

**SEATON CREEK RESERVE
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
AUDIT COMMITTEE & REGULAR MEETING
MAY 24, 2022**

**SEATON CREEK RESERVE
COMMUNITY DEVELOPMENT DISTRICT AGENDA
MAY 24, 2022 AT 2:00 P.M.
BARTRAM PARK EXECUTIVE CENTER
LOCATED AT 12724 GRAN BAY PARKWAY WEST, SUITE 410
JACKSONVILLE, FL 32258**

District Board of Supervisors	Chair	Ross Puzzitiello
	Vice-Chair	Rick Puzzitiello
	Supervisor	Ward Huntley
	Supervisor	Chris Mayo
	Supervisor	Zenzi Rogers
District Manager	Inframark	Brian Lamb
District Attorney	Kutak Rock	Wes Haber
District Engineer	Prosser Inc.	Brad Davis

All cellular phones and pagers must be turned off while in the meeting room

The District Agenda is comprised of four different sections:

The meeting will begin at **2:00 p.m.**

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically, no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 873-7300, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1 who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same 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 the appeal is to be based.

May 24, 2022
Board of Supervisors
Seaton Creek Reserve Community Development District

Dear Board Members:

The Audit Committee & Regular Meeting of the Seaton Creek Reserve Community Development District will be held on **May 24, 2022 at 2:00 p.m. at the Bartram Park Executive Center located at 12724 Gran Bay Parkway West Suite 410, Jacksonville, FL 32258.** Please let us know at least 24 hours in advance if you are planning to call into the meeting. Following is the Agenda for the Meeting:

Call In Number: 1-866-906-9330

Access Code: 4863181

- 1. CALL TO ORDER/ROLL CALL**
- 2. RECESS TO AUDIT COMMITTEE MEETING**
- 3. AUDIT COMMITTEE MEETING**
 - A. Open the Audit Committee Meeting
 - B. Evaluate and Rank the Audit Proposals
 - i. *Grau & Associates*.....Tab 01
 - C. Finalize the Ranking and Consideration of Audit Committee Recommendation
 - D. Close the Audit Committee Meeting
- 4. RETURN AND PROCEED TO REGULAR MEETING**
- 5. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS**
- 6. BUSINESS ITEMS**
 - A. Acceptance of Board Resignation
 - B. Appointment of Board Supervisor to Open Seat & Administer Oath of Office
 - C. Consideration of Resolution 2022-10; Re Designating Officers.....Tab 02
 - D. Consideration of Audit Committee Recommendations and Evaluation
 - E. Consideration of Resolution 2022-11; Approving Proposed FY 2023 Budget & Setting Public Hearing..... Tab 03
 - F. General Matters of the District
- 7. CONSENT AGENDA ITEMS**
 - A. Consideration of Regular Meeting Minutes January 25, 2022.....Tab 04
 - B. Consideration of Operations and Maintenance Expenditures March 2022.....Tab 05
 - C. Consideration of Operations and Maintenance Expenditures April 2022.....Tab 06
 - D. Review of Financial Statements for Month Ending April 30, 2022.....Tab 07
- 8. VENDOR AND STAFF REPORTS.**
 - A. District Counsel
 - B. District Manager
 - C. District Engineer
- 9. BOARD MEMBERS COMMENTS**
- 10. PUBLIC COMMENTS**
- 11. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 873-7300.

Sincerely,



Brian Lamb
Inframark



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Proposal to Provide Financial Auditing Services:

SEATON CREEK RESERVE

COMMUNITY DEVELOPMENT DISTRICT

Proposal Due: January 07, 2022
12:00PM

Submitted to:

Seaton Creek Reserve
Community Development District
c/o District Manager
2005 Pan Am Circle, Suite 300
Tampa, FL 33607

Submitted by:

Antonio J. Grau, Partner
Grau & Associates
951 Yamato Road, Suite 280
Boca Raton, Florida 33431

Tel (561) 994-9299
(800) 229-4728

Fax (561) 994-5823

tgrau@graucpa.com

www.graucpa.com



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

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Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

January 07, 2022

Seaton Creek Reserve Community Development District
c/o District Manager
2005 Pan Am Circle, Suite 300
Tampa, FL 33607

Re: Request for Proposal for Professional Auditing Services for the fiscal year ended September 30, 2021, with an option for two (2) additional annual renewals.

Grau & Associates (Grau) welcomes the opportunity to respond to the Seaton Creek Reserve Community Development District's (the "District") Request for Proposal (RFP), and we look forward to working with you on your audit. We are an energetic and robust team of knowledgeable professionals and are a recognized leader of providing services to Community Development Districts. As one of Florida's few firms to primarily focus on government, we are especially equipped to provide you an effective and efficient audit.

Special district audits are at the core of our practice: **we have a total of 360 clients, 329 or 91% of which are special districts.** We know the specifics of the professional services and work products needed to meet your RFP requirements like no other firm. With this level of experience, we are able to increase efficiency, to provide immediate and continued savings, and to minimize disturbances to client operations.

Why Grau & Associates:

Knowledgeable Audit Team

Grau is proud that the personnel we assign to your audit are some of the most seasoned auditors in the field. Our staff performs governmental engagements year round. When not working on your audit, your team is refining their audit approach for next year's audit. Our engagement partners have decades of experience and take a hands-on approach to our assignments, which all ensures a smoother process for you.

Servicing your Individual Needs

Our clients enjoy personalized service designed to satisfy their unique needs and requirements. Throughout the process of our audit, you will find that we welcome working with you to resolve any issues as swiftly and easily as possible. In addition, due to Grau's very low turnover rate for our industry, you also won't have to worry about retraining your auditors from year to year.

Developing Relationships

We strive to foster mutually beneficial relationships with our clients. We stay in touch year round, updating, collaborating and assisting you in implementing new legislation, rules and standards that affect your organization. We are also available as a sounding board and assist with technical questions.

Maintaining an Impeccable Reputation

We have never been involved in any litigation, proceeding or received any disciplinary action. Additionally, we have never been charged with, or convicted of, a public entity crime of any sort. We are financially stable and have never been involved in any bankruptcy proceedings.

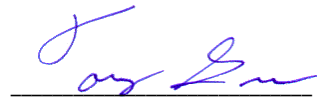
Complying With Standards

Our audit will follow the Auditing Standards of the AICPA, Generally Accepted Government Auditing Standards, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida, and any other applicable federal, state and local regulations. We will deliver our reports in accordance with your requirements.

This proposal is a firm and irrevocable offer for 90 days. We certify this proposal is made without previous understanding, agreement or connection either with any previous firms or corporations offering a proposal for the same items. We also certify our proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action, and was prepared in good faith. Only the person(s), company or parties interested in the project as principals are named in the proposal. Grau has no existing or potential conflicts, and anticipates no conflicts during the engagement. Our Federal I.D. number is 20-2067322.

We would be happy to answer any questions or to provide any additional information. We are genuinely excited about the prospect of serving you and establishing a long-term relationship. Please do not hesitate to call or email either of our Partners, Antonio J. Grau, CPA (tgrau@graucpa.com) or Racquel McIntosh, CPA (rmcintosh@graucpa.com) at 561.994.9299. We thank you for considering our firm's qualifications and experience.

Very truly yours,
Grau & Associates



Antonio J. Grau

Firm Qualifications



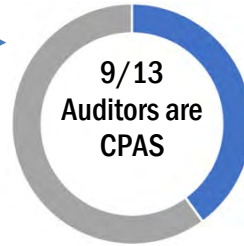
Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Grau's Focus and Experience

Our Team



3 Partners
10 Professional Staff
2 Administrative Professionals



2005

Year founded

Services Provided



Properly registered and licensed professional corporation by the state of FLORIDA

We are proud Members of the **American Institute of Certified Public Accountants** & the **Florida Institute of Certified Public Accountants**

See next page for report and certificate

Quality Controls

- ⇒ External quality review program: consistently receives a pass
- ⇒ Internal: ongoing monitoring to maintain quality



AICPA | FICPA | GFOA | FASD | FGFOA



FICPA Peer Review Program
Administered in Florida
by The Florida Institute of CPAs



Peer Review
Program

AICPA Peer Review Program
Administered in Florida
by the Florida Institute of CPAs

February 20, 2020

Antonio Grau
Grau & Associates
951 Yamato Rd Ste 280
Boca Raton, FL 33431-1809

Dear Antonio Grau:

It is my pleasure to notify you that on February 20, 2020, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2022. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

FICPA Peer Review Committee

Peer Review Team
FICPA Peer Review Committee
paul@ficpa.org
800-342-3197 ext. 251

Florida Institute of CPAs

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 571202

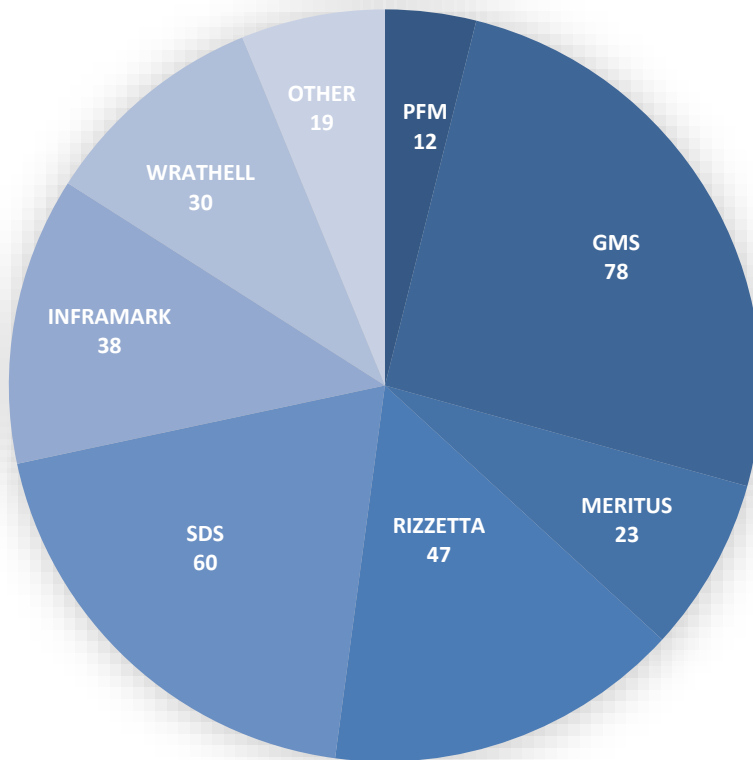
3800 Esplanade Way, Suite 210 | Tallahassee, FL 32311 | 800.342.3197 in Florida | 850.224.2727 | Fax: 850.222.6190 | www.ficpa.org

Firm & Staff Experience



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

GRAU AND ASSOCIATES COMMUNITY DEVELOPMENT DISTRICT EXPERIENCE BY MANAGEMENT COMPANY



Profile Briefs:

Antonio J GRAU, CPA (Partner)

Years Performing Audits: 30+

CPE (last 2 years):

Government

Accounting, Auditing:

24 hours; Accounting,

Auditing and Other:

58 hours

Professional

Memberships: AICPA,

FICPA, FGFOA, GFOA

Racquel McIntosh, CPA (Partner)

Years Performing Audits: 14+

CPE (last 2 years):

Government

Accounting, Auditing:

38 hours; Accounting,

Auditing and Other:

56 hours

Professional

Memberships: AICPA,

FICPA, FGFOA, FASD

"Here at Grau & Associates, staying up to date with the current technological landscape is one of our top priorities. Not only does it provide a more positive experience for our clients, but it also allows us to perform a more effective and efficient audit. With the every changing technology available and utilized by our clients, we are constantly innovating our audit process."

- Tony Grau

"Quality audits and exceptional client service are at the heart of every decision we make. Our clients trust us to deliver a quality audit, adhering to high standards and assisting them with improvements for their organization."

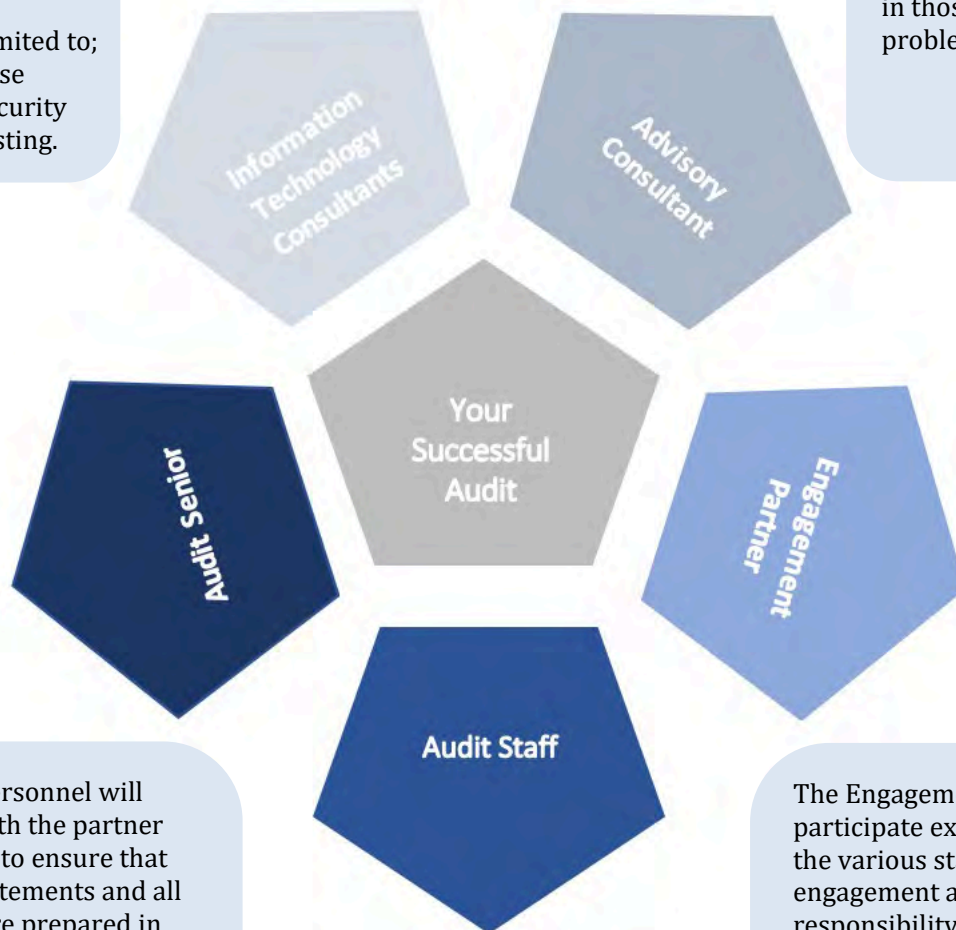
-Racquel McIntosh

YOUR ENGAGEMENT TEAM

Grau's client-specific engagement team is meticulously organized in order to meet the unique needs of each client. Constant communication within our solution team allows for continuity of staff and audit team.

Grau contracts with an outside group of IT management consultants to assist with matters including, but not limited to; network and database security, internet security and vulnerability testing.

An advisory consultant will be available as a sounding board to advise in those areas where problems are encountered.



The assigned personnel will work closely with the partner and the District to ensure that the financial statements and all other reports are prepared in accordance with professional standards and firm policy. Responsibilities will include planning the audit; communicating with the client and the partners the progress of the audit; and determining that financial statements and all reports issued by the firm are accurate, complete and are prepared in accordance with professional standards and firm policy.

The Engagement Partner will participate extensively during the various stages of the engagement and has direct responsibility for engagement policy, direction, supervision, quality control, security, confidentiality of information of the engagement and communication with client personnel. The engagement partner will also be involved directing the development of the overall audit approach and plan; performing an overriding review of work papers and ascertain client satisfaction.



Antonio 'Tony' J. Grau, CPA

Partner

Contact: tgrau@graucpa.com | (561) 939-6672

Experience

For over 30 years, Tony has been providing audit, accounting and consulting services to the firm's governmental, non-profit, employee benefit, overhead and arbitrage clients. He provides guidance to clients regarding complex accounting issues, internal controls and operations.

As a member of the Government Finance Officers Association Special Review Committee, Tony participated in the review process for awarding the GFOA Certificate of Achievement in Financial Reporting. Tony was also the review team leader for the Quality Review of the Office of Management Audits of School Board of Miami-Dade County. Tony received the AICPA advanced level certificate for governmental single audits.

Education

University of South Florida (1983)
Bachelor of Arts
Business Administration

Clients Served (partial list)

(>300) Various Special Districts, including:

Bayside Improvement Community Development District	St. Lucie West Services District
Dunes Community Development District	Ave Maria Stewardship Community District
Fishhawk Community Development District (I,II,IV)	Rivers Edge II Community Development District
Grand Bay at Doral Community Development District	Bartram Park Community Development District
Heritage Harbor North Community Development District	Bay Laurel Center Community Development District
Boca Raton Airport Authority	
Greater Naples Fire Rescue District	
Key Largo Wastewater Treatment District	
Lake Worth Drainage District	
South Indian River Water Control	

Professional Associations/Memberships

American Institute of Certified Public Accountants Florida Government Finance Officers Association
Florida Institute of Certified Public Accountants Government Finance Officers Association Member
City of Boca Raton Financial Advisory Board Member

Professional Education (over the last two years)

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	24
Accounting, Auditing and Other	58
Total Hours	<u>82</u> (includes of 4 hours of Ethics CPE)



Racquel C. McIntosh, CPA

Partner

Contact : rmcintosh@graucpa.com | (561) 939-6669

Experience

Racquel has been providing government audit, accounting and advisory services to our clients for over 14 years. She serves as the firm's quality control partner; in this capacity she closely monitors engagement quality ensuring standards are followed and maintained throughout the audit.

Racquel develops in-house training seminars on current government auditing, accounting, and legislative topics and also provides seminars for various government organizations. In addition, she assists clients with implementing new accounting software, legislation, and standards.

Education

Florida Atlantic University (2004)
Master of Accounting
Florida Atlantic University (2003)
Bachelor of Arts:
Finance, Accounting

Clients Served (partial list)

(>300) Various Special Districts, including:
Carlton Lakes Community Development District
Golden Lakes Community Development District
Rivercrest Community Development District
South Fork III Community Development District
TPOST Community Development District

Westchase Community Development District
Monterra Community Development District
Palm Coast Park Community Development District
Long Leaf Community Development District
Watergrass Community Development District

East Central Regional Wastewater Treatment Facilities
Indian Trail Improvement District
Pinellas Park Water Management District
Ranger Drainage District
South Trail Fire Protection and Rescue Service District

Professional Associations/ Memberships

American Institute of Certified Public Accountants	FICPA State & Local Government Committee
Florida Institute of Certified Public Accountants	FGFOA Palm Beach Chapter

Professional Education (over the last two years)

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	38
Accounting, Auditing and Other	56
Total Hours	94 (includes of 4 hours of Ethics CPE)

References



Grau & Associates
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We have included three references of government engagements that require compliance with laws and regulations, follow fund accounting, and have financing requirements, which we believe are similar to the District.

Dunes Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 1998
Client Contact	Darrin Mossing, Finance Director 475 W. Town Place, Suite 114 St. Augustine, Florida 32092 904-940-5850

Two Creeks Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 2007
Client Contact	William Rizzetta, President 3434 Colwell Avenue, Suite 200 Tampa, Florida 33614 813-933-5571

Journey's End Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 2004
Client Contact	Todd Wodraska, Vice President 2501 A Burns Road Palm Beach Gardens, Florida 33410 561-630-4922

Specific Audit Approach



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

AUDIT APPROACH

Grau's Understanding of Work Product / Scope of Services:

We recognize the District is an important entity and we are confident our firm is eminently qualified to meet the challenges of this engagement and deliver quality audit services. ***You would be a valued client of our firm and we pledge to commit all firm resources to provide the level and quality of services (as described below) which not only meet the requirements set forth in the RFP but will exceed those expectations.*** Grau & Associates fully understands the scope of professional services and work products requested. Our audit will follow the Auditing Standards of the AICPA, *Generally Accepted Government Auditing Standards*, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida and any other applicable Federal, State or Local regulations. **We will deliver our reports in accordance with your requirements.**

Proposed segmentation of the engagement

Our approach to the audit engagement is a risk-based approach which integrates the best of traditional auditing techniques and a total systems concept to enable the team to conduct a more efficient and effective audit. The audit will be conducted in three phases, which are as follows:



Phase I - Preliminary Planning

A thorough understanding of your organization, service objectives and operating environment is essential for the development of an audit plan and for an efficient, cost-effective audit. During this phase, we will meet with appropriate personnel to obtain and document our understanding of your operations and service objectives and, at the same time, give you the opportunity to express your expectations with respect to the services that we will provide. Our work effort will be coordinated so that there will be minimal disruption to your staff.

During this phase we will perform the following activities:

- » Review the regulatory, statutory and compliance requirements. This will include a review of applicable federal and state statutes, resolutions, bond documents, contracts, and other agreements;
- » Read minutes of meetings;
- » Review major sources of information such as budgets, organization charts, procedures, manuals, financial systems, and management information systems;
- » Obtain an understanding of fraud detection and prevention systems;
- » Obtain and document an understanding of internal control, including knowledge about the design of relevant policies, procedures, and records, and whether they have been placed in operation;
- » Assess risk and determine what controls we are to rely upon and what tests we are going to perform and perform test of controls;
- » Develop audit programs to incorporate the consideration of financial statement assertions, specific audit objectives, and appropriate audit procedures to achieve the specified objectives;
- » Discuss and resolve any accounting, auditing and reporting matters which have been identified.

Phase II – Execution of Audit Plan

The audit team will complete a major portion of transaction testing and audit requirements during this phase. The procedures performed during this period will enable us to identify any matter that may impact the completion of our work or require the attention of management. Tasks to be performed in Phase II include, but are not limited to the following:

- » Apply analytical procedures to further assist in the determination of the nature, timing, and extent of auditing procedures used to obtain evidential matter for specific account balances or classes of transactions;
- » Perform tests of account balances and transactions through sampling, vouching, confirmation and other analytical procedures; and
- » Perform tests of compliance.

Phase III - Completion and Delivery

In this phase of the audit, we will complete the tasks related to year-end balances and financial reporting. All reports will be reviewed with management before issuance, and the partners will be available to meet and discuss our report and address any questions. Tasks to be performed in Phase III include, but are not limited to the following:

- » Perform final analytical procedures;
- » Review information and make inquiries for subsequent events; and
- » Meeting with Management to discuss preparation of draft financial statements and any potential findings or recommendations.

You should expect more from your accounting firm than a signature in your annual financial report. Our concept of truly responsive professional service emphasizes taking an active interest in the issues of concern to our clients and serving as an effective resource in dealing with those issues. In following this approach, we not only audit financial information with hindsight but also consider the foresight you apply in managing operations.

Application of this approach in developing our management letter is particularly important given the increasing financial pressures and public scrutiny facing today's public officials. We will prepare the management letter at the completion of our final procedures.

In preparing this management letter, we will initially review any draft comments or recommendations with management. In addition, we will take necessary steps to ensure that matters are communicated to those charged with governance.

In addition to communicating any recommendations, we will also communicate the following, if any:

- » Significant audit adjustments;
- » Significant deficiencies or material weaknesses;
- » Disagreements with management; and
- » Difficulties encountered in performing the audit.

Our findings will contain a statement of condition describing the situation and the area that needs strengthening, what should be corrected and why. Our suggestions will withstand the basic tests of corrective action:

Is the recommendation cost effective?

Is the recommendation the simplest to effectuate in order to correct a problem?

Is the recommendation at the heart of the problem and not just correcting a symptomatic matter?

Is the corrective action taking into account why the deficiency occurred?

To assure full agreement with facts and circumstances, we will fully discuss each item with Management prior to the final exit conference. This policy means there will be no “surprises” in the management letter and fosters a professional, cooperative atmosphere.

Communications

We emphasize a continuous, year-round dialogue between the District and our management team. We regularly communicate through personal telephone calls and electronic mail throughout the audit and on a regular basis.

Our clients have the ability to transmit information to us on our secure client portal with the ability to assign different staff with separate log on and viewing capability. This further facilitates efficiency as all assigned users receive electronic mail notification as soon as new information has been posted into the portal.

Cost of Services



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Our proposed all-inclusive fees for the financial audit for the fiscal years ended September 30, 2021-2023 are as follows:

<u>Year Ended September 30,</u>	<u>Fee</u>
2021	\$3,400
2022	\$3,600
2023	<u>\$3,800</u>
TOTAL (2021-2023)	<u>\$10,800</u>

The above fees are based on the assumption that the District maintains its current level of operations. Should conditions change or Bonds are issued the fees would be adjusted accordingly upon approval from all parties concerned.

Supplemental Information



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

PARTIAL LIST OF CLIENTS

SPECIAL DISTRICTS	Governmental Audit	Single Audit	Utility Audit	Current Client	Year End
Boca Raton Airport Authority	✓	✓		✓	9/30
Captain's Key Dependent District	✓			✓	9/30
Central Broward Water Control District	✓			✓	9/30
Collier Mosquito Control District	✓			✓	9/30
Coquina Water Control District	✓			✓	9/30
East Central Regional Wastewater Treatment Facility	✓		✓		9/30
Florida Green Finance Authority	✓				9/30
Greater Boca Raton Beach and Park District	✓			✓	9/30
Greater Naples Fire Control and Rescue District	✓	✓		✓	9/30
Green Corridor P.A.C.E. District	✓			✓	9/30
Hobe-St. Lucie Conservancy District	✓			✓	9/30
Indian River Mosquito Control District	✓				9/30
Indian Trail Improvement District	✓			✓	9/30
Key Largo Waste Water Treatment District	✓	✓	✓	✓	9/30
Lake Padgett Estates Independent District	✓			✓	9/30
Lake Worth Drainage District	✓			✓	9/30
Lealman Special Fire Control District	✓			✓	9/30
Loxahatchee Groves Water Control District	✓				9/30
Old Plantation Control District	✓			✓	9/30
Pal Mar Water Control District	✓			✓	9/30
Pinellas Park Water Management District	✓			✓	9/30
Pine Tree Water Control District (Broward)	✓			✓	9/30
Pinetree Water Control District (Wellington)	✓				9/30
Ranger Drainage District	✓	✓		✓	9/30
Renaissance Improvement District	✓			✓	9/30
San Carlos Park Fire Protection and Rescue Service District	✓			✓	9/30
Sanibel Fire and Rescue District	✓			✓	9/30
South Central Regional Wastewater Treatment and Disposal Board	✓			✓	9/30
South-Dade Venture Development District	✓			✓	9/30
South Indian River Water Control District	✓	✓		✓	9/30
South Trail Fire Protection & Rescue District	✓			✓	9/30
Spring Lake Improvement District	✓			✓	9/30
St. Lucie West Services District	✓		✓	✓	9/30
Sunshine Water Control District	✓			✓	9/30
West Villages Improvement District	✓			✓	9/30
Various Community Development Districts (297)	✓			✓	9/30
TOTAL	333	5	3	328	

ADDITIONAL SERVICES

CONSULTING / MANAGEMENT ADVISORY SERVICES

Grau & Associates also provide a broad range of other management consulting services. Our expertise has been consistently utilized by Governmental and Non-Profit entities throughout Florida. Examples of engagements performed are as follows:

- Accounting systems
- Development of budgets
- Organizational structures
- Financing alternatives
- IT Auditing
- Fixed asset records
- Cost reimbursement
- Indirect cost allocation
- Grant administration and compliance

ARBITRAGE

The federal government has imposed complex rules to restrict the use of tax-exempt financing. Their principal purpose is to eliminate any significant arbitrage incentives in a tax-exempt issue. We have determined the applicability of these requirements and performed the rebate calculations for more than 150 bond issues, including both fixed and variable rate bonds.

73

Current
Arbitrage
Calculations

We look forward to providing Seaton Creek Reserve Community Development District with our resources and experience to accomplish not only those minimum requirements set forth in your Request for Proposal, but to exceed those expectations!

**For even more information on Grau & Associates
please visit us on www.graucpa.com.**

RESOLUTION 2021-01

**A RESOLUTION OF THE BOARD OF SUPERVISORS
DESIGNATING THE OFFICERS OF SEATON CREEK
RESERVE COMMUNITY DEVELOPMENT DISTRICT
AND PROVIDING FOR AN EFFECTIVE DATE.**

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

WHEREAS, the initial supervisors have taken and subscribed to the oath of office per F.S. 190.006(4); and

WHEREAS, the Board of Supervisors (hereinafter the “Board”) now desires to organize by designating the Officers of the District per F.S. 190.006(6).

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD
OF SUPERVISORS OF SEATON CREEK RESERVE
COMMUNITY DEVELOPMENT DISTRICT:**

1. The following persons are elected to the offices shown, to wit:

_____	Chair
_____	Vice-Chair
<u>Brian Lamb</u>	Secretary
<u>Eric Davidson</u>	Treasurer
<u>Brian Howell</u>	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 24th DAY OF MAY, 2022.

ATTEST:

**SEATON CREEK RESERVE
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

Chairman

RESOLUTION 2022-11

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SEATON CREEK RESERVE COMMUNITY DEVELOPMENT DISTRICT APPROVING THE PROPOSED BUDGET FOR FISCAL YEAR 2022/2023 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Seaton Creek Reserve Community Development District (the “District”) was established by Ordinance No. 2021-451-E, adopted by the City of Jacksonville, Florida, effective as of August 30, 2021; and

WHEREAS, the District Manager has prepared and submitted to the Board of Supervisors of the District (the “Board”) the proposed budget for the Fiscal Year 2022/2023, which commences on October 1, 2022 and concludes September 30, 2023; and

WHEREAS, the Board has considered the proposed budget and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SEATON CREEK RESERVE COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. PROPOSED BUDGET APPROVED. The proposed budget prepared by the District Manager for Fiscal Year 2022/2023 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said proposed budget.

SECTION 2. SETTING A PUBLIC HEARING. A public hearing on said approved proposed budget is hereby declared and set for the following date, hour and location:

DATE: August 23, 2022

HOUR: 2:00 p.m.

LOCATION: Bartram Park Executive Center
12724 Gran Bay Parkway West, Suite 410
Jacksonville, FL 32258

SECTION 3. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENTS. The District Manager is hereby directed to submit a copy of the Proposed Budget to the City of Jacksonville at least 60 days prior to the hearing set above.

SECTION 4. POSTING OF PROPOSED BUDGET. In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two (2) days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

SECTION 5. PUBLICATION OF NOTICE. Notice of this public hearing shall be published in the manner prescribed in Florida law.

SECTION 6. 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 7. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 24th day of May, 2022.

ATTEST:

**SEATON CREEK RESERVE
COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: FY 2022/2023 Proposed budget

2023



SEATON CREEK

COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2023

PROPOSED ANNUAL OPERATING BUDGET

MAY 24, 2022

SEATON CREEK

COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2023

PROPOSED ANNUAL OPERATING BUDGET

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MAY 24, 2022

SEATON CREEK

COMMUNITY DEVELOPMENT DISTRICT

BUDGET INTRODUCTION

Background Information

The Seaton Creek Community Development District is a local special purpose government authorized by Chapter 190, Florida Statutes, as amended. The Community Development District (CDD) is an alternative method for planning, financing, acquiring, operating and maintaining community-wide infrastructure in master planned communities. The CDD **also is a mechanism that provides a “solution” to the State’s needs for delivery of capital infrastructure to service projected growth without overburdening other governments and their taxpayers. CDDs represent a major advancement in Florida’s effort to manage its growth effectively and efficiently.** This allows the community to set a higher standard for construction along with providing a long-term solution to the operation and maintenance of community facilities.

The following report represents the District budget for Fiscal Year 2022, which begins on October 1, 2021. The District budget is organized by fund to segregate financial resources and ensure that the segregated resources are used for their intended purpose, and the District has established the following funds.

<u>Fund Number</u>	<u>Fund Name</u>	<u>Services Provided</u>
001	General Fund	Operations and Maintenance of Community Facilities

Facilities of the District

The District’s existing facilities include storm-water management (lake and water control structures), wetland preserve areas, street lighting, landscaping, entry signage, entry features, irrigation distribution facilities, recreational center, parks, pool facility, tennis courts and other related public improvements.

Maintenance of the Facilities

In order to maintain the facilities, the District conducts hearings to adopt an operating budget each year. This budget includes a detailed description of the maintenance program along with an estimate of the cost of the program. The funding of the maintenance budget is levied as a non-ad valorem assessment on your property by the District Board of Supervisors.

SEATON CREEK

COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2023
Proposed Operating
 Budget

REVENUES	
SPECIAL ASSESSMENTS - SERVICE CHARGES	
Operations & Maintenance Assmts-Tax Roll	60,000.00
TOTAL SPECIAL ASSESSMENTS - SERVICE CHARGES	\$ 60,000.00
CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES	
Developer Contributions	-
TOTAL CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES	\$ -
OTHER MISCELLANEOUS REVENUES	
Miscellaneous	-
TOTAL OTHER MISCELLANEOUS REVENUES	-
TOTAL REVENUES	\$ 60,000.00
EXPENDITURES	
FINANCIAL & ADMINISTRATIVE	
District Management	18,000.00
District Engineer	5,000.00
Disclosure Report	2,400.00
Supervisor Fees	2,400.00
Trustees Fees	4,000.00
Auditing Services	5,000.00
Accounting Services	4,500.00
Postage, Phone, Faxes, Copies	100.00
Public Officials Insurance	2,500.00
Legal Advertising	2,675.00
Bank Fees	150.00
Email Hosting Vendor	600.00
Website Administration	1,500.00
ADA Website Fee	1,900.00
Dues, Licenses & Fees	175.00
Miscellaneous Fees	100.00
TOTAL FINANCIAL & ADMINISTRATIVE	\$ 51,000.00
LEGAL COUNSEL	
District Counsel	3,500.00
TOTAL DISTRICT COUNSEL	\$ 3,500.00
UTILITY SERVICES	
Electric Utility Services - Streetlights	-
Electric Utility Services - All Others	-
TOTAL UTILITY SERVICES	\$ -
WATER-SEWER COMBINATION SERVICES	
Water Utility Services	-
TOTAL WATER-SEWER COMBINATION SERVICES	\$ -
OTHER PHYSICAL ENVIRONMENT	
Waterway Management Contract	-
Waterway Improvements & Repair	-
Entrance, Monument & Wall Maintenance Repair	-
General, Property & Casualty Insurance	5,500.00
Garbage Collection	-
Landscape Maintenance - Contract	-
Miscellaneous Landscape	-
Plant Replacement Program	-
Irrigation Maintenance	-
Pool Maintenance - other	-
Pool Maintenance - contract	-
Amenity Center Cleaning & Supplies	-
Amenity Center Pest Control	-
Amenity Center Maintenance & Repair	-
TOTAL OTHER PHYSICAL ENVIRONMENT	\$ 5,500.00
TOTAL EXPENDITURES	\$ 60,000.00
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES	\$ -

*** EXCLUDES 2% DUVAL COUNTY COLLECTION COST

*** EXCLUDES 4% EARLY PAYMENT DISCOUNT

FISCAL YEAR 2023
PROPOSED ANNUAL OPERATING BUDGET

SEATON CREEK

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND 001

Financial & Administrative

District Manager

The District retains the services of a consulting manager, who is responsible for the daily administration of the District's business, including any and all financial work related to the Bond Funds and Operating Funds of the District, and preparation of the minutes of the Board of Supervisors. In addition, the District Manager prepares the Annual Budget(s), implements all policies of the Board of Supervisors, and attends all meetings of the Board of Supervisors.

District Engineer

Consists of attendance at scheduled meetings of the Board of Supervisors, offering advice and consultation on all matters related to the works of the District, such as bids for yearly contracts, operating policy, compliance with regulatory permits, etc.

Disclosure Reporting

On a quarterly and annual basis, disclosure of relevant district information is provided to the Muni Council, as required within the bond indentures.

Trustees Fees

This item relates to the fee assessed for the annual administration of bonds outstanding, as required within the bond indentures.

Auditing Services

The District is required to annually undertake an independent examination of its books, records and accounting procedures. This audit is conducted pursuant to State Law and the Rules of the Auditor General.

Postage, Phone, Fax, Copies

This item refers to the cost of materials and service to produce agendas and conduct day-to-day business of the District.

Public Officials Insurance

The District carries Public Officials Liability in the amount of \$1,000,000.

Legal Advertising

This is required to conduct the official business of the District in accordance with the Sunshine Law and other advertisement requirements as indicated by the Florida Statutes.

Bank Fees

The District operates a checking account for expenditures and receipts.

Dues, Licenses & Fees

The District is required to file with the County and State each year.

Miscellaneous Fees

To provide for unbudgeted administrative expenses.

Office Supplies

Cost of daily supplies required by the District to facilitate operations.

Website Administration

This is for maintenance and administration of the District's official website.

SEATON CREEK

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND 001

Legal Counsel

District Counsel

Requirements for legal services are estimated at an annual expenditures on an as needed and also cover such items as attendance at scheduled meetings of the Board of Supervisor's, Contract preparation and review, etc.

Electric Utility Services

Electric Utility Services

This item is for street lights, pool, recreation facility and other common element electricity

Other Physical Environment

Waterway Management System

This item is for maintaining the multiple waterways that compose the District's waterway management system and aids in controlling nuisance vegetation that may otherwise restrict the

Property & Casualty Insurance

The District carries \$1,000,000 in general liability and also has sovereign immunity.

Entry & Walls Maintenance

This item is for maintaining the main entry feature and other common area walls.

Landscape Maintenance

The District contracts with a professional landscape firm to provide service through a public bid process. This fee does not include replacement material or irrigation repairs.

Miscellaneous Landscape

This item is for any unforeseen circumstances that may effect the appearance of the landscape program.

Plant Replacement Program

This item is for landscape items that may need to be replaced during the year.

SEATON CREEK

COMMUNITY DEVELOPMENT DISTRICT

SCHEDULE OF ANNUAL ASSESSMENTS⁽¹⁾

Lot Size	EAU Value	Unit Count	Debt Service Per Unit	O&M Per Unit ⁽²⁾	FY 2021 Total Assessment
SERIES 2021					
Single Family 40'	1.00	900	\$0.00	\$70.93	\$70.93
TOTAL		900			

Notations:

⁽¹⁾ Annual assessments include Duval County collection costs and statutory discounts for early payment.

FISCAL YEAR 2023
PROPOSED ANNUAL OPERATING BUDGET

SEATON CREEK RESERVE COMMUNITY DEVELOPMENT DISTRICT

January 25, 2022 Minutes of Regular Meeting

Minutes of the Regular Meeting

The Regular Meeting of the Board of Supervisors for the Seaton Creek Reserve Community Development District was held on **Tuesday, January 25, 2022 at 2:00 p.m.** at the Bartram Park Executive Center located at 12724 Gran Bay Pkwy West, Suite 410, Jacksonville, FL 32258.

1. CALL TO ORDER

Bryan Radcliff called the Regular Meeting of the Board of Supervisors of the Seaton Creek Reserve Community Development District to order on **Tuesday, January 25, 2022 at 2:01 p.m.**

Board Members Present and Constituting a Quorum:

Ross Puzzitiello	Chair	
Rick Puzzitiello	Vice-Chair	
Ward Huntley	Supervisor	
Zenzi Rogers	Supervisor	<i>via conference call</i>
Chris Mayo	Supervisor	<i>appointed during the meeting</i>

Staff Members Present:

Bryan Radcliff	District Manager, Meritus	
Brian Lamb	District Manager, Meritus	<i>via conference call</i>
Tucker Mackie	District Counsel, Hopping Green & Sams	<i>via conference call</i>

There were no members of the general public in attendance.

2. PUBLIC COMMENT ON AGENDA ITEMS

There were no public comments on agenda items.

3. VENDOR AND STAFF REPORTS

- A. District Counsel
- B. District Engineer
- C. District Manager

There were no additional staff reports.

4. BUSINESS ITEMS

A. Acceptance of Board Resignation, Seat 4

The Board reviewed the Board resignation of Amy Dewey from Seat 4.

MOTION TO:	Approve the resignation of Amy Dewey from Seat 4.
MADE BY:	Supervisor Rick Puzzitiello
SECONDED BY:	Supervisor Huntley
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion Passed Unanimously

B. Appointment of Supervisor to Open Board Seat, Seat 4

The Board discussed appointing Chris Mayo to the open seat.

MOTION TO:	Appoint Chris Mayo to Seat 4.
MADE BY:	Supervisor Ross Puzzitiello
SECONDED BY:	Supervisor Huntley
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion Passed Unanimously

Supervisor Mayo accepted the supervisor compensation.

C. Consideration of Resolution 2022-08; Re-designating Officers

The Board discussed re-designating officers and decided to keep the same slate of officers with Ross Puzzitiello as Chair, Rick Puzzitiello as Vice-Chair, Brian Lamb with Meritus as Secretary, Eric Davidson with Meritus as Treasurer, and the remaining Board members as Assistant Secretaries.

MOTION TO:	Approve Resolution 2022-08.
MADE BY:	Supervisor Rick Puzzitiello
SECONDED BY:	Supervisor Ross Puzzitiello
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	5/0 - Motion Passed Unanimously

D. Consideration of Resolution 2022-09; Approval of Engineer Report

The Board reviewed the resolution and Engineer Report.

MOTION TO:	Approve Resolution 2022-09 in substantial form subject to any comments from the finance team and/or Counsel.
MADE BY:	Supervisor Huntley
SECONDED BY:	Supervisor Ross Puzzitiello
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

E. General Matters of the District

The Board discussed changing the meeting dates and would like to meet next on April 21, 2022 at 12:00 p.m. At that meeting, they will set the August meeting date.

5. CONSENT AGENDA

**A. Consideration of Continued Public Hearing & Regular Meeting Minutes
December 28, 2021**

The Board reviewed the December 28, 2021 meeting minutes.

MOTION TO:	Approve the Consent Agenda.
MADE BY:	Supervisor Ross Puzzitiello
SECONDED BY:	Supervisor Rick Puzzitiello
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

6. SUPERVISOR REQUESTS AND COMMENTS

There were no supervisor requests or comments.

7. PUBLIC COMMENTS

There were no public comments.

8. ADJOURNMENT

MOTION TO:	Adjourn at 2:12 p.m.
MADE BY:	Supervisor Ross Puzzitiello
SECONDED BY:	Supervisor Ward
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	5/0 - Motion Passed Unanimously

**Please note the entire meeting is available on disc.*

**These minutes were done in summary format.*

**Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that 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.*

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on _____.

Signature

Signature

Printed Name

Printed Name

Title:

- ☐ **Secretary**
☐ **Assistant Secretary**

Title:

- ☐ **Chairman**
☐ **Vice Chairman**

Official District Seal

Recorded by Records Administrator

Signature

Date

Seaton Creek CDD Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
Monthly Contract				
Meritus Districts	11168	6,000.00		District Management Services -12.14.2021
Meritus Districts	11175	94.00		District Management Services -12.01.2021
Meritus Districts	11239	529.13		District Management Services -12.08.2021
Monthly Contract Sub-Total		\$ 6,623.13		
Variable Contract				
Variable Contract Sub-Total		0.00		
Utilities				
Utilities Sub-Total		\$ 0.00		
Regular Services				
ADA Site Compliance	INV 10674	2,900.00		Website Compliance 11.03.2021
DEO	85633	175.00		FY 2022 Special District Fee 3.16.2022
Egis	15086	4,384.00		Policy Renewal Thru 10/01/2022
Kutak Rock LLP	2979621	2,403.00		Professional Legal Service - 1.31.2022
Kutak Rock LLP	2979618	882.00		Professional Legal Service - 1.31.2022
Regular Services Sub-Total		10,744.00		
Additional Services				
Additional Services Sub-Total		\$ 0.00		
TOTAL:		\$ 17,367.13		

Approved (with any necessary revisions noted):

Seaton Creek CDD Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
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Signature

Printed Name

Title (check one):

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary

Meritus Districts

2005 Pan Am Circle
Suite 300
Tampa, FL 33607

Voice: 813-397-5121
Fax: 813-873-7070

INVOICE

INVOICE NO.: 11175
DATE: 12/01/2021
DUE DATE: 12/01/2021

BILLING ADDRESS
Seaton Creek Reserve CDD
2005 Pan Am Circle, Suite 300
Tampa, FL 33607

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
	Reimbursement Meeting Room		94.00
SUBTOTAL			94.00
NEW CHARGES			
TOTAL			94.00

Reservation Details

Seaton Creek
Reserve

Reservation #: 286970

Florida, Jacksonville - Bartram Park

12724 Gran Bay Parkway West

Suite 410

Jacksonville, FL 32258

United States

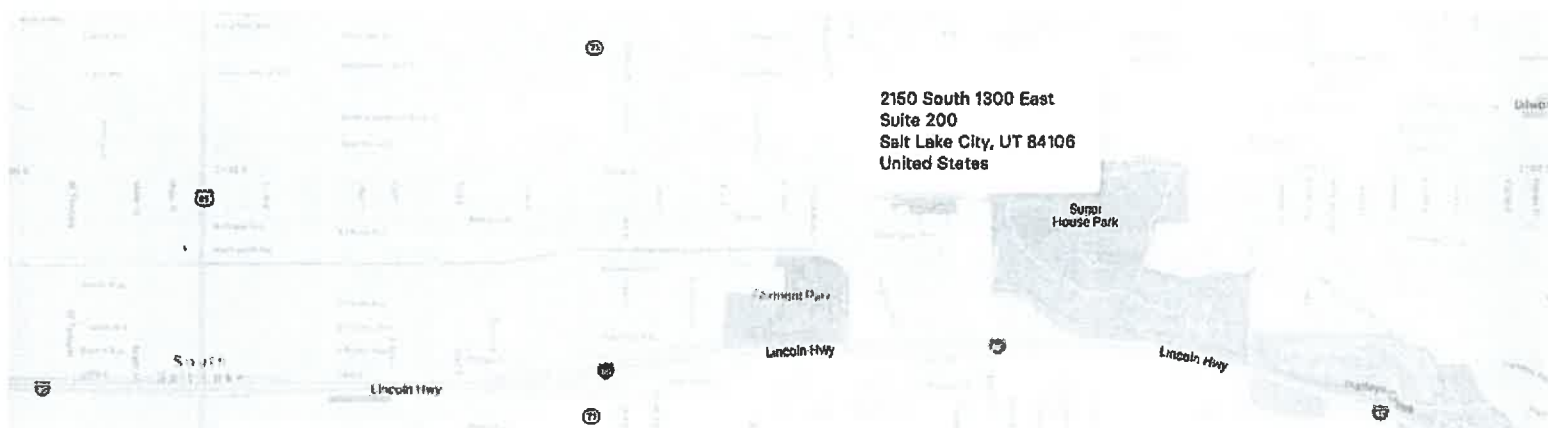
12/28/2021

2:00 PM - 3:00 PM

Parking rates are subject to change at any time without notification.

Final Total: \$94.00

Description	Rate	Amount	Total
Large Conference Room	\$84.00/hr	1 hour(s)	\$84.00
Service Fee		\$10.00	\$10.00



Meritus Districts

2005 Pan Am Circle
Suite 300
Tampa, FL 33607

Voice: 813-397-5121
Fax: 813-873-7070

INVOICE

INVOICE NO.: 11239
DATE: 12/08/2021
DUE DATE: 12/08/2021

BILLING ADDRESS
Seaton Creek Reserve CDD
2005 Pan Am Circle, Suite 300
Tampa, FL 33607

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Reimbursement Advertsing	224.75	224.75
1	Reimbursement RFP Audit	99.88	99.88
1	Reimbursement RFP Engineer	204.50	204.50
SUBTOTAL			529.13
NEW CHARGES			
TOTAL			529.13

Brittany Crutchfield

From: Auto-Receipt <noreply@mail.authorize.net>
Sent: Thursday, December 09, 2021 10:57 AM
To: Brittany Crutchfield
Subject: Transaction Receipt from DAILY RECORD AND OBSERVER for \$224.75 (USD)

Order Information

Description: Goods or Services
Invoice Number 21-08215D
Customer ID Meritus 2379

Billing Information

Brian K Lamb
Meritus
2005 Pan Am Circle Suite 300
Tampa, FL 33607
brittany.crutchfield@merituscorp.com
813-873-7300

Shipping Information

Total: \$224.75 (USD)

Payment Information

Date/Time: 9-Dec-2021 10:56:29 EST
Transaction ID: 63412226089
Payment Method: Visa xxxx2379
Transaction Type: Purchase
Auth Code: 322947

Internet Order Confirmation

DAILY RECORD AND OBSERVER
JACKSONVILLE, FL 32202
US
ACAMPBELL@JAXDAILYRECORD.COM
Thank you for your business!

Seaton Creek RFP Audit

Brittany Crutchfield

From: Auto-Receipt <noreply@mail.authorize.net>
Sent: Thursday, December 23, 2021 10:42 AM
To: Brittany Crutchfield
Subject: Transaction Receipt from DAILY RECORD AND OBSERVER for \$99.88 (USD)

Order Information

Description: Goods or Services
Invoice Number 21-08715D
Customer ID Meritus 2379

Billing Information

Brian K Lamb
Meritus
2005 Pan Am Circle Suite 300
Tampa, FL 33607
brittany.crutchfield@merituscorp.com
813-873-7300

Shipping Information

Total: \$99.88 (USD)

Payment Information

Date/Time: 23-Dec-2021 10:41:38 EST
Transaction ID: 63439704954
Payment Method: Visa xxxx2379
Transaction Type: Purchase
Auth Code: 320226

Merchant Contact

DAILY RECORD AND OBSERVER
JACKSONVILLE, FL 32202
US
ACAMPBELL@JAXDAILYRECORD.COM
Thank you for your business!

Seaton Creek
RFP Engineer

Brittany Crutchfield

From: Auto-Receipt <noreply@mail.authorize.net>
Sent: Thursday, December 23, 2021 10:40 AM
To: Brittany Crutchfield
Subject: Transaction Receipt from DAILY RECORD AND OBSERVER for \$204.50 (USD)

Order Information

Description: Goods or Services
Invoice Number 21-08714D
Customer ID Meritus 2379

Billing Information

Brian K Lamb
Meritus
2005 Pan Am Circle Suite 300
Tampa, FL 33607
brittany.crutchfield@merituscorp.com
813-873-7300

Shipping Information

Total: \$204.50 (USD)

Payment Information

Date/Time: 23-Dec-2021 10:40:22 EST
Transaction ID: 63439702756
Payment Method: Visa xxxx2379
Transaction Type: Purchase
Auth Code: 550886

Merchant Contact Information

DAILY RECORD AND OBSERVER
JACKSONVILLE, FL 32202
US
ACAMPBELL@JAXDAILYRECORD.COM
Thank you for your business!

Meritus Districts

2005 Pan Am Circle
Suite 300
Tampa, FL 33607

Voice: 813-397-5121
Fax: 813-873-7070

INVOICE

INVOICE NO.: 11168

DATE: 12/14/2021

DUE DATE: 12/14/2021

BILLING ADDRESS

Seaton Creek Reserve CDD
2005 Pan Am Circle, Suite 300
Tampa, FL 33607

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
3	District Management Services Management Fees for October through December 2021 (\$1,500/month)	1,500.00	4,500.00
3	Accounting Services October- December 2021	375.00	1,125.00
3	Website Administration October- December 2021	125.00	375.00
SUBTOTAL			6,000.00
NEW CHARGES			
TOTAL			6,000.00

Florida Department of Economic Opportunity, Special District Accountability Program
FY 2021/2022 Special District Fee Invoice and Update Form
 Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Invoice No.: 85633			Date Invoiced: 03/16/2022
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 05/15/2022: \$175.00

STEP 1: Review the following information, make changes directly on the form, and sign and date:

1. Special District's Name, Registered Agent's Name, and Registered Office Address:



Seaton Creek Reserve Community Development District

Mr. Brian Lamb
 Meritus Districts
 2005 Pan Am Circle, Suite 300
 Tampa, FL 33607

2. Telephone: (813) 873-7300
 3. Fax: (813) 873-7070
 4. Email: brian.lamb@merituscorp.com
 5. Status: Independent
 6. Governing Body: Elected
 7. Website Address: seatoncreekreservecdd.com
 8. County(ies): Duval
 9. Function(s): Community Development
 10. Boundary Map on File: 03/16/2022
 11. Creation Document on File: 03/16/2022
 12. Date Established: 08/30/2021
 13. Creation Method: Local Ordinance
 14. Local Governing Authority: City of Jacksonville
 15. Creation Document(s): City Ordinance 2021-451-E
 16. Statutory Authority: Chapter 190, Florida Statutes
 17. Authority to Issue Bonds: Yes
 18. Revenue Source(s): Assessments
 19. Most Recent Update: 03/16/2022

I do hereby certify that the information above (changes noted if necessary) is accurate and complete as of this date.

Registered Agent's Signature: _____ Date _____

STEP 2: Pay the annual fee or certify eligibility for the zero fee:

a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at www.Floridajobs.org/SpecialDistrictFee or by check payable to the Department of Economic Opportunity.

b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **ALL** of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.

1. ____ This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
2. ____ This special district is in compliance with the reporting requirements of the Department of Financial Services.
3. ____ This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2019/2020 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

Department Use Only: Approved: ____ Denied: ____ Reason: _____

STEP 3: Make a copy of this form for your records.

STEP 4: Mail this form and payment (if paying by check) to the Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124. Direct any questions to (850) 717-8430.



INVOICE

Customer	Seaton Creek Reserve Community Development District
Acct #	1159
Date	12/07/2021
Customer Service	Charisse Bitner
Page	1 of 1

Seaton Creek Reserve Community Development District
c/o Meritus Corp
2005 Pan Am Circle, Ste 300
Tampa, FL 33607

Payment Information	
Invoice Summary	\$ 4,384.00
Payment Amount	
Payment for:	Invoice#15086
100121866	

Thank You

Please detach and return with payment



Customer: Seaton Creek Reserve Community Development District

Invoice	Effective	Transaction	Description	Amount
15086	11/15/2021	New business	Policy #100121866 11/15/2021-10/01/2022 Florida Insurance Alliance Package - New business Due Date: 12/7/2021 <i>\$2411⁰⁰ - gen.</i> <i>\$1973⁰⁰ - pub. off</i>	4,384.00
				Total
				\$ 4,384.00

Thank You

FOR PAYMENTS SENT OVERNIGHT:
Egis Insurance Advisors LLC, Fifth Third Wholesale Lockbox, Lockbox #234021, 4900 W. 95th St Oaklawn, IL 60453

Remit Payment To: Egis Insurance Advisors, LLC	(321)233-9939	Date
Lockbox 234021 PO Box 84021 Chicago, IL 60689-4002	sclimer@egisadvisors.com	12/07/2021

KUTAK ROCK LLP
TALLAHASSEE, FLORIDA
Telephone 404-222-4600
Facsimile 404-222-4654

Federal ID 47-0597598

January 31, 2022

Check Remit To:
Kutak Rock LLP
PO Box 30057
Omaha, NE 68103-1157

Wire Transfer Remit To:
ABA #104000016
First National Bank of Omaha
Kutak Rock LLP
A/C # 24690470
Reference: Invoice No. 2979618
Client Matter No. 18223-1

Mr. Brian Lamb
Seaton Creek CDD
Meritus Districts
Suite 120
2005 Pan Am Circle
Tampa, FL 33607

Invoice No. 2979618
18223-1

Re: General Counsel

For Professional Legal Services Rendered

12/21/21	W. Haber	0.60	216.00	Confer with Ms. Crutchfield and Mr. Lamb regarding agenda for December meeting
12/22/21	W. Haber	0.30	108.00	Review budget resolutions for December meeting
12/27/21	W. Haber	0.40	144.00	Prepare for Board meeting
12/28/21	W. Haber	0.80	288.00	Prepare for and participate in Board meeting
12/28/21	C. Stuart	0.30	126.00	Review proposed legislation; monitor committee activity and agendas; monitor Amendment 12 implementation

TOTAL HOURS 2.40

TOTAL FOR SERVICES RENDERED \$882.00

TOTAL CURRENT AMOUNT DUE \$882.00

KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

January 31, 2022

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Wire Transfer Remit To:

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 2979621

Client Matter No. 18223-2

Seaton Creek CDD
Meritus Districts
Suite 120
2005 Pan Am Circle
Tampa, FL 33607

Invoice No. 2979621
18223-2

Re: Bond Validation

For Professional Legal Services Rendered

11/26/21	K. Jusevitch	0.40	66.00	Research status of validation docket
12/09/21	K. Jusevitch	1.00	165.00	Research status of document and documents; begin preparation of substitution pleading
12/12/21	K. Jusevitch	2.20	363.00	Prepare notice of appearance and motion for withdrawal; confer with Haber
12/16/21	W. Haber	0.20	72.00	Confer with Mr. Puzzitiello regarding validation hearing
12/16/21	K. Jusevitch	1.30	214.50	Confer with Haber regarding hearing and case status; update pleadings
12/17/21	W. Haber	0.40	144.00	Confer with ASA regarding hearing and notice for same
12/17/21	K. Jusevitch	2.20	363.00	Confer with Haber; update and file counsel notice and motion; correspond with judicial assistant
12/20/21	K. Jusevitch	0.90	148.50	Correspond with judicial assistant regarding proposed order; prepare notice and order to show cause and confer with Haber
12/21/21	K. Jusevitch	0.60	99.00	Confer with Haber; amend notice

KUTAK ROCK LLP

Seaton Creek CDD

January 31, 2022

Client Matter No. 18223-2

Invoice No. 2979621

Page 2

				and order to show cause and correspond with assistant state attorney
12/27/21	W. Haber	0.90	324.00	Review documents for joint stipulation
12/27/21	K. Jusevitch	1.10	181.50	Correspond with judicial assistant regarding notice and order to show cause; review meeting minutes and prepare joint stipulation; confer with Haber
12/28/21	K. Jusevitch	0.30	49.50	Confer with Haber regarding engineers report for bond validation
12/30/21	W. Haber	0.50	180.00	Review correspondence from Court regarding hearing date
12/30/21	K. Jusevitch	0.20	33.00	Correspond with judicial assistant and confer with Haber regarding judicial assignment
TOTAL HOURS		12.20		
TOTAL FOR SERVICES RENDERED				\$2,403.00
TOTAL CURRENT AMOUNT DUE				<u>\$2,403.00</u>

ADA Site Compliance

6400 Boynton Beach Blvd 742721
Boynton Beach, FL 33474
accounting@adasitecompliance.com

**Invoice****BILL TO**

Billing Meritus
Meritus Districts

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
INV-10674	11/03/2021	\$2,900.00	11/17/2021	14	

DESCRIPTION	QTY	RATE	AMOUNT
Seaton Creek CDD - New compliant and accessible website, quarterly software-based audits, customized accessibility policy, Compliance Shield, and two hours of annual tech support.	1	2,900.00	2,900.00

BALANCE DUE**\$2,900.00**

Seaton Creek CDD Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
Monthly Contract				
Monthly Contract Sub-Total		\$ 0.00		
Variable Contract				
Variable Contract Sub-Total		\$ 0.00		
Utilities				
Utilities Sub-Total		\$ 0.00		
Regular Services				
Kaeser & Blair	20330061	\$ 107.32		Office Supplies - 4.12.2022
Regular Services Sub-Total		\$ 107.32		
Additional Services				
Additional Services Sub-Total		\$ 0.00		
TOTAL:		\$ 107.32		

Approved (with any necessary revisions noted):

Signature

Printed Name

Title (check one):

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary



Kaeser & Blair Authorized Dealer

4236 Grissom Drive
Batavia, Ohio 45103
(800) 607-8824
FAX (800) 322-6000
credit@kaeser-blair.com

INVOICE

Promotional Advertising • Corporate Identity Wearables • Writing Implements • Calendars

INVOICE NO. 20330061

DATE: 4/12/22

CUSTOMER NUMBER 003103357

DEALER NUMBER 88178

BILL TO:

SEATON CREEK RESERVE CDD
ATTN:Teresa x-340 Farlow
2005 PAN AM CIRCLE #300
TAMPA, FL 33607

SHIP TO:

Seaton Creek Reserve CDD
2005 Pan Am Circle #300
Tampa, FL 33607

YOUR PO NUMBER

SEATON CREEK RES CHECKS

DATE SHIPPED

4/07/22

SHIP VIA

OTHER

TERMS

NET-30

QUANTITY	PRODUCT NO	DESCRIPTION	UNIT PRICE	AMOUNT
1	L1037MB	250-LASER CHECKS, MARBLE BLUE	89.0000	89.00
1		PROOF	.0000	.00

YOUR AUTHORIZED K&B DEALER IS
MG Promotional Products
TO REORDER CALL 813-949-9000
OR EMAIL TO mikeg@mgpromotionalproducts.com

You can now pay your invoice online at
paykaeser.com

SUBTOTAL 89.00
** SALES TAX .00
LESS: PAYMENT/DEPOSIT .00
SHIPPING & HANDLING 18.32
TOTAL DUE 107.32

PLEASE MAKE ALL CHECKS PAYABLE TO KAESER & BLAIR, INC.

Please enclose remittance coupon with payment. See back for additional information.



003103357

88178

3771 Solutions Center
Chicago, IL 60677-3007

SEATON CREEK RESERVE CDD
ATTN:Teresa x-340 Farlow
2005 PAN AM CIRCLE #300
TAMPA, FL 33607

REMITTANCE

INVOICE NO. 20330061
DATE: 4/12/22

TOTAL DUE: 107.32
Amount Paid

☐ IF PAYING BY CREDIT CARD,
CHECK THIS BOX AND SEE THE
BACK OF THIS FORM.

Please add the credit card CVV
if submitting with remittance

Seaton Creek Reserve Community Development District

Financial Statements
(Unaudited)

Period Ending
April 30, 2022



Inframark LLC
2005 Pan Am Circle ~ Suite 300 ~ Tampa, Florida 33607
Phone (813) 873-7300 ~ Fax (813) 873-7070

Seaton Creek CDD
Balance Sheet
As of 4/30/2022
(In Whole Numbers)

	<u>General Fund</u>	<u>Total</u>
Assets		
Cash-Operating Account	<u>2,277</u>	<u>2,277</u>
Total Assets	<u><u>2,277</u></u>	<u><u>2,277</u></u>
Liabilities		
Accounts Payable	<u>6,431</u>	<u>6,431</u>
Total Liabilities	<u>6,431</u>	<u>6,431</u>
Fund Equity & Other Credits	(4,154)	(4,154)
Total Liabilities & Fund Equity	<u><u>2,277</u></u>	<u><u>2,277</u></u>

Seaton Creek CDD
Statement of Revenues, Expenditures & Changes In Fund Balance
1 - General Fund
From 10/1/2021 Through 4/30/2022
(In Whole Numbers)

	Total Budget - Original	Current Period Actual	YTD Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Special Assessments - Service Charges				
Operations & Maintenance	60,000	0	(60,000)	(100)%
Assmts-Tax Roll				
Contributions & Donations From Private Sources				
Developer Contributions	0	15,000	15,000	0 %
Total Revenues	60,000	15,000	(45,000)	(75)%
Expenditures				
Legislative				
Supervisor Fees	2,400	0	2,400	100 %
Financial & Administrative				
District Manager	18,000	4,500	13,500	75 %
District Engineer	5,000	205	4,796	96 %
Disclosure Report	2,400	0	2,400	100 %
Trustee Fees	4,000	0	4,000	100 %
Accounting Services	4,500	1,125	3,375	75 %
Auditing Services	5,000	100	4,900	98 %
Postage, Phone, Faxes, Copies	100	0	100	100 %
Public Officials Insurance	2,500	1,973	527	21 %
Legal Advertising	2,675	225	2,450	92 %
Bank Fees	150	68	82	55 %
Dues, Licenses, & Fees	175	175	0	0 %
Miscellaneous Fees	100	107	(7)	(7)%
Email Hosting Vendor	600	0	600	100 %
Website Administration	1,500	375	1,125	75 %
ADA Website Fee	1,900	2,900	(1,000)	(53)%
Legal Counsel				
District Counsel	3,500	4,991	(1,491)	(43)%
Other Physical Environment				
Property & Casualty Insurance	5,500	2,411	3,089	56 %
Total Expenditures	60,000	19,154	40,846	68 %

Seaton Creek CDD
Statement of Revenues, Expenditures & Changes In Fund Balance
1 - General Fund
From 10/1/2021 Through 4/30/2022
(In Whole Numbers)

	Total Budget - Original	Current Period Actual	YTD Budget Variance - Original	Percent Total Budget Remaining - Original
Excess of Revenues Over (Under) Expenditures	0	(4,154)	(4,154)	0 %
Excess of Revenue/Other Sources Over Expenditures/Other Uses	0	(4,154)	(4,154)	0 %
Fund Balance, End of Period	0	(4,154)	(4,154)	0 %

Seaton Creek CDD
Reconcile Cash Accounts

Summary

Cash Account: 10101 Cash-Operating Account
Reconciliation ID: 4.30.2022
Reconciliation Date: 4/30/2022
Status: Locked

Bank Balance	4,363.01
Less Outstanding Checks/Vouchers	2,086.45
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	2,276.56
Balance Per Books	<u>2,276.56</u>
Unreconciled Difference	<u><u>0.00</u></u>

Click the Next Page toolbar button to view details.

Seaton Creek CDD
Reconcile Cash Accounts

Detail

Cash Account: 10101 Cash-Operating Account

Reconciliation ID: 4.30.2022

Reconciliation Date: 4/30/2022

Status: Locked

Outstanding Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
1001	4/21/2022	System Generated Check/Voucher	175.00	Florida Department of Economic Opportunity
1004	4/21/2022	System Generated Check/Voucher	529.13	Meritus Districts
1005	4/28/2022	System Generated Check/Voucher	107.32	Kaeser & Blair Incorporated
1006	4/28/2022	System Generated Check/Voucher	1,275.00	Kutak Rock LLP
Outstanding Checks/Vouchers			2,086.45	

Seaton Creek CDD
Reconcile Cash Accounts

Detail

Cash Account: 10101 Cash-Operating Account

Reconciliation ID: 4.30.2022

Reconciliation Date: 4/30/2022

Status: Locked

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
1000	4/21/2022	System Generated Check/Voucher	2,900.00	ADA Site Compliance
1002	4/21/2022	System Generated Check/Voucher	4,384.00	Egis Insurance & Risk Advisors
1003	4/21/2022	System Generated Check/Voucher	3,285.00	Kutak Rock LLP
CD003	4/21/2022	Bank Fees - April	<u>21.99</u>	
Cleared Checks/Vouchers			<u>10,590.99</u>	