



***PARKLAND PRESERVE  
COMMUNITY DEVELOPMENT DISTRICT***

***Advanced Meeting Package***

***Regular Meeting***

***Monday  
April 22, 2024***

***4:30 p.m.***

***Location:  
Parkland Preserve  
Amenity Center  
835 Parkland Trail  
St. Augustine, FL 32095***

***Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval, or adoption.***

# Parkland Preserve Community Development District

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250 International Parkway, Suite 208  
Lake Mary FL 32746  
321-263-0132 Ext. 193

Board of Supervisors  
**Parkland Preserve**  
**Community Development District**

Dear Board Members:

The Meeting of the Board of Supervisors of the Parkland Preserve Community Development District is scheduled for **Monday, April 22, 2024, at 4:30 p.m.** at the **Parkland Preserve Amenity Center, 835 Parkland Trail, St. Augustine, FL 32095.**

The advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be presented at the meeting.

Should you have any questions regarding the agenda, please contact me at (321) 263-0132 X-193 or [dmcinnes@vestapropertyservices.com](mailto:dmcinnes@vestapropertyservices.com). We look forward to seeing you at the meeting.

Sincerely,

*David McInnes*  
District Manager

District: **PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT**

Date of Meeting: Monday, April 22, 2024

Time: 4:30 PM

Location: Parkland Preserve  
Amenity Center  
835 Parkland Trail  
St. Augustine, FL 32095

### *Agenda*

**I. Roll Call**

**II. Pledge of Allegiance**

**III. Audience Comments** – *(limited to 3 minutes per individual for agenda items)*

**IV. Consent Agenda**

A. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held March 25, 2024

[Exhibit 1](#)

B. Consideration for Acceptance – The March 2024 Unaudited Financial Report

[Exhibit 2](#)

C. Ratification of Yellowstone Landscape Invoices

[Exhibit 3](#)

➤ Mulch Installation - \$3,360.00

➤ Spring Annuals Installation - \$1,356.00

**V. Audit Committee Meeting**

A. Open the Audit Committee Meeting

B. Ranking of Audit Proposals

➤ Summary & Evaluation Criteria

[Exhibit 4](#)

➤ DiBartolomeo, McBee, Hartley & Barnes, P.A.

[Exhibit 5](#)

➤ Berger, Toombs, Elam, Gaines & Frank, CPA

[Exhibit 6](#)

C. Audit Committee's Recommendations for Auditor Services

D. Close the Audit Committee Meeting

**VI. Business Matters**

- A. Consideration & Acceptance of Audit Committee’s Recommendation
- B. Consideration & Acceptance of FY 2023 Audited Financial Statements [Exhibit 7](#)
- C. Consideration & Approval of Yellowstone Landscape Amenity Center/Pool Plant Replacement Proposal - \$4,816.00 [Exhibit 8](#)
- D. Consideration & Approval of Charles Aquatics Grass Carp Stocking Proposal - \$800.00 [Exhibit 9](#)

**VII. Discussion Items**

- A. Discussion of Draft of FY 2025 Budget - continued *To be Distributed*

**VIII. Staff Reports**

- A. District Manager
  - Action Item Report
  - Meeting Matrix [Exhibit 10](#)
- B. District Counsel
- C. District Engineer

**IX. Vendor Reports**

- A. Vesta Property Services [Exhibit 11](#)
- B. Presentation of Charles Aquatics April Service Report *To be Distributed*

**X. Supervisors Requests**

**XI. Audience Comments For Non-Agenda Items – (limited to 3 minutes per individual)**

**XII. Action Item Review**

**XIII. Adjournment**

# EXHIBIT 1

1 **MINUTES OF MEETING**

2 **PARKLAND PRESERVE**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Parkland Preserve Community  
5 Development District was held on Monday, March 25, 2024 at 4:30 p.m. at Parkland Preserve Amenity  
6 Center, 835 Parkland Trail, St. Augustine, FL 32095.

7 **FIRST ORDER OF BUSINESS – Roll Call**

8 Ms. Harden called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10	Mohammad Bataineh	Board Supervisor, Chairman
11	Cynthia Klein	Board Supervisor, Assistant Secretary
12	Chase Balanky	Board Supervisor, Assistant Secretary

13 Also present were:

14	David McInnes	District Manager, Vesta District Services
15	Dana Harden	Vesta Property Services
16	Bennett Davenport	District Counsel, Kutak Rock
17	Bill Schilling	District Engineer, Kimley-Horn

18 *The following is a summary of the discussions and actions taken at the March 25, 2024 Parkland Preserve*  
19 *CDD Board of Supervisors Regular Meeting. Audio for this meeting is available upon public records*  
20 *request.*

21 **SECOND ORDER OF BUSINESS – Pledge of Allegiance**

22 Ms. Klein led all in attendance in the Pledge of Allegiance.

23 **THIRD ORDER OF BUSINESS – Audience Comments – (limited to 3 minutes per individual for agenda**  
24 *items)*

25 There being none, the next item followed.

26 **FOURTH ORDER OF BUSINESS – Consent Agenda**

27 A. Exhibit 1: Consideration for Approval – The Minutes of the Board of Supervisors Regular  
28 Meeting Held February 26, 2024

29 B. Exhibit 2: Consideration for Acceptance – The February 2024 Unaudited Financial Report

30 On a MOTION by Mr. Bataineh, SECONDED by Mr. Balanky, WITH ALL IN FAVOR, the Board  
31 approved all items of the Consent Agenda for the Parkland Preserve Community Development District.

32  
33 On a MOTION by Mr. Bataineh, SECONDED by Mr. Balanky, WITH ALL IN FAVOR, the Board  
34 approved recessing the regular meeting for the purpose of holding the Audit Committee Meeting, for the  
35 Parkland Preserve Community Development District.

36 *(The Board recessed the regular meeting at 4:33 p.m.)*

37 **FIFTH ORDER OF BUSINESS – Audit Committee Meeting**

38 A. Open the Audit Committee Meeting

39 On a MOTION by Mr. Bataineh, SECONDED by Mr. Balanky, WITH ALL IN FAVOR, the Board opened  
40 the Audit Committee Meeting for the Parkland Preserve Community Development District.

41 B. Exhibit 3: Review of RFP & Evaluation Criteria

42 C. Authorization to Proceed with Publication of RFP

43 On a MOTION by Mr. Bataineh, SECONDED by Mr. Balanky, WITH ALL IN FAVOR, the Board  
44 authorized District staff to proceed with the publication of the audit RFP, for the Parkland Preserve  
45 Community Development District.

46 D. Schedule of Next Meeting Date – April 22, 2024

47 E. Close the Audit Committee Meeting

48 On a MOTION by Mr. Bataineh, SECONDED by Mr. Balanky, WITH ALL IN FAVOR, the Board closed  
49 the Audit Committee Meeting for the Parkland Preserve Community Development District.

50 *(The Board reconvened the regular meeting at 4:35 p.m.)*

51 **SIXTH ORDER OF BUSINESS – Business Matters**

52 A. Exhibit 8: Consideration & Adoption of **Resolution 2024-05**, Setting Landowners’ Meeting &  
53 Election

54 This item was withdrawn from consideration.

55 B. Exhibit 5: Consideration of Pressure Washing Proposal for Entire Amenity Center and Cleaning  
56 of Fixtures

57 On a MOTION by Mr. Bataineh, SECONDED by Mr. Balanky, WITH ALL IN FAVOR, the Board  
58 approved the Pressure Washing Proposal for Entire Amenity Center and Cleaning of Fixtures, in the amount  
59 of \$2,195.00, for the Parkland Preserve Community Development District.

60 **SEVENTH ORDER OF BUSINESS – Discussion Items**

61 F. Exhibit 6: Discussion of Draft of FY 2025 Budget

62 Mr. McInnes presented the draft of the FY 2025 budget, noting that this was a high watermark  
63 budget and could be reduced in the months leading up to the public hearing and final adoption in  
64 August. Mr. McInnes noted some increases associated with the Board turning over to resident  
65 control, in particular with management fees due to increased meeting frequency and associated staff  
66 times. Mr. McInnes additionally noted that estimates were in for legal ads and insurance figures  
67 going up, as well as a safe estimate for the new audit company. Mr. McInnes also gave a rundown  
68 of field services, landscape maintenance, stormwater drainage, pond bank repairs, and trustee fees.  
69 Comments were heard noting that the gate management and access card costs remained flat, though  
70 a new line item had been proposed for gate repair. Ms. Harden outlined maintenance  
71 responsibilities for on-site staff, noting their increased hours, and fielded questions from the Board  
72 regarding a request for Board approval for a special events line item in the budget.

73 A Supervisor asked about the reserve study budget item, and Mr. McInnes provided an overview  
74 of the reserve study process, explaining that these were performed by a third party taking stock of  
75 the District’s assets, their date of acquisition, current condition, and replacement timeline. Mr.

76 McInnes advised that reserve studies helped communities plan for future repairs and replacements,  
77 rather than potentially relying on special assessments or loans to cover unexpected repairs.

78 **EIGHTH ORDER OF BUSINESS – Staff Reports**

79 A. District Manager

80 Mr. McInnes noted that a number of residents had reached out to him regarding getting the gates  
81 closed 24/7, following the completion of DR Horton’s buildout and closing. Mr. McInnes noted  
82 that on-site staff had verified that the call boxes were in working order.

83 ➤ Action Item Report

84 ➤ Exhibit 7: Meeting Matrix

85 ➤ Rescheduling May Meeting Date to 5/28

86 Ms. Harden explained that May 27<sup>th</sup> was Memorial Day, so it would be necessary to  
87 reschedule the meeting date to avoid the holiday conflict. Mr. Davenport advised that this  
88 could be done by motion and would not require a new Resolution.

89 On a MOTION by Mr. Bataineh, SECONDED by Mr. Balanky, WITH ALL IN FAVOR, the Board  
90 approved rescheduling the May regular meeting date to May 28, for the Parkland Preserve Community  
91 Development District.

92 B. District Counsel

93 Mr. Davenport stated that the parking rule had been adopted following the previous meeting, and  
94 Mr. McInnes stated that the signage was now up and towing would proceed following his approval  
95 and completion of the multi-step process within the towing policy. Mr. McInnes outlined the  
96 number of opportunities that needed to be given to vehicle owners prior to any towing taking place,  
97 and the Board requested for an e-blast to be sent out regarding the towing policy.

98 C. District Engineer

99 Mr. Schilling commented on difficulties in finding a contractor to repair existing pool cracks and  
100 tiles, despite reaching out to multiple companies. Mr. Schilling added that following discussions at  
101 the last meeting regarding street lighting, he had looked into the FPL design plan and that a proposal  
102 for installing 4-5 additional lights and taking on a new lease could be acquired. Mr. Schilling  
103 additionally provided an update on the punch list, and stated that in relation to a suspected water  
104 leak on Osprey Landing Lane, three contractors had been identified for repairs, and that they were  
105 working on getting together pricing.

106 **SEVENTH ORDER OF BUSINESS – Vendor Reports**

107 A. Exhibit 20: Vesta Property Services

108 B. Exhibit 21: Presentation of Charles Aquatics Pond Reports

109 ➤ November

110 ➤ December

111 ➤ January

112 ➤ February

113 **EIGHTH ORDER OF BUSINESS – Supervisors Requests**



114 Ms. Klein asked about emergency vehicle access through the gates, and Mr. McInnes noted that  
115 there was a key next to the box that was universal for all EMS vehicles and fire trucks. Additional  
116 discussion ensued regarding an issue with the pool motor, and Mr. McInnes stated that there was a  
117 warranty that should cover the pool pump.

118 **NINTH ORDER OF BUSINESS – Audience Comments For Non-Agenda Items – (limited to 3 minutes**  
119 *per individual for non-agenda items)*

120 An audience member questioned the policy for lighting the pool area throughout the night, and Mr.  
121 McInnes clarified that this was for security purposes.

122 **TENTH ORDER OF BUSINESS – Action Item Review**

123 The action items were as follows:

- 124 • District Management will check with District Counsel as to when to schedule the  
125 Landowner Elections Resolution.
- 126 • District Admin will send out calendar invites via email for the next two scheduled  
127 meetings.
- 128 • District Management will send out an e-blast on the towing policy.
- 129 • District Management will send out pool pump warranty information to Board Supervisors.

130 **ELEVENTH ORDER OF BUSINESS – Adjournment**

131 Ms. Harden asked for final questions, comments, or corrections before requesting a motion to  
132 adjourn the meeting. There being none, Mr. Bataineh made a motion to adjourn the meeting.

133 On a MOTION by Mr. Bataineh, SECONDED by Ms. Klein, WITH ALL IN FAVOR, the Board adjourned  
134 the meeting at 5:34 p.m. for the Parkland Preserve Community Development District.

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

138 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**  
139 **meeting held on \_\_\_\_\_.**

140

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

141 **Title:**    **Secretary**    **Assistant Secretary**

**Title:**    **Chairman**    **Vice Chairman**

# EXHIBIT 2

# **Parkland Preserve Community Development District**

Financial Statements  
Unaudited

Period Ending  
March 31, 2024

**Parkland Preserve CDD**

**Balance Sheet**

**March 31, 2024**

	<u>General Fund</u>	<u>2019A</u>	<u>2019B</u>	<u>2019A Acquisition &amp; Construction</u>	<u>Totals</u>
<b>Assets:</b>					
Cash	\$ 385,163	-	-	1,648	\$ 386,811
General Sub-account	-	-	-	-	-
Revenue	-	927,537	4	-	927,541
Sinking Fund	-	35,682	-	-	35,682
Capitalized Interest	-	-	-	-	-
Debt Service Reserve	-	766,100	-	-	766,100
Interest Account	-	228	0	-	228
Prepayment Account	-	4	0	-	5
Bond Redemption	-	-	2	-	2
Acquisition & Construction	-	-	-	-	-
Accounts Receivable	-	-	-	-	-
On-Roll Assessments Receivable	7,887	10,197	-	-	18,083
Excess Fees Received	-	-	-	-	-
Due From Other Funds	-	33,457	-	-	33,457
Prepaid	4,000	-	-	-	4,000
Deposits	3,900	-	-	-	3,900
<b>Total Assets</b>	<b>\$ 400,950</b>	<b>1,773,205</b>	<b>6</b>	<b>1,648</b>	<b>\$ 2,175,808</b>
<b>Liabilities:</b>					
Accounts Payable	603	-	-	-	603
Due to Other Funds	33,457	-	-	-	33,457
Due to Developer	-	-	-	-	-
Deferred On-Roll Assessments	7,887	10,197	-	-	18,083
Retainage Payable	-	-	-	-	-
<b>Total Liabilities</b>	<b>\$ 41,947</b>	<b>10,197</b>	<b>-</b>	<b>-</b>	<b>\$ 52,144</b>
<b>Fund Balance:</b>					
Non-Spendable:					
Deposits & Prepaid	7,900	-	-	-	7,900
Restricted for:					
Debt Service	-	1,763,008	6	-	1,763,014
Capital Projects	-	-	-	1,648	1,648
Unassigned	351,103	-	-	-	351,103
<b>Total Fund Balance</b>	<b>\$ 359,003</b>	<b>1,763,008</b>	<b>6</b>	<b>1,648</b>	<b>\$ 2,123,665</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 400,950</b>	<b>1,773,205</b>	<b>6</b>	<b>1,648</b>	<b>\$ 2,175,808</b>

**Parkland Preserve CDD**  
**General Fund**  
**Statement of Revenues, Expenditures & Changes in Fund Balance**  
**For the Period of October 1, 2023 to March 31, 2024**

	FY2024 Adopted Budget	Current Month	Actual Year-to-Date	Variance	% of Budget
<b>Revenue:</b>					
Special Assessments - On-Roll	\$ 551,015	\$ 25,878	\$ 543,128	\$ (7,887)	98.57%
Excess Assessments		-	-	-	0.00%
Miscellaneous Revenue		350	2,370	2,370	950.00%
Interest		76	259	259	0.00%
<b>Total Revenue</b>	<b>551,015</b>	<b>26,304</b>	<b>545,757</b>	<b>(5,258)</b>	<b>99.05%</b>
<b>Expenditures:</b>					
<b>General Administrative:</b>					
Supervisors Compensation	12,000	400	600	(11,400)	5.00%
Management Consulting Services	33,000	2,750	16,500	(16,500)	50.00%
Administrative Services	1,650	138	733	(917)	44.44%
Bank Fees	150	-	-	(150)	0.00%
Miscellaneous, Allowance, Contingency	1,500	-	153	(1,347)	10.21%
Auditing Services	3,150	-	-	(3,150)	0.00%
Regulatory Permit Fees	175	-	175	-	100.00%
Legal Advertisements	2,500	-	192	(2,308)	7.67%
Engineering Services	50,000	-	17,555	(32,445)	35.11%
Legal Services	30,000	5,492	13,146	(16,854)	43.82%
Website Hosting	2,220	46	1,882	(338)	84.76%
<b>Total General Administrative</b>	<b>136,345</b>	<b>8,825</b>	<b>50,936</b>	<b>(85,409)</b>	<b>37.36%</b>
<b>Insurance:</b>					
Property, General Liability, Prof.	38,000	-	24,003	(13,997)	63.17%
<b>Total Insurance</b>	<b>38,000</b>	<b>-</b>	<b>24,003</b>	<b>(13,997)</b>	<b>63.17%</b>
<b>Debt Administration:</b>					
Dissemination Agent	8,000	-	8,000	-	100.00%
Trustee Fees	6,550	-	-	(6,550)	0.00%
Arbitrage	4,500	-	3,250	(1,250)	72.22%
<b>Total Debt Administration</b>	<b>19,050</b>	<b>-</b>	<b>11,250</b>	<b>(7,800)</b>	<b>59.06%</b>
<b>Physical Environment:</b>					
Field Manager	15,900	1,245	4,981	(10,919)	31.33%
Electricity (Irrigation & Pond Pumps)	15,500	515	3,172	(12,328)	20.46%
Streetpole Lighting	20,500	1,573	10,318	(10,182)	50.33%
Water (County)	10,000	297	1,885	(8,115)	18.85%
Landscaping Maintenance	60,000	6,346	31,053	(28,947)	51.76%
Landscape Replenishment	5,500	-	-	(5,500)	0.00%
Irrigation Maintenance	5,000	-	733	(4,267)	14.66%
Stormwater Drainage/Stormwater Bank Repair	20,000	-	-	(20,000)	0.00%
Environmental Mitigation & Pond Maintenance	17,000	1,025	6,430	(10,570)	37.82%
Remote Security	4,210	334	2,147	(2,063)	51.00%
Gate Management	1,260	105	645	(615)	51.19%
Gate Access Cards	6,400	-	-	(6,400)	0.00%
Receptionist/Call Boxes	2,000	94	674	(1,326)	33.68%
Field Contingency	110,000	1,750	7,185	(102,815)	6.53%
<b>Total Physical Environment</b>	<b>293,270</b>	<b>13,283</b>	<b>69,223</b>	<b>(224,047)</b>	<b>23.60%</b>

**Amenity Center Operations:**

Pool Service Contract & Janitorial Services	20,500	2,908	16,188	(4,312)	78.96%
Amenity Maintenance & Repair	13,000	306	6,829	(6,171)	52.53%
Pool Permit	250	-	-	(250)	0.00%
Amenity Management	2,000	1,750	10,758	8,758	537.88%
Amenity Center Internet	5,500	342	1,905	(3,595)	34.63%
Amenity Center Pest Control	2,000	157	878	(1,122)	43.90%
Refuse Service	1,500	126	756	(744)	50.38%
Misc. Amenity Center Repairs & Maint. & Supplies	10,000	161	4,435	(5,565)	44.35%
Capital Improvements (Resident's Requests)	9,600	-	-	(9,600)	0.00%
<b>Total Amenity Center Operations</b>	<b>64,350</b>	<b>5,751</b>	<b>41,747</b>	<b>(22,603)</b>	<b>64.88%</b>

**Total Expenditures:**

<b>551,015</b>	<b>27,860</b>	<b>197,159</b>	<b>(353,856)</b>	<b>35.78%</b>
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**Other Financing Sources (Uses):**

Transfers In	6,662	6,662		
Transfers Out				
<b>Total Other Financing Sources (Uses)</b>	<b>6,662</b>	<b>6,662</b>		

**Excess Revenue Over (Under) Expenditures**

<b>5,106</b>	<b>355,260</b>
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**Fund Balance - Beginning**

3,743

**Fund Balance - Ending**\$ 359,003

**Parkland Preserve CDD**  
**Debt Service 2019A**  
**Statement of Revenues, Expenditures & Changes in Fund Balance**  
**For the Period of October 1, 2023 to March 31, 2024**

	<u>FY2024 Adopted Budget</u>	<u>Current Month</u>	<u>Actual Year-to-Date</u>	<u>Variance</u>	<u>% of Budget</u>
<b>Revenue:</b>					
Special Assessments - On-Roll	\$ 712,381	\$ 33,457	\$ 702,184	\$ (10,197)	98.57%
Excess Assessments		-	-	-	0.00%
Prepayment Income		-	-	-	0.00%
Interest		4,255	28,853	28,853	5457.00%
<b>Total Revenue</b>	<b><u>712,381</u></b>	<b><u>37,712</u></b>	<b><u>731,037</u></b>	<b><u>18,656</u></b>	<b><u>102.62%</u></b>
<b>Expenditures:</b>					
<b>Debt Service Payments:</b>					
Interest Expense					
May 1, 2024	266,663	-	-	(266,663)	0.00%
November 1, 2023	262,725	-	266,663	3,938	101.50%
Principal Retirement					
May 1, 2024	175,000	-	-	(175,000)	0.00%
Prepayment					
November 1, 2023	-	-	5,000	5,000	0.00%
<b>Total Expenditures:</b>	<b><u>704,388</u></b>	<b><u>-</u></b>	<b><u>271,663</u></b>	<b><u>(432,726)</u></b>	<b><u>38.57%</u></b>
<b>Other Financing Sources (Uses):</b>					
Transfers In		-	-		
Transfers Out		-	-		
<b>Total Other Financing Sources (Uses)</b>		<b><u>-</u></b>	<b><u>-</u></b>		
<b>Excess Revenue Over (Under) Expenditures</b>	<b><u>7,993</u></b>	<b><u>37,712</u></b>	<b><u>459,375</u></b>		
<b>Fund Balance - Beginning</b>			1,303,633		
<b>Fund Balance - Ending</b>			<b><u>\$ 1,763,008</u></b>		

**Parkland Preserve CDD**  
**Debt Service 2019B**  
**Statement of Revenues, Expenditures & Changes in Fund Balance**  
**For the Period of October 1, 2023 to March 31, 2024**

	<u>FY2024 Adopted Budget</u>	<u>Current Month</u>	<u>Actual Year-to-Date</u>	<u>Variance</u>	<u>% of Budget</u>
<b>Revenue:</b>					
Special Assessments - On-Roll	\$ -	\$ -	\$ -	\$ -	0.00%
Excess Assessments	-	-	-	-	0.00%
Prepayment Income	-	-	-	-	0.00%
Interest	-	6	141	141	2700.00%
<b>Total Revenue</b>	<u>-</u>	<u>6</u>	<u>141</u>	<u>141</u>	<u>0.00%</u>
<b>Expenditures:</b>					
<b>Debt Service Payments:</b>					
Interest Expense					
May 1, 2024	-	-	-	-	0.00%
November 1, 2024	-	-	-	-	0.00%
Principal Retirement					
May 1, 2024	-	-	-	-	0.00%
<b>Total Expenditures:</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
<b>Other Financing Sources (Uses):</b>					
Transfers In		-	-		
Transfers Out		-	(6,662)		
<b>Total Other Financing Sources (Uses)</b>		<u>-</u>	<u>(6,662)</u>		
<b>Excess Revenue Over (Under) Expenditures</b>	<u>-</u>	<u>6</u>	<u>(6,520)</u>		
<b>Fund Balance - Beginning</b>			6,520		
<b>Fund Balance - Ending</b>			<u>\$ (0)</u>		



**Parkland Preserve CDD**  
**Debt Service 2019B**  
**Statement of Revenues, Expenditures & Changes in Fund Balance**  
**For the Period of October 1, 2023 to March 31, 2024**

	<b>Actual Year-to-Date</b>
<b>Revenue:</b>	
Bond Proceeds	\$ -
Miscellaneous Revenue	-
Interest	-
<b>Total Revenue</b>	<b>-</b>
<b>Expenditures:</b>	
Funding Requests	-
Environmental Mitigation & Pond Maintenance	4,714
Requisition Expenses	-
Retainage Expense	-
<b>Total Expenditures:</b>	<b>4,714</b>
<b>Other Financing Sources (Uses):</b>	
Transfers In	-
Transfers Out	-
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>(4,714)</b>
<b>Fund Balance - Beginning</b>	6,362
<b>Fund Balance - Ending</b>	<b>\$ 1,648</b>

**Parkland Preserve CDD  
Check Register  
FY2024**

Date	Check #	Payee	Transaction	Deposit	Disbursement	Balance
<b>9/30/2023</b>		<b>Balance</b>				<b>\$ 72,826.97</b>
10/01/2023	1001ACH1	Waste Pro - Palm Coast	Solid waste service		125.94	72,701.03
10/02/2023	1472	Egis Insurance and Risk Advisors	FY Insurance Policy# 100123362 10/01/23-10/01/24		24,003.00	48,698.03
10/03/2023	1473	Cynthia Klein	BOS Meeting 9/25/23		200.00	48,498.03
10/03/2023	100192	Alliance Realty and Mangement	Invoice: 10012023 (Reference: Gate Management. ) Invoice: 9292023 (Reference: Gate Management. )		500.00	47,998.03
10/03/2023	100193	Charles Aquatics, Inc	Invoice: 49172 (Reference: Monthly Aquatic Management Services for 6 ponds. )		1,025.00	46,973.03
10/03/2023	100194	First Coast Contract Maintenance Services	Invoice: 8014 (Reference: Monthly replacement of A/C filters. )		25.00	46,948.03
10/03/2023	100195	Yellowstone Landscape	Invoice: STAUG 596943 (Reference: Pine Tree Felling. ) Invoice: STAUG 596942 (Reference: Pine ...		1,250.00	45,698.03
10/03/2023	100196	Vesta District Services	Invoice: 412418 (Reference: Billable Expenses - Jul 2023. )		1,997.10	43,700.93
10/03/2023	100197	Integrated Access Solutions LLC	Invoice: 0003960 (Reference: Repair Existing Gate Post. )		989.00	42,711.93
10/03/2023			Deposit	18.37		42,730.30
10/10/2023			Deposit	950.00		43,680.30
10/10/2023			Deposit	10,028.50		53,708.80
10/11/2023	100198	Dibartolomeo, McBee, Hartley & Barnes	Invoice: 90093307 (Reference: Audit FYE 09/30/2022. )		2,950.00	50,758.80
10/11/2023	100199	Yellowstone Landscape	Invoice: STAUG 578580 (Reference: Erosion Repair on Lake Banks and Irrigation Repair. )		10,572.51	40,186.29
10/12/2023	100200	Orkin	Invoice: 100323-9291 (Reference: Monthly Pest Control. )		117.99	40,068.30
10/12/2023	100201	Hi-Tech System Associates, Inc.	Invoice: 392926 (Reference: Remote Security: 10/2023. )		279.85	39,788.45
10/13/2023	100202	DoorKing, Inc.	Invoice: 2114975 (Reference: DoorKing Service 9/25/2023-10/11/2023. )		53.95	39,734.50
10/17/2023			Deposit	2,650.00		42,384.50
10/18/2023	ACH101823	AT&T	Internet 09/28-10/27		149.80	42,234.70
10/18/2023	100203	ECS Florida, LLC	Invoice: 1107175 (Reference: Geotechnical Services. )		2,650.00	39,584.70
10/18/2023	101823ACH1	Florida Power & Light	100 Parkland Trail - Sep 7, 2023 to Oct 6, 2023		835.04	38,749.66
10/19/2023	ACH101923	St. Johns County Utility Department	835 Parkland Trl - 8/19/23 to 9/16/23		350.51	38,399.15
10/23/2023	100204	Gannett Florida LocalIQ	Invoice: 0005909958 (Reference: Legal Advertising. )		163.20	38,235.95
10/24/2023	1024ACH1	AT&T	Internet 10/02-11/01		192.60	38,043.35
10/25/2023	100205	Contact One	Invoice: 231001170101 (Reference: Usage Period 9/20/23 - 10/19/23. )		115.20	37,928.15
10/25/2023	100206	First Coast Contract Maintenance Services	Invoice: 8046 (Reference: Replacement of gym drinking fountain filter. )		55.00	37,873.15
10/25/2023	102523ACH1	Florida Power & Light	795 Parkland Trail, #IRR Sep 13, 2023 to Oct 13, 2023		28.25	37,844.90
10/25/2023	102523ACH2	Florida Power & Light	Sep 13, 2023 to Oct 13, 2023		993.48	36,851.42
10/25/2023	102523ACH3	Florida Power & Light	661 Parkland Trl #Fountain Sep 13, 2023 to Oct 13, 2023		476.13	36,375.29
10/25/2023	102523ACH4	Florida Power & Light	Sep 13, 2023 to Oct 13, 2023		33.88	36,341.41
10/27/2023			Deposit	7,778.79		44,120.20
10/29/2023			Interest	4.77		44,124.97
10/30/2023	1475	Cynthia Klein	BOS Meeting 10/23/23		200.00	43,924.97
<b>10/31/2023</b>				<b>21,430.43</b>	<b>50,332.43</b>	<b>43,924.97</b>
11/03/2023	1103ACH1	Waste Pro - Palm Coast	Solid waste service		125.94	43,799.03
11/06/2023	100207	First Coast Contract Maintenance Services	Invoice: 8064 (Reference: October 2023 Reimbursables. ) Invoice: 8035 (Reference: Amenity serv...		4,146.06	39,652.97
11/06/2023	100208	Innersync	Invoice: 21659 (Reference: Innersync FY 2024 Website Hosting Fee. )		1,515.00	38,137.97
11/06/2023	100209	Yellowstone Landscape	Invoice: STAUG 598461 (Reference: Landscape Maintenance: 10/2023. ) Invoice: STAUG 610424 (Ref...		7,995.00	30,142.97
11/08/2023			Deposit	200.00		30,342.97
11/08/2023	100210	Hi-Tech System Associates, Inc.	Invoice: 394624 (Reference: Remote security. )		279.85	30,063.12
11/08/2023	100211	Kutak Rock LLP	Invoice: 3282751 (Reference: District Counsel: 8/2023 Services. )		7,911.49	22,151.63
11/09/2023			Deposit	245.00		22,396.63
11/14/2023			Deposit	950.00		23,346.63
11/14/2023	1476	FLORIDA DEPT OF ECONOMIC OPPORTUNIT	FY 2023/2024 Special District Fee Invoice/Update Form		175.00	23,171.63
11/14/2023	100212	DoorKing, Inc.	Invoice: 2133719 (Reference: Remote Security: 10/12/2023-11/11/2023. )		53.95	23,117.68
11/15/2023			Deposit	7,796.25		30,913.93
11/16/2023	1477	St. Johns County Tax Collector	Postage for mailing taxes		109.85	30,804.08

11/16/2023	100213	ECS Florida, LLC	Invoice: 1115969 (Reference: Partial Invoice For Geotechnical Services. )	950.00	29,854.08
11/17/2023	ACH111723	AT&T	Internet 10/28-11/27	149.80	29,704.28
11/17/2023			Deposit	68,866.56	98,570.84
11/18/2023	ACH111823	St. Johns County Utility Department	835 Parkland Trl - 9/19/23 to 10/19/23	358.61	98,212.23
11/20/2023	1120ACH1	Florida Power & Light	100 Parkland Trail - Oct 6, 2023 to Nov 6, 2023	742.47	97,469.76
11/22/2023	100214	Charles Aquatics, Inc	Invoice: 49406 (Reference: Pond maintenance-:11/2023. ) Invoice: 49492 (Reference: Replaced 4 ...	1,305.00	96,164.76
11/22/2023	100215	Contact One	Invoice: 231101170101 (Reference: Receptionist Services: 12/1/2023-12/31/2023. )	179.60	95,985.16
11/22/2023	100216	First Coast Contract Maintenance Services	Invoice: 8115 (Reference: Reimbursables. )	434.24	95,550.92
11/22/2023	100217	Kimley Horn	Invoice: 25736907 (Reference: Professional Services. ) Invoice: 25736953 (Reference: Professio...	23,316.12	72,234.80
11/22/2023	100218	Orkin	Invoice: 111323-9291 (Reference: Pest Control: 11/13/2023. )	117.99	72,116.81
11/22/2023	100219	Vesta Property Services Inc	Invoice: 414347 (Reference: Amenity Management. ) Invoice: 414434 (Reference: Amenity Manageme...	3,605.84	68,510.97
11/22/2023	100220	Kutak Rock LLP	Invoice: 3296854 (Reference: General Counsel. )	6,397.78	62,113.19
11/22/2023	100221	Vesta District Services	Invoice: 413521 (Reference: Monthly contracted management fees. ) Invoice: 413522 (Reference: ...	14,857.90	47,255.29
11/24/2023	ACH112423	AT&T	Internet 11/02-12/01	192.60	47,062.69
11/24/2023			Deposit	115,132.51	162,195.20
11/27/2023	100222	Kutak Rock LLP	Invoice: 3310500 (Reference: Legal Services for 10/2023. )	1,633.99	160,561.21
11/28/2023	1128ACH1	Florida Power & Light	795 Parkland Trail, #IRR Oct 13, 2023 to Nov 13, 2023	28.25	160,532.96
11/28/2023	1128ACH2	Florida Power & Light	Oct 13, 2023 to Nov 13, 2023	34.79	160,498.17
11/28/2023	1128ACH3	Florida Power & Light	661 Parkland Trl #Fountain Oct 13, 2023 to Nov 13, 2023	491.87	160,006.30
11/28/2023	1128ACH4	Florida Power & Light	Oct 13, 2023 to Nov 13, 2023	993.48	159,012.82
11/30/2023			Deposit	300.00	159,312.82
11/30/2023			Interest	7.81	159,320.63
<b>11/30/2023</b>				<b>193,498.13</b>	<b>78,102.47</b>
					<b>159,320.63</b>
12/01/2023	100223	Yellowstone Landscape	Invoice: STAUG 626906 (Reference: Landscape Maintenance: 12/2023. )	3,997.50	155,323.13
12/04/2023	100224	Charles Aquatics, Inc	Invoice: 49626 (Reference: Pond Maintenance: 12/2023. )	1,025.00	154,298.13
12/04/2023	100225	Hi-Tech System Associates, Inc.	Invoice: 396260 (Reference: Remote Security: 12/2023. )	279.85	154,018.28
12/05/2023	100226	Yellowstone Landscape	Invoice: STAUG 630657 (Reference: Landscape Maintenance. )	940.25	153,078.03
12/05/2023	1205ACH1	Waste Pro - Palm Coast	Solid waste service	125.94	152,952.09
12/11/2023	100227	Orkin	Invoice: 121123-9291 (Reference: Monthly Pest Control. )	117.99	152,834.10
12/12/2023	100228	ECS Florida, LLC	Invoice: 1125423 (Reference: Evaluation Services. )	300.00	152,534.10
12/13/2023	100229	Vesta District Services	Invoice: 415872 (Reference: District Management: 12/2023. )	2,795.84	149,738.26
12/14/2023	1478	LLS Tax Solutions Inc.	Arbitrage Services	2,600.00	147,138.26
12/14/2023	100230	DoorKing, Inc.	Invoice: 2152510 (Reference: Remote Security 11/12/2023-12/11/2023. )	53.95	147,084.31
12/14/2023	100231	Kimley Horn	Invoice: 045496000-1023 (Reference: District Engineer Services: 8/2023-10/2023. )	9,293.63	137,790.68
12/14/2023	100232	Vesta Property Services Inc	Invoice: 415299 (Reference: Amenity Management. ) Invoice: 415890 (Reference: Pressure Washing...	6,203.83	131,586.85
12/14/2023	100233	Yellowstone Landscape	Invoice: STAUG 635075 (Reference: Bush Hog of Pond #6. ) Invoice: STAUG 635076 (Reference: Tre...	2,190.00	129,396.85
12/15/2023	1479	LLS Tax Solutions Inc.	Arbitrage Services	650.00	128,746.85
12/15/2023	100234	Vesta District Services	Invoice: 415816 (Reference: TV Remote Control. )	9.88	128,736.97
12/18/2023			Deposit	172,166.40	300,903.37
12/19/2023	ACH121923	St. Johns County Utility Department	835 Parkland Trl -1019//23 to 11/16/23	333.58	300,569.79
12/19/2023	ACH121923	AT&T	Internet 11/28-12/27	149.80	300,419.99
12/19/2023	100235	Kimley Horn	Invoice: 045496000-1123 (Reference: District Engineer: 11/2023. )	2,064.08	298,355.91
12/19/2023	100236	Orkin	Invoice: 253537173 (Reference: Pest Control: 12/18/2023. )	117.99	298,237.92
12/19/2023	100237	Yellowstone Landscape	Invoice: STAUG 635569 (Reference: Irrigation Repairs. )	733.00	297,504.92
12/19/2023	100238	Vesta District Services	Invoice: 415872B ( )	137.49	297,367.43
12/19/2023	100239	Atlantic Pipe Services, LLC	Invoice: 12904 (Reference: Storm drain clean out. )	4,185.00	293,182.43
12/19/2023	1219ACH1	Florida Power & Light	100 Parkland Trail - Nov 6, 2023 to Dec 5, 2023	774.99	292,407.44
12/21/2023	100240	Contact One	Invoice: 231201170101 (Reference: 11/20/2023 - 12/19/2023. )	176.80	292,230.64
12/22/2023			Deposit	185,939.71	478,170.35
12/26/2023	100241	First Coast Contract Maintenance Services	Invoice: 8258 (Reference: Reimbursables. )	685.37	477,484.98
12/27/2023	1227ACH1	AT&T	Internet 12/02-01/01	192.60	477,292.38
12/28/2023	1228ACH1	Florida Power & Light	Nov 13, 2023 to Dec 12, 2023	993.48	476,298.90
12/28/2023	1228ACH2	Florida Power & Light	661 Parkland Trl #Fountain Nov 13, 2023 to Dec 12, 2023	487.14	475,811.76
12/28/2023	1228ACH3	Florida Power & Light	Nov 13, 2023 to Dec 12, 2023	34.67	475,777.09
12/28/2023	1228ACH4	Florida Power & Light	795 Parkland Trail, #IRR Nov 13, 2023 to Dec 12, 2023	32.49	475,744.60

12/28/2023	100242	Kutak Rock LLP	Invoice: 3328490 (Reference: Legal Services: 11/2023. )	2,192.50	473,552.10
12/29/2023	1481	NGMB Properties, LLC.	Repayment of Loan for Deficit Funding	34,281.25	439,270.85
12/29/2023			Interest	24.88	439,295.73
<b>12/31/2023</b>				<b>358,130.99</b>	<b>78,155.89</b>
01/03/2024	100243	Charles Aquatics, Inc	Invoice: 49848 (Reference: Monthly Aquatic Management Services for 6 ponds. )	1,025.00	438,270.73
01/03/2024	100244	Yellowstone Landscape	Invoice: STAUG 638149 (Reference: Landscape Maintenance: 1/2024. )	3,997.50	434,273.23
01/04/2024	100245	Hi-Tech System Associates, Inc.	Invoice: 397869 (Reference: Remote Security. ) Invoice: 71262 (Reference: Barcodes. )	404.85	433,868.38
01/05/2024	100246	Vesta Property Services Inc	Invoice: 416200 (Reference: Amenity Management Jan 2024. )	6,008.83	427,859.55
01/05/2024	100247	Vesta District Services	Invoice: 416290 (Reference: Monthly contracted management fees Jan 2024. )	2,933.33	424,926.22
01/10/2024	ACH011024	Waste Pro - Palm Coast	Solid waste service	125.94	424,800.28
01/10/2024			Deposit	499,282.56	924,082.84
01/12/2024	100248	Orkin	Invoice: 010824-9291 (Reference: Pest Control. )	117.99	923,964.85
01/12/2024	100249	Vesta Property Services Inc	Invoice: 416493 (Reference: Billable Expenses - December. )	264.19	923,700.66
01/12/2024	100250	Gannett Florida LocalIQ	Invoice: 0005985484 (Reference: Legal Ad for 10/2023 Board Meeting. ) Invoice: 0006063606 (Ref...	191.76	923,508.90
01/12/2024			Deposit	3,227.52	926,736.42
01/16/2024	100251	First Place Fitness Equipment, Inc.	Invoice: WO-41394 (Reference: Service Treadmill. )	224.93	926,511.49
01/17/2024	ACH011724	AT&T	Internet 12/28-1/27/24	149.80	926,361.69
01/17/2024	0117ACH1	Florida Power & Light	100 Parkland Trail - Dec 5, 2023 to Jan 5, 2024	634.98	925,726.71
01/18/2024	ACH011824	St. Johns County Utility Department	835 Parkland Trl -1119//23 to 12/17/23	328.67	925,398.04
01/18/2024	100252	DoorKing, Inc.	Invoice: 2171557 (Reference: 12/12/23 - 1/11/24. )	53.95	925,344.09
01/18/2024	100253	Vesta Property Services Inc	Invoice: 416633 (Reference: Cleaning and repair services. ) Invoice: 416634 (Reference: Cleani...	877.50	924,466.59
01/18/2024	100254	First Place Fitness Equipment, Inc.	Invoice: 38895 (Reference: Inflight Fitness Incline Motor & MCB. )	860.00	923,606.59
01/23/2024	100255	Contact One	Invoice: 240101170101 (Reference: 12/20/2023 - 01/19/2024. )	144.40	923,462.19
01/23/2024	0123ACH1	Florida Power & Light	795 Parkland Trail, #IRR Dec 12, 2023 to Jan 11, 2024	28.94	923,433.25
01/23/2024	0123ACH2	Florida Power & Light	Dec 12, 2023 to Jan 11, 2024	34.76	923,398.49
01/23/2024	0123ACH3	Florida Power & Light	661 Parkland Trl #Fountain Dec 12, 2023 to Jan 11, 2024	502.91	922,895.58
01/23/2024	0123ACH4	Florida Power & Light	Dec 12, 2023 to Jan 11, 2024	992.40	921,903.18
01/24/2024	100256	Yellowstone Landscape	Invoice: STAUG 648272 (Reference: Tree Care Services. )	1,590.00	920,313.18
01/24/2024	100257	Kutak Rock LLP	Invoice: 3340646 (Reference: Legal Services: 12/2023. )	656.13	919,657.05
01/24/2024	0124ACH1	AT&T	Internet 1/02-02/01	192.60	919,464.45
01/25/2024	100258	Smith Electrical, Inc.	Invoice: 31202 (Reference: Service Call in Gym. )	202.50	919,261.95
01/26/2024			Deposit	325.00	919,586.95
01/29/2024			Interest	67.26	919,654.21
<b>1/31/2024</b>				<b>502,902.34</b>	<b>22,543.86</b>
02/01/2024	100260	Vesta Property Services Inc	Invoice: 416723 (Reference: Amenity Management. )	6,008.83	913,645.38
02/02/2024	100262	Charles Aquatics, Inc	Invoice: 50082 (Reference: Feb Aquatic Management Services for 6 ponds. )	1,025.00	912,620.38
02/02/2024	100263	Vesta District Services	Invoice: 416868 (Reference: Monthly contracted management fees Feb 24. )	2,933.33	909,687.05
02/02/2024	100264	Hi-Tech System Associates, Inc.	Invoice: 399663 (Reference: Security - February 2024. )	279.85	909,407.20
02/05/2024	100265	Vesta Property Services Inc	Invoice: 417084 (Reference: Locate 7 pool deck drains cover with Rock. )	1,351.25	908,055.95
02/05/2024	0205ACH1	Waste Pro - Palm Coast	Solid waste service	125.94	907,930.01
02/07/2024	103		Remaining funds from 2019B Revenue Acct - account closed	465.37	908,395.38
02/07/2024	103		Remaining funds from 2019B DSR Acct - account closed	3,779.88	912,175.26
02/07/2024	103		Remaining funds from 2019B Bond Redemption Acct - account closed	1,804.62	913,979.88
02/07/2024	103		Remaining funds from 2019B Genral Sub Acct - account closed	6.35	913,986.23
02/07/2024	103		Remaining funds from 2019B Interest Acct - account closed	53.90	914,040.13
02/07/2024	103		Remaining funds from 2019B Pepayment Acct - account closed	551.46	914,591.59
02/09/2024	100266	Vesta Property Services Inc	Invoice: 417273 (Reference: Billable Expenses. )	243.16	914,348.43
02/14/2024	100267	DoorKing, Inc.	Invoice: 2191092 (Reference: 1/12/24 - 2/11/24. )	53.95	914,294.48
02/14/2024	100268	Integrated Access Solutions LLC	Invoice: 1292 (Reference: Gate Repair. )	1,236.25	913,058.23
02/14/2024			Deposit	133,547.18	1,046,605.41
02/16/2024	100269	Orkin	Invoice: 256321466 (Reference: Amenity Center Pest Control: 2/2024. )	130.99	1,046,474.42
02/16/2024	100270	First Place Fitness Equipment, Inc.	Invoice: 021024- (Reference: Equipment Repair. )	149.95	1,046,324.47
02/18/2024	ACH021824	St. Johns County Utility Department	835 Parkland Trl -12/19/23 to 1/16/24	274.12	1,046,050.35
02/20/2024	0220ACH1	AT&T	Internet 1/28/24 - 2/27/24	149.80	1,045,900.55
02/21/2024	100271	Contact One	Invoice: 240201170101 (Reference: Receptionist/Call Boxes: 2/2024. )	108.00	1,045,792.55

02/21/2024	0221ACH1	Florida Power & Light	100 Parkland Trail - Jan 5, 2024 to Feb 6, 2024	613.83	1,045,178.72
02/22/2024	100272	Kutak Rock LLP	Invoice: 3353436 (Reference: Legal Services for 1/2024. )	3,171.50	1,042,007.22
02/23/2024	100273	Vesta District Services	Invoice: 417247 (Reference: Billable Expenses - Jan 2024. )	529.31	1,041,477.91
02/26/2024	0226ACH1	AT&T	Internet 2/02-03/01/24	192.60	1,041,285.31
02/27/2024	0227ACH1	Florida Power & Light	795 Parkland Trail, #IRR Jan 11, 2024 to Feb 13, 2024	32.77	1,041,252.54
02/27/2024	0227ACH2	Florida Power & Light	Jan 11, 2024 to Feb 13, 2024	35.28	1,041,217.26
02/27/2024	0227ACH3	Florida Power & Light	661 Parkland Trl #Fountain Jan 11, 2024 to Feb 13, 2024	548.38	1,040,668.88
02/27/2024	0227ACH4	Florida Power & Light	Jan 11, 2024 to Feb 13, 2024	998.12	1,039,670.76
02/29/2024			Interest	78.55	1,039,749.31
<b>02/29/2024</b>				<b>140,287.31</b>	<b>20,192.21</b>
03/01/2024	100274	Charles Aquatics, Inc	Invoice: 50298 (Reference: Pond Maintenance: 3/2023. )	1,025.00	1,038,724.31
03/01/2024	100275	Vesta Property Services Inc	Invoice: 417590 (Reference: Amenity Management Services. )	6,008.83	1,032,715.48
03/01/2024	100276	Vesta District Services	Invoice: 417419 (Reference: Monthly contracted management fees March 2024. )	2,933.33	1,029,782.15
03/01/2024	100277	Hawkins Inc.	Invoice: 6699194 (Reference: Pool Chemicals. )	72.00	1,029,710.15
03/04/2024	1482	Cynthia Klein	BOS Meeting 2/26/24	200.00	1,029,510.15
03/04/2024	100278	Yellowstone Landscape	Invoice: STAUG 665413 (Reference: Landscape Maintenance: 3/2024. )	3,997.50	1,025,512.65
03/04/2024	100279	Hi-Tech System Associates, Inc.	Invoice: 401206 (Reference: Remote Security: 3/2024. )	279.85	1,025,232.80
03/05/2024	100280	Yellowstone Landscape	Invoice: STAUG 665425 (Reference: Palm Pruning at Clubhouse 2024. )	2,348.00	1,022,884.80
03/05/2024	0305ACH1	Waste Pro - Palm Coast	Solid waste service	125.94	1,022,758.86
03/06/2024			Deposit	350.00	1,023,108.86
03/06/2024	100281	Kimley Horn	Invoice: 045496000-1223 (Reference: District Engineering Services: 12/2023. ) Invoice: 0454960...	6,197.25	1,016,911.61
03/08/2024	100282	ECS Florida, LLC	Invoice: 1146241 (Reference: Final Invoice for Geotechnical Services. )	1,500.00	1,015,411.61
03/08/2024	1484	Orkin	Amenity Center Pest Control: 3/2024	26.00	1,015,385.61
03/12/2024	100283	Vesta Property Services Inc	Invoice: 418172 (Reference: Chemicals, Plumbing & Cleaning Supplies. )	464.39	1,014,921.22
03/12/2024	100284	Vesta District Services	Invoice: 418150 (Reference: Plumbing Services. )	2,953.75	1,011,967.47
03/13/2024	100285	DoorKing, Inc.	Invoice: 2211210 (Reference: 2/12/24 - 3/11/24. )	53.95	1,011,913.52
03/14/2024	100286	Yellowstone Landscape	Invoice: STAUG 648324 (Reference: Landscape Maintenance: 2/2024. )	3,997.50	1,007,916.02
03/18/2024	ACH031824	St. Johns County Utility Department	835 Parkland Trl -1/19/24 to 2/19/24	292.73	1,007,623.29
03/19/2024	100287	Orkin	Invoice: 031824-9291 (Reference: Pest Control: 3/18/2024. )	130.99	1,007,492.30
03/19/2024	0319ACH1	Florida Power & Light	100 Parkland Trail - Feb 6, 2024 to Mar 6, 2024	542.91	1,006,949.39
03/20/2024	1485	Parkland Preserve C/O BNY Mellon Bank	Transfer of Tax Collections	673,113.57	333,835.82
03/20/2024	0320ACH1	AT&T	Internet 2/28/24 - 3/27/24	149.80	333,686.02
03/20/2024			Deposit	59,335.45	393,021.47
03/23/2024	0323ACH1	AT&T	Internet 3/02-04/01/24	192.60	392,828.87
03/25/2024	100288	Contact One	Invoice: 240301170101 (Reference: : 04/01/2024 - 04/30/2024. )	94.00	392,734.87
03/25/2024	100289	Under Budget Solutions LLC	Invoice: 1057 (Reference: Material Disposal. )	250.00	392,484.87
03/25/2024	100290	Kutak Rock LLP	Invoice: 3367085 (Reference: General Counsel. )	5,491.88	386,992.99
03/27/2024	1483	Cynthia Klein	BOS Meeting 3/25/24	200.00	386,792.99
03/27/2024	100291	Integrated Access Solutions LLC	Invoice: 1523 (Reference: Service Labor. )	161.25	386,631.74
03/27/2024	0327ACH1	Florida Power & Light	Feb 13, 2024 to Mar 13, 2024	34.47	386,597.27
03/27/2024	0327ACH2	Florida Power & Light	795 Parkland Trail, #IRR Feb 13, 2024 to Mar 13, 2024	35.32	386,561.95
03/27/2024	0327ACH3	Florida Power & Light	661 Parkland Trl #Fountain Feb 13, 2024 to Mar 13, 2024	479.55	386,082.40
03/27/2024	0327ACH4	Florida Power & Light	Feb 13, 2024 to Mar 13, 2024	995.12	385,087.28
03/31/2024			Interest	75.74	385,163.02
<b>03/31/2024</b>				<b>59,761.19</b>	<b>714,347.48</b>

# EXHIBIT 3



Proposal #405379

Date: 04/01/2024

From: Andrew Baltz

Proposal For

Parkland Preserve CDD  
 c/o Vesta Property Services  
 250 International Parkway  
 Suite 208  
 Lake Mark, FL 32746

main:  
 mobile:  
 dmcinnes@vestapropertyservices.com

Location

Parkland Trail  
 Saint Augustine, FL 32092

Property Name: Parkland Preserve CDD

Mulch Installation 2024

Terms: Net 30

Installation of Brown Hardwood Mulch at Amenity Center, Entry and Pool.

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Mulch Installation	70.00	\$48.000	\$3,360.00

Client Notes

SUBTOTAL	\$3,360.00
SALES TAX	\$0.00
<b>TOTAL</b>	<b>\$3,360.00</b>

Signature

x

*Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.*

*Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.*

Contact

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Assigned To

Andrew Baltz  
 Office:  
 dbaltz@yellowstonelandscape.com



Proposal #404585

Date: 03/22/2024

From: Andrew Baltz

Proposal For

Parkland Preserve CDD

c/o Vesta Property Services  
 250 International Parkway  
 Suite 208  
 Lake Mark, FL 32746

main:  
 mobile:  
 dmcinnes@vestapropertyservices.com

Location

Parkland Trail  
 Saint Augustine, FL 32092

Property Name: Parkland Preserve CDD

Spring Annual Installation 2024

Terms: Net 30

Removal, prep and installation of seasonal annuals. Includes annual soil refresh and pine fines mulch application.

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Planting Soil Mix	1.00	\$286.000	\$286.00
Labor for removal and soil mix installation	4.00	\$65.000	\$260.00
Seasonal Annual Installation	405.00	\$2.000	\$810.00

Client Notes

Signature

x

SUBTOTAL	\$1,356.00
SALES TAX	\$0.00
<b>TOTAL</b>	<b>\$1,356.00</b>

Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.

Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.



Contact

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Assigned To

Andrew Baltz

Office:

dbaltz@yellowstonelandscape.com

# EXHIBIT 4

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

The Parkland 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, 2024, with an option for four (4) additional optional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, *Florida Statutes*, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in St. Johns County, Florida. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2024, be completed no later than June 30, 2025.

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) hardcopy and one (1) electronic copy on a flash drive of their proposal to the District Manager, 250 International Parkway, Suite 208, Lake Mary, Florida 32746 in an envelope marked on the outside "Auditing Services, Parkland Preserve Community Development District." Proposals must be received by 12 p.m. on Friday, April 12, 2024, at the office of the District Manager. Please direct all questions regarding this Notice to the 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.*

**PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT**

**REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Year 2024**

St. Johns County, Florida

**INSTRUCTIONS TO PROPOSERS**

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than **Friday, April 12, 2024, at 12 p.m.**, at the offices of District Manager, located at c/o Vesta District Services, 250 International Parkway, Suite 208, Lake Mary, FL 32746. 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) hardcopy and one (1) electronic copy on a flash drive of their proposal, 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 – Parkland Preserve Community Development District" on the face of it.

**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 ("**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, plus the lump sum cost of four (4) annual renewals.

**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 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 workload; 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.

# EXHIBIT 5

# **Parkland Preserve Community Development District**

**Proposer**

**DiBartolomeo, McBee, Hartley & Barnes, P.A.  
Certified Public Accountants**

**2222 Colonial Road, Suite 200  
Fort Pierce, Florida 34950  
(772) 461-8833**

**591 SE Port St. Lucie Boulevard  
Port Saint Lucie, Florida 34984  
(772) 878-1952**

**Contact:**

**Jim Hartley, CPA  
Principal**



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Parkland Preserve  
Community Development District  
Audit Selection Committee

Dear Committee Members:

We are pleased to have this opportunity to present the qualifications of DiBartolomeo, McBee, Hartley & Barnes, P.A. (DMHB) to serve as Parkland Preserve Community Development District's independent auditors. The audit is a significant engagement demanding various professional resources, governmental knowledge and expertise, and, most importantly, experience serving Florida local governments. DMHB understands the services required and is committed to performing these services within the required time frame. We have the staff available to complete this engagement in a timely fashion. We audit several entities across the State making it feasible to schedule and provide services at the required locations.

***Proven Track Record***— Our clients know our people and the quality of our work. We have always been responsive, met deadlines, and been willing to go the extra mile with the objective of providing significant value to mitigate the cost of the audit. This proven track record of successfully working together to serve governmental clients will enhance the quality of services we provide.

***Experience***—DMHB has a history of providing quality professional services to an impressive list of public sector clients in Florida. We currently serve a large number of public sector entities in Florida, including cities, villages, special districts, as well as a large number of community development districts. Our firm has performed in excess of 100 community development district audits. In addition, our senior management team members have between 25 and 35 years experience in serving Florida governments. DMHB is a recognized leader in providing services to governmental and non-profit agencies within the State of Florida. Through our experience in performing audits, we have been able to increase our audit efficiency and therefore reduce cost. We have continually passed this cost saving 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 audit 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 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.

2222 Colonial Road, Suite 200 • Fort Pierce, Florida 34950 • 772-461-8833 • Fax: 772-461-8872  
591 S.E. Port St. Lucie Blvd., • Port St. Lucie, Florida 34984 • 772-878-1952 • Fax: 772-878-1709

Member AICPA

Member AICPA Division for CPA Firms  
Private Company Practice Section

Member AICPA

[WWW.DMHBPCPA.NET](http://WWW.DMHBPCPA.NET)

***Timeliness*** – In order to meet the Districts needs, we will perform interim internal control testing from unaudited preliminary general ledgers provided. We will also review all minutes and subsequent needs related to the review of the minutes. Follow up review will be completed as necessary **in order to meet the required deadlines**.

***Communication and Knowledge Sharing***— Another driving force behind our service approach is frequent, candid and open communication with management with no surprises. During the course of the audit, we will communicate with management on a regular basis to provide you with a status report on the audit and to discuss any issues that arise, potential management letter comments, or potential audit differences.

In the accompanying proposal, you will find additional information upon which you can evaluate DMHB's qualifications. Our full team is in place and waiting to serve you. Please contact us at 2222 Colonial Road, Suite 200 Fort Pierce, FL 34950. Our phone number is (772) 461-8833. We look forward to further discussion on how our team can work together with you.

Very truly yours,

A handwritten signature in black ink that reads "DiBartolomeo, McBee, Hartley & Barnes". The signature is written in a cursive, slightly slanted style.

DiBartolomeo, McBee, Hartley & Barnes, P.A.

## PROFESSIONAL QUALIFICATIONS

DiBartolomeo, McBee, Hartley & Barnes, P.A. is a local public accounting firm with offices in the cities of Fort Pierce and Port St. Lucie. The firm was formed in 1982.

### ➤ *Professional Staff Resources*

Our services will be delivered through personnel in both our Port St. Lucie and Ft. Pierce offices, located at 591 S.E. Port St. Lucie Blvd., Port St. Lucie, FL 34984 and 2222 Colonial Road, Suite 200, Fort Pierce, Florida 34950, respectively. DMHB has a total of 19 professional staff including 9 with extensive experience serving governmental entities.

<b>Professional Staff Classification</b>	<b>Number of Professionals</b>
Partner	4
Managers	2
Senior	2
Staff	11
	19

DiBartolomeo, McBee, Hartley & Barnes provides a variety of accounting, auditing, tax litigation support, estate planning, and consulting services. Some of the governmental, non-profit accounting, auditing and advisory services currently provided to clients include:

- Annual financial and compliance audits including Single Audits of State and Federal financial assistance programs under the OMB A-133 audit criteria
- Issuance of Comfort Letters, consent letters, and parity certificates in conjunction with the issuance of tax-exempt debt obligations, including compiling financial data and interim period financial statement reviews
- Assisting in compiling historical financial data for first-time and subsequent submissions for the GFOA Certificate of Achievement for Excellence in Financial Reporting

## PROFESSIONAL QUALIFICATIONS (CONTINUED)

### ➤ *Professional Staff Resources (Continued)*

- Audits of franchise fees received from outside franchisees
- Preparation of annual reports to the State Department of Banking and Finance
- Audits of Internal Controls – Governmental Special Project
- Assistance with Implementation of current GASB pronouncements

### ➤ *Current and Near Future Workload*

In order to better serve and provide timely and informative financial data, we have comprised an experienced audit team. Our present and future workloads will permit the proposed audit team to perform these audits within the time schedule required and meet all deadlines.

### ➤ *Identification of Audit Team*

The team is composed of people who are experienced, professional, and creative. They fully understand your business and will provide you with reliable opinions. In addition, they will make a point to maintain ongoing dialogue with each other and management about the status of our services.

The auditing firm you select is only as good as the people who serve you. We are extremely proud of the outstanding team we have assembled for your engagement. Our team brings many years of relevant experience coupled with the technical skill, knowledge, authority, dedication, and most of all, the commitment you need to meet your government reporting obligations and the challenges that will result from the changing accounting standards.

A flow chart of the audit team and brief resumes detailing individual team members' experience in each of the relevant areas follow.

**Jim Hartley, CPA** – Engagement Partner (resume attached)  
Will assist in the field as main contact

**Jay McBee, CPA** – Technical Reviewer (resume attached)

**Theresa Goldstein** - Senior (resume attached)

Staff – TBA

# **Jim Hartley**

*Partner – DiBartolomeo, McBee, Hartley & Barnes*

## **Experience and Training**

Jim has over 25 years of public accounting experience and would serve as the engagement partner. His experience and training include:

- 25 years of non-profit and governmental experience.
- Specializing in serving entities ranging from Government to Associations and Special District audits.
- Has performed audits and advisory services for a variety of public sector entities.
- Has extensive experience performing audits of federal grant recipients in accordance with the Single Audit Act and the related Office of Management and Budget (OMB) guidelines.
- Experienced in maintaining the GFOA Certificate of Achievement.
- 120 hours of CPE credits over the past 3 years.

## **Recent Engagements**

Has provided audit services on governmental entities including towns, villages, cities, counties, special districts and community development districts. Jim has assisted with financial statement preparation, system implementation, and a variety of services to a wide range of non-profit and governmental entities. Jim currently provides internal audit and consulting services to governmental entities and non-profit agencies to assist in implementing and maintaining “best practice” accounting policies and procedures. Jim provides auditing services to the Fort Pierce Utilities Authority, St. Lucie County Fire District, City of Port St. Lucie, Tradition CDD #1 – 10, Southern Groves CDD #1-6, Multiple CDD audits, Town of St. Lucie Village, Town of Sewall’s Point, Town of Jupiter Island along with several other entities, including Condo and Homeowner Associations.

## **Education and Registrations**

- Bachelor of Science in Accounting – Sterling College.
- Certified Public Accountant

## **Professional Affiliations**

- Member of the American Institute of Certified Public Accountants
- Member of the Florida Institute of Certified Public Accountants
- Member of the Florida Government Finance Officers Association

## **Volunteer Service**

- Treasurer & Executive Board - St. Lucie County Chamber of Commerce
- Budget Advisory Board - St. Lucie County School District
- Past Treasurer - Exchange Club for Prevention of Child Abuse & Exchange Foundation Board
- Board of Directors – State Division of Juvenile Justice

## **Jay L. McBee**

*Partner – DiBartolomeo, McBee, Hartley & Barnes*

### **Experience and Training**

Jay has over 35 years of public accounting experience and would serve as the technical reviewer on the audit. His experience and training include:

- 35 years of government experience.
- Specializing in serving local government entities.
- Has performed audits and advisory services for a variety of public sector entities including counties, cities, special districts, and school districts.
- Has experience performing audits of federal grant recipients in accordance with the Single Audit Act and the related Office of Management and Budget (OMB) guidelines, including Circular A-133 and the Rules of the Auditor General.
- Has extensive experience in performing pension audits.
- Experienced in developing and maintaining the GFOA Certificate of Achievement.
- 120 Hours of relevant government CPE credits over the past 3 years.
- Experience in municipal bond and other governmental-financing options and offerings.

### **Recent Engagements**

Has provided auditing services on local governmental entities including towns, villages, cities, counties, special district and community development districts. Jay has assisted with financial preparation, system implementation, and a variety of government services to a wide range of governmental entities. Jay currently provides auditing services to the City of Port St. Lucie, City of Okeechobee Pension Trust Funds, St. Lucie County Fire District Pension funds, along with several other non-profit and governmental entities.

### **Education and Registrations**

- Bachelor of Science in Accounting and Quantitative Business Management – West Virginia University.
- Certified Public Accountant

### **Professional Affiliations**

- Member of the American Institute of Certified Public Accountants
- Member of the Florida Institute of Certified Public Accountants
- Member of the Florida Government Finance Officers Association

### **Volunteer Service**

- Member of the St. Lucie County Citizens Budget Committee
- Finance committee for the First United Methodist Church
- Treasurer of Boys & Girls Club of St. Lucie County

## **Theresa Goldstein**

*Supervisor – DiBartolomeo, McBee, Hartley & Barnes*

### **Experience and training**

Theresa has over 15 years of public accounting experience and would serve as the supervisor for the Constitutional Officers. Her experience and training include:

- 15 years of government experience.
- Specializing in serving local government entities.
- Has performed audits and advisory services for a variety of public sector entities including counties, cities, towns and special districts.
- Has extensive experience performing audits of federal grant recipients in accordance with the Single Audit Act and the related Office of Management and Budget (OMB) guidelines, including Circular A-133 and the Rules of the Auditor General.
- Experienced in maintaining the GFOA Certificate of Achievement.
- 100 hours of relevant government CPE credits over the past 3 years.

### **Recent Engagements**

Has provided audit services on governmental entities including towns, villages, cities, counties, special districts and community development districts. Theresa has assisted with financial statement preparation, system implementation, and a variety of services to a wide range of non-profit and governmental entities. Theresa currently provides internal audit and consulting services to multiple agencies to assist in implementing and maintaining “best practice” accounting policies and procedures. Engagements include City of Port St. Lucie, St. Lucie County Fire District, Town of Sewall’s Point, Town of Jupiter Island, Multiple CDD audits, Tradition CDD #1-10, Southern Groves CDD #1-6 and Town of St. Lucie Village.

### **Education and Registrations**

- Bachelor of Science in Finance – University of Central Florida
- Masters of Business Administration with concentration in Accounting – Bryant College

### **Professional Affiliations**

- Associate Member of the Florida Institute of Certified Public Accountants
- Member of the Florida Government Finance Officers Association



## PROFESSIONAL QUALIFICATIONS (CONTINUED)

### ➤ *Governmental Audit Experience*

DiBartolomeo, McBee, Hartley & Barnes, P.A., through its principals and members, has provided continuous in-depth professional accounting, auditing, and consulting services to local government units, nonprofit organizations, and commercial clients. Our professionals have developed considerable expertise in performing governmental audits and single audits and in preparing governmental financial statements in conformance with continually evolving GASB pronouncements, statements, and interpretations. All of the public sector entities we serve annually are required to be in accordance with GASB pronouncements and government auditing standards. We currently perform several Federal and State single audits in compliance with OMB Circular A-133 and under the Florida Single Audit Act. Our professionals are also experienced in assisting their clients with preparing Comprehensive Annual Financial Reports (GFOA).

All work performed by our firm is closely supervised by experienced certified public accountants. Only our most seasoned CPA's perform consulting services. Some of the professional accounting, auditing, and management consulting services currently provided to our local governmental clients include:

- Annual financial and compliance audits including Single Audits of State and Federal financial assistance programs under OMB A-133 audit criteria and the Florida Single Audit Act
- Assisting in compiling historical financial data for first-time and supplemental submissions for GFOA Certificate of Achievement of Excellence in Financial Reporting
- Audits of franchise fees received from outside franchisees
- Assistance with Implementation of GASB-34
- Internal audit functions
- Fixed assets review and updating cost/depreciation allocations and methods

## ADDITIONAL DATA

### ➤ *Procedures for Ensuring Quality Control & Confidentiality*

Quality control in any CPA firm can never be taken for granted. It requires a continuing commitment to professional excellence. DiBartolomeo, McBee, Hartley & Barnes is formally dedicated to that commitment.

In an effort to continue to maintain the standards of working excellence required by our firm, DiBartolomeo, McBee, Hartley & Barnes, P.A. joined the Quality Review Program of the American Institute of Certified Public Accountants. To be a participating member firm, a firm must obtain an independent compliance 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 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 continuance of clients
- Inspection and review system

### ➤ *Independence*

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, independent auditors must exercise utmost care in the performance of their duties.

Our firm has provided continuous certified public accounting services in the government sector for 31 years, and we are independent of the Community Development Districts as defined by the following rules, regulations, and standards:

## ADDITIONAL DATA (CONTINUED)

### ➤ *Independence (Continued)*

- Au Section 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-21, Florida Administrative Code
- Section 473.315, Florida Statutes
- Government Auditing Standards, issued by the Comptroller General of the United States

### ➤ *Computer Auditing Capabilities*

DiBartolomeo, McBee, Hartley & Barnes' strong computer capabilities as demonstrated by our progressive approach to computer auditing and extensive use of microcomputers. Jay McBee is the MIS partner for DMHB. Jay has extensive experience in auditing and evaluating various computer systems and would provide these services in this engagement.

We view the computer operation as an integral part of its accounting systems. We would evaluate the computer control environment to:

- Understand the computer control environment's effect on internal controls
- Conclude on whether aspects of the environment require special audit attention
- Make preliminary determination of comments for inclusion in our management letter

*This evaluation includes:*

- System hardware and software
- Organization and administration
- Access

## Contracts of Similar Nature within References

Client	Years	Annual Audit In Accordance With GAAS	Engagement Partner	Incl. Utility Audit/ Consulting	GFOA Cert.	GASB 34 Implementation & Assistance	Total Hours
St. Lucie County Fire District Karen Russell, Clerk-Treasurer (772)462-2300	1984 - Current	√	<b>Jim Hartley</b>			√	<b>250-300</b>
City of Fort Pierce Johnna Morris, Finance Director (772)-460-2200	2005-current	√	<b>Mark Barnes</b>		√	√	<b>800</b>
Fort Pierce Utilities Authority Nina Hurtubise, Finance Director (772)-466-1600	2005-current	√	<b>Jim Hartley</b>	√	√	√	<b>600</b>
Town of Jupiter Island Mike Ventura (772)-545-0104	2010		<b>Jim Hartley</b>	√			<b>200</b>
Town of Sewall's Point Pamela Walker (772) 287-2455	2010	√	<b>Jim Hartley</b>			√	<b>225</b>
Town of St. Lucie Village Diane Robertson, Town Clerk (772) 595-0663	1999 – current	√	<b>Jim Hartley</b>			√	<b>100</b>
City of Okeechobee Pension Trust Funds Marita Rice, Supervisor of Finance (863)763-9460	1998 – current	√	<b>Jay McBee</b>				<b>60</b>
St. Lucie County Fire District 175 Pension Trust Fund Chris Bushman , Captain (772) 462-2300	1990 – current	√	<b>Jay McBee</b>				<b>60</b>
Tradition Community Development District 1-10 Alan Mishlove ,District Finance Manager (407)382-3256	2002 - current	√	<b>Jim Hartley</b>			√	<b>350</b>
Union Park Community Development District Patricia Comings-Thibault (321)263-0132	2013-current	√	<b>Jim Hartley</b>				<b>50</b>
Deer Island Community Development District Patricia Comings-Thibault (321)263-0132	2013-current	√	<b>Jim Hartley</b>				<b>50</b>
Park Creek Community Development District Patricia Comings-Thibault (321)263-0132	2013-current	√	<b>Jim Hartley</b>				<b>50</b>
Waterleaf Community Development District Patricia Comings-Thibault (321)263-0132	2013-current	√	<b>Jim Hartley</b>				<b>50</b>

## TECHNICAL APPROACH

**a. *An Express Agreement to Meet or Exceed the Performance Specifications.***

1. The audit will be conducted in compliance with the following requirements:
  - a. Rules of the Auditor General for form and content of governmental audits
  - b. Regulations of the State Department of Banking and Finance
  - c. Audits of State and Local Governmental Units-American Institute of Certified Public Accountants.
2. The audit report shall contain the opinion of the auditor in reference to all financial statements, and an opinion reflecting compliance with applicable legal provisions.
3. We will also provide the required copies of the audit report, the management letter, any related reports on internal control weaknesses and one copy of the adjusting journal entries and financial work papers.
4. The auditor shall, at no additional charge, make all related work papers available to any Federal or State agency upon request in accordance with Federal and State Laws and Regulations.
5. We will work in cooperation with the District, its underwriters and bond council in regard to any bond issues that may occur during the term of the contract.
6. The financial statements shall be prepared in conformity with Governmental Accounting Standards Board Statement Number 34, 63 and 65.

We will commit to issuing the audit for each Fiscal year by June 1<sup>st</sup> of the following year. In order to ensure this we will perform interim internal control testing as required by January 31<sup>st</sup> from unaudited preliminary general ledgers provided. The remaining testing will be completed no later than May 1<sup>st</sup>. We will also review all minutes and subsequent needs related to the review of the minutes by January 30<sup>th</sup>. Follow up review will be completed as necessary. Our goal is to provide timely financial reporting, any deadlines imposed by the district will be considered in order to accommodate.



**b. SPECIFIC AUDIT APPROACH**

**Our partners are not strangers who show up for an entrance conference and an exit conference.** We have developed an audit plan that allows the partners to directly supervise our staff in the field. By assigning two partners to the audit, we will have a partner on-site for a significant portion of the fieldwork. This also gives the District an additional contact individual for questions or problems that may arise during the audit.

The scope of our services will include a financial, as well as, a compliance audit of the District's financial statements. Our audit will be conducted in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Additionally, our audit will be conducted in accordance with the provisions of Chapter 10.550, Rules of the Auditor General, which govern the conduct of local government entity audits performed in the State of Florida.

Our audit approach places emphasis on the accounting information system and how the data is recorded, rather than solely on the verification of numbers on a financial statement. This approach enables us to:

- Maximize our understanding of the District's operating environment
- Minimize time required conducting the audit since we start with broad considerations and narrow to specific audit objectives in critical areas

Our audit approach consists of four phases encompassing our audit process:

- Planning Phase
- Detailed Audit Phase
- Closing Phase
- Reporting

**Planning Phase**

**Meetings and Expectations:**

Our first step in this phase will be to set up a planning meeting with the financial and operating management of Parkland Preserve Community Development District. Our goal here is to eliminate "surprises." By meeting with responsible officials early on we can discuss significant accounting policies, closing procedures and timetables, planned timing of our audit procedures and expectations of our work. This will also be the starting point for our discussions with management related to *SAS No. 99-Consideration of Fraud in a Financial Statement Audit*. Inquiries will be made regarding managements knowledge of fraud and on management's views regarding the risk of fraud.

## **Review Operations and Develop Engagement Plan**

It is critical that we understand the District's operating environment. To do this we will obtain and review such items as, organizational charts, recent financial statements, budget information, major contracts and lease agreements. We will also gather other information necessary to increase our understanding of the District's operations, organization, and internal control.

## **Study and Evaluate Internal Control**

As part of general planning, we will obtain an understanding and assessment of the District's control environment. This assessment involves a review of management's operating style, written internal control procedures, and the District's accounting system. The assessment is necessary to determine if we can rely on control procedures and thus reduce the extent of substantive testing.

We then test compliance with established control procedures by ascertaining that the significant strengths within the system are functioning as described to us. Generally, transactions are selected and reviewed in sufficient detail to permit us to formulate conclusions regarding compliance with control procedures and the extent of operation compliance with pertinent laws and regulations. This involves gaining an understanding of the District's procedures, laws and regulations, and testing systems for compliance by examining contracts, invoices, bid procedures, and other documents. After testing controls, we then evaluate the results of those tests and decide whether we can rely on controls and thus reduce other audit procedures.

## **Conduct Preliminary Analytical Review**

Also during the planning stage, we undertake analytical procedures that aid us in focusing our energies in the right direction. We call these analytical reviews.

A properly designed analytical review can be a very effective audit procedure in audits of governmental units. Analytical reviews consist of more than just a comparison of current-year actual results to prior-year actual results. Very effective analytical review techniques include trend analysis covering a number of years and comparisons of information not maintained totally within the financial accounting system, such as per capita information, prevailing market interest rates, housing statistics, etc.

Some examples of effective analytical reviews performed together and/or individually include:

- Comparison of current-year actual results with current-year budget for the current and past years with investigation of significant differences and/or trends
- Trend analysis of the percentage of current-year revenues to current-year rates for the current and previous years with investigation of significant changes in the collection percentage
- Trend analysis of the percentage of expenditures by function for the current and previous years with investigation of significant changes in percentages by department
- Monthly analysis of receipts compared to prior years to detect trends that may have audit implications

Conclusions reached enable us to determine the nature, timing and extent of other substantive procedures.



## Detailed Audit Phase

### **Conduct Final Risk Assessment and Prepare Audit Programs**

Risk assessment requires evaluating the likelihood of errors occurring that could have a material affect on the financial statements being audited. The conclusions we reach are based on many evaluations of internal control, systems, accounts, and transactions that occur throughout the audit. After evaluating the results of our tests of control and our final risk assessment we can develop detailed audit programs.

### **Perform Substantive Tests of Account Balances**

These tests are designed to provide reasonable assurance as to the validity of the information produced by the accounting system. Substantive tests involve such things as examining invoices supporting payments, confirmation of balances with independent parties, analytical review procedures, and physical inspection of assets. All significant accounts will be subjected to substantive procedures. Substantive tests provide direct evidence of the completeness, accuracy, and validity of data.

### **Perform Single Audit Procedures (if applicable)**

During the planning phase of the audit we will request and review schedules of expenditures of federal awards and state financial assistance. These schedules will be the basis for our determination of the specific programs we will test.

In documenting our understanding of the internal control system for the financial statement audit, we will identify control activities that impact major federal and state programs as well. This will allow us to test certain controls for the financial audit and the single audit concurrently. We will then perform additional tests of controls for each federal and state program selected for testing. We will then evaluate the results of the test of controls to determine the nature, timing and extent of substantive testing necessary to determine compliance with major program requirements.

## **Perform Statutory Compliance Testing**

We have developed audit programs for Parkland Preserve Community Development District designed to test Florida Statutes as required by the Auditor General. These programs include test procedures such as general inquiries, confirmation from third parties, and examination of specific documents.

### **Closing Phase**

During the closing phase we perform detail work paper reviews, request legal letters, review subsequent events and proposed audit adjustments. Communication with the client is critical in this phase to ensure that the information necessary to prepare financial statements in conformity with accounting principles generally accepted in the United States has been obtained.

### **Reporting Phase**

#### **Financial Statement Preparation**

As a local firm, we spend a considerable amount of time on financial statement preparation and support. With this in mind, we can assist in certain portions of the preparation of financial statements or simply review a draft of financials prepared by your staff. We let you determine our level of involvement.

#### **Management Letters**

*We want to help you solve problems before they become major.*

Our management letters go beyond citing possible deficiencies in the District's internal control structures. They identify opportunities for increasing revenues, decreasing costs, improving management information, protecting assets and improving operational efficiency.

The diversity of experience of our personnel and their independent and objective viewpoints make the comments, observations, and conclusions presented in our management letters a valuable source of information. We have provided positive solution-oriented objective recommendations to our governmental clients regarding investments, accounting accuracy, data processing, revenue bonds, payroll, utility billing, purchasing, budgeting, risk management, and internal auditing.

This review ensures the integrity of the factual data in the management letter but does not influence or impair our independence.

#### **Exit Conferences and Delivery of Reports**

We anticipate meeting with appropriate District personnel in February and issuing the final required reports by the May meeting of each year.

**PROPOSED AUDIT FEE**

DiBartolomeo, McBee, Hartley & Barnes P.A. will perform the annual audit of Parkland Preserve Community Development District for the five years as follows:

September 30, 2024	\$3,100
September 30, 2025	\$3,250
September 30, 2026	\$3,400
September 30, 2027	\$3,550
September 30, 2028	\$3,700

In years of new debt issuance fees may be adjusted based on review with management.

# EXHIBIT 6

**PARKLAND PRESERVE  
COMMUNITY DEVELOPMENT DISTRICT**

**PROPOSAL FOR AUDIT SERVICES**

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**PROPOSED BY:**

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

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600 Citrus Avenue, Suite 200  
Fort Pierce, Florida 34950

(772) 461-6120

**CONTACT PERSON:**

J. W. Gaines, CPA, Director

**DATE OF PROPOSAL:**

April 12, 2024

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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

April 12, 2024

Parkland Preserve Community Development District  
Vesta District Services  
250 International Parkway, Suite 208  
Lake Mary, FL 32746

Dear District Manager:

Thank you very much for the opportunity to present our professional credentials to provide audit services for Parkland 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 Parkland 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

Parkland Preserve Community Development District  
April 12, 2024

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 Parkland Preserve Community Development District.

Very truly yours,

*Berger Toombs Elam  
Gaines + Frank*

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)	6
Managers (2 CPA's)	2
Senior/Supervisor Accountants (3 CPA's)	3
Staff Accountants (2 CPA)	11
Computer Specialist	1
Paraprofessional	7
Administrative	<u>5</u>
Total – all personnel	35

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 Parkland 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 74 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 1,100 community development districts, and over 2,100 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

Clearwater Cay 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.  
Gateway Services Community Development District.

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 \$3,475 for the years ended September 30, 2024 and 2025, \$3,610 for the year ended September 30, 2026, and \$3,745 for the years ended September 30, 2027 and 2028. The fee is contingent upon the financial records and accounting systems of Parkland 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 Parkland Preserve Community Development District as of September 30, 2024, 2025, 2026, 2027, and 2028. 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 – 44 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**

Director – 36 years experience

#### **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
  - 19<sup>th</sup> 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)**

Director

#### **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**

#### **Matthew Gonano, CPA**

Director – 13 years total experience

#### **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**

#### **David F. Haughton, CPA**

Accounting and Audit Manager – 33 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***

<b>Personnel Qualifications and Experience</b>
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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**

#### **Paul Daly**

Staff Accountant – 11 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***

<b>Personnel Qualifications and Experience</b>
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**Tifanee Terrell**

Staff Accountant – 3 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, B.S. – Accounting

#### **Professional Experience**

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

#### **Continuing Professional Education**

- ◆ Mr. Dixon 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**

#### **Brennen Moore**

Staff Accountant

#### **Education**

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

#### **Professional Experience**

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

#### **Continuing Professional Education**

- ◆ Mr. Moore 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**

#### **Jordan Wood**

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**

- ◆ 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.



## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

#### **Katie Gifford**

Staff Accountant

#### **Education**

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

#### **Professional Experience**

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

#### **Continuing Professional Education**

- ◆ Ms. Gifford 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**

**Rayna Zicari**  
Staff Accountant

#### **Education**

- ◆ Stetson 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**

- ◆ Ms. Zicari participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Ms. Zicari is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.



6815 Dairy Road  
Zephyrhills, FL 33542

813.788.2155  
[BodinePerry.com](http://BodinePerry.com)

### Report on the Firm's System of Quality Control

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

November 30, 2022

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, 2022. 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](http://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, 2022, 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, PLC, has received a peer review rating of *pass*.

*Bodine Perry*

Bodine Perry

(BERGER\_REPORT22)



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

**District Auditing Services**  
St. Johns County, Florida

**INSTRUCTIONS TO PROPOSERS**

**SECTION 1. DUE DATE.** Digital proposal (“Proposal”) must be received no later than Friday, April 12, 2024, at 12:00 p.m., to the District Manager at 250 International Parkway, Suite 208, Lake Mary, Florida 32746.

**SECTION 2. FAMILIARITY WITH THE LAW.** By submitting a proposal, each proposer (“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.** Each Proposer shall submit one (1) digital copy of the Proposal Documents (defined below), and other requested attachments at the time and place indicated herein, with the email subject line "Auditing Services – Parkland Preserve Community Development District".

**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, 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 District's limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

**SECTION 12. CONTENTS OF PROPOSALS.** All proposals shall include the following information in addition to any other requirements of the Proposal Documents.

- A. Information regarding the proposer's authority to do business in Florida; proof of all applicable state and federal professional licenses; and proof of the proposer's qualifications to conduct audits in accordance with Government Auditing Standards as adopted by the Florida Board of Accountancy.
- B. List 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.
- C. Information regarding the geographic location of the firm's headquarters or permanent office in relation to the project.
- D. Describe proposed staffing levels.
- E. Provide 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 the name, address, and phone number of a contact person. Identify any work previously conducted for other community development districts.
- F. Describe approach to the project.
- G. Provide information regarding the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.
- H. The lump sum cost of the provision of the services under the proposal, plus the cost of any renewals.

**SECTION 13. PROTESTS.** Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after issuance of the Notice of Request for Proposals. 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. Any person who files a notice of protest challenging the Proposal Documents or any resulting Notice of Award 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). In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor. 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 contract award.

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

**AUDITOR SELECTION  
EVALUATION CRITERIA**

**1. Ability of Personnel. (20 Points)**

This includes the geographic locations 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 workload; proposed staffing levels, etc.

**2. Proposer's Experience. (20 Points)**

This includes past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other community development districts in other contracts; character, integrity, reputation, of respondent, etc.

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

This category addresses the 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)**

This category addresses the 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 bid for rendering the services and the reasonableness of the bid.

# EXHIBIT 7



**PARKLAND PRESERVE**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**FINANCIAL STATEMENTS**  
September 30, 2023

**PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT**  
**FINANCIAL STATEMENTS**  
September 30, 2023

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INDEPENDENT AUDITORS' REPORT

To the Board of Supervisors  
Parkland Preserve Community Development District  
St. Johns County, Florida

### **Opinions**

We have audited the accompanying financial statements of the governmental activities and each major fund of Parkland Preserve Community Development District, St. Johns County, Florida ("District") as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District as of September 30, 2023, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Basis for Opinions**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions.

Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information

because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Other Reporting Required by Government Auditing Standards**

In accordance with Government Auditing Standards, we have also issued our report dated March 7, 2024, on our consideration of the Parkland Preserve Community Development District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, rules, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the District's internal control over financial reporting and compliance.

### **Report on Other Legal and Regulatory Requirements**

We have also issued our report dated March 7, 2024 on our consideration of the District's compliance with requirements of Section 218.415, Florida Statutes, as required by Rule 10.556(10) of the Auditor General of the State of Florida. The purpose of that report is to provide an opinion based on our examination conducted in accordance with attestation Standards established by the American Institute of Certified Public Accountants.

*DiBartolomeo, McBee, Hartley & Barnes*

DiBartolomeo, McBee, Hartley & Barnes, P.A.  
Fort Pierce, Florida  
March 7, 2024

# **PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

September 30, 2023

Our discussion and analysis of Parkland Preserve Community Development District, St. Johns County, Florida ("District") financial performance provides an overview of the District's financial activities for the fiscal year ended September 30, 2023. Please read it in conjunction with the District's Independent Auditor's Report, basic financial statements, accompanying notes and supplementary information to the basic financial statements.

### **FINANCIAL HIGHLIGHTS**

- The liabilities of the District exceeded its assets at the close of the most recent fiscal year resulting in a net position balance of \$4,655,149.
- The change in the District's total net position in comparison with the prior fiscal year was \$153,939, an increase. The key components of the District's net position and change in net position are reflected in the table in the government-wide financial analysis section.
- At September 30, 2023, the District's governmental funds reported combined ending fund balances of \$1,320,260. A portion of fund balance is restricted for debt service and future capital repairs and replacement, and the remainder is unassigned fund balance which is available for spending at the District's discretion.

### **OVERVIEW OF FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as the introduction to the District's financial statements. The District's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

#### **Government-Wide Financial Statements**

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all the District's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

# **PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

September 30, 2023

The government-wide financial statements include all governmental activities that are principally supported by special assessment revenues. The District does not have any business-type activities. The governmental activities of the District include the general government (management) and maintenance and operations.

### **Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District has one fund category: governmental funds.

### **Governmental Funds**

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a District's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the District's near-term financing decisions.

Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balance provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District maintains three individual governmental funds for external reporting. Information is presented in the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund, debt service fund and capital projects fund. All funds are major funds. The District adopts an annual appropriated budget for its general fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with the budget.

### **Notes to the Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

# PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT

## MANAGEMENT'S DISCUSSION AND ANALYSIS

September 30, 2023

### GOVERNMENT WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of an entity's financial position. In the case of the District, assets exceeded liabilities at the close of the most recent fiscal year. A portion of the District's net position reflects its investment in capital assets (e.g. land, land improvements and infrastructure). These assets are used to provide services to residents; consequently, these assets are not available for future spending. The remaining balance of unrestricted net position may be used to meet the District's other obligations.

Key components of net position were as follows:

	2023	2022
Current assets	\$ 1,401,453	\$ 2,222,869
Capital assets	13,569,521	14,010,788
Total assets	14,970,974	16,233,657
Current liabilities	477,929	437,120
Long-term liabilities	9,837,896	11,295,327
Total liabilities	10,315,825	11,732,447
Net position		
Net invested in capital assets	3,556,625	2,545,461
Restricted for capital projects	6,363	20,608
Restricted for debt service	1,088,417	1,900,935
Unrestricted	3,744	34,206
Total net position	\$ 4,655,149	\$ 4,501,210

The District's net position increased during the most recent fiscal year. The majority of the change represents the degree to which program revenues exceeded ongoing cost of operations.

Key elements of the District's change in net position are reflected in the following table:

	2023	2022
Program revenues	\$ 1,423,825	\$ 2,801,583
General revenues	65,365	6,500
Total revenues	1,489,190	2,808,083
Expenses		
General government	110,010	78,295
Physical environment	660,086	142,559
Interest on long-term debt	565,155	630,757
Total expenses	1,335,251	851,611
Change in net position	153,939	1,956,472
Net position - beginning of year	4,501,210	2,544,738
Net position - end of year	\$ 4,655,149	\$ 4,501,210



# **PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

September 30, 2023

As noted above and in the statement of activities, the cost of all governmental activities during the fiscal year ended September 30, 2023 was \$1,335,251, which primarily consisted of interest on long-term debt and costs associated with constructed and maintaining certain capital improvements. The costs of the District's activities were funded by special assessments and developer contributions.

### **GENERAL BUDGETING HIGHLIGHTS**

An operating budget was adopted and maintained by the governing board for the District pursuant to the requirements of Florida Statutes. The budget is adopted using the same basis of accounting that is used in preparation of the fund financial statements. The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general fund expenditures exceeded appropriations for the fiscal year ended September 30, 2023, funded with prior year surpluses.

The variance between budgeted and actual general fund revenues is not considered significant. The actual general fund expenditures for the current fiscal year were higher than budgeted amounts due primarily to costs being higher than anticipated.

### **CAPITAL ASSETS AND DEBT ADMINISTRATION**

#### Capital Assets

At September 30, 2023, the District had \$13,569,521 in capital assets. More detailed information about the District's capital assets is presented in the notes of the financial statements.

#### Capital Debt

At September 30, 2023, the District had \$10,012,896 in Bonds outstanding for its governmental activities. More detailed information about the District's capital debt is presented in the accompanying notes to the financial statements.

### **ECONOMIC FACTORS, NEXT YEAR'S BUDGET AND OTHER INFORMATION**

For the fiscal year 2024, the District anticipates that the cost of general operations will remain fairly constant. In connection with the District's future infrastructure maintenance and replacement plan, the District Board has included in the budget, an estimate of those anticipated future costs and has assigned a portion of current available resources for that purpose.

# **PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

September 30, 2023

### **CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, land owners, customers, investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the financial resources it manages and the stewardship of the facilities it maintains. If you have questions about this report or need additional financial information, contact Parkland Preserve Community Development District's Finance Department at 250 International Parkway, Suite 208, Lake Mary, FL 32746.

**PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT**  
**STATEMENT OF NET POSITION**  
September 30, 2023

	GOVERNMENTAL ACTIVITIES
<b>ASSETS</b>	
Cash and cash equivalents	\$ 80,007
Assessments receivable	7,779
Deposits	3,900
Prepaid items	4,000
Restricted assets:	
Investments	1,305,767
Capital assets:	
Depreciable	13,569,521
<b>TOTAL ASSETS</b>	<b>\$ 14,970,974</b>
<b>LIABILITIES</b>	
Accounts payable and accrued expenses	\$ 60,540
Due to developer	20,653
Accrued interest payable	221,736
Bonds payable, due within one year	175,000
Bonds payable, due in more than one year	9,837,896
<b>TOTAL LIABILITIES</b>	<b>10,315,825</b>
<b>NET POSITION</b>	
Net investment in capital assets	3,556,625
Restricted for:	
Capital projects	6,363
Debt service	1,088,417
Unrestricted	3,744
<b>TOTAL NET POSITION</b>	<b>\$ 4,655,149</b>

The accompanying notes are an integral part of this financial statement

**PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT**

STATEMENT OF ACTIVITIES  
Year Ended September 30, 2023

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expense)</u>
		<u>Charges for</u>	<u>Operating</u>	<u>Revenues and</u>
		<u>Services</u>	<u>Contributions</u>	<u>Changes in Net</u>
				<u>Position</u>
				<u>Governmental</u>
				<u>Activities</u>
Governmental activities				
General government	\$ 110,010	\$ 110,010	\$ 3,120	\$ 3,120
Physical environment	660,086	167,939	-	(492,147)
Interest on long-term debt	<u>565,155</u>	<u>1,142,756</u>	<u>-</u>	<u>577,601</u>
Total governmental activities	<u>\$ 1,335,251</u>	<u>\$ 1,420,705</u>	<u>\$ 3,120</u>	<u>88,574</u>
General revenues:				
				62,530
				2,835
				<u>65,365</u>
				153,939
				<u>4,501,210</u>
				<u>\$ 4,655,149</u>

The accompanying notes are an integral part of this financial statement

**PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT**

**BALANCE SHEET – GOVERNMENTAL FUNDS**

September 30, 2023

	MAJOR FUNDS			TOTAL GOVERNMENTAL FUNDS
	GENERAL	DEBT SERVICE	CAPITAL PROJECTS	
<b><u>ASSETS</u></b>				
Cash and cash equivalents	\$ 72,827	\$ -	\$ 7,180	\$ 80,007
Assessments receivable	3,393	4,386	-	7,779
Deposits	3,900	-	-	3,900
Prepaid items	4,000	-	-	4,000
Restricted assets:				
Investments	-	1,305,767	-	1,305,767
<b>TOTAL ASSETS</b>	<b>\$ 84,120</b>	<b>\$ 1,310,153</b>	<b>\$ 7,180</b>	<b>\$ 1,401,453</b>
<b><u>LIABILITIES AND FUND BALANCES</u></b>				
<b>LIABILITIES</b>				
Accounts payable and accrued expenses	\$ 59,723	\$ -	\$ 817	\$ 60,540
Due to developer	20,653	-	-	20,653
<b>TOTAL LIABILITIES</b>	<b>80,376</b>	<b>-</b>	<b>817</b>	<b>81,193</b>
<b>FUND BALANCES</b>				
Nonspendable:				
Deposits and prepaid items	7,900	-	-	7,900
Restricted for:				
Debt service	-	1,310,153	-	1,310,153
Capital projects	-	-	6,363	6,363
Unassigned	(4,156)	-	-	(4,156)
<b>TOTAL FUND BALANCES</b>	<b>3,744</b>	<b>1,310,153</b>	<b>6,363</b>	<b>1,320,260</b>
<b>TOTAL LIABILITIES AND     FUND BALANCES</b>	<b>\$ 84,120</b>	<b>\$ 1,310,153</b>	<b>\$ 7,180</b>	<b>\$ 1,401,453</b>

The accompanying notes are an integral part of this financial statement

**PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT**  
**RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES**  
**TO NET POSITION OF GOVERNMENTAL ACTIVITIES**  
September 30, 2023

Total Governmental Fund Balances in the Balance Sheet	\$ 1,320,260
Amount reported for governmental activities in the Statement of Net Assets are different because:	
Capital asset used in governmental activities are not financial resources and therefore are not reported in the governmental funds:	
Governmental capital assets	14,023,920
Less accumulated depreciation	(454,399)
Certain liabilities are not due and payable in the current period and therefore are not reported in the funds:	
Accrued interest payable	(221,736)
Original issue discount	152,104
Governmental bonds payable	<u>(10,165,000)</u>
Net Position of Governmental Activities	<u><u>\$ 4,655,149</u></u>

The accompanying notes are an integral part of this financial statement

**PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES**  
**IN FUND BALANCES – GOVERNMENTAL FUNDS**  
**Year Ended September 30, 2023**

	MAJOR FUNDS			TOTAL GOVERNMENTAL FUNDS
	GENERAL	DEBT SERVICE	CAPITAL PROJECTS	
<b>REVENUES</b>				
Developer contributions	\$ 3,120	\$ -	\$ -	\$ 3,120
Special assessments	277,949	1,142,756	-	1,420,705
Miscellaneous revenue	2,835	-	-	2,835
Investment earnings	296	62,234	-	62,530
<b>TOTAL REVENUES</b>	<u>284,200</u>	<u>1,204,990</u>	<u>-</u>	<u>1,489,190</u>
<b>EXPENDITURES</b>				
General government	110,010	-	-	110,010
Physical environment	204,651	-	8,817	213,468
Capital outlay	-	-	5,351	5,351
Debt				
Principal	-	1,455,000	-	1,455,000
Interest expense	-	595,150	-	595,150
<b>TOTAL EXPENDITURES</b>	<u>314,661</u>	<u>2,050,150</u>	<u>14,168</u>	<u>2,378,979</u>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<u>(30,461)</u>	<u>(845,160)</u>	<u>(14,168)</u>	<u>(889,789)</u>
<b>OTHER SOURCES (USES)</b>				
Transfers in (out)	-	77	(77)	-
<b>TOTAL OTHER SOURCES (USES)</b>	<u>-</u>	<u>77</u>	<u>(77)</u>	<u>-</u>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES AND OTHER USES</b>	<u>(30,461)</u>	<u>(845,083)</u>	<u>(14,245)</u>	<u>(889,789)</u>
<b>FUND BALANCE</b>				
Beginning of year	<u>34,205</u>	<u>2,155,236</u>	<u>20,608</u>	<u>2,210,049</u>
End of year	<u>\$ 3,744</u>	<u>\$ 1,310,153</u>	<u>\$ 6,363</u>	<u>\$ 1,320,260</u>

The accompanying notes are an integral part of this financial statement

**PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT**  
**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES**  
**IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES**  
**Year Ended September 30, 2023**

Net Change in Fund Balances - Total Governmental Funds \$ (889,789)

Amount reported for governmental activities in the Statement of Activities  
are different because:

Governmental funds report capital outlays as expenditures. However,  
in the Statement of Activities, the costs of those assets are depreciated  
over their estimated useful lives:

Capital outlay 5,351

Repayment of long-term liabilities are reported as expenditures in the  
governmental fund financial statements, but such repayments reduce  
liabilities in the Statement of Net Position and are eliminated in the  
Statement of Activities:

Payments on long-term debt 1,455,000

Certain items reported in the Statement of Activities do not require  
the use of current financial resources and therefore are not reported  
expenditures in the governmental funds:

Current year provision for depreciation (446,618)

Change in accrued interest payable 32,564

Provision for amortization of bond discount (2,569)

Change in Net Position of Governmental Activities \$ 153,939

The accompanying notes are an integral part of this financial statement



# **PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT**

## **NOTES TO FINANCIAL STATEMENTS**

September 30, 2023

### **NOTE A- NATURE OF ORGANIZATION AND REPORTING ENTITY**

Parkland Preserve Community Development District (the District) was established on March 23, 2018 by St. Johns County Ordinance 2018-14 pursuant to the Uniform Community Development District Act of 1980, Chapter 190, Florida Statutes. The Act provides among other things, the power to manage basic services for community development, power to borrow money and issue bonds, and to levy and assess non-ad valorem assessments for the financing and delivery of capital infrastructure.

The District was established for the purposes of financing and managing the acquisition, construction, maintenance and operation of a portion of the infrastructure necessary for community development within the District.

The District is governed by the Board of Supervisors ("Board"), which is composed of five members. All of the Board members are affiliated with the Developers. The Supervisors are elected on an at large basis by the qualified electors of the property owners within the District. The Board of Supervisors of the District exercise all powers granted to the District pursuant to Chapter 190, Florida Statutes.

The Board has the responsibility for:

1. Assessing and levying assessments.
2. Approving budgets.
3. Exercising control over facilities and properties.
4. Controlling the use of funds generated by the District.
5. Approving the hiring and firing of key personnel.
6. Financing Improvements.

The financial statements were prepared in accordance with Governmental Accounting Standards Board ("GASB") Statements. Under the provisions of those standards, the financial reporting entity consists of the primary government, organizations for which the District Board of Supervisors is considered to be financially accountable, and other organizations for which the nature and significance of their relationship with the District are such that, if excluded, the financial statements of the District would be considered incomplete or misleading. There are no entities considered to be component units of the District; therefore, the financial statements include only the operations of the District.

### **NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

#### **Government-Wide and Fund Financial Statements**

The basic financial statements include both government-wide and fund financial statements. The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

# PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT

## NOTES TO FINANCIAL STATEMENTS

September 30, 2023

### **NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

#### **Government-Wide and Fund Financial Statements (continued)**

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment. Operating-type special assessments for maintenance and debt service are treated as charges for services and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other Items not included among program revenues are reported instead as general revenues.

#### **Measurement Focus, Basis of Accounting and Financial Statement Presentation**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Assessments are recognized as revenues in the year for which they are levied. Grants and similar items are to be recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the economic financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

Expenditures are recorded when a liability is incurred, as under accrual accounting.

#### **Assessments**

Assessments are non-ad valorem assessments on benefited lands within the District. Assessments are levied to pay for the operations and maintenance of the District. The fiscal year for which annual assessments are levied begins on October 1 with discounts available for payments through February 28 and become delinquent on March 1. The District's annual assessments for operations are billed and collected by the County Tax Collector. The amounts remitted to the District are net of applicable discounts or fees and include interest on monies held from the day of collection to the day of distribution.

Assessments and interest associated with the current fiscal period are considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. The portion of assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the government.

**PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
September 30, 2023

**NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Measurement Focus, Basis of Accounting and Financial Statement Presentation (continued)**

The District reports the following major governmental fund:

General Fund

The general fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first for qualifying expenditures, then unrestricted resources as they are needed.

Debt Service Fund

The debt service fund is used to account for the accumulation of resources for the annual payment of principal and interest of long-term debt.

Capital Projects Fund

The capital projects fund accounts for the financial resources to be used for the acquisition or construction of major infrastructure with the District.

**Assets, Liabilities and Net Position or Equity**

Restricted Assets

These assets represent cash and investments set aside pursuant to contractual restrictions.

Deposits and Investments

The District's cash and cash equivalents are considered to be cash on hand and demand deposits (interest and non-interest bearing).

The District has elected to proceed under the Alternative Investment Guidelines as set forth in Section 218.415 (17) Florida Statutes. The District may invest any surplus public funds in the following:

- a) The Local Government Surplus Trust Funds, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act;
- b) Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency;

**PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
September 30, 2023

**NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Assets, Liabilities and Net Position or Equity (continued)**

Deposits and Investments (continued)

- c) Interest bearing time deposits or savings accounts in qualified public depositories;
- d) Direct obligations of the U.S. Treasury.

Securities listed in paragraph c and d shall be invested to provide sufficient liquidity to pay obligations as they come due. In addition, surplus funds may be deposited into certificates of deposit which are insured.

The District records all interest revenue related to investment activities in the respective funds and reports investments at fair value.

Inventories and Prepaid Items

Inventories of governmental funds are recorded as expenditures when consumed rather than when purchased.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

Capital Assets

Capital assets, which include property, plant and equipment, and infrastructure assets (e.g., roads, sidewalks and similar items) are reported in the government activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 (amount not rounded) and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

In the governmental fund financial statements, amounts incurred for the acquisition of capital assets are reported as fund expenditures. Depreciation expense is not reported in the governmental fund financial statements.

**PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT**

**NOTES TO FINANCIAL STATEMENTS**

September 30, 2023

**NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Assets, Liabilities and Net Position or Equity (continued)**

Capital Assets (continued)

Property, plant and equipment of the District are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Equipment	5 - 10
Roadways	40
Infrastructure	30

Unearned Revenue

Governmental funds report unearned revenue in connection with resources that have been received, but not yet earned.

Long-Term Obligations

In the government-wide financial statements long-term debt and other long-term obligations are reported as liabilities in the statement of net position. Bond premiums and discounts are deferred and amortized over the life of the Bonds. Bonds payable are reported net of applicable premiums or discounts. Bond issuance costs are expensed when incurred.

In the fund financial statements, governmental fund types recognize premiums and discounts, as well as issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Deferred Outflows/Inflows of Resources

The statement of net position reports, as applicable, a separate section for deferred outflows of resources. Deferred outflows of resources represent a consumption of net position that applies to future reporting period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until that time. For example, the District would record deferred outflows of resources related to debit amounts resulting from current and advance refundings resulting in the defeasance of debt (i.e. when there are differences between the reacquisition price and the net carrying amount of the old debt).

The statement of net position reports, as applicable, a separate section for deferred inflows of resources. Deferred inflows of resources represent an acquisition of net position that applies to future reporting period(s) and so will not be recognized as an inflow of resources (revenue) until that time. For example, when an asset is recorded in the governmental fund financial statements, but the revenue is not available, the District reports a deferred inflow of resources until such times as the revenue becomes available.

# PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT

## NOTES TO FINANCIAL STATEMENTS

September 30, 2023

### NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### **Assets, Liabilities and Net Position or Equity (continued)**

##### Fund Equity/Net Position

In the fund financial statements, governmental funds report non spendable and restricted fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Assignments of fund balance represent tentative management plans that are subject to change.

Committed fund balance - Amounts that can be used only for the specific purposes determined by a formal action (resolution) of the Board of Supervisors. Commitments may be changed or lifted only by the Board of Supervisors taking the same formal action (resolution) that imposed the constraint originally. Resources accumulated pursuant to stabilization arrangements sometimes are reported in this category.

Assigned fund balance - Includes spendable fund balance amounts that are intended to be used for specific purposes that are neither considered restricted nor committed. The Board can assign fund balance as it does when appropriating fund balance to cover differences in estimated revenue and appropriations in the subsequent year's appropriated budget. Assignments are generally temporary and normally the same formal action need not be taken to remove the assignment.

The District first uses committed fund balance, followed by assigned fund balance and then unassigned fund balance when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Net position is the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources. Net position in the government-wide financial statements are categorized as net investment in capital assets, restricted or unrestricted. Net investment in capital assets represents net position related to infrastructure and property, plant and equipment. Restricted net position represents the assets restricted by the District's Bond covenants or other contractual restrictions. Unrestricted net position consists of the net position not meeting the definition of either of the other two components.

#### **Other Disclosures**

##### Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

**PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT**

**NOTES TO FINANCIAL STATEMENTS**

September 30, 2023

**NOTE C - BUDGETARY INFORMATION**

The District is required to establish a budgetary system and an approved Annual Budget. Annual Budgets are adopted on a basis consistent with generally accepted accounting principles for the general fund. All annual appropriations lapse at fiscal year end.

The District follows these procedures in establishing the budgetary data reflected in the financial statements.

- a) Each year the District Manager submits to the District Board a proposed operating budget for the fiscal year commencing the following October 1.
- b) Public hearings are conducted to obtain public comments.
- c) Prior to October 1, the budget is legally adopted by the District Board.
- d) All budget changes must be approved by the District Board.
- e) The budgets are adopted on a basis consistent with generally accepted accounting principles.
- f) Unused appropriation for annually budgeted funds lapse at the end of the year.

**NOTE D – DEPOSITS AND INVESTMENTS**

**Deposits**

The District's cash balances, including certificates of deposit, were entirely covered by federal depository insurance or by a collateral pool pledged to the State Treasurer. Florida Statutes Chapter 280, "Florida Security for Public Deposits Act", requires all qualified depositories to deposit with the Treasurer or another banking institution eligible collateral equal to various percentages of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance held. The percentage of eligible collateral (generally, U.S. Governmental and agency securities, state or local government debt, or corporate bonds) to public deposits is dependent upon the depository's financial history and its compliance with Chapter 280. In the event of a failure of a qualified public depository, the remaining public depositories would be responsible for covering any resulting losses.

**Investments**

The District's investments were held as follows at September 30, 2023:

<u>Investment</u>	<u>Fair Value</u>	<u>Credit Risk</u>	<u>Maturities</u>
JP Morgan U.S. Treasury Plus Money Market Fund	\$ 1,305,767	S&P AAAM	Weighted average of the fund portfolio: 13 days
Total Investments	<u>\$ 1,305,767</u>		

# PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT

## NOTES TO FINANCIAL STATEMENTS

September 30, 2023

### NOTE D – DEPOSITS AND INVESTMENTS (CONTINUED)

#### **Investments (continued)**

Custodial credit risk - For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the District will not be able to recover the value of the investments or collateral securities that are in the possession of an outside party. The District has no formal policy for custodial risk. The investments listed in the schedule above are not evidenced by securities that exist in physical or book entry form.

Credit risk - For investments, credit risk is generally the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Investment ratings by investment type are included in the preceding summary of investments.

Concentration risk - The District places no limit on the amount the District may invest in any one issuer.

Interest rate risk - The District does not have a formal policy that limits investment maturities as a means of managing exposure to fair value losses arising from increasing interest rates.

Fair Value Measurement - When applicable, the District measures and records its investments using fair value measurement guidelines established in accordance with GASB Statements. The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques.

These guidelines recognize a three-tiered fair value hierarchy, in order of highest priority, as follows:

- Level 1: Investments whose values are based on unadjusted quoted prices for identical investments in active markets that the District has the ability to access;
- Level 2: Investments whose inputs - other than quoted market prices - are observable either directly or indirectly; and,
- Level 3: Investments whose inputs are unobservable.

The fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the entire fair value measurement. Valuation techniques used should maximize the use of observable inputs and minimize the use of unobservable inputs.



**PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
September 30, 2023

**NOTE E - CAPITAL ASSETS**

Capital asset activity for the fiscal year ended September 30, 2023 was as follows:

	Balance 10/01/2022	Increases	Decreases	Balance 09/30/2023
<b>Governmental activities:</b>				
Capital assets, not being depreciated:				
Construction in process	\$ 13,991,594	\$ -	\$ (13,991,594)	\$ -
Total capital assets, not being depreciated	<u>13,991,594</u>	<u>-</u>	<u>(13,991,594)</u>	<u>-</u>
Capital assets, being depreciated				
Equipment	26,975	5,351	-	32,326
Roadways	-	2,901,974	-	2,901,974
Infrastructure	-	11,089,620	-	11,089,620
Total capital assets, being depreciated	<u>26,975</u>	<u>13,996,945</u>	<u>-</u>	<u>14,023,920</u>
Less accumulated depreciation for:				
Equipment	7,781	4,415	-	12,196
Roadways	-	72,549	-	72,549
Infrastructure	-	369,654	-	369,654
Total accumulated depreciation	<u>7,781</u>	<u>446,618</u>	<u>-</u>	<u>454,399</u>
Total capital assets, being depreciated - net	<u>19,194</u>	<u>13,550,327</u>	<u>-</u>	<u>13,569,521</u>
Governmental activities capital assets - net	<u>\$ 14,010,788</u>	<u>\$ 13,550,327</u>	<u>\$ (13,991,594)</u>	<u>\$ 13,569,521</u>

Depreciation was charged to physical environment.

**NOTE F – LONG-TERM LIABILITIES**

**\$11,485,000 Special Assessment Revenue Bonds, Series 2019A** – On May 22, 2019, the District issued \$11,485,000 in Special Assessment Revenue Bonds, Series 2019A. The Bonds were issued to finance the acquisition and construction of certain improvements for the benefit of the property within the District. The Bonds are payable in annual principal installments through May 2050. The Bonds bear interest ranging from 4.5% to 5.375% payable semi-annually on the first day of each May and November. Principal is due serially each May 1, commencing May 2021.

**\$3,200,000 Special Assessment Revenue Bonds, Series 2019B** – On May 22, 2019, the District issued \$3,200,000 in Special Assessment Revenue Bonds, Series 2019B. The Bonds were issued to finance the acquisition and construction of certain improvements for the benefit of the property within the District. The Bonds are payable November 2032. The Bonds bear at 5.5% payable semi-annually on the first day of each May and November. The 2019B Bonds were paid off during the fiscal year ended September 30, 2023. Accordingly, the Series 2019B Bonds are no longer outstanding.

**PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT**

NOTES TO FINANCIAL STATEMENTS

September 30, 2023

**NOTE F – LONG-TERM LIABILITIES (CONTINUED)**

The Bond Indenture has certain restrictions and requirements relating principally to the use of proceeds to pay for the infrastructure improvements and the procedures to be followed by the District on assessments to property owners. The District agreed to levy special assessments in annual amounts adequate to provide payment of debt service and to meet the reserve requirements. The requirements have been met for the fiscal year ended September 30, 2023.

The following is a summary of activity in the long-term debt of the District for the year ended September 30, 2023:

	<u>Balance</u> <u>10/01/2022</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>09/30/2023</u>	<u>Due Within</u> <u>One Year</u>
Special Assessment Revenue Bonds, Series 2019A	\$ 10,335,000	\$ -	\$ 170,000	\$ 10,165,000	\$ 175,000
Special Assessment Revenue Bonds, Series 2019B	1,285,000	-	1,285,000	-	-
	<u>11,620,000</u>	<u>-</u>	<u>1,455,000</u>	<u>10,165,000</u>	<u>175,000</u>
Unamortized bond discount	<u>(154,673)</u>	<u>-</u>	<u>(2,569)</u>	<u>(152,104)</u>	<u>-</u>
	<u>\$ 11,465,327</u>	<u>\$ -</u>	<u>\$ 1,452,431</u>	<u>\$ 10,012,896</u>	<u>\$ 175,000</u>

The annual requirements to amortize the principal and interest of bonded debt outstanding as of September 30, 2023 are as follows:

<u>September 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 175,000	\$ 533,326	\$ 708,326
2025	190,000	525,450	715,450
2026	200,000	516,426	716,426
2027	210,000	506,926	716,926
2028	220,000	496,950	716,950
2029-2033	1,250,000	2,316,100	3,566,100
2034-2038	1,635,000	1,953,914	3,588,914
2039-2043	2,140,000	1,470,658	3,610,658
2044-2048	2,800,000	829,094	3,629,094
2049-2050	1,345,000	109,382	1,454,382
	<u>\$ 10,165,000</u>	<u>\$ 9,258,226</u>	<u>\$ 19,423,226</u>

**PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT**

**NOTES TO FINANCIAL STATEMENTS**

September 30, 2023

**NOTE G - MANAGEMENT COMPANY**

The District has contracted with a management company to perform services which include financial and accounting advisory services. Certain employees of the management company also serve as officers of the District. Under the agreement, the District compensates the management company for management, accounting, financial reporting, computer and other administrative costs.

**NOTE H - RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; natural disasters; and environmental remediation. The District has obtained commercial insurance from independent third parties to mitigate the costs of these risks; coverage may not extend to all situations. Settled claims from these risks have not exceeded commercial insurance coverage over the past three years.

**NOTE I – CONCENTRATION**

The District receives the majority of its funding from local tax revenue. A reduction in the level of advances would have a substantial effect on the District's projects and activities.

**PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**BUDGET AND ACTUAL – GENERAL FUND**  
**Year Ended September 30, 2023**

	<u>* BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE WITH FINAL BUDGET POSITIVE (NEGATIVE)</u>
<b>REVENUES</b>			
Developer contributions	\$ -	\$ 3,120	\$ 3,120
Special assessments	276,895	277,949	1,054
Miscellaneous revenue	-	2,835	2,835
Investment earnings	-	296	296
<b>TOTAL REVENUES</b>	<u>276,895</u>	<u>284,200</u>	<u>7,305</u>
<b>EXPENDITURES</b>			
Current			
General government	112,405	110,010	2,395
Physical environment	164,490	204,651	(40,161)
<b>TOTAL EXPENDITURES</b>	<u>276,895</u>	<u>314,661</u>	<u>(37,766)</u>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<u>\$ -</u>	(30,461)	<u>\$ (30,461)</u>
<b>FUND BALANCES</b>			
Beginning of year		<u>34,205</u>	
End of year		<u>\$ 3,744</u>	

\* Original and final budget.

**PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT**  
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

The District is required to establish a budgetary system and an approved Annual Budget for the general fund. The District's budgeting process is based on estimates of cash receipts and cash expenditures which are approved by the Board. The budget approximates a basis consistent with accounting principles generally accepted in the United States of America (generally accepted accounting principles).

An operating budget was adopted and maintained by the governing board for the District pursuant to the requirements of Florida Statutes. The budget is adopted using the same basis of accounting that is used in preparation of the fund financial statements. The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors, Actual general fund expenditures exceeded appropriations for the fiscal year ended September 30, 2023, funded with prior year surpluses.

The variance between budgeted and actual general fund revenues is not considered significant. The actual general fund expenditures for the current fiscal year were higher than budgeted amounts due primarily to costs being higher than anticipated.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING  
STANDARDS*

To the Board of Supervisors  
Parkland Preserve Community Development District  
St. Johns County, Florida

We have audited in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Parkland Preserve Community Development District, as of September 30, 2023 and for the year ended September 30, 2023, which collectively comprise Parkland Preserve Community Development District's basic financial statements and have issued our report thereon dated March 7, 2024.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### Purpose of this Report

This report is intended solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*DiBartolomeo, McBee, Hartley & Barnes*

DiBartolomeo, McBee, Hartley & Barnes, P.A.

Fort Pierce, Florida

March 7, 2024

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH THE REQUIREMENTS OF  
SECTION 218.415, FLORIDA STATUTES, REQUIRED BY RULE 10.556(10) OF THE  
AUDITOR GENERAL OF THE STATE OF FLORIDA

To the Board of Supervisors  
Parkland Preserve Community Development District  
St. Johns County, Florida

We have examined the District's compliance with the requirements of Section 218.415, Florida Statutes with regards to the District's investments during the year ended September 30, 2023. Management is responsible for the District's compliance with those requirements. Our responsibility is to express an opinion on the District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the District's compliance with specified requirements.

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2023.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, management, and the Board of Supervisors of Parkland Preserve Community Development District, St. Johns County, Florida and is not intended to be and should not be used by anyone other than these specified parties.

*DiBartolomeo, McBee, Hartley & Barnes*

DiBartolomeo, McBee Hartley & Barnes, P.A.  
Fort Pierce, Florida  
March 7, 2024



Management Letter

To the Board of Supervisors  
Parkland Preserve Community Development District  
St. Johns County, Florida

**Report on the Financial Statements**

We have audited the financial statements of the Parkland Preserve Community Development District (“District”) as of and for the fiscal year ended September 30, 2023, and have issued our report thereon dated March 7, 2024.

**Auditors’ Responsibility**

We conducted our audit 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 Chapter 10.550, Rules of the Auditor General.

**Other Reporting Requirements**

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with Government Auditing Standards and Independent Accountants' Report on an examination conducted in accordance with AICPA Professional Standards, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated March 7, 2024, should be considered in conjunction with this management letter.

**Prior Audit Findings**

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no findings or recommendations made in the preceding annual audit.

**Official Title and Legal Authority**

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The information required is disclosed in the notes to the financial statements.

## **Financial Condition and Management**

Section 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the District has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the District did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for the District. It is management's responsibility to monitor the District's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

## **Specific Information**

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)6, Rules of the Auditor General, the Parkland Preserve Community Development District reported:

- a. The total number of district employees compensated in the last pay period of the District's fiscal year as N/A.
- b. The total number of independent contractors to whom nonemployee compensation was paid in the last month of the district's fiscal year as 2.
- c. All compensation earned by or awarded to employees, whether paid or accrued, regardless of contingency as N/A.
- d. All compensation earned by or awarded to nonemployee independent contractors, whether paid or accrued, regardless of contingency as \$165,542.
- e. The District does not have any construction projects with a total cost of at least \$65,000 that are scheduled to begin on or after October 1 of the fiscal year being reported.
- f. The District did not amend its final adopted budget under Section 189.016(6), Florida Statutes.

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)7, Rules of the Auditor General, the Parkland Preserve Community Development District reported:

- a. The rate or rates of non-ad valorem special assessments imposed by the District range from \$803 to \$2,063 per residential unit.
- b. The total amount of special assessments collected by or on behalf of the District as \$1,420,705.
- c. The total amount of outstanding bonds issued by the district as \$10,165,000.

**Additional Matters**

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

**Purpose of this Letter**

Our management letter is intended solely for the information and use of Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of Supervisors, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

*DiBartolomeo, McBee, Hartley & Barnes*  
DiBartolomeo, McBee, Hartley & Barnes, P.A.  
Fort Pierce, Florida  
March 7, 2024

# EXHIBIT 8



Proposal #405631

Date: 03/25/2024

From: Andrew Baltz

**Proposal For**

**Parkland Preserve CDD**

c/o Vesta Property Services  
 250 International Parkway  
 Suite 208  
 Lake Mark, FL 32746

main:  
 mobile:  
 dmcinnes@vestapropertyservices.com

**Location**

**Parkland Trail**

Saint Augustine, FL 32092

**Property Name: Parkland Preserve CDD**

**Amenity Center/Pool Plant Replacement**

**Terms: Net 30**

Removal and replacement of plant material around Amenity Center and Pool area that has declined or is not performing well. Also, rock will be installed at areas where downspouts discharge into planting beds to prevent further erosion and mulch washout. Irrigation adjustments are included in this proposal, as needed.

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Labor for removal, prep and installation	30.00	\$70.000	\$2,100.00
Bottlebrush 4-5' (screen pool equipment)	5.00	\$140.000	\$700.00
Hawaiian Ti	25.00	\$18.000	\$450.00
Plumbago	15.00	\$20.000	\$300.00
Mexican Heather	18.00	\$12.000	\$216.00
Blue Daze	30.00	\$12.000	\$360.00
Decorative Gravel (CY)	1.00	\$390.000	\$390.00
Irrigation Labor	4.00	\$75.000	\$300.00

Client Notes

Signature

x

SUBTOTAL	\$4,816.00
SALES TAX	\$0.00
<b>TOTAL</b>	<b>\$4,816.00</b>

*Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.  
 Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.*

Contact

Assigned To

Print Name: \_\_\_\_\_

Andrew Baltz

Title: \_\_\_\_\_

Office:

dbaltz@yellowstonelandscape.com

Date: \_\_\_\_\_

# EXHIBIT 9



This agreement dated April 4, 2024 is made between **Charles Aquatics, Inc.**, a Florida Corporation, and

Name Parkland Preserve CDD c/o Vesta Property Services

Address 250 International Parkway, Suite 208

City Lake Mary State FL Zip 32746

Phone 904-408-3527 Cell \_\_\_\_\_

E-mail dpfginvoices@payableslockbox.com

Hereinafter called "CLIENT".

1. **Charles Aquatics, Inc.**, agrees to provide Grass Carp Stocking in accordance with the terms and conditions of this Agreement.
2. CLIENT agrees to pay **Charles Aquatics, Inc.**, the following sum(s) for the listed services:

Pond 1: 25 grass carp @ \$8.00 each	\$200.00
Pond 2: 20 grass carp @ \$8.00 each	\$160.00
Pond 3: 25 grass carp @ \$8.00 each	\$200.00
Pond 4: 15 grass carp @ \$8.00 each	\$120.00
Pond 5: 15 grass carp @ \$8.00 each	\$120.00
<b>100 Fish Total</b>	<b>\$800.00</b>

Terms & Conditions:

- 1) Payment for entire balance of service is **due no later than 30 days after date of the invoice.**
- 2) **Non-Payment, Default** - In the case of non-payment by the **CLIENT, Charles Aquatics, Inc.** reserves the right following written notice to the **CLIENT** to terminate this **Agreement**, and reasonable attorneys' fees and costs of collection shall be paid by the **CLIENT**, whether suit is filed or not. In addition, interest at the rate of one and one-half percent (1.5%) per month may be assessed for the period of delinquency.
- 3) The offer contained herein is withdrawn and this **Agreement** shall have no further force and effect unless executed and returned by the **CLIENT** to **Charles Aquatics, Inc.** on or before **May 4, 2024.**
- 4) **Termination** - Termination of this **Agreement** may be made in writing at any time by **Charles Aquatics, Inc.** or by the **CLIENT**.
- 5) **Insurance Coverage** - **Charles Aquatics, Inc.** shall maintain the following insurance coverage: Automobile Liability, Property Damage, Completed Operations and Product Liability. Workers' Compensation coverage is also provided. **Charles Aquatics, Inc.** will submit copies of current insurance certificates upon request.



- 6) **Disclaimer** - Neither party to this **Agreement** shall be responsible for damages, penalties or otherwise any failure or delay in performance of any of its obligations hereunder caused by strikes, riots, acts of God, war, governmental orders and regulations, curtailment or failure to obtain sufficient materials or other force majeure condition (whether or not the same class or kind as those set forth above) beyond its reasonable control and which by the exercise of due diligence, it is unable to overcome.
- 7) **Authorized Agent** - **CLIENT** warrants that he is authorized to execute this **Aquatic Management Agreement** on behalf of the riparian owner and to hold **Charles Aquatics, Inc.**, harmless for consequences of such service not arising out of the sole negligence of **Charles Aquatics, Inc.**
- 8) **Damages** - **Charles Aquatics, Inc.** agrees to hold **CLIENT** harmless from any loss, damage or claims arising out of the sole negligence of **Charles Aquatics, Inc.** However, **Charles Aquatics, Inc.** shall in no event be liable to the **CLIENT** or to others, for indirect, special or consequential damages resulting from any cause whatsoever not caused by or resulting from the responsibility of **Charles Aquatics, Inc.**
- 9) **Assignment of the Agreement** - This **Agreement** is not assignable by the **CLIENT** except upon prior written consent by **Charles Aquatics, Inc.**
- 10) **Alterations and Modifications** - This two (2) page **Agreement** constitutes the entire **Agreement** of the Parties hereto and no oral or written alterations or modifications of the terms contained herein shall be valid unless made in writing and accepted by an authorized representative of both **Charles Aquatics, Inc.** and the **CLIENT**.

CHARLES AQUATICS, INC.

\_\_\_\_\_  
Customer Signature

-----  
Date

# EXHIBIT 10

# PARKLAND PRESERVE CDD MEETING AGENDA MATRIX

<p><b>April, 2024</b></p>	<p><b>Regular Meeting: 4/22</b></p>	<p><b><i>Presentations</i></b></p> <p><b><i>Consent Agenda Items</i></b></p> <ul style="list-style-type: none"> <li>• Meeting Minutes             <ul style="list-style-type: none"> <li>○ 3/25/2024 Regular Meeting</li> </ul> </li> <li>• Unaudited Financials             <ul style="list-style-type: none"> <li>○ March 2024</li> </ul> </li> <li>• Yellowstone Invoice for Mulch</li> </ul> <p><b><i>Audit Committee</i></b></p> <ul style="list-style-type: none"> <li>• Second Meeting (Selection of District Auditor)</li> </ul> <p><b><i>Business Items</i></b></p> <ul style="list-style-type: none"> <li>• Acceptance of FY 2023 Audit</li> <li>• Consideration of Charles Aquatics Proposal for Fish Stocking of Pond #1</li> </ul> <p><b><i>Discussions</i></b></p> <ul style="list-style-type: none"> <li>• FY 2025 Budget--continued</li> </ul> <p><b><i>Staff Reports</i></b></p> <ul style="list-style-type: none"> <li>• District Manager             <ul style="list-style-type: none"> <li>○ Action Item Report</li> <li>○ Meeting Matrix</li> </ul> </li> <li>• District Counsel</li> <li>• District Engineer</li> </ul>	<ul style="list-style-type: none"> <li>• Send invoice to Chris when received</li> </ul>
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**PARKLAND PRESERVE CDD MEETING AGENDA MATRIX**

**May, 2024**

**Regular Meeting:  
5/28**

***Presentations***

***Consent Agenda Items***

- Meeting Minutes
  - 4/22/2024 Regular Meeting
  
- Unaudited Financials
  - April 2024

***Business Items***

- Approval of FY 2025 Budget

***Staff Reports***

- District Manager
  - Action Item Report
  - Meeting Matrix
  
- District Counsel
  
- District Engineer

**PARKLAND PRESERVE CDD MEETING AGENDA MATRIX**

<i>Unscheduled Items</i>	<i>Presentations</i>	
	<i>Consent Agenda Items</i>	
	<i>Business Items</i>	
	<i>Discussions (Workshop)</i>	
	<ul style="list-style-type: none"><li>• Meeting Format</li><li>• Swim Lanes</li><li>• Routine Patrol by SJCSO</li><li>• Sound reducing options for Amenity Center</li></ul>	<ul style="list-style-type: none"><li>• DE indicated that this would cost approx.. \$6500</li></ul>
	<i>Staff Reports</i>	
	<i>Public Hearing</i>	
	<i>Vendor Reports</i>	

**PARKLAND PRESERVE CDD MEETING AGENDA MATRIX**

<b>SUBJECT</b>	<b>NOTES</b>

## PARKLAND PRESERVE CDD MEETING AGENDA MATRIX

MAJOR CONTRACT VENDOR NAME/SERVICE	EXPIRATION DATE/COMMENTS
Amenity Management and Field Operations/Vesta Property Services	10/1/2023-9/30/2024; auto renews for two-1 year intervals (60 days)
Aquatic Management/Charles Aquatics	11/1/2021- (District and Contractor: last day of month of termination letter). First Addendum was effective on 11/2/2021; First Amendment was effective on 5/1/2022; Second Amendment was effective on 4/26/2023.
Arbitrage Services/LLS Tax Solutions	Period ending 11/1/2025
Audit Services/DMHB	Fiscal Year ending 9/30/2023
District Counsel Services/Kutak Rock LLP	3/15/2023-
District Engineer Services/Kimley-Horn.	
District Management Services/DPFG (d/b/a Vesta District Services)	4/16/2018-
Fire Alarm & Security Video/High Tech (Alpha Dog)	Month to month
First Place Fitness Equipment, Inc.	11/1/2023- (yearly)
Heating and Cooling Preventive Maintenance/Cool Connections	1/12/2023- (yearly)
Landscape Maintenance/Yellowstone Landscaping	2/1/2023-9/30 of each year (90 days by contractor; 7 days by District)
Pest Control/Orkin (Pest and Termite)	10/6/2021-10/6/2022 auto renew for 1 year intervals
Reception Service at Gate/Contact One	3 month renewals beginning on 3/3/2021
Website Hosting/Campus Suite	9/18/2019- 1 year auto renewal (60 days)

# EXHIBIT 11



# Parkland Preserve

COMMUNITY DEVELOPMENT DISTRICT

# Amenity Manager's Report



Prepared For  
Parkland Preserve **CDD**  
for the months of  
April 2024

Respectfully submitted by  
Gwen Leonhardt, LCAM

# PROJECTS COMPLETED

Pool is up and running!  
Cookies and Cupcakes were provided by  
Vesta to celebrate.

Motion sensor replaced in gym.

Pickleball key and sign installed.

Yellowstone - mowed pond banks and common areas.

Exit camera replaced.

Light bulbs replaced at entrance of amenity center.

Blinds installed in ladies restroom.

Gym equipment inspected and repairs/adjustments made  
as needed.

No Dumping sign ordered for Dumpster.

# UPCOMING PROJECTS

Pool deck to be pressured washed. Including pool furniture and cabana's.

Yellowstone to install spring flowers and fresh mulch around the amenity center.

Broken pool tiles to be repaired.

Exit gate keeps getting stuck - IAS to inspect and repair as needed.

No Overnight Parking -  
ASAP Towing to install tow signs.

# SOCIAL CLUBS

Chair Yoga

Yoga

Bridge

Mah Jongg

Pinochle

Men's Cards

Watercolor

Bible Study

Line Dancing

Canasta

Tri-Samba

Breakfast Club

Ladies Night Out

Travel Club

Mexican Train Domino

Bunco

If you have questions concerning this report please email [gleonhardt@vestapropertyservices.com](mailto:gleonhardt@vestapropertyservices.com) or stop by the library located in the fitness center on

Tuesdays from 9:00 - 1:00  
or  
Thursdays from 1:00 - 4:00.

