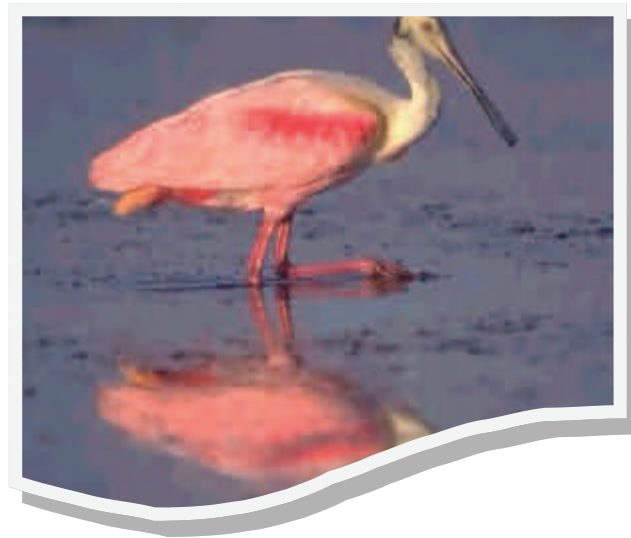


**JPWard and Associates, LLC**

**BUCKEYE PARK  
COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA**

**JUNE 7, 2018**



**Board of Supervisor's**

**Dale S. Jones Jr., Chairman  
David Jae, Vice Chairman  
Scott Campbell, Assistant Secretary  
Adam Lerner, Assistant Secretary**

**Prepared by:**

**JPWard and Associates, LLC  
TOTAL Commitment to Excellence**

James P. Ward  
District Manager  
2900 Northeast 12th Terrace  
Suite 1  
Oakland Park, Florida 33334

Phone: 954-658-4900  
E-mail:  
JimWard@JPWardAssociates.com



# BUCKEYE PARK COMMUNITY DEVELOPMENT DISTRICT

May 29, 2018

Board of Supervisors  
Buckeye Park Community Development District

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Artisan Lakes Community Development District will be held on **Thursday, June 7, 2018** at **1:00 P.M.**, at the **Country Inn and Suites, 5610 Manor Hill Lane, Bradenton, Florida 34203. (Exit 217 to the West off I-75)**. The agenda is as follows:

1. Call to Order & Roll Call
2. Consideration of Minutes:
  - I. March 8, 2018 – Regular Meeting
3. Consideration of Resolution 2018-1 approving the proposed budget for Fiscal Year 2019 and setting a public hearing thereon pursuant to Florida Law; providing for severability; providing for conflict and providing for an effective date.
4. Consideration of Resolution 2018-2 adopting an electronic records retention policy of the District.
5. Staff Reports
  - I. Attorney
  - II. Engineer
  - III. Manager
    - a. Report on Number of Registered Voters as of April 15, 2018.
5. Audience Comments and Supervisor's Requests
6. Adjournment

---

The second order of business is consideration of the minutes of the March 8, 2018 meeting.

---

The District's enabling legislation requires the District Manager to submit a Proposed Budget to the Board by June 15<sup>th</sup> of each year for your review and approval. The approval of the budget is only intended to permit the District to move through the process towards adopting the budget at a Public Hearing scheduled for the August 22, 2017 meeting of the Board of Supervisor's.

Buckeye Park Community Development District

---

The approval of the Budget does not bind the Board to any of the costs contained in the budget, any of the programs contained in the Budget and most importantly it does not bind the Board to any of the Assessment Rates contemplated as a result of the preparation of the Budget. It does however set the maximum assessment rate for the general fund.

---

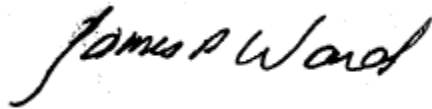
Under my report is the statutory requirement that the District determine as of April 15th of each year the number of registered voter's residing with the District. The Statute provides that the Supervisor of Elections in the County where the District is located (Manatee County) provides that information from the voter rolls of the County. The significance of the report is based on the transition date and number of qualified electors residing in the District which are enumerated in the Statute for the District to begin the transition from a landowner's election to a qualified elector based election.

The two thresholds are six years from the date of establishment which for the District is June 19, 2017 and accordingly the District has met this first threshold, and the second is at least 250 qualified electors, which threshold the District has not met. There is no required action of the Board for this item, it is provided as a matter of law and placed into the District's records.

---

The remainder of the Agenda is standard in nature, and in the meantime, if you have any questions or comments, please do not hesitate to contact me directly at (954) 658-4900.

Yours sincerely,  
Buckeye Park Community Development District



James P. Ward  
District Manager

Enclosures

**MINUTES OF MEETING  
BUCKEYE PARK  
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of the Buckeye Park Community Development District was held on Thursday, March 8, 2018, at 12:00 p.m. at the Palmetto Library, 923 6<sup>th</sup> Street West, Palmetto, Florida 34221.

**Present and constituting a quorum:**

Dale S. Jones	Chairman
David Jae	Vice Chairman
Scott Campbell	Assistant Secretary
Adam Lerner	Assistant Secretary

**Also present were:**

James Ward	District Manager
------------	------------------

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Ward called the meeting to order at 12:00 p.m. and all members were present at roll call.

**SECOND ORDER OF BUSINESS**

**Consideration of the Minutes of the  
Regular Meeting held on August 22, 2017**

Mr. Ward stated he had enclosed a copy of the minutes with the agenda. He asked if there were any additions, corrections or deletions. Hearing none, he called for a motion to approve.

**On MOTION made by Mr. Jones, seconded by Mr. Campbell, with all in favor, the minutes of August 22, 2017, were approved.**

**THIRD ORDER OF BUSINESS**

**Consideration of Ranking of Audit  
Proposals**

Mr. Ward said Item 3 was the consideration of the ranking of audit proposals to serve as auditor for the Fiscal Years ending September 30, 2017 through September 30, 2021. He said a statute required the District to do this process and set up a qualification committee, which he had set up as the Board. He said there was an auditor analysis form which he had filled out. He said the Board could use that analysis or not. It was the choice of the Board.

Mr. Ward stated what he had indicated on the analysis was all of the firms had met all mandatory elements, technical qualifications, and so then their price was the only difference in their proposals. He said the lowest priced firm was Berger Toombs, which he had ranked as Number 1, Grau was Number 2, and Keefe was Number 3. He asked if the Board would like to authorize the District to enter and affirm.

A question was asked if they entered into a five year agreement and there was any type of performance issue, would there be any penalty. Mr. Ward stated there was a short termination clause, about 30 days; and the agreement could be terminated without penalty.

**On MOTION made by Mr. Jones, seconded by Mr. Lerner, with all in favor, the proposal of Berger Toombs as auditor was approved.**

#### **FOURTH ORDER OF BUSINESS**

#### **Consideration of Meeting Dates**

Mr. Ward stated the meeting dates that he had scheduled had changed slightly due to the library's schedule. The Board meeting dates were set for April 10, 2018 at 2:30 p.m. and August 14, 2018 at 1:00p.m. A discussion arose as to a possible new location for meetings. Mr. Ward responded if another location was found, it would only be a matter of re-advertising the meeting's new location. He said the new location should be published seven days prior to a regular meeting, 30 days prior to a public hearing.

#### **FIFTH ORDER OF BUSINESS**

#### **Staff Reports**

- I. Attorney – No report.
- II. Engineer – No report.
- III. Manager – No report.

#### **SIXTH ORDER OF BUSINESS**

#### **Audience Comments and Supervisors' Requests**

Mr. Ward asked if there were any comments from the supervisors.

Mr. Jones mentioned some security concerns on the property. He said that Manatee County Sheriff's Department had been consulted, and there was a need to employ off-duty officers.

Mr. Ward stated the best way to handle this situation would be to give the Sheriff's Department the authority to make decisions and do their job.

Mr. Jones stated trespassing was the main issue with groups setting up tents and having motorcycle races on the weekend, and dumping was also an issue.

Mr. Ward stated money was available to do this. A discussion ensued about how to do this and how much it might cost. It was decided that \$20,000 annually would be the most likely

amount to start, and the Sheriff's Department be allowed to decide when to be there to be effective.

A question was asked about direct billing of Rosemont. Mr. Ward responded Rosemont had been direct billed, but had not responded. However, he added Manatee County did pay the taxes.

**SEVENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION made by Mr. Jones, seconded by Mr. Campbell, with all in favor, the meeting was adjourned.**

**Buckeye Park Community Development  
District**

\_\_\_\_\_  
**James P. Ward, Secretary**

\_\_\_\_\_  
**Dale S. Jones, Chairman**

**RESOLUTION 2018-1**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF BUCKEYE PARK COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2019 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors of Buckeye Park Community Development District (the "Board"), a proposed Budget for Fiscal Year 2019; 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 BUCKEYE PARK COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** That the foregoing whereas clauses are true and correct and incorporated herein as if written into this Section.

**SECTION 2.** The proposed Budget submitted by the District Manager for Fiscal Year 2018 and attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said budget.

**SECTION 3.** A public hearing on said approved budget is hereby declared and set for the following date, hour and location:

**DATE:** Tuesday, August 22, 2018  
**HOUR:** 1:00 P.M.  
**LOCATION:** Palmetto Library  
936 6<sup>th</sup> Street West  
Palmetto, Florida 34221

**SECTION 4.** The District Manager is hereby directed to submit a copy of the proposed budget to Collier County at least 60 days prior to the hearing set above.

**SECTION 5.** Notice of this public hearing on the budget shall be published in a newspaper of general circulation in the area of the district once a week for two (2) consecutive weeks, except that the first publication shall not be fewer than 15 days prior to the date of the hearing. The notice shall further contain a designation of the day, time, and place of the public hearing. At the time and place designated in the notice, the Board shall hear all objections to the budget as proposed and may make such changes as the board deems necessary.

**SECTION 6.** If any one of the covenants, agreements or provisions herein contained shall be held contrary to any express provision of law or contract to the policy of express law, but not expressly prohibited or against public policy, or shall for any reason whatsoever be held invalid, then such covenants, agreements or provisions shall be null and void and shall be deemed separable from the remaining covenants, agreements or provisions and shall in no way effect the validity of the other provisions hereof.

**SECTION 7.** That all Sections or parts of Sections of any Resolutions, Agreements or actions of the Board of Supervisor's in conflict are hereby repealed to the extent of such conflict.

**RESOLUTION 2018-1**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF BUCKEYE PARK COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2019 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT AND PROVIDING FOR AN EFFECTIVE DATE.**

**SECTION 8.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** this 7<sup>th</sup> day of June, 2018.

**ATTEST:**

**BUCKEYE PARK COMMUNITY DEVELOPMENT  
DISTRICT**

\_\_\_\_\_  
James P. Ward, Secretary

\_\_\_\_\_  
Dale S. Jones, Chairman

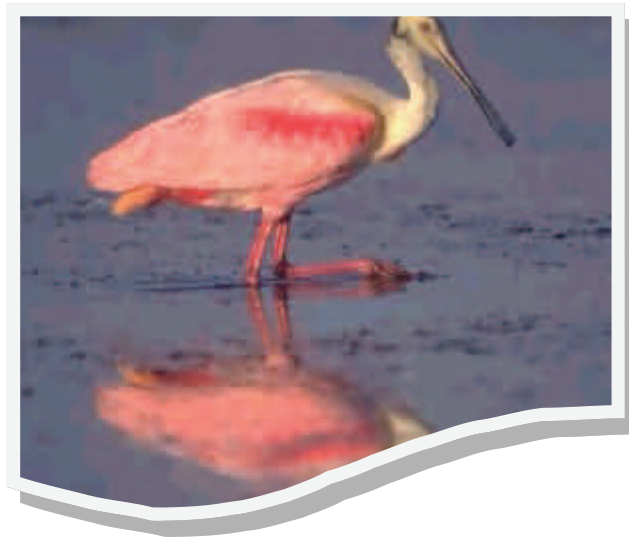


**JPWard and Associates, LLC**

**BUCKEYE PARK  
COMMUNITY DEVELOPMENT DISTRICT**

**PROPOSED BUDGET**

**FISCAL YEAR 2019**



**Board of Supervisor's**

**Dale S. Jones Jr., Chairman  
David Jae, Vice Chairman  
Scott Campbell, Assistant Secretary  
Adam Lerner, Assistant Secretary**

**Prepared by:**

**JPWard and Associates, LLC  
TOTAL Commitment to Excellence**

James P. Ward  
District Manager  
2900 Northeaast 12th Terrace  
Suite I  
Oakland Park, Florida 33334

Phone: 954-658-4900  
E-mail:  
JimWard@JPWardAssociates.com





# TABLE OF CONTENTS

## GENERAL FUND

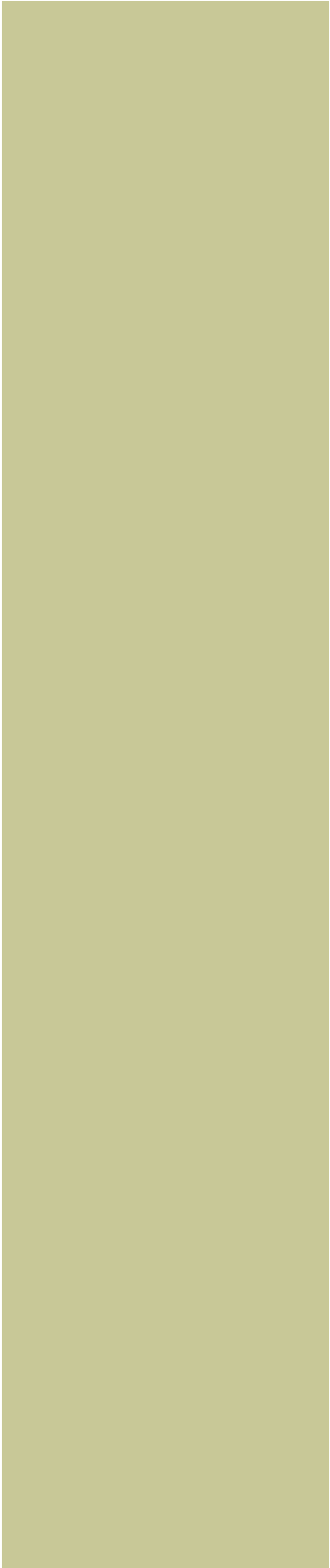
<b>Budget—Fiscal Year 2019</b>	<b>1-2</b>
<b>Description of Budgeted Line Items</b>	<b>3-4</b>

## DEBT SERVICE FUND

<b>Series 2007 Bonds</b>	<b>5-7</b>
<b>Budget—Fiscal Year 2019</b>	
<b>Budget Comparison</b>	
<b>Bond Amortization Schedule</b>	

## ASSESSMENT LEVY

<b>Summary of All Funds</b>	<b>8</b>
-----------------------------	----------



**Buckeye Park Community Development District**

**General Fund - Budget**

**Fiscal Year 2019**

Description	Anticipated			Fiscal Year 2019 Budget	Notes
	Fiscal Year 2018 Budget	Actual at 04/30/2018	Year End 09/30/2017		
<b>Revenues and Other Sources</b>					
Carryforward	\$ -	\$ -	\$ -	\$ -	
Interest Income - General Account	\$ -	\$ 3	\$ -	\$ -	
<b>Assessment Revenue</b>					
Assessments - On-Roll	\$ 51,362	\$ 48,882	\$ 48,882	\$ 54,179	Manatee County and Realty Income
Assessments - Off-Roll	\$ 31,073	\$ -	\$ -	\$ 36,054	SPE and Rosemont
<b>Contributions - Private Sources</b>					
Taylor Morrison		\$ -	\$ -		
<b>Total Revenue &amp; Other Sources</b>	<b>\$ 82,435</b>	<b>\$ 48,884</b>	<b>\$ 48,882</b>	<b>\$ 90,232</b>	
<b>Appropriations</b>					
<b>Legislative</b>					
Board of Supervisor's Fees	\$ 2,400	\$ 800	\$ 2,400	\$ 2,400	
Board of Supervisor's - FICA	\$ -	\$ -	\$ -	\$ -	
<b>Executive</b>					
Professional - Management	\$ 24,000	\$ 14,000	\$ 24,000	\$ 24,000	
<b>Financial and Administrative</b>					
Audit Services	\$ 5,200	\$ -	\$ 5,200	\$ 5,200	
Accounting Services	\$ -	\$ -	\$ -	\$ -	
Assessment Roll Preparation	\$ -	\$ -	\$ -	\$ -	
Arbitrage Rebate Fees	\$ 500	\$ -	\$ 500	\$ 500	
<b>Other Contractual Services</b>					
Recording and Transcription	\$ -	\$ -	\$ -	\$ -	
Legal Advertising	\$ 1,500	\$ 288	\$ 1,500	\$ 1,500	
Trustee Services	\$ 7,500	\$ -	\$ -	\$ 12,000	
Dissemination Agent Services	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	
Property Appraiser Fees	\$ -	\$ -	\$ -	\$ -	
Bank Service Fees	\$ 250	\$ 65	\$ 150	\$ 250	
<b>Travel and Per Diem</b>	\$ -			\$ -	
<b>Communications and Freight Services</b>					
Telephone	\$ -	\$ -	\$ -	\$ -	
Postage, Freight & Messenger	\$ 300	\$ 32	\$ 75	\$ 300	
<b>Rentals and Leases</b>					
Miscellaneous Equipment	\$ -	\$ -	\$ -	\$ -	
Computer Services (Web Site)	\$ -	\$ -	\$ -	\$ -	
<b>Insurance</b>	\$ 5,000	\$ 5,150	\$ 5,150	\$ 5,000	
<b>Subscriptions and Memberships</b>	\$ 175	\$ 175	\$ 175	\$ 175	
<b>Printing and Binding</b>	\$ 250	\$ -	\$ 100	\$ 250	
<b>Office Supplies</b>	\$ -	\$ -	\$ -	\$ -	
<b>Legal Services</b>					
General Counsel	\$ 4,000	\$ 1,875	\$ 4,000	\$ 4,000	
<b>Other General Government Services</b>					
Engineering Services	\$ 2,000	\$ -	\$ -	\$ 1,000	
Contingencies	\$ 500	\$ -	\$ -	\$ -	
Capital Outlay	\$ -	\$ -	\$ -	\$ -	
<b>Stormwater Management Services</b>					
Repairs and Maintenance					
Aquatic Weed Control	\$ 2,500	\$ -	\$ -	\$ 2,500	

**Buckeye Park Community Development District**

**General Fund - Budget**

**Fiscal Year 2019**

Description	Fiscal Year		Anticipated		Fiscal Year 2019 Budget	Notes
	2018 Budget	Actual at 04/30/2018	Year End 09/30/2017			
<b>Landscaping Services</b>						
Utility Services						
Electric	\$ -	\$ -	\$ -	\$ -		No Electric Service
Repairs and Maintenance						
Public Area Landscaping	\$ 20,500	\$ 8,125	\$ 20,500	\$ 20,500		Budget FY 16 Incorrect
Irrigation System	\$ 500	\$ -	\$ 250	\$ 500		
Plant Replacement	\$ 500	\$ -	\$ 250	\$ 500		
Contingencies	\$ -	\$ -	\$ -	\$ -		
<b>Road and Street Services</b>						
Repairs and Maintenance						
Street Lights	\$ -	\$ -	\$ -	\$ -		
Pavement & Signage	\$ 1,500	\$ -	\$ -	\$ 1,500		
Repairs and Maintenance	\$ -	\$ -	\$ -	\$ -		
<b>Parks and Recreation</b>						
Security Patrol	\$ 2,000	\$ -	\$ 2,000	\$ 3,000		Misc Patrols
<b>Other Fees and Charges</b>						
Discounts, Tax Collector Fee and Property Appraiser Fee	\$ 3,000	\$ -	\$ 3,000	\$ 3,657		
<b>Total Appropriations</b>	<b>\$ 85,575</b>	<b>\$ 32,009</b>	<b>\$ 70,750</b>	<b>\$ 90,232</b>		
<b>Fund Balances:</b>						
<b>Change from Current Year Operations</b>	\$ -	\$ 16,875	\$ (21,868)	\$ -		
<b>Fund Balance - Beginning</b>						
Restricted for Future Operations	\$ -	\$ -	\$ -	\$ -		
Unassigned - (Cash Beg. Of Year)	\$ 55,965	\$ 55,965	\$ 55,965	\$ 34,097		
<b>Total Fund Balance</b>	<b>\$ 59,057</b>	<b>\$ 72,841</b>	<b>\$ 34,097</b>	<b>\$ 34,097</b>		

**Buckeye Park Community Development District**

**General Fund - Budget**

**Fiscal Year 2019**

**Revenues and Other Sources**

<b>Carryforward</b>	\$	-
<b>Interest Income - General Account</b>	\$	-

---

**Appropriations**

**Legislative**

Board of Supervisor's Fees	\$	2,400
----------------------------	----	-------

The Board's fees are statutorily set at \$200 for each meeting of the Board of Supervisor's not to exceed \$4,800 for each Fiscal Year. The Budgeted amount reflects that the anticipated meetings for the District.

**Executive**

Professional - Management	\$	24,000
---------------------------	----	--------

The District retains the services of a professional management company - **JPWard and Associates, LLC** - which specializes in Community Development Districts. The firm brings a wealth of knowledge and expertise to Flow Way CDD.

**Financial and Administrative**

Audit Services	\$	5,200
----------------	----	-------

Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures, if it's Revenues or Expenditures reach a certain threshold.

Accounting Services	\$	-
---------------------	----	---

For the Maintenance of the District's books and records on a daily basis.

Assessment Roll Preparation	\$	-
-----------------------------	----	---

For the preparation by the Financial Advisor of the Methodology for the General Fund and the Assessment Rolls including transmittal to the Collier County Property Appraiser.

Arbitrage Rebate Fees	\$	500
-----------------------	----	-----

For required Federal Compliance - this fee is paid for an in-depth analysis of the District's earnings on all of the funds in trust for the benefit of the Bondholder's to insure that the earnings rate does not exceed the interest rate on the Bond's.

**Other Contractual Services** \$ -

Recording and Transcription	\$	-
-----------------------------	----	---

Legal Advertising	\$	1,500
-------------------	----	-------

Trustee Services	\$	12,000
------------------	----	--------

With the issuance of the District's Bonds, the District is required to maintain the accounts established for the Bond Issue with a bank that holds trust powers in the State of Florida. The primary purpose of the trustee is to safeguard the assets of the Bondholder's, to insure the timely payment of the principal and interest due on the Bonds, and to insure the investment of the funds in the trust are made pursuant to the requirements of the trust.

Dissemination Agent Services	\$	1,500
------------------------------	----	-------

With the issuance of the District's Bonds, the District is required to report on a periodic basis the same information that is contained in the Official Statement that was issued for the Bonds. These requirements are pursuant to requirements of the Securities and Exchange Commission and sent to national repositories.

Property Appraiser Fees	\$	-
-------------------------	----	---

Bank Service Fees	\$	250
-------------------	----	-----

**Buckeye Park Community Development District**

**General Fund - Budget  
Fiscal Year 2019**

<b>Travel and Per Diem</b>	\$	-
<b>Communications and Freight Services</b>		
Telephone	\$	-
Postage, Freight & Messenger	\$	300
<b>Rentals and Leases</b>		
Miscellaneous Equipment	\$	-
Computer Services (Web Site Maintenance)	\$	-
<b>Insurance</b>	\$	5,000
<b>Subscriptions and Memberships</b>	\$	175
<b>Printing and Binding</b>	\$	250
<b>Office Supplies</b>	\$	-
<b>Legal Services</b>		
General Counsel	\$	4,000
The District's general council provides on-going legal representation relating to issues such as public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts. In this capacity, they provide services as "local government lawyers".		
<b>Other General Government Services</b>		
Engineering Services	\$	1,000
The District's engineering firm provides a broad array of engineering, consulting and construction services, which assists the District in crafting solutions with sustainability for the long term interests of the Community while recognizing the needs of government, the environment and maintenance of the District's facilities.		
Contingencies	\$	-
Capital Outlay		
<b>Stormwater Management Services</b>	\$	-
Repairs and Maintenance		
Aquatic Weed Control	\$	2,500
<b>Landscaping Services</b>		
Utility Services		
Electric		
Repairs and Maintenance		
Public Area Landscaping	\$	20,500
Irrigation System	\$	500
Plant Replacement	\$	500
Contingencies	\$	-
<b>Road and Street Services</b>		
Repairs and Maintenance		
Street Lights	\$	-
Pavement & Signage	\$	1,500
Repairs and Maintenance	\$	-
<b>Parks and Recreation</b>		
Security Patrol	\$	3,000
<b>Other Fees and Charges</b>		
Discounts and Tax Collector Fees	\$	3,657
4% Discount permitted by Law for early payment and 3% Tax Collector Fee and Property Appraiser Fee		
<b>Total Appropriations:</b>	<b>\$</b>	<b><u>90,232</u></b>

**Buckeye Park Community Development District**

**Debt Service Fund - Series 2007 Bonds - Budget**

**Fiscal Year 2019**

Description	Fiscal Year 2018 Budget	Actual at 04/30/2018	Anticipated Year End 09/30/2017	Fiscal Year 2019 Budget
<b>Revenues and Other Sources</b>				
<b>Carryforward</b>	\$ -	\$ -	\$ -	\$ -
<b>Interest Income</b>				
Revenue Account	\$ -	\$ 215	\$ 400	\$ -
Reserve Account	\$ -	\$ 392	\$ 500	\$ -
Interest Account	\$ -	\$ -	\$ -	\$ -
Prepayment Account	\$ -	\$ -	\$ -	\$ -
<b>Special Assessment Revenue</b>				
Special Assessment - On-Roll				
Series 2008	\$ 178,827	\$ 166,521	\$ 166,521	\$ 181,598
Special Assessment - Off-Roll				
Series 2008	\$ 401,387	\$ -	\$ -	\$ 18,285
Special Assessment - Prepayment				
Series 2008		\$ -	\$ -	\$ -
<b>Total Revenue &amp; Other Sources</b>	<b>\$ 580,214</b>	<b>\$ 167,128</b>	<b>\$ 167,421</b>	<b>\$ 199,884</b>
<b>Expenditures and Other Uses</b>				
<b>Debt Service</b>				
<b>Principal Debt Service - Mandatory</b>				
Series 2008	\$ 190,000	\$ -	\$ -	\$ 205,000
<b>Principal Debt Service - Early Redemptions</b>				
Series 2008	\$ -	\$ -	\$ -	\$ -
<b>Interest Expense</b>				
Series 2008	\$ 776,869	\$ -	\$ -	\$ 776,869
<b>Financial and Administrative</b>				
Professional Management		\$ 40,275	\$ 75,275	\$ 60,000
Dissemination Agent Services	\$ -		\$ -	\$ -
<b>Other Contractual Services</b>				
Trustee Services		\$ 11,953	\$ 11,953	\$ 12,000
<b>Legal Services</b>				
Litigation Counsel	\$ -	\$ 2,177	\$ 4,500	\$ 4,500
<b>Landscaping Services</b>				
Repairs and Maintenance	\$ -	\$ 5,100	\$ 10,000	\$ 10,000
Discounts for Early Payment	\$ 11,699	\$ -	\$ -	\$ 11,880
<b>Total Expenditures and Other Uses</b>	<b>\$ 978,568</b>	<b>\$ 59,505</b>	<b>\$ 101,728</b>	<b>\$ 1,080,249</b>
<b>Net Increase/(Decrease) in Fund</b>	\$ -	\$ 107,623	\$ 65,693	\$ (880,365)
<b>Fund Balance - Beginning (Cash Position ONLY) Includes Revenue/Reserve Account Balances</b>		\$ 561,143	\$ 561,143	\$ 561,143
<b>Fund Balance - Ending</b>	<b>N/A</b>	<b>\$ 668,766</b>	<b>\$ 626,836</b>	<b>\$ (319,222)</b>

**Buckeye Park Community Development District**

**Debt Service Fund - Series 2008**

Description	Principal	Coupon Rate	Interest	Annual Debt Service
Par Amount Issued:	\$ 11,050,000	7.875%		
11/1/2008			\$ 423,007.81	
5/1/2009	\$ 95,000	7.875%	\$ 435,093.75	\$ 953,102
11/1/2009			\$ 431,353.13	
5/1/2010	\$ 100,000	7.875%	\$ 431,353.13	\$ 957,706
11/1/2010			\$ 427,415.63	
5/1/2011	\$ 110,000	7.875%	\$ 427,415.63	\$ 954,831
11/1/2011			\$ 423,084.38	
5/1/2012	\$ 120,000	7.875%	\$ 423,084.38	\$ 956,169
11/1/2012			\$ 418,359.38	
5/1/2013	\$ 130,000	7.875%	\$ 418,359.38	\$ 956,719
11/1/2013			\$ 413,240.63	
5/1/2014	\$ 140,000	7.875%	\$ 413,240.63	\$ 956,481
11/1/2014			\$ 407,728.13	
5/1/2015	\$ 150,000	7.875%	\$ 407,728.13	\$ 955,456
11/1/2015			\$ 401,821.88	
5/1/2016	\$ 165,000	7.875%	\$ 401,821.88	\$ 953,644
11/1/2016			\$ 395,325.00	
5/1/2017	\$ 175,000	7.875%	\$ 395,325.00	\$ 955,650
11/1/2017			\$ 388,434.38	
5/1/2018	\$ 190,000	7.875%	\$ 388,434.38	\$ 951,869
11/1/2018			\$ 380,953.13	
5/1/2019	\$ 205,000	7.875%	\$ 380,953.13	\$ 951,906
11/1/2019			\$ 372,881.25	
5/1/2020	\$ 225,000	7.875%	\$ 372,881.25	\$ 950,763
11/1/2020			\$ 364,021.88	
5/1/2021	\$ 245,000	7.875%	\$ 364,021.88	\$ 953,044
11/1/2021			\$ 354,375.00	
5/1/2022	\$ 260,000	7.875%	\$ 354,375.00	\$ 953,750
11/1/2022			\$ 344,137.50	
5/1/2023	\$ 285,000	7.875%	\$ 344,137.50	\$ 948,275
11/1/2023			\$ 332,915.63	
5/1/2024	\$ 305,000	7.875%	\$ 332,915.63	\$ 950,831
11/1/2024			\$ 320,906.25	
5/1/2025	\$ 330,000	7.875%	\$ 320,906.25	\$ 946,813
11/1/2025			\$ 307,912.50	
5/1/2026	\$ 360,000	7.875%	\$ 307,912.50	\$ 945,825
11/1/2026			\$ 293,737.50	
5/1/2027	\$ 390,000	7.875%	\$ 293,737.50	\$ 947,475
11/1/2027			\$ 278,381.25	
5/1/2028	\$ 420,000	7.875%	\$ 278,381.25	\$ 946,763
11/1/2028			\$ 261,843.75	
5/1/2029	\$ 455,000	7.000%	\$ 261,843.75	\$ 943,688
11/1/2029			\$ 243,928.13	
5/1/2030	\$ 490,000	7.000%	\$ 243,928.13	\$ 942,856
11/1/2030			\$ 224,634.38	



**Buckeye Park Community Development District**

**Debt Service Fund - Series 2008**

<b>Description</b>	<b>Principal</b>	<b>Coupon Rate</b>	<b>Interest</b>	<b>Annual Debt Service</b>
5/1/2031	\$ 530,000	7.000%	\$ 224,634.38	\$ 939,269
11/1/2031			\$ 203,765.63	
5/1/2032	\$ 575,000	7.000%	\$ 203,765.63	\$ 937,531
11/1/2032			\$ 181,125.00	
5/1/2033	\$ 625,000	7.000%	\$ 181,125.00	\$ 937,250
11/1/2033			\$ 156,515.63	
5/1/2034	\$ 675,000	7.000%	\$ 156,515.63	\$ 938,031
11/1/2034			\$ 129,937.50	
5/1/2035	\$ 730,000	7.000%	\$ 129,937.50	\$ 934,875
11/1/2035			\$ 101,193.75	
5/1/2036	\$ 790,000	7.000%	\$ 101,193.75	\$ 932,388
11/1/2036			\$ 70,087.50	
5/1/2037	\$ 855,000	7.000%	\$ 70,087.50	\$ 930,175
11/1/2037			\$ 36,421.88	
5/1/2038	\$ 925,000		\$ 36,421.88	\$ 927,844

**Buckeye Park Community Development District**

**Assessment Comparison - Budget  
Fiscal Year 2019**

Landowner	Equivalent Benefit Unit - 1 EBU = 1,000		General Fund Assessment			Debt Service Fund Assessment			Total Assessment - All Funds
	Sq Ft Net Developable Land	Percentage Ownership	Assessment without Discounts/Collection Costs	Discounts and Collection Costs	Total General Fund Assessment	Assessment without Discounts/Collection Costs	Discounts and Collection Costs	Total Debt Service Fund Assessment	
Manatee County	1709.93	41.20%	\$ 35,669.46	\$ 2,496.86	\$ 38,166.33				\$ 38,166.33
Realty Income Properties ( Fed Ex)	717.38	17.29%	\$ 14,964.68	\$ 1,047.53	\$ 16,012.21	\$ 169,718.21	\$ 11,880.27	\$ 181,598.49	\$ 197,610.70
Rosemont Holdings, LLC	77.29	1.86%	\$ 1,612.28	\$ 112.86	\$ 1,725.14	\$ 18,285.32		\$ 18,285.32	\$ 20,010.46
Buckeye Park Holdings Inc.	1645.65	39.65%	\$ 34,328.57		\$ 34,328.57			\$ -	\$ 34,328.57
<b>Total:</b>	<b>4150.25</b>	<b>100.00%</b>	<b>\$ 86,575.00</b>	<b>\$ 3,657.25</b>	<b>\$ 90,232.25</b>	<b>\$ 188,003.53</b>	<b>\$ 11,880.27</b>	<b>\$ 199,883.80</b>	<b>\$ 290,116.05</b>

(1) General Fund Assessment Billing Process

Manatee County will only be billed for the General Fund, and NOT the Debt Service, since the County assumed ownership of this property by Escheatment.

Realty Income Properties the District will utilize the Uniform Method of Collection (billed and collected by the Tax Collector

Rosemont Holdings, LLC will be billed directly by the District for both the General Fund and the Debt Service Fund

Buckeye Park Holdings, Inc. is the property owned by the SPE set up by the bondholders'/trustee for the properties that were taken by foreclosure and the bondholders will be billed any deficit requirement of the District for the General Fund and the bondholder has requested the District to not bill nor pay debt service on these properties.

**Resolution 2018-2**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BUCKEYE PARK COMMUNITY  
DEVELOPMENT DISTRICT ADOPTING AN ELECTRONIC RECORDS POLICY AND ADDRESSING  
SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.**

**WHEREAS**, the Buckeye Park Community Development District ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated in Manatee County, Florida; and

**WHEREAS**, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of district business; and

**WHEREAS**, the Secretary of the District is the District's records custodian; and

**WHEREAS**, the District maintains an active and continuing program for the economical and efficient management of records and provides for the appointment of a records management liaison officer as required by Section 257.36(5), *Florida Statutes*; and

**WHEREAS**, Rule 1B-26.003, *Florida Administrative Code*, allows the District's records custodian to designate an electronic copy of an original paper record as the record (master) copy and designate the original paper copy as a duplicate; and

**WHEREAS**, the District desires to authorize the District's records custodian to adopt an electronic records policy as described more fully in **Exhibit A ("Electronic Records Policy")**, as such policy may be amended from time to time, for creating electronic copies of original paper records, designating such electronic copies as the record (master) copy, designating such original paper copies as duplicates and destroying, or otherwise disposing of, such originals in accordance with the applicable general schedule once such originals are obsolete, superseded or the administrative value is lost; and

**WHEREAS**, consistent with Rule 1B-26.003, *Florida Administrative Code*, the District has undertaken a cost benefit analysis to determine that the adoption of the Electronic Records Policy would be cost-effective by, among other things, obviating the need to store paper records; and

**WHEREAS**, the District's Board of Supervisors ("**Board**") finds that it is in the best interests of the District, and most cost-effective, to adopt by resolution the Electronic Records Policy for immediate use and application;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE  
BUCKEYE PARK COMMUNITY DEVELOPMENT DISTRICT:**

**1. RECITALS.** The foregoing recitals are true and correct and incorporated herein as findings of the District's Board of Supervisors.

**2. ADOPTION OF ELECTRONIC RECORDS POLICY.** The District hereby authorizes the District's records custodian to implement the Electronic Records Policy substantially in the form of **Exhibit A** attached hereto and by reference incorporated herein.

**3. SEVERABILITY.** If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**4. CONFLICTS.** Upon its passage, this resolution is intended to supplement the District's prior rules and policies regarding records management, including but not limited to Resolutions 2008-02 and 2010-02

**Resolution 2018-2**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BUCKEYE PARK COMMUNITY  
DEVELOPMENT DISTRICT ADOPTING AN ELECTRONIC RECORDS POLICY AND ADDRESSING  
SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.**

referenced above, and, accordingly, all such prior rules and policies remain in full force and effect, except to the extent modified by this resolution.

**5. EFFECTIVE DATE.** This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** this 7<sup>th</sup> day of June, 2018.

ATTEST:

**BUCKEYE PARKCOMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
James P. Ward, Secretary

\_\_\_\_\_  
Dale S. Jones, Chairperson

**Exhibit A:** Electronic Records Policy

**Resolution 2018-2**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BUCKEYE PARK COMMUNITY  
DEVELOPMENT DISTRICT ADOPTING AN ELECTRONIC RECORDS POLICY AND ADDRESSING  
SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.**

**ELECTRONIC RECORDS POLICY FOR  
THE BUCKEYE PARK COMMUNITY DEVELOPMENT DISTRICT**

**1. PURPOSE OF ELECTRONIC RECORDS POLICY.** The purpose of this Electronic Records Policy (“Policy”) is to create a more efficient and cost effective means for retaining and managing District records by authorizing the District to designate electronic copies of original paper records as record, “master” copies, and to dispose of the duplicate original paper records.

**2. DESIGNATION OF ELECTRONIC COPIES AS MASTER COPIES.** It is the policy of the District to retain and manage records in accordance with, and pursuant to, Rule 1B-26.003, *Florida Administrative Code*, and, more specifically, to: (i) create electronic copies of original paper records, (ii) designate all such electronic copies as the record (master) copies; and (iii) destroy, or otherwise dispose of, such originals in accordance with the applicable general schedule once such originals are obsolete, superseded or the administrative value is lost. The District records custodian in his or her sole discretion may select which original paper records, if any, shall be subject to the implementation of this Policy.

All District Supervisors, officers, managers, staff, employees, and other personnel and contractors (where applicable) shall manage, protect, and maintain all records in accordance with the applicable retention schedule approved by the Division of Library and Information Services, the District’s applicable records retention rules and policies, Rule 1B-26.003, *Florida Administrative Code*, a copy of which is attached hereto, and this Policy.

**3. DISTRICT DUTIES AND RESPONSIBILITIES.** The District and the District’s record custodian shall develop and implement this Policy, all in compliance with Rule 1B-26.003(6), *Florida Administrative Code*, the terms of which are incorporated herein. Among other things, the District shall ensure that all records are included within records retention schedules, integrate the management of electronic records with other records and information resources management programs, incorporate electronic records management objectives, responsibilities, and authorities in pertinent District directives, establish procedures for addressing records management requirements, provide training as appropriate, etc.

**4. PUBLIC RECORDS.** The District shall ensure that the electronic recordkeeping systems meet all requirements for public access to records in accordance with Chapter 119, *Florida Statutes*. Toward that end, the District shall provide copies of electronic records to any person making a public records request, shall ensure that all District contracts do not impair the right of the public to access District records, shall maintain the confidentiality of records exempt from disclosure, and otherwise shall satisfy the requirements of Chapter 119, *Florida Statutes*, and Rule 1B-26.003(6)(g), *Florida Administrative Code*, the terms of which are incorporated herein.

**5. DOCUMENTATION STANDARDS.** The District shall develop and maintain adequate and up-to-date technical and descriptive documentation for each electronic recordkeeping system in compliance with Rule 1B-26.003(7), *Florida Administrative Code*, the terms of which are incorporated herein. Among other things, and without intending to limit the requirements of Rule 1B-26.003(7), *Florida Administrative Code*, the documentation shall include a narrative description of the system, the physical and technical characteristics of the system, and any other technical information needed to read or process the records.

**6. CREATION AND USE OF ELECTRONIC RECORDS.** The District shall comply with Rule 1B-26.003(8), *Florida Administrative Code*, the terms of which are incorporated herein, with respect to the creation and use of electronic records. Among other things, the District shall provide a method for authorized users to retrieve desired records, shall provide an appropriate level of security in order to maintain the integrity of the records, shall identify the open format or standard interchange format when necessary to permit the exchange of records on

**Resolution 2018-2**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BUCKEYE PARK COMMUNITY  
DEVELOPMENT DISTRICT ADOPTING AN ELECTRONIC RECORDS POLICY AND ADDRESSING  
SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.**

electronic media, and shall provide for the disposition of the records, including, when appropriate, transfer to the Florida State Archives. Before a record (master) copy is created on an electronic recordkeeping system, the record shall be uniquely identified to enable authorized personnel to retrieve, protect, and carry out the disposition of records in the system.

**7. LEGAL AUTHENTICATION.** Pursuant to Rule 1B-26.003(9), *Florida Administrative Code*, the terms of which are incorporated herein, the District shall implement the following procedures to enhance the legal admissibility of electronic records:

- a. Document that similar kinds of records generated and stored electronically are created by the same processes each time and have a standardized retrieval approach.
- b. Substantiate that security procedures prevent unauthorized addition, modification, or deletion of a record and ensure systems are protected against such problems as power interruptions.
- c. Identify the electronic media on which records are stored throughout their life cycle, the maximum time span that records remain on each storage media, and the official retention requirements as approved by the Division of Library and Information Services.

**8. SELECTION OF ELECTRONIC RECORDS STORAGE MEDIA.** The District shall select appropriate media and systems for the storage of electronic records throughout their life cycle pursuant to Rule 1B-26.003(10), *Florida Administrative Code*, the terms of which are incorporated herein. Among other things, such media and systems shall permit easy and accurate retrieval, shall retain the records in a usable format, and shall meet the standards, and be selected based on the factors, set forth in Rule 1B-26.003(10), *Florida Administrative Code*.

**9. MAINTENANCE OF ELECTRONIC RECORDS.** The District shall maintain electronic records in a manner consistent with the standards set forth in Rule 1B-26.003(11), *Florida Administrative Code*, the terms of which are incorporated herein.

**10. RETENTION OF ELECTRONIC RECORDS.** The District shall ensure that all electronic records are retained and accessible for as long as required by law and pursuant to Rule 1B-26.003(12), *Florida Administrative Code*, the terms of which are incorporated herein. Specifically, the District records custodian shall schedule the retention and disposition of all electronic documents, shall establish a process for recopying, reformatting and other necessary maintenance to ensure the retention and usability of electronic records throughout their authorized life cycle, and shall transfer a copy of the electronic records to the Florida State Archives at the time specified in the record retention schedule, if applicable.

**11. DESTRUCTION OF ELECTRONIC RECORDS.** The District shall destroy electronic records only in a manner consistent with the standards set forth in Rule 1B-26.003(13), *Florida Administrative Code*, the terms of which are incorporated herein. At a minimum, the District shall destroy electronic records in a manner such that any confidential or exempt information cannot practicably be read or reconstructed, and shall ensure that recording media previously used for electronic records containing confidential or exempt information are not reused if the previously recorded information can be comprised in any way by reuse.

**Resolution 2018-2**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BUCKEYE PARK COMMUNITY  
DEVELOPMENT DISTRICT ADOPTING AN ELECTRONIC RECORDS POLICY AND ADDRESSING  
SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.**

**Rule 1B-26.003, Florida Administrative Code**

**1B-26.003 Electronic Recordkeeping.**

(1) Purpose. These rules provide standards for record (master) copies of public records which reside in electronic recordkeeping systems. Recordkeeping requirements must be incorporated in the system design and implementation of new systems and enhancements to existing systems. Public records are those as defined by section 119.011(11), F.S.

(2) Authority. The authority for the establishment of this rule is sections 257.14 and 257.36(1) and (6), F.S.

(3) Scope.

(a)1. These rules are applicable to all agencies as defined by section 119.011(2), F.S.

2. These rules establish minimum requirements for the creation, utilization, maintenance, retention, preservation, storage and disposition of electronic record (master) copies, regardless of the media.

3. Electronic records include numeric, graphic, audio, video, and textual information which is recorded or transmitted in analog or digital form.

4. These rules apply to all electronic recordkeeping systems, including, but not limited to, microcomputers, minicomputers, main-frame computers, and image recording systems (regardless of storage media) in network or stand-alone configurations.

(b) Before existing records are committed to an electronic recordkeeping system, the agency shall conduct a cost benefit analysis to insure that the project or system contemplated is cost effective.

(4) Intent. Electronic recordkeeping systems in use at the effective date of this rule, that are not in compliance with the requirements of this rule, may be used until the systems are replaced or upgraded. New and upgraded electronic recordkeeping systems created after the effective date of this rule shall comply with the requirements contained herein. The Department is aware that it may not be possible to implement this rule in its entirety immediately upon its enactment, and it is not the intent by this rule to disrupt existing recordkeeping practices provided that agencies make no further disposition of public records without approval of the Division of Library and Information Services of the Department of State.

(5) Definitions. For the purpose of these rules:

(a) "ASCII" means the American Standard Code for Information Interchange, a 7-bit coded character set for information interchange which was formerly ANSI (American National Standards Institute) Standard X3.4 and has since been incorporated into the Unicode standard as the first 128 Unicode characters.

(b) "Database" means an organized collection of automated information.

(c) "Database management system" means a set of software programs that controls the organization, storage and retrieval of data (fields, records and files) in a database. It also controls the security and integrity of the database.

(d) "Digital signature" means a type of electronic signature (any letters, characters, or symbols executed with an intent to authenticate) that can be used to authenticate the identity of the sender of a message or the signer of a document and to ensure that the original content of the message or document that has been sent is unchanged. Digital signatures can be created through hashing algorithms.

(e) "Electronic record" means any information that is recorded in machine readable form.

(f) "Electronic recordkeeping system" means an automated information system for the organized collection, processing, transmission, and dissemination of information in accordance with defined procedures.

(g) "Hashing algorithm" (hash function, checksum) means a formula or procedure for checking that electronically transmitted messages or documents have not been altered by transforming a string of characters into a usually shorter fixed-length "hash value" or key that represents the original string. The receiver of the message can execute the same hashing algorithm as the sender and compare the resulting hash values; any difference in the hash values indicates an alteration of the message or document sent. Hashing algorithms can be

## Resolution 2018-2

### A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BUCKEYE PARK COMMUNITY DEVELOPMENT DISTRICT ADOPTING AN ELECTRONIC RECORDS POLICY AND ADDRESSING SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.

used to create digital signatures.

(h) "System design" means the design of the nature and content of input, files, procedures, and output and their interrelationships.

(i) "Permanent or long-term records" means any public records as defined by section 119.011(11), F.S., which have an established retention period of more than 10 years.

(j) "Record (master) copy" means public records specifically designated by the custodian as the official record.

(k) "Geographic information system" means a computer system for capturing, storing, checking, integrating, manipulating, analyzing and displaying data related to positions on the Earth's surface.

(l) "Open format" means a data format that is defined in complete detail, allows transformation of the data to other formats without loss of information, and is open and available to the public free of legal restrictions on use. An open format may be either standards-based or proprietary.

(m) "Unicode" means the universal character encoding standard maintained by the Unicode Consortium, providing the basis for processing, storage, and interchange of text data in any language in all modern software and information technology protocols.

(6) Agency duties and responsibilities. Each agency shall:

(a) Develop and implement a program for the management of electronic records.

(b) Ensure that all records are included within records retention schedules, either by being included within an applicable General Records Schedule, or by developing and obtaining approval for an individual agency-specific records retention schedule in accordance with Rule 1B-24.003, F.A.C., Records Retention Scheduling and Dispositioning.

(c) Integrate the management of electronic records with other records and information resources management programs of the agency.

(d) Incorporate electronic records management objectives, responsibilities, and authorities in pertinent agency directives, or rules, as applicable.

(e) Establish procedures for addressing records management requirements, including recordkeeping requirements and disposition, before approving, recommending, adopting, or implementing new electronic recordkeeping systems or enhancements to existing systems.

(f) Provide training for users of electronic recordkeeping systems in the operation, care, and handling of the equipment, software, and media used in the system.

(g) Ensure that agency electronic recordkeeping systems meet state requirements for public access to records in accordance with chapter 119, F.S.

1. Standard. Each agency which maintains public records in an electronic recordkeeping system shall provide, to any person making a public records request pursuant to chapter 119, F.S., a copy of any data in such records which is not exempt from disclosure by statute. Said copy shall be on paper, disk, tape, optical disk, or any other electronic storage device or media requested by the person, if the agency currently maintains the record in that form, or as otherwise required by chapter 119, F.S. Except as otherwise provided by state statute, the cost for providing a copy of such data shall be in accordance with the provisions of sections 119.07(4), F.S.

2. Standard. Except as otherwise provided by law, no agency shall enter into a contract with, or otherwise obligate itself to, any person or entity for electronic recordkeeping hardware, software, systems, or services if such contract or obligation impairs the right of the public under state law to inspect or copy the agency's nonexempt public records, or impairs the agency's ability to retain the records in accordance with established records retention schedules.

3. Standard. In providing access to electronic records, agencies shall ensure that procedures and controls are in place to maintain confidentiality for information which is exempt from public disclosure.

(7) Documentation standards.

Standard. Agencies shall develop and maintain adequate and up-to-date technical and descriptive documentation



## Resolution 2018-2

### A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BUCKEYE PARK COMMUNITY DEVELOPMENT DISTRICT ADOPTING AN ELECTRONIC RECORDS POLICY AND ADDRESSING SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.

for each electronic recordkeeping system to specify characteristics necessary for reading or processing the records. Documentation for electronic records systems shall be maintained in electronic or printed form as necessary to ensure access to the records. The minimum documentation required is:

(a) A narrative description of the system, including all inputs and outputs of the system; the organization and contents of the files and records; policies on access and use; security controls; purpose and function of the system; update cycles or conditions and rules for adding information to the system, changing information in it, or deleting information; and the location and media in which electronic records are maintained and their retention requirements to ensure appropriate disposition of records in accordance with Chapter 1B-24, F.A.C.

(b) The physical and technical characteristics of the records, including a record layout or markup language that describes each file or field including its name, size, starting or relative position, and description of the form of the data (such as alphabetic, decimal, or numeric), or a data dictionary or the equivalent information associated with a database management system including a description of the relationship between data elements in databases;

(c) For information coming from geographic information systems, the physical and technical characteristics of the records must be described including a data dictionary, a quality and accuracy report and a description of the graphic data structure, such as recommended by the federal Spatial Data Transfer Standards; and,

(d) Any other technical information needed to read or process the records.

(8) Creation and use of electronic records. Electronic recordkeeping systems that maintain record (master) copies of public records on electronic media shall meet the following minimum requirements:

(a)1. Provide a method for all authorized users of the system to retrieve desired records;

2. Provide an appropriate level of security to ensure the integrity of the records, in accordance with the requirements of chapter 282, F.S. Security controls should include, at a minimum, physical and logical access controls, backup and recovery procedures, and training for custodians and users. Automated methods for integrity checking should be incorporated in all systems that generate and use official file copies of records. Hashing algorithms and digital signatures should be considered for all official file copies of electronic records. The use of automated integrity controls, such as hashing algorithms and digital signatures, can reduce the need for other security controls. Hashing algorithms used to protect the integrity of official file copies of records should meet the requirements of US Federal Information Processing Standard Publication 180-2 (FIPS-PUB 180-2) (August 1, 2002) entitled "Secure Hash Standard," (or "Secure Hash Signature Standard") which is hereby incorporated by reference, and made a part of this rule. This publication is available from the National Technical Information Service (NTIS), 5285 Port Royal Road, U.S. Department of Commerce, Springfield, VA 22161, and at the Internet Uniform Resource Locator: <http://csrc.nist.gov/publications/fips/fips180-2/fips180-2.pdf>. Agencies utilizing hashing algorithms shall only use validated implementations of hashing algorithms.

3. Identify the open format or standard interchange format when necessary to permit the exchange of records on electronic media between agency electronic recordkeeping systems using different software/operating systems and the conversion or migration of records on electronic media from one system to another. For text records in the absence of other conversion capabilities, the word processing or text creation system should be able to import and export files in the ASCII or Unicode format as prescribed by the Unicode 5.0 Standard (or successor Unicode Standard), which is hereby incorporated by reference, and made a part of this rule. This publication is available from the Unicode Consortium, P.O. Box 391476, Mountain View, CA 94039-1476, and at the Internet Uniform Resource Locator: <http://www.unicode.org/book/bookform.html>; and

4. Provide for the disposition of the records including, when appropriate, transfer to the Florida State Archives.

(b) Standard. Before a record (master) copy is created on an electronic recordkeeping system, the record shall be uniquely identified to enable authorized personnel to retrieve, protect, and carry out the disposition of records in the system. Agencies shall ensure that records maintained in such systems can be correlated with any existing related records on paper, microfilm, or other media.

**Resolution 2018-2**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BUCKEYE PARK COMMUNITY  
DEVELOPMENT DISTRICT ADOPTING AN ELECTRONIC RECORDS POLICY AND ADDRESSING  
SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.**

(9) Legal authentication. Agencies shall implement the following procedures to enhance the legal admissibility of electronic records:

(a) Document that similar kinds of records generated and stored electronically are created by the same processes each time and have a standardized retrieval approach.

(b) Substantiate that security procedures prevent unauthorized addition, modification, or deletion of a record and ensure systems are protected against such problems as power interruptions.

(c) Identify the electronic media on which records are stored throughout their life cycle, the maximum time span that records remain on each storage media, and the official retention requirements as approved by the Division of Library and Information Services.

(d) State agencies shall, and other agencies are encouraged to, establish and maintain integrity controls for record (master) copies of electronic records in accordance with the requirements of chapter 282, F.S.

(10) Selection of electronic records storage media. For storing record (master) copies of electronic public records throughout their life cycle, agencies shall select appropriate media and systems which meet the following requirements:

(a) Permit easy and accurate retrieval in a timely fashion;

(b) Retain the records in a usable format until their authorized disposition and, when appropriate, meet the requirements necessary for transfer to the Florida State Archives.

(c) Standard. Agencies shall not use floppy disks, audio cassettes, or VHS-format video cassettes for the storage of record (master) copies of permanent or long-term records. Permanent or long-term records on magnetic tape shall be stored on polyester-based media. Agencies shall use only previously unrecorded audio or video tape for record (master) copies of permanent or long-term audio or video recordings.

(d) Standard. A scanning density with a minimum of 300 dots per inch is required for scanned images created by the agency from hard copy permanent or long-term records.

(e) Standard. Record (master) copies of scanned images created by the agency from hard copy permanent or long-term records must be stored in accordance with a published International Organization for Standardization (ISO) open standard image format.

(f) The following factors are to be considered before selecting a storage media or converting from one media to another:

1. The authorized retention of the records as determined during the scheduling process;
2. The maintenance necessary to retain the records;
3. The cost of storing and retrieving the records;
4. The access time to retrieve stored records;
5. The portability of the medium (that is, selecting a medium that can be read by equipment offered by multiple manufacturers); and,
6. The ability to transfer the information from one medium to another, such as from optical disk to magnetic tape.

(11) Maintenance of electronic records.

(a) Standard. Agencies shall back up electronic records on a regular basis to safeguard against the loss of information due to equipment malfunctions, human error, or other disaster. Agencies shall maintain backup electronic recording media created for disaster recovery purposes, and all preservation duplicates of permanent or long-term records, in an off-site storage facility, with constant temperature (below 68 degrees Fahrenheit) and relative humidity (20 to 30 percent) controls. Storage and handling of permanent or long-term records on magnetic tape shall conform to the standards contained in Standard AES22-1997 (r2003) "AES recommended practice for audio preservation and restoration – Storage and handling – Storage of polyester-base magnetic tape" (published 1997, reaffirmed 2003) which is hereby incorporated by reference and made a part of this rule. This publication is available from the Audio Engineering Society, Incorporated, 60 East 42nd Street, Room 2520, New

## Resolution 2018-2

### A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BUCKEYE PARK COMMUNITY DEVELOPMENT DISTRICT ADOPTING AN ELECTRONIC RECORDS POLICY AND ADDRESSING SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.

York, New York 10165-2520, and at the Internet Uniform Resource Locator: <http://www.aes.org/publications/standards/search.cfm>. If an agency cannot practicably maintain backups and preservation duplicates as required in this section, the agency shall document the reasons why it cannot do so. Other electronic records media should be stored in a cool, dry, dark environment when possible (maximum temperature 73 degrees Fahrenheit, relative humidity 20-50 percent).

(b) Standard. Agencies shall annually read a statistical sample of all electronic media containing permanent or long-term records to identify any loss of information and to discover and correct the cause of data loss.

(c) Standard. Agencies shall test all permanent or long-term electronic records at least every 10 years and verify that the media are free of permanent errors. More frequent testing (e.g. at least every 5 years) is highly recommended.

(d) Standard. Agencies shall only rewind tapes immediately before use to restore proper tension. When tapes with extreme cases of degradation are discovered, they should be rewound to avoid more permanent damage and copied to new media as soon as possible. Tapes shall be played continuously from end to end to ensure even packing. Tapes shall be stored so that the tape is all on one reel or hub.

(e) Standard. Agencies shall prohibit smoking, eating, and drinking in areas where electronic records are created, stored, used, or tested.

(f) Standard. External labels (or the equivalent automated management system) for electronic recording media used to store permanent or long term records shall provide unique identification for each storage media, including:

1. The name of the organizational unit responsible for the data;
2. System title, including the version number of the application;
3. Special security requirements or restrictions on access, if any; and,
4. Software in use at the time of creation.

(g) Standard. For all media used to store permanent or long-term electronic records, agencies shall maintain human readable information specifying recording methods, formats, languages, dependencies, and schema sufficient to ensure continued access to, and intellectual control over, the records. Additionally, the following information shall be maintained for each media used to store permanent or long-term electronic records:

1. File title;
2. Dates of creation;
3. Dates of coverage; and,
4. Character code/software dependency.

(h) Standard. Electronic records shall not be stored closer than 2 meters (about 6 feet, 7 inches) from sources of magnetic fields, including generators, elevators, transformers, loudspeakers, microphones, headphones, magnetic cabinet latches and magnetized tools.

(i) Standard. Electronic records on magnetic tape or disk shall not be stored in metal containers unless the metal is non-magnetic. Storage containers shall be resistant to impact, dust intrusion and moisture. Compact disks shall be stored in hard cases, and not in cardboard, paper or flimsy sleeves.

(j) Standard. Agencies shall ensure that record (master) copies of electronic records are maintained by personnel properly trained in the use and handling of the records and associated equipment.

(k) Agencies shall establish and adopt procedures for external labeling of the contents of diskettes, disks, tapes, or optical disks so that all authorized users can identify and retrieve the stored information.

(l) Agencies shall convert storage media to provide compatibility with the agency's current hardware and software to ensure that information is not lost due to changing technology or deterioration of storage media. Before conversion of information to different media, agencies must determine that authorized disposition of the electronic records can be implemented after conversion. Permanent or long-term electronic records stored on magnetic tape shall be transferred to new media as needed to prevent loss of information due to changing

**Resolution 2018-2**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BUCKEYE PARK COMMUNITY  
DEVELOPMENT DISTRICT ADOPTING AN ELECTRONIC RECORDS POLICY AND ADDRESSING  
SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.**

technology or deterioration of storage media.

(12) Retention of electronic records. Each agency is responsible for ensuring the continued accessibility and readability of public records throughout the entire life cycle regardless of the format or media in which the records are maintained.

Agencies shall establish policies and procedures to ensure that electronic records and their documentation are retained and accessible as long as needed. These procedures shall include provisions for:

(a) Standard. Scheduling the retention and disposition of all electronic records, as well as related access documentation and indexes, in accordance with the provisions of Chapter 1B-24, F.A.C.

(b) Standard. Establishing procedures for regular recopying, reformatting, and other necessary maintenance to ensure the retention and usability of the electronic records throughout their authorized life cycle.

(c) Standard. Transferring a copy of the electronic records and any related documentation and indexes to the Florida State Archives at the time specified in the records retention schedule, if applicable. Transfer may take place at an earlier date if convenient for both the agency and the Archives.

(13) Destruction of electronic records. Electronic records may be destroyed only in accordance with the provisions of Chapter 1B-24, F.A.C. At a minimum each agency shall ensure that:

(a) Electronic records scheduled for destruction are disposed of in a manner that ensures that any information that is confidential or exempt from disclosure, including proprietary or security information, cannot practicably be read or reconstructed; and,

(b) Recording media previously used for electronic records containing information that is confidential or exempt from disclosure, including proprietary or security information are not reused if the previously recorded information can be compromised in any way by reuse.

*Rulemaking Authority 257.14, 257.36(1), 257.36(6) FS. Law Implemented 257.36(1)(a) FS. History—New 8-16-92, Amended 5-13-03, 5-21-08.*

## Jim Ward

---

**From:** Sharon Stief <Sharon@votemanatee.com>  
**Sent:** Friday, April 20, 2018 10:39 AM  
**To:** Jim Ward  
**Subject:** RE: Qualified Electors as of 04 15 2018  
**Attachments:** Qualifying Information for Special Districts.zip

Jim,

I am so sorry. I miss-typed the date. You are correct the date should be 04/15/2018.

Thank you for your response regarding the seats up for election for Artisan Lakes. Please find attached the qualifying information for any interested in qualifying for CDD Supervisor. If you have any questions, please give me a call at (941) 741-3823 ext. #6437 or email [Sharon@VoteManatee.com](mailto:Sharon@VoteManatee.com).

Thank you

*Sharon Stief*

Sharon Stief, MFCEP  
Chief Deputy  
Manatee County Elections  
(941) 741-3823 ext. #6437  
(941) 741-3820 fax  
[sharon@votemanatee.com](mailto:sharon@votemanatee.com)



**From:** Jim Ward [mailto:jimward@jpwardassociates.com]  
**Sent:** Friday, April 20, 2018 10:26 AM  
**To:** Sharon Stief <Sharon@votemanatee.com>  
**Subject:** RE: Qualified Electors as of 04 15 2018

Hi Sharon,

Artisan Lakes – yes Seats 4 and 5

Also – on the below – your note says as of 04/15/2013 – I am assuming you mean “2018” – please confirm.

Jim.

**PLEASE NOTE THE NEW MAILING ADDRESS BELOW AND ON THE ATTACHED V-CARD.**

**james ward**  
JPWard & Associates, LLC  
Chief Operating Officer  
  
954 658 4900 Work  
JimWard@jpwardassociates.com  
  
2900 Northeast 12th Terrace  
Suite 1  
Oakland Park, Florida 33334

**Electronic Mail: Under Florida Law, electronic mail addresses are Public Records. If you do not want your e-mail address released in response to a public records request, please do not e-mail the District and contact the District at the address or phone number as noted above.**

**Florida has a very broad public records law. Most written communication to or from the District are considered to be public records and will be made available to the public and the media upon request. Therefore, your e-mail address and message may be subject to public disclosure.**

**Elected Public Officials should NOT use the “reply all” feature to any e-mail transmissions where Public Officials of the Board/Commission that you serve on are in the e-mail transmission. If you have any questions, please contact the office of the Manager immediately.**

**Confidentiality Notice: This email (and attachments, if any) is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended recipient, you are notified that any dissemination, distribution, copying or use whatsoever of this communication is strictly prohibited. If you have received this email (and attachments, if any) in error, please notify us immediately by reply email and delete.**

Thank you.

---

**From:** Sharon Stief [<mailto:Sharon@votemanatee.com>]  
**Sent:** Monday, April 16, 2018 2:47 PM  
**To:** Jim Ward  
**Subject:** RE: Qualified Electors as of 04 15 2018

Good Afternoon Jim,

In response to your request for information, the voter totals as of April 15, 2013 are as follows:

Community Development Districts

<i>District</i>	<i>Total Voters</i>
Artisan Lakes CDD	359
Buckeye Park CDD	0
Heritage Harbour North CDD	1,806
Heritage Harbour South CDD	2,141

Also, I would just like to verify that for Artisan Lakes CDD Seats 4 & 5 will be on the November 2018 ballot. Please advise.

If you have any questions or need more information, please give me a call at (941) 741-3823 ext. #6437 or email [Sharon@VoteManatee.com](mailto:Sharon@VoteManatee.com).

Thank you

*Sharon Stief*

Sharon Stief, MFCEP  
Chief Deputy  
Manatee County Elections  
(941) 741-3823 ext. #6437  
(941) 741-3820 fax  
[sharon@votemanatee.com](mailto:sharon@votemanatee.com)



**From:** Jim Ward [<mailto:jimward@jowardassociates.com>]  
**Sent:** Monday, April 16, 2018 11:11 AM  
**To:** Sharon Stief <[Sharon@votemanatee.com](mailto:Sharon@votemanatee.com)>  
**Cc:** Karen Jones <[Karen@votemanatee.com](mailto:Karen@votemanatee.com)>  
**Subject:** RE: Qualified Electors as of 04 15 2018

Morning Sharon –

Can you let me know when you will be able to send the QE for the below CDD's. Board Meetings coming up soon 😊

Thanks

Jim.

**[PLEASE NOTE THE NEW MAILING ADDRESS BELOW AND ON THE ATTACHED V-CARD.](#)**

**james ward**

JPWard & Associates, LLC  
Chief Operating Officer

954 658 4900 Work  
JimWard@jpwardassociates.com

2900 Northeast 12th Terrace  
Suite 1  
Oakland Park, Florida 33334

**Electronic Mail:** Under Florida Law, electronic mail addresses are Public Records. If you do not want your e-mail address released in response to a public records request, please do not e-mail the District and contact the District at the address or phone number as noted above.

Florida has a very broad public records law. Most written communication to or from the District are considered to be public records and will be made available to the public and the media upon request. Therefore, your e-mail address and message may be subject to public disclosure.

Elected Public Officials should NOT use the "reply all" feature to any e-mail transmissions where Public Officials of the Board/Commission that you serve on are in the e-mail transmission. If you have any questions, please contact the office of the Manager immediately.

**Confidentiality Notice:** This email (and attachments, if any) is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended recipient, you are notified that any dissemination, distribution, copying or use whatsoever of this communication is strictly prohibited. If you have received this email (and attachments, if any) in error, please notify us immediately by reply email and delete.

Thank you.

---

**From:** Sharon Stief [<mailto:Sharon@votemanatee.com>]

**Sent:** Tuesday, March 27, 2018 4:54 PM

**To:** Jim Ward

**Cc:** Karen Jones

**Subject:** RE: Qualified Electors as of 04 15 2018

Hi Jim,

According to our records, as of today March 27, 2018 there are 359 persons registered in the Artisan Lakes Community Development District. I will send another email with the other district information after April 15<sup>th</sup>. If you have any questions, please give me a call at (941) 741-3823 ext. #6437 or email [Sharon@VoteManatee.com](mailto:Sharon@VoteManatee.com).

Thank you

*Sharon Stief*

Sharon Stief, MFCEP

Chief Deputy

Manatee County Elections



(941) 741-3823 ext. #6437  
(941) 741-3820 fax  
[sharon@votemanatee.com](mailto:sharon@votemanatee.com)



**From:** Jim Ward [<mailto:jimward@jpwardassociates.com>]  
**Sent:** Tuesday, March 27, 2018 8:45 AM  
**To:** Karen Jones <[Karen@votemanatee.com](mailto:Karen@votemanatee.com)>  
**Cc:** Sharon Stief <[Sharon@votemanatee.com](mailto:Sharon@votemanatee.com)>  
**Subject:** RE: Qualified Electors as of 04 15 2018

Hi Karen,

It's that time of year again, could you please send via email the number of qualified elector's as of 04/15/2018 for the following CDD's

1. Artisan Lakes CDD
2. Buckeye Park CDD
3. Heritage Harbour North CDD
4. Heritage Harbour Market Place CDD

**For Artisan Lakes specifically – if you could let me know asap even something preliminary that would be helpful, I think that CDD hits the threshold this year to start the transition to qualified elections, so if we are over 250 qualified electors – then we will need to set up that CDD for a qualified elector election.**

Thanks

Jim.

**PLEASE NOTE THE NEW E-MAIL ADDRESS BELOW AND ON THE ATTACHED V-CARD.**

**James P. Ward**

JPWard & Associates, LLC  
Chief Operating Officer

954 658 4900 Work  
[JimWard@jpwardassociates.com](mailto:JimWard@jpwardassociates.com)

2041 NE 6 Terrace  
Wilton Manors, Florida 33305

**Electronic Mail: Under Florida Law, electronic mail addresses are Public Records. If you do not want your e-mail address released in response to a public records request, please do not e-mail the District and contact the District at the address or phone number as noted above.**

Florida has a very broad public records law. Most written communication to or from the District are considered to be public records and will be made available to the public and the media upon request. Therefore, your e-mail address and message may be subject to public disclosure.

Elected Public Officials should NOT use the "reply all" feature to any e-mail transmissions where Public Officials of the Board/Commission that you serve on are in the e-mail transmission. If you have any questions, please contact the office of the Manager immediately.

**Confidentiality Notice:** This email (and attachments, if any) is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended recipient, you are notified that any dissemination, distribution, copying or use whatsoever of this communication is strictly prohibited. If you have received this email (and attachments, if any) in error, please notify us immediately by reply email and delete.

Thank you.

Under Florida Law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact our office by phone or in writing.

Under Florida Law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact our office by phone or in writing.

Under Florida Law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact our office by phone or in writing.