

Finley Woods Community Development District

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

<http://finleywoodscdd.com/>

The following is the proposed agenda for the Board of Supervisors Meeting for the Finley Woods Community Development District, scheduled to be held **Thursday, November 19, 2020 at 1:00 p.m. at the Offices of Tommy Williams Homes located at 2563 SW 87th Drive, Suite 10, Gainesville, FL 32608**. The attendance of three Board Members is required to constitute a quorum. Questions or comments on the Board Meeting or proposed agenda may be addressed to Jane Gaarlandt at gaarlandtj@pfm.com or (407) 723-5900.

To attend the meeting, please use the below conference call information:

Phone: **1-844-621-3956**

Access Code: **790 393 986 #**

PROPOSED BOARD OF SUPERVISORS' MEETING AGENDA

Administrative Matters

- Roll Call to Confirm Quorum
 - Public Comment Period *[for any member of the public desiring to speak on any proposition before the Board]*
1. **Consideration of Minutes of the September 17, 2020 Audit Selection Committee Meeting and Board of Supervisors' Meeting**

Business Matters

2. **Consideration of Resolution 2021-01, Amending FY 2020 Budget**
3. **Funding Request Nos. 16 - 19**
4. **Review of Monthly Financials**

Other Business

Staff Reports

District Counsel
Interim Engineer
District Manager

Supervisor Requests and Audience Comments

Adjournment



**Finley Woods
Community Development District**

Minutes

MINUTES OF MEETING

FINLEY WOODS COMMUNITY DEVELOPMENT DISTRICT

AUDIT SELECTION COMMITTEE MEETING

Thursday, September 17, 2020 at 1:06 p.m.

via conference call due to the Executive Order 20-193 extending COVID-19 Executive Order 20-69.

Board Members present at roll call:

Ginney Patterson	Committee Member
Hank Taylor	Committee Member
Tripp Norfleet	Committee Member

Also Present:

Jane Gaarlandt	PFM Group Consulting LLC
Christina Hanna	PFM Group Consulting LLC
Katie Buchanan	Hopping Green & Sams, P.A.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Ms. Gaarlandt called the Board of Supervisors Meeting to order at 1:06 p.m. Those in attendance via phone are outlined above.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no public comments at this time.

THIRD ORDER OF BUSINESS

Review of Auditing Services Proposal

- a) Berger, Toombs, Elam, Gaines & Frank**
- b) Grau & Associates**

Ms. Gaarlandt stated when the Board approved the notice it was for one year and two additional year options however the Rules of Procedure that the Board adopted they can now go out and ask for four additional years in the RFP which is what occurred. The proposals received are for one year and four additional year options. The District got no response to the RFP so District staff

reached out to a few firm that they have worked with and got responses from Berger, Toombs, Elan, Gaines & Frank, and Grau & Associates.

FOURTH ORDER OF BUSINESS

Ranking of Auditing Services Proposals

District staff's recommended ranking assigned both companies the full 20 points for the first four criteria and for price Grau was assigned 17 points because they came in at \$22,000.00 for the five years and Berger was assigned 20 points because they were the low bidder at \$17,685.00 for the five years.

The recommended ranking are as follows:

1. Berger, Toombs, Elan, Gaines & Frank with 100 points
2. Grau & Associates with 97 points.

Ms. Patterson asked if the payment for the full five years is due up front. Ms. Gaarlandt replied no, the Auditor will provide an engagement letter for each year and payments are made per year.

On MOTION by Ms. Patterson, seconded by Mr. Taylor, with all in favor, the Committee approved District Staff's recommended ranking, ranking Berger, Toombs, Elan, Gaines & Frank the No.1 ranked bidder.

FIFTH ORDER OF BUSINESS

Adjournment

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

ON MOTION by Mr. Patterson, seconded by Mr. Norfleet, with all in favor, the Board adjourned the Thursday, September 17, 2020 Auditor Selection Committee Meeting for Finley Woods Community Development District.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

MINUTES OF MEETING

FINLEY WOODS COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS MEETING

Thursday, September 17, 2020 at 1:12 p.m.

via conference call due to the Executive Order 20-193 extending COVID-19 Executive Order 20-69.

Board Members present at roll call:

Ginney Patterson	Chair
Hank Taylor	Vice-Chair
Tripp Norfleet	Assistant Secretary

Also Present:

Jane Gaarlandt	PFM Group Consulting LLC
Christina Hanna	PFM Group Consulting LLC
Katie Buchanan	Hopping Green & Sams, P.A.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Ms. Gaarlandt called the Board of Supervisors Meeting to order at 1:12 p.m. Those in attendance via phone are outlined above.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no public comments at this time.

THIRD ORDER OF BUSINESS

Consideration of Minutes of the August 20, 2020 Audit Selection Committee Meeting and Board of Supervisors' Meeting

The Board reviewed the minutes of the August 20, 2020 Audit Selection Committee Meeting and Board of Supervisors' Meeting.

On MOTION by Ms. Patterson, seconded by Mr. Taylor, with all in favor, the Board approved the Minutes of the August 20, 2020 Audit Selection Committee Meeting and Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

**Consideration of Recommendation of
the Auditor Selection Committee**

The Auditor Selection Committee ranked Berger, Toombs, Elam, Gaines & Frank as the No. 1 ranked bidder with 100 points and Grau & Associates the No. 2 ranked bidder with 97 points.

On MOTION by Ms. Patterson, seconded by Mr. Taylor, with all in favor, the Board accepted the recommendation of the Auditor Selection Committee.

FIFTH ORDER OF BUSINESS

Funding Request Nos. 15

The Board reviewed Funding Request Nos. 15

On MOTION by Ms. Patterson, seconded by Mr. Taylor, with all in favor, the Board approved Funding Request Nos. 15.

SIXTH ORDER OF BUSINESS

Review of Monthly Financials

The Board reviewed the District's monthly financials. There was no action required by the Board.

SEVENTH ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – No Report

District Engineer – Not Present

District Manager –

Ms. Gaarlandt explained there have been some statutory changes for the District's website. The District no longer needs to post the actual Audit Report on the website. It is sufficient to provide a link to the Auditor General's Website and access the Audit Report in that way. The Public Facilities Report no longer needs to be posted and the full agenda package with all the backup material also no longer is required to be posted. Posting the Agenda letter is sufficient. These statutory changes were a consequence of the lawsuits that were filed against District's and other businesses in the previous year and posting less material will limit the District's exposure to any kind of issues with non-ADA compliance. It is up to the Board if they want to follow the statutory changes or continue to post the documents as the District has done in the past. Ms. Patterson stated the Board would like to do whatever will cost the least amount to be compliant with law. Ms. Gaarlandt stated the website provider has committed to the current cost of website maintenance for the next year. Reducing the number of documents to be posted on the website would reduce the District's exposure. Anyone who requested the documents from the District Management would be provided such documents. As they are public record.

Ms. Patterson asked why the Website maintenance was not decreasing. Ms. Gaarlandt stated the District Website provider did not increase their price when the conversion was added to the District requirements, so it is an extra service they have been providing by converting all the documents without charging the District. The only additional charge was the quarterly audit provided by them to monitor that the District website is in compliance and it was related to the District's insurance provider. The District is paying the same for the District website maintenance as they did before this became a requirement of converting all those documents to ADA compliance. There is no reduction for this coming fiscal year and there may be an increase in the future.

On MOTION by Ms. Patterson, seconded by Mr. Taylor, with all in favor, the Board approved following the new Statutory guidelines and not post all the documents.

EIGHTH ORDER OF BUSINESS

Supervisor Requests and Audience Comments

Mr. Norfleet stated he received something from Alachua County Supervisor of Elections, and he said he thought he filled out the financial disclosure form. Ms. Buchanan replied it is due every year by July 1st. District staff will send him the form.

NINTH ORDER OF BUSINESS

Adjournment

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

ON MOTION by Ms. Patterson, seconded by Mr. Taylor, with all in favor, the Board adjourned the Thursday, September 17, 2020 Board of Supervisors' Meeting for Finley Woods Community Development District.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

**Finley Woods
Community Development District**

Resolution 2021-01

RESOLUTION 2021-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF FINLEY WOODS COMMUNITY DEVELOPMENT DISTRICT AMENDING THE FISCAL YEAR 2019/2020 GENERAL FUND BUDGET; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Finley Woods Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the City of Gainesville, Florida; and

WHEREAS, the Board of Supervisors of the District (“Board”) adopted a General Fund Budget for Fiscal Year 2019-2020 (“FY19-20 Budget”); and

WHEREAS, the Board desires to amend the FY19-20 Budget to reflect changes to budgeted revenues and expenses approved during Fiscal Year 2019-2020; and

WHEREAS, pursuant to Chapters 189 and 190, *Florida Statutes*, the Board is authorized to amend the FY19-20 Budget within sixty (60) days following the end of the Fiscal Year 2019-2020; and

WHEREAS, the Board finds that it is in the best interest of the District and its landowners to amend the FY19-20 Budget to reflect the actual appropriations.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF FINLEY WOODS COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. BUDGET AMENDMENT.

- a. The Board has reviewed the proposed amended Budget, copies of which are on file with the office of the District Manager and at the District’s Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The amended Budget attached hereto as **Exhibit A** and incorporated herein by reference as further amended by the Board is hereby adopted in accordance with the provisions of Sections 190.008(2)(a) and 189.016(6), *Florida Statutes*; provided, however, that the comparative figures contained in the amended Budget as adopted by the Board (together, “Adopted Annual Budget”) may be further revised as deemed necessary by the District Manager to further reflect actual revenues and expenditures for Fiscal Year 2019-2020.
- c. The Adopted Annual Budget shall be maintained in the office of the District Manager and the District Records Office and identified as “The Adopted Budget for the Finley Woods Community Development District for the Fiscal Year Ending September 30, 2020, as amended and adopted by the Board of Supervisors effective _____, 2020.”

SECTION 2. APPROPRIATIONS. There is hereby appropriated out of the revenues of the District, the fiscal year beginning October 1, 2019, and ending September 30, 2020, the sums set forth below, to be raised by special assessments or otherwise, which sums are deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND \$ _____

TOTAL ALL FUNDS \$ _____

SECTION 3. CONFLICTS. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.

SECTION 4. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 5. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this ___ day of _____, 2020.

ATTEST:

**FINLEY WOODS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Amended General Fund Budget FY 2019-2020

EXHIBIT A
AMENDED FISCAL YEAR 2019-2020 GENERAL FUND BUDGET

Finley Woods CDD
 Budget to Actual
 For the Month Ending 09/30/2020

	Year To Date			
	Actual	FY 2020 Adopted Budget	FY 2020 Proposed Revised	
<u>Revenues</u>				
Developer Contributions	\$55,561.83	\$154,700.00	\$154,700.00	
Net Revenues	<u>\$55,561.83</u>	<u>\$154,700.00</u>	<u>\$154,700.00</u>	
<u>General & Administrative Expenses</u>				
D&O Insurance	\$2,250.00	\$2,250.00	\$2,250.00	
Management	20,000.00	20,000.00	20,000.00	
Engineering	225.00	10,000.00	10,000.00	
Dissemination Agent	2,500.00	0.00	2,500.00	Added
District Counsel	11,297.88	25,000.00	25,000.00	
Audit	0.00	5,000.00	5,000.00	
Telephone	0.00	1,000.00	1,000.00	
Postage & Shipping	64.51	300.00	300.00	
Copies	0.00	500.00	500.00	
Legal Advertising	6,997.46	3,700.00	7,000.00	Increased
Bank Fees	0.00	250.00	250.00	
Miscellaneous	109.43	1,000.00	1,000.00	
Web Site Maintenance	5,525.00	2,700.00	5,700.00	Increased
Dues, Licenses, and Fees	300.00	250.00	300.00	Increased
Irrigation	0.00	10,000.00	10,000.00	
General Insurance	2,750.00	2,750.00	2,750.00	
Lake Maintenance	0.00	10,000.00	10,000.00	
Landscaping Maintenance & Material	0.00	50,000.00	41,150.00	Reduced
Streetlights	0.00	10,000.00	10,000.00	
Total General & Administrative Expenses	<u>\$52,019.28</u>	<u>\$154,700.00</u>	<u>\$154,700.00</u>	
Total Expenses	<u>\$52,019.28</u>	<u>\$154,700.00</u>	<u>\$154,700.00</u>	
Net Income (Loss)	<u>\$3,542.55</u>	<u>\$0.00</u>	<u>\$0.00</u>	

**Finley Woods
Community Development District**

Funding Request Nos. 16-19

**FINLEY WOODS
COMMUNITY DEVELOPMENT DISTRICT**

Funding Request No. 16
9/18/2020

Item No.	Vendor	Invoice Number	FY20 General Fund	FY21 General Fund
1	Alachua County Today Legal Ad 08/27/20	68181	\$ 182.62	
2	EGIS Insurance Policy Renewal FY 2021	11699		\$ 5,251.00
3	Hopping Green & Sams Dist. Counsel Svcs Jul 2020	116951	\$ 327.98	
4	PFM Group Consulting LLC Postage July 2020	OE-EXP-01009	\$ 3.00	
	Tax Roll	FY21-TR-0010		\$ 7,500.00
	Dissemination Filings	DA-09-2020-0001	\$ 2,500.00	
5	VGlobalTech ADA Website Aug 2020	1844	\$ 125.00	
	ADA Website Sept 2020	1906	\$ 125.00	
			\$ 3,263.60	\$ 12,751.00

TOTAL	\$16,014.60
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Board Member

Please Return To:
Finley Woods CDD
c/o PFM Group Consulting LLC
12051 Corporate Boulevard
Orlando, FL 32817

**FINLEY WOODS
COMMUNITY DEVELOPMENT DISTRICT**

Funding Request No. 17
10/6/2020

Item No.	Vendor	Invoice Number	FY20 General Fund	FY21 General Fund
1	Alachua County Today Legal Ad 09/03/20	68252	\$ 179.17	
2	Hopping Green & Sams Dist. Counsel Svcs Aug 2020	117553	\$ 937.55	
3	PFM Group Consulting LLC Dist. Mgmt. Fee Sep. 2020	DM-09-2020-0012	\$ 1,666.63	
4	VGlobalTech Quarter 3 ADA Audit	1945	\$ 300.00	
			\$ 3,083.35	\$ -

TOTAL	\$3,083.35
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Board Member

Please Return To:
Finley Woods CDD
c/o PFM Group Consulting LLC
12051 Corporate Boulevard
Orlando, FL 32817

**FINLEY WOODS
COMMUNITY DEVELOPMENT DISTRICT**

Funding Request No. 18
11/4/2020

Item No.	Vendor	Invoice Number	FY20 General Fund	FY21 General Fund
1	PFM Group Consulting LLC			
	Dist. Mgmt. Fee Oct. 2020	DM-10-2020-0012		\$ 1,666.67
	Postage Sep 2020	OE-EXP-01124	\$ 4.00	
2	The Gainesville Sun			
	Legal Ad 10/07/2020	A000973802		\$ 163.20
3	VGlobalTech			
	Monthly Website Fee Oct 2020	2019		\$ 125.00
			\$ 4.00	\$ 1,954.87
TOTAL			\$1,958.87	

Board Member

Please Return To:
Finley Woods CDD
c/o PFM Group Consulting LLC
12051 Corporate Boulevard
Orlando, FL 32817

**FINLEY WOODS
COMMUNITY DEVELOPMENT DISTRICT**

Funding Request No. 19

11/12/2020

Item No.	Vendor	Invoice Number	FY20 General Fund	FY21 General Fund
1	FL Dept of Economic Opportunity Special District Fee FY2021	83672		\$ 175.00
2	Hopping Green & Sams Dist. Counsel Svcs Sep 2020	118274	\$ 283.00	
3	The Gainesville Sun Legal Ad 10/09/2020	A000973564		\$ 108.96
			\$ 283.00	\$ 283.96
TOTAL			\$566.96	

Board Member

Please Return To:
Finley Woods CDD
c/o PFM Group Consulting LLC
12051 Corporate Boulevard
Orlando, FL 32817

**Finley Woods
Community Development District**

Monthly Financials

Finley Woods CDD
Statement of Financial Position
As of 10/31/2020

	General Fund	Debt Service	Construction	Long Term Debt	Total
<u>Assets</u>					
<u>Current Assets</u>					
General Checking Account	\$16,024.60				\$16,024.60
Accounts Receivable - Due from Developer	3,087.35				3,087.35
Debt Service Reserve Series 2020		\$180,100.00			180,100.00
Interest Series 2020		60,766.25			60,766.25
Capitalized Interest Series 2020		12.51			12.51
Acquisition/Construction Series 2020			\$1,296,858.26		1,296,858.26
Total Current Assets	<u>\$19,111.95</u>	<u>\$240,878.76</u>	<u>\$1,296,858.26</u>	<u>\$0.00</u>	<u>\$1,556,848.97</u>
<u>Investments</u>					
Amount Available in Debt Service Funds				\$240,878.76	\$240,878.76
Amount To Be Provided				2,834,121.24	2,834,121.24
Total Investments	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$3,075,000.00</u>	<u>\$3,075,000.00</u>
Total Assets	<u>\$19,111.95</u>	<u>\$240,878.76</u>	<u>\$1,296,858.26</u>	<u>\$3,075,000.00</u>	<u>\$4,631,848.97</u>
<u>Liabilities and Net Assets</u>					
<u>Current Liabilities</u>					
Accounts Payable	\$19,101.95				\$19,101.95
Deferred Revenue	4.00				4.00
Retainage Payable			\$54,726.75		54,726.75
Total Current Liabilities	<u>\$19,105.95</u>	<u>\$0.00</u>	<u>\$54,726.75</u>	<u>\$0.00</u>	<u>\$73,832.70</u>
<u>Long Term Liabilities</u>					
Revenue Bonds Payable - Long-Term				\$3,075,000.00	\$3,075,000.00
Total Long Term Liabilities	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$3,075,000.00</u>	<u>\$3,075,000.00</u>
Total Liabilities	<u>\$19,105.95</u>	<u>\$0.00</u>	<u>\$54,726.75</u>	<u>\$3,075,000.00</u>	<u>\$3,148,832.70</u>
<u>Net Assets</u>					
Net Assets - General Government	\$6.00				\$6.00
Current Year Net Assets - General Government	0.00				\$0.00
Net Assets - Unrestricted		\$240,879.50			\$240,879.50
Current Year Net Assets, Unrestricted		(0.74)			(\$0.74)
Net Assets - Unrestricted			1,242,130.77		\$1,242,130.77
Current Year Net Assets, Unrestricted			0.74		\$0.74
Total Net Assets	<u>\$6.00</u>	<u>\$240,878.76</u>	<u>\$1,242,131.51</u>	<u>\$0.00</u>	<u>\$1,483,016.27</u>
Total Liabilities and Net Assets	<u>\$19,111.95</u>	<u>\$240,878.76</u>	<u>\$1,296,858.26</u>	<u>\$3,075,000.00</u>	<u>\$4,631,848.97</u>

Finley Woods CDD
Statement of Activities
As of 10/31/2020

	General Fund	Debt Service	Construction	Long Term Debt	Total
<u>Revenues</u>					
Developer Contributions	\$12,751.00				\$12,751.00
Inter-Fund Group Transfers In		(\$0.74)			(0.74)
Inter-Fund Transfers In			\$0.74		0.74
Total Revenues	<u>\$12,751.00</u>	<u>(\$0.74)</u>	<u>\$0.74</u>	<u>\$0.00</u>	<u>\$12,751.00</u>
<u>Expenses</u>					
D&O Insurance	\$2,363.00				\$2,363.00
Assessment Administration	7,500.00				7,500.00
General Insurance	2,888.00				2,888.00
Total Expenses	<u>\$12,751.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$12,751.00</u>
<u>Other Revenues (Expenses) & Gains (Losses)</u>					
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change In Net Assets	\$0.00	(\$0.74)	\$0.74	\$0.00	\$0.00
Net Assets At Beginning Of Period	<u>\$6.00</u>	<u>\$240,879.50</u>	<u>\$1,242,130.77</u>	<u>\$0.00</u>	<u>\$1,483,016.27</u>
Net Assets At End Of Period	<u><u>\$6.00</u></u>	<u><u>\$240,878.76</u></u>	<u><u>\$1,242,131.51</u></u>	<u><u>\$0.00</u></u>	<u><u>\$1,483,016.27</u></u>

Finley Woods CDD
 Budget to Actual
 For the Month Ending 10/31/2020

	Actual	Year To Date Budget	Variance	FY 2021 Adopted Budget
<u>Revenues</u>				
On-Roll Assessments	\$0.00	\$626.67	(\$626.67)	\$7,520.00
Developer Contributions	12,751.00	7,027.50	5,723.50	84,330.00
Net Revenues	\$12,751.00	\$7,654.17	\$5,096.83	\$91,850.00
<u>General & Administrative Expenses</u>				
D&O Insurance	\$2,363.00	\$225.00	\$2,138.00	\$2,700.00
Trustee Services	0.00	366.67	(366.67)	4,400.00
Management	0.00	1,666.67	(1,666.67)	20,000.00
Engineering	0.00	833.33	(833.33)	10,000.00
Dissemination Agent	0.00	416.67	(416.67)	5,000.00
District Counsel	0.00	2,083.33	(2,083.33)	25,000.00
Assessment Administration	7,500.00	625.00	6,875.00	7,500.00
Reamortization	0.00	20.83	(20.83)	250.00
Audit	0.00	416.67	(416.67)	5,000.00
Telephone	0.00	33.33	(33.33)	400.00
Postage & Shipping	0.00	20.83	(20.83)	250.00
Copies	0.00	20.83	(20.83)	250.00
Legal Advertising	0.00	308.33	(308.33)	3,700.00
Bank Fees	0.00	20.83	(20.83)	250.00
Miscellaneous	0.00	83.35	(83.35)	1,000.00
Web Site Maintenance	0.00	225.00	(225.00)	2,700.00
Dues, Licenses, and Fees	0.00	20.83	(20.83)	250.00
General Insurance	2,888.00	266.67	2,621.33	3,200.00
Total General & Administrative Expenses	\$12,751.00	\$7,654.17	\$5,096.83	\$91,850.00
Total Expenses	\$12,751.00	\$7,654.17	\$5,096.83	\$91,850.00
Net Income (Loss)	\$0.00	\$0.00	\$0.00	\$0.00

**Finley Woods
Community Development District**

Staff Reports