



Rizzetta & Company

LTC Ranch West Residential Community Development District

**Board of Supervisor's Meeting
April 11, 2023**

**District Office:
8529 South Park Circle
Suite 330
Orlando, FL 32819**

LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT

Offices of GreenPointe Communities, LLC
864 S.E. Becker Road, Port St. Lucie, FL 34984

Board of Supervisors

Grady Miars	Chairman
Austin Burr	Vice Chairman
Chris Fredrick	Assistant Secretary
Robert Nelson	Assistant Secretary
Bo Jahna	Assistant Secretary

District Manager

Richard Hernandez Rizzetta & Company, Inc.

District Counsel

Jonathan Johnson Kutak Rock LLP

Interim Engineer

Kinan Husainy Kimley-Horn and Associates

All cellular phones must be placed on mute while in the meeting room.

The first section of the meeting is called Audience Comments, which is the portion of the agenda where individuals may make comments on Agenda Items. The final section of the meeting will provide an additional opportunity for Audience Comments on other matters of concern that were not addressed during the meeting. Individuals are limited to a total of three (3) minutes to make comments during these times.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (904) 436-6270. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

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

LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT

District Office · Orlando, Florida · (407) 472-2471
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

www.ltc ranchwestcdd.org

April 11, 2023

Board of Supervisors
LTC Ranch West Community
Development District

AGENDA

Dear Board Members:

The **regular** meeting of the Board of Supervisors of the LTC Ranch West Residential Community Development District II will be held on **Tuesday, April 11, 2023, at 11:30 a.m.** at the Office of Greenpointe Communities located at 864 South East Becker Road, Port St Lucie, FL 34984. The following is the agenda for the meeting.

1. **CALL TO ORDER/ROLL CALL**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes from the Regular Meeting Held on September 13, 2022.....Tab 1
 - B. Ratification of Operation & Maintenance Expenditures for September- December 2022 and January- March 2023.....Tab 2
4. **BUSINESS ITEMS**
 - A. Consideration of Resolution 2023-01 Extending Terms of Office of All Current Supervisors.....Tab 3
 - B. Ratification of Memorandum and Resolution 2023-02 for the Appointment of Records Management Liaison.....Tab 4
5. **STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
6. **AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
7. **ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (407) 472-2471.

Very truly yours,
Richard Hernandez
District Manager

MINUTES OF MEETING

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

**LTC RANCH WEST RESIDENTIAL
COMMUNITY DEVELOPMENT DISTRICT**

The **regular** meeting of the Board of Supervisors of the LTC Ranch West Residential Community Development District was held on **Tuesday, September 13, 2022, at 11:30 a.m.** at the Office of Greenpointe Communities located at 864 South East Becker Road, Port St Lucie, FL 34984. Following is the agenda for the meeting.

Austin Burr	Board Supervisor, Vice Chairman
Bo Jahna	Board Supervisor, Assistant Secretary
Chris Frederick	Board Supervisor, Assistant Secretary

Also present were:

Richard Hernandez	District Manager, Rizzetta & Company, Inc.
Jonathan Johnson	District Counsel, Hopping Green & Sams <i>(via speaker phone)</i>
Kinan Husainy	District Engineer, Kimley-Horn <i>(via speaker phone)</i>

There were no members of the public.

FIRST ORDER OF BUSINESS

Call to Order

Mr. Hernandez called the meeting to order at 11:32 a.m.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public were present.

THIRD ORDER OF BUSINESS

Consideration of the Minutes of Meeting from the Regular Meeting held on June 7, 2022

<p>On a motion by Mr. Burr, seconded by Mr. Jahna, with all in favor, the Board approved the Minutes of Meeting from the Regular Meeting held on June 7, 2022, for LTC Ranch West Residential Community Development District.</p>

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FOURTH ORDER OF BUSINESS

Ratification of Operation & Maintenance Expenditures for May - July 2022

Mr. Hernandez presented the operation and maintenance expenditures for May – July 2022.

On Motion by Mr. Burr, seconded by Mr. Frederick, with all in favor, the Board of Supervisors' ratified the Operation & Maintenance Expenditures for May 2022 (\$8,321.10), June 2022 (\$5,556.27) and July 2022 (\$8,710.39), for the LTC Ranch West Residential Community Development District.

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FIFTH ORDER OF BUSINESS

Ratification of Requisitions, Series 2021, CR 5A, CR 9A, CR 21-27A, CR 10-15B, CR 16-17B, CR 18B, CR 19-25B, CR 28-35A, CR 36A, and CR 37-46A

On Motion by Mr. Burr, seconded by Mr. Jahna, with all in favor, the Board of Supervisors' ratified Requisition, Series 2021, CR 5A, CR 9A, CR 21-27A, CR 10-15B, CR 16-17B, CR 18B, CR 19-25B, CR 28-35A, CR 36A, and CR 37-46A, for the LTC Ranch West Residential Community Development District.

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SIXTH ORDER OF BUSINESS

Consideration of Campus Suite Website Contract Addendum

On a motion by Mr. Burr, seconded by Mr. Frederick, with all in favor, the Board approved the Campus Suite Website Contract Addendum, for LTC Residential Community Development District.

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SEVENTH ORDER OF BUSINESS

Consideration of the Fiscal Year 2022-2023 Egis Insurance Proposal

Mr. Hernandez presented and reviewed the Egis Insurance Proposal. The overall insurance increased by \$375.

On a motion by Mr. Burr, seconded by Mr. Jahna, with all in favor, the Board approved the Fiscal Year 2022-2023 Egis Insurance Proposal, for LTC Ranch West Residential Community Development District.

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EIGHTH ORDER OF BUSINESS

Consideration of the Fiscal Year 2022-2023 O&M Budget Funding Agreement

Mr. Hernandez presented and reviewed the Budget Funding Agreement

On a motion by Mr. Burr, seconded by Mr. Frederick, with all in favor, the Board approved the Fiscal Year 2022-2023 Budget Funding Agreement, for LTC Ranch West Residential Community Development District.

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NINTH ORDER OF BUSINESS

Public Hearing on Fiscal Year 2022 - 2023 Final Budget

Mr. Hernandez presented and reviewed the Fiscal Year 2022-2023 Budget and Assessments.

On a motion by Mr. Burr, seconded by Mr. Jahna, with all in favor, the Board opened Public Hearings on Fiscal Years 2022-2023 Budget, for LTC Ranch West Residential Community Development District.

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No comments.

On a motion by Mr. Burr, seconded by Mr. Frederick, with all in favor, the Board closed Public Hearings on Fiscal Years 2022-2023 Budget, for LTC Ranch West Residential Community Development District.

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TENTH ORDER OF BUSINESS

Consideration of Resolution 2022-10, Adopting the Fiscal Year 2022-2023 Final Budget

Mr. Hernandez presented and reviewed the Fiscal Year 2022-2023 Budget and Assessments.

On a motion by Mr. Burr, seconded by Mr. Jahna, with all in favor, the Board adopted Resolution 2022-10, Adopting the Fiscal Year 2022-2023 Final Budget, for LTC Ranch West Residential Community Development District.

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ELEVENTH ORDER OF BUSINESS

Public Hearing on Fiscal Year 2022 - 2023 Special Assessment

Mr. Hernandez presented and reviewed the Fiscal Year 2022-2023 Special Assessments.

On a motion by Mr. Burr, seconded by Mr. Frederick, with all in favor, the Board opened Public Hearings on Fiscal Years 2022-2023 Special Assesments, for LTC Ranch West Residential Community Development District.

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No comments.

On a motion by Mr. Burr, seconded by Mr. Frederick, with all in favor, the Board closed Public Hearings on Fiscal Years 2022-2023 Special Assessments, for LTC Ranch West Residential Community Development District.

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TWELFTH ORDER OF BUSINESS

**Consideration of Resolution 2022-11,
Imposing Special Assessments and
Certifying an Assessment Roll**

Mr. Hernandez presented and reviewed Resolution 2022-11 with the Board.

On a motion by Mr. Burr, seconded by Mr. Frederick, with all in favor, the Board adopted Resolution 2022-11, Imposing Special Assessments and Certifying an Assessment Roll, for LTC Ranch West Residential Community Development District.

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THIRTEENTH ORDER OF BUSINESS

**Consideration of Resolution 2022-12,
Setting the Fiscal Year 2022-2023
Meeting Schedule**

Mr. Hernandez presented and reviewed Resolution 2022-05 with the Board.

On a motion by Mr. Burr, seconded by Mr. Frederick, with all in favor, the Board adopted Resolution 2022-12, Setting the Fiscal Year 2022-2023 Meeting Schedule, for LTC Ranch West Residential Community Development District.

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FOURTEENTH ORDER OF BUSINESS

Staff Reports

- A. **District Counsel**
No Present.
- B. **Interim Engineer**
No Report.
- C. **District Manager**
No Report.

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FIFTEENTH ORDER OF BUSINESS

**Audience Comments and
Supervisor Requests**

Mr. Hernandez announced that the next meeting was scheduled is October 11, 2022, at 11:00 a.m. at the Office of Greenpointe Communities at 864 South East Becker Road, Port St Lucie, FL 34984.

There were no audience comments or supervisor requests at this time.

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ELEVENTH ORDER OF BUSINESS

Adjournment

On a motion by Mr. Burr, seconded by Mr. Frederick, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 11:38 a.m. for LTC Ranch West Residential Community Development District.

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Secretary / Assistant Secretary

Chairman / Vice Chairman

DRAFT

LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ORLANDO

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

Operation and Maintenance Expenditures August 2022 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from August 1, 2022 through August 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$4,100.00**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

LTC Ranch West Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2022 Through August 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	100000	INV0000070177	District Management Services 08/22	\$ <u>4,100.00</u>
Report Total				\$ <u>4,100.00</u>

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
8/1/2022	INV0000070177

Bill To:

LTC Ranch West Residential CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614

Services for the month of	Terms	Client Number
August	Upon Receipt	00582

Description	Qty	Rate	Amount
Accounting Services	1.00	\$1,600.00	\$1,600.00
Administrative Services	1.00	\$350.00	\$350.00
Financial & Revenue Collections	1.00	\$300.00	\$300.00
Management Services	1.00	\$1,750.00	\$1,750.00
Website Compliance & Management	1.00	\$100.00	\$100.00
Date Rec'd Rizzetta & Co., Inc. <u>07/25/2022</u> D/M approval _____ Date _____ Date entered _____ Fund _____ GL _____ OC _____ Check # _____			
Subtotal			\$4,100.00
Total			\$4,100.00

LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ORLANDO

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

Operation and Maintenance Expenditures September 2022 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2022 through September 30, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$13,525.38**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

LTC Ranch West Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2022 Through September 30, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Bo Jahna	100002	BJ091322	Board of Supervisors Meeting 091322	\$ 200.00
Egis Insurance Advisors, LLC	100003	16433	General Liability/Property/POL Insurance 10/01/22-10/01/23	\$ 5,375.00
Innersync Studio, Ltd	100005	20651	CDD Website Services 08/22	\$ 384.38
Kutak Rock, LLP	100006	3097288	Legal Services 07/22	\$ 1,613.00
Kutak Rock, LLP	100006	3097291	Legal Services 08/22	\$ 1,653.00
Rizzetta & Company, Inc.	100001	INV0000070833	District Management Services 09/22	\$ 4,100.00
Thomas Christopher Frederick	100004	CF091322	Board of Supervisors Meeting 091322	\$ <u>200.00</u>
Report Total				\$ <u>13,525.38</u>

LTC Ranch West Residential CDD
Meeting Date: September 13, 2022

SUPERVISOR PAY REQUEST

RECEIVED
 09/15/22

<u>Name of Board Supervisor</u>	<u>Check if paid</u>
Grady Miars	<input type="checkbox"/>
Austin Burr (*)	<input type="checkbox"/>
Bo Jahna	<input checked="" type="checkbox"/>
Robert Nelson	<input type="checkbox"/>
Chris Frederick	<input checked="" type="checkbox"/>
(*) Does not get paid	
<i>NOTE: Supervisors are only paid if checked.</i>	

EXTENDED MEETING TIMECARD

Meeting Start Time:	11:32 am
Meeting End Time:	11:38 am
Total Meeting Time:	6 mins

Time Over (?) Hours:

Total at \$ per Hour:

ADDITIONAL OR CONTINUED MEETING TIMECARD

Meeting Date:	
Additional or Continued Meeting?	
Total Meeting Time:	
Total at \$175 per Hour:	\$0.00

Business Mileage Round Trip	
IRS Rate per Mile	\$0.625
Mileage to Charge	\$0.00

DM Signature: 

INVOICE



Customer	LTC Ranch West Residential CDD
Acct #	1099
Date	08/25/2022
Customer Service	Kristina Rudez
Page	1 of 1

LTC Ranch West Residential CDD
c/o Rizzetta & Company
3434 Colwell Ave, Suite 200
Tampa, FL 33614

Payment Information	
Invoice Summary	\$ 5,375.00
Payment Amount	
Payment for:	Invoice#16433
100122800	

Thank You

Please detach and return with payment



Customer: LTC Ranch West Residential CDD

Invoice	Effective	Transaction	Description	Amount
16433	10/01/2022	Renew policy	Policy #100122800 10/01/2022-10/01/2023 Florida Insurance Alliance Package - Renew policy Due Date: 8/25/2022	5,375.00

RECEIVED
08/26/22

Total
\$ 5,375.00

Thank You

FOR PAYMENTS SENT OVERNIGHT:
Bank of America Lockbox Services, Lockbox 748555, 6000 Feldwood Rd. College Park, GA 30349

Remit Payment To: Egis Insurance Advisors P.O. Box 748555 Atlanta, GA 30374-8555	(321)233-9939 sclimer@egisadvisors.com	Date
		08/25/2022



Egis Insurance & Risk Advisors

Is pleased to provide a

Proposal of Insurance Coverage for:

LTC Ranch West Residential Community Development District

Please review the proposed insurance coverage terms and conditions carefully.

Written request to bind must be received prior to the effective date of coverage.

The brief description of coverage contained in this document is being provided as an accommodation only and is not intended to cover or describe all Coverage Agreement terms. For more complete and detailed information relating to the scope and limits of coverage, please refer directly to the Coverage Agreement documents. Specimen forms are available upon request.

About FIA

Florida Insurance Alliance (“FIA”), authorized and regulated by the Florida Office of Insurance Regulation, is a non-assessable, governmental insurance Trust. FIA was created in September 2011 at a time when a large number of Special Taxing Districts were having difficulty obtaining insurance.

Primarily, this was due to financial stability concerns and a perception that these small to mid-sized Districts had a disproportionate exposure to claims. Even districts that were claims free for years could not obtain coverage. FIA was created to fill this void with the goal of providing affordable insurance coverage to Special Taxing Districts. Today, FIA proudly serves and protects nearly 1,000 public entity members.

Competitive Advantage

FIA allows qualifying Public Entities to achieve broad, tailored coverages with a cost-effective insurance program. Additional program benefits include:

- Insure-to-value property limits with no coinsurance penalties
- First dollar coverage for “alleged” public official ethics violations
- Proactive in-house claims management and loss control department
- Complimentary risk management services including on-site loss control, property schedule verification and contract reviews
- Online Risk Management Education & Training portal
- Online HR & Benefits Support portal
- HR Hotline
- Safety Partners Matching Grant Program

How are FIA Members Protected?

FIA employs a conservative approach to risk management. Liability risk retained by FIA is fully funded prior to the policy term through member premiums. The remainder of the risk is transferred to reinsurers. FIA’s primary reinsurers, Lloyds of London and Hudson Insurance Company, both have AM Best A XV (Excellent) ratings and surplus of \$2Billion or greater.

In the event of catastrophic property losses due to a Named Storm (i.e., hurricane), the program bears no risk as all losses are passed on to the reinsurers. FIA purchases property reinsurance to withstand the 1,000-year storm event (probability of exceedance .1%). This level of protection is statistically 2 to 3 times safer than competitors and industry norms.

What Are Members Responsible For?

As a non-assessable Trust, our members are only responsible for two items:

- Annual Premiums
- Individual Member Deductibles

FIA Bylaws prohibit any assessments or other fees.

Additional information regarding FIA and our member services can be found at www.fia360.org.

Quotation being provided for:

**LTC Ranch West Residential Community Development District
c/o Rizzetta & Company
3434 Colwell Ave, Suite 200
Tampa, FL 33614**

Term: October 1, 2022 to October 1, 2023

Quote Number: 100122800

PROPERTY COVERAGE

SCHEDULE OF COVERAGES AND LIMITS OF COVERAGE

COVERED PROPERTY	
Total Insured Values – Blanket Building and Contents – Per Schedule on file totalling	Not Included
Loss of Business Income	Not Included
Additional Expense	Not Included
Inland Marine	
Scheduled Inland Marine	Not Included

It is agreed to include automatically under this Insurance the interest of mortgagees and loss payees where applicable without advice.

	Valuation	Coinsurance
Property	Replacement Cost	None
Inland Marine	Actual Cash Value	None

DEDUCTIBLES:		
	Not Applicable	Per Occurrence, All other Perils, Building & Contents and Extensions of Coverage.
	Not Applicable	Total Insured Values per building, including vehicle values, for “Named Storm” at each affected location throughout Florida subject to a minimum of Not Applicable per occurrence, per Named Insured.
	Per Attached Schedule	Inland Marine

Special Property Coverages		
Coverage	Deductibles	Limit
Earth Movement	Not Applicable	Not Included
Flood	Not Applicable	Not Included
Boiler & Machinery		Not Included
TRIA		Not Included

*Except for Zones A & V see page 8 (Terms and Conditions) excess of NFIP, whether purchased or not

TOTAL PROPERTY PREMIUM

Not Included

Extensions of Coverage

If marked with an "X" we will cover the following EXTENSIONS OF COVERAGE under this Agreement, These limits of liability do not increase any other applicable limit of liability.

(X)	Code	Extension of Coverage	Limit of Liability
	A	Accounts Receivable	\$500,000 in any one occurrence
	B	Animals	\$1,000 any one Animal \$5,000 Annual Aggregate in any one agreement period
	C	Buildings Under Construction	As declared on Property Schedule, except new buildings being erected at sites other than a covered location which is limited to \$250,000 estimated final contract value any one construction project.
	D	Debris Removal Expense	\$250,000 per insured or 25% of loss, whichever is greater
	E	Demolition Cost, Operation of Building Laws and Increased Cost of Construction	\$500,000 in any one occurrence
	F	Duty to Defend	\$100,000 any one occurrence
	G	Errors and Omissions	\$250,000 in any one occurrence
	H	Expediting Expenses	\$250,000 in any one occurrence
	I	Fire Department Charges	\$50,000 in any one occurrence
	J	Fungus Cleanup Expense	\$50,000 in the annual aggregate in any one occurrence
	K	Lawns, Plants, Trees and Shrubs	\$50,000 in any one occurrence
	L	Leasehold Interest	Included
	M	Air Conditioning Systems	Included
	N	New locations of current Insureds	\$1,000,000 in any one occurrence for up to 90 days, except 60 days for Dade, Broward, Palm Beach from the date such new location(s) is first purchased, rented or occupied whichever is earlier. Monroe County on prior submit basis only
	O	Personal property of Employees	\$500,000 in any one occurrence
	P	Pollution Cleanup Expense	\$50,000 in any one occurrence
	Q	Professional Fees	\$50,000 in any one occurrence
	R	Recertification of Equipment	Included
	S	Service Interruption Coverage	\$500,000 in any one occurrence
	T	Transit	\$1,000,000 in any one occurrence
	U	Vehicles as Scheduled Property	Included
	V	Preservation of Property	\$250,000 in any one occurrence
	W	Property at Miscellaneous Unnamed Locations	\$250,000 in any one occurrence
	X	Piers, docs and wharves as Scheduled Property	Included on a prior submit basis only

	Y	Glass and Sanitary Fittings Extension	\$25,000 any one occurrence
	Z	Ingress / Egress	45 Consecutive Days
	AA	Lock and Key Replacement	\$2,500 any one occurrence
	BB	Awnings, Gutters and Downspouts	Included
	CC	Civil or Military Authority	45 Consecutive days and one mile

CRIME COVERAGE

<u>Description</u>	<u>Limit</u>	<u>Deductible</u>
Forgery and Alteration	Not Included	Not Included
Theft, Disappearance or Destruction	Not Included	Not Included
Computer Fraud including Funds Transfer Fraud	Not Included	Not Included
Employee Dishonesty, including faithful performance, per loss	Not Included	Not Included

AUTOMOBILE COVERAGE

Coverages	Covered Autos	Limit	Premium
Covered Autos Liability	8,9	\$1,000,000	Included
Personal Injury Protection	N/A		Not Included
Auto Medical Payments	N/A		Not Included
Uninsured Motorists including Underinsured Motorists	N/A		Not Included
Physical Damage Comprehensive Coverage	N/A	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto, But No Deductible Applies To Loss Caused By Fire or Lightning. See item Four for Hired or Borrowed Autos.	Not Included
Physical Damage Specified Causes of Loss Coverage	N/A	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto For Loss Caused By Mischief Or Vandalism See item Four for Hired or Borrowed Autos.	Not Included
Physical Damage Collision Coverage	N/A	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto See item Four for Hired or Borrowed Autos.	Not Included
Physical Damage Towing And Labor	N/A	\$0 For Each Disablement Of A Private Passenger Auto	Not Included

GENERAL LIABILITY COVERAGE (Occurrence Basis)

Bodily Injury and Property Damage Limit	\$1,000,000
Personal Injury and Advertising Injury	Included
Products & Completed Operations Aggregate Limit	Included
Employee Benefits Liability Limit, per person	\$1,000,000
Herbicide & Pesticide Aggregate Limit	\$1,000,000
Medical Payments Limit	\$5,000
Fire Damage Limit	Included
No fault Sewer Backup Limit	\$25,000/\$250,000
General Liability Deductible	\$0

PUBLIC OFFICIALS AND EMPLOYMENT PRACTICES LIABILITY (Claims Made)

Public Officials and Employment Practices Liability Limit	Per Claim	\$1,000,000
	Aggregate	\$2,000,000
Public Officials and Employment Practices Liability Deductible		\$0

Supplemental Payments: Pre-termination \$2,500 per employee - \$5,000 annual aggregate.
Non-Monetary \$100,000 aggregate.

Cyber Liability sublimit included under POL/EPLI

Media Content Services Liability
Network Security Liability
Privacy Liability
First Party Extortion Threat
First Party Crisis Management
First Party Business Interruption
Limit: \$100,000 each claim/annual aggregate



PREMIUM SUMMARY

LTC Ranch West Residential Community Development District
c/o Rizzetta & Company
3434 Colwell Ave, Suite 200
Tampa, FL 33614

Term: October 1, 2022 to October 1, 2023

Quote Number: 100122800

PREMIUM BREAKDOWN

Property (Including Scheduled Inland Marine)	Not Included
Crime	Not Included
Automobile Liability	Not Included
Hired Non-Owned Auto	Included
Auto Physical Damage	Not Included
General Liability	\$2,956
Public Officials and Employment Practices Liability	\$2,419
Deadly Weapon Protection Coverage	Not Included
TOTAL PREMIUM DUE	\$5,375

IMPORTANT NOTE

Defense Cost - Outside of Limit, Does Not Erode the Limit for General Liability, Public Officials Liability, and Employment related Practices Liability.

Deductible does not apply to defense cost. Self-Insured Retention does apply to defense cost.

Additional Notes:

(None)



PARTICIPATION AGREEMENT
Application for Membership in the Florida Insurance Alliance

The undersigned local governmental entity, certifying itself to be a public agency of the State of Florida as defined in Section 163.01, Florida Statutes, hereby formally makes application with the Florida Insurance Alliance (“FIA”) for continuing liability and/or casualty coverage through membership in FIA, to become effective 12:01 a.m., 10/01/2022, and if accepted by the FIA’s duly authorized representative, does hereby agree as follows:

- (a) That, by this reference, the terms and provisions of the Interlocal Agreement creating the Florida Insurance Alliance are hereby adopted, approved and ratified by the undersigned local governmental entity. The undersigned local governmental entity certifies that it has received a copy of the aforementioned Interlocal Agreement and further agrees to be bound by the provisions and obligations of the Interlocal Agreement as provided therein;
- (b) To pay all premiums on or before the date the same shall become due and, in the event Applicant fails to do so, to pay any reasonable late penalties and charges arising therefrom, and all costs of collection thereof, including reasonable attorneys’ fees;
- (c) To abide by the rules and regulations adopted by the Board of Directors;
- (d) That should either the Applicant or the Fund desire to cancel coverage; it will give not less than thirty (30) days prior written notice of cancellation;
- (e) That all information contained in the underwriting application provided to FIA as a condition precedent to participation in FIA is true, correct and accurate in all respects.

LTC Ranch West Residential Community Development District

(Name of Local Governmental Entity)

By: _____
Signature

Print Name

Witness By: _____
Signature

Print Name

IS HEREBY APPROVED FOR MEMBERSHIP IN THIS FUND, AND COVERAGE IS EFFECTIVE October 1, 2022

By: _____
Administrator

INVOICE

BILL TO

LTC Ranch West Residential
CDD
3434 Colwell Ave.
Suite 200
Tampa, FL 33614

INVOICE # 20651

DATE 09/01/2022

DUE DATE 09/16/2022

TERMS Net 15

DESCRIPTION

AMOUNT

CDD Website Services - Hosting, support and training
CDD Ongoing PDF Accessibility Compliance Service

150.00
234.38

Quarterly service

BALANCE DUE

\$384.38

RECEIVED
09/01/22

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

August 31, 2022

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Wire Transfer Remit To:

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3097288

Client Matter No. 12423-1

Ms. Melissa Dobbins
LTC Ranch West CDD
Rizzetta & Company, Inc.
St. Augustine/Daytona Beach
2806 N. 5th Street, Unit 403
St. Augustine, FL 32084

Invoice No. 3097288
12423-1

Re: General Counsel

For Professional Legal Services Rendered

07/01/22	J. Johnson	0.30	114.00	Review correspondence and storm water report
07/01/22	K. Jusevitch	0.20	31.00	Confer with Johnson regarding budget hearing documents
07/05/22	J. Johnson	0.30	114.00	Review financial statements
07/07/22	J. Johnson	0.20	76.00	Review bonds for Wylder Parkway project
07/12/22	J. Johnson	1.30	494.00	Review correspondence regarding upcoming budget hearing and documents required; work session with Ms. Jusevitch regarding same; review and denture requirements for collection of capital assessments
07/12/22	K. Jusevitch	0.20	31.00	Confer with Johnson regarding budget hearing documents
07/14/22	J. Johnson	0.40	152.00	Follow up on district funding agreement and assessment collection issues
07/14/22	K. Jusevitch	0.70	108.50	Prepare budget hearing documents;

KUTAK ROCK LLP

LTC Ranch West CDD
August 31, 2022
Client Matter No. 12423-1
Invoice No. 3097288
Page 2

07/17/22	M. Rigoni	0.10	26.50	confer with Johnson Prepare memorandum regarding statutory changes to publication requirements
07/20/22	J. Johnson	0.20	76.00	Confer with Ms. Patricia Nolan regarding personal lease agreement
07/22/22	J. Johnson	0.40	152.00	Follow up regarding documents needed for adoption of budget and levying of assessments
07/22/22	J. Johnson	0.30	114.00	Review correspondence from Mr. Burr regarding Wilder Parkway
07/22/22	K. Jusevitch	0.80	124.00	Confer with Johnson and correspond with district manager regarding budget hearing documents and notices
TOTAL HOURS		5.40		
TOTAL FOR SERVICES RENDERED				\$1,613.00
TOTAL CURRENT AMOUNT DUE				<u>\$1,613.00</u>

RECEIVED
09/01/22

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

August 31, 2022

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Wire Transfer Remit To:

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3097291

Client Matter No. 12423-4

Ms. Melissa Dobbins
LTC Ranch West CDD
Rizzetta & Company, Inc.
St. Augustine/Daytona Beach
2806 N. 5th Street, Unit 403
St. Augustine, FL 32084

Invoice No. 3097291
12423-4

Re: Boundary Amendment

For Professional Legal Services Rendered

07/06/22	J. Johnson	0.90	342.00	Conference with Ms. Hertz regarding boundary amendment petition and hearing schedule; follow up with client and consultants regarding same
07/06/22	K. Jusevitch	0.20	31.00	Confer with Johnson regarding deadlines for public hearing notices
07/15/22	K. Jusevitch	0.20	31.00	Confer with Johnson regarding status of boundary amendment hearing
07/20/22	J. Johnson	0.40	152.00	Review forms of public notice
07/20/22	K. Jusevitch	1.90	294.50	Amend hearing notices, confer with Johnson and correspond with city staff; prepare affidavit exhibit
07/21/22	J. Johnson	0.80	304.00	Confer with city attorney regarding ordinance and follow up on same
07/22/22	J. Johnson	0.70	266.00	Confer with city attorney regarding amendments to ordinance; follow up on the same
07/22/22	K. Jusevitch	0.90	139.50	Update petition exhibits; confer with

KUTAK ROCK LLP

LTC Ranch West CDD
August 31, 2022
Client Matter No. 12423-4
Invoice No. 3097291
Page 2

07/25/22	K. Jusevitch	0.40	62.00	Johnson Correspond with city staff regarding updated petition
07/28/22	K. Jusevitch	0.20	31.00	Correspond with newspaper regarding publication of hearing notice
TOTAL HOURS		6.60		
TOTAL FOR SERVICES RENDERED				\$1,653.00
TOTAL CURRENT AMOUNT DUE				<u>\$1,653.00</u>

RECEIVED
09/01/22

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
9/1/2022	INV0000070833

Bill To:

LTC Ranch West Residential CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614

Services for the month of	Terms	Client Number
September	Upon Receipt	00582

Description	Qty	Rate	Amount
Accounting Services	1.00	\$1,600.00	\$1,600.00
Administrative Services	1.00	\$350.00	\$350.00
Financial & Revenue Collections	1.00	\$300.00	\$300.00
Management Services	1.00	\$1,750.00	\$1,750.00
Website Compliance & Management	1.00	\$100.00	\$100.00
		Subtotal	\$4,100.00
		Total	\$4,100.00

RECEIVED
 08/23/22

LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ORLANDO

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

Operation and Maintenance Expenditures October 2022 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2022 through October 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$4,224.00**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

LTC Ranch West Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2022 Through October 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Kutak Rock, LLP	100007	3110485	Legal Services 08/22	\$ 124.00
Rizzetta & Company, Inc.	100008	INV0000071786	District Management Fees 10/22	<u>\$ 4,100.00</u>
Report Total				<u>\$ 4,224.00</u>

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

September 22, 2022

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Wire Transfer Remit To:

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3110485

Client Matter No. 12423-1

Ms. Melissa Dobbins
LTC Ranch West CDD
Rizzetta & Company, Inc.
St. Augustine/Daytona Beach
2806 N. 5th Street, Unit 403
St. Augustine, FL 32084

Invoice No. 3110485
12423-1

Re: General Counsel

For Professional Legal Services Rendered

08/25/22	K. Jusevitch	0.20	31.00	Review construction agreement and confer with Johnson
08/31/22	K. Jusevitch	0.60	93.00	Confer with Johnson; update budget hearing documents and correspond with district manager

TOTAL HOURS 0.80

TOTAL FOR SERVICES RENDERED \$124.00

TOTAL CURRENT AMOUNT DUE \$124.00

UNPAID INVOICES:

August 31, 2022 Invoice No. 3097288 Invoice entered and approved- 1,613.00
payment to be issued

TOTAL DUE \$1,737.00



Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
10/1/2022	INV0000071786

Bill To:

LTC Ranch West Residential CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614

Services for the month of	Terms	Client Number
October	Upon Receipt	00582

Description	Qty	Rate	Amount
Accounting Services	1.00	\$1,600.00	\$1,600.00
Administrative Services	1.00	\$350.00	\$350.00
Financial & Revenue Collections	1.00	\$300.00	\$300.00
Management Services	1.00	\$1,750.00	\$1,750.00
Website Compliance & Management	1.00	\$100.00	\$100.00
Subtotal			\$4,100.00
Total			\$4,100.00

RECEIVED
 10/03/22

LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ORLANDO

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

Operation and Maintenance Expenditures November 2022 For Board Approval

No Operation and Maintenance Expenses were paid from November 1, 2022 through November 30, 2022. Therefore, there are no new items to present at this time.

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ORLANDO

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

Operation and Maintenance Expenditures December 2022 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2022 through December 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$175.00**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

LTC Ranch West Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2022 Through December 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Florida Department of Economic Opportunity	100009	87468	Special District Fee FY 22/23	\$ <u>175.00</u>
Report Total				\$ <u>175.00</u>

Florida Department of Economic Opportunity, Special District Accountability Program
FY 2022/2023 Special District Fee Invoice and Update Form
 Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Invoice No.: 87468			Date Invoiced: 10/03/2022
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/02/2022: \$175.00

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

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



LTC Ranch West Residential Community Development District
 Mr. William J. Rizzetta
 3434 Colwell Avenue, Suite 200
 Tampa, FL 33614

RECEIVED

OCT - 6 2022

(SR)

- 2. Telephone: (813) 514-0400
- 3. Fax: (813) 514-0401
- 4. Email: brizzetta@rizzetta.com
- 5. Status: Independent
- 6. Governing Body: Elected
- 7. Website Address: www.ltc ranchwestcdd.org
- 8. County(ies): St. Lucie
- 9. Function(s): Community Development
- 10. Boundary Map on File: 09/06/2022
- 11. Creation Document on File: 06/25/2021
- 12. Date Established: 06/14/2021
- 13. Creation Method: Local Ordinance
- 14. Local Governing Authority: City of Port St. Lucie
- 15. Creation Document(s): City Ordinances 21-53 and 22-74
- 16. Statutory Authority: Chapter 190, Florida Statutes
- 17. Authority to Issue Bonds: Yes
- 18. Revenue Source(s): Assessments
- 19. Most Recent Update: 08/31/2022

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

Registered Agent's Signature: William J. Rizzetta Date 10/13/22

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

- a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at www.Floridajobs.org/SpecialDistrictFee or by check payable to the Department of Economic Opportunity.
- b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **ALL** of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.
 - 1. ___ This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
 - 2. ___ This special district is in compliance with the reporting requirements of the Department of Financial Services.
 - 3. ___ This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2020/2021 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

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

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

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

LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ORLANDO

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

Operation and Maintenance Expenditures January 2023 For Board Approval

No Operation and Maintenance Expenses were paid from January 1, 2023 through January 31, 2023. Therefore, there are no new items to present at this time.

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ORLANDO

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

Operation and Maintenance Expenditures February 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2023 through February 28, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$53,888.38**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

LTC Ranch West Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2023 Through February 28, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Innersync Studio, Ltd	100016	20937	CDD Website Services 12/22	\$ 384.38
Kimley-Horn and Associates, Inc.	100017	22568935	Engineering Services 09/22	\$ 3,891.12
Kimley-Horn and Associates, Inc.	100018	23736051	Engineering Services 12/22	\$ 2,510.40
Kimley-Horn and Associates, Inc.	100019	23365197	Engineering Services 11/22	\$ 4,769.76
Kutak Rock, LLP	100020	3110486	Legal Services 08/22 - Boundary Amendment	\$ 6,015.55
Kutak Rock, LLP	100020	3126313	Legal Services 09/22	\$ 1,411.00
Kutak Rock, LLP	100020	3126315	Legal Services 09/22 - Boundary Amendment	\$ 268.83
Kutak Rock, LLP	100020	3139988	Legal Services 10/22	\$ 176.00
Kutak Rock, LLP	100021	3155356	Legal Services 11/22	\$ 291.50
Rizzetta & Company, Inc.	100010	INV0000073268	District Management Services 12/22	\$ 4,100.00
Rizzetta & Company, Inc.	100011	INV0000072622	District Management Fees 11/22	\$ 4,100.00
Rizzetta & Company, Inc.	100012	INV0000071933	Assessment Roll Annual FY22/23	\$ 5,000.00
Rizzetta & Company, Inc.	100013	INV0000074706	District Management Fees 01/23	\$ 4,100.00

LTC Ranch West Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2023 Through February 28, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	100014	INV0000075341	District Management Fees 02/23	\$ 4,100.00
Rizzetta & Company, Inc.	100015	INV0000074901	Dissemination Services FY 22-23	\$ 5,000.00
The Ledger / News Chief/ CA Florida Holdings, LLC	100022	0005209928	Legal Advertising 12/22	\$ 217.17
Treasure Coast Newspapers	100023	0005126200	Legal Advertising 11/22	\$ 157.32
Treasure Coast Newspapers	100024	0004872568	Legal Advertising 08/22	\$ 331.74
Treasure Coast Newspapers	100024	0004964673	Legal Advertising 09/22	\$ 59.85
U.S. Bank	100025	6739629	Trustee Fees FY 11/01/22-10/31/23	\$ 2,963.13
U.S. Bank	100025	6740730	Trustee Fees FY 11/01/22-10/31/23	\$ <u>4,040.63</u>
Report Total				\$ <u>53,888.38</u>

INVOICE

BILL TO

LTC Ranch West Residential
CDD
3434 Colwell Ave.
Suite 200
Tampa, FL 33614

INVOICE # 20937

DATE 12/01/2022

DUE DATE 12/16/2022

TERMS Net 15

DESCRIPTION	AMOUNT
CDD Website Services - Hosting, support and training	150.00
CDD Ongoing PDF Accessibility Compliance Service	234.38

Quarterly service

BALANCE DUE

\$384.38

RECEIVED
12/01/22

Please remit payment electronically to:

Account Name: KIMLEY-HORN AND ASSOCIATES, INC.
 Bank Name and Address: WELLS FARGO BANK, N.A., SAN FRANCISCO, CA 94163
 Account Number: 2073089159554
 ABA#: 121000248

If paying by check, please remit to:

KIMLEY-HORN AND ASSOCIATES, INC.
 P.O. BOX 932520
 ATLANTA, GA 31193-2520

Payment for this invoice is due within 25 days of receipt.

LTC RANCH WEST RESIDENTIAL CDD
 C/O RIZZETTA & COMPANY
 3434 COLWELL AVE
 SUITE 200
 TAMPA, FL 33614

Invoice No: 22568935
 Invoice Date: Sep 30, 2022
 Invoice Amount: \$3,891.12

 Project No: 147853001.2
 Project Name: LTC RANCH CDD
 Project Manager: HUSAINY, KINAN

 Client Reference: WO #2

Federal Tax Id: 56-0885615
 For Services Rendered through Sep 30, 2022

HOURLY

Description	Amount Billed to Date	Previous Amount Billed	Current Amount Due
CDD MEETINGS	4,080.00	3,960.00	120.00
EXPENSES	2.30	2.30	0.00
LABOR	24,425.00	20,825.00	3,600.00
OFFICE EXPENSE	1,311.23	1,140.11	171.12
Subtotal	29,818.53	25,927.41	3,891.12
Total HOURLY			3,891.12

Total Invoice: \$3,891.12

LTC RANCH WEST RESIDENTIAL CDD
 C/O RIZZETTA & COMPANY
 3434 COLWELL AVE
 SUITE 200
 TAMPA, FL 33614

Invoice No: 22568935
 Invoice Date: Sep 30, 2022
 Project No: 147853001.2
 Project Name: LTC RANCH CDD
 Project Manager: HUSAINY, KINAN

HOURLY

Task	Description	Hrs/Qty	Rate	Current Amount Due
CDD MEETINGS	SENIOR PROFESSIONAL I	0.5	240.00	120.00
TOTAL CDD MEETINGS		0.5		120.00
LABOR	PROFESSIONAL	7.0	240.00	1,680.00
	SENIOR PROFESSIONAL I	8.0	240.00	1,920.00
TOTAL LABOR		15.0		3,600.00
OFFICE EXPENSE	ALLOCATION			171.12
TOTAL OFFICE EXPENSE				171.12
TOTAL LABOR AND EXPENSE DETAIL				3,891.12

This page is for informational purposes only. Please pay amount shown on cover page.

<p>Please remit payment electronically to:</p> <p>Account Name: KIMLEY-HORN AND ASSOCIATES, INC. Bank Name and Address: WELLS FARGO BANK, N.A., SAN FRANCISCO, CA 94163 Account Number: 2073089159554 ABA#: 121000248</p>	<p>If paying by check, please remit to:</p> <p>KIMLEY-HORN AND ASSOCIATES, INC. P.O. BOX 932520 ATLANTA, GA 31193-2520</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Payment for this invoice is due within 25 days of receipt.

LTC RANCH WEST RESIDENTIAL CDD
 C/O RIZZETTA & COMPANY
 3434 COLWELL AVE
 SUITE 200
 TAMPA, FL 33614

Invoice No: 23736051
 Invoice Date: Dec 31, 2022
 Invoice Amount: \$2,510.40

 Project No: 147853001.2
 Project Name: LTC RANCH CDD
 Project Manager: HUSAINY, KINAN

 Client Reference: WO #2

Federal Tax Id: 56-0885615
 For Services Rendered through Dec 31, 2022

HOURLY

Description	Amount Billed to Date	Previous Amount Billed	Current Amount Due
CDD MEETINGS	8,160.00	7,440.00	720.00
EXPENSES	2.30	2.30	0.00
LABOR	30,905.00	29,225.00	1,680.00
OFFICE EXPENSE	1,796.99	1,686.59	110.40
Subtotal	40,864.29	38,353.89	2,510.40
Total HOURLY			2,510.40

Total Invoice: \$2,510.40

RECEIVED
 01/25/23

LTC RANCH WEST RESIDENTIAL CDD
 C/O RIZZETTA & COMPANY
 3434 COLWELL AVE
 SUITE 200
 TAMPA, FL 33614

Invoice No: 23736051
 Invoice Date: Dec 31, 2022
 Project No: 147853001.2
 Project Name: LTC RANCH CDD
 Project Manager: HUSAINY, KINAN

HOURLY

Task	Description	Hrs/Qty	Rate	Current Amount Due
CDD MEETINGS	PROFESSIONAL	3.0	240.00	720.00
TOTAL CDD MEETINGS		3.0		720.00
LABOR	PROFESSIONAL	3.0	240.00	720.00
	SENIOR PROFESSIONAL I	4.0	240.00	960.00
TOTAL LABOR		7.0		1,680.00
OFFICE EXPENSE	ALLOCATION			110.40
TOTAL OFFICE EXPENSE				110.40
TOTAL LABOR AND EXPENSE DETAIL				2,510.40

This page is for informational purposes only. Please pay amount shown on cover page.

<p>Please remit payment electronically to:</p> <p>Account Name: KIMLEY-HORN AND ASSOCIATES, INC. Bank Name and Address: WELLS FARGO BANK, N.A., SAN FRANCISCO, CA 94163 Account Number: 2073089159554 ABA#: 121000248</p>	<p>If paying by check, please remit to:</p> <p>KIMLEY-HORN AND ASSOCIATES, INC. P.O. BOX 932520 ATLANTA, GA 31193-2520</p>
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Payment for this invoice is due within 25 days of receipt.

LTC RANCH WEST RESIDENTIAL CDD
 C/O RIZZETTA & COMPANY
 3434 COLWELL AVE
 SUITE 200
 TAMPA, FL 33614

Invoice No: 23365197
 Invoice Date: Nov 30, 2022
 Invoice Amount: \$4,769.76

Project No: 147853001.2
 Project Name: LTC RANCH CDD
 Project Manager: HUSAINY, KINAN

Client Reference: WO #2

Federal Tax Id: 56-0885615
 For Services Rendered through Nov 30, 2022

HOURLY

Description	Amount Billed to Date	Previous Amount Billed	Current Amount Due
CDD MEETINGS	7,440.00	5,040.00	2,400.00
EXPENSES	2.30	2.30	0.00
LABOR	29,225.00	27,065.00	2,160.00
OFFICE EXPENSE	1,686.59	1,476.83	209.76
Subtotal	38,353.89	33,584.13	4,769.76
Total HOURLY			4,769.76

Total Invoice: \$4,769.76

LTC RANCH WEST RESIDENTIAL CDD
 C/O RIZZETTA & COMPANY
 3434 COLWELL AVE
 SUITE 200
 TAMPA, FL 33614

Invoice No: 23365197
 Invoice Date: Nov 30, 2022
 Project No: 147853001.2
 Project Name: LTC RANCH CDD
 Project Manager: HUSAINY, KINAN

HOURLY

Task	Description	Hrs/Qty	Rate	Current Amount Due
CDD MEETINGS	PROFESSIONAL	7.0	240.00	1,680.00
	SENIOR PROFESSIONAL I	3.0	240.00	720.00
TOTAL CDD MEETINGS		10.0		2,400.00
LABOR	PROFESSIONAL	7.0	240.00	1,680.00
	SENIOR PROFESSIONAL I	2.0	240.00	480.00
TOTAL LABOR		9.0		2,160.00
OFFICE EXPENSE	ALLOCATION			209.76
TOTAL OFFICE EXPENSE				209.76
TOTAL LABOR AND EXPENSE DETAIL				4,769.76

This page is for informational purposes only. Please pay amount shown on cover page.

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

September 22, 2022

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Wire Transfer Remit To:

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3110486

Client Matter No. 12423-4

Ms. Melissa Dobbins
LTC Ranch West CDD
Rizzetta & Company, Inc.
St. Augustine/Daytona Beach
2806 N. 5th Street, Unit 403
St. Augustine, FL 32084

Invoice No. 3110486
12423-4

Re: Boundary Amendment

For Professional Legal Services Rendered

08/02/22	J. Johnson	0.60	228.00	Follow up on notices for boundary expansion hearing; confer with City staff regarding same
08/02/22	K. Jusevitch	0.70	108.50	Correspond with landowner regarding hearing notice; retain court reporter; confer with Johnson
08/05/22	K. Jusevitch	0.20	31.00	Correspond with newspaper regarding hearing notice
08/08/22	J. Johnson	0.30	114.00	Confer with City Attorney's Office regarding first reading of ordinance
08/08/22	K. Jusevitch	0.40	62.00	Correspond with newspaper regarding publication of hearing notice; research and confer with Johnson regarding city meeting agenda
08/10/22	K. Jusevitch	0.20	31.00	Correspond with newspaper regarding publication of hearing notice
08/15/22	K. Jusevitch	0.50	77.50	Confer with Johnson; update

KUTAK ROCK LLP

LTC Ranch West CDD
September 22, 2022
Client Matter No. 12423-4
Invoice No. 3110486
Page 2

08/16/22	J. Johnson	0.60	228.00	landowner notice affidavit Review affidavits and correspondence to city attorney; prepare for hearing
08/16/22	K. Jusevitch	3.10	480.50	Correspond with staff regarding publication and mailing affidavits; confer with Johnson and prepare hearing materials
08/18/22	K. Jusevitch	0.70	108.50	Hearing preparation; confer with Johnson
08/22/22	J. Johnson	5.70	2,166.00	Prepare for and travel to boundary amendment hearing; conferences with city attorney and client; attend City Council meeting; post meeting discussions
08/23/22	J. Johnson	2.50	950.00	Return travel from hearing
08/23/22	K. Jusevitch	0.50	77.50	Correspond with city regarding contact information for ordinance; prepare draft amendment notice
08/24/22	J. Johnson	0.30	114.00	Confer with Kessler regarding boundary amendment
08/25/22	J. Johnson	0.20	76.00	Review ordinance received from city
08/25/22	K. Jusevitch	0.40	62.00	Correspond with city staff regarding boundary amendment ordinance; update draft notice of establishment
08/26/22	K. Jusevitch	0.50	77.50	Correspond with city staff regarding exhibits to boundary amendment ordinance
08/28/22	J. Johnson	0.20	76.00	Review executed ordinance received from city and circulate
08/29/22	K. Jusevitch	0.30	46.50	Finalize boundary amendment notice
08/31/22	K. Jusevitch	0.30	46.50	Record boundary amendment notice in official records; correspond with district manager
TOTAL HOURS		18.20		

KUTAK ROCK LLP

LTC Ranch West CDD
September 22, 2022
Client Matter No. 12423-4
Invoice No. 3110486
Page 3

TOTAL FOR SERVICES RENDERED \$5,161.00

DISBURSEMENTS

Freight and Postage	0.57
Meals	66.43
Reproduction Costs	28.40
Travel Expenses	249.15
Miscellaneous	510.00

VENDOR: HUSEBY GLOBAL
LITIGATION; INVOICE#:
750760; DATE: 9/12/2022 -
Transcript of Hearing Held on
August 22, 2022

TOTAL DISBURSEMENTS 854.55

TOTAL CURRENT AMOUNT DUE \$6,015.55

UNPAID INVOICES:

August 31, 2022 Invoice No. 3097291 Paid 09/26/22 Check # 100006 1,653.00

TOTAL DUE \$7,668.55

RECEIVED
10/25/22

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

October 26, 2022

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Wire Transfer Remit To:

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3126313

Client Matter No. 12423-1

Ms. Melissa Dobbins
LTC Ranch West CDD
Rizzetta & Company, Inc.
St. Augustine/Daytona Beach
2806 N. 5th Street, Unit 403
St. Augustine, FL 32084

Invoice No. 3126313
12423-1

Re: General Counsel

For Professional Legal Services Rendered

09/01/22	J. Johnson	1.10	418.00	Review funding agreement; work session with Jusevitch regarding same; review campus suite amendment
09/02/22	J. Johnson	0.30	114.00	Review agenda package
09/06/22	K. Jusevitch	0.40	62.00	Confer with Johnson and correspond with district manager regarding assessment resolution and updated location map
09/07/22	K. Jusevitch	0.70	108.50	Prepare amendment to website maintenance agreement; correspond with district manager
09/13/22	J. Johnson	1.10	418.00	Review agenda packet; prepare for and attend meeting via phone; post meeting wrap up
09/15/22	J. Johnson	0.40	152.00	Review correspondence from contractor regarding retainage; research same and confer with Burr regarding same

KUTAK ROCK LLP

LTC Ranch West CDD
October 26, 2022
Client Matter No. 12423-1
Invoice No. 3126313
Page 2

09/21/22	J. Johnson	0.20	76.00	Review adopted budget	
TOTAL HOURS		4.20			
TOTAL FOR SERVICES RENDERED					\$1,348.50
DISBURSEMENTS					
Filing and Court Fees			62.50		
TOTAL DISBURSEMENTS					<u>62.50</u>
TOTAL CURRENT AMOUNT DUE					<u>\$1,411.00</u>

RECEIVED
10/26/22

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

October 26, 2022

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Wire Transfer Remit To:

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3126315

Client Matter No. 12423-4

Ms. Melissa Dobbins
LTC Ranch West CDD
Rizzetta & Company, Inc.
St. Augustine/Daytona Beach
2806 N. 5th Street, Unit 403
St. Augustine, FL 32084

Invoice No. 3126315
12423-4

Re: Boundary Amendment

For Professional Legal Services Rendered

09/15/22	K. Jusevitch	0.20	31.00	Process publication invoice
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TOTAL HOURS	0.20			
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KUTAK ROCK LLP

LTC Ranch West CDD
October 26, 2022
Client Matter No. 12423-4
Invoice No. 3126315
Page 2

TOTAL FOR SERVICES RENDERED \$31.00

DISBURSEMENTS

Travel Expenses 11.27
Miscellaneous 226.56

VENDOR: GANNET MEDIA
CORP INC dba TREASURE
COAST; INVOICE#:
0004872759; DATE: 8/1/2022 -
Public Notice

TOTAL DISBURSEMENTS 237.83

TOTAL CURRENT AMOUNT DUE \$268.83

UNPAID INVOICES:

September 22, 2022 Invoice No. 3110486 To be paid 6,015.55

TOTAL DUE \$6,284.38

RECEIVED
10/26/22

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

November 18, 2022

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Wire Transfer Remit To:

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3139988

Client Matter No. 12423-1

Ms. Melissa Dobbins
LTC Ranch West CDD
Rizzetta & Company, Inc.
St. Augustine/Daytona Beach
2806 N. 5th Street, Unit 403
St. Augustine, FL 32084

Invoice No. 3139988
12423-1

Re: General Counsel

For Professional Legal Services Rendered

10/12/22	K. Jusevitch	0.40	62.00	Correspond with district manager; prepare resolution extending supervisor seats
10/21/22	J. Johnson	0.20	76.00	Review correspondence regarding budget funding agreement
10/31/22	J. Johnson	0.10	38.00	Review meeting cancellation
TOTAL HOURS		0.70		

KUTAK ROCK LLP

LTC Ranch West CDD
November 18, 2022
Client Matter No. 12423-1
Invoice No. 3139988
Page 2

TOTAL FOR SERVICES RENDERED \$176.00

TOTAL CURRENT AMOUNT DUE \$176.00

UNPAID INVOICES:

October 26, 2022 Invoice No. 3126313 Entered, to be approved & paid 1,411.00

TOTAL DUE \$1,587.00

RECEIVED
11/18/22

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

December 19, 2022

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Wire Transfer Remit To:

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3155356

Client Matter No. 12423-1

Ms. Melissa Dobbins
LTC Ranch West CDD
Rizzetta & Company, Inc.
St. Augustine/Daytona Beach
2806 N. 5th Street, Unit 403
St. Augustine, FL 32084

Invoice No. 3155356
12423-1

Re: General Counsel

For Professional Legal Services Rendered

11/04/22	K. Jusevitch	0.40	62.00	Review development brochure regarding CDD; confer with Johnson
11/07/22	J. Johnson	0.40	152.00	Review and revise Lennar brochure regarding CDD
11/07/22	K. Jusevitch	0.50	77.50	Confer with Johnson; amend district brochure and correspond with district manager
TOTAL HOURS		1.30		

KUTAK ROCK LLP

LTC Ranch West CDD
December 19, 2022
Client Matter No. 12423-1
Invoice No. 3155356
Page 2

TOTAL FOR SERVICES RENDERED \$291.50

TOTAL CURRENT AMOUNT DUE \$291.50

UNPAID INVOICES:

October 26, 2022	Invoice No. 3126313 to be paid	1,411.00
November 18, 2022	Invoice No. 3139988 to be paid	176.00

TOTAL DUE \$1,878.50

RECEIVED
12/19/22

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
12/1/2022	INV0000073268

Bill To:

LTC Ranch West Residential CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614

Services for the month of	Terms	Client Number
December	Upon Receipt	00582

Description	Qty	Rate	Amount
Accounting Services	1.00	\$1,600.00	\$1,600.00
Administrative Services	1.00	\$350.00	\$350.00
Financial & Revenue Collections	1.00	\$300.00	\$300.00
Management Services	1.00	\$1,750.00	\$1,750.00
Website Compliance & Management	1.00	\$100.00	\$100.00
		RECEIVED 11/21/22	
		Subtotal	\$4,100.00
		Total	\$4,100.00

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
11/1/2022	INV0000072622

Bill To:

LTC Ranch West Residential CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614

Services for the month of	Terms	Client Number
November	Upon Receipt	00582

Description	Qty	Rate	Amount
Accounting Services	1.00	\$1,600.00	\$1,600.00
Administrative Services	1.00	\$350.00	\$350.00
Financial & Revenue Collections	1.00	\$300.00	\$300.00
Management Services	1.00	\$1,750.00	\$1,750.00
Website Compliance & Management	1.00	\$100.00	\$100.00
Subtotal			\$4,100.00
Total			\$4,100.00

RECEIVED
 10/24/22

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
10/1/2022	INV0000071933

Bill To:

LTC Ranch West Residential CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614

Services for the month of	Terms	Client Number
October	Upon Receipt	00582

Description	Qty	Rate	Amount
Assessment Roll (Annual)	1.00	\$5,000.00	\$5,000.00
Subtotal			\$5,000.00
Total			\$5,000.00

RECEIVED
 10/04/22

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
1/1/2023	INV0000074706

Bill To:

LTC Ranch West Residential CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614

Services for the month of	Terms	Client Number
January	Upon Receipt	00582

Description	Qty	Rate	Amount
Accounting Services	1.00	\$1,600.00	\$1,600.00
Administrative Services	1.00	\$350.00	\$350.00
Financial & Revenue Collections	1.00	\$300.00	\$300.00
Management Services	1.00	\$1,750.00	\$1,750.00
Website Compliance & Management	1.00	\$100.00	\$100.00
Subtotal			\$4,100.00
Total			\$4,100.00

RECEIVED
 12/20/22

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
2/1/2023	INV0000075341

Bill To:

LTC Ranch West Residential CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614

Services for the month of	Terms	Client Number
February	Upon Receipt	00582

Description	Qty	Rate	Amount
Accounting Services	1.00	\$1,600.00	\$1,600.00
Administrative Services	1.00	\$350.00	\$350.00
Financial & Revenue Collections	1.00	\$300.00	\$300.00
Management Services	1.00	\$1,750.00	\$1,750.00
Website Compliance & Management	1.00	\$100.00	\$100.00
Subtotal			\$4,100.00
Total			\$4,100.00

RECEIVED
 01/25/23

Rizzetta & Company, Inc.
3434 Colwell Avenue
Suite 200
Tampa FL 33614

Invoice

Date	Invoice #
1/6/2023	INV0000074901

Bill To:

LTC Ranch West Residential CDD
3434 Colwell Avenue
Suite 200
Tampa FL 33614

Services for the month of	Terms	Client Number
January	Upon Receipt	00582

Description	Qty	Rate	Amount
Annual Dissemination Services	1.00	\$5,000.00	\$5,000.00
Subtotal			\$5,000.00
Total			\$5,000.00

RECEIVED
01/06/23

LOCALIQ

TCPalm.

RECEIVED
JAN 17 2023

BY:

ACCOUNT NAME LTC Ranch West Residential Community Development District		ACCOUNT # 584964	PAGE # 1 of 1
STATEMENT # 0005209928	BILLING PERIOD Dec 1 - Dec 31, 2022	PAYMENT DUE DATE January 20, 2023	
PREPAY (Memo Info) \$0.00	UNAPPLIED (included in amt due) -\$271.89	TOTAL AMOUNT DUE \$217.17	
BILLING ACCOUNT NAME AND ADDRESS Ltc Ranch West Residential Community Development District Rebekah Scroggins 3434 Colwell Ave. Ste. 200 Tampa, FL 33614-8390		BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or smb@ccc.gannett.com	FEDERAL ID 47-1939744
<p>Terms and Conditions: Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited. All funds payable in US dollars.</p>			

00005849640000000000000052099280002171712674

To sign-up for E-mailed Invoices and online payments please contact abgspecial@gannett.com.

Date	Description	Amount
12/1/22	Balance Forward	\$217.17

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

LOCALIQ

TCPalm.

ACCOUNT NAME LTC Ranch West Residential Community Development District	PAYMENT DUE DATE January 20, 2023	AMOUNT PAID
ACCOUNT NUMBER 584964	STATEMENT NUMBER 0005209928	

CURRENT DUE	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120+ DAYS PAST DUE	UNAPPLIED PAYMENTS	TOTAL AMOUNT DUE
\$0.00	\$157.32	\$0.00	\$0.00	\$331.74	-\$271.89	\$217.17

REMITTANCE ADDRESS (Include Account# & Invoice# on check) Treasure Coast Newspapers PO Box 1410 Charlotte, NC 28201-1410	TO PAY WITH CREDIT CARD PLEASE FILL OUT BELOW: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMEX	
	Card Number _____ Exp Date ____ / ____ / ____ CVV Code _____ Signature _____ Date _____	

00005849640000000000000052099280002171712674

LOCALiQ

TCPalm.

RECEIVED

DEC 12 2022

ACCOUNT NAME LTC Ranch West Residential Community Development District		ACCOUNT # 584964	PAGE # 1 of 1
INVOICE # 0005126200	BILLING PERIOD Nov 1- Nov 30, 2022	PAYMENT DUE DATE December 20, 2022	
PREPAY (Memo Info) \$0.00	UNAPPLIED (Included in amt due) -\$271.89	TOTAL AMOUNT DUE \$217.17	
BILLING ACCOUNT NAME AND ADDRESS Ltc Ranch West Residential Community Development District Rebekah Scroggins 3434 Colwell Ave. Ste. 200 Tampa, FL 33614-8390		BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or smb@ccc.gannett.com	FEDERAL ID 47-1939744
<p>Terms and Conditions: Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited. All funds payable in US dollars.</p>			

00005849640000000000000051262000002171712679

Starting in October ad placements will be assessed a monthly creative processing fee to cover fees associated with award winning ad design, toning, imaging, and sizing.

Date	Description	Amount
11/1/22	Balance Forward	\$59.85

Package Advertising:

Start-End Date	Description	PO Number	Package Cost
11/15/22-11/15/22	0005472944 LTC RANCH WEST RESIDEN		\$157.32

RECEIVED
12/12/22

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

LOCALiQ

TCPalm.

ACCOUNT NAME LTC Ranch West Residential Community Development District	PAYMENT DUE DATE December 20, 2022	AMOUNT PAID \$157.32
ACCOUNT NUMBER 584964	INVOICE NUMBER 0005126200	

CURRENT DUE	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120+ DAYS PAST DUE	UNAPPLIED PAYMENTS	TOTAL AMOUNT DUE
\$157.32	\$0.00	\$0.00	\$331.74	\$0.00	-\$271.89	\$217.17

REMITTANCE ADDRESS (Include Account# & Invoice# on check)

Treasure Coast Newspapers
PO Box 1410
Charlotte, NC 28201-1410

TO PAY WITH CREDIT CARD PLEASE FILL OUT BELOW:

VISA MASTERCARD DISCOVER AMEX

Card Number _____

Exp Date ____ / ____ / ____ CVV Code _____

Signature _____ Date _____

00005849640000000000000051262000002171712679

LOCALIQ

TCPalm.

RECEIVED

SEP 16 2022

ACCOUNT NAME LTC Ranch West Residential Community Development District		ACCOUNT # 584964	PAGE # 1 of 1
INVOICE # 0004872568	BILLING PERIOD Aug 1- Aug 31, 2022	PAYMENT DUE DATE September 20, 2022	
PREPAY (Memo Info) \$0.00	UNAPPLIED (included in amt due) -\$271.89	TOTAL AMOUNT DUE \$59.85	
BILLING ACCOUNT NAME AND ADDRESS Ltc Ranch West Residential Community Development District Rebekah Scroggins 3434 Colwell Ave. Ste. 200 Tampa, FL 33614-8390		BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or smb@ccc.gannett.com	FEDERAL ID 47-1939744
<p>Terms and Conditions: Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited.</p> <p>All funds payable in US dollars.</p>			

000058496400000000000000048725680000598512673

To sign-up for E-mailed invoices and online payments please contact abgspecial@gannett.com.

Date	Description	Amount
8/1/22	Balance Forward	\$0.00
8/3/22	PAYMENT - THANK YOU	-\$271.89

Package Advertising:

Start-End Date	Description	PO Number	Package Cost
8/22/22-8/29/22	0005338884 public hearing LTC RANCH	public hearing	\$331.74

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

LOCALIQ

TCPalm.

ACCOUNT NAME LTC Ranch West Residential Community Development District	PAYMENT DUE DATE September 20, 2022	AMOUNT PAID \$331.74
ACCOUNT NUMBER 584964	INVOICE NUMBER 0004872568	

CURRENT DUE	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120+ DAYS PAST DUE	UNAPPLIED PAYMENTS	TOTAL AMOUNT DUE
\$331.74	\$0.00	\$0.00	\$0.00	\$0.00	-\$271.89	\$59.85

REMITTANCE ADDRESS (Include Account# & Invoice# on check)

Treasure Coast Newspapers
PO Box 1410
Charlotte, NC 28201-1410

TO PAY WITH CREDIT CARD PLEASE FILL OUT BELOW:

VISA MASTERCARD DISCOVER AMEX

Card Number _____

Exp Date ____/____/____ CVV Code _____

Signature _____ Date _____

000058496400000000000000048725680000598512673

St Lucie News Tribune
1801 U.S. 1, Vero Beach, FL 32960

AFFIDAVIT OF PUBLICATION

LTC RANCH WEST RESIDENTIAL COMMUNIT
3434 COLWELL AVE # 200

RECEIVED
09/02/22

TAMPA, FL 33614-8390

STATE OF WISCONSIN
COUNTY OF BROWN

Before the undersigned authority personally appeared, said legal clerk, who on oath says that he/she is a legal clerk of the St Lucie News Tribune, a daily newspaper published at Fort Pierce in St. Lucie County, Florida: that the attached copy of advertisement was published in the St Lucie News Tribune in the following issues below. Affiant further says that the said St Lucie News Tribune is a newspaper published in Fort Pierce in said St. Lucie County, Florida, and that said newspaper has heretofore been continuously published in said St. Lucie County, Florida, daily and distributed in St. Lucie County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she has neither paid or promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper. The St Lucie News Tribune has been entered as Periodical Matter at the Post Offices in Fort Pierce, St. Lucie County, Florida and has been for a period of one year next preceding the first publication of the attached copy of advertisement.

Issue(s) dated before where the dates are noted or by publication on the newspaper's website, if authorized, on :

08/22/2022, 08/29/2022

Handwritten notes: 08-29-2022

Dana Kamitz

Subscribed and sworn to before on August 29, 2022:

Kathleen Allen

Notary, State of WI, County of Brown

1-7-85

My commission expires

KATHLEEN ALLEN
Notary Public
State of Wisconsin

Publication Cost: \$331.74
Ad No: 0005338884
Customer No: 1975085
PO #: public hearing

LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT

NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2022/2023 BUDGETS; AND NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING.

The Board of Supervisors ("Board") of the LTC Ranch West Residential Community Development District ("District") will hold a public hearing on September 13, 2022, at 11:30 a.m., at the Offices of Greenpointe Communities, 864 Southeast Becker Road, Port St. Lucie, Florida 34984 for the purpose of hearing comments and objections on the adoption of the proposed budgets ("Proposed Budget") of the District for the fiscal year beginning October 1, 2022 and ending September 30, 2023 ("Fiscal Year 2022/2023"). A regular board meeting of the District will also be held at that time where the Board may consider any other business that may properly come before it. A copy of the agenda and Proposed Budget may be obtained at the offices of the District Manager, by mail located at Rizzetta & Company, Inc., at 3434 Colwell Avenue, Suite 200, Tampa, Florida, 33614, Ph: (407) 472-2471 ("District Manager's Office"), during normal business hours, or by visiting the District's website at <https://www.ltc ranchwestcd.org>.

The public hearing and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. The public hearing and meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

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

Richard Hernandez
District Manager

Publish August 22&29,2022
TCN 5338884

LOCALiQ

TCPalm.

RECEIVED
OCT 17 2022

ACCOUNT NAME LTC Ranch West Residential Community Development District		ACCOUNT # 584964	PAGE # 1 of 1
STATEMENT # 0004964673	BILLING PERIOD Sep 1- Sep 30, 2022	PAYMENT DUE DATE October 20, 2022	
PREPAY (Memo Info) \$0.00	UNAPPLIED (included in amt due) -\$271.89	TOTAL AMOUNT DUE \$59.85	
BILLING ACCOUNT NAME AND ADDRESS Ltc Ranch West Residential Community Development District Rebekah Scroggins 3434 Colwell Ave. Ste. 200 Tampa, FL 33614-8390		BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or smb@ccc.gannett.com	FEDERAL ID 47-1939744
<p>Terms and Conditions: Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited. All funds payable in US dollars.</p>			

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Starting in October ad placements will be assessed a monthly creative processing fee to cover fees associated with award winning ad design, toning, imaging, and sizing.

Date	Description	Amount
9/1/22	Balance Forward	\$59.85

RECEIVED
10/17/22

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

LOCALiQ TCPalm.		ACCOUNT NAME LTC Ranch West Residential Community Development District	PAYMENT DUE DATE October 20, 2022	AMOUNT PAID \$59.85		
		ACCOUNT NUMBER 584964	STATEMENT NUMBER 0004964673			
CURRENT DUE \$0.00	30 DAYS PAST DUE \$331.74	60 DAYS PAST DUE \$0.00	90 DAYS PAST DUE \$0.00	120+ DAYS PAST DUE \$0.00	UNAPPLIED PAYMENTS -\$271.89	TOTAL AMOUNT DUE \$59.85
REMITTANCE ADDRESS (Include Account# & Invoice# on check) Treasure Coast Newspapers PO Box 1410 Charlotte, NC 28201-1410			TO PAY WITH CREDIT CARD PLEASE FILL OUT BELOW: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMEX Card Number _____ Exp Date ____ / ____ / ____ CVV Code _____ Signature _____ Date _____			

00005849640000000000000049646730000598512670



Corporate Trust Services
EP-MN-WN3L
60 Livingston Ave.
St. Paul, MN 55107

Invoice Number: 6739629
Account Number: 256535000
Invoice Date: 11/25/2022
Direct Inquiries To: LEANNE DUFFY
Phone: 407-835-3807

LTC RANCH WEST RESIDENTIAL
COMMUNITY DEVELOPMENT DISTRICT
ATTN: RIZZETTA & COMPANY
3434 COLWELL AVENUE, STE 200
TAMPA FL 33614

LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT SPECIAL ASSESSMENT
BONDS, SERIES 2021B

The following is a statement of transactions pertaining to your account. For further information, please review the attached.

STATEMENT SUMMARY

PLEASE REMIT BOTTOM COUPON PORTION OF THIS PAGE WITH CHECK PAYMENT OF INVOICE.

TOTAL AMOUNT DUE \$2,963.13

All invoices are due upon receipt.



Please detach at perforation and return bottom portion of the statement with your check, payable to U.S. Bank.

LTC RANCH WEST RESIDENTIAL COMMUNITY
DEVELOPMENT DISTRICT SPECIAL ASSESSMENT
BONDS, SERIES 2021B

Invoice Number: 6739629
Account Number: 256535000
Current Due: \$2,963.13
Direct Inquiries To: LEANNE DUFFY
Phone: 407-835-3807

Wire Instructions:
U.S. Bank
ABA # 091000022
Acct # 1-801-5013-5135
Trust Acct # 256535000
Invoice # 6739629
Attn: Fee Dept St. Paul

Please mail payments to:
U.S. Bank
CM-9690
PO BOX 70870
St. Paul, MN 55170-9690





Corporate Trust Services
 EP-MN-WN3L
 60 Livingston Ave.
 St. Paul, MN 55107

Invoice Number: 6739629
 Invoice Date: 11/25/2022
 Account Number: 256535000
 Direct Inquiries To: LEANNE DUFFY
 Phone: 407-835-3807

LTC RANCH WEST RESIDENTIAL COMMUNITY
 DEVELOPMENT DISTRICT SPECIAL ASSESSMENT
 BONDS, SERIES 2021B

Accounts Included 256535000 256535001 256535002 256535003 256535004 256535005
 In This Relationship: 256535006

CURRENT CHARGES SUMMARIZED FOR ENTIRE RELATIONSHIP

Detail of Current Charges	Volume	Rate	Portion of Year	Total Fees
04200 Trustee	1.00	2,750.00	100.00%	\$2,750.00
Subtotal Administration Fees - In Advance 11/01/2022 - 10/31/2023				\$2,750.00
Incidental Expenses 11/01/2022 to 10/31/2023	2,750.00	0.0775		\$213.13
Subtotal Incidental Expenses				\$213.13
TOTAL AMOUNT DUE				\$2,963.13





MK-WI-S300 GCFS
1555 N. Rivercenter Drive, Suite 300
Milwaukee, WI 53212

RECEIVED

DEC 05 2022

6739629



000002269 02 SP 106481607818694 P

LTC RANCH WEST RESIDENTIAL
COMMUNITY DEVELOPMENT DISTRICT
ATTN: RIZZETTA & COMPANY
3434 COLWELL AVENUE, STE 200
TAMPA FL 33614





Corporate Trust Services
EP-MN-WN3L
60 Livingston Ave.
St. Paul, MN 55107

Invoice Number: 6740730
Account Number: 277710000
Invoice Date: 11/25/2022
Direct Inquiries To: LEANNE DUFFY
Phone: 407-835-3807

LTC RANCH WEST RESIDENTIAL
COMMUNITY DEVELOPMENT DISTRICT
C/O RIZZETTA & CO
3434 COLWELL AVENUE, STE 200
TAMPA FL 33614

LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT SPECIAL ASSESSMENT
REVENUE BONDS SERIES 2021A REVENUE ACCOUNT

The following is a statement of transactions pertaining to your account. For further information, please review the attached.

STATEMENT SUMMARY

PLEASE REMIT BOTTOM COUPON PORTION OF THIS PAGE WITH CHECK PAYMENT OF INVOICE.

TOTAL AMOUNT DUE

\$4,040.63

All invoices are due upon receipt.

RECEIVED
12/05/2022

Please detach at perforation and return bottom portion of the statement with your check, payable to U.S. Bank.

LTC RANCH WEST RESIDENTIAL COMMUNITY
DEVELOPMENT DISTRICT SPECIAL ASSESSMENT
REVENUE BONDS SERIES 2021A REVENUE ACCOUNT

Invoice Number: 6740730
Account Number: 277710000
Current Due: \$4,040.63
Direct Inquiries To: LEANNE DUFFY
Phone: 407-835-3807

Wire Instructions:
U.S. Bank
ABA # 091000022
Acct # 1-801-5013-5135
Trust Acct # 277710000
Invoice # 6740730
Attn: Fee Dept St. Paul

Please mail payments to:
U.S. Bank
CM-9690
PO BOX 70870
St. Paul, MN 55170-9690





Corporate Trust Services
 EP-MN-WN3L
 60 Livingston Ave.
 St. Paul, MN 55107

Invoice Number: 6740730
 Invoice Date: 11/25/2022
 Account Number: 277710000
 Direct Inquiries To: LEANNE DUFFY
 Phone: 407-835-3807

LTC RANCH WEST RESIDENTIAL COMMUNITY
 DEVELOPMENT DISTRICT SPECIAL ASSESSMENT
 REVENUE BONDS SERIES 2021A REVENUE ACCOUNT

Accounts Included 277710000 277710001 277710002 277710003 277710004 277710005
 In This Relationship: 277710006 277710007

CURRENT CHARGES SUMMARIZED FOR ENTIRE RELATIONSHIP

Detail of Current Charges	Volume	Rate	Portion of Year	Total Fees
04111 Paying Agent / Regist / Trustee Agent	1.00	3,750.00	100.00%	\$3,750.00
Subtotal Administration Fees - In Advance 11/01/2022 - 10/31/2023				\$3,750.00
Incidental Expenses 11/01/2022 to 10/31/2023	3,750.00	0.0775		\$290.63
Subtotal Incidental Expenses				\$290.63
TOTAL AMOUNT DUE				\$4,040.63





MK-VI-S300 GCFS
1555 N. Rivercenter Drive, Suite 300
Milwaukee, WI 53212

RECEIVED

DEC 05 2022

6740730



000002705 02 SP 106481607819130 P

LTC RANCH WEST RESIDENTIAL
COMMUNITY DEVELOPMENT DISTRICT
C/O RIZZETTA & CO
3434 COLWELL AVENUE, STE 200
TAMPA FL 33614



LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ORLANDO

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

Operation and Maintenance Expenditures March 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from March 1, 2023 through March 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$4,100.00**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

LTC Ranch West Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2023 Through March 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	100026	INV0000078054	District Management Fees 03/23	\$ <u>4,100.00</u>
Report Total				\$ <u>4,100.00</u>

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
3/1/2023	INV0000078054

Bill To:

LTC Ranch West Residential CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614

Services for the month of	Terms	Client Number
March	Upon Receipt	00582

Description	Qty	Rate	Amount
Accounting Services	1.00	\$1,600.00	\$1,600.00
Administrative Services	1.00	\$350.00	\$350.00
Financial & Revenue Collections	1.00	\$300.00	\$300.00
Management Services	1.00	\$1,750.00	\$1,750.00
Website Compliance & Management	1.00	\$100.00	\$100.00
Subtotal			\$4,100.00
Total			\$4,100.00

RECEIVED
 02/24/23

RESOLUTION 2023-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT EXTENDING THE TERMS OF OFFICE OF ALL CURRENT SUPERVISORS TO COINCIDE WITH THE GENERAL ELECTION PURSUANT TO SECTION 190.006, *FLORIDA STATUTES*; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the LTC Ranch West Residential Community Development District (“District”) is a local unit of special purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the current members of the Board of Supervisors (“Board”) were elected by the landowners within the District based on a one acre/one vote basis; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the Board to adopt a resolution extending or reducing the terms of office of Board members to coincide with the general election in November; and

WHEREAS, the Board finds that it is in the best interests of the District to adopt this Resolution extending the terms of office of all current Supervisors of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The following terms of office are hereby extended to coincide with the general election to be held in November of 2024:

- Seat # 3 (currently held by Chris Frederick)
- Seat # 4_ (currently held by James Jahna)
- Seat # 5 (currently held by Robert Nelson)

The following terms of office are hereby extended to coincide with the general election to be held in November of 2026:

- Seat # 1 (currently held by Grady Miars)
- Seat # 2 (currently held by Austin Burr)

SECTION 2. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this ____ day of _____, 2023.

ATTEST:

**LTC RANCH WEST RESIDENTIAL
COMMUNITY DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson / Vice Chairperson,
Board of Supervisors

MEMORANDUM

TO: LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT
DISTRICT BOARD OF SUPERVISORS

FROM: JONATHAN T. JOHNSON

DATE: JANUARY 12, 2023

RE: PUBLIC RECORDS RETENTION

The purpose of this memorandum and attached resolutions are to update and/or establish the District's Records Retention Policy, including to reflect management of transitory messages and establishment that the electronic record is considered the official record.

The District essentially has two options to ensure compliance with applicable Records Retention laws.

First, the District can adopt the Florida Records Retention Schedules modified to ensure the District is also retaining the records required by federal law and the trust indenture. This option allows for the timely destruction of records while ensuring that the District's policy is in compliance with state and federal laws. Kutak Rock has prepared a resolution that implements this option, and it is attached hereto as **Option 1**.

Second, a District can adopt the Florida Records Retention Schedules as written and adopt a policy that states that the District will not be destroying any records at this point in time, with the exception of Transitory Messages. Kutak Rock has prepared a resolution that implements this option, and it is attached hereto as **Option 2**.

It is important to note that the District could change its Records Retention policy at a later date so long as the District's amendment was consistent with the notice and hearing provisions found in Chapter 190.

OPTION 1

RESOLUTION 2023-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the LTC Ranch West Residential Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

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

WHEREAS, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer ("Records Management Liaison Officer"); and

WHEREAS, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

WHEREAS, the District desires to authorize the District's records custodian to appoint a Records Management Liaison Officer, which may or may not be the District's records custodian; and

WHEREAS, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

WHEREAS, the District's Board of Supervisors ("Board") finds that it is in the best interests of the District to adopt by resolution a Records Retention Policy (the "Policy") for immediate use and application; and

WHEREAS, the District desires to provide for future amendment of the Records Retention Policy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The District hereby authorizes the District's records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of

Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District's records custodian, shall each have the individual power to remove the Records Management Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

SECTION 2. The duties of the Records Management Liaison Officer shall include the following:

- A.** Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B.** Coordinate the District's records inventory;
- C.** Maintain records retention and disposition forms;
- D.** Coordinate District records management training;
- E.** Develop records management procedures consistent with the attached Records Retention Policy, as amended;
- F.** Participate in the development of the District's development of electronic record keeping systems;
- G.** Submit annual compliance statements;
- H.** Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I.** Such other duties as may be assigned by the Board or the District's records custodian in the future.

SECTION 3. The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District will retain certain records longer than required by the General Records Schedules established by the Division as set forth in **Exhibit A**. To the extent the above statute, rules or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment shall not reduce the retention times set forth in **Exhibit A**. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

SECTION 4. In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record

and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

SECTION 5. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. This resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this ____ day of _____ 2023.

ATTEST:

**LTC RANCH WEST RESIDENTIAL COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: District Amendments to General Records Schedules Established by the Division

Exhibit A

District Amendments to General Records Schedules established by the Division

ADVERTISEMENTS: LEGAL (Item #25)

The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to proceedings under uniform method of collection of debt assessments permanently. The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to the levy of assessments securing bonds for five (5) fiscal years provided applicable audits have been released, or until three (3) calendar years after related bonds are redeemed, whichever is later.

AUDITS: INDEPENDENT (Item #56)

The District shall retain the record copy of independent audits for ten (10) fiscal years or until three (3) calendar years after all related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: DETAIL (Item #340)

The District shall retain the record copy of disbursement records relating to the use of bonds for five (5) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: SUMMARY (Item #341)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (Item #107)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

INCIDENT REPORT FILES (Item #241)

The District shall retain incident reports for five (5) anniversary years from the date of the incident.

MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS (Item #4)

The District shall retain audio recordings of board of supervisor meetings for five (5) calendar years after adoption of the official minutes.

PROJECT FILES: CAPITAL IMPROVEMENT (Item #136)

The District shall retain the record copy of project files for projects funded with bonds for ten (10) fiscal years after completion of the project provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION (Item #364)

The District shall retain the record copy of project files for condemnation/demolition projects funded with bonds for five (5) anniversary years after final action or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

REAL PROPERTY RECORDS: PROPERTY ACQUIRED (Item #172)

The District shall retain the record copy of documents related to property acquisitions funded with bonds for three (3) fiscal years after final disposition of the property provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

OPTION 2

RESOLUTION 2023-[]

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the LTC Ranch West Residential Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

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

WHEREAS, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

WHEREAS, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

WHEREAS, the District desires to authorize the District’s records custodian to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

WHEREAS, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

WHEREAS, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution a Records Retention Policy (the “Policy”) for immediate use and application; and

WHEREAS, the District desires to provide for future amendment of the Records Retention Policy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The District hereby authorizes the District’s records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or

the District Manager. The Board, and the District's records custodian, shall each have the individual power to remove the Records Management Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

SECTION 2. The duties of the Records Management Liaison Officer shall include, but not be limited to, the following:

- A. Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B. Coordinate the District's records inventory;
- C. Maintain records retention and disposition forms;
- D. Coordinate District records management training;
- E. Develop records management procedures consistent with the attached Records Retention Policy, as amended;
- F. Participate in the District's development of electronic record keeping systems.
- G. Submit annual compliance statements;
- H. Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I. Such other duties as may be assigned by the Board or the District's records custodian in the future.

SECTION 3. The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District hereby extends the minimum retention guidelines contained in the General Records Schedules so that the District will retain all public records relating to District business until the Board of Supervisors amends the Records Retention Policy to address the disposition of the same. Notwithstanding the foregoing, the District shall only retain Transitory Messages until the Transitory Message is obsolete, superseded or administrative value is lost in accordance with *the General Records Schedule for State and Local Government Agencies, Item #146*, as incorporated by reference in Rule 1B-24.003(1)(a), Florida Administrative Code. To the extent the above statute, rules, or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic change does not permit the disposition of District records without further action

of the Board. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

SECTION 4. In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

SECTION 5. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. This resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this ____ day of _____ 2023.

ATTEST:

**LTC RANCH WEST RESIDENTIAL COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Composite Exhibit A: General Records Schedules, GS1-SL and GS3

Composite Exhibit A

General Records Schedules Established by the Division (GS1-SL and GS3)

[attach, if Option 2 adopted]