

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, August 20, 2020 at 1:00 p.m. via conference call due to the Executive Order 20-193 extending COVID-19 Executive Order 20-69**. Attached to this Agenda is a copy of the Executive Order 20-193. 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 AUDITOR SELECTION COMMITTEE MEETING AGENDA

- Roll Call to Confirm a Quorum
- A. Review and Approval of Audit Documents**
 - Audit RFP Notice
 - Instructions to Proposers
 - Evaluation Criteria
- Adjournment

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 June 18, 2020 Board of Supervisors' Meeting**
- 2. Consideration of Resolution 2020-13, Setting an Annual Meeting Schedule for Fiscal Year 2020/2021**

Business Matters

- 3. Public Hearings on the Adoption of the District's Fiscal Year 2020-2021 Budget and Imposition of Operations and Maintenance Special Assessments**
 - Public Comments and Testimony
 - Board Comments
 - A. Consideration of Resolution 2020-14, Adopting a Fiscal Year 2020-2021 Budget and Appropriating Funds** *(provided under separate cover)*
 - B. Consideration of Resolution 2020-15, Adopting an Assessment Roll for Fiscal Year 2020-2021 and Certifying Special Assessments for Collection** *(provided under separate cover)*



4. Funding Request Nos. 12-14
5. Review of Monthly Financials

Other Business

Staff Reports

District Counsel
Interim Engineer
District Manager

Supervisor Requests and Audience Comments

Adjournment



STATE OF FLORIDA

OFFICE OF THE GOVERNOR EXECUTIVE ORDER NUMBER 20-193

(Amending Executive Order 20-179)

WHEREAS, on March 9, 2020, I issued Executive Order 20-52 declaring a state of emergency for the entire State of Florida due to COVID-19; and

WHEREAS, Executive Order 20-69, as amended by Executive Order 20-179, requires amendment to provide local government bodies with additional time to notice their meetings.

NOW, THEREFORE, I, RON DESANTIS, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution, Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order to take immediate effect:

Section 1.

Section 3. of Executive Order 20-179 is amended to read, as follows:

Except as amended herein, I hereby extend Executive Order 20-69, as extended by Executive Orders 20-112, 20-123, 20-139 and 20-150, until 12:01 a.m. on October 1, 2020.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 7th day of August, 2020.

A large, stylized blue ink signature of Ron Desantis is written over a horizontal line.

RON DESANTIS, GOVERNOR

ATTEST:

A cursive signature of Laurel M. Lee is written in black ink.

SECRETARY OF STATE

DEPARTMENT OF STATE
TALLAHASSEE, FLORIDA

2020 AUG - 7 PM 4:32

FILED

**Finley Woods
Community Development District**

**Review and Approval of
Audit Documents**

**Finley Woods
Community Development District**

Minutes

MINUTES OF MEETING

**FINLEY WOODS COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS MEETING**

Thursday, June 18, 2020 at 1:12 p.m.

via conference call due to the Executive Order 20-112 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	(via phone)
Christina Hanna	PFM Group Consulting LLC	(via phone)
Lubna Sikder	PFM Group Consulting, LLC	(via phone)
Victoria Martinez	PFM Group Consulting, LLC	(via phone)
Kevin Plenzler	PFM Financial Advisors, LLC	(via phone)
Katie Buchanan	Hopping Green & Sams, P.A.	(via phone)
Robert Walpole	District Engineer	(via phone)

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 members of the public were present.

THIRD ORDER OF BUSINESS

Consideration of Minutes of the May 21, 2020 Special Board of Supervisors' Meeting

The Board reviewed the minutes of the May 21, 2020 Board of Supervisors' Meeting.

On MOTION by Ms. Patterson, seconded by Mr. Taylor, with all in favor, the Board approved the Minutes of the May 21, 2020 Special Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

Discussion Regarding Collection of O&M Special Assessments

Ms. Gaarlandt explained the updated agenda package includes an updated O&M Budget and the Assessments. Special Assessments will be collected on the basis of the O&M Budget and discussion with the Developer.

The previous meeting there was discussion relating to line items such as Landscaping, Irrigation, Pond maintenance, and Electrical. Those have been removed from the Budget reducing it to \$91,850.00. They would be assessed at \$200 per lot, then the rest of the assessment would be collected by Developer Contribution.

Ms. Gaarlandt asked if there is anything else the Board needs to do before making a motion. Ms. Buchanan stated after the Board takes the motion to amend the proposed budget to the Budget that is reflected in the Agenda Package and ask the Chairman to enter into a Cost Share Agreement with the POA for certain line items at a minimal cost to the District.
the District.

On MOTION by Ms. Patterson, seconded by Mr. Taylor, with all in favor, the Board approved the Amended Budget and Special Assessments.

Ms. Buchanan requested a motion to authorize the Chairman to enter into a Cost Share Agreement with the Property Owners Association.

On MOTION by Ms. Patterson, seconded by Mr. Taylor, with all in favor, the Board authorized the Chairman to enter into a Cost Share Agreement with the Property Owners Association.

FIFTH ORDER OF BUSINESS

Funding Request Nos. 11

The Board reviewed Funding Request Nos. 11.

On MOTION by Ms. Patterson, seconded by Mr. Taylor, with all in favor, the Board approved Funding Request Nos. 11

SIXTH ORDER OF BUSINESS

Review of Monthly Financials

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

SEVENTH ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – No Report

District Engineer – No Report

District Manager – Ms. Gaarlandt reminded the Board Members that the Form 1 Financial Statement is due by July 1, 2020. District Management will send out an email with the digital version of the Form 1. Some Counties now accept them in digital form. MS. Gaarlandt will state in that email whether Alachua County is accepting the Form 1 in digital format. It must be submitted to the Supervisor of Elections in the County in which each Board Member resides. It must be done every year. She suggested each Board Member keep a copy for their records to aid in the process next year.

EIGHTH ORDER OF BUSINESS

Supervisor Requests and Audience Comments

Ms. Sikder stated she is waiting for Funding Request No. 9, 10, and 11. Ms. Patterson said she has Funding Request No. 11 sitting on her desk ready to mail but Ms. Sikder should have received No. 9 and 10 already. Ms. Sikder will check with the Accounting Department. Ms. Patterson asked Ms. Sikder to send her an email if she has not received them.

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, June 18, 2020 Board of Supervisors' Meeting for Finley Woods Community Development District.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

**Finley Woods
Community Development District**

Resolution 2020-13

RESOLUTION 2020-13

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE FINLEY WOODS COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2020/2021, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Finley Woods Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, and by an ordinance adopted by the City Commission of the City of Gainesville, Florida; and

WHEREAS, the District is required by section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District’s regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located; and

WHEREAS, the Board of Supervisors (the “Board”) desires to adopt its annual meeting schedule for Fiscal Year 2020/2021, which is attached as **Exhibit A**.

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

SECTION 1. The Fiscal Year 2020/2021 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

SECTION 2. The District Manager and/or the Secretary is hereby directed to submit a copy of the Fiscal Year 2020/2021 annual meeting schedule to the City of Gainesville and Alachua County, Florida.

SECTION 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 20th day of August, 2020.

ATTEST:

**FINLEY WOODS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Vice/Chairperson, Board of Supervisors

Exhibit A: Fiscal Year 2020/2021 Annual Meeting Schedule

EXHIBIT A

The regular meeting schedule of the Board of Supervisors of the Finley Woods Community Development District for the Fiscal Year 2020-2021 shall be located at the Offices of Offices of Tommy Williams Homes located at 2563 SW 87th Drive, Suite 10, Gainesville, FL 32608 at 1:00 p.m. unless otherwise indicated; as follows:

October 15, 2020
November 26, 2020
December 17, 2020
January 21, 2021
February 18, 2021
March 18, 2021
April 15, 2021
May 20, 2021
June 17, 2021
July 15, 2021
August 19, 2021
September 16, 2021

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from 12051 Corporate Blvd., Orlando, Florida 32817 or by calling (407) 382-3256.

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (407) 723-5900 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

District Manager

**Finley Woods
Community Development District**

Resolution 2020-14

(provided under separate cover)

**Finley Woods
Community Development District**

Resolution 2020-15

(provided under separate cover)

**Finley Woods
Community Development District**

Funding Request Nos. 12- 14

**FINLEY WOODS
COMMUNITY DEVELOPMENT DISTRICT**

Funding Request No. 12

6/29/2020

Item No.	Vendor	Invoice Number	FY20 General Fund
1	Alachua County Property Appraiser Data Elements for Administration	--	\$ 75.00
2	Alachua County Today Legal Ad 06/04/20	67733	\$ 247.02
3	CHW Engineering Services thru 05/31/2020	202001136	\$ 225.00
4	PFM Group Consulting LLC Dist. Mgmt. Fee June 2020	DM-06-2020-0019	\$ 1,666.67
			\$ 2,213.69
TOTAL			\$2,213.69

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. 13
7/21/2020

Item No.	Vendor	Invoice Number	FY20 General Fund
1	Hopping Green & Sams Dist. Counsel Svcs May 2020	115673	\$ 981.05
2	PFM Group Consulting LLC Dist. Mgmt. Fee July 2020	DM-07-2020-0019	\$ 1,666.67
			\$ 2,647.72

TOTAL **\$2,647.72**

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. 14
8/10/2020

Item No.	Vendor	Invoice Number	FY20 General Fund
1	Alachua County Today		
	Legal Ad 07/23/20	68007-001	\$ 1,230.00
	Legal Ad 07/30/20	68007-002	\$ 1,230.00
2	PFM Group Consulting LLC		
	Postage May 2020	OE-EXP-00893	\$ 2.50
3	VGlobalTech		
	Quartely ADA Audit	1728	\$ 300.00
	Web Design Compliance	1803	\$ 1,375.00
	Quartely ADA Audit	1811	\$ 3,000.00
			\$ 7,137.50
TOTAL			\$7,137.50

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 6/30/2020

	General Fund	Debt Service	Construction	Long Term Debt	Total
<u>Assets</u>					
<u>Current Assets</u>					
General Checking Account	\$10.00				\$10.00
Accounts Receivable - Due from Developer	9,163.62				9,163.62
Debt Service Reserve Series 2020		\$180,100.00			180,100.00
Interest Series 2020		0.01			0.01
Capitalized Interest Series 2020		60,777.66			60,777.66
Acquisition/Construction Series 2020			\$1,290,128.09		1,290,128.09
Cost of Issuance Series 2020			31,703.62		31,703.62
Total Current Assets	<u>\$9,173.62</u>	<u>\$240,877.67</u>	<u>\$1,321,831.71</u>	<u>\$0.00</u>	<u>\$1,571,883.00</u>
<u>Investments</u>					
Amount Available in Debt Service Funds				\$240,877.16	\$240,877.16
Amount To Be Provided				2,772,622.84	2,772,622.84
Total Investments	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$3,013,500.00</u>	<u>\$3,013,500.00</u>
Total Assets	<u><u>\$9,173.62</u></u>	<u><u>\$240,877.67</u></u>	<u><u>\$1,321,831.71</u></u>	<u><u>\$3,013,500.00</u></u>	<u><u>\$4,585,383.00</u></u>
<u>Liabilities and Net Assets</u>					
<u>Current Liabilities</u>					
Accounts Payable	\$9,163.62				\$9,163.62
Deferred Revenue	9,163.62				9,163.62
Retainage Payable			\$54,726.75		54,726.75
Total Current Liabilities	<u>\$18,327.24</u>	<u>\$0.00</u>	<u>\$54,726.75</u>	<u>\$0.00</u>	<u>\$73,053.99</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><u>\$18,327.24</u></u>	<u><u>\$0.00</u></u>	<u><u>\$54,726.75</u></u>	<u><u>\$3,075,000.00</u></u>	<u><u>\$3,148,053.99</u></u>
<u>Net Assets</u>					
Net Assets - General Government	(\$3,536.55)				(\$3,536.55)
Current Year Net Assets - General Government	(5,617.07)				(5,617.07)
Current Year Net Assets, Unrestricted		240,877.67			\$240,877.67
Current Year Net Assets, Unrestricted			1,267,104.96		\$1,267,104.96
Current Year Net Assets, Unrestricted				(61,500.00)	(\$61,500.00)
Total Net Assets	<u><u>(\$9,153.62)</u></u>	<u><u>\$240,877.67</u></u>	<u><u>\$1,267,104.96</u></u>	<u><u>(\$61,500.00)</u></u>	<u><u>\$1,437,329.01</u></u>
Total Liabilities and Net Assets	<u><u>\$9,173.62</u></u>	<u><u>\$240,877.67</u></u>	<u><u>\$1,321,831.71</u></u>	<u><u>\$3,013,500.00</u></u>	<u><u>\$4,585,383.00</u></u>

Finley Woods CDD
Statement of Activities
As of 6/30/2020

	General Fund	Debt Service	Construction	Long Term Debt	Total
<u>Revenues</u>					
Developer Contributions	\$27,510.34				\$27,510.34
Inter-Fund Group Transfers In		(\$23.85)			(23.85)
Debt Proceeds		268,211.06			268,211.06
Inter-Fund Transfers In			\$23.85		23.85
Debt Proceeds			2,806,788.94		2,806,788.94
Total Revenues	\$27,510.34	\$268,187.21	\$2,806,812.79	\$0.00	\$3,102,510.34
<u>Expenses</u>					
D&O Insurance	\$2,250.00				\$2,250.00
Management	15,000.03				15,000.03
Engineering	225.00				225.00
District Counsel	8,188.75				8,188.75
Postage & Shipping	55.01				55.01
Legal Advertising	3,949.19				3,949.19
Miscellaneous	109.43				109.43
Web Site Maintenance	300.00				300.00
Dues, Licenses, and Fees	300.00				300.00
General Insurance	2,750.00				2,750.00
Interest Payments -Series 2020		\$27,344.82			27,344.82
Trustee Services			\$5,675.00		5,675.00
Management			10,000.00		10,000.00
Engineering			10,094.28		10,094.28
District Counsel			52,500.00		52,500.00
Trustee Counsel			5,750.00		5,750.00
Bond Counsel			37,500.00		37,500.00
Underwriter's Discount			61,500.00		61,500.00
Copies			1,250.00		1,250.00
Other Financing Uses			30,000.00		30,000.00
Capital Expenditures			1,325,633.55		1,325,633.55
Underwriter's Discount				\$61,500.00	61,500.00
Total Expenses	\$33,127.41	\$27,344.82	\$1,539,902.83	\$61,500.00	\$1,661,875.06
<u>Other Revenues (Expenses) & Gains (Losses)</u>					
Interest Income		\$35.28			\$35.28
Interest Income			\$195.00		195.00
Total Other Revenues (Expenses) & Gains (Losses)	\$0.00	\$35.28	\$195.00	\$0.00	\$230.28
Change In Net Assets	(\$5,617.07)	\$240,877.67	\$1,267,104.96	(\$61,500.00)	\$1,440,865.56
Net Assets At Beginning Of Year	(\$3,536.55)	\$0.00	\$0.00	\$0.00	(\$3,536.55)
Net Assets At End Of Year	(\$9,153.62)	\$240,877.67	\$1,267,104.96	(\$61,500.00)	\$1,437,329.01

Finley Woods CDD
 Budget to Actual
 For the Month Ending 06/30/2020

	Actual	Year To Date Budget	Variance	FY 2020 Adopted Budget
<u>Revenues</u>				
Developer Contributions	\$27,510.34	\$116,025.03	(\$88,514.69)	\$154,700.00
Net Revenues	\$27,510.34	\$116,025.03	(\$88,514.69)	\$154,700.00
<u>General & Administrative Expenses</u>				
D&O Insurance	\$2,250.00	\$3,750.03	(\$1,500.03)	\$5,000.00
Management	15,000.03	15,000.03	0.00	20,000.00
Engineering	225.00	7,499.97	(7,274.97)	10,000.00
District Counsel	8,188.75	18,749.97	(10,561.22)	25,000.00
Audit	0.00	3,750.03	(3,750.03)	5,000.00
Telephone	0.00	749.97	(749.97)	1,000.00
Postage & Shipping	55.01	225.00	(169.99)	300.00
Copies	0.00	375.03	(375.03)	500.00
Legal Advertising	3,949.19	2,774.97	1,174.22	3,700.00
Bank Fees	0.00	187.47	(187.47)	250.00
Miscellaneous	109.43	750.15	(640.72)	1,000.00
Web Site Maintenance	300.00	2,025.00	(1,725.00)	2,700.00
Dues, Licenses, and Fees	300.00	187.47	112.53	250.00
Irrigation	0.00	7,499.97	(7,499.97)	10,000.00
General Insurance	2,750.00	0.00	2,750.00	0.00
Lake Maintenance	0.00	7,499.97	(7,499.97)	10,000.00
Landscaping Maintenance & Material	0.00	37,500.03	(37,500.03)	50,000.00
Streetlights	0.00	7,499.97	(7,499.97)	10,000.00
Total General & Administrative Expenses	\$33,127.41	\$116,025.03	(\$82,897.62)	\$154,700.00
Total Expenses	\$33,127.41	\$116,025.03	(\$82,897.62)	\$154,700.00
Net Income (Loss)	(\$5,617.07)	\$0.00	(\$5,617.07)	\$0.00

**Finley Woods
Community Development District**

Staff Reports