Points)***

Points will be awarded based upon the lowest total proposal for rendering the services and the reasonableness of the proposal.

Total (100 Points)

***Alternatively, the Board may choose to evaluate firms without considering price, in which case the remaining categories would be assigned 25 points each.

STONEGATE PRESERVE

COMMUNITY DEVELOPMENT DISTRICT

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**STONEGATE PRESERVE
COMMUNITY DEVELOPMENT DISTRICT**

PROPOSAL FOR AUDIT SERVICES

PROPOSED BY:

Berger, Toombs, Elam, Gaines & Frank
CERTIFIED PUBLIC ACCOUNTANTS, PL

600 Citrus Avenue, Suite 200
Fort Pierce, Florida 34950

(772) 461-6120

CONTACT PERSON:

J. W. Gaines, CPA, Director

DATE OF PROPOSAL:

November 28, 2022

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Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120 // 461-1155
FAX: 772/468-9278

November 28, 2022

Stonegate Preserve Community Development District
Wrathell Hunt & Associates
2300 Glades Road, Suite 410W
Boca Raton, FL 33431

Dear District Manager:

Thank you very much for the opportunity to present our professional credentials to provide audit services for Stonegate Preserve Community Development District.

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has assembled a team of governmental and nonprofit specialists second to none to serve our clients. Our firm has the necessary qualifications and experience to serve as the independent auditors for Stonegate Preserve Community Development District. We will provide you with top quality, responsive service.

Experience

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is a recognized leader in providing services to governmental and nonprofit agencies throughout Florida. We have been the independent auditors for a number of local governmental agencies and through our experience in performing their audits, we have been able to increase our audit efficiency and; therefore, reduce costs. We have continually passed this cost savings on to our clients and will continue to do so in the future. As a result of our experience and expertise, we have developed an effective and efficient audit approach designed to meet or exceed the performance specifications in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and the standards for financial and compliance audits. We will conduct the audit in accordance with auditing standards generally accepted in the United States of America; "Government Auditing Standards" issued by the Comptroller General of the United States; the provisions of the Single Audit Act, Subpart F of Title 2 US Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, with minimal disruption to your operations. Our firm has frequent technical updates to keep our personnel informed and up-to-date on all changes that are occurring within the industry.

Fort Pierce / Stuart

Member AICPA

- 1 -
Member AICPA Division for CPA Firms
Private Companies practice Section

Member FICPA

Stonegate Preserve Community Development District
November 28, 2022

Our firm is a member of the Government Audit Quality Center, an organization dedicated to improving government audit quality. We also utilize the audit program software of a nationally recognized CPA firm to assure us that we are up to date with all auditing standards and to assist us maintain maximum audit efficiencies.

To facilitate your evaluation of our qualifications and experience, we have arranged this proposal to include a resume of our firm, including our available staff, our extensive prior governmental and nonprofit auditing experience and clients to be contacted.

You need a firm that will provide an efficient, cost-effective, high-quality audit within critical time constraints. You need a firm with the prerequisite governmental and nonprofit experience to perform your audit according to stringent legal and regulatory requirements, a firm that understands the complex nature of community development districts and their unique compliance requirements. You need a firm with recognized governmental and nonprofit specialists within the finance and governmental communities. And, certainly, you need a firm that will provide you with valuable feedback to enhance your current and future operations. Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is that firm. J. W. Gaines is the person authorized to make representations for the firm.

Thank you again for the opportunity to submit this proposal to Stonegate Preserve Community Development District.

Very truly yours,



Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

PROFILE OF THE PROPOSER

Description and History of Audit Firm

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is a Treasure Coast public accounting firm, which qualifies as a small business firm, as established by the Small Business Administration (13 CFR 121.38), with offices in Fort Pierce and Stuart. We are a member of the Florida Institute of Certified Public Accountants and the American Institute of Certified Public Accountants. The firm was formed from the merger of Edwards, Berger, Harris & Company (originated in 1972) and McAlpin, Curtis & Associates (originated in 1949). J. W. Gaines and Associates (originated in 1979) merged with the firm in 2004. Our tremendous growth rate experienced over the last 69 years is directly attributable to the firm's unrelenting dedication to providing the highest quality, responsive professional services attainable to its clients.

We are a member of the Private Companies Practice Section (PCPS) of the American Institute of Certified Public Accountants (AICPA) to assure we meet the highest standards. Membership in this practice section requires that our firm meet more stringent standards than standard AICPA membership. These rigorous requirements include the requirement of a triennial peer review of our firm's auditing and accounting practice and annual Continuing Professional Education (CPE) for all accounting staff (whether CPA or non-CPA). For standard AICPA membership, only a quality review is required and only CPAs must meet CPE requirements.

We are also a member of the Government Audit Quality Center ("the Center") of the American Institute of Certified Public Accountants to assure the quality of our government audits. Membership in the Center, which is voluntary, requires our firm to comply with additional standards to promote the quality of government audits.

We have been extensively involved in serving local government entities with professional accounting, auditing and consulting services throughout the entire 69 year history of our firm. Our substantial experience over the years makes us uniquely qualified to provide accounting, auditing, and consulting services to these clients. We are a recognized leader in providing services to governmental and nonprofit agencies on the Treasure Coast and in Central and South Florida, with extensive experience in auditing community development districts and water control districts. We were the independent auditors of the City of Fort Pierce for over 37 years and currently, we are the independent auditors for St. Lucie County since 2002, and for 34 of the 38 years that the county has been audited by CPA firms. Additionally, we have performed audits of the City of Stuart, the City of Vero Beach, Indian River County and Martin County. We also presently audit over 75 Community Development Districts throughout Florida.

Our firm was founded on the belief that we are better able to respond to our clients needs through education, experience, independence, quality control, and personal service. Our firm's commitment to quality is reflected in our endeavor of professional excellence via continuing education, the use of the latest computer technology, professional membership in PCPS and peer review.

We believe our approach to audit engagements, intelligence and innovation teamed with sound professional judgment enables us to explore new concepts while remaining sensitive to the fundamental need for practical solutions. We take pride in giving you the assurance that the personal assistance you receive comes from years of advanced training, technical experience and financial acumen.

Professional Staff Resources

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has a total of 27 professional and administrative staff (including 12 professional staff with extensive experience servicing government entities). The work will be performed out of our Fort Pierce office with a proposed staff of one senior accountant and one or two staff accountants supervised by an audit manager and audit partner. With the exception of the directors of the firm's offices, the professional staff is not specifically assigned to any of our individual offices. The professional and administrative staff resources available to you through Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL are as follows:

	<u>Total</u>
Partners/Directors (CPA's)	5
Principals (CPA)	1
Managers (CPA)	1
Senior/Supervisor Accountants (2 CPA's)	3
Staff Accountants (1 CPA)	7
Computer Specialist	1
Paraprofessional	6
Administrative	<u>4</u>
Total – all personnel	28

Following is a brief description of each employee classification:

Staff Accountant – Staff accountants work directly under the constant supervision of the auditor-in-charge and, are responsible for the various testing of documents, account analysis and any other duties as his/her supervisor believes appropriate. Minimum qualification for a staff accountant is graduation from an accredited university or college with a degree in accounting or equivalent.

Senior Accountant – A senior accountant must possess all the qualifications of the staff accountant, in addition to being able to draft the necessary reports and financial statements, and supervise other staff accountants when necessary.

Managers – A manager must possess the qualifications of the senior accountant, plus be able to work without extensive supervision from the auditor-in-charge. The manager should be able to draft audit reports from start to finish and to supervise the audit team, if necessary.

Principal – A principal is a partner/director in training. He has been a manager for several years and possesses the technical skills to act as the auditor-in-charge. A principal has no financial interest in the firm.

Partner/Director – The director has extensive governmental auditing experience and acts as the auditor-in-charge. Directors have a financial interest in the firm.

Professional Staff Resources (Continued)

Independence – Independence of the public accounting firm, with respect to the audit client, is the foundation from which the public gains its trust in the opinion issued by the public accounting firm at the end of the audit process. This independence must be in appearance as well as in fact. The public must perceive that the accounting firm is independent of the audit entity to ensure that nothing would compromise the opinion issued by the public accounting firm. **Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is independent of Stonegate Preserve Community Development District, including its elected officials and related parties, at the date of this proposal, as defined by the following rules, regulations, and standards:

AuSection 220 – Statements on Auditing Standards issued by the American Institute of Certified Public Accountants;

ET Sections 101 and 102 – Code of Professional Conduct of the American Institute of Certified Public Accountants;

Chapter 21A-1, Florida Administrative Code;

Section 473.315, Florida Statutes; and,

Government Auditing Standards, issued by the Comptroller General of the United States.

On an annual basis, all members of the firm are required to confirm, in writing, that they have no personal or financial relationships or holding that would impair their independence with regard to the firm's clients.

Independence is a hallmark of our profession. We encourage our staff to use professional judgment in situations where our independence could be impaired or the perception of a conflict of interest might exist. In the governmental sector, public perception is as important as professional standards. Therefore, the utmost care must be exercised by independent auditors in the performance of their duties.

Ability to Furnish the Required Services

As previously noted in the Profile of the Proposer section of this document, our firm has been in existence for over 69 years. We have provided audit services to some clients for over 30 years continually. Our firm is insured against physical loss through commercial insurance and we also carry liability insurance. The majority of our audit documentation is stored electronically, both on our office network and on each employee laptop or computer assigned to each specific job. Our office computer network is backed up on tape, so in the event of a total equipment loss, we can restore all data as soon as replacement equipment is acquired. In addition, our field laptop computers carry the same data and can be used in the event of emergency with virtually no delay in completing the required services.

ADDITIONAL SERVICES PROVIDED

Arbitrage Rebate Services

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL also provides arbitrage rebate compliance and related services to governmental issuers. The Tax Reform Act of 1986 requires issuers of most tax-exempt obligations to pay (i.e., “rebate”) to the United States government any arbitrage profits. Arbitrage profits are earnings on the investment of bond proceeds and certain other monies in excess of what would have been earned had such monies been invested at a yield equal to the yield on the bonds.

Federal tax law requires that interim rebate calculations and payments are due at the end of every fifth bond year. Final payment is required upon redemption of the bonds. More frequent calculations may be deemed advisable by an issuer’s auditor, trustee or bond counsel or to assure that accurate and current records are available. These more frequent requirements are usually contained in the Arbitrage or Rebate Certificate with respect to the bonds.

Our firm performs a comprehensive rebate analysis and includes the following:

- Verifying that the issue is subject to rebate;
- Calculating the bond yield;
- Identifying, and separately accounting for, all “Gross Proceeds” (as that term is defined in the Code) of the bond issue, including those requiring analysis due to “transferred proceeds” and/or “commingled funds” circumstances;
- Determining what general and/or elective options are available to Gross proceeds of the issue;
- Calculating the issue’s excess investment earning (rebate liability), if any;
- Delivering appropriate documentation to support all calculations;
- Providing an executive summary identifying the methodology employed, major assumptions, conclusions, and any other recommendations for changes in recordkeeping and investment policies;
- Assisting as necessary in the event of an Internal Revenue Service inquiry; and,
- Consulting with issue staff, as necessary, regarding arbitrage related matters.

GOVERNMENTAL AUDITING EXPERIENCE

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has been practicing public accounting in Florida for 69 years. Our success over the years has been the result of a strong commitment to providing personalized quality service to our clients.

The current members of our firm have performed audits of over 900 community development districts, and over 1,800 audits of municipalities, counties and other governmental entities such as the City of Fort Pierce and St. Lucie County.

Our firm provides a variety of accounting, auditing, tax litigation support, and consulting services. Some of the professional accounting, auditing and management consulting services that are provided by our firm are listed below:

- Performance of annual financial and compliance audits, including Single Audits of state and federal financial assistance programs, under the provisions of the Single Audit Act, Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), with minimal disruptions to your operations;
- Performance of special compliance audits to ascertain compliance with the applicable local, state and federal laws and regulations;
- Issuance of comfort letters and consent letters in conjunction with the issuance of tax-exempt debt obligations, including compiling financial data and interim period financial statement reviews;
- Calculation of estimated and actual federal arbitrage rebates;
- Assistance in compiling historical financial data for first-time and supplemental submissions for GFOA Certificate of Achievement for Excellence in Financial Reporting;
- Preparation of indirect cost allocation systems in accordance with Federal and State regulatory requirements;
- Providing human resource and employee benefit consulting;
- Performance of automation feasibility studies and disaster recovery plans;
- Performance feasibility studies concerning major fixed asset acquisitions and utility plant expansion plans (including electric, water, pollution control, and sanitation utilities); and
- Assistance in litigation, including testimony in civil and criminal court.
- Assist clients who utilize QuickBooks software with their software needs. Our Certified QuickBooks Advisor has undergone extensive training through QuickBooks and has passed several exams to attain this Certification.

Continuing Professional Education

All members of the governmental audit staff of our firm, and audit team members assigned to this engagement, are in compliance with the Continuing Professional Education (CPE) requirements set forth in Government Auditing Standards issued by the Comptroller General of the United States. In addition, our firm is in compliance with the applicable provisions of the Florida Statutes that require CPA's to have met certain CPE requirements prior to proposing on governmental audit engagements.

GOVERNMENTAL AUDITING EXPERIENCE (CONTINUED)

The audit team has extensive experience in performing governmental audits and is exposed to intensive and continuing concentration on these types of audits. Due to the total number of governmental audits our team performs, each member of our governmental staff must understand and be able to perform several types of governmental audits. It is our objective to provide each professional employee fifty hours or more of comprehensive continuing professional education each year. This is accomplished through attending seminars throughout Florida and is reinforced through in-house training.

Our firm has made a steadfast commitment to professional education. Our active attendance and participation in continuing professional education is a major part of our objective to obtain the most recent knowledge on issues which are of importance to our clients. We are growing on the reputation for work that our firm is providing today.

Quality Control Program

Quality control requires continuing commitment to professional excellence. **Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is formally dedicated to that commitment.

To ensure maintaining the standards of working excellence required by our firm, we joined the Private Companies Practice Section (PCPS) of the American Institute of Certified Public Accountants (AICPA). To be a participating member firm of this practice section, a firm must obtain an independent Peer Review of its quality control policies and procedures to ascertain the firm's compliance with existing auditing standards on the applicable engagements.

The scope of the Peer Review is comprehensive in that it specifically reviews the following quality control policies and procedures of the participating firm:

- Professional, economic, and administrative independence;
- Assignment of professional personnel to engagements;
- Consultation on technical matters;
- Supervision of engagement personnel;
- Hiring and employment of personnel;
- Professional development;
- Advancement;
- Acceptance and continuation of clients; and,
- Inspection and review system.

We believe that our commitment to the program is rewarding not only to our firm, but primarily to our clients.

The external independent Peer Review of the elements of our quality control policies and procedures performed by an independent certified public accountant, approved by the PCPS of the AICPA, provides you with the assurance that we continue to conform to standards of the profession in the conduct of our accounting and auditing practice.

GOVERNMENTAL AUDITING EXPERIENCE (CONTINUED)

Our firm is also a member of Governmental Audit Quality Center (GAQC), a voluntary membership center for CPA firms that perform governmental audits. This center promotes the quality of governmental audits.

Our firm has completed successive Peer Reviews. These reviews included a representative sample of our firm's local governmental auditing engagements. As a result of these reviews, our firm obtained an unqualified opinion on our quality control program and work procedures. On page 31 is a copy of our most recent Peer Review report. It should be noted that we received a pass rating.

Our firm has never had any disciplinary actions by state regulatory bodies or professional organizations.

As our firm performs approximately one hundred audits each year that are reviewed by federal, state or local entities, we are constantly dealing with questions from these entities about our audits. We are pleased to say that any questions that have been raised were minor issues and were easily resolved without re-issuing any reports.

Certificate of Achievement for Excellence in Financial Reporting (CAFR)

We are proud and honored to have been involved with the City of Fort Pierce and the Fort Pierce Utilities Authority when they received their first Certificates of Achievement for Excellence in Financial Reporting for the fiscal years ended September 30, 1988 and 1994, respectively. We were also instrumental in the City of Stuart receiving the award, in our first year of performing their audit, for the year ended September 30, 1999.

We also assisted St. Lucie County, Florida for the year ended September 30, 2003, in preparing their first Comprehensive Annual Financial Report, and St. Lucie County has received their Certificate of Achievement for Excellence in Financial Reporting every year since.

As continued commitment to insuring that we are providing the highest level of experience, we have had at least one employee of our firm serve on the GFOA – Special Review Committee since the mid-1980s. This committee is made up of selective Certified Public Accountants throughout the United States who have demonstrated their high level of knowledge and expertise in governmental accounting. Each committee member attends a special review meeting at the Annual GFOA Conference. At this meeting, the committee reports on the Certificate of Achievement Program's most recent results, future goals, and common reporting deficiencies.

We feel that our previous experience in assisting the City of Fort Pierce, the Fort Pierce Utilities Authority and St. Lucie County obtain their first CAFRs, and the City of Stuart in continuing to receive a CAFR and our firm's continued involvement with the GFOA, and the CAFR review committee make us a valued asset for any client in the field of governmental financial reporting.

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

References

Terracina Community Development
District
Jeff Walker, Special District Services
(561) 630-4922

Gateway Community Development
District
Stephen Bloom, Severn Trent Management
(954) 753-5841

The Reserve Community Development District

Darrin Mossing, Governmental Management
Services LLC
(407) 841-5524

Port of the Islands Community Development
District
Cal Teague, Premier District Management

(239) 690-7100 ext 101

In addition to the above, we have the following additional governmental audit experience:

Community Development Districts

Aberdeen Community Development
District

Beacon Lakes Community
Development District

Alta Lakes Community Development
District

Beaumont Community Development
District

Amelia Concourse Community
Development District

Bella Collina Community Development
District

Amelia Walk Community
Development District

Bonnet Creek Community
Development District

Aqua One Community Development
District

Buckeye Park Community
Development District

Arborwood Community Development
District

Candler Hills East Community
Development District

Arlington Ridge Community
Development District

Cedar Hammock Community
Development District

Bartram Springs Community
Development District

Central Lake Community
Development District

Baytree Community Development
District

Channing Park Community
Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Cheval West Community Development District	Evergreen Community Development District
Coconut Cay Community Development District	Forest Brooke Community Development District
Colonial Country Club Community Development District	Gateway Services Community Development District
Connerton West Community Development District	Gramercy Farms Community Development District
Copperstone Community Development District	Greenway Improvement District
Creekside @ Twin Creeks Community Development District	Greyhawk Landing Community Development District
Deer Run Community Development District	Griffin Lakes Community Development District
Dowden West Community Development District	Habitat Community Development District
DP1 Community Development District	Harbor Bay Community Development District
Eagle Point Community Development District	Harbourage at Braden River Community Development District
East Nassau Stewardship District	Harmony Community Development District
Eastlake Oaks Community Development District	Harmony West Community Development District
Easton Park Community Development District	Harrison Ranch Community Development District
Estancia @ Wiregrass Community Development District	Hawkstone Community Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Heritage Harbor Community Development District	Madeira Community Development District
Heritage Isles Community Development District	Marhsall Creek Community Development District
Heritage Lake Park Community Development District	Meadow Pointe IV Community Development District
Heritage Landing Community Development District	Meadow View at Twin Creek Community Development District
Heritage Palms Community Development District	Mediterra North Community Development District
Heron Isles Community Development District	Midtown Miami Community Development District
Heron Isles Community Development District	Mira Lago West Community Development District
Highland Meadows II Community Development District	Montecito Community Development District
Julington Creek Community Development District	Narcoossee Community Development District
Laguna Lakes Community Development District	Naturewalk Community Development District
Lake Bernadette Community Development District	New Port Tampa Bay Community Development District
Lakeside Plantation Community Development District	Overoaks Community Development District
Landings at Miami Community Development District	Panther Trace II Community Development District
Legends Bay Community Development District	Paseo Community Development District
Lexington Oaks Community Development District	Pine Ridge Plantation Community Development District
Live Oak No. 2 Community Development District	Piney Z Community Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Poinciana Community Development District	Sampson Creek Community Development District
Poinciana West Community Development District	San Simeon Community Development District
Port of the Islands Community Development District	Six Mile Creek Community Development District
Portofino Isles Community Development District	South Village Community Development District
Quarry Community Development District	Southern Hills Plantation I Community Development District
Renaissance Commons Community Development District	Southern Hills Plantation III Community Development District
Reserve Community Development District	South Fork Community Development District
Reserve #2 Community Development District	St. John's Forest Community Development District
River Glen Community Development District	Stoneybrook South Community Development District
River Hall Community Development District	Stoneybrook South at ChampionsGate Community Development District
River Place on the St. Lucie Community Development District	Stoneybrook West Community Development District
Rivers Edge Community Development District	Tern Bay Community Development District
Riverwood Community Development District	Terracina Community Development District
Riverwood Estates Community Development District	Tison's Landing Community Development District
Rolling Hills Community Development District	TPOST Community Development District
Rolling Oaks Community Development District	

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Triple Creek Community
Development District

Vizcaya in Kendall
Development District

TSR Community Development
District

Waterset North Community
Development District

Turnbull Creek Community
Development District

Westside Community Development
District

Twin Creeks North Community
Development District

WildBlue Community Development
District

Urban Orlando Community
Development District

Willow Creek Community
Development District

Verano #2 Community
Development District

Willow Hammock Community
Development District

Viera East Community
Development District

Winston Trails Community
Development District

VillaMar Community
Development District

Zephyr Ridge Community
Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Other Governmental Organizations

City of Westlake	Office of the Medical Examiner, District 19
Florida Inland Navigation District	Rupert J. Smith Law Library of St. Lucie County
Fort Pierce Farms Water Control District	St. Lucie Education Foundation
Indian River Regional Crime Laboratory, District 19, Florida	Seminole Improvement District
Viera Stewardship District	Troup Indiantown Water Control District

Current or Recent Single Audits.

St. Lucie County, Florida
Early Learning Coalition, Inc.
Treasure Coast Food Bank, Inc.

Members of our audit team have acquired extensive experience from performing or participating in over 1,800 audits of governments, independent special taxing districts, school boards, and other agencies that receive public money and utilize fund accounting.

Much of our firm's auditing experience is with compliance auditing, which is required for publicly financed agencies. In this type of audit, we do a financial examination and also confirm compliance with various statutory and regulatory guidelines.

Following is a summary of our other experience, including Auditor General experience, as it pertains to other governmental and fund accounting audits.

Counties

(Includes elected constitutional officers, utilities and dependent taxing districts)

Indian River
Martin
Okeechobee
Palm Beach

Municipalities

City of Port St. Lucie
City of Vero Beach
Town of Orchid

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Special Districts

Bannon Lakes Community Development District
Boggy Creek Community Development District
Capron Trail Community Development District
Celebration Pointe Community Development District
Coquina Water Control District
Diamond Hill Community Development District
Dovera Community Development District
Durbin Crossing Community Development District
Golden Lakes Community Development District
Lakewood Ranch Community Development District
Martin Soil and Water Conservation District
Meadow Pointe III Community Development District
Myrtle Creek Community Development District
St. Lucie County – Fort Pierce Fire District
The Crossings at Fleming Island
St. Lucie West Services District
Indian River County Mosquito Control District
St. John's Water Control District
Westchase and Westchase East Community Development Districts
Pier Park Community Development District
Verandahs Community Development District
Magnolia Park Community Development District

Schools and Colleges

Federal Student Aid Programs – Indian River Community College
Indian River Community College
Okeechobee County District School Board
St. Lucie County District School Board

State and County Agencies

Central Florida Foreign-Trade Zone, Inc. (a nonprofit organization affiliated with the St. Lucie County Board of County Commissioners)
Florida School for Boys at Okeechobee
Indian River Community College Crime Laboratory
Indian River Correctional Institution

FEE SCHEDULE

We propose the fee for our audit services described below to be \$3,225 for the year ended September 30, 2022, with an option for annual renewals if agreed upon by both parties. Our fee for the year ended September 30, 2022 with bond issuances will be \$3,875. The fee is contingent upon the financial records and accounting systems of Stonegate Preserve Community Development District being "audit ready" and the financial activity for the District is not materially increased. If we discover that additional preparation work or subsidiary schedules are needed, we will consult with your authorized representative. We can assist with this additional work at our standard rates should you desire.

SCOPE OF WORK TO BE PERFORMED

If selected as the District's auditors, we will perform a financial and compliance audit in accordance with Section 11.45, Florida Statutes, in order to express an opinion on an annual basis on the financial statements of Stonegate Preserve Community Development District as of September 30, 2022. The audits will be performed to the extent necessary to express an opinion on the fairness in all material respects with which the financial statements present the financial position, results of operations and changes in financial position in conformity with generally accepted accounting principles and to determine whether, for selected transactions, operations are properly conducted in accordance with legal and regulatory requirements. Reportable conditions that are also material weaknesses shall be identified as such in the Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters. Other (non-reportable) conditions discovered during the course of the audit will be reported in a separate letter to management, which will be referred to in the Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters.

Our audit will be performed in accordance with standards for financial and compliance audits contained in *Government Auditing Standards*, as well as in compliance with rules and regulations of audits of special districts as set forth by the State Auditor General in Chapter 10.550, Local Governmental Entity Audits, and other relevant federal, state and county orders, statutes, ordinances, charter, resolutions, bond covenants, Administrative Code and procedures, or rules and regulations which may pertain to the work required in the engagement.

The primary purpose of our audit will be to express an opinion on the financial statements discussed above. It should be noted that such audits are subject to the inherent risk that errors or irregularities may not be detected. However, if conditions are discovered which lead to the belief that material errors, defalcations or other irregularities may exist or if other circumstances are encountered that require extended services, we will promptly notify the appropriate individual.

Commitment to Quality Service

Personnel Qualifications and Experience

J. W. Gaines, CPA, CITP

Director – 41 years

Education

- ◆ Stetson University, B.B.A. – Accounting

Registrations

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy
- ◆ Certified Information Technology Professional (CITP) – American Institute of Certified Public Accountants

Professional Affiliations/Community Service

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Affiliate member Government Finance Officers Association
- ◆ Past President, Vice President-Campaign Chairman, Vice President and Board Member of United Way of St. Lucie County, 1989 - 1994
- ◆ Past President, President Elect, Secretary and Treasurer of the Treasure Coast Chapter of the Florida Institute of Certified Public Accountants, 1988 - 1991
- ◆ Past President of Ft. Pierce Kiwanis Club, 1994 - 95, Member/Board Member since 1982
- ◆ Past President, Vice President and Treasurer of St. Lucie County Chapter of the American Cancer Society, 1980 -1986
- ◆ Member of the St. Lucie County Chamber of Commerce, Member Board of Directors, Treasurer, September 2002 - 2006, Chairman Elect 2007, Chairman 2008, Past Chairman 2009
- ◆ Member Lawnwood Regional Medical Center Board of Trustees, 2000 – Present, Chairman 2013 - Present
- ◆ Member of St. Lucie County Citizens Budget Committee, 2001 – 2002
- ◆ Member of Ft. Pierce Citizens Budget Advisory Committee, 2010 – 2011
- ◆ Member of Ft. Pierce Civil Service Appeals Board, 2013 - Present

Professional Experience

- ◆ Miles Grant Development/Country Club – Stuart, Florida, July 1975 – October 1976
- ◆ State Auditor General's Office – Public Accounts Auditor – November 1976 through September 1979
- ◆ Director - Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants PL, responsible for numerous government and nonprofit audits.
- ◆ Over 40 years experience in all phases of public accounting and auditing experience, with a concentration in financial and compliance audits. Mr. Gaines has been involved in all phases of the audits listed on the preceding pages.

Commitment to Quality Service

Personnel Qualifications and Experience

J. W. Gaines, CPA, CITP (Continued)

Director

Continuing Professional Education

- ◆ Has participated in numerous continuing professional education courses provided by nationally recognized sponsors over the last two years to keep abreast of the latest developments in accounting and auditing such as:
 - Governmental Accounting Report and Audit Update
 - Analytical Procedures, FICPA
 - Annual Update for Accountants and Auditors
 - Single Audit Sampling and Other Considerations

Commitment to Quality Service

Personnel Qualifications and Experience

David S. McGuire, CPA, CITP

Accounting and Audit Principal – 18 years

Accounting and Audit Manager – 4 years

Staff Accountant – 11 years

Education

- ◆ University of Central Florida, B.A. – Accounting
- ◆ Barry University – Master of Professional Accountancy

Registrations

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy
- ◆ Certified Information Technology Professional (CITP) – American Institute of Certified Public Accountants
- ◆ Certified Not-For-Profit Core Concepts 2018

Professional Affiliations/Community Service

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Associate Member, Florida Government Finance Office Associates
- ◆ Assistant Coach – St. Lucie County Youth Football Organization (1994 – 2005)
- ◆ Assistant Coach – Greater Port St. Lucie Football League, Inc. (2006 – 2010)
- ◆ Board Member – Greater Port St. Lucie Football League, Inc. (2011 – 2017)
- ◆ Treasurer, AIDS Research and Treatment Center of the Treasure Coast, Inc. (2000 – 2003)
- ◆ Board Member/Treasurer, North Treasure Coast Chapter, American Red Cross (2004 – 2010)
- ◆ Member/Board Member of Port St. Lucie Kiwanis (1994 – 2001)
- ◆ President (2014/15) of Sunrise Kiwanis of Fort Pierce (2004 – 2017)
- ◆ St. Lucie District School Board Superintendent Search Committee (2013 – present)
- ◆ Board Member – Phrozen Pharoes (2019-2021)

Professional Experience

- ◆ Twenty-eight years public accounting experience with an emphasis on nonprofit and governmental organizations.
- ◆ Audit Manager in-charge on a variety of audit and review engagements within several industries, including the following government and nonprofit organizations:
 - St. Lucie County, Florida
 - 19th Circuit Office of Medical Examiner
 - Troup Indiantown Water Control District
 - Exchange Club Center for the Prevention of Child Abuse, Inc.
 - Healthy Kids of St. Lucie County
 - Mustard Seed Ministries of Ft. Pierce, Inc.
 - Reaching Our Community Kids, Inc.
 - Reaching Our Community Kids - South
 - St. Lucie County Education Foundation, Inc.
 - Treasure Coast Food Bank, Inc.
 - North Springs Improvement District
- ◆ Four years of service in the United States Air Force in computer operations, with a top secret (SCI/SBI) security clearance.

Commitment to Quality Service

Personnel Qualifications and Experience

David S. McGuire, CPA, CITP (Continued)

Accounting and Audit Principal

Continuing Professional Education

- ◆ Mr. McGuire has attended numerous continuing professional education courses and seminars taught by nationally recognized sponsors in the accounting auditing and single audit compliance areas. He has attended courses over the last two years in those areas as follows:

Not-for-Profit Auditing Financial Results and Compliance Requirements

Update: Government Accounting Reporting and Auditing

Annual Update for Accountants and Auditors

Commitment to Quality Service

Personnel Qualifications and Experience

David F. Haughton, CPA

Accounting and Audit Manager – 30 years

Education

- ◆ Stetson University, B.B.A. – Accounting

Registrations

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy

Professional Affiliations/Community Service

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Former Member of Florida Institute of Certified Public Accountants Committee on State and Local Government
- ◆ Affiliate Member Government Finance Officers Association (GFOA) for over 10 years
- ◆ Affiliate Member Florida Government Finance Officers Association (FGFOA) for over 10 years
- ◆ Technical Review – 1997 FICPA Course on State and Local Governments in Florida
- ◆ Board of Directors – Kiwanis of Ft. Pierce, Treasurer – 1994-1999; Vice President – 1999-2001

Professional Experience

- ◆ Twenty-seven years public accounting experience with an emphasis on governmental and nonprofit organizations.
- ◆ State Auditor General's Office – West Palm Beach, Staff Auditor, June 1985 to September 1985
- ◆ Accounting and Audit Manager of Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants PL, responsible for audit and accounting services including governmental and not-for-profit audits.
- ◆ Over 20 years of public accounting and governmental experience, specializing in governmental and nonprofit organizations with concentration in special districts, including Community Development Districts which provide services including water and sewer utilities. Governmental and non-profit entities served include the following:

Counties:

St. Lucie County

Municipalities:

City of Fort Pierce

City of Stuart

Commitment to Quality Service

Personnel Qualifications and Experience
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David F. Haughton, CPA (Continued)
Accounting and Audit Manager

Professional Experience (Continued)

Special Districts:

- Bluewaters Community Development District
- Country Club of Mount Dora Community Development District
- Fiddler’s Creek Community Development District #1 and #2
- Indigo Community Development District
- North Springs Improvement District
- Renaissance Commons Community Development District
- St. Lucie West Services District
- Stoneybrook Community Development District
- Summerville Community Development District
- Terracina Community Development District
- Thousand Oaks Community Development District
- Tree Island Estates Community Development District
- Valencia Acres Community Development District

Non-Profits:

- The Dunbar Center, Inc.
- Hibiscus Children’s Foundation, Inc.
- Hope Rural School, Inc.
- Maritime and Yachting Museum of Florida, Inc.
- Tykes and Teens, Inc.
- United Way of Martin County, Inc.
- Workforce Development Board of the Treasure Coast, Inc.

- ◆ While with the Auditor General’s Office he was on the staff for the state audits of the Martin County School District and Okeechobee County School District.
- ◆ During 1997 he performed a technical review of the Florida Institute of Certified Public Accountants state CPE course on Audits of State and Local Governments in Florida. His comments were well received by the author and were utilized in future updates to the course.

Continuing Professional Education

- ◆ During the past several years, he has participated in numerous professional development training programs sponsored by the AICPA and FICPA, including state conferences on special districts and governmental auditing in Florida. He averages in excess of 100 hours bi-annually of advanced training which exceeds the 80 hours required in accordance with the continuing professional education requirements of the Florida State Board of accountancy and the AICPA Private Companies Practice Section. He has over 75 hours of governmental CPE credit within the past two years.

Commitment to Quality Service

Personnel Qualifications and Experience

Matthew Gonano, CPA

Senior Staff Accountant – 10 years

Education

- ◆ University of North Florida, B.B.A. – Accounting
- ◆ University of Alicante, Spain – International Business
- ◆ Florida Atlantic University – Masters of Accounting

Professional Affiliations/Community Service

- ◆ American Institute of Certified Public Accountants
- ◆ Florida Institute of Certified Public Accountants

Professional Experience

- ◆ Senior Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.
- ◆ Performed audits of nonprofit and governmental organizations in accordance with Governmental Accounting Auditing Standards (GAAS)
- ◆ Performed Single Audits of nonprofit organizations in accordance with OMB Circular A-133, Audits of State, Local Governments, and Non-Profit Organizations.

Continuing Professional Education

- ◆ Mr. Gonano has participated in numerous continuing professional education courses.

Commitment to Quality Service

Personnel Qualifications and Experience

Paul Daly

Staff Accountant – 9 years

Education

- ◆ Florida Atlantic University, B.S. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Working to attain the requirements to take the Certified Public Accounting (CPA) exam.

Commitment to Quality Service

Personnel Qualifications and Experience

Melissa Marlin, CPA

Senior Staff Accountant – 9 years

Education

- ◆ Indian River State College, A.A. – Accounting
- ◆ Florida Atlantic University, B.B.A. – Accounting

Professional Experience

- ◆ Staff accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Mrs. Marlin participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

Commitment to Quality Service

Personnel Qualifications and Experience

Bryan Snyder

Staff Accountant – 8 years

Education

- ◆ Florida Atlantic University, B.B.A. – Accounting

Professional Experience

- ◆ Accountant beginning his professional auditing career with Berger, Toombs, Elam, Gaines, & Frank.
- ◆ Mr. Snyder is gaining experience auditing governmental & nonprofit entities.

Continuing Professional Education

- ◆ Mr. Snyder participates in numerous continuing education courses and plans on working to acquire his CPA certificate.
- ◆ Mr. Snyder is currently studying to pass the CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience

Maritza Stonebraker, CPA

Senior Accountant – 7 years

Education

- ◆ Indian River State College, B.S. – Accounting

Professional Experience

- ◆ Staff Accountant beginning her professional auditing career with Berger, Toombs, Elam, Gaines, & Frank.

Continuing Professional Education

- ◆ Mrs. Stonebraker participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

Commitment to Quality Service

Personnel Qualifications and Experience

Jonathan Herman, CPA

Senior Staff Accountant – 9 years

Education

- ◆ University of Central Florida, B.S. – Accounting
- ◆ Florida Atlantic University, MACC

Professional Experience

- ◆ Accounting graduate with nine years experience with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Mr. Herman participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

Commitment to Quality Service

Personnel Qualifications and Experience

Sean Stanton, CPA

Staff Accountant – 5 years

Education

- ◆ University of South Florida, B.S. – Accounting
- ◆ Florida Atlantic University, M.B.A. – Accounting

Professional Experience

- ◆ Staff accountant with Berger, Toombs, Elam, Gaines, & Frank auditing governmental and non-profit entities.

Continuing Professional Education

- ◆ Mr. Stanton participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

Commitment to Quality Service

Personnel Qualifications and Experience
--

Tifanee Terrell

Staff Accountant – 2 years

Education

- ◆ Florida Atlantic University, M.A.C.C. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Ms. Terrell participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Ms. Terrell is currently studying to pass the CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience

Dylan Dixon

Staff Accountant – 1 year

Education

- ◆ Indian River State College, A.A. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Mr. Dixon is currently pursuing a bachelor's degree in Accounting.
- ◆ Mr. Dixon participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Mr. Dixon is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience

Maurice Wally
Staff Accountant

Education

- ◆ Indian River State College, A.A. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Mr. Wally is currently enrolled at Indian River State College and will complete his degree in December 2022.
- ◆ Mr. Wally participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Mr. Wally is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience

Brennen Moore

Staff Accountant

Education

- ◆ Indian River State College, A.A. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Mr. Moore is currently enrolled at Indian River State College and will complete his bachelor's degree in spring of 2023.
- ◆ Mr. Moore participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Mr. Moore is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience

Jordan Wood
Staff Accountant

Education

- ◆ Indian River State College, A.A. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Ms. Wood is currently enrolled at Indian River State College to complete her bachelor's degree.
- ◆ Ms. Wood participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Ms. Wood is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.



Judson B. Baggett | 6815 Dairy Road
MBA, CPA, CVA, Partner | Zephyrhills, FL 33542
Marci Reutimann | (813) 788-2155
CPA, Partner | (813) 782-8606

Report on the Firm's System of Quality Control

To the Partners
Berger, Toombs, Elam, Gaines & Frank, CPAs, PL
and the Peer Review Committee of the Florida Institute of Certified Public Accountants

October 30, 2019

We have reviewed the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, (the firm), in effect for the year ended May 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control, and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, in effect for the year ended May 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Berger, Toombs, Elam, Gaines & Frank, CPAs, PL has received a peer review rating of *pass*.

Baggett, Reutimann + Associates, CPAs PA
BAGGETT, REUTIMANN & ASSOCIATES, CPAs, PA
Signed Electronically by Judson B. Baggett, Reutimann & Associates, CPAs, PA, 10/30/19, email: jbaggett@brapcpa.com

Member American Institute of Certified Public Accountants (AICPA) and Florida Institute of Certified Public Accountants (FICPA)
National Association of Certified Valuation Analysts (NACVA)

**STONEGATE PRESERVE COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

District Auditing Services for Fiscal Year 2022
Manatee County, Florida

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than November 28, 2022, at 12:00 p.m., at the offices of District Manager, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, (561) 571-0010. Proposals will be publicly opened at that time.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit one (1) electronic copy and one (1) unbound copy of the Proposal Documents, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services – Stonegate Preserve Community Development District" on the face of it. Please include pricing for each additional bond issuance.

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the "Proposal Documents").

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of the District's limited waiver of liability contained in Section 768.28, Florida Statutes, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List the position or title of all personnel to perform work on the District audit. Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal for the District's first audit for which there are no special assessment bonds, plus the lump sum cost of two (2) annual renewals, which renewals shall include services related to the District's anticipated issuance of special assessment bonds.

SECTION 13. PROTESTS. In accordance with the District's Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) calendar hours (excluding Saturday, Sunday, and state holidays) after the receipt of the Proposal 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 (including Saturday, Sunday, and state holidays) 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 or protest with respect to the aforesaid Proposal Documents.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

**PARKLAND COMMUNITY DEVELOPMENT DISTRICT
AUDITOR SELECTION
EVALUATION CRITERIA**

1. Ability of Personnel. (20 Points)

(E.g., geographic location of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.)

2. Proposer's Experience. (20 Points)

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other or current Community Development District(s) in other contracts; character, integrity, reputation of Proposer, etc.)

3. Understanding of Scope of Work. (20 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. Ability to Furnish the Required Services. (20 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.

5. Price. (20 Points)***

Points will be awarded based upon the lowest total proposal for rendering the services and the reasonableness of the proposal.

Total (100 Points)

***Alternatively, the Board may choose to evaluate firms without considering price, in which case the remaining categories would be assigned 25 points each.

STONEGATE PRESERVE

COMMUNITY DEVELOPMENT DISTRICT

5D

STONEGATE PRESERVE COMMUNITY DEVELOPMENT DISTRICT

AUDITOR EVALUATION MATRIX

RFP FOR ANNUAL AUDIT SERVICES	ABILITY OF PERSONNEL	PROPOSER'S EXPERIENCE	UNDERSTANDING OF SCOPE OF WORK	ABILITY TO FURNISH REQUIRED SERVICES	PRICE	TOTAL POINTS
PROPOSER	20 POINTS	20 POINTS	20 POINTS	20 POINTS	20 POINTS	100 POINTS
Berger, Toombs, Elam, Gaines & Frank						

NOTES:

Completed by: _____
Board Member's Signature

Date: _____

Printed Name of Board Member

STONEGATE PRESERVE

COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2023-01

A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE STONEGATE PRESERVE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE PRIMARY ADMINISTRATIVE OFFICE AND PRINCIPAL HEADQUARTERS OF THE DISTRICT; DESIGNATING THE LOCATION OF THE LOCAL DISTRICT RECORDS OFFICE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Stonegate Preserve Community Development District (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 District desires to designate its primary administrative office as the location where the District’s public records are routinely created, sent, received, maintained, and requested, for the purposes of prominently posting the contact information of the District’s Record’s Custodian in order to provide citizens with the ability to access the District’s records and ensure that the public is informed of the activities of the District in accordance with Chapter 119, *Florida Statutes*; and

WHEREAS, the District also desires to specify the location of the District’s principal headquarters for the purpose of establishing proper venue under the common law home venue privilege applicable to the District; and

WHEREAS, the District is statutorily required to designate a local district records office location for the purposes of affording citizens the ability to access the District’s records, promoting the disclosure of matters undertaken by the District, and ensuring that the public is informed of the activities of the District in accordance with Chapter 119 and Section 190.006(7), *Florida Statutes*.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE STONEGATE PRESERVE COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The District’s primary administrative office for purposes of Chapter 119, *Florida Statutes*, shall be located at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431.

SECTION 2. The District’s principal headquarters for purposes of establishing proper venue shall be located in Manatee County, Florida.

SECTION 3. The District’s local records office shall be located at _____.

SECTION 4. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 20th day of January, 2023.

ATTEST:

**STONEGATE PRESERVE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

STONEGATE PRESERVE

COMMUNITY DEVELOPMENT DISTRICT

9A



Beaufort Gazette
 Belleville News-Democrat
 Bellingham Herald
 Bradenton Herald
 Centre Daily Times
 Charlotte Observer
 Columbus Ledger-Enquirer
 Fresno Bee

The Herald - Rock Hill
 Herald Sun - Durham
 Idaho Statesman
 Island Packet
 Kansas City Star
 Lexington Herald-Leader
 Merced Sun-Star
 Miami Herald

el Nuevo Herald - Miami
 Modesto Bee
 Raleigh News & Observer
 The Olympian
 Sacramento Bee
 Fort Worth Star-Telegram
 The State - Columbia
 Sun Herald - Biloxi

Sun News - Myrtle Beach
 The News Tribune Tacoma
 The Telegraph - Macon
 San Luis Obispo Tribune
 Tri-City Herald
 Wichita Eagle

AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
95711	348043	Print Legal Ad-IPL00984720 - IPL0098472		\$177.84	2	75 L

Attention: Daphne Gillyard

Stonegate Preserve CDD
 2300 Glades Road, Suite 410W
 Boca Raton, FL 33431

Request for Qualifications ("RFQ") for Engineering Services for the Stonegate Preserve Community Development District

The Stonegate Preserve Community Development District ("District"), located in Manatee County, Florida, announces that professional engineering services will be required on a continuing basis for the District. The engineering firm selected will act in the general capacity of District Engineer and, if so authorized, may provide general engineering services as well as engineering services on an ongoing basis and for the design and construction administration associated with the District's capital improvement plan. The District may select one or more engineering firms to provide engineering services on an ongoing basis.

Any firm or individual ("**Applicant**") desiring to provide professional services to the District must: 1) hold applicable federal, state and local licenses; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement ("**Qualification Statement**") of its qualifications and past experience on U.S. General Service Administration's "Architect-Engineer Qualifications, Standard Form No. 330," with pertinent supporting data. Among other things, Applicants must submit information relating to: a) the ability and adequacy of the Applicant's professional personnel; b) whether the Applicant is a certified minority business enterprise; c) the Applicant's willingness to meet time and budget requirements; d) the Applicant's past experience and performance, including but not limited to past experience as a District Engineer for any community development districts and past experience with Manatee County; e) the geographic location of the Applicant's headquarters and offices; f) the current and projected workloads of the Applicant; and g) the volume of work previously awarded to the Applicant by the District. Further, each Applicant must identify the specific individual affiliated with the Applicant who would be handling District meetings, construction services, and other engineering tasks.

The District will review all Applicants and will comply with Florida law, including the Consultant's Competitive Negotiations Act, Chapter 287, Florida Statutes ("**CCNA**"). All Applicants must submit one (1) electronic copy of Standard Form No. 330 and Qualification Statement by 12:00 p.m. on November 30, 2022 and to the attention of Wrathell, Hunt and Associates, LLC, c/o Kristen Suit, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431; Ph: (561) 571-0010 ("**District Manager's Office**").

The Board will review the Qualification Statements and is anticipated to rank the Applicants during its regular meeting to be held on July 15, 2022 at 11:30 A.M. at 5755 Harrison Ranch Boulevard, Parrish, Florida 34219. **Proposers shall attend such meeting for the purpose of answering any questions related to their Qualifications Statement.**

The Board shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager's Office, and the highest ranked Applicant will be requested to enter into contract negotiations. If an agreement cannot be reached between the District and the highest ranked Applicant, negotiations will cease and begin with the next highest ranked Applicant, and if these negotiations are unsuccessful, will continue to the third highest ranked Applicant.

The District reserves the right to reject any and all Qualification Statements. Additionally, there is no express or implied obligation for the District to reimburse Applicants for any expenses associated with the preparation and submittal of the Qualification Statements in response to this request.

Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager's Office, must be filed in writing with the District Manager's Office, within seventy-two (72) hours after the publication of this Notice. 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 or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Ten Thousand Dollars (\$10,000.00).

Any and all questions relative to this RFQ shall be directed in writing by e-mail only to Kristen Suit at suitk@whhassociates.com with e-mail copy to Lindsay Whelan at lindsay.whelan@kutakrock.com.

District Manager
 IPL0098472
 Nov 15 2022

**THE STATE OF TEXAS
 COUNTY OF DALLAS**

Before the undersigned authority personally appeared Ryan Dixon, who, on oath, says that she is a Legal Advertising Representative of The Bradenton Herald, a daily newspaper published at Bradenton in Manatee County, Florida; that the attached copy of the advertisement, being a Legal Advertisement in the matter of Public Notice, was published in said newspaper in the issue(s) of:

1 insertion(s) published on:

11/15/22

**THE STATE OF FLORIDA
 COUNTY OF MANATEE**

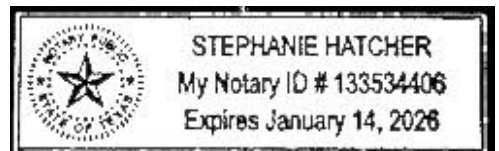
Affidavit further says that the said publication is a newspaper published at Bradenton, in said Manatee County, Florida, and that the said newspaper has heretofore been continuously published in said Manatee County, Florida, each day and has been entered as second-class mail matter at the post office in Bradenton, in said Manatee County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Ryan Dixon

Sworn to and subscribed before me this 18th day of January in the year of 2023

Stephanie Hatcher

Notary Public in and for the state of Texas, residing in Dallas County



Extra charge for lost or duplicate affidavits.
 Legal document please do not destroy!

STONEGATE PRESERVE

COMMUNITY DEVELOPMENT DISTRICT

9B

REQUEST FOR QUALIFICATIONS (“RFQ”) FOR ENGINEERING SERVICES FOR THE STONEGATE PRESERVE COMMUNITY DEVELOPMENT DISTRICT

The Stonegate Preserve Community Development District (“**District**”), located in Manatee County, Florida, announces that professional engineering services will be required on a continuing basis for the District. The engineering firm selected will act in the general capacity of District Engineer and, if so authorized, may provide general engineering services as well as engineering services on an ongoing basis and for the design and construction administration associated with the District’s capital improvement plan. The District may select one or more engineering firms to provide engineering services on an ongoing basis.

Any firm or individual (“**Applicant**”) desiring to provide professional services to the District must: 1) hold applicable federal, state and local licenses; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement (“**Qualification Statement**”) of its qualifications and past experience on U.S. General Service Administration’s “Architect-Engineer Qualifications, Standard Form No. 330,” with pertinent supporting data. Among other things, Applicants must submit information relating to: a) the ability and adequacy of the Applicant’s professional personnel; b) whether the Applicant is a certified minority business enterprise; c) the Applicant’s willingness to meet time and budget requirements; d) the Applicant’s past experience and performance, including but not limited to past experience as a District Engineer for any community development districts and past experience with Manatee County; e) the geographic location of the Applicant’s headquarters and offices; f) the current and projected workloads of the Applicant; and g) the volume of work previously awarded to the Applicant by the District. Further, each Applicant must identify the specific individual affiliated with the Applicant who would be handling District meetings, construction services, and other engineering tasks.

The District will review all Applicants and will comply with Florida law, including the Consultant’s Competitive Negotiations Act, Chapter 287, *Florida Statutes* (“**CCNA**”). All Applicants must submit one (1) electronic copy of Standard Form No. 330 and Qualification Statement by 12:00 p.m. on November 30, 2022 and to the attention of Wrathell, Hunt and Associates, LLC, c/o Kristen Suit, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431; Ph: (561) 571-0010 (“**District Manager’s Office**”).

The Board will review the Qualification Statements and is anticipated to rank the Applicants during its regular meeting to be held on July 15, 2022 at 11:30 A.M. at 5755 Harrison Ranch Boulevard, Parrish, Florida 34219. **Proposers shall attend such meeting for the purpose of answering any questions related to their Qualifications Statement.**

The Board shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager’s Office, and the highest ranked Applicant will be requested to enter into contract negotiations. If an

agreement cannot be reached between the District and the highest ranked Applicant, negotiations will cease and begin with the next highest ranked Applicant, and if these negotiations are unsuccessful, will continue to the third highest ranked Applicant.

The District reserves the right to reject any and all Qualification Statements. Additionally, there is no express or implied obligation for the District to reimburse Applicants for any expenses associated with the preparation and submittal of the Qualification Statements in response to this request.

Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager's Office, must be filed in writing with the District Manager's Office, within seventy-two (72) hours after the publication of this Notice. 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 or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Ten Thousand Dollars (\$10,000.00).

Any and all questions relative to this RFQ shall be directed in writing by e-mail only to Kristen Suit at suitk@whhassociates.com with e-mail copy to Lindsay Whelan at lindsay.whelan@kutakrock.com.

District Manager

**STONEGATE PRESERVE
COMMUNITY DEVELOPMENT DISTRICT**

DISTRICT ENGINEER REQUEST FOR QUALIFICATIONS

COMPETITIVE SELECTION CRITERIA

1) Ability and Adequacy of Professional Personnel (Weight: 25 Points)

Consider the capabilities and experience of key personnel within the firm including certification, training, and education; affiliations and memberships with professional organizations; etc.

2) Consultant's Past Performance (Weight: 25 Points)

Past performance for other Community Development Districts in other contracts; amount of experience on similar projects; character, integrity, reputation of respondent; etc.

3) Geographic Location (Weight: 20 Points)

Consider the geographic location of the firm's headquarters, offices and personnel in relation to the project.

4) Willingness to Meet Time and Budget Requirements (Weight: 15 Points)

Consider the consultant's ability and desire to meet time and budget requirements including rates, staffing levels and past performance on previous projects; etc.

5) Certified Minority Business Enterprise (Weight: 5 Points)

Consider whether the firm is a Certified Minority Business Enterprise. Award either all eligible points or none.

6) Recent, Current and Projected Workloads (Weight: 5 Points)

Consider the recent, current and projected workloads of the firm.

7) Volume of Work Previously Awarded to Consultant by District (Weight: 5 Points)

Consider the desire to diversify the firms that receive work from the District; etc.

STONEGATE PRESERVE

COMMUNITY DEVELOPMENT DISTRICT

9C

Statement of Qualifications
for
Stonegate Preserve
Community Development
District



H E I D T
— DESIGN —

P: (813) 253-5311 | F: (813) 464-7629
5904-A Hampton Oaks Pkwy.
Tampa, FL 33610
www.heidtdesign.com

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TAB 2	STATEMENT OF QUALIFICATIONS
TAB 3	STANDARD FORM 330
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November 30, 2022

Stonegate Preserve Community Development District
Wrathell, Hunt and Associates, LLC
c/o Kristen Suit
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431

RE: Request for Qualifications
District Engineer Services

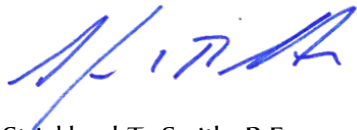
Dear Ms. Suit:

Heidt Design, LLC (Heidt Design), is pleased to submit this Statement of Qualifications to provide project engineering services to the Stonegate Preserve Community Development District (CDD). Our firm is comprised of highly qualified personnel with experience as CDD engineers in addition to our extensive planning, designing, and permitting of master planned communities throughout the west coast of Florida. Our experience includes working for over twenty (20) CDDs in numerous municipalities. Our community design experience at Stonegate Preserve, as well as many other large, master-planned residential and mixed-use communities in Manatee County and the greater Tampa Bay area, has allowed us to develop a solid network of relationships and an understanding of regulatory processes that help ensure our projects are as efficient and straightforward as possible.

Our Statement of Qualifications will demonstrate our understanding of the types and scope of projects on which we may be contracted to work. We will introduce you to the Heidt Design team and detail the personnel you will work alongside should we be qualified by the District. We will present examples of our past work, demonstrating the vast experience we have working within master planned communities, over forty (40) of which cover 1000 acres or more in land area. We will discuss our attention to scheduling and budgets and our capacity to perform work awarded by the District in a timely manner.

We are confident upon review our qualifications the District will see we are uniquely suited to provide services to the District. We are pleased to have the opportunity to offer our services to the Stonegate Preserve CDD.

Sincerely,
HEIDT DESIGN, LLC



Strickland T. Smith, P.E.
Principal

The Stonegate Preserve Community Development District (District) is seeking qualified consulting firms to provide District Engineer services on a continuing basis for the District's stormwater systems, other public improvements authorized by Chapter 120, F.S. We understand the types of projects the District is likely to undertake may include planning, preparing reports and plans, infrastructure design and permitting, project coordination, landscape architecture and construction engineering and inspections for the District. We understand that cooperation and coordination with District staff, other consultants, and District residents while providing services supporting such projects is paramount to the success of those projects as well. Our mission is to develop engineering solutions that incorporate the vision of our clients. Our solutions are practical, economical and acceptable to governing agencies while protecting the health, safety and welfare of the public.



Company Overview

Heidt Design is a multi-disciplinary consulting firm that specializes in the planning and design of master planned communities throughout west Florida. Heidt Design delivers comprehensive civil engineering services that include visioning, planning, engineering design and permitting, ecological permitting, landscape architecture, CDD engineering and construction engineering and inspection services. The headquarters for Heidt Design are located at 5904 Hampton Oaks Parkway, Suite A, Tampa, FL 33610, which is the closest office,

approximately 30 miles from the Stonegate Preserve CDD Heidt Design has earned an excellent reputation and counts among its staff some of the most respected engineering, environmental and planning professionals in the region. While not a minority business enterprise, the principals and associates of Heidt Design have built a reputation for leadership by creating innovative solutions to meet the complex and ever-changing needs of our clients – clients who demand designs that maximize functional efficiency, visual appeal and financial return. Every member of our team works together – pooling a wealth of resources to address challenges with a unified strategy. This results in the creation of

unique, economically feasible projects that contribute value not only to the owner, but also to the community as a whole.

Heidt Design and its staff have extensive experience assisting in the creation of and the ongoing operation of over twenty (20) Community Development Districts (CDD) in four different municipalities, including serving as the current Interim District Engineer for Stonegate Preserve CDD. As CDD engineers we understand how these districts are created and how they function on a daily basis. We've created Engineer's Reports, processed requisitions, coordinated construction, and attended board meetings. We believe our abundance of experience with CDD's and at Stonegate Preserve makes us uniquely qualified for the services being sought through this RFQ. Below is a list of current and past CDD's for which Heidt Design is/was the District Engineer:

- K-Bar Ranch II CDD
- Belmont II CDD
- Covington Park CDD
- Belmont CDD
- FishHawk Ranch CDDs I, II, III and IV
- Stonebrier CDD
- Cheval West CDD
- Park Place CDD
- La Collina CDD
- Long Lake Ranch CDD
- Westchase CDD
- Covington Park CDD
- Watergrass CDD I and II
- Connerton West CDD
- TSR CDD (Starkey Ranch)
- Lakeshore Ranch CDD
- Woodlands CDD
- Avalon Groves CDD
- Cross Creek CDD
- Easton Park CDD
- Parrish Plantation CDD
- Green Island CDD
- Serenoa CDD

Personnel

Heidt Design is staffed with a team of highly qualified and experienced professionals. Heidt Design employs twelve (12) professional engineers, four (4) registered landscape architects and two (2) AICP certified planners. In addition to these professionals, the Heidt Design family includes an additional forty-five (45) staff members who provide CAD, GIS, graphic arts, inspections and administrative support for our projects.

Specific to this RFQ, we have assembled a team of staff members who will be expressly available to respond to any requests for service from the District. As individual tasks require, additional staff will be incorporated into the team to provide timely support.

District Engineer & Principal in Charge

Strickland T. Smith, P.E., has a B.S. degree in Civil Engineering from the University of Central Florida and over 32 years of experience in his field. Mr. Smith's experience covers a broad range of engineering services including project management, civil design, stormwater management, utility engineering and environmental permitting. He has provided civil engineering and project management services to the private and public sectors including hydrologic and hydraulic analysis, stormwater treatment design, storm sewer analysis and design, earthwork management, bid package preparation, and preparation of preliminary probable cost opinions. Additionally, Strickland has served as District Engineer for 8 Community Development Districts including the Indian Palms Estates CDD, the Green Island CDD and is currently serving as the Interim District Engineer for the Stonegate Preserve CDD.

Currently, Mr. Smith continues to stay involved in regulatory and governmental affairs with the Manatee-Sarasota Building Industry Association, Tampa Bay Builders Association, and the Urban Land Institute. Mr. Smith's years of project management and diverse project experience provide a strong background to assist in meeting the District's needs.

Quality Assurance/Quality Control & Technical Support

Michael Tucker, P.E. will provide the District Engineer with engineering technical support and QA/QC oversight. Mr. Tucker has over 30 years of experience and serves as an officer of Heidt Design. As Director of Engineering Design, Mr. Tucker's responsibilities include oversight of all engineering design and plans production activities. He has successfully led both private and public project teams in Pasco, Hillsborough, Hernando, Marion, Manatee, and Sarasota Counties. Mr. Tucker has a B.S. Degree in Civil Engineering and a M.S. Degree in Engineering Management from the University of South Florida.

Mr. Tucker's technical expertise includes developing, modeling, designing and permitting the stormwater management systems for large-scale developments. His expertise also includes regional and sub-regional watershed analyses in which basin models have not yet been developed by governing agencies.

Ecological Services

As Heidt Design's Senior Ecologist, ***Mr. Timothy L. Neldner*** has more than 37 years of professional consulting experience in the areas of wetlands assessment and permitting on both private and public projects throughout Florida. His duties include project management, feasibility studies, environmental planning, environmental constraints analyses and wetlands/habitat mapping. He is also responsible for coordinating with federal, state and local regulatory agencies to secure wetland and

threatened and endangered species permits for developments. Mr. Neldner has extensive experience in wetland creation and mitigation design. Mr. Neldner has been recognized as an expert in the field of environmental permitting and wetland ecology in State of Florida administrative hearings.

Landscape Architecture

Keven Steele, ISA, RLA, will lead landscape architect services, as needed for District projects. Mr. Steele has over 17 years of professional experience in landscape architecture and land planning. Services coordinated by Mr. Steele include feasibility studies, master planning, landscape architecture, field reviews and coordination with regulatory permitting departments. His experience includes numerous public and private projects within Manatee County.

Construction Management/Field Coordination

Mr. Gary Brooks will oversee the construction inspection services for District projects. Gary brings more than 25 years of field experience to the team. He has provided construction inspection services for many projects in Manatee and Sarasota Counties.

The Heidt Design team takes pride in providing comprehensive, technically sound solutions to our clients' design, permitting and contract management challenges. We continue to work hard to perfect the reputation for quality design standards and responsiveness. Heidt Design's professional staff possesses the qualifications and experience to successfully meet any and all District engineering needs.

Services Provided

As one of the premier design firms in the Tampa Bay Area, Heidt Design provides an extensive list of services to their public and private clients. Please find a brief description of many of the services our firm provides below:

CDD District Engineer Services

As previously mentioned, Heidt Design has or is currently serving as the District Engineer for twenty (20) Community Development Districts. Services range from assisting with the establishment of the District to ongoing services on an as needed basis.

Our District Engineer Services include:

- Board of Supervisor meeting attendance & preparation of necessary reports
- Master Maintenance exhibits
- CDD Establishment Support
- Master Engineer's Report
- Bond Validation assistance
- Stormwater Collection & Treatment System Inspections
- Permitting through all regulatory agencies (local, state & federal)
- Preparation of requested Construction Drawings and Specification
- Requisition review
- Construction Certifications
- NPDES Permitting & Compliance
- Public Facilities Reports
- Stormwater System Monitoring & Maintenance Reports
- Bid package preparation

Engineering

The Heidt Design Team provides engineering design and consultation services to public and private sector clients from preliminary site evaluation to completion and acceptance of a project by regulatory agencies. Our mission is to develop engineering solutions that incorporate the vision of our clients' planning concepts. Our solutions are practical, economical and acceptable to governing agencies while protecting the health, safety and welfare of the public.

Our Design Services include:

- Regional Hydrological & Surface Water Studies
- Master Stormwater Planning & Design
- Master Wastewater Planning & Design
- Master Water Planning & Design
- Site Specific Infrastructure Design
- Stormwater Collection & Treatment Systems
- Water & Reclaimed Water Distribution Systems
- Wastewater Collection, Pump Station & Force Main Systems
- Roadway Intersection Improvements Design
- Residential Site Development
- Urban Infill & Retrofit Design
- Commercial Site Development
- Industrial Site Development
- Permitting through all regulatory agencies (local, state & federal)
- NPDES Permitting & Compliance

Ecological Services / Environmental Permitting

In today's tightly controlled regulatory climate, environmentally sensitive projects are the rule, not the exception. Our Ecological Services Department focuses on practical solutions to a wide variety of environmental concerns. Our staff provides a comprehensive, cost effective service from the onset of the preliminary due diligence phase, through environmental permitting, post-construction certifications, and monitoring. Our staff is well versed in the protection of wetlands and environmentally sensitive ecosystems during the construction of projects throughout west Florida. Our extensive geographical service area has afforded us the opportunity to work effectively and successfully with a wide variety of local governments (counties and cities), state agencies (FDEP, Water Management Districts, and the Florida Fish and Wildlife Conservation Commission), and the federal government (U.S. Army Corps of Engineers and EPA). The direct coordination between our Ecological Services Department and our land planning, engineering and construction inspection team members results in project savings and improved project schedules.

Our Ecological Services include:

- Endangered & Threatened Species Surveys
- Mitigation and Restoration Design
- U.S. COE Rapanos & SWANCC Assessments
- Wetland Delineation (state & federal criteria)
- Wetland Impact Permitting
- Environmental Due Diligence Reviews
- Aerial photographic interpretation
- Environmental Planning
- Wetland Hydroperiod Assessment
- U.S. COE Permitting
- Uniform Mitigation Assessment Method Scoring
- Wildlife habitat management plans
- Innovative stormwater treatment design
- Turbidity and erosion control design
- Construction inspection
- Mitigation Monitoring

Landscape Architecture and Land Planning

Our planners and landscape architects incorporate progressive design solutions that reflect the vision of the client as well as the personality of the land and community to create a unique image for each project. The team, including our LEED AP, works closely with our clients. Using the latest principles in sustainable development, Heidt Design creates handcrafted plans for communities, town centers, neighborhoods, parks and plazas - ultimately turning community vision into reality.

We strive to make each project unique with a strong "sense of place." Our plans are flexible in responding to our client's financial needs and the market's shifting patterns through designs that are sustainable and implementable. Our Design Team includes experienced urban planners and landscape architects who have successfully implemented many projects. We possess a unique skill set that includes visioning, community planning, civil engineering, landscape architecture, and urban design. Through our combined efforts, we create a "Project Vision" for each project that is sensible, distinctive, and beneficial for each client.

Our Land Planning & Landscape Architecture Services include:

- Visioning Charettes
- Master Site Planning
- Urban Design
- Streetscape Design
- Parks & Recreation Planning
- Hardscape Design
- Signage & Monument Design
- Planting Design
- LEED Design
- Presentation Graphics
- FGBC Florida Green Development Design
- Construction and Inspection Services

Construction Inspection

Heidt Design's Construction Inspection Department provides critical coordination between the client, the design engineer, the contractor, and governmental agencies. In addition, coordination with the team's construction staking crews ensures that our projects are closely monitored and that site-specific challenges are met with minimal delay. We stay current on all regulatory changes that impact the construction process and stay engaged with agency inspectors so we can facilitate the procedures for project inspection and close-out. We also maintain the following certifications:

- CTQP – Earthwork Construction Inspection Levels 1 & 2
- CTQP – Asphalt Paving Levels 1 & 2
- CTQP – Concrete Field Technician – Level 1
- ACI Concrete Field Testing Technician – Grade 1
- FDOT Concrete Field Inspector Specification
- Nuclear Radiation Safety Training
- FDEP NPDES Certified Stormwater Inspector
- HAZMAT Training

*CTQP is the FDOT Construction Training Qualification Program

Our Inspection Services include:

- Roadway Subgrade, Base, Curb & Asphalt Inspection
- Results Observation of Pressure Pipe Pressure Tests
- Lamping & Televising of Sanitary Sewer Lines
- Wastewater Pump Station Start-ups
- Review of Change Orders
- Review of Construction Progress Pay Requests
- Preparation & Processing of Record Drawings
- Review of Test Reports
- Punch-list & Final Inspections
- Review of Shop Drawings

Schedule and Budget

Heidt Design is sensitive to the fact that creating and meeting project schedules is critical to the overall success of a project. The District Engineer will be responsible for creating a project schedule that



accounts for the essential items necessary to deliver the intended work product on time. For larger projects, the schedule will be developed utilizing Microsoft Project and will link dependent tasks such that the critical path tasks can be easily identified and tracked. The project schedule will be distributed to the client and all team members.

For all projects, Heidt Design uses two specific weekly staff meetings to assist project managers in allocating resources and to anticipate tasks with significant lead times such that schedules are not delayed. Project managers meet with design and permitting staff to discuss individual projects. Overall schedules are discussed and other team members are informed of upcoming needs and tasks they may be required to perform. The second staff meeting is held to assign resources to specific projects for the following week. Each staff member's work load is reviewed and adjustments are made if additional resources are needed to maintain a project's schedule.

Other meetings that are helpful in maintaining project schedules are pre-submittal conferences with agencies, internal pre-design meetings and regularly scheduled meetings with the client and other team members. Pre-submittal conferences are helpful in understanding the ground rules for the permitting of the project. Taking time to explain the details of a project to agency reviewers and having a clear understanding of their concerns and expectations goes a long way to minimize review comments and potential delays. Internal pre-design meetings allow time for the project team to discuss the project holistically and to ask questions of each other in order to ensure each team member has a clear understanding of the tasks at hand. The project schedule is discussed and milestone dates and deadlines are established. Regular team meetings with the client allow for the client to stay informed and up to date on the status of the project as well as to provide quality face to face time with the team to discuss important specifics that may need to be addressed.

Heidt Design incorporates a systematic quality assurance and quality control program intended to ensure the quality of all aspects of a project. The internal process employs senior staff not directly involved with the project to review and comment on the project as objectively as possible. Items are checked to confirm that all reports, client recommendations, review comments and general design procedures have been accommodated. We recognize that when designs are properly reviewed and checked the result is an efficient design and a cost effective product on the ground which in turn helps projects come in on budget.

Another way Heidt Design works to help projects stay on budget is by performing a constructability review of our plans. This is a "third party review" in that in-house construction inspection personnel perform this review in conjunction with the production of material take-offs and estimated pricing. These members of the Heidt Design team are our eyes and ears in the field and provide the construction level detail and knowledge required to take the project from the engineering design to the finished product. The review of the project through the eyes of construction minded personnel allows Heidt Design to create a design product that is both easy to understand, favorable to bid and efficient to construct. This

additional review results in fewer change orders and reduces the potential for costly time delays during construction.

While not every project for the District would require this level of effort, the process of identifying and allocating resources to meet the needs of the District to address issues as they arise is extremely important to the success of the District and the satisfaction of its residents. Heidt has the resources and processes in place to provide cost effective solutions in a timely manner to the District.

Workload

Heidt Design has capacity to work for the District. We are currently operating at 80% of our capacity and are projecting to operate at a similar capacity in the next year. Additionally, through the scheduling and staff resourcing efforts previously described and continuing to acquire outstanding talent, we are flexible to adjust resource allocations as needed to meet any given demand. We are confident we can effectively produce for the District.

ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*

Stonegate Preserve Community Development District, Manatee County, Florida

2. PUBLIC NOTICE DATE
11/11/2022

3. SOLICITATION OR PROJECT NUMBER

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Strickland T. Smith, P.E.

5. NAME OF FIRM

Heidt Design, LLC

TELEPHONE NUMBER
813-253-5311

FAX NUMBER
813-464-7629

E-MAIL ADDRESS
ssmith@heidtdesign.com

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

	<i>(Check)</i>			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V PARTNER	SUBCONTRACTOR			
a.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heidt Design, LLC (Headquarters) <input type="checkbox"/> CHECK IF BRANCH OFFICE	5904 – A Hampton Oaks Parkway Tampa, FL 33610	Provide engineering services to the Stonegate Preserve Community Development District.
b.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 <input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 <input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 <input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 <input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 <input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Strickland T. Smith	13. ROLE IN THIS CONTRACT Project Director	14. YEARS EXPERIENCE	
		a. TOTAL 32	b. WITH CURRENT FIRM 11
15. FIRM NAME AND LOCATION <i>(City and State)</i> Heidt Design, LLC. Tampa, FL			
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> University of Central Florida Bachelor of Science in Civil Engineering		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> Florida Registered Professional Engineer No. 50652	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> Manatee-Sarasota Building Industry Association (BIA), Urban Land Institute (ULI), Tampa Bay Builders Association (TBBA)			

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
FishHawk Ranch West Phase 2 Hillsborough County, FL	2011-2016	2016
a. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project manager and community development district (CDD) engineer for this 4,000 acres Development of Regional Impact (DRI) in eastern Hillsborough County. Responsible for the design and permitting of all components of the community including master roadways, utilities, and lot development. Handled all duties required of the CDD engineer during this time period.	<input checked="" type="checkbox"/> Check if project performed with current firm	
Sapphire Point at Lakewood Ranch Manatee County, FL	2019-2022	ongoing
b. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project manager responsible for the design and permitting of this 460 unit subdivision in Lakewood Ranch. Project includes an amenity center, flood plain mitigation ponds, offsite turn lanes and associated landscaping and hardscape.	<input checked="" type="checkbox"/> Check if project performed with current firm	
Green Island Osceola County, FL	2021-2022	NA
c. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE CDD engineer for 6,000 ac master planned community in Osceola County FL. Responsible for preparation of engineers cost estimate, Engineers Report, and assisted consulting team in the formation of the CDD.	<input checked="" type="checkbox"/> Check if project performed with current firm	
Harbour Isle City of Bradenton, FL	2011-2020	2020
d. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project manager for this 686 unit master planned community on Perico Island in the City of Bradenton. Project consists of over 6,800 LF of collector road and master utilities including two lift stations. Project amenities include a ±18,000 SF Beach Club, two pools, pocket parks, and walking paths. A marina is currently being designed and permitted.	<input checked="" type="checkbox"/> Check if project performed with current firm	
Parrish Plantation (n.k.a. Crosswind Point) Manatee County, FL	2016-2022	ongoing
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project manager and CDD Engineer for this 488 unit master planned community, including ± 31 acres of commercial uses, in Manatee County. Project includes 2,400 LF of collector roadways including turn lane improvements to US 301 and S.R. 62.	<input checked="" type="checkbox"/> Check if project performed with current firm	

ARCHITECT-ENGINEER QUALIFICATIONS

PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

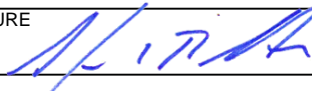
2a. FIRM (or Branch Office) NAME Heidt Design, LLC			3. YEAR ESTABLISHED 2009	4. UNIQUE ENTITY IDENTIFIER 832111871
2b. STREET 5904-A Hampton Oaks Parkway			5. OWNERSHIP a. TYPE Corporation	
2c. CITY Tampa	2d. STATE FL	2e. ZIP CODE 33610		
6a. POINT OF CONTACT NAME AND TITLE Strickland Smith, P.E., Principal			b. SMALL BUSINESS STATUS	
6b. TELEPHONE NUMBER 813-253-5311			6c. E-MAIL ADDRESS ssmith@heidtdesign.com	
8a. FORMER FIRM NAME(S) (If any)			8b. YEAR ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	18		L03	Landscape Architecture	5
08	CADD Technician	15		P05	Planning	4
12	Civil Engineer	12		W02	Water Resources	4
15	Construction Inspector	5		W03	Water Supply	5
24	Environmental Specialist	2		T103	Transportation Engineer	1
39	Landscape Architect	4		G06	Graphic Design	3
47	Planner; Urban/Regional	5		S04	Sewer	4
29	Geographical Info. System Spec	1		510	Plat/Map Floodplain	2
				S22	Sustainable Design	1
	Other Employees					
Total		62				

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER			
a. Federal Work		1. Less than \$100,000	6. \$2 million to less than \$5 million	7. \$5 million to less than \$10 million	8. \$10 million to less than \$25 million
b. Non-Federal Work	8	3. \$250,000 to less than \$500,000	4. \$500,000 to less than \$1 million	5. \$1 million to less than \$2 million	9. \$25 million to less than \$50 million
c. Total Work	8				10. \$50 million or greater

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE 		b. DATE 11/30/2022
c. NAME AND TITLE Strickland T. Smith, P.E., Principal		

State of Florida



Board of Professional Engineers

Attests that
Heidt Design, LLC

Has satisfied the requirements of Section 471.023, Florida Statutes. In recognition thereof, the Board of Professional Engineers hereby authorizes this firm to offer engineering services in the State of Florida in accordance with Chapter 471, Florida Statutes, and the rules of the Board.



*Witness the Seal of the Board and the Signature
of the Board's duly authorized Chair*

this 4 day of SEP, 20 09
John C. Burke

CHAIR



Ron DeSantis, Governor



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

SMITH, STRICKLAND T.

5904-A HAMPTON OAKS PARKWAY
TAMPA FL 33610

LICENSE NUMBER: PE50652

EXPIRATION DATE: FEBRUARY 28, 2023

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



Licensee

Name: **HEIDT DESIGN, LLC** License Number: **28782**
Rank: **Registry** License Expiration Date:
Primary Status: **Current** Original License Date: **09/04/2009**

Related License Information

License Number	Status	Related Party	Relationship Type	Relation Effective Date	Rank	Expiration Date
38637	Current, Active	GASSAWAY, BARRY PATRICK	Registry	09/03/2009	Professional Engineer	02/28/2023

STONEGATE PRESERVE

COMMUNITY DEVELOPMENT DISTRICT

9D

**Stonegate Preserve Community Development District
Request for Qualifications – District Engineering Services**

Competitive Selection Criteria

	Ability and Adequacy of Professional Personnel	Consultant's Past Performance	Geographic Location	Willingness to Meet Time and Budget Requirements	Certified Minority Business Enterprise	Recent, Current and Projected Workloads	Volume of Work Previously Awarded to Consultant by District	TOTAL SCORE
<i>weight factor</i>	25	25	20	15	5	5	5	100
NAME OF RESPONDENT								
1 Heidt Design, LLC.								

Board Member's Signature

Date

STONEGATE PRESERVE

COMMUNITY DEVELOPMENT DISTRICT

UNAUDITED FINANCIAL STATEMENTS

**STONEGATE PRESERVE
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
NOVEMBER 30, 2022**

**STONEGATE PRESERVE
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
NOVEMBER 30, 2022**

	General Fund	Debt Service Fund	Total Governmental Funds
ASSETS			
Cash	\$ 2,350	\$ -	\$ 2,350
Due from Landowner	8,793	575	9,368
Total assets	\$ 11,143	\$ 575	\$ 11,718
 LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts payable	\$ 4,591	\$ 575	\$ 5,166
Due to Landowner	-	9,750	9,750
Accrued wages payable	200	-	200
Accrued taxes payable	352	-	352
Landowner advance	6,000	-	6,000
Total liabilities	11,143	10,325	21,468
 DEFERRED INFLOWS OF RESOURCES			
Deferred receipts	8,793	-	8,793
Total deferred inflows of resources	8,793	-	8,793
 Fund balances:			
Restricted			
Debt service	-	(9,750)	(9,750)
Unassigned	(8,793)	-	(8,793)
Total fund balances	(8,793)	(9,750)	(18,543)
 Total liabilities, deferred inflows of resources and fund balances	 \$ 11,143	 \$ 575	 \$ 11,718

**STONEGATE PRESERVE
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED NOVEMBER 30, 2022**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
REVENUES				
Landowner contribution	\$ 17,310	\$ 17,310	\$ 431,660	4%
Total revenues	<u>17,310</u>	<u>17,310</u>	<u>431,660</u>	4%
EXPENDITURES				
Professional & administrative				
Supervisors	-	-	6,459	0%
Management/accounting/recording**	2,000	4,000	48,000	8%
Legal	399	399	30,000	1%
Engineering	-	-	15,000	0%
Audit	-	-	5,500	0%
Arbitrage rebate calculation*	-	-	500	0%
Dissemination agent*	-	-	1,000	0%
Trustee*	-	-	5,500	0%
Telephone	16	33	200	17%
Postage	-	-	500	0%
Printing & binding	42	84	500	17%
Legal advertising	-	-	1,700	0%
Annual special district fee	-	-	175	0%
Insurance	5,000	5,000	5,500	91%
Meeting room rental	-	-	900	0%
Contingencies/bank charges	-	-	500	0%
Website hosting & maintenance	-	-	705	0%
Website ADA compliance	-	-	210	0%
Total professional & administrative	<u>7,457</u>	<u>9,516</u>	<u>122,849</u>	8%
Field operations				
Management	-	-	15,000	0%
Stormwater management				
Maintenance contract-wet ponds	-	-	15,000	0%
Wetland maintenance	-	-	35,000	0%
Wetland monitoring and reporting	-	-	7,500	0%
Stormwater needs analysis reporting	-	-	10,500	0%
Property insurance	-	-	25,000	0%
Irrigation supply				
Maintenance contract	-	-	3,000	0%
Well repairs and maintenance	-	-	5,000	0%
Monuments				
Repairs and maintenance	-	-	10,000	0%
Electricity	-	-	60,000	0%
Landscape maintenance				
Maintenance contract	-	-	107,811	0%
Plant replacement	-	-	10,000	0%
Irrigation repairs	-	-	5,000	0%
Total field operations	<u>-</u>	<u>-</u>	<u>308,811</u>	0%

**STONEGATE PRESERVE
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED NOVEMBER 30, 2022**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
Total expenditures	<u>7,457</u>	<u>9,516</u>	<u>431,660</u>	<u>2%</u>
Excess/(deficiency) of revenues over/(under) expenditures	9,853	7,794	-	
Fund balances - beginning	<u>(18,646)</u>	<u>(16,587)</u>	-	
Fund balances - ending	<u>\$ (8,793)</u>	<u>\$ (8,793)</u>	<u>\$ -</u>	

*These items will be realized when bonds are issued

**WHA will charge a reduced management fee of \$2,000 per month until bonds are issued.

**STONEGATE PRESERVE
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND
FOR THE PERIOD ENDED NOVEMBER 30, 2022**

	<u>Current Month</u>	<u>Year To Date</u>
REVENUES	<u>\$ -</u>	<u>\$ -</u>
Total revenues	<u>-</u>	<u>-</u>
 EXPENDITURES		
Cost of issuance	<u>575</u>	<u>575</u>
Total debt service	<u>575</u>	<u>575</u>
 Excess/(deficiency) of revenues over/(under) expenditures	 (575)	 (575)
 Fund balances - beginning	 (9,175)	 (9,175)
Fund balances - ending	<u><u>\$ (9,750)</u></u>	<u><u>\$ (9,750)</u></u>

STONEGATE PRESERVE
COMMUNITY DEVELOPMENT DISTRICT

MINUTES

DRAFT

**MINUTES OF MEETING
STONEGATE PRESERVE
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Stonegate Preserve Community Development District held Multiple Public Hearings and a Regular Meeting on August 19, 2022 at 11:30 a.m., at The Harrison Ranch Clubhouse, 5755 Harrison Ranch Blvd., Parrish, Florida 34219.

Present were:

Kelly Evans	Chair
Lori Campagna	Assistant Secretary
Christopher Smith	Assistant Secretary
Ben Gainer (via telephone)	Assistant Secretary

Also present, were:

Kristen Suit	District Manager
Lindsay Whelan (via telephone)	District Counsel
Barry Mazzoni	Field Operations Manager

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Suit called the meeting to order at 11:32 a.m. Supervisors Evans, Campagna and Smith were present, in person. Supervisor Gainer was not present at roll call. Supervisor Coffey was not present.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

**Public Hearing on Adoption of Fiscal Year
2021/2022 Budget**

A. Affidavit of Publication

The proofs of publication were included for informational purposes.

38 **B. Consideration of Resolution 2022-33, Relating to the Annual Appropriations and**
 39 **Adopting the Budget for the Remainder of the Fiscal Year Beginning May 5, 2022 and**
 40 **Ending September 30, 2022; Authorizing Budget Amendments; and Providing an**
 41 **Effective Date**

42

43 **On MOTION by Ms. Evans and seconded by Mr. Smith, with all in favor, the**
 44 **Public Hearing was opened.**

45

46

47 Ms. Suit presented the proposed Fiscal Year 2022 budget, which is a partial-year
 48 Landowner-funded budget.

49 No members of the public spoke.

50

51 **On MOTION by Ms. Evans and seconded by Ms. Campagna, with all in favor,**
 52 **the Public Hearing was closed.**

53

54

55 Ms. Suit presented Resolution 2022-33.

56

57 **On MOTION by Ms. Campagna and seconded by Ms. Evans, with all in favor,**
 58 **Resolution 2022-33, Relating to the Annual Appropriations and Adopting the**
 59 **Budget for the Remainder of the Fiscal Year Beginning May 5, 2022 and Ending**
 60 **September 30, 2022; Authorizing Budget Amendments; and Providing an**
 61 **Effective Date was adopted.**

62

63

64 **FOURTH ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year
 2022/2023 Budget**

65

66

67 **A. Affidavit of Publication**

68 The proofs of publication were included for informational purposes.

69 **B. Consideration of Resolution 2022-34, Relating to the Annual Appropriations and**
 70 **Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2022 and Ending**
 71 **September 30, 2023; Authorizing Budget Amendments; and Providing an Effective**
 72 **Date**

73 Ms. Suit presented the proposed Fiscal Year 2023 budget, which is a Landowner-funded
74 budget.

75

76 **On MOTION by Ms. Evans and seconded by Mr. Smith, with all in favor, the**
77 **Public Hearing was opened.**

78

79

80 No members of the public spoke.

81

82 **On MOTION by Ms. Campagna and seconded by Mr. Smith, with all in favor,**
83 **the Public Hearing was closed.**

84

85

86 Ms. Evans requested confirmation of the unit count, as she thought it was supposed to
87 be 791 units, not 790. Ms. Whelan provided a breakdown of each unit type in the Engineer's
88 Report, which totals 790 units.

89 Ms. Suit presented Resolution 2022-34.

90 Discussion ensued regarding having the correct unit counts in the Engineer's and
91 Methodology Reports prior to the August 29, 2022 bond validation hearing and not having
92 confirmation at this time.

93 It was noted that it is better to be over on the unit count than to be under.

94 Mr. Smith stated it is possible that the Green Force Report listing 791 units is outdated.

95 After checking the dates on the Green Force Report and the Engineer's Report, it was
96 determined that the Engineer's Report is the most current of the two.

97

98 **On MOTION by Ms. Evans and seconded by Ms. Campagna, with all in favor,**
99 **Resolution 2022-34, Relating to the Annual Appropriations and Adopting the**
100 **Budget(s) for the Fiscal Year Beginning October 1, 2022 and Ending September**
101 **30, 2023; Authorizing Budget Amendments; and Providing an Effective Date,**
102 **was adopted.**

103

104

105

Supervisor Gainer joined the meeting at 11:47 a.m.

106 Mr. Gainer was asked to confirm the number of lots but he was unsure if it is 790 or
107 791.

108

109 **FIFTH ORDER OF BUSINESS**

**Public Hearing to Hear Public Comments
and Objections to the Adoption of the
Rules of Procedure, Pursuant to Sections
120.54 and 190.035, Florida Statutes**

110

111

112

113

114 **A. Affidavits of Publication**

115 The proofs of publication were included for informational purposes.

116

**On MOTION by Mr. Smith and seconded by Ms. Campagna, with all in favor,
the Public Hearing was opened.**

117

118

119

120

121 Ms. Suit stated that the Rules of Procedure were the same as the version presented at
122 the Organizational Meeting.

123 No members of the public spoke.

124

**On MOTION by Mr. Smith and seconded by Ms. Evans, with all in favor, the
Public Hearing was closed.**

125

126

127

128

129 Ms. Suit presented Resolution 2022-35

130

**On MOTION by Ms. Campagna and seconded by Ms. Evans, with all in favor,
Resolution 2022-35, Adopting Rules of Procedure; Providing a Severability
Clause; and Providing an Effective Date, was adopted.**

131

132

133

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136 **SIXTH ORDER OF BUSINESS**

**Consideration of Addendum #1 to
Wrathell, Hunt and Associates, LLC, Field
Operations Agreement**

137

138

139

140 Ms. Suit presented Addendum #1 to the Wrathell, Hunt and Associates, LLC, Agreement
141 for Field Operations Services.

142 Ms. Evans noted the dates in the first and second paragraphs and questioned what
143 dates should be in the Addendum. Discussion ensued regarding when to consider the
144 Addendum, when Mr. Mazzoni will start and the dates in the Addendum.

145 This item was tabled until further notice.

146

147 **SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-36,
Designating Dates, Times and Locations for
Regular Meetings of the Board of
Supervisors of the District for Fiscal Year
2022/2023 and Providing for an Effective
Date**

148

149

150

151

152

153

154 Ms. Suit presented Resolution 2022-36.

155

156 **On MOTION by Ms. Evans and seconded by Mr. Smith, with all in favor,
157 Resolution 2022-36, Designating Dates, Times and Locations for Regular
158 Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023
159 and Providing for an Effective Date, was adopted.**

160

161

162 **EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-07,
Designating the Primary Administrative
Office and Principal Headquarters of the
District; Designating the Location of the
Local District Records Office; and Providing
an Effective Date**

163

164

165

166

167

168

169 This item was deferred.

170

171 **NINTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial
Statements as of June 30, 2022**

172

173

174 Ms. Suit presented the Unaudited Financial Statements as of June 30, 2022.

175

176 **On MOTION by Ms. Evans and seconded by Ms. Campagna, with all in favor,
177 the Unaudited Financial Statements as of June 30, 2022, were accepted.**

178

179

180 TENTH ORDER OF BUSINESS

Approval of July 15, 2022 Public Hearings
and Regular Meeting Minutes

181

182

183 Ms. Suit presented the July 15, 2022 Public Hearings and Regular Meeting Minutes.

184

185 **On MOTION by Mr. Smith and seconded by Ms. Campagna, with all in favor,**
186 **the July 15, 2022 Public Hearings and Regular Meeting Minutes, as presented,**
187 **were approved.**

188

189

190 ELEVENTH ORDER OF BUSINESS

Staff Reports

191

192 A. District Counsel: *Kutak Rock LLP*

193 Ms. Whelan stated she expects the bond validation hearing on August 29, 2022 to go
194 without incident. She reported that all the documents were sent to the Assistant State Attorney
195 (ASA) and were already filed with the Court and delivered to the Judge. The ASA reviewed and
196 forwarded a draft Final Judgement to the Judge. She will provide an update after the hearing.

197 Ms. Suit confirmed that the correct unit count is 791, not 790.

198 B. District Engineer (Interim): *Heidt Design, LLC*

199 There was no report.

200 C. District Manager: *Wrathell, Hunt and Associates, LLC*

- 201 • **NEXT MEETING DATE: September 16, 2022 at 11:30 A.M.**

- 202 ○ **QUORUM CHECK**

203 The September 16, 2022 meeting will be cancelled. The next meeting will be on October
204 21, 2022. The Request for Proposals (RFP) for Annual Auditing Services and the Request for
205 Qualifications (RFQ) for Engineering Services will be presented at the October meeting.

206

207 TWELFTH ORDER OF BUSINESS

Board Members' Comments/Requests

208

209 In response to a Board Member's request, Mr. Mazzoni introduced himself and gave an
210 overview of his professional experience. He stated that he is looking forward to supporting the
211 CDD and noted it would be helpful to notify him when they expect improvements to come

212 online. Ms. Evans stated Mr. Gainer is the Project Manager and, at this point, there is nothing
213 to share until the construction plans are approved.

214 Mr. Smith noted that the construction plans dated July 2022 listed 790 as the lot count.

215 Regarding the Solar Lighting Agreement, Ms. Evans stated it is still under review.

216 Ms. Evans advised Mr. Mazzoni of the Board Members' high expectations and standards
217 and that they are on site daily. Mr. Mazzoni discussed how he plans to monitor the property.

218

219 **THIRTEENTH ORDER OF BUSINESS**

Public Comments

220

221 There were no public comments.

222

223 **FOURTEENTH ORDER OF BUSINESS**

Adjournment

224

225 There being nothing further to discuss, the meeting adjourned.

226

227 **On MOTION by Mr. Smith and seconded by Ms. Campagna, with all in favor,**
228 **the meeting adjourned at 12:03 p.m.**

229

230

231

232

233

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

234
235
236
237
238
239

Secretary/Assistant Secretary

Chair/Vice Chair

STONEGATE PRESERVE
COMMUNITY DEVELOPMENT DISTRICT

STAFF
REPORTS

STONEGATE PRESERVE COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2022/2023 MEETING SCHEDULE

LOCATION

The Harrison Ranch Clubhouse, 5755 Harrison Ranch Blvd., Parrish, Florida 34219

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 21, 2022 CANCELED	Regular Meeting	11:30 AM
November 18, 2022 CANCELED	Regular Meeting	11:30 AM
December 16, 2022 CANCELED	Regular Meeting	11:30 AM
January 20, 2023	Regular Meeting	11:30 AM
February 17, 2023	Regular Meeting	11:30 AM
March 17, 2023	Regular Meeting	11:30 AM
April 21, 2023	Regular Meeting	11:30 AM
May 19, 2023	Regular Meeting	11:30 AM
June 16, 2023	Regular Meeting	11:30 AM
July 21, 2023	Regular Meeting	11:30 AM
August 18, 2023	Regular Meeting	11:30 AM
September 15, 2023	Regular Meeting	11:30 AM