

*Yarborough Lane
Community Development District*

Meeting Agenda

December 8, 2022

AGENDA

Yarborough Lane

Community Development District

219 E. Livingston St., Orlando, Florida 32801

Phone: 407-841-5524 – Fax: 407-839-1526

December 1, 2022

**Board of Supervisors
Yarborough Lane
Community Development District**

Dear Board Members:

A meeting of the Board of Supervisors of the **Yarborough Lane Community Development District** will be held on **Thursday, December 8, 2022, at 10:30 AM** at **Highland Homes Offices, 3020 S. Florida Ave., Suite 101, Lakeland, FL 33803**

Zoom Video Join Link: <https://us06web.zoom.us/j/81457711202>

Call-In Information: 1-646-876-9923

Meeting ID: 814 5771 1202

Following is the advance agenda for the meeting:

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period (¹Speakers will fill out a card and submit it to the District Manager prior to the beginning of the meeting)
3. Approval of Minutes of the August 11, 2022 Board of Supervisors Meeting
4. Appointment of Audit Committee
5. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. District Manager's Report
 - i. Approval of Check Register
 - ii. Balance Sheet & Income Statement
6. Other Business
7. Supervisors Requests and Audience Comments
8. Adjournment

Audit Committee Meeting

1. Roll Call

¹ Comments will be limited to three (3) minutes

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

MINUTES

**MINUTES OF MEETING
YARBOROUGH LANE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Yarborough Lane Community Development District was held on Thursday, **August 11, 2022**, at 10:30 a.m. at Highland Homes Offices, 320 S. Florida Ave., Suite 101, Lakeland, Florida.

Present and constituting a quorum were:

Brian Walsh	Vice Chairperson
Garret Parkinson	Assistant Secretary
Jeff Shenefield	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Lauren Gentry	District Counsel, KE Law
Rey Malave <i>by Zoom</i>	District Engineer, Dewberry
Molly Banfield <i>by Zoom</i>	District Engineer, Dewberry
Ashton Bligh <i>by Zoom</i>	Bond Counsel, Greenberg Traurig
Bob Gang <i>by Zoom joined late</i>	Bond Counsel, Greenberg Traurig

The following is a summary of the discussions and actions taken at the August 11, 2022 Yarborough Lane Community Development District's Regular Board of Supervisor's Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order at 10:30 a.m. Three Supervisors were present at the meeting constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the July 14, 2022
Landowners' Meeting and Board of Supervisors
Meeting**

Ms. Burns presented the minutes of the July 14, 2022 Landowners' meeting and Board of Supervisors meeting to the Board. She asked for any questions, comments, or corrections to the minutes. The Board had no changes to the minutes.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, the Minutes of the July 14, 2022 Landowners' Meeting and Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS**Presentation and Approval of First Supplemental Assessment Methodology dated August 11, 2022**

Ms. Burns stated that this report reflected an updated bond sizing that was provided. She reviewed the tables shown in the agenda package. Table 1 showed the development program with 75 single family 40' lots, 177 single family 50' lots, and 29 single family 60' lots, which totaled to 281 lots in this assessment area for the 2022 project. Table 2 showed the total cost estimate for the engineer's report of \$25,000,000 and this is for the entire project. Table 3 showed the bond sizing of \$5,925,000. Table 4, they have made one small update that is not in the agenda package. She noted that the Table 4 in the agenda package only had the total number of units and that the other separate page of Table 4 broke it up by the phase. She noted that they would add the separate page to the agenda package. Table 5 showed the par debt per unit for the 40' lots at \$17, 439, the 50' lots at \$21,799, and the 60' lots at \$26,159. Table 6 showed the net and gross annual debt assessment per unit, which was \$1,290.32 for the 40' lots, \$1,612.90 for the 50' lots, \$1,935.48 for the 60' lots. Table 7 showed the preliminary assessment roll. She noted that they had one property owner, Clayton Properties. She asked if anyone had any questions on this report. Hearing none,

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, the First Supplemental Assessment Methodology Dated August 11, 2022, was approved as amended.

FIFTH ORDER OF BUSINESS**Consideration of Resolution 2022-40 Delegation Resolution**

Ms. Burns turned this portion of the meeting over to Ashton to present. Ms. Bligh stated that this Delegation Resolution 2022-40 was the supplemental resolution that was contemplated when the Board adopted the original resolution, which was in May of this year. She noted that this resolution contained documents as exhibits to sell one series of bonds. The proceeds from the bonds would be used for the installation of public infrastructure for 281 residential units comprising the Series 2022 project that was just described by Ms. Burns. She stated that schedule one attached to the resolution included the probable cost table from the Master Engineer's report. She noted that it was their

understanding that the CDD infrastructure would be built in at least two phases, so a Supplemental Engineer's report would be forthcoming. She stated that they had also added the reference to the Supplemental Assessment Methodology. The version of the resolution that was in agenda package did not have this reference. The forms and documents that were attached to the resolution included a First Supplemental Indenture, a Bond Purchase Contract, a Preliminary Limited Offering Memorandum, Rural 15C2-12 Certificate, and a Continuing Disclosure Agreement. She noted that a couple of items that she pointed out were sections 4 and 5. She explained that Florida law required certain findings, so they don't have to do a public offering. She stated that those findings were listed under section 4. She noted that the parameters for the Series 2022 bonds were listed under section 5, which if there was any optional redemption for the Series 2022 bonds, that would be determined at pricing. She stated that the interest rate on the Series 2022 bond should not exceed the max rate under Florida statutes. She noted that the aggregate principal amount of the Series 2022 bonds should not exceed \$7,500,000. The Series 2022 bonds would have a final maturity no later than the max term allowed by Florida law, which is currently 30 years of principal amortization. The price at which the Series 2022 bonds should be sold to the underwriter shall not be less than 98% of the aggregate amount of the Series 2022 bonds. She stated that if anyone has any questions, she would be happy to respond.

**Bob Gang joined the meeting via Zoom at this time.*

Ms. Gentry asked for clarification on if they were expecting a Supplemental Engineer's Report and if the plan was to consider the project with the cost in the original Master Engineer's Report. Ms. Burns responded that John sent an email saying that they were going to get a revised engineer's report. Ms. Burns stated that John noted that they would use the master costs and then assign at plat for the first phase. Ms. Gentry responded that she would remove the brackets from schedule 1 and would send slip pages to the Board.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, Resolution 2022-40 Delegation Resolution, was approved as amended.
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SIXTH ORDER OF BUSINESS

Consideration of Series 2022 Ancillary Financing Documents:

A. True-Up Agreement

Ms. Gentry stated that this agreement announces the manner which a true-up payment would be due if fewer than the anticipated ERUs developed.

B. Collateral Assignment Agreement

Ms. Gentry stated that this agreement states that the rights to complete the project would be assigned to the District in the events of default in the payment.

C. Acquisition Agreement

Ms. Gentry stated that this agreement was where the District could acquire infrastructure and important product and real property that has been completed by the developer.

D. Completion Agreement

E. Declaration of Consent

F. Notice of Lien of Special Assessments

**This portion of the recording was inaudible.* Ms. Gentry reviewed all the remaining Series 2022 ancillary financing documents. Ms. Gentry asked the Board to approve these documents in substantial form.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, the Series 2022 Ancillary Financing Documents, was approved in substantial form.

G. Consideration of Resolution 2022-41 Supplemental Delegation Assessment Resolution

Ms. Burns stated that this outlined the authority to go ahead with the final pricing and issuance of the bonds.

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, Resolution 2022-41 Supplemental Delegation Assessment Resolution, was approved.

SEVENTH ORDER OF BUSINESS

Review and Ranking of Proposals for District Engineering Services and Selection of District Engineer

Ms. Burns referred to the last meeting stating that they had rebid this, and that they did receive one proposal from Dewberry, which was included in the agenda package. She asked the Board if they wanted to rank Dewberry #1 and authorize staff to send a Notice of Intent to Award.

On MOTION by Mr. Walsh, seconded by Mr. Shenefield, with all in favor, Ranking Dewberry's Proposal #1 and Authorizing Staff to Send a Notice of Intent to Award, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Gentry had nothing further to report.

B. Engineer

There being none, the next item followed.

C. District Manager's Report

Ms. Burns noted she had nothing further to report.

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Walsh, seconded by Mr. Parkinson, with all in favor, the meeting was adjourned.
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Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION V

SECTION C

SECTION 1

Yarborough Lane Community Development District

Summary of Checks

August 1, 2022 to December 5, 2022

Bank	Date	Check No.'s	Amount
General Fund	8/3/22	9-12	\$ 800.00
	8/30/22	13-14	\$ 3,866.72
	10/3/22	15-17	\$ 600.00
	11/2/22	18-22	\$ 17,043.55
	11/17/22	23-24	\$ 5,126.80
			<hr/>
			\$ 27,437.07
			<hr/>
			\$ 27,437.07

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
8/03/22	00006	7/14/22	BW071420 202207 310-51300-11000 SUPERVISOR FEES 07/14/22	BRIAN WALSH	*	200.00	200.00 000009
8/03/22	00009	7/14/22	GP071420 202207 310-51300-11000 SUPERVISOR FEES 07/14/22	GARRET PARKINSON	*	200.00	200.00 000010
8/03/22	00007	7/14/22	JS071420 202207 310-51300-11000 SUPERVISOR FEES 07/14/22	JEFFREY T. SHENEFIELD	*	200.00	200.00 000011
8/03/22	00008	7/14/22	MA071420 202207 310-51300-11000 SUPERVISOR FEES 07/14/22	MILTON ANDRADE	*	200.00	200.00 000012
8/30/22	00004	8/14/22	3722 202207 310-51300-31500 GENERAL COUNSEL - JUL 22	KE LAW GROUP, PLLC	*	1,490.88	1,490.88 000013
8/30/22	00005	7/31/22	00047695 202207 310-51300-48000 NOT USE UNIFORM METHOD	CA FLORIDA HOLDINGS, LLC	*	1,724.40	2,375.84 000014
		7/31/22	00047695 202207 310-51300-48000 REQ.ENGIN.QUALIFICATION		*	651.44	
10/03/22	00006	8/11/22	BW081120 202208 310-51300-11000 SUPERVISOR FEES 08/11/22	BRIAN WALSH	*	200.00	200.00 000015
10/03/22	00009	8/11/22	GP081120 202208 310-51300-11000 SUPERVISOR FEES 08/11/22	GARRET PARKINSON	*	200.00	200.00 000016
10/03/22	00007	8/11/22	JS081120 202208 310-51300-11000 SUPERVISOR FEES 08/11/22	JEFFREY T. SHENEFIELD	*	200.00	200.00 000017
11/02/22	00002	10/03/22	87543 202210 310-51300-54000 SPECIAL DISTRICT FEE FY23	DEPARTMENT OF ECONOMIC OPPORTUNITY	*	175.00	175.00 000018
11/02/22	00003	8/30/22	16491 202209 300-15500-10000 FY23 INSURANCE POLICY	EGIS INSURANCE & RISK ADVISORS	*	5,000.00	5,000.00 000019

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CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
11/02/22	99999	11/02/22	VOID 202211 000-00000-00000 VOID CHECK		C	.00	
*****INVALID VENDOR NUMBER*****							.00 000020
11/02/22	00001	8/01/22	4 202208 310-51300-34000 MANAGEMENT FEES - AUG 22		*	3,125.00	
		8/01/22	4 202208 310-51300-35200 WEBSITE MANAGEMENT-AUG 22		*	100.00	
		8/01/22	4 202208 310-51300-35100 INFORMATION TECH - AUG 22		*	150.00	
		8/01/22	4 202208 310-51300-51000 OFFICE SUPPLIES		*	2.59	
		8/01/22	4 202208 310-51300-42000 POSTAGE		*	7.82	
		8/01/22	4 202208 310-51300-42500 COPIES		*	1.20	
		8/01/22	4 202208 310-51300-51000 STAPLES		*	43.33	
		9/01/22	5 202209 310-51300-34000 MANAGEMENT FEES - SEP 22		*	3,125.00	
		9/01/22	5 202209 310-51300-35200 WEBSITE MANAGEMENT-SEP 22		*	100.00	
		9/01/22	5 202209 310-51300-35100 INFORMATION TECH - SEP 22		*	150.00	
		9/01/22	5 202209 310-51300-51000 OFFICE SUPPLIES		*	2.71	
		9/01/22	5 202209 310-51300-42000 POSTAGE		*	39.95	
		10/01/22	6 202210 310-51300-34000 MANAGEMENT FEES - OCT 22		*	3,125.00	
		10/01/22	6 202210 310-51300-35200 WEBSITE MANAGEMENT-OCT 22		*	100.00	
		10/01/22	6 202210 310-51300-35100 INFORMATION TECH - OCT 22		*	150.00	
GOVERNMENTAL MANAGEMENT SERVICES							10,222.60 000021
11/02/22	00004	9/09/22	3962 202208 310-51300-31500 GENERAL COUNSEL - AUG 22		*	1,479.45	
		10/11/22	4395 202209 310-51300-31500 GENERAL COUNSEL - SEP 22		*	166.50	
KE LAW GROUP, PLLC							1,645.95 000022
11/17/22	00001	11/01/22	8 202211 310-51300-34000 MANAGEMENT FEES - NOV 22		*	3,125.00	
		11/01/22	8 202211 310-51300-35200 WEBSITE MANAGEMENT-NOV 22		*	100.00	

YARB YARBOROUGH LNE KCOSTA

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
11/01/22	8		202211 310-51300-35100	INFORMATION TECH - NOV 22	*	150.00	
11/01/22	8		202211 310-51300-51000	OFFICE SUPPLIES	*	.09	
11/01/22	8		202211 310-51300-42000	POSTAGE	*	1.71	
GOVERNMENTAL MANAGEMENT SERVICES							3,376.80 000023
11/17/22	00010	9/01/22 792	202209 310-51300-35200	WEBSITE CREATION	*	1,750.00	
REALIGN WEB DESIGN							1,750.00 000024
TOTAL FOR BANK A						27,437.07	
TOTAL FOR REGISTER						27,437.07	

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SECTION 2

Yarborough Lane
Community Development District

Unaudited Financial Reporting
October 31, 2022



Table of Contents

1	<hr/>	<u>Balance Sheet</u>
2	<hr/>	<u>General Fund</u>
3	<hr/>	<u>Month to Month</u>

Yarborough Lane
Community Development District
Combined Balance Sheet
October 31, 2022

		<i>General Fund</i>
Assets:		
<u>Cash:</u>		
Operating Account	\$	34,351
Total Assets	\$	34,351
Liabilities:		
Accounts Payable	\$	27,740
Total Liabilites	\$	27,740
Fund Balance:		
Unassigned	\$	6,612
Total Fund Balances	\$	6,612
Total Liabilities & Fund Balance	\$	34,351

Yarborough Lane
Community Development District
General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending October 31, 2022

	Adopted Budget	Prorated Budget Thru 10/31/22	Actual Thru 10/31/22	Variance
<u>Revenues:</u>				
Developer Contributions	\$ 184,310	\$ -	\$ -	\$ -
Total Revenues	\$ 184,310	\$ -	\$ -	\$ -
<u>Expenditures:</u>				
<u>General & Administrative:</u>				
Supervisor Fees	\$ 12,000	\$ 1,000	\$ -	\$ 1,000
Engineering	\$ 15,000	\$ 1,250	\$ -	\$ 1,250
Attorney	\$ 25,000	\$ 2,083	\$ 38	\$ 2,045
Annual Audit	\$ 4,000	\$ -	\$ -	\$ -
Assessment Administration	\$ 5,000	\$ -	\$ -	\$ -
Arbitrage	\$ 450	\$ -	\$ -	\$ -
Dissemination	\$ 5,000	\$ -	\$ -	\$ -
Trustee Fees	\$ 3,600	\$ -	\$ -	\$ -
Management Fees	\$ 37,500	\$ 3,125	\$ 3,125	\$ -
Information Technology	\$ 1,800	\$ 150	\$ 150	\$ -
Website Maintenance	\$ 1,200	\$ 100	\$ 100	\$ -
Telephone	\$ 300	\$ 25	\$ -	\$ 25
Postage & Delivery	\$ 1,000	\$ 83	\$ -	\$ 83
Insurance	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Printing & Binding	\$ 1,000	\$ 83	\$ -	\$ 83
Legal Advertising	\$ 10,000	\$ 833	\$ -	\$ 833
Other Current Charges	\$ 5,000	\$ 417	\$ -	\$ 417
Office Supplies	\$ 625	\$ 52	\$ -	\$ 52
Travel Per Diem	\$ 660	\$ 55	\$ -	\$ 55
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Total General & Administrative	\$ 134,310	\$ 14,432	\$ 8,588	\$ 5,844
<u>Operations & Maintenance</u>				
Field Contingency	\$ 50,000	\$ 4,167	\$ -	\$ 4,167
Total Operations & Maintenance	\$ 50,000	\$ 4,167	\$ -	\$ 4,167
Total Expenditures	\$ 184,310	\$ 18,599	\$ 8,588	\$ 10,011
Excess (Deficiency) of Revenues over Expenditures	\$ -		\$ (8,588)	
Fund Balance - Beginning	\$ -		\$ 15,200	
Fund Balance - Ending	\$ -		\$ 6,612	

Yarborough Lane
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<u>Revenues:</u>													
Developer Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<u>Expenditures:</u>													
<u>General & Administrative:</u>													
Supervisor Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Attorney	\$ 38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	38
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Assessment Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Arbitrage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Dissemination	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Trustee Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Management Fees	\$ 3,125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,125
Information Technology	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	150
Website Maintenance	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Postage & Delivery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Insurance	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,000
Printing & Binding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Legal Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Other Current Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Travel Per Diem	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	175
Total General & Administrative	\$ 8,588	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	8,588
<u>Operations & Maintenance</u>													
Field Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Operations & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Expenditures	\$ 8,588	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	8,588
Excess (Deficiency) of Revenues over Expenditures	\$ (8,588)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(8,588)

Audit Committee Meeting

SECTION III

SECTION A

**YARBOROUGH LANE COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Year 2022
Polk County, Florida**

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than **Wednesday, February 1, 2023 at 5:00 p.m.**, at the offices of Governmental Management Services – Central Florida, LLC, Attn: Jill Burns/Samantha Hoxie, District Manager, 219 East Livingston Street, Orlando, Florida 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 relieve it from responsibility to perform the work covered by the proposal in compliance with all 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) original 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 – Yarrowborough Lane Community Development District**” on the face of it.

SECTION 6. MODIFICATION AND WITHDRAWAL. 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 waiver 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 résumés 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 résumés 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 2022, plus the lump sum cost of four (4) annual renewals.
- E. Provide a proposed schedule for performance of the audit.

SECTION 13. PROTESTS. In accordance with the District's Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) calendar hours (excluding Saturday, Sunday, and state holidays) after the receipt of the Proposal 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 (including Saturday, Sunday, and state holidays) 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 the aforesaid Proposal 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.

YARBOROUGH LANE COMMUNITY DEVELOPMENT DISTRICT AUDITOR SELECTION EVALUATION CRITERIA

1. *Ability of Personnel.*

(20 Points)

(E.g., geographic location 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 workload; 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 Proposer, 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.

5. Price.

(20 Points)

Points will be awarded based upon the lowest total proposal for rendering the services and the reasonableness of the proposal.

TOTAL

(100 Points)

SECTION B

**YARBOROUGH LANE COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

The Yarborough Lane 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, 2022, with an option for four (4) 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 Polk County, Florida. The District currently has an operating budget of approximately \$184,310. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2022, be completed no later than June 1, 2023.

Each auditing entity submitting a proposal must be authorized to do business in Florida; hold all applicable state and federal professional licenses in good standing, including but not limited to a license under Chapter 473, *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) original hard copy and one (1) electronic copy of their proposal to Governmental Management Services – Central Florida, LLC Attn: Jill Burns/Samantha Hoxie, District Manager/Staff, 219 East Livingston Street, Orlando, Florida 32801, in an envelope marked on the outside "**Auditing Services – Yarborough Lane Community Development District.**"

Proposals must be received by **5:00 PM on Wednesday, February 1, 2023**, at the office address listed above. Proposals received after this time will not be eligible for consideration. Please direct all questions regarding this Notice to the District Manager who can be reached at (407) 841-5524.

Jill Burns, District Manager
Governmental Management Services – Central Florida, LLC

Run Date: **Wednesday, December 14, 2022**