

Charles Cove Community Development District

12051 Corporate Boulevard, Orlando, FL 32817; 407-723-5900

The meeting of the Board of Supervisors for the Charles Cove Community Development District will be held **Wednesday, October 21, 2020 at 1:00 p.m. using telephonic conferencing due to the COVID-19 Executive Order 20-246**. The proposed agenda for this Board Meeting is found below.

Please use the following information to join the telephonic conferencing:

Phone: 1-844-621-3956 Participant Code: 796 580 192#

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Roll Call to Confirm Quorum
- Public Comment Period
- 1. Discussion regarding Executive Order 20-246
- 2. Consideration of the Minutes of the August 19, 2020 Board of Supervisors' Meeting
- 3. Consideration of the Minutes of the August 19, 2020 Auditor Selection Committee Meeting
- 4. Discussion Regarding Materials on the District Website

Business Matters

- 5. Ratification of Notice of Lien of Special Assessments for Special Assessment Revenue Bonds, Series 2020 (2020 Assessment Area)
- 6. Consideration of Disclosure of Public Financing and Maintenance of Improvements to Real Property
- 7. Consideration of Fiscal Year 2020 Audit Engagement Letter
- 8. Public Hearing on the Adoption of the Amenity Facilities Policies
 - a. Public Comments and Testimony
 - b. Board Comments
 - c. Consideration of Resolution 2021-01, Adopting the Amenity Facilities Policies
- 9. Ratification of Payment Authorization No. 14
- 10. Consideration of Payment Authorization of No. 15 - 17
- 11. Review of District Financial Statements

Other Business

- Staff Reports
 - District Counsel
 - District Engineer
 - District Manager
- Supervisor Requests and Audience Comments
- Adjournment



**Charles Cove
Community Development District**

Executive Order 20-246

STATE OF FLORIDA

OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NUMBER 20-246

(Emergency Management – COVID 19 – Local Government Public Meetings)

WHEREAS, Executive Order 20-69, as extended by Executive Orders 20-112, 20-123, 20-139, 20-150 and amended by Executive Orders 20-179 and 20-193, expires on October 1, 2020, unless extended.

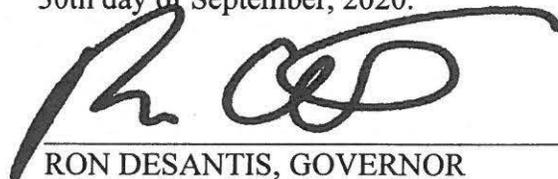
NOW, THEREFORE, I, RON DESANTIS, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution, Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order to take immediate effect:

Section 1. I hereby extend Executive Order 20-69, as extended by Executive Orders 20-112, 20-123, 20-139, 20-150 and amended by Executive Orders 20-179 and 20-193, subject to the condition of Section 2 below, until 12:01 a.m. November 1, 2020. This order supersedes Section 4 of Executive Order 20-69.

Section 2. This order shall not apply to election canvassing boards.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 30th day of September, 2020.


RON DESANTIS, GOVERNOR

ATTEST:


SECRETARY OF STATE

DEPARTMENT OF STATE
TALLAHASSEE, FLORIDA

2020 SEP 30 PM 4:50

FILED

**Notice of Meeting
Charles Cove Community Development District**

The Board of Supervisors of the Charles Cove Community Development District will hold their regular meetings for Fiscal Year 2020-2021 at 43824 Highway 27, Davenport, Florida 33837, at 1:00 p.m., unless otherwise indicated as follows:

**October 21, 2020
November 18, 2020
January 20, 2021
March 17, 2021
May 19, 2021
July 21, 2021
September 15, 2021**

Please note that due to the ongoing nature of the COVID-19 public health emergency, it may be necessary to hold the above referenced meetings utilizing communications media technology in order to protect the health and safety of the public or held at an alternative physical location other than the location indicated above. To that end, anyone wishing to participate in such meetings should contact the District Manager's Office prior to each meeting to confirm the applicable meeting access and/or location information. Additionally, interested parties may refer to the District's website for the latest information: <https://charlescovecdd.com/>.

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from PFM Group Consulting LLC at 12051 Corporate Blvd., Orlando, Florida 32817, or by calling (407) 723-5900.

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (407) 723-5900 at least 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 Office.

A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting 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 such appeal is to be based.

District Manager

Run date: October 14, 2020

**Charles Cove
Community Development District**

**Minutes of the August 19, 2020
Board of Supervisors' Meeting**

MINUTES OF MEETING

**CHARLES COVE COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING**

Wednesday, August 19, 2020 1:03 p.m.

Via telephonic conferencing due to the COVID-19 Executive Orders 20-52, 20-69, & 20-179.

Board Members in attendance via conference call:

Timothy Hultgren	Board Member
Branden Eckenrode	Board Member
Bradley Kingsley	Board Member
Sean Bailey	Board Member

Also present via conference call were:

Jennifer Walden	PFM
Lynne Mullins	PFM
Kevin Plenzler	PFM
Roy Van Wyk	Hopping Green & Sams, P.A.
Bruce Taylor	Dave Schmitt Engineering

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Ms. Walden called the meeting of the Board of Supervisors of the Charles Cove CDD to order at 1:03 p.m. and the roll was called.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Walden called for any public comments on any agenda items. She noted there were no public comments.

THIRD ORDER OF BUSINESS

**Discussion of Executive Orders 20-52,
20-69, & 20-179**

Ms. Walden stated Executive Orders 20-52, 20-69, & 20-179 are all included in the packet. These Executive Orders state that the District can hold their meetings via telephonic conferencing due to the COVID-19 situation. Also, included behind the Executive Orders is a proof of the ad that was placed for today's meeting which notes those Executive Orders as well as the telephonic conferencing information so the public can safely join the meeting. Additionally new Executive Orders came out last week. Executive Order 20-193 extends using telephonic conferencing through the end of September.

FOURTH ORDER OF BUSINESS

**Consideration of the Minutes of the
July 15, 2020 Board of Supervisors'
Meeting**

The Board reviewed the minutes for the July 15, 2020 Board of Supervisors' Meeting.

On MOTION by Mr. Hultgren, seconded by Mr. Eckenrode, with all in favor, the Board approved the Minutes of the July 15, 2020 Board of Supervisors' Meeting, as presented.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2020-42,
Approving an Annual Meeting
Schedule for FY 2020-2021**

Ms. Walden explained District staff is suggesting the Board continue holding meetings the third Wednesday every other month starting with November at 1:00 p.m. at the Ramada. The District will need to hold a public hearing for the Amenity Policies and the earliest date to hold that meeting is October. Ms. Walden asked Mr. Van Wyk if the Public Hearing could be moved to November but he replied the rules need to be established for the District because the Amenity is opening soon. He suggested holding a Special Meeting in October for the Public Hearing. Ms. Walden will add the October date to the Annual Meeting Schedule

On MOTION by Mr. Hultgren, seconded by Mr. Eckenrode, with all in favor, the Board approved Resolution 2020-42, Approving an Annual Meeting for FY 2021, as amended to add a meeting on October 21, 2020 at 1:00 p.m. at the Ramada.

SIXTH ORDER OF BUSINESS

**Review of Auditor Selection
Committee Rankings & Selection of an
Auditor**

Ms. Walden explained the recommended rankings from the Auditor Selection Committee are behind Tab 4. If the Board chooses to accept the rankings, then Grau & Associate would be ranked as No.1 and CRI would be ranked No. 2

On MOTION by Mr. Hultgren, seconded by Mr. Eckenrode, with all in favor, the Board accepted the Auditor Selection Committee Rankings, ranking Grau as No. 1 and CRI as No. 2 naming Grau & Associates as Auditor

SEVENTH ORDER OF BUSINESS

**Consideration of Acquisition
Documents**

Mr. Van Wyk presented the Acquisition Documents to the Board. He provided the Board the rest of the documents for the acquisition of the property and for the Amenity parcels. He has worked with the Developer and Developer's Counsel on review of the documents and have included Developer Counsel's opinion and comments into the Acquisition Documents and they would be for the acceptance of all the parcels in Phase, which are Phase 1A, 1B, and 1C now that the District has the recorded plat. Mr. Van Wyk recommended approval of the Acquisition Documents subject to final review and execution by the Developer.

On MOTION by Mr. Eckenrode, seconded by Mr. Hultgren, with all in favor, the Board approved the Acquisition Documents, subject to the final review and execution by the Developer.

EIGHTH ORDER OF BUSINESS

Consideration of Notice Lien of Special Assessment for Special Assessment Revenue Bonds, Series 2020 (2020 Assessment Area)

Mr. Van Wyk explained this the Notice of Lien of Special Assessment for Special Assessment Revenue Bonds, Series 2020 is a follow-up to the Bond Issuance to make sure there is a notice of lien recorded in the Bond Record so if anyone looks into the parcels they will know of the lien. This is a requirement of the Statutes. Mr. Hultgren asked if this has been reviewed by Developer's Counsel. Mr. Van Wyk replied this is not something Developer's Counsel would review. It is a notice from the District that there are assessments in place.

On MOTION by Mr. Eckenrode, seconded by Mr. Hultgren, with all in favor, the Board approved the Notice of Special Assessment for Special Assessment Revenue Bonds, Series 2020 in substantial form.

NINTH ORDER OF BUSINESS

Public Hearing on the Adoption of the District's Annual Budget
a) Public Comments & Testimony
b) Board Comments
c) Consideration of Resolution 2020-43, Adopting the Fiscal Year 2020-2021 Budget and Appropriating Funds

Mr. Van Wyk explained the District noticed the public hearing on the public hearing pursuant to Florida Statutes and she requested a motion to open the Public Hearing.

On MOTION by Mr. Hultgren, seconded by Mr. Eckenrode, with all in favor, the Board opened the Public Hearing.

Ms. Walden noted the budget is an exhibit to the Resolution and is the same overall budget the Board approved in preliminary form back in May. Some of the line items have been adjusted based on some actuals for Fiscal Year 2020 as well as some projections.

Ms. Walden opened the floor for public comments. Hearing none, she requested a motion to close the public hearing.

On MOTION by Mr. Hultgren, seconded by Mr. Eckenrode, with all in favor, the Board closed the Public Hearing.

Ms. Walden asked for comments from the Board. Hearing none she requested a motion to approve Resolution 2020-43 as presented.

On MOTION by Mr. Hultgren, seconded by Mr. Eckenrode, with all in favor, the Board approved Resolution 2020-43, Adopting the Fiscal Year 2020-2021 Budget and Appropriating Funds.

TENTH ORDER OF BUSINESS

Public Hearing on the Imposition of Special Assessments

- a) Public Comments & Testimony**
- b) Board Comments**
- c) Consideration of Resolution 2020-44, Adopting an Assessment Roll for Fiscal year 2021 and Certifying Special Assessments for Collection**

Ms. Walden noted the District noticed the public hearing on the Imposition of Special Assessments pursuant to Florida Statutes and she requested a motion to open the Public Hearing.

On MOTION by Mr. Hultgren, seconded by Mr. Eckenrode, with all in favor, the Board opened the Public Hearing.

Ms. Walden noted the Resolution considers the imposition of special assessments upon the lands located within the District to fund the proposed budget for Fiscal Year 2021, to certify an assessments roll, and provide for the levy, collection and enforcement of assessments.

Ms. Walden opened the floor for public comments. Hearing none, she requested a motion to close the public hearing.

On MOTION by Mr. Hultgren, seconded by Mr. Eckenrode, with all in favor, the Board closed the Public Hearing.

Ms. Walden noted that this Assessment Roll includes Phase 1A and 1B as platted. The District received this Roll from the County and Phase 1C is unplatted. District staff will work with the County and if that changes it will be updated accordingly. She asked for comments from the Board. Hearing none she requested a motion to approve Resolution 2020-44 as presented.

On MOTION by Mr. Hultgren, seconded by Mr. Eckenrode, with all in favor, the Board approved Resolution 2020-44, Adopting an Assessment Roll for Fiscal Year 2021 and Certifying Special Assessments for Collection.

Mr. Van Wyk clarified that Phase 1C is platted but District staff was unable to get folio numbers from the Tax Collector and it is being treated as one parcel for the purposes of assessment.

ELEVENTH ORDER OF BUSINESS

Consideration of FY 2021 Budget Deficit Funding Agreement

Ms. Walden expressed that due to the nature of the ownership of the property, the District is not able to predict with absolute certainty the amount of monies necessary to fund the District's activities, operations, and services set forth in the 2021 O&M Budget. This agreement with D.R. Horton, Inc. would provide the monies necessary to fund the actual expenditures for FY 2021 otherwise funded by the O&M Assessments that are levied. Mr. Van Wyk requested approval in substantial form pending final review by the Developer.

On MOTION by Mr. Eckenrode, seconded by Mr. Hultgren, with all in favor, the Board approved the FY 2021 Budget Deficit Funding Agreement, subject to final review by the Developer.

TWELFTH ORDER OF BUSINESS

Consideration of Resolution 2020-45, Setting Hearing Date, Time and Place and Authorizing Publication of Notice of Amenity Facilities Policies.

Ms. Walden stated there was an update to the Resolution as presented. She recommended October 21, 2020 at 1:00 p.m. at the Ramada for the Public Hearing. Ms. Walden stated there is a non-resident user fee of \$2,500.00, replacement of the key would be a fee of \$30.00, and lost or stolen replacement at a cost of \$50.00. it is under separate cover.

On MOTION by Mr. Hultgren, seconded by Mr. Eckenrode, with all in favor, the Board approved Resolution 2020-45, Setting the Public Hearing date for October 21, 2020 at the Ramada at 1:00 p.m. and Authorizing Publication of Notice of Amenity Facilities Policies.

THIRTEENTH ORDER OF BUSINESS

Ratification of Payment Authorizations Nos. 9 - 13

The Board reviewed Payment Authorizations Nos 9 – 13. Ms. Mullins noted this has already been approved and just needs to be ratified by the Board.

On MOTION by Mr. Hultgren, seconded by Mr. Eckenrode, with all in favor, the Board ratified Payment Authorizations Nos. 9 – 13.

FOURTEENTH ORDER OF BUSINESS

Review of District Financial Statements

The Board reviewed the District Financial Statements. The District is currently running under budget. No action was required by the Board.

FIFTEENTH ORDER OF BUSINESS

Staff Reports

Attorney: Mr. Van Wyk stated the Acquisition Documents are ready to go to Developer’s Counsel and asked once approved by Developer’s Counsel what is the fastest way to achieve executing the documents. Mr. Hultgren asked Mr. Van Wyk to send the pages to him when he is ready to have them executed and District Management does a good job informing him there is something to be executed.

Mr. Eckenrode asked Mr. Van Wyk to copy himself and Melisa Dodson as Developer Coordinators so they understand what has been executed.

Engineer: No Report

District Manager: Ms. Walden noted the next scheduled meeting is Wednesday, September 16, 2020 1:00 p.m. and it will be held virtually due to the new Executive Orders.

District Management staff requested a couple quotes from the different vendors for trash cans and received one from Simon Resort Pools at \$30.00 per month, per can. District staff is continuing to try to get more quotes. She requested a not to exceed amount of \$30.00 per month per can at 8 cans which is \$240.00 per month of \$2,880.00 per year.

On MOTION by Mr. Eckenrode, seconded by Mr. Bailey, with all in favor, the Board authorized the Chair to approve a proposal for 8 trash cans for a not to exceed amount of \$2,880.00 per year.

District staff would like to put up a bulletin board to be able to hold items like the pool permit and any other necessary information such as reminders about Covid and maintaining social distancing. District staff is still obtaining quotes for this so she requested authorization for the Chair to finalize a bulletin board for a not to exceed amount of \$1,250.00 for purchasing and labor.

On MOTION by Mr. Eckenrode, seconded by Mr. Hultgren, with all in favor, the Board authorized the Chair to finalize a bulletin board for a not to exceed amount of \$1,250.00 for purchasing and labor.

Ms. Walden noted the District is finalizing the signage to go in the pool area. The pool comes with a small standard sign but District’s usually install a much nicer sign as well. She requested a motion to authorize the Chair to finalize signage around the pool for a not to exceed amount of \$2,500.00

On MOTION by Mr. Eckenrode, seconded by Mr. Hultgren, with all in favor, the Board authorized the Chair to finalize signage for the pool for a not to exceed amount of \$2,500.00.

Ms. Walden stated the next item to discuss are the pool hours which are typically sunrise to sunset. The District directed staff to maintain the pool hours from sunup to sundown. Mr. Hultgren asked when the pool will open. Ms. Walden stated the acquisition documents must be signed first and she has one more contract to send to him for signature for one of the services and when they are executed and sent to the vendor the District will have the vendors stop billing the HOA and start billing the District. The plan is to mail the key fobs to the residents. Mr. Glasgow is working on getting the program to activate the key fobs. District staff will work with the HOA and send email updates about that is going on to keep the residents informed.

Ms. Walden asked if the Board wanted to allow residents to bring in guests or keep it residents only. The Board directed staff to allow up to 4 guests per household. Mr. Van Wyk asked if the District had submitted

the health certificate. Mr. Eckenrode stated he did not send the health certificate; he sent the certificate of completion to Haines City and Lou or Jordan sent the certifications from the health department and local municipalities to District Management.

It will take a couple days to open the pool once the documents are executed because the insurance must be in place. Everything is being worked on currently.

SIXTEENTH ORDER OF BUSINESS

Audience Comments & Supervisor Requests

There were no Supervisor requests or audience comments

SEVENTEENTH ORDER OF BUSINESS

Adjournment

There was no further business to discuss. Ms. Walden requested a motion to adjourn.

On MOTION by Mr. Eckenrode, seconded by Mr. Hultgren, with all in favor, the August 19, 2020 Meeting of the Board of Supervisors of the Charles Cove Community Development District was adjourned.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

**Charles Cove
Community Development District**

**Minutes of the August 19, 2020
Auditor Selection Committee Meeting**

MINUTES OF MEETING

**CHARLES COVE COMMUNITY DEVELOPMENT DISTRICT
AUDITOR SELECTION COMMITTEE MEETING**

Wednesday, August 19, 2020 1:00 p.m.

Via telephonic conferencing due to the COVID-19 Executive Orders 20-52, 20-69, & 20-179.

Board Members in attendance via conference call:

Timothy Hultgren	Committee Member
Branden Eckenrode	Committee Member
Bradley Kingsley	Committee Member
Sean Bailey	Committee Member

Also present via conference call were:

Jennifer Walden	PFM
Lynne Mullins	PFM
Kevin Plenzler	PFM
Roy Van Wyk	Hopping Green & Sams, P.A.
Bruce Taylor	Dave Schmitt Engineering

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Ms. Walden called the meeting of the Auditor Selection Committee of the Charles Cove CDD to order at 1:00 p.m. and the roll was called.

SECOND ORDER OF BUSINESS

**Review of Auditing Services
Proposals**
a) Carr, Riggs & Ingram
b) Grau & Associates

The District received two proposals. The proposal from Carr, Riggs & Ingram is behind Tab A and the proposal from Grau & Associates is behind Tab B.

THIRD ORDER OF BUSINESS

Review Recommended Rankings

The recommended rankings show that for all items other than price they scored the 20 points possible. CRI came in at \$21,200.00 and Grau came in at \$20,000.00 for the 5 years. The recommendation is to rank Grau & Associates as the No. 1 ranked bidder at 100points and CRI as the No. 2 ranked bidder at 98.8 points. The Committee is free to accept these rankings or to tabulate the rankings themselves.

On MOTION by Mr. Hultgren, seconded by Mr. Eckenrode, with all in favor, the Committee approved the recommended rankings to rank Grau as the No. 1 ranked bidder and CRI as the No, 2 ranked bidder.

FOURTH ORDER OF BUSINESS

Adjournment

There was no further business to discuss. Ms. Walden requested a motion to close the Auditor Selection Committee Meeting.

On MOTION by Mr. Hultgren, seconded by Mr. Eckenrode, with all in favor, the August 19, 2020 Meeting of the Auditor Selection Committee of the Charles Cove Community Development District was adjourned.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

**Charles Cove
Community Development District**

Materials on the District Website

MEMORANDUM

TO: District Manager
FROM: HGS Attorney
DATE: July 1, 2020
RE: Amendments to Section 189.069(2)(a), *Florida Statutes*

The Florida Legislature recently enacted amendments to the website requirements contained in Section 189.069(2)(a), *Florida Statutes*, effective July 1, 2020. The full text of these amendments is attached to this memorandum as **Exhibit A**, and the amendments are summarized below:

- The requirement to post the final, complete audit report for the most recent completed fiscal year and audit reports required by law or authorized by the governing body of the special district may be satisfied by providing a link to the audit report on the Auditor General's website.
- The public facilities report is no longer required to be posted.
- Meeting materials accompanying meeting or workshop agendas are no longer required to be posted. Please note that the agenda itself is still required to be posted.

The amendments do not prevent districts from including these documents on their websites, but districts may remove them if they so choose. We recommend requesting board direction on a district-by-district basis.

Please do not hesitate to contact your HGS attorney at (850) 222-7500 if you have any questions or concerns.

CHAPTER 2020-77R

Committee Substitute for Senate Bill No. 466R

An Act Relating To Government Accountability; Amending s. 189.031, F.S.; specifying conditions under which board members and public employees of special districts do not abuse their public positions; Amending s. 189.069, F.S.; Revising the list of items required to be included on the websites of special districts; Amending s. 190.007, F.S.; Specifying conditions under which board members and public employees of community development districts do not abuse their public positions; Providing effective dates. R

Be It Enacted By the Legislature of the State of Florida: R

Section 1. R Effective January 1, 2021, subsection (6) is added to section 189.031, Florida Statutes, to read: R

189.031R Legislative Intent for the creation of independent special districts; special act prohibitions; model elements and other requirements; local general-purpose government/governor and cabinet creation authorizations.—R

(6)R GOVERNANCE.—For purposes of s. 8(h)(2), Part II of the State Constitution, a board member or a public employee of a special district does not abuse his or her public position if the board member or public employee commits an act or omission that is authorized under s. 12.313(7), (12), (15), or (16) or s. 12.3143(3)(b), and an abuse of a board member's position does not include any act or omission in connection with a vote when the board member has followed the procedures required by s. 12.3143.R

Section 2. R Paragraph (a) of subsection (2) of section 189.069, Florida Statutes, is amended to read: R

189.069R Special districts; required reporting of information; web-based public access.—R

(2)(a)R A special district shall post the following information, at a minimum, on the district's official website: R

1.R The full legal name of the special district. R

2.R The public purpose of the special district. R

3.R The name, official address, official e-mail address, and, if applicable, term and appointing authority for each member of the governing body of the special district. R

4.R The fiscal year of the special district. R

5. The full text of the special district's charter, the date of establishment, the establishing entity, and the statute or statutes under which the special district operates, if different from the statute or statutes under which the special district was established. Community development districts may reference chapter 90 as the uniform charter but must include information relating to any grant of special powers.

6. The mailing address, e-mail address, telephone number, and website or uniform resource locator of the special district.

7. A description of the boundaries or service area of, and the services provided by, the special district.

8. A listing of all taxes, fees, assessments, or charges imposed and collected by the special district, including the rates or amounts for the fiscal year and the statutory authority for the levy of the tax, fee, assessment, or charge. For purposes of this subparagraph, charges do not include patient charges by a hospital or other health care provider.

9. The primary contact information for the special district for purposes of communication from the department.

10. A code of ethics adopted by the special district, if applicable, and a hyperlink to generally applicable ethics provisions.

11. The budget of the special district and any amendments thereto in accordance with s. 189.016.

12. The final, complete audit report for the most recent completed fiscal year and audit reports required by law or authorized by the governing body of the special district. If the special district has submitted its most recent final, complete audit report to the auditor general, this requirement may be satisfied by providing a link to the audit report on the auditor general's website.

13. A listing of its regularly scheduled public meetings as required by s. 189.015(1).

14. The public facilities report, if applicable.

15. The link to the department of financial services' website as set forth in s. 18.32(1)(g).

15.16. At least 7 days before each meeting or workshop, the agenda of the event, along with any meeting materials available in an electronic format, excluding confidential and exempt information. The information must remain on the website for at least 1 year after the event.

Section 3. Effective January 1, 2021, subsection (1) of section 90.007, Florida Statutes, is amended to read:

190.007R Board of Supervisors; General Duties.—R

(1) ~~The Board shall employ, and fix the compensation of, a district manager. The district manager shall have charge and supervision of the works of the district and shall be responsible for preserving and maintaining any improvement or facility reconstructed or erected pursuant to the provisions of this act, for maintaining and operating the equipment owned by the district, and for performing such other duties as may be prescribed by the board. It shall not be a conflict of interest under chapter 112 for a board member or the district manager or another employee of the district to be a stockholder, officer, or employee of a landowner or of an entity affiliated with a landowner. The district manager may hire or otherwise employ and terminate the employment of such other persons, including, without limitation, professional, supervisory, and clerical employees, as may be necessary and authorized by the board. The compensation and other conditions of employment of the officers and employees of the district shall be as provided by the board. For purposes of B. B(h)(2), Art. III of the State Constitution, a board member or a public employee of a district does not abuse his or her public position if the board member or public employee commits an act or omission that is authorized under this subsection, s. 112.313(7), 112, 115, or 116, or s. 112.3143(3)(b), and an abuse of a board member's public position does not include any act or omission in connection with a vote when the board member has followed the procedures required by s. 112.3143.~~

Section 1. Except as otherwise expressly provided in this act, this act shall take effect July 1, 2020.

Approved By the Governor June 23, 2020.

Filed in Office Secretary of State June 23, 2020.

**Charles Cove
Community Development District**

**Notice of Lien of Special Assessments for Special
Assessment Revenue Bonds, Series 2020
(2020 Assessment Area)**

**This Instrument Prepared by
and return to:**

**Roy Van Wyk, Esq.
HOPPING GREEN & SAMS, P.A.
119 South Monroe Street, Suite 300
Tallahassee, Florida 32301**

**CHARLES COVE COMMUNITY DEVELOPMENT DISTRICT
NOTICE OF LIEN OF SPECIAL ASSESSMENTS FOR
SPECIAL ASSESSMENT REVENUE BONDS, SERIES 2020
(2020 ASSESSMENT AREA)**

PLEASE TAKE NOTICE that the Board of Supervisors of the Charles Cove Community Development District (the "District"), in accordance with Chapters 170, 190, and 197, *Florida Statutes*, adopted Resolutions 2020-23, 2020-24, 2020-28, and 2020-37 (the "Assessment Resolutions"), confirming and certifying the lien of non ad-valorem special assessments on certain real property located within the boundaries of the District that will be specially benefitted by the project described in such Assessment Resolutions. Said assessments are pledged to secure the Charles Cove Community Development District Special Assessment Revenue Bonds, Series 2020 (2020 Assessment Area) ("Series 2020 Bonds"). The legal description of the lands on which said special assessments are imposed is attached to this Notice ("Notice"), as **Exhibit A**. The special assessments are imposed on benefitted property within the District as described in the *Master Assessment Methodology Phase 1* dated December 10, 2019 (the "Phase 1 Master Report"), as supplemented by the *Supplemental Assessment Methodology Phase 1* dated June 10, 2020 (the

"Supplemental Report" and, together with the Phase 1 Master Report, the "Assessment Report"), approved by the District. A copy of the Assessment Report and the Assessment Resolutions may be obtained by contacting the District at: Charles Cove Community Development District, c/o PFM Group Consulting, LLC, 12051 Corporate Boulevard, Orlando, Florida 32817, Attn: District Manager; Ph.: (407) 723-5900. The non ad-valorem special assessments provided for in the Assessment Resolutions were legally and validly determined and levied in accordance with all applicable requirements of Florida law, and these non-ad valorem special assessments constitute and will at all relevant times in the future constitute, legal, valid, and binding first liens on the land against which assessed until paid, coequal with the lien of all state, county, district, and municipal taxes, and superior in dignity to all other liens, titles, and claims.

The District is a special-purpose form of local government established pursuant to and governed by Chapter 190, *Florida Statutes*, as amended. Pursuant to section 190.048, *Florida Statutes*, you are hereby notified that: **THE CHARLES COVE COMMUNITY DEVELOPMENT DISTRICT MAY IMPOSE AND LEVY TAXES OR ASSESSMENTS, OR BOTH TAXES AND ASSESSMENTS, ON THIS PROPERTY. THESE TAXES AND ASSESSMENTS PAY THE CONSTRUCTION, OPERATION, AND MAINTENANCE COSTS OF CERTAIN PUBLIC FACILITIES AND SERVICES OF THE DISTRICT AND ARE SET ANNUALLY BY THE GOVERNING BOARD OF THE DISTRICT. THESE TAXES AND ASSESSMENTS ARE IN ADDITION TO COUNTY AND OTHER LOCAL GOVERNMENTAL TAXES AND ASSESSMENTS AND ALL OTHER TAXES AND ASSESSMENTS PROVIDED FOR BY LAW.**

IN WITNESS WHEREOF, this Notice has been executed on the 8 day of Sept. 2020, and recorded in the Official Records of Polk County, Florida.

WITNESSES:

CHARLES COVE COMMUNITY DEVELOPMENT DISTRICT

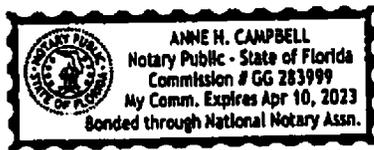
Crystal Canales
[Print Name]

Louis Acilli
[Print Name]

Tim Hultgren
Chairperson, Board of Supervisors

STATE OF FLORIDA
COUNTY OF ORANGE

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this 8th day of September, 2020, by Tim Hultgren, as Chairperson of the Board of Supervisors of the Charles Cove Community Development District. He is personally known to me or has produced _____ (type of identification) as identification.



Anne H Campbell
(Official Notary Signature & Seal)
Name: ANNE H. CAMPBELL
Personally Known
OR Produced Identification _____
Type of Identification _____

Exhibit A
2020 ASSESSMENT AREA LANDS

EXHIBIT A
LEGAL DESCRIPTION

A PORTION OF SECTION 31, TOWNSHIP 26 SOUTH, RANGE 27 EAST, POLK COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHWEST CORNER OF SOUTHWEST QUARTER (SW1/4) OF SECTION 31, TOWNSHIP 26 SOUTH, RANGE 27 EAST; THENCE NORTH 89°18'20" EAST, ALONG THE NORTH LINE OF SAID SOUTHWEST QUARTER, A DISTANCE OF 200.00 FEET; THENCE, DEPARTING SAID NORTH LINE, SOUTH 00°41'40" EAST, A DISTANCE OF 45.16 FEET TO A POINT ON THE SOUTH LINE OF THE COUNTY MAINTAINED RIGHT-OF-WAY OF MASSEE ROAD PER MAP BOOK 5, PAGES 1 THROUGH 4 AND MAP BOOK 14, PAGES 45 THROUGH 52, OFFICIAL RECORDS OF POLK COUNTY FLORIDA, FOR A POINT OF BEGINNING; THENCE, ALONG SAID SOUTH LINE, THE FOLLOWING TWELVE (12) COURSES AND DISTANCES: (1) SOUTH 89°19'57" EAST, A DISTANCE OF 39.69 FEET; (2) THENCE NORTH 89°42'40" EAST, A DISTANCE OF 162.62 FEET; (3) THENCE NORTH 86°08'46" EAST, A DISTANCE OF 137.60 FEET; (4) THENCE NORTH 89°03'08" EAST, A DISTANCE OF 211.45 FEET; (5) THENCE NORTH 88°20'00" EAST, A DISTANCE OF 179.42 FEET, (6) THENCE SOUTH 85°17'02" EAST, A DISTANCE OF 54.27 FEET; (7) THENCE NORTH 89°24'38" EAST, A DISTANCE OF 237.57 FEET; (8) THENCE NORTH 89°01'01" EAST, A DISTANCE OF 340.67 FEET; (9) THENCE NORTH 88°54'34" EAST, A DISTANCE OF 305.06 FEET; (10) THENCE NORTH 88°44'08" EAST, A DISTANCE OF 300.90 FEET; (11) THENCE NORTH 88°47'53" EAST, A DISTANCE OF 579.96 FEET; (12) THENCE NORTH 89°19'58" EAST, A DISTANCE OF 36.39 FEET; THENCE, DEPARTING SAID SOUTH LINE, SOUTH 00°16'17" EAST, A DISTANCE OF 188.71 FEET; THENCE NORTH 89°18'20" EAST, A DISTANCE OF 100.00 FEET; THENCE SOUTH 00°16'17" EAST, A DISTANCE OF 1,095.39 FEET; THENCE NORTH 89°33'06" EAST, A DISTANCE OF 661.80 FEET; THENCE SOUTH 00°15'46" EAST, A DISTANCE OF 1,316.74 FEET TO A POINT ON THE SOUTH LINE OF AFORESAID SECTION 31; THENCE SOUTH 89°48'34" WEST, ALONG SAID SOUTH LINE, A DISTANCE OF 2101.28 FEET; THENCE NORTH 00°19'58" WEST, A DISTANCE OF 10.00 FEET, THENCE SOUTH 89°48'34" WEST, A DISTANCE OF 416.50 FEET; THENCE SOUTH 00°19'58" EAST, A DISTANCE OF 6.00 FEET, THENCE SOUTH 89°48'34" WEST, A DISTANCE OF 380.38 FEET; THENCE SOUTH 00°11'26" EAST, A DISTANCE OF 4.00 FEET TO A POINT ON THE SOUTH LINE OF AFORESAID SOUTHWEST QUARTER; THENCE SOUTH 89°48'34" WEST, ALONG SAID SOUTH LINE, A DISTANCE OF 642.78 FEET TO THE SOUTHWEST CORNER OF SAID SOUTHWEST QUARTER; THENCE NORTH 00°23'41" WEST, ALONG THE WEST LINE OF SAID SOUTHWEST QUARTER, A DISTANCE OF 1,300.80 FEET;

THENCE, DEPARTING SAID WEST LINE, NORTH 89°33'26" EAST, A DISTANCE OF 200.00 FEET; THENCE NORTH
00°23'41" WEST, A DISTANCE OF 1,256.52 FEET TO THE POINT OF BEGINNING.
CONTAINING 8,019,376 SQUARE FEET OR 184.100 ACRES, MORE OR LESS.

**Charles Cove
Community Development District**

**Disclosure of Public Financing and Maintenance
of Improvements to Real Property**

Upon recording, this instrument should be returned to:

(This space reserved for Clerk)

Charles Cove Community Development District
c/o PFM Group Consulting LLC
12051 Corporate Blvd.
Orlando, FL 32817

**DISCLOSURE OF PUBLIC FINANCING AND MAINTENANCE
OF IMPROVEMENTS TO REAL PROPERTY UNDERTAKEN BY
THE CHARLES COVE COMMUNITY DEVELOPMENT DISTRICT**

Board of Supervisors¹

Charles Cove Community Development District

Timothy Hultgren
Chairperson

Dallas Austin
Assistant Secretary

Branden Eckenrode
Vice Chairperson

Bradley Kingsley
Assistant Secretary

Sean Bailey
Assistant Secretary

PFM Group Consulting LLC
District Manager
12051 Corporate Blvd.
Orlando, Florida 32817
(407) 723-5900

District records are on file at the offices of PFM Group Consulting LLC, located at 12051 Corporate Blvd., Orlando, Florida 32817, and at the District's local records office at 111 N. 6th. Street, Haines, City, Florida 33844, and are available for public inspection upon request during normal business hours.

¹ This list reflects the composition of the Board of Supervisors as of October 21, 2020. For a current list of Board Members, please contact the District Manager's office.

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**CHARLES COVE
COMMUNITY DEVELOPMENT DISTRICT**

INTRODUCTION

The Charles Cove Community Development District (“**District**”) is a local unit of special-purpose government created pursuant to and existing under the provisions of Chapter 190, *Florida Statutes*. Under Florida law, community development districts are required to take affirmative steps to provide for the full disclosure of information relating to the public financing and maintenance of improvements to real property undertaken by such districts. Unlike city and county governments, the District has only certain limited powers and responsibilities. These powers and responsibilities include, for example, construction and/or acquisition, as well maintenance, of roadways, utilities, earthwork, stormwater management, landscape, irrigation, entry features, street lighting, underground electric, conservation and mitigation, an amenity facility, and other related public infrastructure.

DISCLOSURE OF PUBLIC FINANCING AND MAINTENANCE OF IMPROVEMENTS TO REAL PROPERTY UNDERTAKEN BY THE CHARLES COVE COMMUNITY DEVELOPMENT DISTRICT

Under Florida law, community development districts are required to take affirmative steps to provide for the full disclosure of information relating to the public financing and maintenance of improvements to real property undertaken by such districts. The law specifically provides that this information shall be made available to all persons currently residing within the District and to all prospective District residents. The following information describing the Charles Cove Community Development District and the assessments, fees and charges that may be levied within the District to pay for certain community infrastructure is provided to fulfill this statutory requirement.

What is the District and how is it governed?

The District is an independent special taxing district, created pursuant to and existing under the provisions of Chapter 190, *Florida Statutes* (the “Act”), and established by Ordinance No. 19-1666, enacted by City Commission of the City of Haines City, Florida (“City”), which was effective on December 5, 2019. The District encompasses approximately 184.1 acres of land, more or less, located entirely within the boundaries of the City. As a local unit of special-purpose government, the District provides an alternative means for planning, financing, constructing, operating and maintaining various public improvements and community facilities within its jurisdiction.

The District is governed by a five-member Board of Supervisors, the members of which must be residents of the State and citizens of the United States. Within ninety (90) days of appointment of the initial board, members were elected on an at-large basis by the owners of property within the District, each landowner being entitled to one vote for each acre of land with fractions thereof rounded upward to the nearest whole number. Elections are then held every two years in November. Commencing when both six years after the initial appointment of Supervisors have passed and the District has attained a minimum of two hundred and fifty (250) qualified electors, Supervisors whose terms are expiring will begin to be elected by qualified electors of the District. A “qualified elector” in this instance is any person at least eighteen (18) years of age who is a citizen of the United States, a legal resident of Florida and of the District, and who is also registered with the Supervisor of Elections to vote in Polk County. Notwithstanding the foregoing, if at any time the Board proposes to exercise its ad valorem taxing power, it shall, prior to the exercise of such power, call an election at which all members of the Board shall be elected by qualified electors of the District.

Board meetings are noticed in a local newspaper and conducted in a public forum in which public participation is permitted. Consistent with Florida’s public records laws, the records of the District are available for public inspection during normal business hours. Elected members of the Board are similarly bound by the State’s open meetings law and are generally subject to the same disclosure requirements as other elected officials under the State’s ethics laws.

**What infrastructure improvements does the District provide
and how are the improvements paid for?**

The District is comprised of approximately 184.1 acres of land located entirely within unincorporated Polk County, Florida. The legal description of the lands encompassed within the District is attached hereto as Exhibit “A.” The public infrastructure necessary to support the District’s development program includes, but is not limited to, roadways, stormwater management system facilities, off-site improvements; water and wastewater facilities, landscaping, hardscaping and irrigation, and street lighting. These infrastructure improvements are more fully detailed below. To plan the infrastructure improvements necessary for the District, the District adopted a *Engineer’s Report for Capital Improvements* dated December 4, 2019 (the “Engineer’s Report”), which details all of the improvements contemplated for the completion of the infrastructure of the District (the “Capital Improvement Plan”). Copies of the Engineer’s Report are available for review in the District’s public records.

These public infrastructure improvements have been and will be funded by the District’s sale of bonds. On March 11, 2020, the Circuit Court for the Tenth Judicial Circuit, in and for Polk County, entered a Final Judgment validating the District’s ability to issue an aggregate principal amount not to exceed \$19,500,000 in Special Assessment Revenue Bonds for infrastructure needs of the District.

On June 19, 2020, the District issued a series of bonds for purposes of partially financing the construction and acquisition costs of infrastructure for the improvements to the District, which lands consist of approximately 120.369 gross acres representing Phase 1 of the Capital Improvement Plan, planned for 322 single-family lots (the “Series 2020 Project”). On that date, the District issued its Charles Cove Community Development District Special Assessment Revenue Bonds, Series 2020 (2020 Assessment Area), in the principal amount of \$6,285,000 (the “Series 2020 Bonds”). Proceeds of the Series 2020 Bonds are being used to finance the cost of a portion of the acquisition, construction, installation, and equipping of the Series 2020 Project.

Stormwater Management Facilities

Stormwater management facilities consisting of storm conveyance systems and retention ponds are contained within the District’s boundaries. Stormwater will runoff via roadway curb and gutter to storm inlets. Storm culverts convey the runoff into the retention ponds for water quality treatment and attenuation. The stormwater systems will utilize wet detention for biological pollutant assimilation to achieve water quality treatment. The design criteria for the District’s stormwater management systems is regulated by the City, the County, and the SWFWMD. There are no known natural surface waters within the District other than the on-site wetlands and the portion of the property within Lake Saint Charles.

Public Roadways

The public roadway sections are to be 50’ rights-of-way with 24’ of asphalt and Miami curb or Type F curb and gutter on both sides, and the entrance roadway section is to be 60’-135’ rights-of-way with 24’ of asphalt on each side with Miami curb or Type F curb and gutter on

both sides. Roadways will consist of stabilized subgrade, lime rock, crushed concrete or cement treated base and asphalt wearing surface. The curb is to be 2' wide and placed along the edge of the roadway for purposes of protecting the integrity of the pavement and to provide stormwater runoff conveyance to the stormwater inlets.

The roadways will also require signing and pavement markings within the public rights-of-way, as well as street signs depicting street name identifications, and addressing, which will be utilized by the residents and public. As stated above, the District's funding of roadway construction will occur for all public roadways within the Capital Improvement Plan.

Water and Wastewater Facilities

A potable water system inclusive of water main, gate valves, fire hydrants and appurtenances will be installed for the Capital Improvement Plan. The water service provider will be the City of Haines City Public Utilities. The water system will be a "looped" system, and installed within the public rights-of-way within the District. This water will provide the potable (domestic) and fire protection services which will serve the lands within the District.

A domestic wastewater collection system inclusive of gravity sanitary sewer mains and sewer laterals will be installed. The gravity sanitary sewer mains will be 8" diameter PVC, and placed inside of the public rights-of-way, under the paved roadways. Branching off from these sewer lines will be laterals to serve the individual lots. The Phase 1 lift station will transport wastewater flow via an 8" on-site force main, upsized to a 10" FM on Masee Road. The off-site 10" FM is increased to a 16" FM and connects to an existing lift station located at the southeast corner of Patterson Road and North 10th Street. The Phase 2 lift station will transport wastewater flow via an 8" on-site force main to a manhole in Phase 1 which flows to the Phase 1 lift station. A connection to the potable water system will be installed onsite to provide irrigation within the public right of way, or irrigation water service shall be provided as part of the domestic water system design. Any water, sewer, or reclaim water pipes or facilities placed on private property will not be publicly funded.

Electric and Lighting

The electric distribution system serving the Capital Improvement Plan will be constructed underground. The District presently intends to fund and construct the electric conduit, transformer/cabinet pads, and electric manholes required by Duke. Electric facilities funded by the District will be owned and maintained by the District, with Duke providing underground electrical service to the District. The District presently intends to purchase and install the street lighting along the internal roadways within the District, or enter into a lease with Duke. These lights will either be owned, operated and maintained by the District or if leased by Duke after dedication, with the District funding maintenance services.

Entry Feature, Landscaping, and Irrigation

Landscaping, irrigation, entry features and walls at the entrances and along the outside boundary of the Capital Improvement Plan will be provided by the District. The irrigation system

will connect to the potable water system. The well and irrigation watermain to the various phases of the District will be constructed or acquired by the District with District funds and operated and maintained by the District. Landscaping for the roadways will consist of sod, annual flowers, shrubs, ground cover and trees for the internal roadways within the District. Perimeter fencing will be provided at the site entrances and perimeters. These items will be funded, owned and maintained by the District.

Off-Site Improvements

D.R. Horton has constructed and provided the funding for the Masee Road anticipated roadway improvements as well as the off-site water. Upon completion of these improvements, inspection/certifications will be obtained from the SWFWMD; the Polk County Health Department (water distribution system), Florida Department of Environmental Protection (FDEP) (wastewater collection) and the City and County.

Amenities and Parks

Amenity facilities will include a parking area, clubhouse and pavilion with restroom facilities, pool, tot lot, all-purpose play field, walking trails, and passive parks throughout the District which will include benches and walking trails.

Assessments, Fees and Charges

A portion of the master infrastructure improvements of the Series 2020 Project, identified in the District's Capital Improvement Plan, will be financed by the District from the proceeds of the sale of its Series 2020 Bonds. The amortization schedules for the Series 2020 Bonds are available in the District's public records. The annual debt service obligations of the District must be defrayed by annual assessments on benefited property. Copies of the District's *Master Assessment Methodology Phase 1* dated December 10, 2019 (the "Phase 1 Master Report"), as supplemented by the *Supplemental Assessment Methodology Phase 1* dated June 10, 2020 (the "Supplemental Report" and, together with the Phase 1 Master Report, the "Assessment Report"), are available for review in the District's public records.

The Series 2020 Bonds and associated interest are payable solely from and secured by non-ad valorem special assessments levied against those lands within the District that benefit from the design, construction, and/or acquisition and operation of the District's Series 2020 Project (the "Series 2020 Debt Assessments"). The Series 2020 Debt Assessments will be levied initially on the approximately 120.369 gross acres representing Phase 1, currently located within the District, which District lands are planned for 322 single-family lots. The Series 2020 Debt Assessments are typically billed in the same manner as are county ad valorem taxes but may be billed directly by the District. The Series 2020 Debt Assessments are levied in accordance with the District's Assessment Methodology and represent an allocation of the costs of the Series 2020 Project to those lands within the District benefiting from the Series 2020 Project.

The Series 2020 Debt Assessments described above exclude any operations and maintenance assessments ("O&M Assessments"), which may be determined and calculated annually by the District's Board of Supervisors and are levied against all benefitted lands in the

District. A detailed description of all costs and allocations which result in the formulation of assessments, fees, and charges is available for public inspection upon request.

The Capital Improvement Plan and financing plan of the District as presented herein reflect the District's current intentions, and the District expressly reserves the right in its sole discretion to change those plans at any time. Additionally, the District may undertake the construction, reconstruction, acquisition, or installation of future improvements and facilities, which may be financed by bonds, notes, or other methods authorized by Chapter 190, *Florida Statutes*.

Method of Collection

The District's Series 2020 Debt Assessments and/or O&M Assessments may appear on that portion of the annual Polk County Tax Notice entitled "non-ad valorem assessments," and will be collected by the Polk County Tax Collector in the same manner as county ad valorem taxes. Each property owner must pay both ad valorem and non-ad valorem assessments at the same time. Property owners will, however, be entitled to the same discounts as provided for ad valorem taxes. **As with any tax notice, if all taxes and assessments due are not paid within the prescribed time limit, the tax collector is required to sell tax certificates which, if not timely redeemed, may result in the loss of title to the property.** The District may also elect to collect the assessment directly.

This description of the Charles Cove Community Development District's operation, services and financing structure is intended to provide assistance to landowners and purchasers concerning the important role that the District plays in providing maintenance and infrastructure improvements essential to the use and development of this community. If you have any questions or would simply like additional information about the District, please write to or call the: District Manager, Charles Cove Community Development District, 12051 Corporate Blvd., Orlando, Florida 32817 or call (407) 841-5524.

The information provided herein is a good faith effort to accurately and fully disclose information regarding the public financing and maintenance of improvements to real property undertaken by the District and should only be relied upon as such. The information contained herein is, and can only be, a status summary of the District's public financing and maintenance activities and is subject to supplementation and clarification from the actual documents and other sources from which this information is derived. In addition, the information contained herein may be subject to change over time, in the due course of the District's activities and in accordance with Florida law. Prospective and current residents and other members of the public should seek confirmation and/or additional information from the District Manager's office with regard to any questions or points of interest raised by the information presented herein.

[SIGNATURES SET FORTH ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, this Disclosure of Public Financing and Maintenance of Improvements to Real Property Undertaken has been executed as of the _____ day of _____, 2020, and recorded in the Official Records of Polk County, Florida.

**CHARLES COVE
COMMUNITY DEVELOPMENT DISTRICT**

By: Timothy Hultgren, Chairperson, Board of Supervisors

Witness

Witness

Print Name

Print Name

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this ___ day of _____, 2020, by Timothy as Chairperson of the Board of Supervisors of the Charles Cove Community Development District.

(Official Notary Signature & Seal)
Name: _____
Personally Known _____
OR Produced Identification _____
Type of Identification _____

EXHIBIT A - LEGAL DESCRIPTION

EXHIBIT A **LEGAL DESCRIPTION**

A PORTION OF SECTION 31, TOWNSHIP 26 SOUTH, RANGE 27 EAST, POLK COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHWEST CORNER OF SOUTHWEST QUARTER (SW1/4) OF SECTION 31, TOWNSHIP 26 SOUTH, RANGE 27 EAST; THENCE NORTH 89°18'20" EAST, ALONG THE NORTH LINE OF SAID SOUTHWEST QUARTER, A DISTANCE OF 200.00 FEET; THENCE, DEPARTING SAID NORTH LINE, SOUTH 00°41'40" EAST, A DISTANCE OF 45.16 FEET TO A POINT ON THE SOUTH LINE OF THE COUNTY MAINTAINED RIGHT-OF-WAY OF MASSEE ROAD PER MAP BOOK 5, PAGES 1 THROUGH 4 AND MAP BOOK 14, PAGES 45 THROUGH 52, OFFICIAL RECORDS OF POLK COUNTY FLORIDA, FOR A POINT OF BEGINNING; THENCE, ALONG SAID SOUTH LINE, THE FOLLOWING TWELVE (12) COURSES AND DISTANCES: (1) SOUTH 89°19'57" EAST, A DISTANCE OF 39.69 FEET; (2) THENCE NORTH 89°42'40" EAST, A DISTANCE OF 162.62 FEET; (3) THENCE NORTH 86°08'46" EAST, A DISTANCE OF 137.60 FEET; (4) THENCE NORTH 89°03'08" EAST, A DISTANCE OF 211.45 FEET; (5) THENCE NORTH 88°20'00" EAST, A DISTANCE OF 179.42 FEET; (6) THENCE SOUTH 85°17'02" EAST, A DISTANCE OF 54.27 FEET; (7) THENCE NORTH 89°24'38" EAST, A DISTANCE OF 237.57 FEET; (8) THENCE NORTH 89°01'01" EAST, A DISTANCE OF 340.67 FEET; (9) THENCE NORTH 88°54'34" EAST, A DISTANCE OF 305.06 FEET; (10) THENCE NORTH 88°44'08" EAST, A DISTANCE OF 300.90 FEET; (11) THENCE NORTH 88°47'53" EAST, A DISTANCE OF 579.96 FEET; (12) THENCE NORTH 89°19'58" EAST, A DISTANCE OF 36.39 FEET; THENCE, DEPARTING SAID SOUTH LINE, SOUTH 00°16'17" EAST, A DISTANCE OF 188.71 FEET; THENCE NORTH 89°18'20" EAST, A DISTANCE OF 100.00 FEET; THENCE SOUTH 00°16'17" EAST, A DISTANCE OF 1,095.19 FEET; THENCE NORTH 89°33'06" EAST, A DISTANCE OF 661.80 FEET; THENCE SOUTH 00°15'46" EAST, A DISTANCE OF 1,316.74 FEET TO A POINT ON THE SOUTH LINE OF AFORESAID SECTION 31; THENCE SOUTH 89°48'34" WEST, ALONG SAID SOUTH LINE, A DISTANCE OF 2101.28 FEET; THENCE NORTH 00°19'58" WEST, A DISTANCE OF 10.00 FEET; THENCE SOUTH 89°48'34" WEST, A DISTANCE OF 416.50 FEET; THENCE SOUTH 00°19'58" EAST, A DISTANCE OF 6.00 FEET; THENCE SOUTH 89°48'34" WEST, A DISTANCE OF 380.38 FEET; THENCE SOUTH 00°11'26" EAST, A DISTANCE OF 4.00 FEET TO A POINT ON THE SOUTH LINE OF AFORESAID SOUTHWEST QUARTER; THENCE SOUTH 89°48'34" WEST, ALONG SAID SOUTH LINE, A DISTANCE OF 642.78 FEET TO THE SOUTHWEST CORNER OF SAID SOUTHWEST QUARTER; THENCE NORTH 00°23'41" WEST, ALONG THE WEST LINE OF SAID SOUTHWEST QUARTER, A DISTANCE OF 1,300.80 FEET;

THENCE, DEPARTING SAID WEST LINE, NORTH 89°33'26" EAST, A DISTANCE OF 200.00 FEET; THENCE NORTH
00°23'41" WEST, A DISTANCE OF 1,256.52 FEET TO THE POINT OF BEGINNING.

CONTAINING 8,019,376 SQUARE FEET OR 184.100 ACRES, MORE OR LESS.

**Charles Cove
Community Development District**

Fiscal Year 2020 Audit Engagement Letter



Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

951 Yamato Road • Suite 280
Boca Raton, Florida 33431
(561) 994-9299 • (800) 299-4728
Fax (561) 994-5823
www.graucpa.com

October 16, 2020

To Board of Supervisors
Charles Cove Community Development District
12051 Corporate Blvd.
Orlando, FL 32817

We are pleased to confirm our understanding of the services we are to provide Charles Cove Community Development District, Polk County, Florida ("the District") for the fiscal year ended September 30, 2020, with the option of four (4) additional one-year renewals. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Charles Cove Community Development District as of and for the fiscal year ended September 30, 2020, with the option of four (4) additional one-year renewals. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary comparison schedule

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We acknowledge that the District must submit its annual Audit to the Auditor General no later than nine (9) months after the end of the audited fiscal year. Accordingly, we will deliver a draft audit to the District no later than April 15, 2021. All accounting records (including, but not limited to, trial balances, general ledger detail, vendor files, bank and trust statements, minutes, and confirmations) for the fiscal year ended September 30, 2020 must be provided to us no later than January 15, 2021, in order for us to deliver a draft audit to the District no later than April 15, 2021. For the fiscal year 2020, the draft audit is due April 15, 2021, with the final audit report due June 1, 2021.

Examination Objective

The objective of our examination is the expression of an opinion as to whether the District is in compliance with Florida Statute 218.415 in accordance with Rule 10.556(10) of the Auditor General of the State of Florida. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and will include tests of your records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our examination of the District's compliance. The report will include a statement that the report is intended solely for the information and use of management, those charged with governance, and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the District's compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

Other Services

We will assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for compliance with Florida Statute 218.415 and will provide us with the information required for the examination. The accuracy and completeness of such information is also management's responsibility. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. In addition, you will be required to make certain representations regarding compliance with Florida Statute 218.415 in the management representation letter. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for designing, implementing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Grau & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grau & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law. The District agrees to notify Grau & Associates of any public record request it receives that involves audit documentation.

The auditor agrees and understands that Chapter 119, *Florida Statutes*, may be applicable to documents prepared in connection with the services provided hereunder and agrees to cooperate with public record requests made thereunder. In connection with this Agreement, the auditor agrees to comply with all provisions of Florida's public records laws, including but not limited to Section 119.0701, *Florida Statutes*, the terms of which are incorporated herein. Among other requirements, the auditor must:

- a. Keep and maintain public records required by the District to perform the service.
- b. Upon request from the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes* or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if the auditor does not transfer the records to the District.
- d. Upon completion of this Agreement, transfer, at no cost, to the District all public records in possession of the auditor or keep and maintain public records required by the District to perform the service. If the auditor transfers all public records to the District upon completion of this Agreement, the auditor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the auditor keeps and maintains public records upon completion of the Agreement, the auditor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.

IF THE AUDITOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AUDITOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, JENNIFER WALDEN, C/O PFM GROUP CONSULTING, LLC., 12051 CORPORATE BLVD., ORLANDO, FL 32817, 407-723-5900, waldenj@pfm.com.

This agreement provides for a contract period of one (1) year with the option of four (4) additional, one-year renewals upon the written consent of both parties. Our fee for these services will not exceed \$3,800 for the September 30, 2020 audit. The fees for the fiscal years 2021, 2022, 2023 and 2024 will not exceed \$3,900, \$4,000, \$4,100, and \$4,200, respectively, unless there is a change in activity by the District which results in additional audit work or if Bonds are issued.

We will complete the audit within prescribed statutory deadlines, with the understanding that your employees will provide information needed to perform the audit on a timely basis.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices will be submitted in sufficient detail to demonstrate compliance with the terms of this agreement. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate.

This agreement may be renewed each year thereafter subject to the mutual agreement by both parties to all terms and fees. The fee for each annual renewal will be agreed upon separately.

The District has the option to terminate this agreement with or without cause by providing thirty (30) days written notice of termination to Grau & Associates. Upon any termination of this agreement, Grau & Associates shall be entitled to payment of all work and/or services rendered up until the effective termination of this agreement, subject to whatever claims or off-sets the District may have against Grau & Associates.

We will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2019 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Charles Cove Community Development District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Grau & Associates



Antonio J. Grau

RESPONSE:

This letter correctly sets forth the understanding of Charles Cove Community Development District.

By: _____

Title: _____

Date: _____



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



Peer Review
Program

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

February 20, 2020

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

Dear Antonio Grau:

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

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

Thank you for your cooperation.

Sincerely,

FICPA Peer Review Committee

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

Florida Institute of CPAs

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 571202

**Charles Cove
Community Development District**

**Resolution 2021-01,
Adopting the Amenity Facilities Policies**

RESOLUTION 2021-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CHARLES COVE COMMUNITY DEVELOPMENT DISTRICT ADOPTING AMENITY POLICIES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Charles Cove Community Development District (“District”) is a local unit of special purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, which owns, operates and maintains certain recreational amenity facilities and improvements (collectively hereinafter referred to as the “Amenity Facilities”); and

WHEREAS, in connection with its ownership and operation of the Amenity Facilities and in accordance with Chapter 190, *Florida Statutes*, the Board of Supervisors of the District (the “Board”) desires to adopt policies governing the use of the Amenity Facilities; and

WHEREAS, the Board finds that it is in the best interests of the District and necessary for the efficient operation of the District to adopt by resolution the *Amenity Facilities Policies and Rates* (the “Amenity Policies”) which are attached hereto as **Exhibit A** and incorporated herein by this reference, for immediate use and application.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CHARLES COVE COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The recitals stated above are true and correct and are incorporated herein by this reference.

SECTION 2. The Amenity Policies set forth in **Exhibit A** are hereby adopted pursuant to this resolution as necessary for the efficient operation of the District, and shall remain in full force and effect unless revised or repealed by the District by motion at a noticed meeting of the District’s Board.

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

SECTION 4. This Resolution shall become effective upon its passage, and shall remain in effect unless rescinded or repealed.

[CONTINUED ON NEXT PAGE]

PASSED AND ADOPTED THIS 21ST DAY OF OCTOBER, 2020.

ATTEST:

**CHARLES COVE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Amenity Policies and Rates

EXHIBIT A

**CHARLES COVE
COMMUNITY DEVELOPMENT DISTRICT**

Amenity Facilities Policies

October 20, 2020

AMENITY FACILITIES USER FEE STRUCTURE

- (1) The Annual User Fee for persons not owning property within the District shall be charged for each Non-Resident Patron and shall be reviewed each year in conjunction with the adoption by the District of its annual budget.
- (2) All Guests must be accompanied by a Patron (as defined below) at all times with a max of four (4) Guests per visit.
- (3) All persons renting or leasing a home from persons owning the property in the District will be required to obtain a Key from the Property Owner.

DEFINITIONS

“Amenity Facilities” – shall mean the properties and areas owned by the District and intended for recreational use and shall include, but not specifically limited to the pool and pool deck area, playground, and multi-purpose field, together with their appurtenant facilities and areas.

“Amenity Facilities Policies” or “Policies” – shall mean these Amenity Facilities Policies of Charles Cove Community Development District, as amended from time to time.

“Amenity Fee Schedule” – shall mean that fee schedule attached hereto as Exhibit A and incorporated herein by reference upon adoption which shall be reviewed each year in conjunction with the adoption by the District of its annual budget.

“Amenity Manager” – shall mean the District Manager or that person or firm so designated by the District’s Board of Supervisors, including their employees.

“Annual User Fee” – shall mean the fee established by the District for any person that is not a Resident and wishes to become a Non-Resident Patron. The amount of the Annual User Fee is set forth in the Amenity Fee Schedule, and that amount is subject to change based on Board action.

“Board of Supervisors” or “Board” – shall mean the Charles Cove Community Development District’s Board of Supervisors.

“District” – shall mean the Charles Cove Community Development District.

“District Manager” – shall mean the professional management company with which the District has contracted to provide management services to the District.

“Guest” – shall mean any person or persons who are invited and accompanied by a Patron to participate in the use of the Amenity Facilities. However, an individual may be a Guest of a Patron no more than a total of eight (8) times per calendar year.

“Key” – shall mean an electronic Key distributed by the District Manager to residents of the District (one per residential unit) to access the Amenity Facilities.

“Non-Resident Patron” – shall mean any person or group of persons residing within a single residential unit not owning property in the District who is paying the Annual User Fee to the District for use of all Amenity Facilities.

“Patron” or “Patrons” – shall mean Property Owners’, Guests, Non-Resident Patrons, and Renters/Leaseholders who are eighteen (18) years of age and older.

“Property Owner” – shall mean that person or persons having fee simple ownership of land within the Charles Cove Community Development District.

“Renter” – shall mean any tenant residing in a Property Owner’s home located within the District and pursuant to a valid rental or lease agreement.

GUESTS

- (1) Patrons who have a Guest are responsible for any and all actions taken by such Guest. Violation by a Guest on any of these Policies as set forth by the District could result in loss of that Patron’s privileges.
- (2) Each Patron may bring no more than four (4) persons as guests to the Amenity Facilities at one time unless the Patron has paid the required usage fee. In the event the Patron has rented the pavilion at the Amenity Facilities, the number of Guests shall be limited by pavilion policies.

RENTER’S PRIVILEGES

- (1) Property Owners who rent out or lease out their residential unit(s) in the District shall have the right to designate the Renter of their residential unit(s) as the beneficial users of the Property Owners’ Amenity Facilities privileges. All such designations must be in writing and contain an affirmative statement of the Renter’s rights for the use and enjoyment of the Amenity Facilities. A copy of the written designation must be provided to the District Manager before the Renter will be permitted to use the Amenity Facilities.
- (2) A Renter who is designated as the beneficial user of the Property Owner’s privileges shall be entitled to the same rights and privileges to use the Amenity Facilities as the Property Owner and shall assume all liabilities associated with the assignment of such rights and privileges.
- (3) During the period when a Renter is designated as the beneficial user of the Property Owner’s privilege to use the Amenity Facilities, the Property Owner shall not be entitled to use the Amenity Facilities with respect to that property.
- (4) Property Owners shall be responsible for all charges incurred by their Renters which remain unpaid after the customary billing and collection procedure established by the District. Property Owners are responsible for the department of their respective Renters.
- (5) Renters shall be subject to such other rules and regulations as the Board may adopt from time to time.

GENERAL AMENITY FACILITIES PROVISIONS

- (1) Patrons must use their assigned Key to enter the Amenity Facilities.
- (2) Children under sixteen (16) years of age must be accompanied by a parent or adult Patron, eighteen (18) years of age or older.
- (3) The Amenity Facilities’ hours of operation will be established and published by the District considering the season of the year and other circumstances. The Amenity Facilities will be closed on the following Holidays: Christmas Day, Thanksgiving Day, New Year’s Day, and Easter. The Amenity Facilities will also close early at the discretion of the Amenity Staff on Christmas Eve and New Year’s Eve.

- (4) Alcoholic beverages shall not be served or sold, nor permitted to be consumed on the Amenity Facilities premises, except at pre-approved special events, as set forth below. Approval may only be granted by the District's Board of Supervisors (present request to the District Manager's Office in advance of the meeting) and will be contingent upon providing proof of event insurance with the District named an additional insured. Patrons will be required to hire a licensed and insured vendor of alcoholic beverages, and they must provide proof of this to the District Manager's Office prior to the event.
- (5) Dogs and all other pets (with the exception of service animals) are not permitted on the Amenity Facilities. Where dogs are permitted on the grounds, they must be leashed. Patrons are responsible for picking up after all pets as a courtesy to residents.
- (6) Vehicles must be parked in designated areas. Vehicles should not be parked on grass lawns, sidewalks, pathways, or in any way which blocks the normal flow of traffic.
- (7) Fireworks of any kind are not permitted anywhere on the facilities or adjacent areas.
- (8) No Patron, visitor or Guest is allowed in the service areas of the Amenity Facilities.
- (9) The Board of Supervisors reserves the right to amend or modify these policies when necessary and will notify the Patrons of any changes.
- (10) The Board of Supervisors, District Manager, and personnel of the Amenity Facilities have full authority to enforce these policies.
- (11) A facility Key will be issued to a property-owning entity at the time they are closing upon property within the District. The fee for the initial card is set forth in the Amenity Fee Schedule. Proof of property ownership may be required annually. All Patrons must use their Key for entrance to the Amenity Facilities. The Key should not be given out to non-residents. A maximum of two (2) Keys will be issued per residential unit.
- (12) For *damaged* Keys - Property owners will be charged to replace a damaged Key in accordance with the Amenity Fee Schedule. Please contact the District Manager for instructions on how to obtain a replacement Key. Damaged Keys must be mailed or brought to the District Manager's office prior to obtaining a replacement.
- (13) For *lost* or *stolen* Keys – Property owners will be charged to obtain a new Key in accordance with the Amenity Fee Schedule. Please contact the District Manager to initiate the replacement process. Please note that all lost or stolen Keys will be deactivated for security reasons.
- (14) Smoking is not permitted anywhere inside the Amenity Facilities.
- (15) Guests must be registered and accompanied by a Patron before entering the Amenity Facilities.
- (16) Disregard for any Amenity Facilities rules or policies may result in expulsion from the facility and/or loss of Amenity Facilities privileges and will not relieve Patrons of obligations to pay assessments, rates, or fees incurred.

- (17) At the discretion of Amenity Facilities personnel, children between the ages of sixteen (16) and seventeen (17) who violate the rules and policies may be expelled from the facility for one day. Upon such expulsion, a written report shall be prepared detailing the name of the child, the prohibited act committed and the date. This report will be kept on file with the District. Any child who is expelled from the facility three (3) times in a one year period, shall, until the child reaches the age of eighteen (18), only be entitled to use the facility if accompanied by a Parent or Adult Patron, eighteen (18) years of age or older, at all times.
- (18) Patrons and their Guests shall treat all staff members with courtesy and respect.
- (19) Golf carts, off-road bikes/vehicles, and any unlicensed motor vehicles are prohibited on all property owned, maintained, and operated by the Charles Cove Community Development District or the Amenity Facilities.
- (20) The Amenity Facilities will not offer childcare services to Patrons or Guests under the authority or supervision of the District at any of its facilities.
- (21) Skateboarding is not allowed on any Amenity Facilities' property, this includes but is not limited to: pathways, and sidewalks surrounding this area.
- (22) Loss or destruction of property or instances of personal injury:
- a. Each Patron and each Guest as a condition of invitation to the premises of the center assume sole responsibility for his or her property. The District and its contractors shall not be responsible for the loss or damage to any private property used or stored on the premises of the Amenity Facilities, whether in lockers or elsewhere.
 - b. No person shall remove from the Amenity Facilities' premises any property or furniture belonging to the District or its contractors without proper authorization. Amenity Facilities Patrons shall be liable for any property damage and/or personal injury at the Amenity Facilities, or at any activity or function operated, organized, arranged or sponsored by the District or its contractors, caused by the member, any guests or any family members. The District reserves the right to pursue any and all legal and equitable measures necessary to remedy any losses due to property damage or personal injury.
 - c. Any Patron, Guest or other person who, in any manner, makes use of or accepts the use of any apparatus, appliance, facility, privilege or service whatsoever owned, leased or operated by the District or its contractors, or who engages in any contest, game, function, exercise, competition or other activity operated, organized, arranged or sponsored by the District, either on or off the Amenity Facilities premises, shall do so at his or her own risk, and shall hold the Amenity Facilities, the District, the Board of Supervisors, District employees, District representatives, District contractors, and District agents, harmless for any and all loss, cost, claim, injury damage or liability sustained or incurred by him or her, resulting there from and/or from any act of omission of the District, or their respective operators, Supervisors, employees, representatives, contractors, or agents. Any Patron shall have, owe, and perform the same obligation to the District and their respective operators, Supervisors, employees, representative, contractors, and agents hereunder in respect to any loss, cost, claim, injury, damage or liability sustained or incurred by any guest or family member of such Patron.

- d. Should any party bound by these Policies bring suit against the District, the Board of Supervisors or staff, agents or employees of the District, any Amenity Facilities operator or its officers, employees, representatives, contractors or agents in connection with any event operated, organized, arranged or sponsored by the District or any other claim or matter in connection with any event operated, organized, arranged or sponsored by the District, and fail to obtain judgment therein against the District or the Amenity Facilities operator, officers, employee, representative, contractor or agent, said party shall be liable to the District for all costs and expenses incurred by it in the defense of such suit (including court costs and attorney's fees through all appellate proceedings).

GENERAL SWIMMING POOL RULES

- (1) Patrons may only gain access to the pool area through the use of their Keys. At any given time, a Patron may accompany up to four (4) Guests at the swimming pool.
- (2) No Lifeguards will be on duty. Patrons swim at their own risk while adhering to swimming pool rules.
- (3) Children under sixteen (16) years of age must be accompanied by a Parent or Adult Patron, eighteen (18) years of age or older, at all times for usage of the pool facility.
- (4) Radios, televisions, and the like may be listened to if played at a volume which is not offensive to other members and guests.
- (5) Swimming is permitted only during designated hours, as posted at the pool. Swimming after dusk is prohibited by the Florida Department of Health. During these posted hours Patrons swim at their own risk while adhering to swimming pool rules.
- (6) Pool facilities will be closed during periods of heavy rain, thunderstorms and other inclement weather.
- (7) Showers are required before entering the pools.
- (8) Glass containers are not permitted in the pool area.
- (9) Children under three (3) years of age, and/or those who are not reliably toilet trained, must wear rubber lined swim diapers, as well as a swimsuit over the swim diaper, to reduce the health risks associated with human waste in the swimming pool/deck area.
- (10) Play equipment, such as floats, rafts, snorkels, dive sticks, and flotation devices must meet with Amenity staff approval prior to use. The facility reserves the right to discontinue usage of such play equipment during times of peak or scheduled activity at the pool, or if the equipment provides a safety concern.
- (11) Swimming Pool hours will be posted. Pool availability may be rotated in order to facilitate maintenance of the Amenity Facilities; this usually requires the pool being closed for one (1) full day. Depending upon usage the pool may require closure for additional periods of time to facilitate maintenance and keep it up to health code.
- (12) No access will be allowed, by a Patron or any other person, before or after Swimming Pool hours. Trespassing may be prosecuted as a criminal offense and may lead to the loss of the

Key and/or the revocation of access to the Amenity Facilities for the entire household.

- (13) Pets, bicycles, skateboards, roller blades, scooters and golf carts are not permitted on the pool deck area inside the pool gates at any time.
- (14) The Amenity staff reserves the right to authorize all programs and activities, including with regard to the number of guest participants, equipment, supplies, usage, etc., conducted at the pool, including Swim Lessons, Aquatic/Recreational Programs and Pool Parties. Any organized activities taking place at the Amenity Facilities must first be approved by Amenity Staff.
- (15) Any person swimming during non-posted swimming hours may be suspended from using the facility.
- (16) Proper swim attire (no cutoffs) must be worn in the pool.
- (17) No chewing gum is permitted in the pool or on the pool deck area.
- (18) Alcoholic beverages are not permitted in the pool area.
- (19) No diving, jumping, pushing, running or other horseplay is allowed in the pool or on the pool deck area.
- (20) For the comfort of others, the changing of diapers or clothes is not allowed at pool side. Changing tables are provided in the restroom facility.
- (21) No one shall pollute the pool. Anyone who does pollute the pool is liable for any costs incurred in treating and reopening the pool.
- (22) Radio controlled watercraft are not allowed in the pool area.
- (23) Pool entrances must be kept clear at all times.
- (24) No swinging on ladders, fences, or railings is allowed.
- (25) Pool furniture is not to be removed from the pool area.
- (26) Loud, profane, or abusive language is absolutely prohibited.
- (27) Food and drink are permitted only in the covered pool deck area.
- (28) Personal charcoal barbeque grills are permitted to be used outside of the fenced swimming pool area. Under no circumstance may barbeque grills be used within the fenced swimming pool area including the covered pool deck area. Patrons are responsible for cleaning up after such use and properly disposing of charcoal and/or ashes.

Swimming Pool: Feces Policy

- (1) If contamination occurs, the pool will be closed for at least twelve (12) hours and the water will be shocked with chlorine to kill all bacteria.
- (2) Parents should take their children to the restroom before entering the pool.

- (3) Children under three (3) years of age, and/or those who are not reliably toilet trained, must wear rubber lined swim diapers and a swimsuit over the swim diaper.

Swimming Pool: Thunderstorm Policy

During periods of heavy rain, thunderstorms, and other inclement weather, swimming is prohibited. Amenity staff reserves the right to close the pool during such times.

FACILITY RENTAL POLICIES

The pool, pool deck area, picnic tables and playground, are not available for private rental and shall remain open to other Patrons and their Guests during normal operating hours. Patrons may use the covered pool deck area for gatherings on a first come, first served basis provided such use does not unreasonably interfere with the use or enjoyment of the facilities by other Patrons and the area remains open to other Patrons and their Guests. The standard Guest policy (four (4) persons per Patron) shall remain in full force and effect at all times.

SUSPENSION AND TERMINATION OF PRIVILEGES

Suspension or termination of Amenity Facilities privileges shall be in accordance with Exhibit B, Suspension and Termination Policies, attached hereto and incorporated herein by reference upon adoption.

The above policies were adopted by the Board of Supervisors for the Charles Cove Community Development District on October 21, 2020.

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

AMENITY FEE SCHEDULE

Category	Proposed Fee
Non-Resident User Fee	\$2,500.00
Initial Key	\$10.00
Replacement of Damaged Key	\$30.00
Replacement of Lost or Stolen Key	\$50.00

EXHIBIT B **SUSPENSION AND TERMINATION OF PRIVILEGES**

- (1) Privileges at the Amenity Facilities can be subject to suspension or termination by the Board of Supervisors if a Patron:
- Submits false information on an application for a Key.
 - Permits unauthorized use of a Key.
 - Exhibits unsatisfactory behavior, deportment or appearance.
 - Fails to abide by the Rules and Policies established for the use of Amenity Facilities.
 - Treats the personnel or employees of the Amenity Facilities in an unreasonable, disrespectful, or abusive manner.
 - Engages in conduct that is improper or likely to endanger the welfare, safety or reputation of the Amenity Facilities or Amenity Facilities' Staff.
- (2) Management may at any time restrict or suspend any Patron's privileges to use any or all of the Amenity Facilities when such action is necessary to protect the health, safety and welfare of other Patrons and their Guests, or to protect the District's property or Amenity Facilities from damage. Suspension or termination of privileges to use the Amenity Facilities shall not relieve Patrons of the obligation to pay applicable assessments, rates, or fees.

**Charles Cove
Community Development District**

**Payment Authorization
No. 14**

**CHARLES COVE
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 14

8/6/2020

Item No.	Vendor	Invoice Number	General Fund
1	Hopping Green & Sams General Counsel Through 06/30/2020	116337	\$ 2,456.00
2	PFM Group Consulting DM Fee: June 2020 DM Fee: July 2020 May Postage June Postage Legal Advertising	DM-07-2020-0097 DM-07-2020-0106 OE-EXP-00885 OE-EXP-00939 110913	\$ 2,083.33 \$ 2,083.33 \$ 1.00 \$ 1.50 \$ 5,244.18
3	VGlobalTech Website ADA Compliance - Type M Monthly Website Maintenance - Mar. 2020 - Jul. 2020	1795 1802	\$ 3,000.00 \$ 625.00
TOTAL			\$ 15,494.34

Officer

Board Member

Please Return To:
Charles Cove CDD
c/o PFM Group Consulting
12051 Corporate Boulevard
Orlando, FL 32817

**Charles Cove
Community Development District**

**Payment Authorization
Nos. 15 – 17**

**CHARLES COVE
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 15 (revised2) (FY 2020)

9/21/2020

Item No.	Vendor	Invoice Number	General Fund
1	City of Haines City Irrigation Deposits for Five (5) Locations	--	\$ 1,150.00
2	Dave Schmitt Engineering Engineering Services Through 05/31/2020 Engineering Services Through 07/31/2020 Engineering Services Through 08/30/2020	7794 7917 7971	\$ 1,120.06 \$ 1,000.00 \$ 1,000.00
3	Egis Insurance & Risk Advisors FY 2020 Property Insurance FY 2020 Property Insurance	11814 11955	\$ 1,129.00 \$ 207.00
4	Hopping Green & Sams General Counsel Through 07/31/2020	116868	\$ 2,913.00
5	PFM Group Consulting DM Fee: August 2020 DM Fee: September 2020 Reimbursables: July 2020 FedEx: March 2020 FedEx: May 2020 Postage: July 2020 Postage: August 2020	DM-08-2020-0080 DM-09-2020-0062 111322 OE-EXP-00775 OE-EXP-00888 OE-EXP-01001 OE-EXP-01056	\$ 2,083.33 \$ 2,083.37 \$ 8.70 \$ 32.76 \$ 7.86 \$ 15.50 \$ 1.50
6	VGlobalTech August Website Maintenance September Website Maintenance	1855 1917	\$ 125.00 \$ 125.00
TOTAL			\$ 13,002.08

Officer

Board Member

Please Return To:
Charles Cove CDD
c/o PFM Group Consulting
12051 Corporate Boulevard
Orlando, FL 32817

**CHARLES COVE
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 16

9/21/2020

Item No.	Vendor	Invoice Number	General Fund
1	Egis Insurance & Risk Advisors FY 2021 Insurance	11974	\$ 20,533.00
2	PFM Group Consulting FY 2021 Tax Roll Preparation	FY21-TR-0006	\$ 7,500.00
3	Polk County Property Appraiser FY 2021 Tax Roll Admin Fee	4651768	\$ 7,205.23
TOTAL			\$ 35,238.23

Officer

Board Member

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Charles Cove CDD
c/o PFM Group Consulting
12051 Corporate Boulevard
Orlando, FL 32817

**Charles Cove
Community Development District**

District Financial Statements

Charles Cove CDD
Statement of Financial Position
As of 9/30/2020

	General Fund	Debt Service Fund	Capital Projects Fund	Long Term Debt	Total
<u>Assets</u>					
<u>Current Assets</u>					
General Checking Account	\$7,563.56				\$7,563.56
Accounts Receivable - Due from Developer	43,500.00				43,500.00
Deposits	10,975.00				10,975.00
Debt Service Reserve - Series 2020		\$187,140.63			187,140.63
Revenue - Series 2020		1.17			1.17
Interest - Series 2020		95,803.13			95,803.13
Acquisition/Construction - Series 2020			\$10,383.25		10,383.25
Total Current Assets	<u>\$62,038.56</u>	<u>\$282,944.93</u>	<u>\$10,383.25</u>	<u>\$0.00</u>	<u>\$355,366.74</u>
<u>Investments</u>					
Amount Available in Debt Service Funds				\$282,944.93	\$282,944.93
Amount To Be Provided				6,002,055.07	6,002,055.07
Total Investments	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$6,285,000.00</u>	<u>\$6,285,000.00</u>
Total Assets	<u><u>\$62,038.56</u></u>	<u><u>\$282,944.93</u></u>	<u><u>\$10,383.25</u></u>	<u><u>\$6,285,000.00</u></u>	<u><u>\$6,640,366.74</u></u>
<u>Liabilities and Net Assets</u>					
<u>Current Liabilities</u>					
Accounts Payable	\$41,474.09				\$41,474.09
Deferred Revenue	20,533.00				20,533.00
Accounts Payable			\$5,189.70		5,189.70
Total Current Liabilities	<u>\$62,007.09</u>	<u>\$0.00</u>	<u>\$5,189.70</u>	<u>\$0.00</u>	<u>\$67,196.79</u>
<u>Long Term Liabilities</u>					
Revenue Bonds Payable - Long-Term				\$6,285,000.00	\$6,285,000.00
Total Long Term Liabilities	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$6,285,000.00</u>	<u>\$6,285,000.00</u>
Total Liabilities	<u><u>\$62,007.09</u></u>	<u><u>\$0.00</u></u>	<u><u>\$5,189.70</u></u>	<u><u>\$6,285,000.00</u></u>	<u><u>\$6,352,196.79</u></u>
<u>Net Assets</u>					
Current Year Net Assets, Unrestricted	4,688.16				4,688.16
Current Year Net Assets - General Government	(4,656.69)				(4,656.69)
Current Year Net Assets, Unrestricted		282,944.93			282,944.93
Current Year Net Assets, Unrestricted			5,193.55		5,193.55
Total Net Assets	<u><u>\$31.47</u></u>	<u><u>\$282,944.93</u></u>	<u><u>\$5,193.55</u></u>	<u><u>\$0.00</u></u>	<u><u>\$288,169.95</u></u>
Total Liabilities and Net Assets	<u><u>\$62,038.56</u></u>	<u><u>\$282,944.93</u></u>	<u><u>\$10,383.25</u></u>	<u><u>\$6,285,000.00</u></u>	<u><u>\$6,640,366.74</u></u>

Charles Cove CDD
Statement of Activities
As of 9/30/2020

	General Fund	Debt Service Fund	Capital Projects Fund	Long Term Debt	Total
<u>Revenues</u>					
Developer Contributions	\$77,398.99				\$77,398.99
Inter-Fund Transfers In	4,688.16				4,688.16
Inter-Fund Group Transfers In		(\$2.28)			(2.28)
Debt Proceeds		445,969.46			445,969.46
Other Income & Other Financing Sources			\$10,637.16		10,637.16
Inter-Fund Transfers In			(4,685.88)		(4,685.88)
Debt Proceeds			5,839,030.54		5,839,030.54
Total Revenues	\$82,087.15	\$445,967.18	\$5,844,981.82	\$0.00	\$6,373,036.15
<u>Expenses</u>					
Public Officials' Liability Insurance	\$1,849.00				\$1,849.00
Management	20,833.34				20,833.34
Engineering	6,120.06				6,120.06
District Counsel	26,749.08				26,749.08
Travel and Per Diem	169.00				169.00
Postage & Shipping	427.01				427.01
Legal Advertising	15,102.29				15,102.29
Meeting Room	225.00				225.00
Web Site Maintenance	4,475.00				4,475.00
Electric	198.51				198.51
Fountains	458.23				458.23
Amenity - Janitorial	400.00				400.00
General Liability Insurance	2,260.00				2,260.00
Property & Casualty Insurance	1,336.00				1,336.00
Irrigation	424.17				424.17
Lake Maintenance	700.00				700.00
Contingency	328.99				328.99
Original Issue Discount		\$37,325.70			37,325.70
Underwriter's Discount		125,700.00			125,700.00
Trustee Services			\$5,675.00		5,675.00
Management			10,000.00		10,000.00
Dissemination Agent			1,000.00		1,000.00
District Counsel			66,195.70		66,195.70
Trustee Counsel			5,000.00		5,000.00
Bond Counsel			45,000.00		45,000.00
Assessment Administration			25,000.00		25,000.00
Contingency			5,681,917.70		5,681,917.70
Total Expenses	\$82,055.68	\$163,025.70	\$5,839,788.40	\$0.00	\$6,084,869.78
<u>Other Revenues (Expenses) & Gains (Losses)</u>					
Interest Income		\$3.45			\$3.45
Interest Income			\$0.13		0.13
Total Other Revenues (Expenses) & Gains (Losses)	\$0.00	\$3.45	\$0.13	\$0.00	\$3.58
Change In Net Assets	\$31.47	\$282,944.93	\$5,193.55	\$0.00	\$288,169.95
Net Assets At Beginning Of Year	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Assets At End Of Year	\$31.47	\$282,944.93	\$5,193.55	\$0.00	\$288,169.95

Charles Cove CDD
Budget to Actual
For the Month Ending 09/30/2020

	Year To Date			FY 2020 Adopted Budget
	Actual	Budget	Variance	
<u>Revenues</u>				
Developer Contributions	\$ 77,398.99	\$ 265,805.00	\$ (188,406.01)	\$ 265,805.00
Net Revenues	\$ 77,398.99	\$ 265,805.00	\$ (188,406.01)	\$ 265,805.00
<u>General & Administrative Expenses</u>				
Public Officials' Liability Insurance	\$ 1,849.00	\$ 2,250.00	\$ (401.00)	\$ 2,250.00
Management	20,833.34	25,000.00	(4,166.66)	25,000.00
Engineering	6,120.06	10,000.00	(3,879.94)	10,000.00
Dissemination Agent	-	5,000.00	(5,000.00)	5,000.00
District Counsel	26,749.08	15,000.00	11,749.08	15,000.00
Assessment Administration	-	7,500.00	(7,500.00)	7,500.00
Reamortization Schedules	-	250.00	(250.00)	250.00
Audit	-	5,000.00	(5,000.00)	5,000.00
Travel and Per Diem	169.00	2,500.00	(2,331.00)	2,500.00
Telephone	-	100.00	(100.00)	100.00
Postage & Shipping	427.01	1,000.00	(572.99)	1,000.00
Copies	-	500.00	(500.00)	500.00
Legal Advertising	15,102.29	5,000.00	10,102.29	5,000.00
Bank Fees	-	250.00	(250.00)	250.00
Miscellaneous	328.99	1,000.00	(671.01)	1,000.00
Meeting Room	225.00	1,800.00	(1,575.00)	1,800.00
Web Site Maintenance	4,475.00	5,700.00	(1,225.00)	5,700.00
Dues, Licenses, and Fees	-	175.00	(175.00)	175.00
General Liability Insurance	2,260.00	2,700.00	(440.00)	2,700.00
Hurricane Cleanup	-	10,000.00	(10,000.00)	10,000.00
Total General & Administrative Expenses	\$ 78,538.77	\$ 100,725.00	\$ (22,186.23)	\$ 100,725.00
<u>Field Expenses</u>				
Electric	\$ 198.51	\$ -	\$ 198.51	\$ -
Fountains	458.23	-	458.23	-
Amenity - Miscellaneous	-	1,000.00	(1,000.00)	1,000.00
Amenity - Security	-	2,500.00	(2,500.00)	2,500.00
Amenity - Landscape Maintenance	-	8,000.00	(8,000.00)	8,000.00
Amenity - Pool Maintenance	-	7,200.00	(7,200.00)	7,200.00
Amenity - Access Control	-	1,000.00	(1,000.00)	1,000.00
Amenity - Janitorial	400.00	14,000.00	(13,600.00)	14,000.00
Amenity - Pest Control	-	880.00	(880.00)	880.00
Amenity - R&M Grounds	-	500.00	(500.00)	500.00
Property & Casualty Insurance	1,336.00	5,000.00	(3,664.00)	5,000.00
Irrigation	424.17	10,000.00	(9,575.83)	10,000.00
Lake Maintenance	700.00	15,000.00	(14,300.00)	15,000.00
Landscaping Maintenance & Material	-	50,000.00	(50,000.00)	50,000.00
Landscape Improvements	-	20,000.00	(20,000.00)	20,000.00
Signage & Amenities Repair	-	10,000.00	(10,000.00)	10,000.00
Streetlights	-	20,000.00	(20,000.00)	20,000.00
Total Field Expenses	\$ 3,516.91	\$ 165,080.00	\$ (161,563.09)	\$ 165,080.00
Total Expenses	\$ 82,055.68	\$ 265,805.00	\$ (183,749.32)	\$ 265,805.00
Net Income (Loss)	\$ (4,656.69)	\$ -	\$ (4,656.69)	\$ -

Charles Cove CDD
Cash Flow

	Beg. Cash	FY 2020 Inflows	FY 2020 Outflows	FY 2021 Inflows	FY 2021 Outflows	End. Cash
10/1/2019		-	-	-	-	-
11/1/2019	-	-	-	-	-	-
12/1/2019	-	-	-	-	-	-
1/1/2020	-	-	-	-	-	-
2/1/2020	-	-	-	-	-	-
3/1/2020	-	-	-	-	-	-
4/1/2020	-	25,000.00	(22,636.48)	-	-	2,363.52
5/1/2020	2,363.52	-	-	-	-	2,363.52
6/1/2020	2,363.52	40,069.15	(27,515.11)	-	-	14,917.56
7/1/2020	14,917.56	-	-	-	-	14,917.56
8/1/2020	14,917.56	-	(4,868.00)	-	-	10,049.56
9/1/2020	10,049.56	-	(2,486.00)	-	-	7,563.56
10/1/2020	7,563.56	22,967.00	(26,668.54)	20,533.00	(20,533.00)	3,862.02 as of 10/13/2020
FY 20 Totals		88,036.15	(84,174.13)	20,533.00	(20,533.00)	