

ISLAND LAKE ESTATES COMMUNITY DEVELOPMENT DISTRICT



MEETING AGENDA

AUGUST 9, 2022

PREPARED BY:

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ISLAND LAKE ESTATES COMMUNITY DEVELOPMENT DISTRICT

August 2, 2022

Board of Supervisors

Island Lake Estates Community Development District

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Island Lake Estates Community Development District will be held on **Tuesday, August 9, 2022**, at **9:30 A.M.** at the **Country Inn and Suites, 24244 Corporate Court, Port Charlotte, Florida 33954.**

The following WebEx link and telephone number are provided to join/watch the meeting.

<https://districts.webex.com/districts/onstage/g.php?MTID=e8209e7e020a2bff9640190a61f7b5761>

Access Code: **2346 619 2937**, Event password: **Jpward**

Or Phone: **408-418-9388** and enter the access code **2346 619 2937** to join the meeting.

Agenda

1. Call to Order & Roll Call.
2. Administration of Oath of Office for the Board of Supervisors of the Island Lake Estates Community Development District.
 - a) Oath of Office.
 - b) Guide to the Sunshine Law and Code of Ethics for Public Employees.
 - c) Form 1 – Statement of Financial Interests.
3. Consideration of **Resolution 2022-20**, a resolution of the Board of Supervisors of the Island Lake Estates Community Development District Re-Designating Certain Officers of the Island Lake Estates Landing Community Development District following the Landowners' Election.
4. Consideration of **Resolution 2022-21**, a resolution of the Board of Supervisors of the Island Lake Estates Community Development District canvassing and certifying the results of the landowners' election of Supervisors held pursuant to Section 190.006(2), *Florida Statutes*.
5. Consideration of Minutes:
 - I. July 12, 2022 - Regular Meeting Minutes.
6. Consideration of **Resolution 2022-22**, a resolution of the Board of Supervisors of the Island Lake Estates Community Development District declaring special assessments, designating the nature and location of the proposed improvements, declaring the total estimated cost of the improvements the portion to be paid by assessments, and the manner and timing in which the

assessments are to be paid, designating the lands upon which the assessments shall be levied, providing for an assessment plat and a preliminary assessment roll, addressing the setting of a public hearing and providing for publication.

7. Ranking of engineering proposal(s) to serve as District Engineer and consideration and approval of a Master Engineering Services Agreement.
 - a) Ranking of engineering proposal.
 - b) Consideration and approval of the form of Master Engineering Services Agreement between the Island Lake Estates Community Development District and Banks Engineering, for Engineering Services.
8. Staff Reports.
 - I. District Attorney.
 - II. District Engineer.
 - III. District Manager.
 - a) Financial Statement for period ending July 31, 2022 (unaudited).
 - b) **Board Meeting Dates for Balance of Fiscal Year 2022.**
 - i. Public Hearings:
 1. Uniform Method of Collection - September 13, 2022, 9:30 A.M.
 2. FY 2022 & FY 2023 Budget – September 13, 2022, 9:30 A.M.
9. Supervisor’s Requests and Audience Comments.
10. Adjournment.

The first order of business is the call to order and roll call.

The second order of business is administrative in nature and is the administration of the oath of office, where I will take the opportunity to swear the Board of Supervisors into office.

Where applicable, each newly appointed Board Member must file a Form 1 – Statement of Financial Interests, which must be filed with the Supervisor of Elections in the County in which he/she resides within thirty (30) days of being seated on this Board.

Additionally, if any newly appointed Board Member currently sits as a member of any other Community Development District Board(s), he/she must amend their current Form 1 – Statement of Financial Interests to now include the Island Lake Estates Community Development District. The amended form must be filed with the Supervisor of Elections in the County in which you reside within thirty (30) days of being seated on this Board of Supervisors.

The third order of business is consideration of **Resolution 2022-20**, which designates the officers of the Island Lake Estates Community Development District after the outcome of the Landowners’ Election which was held on August 9, 2022. Below are the existing officers for the District.

OFFICE	NAME OF OFFICE HOLDER
CHAIRPERSON	
VICE-CHAIRPERSON	
ASSISTANT SECRETARY	
ASSISTANT SECRETARY	
ASSISTANT SECRETARY	
SECRETARY & TREASURER	JAMES P. WARD

The fourth order of business is the consideration of **Resolution 2022-21**, a resolution of the Board of Supervisors canvassing and certifying the results of the landowners' election of Supervisors held pursuant to Section 190.006(2), *Florida Statutes*.

The fifth order of business is the acceptance of the minutes from the Island Lake Estates Board of Supervisors Organizational meeting, held on July 12, 2022.

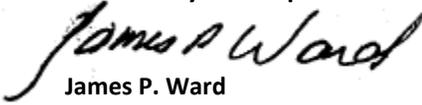
The sixth order of business is consideration of **Resolution 2022-22**, a resolution of the Board of Supervisors of the Island Lake Estates Community Development District declaring special assessments, designating the nature and location of the proposed improvements, declaring the total estimated cost of the improvements the portion to be paid by assessments, and the manner and timing in which the assessments are to be paid, designating the lands upon which the assessments shall be levied, providing for an assessment plat and a preliminary assessment roll, addressing the setting of a public hearing and providing for publication.

The seventh order of business is the consideration of the ranking of the engineering proposals that were received in response to the District's request for qualifications. There was one proposal received, from Banks Engineering, Inc. The required procedure requires the Board to rank the proposals, (non-price based) based on each firm's qualifications, and I have enclosed an engineering ranking form for your use. The ranking form itself is NOT required, and you may use any procedure that you would like. Once ranked, then staff must negotiate a contract with the number one ranked firm and that proposed agreement will then be brought to the Board.

In order to shorten the process somewhat, I have enclosed a form of engineering services agreement that I will ask the Board to approve, subject only to non-substantive changes that may be needed once I review the agreement with the number one (1) ranked firm.

If you have any questions and/or comments before the meeting, please do not hesitate to contact me directly at (954) 658-4900.

**Island Lake Estates
Community Development District**



**James P. Ward
District Manager**

Meetings for Fiscal Year 2022 and 2023 are as follows:

August 9, 2022 – Landowners Meeting	September 13, 2022 - Public Hearings
October 11, 2022	November 8, 2022
December 13, 2022	January 10, 2023
February 14, 2023	March 14, 2023
April 11, 2023	May 9, 2022
June 13, 2023	July 11, 2023
August 8, 2023	September 12, 2023

Oath or Affirmation of Office

I _____ a citizen of the State of Florida and of the United States of America, and being an officer of the **Island Lake Estates Community Development District** and a recipient of public funds as such officer, do hereby solemnly swear or affirm that I will support the Constitution of the United States and of the State of Florida, and will faithfully, honestly and impartially discharge the duties devolving upon me as a member of the Board of Supervisors of the **Island Lake Estates Community Development District**, Charlotte County Florida.

Signature

Printed Name

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) before me by means of () physical presence or () online notarization this _____ day of _____, 2022, by _____, whose signature appears hereinabove, who is personally known to me or who produced _____ as identification.

NOTARY PUBLIC
STATE OF FLORIDA

Print Name
My Commission Expires: _____

FORM 1

STATEMENT OF FINANCIAL INTERESTS

2021

Please print or type your name, mailing address, agency name, and position below:

FOR OFFICE USE ONLY:

LAST NAME -- FIRST NAME -- MIDDLE NAME :

MAILING ADDRESS :

CITY : ZIP : COUNTY :

NAME OF AGENCY :

NAME OF OFFICE OR POSITION HELD OR SOUGHT :

CHECK ONLY IF CANDIDATE OR NEW EMPLOYEE OR APPOINTEE

****** THIS SECTION MUST BE COMPLETED ******

DISCLOSURE PERIOD:

THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR CALENDAR YEAR ENDING DECEMBER 31, 2021.

MANNER OF CALCULATING REPORTABLE INTERESTS:

FILERS HAVE THE OPTION OF USING REPORTING THRESHOLDS THAT ARE ABSOLUTE DOLLAR VALUES, WHICH REQUIRES FEWER CALCULATIONS, OR USING COMPARATIVE THRESHOLDS, WHICH ARE USUALLY BASED ON PERCENTAGE VALUES (see instructions for further details). CHECK THE ONE YOU ARE USING (**must check one**):

COMPARATIVE (PERCENTAGE) THRESHOLDS OR **DOLLAR VALUE THRESHOLDS**

PART A -- PRIMARY SOURCES OF INCOME [Major sources of income to the reporting person - See instructions]
(If you have nothing to report, write "none" or "n/a")

NAME OF SOURCE OF INCOME	SOURCE'S ADDRESS	DESCRIPTION OF THE SOURCE'S PRINCIPAL BUSINESS ACTIVITY

PART B -- SECONDARY SOURCES OF INCOME
[Major customers, clients, and other sources of income to businesses owned by the reporting person - See instructions]
(If you have nothing to report, write "none" or "n/a")

NAME OF BUSINESS ENTITY	NAME OF MAJOR SOURCES OF BUSINESS' INCOME	ADDRESS OF SOURCE	PRINCIPAL BUSINESS ACTIVITY OF SOURCE

PART C -- REAL PROPERTY [Land, buildings owned by the reporting person - See instructions]
(If you have nothing to report, write "none" or "n/a")

You are not limited to the space on the lines on this form. Attach additional sheets, if necessary.

FILING INSTRUCTIONS for when and where to file this form are located at the bottom of page 2.

INSTRUCTIONS on who must file this form and how to fill it out begin on page 3.

PART D — INTANGIBLE PERSONAL PROPERTY [Stocks, bonds, certificates of deposit, etc. - See instructions]
 (If you have nothing to report, write "none" or "n/a")

TYPE OF INTANGIBLE	BUSINESS ENTITY TO WHICH THE PROPERTY RELATES

PART E — LIABILITIES [Major debts - See instructions]
 (If you have nothing to report, write "none" or "n/a")

NAME OF CREDITOR	ADDRESS OF CREDITOR

PART F — INTERESTS IN SPECIFIED BUSINESSES [Ownership or positions in certain types of businesses - See instructions]
 (If you have nothing to report, write "none" or "n/a")

	BUSINESS ENTITY # 1	BUSINESS ENTITY # 2
NAME OF BUSINESS ENTITY		
ADDRESS OF BUSINESS ENTITY		
PRINCIPAL BUSINESS ACTIVITY		
POSITION HELD WITH ENTITY		
I OWN MORE THAN A 5% INTEREST IN THE BUSINESS		
NATURE OF MY OWNERSHIP INTEREST		

PART G — TRAINING For elected municipal officers, appointed school superintendents, and commissioners of a community redevelopment agency created under Part III, Chapter 163 required to complete annual ethics training pursuant to section 112.3142, F.S.

I CERTIFY THAT I HAVE COMPLETED THE REQUIRED TRAINING.

IF ANY OF PARTS A THROUGH G ARE CONTINUED ON A SEPARATE SHEET, PLEASE CHECK HERE

SIGNATURE OF FILER:

Signature:

Date Signed:

CPA or ATTORNEY SIGNATURE ONLY

If a certified public accountant licensed under Chapter 473, or attorney in good standing with the Florida Bar prepared this form for you, he or she must complete the following statement:

I, _____, prepared the CE Form 1 in accordance with Section 112.3145, Florida Statutes, and the instructions to the form. Upon my reasonable knowledge and belief, the disclosure herein is true and correct.

CPA/Attorney Signature: _____

Date Signed: _____

FILING INSTRUCTIONS:

If you were mailed the form by the Commission on Ethics or a County Supervisor of Elections for your annual disclosure filing, return the form to that location. To determine what category your position falls under, see page 3 of instructions.

Local officers/employees file with the Supervisor of Elections of the county in which they permanently reside. (If you do not permanently reside in Florida, file with the Supervisor of the county where your agency has its headquarters.) Form 1 filers who file with the Supervisor of Elections may file by mail or email. Contact your Supervisor of Elections for the mailing address or email address to use. Do not email your form to the Commission on Ethics, it will be returned.

State officers or specified state employees who file with the Commission on Ethics may file by mail or email. To file by mail, send the completed form to P.O. Drawer 15709, Tallahassee, FL 32317-5709; physical address: 325 John Knox Rd, Bldg E, Ste 200, Tallahassee, FL 32303. To file with the Commission by email, scan your completed form and any attachments as a pdf (do not use any other format), send it to CEForm1@leg.state.fl.us and retain a copy for your records. Do not file by both mail and email. Choose only one filing method. Form 6s will not be accepted via email.

Candidates file this form together with their filing papers.

MULTIPLE FILING UNNECESSARY: A candidate who files a Form 1 with a qualifying officer is not required to file with the Commission or Supervisor of Elections.

WHEN TO FILE: Initially, each local officer/employee, state officer, and specified state employee must file **within 30 days** of the date of his or her appointment or of the beginning of employment. Appointees who must be confirmed by the Senate must file prior to confirmation, even if that is less than 30 days from the date of their appointment.

Candidates must file at the same time they file their qualifying papers.

Thereafter, file by July 1 following each calendar year in which they hold their positions.

Finally, file a final disclosure form (Form 1F) within 60 days of leaving office or employment. Filing a CE Form 1F (Final Statement of Financial Interests) does not relieve the filer of filing a CE Form 1 if the filer was in his or her position on December 31, 2021.

NOTICE

Annual Statements of Financial Interests are due July 1. If the annual form is not filed or postmarked by September 1, an automatic fine of \$25 for each day late will be imposed, up to a maximum penalty of \$1,500. Failure to file also can result in removal from public office or employment. [s. 112.3145, F.S.]

In addition, failure to make any required disclosure constitutes grounds for and may be punished by one or more of the following: disqualification from being on the ballot, impeachment, removal or suspension from office or employment, demotion, reduction in salary, reprimand, or a civil penalty not exceeding \$10,000. [s. 112.317, F.S.]

WHO MUST FILE FORM 1:

1) Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.

2) Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding members of solely advisory bodies, but including judicial nominating commission members; Directors of Enterprise Florida, Scripps Florida Funding Corporation, and Career Source Florida; and members of the Council on the Social Status of Black Men and Boys; the Executive Director, Governors, and senior managers of Citizens Property Insurance Corporation; Governors and senior managers of Florida Workers' Compensation Joint Underwriting Association; board members of the Northeast Fla. Regional Transportation Commission; board members of Triumph Gulf Coast, Inc; board members of Florida Is For Veterans, Inc.; and members of the Technology Advisory Council within the Agency for State Technology.

3) The Commissioner of Education, members of the State Board of Education, the Board of Governors, the local Boards of Trustees and Presidents of state universities, and the Florida Prepaid College Board.

4) Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file Form 6.

5) Appointed members of the following boards, councils, commissions, authorities, or other bodies of county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; community college or junior college district boards of trustees; boards having the power to enforce local code provisions; boards of adjustment; community redevelopment agencies; planning or zoning boards having the power to recommend, create, or modify land planning or zoning within a political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, and except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; pension or retirement boards empowered to invest pension or retirement funds or determine entitlement to or amount of pensions or other retirement benefits, and the Pinellas County Construction Licensing Board.

6) Any appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.

7) Persons holding any of these positions in local government: mayor; county or city manager; chief administrative employee or finance director of a county, municipality, or other political subdivision; county or municipal attorney; chief county or municipal building inspector; county

or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding \$35,000 for the local governmental unit.

8) Officers and employees of entities serving as chief administrative officer of a political subdivision.

9) Members of governing boards of charter schools operated by a city or other public entity.

10) Employees in the office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.

11) The following positions in each state department, commission, board, or council: Secretary, Assistant or Deputy Secretary, Executive Director, Assistant or Deputy Executive Director, and anyone having the power normally conferred upon such persons, regardless of title.

12) The following positions in each state department or division: Director, Assistant or Deputy Director, Bureau Chief, and any person having the power normally conferred upon such persons, regardless of title.

13) Assistant State Attorneys, Assistant Public Defenders, criminal conflict and civil regional counsel, and assistant criminal conflict and civil regional counsel, Public Counsel, full-time state employees serving as counsel or assistant counsel to a state agency, administrative law judges, and hearing officers.

14) The Superintendent or Director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.

15) State agency Business Managers, Finance and Accounting Directors, Personnel Officers, Grant Coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$35,000.

16) The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.

17) Each member of the governing body of a "large-hub commercial service airport," as defined in Section 112.3144(1)(c), Florida Statutes, except for members required to comply with the financial disclosure requirements of s. 8, Article II of the State Constitution.

INSTRUCTIONS FOR COMPLETING FORM 1:

INTRODUCTORY INFORMATION (Top of Form): If your name, mailing address, public agency, and position are already printed on the form, you do not need to provide this information unless it should be changed. To change any of this information, write the correct information on the form, and contact your agency's financial disclosure coordinator. You can find your coordinator on the Commission on Ethics website: www.ethics.state.fl.us.

NAME OF AGENCY: The name of the governmental unit which you serve or served, by which you are or were employed, or for which you are a candidate.

DISCLOSURE PERIOD: The "disclosure period" for your report is the calendar year ending December 31, 2021.

OFFICE OR POSITION HELD OR SOUGHT: The title of the office or position you hold, are seeking, or held during the disclosure period even if you have since left that position. If you are a candidate for office or are a new employee or appointee, check the appropriate box.

PUBLIC RECORD: The disclosure form and everything attached to it is a public record. Your social security number, bank account, debit, charge, and credit card numbers are not required and you should redact them from any documents you file. If you are an active or former officer or employee listed in Section 119.071, F.S., whose home address is exempt from disclosure, the Commission will maintain that confidentiality if you submit a written and notarized request.

MANNER OF CALCULATING REPORTABLE INTEREST

Filers have the option of reporting based on either thresholds that are comparative (usually, based on percentage values) or thresholds that are based on absolute dollar values. The instructions on the following pages specifically describe the different thresholds. Check the box that reflects the choice you have made. You must use the type of threshold you have chosen for each part of the form. In other words, if you choose to report based on absolute dollar value thresholds, you cannot use a percentage threshold on any part of the form.

IF YOU HAVE CHOSEN DOLLAR VALUE THRESHOLDS THE FOLLOWING INSTRUCTIONS APPLY

PART A — PRIMARY SOURCES OF INCOME

[Required by s. 112.3145(3)(b)1, F.S.]

Part A is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose any public salary or public position(s). The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded \$2,500 of gross income received by you in your own name or by any other person for your use or benefit.

"Gross income" means the same as it does for income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, social security, distributive share of partnership gross income, and alimony if considered gross income under federal law, but not child support.

Examples:

- If you were employed by a company that manufactures computers and received more than \$2,500, list the name of the company, its address, and its principal business activity (computer manufacturing).
- If you were a partner in a law firm and your distributive share of partnership gross income exceeded \$2,500, list the name of the firm, its address, and its principal business activity (practice of law).
- If you were the sole proprietor of a retail gift business and your gross income from the business exceeded \$2,500, list the name of the business, its address, and its principal business activity (retail gift sales).
- If you received income from investments in stocks and bonds, list each individual company from which you derived more than \$2,500. Do not aggregate all of your investment income.
- If more than \$2,500 of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.
- If more than \$2,500 of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

PART B — SECONDARY SOURCES OF INCOME

[Required by s. 112.3145(3)(b)2, F.S.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. It is not for reporting income from second jobs. That kind of income should be reported in Part A "Primary Sources of Income," if it meets the reporting threshold. You will not have anything to report unless, during the disclosure period:

- (1) You owned (either directly or indirectly in the form of an equitable

or beneficial interest) more than 5% of the total assets or capital stock of a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); **and,**

- (2) You received more than \$5,000 of your gross income during the disclosure period from that business entity.

If your interests and gross income exceeded these thresholds, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, and the source's principal business activity.

Examples:

- You are the sole proprietor of a dry cleaning business, from which you received more than \$5,000. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).
- You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the above thresholds. List each tenant of the mall that provided more than 10% of the partnership's gross income and the tenant's address and principal business activity.

PART C — REAL PROPERTY

[Required by s. 112.3145(3)(b)3, F.S.]

In this part, list the location or description of all real property in Florida in which you owned directly or indirectly at any time during the disclosure period in excess of 5% of the property's value. You are not required to list your residences. You should list any vacation homes if you derive income from them.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you own more than 5% of a partnership or corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more accurate fair market value.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. A street address should be used, if one exists.

PART D — INTANGIBLE PERSONAL PROPERTY

[Required by s. 112.3145(3)(b)3, F.S.]

Describe any intangible personal property that, at any time during the disclosure period, was worth more than \$10,000 and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you (including, but not limited to, loans made as a candidate to your own campaign), Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts in which you have an ownership interest. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product contained in a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CDs and savings accounts with the same bank. Property owned as tenants by the entirety or as joint tenants with right of survivorship, including bank accounts owned in such a manner, should be valued at 100%. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number found on the lease document).

PART E — LIABILITIES

[Required by s. 112.3145(3)(b)4, F.S.]

List the name and address of each creditor to whom you owed more than \$10,000 at any time during the disclosure period. The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments. You are not required to list the amount of any debt. You do not have to disclose credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" and are jointly liable or jointly and severally liable, then it is not a contingent liability.

PART F — INTERESTS IN SPECIFIED BUSINESSES

[Required by s. 112.3145(7), F.S.]

The types of businesses covered in this disclosure include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies, utility companies, entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

Disclose in this part the fact that you owned during the disclosure

period an interest in, or held any of certain positions with the types of businesses listed above. You must make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list the name of the business, its address and principal business activity, and the position held with the business (if any). If you own(ed) more than a 5% interest in the business, indicate that fact and describe the nature of your interest.

PART G — TRAINING CERTIFICATION

[Required by s. 112.3142, F.S.]

If you are a Constitutional or elected municipal officer, appointed school superintendent, or a commissioner of a community redevelopment agency created under Part III, Chapter 163 whose service began before March 31 of the year for which you are filing, you are required to complete four hours of ethics training which addresses Article II, Section 8 of the Florida Constitution, the Code of Ethics for Public Officers and Employees, and the public records and open meetings laws of the state. You are required to certify on this form that you have taken such training.

IF YOU HAVE CHOSEN COMPARATIVE (PERCENTAGE) THRESHOLDS THE FOLLOWING INSTRUCTIONS APPLY

PART A — PRIMARY SOURCES OF INCOME

[Required by s. 112.3145(3)(a)1, F.S.]

Part A is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose any public salary or public position(s), but income from these public sources should be included when calculating your gross income for the disclosure period. The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should include all of that income when calculating your gross income and disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded 5% of the gross income received by you in your own name or by any other person for your benefit or use during the disclosure period.

"Gross income" means the same as it does for income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, social security, distributive share of partnership gross income, and alimony if considered gross income under federal law, but not child support.

Examples:

— If you were employed by a company that manufactures computers and received more than 5% of your gross income from the company, list the name of the company, its address, and its principal business activity (computer manufacturing).

— If you were a partner in a law firm and your distributive share of partnership gross income exceeded 5% of your gross income, then list the name of the firm, its address, and its principal business activity (practice of law).

— If you were the sole proprietor of a retail gift business and your gross income from the business exceeded 5% of your total gross income, list the name of the business, its address, and its principal business activity (retail gift sales).

— If you received income from investments in stocks and

bonds, list each individual company from which you derived more than 5% of your gross income. Do not aggregate all of your investment income.

— If more than 5% of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address, and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.

— If more than 5% of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

PART B — SECONDARY SOURCES OF INCOME

[Required by s. 112.3145(3)(a)2, F.S.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. It is not for reporting income from second jobs. That kind of income should be reported in Part A, "Primary Sources of Income," if it meets the reporting threshold. You will **not** have anything to report **unless** during the disclosure period:

(1) You owned (either directly or indirectly in the form of an equitable or beneficial interest) more than 5% of the total assets or capital stock of a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); **and**,

(2) You received more than 10% of your gross income from that business entity; **and**,

(3) You received more than \$1,500 in gross income from that business entity.

If your interests and gross income exceeded these thresholds, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, and the source's principal business activity.

Examples:

— You are the sole proprietor of a dry cleaning business, from which you received more than 10% of your gross income—an amount that was more than \$1,500. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).

— You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the thresholds listed above. You should list each tenant of the mall that provided more than 10% of the partnership's gross income, and the tenant's address and principal business activity.

PART C — REAL PROPERTY

[Required by s. 112.3145(3)(a)3, F.S.]

In this part, list the location or description of all real property in Florida in which you owned directly or indirectly at any time during the disclosure period in excess of 5% of the property's value. You are not required to list your residences. You should list any vacation homes, if you derive income from them.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you own more than 5% of a partnership or corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more accurate fair market value.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. A street address should be used, if one exists.

PART D — INTANGIBLE PERSONAL PROPERTY

[Required by s. 112.3145(3)(a)3, F.S.]

Describe any intangible personal property that, at any time during the disclosure period, was worth more than 10% of your total assets, and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you (including, but not limited to, loans made as a candidate to your own campaign), Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts in which you have an ownership interest. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product contained in a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CD's and savings accounts with the same bank.

Calculations: To determine whether the intangible property exceeds 10% of your total assets, total the fair market value of all of your assets (including real property, intangible property, and tangible personal property such as jewelry, furniture, etc.). When making this calculation, do not subtract any liabilities (debts) that may relate to the property. Multiply the total figure by 10% to arrive at the disclosure threshold. List only the intangibles that exceed this threshold amount. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number which can be found on the lease document). Property that is only jointly owned property should be valued according to the percentage of your joint ownership. Property owned as tenants by the entirety or as joint tenants with right of survivorship, including bank accounts owned in such a manner, should be valued at 100%. None of your calculations or the value of the property have to be disclosed on the form.

Example: You own 50% of the stock of a small corporation that is worth \$100,000, the estimated fair market value of your home and other property (bank accounts, automobile, furniture, etc.) is \$200,000. As your total assets are worth \$250,000, you must disclose intangibles worth over \$25,000. Since the value of the stock exceeds this threshold, you should list "stock" and the name of the corporation. If your accounts with a particular bank exceed \$25,000, you should list "bank accounts" and bank's name.

PART E — LIABILITIES

[Required by s. 112.3145(3)(b)4, F.S.]

List the name and address of each creditor to whom you owed any amount that, at any time during the disclosure period, exceeded your net worth. You are not required to list the amount of any debt or your net worth. You do not have to disclose: credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" and are jointly liable or jointly and severally liable, it is not a contingent liability.

Calculations: To determine whether the debt exceeds your net worth, total all of your liabilities (including promissory notes, mortgages, credit card debts, judgments against you, etc.). The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments. Subtract the sum total of your liabilities from the value of all your assets as calculated above for Part D. This is your "net worth." List each creditor to whom your debt exceeded this amount unless it is one of the types of indebtedness listed in the paragraph above (credit card and retail installment accounts, etc.). Joint liabilities with others for which you are "jointly and severally liable," meaning that you may be liable for either your part or the whole of the obligation, should be included in your calculations at 100% of the amount owed.

Example: You owe \$15,000 to a bank for student loans, \$5,000 for credit card debts, and \$60,000 (with spouse) to a savings and loan for a home mortgage. Your home (owned by you and your spouse) is worth \$80,000 and your other property is worth \$20,000. Since your net worth is \$20,000 (\$100,000 minus \$80,000), you must report only the name and address of the savings and loan.

PART F — INTERESTS IN SPECIFIED BUSINESSES

[Required by s. 112.3145(7), F.S.]

The types of businesses covered in this disclosure include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies, utility companies, entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

Disclose in this part the fact that you owned during the disclosure period an interest in, or held any of certain positions with, the types of businesses listed above. You are required to make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list the name of the business, its address and principal business activity, and the position held with the business (if any). If you own(ed) more than a 5% interest in the business, indicate that fact and describe the nature of your interest.

PART G — TRAINING CERTIFICATION

[Required by s. 112.3142, F.S.]

If you are a Constitutional or elected municipal officer, appointed school superintendent, or a commissioner of a community redevelopment agency created under Part III, Chapter 163 whose service began before March 31 of the year for which you are filing, you are required to complete four hours of ethics training which addresses Article II, Section 8 of the Florida Constitution, the Code of Ethics for Public Officers and Employees, and the public records and open meetings laws of the state. You are required to certify on this form that you have taken such training.

FLORIDA COMMISSION ON ETHICS



GUIDE
to the
SUNSHINE AMENDMENT
and
CODE of ETHICS
for Public Officers and Employees

2022

State of Florida
COMMISSION ON ETHICS

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Fort Walton Beach

Antonio Carvajal
Tallahassee

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I. HISTORY OF FLORIDA'S ETHICS LAWS

Florida has been a leader among the states in establishing ethics standards for public officials and recognizing the right of citizens to protect the public trust against abuse. Our state Constitution was revised in 1968 to require a code of ethics, prescribed by law, for all state employees and non-judicial officers prohibiting conflict between public duty and private interests.

Florida's first successful constitutional initiative resulted in the adoption of the Sunshine Amendment in 1976, providing additional constitutional guarantees concerning ethics in government. In the area of enforcement, the Sunshine Amendment requires that there be an independent commission (the Commission on Ethics) to investigate complaints concerning breaches of public trust by public officers and employees other than judges.

The Code of Ethics for Public Officers and Employees is found in Chapter 112 (Part III) of the Florida Statutes. Foremost among the goals of the Code is to promote the public interest and maintain the respect of the people for their government. The Code is also intended to ensure that public officials conduct themselves independently and impartially, not using their offices for private gain other than compensation provided by law. While seeking to protect the integrity of government, the Code also seeks to avoid the creation of unnecessary barriers to public service.

Criminal penalties, which initially applied to violations of the Code, were eliminated in 1974 in favor of administrative enforcement. The Legislature created the Commission on Ethics that year "to serve as guardian of the standards of conduct" for public officials, state and local. Five of the Commission's nine members are appointed by the Governor, and two each are appointed by the President of the Senate and Speaker of the House of Representatives. No more than five Commission members may be members of the same political party, and none may be lobbyists, or hold any public employment during their two-year terms of office. A chair is selected from among the members to serve a one-year term and may not succeed himself or herself.

In 2018, Florida's Constitutional Revision Commission proposed, and the voters adopted, changes to Article II, Section 8. The earliest of the changes will take effect December 31, 2020, and will prohibit officials from abusing their position to obtain a disproportionate benefit for themselves or their spouse, child, or employer, or for a business with which the official contracts or is an officer, partner, director, sole proprietor, or in which the official owns an interest. Other changes made to the Constitution place restrictions on lobbying by certain officeholders and employees, and put additional limits on lobbying by former public officers and employees. These changes will become effective December 31, 2022.

II. ROLE OF THE COMMISSION ON ETHICS

In addition to its constitutional duties regarding the investigation of complaints, the Commission:

- Renders advisory opinions to public officials;
- Prescribes forms for public disclosure;
- Prepares mailing lists of public officials subject to financial disclosure for use by Supervisors of Elections and the Commission in distributing forms and notifying delinquent filers;
- Makes recommendations to disciplinary officials when appropriate for violations of ethics and disclosure laws, since it does not impose penalties;
- Administers the Executive Branch Lobbyist Registration and Reporting Law;
- Maintains financial disclosure filings of constitutional officers and state officers and employees; and,
- Administers automatic fines for public officers and employees who fail to timely file required annual financial disclosure.

III. THE ETHICS LAWS

The ethics laws generally consist of two types of provisions, those prohibiting certain actions or conduct and those requiring that certain disclosures be made to the public. The following descriptions of these laws have been simplified in an effort to provide notice of their requirements. Therefore, we suggest that you also review the wording of the actual law. Citations to the appropriate laws are in brackets.

The laws summarized below apply generally to all public officers and employees, state and local, including members of advisory bodies. The principal exception to this broad coverage is the exclusion of judges, as they fall within the jurisdiction of the Judicial Qualifications Commission.

Public Service Commission (PSC) members and employees, as well as members of the PSC Nominating Council, are subject to additional ethics standards that are enforced by the Commission on Ethics under Chapter 350, Florida Statutes. Further, members of the governing boards of charter schools are subject to some of the provisions of the Code of Ethics [Sec. 1002.33(26), Fla. Stat.], as are the officers, directors, chief executive officers and some employees of business entities that serve as the chief administrative or executive officer or employee of a political subdivision. [Sec. 112.3136, Fla. Stat.].

A. PROHIBITED ACTIONS OR CONDUCT

1. *Solicitation and Acceptance of Gifts*

Public officers, employees, local government attorneys, and candidates are prohibited from soliciting or accepting anything of value, such as a gift, loan, reward, promise of future employment, favor, or service, that is based on an understanding that their vote, official action, or judgment would be influenced by such gift. [Sec. 112.313(2), Fla. Stat.]

Persons required to file financial disclosure FORM 1 or FORM 6 (see Part III F of this brochure), and state procurement employees, are prohibited from **soliciting** any gift from a political committee, lobbyist who has lobbied the official or his or her agency within the past 12 months, or the partner, firm, employer, or principal of such a lobbyist or from a vendor doing business with the official's agency. [Sec. 112.3148, Fla. Stat.]

Persons required to file FORM 1 or FORM 6, and state procurement employees are prohibited from directly or indirectly **accepting** a gift worth more than \$100 from such a lobbyist, from a partner, firm, employer, or principal of the lobbyist, or from a political committee or vendor doing business with their agency. [Sec.112.3148, Fla. Stat.]

However, notwithstanding Sec. 112.3148, Fla. Stat., no Executive Branch lobbyist or principal shall make, directly or indirectly, and no Executive Branch agency official who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.] Typically, this would include gifts valued at less than \$100 that formerly were permitted under Section 112.3148, Fla. Stat. Similar rules apply to members and employees of the Legislature. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.]

Also, persons required to file Form 1 or Form 6, and state procurement employees and members of their immediate families, are prohibited from accepting any gift from a political committee. [Sec. 112.31485, Fla. Stat.]

2. *Unauthorized Compensation*

Public officers or employees, local government attorneys, and their spouses and minor children are prohibited from accepting any compensation, payment, or thing of value when they know, or with the exercise of reasonable care should know, that it is given to influence a vote or other official action. [Sec. 112.313(4), Fla. Stat.]

3. Misuse of Public Position

Public officers and employees, and local government attorneys are prohibited from corruptly using or attempting to use their official positions or the resources thereof to obtain a special privilege or benefit for themselves or others. [Sec. 112.313(6), Fla. Stat.]

4. Abuse of Public Position

Public officers and employees are prohibited from abusing their public positions in order to obtain a disproportionate benefit for themselves or certain others. [Article II, Section 8(h), Florida Constitution.]

5. Disclosure or Use of Certain Information

Public officers and employees and local government attorneys are prohibited from disclosing or using information not available to the public and obtained by reason of their public position, for the personal benefit of themselves or others. [Sec. 112.313(8), Fla. Stat.]

6. Solicitation or Acceptance of Honoraria

Persons required to file financial disclosure FORM 1 or FORM 6 (see Part III F of this brochure), and state procurement employees, are prohibited from **soliciting** honoraria related to their public offices or duties. [Sec. 112.3149, Fla. Stat.]

Persons required to file FORM 1 or FORM 6, and state procurement employees, are prohibited from knowingly **accepting** an honorarium from a political committee, lobbyist who has lobbied the person's agency within the past 12 months, or the partner, firm, employer, or principal of such a lobbyist, or from a vendor doing business with the official's agency. However, they may accept the payment of expenses related to an honorarium event from such individuals or entities, provided that the expenses are disclosed. See Part III F of this brochure. [Sec. 112.3149, Fla. Stat.]

Lobbyists and their partners, firms, employers, and principals, as well as political committees and vendors, are prohibited from **giving** an honorarium to persons required to file FORM 1 or FORM 6 and to state procurement employees. Violations of this law may result in fines of up to \$5,000 and prohibitions against lobbying for up to two years. [Sec. 112.3149, Fla. Stat.]

However, notwithstanding Sec. 112.3149, Fla. Stat., no Executive Branch or legislative lobbyist or principal shall make, directly or indirectly, and no Executive Branch agency official who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.] This may include honorarium event related expenses that formerly

were permitted under Sec. 112.3149, Fla. Stat. Similar rules apply to members and employees of the Legislature. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.]

B. PROHIBITED EMPLOYMENT AND BUSINESS RELATIONSHIPS

1. Doing Business With One's Agency

(a) A public employee acting as a purchasing agent, or public officer acting in an official capacity, is prohibited from purchasing, renting, or leasing any realty, goods, or services for his or her agency from a business entity in which the officer or employee or his or her spouse or child owns more than a 5% interest. [Sec. 112.313(3), Fla. Stat.]

(b) A public officer or employee, acting in a private capacity, also is prohibited from renting, leasing, or selling any realty, goods, or services to his or her own agency if the officer or employee is a state officer or employee, or, if he or she is an officer or employee of a political subdivision, to that subdivision or any of its agencies. [Sec. 112.313(3), Fla. Stat.]

2. Conflicting Employment or Contractual Relationship

(a) A public officer or employee is prohibited from holding any employment or contract with any business entity or agency regulated by or doing business with his or her public agency. [Sec. 112.313(7), Fla. Stat.]

(b) A public officer or employee also is prohibited from holding any employment or having a contractual relationship which will pose a frequently recurring conflict between the official's private interests and public duties or which will impede the full and faithful discharge of the official's public duties. [Sec. 112.313(7), Fla. Stat.]

(c) Limited exceptions to this prohibition have been created in the law for legislative bodies, certain special tax districts, drainage districts, and persons whose professions or occupations qualify them to hold their public positions. [Sec. 112.313(7)(a) and (b), Fla. Stat.]

3. Exemptions—Pursuant to Sec. 112.313(12), Fla. Stat., the prohibitions against doing business with one's agency and having conflicting employment may not apply:

(a) When the business is rotated among all qualified suppliers in a city or county.

(b) When the business is awarded by sealed, competitive bidding and neither the official nor his or her spouse or child have attempted to persuade agency personnel to enter the contract. NOTE:

Disclosure of the interest of the official, spouse, or child and the nature of the business must be filed prior to or at the time of submission of the bid on Commission FORM 3A with the Commission on Ethics or Supervisor of Elections, depending on whether the official serves at the state or local level.

(c) When the purchase or sale is for legal advertising, utilities service, or for passage on a common carrier.

(d) When an emergency purchase must be made to protect the public health, safety, or welfare.

(e) When the business entity is the only source of supply within the political subdivision and there is full disclosure of the official's interest to the governing body on Commission FORM 4A.

(f) When the aggregate of any such transactions does not exceed \$500 in a calendar year.

(g) When the business transacted is the deposit of agency funds in a bank of which a county, city, or district official is an officer, director, or stockholder, so long as agency records show that the governing body has determined that the member did not favor his or her bank over other qualified banks.

(h) When the prohibitions are waived in the case of ADVISORY BOARD MEMBERS by the appointing person or by a two-thirds vote of the appointing body (after disclosure on Commission FORM 4A).

(i) When the public officer or employee purchases in a private capacity goods or services, at a price and upon terms available to similarly situated members of the general public, from a business entity which is doing business with his or her agency.

(j) When the public officer or employee in a private capacity purchases goods or services from a business entity which is subject to the regulation of his or her agency where the price and terms of the transaction are available to similarly situated members of the general public and the officer or employee makes full disclosure of the relationship to the agency head or governing body prior to the transaction.

4. Additional Exemptions

No elected public officer is in violation of the conflicting employment prohibition when employed by a tax exempt organization contracting with his or her agency so long as the officer is not directly or indirectly compensated as a result of the contract, does not participate in any way in the decision to enter into the contract, abstains from voting on any matter involving the employer, and makes certain disclosures. [Sec. 112.313(15), Fla. Stat.]

5. Legislators Lobbying State Agencies

A member of the Legislature is prohibited from representing another person or entity for compensation during his or her term of office before any state agency other than judicial tribunals. [Art. II, Sec. 8(e), Fla. Const., and Sec. 112.313(9), Fla. Stat.]

6. Employees Holding Office

A public employee is prohibited from being a member of the governing body which serves as his or her employer. [Sec. 112.313(10), Fla. Stat.]

7. Professional and Occupational Licensing Board Members

An officer, director, or administrator of a state, county, or regional professional or occupational organization or association, while holding such position, may not serve as a member of a state examining or licensing board for the profession or occupation. [Sec. 112.313(11), Fla. Stat.]

8. Contractual Services: Prohibited Employment

A state employee of the executive or judicial branch who participates in the decision-making process involving a purchase request, who influences the content of any specification or procurement standard, or who renders advice, investigation, or auditing, regarding his or her agency's contract for services, is prohibited from being employed with a person holding such a contract with his or her agency. [Sec. 112.3185(2), Fla. Stat.]

9. Local Government Attorneys

Local government attorneys, such as the city attorney or county attorney, and their law firms are prohibited from representing private individuals and entities before the unit of local government which they serve. A local government attorney cannot recommend or otherwise refer to his or her firm legal work involving the local government unit unless the attorney's contract authorizes or mandates the use of that firm. [Sec. 112.313(16), Fla. Stat.]

10. Dual Public Employment

Candidates and elected officers are prohibited from accepting public employment if they know or should know it is being offered for the purpose of influence. Further, public employment may not be accepted unless the position was already in existence or was created without the anticipation of the official's interest, was publicly advertised, and the officer had to meet the same qualifications and go through the same hiring process as other applicants. For elected public officers already holding public

employment, no promotion given for the purpose of influence may be accepted, nor may promotions that are inconsistent with those given other similarly situated employees. [Sec. 112.3125, Fla. Stat.]

C. RESTRICTIONS ON APPOINTING, EMPLOYING, AND CONTRACTING WITH RELATIVES

1. Anti-Nepotism Law

A public official is prohibited from seeking for a relative any appointment, employment, promotion, or advancement in the agency in which he or she is serving or over which the official exercises jurisdiction or control. No person may be appointed, employed, promoted, or advanced in or to a position in an agency if such action has been advocated by a related public official who is serving in or exercising jurisdiction or control over the agency; this includes relatives of members of collegial government bodies. NOTE: This prohibition does not apply to school districts (except as provided in Sec. 1012.23, Fla. Stat.), community colleges and state universities, or to appointments of boards, other than those with land-planning or zoning responsibilities, in municipalities of fewer than 35,000 residents. Also, the approval of budgets does not constitute “jurisdiction or control” for the purposes of this prohibition. This provision does not apply to volunteer emergency medical, firefighting, or police service providers. [Sec. 112.3135, Fla. Stat.]

2. Additional Restrictions

A state employee of the executive or judicial branch or the PSC is prohibited from directly or indirectly procuring contractual services for his or her agency from a business entity of which a relative is an officer, partner, director, or proprietor, or in which the employee, or his or her spouse, or children own more than a 5% interest. [Sec. 112.3185(6), Fla. Stat.]

D. POST OFFICE HOLDING AND EMPLOYMENT (REVOLVING DOOR) RESTRICTIONS

1. Lobbying by Former Legislators, Statewide Elected Officers, and Appointed State Officers

A member of the Legislature or a statewide elected or appointed state official is prohibited for two years following vacation of office from representing another person or entity for compensation before the government body or agency of which the individual was an officer or member. Former members of the Legislature are also prohibited for two years from lobbying the executive branch. [Art. II, Sec. 8(e), Fla. Const. and Sec. 112.313(9), Fla. Stat.]

2. Lobbying by Former State Employees

Certain employees of the executive and legislative branches of state government are prohibited from personally representing another person or entity for compensation before the

agency with which they were employed for a period of two years after leaving their positions, unless employed by another agency of state government. [Sec. 112.313(9), Fla. Stat.] These employees include the following:

(a) Executive and legislative branch employees serving in the Senior Management Service and Selected Exempt Service, as well as any person employed by the Department of the Lottery having authority over policy or procurement.

(b) Persons serving in the following position classifications: the Auditor General; the director of the Office of Program Policy Analysis and Government Accountability (OPPAGA); the Sergeant at Arms and Secretary of the Senate; the Sergeant at Arms and Clerk of the House of Representatives; the executive director and deputy executive director of the Commission on Ethics; an executive director, staff director, or deputy staff director of each joint committee, standing committee, or select committee of the Legislature; an executive director, staff director, executive assistant, legislative analyst, or attorney serving in the Office of the President of the Senate, the Office of the Speaker of the House of Representatives, the Senate Majority Party Office, the Senate Minority Party Office, the House Majority Party Office, or the House Minority Party Office; the Chancellor and Vice-Chancellors of the State University System; the general counsel to the Board of Regents; the president, vice presidents, and deans of each state university; any person hired on a contractual basis and having the power normally conferred upon such persons, by whatever title; and any person having the power normally conferred upon the above positions.

This prohibition does not apply to a person who was employed by the Legislature or other agency prior to July 1, 1989; who was a defined employee of the State University System or the Public Service Commission who held such employment on December 31, 1994; or who reached normal retirement age and retired by July 1, 1991. It does apply to OPS employees.

PENALTIES: Persons found in violation of this section are subject to the penalties contained in the Code (see PENALTIES, Part V) as well as a civil penalty in an amount equal to the compensation which the person received for the prohibited conduct. [Sec. 112.313(9)(a)5, Fla. Stat.]

3. Additional Restrictions on Former State Employees

A former executive or judicial branch employee or PSC employee is prohibited from having employment or a contractual relationship, at any time after retirement or termination of employment, with any business entity (other than a public agency) in connection with a contract in which the employee participated personally and substantially by recommendation or decision while a public employee. [Sec. 112.3185(3), Fla. Stat.]

A former executive or judicial branch employee or PSC employee who has retired or terminated employment is prohibited from having any employment or contractual relationship for two years with any business entity (other than a public agency) in connection with a contract for services which was within his or her responsibility while serving as a state employee. [Sec.112.3185(4), Fla. Stat.]

Unless waived by the agency head, a former executive or judicial branch employee or PSC employee may not be paid more for contractual services provided by him or her to the former agency during the first year after leaving the agency than his or her annual salary before leaving. [Sec. 112.3185(5), Fla. Stat.]

These prohibitions do not apply to PSC employees who were so employed on or before Dec. 31, 1994.

4. Lobbying by Former Local Government Officers and Employees

A person elected to county, municipal, school district, or special district office is prohibited from representing another person or entity for compensation before the government body or agency of which he or she was an officer for two years after leaving office. Appointed officers and employees of counties, municipalities, school districts, and special districts may be subject to a similar restriction by local ordinance or resolution. [Sec. 112.313(13) and (14), Fla. Stat.]

E. VOTING CONFLICTS OF INTEREST

State public officers are prohibited from voting in an official capacity on any measure which they know would inure to their own special private gain or loss. A state public officer who abstains, or who votes on a measure which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate, must make every reasonable effort to file a memorandum of voting conflict with the recording secretary in advance of the vote. If that is not possible, it must be filed within 15 days after the vote occurs. The memorandum must disclose the nature of the officer's interest in the matter.

No county, municipal, or other local public officer shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss, or which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate. The officer must publicly announce the nature of his or her interest before the vote and must file a memorandum of voting conflict on Commission Form 8B with the meeting's recording officer within 15 days after the vote occurs disclosing the nature of his or her interest in the matter. However, members of

community redevelopment agencies and district officers elected on a one-acre, one-vote basis are not required to abstain when voting in that capacity.

No appointed state or local officer shall participate in any matter which would inure to the officer's special private gain or loss, the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate, without first disclosing the nature of his or her interest in the matter. The memorandum of voting conflict (Commission Form 8A or 8B) must be filed with the meeting's recording officer, be provided to the other members of the agency, and be read publicly at the next meeting.

If the conflict is unknown or not disclosed prior to the meeting, the appointed official must orally disclose the conflict at the meeting when the conflict becomes known. Also, a written memorandum of voting conflict must be filed with the meeting's recording officer within 15 days of the disclosure being made and must be provided to the other members of the agency, with the disclosure being read publicly at the next scheduled meeting. [Sec. 112.3143, Fla. Stat.]

F. DISCLOSURES

Conflicts of interest may occur when public officials are in a position to make decisions that affect their personal financial interests. This is why public officers and employees, as well as candidates who run for public office, are required to publicly disclose their financial interests. The disclosure process serves to remind officials of their obligation to put the public interest above personal considerations. It also helps citizens to monitor the considerations of those who spend their tax dollars and participate in public policy decisions or administration.

All public officials and candidates do not file the same degree of disclosure; nor do they all file at the same time or place. Thus, care must be taken to determine which disclosure forms a particular official or candidate is required to file.

The following forms are described below to set forth the requirements of the various disclosures and the steps for correctly providing the information in a timely manner.

1. FORM 1 - Limited Financial Disclosure

Who Must File:

Persons required to file FORM 1 include all state officers, local officers, candidates for local elective office, and specified state employees as defined below (other than those officers who are required by law to file FORM 6).

STATE OFFICERS include:

- 1) Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.
- 2) Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding members of solely advisory bodies; but including judicial nominating commission members; directors of Enterprise Florida, Scripps Florida Funding Corporation, and CareerSource Florida, and members of the Council on the Social Status of Black Men and Boys; the Executive Director, governors, and senior managers of Citizens Property Insurance Corporation; governors and senior managers of Florida Workers' Compensation Joint Underwriting Association, board members of the Northeast Florida Regional Transportation Commission, and members of the board of Triumph Gulf Coast, Inc.; members of the board of Florida is for Veterans, Inc.; and members of the Technology Advisory Council within the Agency for State Technology.
- 3) The Commissioner of Education, members of the State Board of Education, the Board of Governors, local boards of trustees and presidents of state universities, and members of the Florida Prepaid College Board.

LOCAL OFFICERS include:

- 1) Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.
- 2) Appointed members of the following boards, councils, commissions, authorities, or other bodies of any county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; a community college or junior college district board of trustees; a board having the power to enforce local code provisions; a planning or zoning board, board of adjustments or appeals, community redevelopment agency board, or other board having the power to recommend, create, or modify land planning or zoning within the political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; a pension board or retirement board empowered to invest pension or retirement funds or to determine entitlement to or amount of a pension or other retirement benefit.

3) Any other appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.

4) Persons holding any of these positions in local government: mayor; county or city manager; chief administrative employee or finance director of a county, municipality, or other political subdivision; county or municipal attorney; chief county or municipal building inspector; county or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding \$35,000 for the local governmental unit.

5) Members of governing boards of charter schools operated by a city or other public entity.

6) The officers, directors, and chief executive officer of a corporation, partnership, or other business entity that is serving as the chief administrative or executive officer or employee of a political subdivision, and any business entity employee who is acting as the chief administrative or executive officer or employee of the political subdivision. [Sec. 112.3136, Fla. Stat.]

SPECIFIED STATE EMPLOYEE includes:

1) Employees in the Office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.

2) The following positions in each state department, commission, board, or council: secretary or state surgeon general, assistant or deputy secretary, executive director, assistant or deputy executive director, and anyone having the power normally conferred upon such persons, regardless of title.

3) The following positions in each state department or division: director, assistant or deputy director, bureau chief, assistant bureau chief, and any person having the power normally conferred upon such persons, regardless of title.

4) Assistant state attorneys, assistant public defenders, criminal conflict and civil regional counsel, assistant criminal conflict and civil regional counsel, public counsel, full-time state employees serving as counsel or assistant counsel to a state agency, judges of compensation claims, administrative law judges, and hearing officers.

5) The superintendent or director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.

6) State agency business managers, finance and accounting directors, personnel officers, grant coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$35,000.

7) The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.

What Must Be Disclosed:

FORM 1 requirements are set forth fully on the form. In general, this includes the reporting person's sources and types of financial interests, such as the names of employers and addresses of real property holdings. NO DOLLAR VALUES ARE REQUIRED TO BE LISTED. In addition, the form requires the disclosure of certain relationships with, and ownership interests in, specified types of businesses such as banks, savings and loans, insurance companies, and utility companies.

When to File:

CANDIDATES for elected local office must file FORM 1 together with and at the same time they file their qualifying papers.

STATE and LOCAL OFFICERS and SPECIFIED STATE EMPLOYEES are required to file disclosure by July 1 of each year. They also must file within thirty days from the date of appointment or the beginning of employment. Those appointees requiring Senate confirmation must file prior to confirmation.

Where to File:

Each LOCAL OFFICER files FORM 1 with the Supervisor of Elections in the county in which he or she permanently resides.

A STATE OFFICER or SPECIFIED STATE EMPLOYEE files with the Commission on Ethics. [Sec. 112.3145, Fla. Stat.]

2. *FORM 1F - Final Form 1 Limited Financial Disclosure*

FORM 1F is the disclosure form required to be filed within 60 days after a public officer or employee required to file FORM 1 leaves his or her public position. The form covers the disclosure period between January 1 and the last day of office or employment within that year.

3. *FORM 2 - Quarterly Client Disclosure*

The state officers, local officers, and specified state employees listed above, as well as elected constitutional officers, must file a FORM 2 if they or a partner or associate of their professional firm represent a client for compensation before an agency at their level of government.

A FORM 2 disclosure includes the names of clients represented by the reporting person or by any partner or associate of his or her professional firm for a fee or commission before agencies at the reporting person's level of government. Such representations do not include appearances in ministerial matters, appearances before judges of compensation claims, or representations on behalf of one's agency in one's official capacity. Nor does the term include the preparation and filing of forms and applications merely for the purpose of obtaining or transferring a license, so long as the issuance of the license does not require a variance, special consideration, or a certificate of public convenience and necessity.

When to File:

This disclosure should be filed quarterly, by the end of the calendar quarter following the calendar quarter during which a reportable representation was made. FORM 2 need not be filed merely to indicate that no reportable representations occurred during the preceding quarter; it should be filed ONLY when reportable representations were made during the quarter.

Where To File:

LOCAL OFFICERS file with the Supervisor of Elections of the county in which they permanently reside.

STATE OFFICERS and SPECIFIED STATE EMPLOYEES file with the Commission on Ethics. [Sec. 112.3145(4), Fla. Stat.]

4. *FORM 6 - Full and Public Disclosure*

Who Must File:

Persons required by law to file FORM 6 include all elected constitutional officers and candidates for such office; the mayor and members of the city council and candidates for these offices in Jacksonville; the Duval County Superintendent of Schools; judges of compensation claims (pursuant to Sec. 440.442, Fla. Stat.); members of the Florida Housing Finance Corporation Board and members of expressway authorities, transportation authorities (except the Jacksonville Transportation Authority), bridge authority, or toll authorities created pursuant to Ch. 348 or 343, or 349, or other general law.

What Must be Disclosed:

FORM 6 is a detailed disclosure of assets, liabilities, and sources of income over \$1,000 and their values, as well as net worth. Officials may opt to file their most recent income tax return in lieu of listing sources of income but still must disclose their assets, liabilities, and net worth. In addition, the form requires the disclosure of certain relationships with, and ownership interests in, specified types of businesses such as banks, savings and loans, insurance companies, and utility companies.

When and Where To File:

Incumbent officials must file FORM 6 annually by July 1 with the Commission on Ethics. CANDIDATES must file with the officer before whom they qualify at the time of qualifying. [Art. II, Sec. 8(a) and (i), Fla. Const., and Sec. 112.3144, Fla. Stat.]

Beginning January 1, 2022, all Form 6 disclosures must be filed electronically through the Commission's electronic filing system. These disclosures will be published and searchable on the Commission's website.

5. *FORM 6F - Final Form 6 Full and Public Disclosure*

This is the disclosure form required to be filed within 60 days after a public officer or employee required to file FORM 6 leaves his or her public position. The form covers the disclosure period between January 1 and the last day of office or employment within that year.

6. *FORM 9 - Quarterly Gift Disclosure*

Each person required to file FORM 1 or FORM 6, and each state procurement employee, must file a FORM 9, Quarterly Gift Disclosure, with the Commission on Ethics on the last day of any calendar quarter following the calendar quarter in which he or she received a gift worth more than \$100, other than gifts

from relatives, gifts prohibited from being accepted, gifts primarily associated with his or her business or employment, and gifts otherwise required to be disclosed. FORM 9 NEED NOT BE FILED if no such gift was received during the calendar quarter.

Information to be disclosed includes a description of the gift and its value, the name and address of the donor, the date of the gift, and a copy of any receipt for the gift provided by the donor. [Sec. 112.3148, Fla. Stat.]

7. FORM 10 - *Annual Disclosure of Gifts from Government Agencies and Direct-Support Organizations and Honorarium Event Related Expenses*

State government entities, airport authorities, counties, municipalities, school boards, water management districts, and the South Florida Regional Transportation Authority, may give a gift worth more than \$100 to a person required to file FORM 1 or FORM 6, and to state procurement employees, if a public purpose can be shown for the gift. Also, a direct-support organization for a governmental entity may give such a gift to a person who is an officer or employee of that entity. These gifts are to be reported on FORM 10, to be filed by July 1.

The governmental entity or direct-support organization giving the gift must provide the officer or employee with a statement about the gift no later than March 1 of the following year. The officer or employee then must disclose this information by filing a statement by July 1 with his or her annual financial disclosure that describes the gift and lists the donor, the date of the gift, and the value of the total gifts provided during the calendar year. State procurement employees file their statements with the Commission on Ethics. [Sec. 112.3148, Fla. Stat.]

In addition, a person required to file FORM 1 or FORM 6, or a state procurement employee, who receives expenses or payment of expenses related to an honorarium event from someone who is prohibited from giving him or her an honorarium, must disclose annually the name, address, and affiliation of the donor, the amount of the expenses, the date of the event, a description of the expenses paid or provided, and the total value of the expenses on FORM 10. The donor paying the expenses must provide the officer or employee with a statement about the expenses within 60 days of the honorarium event.

The disclosure must be filed by July 1, for expenses received during the previous calendar year, with the officer's or employee's FORM 1 or FORM 6. State procurement employees file their statements with the Commission on Ethics. [Sec. 112.3149, Fla. Stat.]

However, notwithstanding Sec. 112.3149, Fla. Stat., no executive branch or legislative lobbyist or principal shall make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the

purpose of lobbying. This may include gifts or honorarium event related expenses that formerly were permitted under Sections 112.3148 and 112.3149. [Sec. 112.3215, Fla. Stat.] Similar prohibitions apply to legislative officials and employees. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.] In addition, gifts, which include anything not primarily related to political activities authorized under ch. 106, are prohibited from political committees. [Sec. 112.31485 Fla. Stat.]

8. *FORM 30 - Donor's Quarterly Gift Disclosure*

As mentioned above, the following persons and entities generally are prohibited from giving a gift worth more than \$100 to a reporting individual (a person required to file FORM 1 or FORM 6) or to a state procurement employee: a political committee; a lobbyist who lobbies the reporting individual's or procurement employee's agency, and the partner, firm, employer, or principal of such a lobbyist; and vendors. If such person or entity makes a gift worth between \$25 and \$100 to a reporting individual or state procurement employee (that is not accepted in behalf of a governmental entity or charitable organization), the gift should be reported on FORM 30. The donor also must notify the recipient at the time the gift is made that it will be reported.

The FORM 30 should be filed by the last day of the calendar quarter following the calendar quarter in which the gift was made. If the gift was made to an individual in the legislative branch, FORM 30 should be filed with the Lobbyist Registrar. [See page 35 for address.] If the gift was to any other reporting individual or state procurement employee, FORM 30 should be filed with the Commission on Ethics.

However, notwithstanding Section 112.3148, Fla. Stat., no executive branch lobbyist or principal shall make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. This may include gifts that formerly were permitted under Section 112.3148. [Sec. 112.3215, Fla. Stat.] Similar prohibitions apply to legislative officials and employees. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.] In addition, gifts from political committees are prohibited. [Sec. 112.31485, Fla. Stat.]

9. *FORM 1X AND FORM 6X - Amendments to Form 1 and Form 6*

These forms are provided for officers or employees to amend their previously filed Form 1 or Form 6.

IV. AVAILABILITY OF FORMS

LOCAL OFFICERS and EMPLOYEES who must file FORM 1 annually will be sent the form by mail from the Supervisor of Elections in the county in which they permanently reside not later than JUNE 1 of each year. Newly elected and appointed officials or employees should contact the heads of their agencies for copies of the form or download it from www.ethics.state.fl.us, as should those persons who are required to file their final disclosure statements within 60 days of leaving office or employment. The Form 1 will be filed electronically with the Florida Commission on Ethics via the Electronic Financial Disclosure Management System (EFDMS), beginning in 2023.

Beginning January 1, 2022, ELECTED CONSTITUTIONAL OFFICERS and other officials who must file Form 6 annually must file electronically via the Commission's Electronic Financial Disclosure Management System (EFDMS). Paper forms will not be promulgated. Communications regarding the annual filing requirement will be sent via email to filers no later than June 1. Form 6 filers will receive an emailed invitation to register for EFDMS in March 2022. Filers requiring earlier access should contact the Commission to request an invitation. Filers must maintain an updated email address in their User Profile in EFDMS.

OTHER STATE OFFICERS, and SPECIFIED STATE EMPLOYEES who must file Form 1 annually will be sent the forms by mail from the Florida Commission on Ethics by June 1, 2022. Newly elected and appointed officers and employees should contact the head of their agencies for copies of the form or download the form from www.ethics.state.fl.us, as should those persons who are required to file their final financial disclosure statement within 60 days of leaving office or employment.

V. PENALTIES

A. Non-criminal Penalties for Violation of the Sunshine Amendment and the Code of Ethics

There are no criminal penalties for violation of the Sunshine Amendment and the Code of Ethics. Penalties for violation of these laws may include: impeachment, removal from office or employment, suspension, public censure, reprimand, demotion, reduction in salary level, forfeiture of no more than one-third salary per month for no more than twelve months, a civil penalty not to exceed \$10,000, and restitution of any pecuniary benefits received, and triple the value of a gift from a political committee.

B. Penalties for Candidates

CANDIDATES for public office who are found in violation of the Sunshine Amendment or the Code of Ethics may be subject to one or more of the following penalties: disqualification from being on the ballot, public censure, reprimand, or a civil penalty not to exceed \$10,000, and triple the value of a gift received from a political committee.

C. Penalties for Former Officers and Employees

FORMER PUBLIC OFFICERS or EMPLOYEES who are found in violation of a provision applicable to former officers or employees or whose violation occurred prior to such officer's or employee's leaving public office or employment may be subject to one or more of the following penalties: public censure and reprimand, a civil penalty not to exceed \$10,000, and restitution of any pecuniary benefits received, and triple the value of a gift received from a political committee.

D. Penalties for Lobbyists and Others

An executive branch lobbyist who has failed to comply with the Executive Branch Lobbying Registration law (see Part VIII) may be fined up to \$5,000, reprimanded, censured, or prohibited from lobbying executive branch agencies for up to two years. Lobbyists, their employers, principals, partners, and firms, and political committees and committees of continuous existence who give a prohibited gift or honorarium or fail to comply with the gift reporting requirements for gifts worth between \$25 and \$100, may be penalized by a fine of not more than \$5,000 and a prohibition on lobbying, or employing a lobbyist to lobby, before the agency of the public officer or employee to whom the gift was given for up to two years. Any agent or person acting on behalf of a political committee giving a prohibited gift is personally liable for a civil penalty of up to triple the value of the gift.

Executive Branch lobbying firms that fail to timely file their quarterly compensation reports may be fined \$50 per day per report for each day the report is late, up to a maximum fine of \$5,000 per report.

E. Felony Convictions: Forfeiture of Retirement Benefits

Public officers and employees are subject to forfeiture of all rights and benefits under the retirement system to which they belong if convicted of certain offenses. The offenses include embezzlement or theft of public funds; bribery; felonies specified in Chapter 838, Florida Statutes; impeachable offenses; and felonies committed with intent to defraud the public or their public agency. [Sec. 112.3173, Fla. Stat.]

F. Automatic Penalties for Failure to File Annual Disclosure

Public officers and employees required to file either Form 1 or Form 6 annual financial disclosure are subject to automatic fines of \$25 for each day late the form is filed after September 1, up to a maximum penalty of \$1,500. [Sec. 112.3144 and 112.3145, Fla. Stat.]

VI. ADVISORY OPINIONS

Conflicts of interest may be avoided by greater awareness of the ethics laws on the part of public officials and employees through advisory assistance from the Commission on Ethics.

A. Who Can Request an Opinion

Any public officer, candidate for public office, or public employee in Florida who is in doubt about the applicability of the standards of conduct or disclosure laws to himself or herself, or anyone who has the power to hire or terminate another public employee, may seek an advisory opinion from the Commission about himself or herself or that employee.

B. How to Request an Opinion

Opinions may be requested by letter presenting a question based on a real situation and including a detailed description of the situation. Opinions are issued by the Commission and are binding on the conduct of the person who is the subject of the opinion, unless material facts were omitted or misstated in the request for the opinion. Published opinions will not bear the name of the persons involved unless they consent to the use of their names; however, the request and all information pertaining to it is a public record, made available to the Commission and to members of the public in advance of the Commission's consideration of the question.

C. How to Obtain Published Opinions

All of the Commission's opinions are available for viewing or download at its website:
www.ethics.state.fl.us.

VII. COMPLAINTS

A. Citizen Involvement

The Commission on Ethics cannot conduct investigations of alleged violations of the Sunshine Amendment or the Code of Ethics unless a person files a sworn complaint with the Commission alleging such violation has occurred, or a referral is received, as discussed below.

If you have knowledge that a person in government has violated the standards of conduct or disclosure laws described above, you may report these violations to the Commission by filing a sworn complaint on the form prescribed by the Commission and available for download at

www.ethics.state.fl.us. The Commission is unable to take action based on learning of such misdeeds through newspaper reports, telephone calls, or letters.

You can obtain a complaint form (FORM 50), by contacting the Commission office at the address or phone number shown on the inside front cover of this booklet, or you can download it from the Commission's website:
www.ethics.state.fl.us.

B. Referrals

The Commission may accept referrals from: the Governor, the Florida Department of Law Enforcement, a State Attorney, or a U.S. Attorney. A vote of six of the Commission's nine members is required to proceed on such a referral.

C. Confidentiality

The complaint or referral, as well as all proceedings and records relating thereto, is confidential until the accused requests that such records be made public or until the matter reaches a stage in the Commission's proceedings where it becomes public. This means that unless the Commission receives a written waiver of confidentiality from the accused, the Commission is not free to release any documents or to comment on a complaint or referral to members of the public or press, so long as the complaint or referral remains in a confidential stage.

A COMPLAINT OR REFERRAL MAY NOT BE FILED WITH RESPECT TO A CANDIDATE ON THE DAY OF THE ELECTION, OR WITHIN THE 30 CALENDAR DAYS PRECEDING THE ELECTION DATE, UNLESS IT IS BASED ON PERSONAL INFORMATION OR INFORMATION OTHER THAN HEARSAY.

D. How the Complaint Process Works

Complaints which allege a matter within the Commission's jurisdiction are assigned a tracking number and Commission staff forwards a copy of the original sworn complaint to the accused within five working days of its receipt. Any subsequent sworn amendments to the complaint also are transmitted within five working days of their receipt.

Once a complaint is filed, it goes through three procedural stages under the Commission's rules. The first stage is a determination of whether the allegations of the complaint are legally sufficient: that is, whether they indicate a possible violation of any law over which the Commission has jurisdiction. If the complaint is found not to be legally sufficient, the Commission will order that the complaint be dismissed without investigation, and all records relating to the complaint will become public at that time.

In cases of very minor financial disclosure violations, the official will be allowed an opportunity to correct or amend his or her disclosure form. Otherwise, if the complaint is found to be legally sufficient, a preliminary investigation will be undertaken by the investigative staff of the Commission. The second stage of the Commission's proceedings involves this preliminary investigation and a decision by the Commission as to whether there is probable cause to believe that there has been a violation of any of the ethics laws. If the Commission finds no probable cause to believe there has been a violation of the ethics laws, the complaint will be dismissed and will become a matter of public record. If the Commission finds probable cause to believe there has been a violation of the ethics laws, the complaint becomes public and usually enters the third stage of proceedings. This stage requires the Commission to decide whether the law was actually violated and, if so, whether a penalty should be recommended. At this stage, the accused has the right to request a public hearing (trial) at which evidence is presented, or the Commission may order that such a hearing be held. Public hearings usually are held in or near the area where the alleged violation occurred.

When the Commission concludes that a violation has been committed, it issues a public report of its findings and may recommend one or more penalties to the appropriate disciplinary body or official.

When the Commission determines that a person has filed a complaint with knowledge that the complaint contains one or more false allegations or with reckless disregard for whether the complaint contains false allegations, the complainant will be liable for costs plus reasonable attorney's fees incurred by the person complained against. The Department of Legal Affairs may bring a civil action to recover such fees and costs, if they are not paid voluntarily within 30 days.

E. Dismissal of Complaints At Any Stage of Disposition

The Commission may, at its discretion, dismiss any complaint at any stage of disposition should it determine that the public interest would not be served by proceeding further, in which case the Commission will issue a public report stating with particularity its reasons for the dismissal. [Sec. 112.324(12), Fla. Stat.]

F. Statute of Limitations

All sworn complaints alleging a violation of the Sunshine Amendment or the Code of Ethics must be filed with the Commission within five years of the alleged violation or other breach of the public trust. Time starts to run on the day AFTER the violation or breach of public trust is committed. The statute of limitations is tolled on the day a sworn complaint is filed with the Commission. If a complaint is filed and the statute of limitations has run, the complaint will be dismissed. [Sec. 112.3231, Fla. Stat.]

VIII. EXECUTIVE BRANCH LOBBYING

Any person who, for compensation and on behalf of another, lobbies an agency of the executive branch of state government with respect to a decision in the area of policy or procurement may be required to register as an executive branch lobbyist. Registration is required before lobbying an agency and is renewable annually. In addition, each lobbying firm must file a compensation report with the Commission for each calendar quarter during any portion of which one or more of the firm's lobbyists were registered to represent a principal. As noted above, no executive branch lobbyist or principal can make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 can knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.]

Paying an executive branch lobbyist a contingency fee based upon the outcome of any specific executive branch action, and receiving such a fee, is prohibited. A violation of this prohibition is a first degree misdemeanor, and the amount received is subject to forfeiture. This does not prohibit sales people from receiving a commission. [Sec. 112.3217, Fla. Stat.]

Executive branch departments, state universities, community colleges, and water management districts are prohibited from using public funds to retain an executive branch (or legislative branch) lobbyist, although these agencies may use full-time employees as lobbyists. [Sec. 11.062, Fla. Stat.]

Online registration and filing is available at www.floridalobbyist.gov. Additional information about the executive branch lobbyist registration system may be obtained by contacting the Lobbyist Registrar at the following address:

Executive Branch Lobbyist Registration
Room G-68, Claude Pepper Building
111 W. Madison Street
Tallahassee, FL 32399-1425
Phone: 850/922-4987

IX. WHISTLE-BLOWER'S ACT

In 1986, the Legislature enacted a "Whistle-blower's Act" to protect employees of agencies and government contractors from adverse personnel actions in retaliation for disclosing information in a sworn complaint alleging certain types of improper activities. Since then, the Legislature has revised this law to afford greater protection to these employees.

While this language is contained within the Code of Ethics, the Commission has no jurisdiction or authority to proceed against persons who violate this Act. Therefore, a person who has disclosed

information alleging improper conduct governed by this law and who may suffer adverse consequences as a result should contact one or more of the following: the Office of the Chief Inspector General in the Executive Office of the Governor; the Department of Legal Affairs; the Florida Commission on Human Relations; or a private attorney. [Sec. 112.3187 - 112.31895, Fla. Stat.]

X. ADDITIONAL INFORMATION

As mentioned above, we suggest that you review the language used in each law for a more detailed understanding of Florida's ethics laws. The "Sunshine Amendment" is Article II, Section 8, of the Florida Constitution. The Code of Ethics for Public Officers and Employees is contained in Part III of Chapter 112, Florida Statutes.

Additional information about the Commission's functions and interpretations of these laws may be found in Chapter 34 of the Florida Administrative Code, where the Commission's rules are published, and in The Florida Administrative Law Reports, which until 2005 published many of the Commission's final orders. The Commission's rules, orders, and opinions also are available at www.ethics.state.fl.us.

If you are a public officer or employee concerned about your obligations under these laws, the staff of the Commission will be happy to respond to oral and written inquiries by providing information about the law, the Commission's interpretations of the law, and the Commission's procedures.

XI. TRAINING

Constitutional officers, elected municipal officers, and commissioners of community redevelopment agencies (CRAs) are required to receive a total of four hours training, per calendar year, in the area of ethics, public records, and open meetings. The Commission on Ethics does not track compliance or certify providers.

Visit the training page on the Commission's website for up-to-date rules, opinions, audio/video training, and opportunities for live training conducted by Commission staff. A comprehensive online training course addressing Florida's Code of Ethics, as well as Sunshine Law, and Public Records Act is available via a link on the Commission's homepage.

RESOLUTION 2022-20

A RESOLUTION RE-DESIGNATING THE OFFICERS OF THE ISLAND LAKE ESTATES COMMUNITY DEVELOPMENT DISTRICT; PROVIDING FOR SEVERABILITY AND INVALID PROVISIONS; PROVIDING FOR CONFLICT AND PROVIDING FOR AN EFFECTIVE DATE.

RECITALS

WHEREAS, the Board of Supervisors of the Island Lake Estates Community Development District desire to appoint the below recited person(s) to the offices specified.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ISLAND LAKE ESTATES COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. DESIGNATION OF OFFICERS OF THE DISTRICT. The following persons are appointed to the offices shown:

Chairman	_____
Vice Chairman	_____
Secretary	James P. Ward
Treasurer	James P. Ward
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	_____

SECTION 2. SEVERABILITY AND INVALID PROVISIONS. 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 3. CONFLICT. That all Sections or parts of Sections of any Resolutions, Agreements or actions of the Board of Supervisors in conflict are hereby repealed to the extent of such conflict.

SECTION 4. PROVIDING FOR AN EFFECTIVE DATE. This Resolution shall become effective immediately upon passage.

PASSED AND ADOPTED this 9th day of August 2022.

ATTEST:

ISLAND LAKE ESTATES COMMUNITY DEVELOPMENT DISTRICT

James P. Ward, Secretary

_____, Chairperson

RESOLUTION 2022-21

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ISLAND LAKE ESTATES COMMUNITY DEVELOPMENT DISTRICT CANVASSING AND CERTIFYING THE RESULTS OF THE LANDOWNERS' ELECTION OF SUPERVISORS HELD PURSUANT TO SECTION 190.006(2), FLORIDA STATUTES, AND PROVIDING FOR AN EFFECTIVE DATE.

RECITALS

WHEREAS, the Island lake Estates Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Charlotte County, Florida; and

WHEREAS, pursuant to Section 190.006(2), *Florida Statutes*, a landowners meeting is required to be held within 90 days of the District’s creation and every two years following the creation of the District for the purpose of electing supervisors of the District; and

WHEREAS, such landowners meeting was held on August 9, 2022, and at which the below recited persons were duly elected by virtue of the votes cast in his/her favor; and

WHEREAS, the Board of Supervisors of the District, by means of this Resolution, desire to canvas the votes and declare and certify the results of said election.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ISLAND LAKE ESTATES COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. ELECTION RESULTS. The following persons are found, certified, and declared to have been duly elected as Supervisors of and for the District, having been elected by the votes cast in their favor as shown:

NAME OF INDIVIDUAL ELECTED	SEAT NUMBER	NUMBER OF VOTES
	1	
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SECTION 2. TERMS. In accordance with Section 190.006(2), Florida Statutes, and by virtue of the number of votes cast for the Supervisors, the above-named persons are declared to have been elected for the following terms of office:

NAME OF INDIVIDUAL ELECTED	TERM OF OFFICE	TERM UP FOR ELCTION
	FOUR (4)	November, 2026
	FOUR (4)	November, 2026
	TWO (2)	November, 2024
	TWO (2)	November, 2024
	TWO (2)	November, 2024

RESOLUTION 2022-21

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ISLAND LAKE ESTATES COMMUNITY DEVELOPMENT DISTRICT CANVASSING AND CERTIFYING THE RESULTS OF THE LANDOWNERS' ELECTION OF SUPERVISORS HELD PURSUANT TO SECTION 190.006(2), FLORIDA STATUTES, AND PROVIDING FOR AN EFFECTIVE DATE.

SECTION 3. SEVERABILITY AND INVALID PROVISIONS. 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 4. CONFLICT. That all Sections or parts of Sections of any Resolutions, Agreements, or actions of the Board of Supervisors in conflict are hereby repealed to the extent of such conflict.

SECTION 5. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board of Supervisors of the Island lake Estates Community Development District.

PASSED AND ADOPTED this 9th day of August 2022.

ATTEST:

**ISLAND LAKE ESTATES COMMUNITY
DEVELOPMENT DISTRICT**

James P. Ward, Secretary

_____, Chairperson

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**MINUTES OF MEETING
ISLAND LAKE ESTATES
COMMUNITY DEVELOPMENT DISTRICT**

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The Regular Meeting of the Board of Supervisors of Island Lake Estates Community Development District was held on Tuesday, July 12, 2022, at 9:30am (started at approx. 9:45 A.M.) at the Country Inn and Suites, 24244 Corporate Court, Port Charlotte, Florida 33954.

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Present and constituting a quorum:

32	Scott Edwards	Chair
33	Russell Smith	Vice Chair
34	David Truxton	Assistant Secretary
35	Terry Kirshner	Assistant Secretary
36	Andrew Nelson	Assistant Secretary

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Also present were:

38	James P. Ward	District Manager
39	Katie Ibarra	District Attorney
40	Ashley Ligas	District Attorney
41	Steve Sanford	Bond Counsel
42	Andrew Gill	

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Audience:

All resident's names were not included with the minutes. If a resident did not identify themselves or the audio file did not pick up the name, the name was not recorded in these minutes.

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

District Manager James P. Ward called the meeting to order at approximately 9:45 a.m. He stated all Members of the Board were present at roll call, constituting a quorum.

SECOND ORDER OF BUSINESS

Notice of Advertisement

Notice of advertisement of meeting

THIRD ORDER OF BUSINESS

Consideration of Minutes

June 14, 2022 - Regular Meeting Minutes

Mr. Ward asked if there were any additions, corrections, or deletions to the Minutes. Hearing none, he called for a motion.

On MOTION made by Mr. Scott Edwards, seconded by Mr. Drew Nelson, and with all in favor, the June 14, 2022 Regular Meeting Minutes were approved.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2022-19

Consideration of Resolution 2022-19, a resolution of the Board of Supervisors of Island Lake Estates Community Development District Authorizing the issuance of not to exceed \$20,000,000 aggregate principal amount of Island Lake Estates Community Development District Special Assessment Bonds, in one or more Series, to pay all or a portion of the design, acquisition, construction costs of certain Public Infrastructure Improvements, including, but not limited to, Stormwater Management and Control Facilities, including, but not limited to, related earthwork; Public Roadway Improvements and any applicable impact fees; landscaping and irrigation in public rights-of-way, signage; Water and Wastewater Facilities and any applicable connection fees; undergrounding differential cost of Electric Utilities; reclaimed Water Facilities; and all related soft and incidental costs (collectively, the “Project”), Pursuant to Chapter 190, Florida Statutes, as amended; appointing U.S. Bank Trust Company National Association to serve as Trustee; approving the execution and delivery of a Master Trust Indenture and a Supplemental Trust Indenture in substantially the forms attached hereto; providing that such Bonds shall not constitute a debt, liability or obligation of Island Lake Estates Community Development District (except as otherwise provided herein), Charlotte County, Florida, or of the State Of Florida or of any other political subdivision thereof, but shall be payable solely from Special Assessments assessed and levied on the property within the District benefited by the project and subject to Assessment; providing for the Judicial validation of such Bonds; and providing for other related matters

Mr. Ward: As a bit of background, Community Development Districts are required to validate in the Circuit Court. Obviously here in Charlotte County our authority to be able to issue bonds for a CDD, we do what is called a validation resolution that authorizes Mr. Sanford and your District Attorney to take the appropriate steps necessary to validate those bonds and generally validate portions of the Trust Indenture at this point. He introduced Mr. Steve Sanford.

Mr. Steve Sanford: This Resolution is what I call the authorizing, validation resolution. Any bonds that have a maturity of more than five years issued by a Community Development District has to be validated in the Circuit Court. In order to get into Circuit Court, we have to authorize the bonds and that is what this resolution is doing. It is authorizing up to \$20 million in special assessment bonds to be issued in one or more series and to finance all or a portion of the public infrastructure that’s described in this Resolution, but in particular described in the Engineer’s Report. It asks the Board to approve two forms of documents which will become part of this resolution and part of the validation process. That is the Master Trust Indenture between the District and U.S. Bank, the trust company as your designated trustee, and that Master Trust Indenture would govern all series of bonds to be issued by the District. It provides the rights and remedies, security for the bond holders and events of default, everything relevant to any particular bond issue. The other exhibit is the series Supplemental Trust Indenture which will be tailored to each series of bonds that the District issues. That’s also between the District and the Trustee and once bonds are sold, that particular supplement will have all of the interest rates, the redemption provisions and the sources and uses specific to the one bone issue. Lastly, this Resolution specifically authorizes the validation of the bonds. He asked if there were any questions; hearing none, he called for a motion.

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On MOTION made by Mr. Scott Edwards, seconded by Mr. Drew Nelson, Resolution 2022-19 was adopted, and the Chair was authorized to sign.

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FIFTH ORDER OF BUSINESS

Consideration of Resolution 2022-20

Consideration of Resolution 2022-20, a resolution of the Board of Supervisors declaring special assessments, designating the nature and location of the proposed improvements, declaring the total estimated cost of the improvements the portion to be paid by assessments, and the manner and timing in which the assessments are to be paid, designating the lands upon which the assessments shall be levied, providing for an assessment plat and a preliminary assessment roll, addressing the setting of a public hearing and providing for publication

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Mr. Ward: This Resolution is a declaring resolution to start the process for you to be able to issue your special assessment bonds for this entire project. As a part of the Resolution, it identifies the estimated cost of the project which is \$10,960,000 dollars. It defrays assessments in the amount of \$13,220,000 dollars. That would be the maximum amount of bonds that we would be able to issue under this declaring resolution and it defrays annual assessments that are estimated to be approximately \$1,028,000 dollars per year assuming you issue the full \$10 million dollars in capital and \$13.2 million dollars in bonds. It also goes through and apportions those assessments across all properties in accordance with the special assessment methodology identified as an exhibit to your resolution and it sets your public hearing for Tuesday September 13, 2022 at 9:30 a.m. here at the Country Inn and Suites, 24244 Corporate Court, Port Charlotte, Florida 33954. It also will set in place a procedure where we send out mailed notice to the property owner and I understand that pursuant to the assessment role there is only one property owner for all of this property, so they will be mailed the individual notices which will include the Engineer's Report and the methodology. Pursuant to the Engineer's Report, the Capital Improvement Program includes \$10,960,000 dollars in infrastructure which includes stormwater, roads, utilities, hardscape, landscape, irrigation, and professional fees that will overlay all 400 units that include both attached villas and two types of single family lots within the project. This sets forth basically the master infrastructure program. As we get through this process and get into a position of actually issuing bonds, the engineers will finalize these numbers in terms of both costs and whether any of the types of the infrastructure may change a little bit as we go through this process and as long as it's authorized infrastructure pursuant to Chapter 190, then we will be in a position to do that. Pursuant to the methodology which I have prepared for you and enclosed within your agenda packet, the methodology simply takes those total costs, goes through a process, and defines the benefits that will accrue to each type of property associated with the capital infrastructure costs. Generally speaking, it is a front foot based calculation, so the smaller the lot, the smaller the assessment on it. It goes through and assigns those costs to those various particular lots, comes up with the par debt amount, which I indicated earlier was \$13,220,000 dollars and estimates what the bond financing costs will be assuming we issue the full \$10,960,000 dollars in construction costs. He asked if there were any questions; hearing none, he called for a motion.

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Mr. David Truxton: One other note on the Engineer's Report. I believe there is a public roadway. The access road from Placida Road to the entrance of the project. I think that may be constructed by the CDD. That is supposed to be turned over to the County and it is before the gates of Coco Bay. From a debt sizing standpoint, I think when the District formation, I think we are assuming a \$12,700,000 dollar

140 amount of what the CDD cost was at that time, so it's actually come down. I would probably want to,
141 before we adopt this, send this back to the engineer to make sure he's got updated pricing, and unit
142 pricing, if we are setting the max on the amount that we think the cost is.

143

144 Mr. Ward: If you want to send it back to the Engineer, we have to defer the item to another Board
145 Meeting. You can adopt the resolution to set your public hearing today and you can make changes
146 during the public hearing time, but all this really does is set in place a maximum par debt and a
147 maximum par assessment. What was represented in the petition is just a representation. You can go
148 over that or go under that as you deem appropriate. It doesn't really finalize it at all. It just sets the
149 maximums at this point. Once we get further in the process, you will make a determination based upon
150 a supplemental Engineer's Report what the estimated cost of construction will be, and then you will
151 more closely size your bonds at that point. For example, in the methodology, we are using a 6% interest
152 rate. The current market is at 5.75%. We might have less of a reserve account, or a smaller capitalized
153 interest account, but for purposes of this sizing, we all generally use the outside realm of what you may
154 get to.

155

156 Mr. Truxton: I think the outside of which is closer to \$14 million dollars after unit pricing has been
157 adjusted. If we are signing the debt today –

158

159 Mr. _____ 12:21: It's all dependent upon the amount we are going to borrow too.

160

161 Mr. Truxton: Yes. The maximum cap is more in the estimate of \$14 million dollars based upon today's
162 unit price for our cost of construction of District infrastructure that is likely to be sold to the District.

163

164 Mr. Ward: If you want to do that there are two problems. One is we've got to go back and redo the
165 authorizing resolution for validation because it's not enough and this then has to get deferred to the next
166 meeting, which is fine with me, because we can't do estimates on the record.

167

168 Mr. Truxton: I got it. Can the Engineer provide a supplemental report if –

169

170 Mr. Ward: But you can't go over these numbers. These are maximums.

171

172 Mr. Truxton: I foresee this being a mistake if we adopt it today, but that's just my opinion. It was
173 underwritten with the assumption from the original engineer's assessment of \$12.7 million dollars. Since
174 then, costs have inflated, and this Engineer's Report is saying a guaranteed max of what the issuance of
175 the bond debt would be and it's definitely not enough.

176

177 Mr. Ward: You guys tell me. If you have time, it's no big deal to defer this for a month. I'm fine with
178 doing that.

179

180 Mr. Truxton: I think that's best.

181

182 Mr. Ward: Okay, I'm just going to put my comments in the record from this meeting to the next meeting.
183 So, we will defer this one until the next meeting.

184

185 Mr. Truxton: The direction to the Engineer which will be given by one of these Board Members would be
186 to make sure they area evaluating current unit prices.

187

188 Mr. _____ 14:36: (Indecipherable). At some point you'll have to make the Engineer's Report somehow
189 guide what you are going to borrow.

190
191 Mr. Ward: Correct.

192
193 Mr. Truxton: I'm just not prepared to make that decision here on a motion at this minute.

194
195 Mr. Ward: Are you all comfortable with deferring this? Okay, so we will defer Resolution 2022-20.
196 What I'd like to do is go back and reconsider Resolution 2022-19 because we don't have enough capacity
197 in here. If we are going to up this phase, we need to up the validation resolution to another number at
198 this point. I probably would go up to \$25 million or \$27 million, something like that. If you don't mind,
199 let's take a motion to reconsider 2022-19.

200
201 **On MOTION made by Mr. David Truxton, seconded by Mr. Drew**
202 **Nelson, Resolution 2022-19 was reconsidered, and the Chair was**
203 **authorized to sign.**

204
205 Mr. Ward: I will ask for another motion to approve Resolution 2022-19 as described in the record but
206 increase the not to exceed amount to \$27 million dollars.

207
208 **On MOTION made by Mr. David Truxton, seconded by Mr. Drew**
209 **Nelson, Resolution 2022-19 was approved as amended, and the Chair**
210 **was authorized to sign.**

211
212 Mr. Russell Smith: Incidentally, the underwriting that we did assumed assessments at \$900 for villas,
213 \$1,200 for (indecipherable).

214
215 Mr. Truxton: The par debt for that was 81, assuming a 4% interest rate, and we since then have decided
216 to basically do a straight line of \$1,200 per unit per year, so I think that's old underwriting basically and
217 since then pricing has gone up.

218
219 Mr. Russell Smith: The unit pricing may go up, but it's a question of what the people who live there can
220 afford to pay. And you can't do a straight line.

221
222 Mr. Truxton: We have in other Districts, but it doesn't have to be straight line. We talked about doing a
223 \$1,600 dollar annual assessment. I think the underwriting has changed based upon (indecipherable).

224
225 **SIXTH ORDER OF BUSINESS** **Staff Reports**

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227 **Staff Reports**

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229 **I. District Attorney**

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231 No report.

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233 **II. District Engineer**

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235 No report.

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237 **III. District Manager**

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239 **I. Board Meeting Dates for Balance of Fiscal Year 2022**

240 **i. Landowner’s and Regular Meeting – August 9, 2022, 9:30 A.M.**

241 **ii. Public Hearings:**

242 **1. Uniform Method of Collection - September 13, 2022, 9:30 A.M.**

243 **2. FY 2022 & FY2023 Budget – September 13, 2022, 9:30 A.M.**

244 **3. Declaring Special Assessments – September 13, 2022, 9:30 A.M.**

245

246 *Mr. Ward: Remember we have a landowner’s meeting in August and then we have three more*
247 *public hearings; two in September and we will probably end up with a public hearing in October*
248 *on the assessment process which will restart next month.*

249

250 **SEVENTH ORDER OF BUSINESS**

Supervisor’s Requests and Audience Comments

251

252 Mr. Ward asked if there were any Supervisor’s Requests; there were none. He noted there were no
253 audience members present in person or by audio or video, therefore, there were no audience
254 comments or questions.

255

256 **EIGHTH ORDER OF BUSINESS**

Adjournment

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258 Mr. Ward adjourned the meeting at approximately 10:06 a.m.

259

On MOTION made by Mr. Scott Edwards, seconded by Mr. Drew Nelson, and with all in favor, the meeting was adjourned.

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Island Lake Estates Community Development District

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267 _____
James P. Ward, Secretary

Scott Edwards, Chairman

RESOLUTION 2022-22

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ISLAND LAKE ESTATES COMMUNITY DEVELOPMENT DISTRICT DECLARING SPECIAL ASSESSMENTS; DESIGNATING THE NATURE AND LOCATION OF THE PROPOSED IMPROVEMENTS; DECLARING THE TOTAL ESTIMATED COST OF THE IMPROVEMENTS, THE PORTION TO BE PAID BY ASSESSMENTS, AND THE MANNER AND TIMING IN WHICH ASSESSMENTS ARE TO BE PAID; DESIGNATING THE LANDS UPON WHICH ASSESSMENTS SHALL BE LEVIED; PROVIDING FOR AN ASSESSMENT PLAT AND A PRELIMINARY ASSESSMENT ROLL; ADDRESSING THE SETTING OF PUBLIC HEARING; PROVIDING FOR PUBLICATION OF THIS RESOLUTION; AND ADDRESSING CONFLICTS, SEVERABILITY AND AN EFFECTIVE DATE.

RECITALS

WHEREAS, the Island Lake Estates Community Development District ("**District**") is a local unit of special-purpose government organized and existing under and pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the District is authorized by Chapter 190, *Florida Statutes*, to finance, fund, plan, establish, acquire, install, equip, operate, extend, construct, or reconstruct certain infrastructure and services necessitated by the development of, and serving lands within, the District; and

WHEREAS, the District hereby determines to undertake, install, plan, establish, construct or reconstruct, enlarge or extend, equip, acquire, operate, and/or maintain the infrastructure improvements ("**Project**") all as described in the District's *Master Engineer's Report*, dated June 28, 2022, which is attached hereto as **Exhibit A** and incorporated herein by reference; and

WHEREAS, it is in the best interest of the District to pay for all or a portion of the cost of the Project by the levy of special assessments ("**Assessments**") using the methodology set forth in that *Master Special Assessment Methodology*, dated June 12, 2022, which is attached hereto as **Exhibit B**, incorporated herein by reference, and on file with the District Manager at c/o JP Ward & Associates LLC, 2301 Northeast 37th Street, Fort Lauderdale, Florida 33308 ("**District Records Office**"); and

WHEREAS, the District is empowered by Chapter 190, the Uniform Community Development District Act, Chapter 170, Supplemental and Alternative Method of Making Local Municipal Improvements, and Chapter 197, the Uniform Method for the Levy, Collection and Enforcement of Non-Ad Valorem Assessments, *Florida Statutes*, to finance, fund, plan, establish, acquire, construct or reconstruct, enlarge or extend, equip, operate, and maintain the Project and to impose, levy and collect the Assessments;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ISLAND LAKE ESTATES COMMUNITY DEVELOPMENT DISTRICT:

Section 1. AUTHORITY FOR THIS RESOLUTION; INCORPORATION OF RECITALS. This Resolution is adopted pursuant to the provisions of Florida law, including without limitation Chapters 170, 190 and 197, *Florida Statutes*. The recitals stated above are incorporated herein and are adopted by the Board as true and correct statements.

RESOLUTION 2022-22

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ISLAND LAKE ESTATES COMMUNITY DEVELOPMENT DISTRICT DECLARING SPECIAL ASSESSMENTS; DESIGNATING THE NATURE AND LOCATION OF THE PROPOSED IMPROVEMENTS; DECLARING THE TOTAL ESTIMATED COST OF THE IMPROVEMENTS, THE PORTION TO BE PAID BY ASSESSMENTS, AND THE MANNER AND TIMING IN WHICH ASSESSMENTS ARE TO BE PAID; DESIGNATING THE LANDS UPON WHICH ASSESSMENTS SHALL BE LEVIED; PROVIDING FOR AN ASSESSMENT PLAT AND A PRELIMINARY ASSESSMENT ROLL; ADDRESSING THE SETTING OF PUBLIC HEARING; PROVIDING FOR PUBLICATION OF THIS RESOLUTION; AND ADDRESSING CONFLICTS, SEVERABILITY AND AN EFFECTIVE DATE.

Section 2. DECLARATION OF ASSESSMENTS. The Board hereby declares that it has determined to make the Project and to defray all or a portion of the cost thereof by the Assessments.

Section 3. DESIGNATING THE NATURE AND LOCATION OF IMPROVEMENTS. The nature and general location of, and plans and specifications for, the Project are described in **Exhibit A**, which is on file at the District Records Office. **Exhibit B** is also on file and available for public inspection at the same location.

Section 4. DECLARING THE TOTAL ESTIMATED COST OF THE IMPROVEMENTS, THE PORTION TO BE PAID BY ASSESSMENTS, AND THE MANNER AND TIMING IN WHICH THE ASSESSMENTS ARE TO BE PAID.

- A.** The total estimated cost of the Project is **\$10,960,000.00** (“**Estimated Cost**”).
- B.** The Assessments will defray approximately **\$13,220,000.00**, which is the anticipated maximum par value of any bonds and which includes all or a portion of the Estimated Cost, as well as other financing-related costs, as set forth in **Exhibit B**, and which is in addition to interest and collection costs. On an annual basis, the Assessments will defray no more than **\$1,028,000.00** per year, again as set forth in **Exhibit B**.
- C.** The manner in which the Assessments shall be apportioned and paid is set forth in **Exhibit B**, as may be modified by supplemental assessment resolutions. The Assessments may be imposed as one or more special assessment liens, as set forth in applicable supplemental assessment resolutions, and, with respect to any particular lien, the Assessments shall be paid in not more than (30) thirty yearly installments. The Assessments may be payable at the same time and in the same manner as are ad-valorem taxes and collected pursuant to Chapter 197, *Florida Statutes*; provided, however, that in the event the uniform non ad-valorem assessment method of collecting the Assessments is not available to the District in any year, or if determined by the District to be in its best interest, the Assessments may be collected as is otherwise permitted by law, including but not limited to by direct bill. The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

RESOLUTION 2022-22

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ISLAND LAKE ESTATES COMMUNITY DEVELOPMENT DISTRICT DECLARING SPECIAL ASSESSMENTS; DESIGNATING THE NATURE AND LOCATION OF THE PROPOSED IMPROVEMENTS; DECLARING THE TOTAL ESTIMATED COST OF THE IMPROVEMENTS, THE PORTION TO BE PAID BY ASSESSMENTS, AND THE MANNER AND TIMING IN WHICH ASSESSMENTS ARE TO BE PAID; DESIGNATING THE LANDS UPON WHICH ASSESSMENTS SHALL BE LEVIED; PROVIDING FOR AN ASSESSMENT PLAT AND A PRELIMINARY ASSESSMENT ROLL; ADDRESSING THE SETTING OF PUBLIC HEARING; PROVIDING FOR PUBLICATION OF THIS RESOLUTION; AND ADDRESSING CONFLICTS, SEVERABILITY AND AN EFFECTIVE DATE.

Section 5. DESIGNATING THE LANDS UPON WHICH THE SPECIAL ASSESSMENTS SHALL BE LEVIED. The Assessments securing the Project shall be levied on benefitted lands within the District, and as described in **Exhibit B**, and as further designated by the assessment plat hereinafter provided for.

Section 6. ASSESSMENT PLAT. Pursuant to Section 170.04, *Florida Statutes*, there is on file, at the District Records Office, an assessment plat showing the area to be assessed, with certain plans and specifications describing the Project and the estimated cost of the Project, all of which shall be open to inspection by the public.

Section 7. PRELIMINARY ASSESSMENT ROLL. Pursuant to Section 170.06, *Florida Statutes*, the District Manager has caused to be made a preliminary assessment roll, in accordance with the method of assessment described in **Exhibit B** hereto, which shows the lots and lands assessed, the amount of benefit to and the assessment against each lot or parcel of land and the number of annual installments into which the assessment may be divided, which assessment roll is hereby adopted and approved as the District's preliminary assessment roll.

Section 8. PUBLIC HEARINGS DECLARED; DIRECTION TO PROVIDE NOTICE OF THE HEARINGS. Pursuant to Sections 170.07 and 197.3632(4)(b), *Florida Statutes*, among other provisions of Florida law, there are hereby declared two public hearings to be held as follows:

NOTICE OF PUBLIC HEARINGS

DATE:	Tuesday, September 13, 2022
TIME:	9:30 A.M.
LOCATION:	Country Inn and Suites 24244 Corporate Court Port Charlotte, Florida 33954

The purpose of the public hearings is to hear comment and objections to the proposed special assessment program for District improvements as identified in the preliminary assessment roll, a copy of which is on file and as set forth in **Exhibit B**. Interested parties may appear at that hearing or submit their comments in writing prior to the hearings at the District Records Office.

Notice of said hearings shall be advertised in accordance with Chapters 170, 190 and 197, *Florida Statutes*, and the District Manager is hereby authorized and directed to place said notice in a newspaper of general circulation within Charlotte County (by two publications one week apart with the first publication at least twenty (20) days prior to the date of the hearing established herein). The District

RESOLUTION 2022-22

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ISLAND LAKE ESTATES COMMUNITY DEVELOPMENT DISTRICT DECLARING SPECIAL ASSESSMENTS; DESIGNATING THE NATURE AND LOCATION OF THE PROPOSED IMPROVEMENTS; DECLARING THE TOTAL ESTIMATED COST OF THE IMPROVEMENTS, THE PORTION TO BE PAID BY ASSESSMENTS, AND THE MANNER AND TIMING IN WHICH ASSESSMENTS ARE TO BE PAID; DESIGNATING THE LANDS UPON WHICH ASSESSMENTS SHALL BE LEVIED; PROVIDING FOR AN ASSESSMENT PLAT AND A PRELIMINARY ASSESSMENT ROLL; ADDRESSING THE SETTING OF PUBLIC HEARING; PROVIDING FOR PUBLICATION OF THIS RESOLUTION; AND ADDRESSING CONFLICTS, SEVERABILITY AND AN EFFECTIVE DATE.

Manager shall file a publisher’s affidavit with the District Secretary verifying such publication of notice. The District Manager is further authorized and directed to give thirty (30) days written notice by mail of the time and place of this hearing to the owners of all property to be assessed and include in such notice the amount of the assessment for each such property owner, a description of the areas to be improved and notice that information concerning all assessments may be ascertained at the District Records Office. The District Manager shall file proof of such mailing by affidavit with the District Secretary.

Section 9. PUBLICATION OF RESOLUTION. Pursuant to Section 170.05, *Florida Statutes*, the District Manager is hereby directed to cause this Resolution to be published twice (once a week for two (2) weeks) in a newspaper of general circulation within Charlotte County and to provide such other notice as may be required by law or desired in the best interests of the District.

Section 10. CONFLICTS. All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, superseded and repealed.

Section 11. SEVERABILITY. If any section or part of a section of this resolution be declared invalid or unconstitutional, the validity, force, and effect of any other section or part of a section of this resolution shall not thereby be affected or impaired unless it clearly appears that such other section or part of a section of this resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional.

Section 12. EFFECTIVE DATE. This Resolution shall become effective upon its adoption.

PASSED AND ADOPTED this 9th day of August 2022.

ATTEST:

**ISLAND LAKE ESTATES COMMUNITY
DEVELOPMENT DISTRICT**

James P. Ward, Secretary

_____, Chairperson

Exhibit A: *Master Engineer’s Report, dated June 28, 2022*

Exhibit B: *Master Special Assessment Methodology, dated June 12, 2022*

Exhibit A

MASTER ENGINEER'S REPORT

ENGINEER'S REPORT

PREPARED FOR:

BOARD OF SUPERVISORS
ISLAND LAKE ESTATES COMMUNITY DEVELOPMENT DISTRICT

ENGINEER:
BANKS ENGINEERING

June 28, 2022

ISLAND LAKE ESTATES COUNTY COMMUNITY DEVELOPMENT DISTRICT

ENGINEER'S REPORT

1. INTRODUCTION

The purpose of this report is to provide a description of the capital improvement plan (“CIP”) and estimated costs of the CIP, for the Island Lake Estates Community Development District (“District”).

2. GENERAL SITE DESCRIPTION

The District consists of 169.69 acres of land and is located entirely within Charlotte County, Florida (“County”). The site is generally located south of San Casa Drive, west of Telman Road, and north and east of Placida Road.

3. PROPOSED CAPITAL IMPROVEMENT PLAN

The CIP is intended to provide public infrastructure improvements for the entire development, which is planned for 400 residential homes. The following chart shows the planned product types for the District:

Table 1

Product Type	Total Units
Attached Villa Lots	106
52' Single Family Lots	215
65' Single Family Lots	79
TOTAL	400

The public infrastructure for the project is as follows:

Roadway Improvements:

The Project includes an offsite entry roadway (“Offsite Road”) that will be within an easement assigned to the District. The Offsite Road will include the asphalt, curb & gutter, base, and subgrade, striping and signage and sidewalks within easement. The Offsite Road will be designed in accordance with County standards. The District will be responsible for perpetual maintenance of the Offsite Road up to the proposed gate feature.

Entry features including community signage landscaping will be located within and adjacent to the Offsite Road easement. Landscaping may consist of sod, annual flowers, shrubs, trees and ground covers. These facilities are part of the Offsite Road and District Project, and will be owned and maintained by the District.

The developer intends to finance all internal roads, gate them, and turn them over to a homeowner's association for ownership, operation and maintenance. Generally, all roads will be 2-lane un-divided roads with periodic roundabouts. Such roads include the asphalt, base, and subgrade, striping and signage and sidewalks within rights-of-way abutting non-lot lands. Sidewalks abutting lots will be constructed by the homebuilders. All onsite roads will be designed in accordance with County standards and will not be a part of the Project.

Stormwater Management System:

The stormwater collection system is a combination of curb inlets, pipe, control structures and open lakes designed to treat and attenuate stormwater runoff from District lands. The stormwater system within the project discharges to two unique wetland systems located in the north and northeast portion of the project limits. The stormwater system will be designed consistent with the criteria established by the SWFWMD and the County for stormwater/floodplain management systems. The District will finance, own, operate and maintain the stormwater system, with the exception that the County will own, operate and maintain the inlets and storm sewer systems within County right-of-way.

There are 10.2 acres of forested and herbaceous wetland preservation associated with the proper construction of the District's infrastructure. The stormwater overflow discharges into the wetland preservation areas. The District will be responsible for the maintenance and government reporting of the wetland preservation areas.

NOTE: No private earthwork is included in the CIP. Accordingly, the District will not fund any costs of mass grading of lots, or the costs of spreading fill across private lots.

Water and Wastewater Utilities:

As part of the CIP, the District intends to construct and/or acquire water and wastewater infrastructure. In particular, the on-site water supply improvements include water mains that will be located within rights-of-way and used for potable water service and fire protection. Water main connections will be made at Tenth Street and Placida Road.

Wastewater improvements for the project will include an onsite 4", 6" and 8" vacuum main with a connection to the existing 10" vacuum main at Tenth Street.

The water distribution and wastewater collection systems for all phases will be completed by the District and then dedicated to the Englewood Water District (EWD) for operation and maintenance. The CIP will only include laterals to the lot lines (i.e., point of connection).

Connection fees are not part of the Project.

Hardscape, Landscape, and Irrigation:

The District will construct and/or install landscaping and hardscaping within District common areas and the Offsite Road easement outside the gated roadways. The County has Distinct design criteria requirements for planting. This project will at a minimum meet those requirements and

in most cases will exceed the requirements with enhancements for the benefit of the community. The District will either construct or acquire its portion of the landscaping and hardscaping and will own and maintain thereafter.

The irrigation system will provide irrigation water to all the land uses within the District. The irrigation system will consist of irrigation mains of varying sizes, pump station(s) which will draw from the lakes and recharge well(s). The individual sprinkler systems on the residential lots (and the amenity) will not be part of the CIP and will not be owned by the District. The District will either construct or acquire its portion of the irrigation system and will own and maintain the District irrigation system thereafter.

Professional Services

The CIP also includes various professional services. These include: (i) engineering, surveying and architectural fees, (ii) permitting and plan review costs, and (iii) development/construction management services fees that are required for the design, permitting, construction, and maintenance acceptance of the public improvements and community facilities.

4. PERMITTING/CONSTRUCTION COMMENCEMENT

All necessary permits for the construction of the CIP have either been obtained or are currently under review by respective governmental authorities, and include the following:

- SWFWMD ERP
- Charlotte County Stormwater Permit
- Charlotte County Site Development Plan Approval
- EWD Utility Plan Approval
- FDEP Potable Water Extension Permit
- FDEP Wastewater Collection Permit

5. OPINION OF PROBABLE CONSTRUCTION COSTS / O&M RESPONSIBILITIES

Table 2 show below presents, among other things, the Opinion of Probable Cost for the CIP. It is our professional opinion that the costs set forth in Table 2 are reasonable and consistent with market pricing, both for the CIP.

TABLE 2

Improvement	Estimated Cost	Financing Entity	Operation & Maintenance Entity
Stormwater System	\$2,400,000	CDD	CDD
Roadways (Offsite Road only)	\$1,400,000	CDD	CDD
Water and Wastewater Utilities	\$3,700,000	CDD	EWD
Hardscape/Landscape/Irrigation	\$2,100,000	CDD	CDD
Professional Fees	\$300,000	CDD	CDD
Contingency	\$1,060,000	CDD	CDD

TOTAL	\$10,960,000		
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- a. The probable costs estimated herein do not include anticipated carrying cost, interest reserves or other anticipated CDD expenditures that may be incurred.
- b. The master developer reserves the right to finance any of the improvements outlined above, and have such improvements owned and maintained by a property owner's or homeowner's association (in which case such items would not be part of the CIP), the District or a third-party.
- c. At the master developer's option, a third-party, or an applicable property owner's or homeowner's association may elect to maintain any District-owned improvements, subject to the terms of an agreement with the District.

6. CONCLUSIONS

The CIP will be designed in accordance with current governmental regulations and requirements. The CIP will serve its intended function so long as the construction is in substantial compliance with the design.

It is further our opinion that:

- the estimated cost to the CIP as set forth herein is reasonable based on prices currently being experienced in the County, and is not greater than the lesser of the actual cost of construction or the fair market value of such infrastructure;
- All of the improvements comprising the CIP are required by applicable development approvals issued pursuant to Section 380.06, Florida Statutes;
- the CIP is feasible to construct, there are no technical reasons existing at this time that would prevent the implementation of the CIP, and it is reasonable to assume that all necessary regulatory approvals will be obtained in due course;
- The reasonably expected economic life of the CIP is anticipated to be at least 20+ years; and
- the assessable property within the District will receive a special benefit from the CIP that is at least equal to such costs.

Also, the CIP will constitute a system of improvements that will provide benefits, both general, and special and peculiar, to all lands within the District. The general public, property owners, and property outside the District will benefit from the provisions of the District's CIP; however, these are incidental to the District's CIP, which is designed solely to provide special benefits peculiar to property within the District. Special and peculiar benefits accrue to property within the District and enables properties within its boundaries to be developed.

The professional service for establishing the Construction Cost Estimate is consistent with the degree of care and skill exercised by members of the same profession under similar circumstances.

The CIP will be owned by the District or other governmental units and such CIP is intended to be available and will reasonably be available for use by the general public (either by being part of a system of improvements that is available to the general public or is otherwise available to the general public) including nonresidents of the District. All of the CIP is or will be located on lands owned or to be owned

by the District or another governmental entity or on perpetual easements in favor of the District or other governmental entity. The CIP, and any cost estimates set forth herein, do not include any earthwork, grading or other improvements on private lots or property. The District will pay the lesser of the cost of the components of the CIP or the fair market value.

Please note that the CIP as presented herein is based on current plans and market conditions which are subject to change. Accordingly, the CIP, as used herein, refers to sufficient public infrastructure of the kinds described herein (i.e., stormwater/floodplain management, sanitary sewer, potable water, etc.) to support the development and sale of the planned residential units in the District, which (subject to true-up determinations) number and type of units may be changed with the development of the site. Stated differently, during development and implementation of the public infrastructure improvements as described for the District, it may be necessary to make modifications and/or deviations for the plans, and the District expressly reserves the right to do so.

Todd R. Rebol, P.E.
FL License No. 64040

07/06/2022

Exhibit B

MASTER SPECIAL ASSESSMENT METHODOLOGY

ISLAND LAKE ESTATES
COMMUNITY DEVELOPMENT DISTRICT

Master Special Assessment Methodology

Prepared by:

7/12/2022

JPWard & Associates LLC

James P. Ward

954.658.4900

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2301 NORTHEAST 37TH STREET
FORT LAUDERDALE, FLORIDA
FLORIDA 33308

1.0 INTRODUCTION

The Island Lake Estates Community Development District (the “**District**”) is an independent unit of special purpose local government created and chartered by Chapter 190, *Florida Statutes*, and by Ordinance No. 2022-026 of the Charlotte County Board of County Commissioners, which Ordinance became effective May 24, 2022. The District encompasses approximately 169.69 acres of land and is generally located south of San Casa Drive, west of Telman Road, and north and east of Placida Road. The project lies within Section 16, Township 41 South, Range 20 East, being a portion of Coco Bay, According to the plat thereof recorded in Plan Book 22, pages 14A-14V, of the Public Records of Charlotte County Florida. These include lots 1-20, 151-159, 176-202 and 237-358. Coco Bay, along with Tracts P-1, P-2 and P-3, and Tracts C-1 through C-6 and Tract A, Coco Bay, along with Track F-1 through F-3 .

The District’s single and special purpose is to manage the construction, acquisition, maintenance and financing of its public works including basic infrastructure, system, facilities, services and improvement.

This Master Assessment Methodology Report, (the “Assessment Report”) will identify the three special and peculiar benefits for the works and services including added use of the property, added enjoyment of the property, and probability of increased marketability, value of the property and decreased insurance premiums which be evaluated for each of the residential product types to insure that the assessments are fair, just and reasonable for all property within the District.

This Assessment Report is intended to stand alone as the initial allocation report for the District's special assessments and is not an amendment, supplement, or restatement of any assessment methodologies considered and/or adopted by the District. This Assessment Report is being presented in anticipation of financing a Capital Infrastructure Program (the “CIP”) for the District.

This CIP will allow for the development of the property within the District and will be partially or fully funded through the issuance of District bonds. The debt will be repaid from the proceeds of assessments levied by the District’s Board of Supervisors on properties within the District that benefit from the implementation of the CIP. These non-ad valorem special assessments will be liens against properties within the boundary of the District that receive special benefits from the CIP.

With that said, the District’s limited purpose is to manage the construction, acquisition, maintenance and financing of its public works including basic infrastructure, system, facilities, services and improvement.¹

This Assessment Report will identify the special and peculiar benefits for the works and services including added use of the property, added enjoyment of the property, and probability of increased marketability, value of the property and decreased insurance premiums will be evaluated for each of the residential product types in order to ensure that the new assessments are fair, just and reasonable for all property.

2.0 THE DISTRICT AND BOND STRUCTURE

As noted above, the District was created pursuant to Chapter 190, *Florida Statutes*, and by Ordinance No. 2022-026 of the Charlotte County Board of County Commissioners, which Ordinance became effective May 24, 2022. The District encompasses approximately 169.69 acres of land generally located south of San Cas Drive, west of Telman Road, and north and east of Placida Road.

In order to provide for the CIP funding as fully described in this Assessment Report, the District will issue bonds in one (1) or more series of bonds in the aggregate principal amount not to exceed \$15,000,000. The Bonds will be structured as amortizing current-interest bonds, with repayment occurring in thirty (30) substantially equal annual installments of principal and interest. Interest Payment dates shall occur every June 15th and December 15th from the date of issuance until final maturity. The general terms of the Bonds are fully summarized in the tables attached hereto.

¹ See Florida Statutes sections 190.002(1)(a) and (c) and (3); Florida Statutes section 190.003(6); Florida Statutes section 190.012; and *State v. Frontier Acres Com. Develop.*, 472 So 2d 455 (Fla. 1985) in which the Florida Supreme Court opines about the “limited grant of statutory powers under chapter 190 [and] the narrow purpose of such districts” as “special purpose governmental units,” where the narrow purpose is in the singular as applied to their powers in the plural. *Frontier Acres Com. Develop.*, at 456. The Supreme Court also references section 190.002, Florida Statutes, to “evidence the narrow objective” in providing community infrastructure in section 190.002(1)(a), Florida Statutes, opining that the “powers” of such districts “implement the single, narrow legislative purpose.” *Id.* at 457.

3.0 PURPOSE OF THIS REPORT

This Assessment Report and the methodology described herein have been developed to provide a mechanism which lays out in detail each step for use by the Board of Supervisors of the District (the “**Board**”) for the imposition and levy of non-ad valorem special assessments. The District’s CIP will allow for the development of property within the District and will be partially or fully funded through the issuance by the District of tax-exempt bonds collectively issued in one or more series (the “**Bonds**”) to be repaid from the proceeds of non-ad valorem special assessments (the “**Assessments**”) levied by the Board on properties within the District that benefit from the implementation of the CIP. The Assessments will be liens against properties that receive special benefits from the CIP.

The methodology described herein has two goals: (1) determining the special and peculiar benefits that flow to the assessable properties in the District as a logical connection from the infrastructure systems and facilities constituting enhanced use and increased enjoyment of the property; and (2) apportion the special benefits on a basis that is fair and reasonable. As noted above, the District has adopted the CIP comprising certain public infrastructure and facilities. The District plans to fund the CIP, all or in part, through the issuance of the Bonds in one or more series which are intended to tie into the development phasing for the community. The methodology herein is intended to set forth a framework to apportion the special and peculiar benefits from all or the portions of the CIP financed with the proceeds of the Bonds payable from and secured by the Assessments imposed and levied on the properties in the District. The report is designed to conform to the requirements of the Constitution, Chapters 170, 190 and 197 F.S. with respect to the Assessments and is consistent with our understanding of the case law on this subject. Once levied by the Board, the Assessments will constitute liens co-equal with the liens of State, County, municipal and school board taxes, against properties within the District that receive special benefits from the CIP.

4.0 MASTER DEVELOPMENT PROGRAM

4.1 Land Use Plan

The anticipated Land Use Plan for the District is identified in Table I and constitutes the expected number of residential units to be constructed by type of unit by Lennar Homes LLC, (the “Developer”). As with any land use plan, this may change during development, however, the District anticipates this in the methodology, by utilizing the concept that the assessments are initially levied on a per acre basis for all undeveloped lands, and as land is platted, the District assigns debt to the platted units on a first platted, first assigned basis, based on the type of unit noted in the land use plan noted herein.

4.2 Capital Requirements

Banks Engineering (the “**District Engineer**”) has identified certain public infrastructure that are being provided by the District for the entire development and has provided a cost estimate for these improvements, as described in the Engineer’s Report. The cost estimate for the District’s CIP can be found in Table II. It is estimated the cost of the District CIP will be approximately \$10,960,000.00 and will be constructed in one or more phases without taking into consideration the various costs of financing the improvements.

5.0 BOND REQUIREMENTS

The District intends to finance some or all its CIP through the issuance of the Bonds. As shown in Table III, it is estimated that the District may issue not exceeding an aggregate principal amount of \$13,220,000.00 in Bonds to fund the implementation of the CIP, assuming all the CIP is financed. A number of items comprise the estimated bond size required to fund the \$10,960,000.00 necessary to complete the District’s CIP. These items may include, but are not limited to, a period of capitalized interest, a debt service reserve, an underwriter’s discount, issuance costs, and rounding, also noted in Table III.

As the finance plan is implemented a supplemental methodology will be issued for each phase of development, that mirrors this Assessment Report, and the final source and use of funds will be determined at the time of issuance of the Bonds for each series and is dependent on a variety of factors, most importantly, the interest rate that the District is able to secure on the Bonds, along with such items as the capitalized interest period, reserve requirement and costs of issuance. Stated another way, this master assessment allocation methodology described herein is intended to establish the necessary benefit and fair and reasonable allocation findings for a master assessment lien, which may give rise to one or more individual assessment liens relating to individual bond issuances necessary to fund all or a portion of the CIP referenced herein. All such liens shall be within the benefit limits established herein and using the allocation methodology described herein and shall be described in one or more supplemental reports.

As set forth in any supplemental report, and for any particular bond issuance, the Developer may opt to “buy down” the assessments on particular product types and/or lands using a contribution of cash, infrastructure or other consideration, in order for assessments to reach certain target levels. Note that any debt reduction payment or “true-up,” as described herein, may require a payment to satisfy the “true-up” obligations as well as additional contributions to maintain such target assessment levels. Any amounts contributed by the Developer to pay down assessments will not be eligible for “deferred costs,” if any are provided for in connection with any particular bond issuance.

6.0 ASSIGNMENT OF ASSESSMENTS

It is useful to consider three broad states or conditions of development. The initial condition is the “unplatted state.” At this point infrastructure may or may not be constructed, but in general, home sites or other development units have not been defined and all of the developable land within any applicable special assessment area (as may be defined in a supplemental assessment resolution) is considered unplatted acreage (“Unplatted Acres”). In the unplatted state, all of the lands within the applicable special assessment area receive special benefit from all or a portion of the components of the financed CIP and assessments would be imposed upon all of the land within such special assessment area on an equal acre basis to repay the Bonds of the applicable series in amount not in excess of the benefit accruing to such parcels.

The second condition is the interim or “approved state.” At this point, the developer would have received approval for a site development plan from the County primarily for the building of a particular type of single family product. By virtue of the County granting an approval for its site development plan for a neighborhood, certain development rights are committed to and peculiar to that neighborhood, thereby changing the character and value of the land by enhancing the capacity of the Unplatted Acres within a neighborhood with the special and peculiar benefits flowing from components of the CIP and establishing the requisite logical connection for the flow of the special benefits peculiar to the property, while also incurring at the same time a corresponding increase in the responsibility for the payment of the levied debt assessment to amortize the portion of the debt associated with those improvements. However, this increased state of development does not fully allocate the units to be constructed within this state until a declaration of condominium, plat or site plan is recorded, and the District knows exactly the type and number of units that will be constructed on the site. Therefore, the approved stated becomes final once the declaration of condominium is filed.

Therefore, once the land achieves this approved state, the District will designate such area, or in combination with other such areas, as an assessment area, and, allocate a portion of this debt to such assessment area in the “approved state.”

This apportionment of benefit is based on accepted practices for the fair and equitable apportionment of special and peculiar benefits in accordance with applicable laws and the procedure for the imposition, levy and collection of non-ad valorem special assessments in conformity with State laws applicable to such assessments.

Development enters its third and “Platted State,” as property is platted. Land becomes platted property (the “Platted Property”) which single-family units are platted, or multifamily land uses receive a building permit and a separate tax parcel identification number is issued for such parcel. At this point, and only at this point, is the use and enjoyment of the property fixed and determinable and it is only at this point that the ultimate special and peculiar benefit can be

determined flowing from the components of the CIP peculiar to such platted parcel. At this point, a specific apportionment of the debt assessments will be fixed and determinable from the supplemental assessment report to be prepared once the final pricing details of the bonds are known.

When the development program contains a mix of residential land uses, an accepted method of allocating the costs of public infrastructure improvements to benefiting properties is through the establishment of a system that “equates” the benefit received by each property to the benefit received by a single-family unit to other unit types. To implement this technique for CIP cost allocation purposes, a base unit type must be set.

Unlike property taxes, which are ad-valorem in nature, a community development district may levy special assessments under Florida Statutes only if the parcels to be assessed receive special benefit from the infrastructure improvement acquired and/or constructed by the District. Special benefits act as a logical connection to property from the improvement system or service facilities being constructed and include, but are not limited to, added use, added enjoyment, increased access and increased property values. These special benefits are peculiar to lands within the District and differ in nature to those general or incidental benefits that landowners outside the District or outside of the particular assessment area or the general public may enjoy. A District must also apportion or allocate its special assessments so that the assessments are fairly and reasonably distributed relative to the special benefit conferred. Generally speaking, this means the amount of special assessment levied on a parcel should not exceed the amount of special benefit enjoyed by that parcel. A District typically may develop and adopt an assessment methodology based on front footage, square footage, or any other reasonable allocation method, so long as the assessment meets the benefit requirement, and so long as the assessments are fairly and reasonably allocated.

A. Benefit Analysis

It is anticipated that the CIP will function as a system of improvements and provide special benefit to all assessable lands within the District. Stated differently, the infrastructure project described in this Assessment Report and the report of the District Engineer is a program of improvements and was designed specifically to facilitate the development of the lands within the District, from both a legal and socio-economic standpoint. Therefore, special benefits will accrue to the land uses within the District.

Also, two private amenity facilities are planned as part of the development. However, a debt assessment is not appropriate in connection with the development of the amenities because the amenities will be owned and operated by a homeowner’s association and are considered a common element for the exclusive benefit of lot owners. Stated differently, any benefit for these

facilities flows directly to the benefit of all the Platted Lots in the District. As such, no assessment would be assigned to these amenities.

B. Allocation/Assignment Methodology

The Assessments assignable to Platted Lots and Unplatted Acres in Table IV. This table provides the maximum assessments for the entire District. As noted earlier in this Assessment Report, to the extent there are Unplatted Acres, the initial assessment on those parcels will be on an equal assessment per acre basis. When the Unplatted Acres are platted into Platted Units or otherwise identified by a recording of a declaration of condominium or the recording of a site plan, Assessments will be assigned on a first-assigned, first-platted basis, as set forth in more detail in the supplemental special assessment methodolog(ies) applicable to a particular series of Bonds. Note that while the CIP functions as a system of improvements benefitting all lands within the District, debt assessments associated with different bond issuances may differ in amount, due to changes in construction costs, financing costs, or other matters.

7.0 Prepayment of Assessments

The assessments encumbering a Platted Unit may be prepaid in full or in part at any time, in such manner as more fully described in the related assessment proceedings of the District, without penalty, together with interest at the rate on the bond series to the Interest Payment Date (as defined in the applicable bond trust indenture) that is more than forty-five (45) days next succeeding the date of prepayment, or such other date as set forth in the applicable bond trust indenture. Notwithstanding the preceding provisions, the District does not waive the right to assess penalties and collection costs which would otherwise be permissible if the Platted Unit being prepaid is subject to an assessment delinquency.

8.0 Overview of the Inventory Adjustment Determination

The methodology described herein is based on the development plan that is currently proposed by the Developer. As with all projects of this size and magnitude, as development occurs there may be changes to various parts of the proposed project mix, the number of units, the types of units, etc. The inventory adjustment determination mechanism is intended to ensure that all the debt assessments are levied only on developable properties, such that by the end of the development period there will be no remaining debt assessments on any undevelopable property.

First, as property is taken from an undeveloped (raw land) state and readied for development, the property is platted or alternatively specific site plans are developed and processed through the County Property Appraiser, who assigns distinct parcel identification numbers for land that is ready to be built upon. Or in the case of property where a condominium is being developed the land is platted as a large tract of land, and ultimately as the developer files the declaration of

condominium, the County Property Appraiser will assign distinct parcel identifications to each condominium unit that will be constructed on the property.

When either of these events occur, the District must allocate the appropriate portion of its debt to the newly established and distinct parcel identification numbers. The inventory adjustment determination allows for the District to take the debt on these large tracts of land and assign the correct allocation of debt to these newly created units. This mechanism is done to ensure that the principal assessment for each type of property constructed never exceeds the initially allocated assessment contained in this report.

This is done periodically as determined by the District Manager or their authorized representative and is intended to ensure that the remaining number of units to be constructed can be constructed on the remaining developable land. If at any time, the remaining units are insufficient to absorb the remaining development plan, the applicable landowner will be required to make a density reduction payment, such that the debt remaining after the density reduction payment does not exceed principal assessment for each type of property in the initially allocated assessment contained in this report.

The specific process for handling inventory adjustments is set forth in more detail in the District's assessment resolution adopting this report, as well as a true-up agreement to be entered between the Developer or appropriate landowner and the District. Further, please note that, in the event that the District's CIP is not completed, required contributions are not made, or under certain other circumstances, the District may be required to reallocate the special assessments.

9.0 Preliminary Assessment Roll

Exhibit I provides the current folio numbers derived from the Charlotte County Tax Rolls and matches those folio numbers with the anticipated product on each folio numbers.

Exhibit II is a map of the District showing the platted lots, unplatted land and the common area within the plat (this platted common carries no assessment)

Island Lake Estates
Land Use Type - Master Development Plan
Table I

Description	Single Family				Master plan Coach		Mulit- Family		Total
	30' - 39'	50' - 59'	60' -69'	70' -80'	30'-39'	Six Plex	12 Plex	30 Plex	
Twin Villas					79				79
Manor Homes (51' - 60')		106							106
Estate (61' - 70')			215						215
Total	0	106	215	0	79	0	0	0	400

**Island Lake Estates Community Development District
Capital Improvement Program Cost Estimate -Master Development Plan
Table II**

	Project Description	Project Cost	Land Cost	Total Cost
1	Exterior Landscaping, Hardscape & Irrigation	\$ 2,100,000.00	\$ -	\$ 2,100,000.00
2	Subdivision Potable Water/Wastewater System	\$ 3,700,000.00	\$ -	\$ 3,700,000.00
3	Irrigation Facilities	\$ -	\$ -	\$ -
4	Storm Water Facilities ⁽¹⁾⁽²⁾⁽³⁾	\$ 2,400,000.00	\$ -	\$ 2,400,000.00
5	Gound Improvement	\$ -	\$ -	\$ -
6	Excavation	\$ -	\$ -	\$ -
7	Environmental Preservation & Mitigation	\$ -	\$ -	\$ -
8	Off-Site Improvements (in Public Roadway)	\$ -	\$ -	\$ -
10	Public Roadway	\$ 1,400,000.00	\$ -	\$ 1,400,000.00
11	Private Streets	\$ -	\$ -	\$ -
12	Amenities	\$ -	\$ -	\$ -
13	Electrical	\$ -	\$ -	\$ -
14	Miscellaneous Structures	\$ -	\$ -	\$ -
15	Municipal Fees & Permits	\$ -	\$ -	\$ -
	Subtotal: Improvements	\$ 9,600,000.00	\$ -	\$ 9,600,000.00
16	Contingency	\$ 1,060,000.00		\$ 1,060,000.00
17	Professional Fees	\$ 300,000.00		\$ 300,000.00
	Total Improvements	\$ 10,960,000.00	\$ -	\$ 10,960,000.00

The cost estimates set forth herein are estimates based on current plans and market conditions, which are subject to change. Accordingly, the 'CIP Project' as used herein refers to sufficient public infrastructure of the kinds described herein (i.e., stormwater/floodplain management, sanitary sewer, potable water, etc.) to support the development and sale of the planned residential units, which (subject to true-up determinations) number and type of units may be changed with the development of Island Lake Estates CDD (Coco Bay)"

Notes:

(1)

Public Stormwater/Floodplain mgmt includes storm sewer pipes, inlets, catch basins, control structures, headwalls

(2) Developer Funded Stormwater/Floodplain mgmt includes lake excavations, road grading.

(3) Includes Lake Excavation to a 10' minimum depth required by the South Florida Water Management District

(4) The Master Project financed are detailed in the Master Engineer's Report Dated May 23, 2022

**Island Lake Estates Community Development District
Special Assessment Bonds
Source and Use of Funds - Master Development Plan**

Table III	
Sources:	
Bond Proceeds	
Par Amount	\$ 13,220,000.00
	\$ 13,220,000.00
Uses:	
Project Funds Deposit	
Const of Construction	\$ 10,960,000.00
Rounding Proceeds	\$ 6,231.39
	\$ 10,966,231.39
Other Funds Deposits:	
Capitalized Interest	\$793,200.00
Debt Service Reserve at 100% MADS	\$960,418.61
	\$1,753,618.61
Delivery Date Expenses	
Cost of Issuance	\$ 235,750.00
Underwriter's Discount	\$ 264,400.00
	\$ 500,150.00
	\$ 13,220,000.00
Average Coupon:	
	6.00%
Anticipated Issuance Date	
	10/1/2022
Capitalized Interest	
	12/15/2023
ESTIMATED - Max Annual Debt Service	
	\$960,418.61

**Island Lake Estates Community Development District
Assessment Allocation - Master Development Plan
Table IV**

Description of Product	EAU Factor	Development Plan	Total EAU	Total Apportioned Costs	Amount Not Financed of Apportioned Costs	NET Apportioned Costs after Amount Not Financed	Percent of Apportioned Costs	Total Par Debt Allocation	Total Par Debt Allocation Per Unit	Estimated Per Unit Annual Debt Service (1)	Estimated Discounts and Collections (2)	Estimated Total Annual Debt Service Per Unit	Estimated Total Annual Debt Service (1)	Total Annual Debt Service (3)
Twin Villas	0.75	79	59.25	\$ 1,496,267.28		\$ 1,496,267.28	13.6521%	\$ 1,804,804.15	\$ 22,845.62	\$ 1,659.71	\$ 116.18	\$ 1,775.89	\$ 131,117.06	\$ 140,295.25
Manor Homes (51' - 60')	1.00	106	106	\$ 2,676,866.36		\$ 2,676,866.36	24.4240%	\$ 3,228,847.93	\$ 30,460.83	\$ 2,212.95	\$ 154.91	\$ 2,367.85	\$ 234,572.29	\$ 250,992.35
Estate (61' - 70')	1.25	215	268.75	\$ 6,786,866.36		\$ 6,786,866.36	61.9240%	\$ 8,186,347.93	\$ 38,076.04	\$ 2,766.18	\$ 193.63	\$ 2,959.82	\$ 594,729.27	\$ 636,360.31
Totals:	400	434	434	\$ 10,960,000.00		\$ 10,960,000.00	100.0000%	\$ 13,220,000.00					\$ 960,418.61	
Construction Account: \$ 10,960,000.00												MADS \$ 960,418.61		
												Rounding: \$ -		

- (1) Excludes Discounts/Collection Costs
- (2) Estimated at 4% for Discounts and 3% for Collection Costs by County
- (3) Includes Discounts and Collection Costs

**Island Lake Estates Community Development District
Exhibit V - Assessment Roll**

Folio #	Unplatted Acreage	Platted Unit Assigned to Folio	Tract	Property Owner	Total Assessment Unplatted Acreage	Total Assessment by Platted Folio	Planned Units by Folio Number			
							52'	65'	Villa	Total Planned Units
412016305002		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016311002		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016302003	1.87	0	C-3	COCO BAY OWNER'S ASSOCIATION 1601 JACKSON STREET, SUITE 101 FORT MYERS, FLORIDA 33901						0
412016312001		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016310038		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016305013		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016312004		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016305016		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016305017		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016302006	15.24	0	C-6	COCO BAY OWNER'S ASSOCIATION 1601 JACKSON STREET, SUITE 101 FORT MYERS, FLORIDA 33901						0
412016312009		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016305003		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04		1		1

**Island Lake Estates Community Development District
Exhibit V - Assessment Roll**

Folio #	Unplatted Acreage	Platted Unit Assigned to Folio	Tract	Property Owner	Total Assessment Unplatted Acreage	Total Assessment by Platted Folio	Planned Units by Folio Number			
							52'	65'	Villa	Total Planned Units
412016305008		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016311003		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016310039		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016305011		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016310036		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016305014		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016310033		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016312007		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016305009		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016311004		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016310040		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016305010		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1

**Island Lake Estates Community Development District
Exhibit V - Assessment Roll**

Folio #	Unplatted Acreage	Platted Unit Assigned to Folio	Tract	Property Owner	Total Assessment Unplatted Acreage	Total Assessment by Platted Folio	Planned Units by Folio Number			
							52'	65'	Villa	Total Planned Units
412016310035		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016312005		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016305015		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016310034		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016312006		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016305020		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016310029		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016310028		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016312010		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016305019		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016310030		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016312011		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1

**Island Lake Estates Community Development District
Exhibit V - Assessment Roll**

Folio #	Unplatted Acreage	Platted Unit Assigned to Folio	Tract	Property Owner	Total Assessment Unplatted Acreage	Total Assessment by Platted Folio	Planned Units by Folio Number			
							52'	65'	Villa	Total Planned Units
412016312012		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016313021		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016310022		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016313019		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016310020		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016312019		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016310018		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016310017		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016313014		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016310016		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016313012		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016313010		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1

**Island Lake Estates Community Development District
Exhibit V - Assessment Roll**

Folio #	Unplatted Acreage	Platted Unit Assigned to Folio	Tract	Property Owner	Total Assessment Unplatted Acreage	Total Assessment by Platted Folio	Planned Units by Folio Number			
							52'	65'	Villa	Total Planned Units
412016313009		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016306002		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04			1	1
412016307009		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016313005		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016312031		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016306004		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04			1	1
412016302004	18.23	0	C-4	COCO BAY OWNER'S ASSOCIATION 1601 JACKSON STREET, SUITE 101 FORT MYERS, FLORIDA 33901						0
412016310008		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016307011		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04			1	1
412016310002		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016307013		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04			1	1
412016302005	11.81	0	C-5	COCO BAY OWNER'S ASSOCIATION 1601 JACKSON STREET, SUITE 101 FORT MYERS, FLORIDA 33901						0

**Island Lake Estates Community Development District
Exhibit V - Assessment Roll**

Folio #	Unplatted Acreage	Platted Unit Assigned to Folio	Tract	Property Owner	Total Assessment Unplatted Acreage	Total Assessment by Platted Folio	Planned Units by Folio Number			
							52'	65'	Villa	Total Planned Units
412016307018		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04		1		1
412016309004		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016309006		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016313020		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016307001		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016310021		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016312016		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016313016		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016312021		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016313015		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016307005		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016313011		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1

**Island Lake Estates Community Development District
Exhibit V - Assessment Roll**

Folio #	Unplatted Acreage	Platted Unit Assigned to Folio	Tract	Property Owner	Total Assessment Unplatted Acreage	Total Assessment by Platted Folio	Planned Units by Folio Number			
							52'	65'	Villa	Total Planned Units
412016303002	31.45	0		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA	\$ 5,312,065.60				0	
412016307007		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA	\$ 30,460.83	1			1	
412016310015		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA	\$ 30,460.83	1			1	
412016312027		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA	\$ 22,845.62			1	1	
412016310013		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA	\$ 30,460.83	1			1	
412016313006		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA	\$ 22,845.62			1	1	
412016312030		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA	\$ 22,845.62			1	1	
412016307026		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA	\$ 38,076.04		1		1	
412016306005		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA	\$ 38,076.04		1		1	
412016310011		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA	\$ 30,460.83	1			1	
412016310010		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA	\$ 30,460.83	1			1	
412016310001		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA	\$ 30,460.83	1			1	

**Island Lake Estates Community Development District
Exhibit V - Assessment Roll**

Folio #	Unplatted Acreage	Platted Unit Assigned to Folio	Tract	Property Owner	Total Assessment Unplatted Acreage	Total Assessment by Platted Folio	Planned Units by Folio Number			
							52'	65'	Villa	Total Planned Units
412016313001		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016307023		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04			1	1
412016307015		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04			1	1
412016306006		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04			1	1
412016307016		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04			1	1
412016309007		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016309008		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016309011		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016307019		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04			1	1
412016304003	7.67	0	P-3	COCO BAY OWNER'S ASSOCIATION 1601 JACKSON STREET, SUITE 101 FORT MYERS, FLORIDA 33901						0
412016306007		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04			1	1
412016308009		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04			1	1

**Island Lake Estates Community Development District
Exhibit V - Assessment Roll**

Folio #	Unplatted Acreage	Platted Unit Assigned to Folio	Tract	Property Owner	Total Assessment Unplatted Acreage	Total Assessment by Platted Folio	Planned Units by Folio Number			
							52'	65'	Villa	Total Planned Units
412016307020		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04		1		1
412016308003		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04		1		1
412016308002		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04		1		1
412016303001	7.8	0		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA COCO BAY OWNER'S ASSOCIATION	\$ 1,317,459.83					0
412016304001	1.69	0	P-1	1601 JACKSON STREET, SUITE 101 FORT MYERS, FLORIDA 33901						0
412016309009		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016309010		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016308006		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04		1		1
412016308005		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04		1		1
412016306008		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04		1		1
412016308007		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04		1		1
412016306009		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04		1		1

**Island Lake Estates Community Development District
Exhibit V - Assessment Roll**

Folio #	Unplatted Acreage	Platted Unit Assigned to Folio	Tract	Property Owner	Total Assessment Unplatted Acreage	Total Assessment by Platted Folio	Planned Units by Folio Number			
							52'	65'	Villa	Total Planned Units
412016310027		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016310026		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016310025		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016310023		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016312015		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016307002		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016312017		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016313017		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016307004		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016312020		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016312022		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016312023		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1

**Island Lake Estates Community Development District
Exhibit V - Assessment Roll**

Folio #	Unplatted Acreage	Platted Unit Assigned to Folio	Tract	Property Owner	Total Assessment Unplatted Acreage	Total Assessment by Platted Folio	Planned Units by Folio Number			
							52'	65'	Villa	Total Planned Units
412016312025		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016312026		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016306001		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04		1		1
412016312028		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016312029		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016313007		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016306003		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04		1		1
412016310012		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016307024		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04		1		1
412016313002		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016310009		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016310007		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1

**Island Lake Estates Community Development District
Exhibit V - Assessment Roll**

Folio #	Unplatted Acreage	Platted Unit Assigned to Folio	Tract	Property Owner	Total Assessment Unplatted Acreage	Total Assessment by Platted Folio	Planned Units by Folio Number			
							52'	65'	Villa	Total Planned Units
412016307012		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04		1		1
412016307014		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04		1		1
412016309003		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016309005		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016309012		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016305001		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016302002	0.96	0	C-2	COCO BAY OWNER'S ASSOCIATION 1601 JACKSON STREET, SUITE 101 FORT MYERS, FLORIDA 33901						0
412016307017		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04		1		1
412016307021		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04		1		1
412016308008		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04		1		1
412016308004		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04		1		1
412016308001		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04		1		1

**Island Lake Estates Community Development District
Exhibit V - Assessment Roll**

Folio #	Unplatted Acreage	Platted Unit Assigned to Folio	Tract	Property Owner	Total Assessment Unplatted Acreage	Total Assessment by Platted Folio	Planned Units by Folio Number			
							52'	65'	Villa	Total Planned Units
412016304002	3.46	0	P-2	COCO BAY OWNER'S ASSOCIATION 1601 JACKSON STREET, SUITE 101 FORT MYERS, FLORIDA 33901						0
412016301001	5.99	0	A	COCO BAY OWNER'S ASSOCIATION 1601 JACKSON STREET, SUITE 101 FORT MYERS, FLORIDA 33901						0
412016305004		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016305005		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016305006		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016305007		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016311001		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016312002		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016305012		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016310037		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016312003		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016310032		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1

**Island Lake Estates Community Development District
Exhibit V - Assessment Roll**

Folio #	Unplatted Acreage	Platted Unit Assigned to Folio	Tract	Property Owner	Total Assessment Unplatted Acreage	Total Assessment by Platted Folio	Planned Units by Folio Number			
							52'	65'	Villa	Total Planned Units
412016305018		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016312008		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016310031		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016312013		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016310024		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016313022		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016312014		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016313018		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016307003		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016310019		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016312018		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016312024		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1

**Island Lake Estates Community Development District
Exhibit V - Assessment Roll**

Folio #	Unplatted Acreage	Platted Unit Assigned to Folio	Tract	Property Owner	Total Assessment Unplatted Acreage	Total Assessment by Platted Folio	Planned Units by Folio Number			
							52'	65'	Villa	Total Planned Units
412016313013		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016307006		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016307008		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016310014		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016307027		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04		1		1
412016313008		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016313004		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016307010		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016307025		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04		1		1
412016312032		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016313003		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 22,845.62			1	1
412016310006		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1

**Island Lake Estates Community Development District
Exhibit V - Assessment Roll**

Folio #	Unplatted Acreage	Platted Unit Assigned to Folio	Tract	Property Owner	Total Assessment Unplatted Acreage	Total Assessment by Platted Folio	Planned Units by Folio Number			
							52'	65'	Villa	Total Planned Units
412016310005		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016310004		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016310003		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016309001		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016309002		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016307022		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04		1		1
412016308012		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 30,460.83	1			1
412016308011		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04		1		1
412016308010		1		ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA		\$ 38,076.04		1		1

**Island Lake Estates Community Development District
Exhibit V - Assessment Roll**

Folio #	Unplatted Acreage	Platted Unit Assigned to Folio	Tract	Property Owner	Total Assessment Unplatted Acreage	Total Assessment by Platted Folio	Planned Units by Folio Number			
							52'	65'	Villa	Total Planned Units
412016303003	8.09			ISLAND LAKE ESTATES LP 26 EMERSON AVE TORONTO, ON M6H3S8 CANADA	\$ 1,366,442.31					
412016302001	26.49		C-1	COCO BAY OWNER'S ASSOCIATION 1601 JACKSON STREET, SUITE 101 FORT MYERS, FLORIDA 33901						
TOTAL	106.17	178			\$ 7,995,967.74	\$ 5,224,032.26	76	38	64	178

Total Assessment - All Assessment Area	\$ 13,220,000.00
Total Assessment - Assigned to Platted Lots	\$ 5,224,032.26
Total Assessment - Assigned to Unplatted Acreage	\$ 7,995,967.74
Unplatted Acreage - Future Development	47.34
Unplatted Per Acre Assessment	\$ 168,905.11

Island Lake Estates Community Development
Phase I Platted Lots and Common Area & Unplatted Future Development
Exhibit II





Professional Engineers, Planners & Land Surveyors

Island Lake Estates Community Development District

Banks Engineering Statement of Qualifications

July 22, 2022



Professional Engineers, Planners & Land Surveyors

LETTER OF INTEREST

July 22, 2022

JPWard and Associates, LLC
Attn: District Manager
2301 Northeast 37th Street
Fort Lauderdale, Florida 33308

Dear District Manager:

Thank you for considering Banks Engineering as the potential District Engineer to perform Professional Services for the **Island Lake Estates Community Development District**. Banks Engineering has extensive experience in the project and are currently designing and permitting the undeveloped portions of the project. We have served as District Engineer for numerous Districts in Southwest Florida, and have successfully completed similar projects with the landowner, District Manager, and finance team.

Once you have had an opportunity to review the information provided, I believe the District will conclude Banks Engineering has the skill, resources and commitment to deliver high quality service and client satisfaction. We at Banks Engineering look forward to the opportunity to work with the District on this project.

Should you have any questions, please do not hesitate to contact me. I look forward to meeting with you soon.

Sincerely,
BANKS ENGINEERING

A handwritten signature in black ink, appearing to read "DR Underhill", written over a white background.

David R. Underhill, Jr., P.E.
Vice President

DRU:jms



Professional Engineers, Planners & Land Surveyors

Island Lake Estates Community Development District

Table of Contents

1. Statement of Qualifications
2. Standard Form 330
3. Key Staff Resumes with Relevant Experience



Professional Engineers, Planners & Land Surveyors

July 22, 2022

Island Lake Estates Community Development District
Attn: JPWard & Associates, LLC
2301 Northeast 37th Street
Fort Lauderdale, Florida 33308

Reference: Banks Engineering Statement of Qualifications

Dear District Manager:

We are grateful for the opportunity to submit to the Island Lake Estates Community Development District this Statement of Qualifications. Our past experience as engineers and planners of residential communities, combined with our history of establishing and performing professional engineering services for Chapter 190 Community Development Districts makes us highly qualified for the position of District Engineer. The following is a corporate summary introducing you to the scope of professional services we offer.

Banks Engineering, founded in 1992, is a Civil Engineering, Land Planning, and Land Surveying firm offering professional services encompassing all aspects of the land development process. With our corporate headquarters in Fort Myers, Florida, and a branch office located in Port Charlotte we are able to provide our clients with a full range of professional services. Banks Engineering offers experienced professionals with a wealth of local knowledge and expertise. On the Chapter 190 Districts listed below, Banks Engineering provided professional services including site planning, engineering design, plan preparation, technical specification preparation, permitting coordination, construction observation, record drawing preparation and inspection during construction. We also have assisted in the establishment of the Chapter 190 Districts and continue to serve as District Engineers on a majority of them well after resident control.



Most recently, Banks Engineering is working to design and permit for construction the Palermo, Tern Bay and Babcock National projects. These communities are being designed in anticipation of transferring the public infrastructure to their respective CDD's for ownership and maintenance. Banks Engineering is responsible for the infrastructure design including roads, drainage, potable water, and sanitary sewer. Banks Engineering is also responsible for the permitting, construction bid document preparation, and will also oversee the construction and certification of

the improvements once complete.

Chapter 190 Community Development Districts

Community Design Engineer, CDD Establishment and/or District Engineer for the following:

Heritage Palms CDD, Lee County, Florida
Miromar Lakes CDD, Lee County, Florida
Stoneybrook CDD (Estero), Lee County, Florida
Cypress Shadows CDD, Lee County, Florida
Parklands West CDD, Lee County, Florida
Parklands Lee CDD, Lee County, Florida
Cedar Hammock CDD, Collier County, Florida
Beach Road Golf Estates CDD, Lee County, Florida
Heritage Harbour North CDD, Manatee County, Florida
Portofino Falls CDD, Collier County, Florida
Portofino Springs CDD, Lee County, Florida
Portofino Cove CDD, Lee County, Florida
Bonita Landing CDD, Lee County, Florida
Babcock Ranch - Phase 2A, Charlotte County, Florida
Tern Bay, Charlotte County, Florida
Palermo, Lee County, Florida

Design, Plan Preparation, Technical Specifications and Permitting Services

Residential and Commercial Site Development Design, Permitting and Inspection
Road and Highway Transportation System Design, Permitting and Inspection
Surface Water Management Design, Permitting and Inspection
Environmental Resource Permitting
Land Development Feasibility Studies
Water, Sewer, and Re-use Utility Design, Permitting and Inspection
Engineering Cost Analysis
Signing and Marking Design
Project Management
Public Involvement and Facilitation
Civil Engineering Design and/or Inspection Services
Community Development District (CDD) Engineering and Continuing Services

Surveying and Mapping

Condominium Exhibits
Boundary and ALTA/ACSM Land Title Surveys
Construction Stakeout
Construction As-built/Record Surveys
Topographic Surveys
Subdivision Platting
Legal Descriptions and Sketches
Jurisdictional Surveys

Bid Specifications

Contract Documents
Bid Tabulations
Technical Specifications
Assistance with Bid Procedures

Construction Administration Services

Assistance with Contractor Selection
Construction Inspection and Testing Observation
Obtain Record Information

Design and Constructability Reviews
Contractor Payment Request Approval
Shop Drawing Reviews
Record Drawing Production
Final Documentation
Prepare and Maintain Records/Logs

Banks Engineering continues to successfully complete projects by fully understanding the interests of our Clients and diligently striving to preserve those interests. We are committed to meeting any requested budget or time requirements. Our experience allows us to provide cost effective solutions for our clients. Our company size allows us to provide the staff needed to meet time constraints. We thank you for the opportunity to provide this letter of introduction. Should you have any questions, need further information or would like to discuss our qualifications, please contact me at your earliest convenience.

Sincerely,
BANKS ENGINEERING



David R. Underhill, Jr., P.E.
Vice President

ARCHITECT-ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*

Island Lake Estates Community Development District - Charlotte County, Florida

2. PUBLIC NOTICE DATE

06/26/2022

3. SOLICITATION OR PROJECT NUMBER

Request for Qualifications of Engineering Services

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

David R. Underhill, Jr., P.E. - Vice President

5. NAME OF FIRM

BEI Engineering Group, Inc. (dba Banks Engineering)

6. TELEPHONE NUMBER

239-939-5490

7. FAX NUMBER

239-939-2523

8. E-MAIL ADDRESS

dunderhill@bankseng.com

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

(Check)				9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V PARTNER	SUBCONTRACTOR			
a.	✓			BEI Engineering Group, Inc. (dba Banks Engineering) <input type="checkbox"/> CHECK IF BRANCH OFFICE	10511 Six Mile Cypress Parkway Fort Myers, Florida 33966	Professional Engineer
b.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME David R. Underhill, Jr., P.E.	13. ROLE IN THIS CONTRACT Agent	14. YEARS EXPERIENCE	
		a. TOTAL 31	b. WITH CURRENT FIRM 26

15. FIRM NAME AND LOCATION *(City and State)*
BEI Engineering Group, Inc. (dba Banks Engineering)

16. EDUCATION <i>(Degree and Specialization)</i> Resumes are enclosed in the Qualifications Statement herewith.	17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> David R. Underhill, Jr., P.E - FLA P.E. 47029
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18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*
Please see additional information in the Qualifications Statement herewith.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
Tern Bay, Charlotte County, FL	Ongoing	Ongoing
a. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Design, permitting & construction services for infrastructure for 1,778-acre residential golf course community. Continue to serve as District Engineer.	<input checked="" type="checkbox"/> Check if project performed with current firm	
Heritage Harbour North CDD, Manatee, FL	2012-2017	2017
b. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Design, permitting & construction services for infrastructure for 800-acre residential golf community. Continue to serve as District Engineer.	<input checked="" type="checkbox"/> Check if project performed with current firm	
Heritage Palms CDD, Fort Myers, FL	2005	2005
c. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Golf community - \$4 million Engineering, Design, Permitting & Construction Services.	<input checked="" type="checkbox"/> Check if project performed with current firm	
Palermo (aka Crane Landing) CDD, N. Fort Myers, FL	Ongoing	Ongoing
d. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Design, permitting & construction services for infrastructure for 394-acre residential community. Continue to serve as District Engineer.	<input checked="" type="checkbox"/> Check if project performed with current firm	
Babcock Ranch Phase 2A CDD, part of Babcock Ranch Community ISD	2017-2022	2017-2022
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Design, permitting & construction services for infrastructure for residential golf community. Continue to serve as District Engineer.	<input checked="" type="checkbox"/> Check if project performed with current firm	

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 1
21. TITLE AND LOCATION <i>(City and State)</i> Tern Bay CDD, Charlotte County, FL	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2017-Ongoing	CONSTRUCTION <i>(If applicable)</i> Ongoing

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Lennar Homes, LLC	b. POINT OF CONTACT NAME Russell Smith	c. POINT OF CONTACT TELEPHONE NUMBER 239-278-1177
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

The Tern Bay CDD is a 1,778+/- acres residential golf course community. Banks Engineering provided all the design, permitting and engineering services for the project. Banks Engineering serves as District Engineer and was responsible for the preparation of the Engineer's Report and also for the review and inspection of District infrastructure. We also prepared the necessary engineering documents for the transfer of infrastructure for District ownership including: descriptions of the transferred facilities, legal description for easements, review of construction cost/requisitions.

The cost of the project is approximately \$6 million.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME BEI Engineering Group, Inc. (dba Banks Engineering)	(2) FIRM LOCATION <i>(City and State)</i> Fort Myers, FL	(3) ROLE Agent
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

Banks Engineering is a Civil Engineering firm offering professional services encompassing all aspects of the land development process.

Banks Engineering provides a wide-range of resources beginning with the design process and continuing through the projects construction. Following is a list of valuable resources that make up Banks ability to deliver high quality service and complete commitment to client satisfaction.

1. Professional, Experienced and Licensed Engineers, Planners and Surveyors
2. Extensive Computer Aided Drafting & Design (CAD) Stations and Technicians
3. Permit Technicians with experience in all aspects of the project's permitting process
4. Station Survey Components, G.P.S. Complete Survey Stations, 4-Wheel Drive Survey Vehicles, and excellent Field Crews.

All of the staff at Banks Engineering takes great pride in his/or her work. While taking advantage of Banks' numerous resources, we also have excellent working relationships with the many other companies that encompass the Engineering process, that are crucial to the successful completion of our projects.

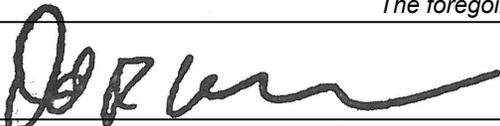
We are committed to meeting any requested budget or time requirements. Our experience allows us to provide cost effective solutions for our clients. Our company size allows us to provide the staff needed to meet time constraints.

Please see additional information in the LOI & Professional Qualifications Statement herewith.

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE



32. DATE

7/22/2022

33. NAME AND TITLE

David R. Underhill, Jr. - Vice President



DAVID R. UNDERHILL, P.E.

Vice President, Project Manager

PROFESSIONAL SUMMARY

Dave is a civil engineer with Banks Engineering and has over twenty-three (23) years of civil engineering design and management for a wide range of projects located in Southwest Florida. He received a Bachelor of Science Degree in Civil Engineering from The University of Florida and is a registered Professional Engineer in the state of Florida. Dave has comprehensive experience in the design, permitting and construction of a large range of land development projects. His diverse portfolio includes industrial, commercial, residential, transportation, and utility projects. His clients include government agencies and private developers. As a Civil Engineer and a Vice President of Banks Engineering, Dave is responsible for managing the design, production, permitting and client coordination from preliminary project planning through completion of the project. In addition, his contributions include managing the project budget and ensuring adherence to the project schedule.

ACADEMIC EDUCATION

University of Florida, Gainesville, Florida; 1988
Bachelor of Science, Civil Engineering

PROFESSIONAL REGISTRATIONS/AFFILIATIONS

Professional Engineer, State of Florida
License Number 47029

CONTACT INFORMATION

Phone: 239-939-5490
Fax: 239-939-2523
Email: dunderhill@bankseng.com



Professional Engineers, Planners & Land Surveyors

PROJECT EXPERIENCE

RESIDENTIAL AND MIXED-USE DEVELOPMENTS:

- **Bonita National - Bonita Springs, Florida**
486-acre, 1,459-unit, single-family and multi-family residential development in Bonita Springs, Florida. The project includes the easterly 2 miles of Bonita Beach Road. Two roundabouts are present, one internal and one external to the Bonita National Project.
- **Preserve at Corkscrew - Lee County, Florida**
300-acre, 450-unit residential development on Corkscrew Road. The project includes a turn lane at the project entrance and approximately 1/2 mile of multi-use path along Corkscrew Road that was constructed and dedicated to Lee County.

PUBLIC PRIVATE PARTNERSHIP:

- **Bonita Beach Road - Bonita Springs, Florida**
Responsible for the design, permitting and construction coordination for the eastern 4 miles of Bonita Beach Road from Worthington to Bonita National. The roadway was originally designed as a 2 lane corridor and later converted to 4 lanes. This roadway was constructed by the various developments fronting the roadway.
- **Logan Road - Collier County, Florida**
Responsible for the design, permitting and construction coordination for the northern 1.7 miles of Logan Blvd. north of Immokalee Road. The roadway is completed and owned and maintained by Collier County.
- **Bonita Fire Station #23 - Bonita Springs, Florida**
Design, permitting and construction of a new fire station on Bonita Beach Road.

COMMERCIAL AND MIXED-USE:

- **Liberty Health Park - Cape Coral, Florida**
28-acre mixed use development including 3 commercial parcels and 280 apartment units. The project includes widening and turn lanes on NE 23rd Terrace at the Pine Island Road intersection and at the project entrance. Also included are turn lanes and intersection improvements on Pine Island Road along with the signalization of the intersection by FDOT. The project is a partnership between the developer, FDOT and the City of Cape Coral.
- **Grand Central - Fort Myers, Florida**
25-acre mixed use development with 280 apartments and 3 commercial out parcels. Design, permitting and construction coordination for the development of the project. The project included the re-spacing of the existing driveways with left and right turn lane improvements on US 41.

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Port Charlotte, Florida 33952
Phone: 941-625-1165 | Fax: 941-625-1149



RICHARD M. RITZ, R.L.S.

Vice President, Director of Surveying

PROFESSIONAL SUMMARY

Rick is a Registered Land Surveyor with forty-seven (47) years of experience in Southwest Florida. He has coordinated the field surveying and office mapping of design surveys for many large developments. Rick has extensive experience in the production of ALTA/ACSM Land Title Surveys, Condominium Exhibits, Record Plats, Topographic and Jurisdictional Surveys, as well as Coastal Construction Permitting. He has managed the construction staking for projects from small commercial projects to developments in excess of 1000 acres and improvements within public rights-of-way. As Vice President and Director of Surveying of Banks Engineering, Rick is responsible for the oversight of the company's survey operations.

ACADEMIC EDUCATION

Overlea High School, Baltimore, Maryland, 1970
High School Diploma

PROFESSIONAL REGISTRATIONS/AFFILIATIONS

- Professional Surveyor, State of Florida
Certificate Number 4009
- Member, Florida Surveying & Mapping Society (FSMS)
- President, Collier-Lee Chapter FSMS (2006-2007)
- Vice-President, Collier-Lee Chapter FSMS (2005-2006)
- Secretary, Collier-Lee Chapter FSMS (2004-2005)
- Florida Surveying & Mapping Society Chapter
President of the Year (2006-2007)
- Director, Florida Surveying & Mapping Society (2009-2016)
- FSMS Director of the Year (2012-2014)

CONTACT INFORMATION

Phone: 239-939-5490
Fax: 239-939-2523
Email: rritz@bankseng.com



Professional Engineers, Planners & Land Surveyors

PROJECT EXPERIENCE

ROADWAY PROJECTS

- **I-75 - Charlotte County, Florida**
Improvements within the right-of-way including storm drainage and road widening.
- **I-75/SR 82 - Lee County, Florida**
Improvements within the right-of-way including drainage, waterline, and road widening.
- **Daniels Road Improvements - Lee County, Florida**
Chamberlin Parkway to Gateway Boulevard improvements within the right-of-way including waterline, storm drainage, sidewalks, and road widening
- **Plantation Road Extension - Fort Myers, Florida**
Prepare route survey of the 1.2 mile road extension. Prepare topographic survey for design purposes. Prepare legal descriptions and sketches for right-of-way takings. Provide oversight for the roadway and utility construction and as-builts.

RESIDENTIAL PROJECTS

- **Heritage Palms - Fort Myers, Florida**
Prepare boundary survey of 820 acre parcel for acquisition. Establish aerial target control network for photogrammetric topographic survey. Provide supplemental topographic data for engineering design purposes. Provide oversight for the construction staking of the infrastructure, along with the preparation of subdivision plats, condominium exhibits and legal descriptions.
- **Preserve at Corkscrew - Lee County, Florida**
300-acre, 450-unit residential development on Corkscrew Road. The project includes a turn lane at the project entrance and approximately 1/2 mile of multi-use path along Corkscrew Road that was constructed and dedicated to Lee County.
- **Stoneybrook North - Lee County, Florida**
Prepare ALTA/ACSM Land Title Survey for 741-acre parcel for acquisition. Establish aerial target control network for photogrammetric topographic survey. Provide supplemental topographic data for engineering design purposes. Preparation of subdivision plat and legal descriptions. Oversight of field crews in obtaining topographic data in both Bayshore and Popash Creek watersheds for remapping the proposed FEMA floodway and floodplain limits.

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Port Charlotte, Florida 33952
Phone: 941-625-1165 | Fax: 941-625-1149



SAMUEL W. MARSHALL, P.E.

Vice President

PROFESSIONAL SUMMARY

Mr. Marshall is a Civil Engineer with Banks Engineering and has over thirty (30) years of experience in Southwest Florida. He received a Bachelor of Science Degree in Civil Engineering from the University of Florida and is a registered Professional Engineer in the State of Florida. Mr. Marshall has comprehensive experience in the design, permitting, and construction of a large range of land development projects. His diverse portfolio includes industrial, commercial, multi-family and single-family residential, and mixed-use projects. His clients include government agencies and private developers. As a Civil Engineer and a Vice President of Banks Engineering, Mr. Marshall is responsible for managing the design, production, permitting, and client coordination from preliminary project planning through completion of the project. In addition, his contributions include managing the project budget and ensuring adherence to the project schedule.

ACADEMIC EDUCATION

University of Florida, Gainesville, Florida; 1990
Bachelor of Science; Civil Engineering

PROFESSIONAL REGISTRATIONS/AFFILIATIONS

Professional Engineer, State of Florida
License Number 48881

CONTACT INFORMATION

Phone: 239-939-5490
Fax: 239-939-2523
Email: smarshall@bankseng.com



Professional Engineers, Planners & Land Surveyors

PROJECT EXPERIENCE

DRAINAGE STUDIES AND DEVELOPMENT DESIGN

- **Drainage Study and Design for 1200+ Acre Miromar Lakes Property bounded by I-75 and bisected by Ben Hill Griffin Parkway -**
Banks Engineering completed the conceptual storm water design and permitted it through the SFWMD, and completed the backbone water management system and first several phases of construction from design and permitting through construction certification. The storm water system flowed through the Ben Hill Griffin Parkway right-of-way and ultimately discharged into the I-75 right-of-way. Banks Engineering was also the Engineer of Record for the Chapter 190 Community Development District responsible for developing and certifying construction costs used to obtain bonds to fund infrastructure development.
- **Popash Creek and Bayshore Creek Drainage Study -**
Banks Engineering performed a study of the twelve (12) square mile Popash and Bayshore Creek drainage basins including Pritchett Parkway (Lee County Collector Road), privately maintained paved and unpaved roads and agricultural lands. Banks Engineering utilized both ICPR and HEC-RAS drainage modeling programs to determine that proposed County drainage improvements to the creeks would not cause adverse impacts on upstream or downstream lands. Banks Engineering partnered with Lee County to file a protest with FEMA during the re-mapping of Floodways over Popash and Bayshore Creeks. The Banks Engineering hydraulic models were approved by FEMA's consultant and the floodway mapping generated by Banks Engineering was adopted by FEMA. For each agency (County, SFWMD and FEMA) the modeling criteria were different. Banks Engineering was able to work with and meet each agency's criteria to gain their approval.
- **Drainage Study and Design for 1,600+ Acre Heritage Lakes Property within the Six Mile Slough, Billy's Creek and Orange River Drainage Basins -**
Drainage study of this property adjacent to I-75 and SR-82 to facilitate drainage discharges to those facilities and to allow access connection of a mixed-use development to SR-82. The 1,600+ acre property is within three difference drainage basins, including being the headwater tributary to the Six Mile Slough Preserve. Banks Engineering participated in the annexation of the site into the City of Fort Myers, a large scale comprehensive plan amendment and design and approval of the water management system through the SFWMD.
- **Drainage, Water, Sewer & Roadway Master Planning, Engineering Design, Permitting and Construction Services for Multi-Phase Developments -**
Including Heritage Palms, a 820 acre residential community located in the City of Fort Myers and North Brook, a 745 acre residential community located in North Fort Myers.

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**ISLAND LAKE ESTATES COMMUNITY DEVELOPMENT DISTRICT
DISTRICT ENGINEER REQUEST FOR QUALIFICATIONS
COMPETITIVE SELECTION SCORING SHEET**

Criteria		Banks Engineering
<p>1) Ability and Adequacy of Professional Personnel (Weight: 30 Points)</p> <p>Consider the capabilities and experience of key personnel within the firm including certification, training, and education; affiliations and memberships with professional organizations; etc.</p>		
<p>2) Consultant's Past Experience (Weight: 30 Points)</p> <p>Past performance for other Community Development Districts in other contracts; amount of experience on similar projects, particularly in relationship to roadway design in this general area of Charlotte County and along this specific corridor.</p>		
<p>3) Geographic Location (Weight: 20 Points)</p> <p>Consider the geographic location of the firm's headquarters, offices and personnel in relation to the project.</p>		
<p>4) Willingness to Meet Time and Budget Requirements (Weight: 15 Points)</p> <p>Consider the consultant's ability and desire to meet time and budget requirements including staffing levels and past performance on previous projects; etc.</p>		
<p>5) Recent, Current and Projected Workloads (Weight: 5 Points)</p> <p>Consider the current and projected workloads of the firm.</p>		
TOTAL POINTS		

ENGINEERING SERVICES AGREEMENT

THIS ENGINEERING SERVICES AGREEMENT (this “Agreement”) is made and entered into as of this 9th day of August 9, 2022, by and between **ISLAND LAKE ESTATES COMMUNITY DEVELOPMENT DISTRICT**, a local unit of special purpose government established and existing pursuant to Chapter 190, *Florida Statutes*, and the laws of the State of Florida (“District”) and **BEI ENGINEERING GROUP, INC. (d/b/a BANKS ENGINEERING)**, a Florida corporation (“Engineer”).

WHEREAS, the District solicited for proposals to serve as the Engineer for the District in accordance with Sections 190.033 and 287.055, *Florida Statutes*; and

WHEREAS, the Engineer submitted a proposal to serve in this capacity; and

WHEREAS, the District’s Board of Supervisors ranked the Engineer as the number one most qualified firm to serve as the Engineer for the District and authorized negotiation of a contract; and

WHEREAS, the District intends to employ the Engineer to perform engineering, surveying, planning, landscaping, environmental management and permitting, and such other services as deemed necessary by the District, as defined in separate work authorizations; and

WHEREAS, the Engineer shall serve as the District’s professional representative in each service or project to which this Agreement applies and will provide the required services defined in separate work authorizations to the District during the performance of his services.

NOW THEREFORE, for and in consideration of the premises, the mutual covenants herein contained, the act and deeds to be performed by the parties, the receipt and sufficiency of which are hereby acknowledged, it is mutually covenanted and agreed as follows:

ARTICLE 1. SCOPE OF SERVICES.

A. The Engineer will provide general engineering services, as authorized by the Board of Supervisors and supervised by the District’s Manager or directed by the District Manager, including:

- 1.** Prepare any necessary reports and attend meetings of the District’s Board of Supervisors; and
- 2.** Assistance in meeting with necessary parties pertaining to bond issues, special reports, feasibility studies or other tasks; and
- 3.** Performance of any other duties related to the provision of infrastructure and services.

B. The Engineer shall prepare construction drawings and specifications for the type of work as authorized by the Board of Supervisors of the District and directed by the District’s Manager. This may include rendering assistance in the drafting of forms,

ENGINEERING SERVICES AGREEMENT

proposals and contracts, issuance of certificates of construction and payment, assisting and supervising the bidding processes, and any other activity required by the District.

C. The Engineer shall provide general services during the construction phase of a project as authorized by the District and supervised by the District's Manager which may include the following:

1. Periodic visits to the site, or full-time services, as directed by the District; and
2. Processing of contractors' pay estimates; and
3. Final inspection and requested certificates for construction including the final certification of construction; and
4. Consultation and advice during construction, including performing all roles and actions required of any construction contract between the District and any contractor(s) in which the Engineer is named as owner's representative or "Engineer"; and
5. Any other activity related to construction as authorized by the District.
6. Land surveying.
7. Topographic surveying.
8. Staking and layout work for construction.
9. Tests of material and underground explorations; and
10. Aerial photographs.

D. The Engineer will assign a project manager to the District, notifying the District in writing, which project manager shall be the primary contact person for the Engineer.

E. In those instances where the Engineer believes that a task, work, or project requires additional personnel, the Engineer shall obtain the prior written approval of the District. The Engineer shall optimize the resources available through the District staff before utilizing additional Engineer personnel.

F. Each project shall utilize standard project management methodology.

G. The District retains the right to at any time, without penalty or charge, suspend any previously authorized work, task or project, by providing written notice to the Engineer, provided however that the District shall be responsible to pay the Engineer for all authorized work performed prior to receipt by Engineer of the notice of suspension.

H. The District retains the right to obtain other engineering services.

I. The professional services to be provided by Engineer shall comply with all applicable laws, statutes, ordinances, codes, orders (including, without limitation, the PUD Ordinance), rules and regulations, and shall be performed with the degree of care

ENGINEERING SERVICES AGREEMENT

and diligence and in accordance with the professional standards of professional engineers practicing in the State of Florida. The services shall be performed within the standards of the industry. In the event of any conflict between the rules, regulations and ordinances promulgated by the various governmental authorities controlling construction of improvements, Engineer covenants and agrees that it will design such improvements in accordance with the standards of the industry.

ARTICLE 2. METHOD OF AUTHORIZATION/SCHEDULE.

A. Each service or project shall be authorized in writing by the District. The written authorization shall be incorporated in a Work Authorization that shall include the scope of work, compensation, and special provisions or conditions specific to the service or project being authorized. Authorization of services or projects under the contract shall be at the sole option of the District and as agreed to by the Engineer.

B. Engineer shall perform its obligations under this Agreement as expeditiously and efficiently as are consistent with professional skill and care and the orderly progress of the construction of the District's facilities and improvements and meet such project schedules as may be developed by District and consistent with information provided to Engineer by District and applicable government agencies. Engineer agrees that all services shall be provided in such a manner as to meet District's reasonable expectation and to provide Engineer's best efforts to ensure the timely progression of the work being performed by the District.

ARTICLE 3. COMPENSATION.

It is understood and agreed that the payment of compensation for services under this contract shall be stipulated in each Work Authorization. One of the following methods shall be utilized:

Lump Sum Amount. For services or projects where the District and Engineer mutually agree to a maximum lump sum amount for the services to be rendered payable monthly in direct proportion to the work accomplished.

Hourly Personnel Rates. For services or projects where the scope of services is not capable of being clearly defined or recurring services or other projects where the District desires the use of the hourly compensation rates, the services shall be charged at the Engineer's current and best rates, a current copy of which is outlined in Schedule A, attached hereto and made a part hereof. If requested by the District, Engineer shall provide the District with written updates of said rate schedule.

ARTICLE 4. REIMBURSABLE EXPENSES.

ENGINEERING SERVICES AGREEMENT

Reimbursable expenses consist of actual expenditures made by the Engineer, its employees, or its consultants in the interest of District authorized work for the incidental expenses listed as follows:

- A.** Expenses of transportation and living when traveling in connection with the project, for long distance calls and facsimiles, and fees paid for securing approval of authorities having jurisdiction over the Project. Requests for reimbursements for all such Expenditures shall be made in accordance with Chapter 112, Florida Statutes and with the District's travel policy.

- B.** Actual expense of reproduction, postage and handling of drawings, and specifications except those use for in-house purposes by Engineer.

ARTICLE 5. SPECIAL CONSULTANTS.

When authorized in writing by the District, additional special consulting services shall be paid for at the actual cost of the special consultant without any markup by the Engineer.

ARTICLE 6. BILLING AND ACCOUNTING RECORDS.

Bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof. The Engineer, when billing based upon an hourly basis shall record the time expended in increments not less than two-tenths (.2) of an hour, with an accompanying detailed explanation for each time entry. Records of the Engineer pertaining to the services provided hereunder shall be kept on a basis of generally accepted accounting principles and shall be available to the District or its authorized representative for observation or audit at mutually agreeable times. The Engineer shall not charge for time expended in billing preparation or review or for internal administration of this Agreement. The Engineer acknowledges that the provisions of Article 14 of this Agreement may apply to such records.

ARTICLE 7. OWNERSHIP OF PLANS.

All plans produced by the Engineer shall immediately become property of the District.

ARTICLE 8. REUSE OF DOCUMENTS.

All documents including drawings and specifications furnished by the Engineer pursuant to this Agreement are instruments of service. They are not intended or represented to be suitable for reuse by the District or others on extensions of the work for which they were provided or on any other project. Any reuse without specific written consent by the Engineer will be at the District's sole risk and without liability or legal exposure to the Engineer.

ENGINEERING SERVICES AGREEMENT

ARTICLE 9. ESTIMATE OF COST.

Since the Engineer has no control over the cost of labor, materials or equipment, a contractor's(s') methods of determining prices, competitive bidding or market conditions, any opinions of probable cost provided as a service hereunder are to be made on the basis of his experience and qualifications and represent his best judgment as a design professional familiar with the construction industry, but the Engineer cannot and does not guarantee that proposals, bids, or the construction costs will not vary from opinion of probable cost prepared by the contractor. If the District wishes greater assurance as to the construction costs, it shall employ an independent cost estimator at its own expense. Services to modify approved documents to bring the construction cost within any limitation established by the District will be considered additional services and may justify additional fees.

ARTICLE 10. INSURANCE.

The Engineer shall, at its own expense, maintain insurance during the performance of its services under this Agreement, with limits of liability not less than the following:

Workers Compensation	Statutory
General Liability <ul style="list-style-type: none">• Bodily Injury (including Contractual)• Property Damage (including Contractual)	\$1,000,000/ \$2,000,000 \$1,000,000/ \$2,000,000
Automobile Liability (if Applicable) <ul style="list-style-type: none">• Bodily Injury• Property Damage	\$1,000,000/ \$1,000,000 \$1,000,000
Professional Liability for Errors and Omissions	\$1,000,000/\$3,000,000

The Engineer shall provide the District with a certificate evidencing compliance with the above terms and naming the District as an additional insured on general and automobile liability policies. The Engineer shall require that the insurer provide the District with thirty (30) days notice of cancellation and provide written certification thereof. At no time shall the Engineer be without insurance in the above amounts.

ARTICLE 11. CONTINGENT FEE.

The Engineer warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Engineer, to solicit or secure this Agreement, and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Engineer, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement.

ENGINEERING SERVICES AGREEMENT

ARTICLE 12. AUDIT.

The Engineer agrees that the District or any of its duly authorized representatives shall, until the expiration of five years after expenditure of funds under this Agreement, have access to and the right to examine any books, documents, papers, and records of the Engineer involving transactions related to the Agreement. The Engineer agrees that payment made under this Agreement shall be subject to reduction for amounts charged thereto that are found on the basis of audit examination not to constitute allowable costs. All required records shall be maintained until an audit is completed and all questions arising therefrom are resolved, or five years after completion of all work under the Agreement. At the end of said time period, the Engineer shall turn over District records to the District and will be reimbursed for the actual costs to do so.

ARTICLE 13. INDEMNIFICATION.

The Engineer agrees, to the fullest extent permitted by law, to indemnify, defend, and hold the District, its Board members, officers, agents, employees harmless of and from any and all liabilities, claims, costs, expenses, causes of action, demands, suits, or losses (including attorneys' fees and costs) arising from the negligent or wrongful acts, errors, or omissions, or the misconduct, of the Engineer, the Engineer's agents, or its employees, in the performance of professional services under this Agreement. The Engineer agrees and covenants that nothing herein shall constitute or be construed as a waiver of the District's sovereign immunity pursuant to section 768.28, F.S. The terms and provisions of this Article shall survive the expiration or termination of this Agreement.

ARTICLE 14. PUBLIC RECORDS.

The Engineer agrees and understands that Chapter 119, Florida Statutes, may be applicable to documents prepared in connection with the work provided to the District by Engineer. The Engineer shall allow access to all documents, papers, letters, or other materials subject to the provisions of Chapter 119, F.S. The District shall have the right to unilaterally cancel this Agreement for refusal by the Engineer to allow public access to all documents, papers, letters, or other materials that are subject to the provisions of Chapter 119, F.S. and made or received by the Engineer in conjunction with this Agreement.

ARTICLE 15. EMPLOYMENT VERIFICATION.

The Engineer agrees that it shall bear the responsibility for verifying the employment status, under the Immigration Reform and Control Act of 1986, of all persons it employs in the performance of this Agreement.

ARTICLE 16. CONTROLLING LAW.

The Engineer and the District agree that this Agreement shall be controlled and governed by the laws of the State of Florida. The parties to this Agreement acknowledge venue as lying in

ENGINEERING SERVICES AGREEMENT

Charlotte County, Florida and further agree that all litigation arising out of this Agreement or the services provided hereunder shall be in the Florida state court of appropriate jurisdiction in Charlotte County, Florida.

ARTICLE 17. ASSIGNMENT AND AMENDMENT.

Neither the District nor the Engineer shall assign, sublet, or transfer any rights under or interest in this Agreement without the express written consent of the other. Nothing in this paragraph shall prevent the Engineer from employing such independent professional associates and consultants, as the Engineer deems appropriate, pursuant to Article 5 herein. Amendment to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both of the parties hereto.

ARTICLE 18. TERMINATION.

This Agreement shall commence upon execution of this Agreement by both parties and shall continue until terminated in accordance with the provisions herein. The District may terminate this Agreement, in whole or in part, for non-performance by the Engineer or for convenience and without cause, at the District's discretion, by providing thirty (30) days written notice to the Engineer of the District's intent to terminate. The Engineer may terminate this Agreement without cause upon ninety (90) days written notice. At such time as the Engineer receives notification of the intent of the District to terminate the Agreement, the Engineer shall not perform any further services unless directed to do so by the Board of Supervisors. In the event of any termination, the Engineer will be paid for services rendered to the date of termination and all reimbursable expenses incurred to the date of termination.

ARTICLE 19. RECOVERY OF COSTS AND FEES.

In the event either party is required to enforce this Agreement by court proceedings or otherwise, to the extent permitted by law, the prevailing party shall be entitled to recover from the other party its reasonable attorneys' fees and costs, including those associated with any appeal.

ARTICLE 20. INDEPENDENT CONTRACTOR.

In all matters relating to this Agreement, the Engineer shall be acting as an independent contractor. Neither the Engineer nor employees of the Engineer, if any, are employees of the District under the meaning or application of any federal or state Unemployment or Insurance Laws or Old Age Laws or otherwise. The Engineer agrees to assume all liabilities or obligations imposed by anyone or more of such laws with respect to employees of the Engineer, if any, in the performance of this Agreement. The Engineer shall not have any authority to assume or create any obligation, expressed or implied, on behalf of the District and the Engineer shall have no authority to represent as agent, employee, or in any other capacity the District unless set forth differently herein.

ENGINEERING SERVICES AGREEMENT

ARTICLE 21. NOTICES.

Any notice provided by this Agreement to be served in writing upon either of the parties shall be deemed sufficient if hand delivered, sent by commercial overnight courier, or mailed by registered or certified mail, return receipt requested, to the authorized representative of the other party at the addresses below or to such other addresses as the parties hereto may hereafter designate in writing. Any such notice or demand shall be deemed to have been given or made as of the time of actual delivery, or, in the case of certified mailing, such notice shall be effective from the date the same is deposited in the mail with postage prepaid. The addresses for notice purposes are as follows:

IF TO ENGINEER: Banks Engineering
4161 Tamiami Trail
Building 5, Unit 501
Port Charlotte, Florida 33952
Phone: (941)-625-1165
Attention: Todd Rebol

IF TO DISTRICT: Island Lake Estates Community Development District
2301 NE 37th Street
Fort Lauderdale, Florida 33308
Phone: 954-658-4900
E-Mail: JimWard@JimWardAssociates.com
Attention: Mr. James P. Ward

WITH A COPY TO: KE Law Group, PLLC
P.O. Box 6386
Tallahassee, Florida 32314
Phone: (850)528-6152
Attention: Jere Earlywine

ARTICLE 21. OBJECTIVE CONSTRUCTION AND ACCEPTANCE.

This Agreement reflects the negotiated agreement of the parties, each represented by competent legal counsel. Accordingly, this Agreement shall be construed as if both parties jointly prepared it, and no presumption against one party or the other shall govern the interpretation or construction of any of the provisions of this Agreement. Acceptance of this Agreement is indicated by the signature of the authorized representative of the District and the Engineer in the spaces provided below.

ARTICLE 22. SEVERABILITY.

ENGINEERING SERVICES AGREEMENT

Should any clause, paragraph, or other part of this Agreement be held or declared void or illegal, for any reason, by any court having competent jurisdiction, all other clauses, paragraphs or parts of this Agreement shall nevertheless remain in full force and effect.

ARTICLE 23. ACCEPTANCE.

Acceptance of this Agreement is indicated by the signature of the authorized representative of the District and the Engineer in the spaces provided below.

{Signatures appear on the following page}

ENGINEERING SERVICES AGREEMENT

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first above written.

DISTRICT:

ATTEST:

**ISLAND LAKE ESTATES COMMUNITY
DEVELOPMENT DISTRICT**

James P. Ward, Secretary

By: _____
_____, Chairman

ENGINEER:

BANKS ENGINEERING,
a Florida corporation

By: _____
_____, President

ENGINEERING SERVICES AGREEMENT

SCHEDULE A



Professional Engineers, Planners & Land Surveyors

FEE SCHEDULE

Principal Engineer	\$185.00
Professional Engineer I	\$110.00
Professional Engineer II	\$125.00
Professional Engineer III	\$150.00
Project Manager I	\$ 85.00
Project Manager II	\$100.00
Project Manager III	\$125.00
Project Manager IV	\$150.00
Project Manager V	\$185.00
Engineer Intern I	\$ 85.00
Engineer Intern II	\$100.00
Engineer Technician I	\$ 55.00
Engineer Technician II	\$ 65.00
Engineer Technician III	\$ 75.00
Engineer Technician IV	\$ 85.00
Professional Land Surveyor I	\$110.00
Professional Land Surveyor II	\$125.00
Professional Land Surveyor III	\$150.00
Principal Surveyor	\$185.00
Survey Technician I	\$ 55.00
Survey Technician II	\$ 65.00
Survey Technician III	\$ 75.00
Survey Technician IV	\$ 85.00
Survey Technician V	\$ 95.00
4-Man Survey Crew	\$160.00
3-Man Survey Crew	\$125.00
2-Man Survey Crew	\$100.00
1-Man Survey Crew	\$ 80.00
Administrative Assistant I	\$ 40.00
Administrative Assistant II	\$ 50.00
Administrative Assistant III	\$ 60.00
Planner I	\$ 65.00
Planner II	\$ 75.00
Planner III	\$ 85.00
Planner IV	\$100.00
Planner V	\$125.00
Principal Planner	\$150.00

Reimbursables:

Mileage (Based on IRS published rate)	\$ 0.625
Copies:	
Letter	\$ 0.15
Legal	\$ 0.25
Ledger	\$ 0.30
Digital Plan Copies (Black & White)	\$ 1.25
Digital Plan Copies (Color)	\$ 2.25
Mylar Copies	\$ 5.50

Updated 07/05/2022

SERVING SOUTHWEST FLORIDA

ISLAND LAKE ESTATES COMMUNITY DEVELOPMENT DISTRICT



FINANCIAL STATEMENTS - JULY 2022

FISCAL YEAR 2022

PREPARED BY:

JPWARD & ASSOCIATES, LLC, 2301 NORTHEAST 37TH STREET, FORT LAUDERDALE, FL 33308

T: 954-658-4900 E: JimWard@JPWardAssociates.com

JPWard and Associates, LLC

Community Development District Advisors

*Island Lake Estates
Community Development District*

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JPWard & Associates, LLC

2301 NORTHEAST 37 STREET
FORT LAUDERDALE,
FLORIDA 33308

**Island Lake Estates
Community Development District
Balance Sheet
for the Period Ending July 31, 2022**

	Governmental Funds			Totals (Memorandum Only)
	General Fund	Account Groups		
		General Long Term Debt	General Fixed Assets	
Assets				
Cash and Investments				
General Fund - Invested Cash	\$ 25,484	\$ -	\$ -	\$ 25,484
Debt Service Fund				
Interest Account			-	\$ -
Sinking Account			-	\$ -
Reserve Account				\$ -
Revenue Account			-	\$ -
Capitalized Interest			-	\$ -
Prepayment Account			-	\$ -
Construction Account				\$ -
Cost of Issuance Account				\$ -
Due from Other Funds				
General Fund	-	-	-	-
Debt Service Fund(s)	-	-	-	-
Accounts Receivable	-	-	-	-
Assessments Receivable	-	-	-	-
Amount Available in Debt Service Funds	-	-	-	-
Amount to be Provided by Debt Service Funds	-	-	-	-
Total Assets	<u>\$ 25,484</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 25,484</u>

**Island Lake Estates
Community Development District
Balance Sheet
for the Period Ending July 31, 2022**

	Governmental Funds			
	General Fund	Account Groups		Totals (Memorandum Only)
		General Long Term Debt	General Fixed Assets	
Liabilities				
Accounts Payable & Payroll Liabilities	\$ -	\$ -	\$ -	\$ -
Due to Fiscal Agent				
Due to Other Funds	-			-
General Fund	-	-	-	-
Debt Service Fund(s)	-	-	-	-
Due to Developer				-
Bonds Payable				
Current Portion		-	-	
Long Term			-	
Unamortized Prem/Discount on Bds Pyb		-		-
Total Liabilities	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Fund Equity and Other Credits				
Investment in General Fixed Assets	-	-	-	-
Fund Balance				
Restricted				
Beginning: October 1, 2021 (Unaudited)	-	-	-	-
Results from Current Operations	-	-	-	-
Unassigned				
Beginning: October 1, 2021 (Unaudited)	-	-	-	-
Results from Current Operations	25,484	-	-	25,484
Total Fund Equity and Other Credits	<u>\$ 25,484</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 25,484</u>
Total Liabilities, Fund Equity and Other Credits	<u>\$ 25,484</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 25,484</u>

Island Lake Estates
Community Development District
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
Through July 31, 2022

Description	July	Year to Date	Total Annual Budget	% of Budget
Revenue and Other Sources				
Carryforward	\$ -	\$ -	\$ -	N/A
Interest				
Interest - General Checking	-	-	-	N/A
Special Assessment Revenue				
Special Assessments - On-Roll	-	-	-	N/A
Special Assessments - Off-Roll	-	-	-	N/A
Developer Contribution	30,000	30,000	-	N/A
Total Revenue and Other Sources:	\$ 30,000	\$ 30,000	\$ -	N/A
Expenditures and Other Uses				
Legislative				
Board of Supervisor's Fees	-	-	-	N/A
Executive				
Professional Management	-	-	-	N/A
Financial and Administrative				
Audit Services	-	-	-	N/A
Accounting Services	-	-	-	N/A
Assessment Roll Preparation	-	-	-	N/A
Arbitrage Rebate Services	-	-	-	N/A
Other Contractual Services				
Legal Advertising	702	702	-	N/A
Trustee Services	-	-	-	N/A
Dissemination Agent Services	-	-	-	N/A
Property Appraiser Fees	-	-	-	N/A
Bank Service Fees	-	-	-	N/A

Island Lake Estates
Community Development District
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
Through July 31, 2022

Description	July	Year to Date	Total Annual Budget	% of Budget
Travel and Per Diem	-	-	-	N/A
Communications & Freight Services				
Postage, Freight & Messenger	-	-	-	N/A
Rentals and Leases				
Meeting Room Rental	336	336	-	N/A
Insurance	1,493	1,493	-	N/A
Printing & Binding	443	443	-	N/A
Website Development	1,220	1,220	-	N/A
Subscription & Memberships	-	-	-	N/A
Legal Services				
Legal - General Counsel	322	322	-	N/A
Other General Government Services				
Engineering Services	-	-	-	N/A
Contingencies	-	-	-	N/A
Capital Outlay	-	-	-	N/A
Other Fees and Charges	-	-	-	N/A
Discounts/Collection Fees	-	-	-	
Sub-Total:	4,516	4,516	-	N/A
Total Expenditures and Other Uses:	\$ 4,516	\$ 4,516	\$ -	N/A
Net Increase/ (Decrease) in Fund Balance	25,484	25,484	-	
Fund Balance - Beginning	-	-	-	
Fund Balance - Ending	\$ 25,484	25,484	\$ -	