Shingle Creek at Bronson
Community Development District

Agenda

September 14, 2020

AGENDA

Shingle Creek at Bronson
Community Development District

219 E. Livingston Street, Orlando, Florida 32801
Phone: 407-841-5524 – Fax: 407-839-1526

September 7, 2020

Board of Supervisors
Shingle Creek at Bronson
Community Development District

Dear Board Members:

The meeting of the Board of Supervisors of the Shingle Creek at Bronson Community Development District will be held **Monday, September 14, 2020 at 11:00 a.m. via Zoom: https://zoom.us/j/94859677932.** Following is the advance agenda for the regular meeting:

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period
3. Approval of Minutes of the August 3, 2020 Meeting
4. Consideration of Landscape Maintenance Agreement with Down to Earth
5. Appointment of Audit Committee and Chairman
6. Staff Reports
    - A. Attorney
    - B. Engineer
    - C. District Manager's Report
        - i. Balance Sheet and Income Statement
        - ii. Ratification of Funding Request #9 - #10
7. Other Business
8. Supervisor's Requests
9. Adjournment

Audit Committee

1. Roll Call
2. Public Comment Period
3. Audit Services
    - A. Approval of Request for Proposals and Selection Criteria
    - B. Approval of Notice of Request for Proposals for Audit Services
    - C. Public Announcement of Opportunity to Provide Audit Services
4. Adjournment

The second order of business of the Board of Supervisors Meeting is the Public Comment Period where the public has an opportunity to be heard on propositions coming before the Board as reflected on the agenda, and any other items.

The third order of business is the approval of minutes of the August 3, 2020. The minutes are enclosed for your review.

The fourth order of business is the consideration of landscape maintenance agreement with Down to Earth. A copy of the agreement is enclosed for your review.

The fifth order of business is the appointment of the Audit Committee and Chairman. There is no back-up material.

The sixth order of business is Staff Reports. Section 1 of the District Manager's Report includes the balance sheet and income statement for review and Section 2 includes Funding Request #9 - #10 for ratification. The funding requests and supporting documentation is enclosed for your review.

Following the adjournment of the Board of Supervisor's meeting, there will be a meeting of the Audit Committee to approve the Request for Proposals, selection criteria and the notice of RFP for auditing services. Enclosed for your review are copies of the RFP, selection criteria, and RFP notice.

The balance of the agenda will be discussed at the meeting. In the meantime, if you should have any questions, please contact me.

Sincerely,

George S. Flint
District Manager

Cc: Jan Carpenter, District Counsel
David Reid, District Engineer
Steve Sanford, Bond Counsel
Jon Kessler, Underwriter
Stacey Johnson, Trustee

Enclosures

BOARD OF SUPERVISORS

MEETING

MINUTES

MINUTES OF MEETING
SHINGLE CREEK AT BRONSON
COMMUNITY DEVELOPMENT DISTRICT

The Regular meeting of the Board of Supervisors of the Shingle Creek at Bronson Community Development District was held on Monday, August 3, 2020 at 11:00 a.m. via Zoom Teleconference.

Present and constituting a quorum were:

Adam Morgan	Chairman
Rob Bonin	Vice Chairman
Lance Jackson	Assistant Secretary
Brent Kewley	Assistant Secretary

Also present were:

George Flint	District Manager
Kristen Trucco	District Counsel
David Reid	District Engineer
Alan Scheerer	Field Manager
Phil Gildan	Developer's Counsel

FIRST ORDER OF BUSINESS **Roll Call**

Mr. Flint called the meeting to order and called the roll at 11:00 a.m. A quorum was present.

SECOND ORDER OF BUSINESS **Public Comment Period**

Mr. Flint: Only Board members and staff are present, so we will move on to the next item.

THIRD ORDER OF BUSINESS **Approval of Minutes of the May 4, 2020 Meeting**

Mr. Flint: Does the Board have any comments or corrections to the May 4, 2020 meeting minutes?

Mr. Morgan: I didn't see anything that needed changed. They look good.

On MOTION by Mr. Morgan seconded by Mr. Kewley with all in favor, the Minutes of the May 4, 2020 Meeting, were approved.

FOURTH ORDER OF BUSINESS **Ratification of Uniform Collection Agreement with the Osceola County Tax Collector**

Mr. Flint: This agreement allows us to use the tax bill to collect the Operating and Maintenance and Debt Service Assessments. Are there any questions on the agreement? Hearing none,

> On MOTION by Mr. Morgan seconded by Mr. Kewley with all in favor, the Uniform Collection Agreement with the Osceola County Tax Collector, was ratified.

FIFTH ORDER OF BUSINESS **Ratification of Uniform Collection Agreement with the Osceola County Property Appraiser**

Mr. Flint: This is a similar agreement, but with the Property Appraiser, and again, it was executed by the Chair. Is there a motion to ratify?

> On MOTION by Mr. Morgan seconded by Mr. Jackson, with all in favor, the Uniform Collection Agreement with the Osceola County Property Appraiser, was ratified.

SIXTH ORDER OF BUSINESS **Consideration of Data Sharing and Usage Agreement with the Osceola County Property Appraiser**

Mr. Flint: This is a standard agreement; they're requiring that all government entities that use the tax bill to enter in to. It says that any confidential information that they provide us when they send us the Assessment Roll will remain confidential. Again, it is a standard agreement. Are there any questions? Hearing none,

> On MOTION by Mr. Morgan seconded by Mr. Kewley with all in favor, the Data Sharing and Usage Agreement with the Osceola County Property Appraiser, was approved.

SEVENTH ORDER OF BUSINESS **Public Hearing**

A. Consideration of Resolution 2020-26 Adopting the Fiscal Year 2021 Budget and Relating to the Annual Appropriations

Mr. Flint: We will open the public hearing, but will note for the record that there are no members of the public here to provide comment or testimony. We will bring it back to the Board. Resolution 2020-26 adopts the budget for the Fiscal Year 2021, which starts on October 1st. Attached as an exhibit to that resolution is the proposed budget. It contemplates the per unit assessment for a single-family home being $450, and for a townhouse it would be $284. These

amounts are consistent with the Shingle Creek CDD assessments, so there is continuity between both districts. It does include some field expenses as well as administrative expenses. Let the

Supervisor Rob Bonin has joined the meeting at this time.

Mr. Flint: Are there any questions on the Resolution or the budget?

Mr. Kewley: The Landscape Maintenance looks pretty in-line with what all the other CDD's are at around $44,000.

Mr. Flint: Yes, Alan worked on that to look at the areas that are going to be coming online, and I am getting a quote from the Down to Earth Landscape Contractor.

Mr. Morgan: That includes taking care of all Nature's Ridge Road all the way through Tracts 1, 2, and 3?

Mr. Scheerer: No, that takes care of Nature's Ridge Road only through that first phase, Adam. We've got P1 and P2 ponds, Nature's Ridge Boulevard up to the second entrance into this particular property. That is all we were told was going to be ready for the FY21 budget. So, we have the two ponds, the lift station, Nature's Ridge Boulevard, and Tracts A and B. That does not include anything beyond the second driveway.

Mr. Morgan: Okay, just checking. Thank you.

Mr. Scheerer: I have a map I can share. I probably should have shared that with you all, but if you want it I can have it shared with you.

Mr. Morgan: That's okay, I know what you're talking about. Thanks, Alan.

Mr. Flint: Any other questions or discussion? Hearing none,

> On MOTION by Mr. Morgan seconded by Mr. Jackson with all in favor, Resolution 2020-26 Adopting the Fiscal Year 2021 Budget and Relating to the Annual Appropriations, was approved.

B. Consideration of Resolution 2020-27 Imposing Special Assessments and Certifying an Assessment

Mr. Flint: This imposes the assessments associated with the budget you just approved. There are two attachments, one is the budget and the other is the Assessment Roll. It is part of the public hearing and we will note that there are no members of the public to provide comment or testimony, so we will bring it back to the Board.

> On MOTION by Mr. Morgan seconded by Mr. Kewley with all in favor, Resolution 2020-27 Imposing Special Assessments and Certifying an Assessment, was approved.

EIGHTH ORDER OF BUSINESS **Consideration of Acquisition Agreement**

Mr. Flint: Kristen, do you know if this got sent out under separate cover?

Ms. Trucco: We sent it to this morning to GMS, but we can circulate it to all the Board members too.

Mr. Flint: We'd like to get it in place. Basically, this agreement is something that would be approved as part of the bond issuance process. Sometimes if construction has accelerated and there may be items that are completed in advance of the financing, this agreement preserves Lennar's ability to be compensated for those improvements once the bonds are actually issued. It is a fairly standard agreement. Kristen, if you and the Board are comfortable, they could authorize the Chair to execute the Acquisition Agreement and we will bring it back to be ratified at a future meeting.

Ms. Trucco: Yes, we would recommend that. The Board has already approved the Engineer's reports. Basically, the infrastructure improvements would be in accordance that Engineer's report that has already been approved, and the rules and regulations in the county pursuant to the development plan that has also already been approved. So, that Acquisition Agreement is just allowing the district to reimburse the developer for that work that, like I said has already been approved by this Board as well as the Engineer's report, the Capital Improvement plan included in the Engineer's report, and the Development plan that has already been approved by the county. We would recommend that you could make a motion to delegate authority to the Chairman to sign and execute that agreement once he is comfortable with it.

Mr. Morgan: That sounds good to me, George.

> On MOTION by Mr. Morgan seconded by Mr. Jackson with all in favor, Delegation of Authority to the Chairman to Sign and Execute the Acquisition Agreement, was approved.

NINTH ORDER OF BUSINESS **Consideration of Resolution 2020-28 Ratifying the Cove at Storey Lake IV Plat - Added**

Mr. Flint: This resolution relates to the plat at the Cove at Storey Lake IV, and this would allow the Chairman and staff to take whatever actions are necessary as required by the county related to the plat. My understanding is that a preliminary plat has been submitted to the county

and is under review. Staff is also in the process of reviewing that plat and providing comments to Lennar. This resolution would allow the Chair to execute the plat, if required, or the District to provide a letter consenting to what is in the plat as far as what the District would be obligated to maintain going forward.

Mr. Morgan: This is Resolution 2020-28 and I don't have that in my package. Was that added?

Mr. Flint: It was added and emailed out. I do have a copy here if you need.

Mr. Morgan: No, that's fine.

> On MOTION by Mr. Morgan seconded by Mr. Kewley with all in favor, Resolution 2020-28 Ratifying the Cove at Storey Lake IV Plat, was approved.

TENTH ORDER OF BUSINESS Staff Reports

A. Attorney

i. Legislative Updates Regarding Auditing Requirements

Mr. Flint: This item was on a prior agenda. Kristen, I don't know if you want to add anything.

Ms. Trucco: Sure. We've included in the agenda the specific statute sections that have been updated and revised in Florida that were late to CDD's. We are just making you aware of those specific revisions. Two noteworthy ones that apply to CDD's specifically would be the amendments mandating that the District publish certain financial documents on their website. Your District Manager takes care of that, so we are covered there. The other one was just adding some sanctions to districts if they fail to comply with auditing inquiries from the Department of Financial Services. It's important to note that if you do receive an inquiry, that you contact George or myself and we will comply with any requirements or inquiries that are made on you.

Mr. Flint: Okay, are there any questions? Kristen, anything else on your report?

Ms. Trucco: No, we have nothing else to report.

B. Engineer

Mr. Flint: Dave, do you have anything for the Board?

Mr. Reid: I don't have anything today.

C. District Manager's Report

i. Balance Sheet and Income Statement

Mr. Flint: You have the Unaudited Financials through June 30th. There is action required, but if the Board has any questions, we can discuss them. Hearing none, the next item was followed.

ii. Ratification of Funding Request #6 - #8

Mr. Flint: These are included in your agenda, and if you have any questions, we can discuss those. They have been transmitted to the developer in accordance with the Developer Funding Agreement that is currently in place. Any questions on the funding requests? Hearing none,

> On MOTION by Mr. Morgan seconded by Mr. Kewley with all in favor, Funding Request #6- #8, were ratified.

iii. Presentation of Number of Registered Voters – 0

Mr. Flint: Each year we are required to announce the number of registered voters within the District. As of April 15th, there were zero registered voters, and there is no action required.

iv. Approval of Fiscal Year 2021 Meeting Schedule

Mr. Flint: This schedule contemplates that you would continue to meet on the first Monday of each month at the Oasis Club at 11 a.m. with the exception that there would be no meeting in July and September would be moved one week later. Any questions or issues with the proposed meeting schedule? Hearing none,

> On MOTION by Mr. Morgan seconded by Mr. Jackson with all in favor, the Fiscal Year 2021 Meeting Schedule, was approved.

ELEVENTH ORDER OF BUSINESS Other Business

Mr. Flint: Was there any other business that the Board would like to discuss that was not on the agenda? Hearing none,

TWELTH ORDER OF BUSINESS Supervisor's Requests

Mr. Flint: It looks like we have a meeting scheduled next month, and we will monitor the business items and let you all know in advance of that meeting. Hopefully things will be back to normal and we will be back to physical meetings.

THIRTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Morgan seconded by Mr. Jackson with all in favor the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION IV

DOWN TO EARTH
LANDSCAPE & IRRIGATION

Landscape Maintenance Proposal

Attn: **Shingle Creek at Bronson CDD**
Alan Sheerer
C/O GMS-CF, LLC
219 E. Livingston St.
Orlando, FL 32801

Submitted By: **Down To Earth**

Shingle Creek at Bronson CDD - Phase 1 Rev 8

Landscape Maintenance Addendum

Nature's Ridge Drive

Basic Maintenance	**$ 8,560.63**	**Annually**
Irrigation Inspection	**Included**	**Annually**
Fertilization/Pest Control	**Included**	**Annually**
Mulch	**Included**	**Annually**
Total Annually	**$ 8,560.63**	
Total Monthly	**$ 713.39**	

Tract A

Basic Maintenance	**$ 1,742.33**	**Annually**
Irrigation Inspection	**Included**	**Annually**
Fertilization/Pest Control	**Included**	**Annually**
Mulch	**Included**	**Annually**
Total Annually	**$ 1,742.33**	
Total Monthly	**$ 145.19**	

Tract B

Basic Maintenance	**$ 3,389.63**	**Annually**
Irrigation Inspection	**Included**	**Annually**
Fertilization/Pest Control	**Included**	**Annually**
Mulch	**Included**	**Annually**
Total Annually	**$ 3,389.63**	
Total Monthly	**$ 282.47**	

Tract L3

Basic Maintenance	**$ 1,399.02**	**Annually**
Irrigation Inspection	**Included**	**Annually**
Fertilization/Pest Control	**Included**	**Annually**
Mulch	**Included**	**Annually**
Total Annually	**$ 1,399.02**	
Total Monthly	**$ 116.59**	

Tract P-1

Basic Maintenance	**$ 8,251.53**	**Annually**
Irrigation Inspection	**Included**	**Annually**
Fertilization/Pest Control	**Included**	**Annually**
Mulch	**Included**	**Annually**
Total Annually	**$ 8,251.53**	
Total Monthly	**$ 687.63**	

Tract P-2

Basic Maintenance	**$ 10,651.53**	**Annually**
Irrigation Inspection	**Included**	**Annually**
Fertilization/Pest Control	**Included**	**Annually**
Mulch	**Included**	**Annually**
Total Annually	**$ 10,651.53**	
Total Monthly	**$ 887.63**	

Total Annually	**$ 33,994.67**
Total Monthly	**$ 2,832.89**

***(Proposal based on Landscape Budget plans for Phase 1 – Shingle Creek at Bronson CDD, dated April 08, 2020. Pricing may be subject to change once all irrigation, sod and plant materials are installed.)**

SCOPE OF SERVICES
SHINGLE CREEK AT BRONSON COMMUNITY DEVELOPMENT DISTRICT
LANDSCAPE AND IRRIGATION SERVICES

The Contractor shall meet all requirements associated with sustaining turf and plant materials in a healthy vigorous growing condition, free from weeds, diseases, insects, and nutritional deficiencies as well as a completely operational irrigation system. All associated planted areas are to be kept in a continuous healthy, neat, clean and debris free condition for the entire life of the contract.

1. Turf Care

1.1 Mowing

a. Turf mowing shall be performed as frequently as is required to maintain a uniform height level as outlined below with power lawn mowers of sufficient horsepower to leave a neat, clean appearance. 42 cuts/yr., minimum.

b. Mower blades will be kept sharp to prevent the tearing of grass blades.

c. Various mowing patterns will be employed to insure the even distribution of clippings and to prevent ruts in the turf caused by mowers.

d. St. Augustine and Bahia turf should be maintained at a mowing height of 3 1/2" to 4 1/2" in height, with no more than 1/2 of leaf blade removed during mowing. Bermuda sod shall be maintained at 1" height.

e. Visible clippings that may be left following mowing operations shall be removed from the turf each visit. Discharging grass clippings into beds, tree rings or maintenance strips is unacceptable and any visible clippings discharged into these areas shall be removed prior to the end of each service day.

f. Contractor will take special care to prevent damage to plant material, structures, sign posts, utility equipment, and hardscape elements from damage as a result of the mowing, edging or string trimming operations. Any damage caused by contractors equipment may result in the replacement of damaged material at the contractor's expense. Determination as to replacement will be at the sole discretion of management. Replacement material will be equitable to the material being replaced.

1.2 Pond Mowing

a. All ponds shown on the landscaping and irrigation service area shall be mowed incorporating the same mowing schedule as the common areas stated above.
b. Each mowing shall leave the grass at a height of four (4) to four and one half (4 ½) inches. Pond banks will be mowed and/or trimmed to water's edge.
c. Discharging grass clippings into ponds is unacceptable. Any visible clippings discharged into pond banks shall be removed prior to the end of each service day.

d. Line trimming at water's edge and line trimming of drainage structures shall occur each and every time the pond is mowed. Also when line trimming to water's edge, Contractor shall be extremely careful not to scalp at the water's edge also increasing chances of pond bank erosion. Line trimming height shall be the same as mowing height (if not slightly higher).
e. Careful attention must be paid to mower height on pond banks so as not to scalp at the crest of the lake bank and increase the chances for pond bank erosion. Mulching mowers should be used around ponds to keep trimmings from entering water. It is understood that trash of any kind and other debris within arm's reach of water's edge shall be removed and disposed of by Contractor during every normal service event. If applicable, unless otherwise designated on Maintenance Exhibit/Plans, homeowners are responsible for mowing down to the water's edge behind their property.

1.2 Edging

a. The Contractor shall neatly edge and trim around all plant beds, curbs, walkways, streets, trees, and buildings, etc. The Contractor shall main the shape and configuration of all planting beds.
b. All walks shall be blown or vacuumed after any maintenance activity to maintain a clean, well-groomed appearance.
c. All grass runners to be removed after edging to maintain mulch areas free of weeds or encroaching grass.
d. Frequency of edging shall correspond to frequency of turf mowing.

1.3 Trimming

Areas agreed to be inaccessible to mowing machinery will be maintained with string trimmers, or as environmental conditions permit. Frequency of string trimming will correspond to frequency of turf maintenance.

1.4 Debris Removal

a. Each area prior to mowing will be patrolled for trash and other debris to clean area and reduce risk of flying debris during mowing.
b. All areas littered in the landscape maintenance process will be swept by hand, power blower, vacuum, as conditions permit, and transported to a dumping facility.
c. Removal of all landscape debris generated on the Property during landscape maintenance is the sole responsibility of the Contractor, at no additional expense to the Client.

1.5 Fertilization

a. A preliminary turf fertilization specification and schedule is as follows: Turf shall be fertilized four (4) times per year using a premium turf fertilizer with minor elements. Each application shall consist of 1.0 lb. of nitrogen per 1,000 sq. ft. of turf. Additionally, Contractor shall apply a weed & feed in the spring and in the fall.
b. All sidewalks, roads, curbs, walkways, and patios will be swept clean of any granular fertilizer after application to minimize staining.
c. Soils shall be tested at a reliable testing facility once annually (or more often if needed) to monitor for PH and chemical makeup. The results will be provided to management along with the contractor's recommendation as to any changes in the turf care program based on these results.

1.6 **Insect & Disease Control**

a. Treatments of turf areas for infestation or disease shall be the responsibility of the Contractor.
b. The Contractor will implement an integrated Pest Management Program to minimize excessive use of pesticide and will rely heavily on continual monitoring of insect levels.
c. All products will be applied as directed by the manufacturer. The Contractor shall strictly comply with all state and federal regulations.
d. All personnel applying fertilizers, insecticides, herbicides and fungicides must be certified by the FL Department of Agriculture and Consumer Services. These individuals should be Best Management Practices Certified and hold a Limited Certification for Urban Landscape Commercial Fertilizer or a Certified Pest Control Operator or an employee with an ID card working under the supervision of a CPCO.
e. The reduction of irrigation water during the winter season will dramatically reduce the potential for fungus/disease problems. Contractor will be responsible to manage settings of irrigation timers.
f. Careful inspection of the property on each visit is crucial to maintaining a successful program. It is the Contractor's full responsibility to ensure that the person inspecting the property is properly trained in recognizing the symptoms of both insect infestations and plant pathogen damage (funguses, bacteria, etc.). It is also the Contractor's responsibility to treat these conditions in an expedient manner.
g. It shall also be the Contractor's responsibility to furnish the resident project representative with a copy of the Pest Management Report, which he is to complete at every service as well as all certifications (including BMP Certifications) of all pesticide applicators. Contractor shall familiarize himself with all current regulations regarding the applications of pesticides and fertilizers.
h. If at any time the District should become aware of any pest problems, it will be the Contractor's responsibility to treat pests within five (5) working days of the date of notification.

2. <u>Irrigation</u>

a. The Contractor shall be responsible for the operation of the irrigation systems within the designated areas. The irrigation systems shall be operated to provide watering frequencies sufficient to replace soil moisture below the root zone of all planted areas, including lawns, and taking into account the amount of rainfall that has occurred. The

Contractor shall be responsible for controlling the amount of water used for irrigation and any damage that results from over watering and insufficient watering.

b. The Contractor shall fully inspect and operate all the irrigation zones on a monthly basis and immediately report any and all problems. Routine maintenance such as lubrication, adjustments to components, cleaning strainers and filters, cleaning and raising heads, cleaning away grass runners restricting head function, adjusting watering patterns and cleaning out valve boxes must be done monthly. Monthly irrigation testing dates and times must be supplied to the Owner's Representative in advance and a monthly irrigation report that includes testing date and time, maintenance performed, and any recommendations must be provided to the Owner's representative via electronic mail.

c. Damage caused by improper operation of the irrigation systems or damages incurred through Landscape operations shall be the responsibility of the Contractor and shall be repaired by the Contractor within twenty-four hours at no charge.

d. Irrigation components damaged by other than the Contractor due to construction, vandalism, or other causes shall be reported to the Customer. The Contractor, if authorized by the Customer, shall repair the damage at a fair market price or cost plus 15% basis.

3. Planting Beds, Shrubbery, Woody Ornamental, Groundcovers, All Palm Trees and All Other Tree Care Specifications

3.1 Pruning

a. All pruning and thinning will have the distinct objective of encouraging healthy growth retaining the plant's natural shape and the original design specifications, unless Customer requests otherwise.

b. Only Contractor's staff that have been trained and demonstrate competency in proper pruning techniques shall perform pruning.

c. Plants, hedges, shrubbery and trees obstructing pedestrian or automobile traffic and damaged plants, shall be pruned as needed. All areas are to be left free of clippings following pruning.

3.2 Tree Pruning

a. Trees shall be maintained with clear trunks with lower branch elevations to 10 feet.

b. Tree interior sucker branches and dead wood shall be removed up to a height not exceeding 15' from ground. Moss removal and tree spraying may be performed at an additional charge.

3.3 Palm Pruning

a. All palms taller than 12'CT shall be pruned and shaped as required removing dead fronds and spent seed pods. Palms are to be thoroughly detailed with all fronds trimmed to lateral position left at ten and two o'clock profile (not "hurricane-cut") two (2) times

annually. All vegetation will be removed from their trunk and nut and loose or excessive boots will be removed and/or cross cut during this process.

b. All palms less than 12' CT will be trimmed as needed by the detail crew during regular landscape services.
c. Seed pods removed as necessary.

3.4 Crape Myrtle Pruning

a. Crape Myrtles up to a maximum height of 14' overall must be pruned and shaped each February to promote vigorous blooming and maintain desired size and shape. Branches are to be individually trimmed back to wood no larger than 1/2" in diameter. All sucker branching, seedpods, and ball moss must also be removed. Trimming should be done in such a way that cuts are no less than 12" away from previous year's cuts. "Hat Racking" will not be permitted unless directed otherwise by the owner or owner's representative.

3.5 Edging and Trimming

a. Groundcovers will be confined to plant bed areas by manual or chemical means, as environmental condition permits. "Weed eating" type edging will not be allowed.

3.6 Insect and Disease Control

a. Plants will be treated chemically as required to effectively control insect infestation and disease as environmental, horticultural and weather conditions permit.
b. All personnel applying fertilizers, insecticides, herbicides and fungicides must be certified by the FL Department of Agriculture and Consumer Services. These individuals should be Best Management Practices Certified and hold a Limited Certification for Urban Landscape Commercial Fertilizer or a Certified Pest Control Operator or an employee with an ID card working under the supervision of a CPCO.
c. Customer shall provide the Contractor access to a water source on the Customer's property for insect and disease control purposes.

3.7 Weed Control

a. Open ground between plants shall be maintained in a condition of acceptable weed density by manual or chemical means, as environmental, horticultural and weather conditions permit.
b. All mulch areas or plant beds shall be maintained in a condition of acceptable weed density.
c. Hardscape cracks and expansion joints in poured concrete or asphalt pavement or in pavers are to be sprayed in conjunction with the detail cycle to control weeds. Chemical practices shall not be a substitute for hand weeding where the latter is required for complete removal.

3.8 Fertilization

a. A preliminary shrubs, trees and plantings fertilization specifications are as follows:
b. Plant beds, shrubs, woody ornamental and ground covers shall be fertilized two times per year as to maintain good appearance and color.
c. Preliminary Schedule: March & September.
d. All ornamentals will be fertilized utilizing a product with a balanced analysis (example 8-10-10) with a good minor nutrient content. Nitrogen source should consist of a minimum of 50% slow release product.

3.9 Mulching

a. Mulch shall be installed once annually. Contractor shall provide a price per cubic yard and estimated quantities to be installed per top dressing (based on his own field measurements) and shall submit this itemized cost as part of bid.
b. All beds or otherwise bare ground areas and tree rings should be maintained with a 3" layer of mulch sufficient to cover the bare ground. The Contractor shall provide all labor and materials necessary to perform this work, at the following price:

1. Pine Bark Mulch	$45.00 cu yd.
2. Cypress Mulch	$45.00 cu yd.
3. Pine Staw	$5.50 per bale.

c. Bed dressing material shall consist of Grade A Medium Pine Bark Mulch and Pine Straw. Owner's representative must Mowing, debris removal, general landapprove the annual date for mulch installation.
d. Old mulch and vegetation debris may be required to be removed from mulched areas prior to the installation of new mulch. There shall be no additional charge for the removal and disposal of old mulch and vegetation when required. Contractor is responsible for all necessary clean up related to this procedure.
e. Contractor agrees to provide reasonably neat and defined lines along edges of all mulched areas. This is done to facilitate mechanical edging of these areas. Additionally, Contractor shall properly trench all bedlines adjacent to concrete surfaces. Trenches shall be 3" deep and beveled. Mulched beds on slopes adjacent to turf shall also be trenched to a depth of 3" and beveled to reduce mulch washout. Mulch shall not be piled around tree trunks or bases of plants. Any mulch "volcanoes" around tree trunks shall be corrected immediately at no additional cost to the District.
f. Contractor agrees to ensure that mulch caught in plant material will be shaken or blown from plants, so that upon completion there is no plant material left covered with mulch. Contractor should take care if mulch is installed around building to not clog any HVAC drain lines with mulch.

4. Communication

a. With every service stop, the contractor will communicate with the owner or the owner's representative for any landscape issues requiring immediate attention.

b. Communication is of the utmost importance. Contractor will provide a monthly written report in a form approved by the owner or owner's representative which details all aspects of the previous month's maintenance activities.

c. Contractor will provide a Monthly Service Calendar for the upcoming period and a copy of the preceding month's Irrigation Maintenance report and Lawn and Ornamental report. A copy of these documents should be submitted to management by the 5th of each month electronically.

d. Contractor agrees to take part in weekly inspections of the property to insure their performance of this agreement meets the standards required herein and protects the overall well being of the property's landscape. Contractor also agrees to complete any work that appears on punch lists resulting from inspections or reviews within two weeks of receiving them. Contractor will have their Account Manager participate on its behalf and have their Lawn and Ornamental and Irrigation Managers or Technicians available for scheduled meetings.

5. Contractor Personnel

a. The Contractor shall have a qualified manager on property at all times with the crew. This person should have knowledge of horticultural practices, and be capable of properly supervising others and handling any incident that may arise in the course of a crew performing maintenance work. In order to maintain continuity, the same site manager is preferred to direct maintenance operations throughout the year. Any changes in supervisory personnel shall be brought to the attention of the Owner's representative.

b. The crew members should be properly trained to carry out their assigned task, and should work in a safe professional manner. Each crew member should be in full uniform at all times to include all rain, cold weather gear and hats.

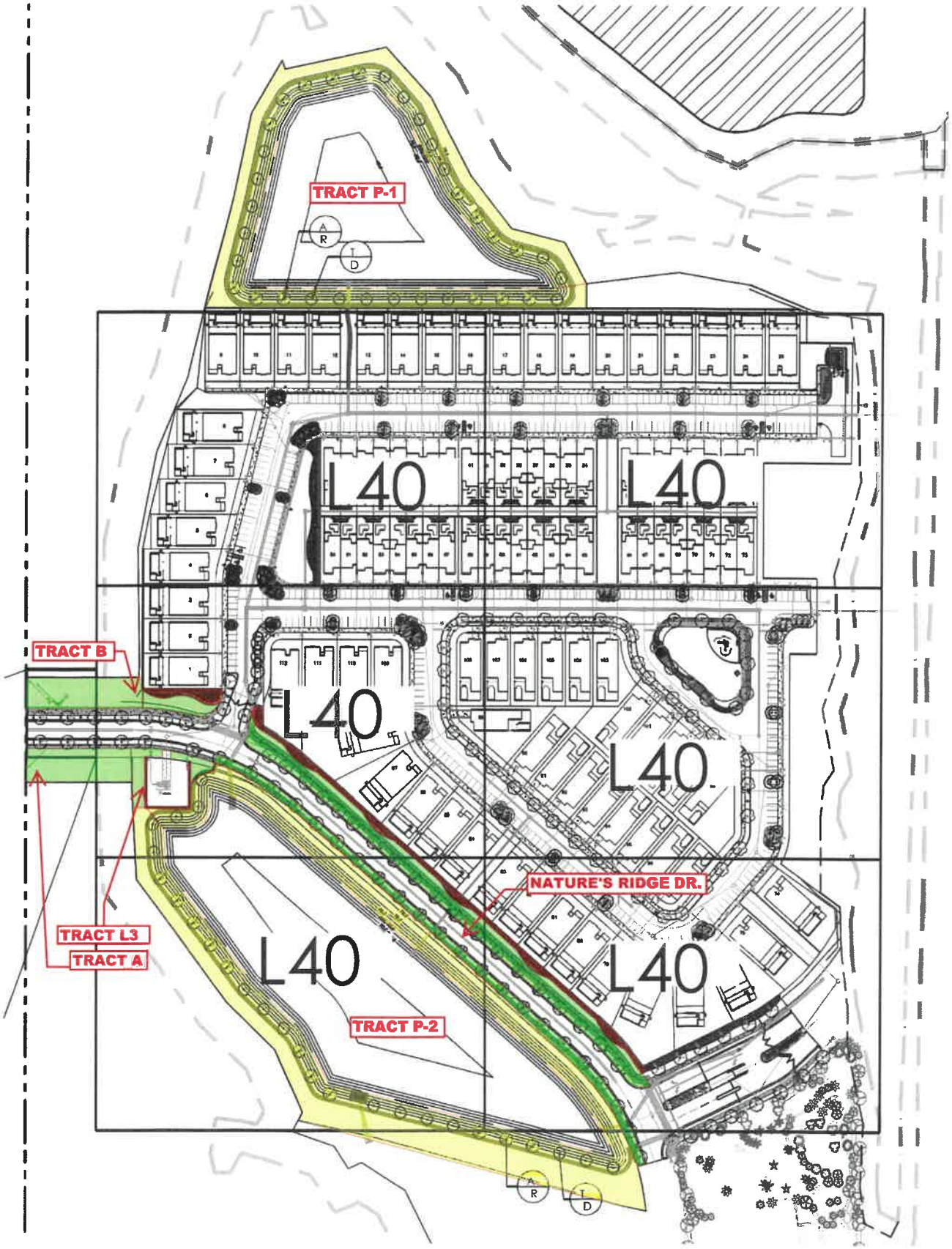
c. Contractor is expected to staff the property with trained personnel experienced in commercial landscape maintenance. All personnel applying fertilizers, insecticides, herbicides and fungicides must be certified by the FL Department of Agriculture and Consumer Services. These individuals should be Best Management Practices Certified and hold a Limited Certification for Urban Landscape Commercial Fertilizer or a Certified Pest Control Operator or an employee with an ID card working under the supervision of a CPCO.

d. Contractor agrees to screen all crew members for criminal background, advise Management and not employ persons for this Contract that have been convicted of or pled guilty to a felony crime or misdemeanor to which Management objects. Also, contractor agrees to follow all INS guidelines for hiring and to maintain an I-9 and other required documents on each employee.

6. Additional Services

a. The Contractor shall provide services over and above the Contract Specifications with written authorization from the Client.

END OF SCOPE OF SERVICES


TRACT P-1
L40
L40
TRACT B
L40
L40
NATURE'S RIDGE DR.
TRACT L3
TRACT A
L40
L40
TRACT P-2

SECTION VI

SECTION C

SECTION 1

Shingle Creek at Bronson
Community Development District

Unaudited Financial Reporting

August 31, 2020

GMS
Governmental
Management Services

TABLE OF CONTENTS

SHINGLE CREEK AT BRONSON

COMMUNITY DEVELOPMENT DISTRICT

BALANCE SHEET

August 31, 2020

	General Fund
ASSETS:	
CASH	$6,393
DUE FROM DEVELOPER	$11,253
TOTAL ASSETS	**$17,646**
LIABILITIES:	
ACCOUNTS PAYABLE	$11,129
FUND EQUITY:	
FUND BALANCES:	
UNASSIGNED	$6,516
TOTAL LIABILITIES & FUND EQUITY	**$17,646**

SHINGLE CREEK AT BRONSON

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND

Statement of Revenues & Expenditures

For The Period Ending August 31, 2020

	ADOPTED BUDGET	PRORATED BUDGET THRU 8/31/20	ACTUAL THRU 8/31/20	VARIANCE
REVENUES:				
DEVELOPER CONTRIBUTIONS	$70,494	$70,494	$59,068	($11,426)
TOTAL REVENUES	$70,494	$70,494	$59,068	($11,426)
EXPENDITURES:				
ADMINISTRATIVE:				
SUPERVISORS FEES	$0	$0	$600	($600)
FICA EXPENSE	$0	$0	$46	($46)
ENGINEERING	$9,000	$9,000	$570	$8,430
ATTORNEY	$18,750	$18,750	$7,061	$11,689
MANAGEMENT FEES	$26,250	$26,250	$23,992	$2,258
INFORMATION TECHNOLOGY	$900	$900	$849	$51
WEBSITE CREATION/ADA COMPLIANCE	$2,500	$2,500	$2,575	($75)
TELEPHONE	$225	$225	$0	$225
POSTAGE	$750	$750	$123	$627
INSURANCE	$5,000	$5,000	$3,740	$1,260
PRINTING & BINDING	$750	$750	$217	$533
LEGAL ADVERTISING	$5,000	$5,000	$12,567	($7,567)
OTHER CURRENT CHARGES	$750	$750	$0	$750
OFFICE SUPPLIES	$469	$469	$62	$407
DUES, LICENSE & SUBSCRITIONS	$150	$150	$150	$0
TOTAL EXPENDITURES	$70,494	$70,494	$52,552	$17,942
EXCESS REVENUES (EXPENDITURES)	$0		$6,516	
FUND BALANCE - Beginning	$0		$0	
FUND BALANCE - Ending	$0		$6,516	

SHINGLE CREEK AT BRONSON

Community Development District

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
REVENUES:													
DEVELOPER CONTRIBUTIONS	$0	$0	$17,500	$4,498	$3,849	$3,868	$7,636	$5,181	$5,283	$3,151	$8,102	$0	$59,068
TOTAL REVENUES	$0	$0	$17,500	$4,498	$3,849	$3,868	$7,636	$5,181	$5,283	$3,151	$8,102	$0	$59,068
EXPENDITURES:													
ADMINISTRATIVE:													
SUPERVISOR FEES	$0	$0	$0	$0	$0	$0	$0	$0	$0	$600	$0	$0	$600
FICA EXPENSE	$0	$0	$0	$0	$0	$0	$0	$0	$0	$46	$0	$0	$46
ENGINEERING	$0	$0	$0	$0	$380	$0	$95	$0	$95	$0	$0	$0	$570
ATTORNEY	$0	$0	$923	$449	$632	$1,375	$454	$1,766	$775	$688	$0	$0	$7,061
MANAGEMENT FEES	$0	$0	$659	$2,917	$2,917	$2,917	$2,917	$2,917	$2,917	$2,917	$2,917	$0	$23,992
INFORMATION TECHNOLOGY	$0	$0	$0	$100	$100	$100	$149	$100	$100	$100	$100	$0	$849
WEBSITE CREATION/ADA COMPLIANCE	$0	$0	$0	$0	$0	$2,575	$0	$0	$0	$0	$0	$0	$2,575
TELEPHONE	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
POSTAGE	$0	$0	$0	$0	$4	$2	$29	$34	$33	$21	$0	$0	$123
INSURANCE	$0	$0	$0	$3,740	$0	$0	$0	$0	$0	$0	$0	$0	$3,740
PRINTING & BINDING	$0	$0	$0	$0	$58	$50	$38	$13	$14	$18	$26	$0	$217
LEGAL ADVERTISING	$0	$0	$271	$908	$3,204	$4,435	$373	$0	$0	$3,377	$0	$0	$12,567
OTHER CURRENT CHARGES	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
OFFICE SUPPLIES	$0	$0	$0	$0	$48	$5	$0	$4	$0	$0	$5	$0	$62
DUES, LICENSES & SUBSCRIPTIONS	$0	$0	$0	$150	$0	$0	$0	$0	$0	$0	$0	$0	$150
TOTAL EXPENDITURES	$0	$0	$1,853	$8,264	$7,342	$11,459	$4,055	$4,833	$3,934	$7,766	$3,047	$0	$52,552
EXCESS REVENUES (EXPENDITURES)	$0	$0	$15,647	($3,765)	($3,492)	($7,591)	$3,581	$348	$1,350	($4,616)	$5,055	$0	$6,517

SHINGLE CREEK AT BRONSON
Community Development District
Developer Contributions/Due from Developer

Funding Request #	Prepared Date	Payment Received Date	Check Amount	Total Funding Request	General Fund Portion (20)	Due from Capital	Over and (short) Balance Due
1	12/16/19	2/21/20	$ 17,500.00	$ 17,500.00	$ 17,500.00	$ -	$ -
2	1/27/20	2/21/20	$ 4,498.30	$ 4,498.30	$ 4,498.30	$ -	$ -
3	2/24/20	4/20/20	$ 3,849.15	$ 3,849.15	$ 3,849.15	$ -	$ -
4	3/30/20	4/20/20	$ 19,180.43	$ 19,180.43	$ 3,867.93	$ 15,312.50	$ -
5	4/20/20	5/13/20	$ 7,635.61	$ 7,635.61	$ 7,635.61	$ -	$ -
6	5/14/20	5/29/20	$ 5,181.10	$ 5,181.10	$ 5,181.10	$ -	$ -
7	6/30/20	8/24/20	$ 5,378.44	$ 5,378.44	$ 5,283.44	$ 95.00	$ -
8	7/24/20			$ 3,150.65	$ 3,150.65	$ -	$ -
9	8/24/20			$ 8,102.28	$ 8,102.28	$ -	$ -
Due from Developer			$ 63,223.03	$ 74,475.96	$ 59,068.46	$ 15,407.50	$ -

Total Developer Contributions FY20 **$ 59,068.46**

SECTION 2

Shingle Creek at Bronson

Community Development District

FY20 Funding Request #9
August 24, 2020

	Payee		General Fund
1	**Governmental Management Services-CF, LLC**		
	Inv#14 - Management Fees - August 2020	$	3,047.32
2	**Latham, Luna, Eden & Beaudine, LLP**		
	Inv#92688 - General Counsel - June 2020	$	775.00
	Inv#93117 - General Counsel - July 2020	$	688.00
3	**Orlando Sentinel**		
	Inv#023213249000 - Notice of Budget, Assessment Roll & BOS Meeting - July 2020	$	3,376.66
4	**Supervisor Fees**		
	August 3, 2020		
	Brent Kewley	$	215.30
		$	8,102.28
	Total:	**$**	**8,102.28**

Please make check payable to:

Shingle Creek at Bronson Community Development District
1408 Hamlin Avenue, Unit E
St. Cloud, FL 34771

GMS-Central Florida, LLC
1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 14
Invoice Date: 8/1/20
Due Date: 8/1/20
Case:
P.O. Number:

Bill To:

Shingle Creek @ Bronson CDD
219 E Livingston St.
Orlando, FL 32801

v-#1
hd

Description	Hours/Qty	Rate	Amount
Management Fees - August 2020 001-310-51300-34000		2,916.67	2,916.67
Information Technology - August 2020 001-310-51300-35100		100.00	100.00
Office Supplies 001-310-51300-51000		5.00	5.00
Copies 001-310-51300-42500		25.65	25.65

Total	$3,047.32
Payments/Credits	$0.00
Balance Due	$3,047.32

LATHAM, LUNA, EDEN & BEAUDINE, LLP

ATTORNEYS AT LAW

111 N. MAGNOLIA AVE, STE 1400
ORLANDO, FLORIDA 32801
POST OFFICE BOX 3353
ORLANDO, FLORIDA 32802
TELEPHONE: (407) 481-5800
FACSIMILE: (407) 481-5801

RECEIVED
JUL 27 2020
BY:

July 24, 2020

Shingle Creek at Bronson CDD
c/o GMS-CFL, LLC
219 E. Livingston Street
Orlando, FL 32801

VH2 wd
001-310-51300-

INVOICE

Matter ID: 7768-001
General

Invoice # 92688
Federal ID # 59-3366512

For Professional Services Rendered:

06/17/2020	KET	Preparation of Second Extension and Amendment to the Exterior Landscape and Irrigation Maintenance Services Agreement.	0.50 hr	$125.00
06/29/2020	KET	Review of email correspondence from Lennar to transfer lift station to CDD and TOHO Water Authority.	0.20 hr	$50.00
06/30/2020	KET	Receipt and review of email correspondence from developer's counsel for conveyance of lift station. Review of Bill of Sale and deed for conveyance of lift station from the developer to the CDD. Review of Bill of Sale and deed for conveyance of lift station from CDD to TOHO Water Authority. Email correspondence regarding comments to each and preparation of additional conveyance documents.	2.40 hr	$600.00
		Total Professional Services:		*$775.00*

INVOICE SUMMARY

For Professional Services:	*3.10* Hours	*$775.00*
New Charges this Invoice:		*$775.00*
Previous Balance:		*$2,219.52*
Less Payment and Credits Received:		*$0.00*
Outstanding Balance:		*$2,219.52*
Plus New Charges this Invoice:		*$775.00*
Total Due:		***$2,994.52***

Billed Through: June 30, 2020

LATHAM, LUNA, EDEN & BEAUDINE, LLP

ATTORNEYS AT LAW

111 N. MAGNOLIA AVE, STE 1400
ORLANDO, FLORIDA 32801
POST OFFICE BOX 3353
ORLANDO, FLORIDA 32802
TELEPHONE: (407) 481-5800
FACSIMILE: (407) 481-5801

August 19, 2020

Shingle Creek at Bronson CDD
c/o GMS-CFL, LLC
219 E. Livingston Street
Orlando, FL 32801

INVOICE

Matter ID: 7768-001
General

001-310-51300-31500

Invoice # 93117
Federal ID # 59-3366512

For Professional Services Rendered:

07/27/2020	KET	Receipt and review of email correspondence from District Management company regarding upcoming Board of Supervisors meeting.	0.10 hr	$25.00
07/29/2020	jms	Review agenda and provide notes to attorney on related items	0.50 hr	$37.50
07/30/2020	KET	Receipt and review of email correspondence from District Management Company regarding extension of Executive Order and upcoming Board of Supervisors meeting. Review of Agenda items for upcoming Board of Supervisors meeting.	0.40 hr	$100.00
07/31/2020	JAC	Telephone conference regarding plat issues for Storey Cove IV; emails from Lennars Counsel	0.60 hr	$213.00
07/31/2020	KET	Email correspondence with District Management company regarding completion documents for 2015 and 2019 bonds. Preparation of Resolution 2020-28 regarding ratification of the Cove at Storey Lake IV plat.	1.10 hr	$275.00
07/31/2020	jms	Emails and research regarding Resolution for accepting Storey Lake Cove IV plat; review plat and email to KET regarding LEN OT as fee simple owner	0.50 hr	$37.50
		Total Professional Services:		*$688.00*

INVOICE SUMMARY

For Professional Services:	*3.20* Hours	*$688.00*
New Charges this Invoice:		*$688.00*
Previous Balance:		*$2,994.52*
Less Payment and Credits Received:		*$0.00*
Outstanding Balance:		*$2,994.52*
Plus New Charges this Invoice:		*$688.00*
Total Due:		***$3,682.52***

Billed Through: July 31, 2020

Orlando Sentinel
MEDIA GROUP

PO Box 100608
Atlanta, GA 30384-0608

adbilling@tribpub.com
844-348-2445

Invoice Details

Billed Account Name:	Shingle Creek At Bronson Cdd
Billed Account Number:	CU80071219
Invoice Number:	023213249000
Invoice Amount:	$3,376.66
Billing Period:	07/01/20 - 07/31/20
Due Date:	08/30/20

INVOICE

Invoice Details

Date	tronc Reference #	Description	Ad Size/ Units	Rate	Gross Amount	Total
07/13/20	OSC23213249	PO# July Meeting				3,376.66
07/20/20		Classified Listings, Online				
		July Meeting				
		6716631				

RECEIVED
AUG 10 2020
GMS-CF, LLC

001-310-51300-48000

Invoice Total: $3,376.66

Account Summary

Current	1-30	31-60	61-90	91+	Unapplied Amount
3,376.66	0.00	0.00	0.00	0.00	0.00

Orlando Sentinel 25 FAMILY FUND | ElSentinel.com SENTINEL | ORLANDO SIGNATURE | GrowthSpotter | MOTIV8

Please detach and return this portion with your payment.

Orlando Sentinel
MEDIA GROUP

PO Box 100608
Atlanta, GA 30384-0608

Remittance Section

Billed Period:	07/01/20 - 07/31/20
Billed Account Name:	Shingle Creek At Bronson Cdd
Billed Account Number:	CU80071219
Invoice Number:	023213249000

Return Service Requested

5942000421 PRESORT 421 1 MB 0.436 P1C3 <B>

SHINGLE CREEK AT BRONSON CDD
STACIE VANDERBILT
219 E. LIVINGSTON STREET STE 320
ORLANDO FL 32801-1508

For questions regarding this billing, or change of address notification, please contact Customer Care:

Orlando Sentinel
PO Box 100608
Atlanta, GA 30384-0608

0800712190800712190302321324 9 00337666 00337666 2

Orlando Sentinel

Published Daily
ORANGE County, Florida

Sold To:
Shingle Creek at Bronson CDD - CU80071219
219 E. Livingston Street
Orlando, FL, 32801

Bill To:
Shingle Creek at Bronson CDD - CU80071219
219 E. Livingston Street
Orlando, FL, 32801

State Of Illinois
County Of Cook

Before the undersigned authority personally appeared Amy Houser, who on oath says that he or she is an Advertising Representative of the ORLANDO SENTINEL, a DAILY newspaper published at the ORLANDO SENTINEL in ORANGE County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter of 11220-2 Column Legals, July Meeting was published in said newspaper in the issues of Jul 13, 2020; Jul 20, 2020.

Affiant further says that the said ORLANDO SENTINEL is a newspaper Published in said ORANGE County, Florida, and that the said newspaper has heretofore been continuously published in said ORANGE County, Florida, each day and has been entered as periodicals matter at the post office in ORANGE County, Florida, in said ORANGE County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Signature of Affiant

Amy Houser
Name of Affiant

Sworn to and subscribed before me on this 23 day of July, 2020,
by above affiant, who is personally known to me (X) or who has produced identification ( ).

Signature of Notary Public

BRENDAN KOLASA
OFFICIAL SEAL
Notary Public, State of Illinois
My Commission Expires
October 23, 2020

Name of Notary Typed, Printed, or Stamped

671663

Orlando Sentinel

SH'NG E EK EO'SON COMMUNITY DEVELOPMENT DISTRICT

NOTIC OF PLIC EARIN TO CONSIDER THE ADOPTION OF THE FISCA 21 B. DGET; NOTICE OF PUBLIC HEARING TO CONSIDER THE IO'S OF OPERATIONS AND MAINTENANCE SPECIAL ASSESS , ADOPTION O AN ASSESSMENT ROLL, AND THE LEVY, COLLECTI , AND ENFORCEMENT OF THE SAME; AND NOTICE OF REGULAR RD OF SUPERVISORS' MEETING.

Upcoming Public Hearings, Regular Meeting

e Bo f Supervisors ("**Board**") for the Shingle Creek at Bronson Comm alop District ("**District**") will hold the following two public hea g:

DAT : **August 3, 2020**
TIM : **11:00 A.M.**

f current COVID-19 public health emergency, the public hearing may be conducted remotely utilizing communications media technology pursuant to Executive Orders 20-52 and 20-69 issued by Governor DeSantis on March 9, 2020, March 20, 2020, as extended by Executive Orders 20-112, 20-139, and 20-150, as such orders may be extended, respectively, and pursuant to Section 120.54(5)(b)2., Florida Statutes. Anyone wishing to listen to or participate in the public hearings and meeting can do so by using the communications media technology, such as zoom.us (URL: zoom.us). The public may access the hearings and meeting at https://zoom.us/j/9485967 7932 or dial in telephonically at (646) 8 the Meeting ID: 948 5967 7932. If conditions allow the hearings and meeting, the hearings and meetings will be held at the **Oasis Club at Champions Gate**, 92 Oasis Club Blvd., **Champions Gate, FL 33896.** Information about how the hearings and meeting will occur, assistance connecting to the hearings and meetings, and reasonable accommodations for participation may be obtained by contacting the District Manager by phone at 407-841-5524 or by e-mail at allir

The hearing is being held pursuant to Chapter 190, *Florida Statutes*, and is a public hearing on comments and objections on the District's proposed budget ("Proposed Budget") for the fiscal year beginning October 1, 2020 and ending Sep 1 ("**Fiscal Year 2020/2021**"). The second public hearing is being held pursuant to Sections 170.03 and 197, *Florida Statutes*, to consider the imposition of operations and maintenance special assessments ("**O&M Assessments**") upon the lands located within the District to fund the Proposed Budget for Fiscal Year 2020/2021; to consider the adoption of an assessment roll; and, to provide for the levy, collection, and enforcement of O&M Assessments. At the conclusion of the hearings, the Board will, by resolution, approve the levy of O&M Assessments as finally approved by the Board. A regular meeting of the Board will also be held where the Board may consider any other District business.

Description of Assessments

The District proposes to levy O&M Assessments on benefited property within the District to fund the District's general administrative, operations, and maintenance budget, including the funds necessary to pay debt service on outstanding bonds, collectively, the "District's debt service budget. Pursuant to Section 170.07, *Florida Statutes*, a description of the services to be funded by the O&M Assessments, and a description of the benefits received and benefited from the O&M Assessments, are all set forth in the Proposed Budget. A graphic depiction of the property potentially subject to the proposed O&M Assessments is delineated in the map attached hereto. The table below sets forth the amounts of the proposed O&M Assessments, which are subject to change, as follows:

[illegible]	Total # of Units/Acres	Proposed O&M Assessment (including collection costs / early payment discounts)
[illegible]	35	$494
[illegible]	2	$284

Orlando Sentinel

The proposed O&M Assessments as stated include collection costs and/or early payment discounts, which Osceola County ("County") may impose on assessments that are collected on the County tax bill. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the fixed amount shall serve as the "maximum rate" authorized by law for O&M Assessments such that no assessment hearing shall be held or notice provided in future years unless the assessments are proposed to be increased or another criterion within Section 197.3632(4), *Florida Statutes*, is met. Note that the O&M Assessments do not include any prior service assessments previously levied by the District and due to be collected for Fiscal Year 2020/2021.

For Fiscal Year 2020/2021, the District intends to have the County tax collector collect the assessments imposed on certain developed property, and will directly collect the assessments imposed on the remaining benefitted property by sending out a bill prior to or during November 2020. It is important to pay your assessment because failure to pay will cause a tax certificate to be issued against the property which may result in loss of title, or for direct billed assessments, may result in a foreclosure action, which also may result in a loss of title. The District's decision to collect assessments on the tax roll, or by direct billing does not preclude the District from later electing to collect those or other assessments in a different manner at a future time.

Additional Provisions

The public hearings and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. A copy of the Proposed Budget, preliminary assessment roll, and the agenda for the hearings and meeting may be obtained at the offices of the District Manager, located at 219 E. Livingston Street, Orlando, Florida 32801, (407) 841-5524 ("**District Manager's Office**"), during normal business hours. The public hearings and meeting may be continued to a date, time, and place to be specified on the record at the hearings or meeting.

While it is the intention of the Board of Supervisors utilizing communications media technology due to the ongoing COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. Toward that end, participants are encouraged to submit questions and comments to the District Manager's office in advance by Friday, July 31, 2020 at 5:00 p.m. in advance of the public hearings or meeting to facilitate the Board's consideration and/or discussion of such questions and comments during the public hearings or meeting. Participants may also submit questions and comments to the District Manager by telephone by calling 407-841-5524 [illegible].

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

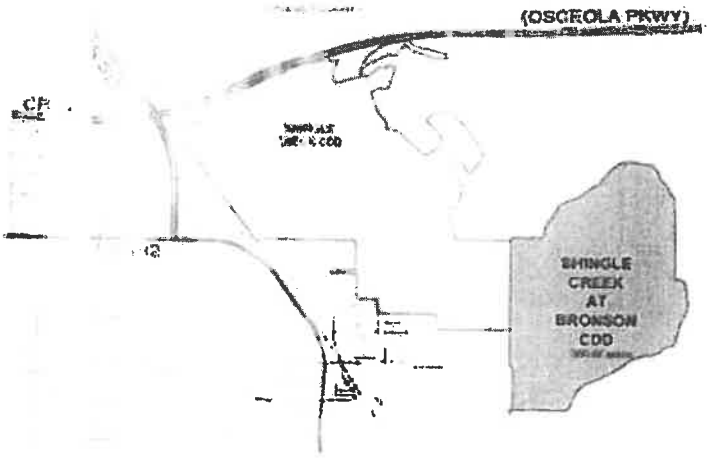
As indicated above, these public hearings and meeting will be conducted by media communications technology. Anyone requiring assistance in order to obtain access to the telephone or other communications media technology being utilized to conduct the public hearings or meeting should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. Similarly, any person requiring special service may need assistance accessing or participating in these public hearings or meeting because of a disability or physical impairment is strongly advised to contact the District Manager's Office at least forty-eight (48) hours in advance so that arrangements may be made.

[illegible] notice that all affected property owners have the right to appear at the public hearing and meeting, and may also file written objections with the District Manager's Office within twenty (20) days of publication of this notice. Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearing is advised that person will need a record of proceedings and that such record may be required by such 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.

George S. [illegible]

Orlando Sentinel

Governmental Management Services – Central Florida, LLC
District Manager



Shingle Creek at Bronson
Community Development District

Boundary Map

6716631 3/13/20

6716631

Shingle Creek at Bronson

Community Development District

FY20 Funding Request #10
September 3, 2020

	Payee		General Fund FY2021
1	**EGIS Insurance Advisors, LLC** Inv#11485 - FY2021 Insurance Premium	$	5,000.00
		$	5,000.00
	Total:	$	**5,000.00**

Please make check payable to:

Shingle Creek at Bronson Community Development District
1408 Hamlin Avenue, Unit E
St. Cloud, FL 34771

INVOICE

Egis Insurance & Risk Advisors

Customer	Shingle Creek at Bronson Community Development District
Acct #	1018
Date	08/28/2020
Customer Service	Kristina Rudez
Page	1 of 1

Payment Information	
Invoice Summary	$ 5,000.00
Payment Amount	
Payment for:	Invoice#11485
100120464	

Thank You

Shingle Creek at Bronson Community Development District
c/o Governmental Management Services
219 E Livingston St.
Orlando, FL 32801

Please detach and return with payment

Customer: Shingle Creek at Bronson Community Development District

Invoice	Effective	Transaction	Description	Amount
11485	10/01/2020	Renew policy	Policy #100120464 10/01/2020-10/01/2021 Florida Insurance Alliance Package - Renew policy Due Date: 8/28/2020	5,000.00

RECEIVED
AUG 28 2020

Total
$ 5,000.00

Thank You

FOR PAYMENTS SENT OVERNIGHT:
Egis Insurance Advisors LLC, Fifth Third Wholesale Lockbox, Lockbox #234021, 4900 W. 95th St Oaklawn, IL 60453

Remit Payment To: Egis Insurance Advisors, LLC
Lockbox 234021 PO Box 84021
Chicago, IL 60689-4002

(321)233-9939
sclimer@egisadvisors.com

Date
08/28/2020

AUDIT COMMITTEE MEETING

SECTION III

SECTION A

SHINGLE CREEK AT BRONSON COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS

Annual Audit Services for Fiscal Year 2020
Osceola County, Florida

INSTRUCTIONS TO PROPOSE

SECTION 1. DUE DATE. Sealed proposals must be received no later than **Tuesday, September 29, 2020, at 2:00 P.M.**, at the offices of District Manager, located at 219 E. Livingston Street, Orlando, FL 32801. Proposals will be publicly opened at that time.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules, and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relive it from responsibility to perform the work covered by the proposal in compliance with al such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit one (1) hard copy and one (1) electronic copy of the Proposal Documents, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services - Shingle Creek at Bronson Community Development District" on the face of it.

SECTION 6. MODIFICATION AND WITHDRAWL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the "Proposal Documents").

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a wavier of District's limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

A. List position or title of all personnel to perform work on the District audit. Include resumes for each person listed: list years of experience in present position for each party listed and years of related experience.

B. Describe proposed staffing levels, including resumes with applicable certifications.

C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.

D. The lump sum cost of the provision of the services under the proposal for Fiscal Year 2020, 2021, 2022, 2023 and 2024. The District intends to enter into five (5) separate one-year agreements.

E. Provide a proposed schedule for performance of audit.

SECTION 13. PROTESTS. Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after the receipt of the documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid plans, specifications or contract documents.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

AUDITOR SELECTION
EVALUATION CRITERIA

1. *Ability of Personnel.* **(20 Points)**

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.)

2. *Proposer's Experience.* **(20 Points)**

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation, of respondent, etc.)

3. *Understanding of Scope of Work.* **(20 Points)**

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. *Ability to Furnish the Required Services.* **(20 Points)**

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required (E.g. the existence of any natural disaster plan for business operations).

5. *Price.* **(20 Points)**

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.

SECTION B

SHINGLE CREEK AT BRONSON
COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES

The Shingle Creek at Bronson Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the Fiscal Year ending September 30, 2020, with an option for four additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Osceola County and has a general administrative operating fund.

The Auditing entity submitting a proposal must be duly licensed under Chapter 173, Florida Statutes and be qualified to conduct audits in accordance with "Government Auditing Standards," as adopted by the Florida Board of Accountancy Audits shall be conducted in accordance with Florida Law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

Proposers must provide one (1) hard copy and one (1) electronic copy of their proposal to GMS - CF, LLC, District Manager, 219 E. Livingston Street, Orlando, FL 32801, telephone (407) 841-5524, in an envelope marked on the outside **"Auditing Services – Shingle Creek at Bronson Community Development District."** Proposals must be received by **Tuesday, September 29, 2020, 2:00 P.M.**, at the office of the District Manager. Please direct all questions regarding this Notice to the District Manager.

George S. Flint
Governmental Management Services – Central Florida, LLC
District Manager