



Rizzetta & Company

# **LTC Ranch West Residential Community Development District**

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## **Board of Supervisor's Meeting**

### **August 22, 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

<b>Board of Supervisors</b>	Grady Miars Austin Burr Chris Fredrick Bo Jahna Robert Nelson	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Brian Mendes	Rizzetta & Company, Inc.
<b>District Counsel</b>	Jonathan Johnson	Kutak Rock LLP
<b>Interim Engineer</b>	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](http://www.ltc ranchwestcdd.org)

Board of Supervisors  
LTC Ranch West Community  
Development District

August 14, 2023

## FINAL AGENDA

Dear Board Members:

The meeting of the Board of Supervisors of the LTC Ranch West Residential Community Development District will be held on **August 22, 2023, at 11:30 a.m.**, at the Office of Greenpointe Communities, LLC, 864 S.E. Becker Road, Port St. Lucie, Florida 34984. The following is the final agenda for the meeting.

1. **CALL TO ORDER/ROLL CALL**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of Meeting from the Regular Board Meeting held on June 13, 2023.....Tab 1
  - B. Ratification of Operation & Maintenance Expenditures for June & July 2023.....Tab 2
  - C. Consideration of Resolution 2023-05; Redesignating Certain Officers.....Tab 3
4. **BUSINESS ITEMS**
  - A. Public Hearing on Fiscal Year 2023-2024 Final Budget.....Tab 4
    - 1.) Consideration of Resolution 2023-06: Adopting Fiscal Year 2023-2024 Final Budget
  - B. Public Hearing on Levying Assessments.....Tab 5
    - 1.) Consideration of Resolution 2023-07; Imposing Special Assessments
  - C. Consideration of Addendum to the Contract for Professional District Services.....Tab 6
  - D. Consideration of Resolution 2023-08; Setting Fiscal Year 2023-2024 Meeting Schedule.....Tab 7
  - E. Acceptance of Arbitrage Rate Reports for Series 2021A & 2021B Bond Issue.....Tab 8
  - F. Ratification of Construction Request for Proposals for Wylder Parkway, Phase 2.....Tab 9

- 5. **STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. District Manager.....Tab 10
    - 1.) Presentation of the Voter Registration Count
- 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,

*Brian Mendes*

District Manager

# Tab 1

**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, June 13, 2023, 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	<b>Board Supervisor, Vice Chairman</b>
Bo Jahna	<b>Board Supervisor, Assistant Secretary</b>
Chris Frederick	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

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

There were no members of the public.

**FIRST ORDER OF BUSINESS** **Call to Order**

Mr. Brizendine 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 April 11, 2023**

The Board has no changes to the minutes and approved as written.

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 April 11, 2023, for LTC Ranch West Residential Community Development District.

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**FOURTH ORDER OF BUSINESS**

**Ratification of Operation &  
Maintenance Expenditures for April  
and May 2023**

No Questions from the Board.

On Motion by Mr. Burr, seconded by Mr. Frederick, with all in favor, the Board of Supervisors' ratified the Operation & Maintenance Expenditures for April 2023 (\$16,071.95) and May 2023 (\$4,235.09), for the LTC Ranch West Residential Community Development District.

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**FIFTH ORDER OF BUSINESS**

**Presentation of Budget FY 2023-  
2024**

Mr. Brizendine reviewed the budget in its entirety. The Board had no questions.  
Approved as written.

On Motion by Mr. Burr, seconded by Mr. Jahna, with all in favor, the Board of Supervisors' approved the proposed budget for FY 2023-2024, for the LTC Ranch West Residential Community Development District.

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**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-03  
Approving FY 2024 Proposed Budget  
& Setting Public Hearing**

The Hearing is set for August 22, 2023, at 11:30 am.

On a motion by Mr. Burr, seconded by Mr. Frederick, with all in favor, the Board approved Resolution 2023-03, Approving Proposed Budget & Setting Public Hearing, for LTC Residential Community Development District.

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**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-04  
Re-Designating officers of the District**

No question from the Board.

On a motion by Mr. Burr, seconded by Mr. Jahna, with all in favor, the Board approved resolution 2023-04 Re-Designating Officers of the District, for LTC Residential Community Development District.

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**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

A. **District Counsel**

No Report

Mr. Burr noted issuances are coming up within the next few months.

B. **Interim Engineer**

No Report.

C. **District Manager**

Mr. Brizendine reminded the Board their next meeting will be on August 22, 2023, at 11:30am.

**NINTH ORDER OF BUSINESS**

**Audience Comments and  
Supervisor Requests**

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

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Mr. Burr, seconded by Mr. Jahna, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 11:35 a.m. for LTC Ranch West Residential Community Development District.

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Secretary / Assistant Secretary

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Chairman / Vice Chairman

DRAFT

## **Tab 2**

# LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · ORLANDO

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

## Operation and Maintenance Expenditures June 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from June 1, 2023 through June 30, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: \$ **7,946.38**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# LTC Ranch West Community Development District

## Paid Operation & Maintenance Expenditures

June 1, 2023 Through June 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Innersync Studio, Ltd	100039	21307	CDD Website Services 06/23	\$ 384.38
Kimley-Horn and Associates, Inc.	100037	24884322	Engineering Services 04/23	\$ 2,535.50
Kutak Rock, LLP	100038	3224779	Legal Services 04/23	\$ 926.50
Rizzetta & Company, Inc.	100036	INV0000080716	District Management Fees 06/23	<u>\$ 4,100.00</u>
<b>Report Total</b>				<u><b>\$ 7,946.38</b></u>

# LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · ORLANDO

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

## Operation and Maintenance Expenditures July 2023 For Board Approval

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

The total items being presented: \$ **7,100.00**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# LTC Ranch West Community Development District

## Paid Operation & Maintenance Expenditures

July 1, 2023 Through July 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Grau & Associates, P.A.	100041	24434	Audit FYE 09/30/2022	\$ 3,000.00
Rizzetta & Company, Inc.	100040	INV0000081391	District Management Fees 07/23	\$ <u>4,100.00</u>
<b>Total Report</b>				<b>\$ <u>7,100.00</u></b>

## **Tab 3**

**RESOLUTION 2023-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT REDESIGNATING THE SECRETARY OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, LTC Ranch West Residential Community Development District (hereinafter the "District") is a local unit of special-purpose government organized and existing in accordance with Chapter 190, Florida Statutes, and situated entirely within Hernando County, Florida; and

WHEREAS, the Board of Supervisors (hereinafter the "Board") previously designated Bob Schleifer as Secretary pursuant to Resolution 2021-01; and

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

Section 1.      Scott Brizendine is appointed Secretary

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

**PASSED AND ADOPTED THIS 22<sup>nd</sup> DAY OF AUGUST, 2023.**

**ATTEST:**

**LTC RANCH WEST COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
**SECRETARY/ASSISTANT SECRETARY**

\_\_\_\_\_  
**CHAIRMAN/VICE CHAIRMAN**



# Tab 4

## RESOLUTION 2023-06

**THE ANNUAL APPROPRIATION RESOLUTION OF THE LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has, prior to the fifteenth (15<sup>th</sup>) day in June, 2023, submitted to the Board of Supervisors (“**Board**”) of the LTC Ranch West Residential Community Development District (“**District**”) proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Fiscal Year 2023/2024**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

**WHEREAS**, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

**WHEREAS**, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

**WHEREAS**, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

**WHEREAS**, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1<sup>st</sup> of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

**WHEREAS**, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

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

### **SECTION 1. BUDGET**

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. The Proposed Budget, attached hereto as **Exhibit A**, as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the LTC Ranch West Residential Community Development District for the Fiscal Year Ending September 30, 2024.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption and shall remain on the website for at least 2 years.

**SECTION 2. APPROPRIATIONS**

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2023/2024, the sum of \$\_\_\_\_\_ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$_____
DEBT SERVICE FUND – SERIES 2021A	\$_____
DEBT SERVICE FUND – SERIES 2021B	\$_____
TOTAL ALL FUNDS	\$_____

**SECTION 3. BUDGET AMENDMENTS**

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2023/2024, or within 60 days following the end of the Fiscal Year 2023/2024, may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if

the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.

- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. above are posted on the District’s website within 5 days after adoption and remain on the website for at least 2 years.

**SECTION 4. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 22<sup>ND</sup> DAY OF AUGUST, 2023.**

ATTEST:

**LTC RANCH WEST RESIDENTIAL  
COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**Exhibit A:** Fiscal Year 2023/2024 Budget

**Exhibit A**

Fiscal Year 2023/2024 Budget



Rizzetta & Company

# LTC Ranch West Residential Community Development District

[ltc ranchwestcdd.org](http://ltc ranchwestcdd.org)

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**Approved Proposed Budget for Fiscal Year 2023-2024**

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**LTC Ranch West Community Development District  
Debt Service  
Fiscal Year 2023/2024**

Chart of Accounts Classification	Series 2021A	Series 2021B	Budget For 2023/2024
<b>REVENUES</b>			
Special Assessments			
Net Special Assessments <sup>(1)</sup>	\$998,000.49	\$423,562.65	\$1,421,563.14
<b>TOTAL REVENUES</b>	<b>\$998,000.49</b>	<b>\$423,562.65</b>	<b>\$1,421,563.14</b>
<b>EXPENDITURES</b>			
<b>Administrative</b>			
Debt Service Obligation	\$998,000.49	\$423,562.65	\$1,421,563.14
<b>Administrative Subtotal</b>	<b>\$998,000.49</b>	<b>\$423,562.65</b>	<b>\$1,421,563.14</b>
<b>TOTAL EXPENDITURES</b>	<b>\$998,000.49</b>	<b>\$423,562.65</b>	<b>\$1,421,563.14</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

St. Lucie County Collection Costs (2%) and Early Payment Discounts (4%):

6%

**Gross assessments:**

**\$1,511,015.24**

**Notes:**

Tax Roll Collection Costs and Early Payment Discounts are 6.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

<sup>(1)</sup> Maximum Annual Debt Services less prepaid assessments.

**LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT**

**FISCAL YEAR 2023/2024 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE**

2023/2024 O&M Budget		\$312,346.00
Collection Cost @	2%	\$6,645.66
Early Payment Discount @	4%	\$13,291.32
<b>2023/2024 Total</b>		<b>\$332,282.98</b>

2022/2023 O&M Budget	\$307,618.80
2023/2024 O&M Budget	\$312,346.00

<b>Total Difference</b>	<b>\$4,727.20</b>
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	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2022/2023	2023/2024	\$	%
<b><u>PLATTED</u></b>				
Debt Service Series 2021A - Single Family 40' (Pod 1)	\$1,274.96	\$1,274.96	\$0.00	0.00%
Operations/Maintenance - Townhome	\$0.00	\$437.28	\$437.28	(1)
<b>Total</b>	<b>\$1,274.96</b>	<b>\$1,712.24</b>	<b>\$437.28</b>	<b>34.30%</b>
Debt Service Series 2021A - Single Family 50' (Pod 1)	\$1,274.96	\$1,274.96	\$0.00	0.00%
Operations/Maintenance - 30 Series	\$0.00	\$437.28	\$437.28	(1)
<b>Total</b>	<b>\$1,274.96</b>	<b>\$1,712.24</b>	<b>\$437.28</b>	<b>34.30%</b>
Debt Service Series 2021A - Single Family 60' (Pod 1)	\$1,274.96	\$1,274.96	\$0.00	0.00%
Operations/Maintenance - Duplex/Villa	\$0.00	\$437.28	\$437.28	(1)
<b>Total</b>	<b>\$1,274.96</b>	<b>\$1,712.24</b>	<b>\$437.28</b>	<b>34.30%</b>
<b><u>UNPLATTED</u></b>				
Debt Service Series 2021A - Townhome 35' (Pod 6A)	\$1,274.96	\$1,274.96	\$0.00	0.00%
Operations/Maintenance - 40 Series	\$0.00	\$96.55	\$96.55	(1)
<b>Total</b>	<b>\$1,274.96</b>	<b>\$1,371.51</b>	<b>\$96.55</b>	<b>7.57%</b>
Debt Service Series 2021A - Single Family 50'(Pod 6A)	\$1,700.10	\$1,700.10	\$0.00	0.00%
Operations/Maintenance - 50 Series	\$0.00	\$96.55	\$96.55	(1)
<b>Total</b>	<b>\$1,700.10</b>	<b>\$1,796.65</b>	<b>\$96.55</b>	<b>5.68%</b>
Debt Service Series 2021A - Single Family 60' (Pod 6A)	\$1,700.10	\$1,700.10	\$0.00	0.00%
Operations/Maintenance - 60 Series	\$0.00	\$96.55	\$96.55	(1)
<b>Total</b>	<b>\$1,700.10</b>	<b>\$1,796.65</b>	<b>\$96.55</b>	<b>5.68%</b>
Debt Service Series 2021B - Townhome/Villa 24' (Pod 7)	\$408.45	\$408.45	\$0.00	0.00%
Operations/Maintenance - Courtyard	\$0.00	\$96.55	\$96.55	(1)
<b>Total</b>	<b>\$408.45</b>	<b>\$505.00</b>	<b>\$96.55</b>	<b>23.64%</b>
Debt Service Series 2021B - Townhome/Villa 35' (Pod 2&7)	\$408.45	\$408.45	\$0.00	0.00%
Operations/Maintenance - 70 Series	\$0.00	\$96.55	\$96.55	(1)
<b>Total</b>	<b>\$408.45</b>	<b>\$505.00</b>	<b>\$96.55</b>	<b>23.64%</b>
Debt Service Series 2021B - Single Family 40' (Pod 2)	\$408.45	\$408.45	\$0.00	0.00%
Operations/Maintenance - 80 Series	\$0.00	\$96.55	\$96.55	(1)
<b>Total</b>	<b>\$408.45</b>	<b>\$505.00</b>	<b>\$96.55</b>	<b>23.64%</b>
Debt Service Series 2021B - Single Family 50' (Pod 2&6B)	\$408.45	\$408.45	\$0.00	0.00%

**LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT**

**FISCAL YEAR 2023/2024 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE**

2023/2024 O&M Budget		\$312,346.00
Collection Cost @	2%	\$6,645.66
Early Payment Discount @	4%	\$13,291.32
2023/2024 Total		<u>\$332,282.98</u>

2022/2023 O&M Budget	\$307,618.80
2023/2024 O&M Budget	\$312,346.00

Total Difference	<u>\$4,727.20</u>
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	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2022/2023	2023/2024	\$	%
Operations/Maintenance - Daycare/Residential Support	\$0.00	\$96.55	\$96.55	(1)
<b>Total</b>	<b>\$408.45</b>	<b>\$505.00</b>	<b>\$96.55</b>	<b>23.64%</b>
Debt Service Series 2021B - Single Family 60' (Pod 2&6B)	\$408.45	\$408.45	\$0.00	0.00%
Operations/Maintenance - Recreation Center	\$0.00	\$96.55	\$96.55	(1)
<b>Total</b>	<b>\$408.45</b>	<b>\$505.00</b>	<b>\$96.55</b>	<b>23.64%</b>

Note: Operations and Maintenance Assessments will be levied beginning Fiscal Year 2023-2024. The General Fund budget was previously funded by the developer.

**LTC RANCH WEST COMMUNITY DEVELOPMENT DISTRICT**

**FISCAL YEAR 2023/2024 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE**

TOTAL ADMIN O&M BUDGET		\$163,094.00	TOTAL FIELD O&M BUDGET		\$149,252.00
COLLECTION COSTS @ 2%		\$6,940.17	COLLECTION COSTS @ 2%		\$3,175.57
EARLY PAYMENT DISCOUNT @ 4%		\$3,470.09	EARLY PAYMENT DISCOUNT @ 4%		\$6,351.15
<b>TOTAL ADMIN O&amp;M ASSESSMENT</b>		<b>\$173,504.26</b>	<b>TOTAL FIELD O&amp;M ASSESSMENT</b>		<b>\$158,778.72</b>

	UNITS ASSESSED			ALLOCATION OF ADMIN O&M ASSESSMENT				ALLOCATION OF FIELD O&M ASSESSMENT				PER LOT ANNUAL ASSESSMENT			
	Series 2021A		Series 2021B	TOTAL	% TOTAL	ADMIN	ADMIN	TOTAL	% TOTAL	FIELD	FIELD	2021A DEBT		2021B DEBT	TOTAL (4)
	O&M	DEBT SERVICE (1)	DEBT SERVICE (1)	EAU's	EAU's	PER PARCEL	PER LOT	EAU's	EAU's	PER PARCEL	PER LOT	O&M	SERVICE (2)	SERVICE (3)	
<b>PLATTED</b>															
Single Family 40' (Pod 1)	122	122	0	122.00	6.79%	\$11,779.37	\$96.55	122.00	26.18%	\$41,568.68	\$340.73	\$437.28	\$1,274.96	\$0.00	\$1,712.24
Single Family 50' (Pod 1)	262	262	0	262.00	14.58%	\$25,296.67	\$96.55	262.00	56.22%	\$89,270.44	\$340.73	\$437.28	\$1,274.96	\$0.00	\$1,712.24
Single Family 60' (Pod 1)	82	82	0	82.00	4.56%	\$7,917.28	\$96.55	82.00	17.60%	\$27,939.60	\$340.73	\$437.28	\$1,274.96	\$0.00	\$1,712.24
<b>UNPLATTED</b>															
Townhome 35' (Pod 6A)	78	78	0	78.00	4.34%	\$7,531.07	\$96.55	0.00	0.00	0.00	0.00	\$96.55	\$1,274.96	\$0.00	\$1,371.51
Single Family 50' (Pod 6A)	129	129	0	129.00	7.18%	\$12,455.23	\$96.55	0.00	0.00	0.00	0.00	\$96.55	\$1,700.10	\$0.00	\$1,796.65
Single Family 60' (Pod 6A)	87	87	0	87.00	4.84%	\$8,400.04	\$96.55	0.00	0.00	0.00	0.00	\$96.55	\$1,700.10	\$0.00	\$1,796.65
Townhome/Villa 24' (Pod 7)	80	0	80	80.00	4.45%	\$7,724.17	\$96.55	0.00	0.00	0.00	0.00	\$96.55	\$0.00	\$408.45	\$96.55
Townhome/Villa 35' (Pod 2&7)	190	0	190	190.00	10.57%	\$18,344.91	\$96.55	0.00	0.00	0.00	0.00	\$96.55	\$0.00	\$408.45	\$96.55
Single Family 40' (Pod 2)	160	0	160	160.00	8.90%	\$15,448.35	\$96.55	0.00	0.00	0.00	0.00	\$96.55	\$0.00	\$408.45	\$96.55
Single Family 50' (Pod 2&6B)	417	0	417	417.00	23.21%	\$40,262.26	\$96.55	0.00	0.00	0.00	0.00	\$96.55	\$0.00	\$408.45	\$96.55
Single Family 60' (Pod 2&6B)	190	0	190	190.00	10.57%	\$18,344.91	\$96.55	0.00	0.00	0.00	0.00	\$96.55	\$0.00	\$408.45	\$96.55
<b>Total Community</b>	<b>1797</b>	<b>760</b>	<b>1037</b>	<b>1797.00</b>	<b>100%</b>	<b>\$173,504.26</b>		<b>466.00</b>	<b>100%</b>	<b>\$158,778.72</b>					

LESS: St. Lucie County Collection Costs (2%) and Early Payment Discounts (4%):

**(\$10,410.26)**

**(\$9,526.72)**

**Net Revenue to be Collected:**

**\$163,094.00**

**\$149,252.00**

(1) Reflects the number of total lots with Series 2021A and 2021B debt outstanding.

(2) Annual debt service assessment per lot adopted in connection with the Series 2021A bond issuance. Annual assessment includes principal, interest, St. Lucie County collection costs and early payment discounts.

(3) Annual debt service assessment per lot adopted in connection with the Series 2021B bond issuance. Series 2021B assessments will not be included on the tax roll, and therefore are net of

(4) Annual assessment that will appear on November 2023 St. Lucie County property tax bill. Amount shown includes all applicable collection costs and early payment discounts (up to 4% if paid early).

## GENERAL FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES:

**Interest Earnings:** The District may earn interest on its monies in the various operating accounts.

**Tax Roll:** The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

**Event Rental:** The District may receive monies for event rentals for such things as weddings, birthday parties, etc.

**Miscellaneous Revenues:** The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

**Facilities Rentals:** The District may receive monies for the rental of certain facilities by outside sources, for such items as office space, snack bar/restaurants etc.

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### EXPENDITURES – ADMINISTRATIVE:

**Supervisor Fees:** The District may compensate its supervisors within the appropriate statutory limits of \$200.00 maximum per meeting within an annual cap of \$4,800.00 per supervisor.

**Administrative Services:** The District will incur expenditures for the day to today operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles and phone calls.

**District Management:** The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These services include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

**District Engineer:** The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

**Disclosure Report:** The District is required to file quarterly and annual disclosure reports, as required in the District's Master Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

**Trustee's Fees:** The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

**Assessment Roll:** The District will contract with a firm to maintain the assessment roll and annually levy a Non-Ad Valorem assessment for operating and debt service expenses.

**Financial & Revenue Collections:** Services include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments. This line item also includes the fees incurred for a Collection Agent to collect the funds for the principal and interest payment for its short-term bond issues and any other bond related collection needs. These funds are collected as prescribed in the Trust Indenture. The Collection Agent also provides for the release of liens on property after the full collection of bond debt levied on particular properties.

**Accounting Services:** Services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

**Auditing Services:** The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.

**Arbitrage Rebate Calculation:** The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

**Travel:** Each Board Supervisor and the District Staff are entitled to reimbursement for travel expenses per Florida Statutes 190.006(8).

**Public Officials Liability Insurance:** The District will incur expenditures for public officials' liability insurance for the Board and Staff.

**Legal Advertising:** The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

**Bank Fees:** The District will incur bank service charges during the year.

**Dues, Licenses & Fees:** The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

**Miscellaneous Fees:** The District could incur miscellaneous throughout the year, which may not fit into any standard categories.

**Website Hosting, Maintenance and Email:** The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

**District Counsel:** The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

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## **EXPENDITURES - FIELD OPERATIONS:**

**Deputy Services:** The District may wish to contract with the local police agency to provide security for the District.

**Security Services and Patrols:** The District may wish to contract with a private company to provide security for the District.

**Electric Utility Services:** The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

**Streetlights:** The District may have expenditures relating to streetlights throughout the community. These may be restricted to main arterial roads or in some cases to all streetlights within the District's boundaries.

**Utility - Recreation Facility:** The District may budget separately for its recreation and or amenity electric separately.

**Gas Utility Services:** The District may incur gas utility expenditures related to district operations at its facilities such as pool heat etc.

**Garbage - Recreation Facility:** The District will incur expenditures related to the removal of garbage and solid waste.

**Solid Waste Assessment Fee:** The District may have an assessment levied by another local government for solid waste, etc.

**Water-Sewer Utility Services:** The District will incur water/sewer utility expenditures related to district operations.

**Utility - Reclaimed:** The District may incur expenses related to the use of reclaimed water for irrigation.

**Aquatic Maintenance:** Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

**Fountain Service Repairs & Maintenance:** The District may incur expenses related to maintaining the fountains within throughout the Parks & Recreational areas

**Lake/Pond Bank Maintenance:** The District may incur expenditures to maintain lake banks, etc. for the ponds and lakes within the District's boundaries, along with planting of beneficial aquatic plants, stocking of fish, mowing and landscaping of the banks as the District determines necessary.

**Wetland Monitoring & Maintenance:** The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

**Mitigation Area Monitoring & Maintenance:** The District may be required to provide for certain types of monitoring and maintenance activities for various mitigation areas by other governmental entities.



**Aquatic Plant Replacement:** The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

**General Liability Insurance:** The District will incur fees to insure items owned by the District for its general liability needs

**Property Insurance:** The District will incur fees to insure items owned by the District for its property needs

**Entry and Walls Maintenance:** The District will incur expenditures to maintain the entry monuments and the fencing.

**Landscape Maintenance:** The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

**Irrigation Maintenance:** The District will incur expenditures related to the maintenance of the irrigation systems.

**Irrigation Repairs:** The District will incur expenditures related to repairs of the irrigation systems.

**Landscape Replacement:** Expenditures related to replacement of turf, trees, shrubs etc.

**Field Services:** The District may contract for field management services to provide landscape maintenance oversight.

**Miscellaneous Fees:** The District may incur miscellaneous expenses that do not readily fit into defined categories in field operations.

**Gate Phone:** The District will incur telephone expenses if the District has gates that are to be opened and closed.

**Street/Parking Lot Sweeping:** The District may incur expenses related to street sweeping for roadways it owns or are owned by another governmental entity, for which it elects to maintain.

**Gate Facility Maintenance:** Expenses related to the ongoing repairs and maintenance of gates owned by the District if any.

**Sidewalk Repair & Maintenance:** Expenses related to sidewalks located in the right of way of streets the District may own if any.

**Roadway Repair & Maintenance:** Expenses related to the repair and maintenance of roadways owned by the District if any.

**Employees - Salaries:** The District may incur expenses for employees/staff members needed for the recreational facilities such as Clubhouse Staff.

**Employees - P/R Taxes:** This is the employer's portion of employment taxes such as FICA etc.

**Employee - Workers' Comp:** Fees related to obtaining workers compensation insurance.

**Management Contract:** The District may contract with a firm to provide for the oversight of its recreation facilities.

**Maintenance & Repair:** The District may incur expenses to maintain its recreation facilities.

**Facility Supplies:** The District may have facilities that required various supplies to operate.

**Gate Maintenance & Repairs:** Any ongoing gate repairs and maintenance would be included in this line item.

**Telephone, Fax, Internet:** The District may incur telephone, fax and internet expenses related to the recreational facilities.

**Office Supplies:** The District may have an office in its facilities which require various office related supplies.

**Clubhouse - Facility Janitorial Service:** Expenses related to the cleaning of the facility and related supplies.

**Pool Service Contract:** Expenses related to the maintenance of swimming pools and other water features.

**Pool Repairs:** Expenses related to the repair of swimming pools and other water features.

**Security System Monitoring & Maintenance:** The District may wish to install a security system for the clubhouse

**Clubhouse Miscellaneous Expense:** Expenses which may not fit into a defined category in this section of the budget

**Athletic/Park Court/Field Repairs:** Expense related to any facilities such as tennis, basketball etc.

**Trail/Bike Path Maintenance:** Expenses related to various types of trail or pathway systems the District may own, from hard surface to natural surfaces.

**Special Events:** Expenses related to functions such as holiday events for the public enjoyment

**Miscellaneous Fees:** Monies collected and allocated for fees that the District could incur throughout the year, which may not fit into any standard categories.

**Miscellaneous Contingency:** Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.

**Capital Outlay:** Monies collected and allocated for various projects as they relate to public improvements.

**DEBT SERVICE FUND BUDGET**  
**ACCOUNT CATEGORY DESCRIPTION**

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

**REVENUES:**

**Special Assessments:** The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

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**EXPENDITURES – ADMINISTRATIVE:**

**Bank Fees:** The District may incur bank service charges during the year.

**Debt Service Obligation:** This would be a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.

## **Tab 5**

**RESOLUTION 2023-07**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2023/2024; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS, INCLUDING BUT NOT LIMITED TO PENALTIES AND INTEREST THEREON; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the LTC Ranch West Residential Community Development District ("**District**") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

**WHEREAS**, the District is located in St. Lucie County, Florida ("**County**"); and

**WHEREAS**, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

**WHEREAS**, the Board of Supervisors ("**Board**") of the District hereby determines to undertake various operations and maintenance and other activities described in the District's budget ("**Adopted Budget**") for the fiscal year beginning October 1, 2023 and ending September 30, 2024 ("**Fiscal Year 2023/2024**"), attached hereto as **Exhibit "A,"** and

**WHEREAS**, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

**WHEREAS**, the provision of such services, facilities, and operations is a benefit to lands within the District; and

**WHEREAS**, Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

**WHEREAS**, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

**WHEREAS**, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2023/2024; and

**WHEREAS**, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector (“**Uniform Method**”), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

**WHEREAS**, it is in the best interests of the District to adopt the assessment roll (“**Assessment Roll**”) attached to this Resolution as **Exhibit “B,”** and to certify the portion of the Assessment Roll related to certain developed property (“**Tax Roll Property**”) to the County Tax Collector pursuant to the Uniform Method and to directly collect the portion of the Assessment Roll relating to the remaining property (“**Direct Collect Property**”), all as set forth in **Exhibit “B;”** and

**WHEREAS**, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll adopted herein, including that portion certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

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

**SECTION 1. BENEFIT & ALLOCATION FINDINGS.** The provision of the services, facilities, and operations as described in **Exhibit “A”** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands is shown in **Exhibits “A” and “B,”** and is hereby found to be fair and reasonable.

**SECTION 2. ASSESSMENT IMPOSITION.** Pursuant to Chapters 190 and 197, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District and in accordance with **Exhibits “A” and “B.”** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the “maximum rate” authorized by law for operation and maintenance assessments.

**SECTION 3. COLLECTION AND ENFORCEMENT; PENALTIES; INTEREST.**

A. **Tax Roll Assessments.** The operations and maintenance special assessments and previously levied debt service special assessments imposed on the Tax Roll Property shall be collected at the same time and in the same manner as County taxes in accordance with the Uniform Method, as set forth in **Exhibits “A” and “B.”**

- B. **Direct Bill Assessments.** The operations and maintenance special assessments and previously levied debt service special assessments imposed on the Direct Collect Property shall be collected directly by the District in accordance with Florida law, as set forth in **Exhibits “A” and “B.”** Assessments directly collected by the District are due in full on December 1, 2023; provided, however, that, to the extent permitted by law, the assessments due may be paid in several partial, deferred payments and according to the following schedule:
- i. **Operation and Maintenance Assessments:** 50% due no later than December 1, 2023, 25% due no later than February 1, 2024, and 25% due no later than May 1, 2024.
  - ii. **Debt Service Assessments- Series 2021A Bonds:** 50% due no later than December 1, 2023, 25% due no later than February 1, 2024, and 25% due no later than May 1, 2024.
  - iii. **Debt Service Assessments – Series 2021B Bonds:** 25% due no later than December 15, 2023, 25% due no later than March 15, 2023, 25% due no later than June 15, 2024, and 25% due no later than September 15, 2024.

In the event that an assessment payment is not made in accordance with the schedule stated above, the whole assessment – including any remaining partial, deferred payments for Fiscal Year 2023/2024, shall immediately become due and payable; shall accrue interest, penalties in the amount of one percent (1%) per month, and all costs of collection and enforcement; and shall either be enforced pursuant to a foreclosure action, or, at the District’s sole discretion, collected pursuant to the Uniform Method on a future tax bill, which amount may include penalties, interest, and costs of collection and enforcement. Any prejudgment interest on delinquent assessments shall accrue at the rate of any bonds secured by the assessments, or at the statutory prejudgment interest rate, as applicable. In the event an assessment subject to direct collection by the District shall be delinquent, the District Manager and District Counsel, without further authorization by the Board, may initiate foreclosure proceedings pursuant to Chapter 170, *Florida Statutes*, or other applicable law to collect and enforce the whole assessment, as set forth herein.

- C. **Future Collection Methods.** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

**SECTION 4. ASSESSMENT ROLL.** The Assessment Roll, attached to this Resolution as **Exhibit “B,”** is hereby certified for collection. That portion of the Assessment Roll which includes the Tax Roll Property is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.



**SECTION 5. ASSESSMENT ROLL AMENDMENT.** The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

**SECTION 6. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

**SECTION 7. EFFECTIVE DATE.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

**PASSED AND ADOPTED** this 22<sup>nd</sup> day of August, 2023.

ATTEST:

**LTC RANCH WEST RESIDENTIAL  
COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chair / Vice Chair, Board of Supervisors

- Exhibit A:** Budget
- Exhibit B:** Assessment Roll (Uniform Method)  
Assessment Roll (Direct Collect)

**Exhibit A**  
Budget

**Exhibit B**

Assessment Roll (Uniform Method)

Assessment Roll (Direct Collect)

# Tab 6

**FIRST ADDENDUM TO THE CONTRACT FOR  
PROFESSIONAL DISTRICT SERVICES**

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This First Addendum to the Contract for Professional District Services (this “**Addendum**”), is made and entered into as of the 1<sup>st</sup> day of October, 2023 (the “**Effective Date**”), by and between **LTC Ranch West Residential Community Development District**, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, located in St. Lucie County, Florida (the “**District**”), and **Rizzetta & Company, Inc.**, a Florida corporation (the “**Consultant**”).

**RECITALS**

**WHEREAS**, the District and the Consultant entered into the Contract for Professional District Services dated June 14, 2021 (the “**Contract**”), incorporated by reference herein; and

**WHEREAS**, the District and the Consultant desire to amend **Exhibit B** - Schedule of Fees of the Fees and Expenses, section of the Contract as further described in this Addendum; and

**WHEREAS**, the District and the Consultant each has the authority to execute this Addendum and to perform its obligations and duties hereunder, and each party has satisfied all conditions precedent to the execution of this Addendum so that this Addendum constitutes a legal and binding obligation of each party hereto.

**NOW, THEREFORE**, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Consultant agree to the changes to amend **Exhibit B** - Schedule of Fees attached.

The amended **Exhibit B** - Schedule of Fees are hereby ratified and confirmed. All other terms and conditions of the Contract remain in full force and effect.

**IN WITNESS WHEREOF** the undersigned have executed this Addendum as of the Effective Date.

*(Remainder of this page is left blank intentionally)*

Therefore, the Consultant and the District each intend to enter this Addendum, understand the terms set forth herein, and hereby agree to those terms.

**ACCEPTED BY:**

**RIZZETTA & COMPANY, INC.**

BY: \_\_\_\_\_

PRINTED NAME: William J. Rizzetta

TITLE: President

DATE: \_\_\_\_\_

**LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT**

BY: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: Chairman/Vice Chairman

DATE: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
 Vice Chairman/Assistant Secretary  
 Board of Supervisors

\_\_\_\_\_  
 Print Name

**Exhibit B – Schedule of Fees**

**EXHIBIT B**  
Schedule of Fees

**STANDARD ON-GOING SERVICES:**

Standard On-Going Services will be billed in advance monthly pursuant to the following schedule:

	<b>MONTHLY</b>	<b>ANNUALLY</b>
Management:	\$1,820.00	\$21,840
Administrative:	\$364.00	\$4,368
Accounting:	\$1,664.00	\$19,968
Financial & Revenue Collections:	\$312.00	\$3,744
Assessment Roll <sup>(1)</sup>		\$5,200
<b>Total Standard On-Going Services:</b>	<b>\$4,160.00</b>	<b>\$55,120</b>

(1) Assessment Roll is paid in one lump-sum at the time the roll is completed.

<b>ADDITIONAL SERVICES:</b>	<b>FREQUENCY</b>	<b>RATE</b>
Extended and Continued Meetings	Hourly	\$ 175
Additional Meetings (includes meeting prep, attendance and drafting of minutes)	Hourly	\$ 175
Estoppel Requests (billed to requestor):		
One Lot (on tax roll)	Per Occurrence	\$ 100
Two+ Lots (on tax roll)	Per Occurrence	\$ 125
One Lot (direct billed by the District)	Per Occurrence	\$ 100
Two–Five Lots (direct billed by the District)	Per Occurrence	\$ 150
Six-Nine Lots (direct billed by the District)	Per Occurrence	\$ 200
Ten+ Lots (direct billed by the District)	Per Occurrence	\$ 250
Long Term Bond Debt Payoff Requests	Per Occurrence	\$ 100/Lot
Two+ Lots	Per Occurrence	Upon Request
Short Term Bond Debt Payoff Requests & Long Term Bond Debt Partial Payoff Requests		
One Lot	Per Occurrence	\$ 125
Two – Five Lots	Per Occurrence	\$ 200
Six – Ten Lots	Per Occurrence	\$ 300
Eleven – Fifteen Lots	Per Occurrence	\$ 400
Sixteen+ Lots	Per Occurrence	\$ 500
Special Assessment Allocation Report	Per Occurrence	Upon Request
True-Up Analysis/Report	Per Occurrence	Upon Request
Re-Financing Analysis	Per Occurrence	Upon Request
Bond Validation Testimony	Per Occurrence	Upon Request
Bond Issue Certifications/Closing Documents	Per Occurrence	Upon Request
Electronic communications/E-blasts	Per Occurrence	Upon Request
Special Information Requests	Hourly	Upon Request
Amendment to District Boundary	Hourly	Upon Request
Grant Applications	Hourly	Upon Request
Escrow Agent	Hourly	Upon Request
Continuing Disclosure/Representative/Agent	Annually	Upon Request
Community Mailings	Per Occurrence	Upon Request
Response to Extensive Public Records Requests	Hourly	Upon Request
Litigation Support Services	Hourly	Upon Request

### **PUBLIC RECORDS REQUESTS FEES:**

Public Records Requests will be billed hourly to the District pursuant to the current hourly rates shown below:

<b>JOB TITLE:</b>	<b>HOURLY RATE:</b>
Regional Manager	\$ 52.00
District Manager	\$ 40.00
Accounting & Finance Staff	\$ 28.00
Administrative Support Staff	\$ 21.00



**LITIGATION SUPPORT SERVICES:**

Litigation Support Services will be billed hourly to the District pursuant to the current hourly rates shown below:

<b>JOB TITLE:</b>	<b>HOURLY RATE:</b>
President	\$ 300.00
Chief Financial Officer	\$ 250.00
Vice President	\$ 225.00
Regional District Manager	\$ 200.00
Accounting Manager	\$ 200.00
Finance Manager	\$ 200.00
District Manager	\$ 175.00
Amenity Services Manager	\$ 175.00
Clubhouse Manager	\$ 150.00
Field Services Manager/Landscape Specialist	\$ 150.00
Senior Accountant	\$ 150.00
Staff Accountant	\$ 100.00
Financial Associate	\$ 100.00
Administrative Assistant	\$ 85.00
Accounting Clerk	\$ 85.00

# **Tab 7**

**RESOLUTION 2023-08**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIME AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, LTC Ranch West Residential Community Development District(hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the City of Port St. Lucie, Florida; and

WHEREAS, the District's Board of Supervisors (hereinafter the "Board") is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Economic Opportunity, a schedule of its regular meetings.

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

Section 1. Regular meetings of the Board of Supervisors of the District shall be held as provided on the schedule attached as Exhibit "A".

Section 2. In accordance with Section 189.015(1), Florida Statutes, the District's Secretary is hereby directed to file annually, with the City of Port St. Lucie, a schedule of the District's regular meetings.

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

**PASSED AND ADOPTED THIS 22<sup>nd</sup> DAY OF AUGUST 2023.**

**ATTEST:**

**LTC RANCH WEST RESIDENTIAL  
COMMUNITY DEVELOPMENT. DISTRICT**

\_\_\_\_\_  
**SECRETARY / ASSISTANT SECRETARY**

\_\_\_\_\_  
**CHAIRMAN / VICE CHAIRMAN**

**EXHIBIT "A"**

**LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS MEETING DATES  
FOR FISCAL YEAR 2023/2024**

October 10, 2023

November 14, 2023

December 12, 2023

January 9, 2024

February 13, 2024

March 12, 2024

April 9, 2024

May 14, 2024

June 11, 2024

July 9, 2024

August 13, 2024

September 10, 2024

All meetings will convene at 11:30 a.m. at Office of Greenpointe Communities, LLC located at 864 S.E. Becker Rd, Port St Lucie, FL 34984

# Tab 8



LLS Tax Solutions Inc.  
2172 W. Nine Mile Rd.  
#352  
Pensacola, FL 32534  
Telephone: 850-754-0311  
Email: [liscott@llstax.com](mailto:liscott@llstax.com)

May 30, 2023

LTC Ranch West Community Development District  
c/o Rizzetta & Company, Inc.  
3434 Colwell Avenue, Suite 200  
Tampa, Florida 33614

Thank you for choosing LLS Tax Solutions Inc. (“LLS Tax”) to provide arbitrage services to LTC Ranch West Community Development District (“Client”) for the following bond issue. This Engagement Letter describes the scope of the LLS Tax services, the respective responsibilities of LLS Tax and Client relating to this engagement and the fees LLS Tax expects to charge.

- \$17,870,000 LTC Ranch West Community Development District Special Assessment Revenue Bonds, Series 2021A (Assessment Area One Project)

## **SCOPE OF SERVICES**

The procedures that we will perform are as follows:

- Assist in calculation of the bond yield, unless previously computed and provided to us.
- Assist in determination of the amount, if any, of required rebate to the federal government.
- Issuance of a report presenting the cumulative results since the issue date of the issue of bonds.
- Preparation of necessary reports and Internal Revenue Service (“IRS”) forms to accompany any required payment to the federal government.

As a part of our engagement, we will read certain documents associated with each issue of bonds for which services are being rendered. We will determine gross proceeds of each issue of bonds based on the information provided in such bond documents. You will have sole responsibility for determining any other amounts not discussed in those documents that may constitute gross proceeds of each series of bonds for the purposes of the arbitrage requirements.

## **TAX POSITIONS AND REPORTABLE TRANSACTIONS**

Because the tax law is not always clear, we will use our professional judgment in resolving questions affecting the arbitrage calculations. Unless you instruct us otherwise, we will take the reporting position most favorable to you whenever reasonable. Any of your bond issues may be selected for review by the IRS, which may not agree with our positions. Any proposed adjustments are subject to certain rights of appeal. Because of the lack of clarity in the law, we cannot provide assurances that

the positions asserted by the IRS may not ultimately be sustained, which could result in the assessment of potential penalties. You have the ultimate responsibility for your compliance with the arbitrage laws; therefore, you should review the calculations carefully.

The IRS and some states have promulgated “tax shelter” rules that require taxpayers to disclose their participation in “reportable transactions” by attaching a disclosure form to their federal and/or state income tax returns and, when necessary, by filing a copy with the Internal Revenue Service and/or the applicable state agency. These rules impose significant requirements to disclose transactions and such disclosures may encompass many transactions entered into in the normal course of business. Failure to make such disclosures will result in substantial penalties. In addition, an excise tax is imposed on exempt organizations (including state and local governments) that are a party to prohibited tax shelter transactions (which are defined using the reportable transaction rules). Client is responsible for ensuring that it has properly disclosed all “reportable transactions” and, where applicable, complied with the excise tax provision. The LLS Tax services that are the subject of this Engagement Letter do not include any undertaking by LLS Tax to identify any reportable transactions that have not been the subject of a prior consultation between LLS Tax and Client. Such services, if desired by Client, will be the subject of a separate engagement letter. LLS Tax may also be required to report to the IRS or certain state tax authorities certain tax services or transactions as well as Client’s participation therein. The determination of whether, when and to what extent LLS Tax complies with its federal or state “tax shelter” reporting requirements will be made exclusively by LLS Tax. LLS Tax will not be liable for any penalties resulting from Client’s failure to accurately and timely file any required disclosure or pay any related excise tax nor will LLS Tax be held responsible for any consequences of its own compliance with its reporting obligations. Please note that any disclosure required by or made pursuant to the tax shelter rules is separate and distinct from any other disclosure that Client might be required to or choose to make with its tax returns (e.g., disclosure on federal Form 8275 or similar state disclosure).

## **PROFESSIONAL FEES AND EXPENSES**

Our professional fees for the services listed above for the three annual bond years ending June 15, 2022, June 15, 2023, and June 15, 2024, is \$1,500, which is \$500 each year. We will bill you upon completion of our services. Our invoices are payable upon receipt. Additionally, you may request additional consulting services from us upon occasion; we will bill you for these consulting services at a beforehand agreed upon rate.

Unanticipated factors that could increase our fees beyond the estimate given above include the following (without limitation). Should any of these factors arise we will alert you before additional fees are incurred.

- Investment data provided by you is not in good order or is unusually voluminous.
- Proceeds of bonds have been commingled with amounts not considered gross proceeds of the bonds (if that circumstance has not previously been communicated to us).
- A review or other inquiry by the IRS with respect to an issue of bonds.

The Client (District) has the option to terminate this Agreement within ninety days of providing notice to LLS Tax Solutions Inc. of its intent.

**ACCEPTANCE**

You understand that the arbitrage services, report and IRS forms described above are solely to assist you in meeting your requirements for federal income tax compliance purposes. This Engagement Letter constitutes the entire agreement between Client and LLS Tax with respect to this engagement, supersedes all other oral and written representations, understandings or agreements relating to this engagement, and may not be amended except by the mutual written agreement of the Client and LLS Tax.

Please indicate your acceptance of this agreement by signing in the space provided below and returning a copy of this Engagement Letter to us. Thank you again for this opportunity to work with you.

Very truly yours,  
LLS Tax Solutions Inc.

AGREED AND ACCEPTED:  
LTC Ranch West Community Development  
District

By: Linda L. Scott  
Linda L. Scott, CPA

By: \_\_\_\_\_  
Print Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date: \_\_\_\_\_





LLS Tax Solutions Inc.  
2172 W. Nine Mile Rd.  
#352  
Pensacola, FL 32534  
Telephone: 850-754-0311  
Email: [liscott@llstax.com](mailto:liscott@llstax.com)

May 30, 2023

LTC Ranch West Community Development District  
c/o Rizzetta & Company, Inc.  
3434 Colwell Avenue, Suite 200  
Tampa, Florida 33614

Thank you for choosing LLS Tax Solutions Inc. (“LLS Tax”) to provide arbitrage services to LTC Ranch West Community Development District (“Client”) for the following bond issue. This Engagement Letter describes the scope of the LLS Tax services, the respective responsibilities of LLS Tax and Client relating to this engagement and the fees LLS Tax expects to charge.

- \$12,445,000 LTC Ranch West Community Development District Special Assessment Revenue Bonds, Series 2021B (Series 2021B Project)

## **SCOPE OF SERVICES**

The procedures that we will perform are as follows:

- Assist in calculation of the bond yield, unless previously computed and provided to us.
- Assist in determination of the amount, if any, of required rebate to the federal government.
- Issuance of a report presenting the cumulative results since the issue date of the issue of bonds.
- Preparation of necessary reports and Internal Revenue Service (“IRS”) forms to accompany any required payment to the federal government.

As a part of our engagement, we will read certain documents associated with each issue of bonds for which services are being rendered. We will determine gross proceeds of each issue of bonds based on the information provided in such bond documents. You will have sole responsibility for determining any other amounts not discussed in those documents that may constitute gross proceeds of each series of bonds for the purposes of the arbitrage requirements.

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Our professional fees for the services listed above for the three annual bond years ending June 15, 2022, June 15, 2023, and June 15, 2024, is \$1,500, which is \$500 each year. We will bill you upon completion of our services. Our invoices are payable upon receipt. Additionally, you may request additional consulting services from us upon occasion; we will bill you for these consulting services at a beforehand agreed upon rate.

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- A review or other inquiry by the IRS with respect to an issue of bonds.

The Client (District) has the option to terminate this Agreement within ninety days of providing notice to LLS Tax Solutions Inc. of its intent.

**ACCEPTANCE**

You understand that the arbitrage services, report and IRS forms described above are solely to assist you in meeting your requirements for federal income tax compliance purposes. This Engagement Letter constitutes the entire agreement between Client and LLS Tax with respect to this engagement, supersedes all other oral and written representations, understandings or agreements relating to this engagement, and may not be amended except by the mutual written agreement of the Client and LLS Tax.

Please indicate your acceptance of this agreement by signing in the space provided below and returning a copy of this Engagement Letter to us. Thank you again for this opportunity to work with you.

Very truly yours,  
LLS Tax Solutions Inc.

AGREED AND ACCEPTED:  
LTC Ranch West Community Development  
District

By: Linda L. Scott  
Linda L. Scott, CPA

By: \_\_\_\_\_  
Print Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date: \_\_\_\_\_

## **Tab 9**

**Request for Proposals**  
**Project Construction Procurement Timeline**  
**LTC Ranch West Residential CDD – WYLDER POD 5 & WYLDER**  
**PARKWAY PHASE 2**

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<b>Monday, July 6, 2023</b>	Advertisement for Request for Proposals runs in the paper.
<b>Tuesday July 11, 2023, at 9:00 AM EST</b>	Project Manual available for pick-up by emailing Kinan Husainy at Kimley-Horn at: <a href="mailto:Kinan.Husainy@Kimley-Horn.com">Kinan.Husainy@Kimley-Horn.com</a>
<b>Friday, July 14, 2023 at 3:30 PM EST</b>	Mandatory bid meeting for all Proposers at (Subject to change): GreenPointe Communities 864 SE Becker Road Port St. Lucie, FL 34984
<b>Monday, July 31, 2023 at 5:00 PM EST</b>	Deadline for questions from Proposers regarding Project Manual.
<b>Tuesday, August 15, 2023 at 12:00 PM EST</b>	Proposals are due – location due to: GreenPointe Communities 864 SE Becker Road Port St. Lucie, FL 34984
<b>Tuesday, August 15, 2023 at 12:00 PM EST</b>	Public Meeting to open Proposals – opened at a noticed date, time, location, and distributed to members of staff and the Board Members for evaluation. Location of public meeting: GreenPointe Communities 864 SE Becker Road Port St. Lucie, FL 34984  OR DIAL IN TO BE PROVIDED AS REQUESTED
<b>Tuesday, August 22, 2023 at 11:30 AM EST</b> <i>(regularly scheduled meeting)</i>	Meeting of the Board of Supervisors; Board reviews and evaluates the submitted proposals and awards project. Notice of Decision will be sent to Proposers.
	Assuming no protests are filed, and upon receipt of requisite insurance and bonding information, the District executes a contract for construction services.  <i>*Note, protestors have 7 calendar days to file formal protest</i>

**LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS**

**CONSTRUCTION SERVICES FOR WYLDER POD 5 & WYLDER PARKWAY PHASE 2  
INFRASTRUCTURE IMPROVEMENTS  
CITY OF PORT ST. LUCIE, FLORIDA**

Notice is hereby given that the LTC Ranch West Residential Community Development District (“District”) will receive proposals for the following District project:

**WYLDER POD 5 & WYLDER PARKWAY PHASE 2**

The Project Manuals will be available beginning Tuesday July 11, 2023, at 9:00 AM EST from the offices of the Project Engineer, Kimley-Horn and Associates, Inc. by emailing [kinan.husainy@kimley-horn.com](mailto:kinan.husainy@kimley-horn.com). Proposers can bid on Wylder Pod 5, Wylder Parkway Phase 2 or both. Each Project Manual will include, but not be limited to, the Project Manual, proposal and contract documents. Instructions for distributing construction plans and specifications will be included in each Project Manual.

The District reserves the right to reject any and all proposals, make modifications to the work, award the contract in whole or in part with or without cause, provide for the delivery of the project in phases, and waive minor or technical irregularities in any Proposal, as it deems appropriate, if it determines in its discretion that it is in the District’s best interests to do so. Each proposal shall be accompanied by a proposal guarantee in the form of a proposal bond or certified cashier’s check in an amount not less than five percent (5%) of the total bid to be retained in the event the successful proposer fails to execute a contract with the District and file the requisite Performance and Payment Bonds and insurance within fourteen (14) calendar days after the receipt of the Notice of Award.

Any person who wishes to protest the Project Manual, or any component thereof, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the Project Manual is made available, and shall file a formal written protest with the District within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the date of timely filing the initial notice of protest. Filing will be perfected and deemed to have occurred upon receipt by the Project Engineer directed to Kinan F. Husainy, at [kinan.husainy@kimley-horn.com](mailto:kinan.husainy@kimley-horn.com). Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object to or protest the contents of the District’s Project Manual. The formal written protest shall state with particularity the facts and law upon which the protest is based.

Ranking of proposals will be made on the basis of qualifications according to the evaluation criteria contained within the Project Manual; however, please note that proposals received from firms failing to meet the following minimum qualifications/requirements will not be considered or evaluated: (1) Proposer will have constructed two (2) improvements similar in quality and scope with a minimum of \$3,000,000 in total volume construction cost within the last five (5) years; (2) Proposer will have minimum bonding capacity of \$3,000,000 or the proposer’s bid amount,

whichever is greater, from a surety company acceptable to the District; (3) Proposer is authorized to do business in Florida; and (4) Proposer is registered with St. Lucie County and is a licensed contractor in the State of Florida.

Any and all questions relative to this project shall be directed in email only to the project engineer's contact information included in the Project Manual(s) no later than 5:00 PM EST, on Monday, July 31, 2023.

Firms desiring to provide services for this project must submit one (1) original and (1) electronic copy in PDF included with the submittal package of the required proposal no later than 12:00 PM EST, Tuesday, August 15, 2023, at the offices of GreenPointe Communities, 864 SE Becker Road, Port St Lucie, FL 34984. Proposals shall be submitted in a sealed opaque package, shall bear the name of the proposer on the outside of the package and shall identify the name of the project. Proposals will be opened at a public meeting to be held at 12:00 PM EST, Tuesday, August 15, 2023, at the offices of GreenPointe Communities, 864 SE Becker Road, Port St Lucie, FL 34984. No official action will be taken at the meeting. Proposals received after the time and date stipulated above will be returned un-opened to the proposer. Any proposal not completed as specified or missing the required proposal documents as provided in the Project Manual may be disqualified.

LTC Ranch West Residential Community Development District  
District Manager

**Run Date: Monday, July 6, 2023**

**LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT**  
**EVALUATION CRITERIA**

**CONSTRUCTION SERVICES FOR WYLDER POD 5 & WYLDER PARKWAY PHASE 2**  
**INFRASTRUCTURE IMPROVEMENTS**  
**CITY OF PORT ST. LUCIE, FLORIDA**

**PERSONNEL** **(5 POINTS)**

---

E.g., geographic location of firm's headquarters; adequacy and capabilities of key personnel, including the project manager and field supervisor; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.

**EXPERIENCE** **(15 POINTS)**

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E.g., past record and experience of the respondent in self performing similar projects; past performance for this District and other community development districts in other contracts; character, integrity, reputation of respondent, etc.;

**UNDERSTANDING SCOPE OF WORK** **(20 POINTS)**

---

Demonstration of the Proposer's understanding of the project requirements.

**FINANCIAL CAPABILITY** **(10 POINTS)**

---

Extent to which the proposal demonstrates the adequacy of the Proposer's financial resources and stability as a business entity, necessary to complete the services required.

**SCHEDULE** **(25 POINTS)**

---

Demonstration of Proposer's understanding (through presentation in the proposal of a milestone schedule) of how to meet the required substantial and final completion dates. Consideration will be given to proposers that indicate an ability to credibly complete the project in advance of the required substantial and final completion dates without a premium cost for accelerated work.

**PRICE** **(25 POINTS)**

---

Points available for price will be allocated as follows:

15 Points will be awarded to the Proposer submitting the lowest cost proposal for completing the work. All other Proposers will receive a percentage of this amount based upon the difference between the Proposer's bid and the low proposer.

10 Points are allocated for the reasonableness of unit prices and balance of proposer.

---

**TOTAL POINTS** **(100 POINTS)**



# **Tab 10**



*Gertrude Walker*  
Supervisor of Elections  
St. Lucie County

---

4132 Okeechobee Road • Fort Pierce, FL 34947-5412 • (772) 462-1500 • Fax (772) 462-1439

April 14, 2023

Melinda Gallo  
Rizzetta & Company  
3434 Colwell Avenue, Suite 200  
Tampa, Florida 33614

Dear Ms. Gallo:

This letter is in reference to the number of registered voters as of April 14, 2023 in the Community Development Districts listed below based on the previous mapping forwarded by your organization. If any of your mapping information has changed, please forward the applicable documentation to our office as soon as possible.

CDD NAME	REGISTERED VOTERS
LTC Ranch West	0
Veranda II	765

Please contact Kris Barcomb at 772-462-1508 if you have any questions or need additional information.

Sincerely,

A handwritten signature in black ink that reads "Gertrude Walker".

Gertrude Walker  
St. Lucie County Supervisor of Elections

cc: Alexis Davis  
Richard Hernandez