

SWI Community Development District

3501 Quadrangle Boulevard, Suite 270, Orlando, FL 32817

Phone 407-723-5900; Fax 407-723-5901

www.swicdd.com

The following is the proposed agenda for the Board of Supervisors' Meeting for the SWI Community Development District, scheduled to be held **Friday, May 26, 2023 at 9:00 a.m. at 149 South Ridgewood Avenue, Daytona Beach, Florida, 32114**. The personal attendance of three (3) Board Members is required to constitute a quorum.

Board Members and Staff unable to attend in person, may participate in the meeting by using the below conference call information:

Phone: **1-844-621-3956**

Access Code: **790 393 986 #**

BOARD OF SUPERVISORS' MEETING AGENDA

Administrative Matters

- Call to order
- **Administration of the Oath of Office to Newly Elected Board Members**
- Roll call to confirm a quorum
- Public Comment Period *[for any members of the public desiring to speak on any proposition coming before the Board]*
- 1. **Consideration of the Minutes of the August 26, 2022 Auditor Selection Committee and Board of Supervisors' Meetings, and the November 11, 2022 Landowners Meeting**
- 2. **Consideration of Resolution 2023-01, Canvassing and Certifying the Results of the Landowners' Election**
- 3. **Consideration of Resolution 2023-02, Election of Officers**
- 4. **Review of Number of Registered Voters**

Business Matters

- 5. **Review of Public Infrastructure Fee Collections** *[for the Board's information only – no action needs to be taken]*
- 6. **Consideration of Resolution 2023-03, Adopting a Budget and Appropriating Funds for the Fiscal Year 2023-2024** *[The District is required to approve a budget for its upcoming fiscal year, which begins on October 1st, in a two-step process. First, the Board must approve a preliminary budget and select a date for a public hearing on the adoption of a final budget, which is the purpose of this resolution. Second, the Board must hold an advertised public hearing on the budget and, thereafter, finally adopt the annual budget. The District's budgeted operations and maintenance expenses are currently funded by the developer on an as-incurred basis pursuant to a developer funding agreement.]* *[Suggested date: August 25, 2023]*
- 7. **Consideration of Engineer's Annual Inspection Report**
- 8. **Consideration of Proposal for Annual Inspection Report**
- 9. **Ratification of Funding Request Number 171 - 184**
- 10. **Review of District's Financial Position**



pfm

Other Business

Staff Reports

- District Counsel
- District Engineer
- District Manager

Audience Comments

Supervisors Requests

Adjournment



pfm

**SWI
COMMUNITY DEVELOPMENT DISTRICT**

Minutes

SWI Community Development District
Minutes of Meeting

Auditor Selection Committee Meeting for the SWI

Friday, August 26, 2022 at 9:00 a.m.

149 South Ridgewood Avenue, Daytona Beach, Florida, 32114

Renee Milza	Committee Member
Kristina Circelli	Committee Member
Vincent Lacerenza	Committee Member
Robert Sans Lassiter	Committee Member
Shari Jackson	Committee Member

Also present were:

Jane Gaarlandt	PFM	
Verona Griffith	PFM	(via phone)
Mark Watts	Cobb Cole, P.A.	(via phone)

FIRST ORDER OF BUSINESS

Roll Call

The Auditor Selection Committee meeting for the SWI Community Development District was called to order at approximately 9:00 a.m. Those in attendance are listed above.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Gaarlandt noted there were no members of the public present.

THIRD ORDER OF BUSINESS

- 1. Review of Auditing Services Proposal**
 - James Moore & Co.**
- 2. Ranking of Auditing Services Proposals (provided under separate cover)**

Ms. Gaarlandt stated that they had only received one proposal from James Moore & Co., which is the District's current auditor. James Moore & Co. received 100 points as the highest ranked proposer.

ON MOTION by Ms. Milza, seconded by Ms. Circelli, with all in favor, the Board of Supervisors for the SWI Community Development District accepted the ranking for Auditing Services assigning 100 point to James Moore & Company as the highest ranked proposer.

FOURTH ORDER OF BUSINESS

Adjournment

There was no further business to discuss. A motion to adjourn was requested.

ON MOTION by Ms. Milza, seconded by Mr. Lacerenza, with all in favor the August 26, 2022 Auditor Selection Committee Meeting for the SWI Community Development District was adjourned.

Secretary/Assistant Secretary

Chairman/Vice-Chairman

SWI Community Development District
Minutes of Meeting

Board of Supervisors Meeting

Friday, August 26, 2022 at 9:00 a.m.

149 South Ridgewood Avenue, Daytona Beach, Florida, 32114.

Present at Roll call:

Renee Milza	Board Member
Kristina Circelli	Board Member
Vincent Lacerenza	Board Member
Robert Sans Lassiter	Board Member
Shari Jackson	Board Member

Also present were:

Jane Gaarlandt	PFM	
Verona Griffith	PFM	(via phone)
Mark Watts	Cobb Cole, P.A.	(via phone)

FIRST ORDER OF BUSINESS

Call to Order

The Board of Supervisors meeting for the SWI Community Development District was called to order at approximately 9:03 a.m. Those in attendance are listed above.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Gaarlandt noted here were no members of the public present.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes
of the June 10, 2022 Board of
Supervisors' Meeting and
Auditor Selection Committee
Meeting**

The Board reviewed the minutes.

ON MOTION by Ms. Milza, seconded by Ms. Circelli, with all in favor, the Board of Supervisors for the SWI Community Development District approved the June 10, 2022 Board of Supervisors' Meeting and Auditor Selection Committee Meeting.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution
2022-04, Ratifying Actions
Taken by the Board at Its June
10, 2022 Meeting**

ON MOTION by Ms. Milza, seconded by Ms. Circelli, with all in favor, the Board of Supervisors for the SWI Community Development District approved Resolution 2022-04, Ratifying Actions Taken by the Board at Its June 10, 2022 Meeting.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution
2022-05, Setting an Annual
Meeting Schedule for Fiscal
Year 2022/2023**

Ms. Gaarlandt stated they are anticipating staying with the same meeting schedule.

ON MOTION by Ms. Circelli, seconded by Mr. Lacerenza, with all in favor, the Board of Supervisors for the SWI Community Development District approved Resolution 2022-05, Setting an Annual Meeting Schedule for Fiscal Year 2022/2023.

SIXTH ORDER OF BUSINESS

**Public Hearing on the
Adoption of an Annual Budget
for Fiscal Year 2022/2023**

- **Public Comments**
- **Board Comments**

A. Consideration of Resolution 2022-06, Adopting a Budget and Appropriating Funds for the Fiscal Year 2022-2023

ON MOTION by Ms. Milza, seconded by Ms. Circelli, with all in favor, the Board of Supervisors for the SWI Community Development District opened the public hearing.

There are no members of the public present.

ON MOTION by Ms. Circelli, seconded by Mr. Lacerenza, with all in favor, the Board of Supervisors for the SWI Community Development District closed the public hearing.

Ms. Gaarlandt stated that the only change is updates to the actuals since the preliminary budget was approved back in June.

ON MOTION by Ms. Milza, seconded by Mr. Lacerenza, with all in favor, the Board of Supervisors for the SWI Community Development District approved Resolution 2022-06, Adopting a Budget and Appropriating Funds for the Fiscal Year 2022-2023.

SEVENTH ORDER OF BUSINESS

Consideration of Fiscal Year 2022/2023 General Funds Funding Agreement

ON MOTION by Ms. Milza, seconded by Ms. Circelli, with all in favor, the Board of Supervisors for the SWI Community Development District approved the Fiscal Year 2022/2023 General Funds Funding Agreement.

EIGHTH ORDER OF BUSINESS

**Consideration of Proposal for
FY23 Engineer's Annual
Inspection Report**

Ms. Gaarlandt stated that the Engineer requested that the Board approve the report now which would allow for more preparation time for next year's report.

ON MOTION by Ms. Circelli, seconded by Mr. Lacerenza, with all in favor, the Board of Supervisors for the SWI Community Development District approved the proposal for FY23 Engineer's Annual Inspection Report.

NINTH ORDER OF BUSINESS

**Review and Acceptance of the
Engineer's Annual Inspection
Report**

ON MOTION by Ms. Circelli, seconded by Mr. Lacerenza, with all in favor, the Board of Supervisors for the SWI Community Development District accepted the Engineer's Annual Inspection Report.

TENTH ORDER OF BUSINESS

**Review and Acceptance of the
Stormwater Needs Analysis
Report**

The Board reviewed the report.

ON MOTION by Ms. Milza, seconded by Ms. Jackson, with all in favor, the Board of Supervisors for the SWI Community Development District accepted the Stormwater Needs Analysis Report.

ELEVENTH ORDER OF BUSINESS

**Review and Acceptance of FY
2020-2021 (October 1, 2020 -
September 30, 2021) Annual
Financial Report**

The Board reviewed the report.

ON MOTION by Ms. Milza, seconded by Ms. Circelli, with all in favor, the Board of Supervisors for the SWI Community Development District accepted the FY 2020-2021 Annual Financial Report.

TWELFTH ORDER OF BUSINESS

**Consideration of
Recommendation of the
Auditor Selection Committee**

Ms. Gaarlandt noted that the Auditor Selection Committee accepted the ranking of James Moore & Co. as the highest ranked proposer.

ON MOTION by Ms. Circelli, seconded by Mr. Lacerenza, with all in favor, the Board of Supervisors for the SWI Community Development District accepted the recommendation of the Auditors Selection Committee and to move forward with an engagement letter.

THIRTEENTH ORDER OF BUSINESS

**Ratification of Funding
Request Numbers 171 – 176**

ON MOTION by Ms. Milza, seconded by Ms. Circelli, with all in favor, the Board of Supervisors for the SWI Community Development District ratified Funding Request Numbers 171 – 176.

FOURTEENTH ORDER OF BUSINESS

**Review of District's Financial
Position**

The Board reviewed the statements of the District's Financial Position. There was no action required by the Board.

FIFTEENTH ORDER OF BUSINESS

**Staff Reports Audience
Comments Supervisor
Requests Adjournment**

District Attorney - No report.

District Manager - No report.

There was no further business to discuss.

ON MOTION by Ms. Milza, seconded by Mr. Lacerenza, with all in favor the August 26, 2022 Board of Supervisors' Meeting for the SWI Community Development District was adjourned.

Secretary/Assistant Secretary

Chairman/Vice-Chairman

SWI Community Development District
Minutes of Meeting

SWI Community Development District

Landowners' Meeting

Friday, November 11, 2022 at 9:00 a.m.

Cobb Cole Center, 149 Ridgewood Avenue, Daytona Beach, Florida 32114.

Present:

Renee Milza

Proxyholder

Jane Gaarlandt

PFM

Mark Watts

Cobb Cole

FIRST ORDER OF BUSINESS

Roll Call

The Landowners' meeting for the SWI Community Development District was called to order at approximately 9:01 a.m. Those in attendance are listed above.

SECOND ORDER OF BUSINESS

**Appointment of Chairperson
for the Purpose of
Conducting the Landowners'
Meeting**

Ms. Gaarlandt was appointed Chairperson for the Purpose of Conducting the Landowners' Meeting.

THIRD ORDER OF BUSINESS

**Determination of Number of
Voting Units Represented or
Assigned by Proxy**

Ms. Milza identified herself as Proxy Holder on behalf of Port Orange Town Center LLC. Ms. Gaarlandt has the original Proxy which shows 53.06 acres and a total of 56 votes.

FOURTH ORDER OF BUSINESS

**Acceptance of Nomination for
the Board of Supervisors**

Ms. Milza nominated Kristina Circelli for Seat 2, Vincent Lacerenza for Seat 3, and Shari Jackson for Seat 5.

FIFTH ORDER OF BUSINESS Ms.

Casting of Ballots

Milza cast the ballots as follows:

1. Ms. Circelli received 56 votes
2. Mr. Lacerenza received 56 votes
3. Ms. Jackson received 55 votes

Ms. Circelli and Mr. Lacerenza will serve a 4-year term and Ms. Jackson will serve a 2-year term.

SIXTH ORDER OF BUSINESS

Adjournment

Ms. Gaarlandt adjourned the Landowners meeting.

Secretary/Assistant Secretary

Chairman/Vice-Chairman

**SWI
COMMUNITY DEVELOPMENT DISTRICT**

Resolution 2023-01

RESOLUTION 2023-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SWI COMMUNITY DEVELOPMENT DISTRICT CANVASSING AND CERTIFYING THE RESULTS OF LANDOWNERS ELECTION OF SUPERVISORS HELD PURSUANT TO SECTION 190.006(2), FLORIDA STATUTES.

WHEREAS, the SWI Community Development District (“District”) is a local unit of special-purpose government established by Ordinance, City of Port Orange, Florida, pursuant to Chapter 190, Florida Statutes, and is validly existing under the Constitution and laws of the State of Florida; and

WHEREAS, following proper publication and notice thereof, on November 11, 2022, the owners of land within the District held a meeting for the purpose of electing supervisors to the District’s Board of Supervisors (“Board”); and

WHEREAS, at the November 11, 2022 meeting the below recited persons were duly elected by virtue of the votes cast in their respective favor; and

WHEREAS, the Board by means of this Resolution desires to canvas the votes and declare and certify the results of said election;

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

1. The following persons are found, certified, and declared to have been duly elected as Supervisors of and for the District, having been elected by the votes cast in their favor as shown, to wit:

<u>Kristina Circelli</u>	Votes <u>56</u>
<u>Vincent Lacerenza</u>	Votes <u>56</u>
<u>Shari Jackson</u>	Votes <u>55</u>

2. In accordance with said statute, and by virtue of the number of votes cast for the respective Supervisors, they are declared to have been elected for the following terms of office:

<u>Kristina Circelli</u>	serving 4 Year Term
<u>Vincent Lacerenza</u>	serving 4 Year Term
<u>Shari Jackson</u>	serving 2 Year Term

3. Said terms of office commenced on November 11, 2022.

PASSED AND ADOPTED THIS 26TH DAY OF MAY, 2023.

**SWI COMMUNITY
DEVELOPMENT DISTRICT**

Attest:

Secretary/Assistant Secretary

Chairman/Vice-Chairman

**SWI
COMMUNITY DEVELOPMENT DISTRICT**

Resolution 2023-02

RESOLUTION 2023-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SWI COMMUNITY DEVELOPMENT DISTRICT ELECTING THE OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

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

WHEREAS, pursuant to Section 190.006(6), Florida Statutes, as soon as practicable after each election or appointment to the Board of Supervisors (the “Board”), the Board shall organize by electing one of its members as chair and by electing a secretary, and such other officers as the Board may deem necessary.

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

- Section 1. Renee Milza _____ is elected Chairman
- Section 2. Kristina Circelli _____ is elected Vice Chairman
- Section 3. Jane Gaarlandt _____ is elected Secretary
- Vincent Lacerenza _____ is elected Assistant Secretary
- Sans Lassiter _____ is elected Assistant Secretary
- Shari Jackson _____ is elected Assistant Secretary
- Jennifer Walden _____ is elected Assistant Secretary
- Section 4. Amanda Lane _____ is elected Treasurer
- Section 5. Jennifer Glasgow _____ is elected as Assistant Treasurer
- Section 6. All resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.
- Section 7. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 26TH DAY OF MAY, 2023.

ATTEST:

**SWI COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson/Vice-Chairperson

**SWI
COMMUNITY DEVELOPMENT DISTRICT**

Registered Voters



Lisa Lewis
Supervisor of Elections
County of Volusia

April 18, 2023

Ms. Jane Gaarlandt
Senior District Manager
PFM Group Consulting, LLC
3501 Quadrangle Boulevard, Ste 270
Orlando, Florida 32817

Re: SWI CDD

Dear Ms. Gaarlandt:

Please accept this letter regarding the number of registered voters within the boundaries of SWI Community Development District in accordance with Senate Bill 1184, enacted June 23, 2004. There are **zero** registered voters in this district as of April 15, 2023.

Please feel free to contact my office should you have questions.

Regards,

Lisa Lewis
Supervisor of Elections

**SWI
COMMUNITY DEVELOPMENT DISTRICT**

PIF Collections

SWI CDD FY22 User Fee Collections

Account: Revenue Account Series 2017

<u>Month</u>	<u>Year</u>	<u>Amount</u>	<u>Collected In</u>
October	2022	53,613.23	Nov-22
November	2022	61,159.69	Dec-22
December	2022	100,076.68	Jan-23
January	2023	89,296.88	Feb-23
February	2023		Mar-23
March	2023		Apr-23
April	2023		May-23
May	2023		Jun-23
June	2023		Jul-23
July	2023		Aug-23
August	2023		Sep-23
September	2023		Oct-23
		<hr/>	
		\$304,146.48	

**SWI
COMMUNITY DEVELOPMENT DISTRICT**

Resolution 2023-03

RESOLUTION 2023-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SWI COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2023/2024 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the SWI Community Development District ("**District**") prior to June 15, 2023, proposed budgets ("**Proposed Budget**") for the fiscal year beginning October 1, 2023 and ending September 30, 2024 ("**Fiscal Year 2023/2024**"); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

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

1. PROPOSED BUDGET APPROVED. The Proposed Budget prepared by the District Manager for Fiscal Year 2023/2024 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. SETTING A PUBLIC HEARING. A public hearing on said approved Proposed Budget is hereby declared and set for **August 25, 2023 at 9:00 a.m.** The meeting will be held at the following location:

LOCATION: Cobb-Cole Center
 149 South Ridgewood Avenue
 Daytona Beach, FL 32114

3. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT. The District Manager is hereby directed to submit a copy of the Proposed Budget to the City of Port Orange at least 60 days prior to the hearing set above.

4. POSTING OF PROPOSED BUDGET. In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. PUBLICATION OF NOTICE. Notice of this public hearing shall be published in the manner prescribed in Florida law.

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

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

PASSED AND ADOPTED THIS 26TH DAY OF MAY, 2023.

ATTEST:

**SWI COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____
Its: _____

SWI CDD
Proposed FY2024 Budget

	Year To Date				
	Actual to April 2023	Anticipated to Sept 2023	Anticipated Total to Sept 2023	FY 2023 Adopted Budget	FY 2024 Proposed Budget
Revenues					
Developer Contributions	\$ 15,172.05	\$ 41,344.96	\$ 56,517.01	\$ 85,015.00	\$ 85,015.00
Net Revenues	\$ 15,172.05	\$ 41,344.96	\$ 56,517.01	\$ 85,015.00	\$ 85,015.00
General & Administrative Expenses					
Supervisor Fees	\$ -	\$ 666.67	\$ 666.67	\$ 1,600.00	\$ 1,600.00
Trustee Services Management	2,801.67 15,000.00	1,198.33 15,000.00	4,000.00 30,000.00	4,000.00 30,000.00	3,035.00 30,000.00
Engineering	-	2,812.50	2,812.50	6,750.00	6,750.00
District Counsel	750.00	535.71	1,285.71	20,000.00	20,000.00
Trustee Counsel	-	500.00	500.00	1,200.00	1,200.00
Audit	-	6,000.00	6,000.00	6,000.00	6,000.00
Travel and Per Diem	42.22	41.67	83.89	100.00	100.00
Postage & Shipping	28.66	41.67	70.33	100.00	100.00
Copies	-	20.83	20.83	50.00	50.00
Legal Advertising	178.50	127.50	306.00	1,500.00	1,500.00
Contingency	-	104.17	104.17	250.00	250.00
Web Site Maintenance	440.00	2,080.00	2,520.00	2,520.00	2,520.00
Dues, Licenses, and Fees	175.00	-	175.00	175.00	175.00
Stormwater Management Maintenance	-	1,947.92	1,947.92	4,675.00	5,000.00
General Insurance	6,024.00	-	6,024.00	6,095.00	6,735.00
Total General & Administrative Expenses	\$ 25,440.05	\$ 31,076.96	\$ 56,517.01	\$ 85,015.00	\$ 85,015.00
Total Expenses	\$ 25,440.05	\$ 31,076.96	\$ 56,517.01	\$ 85,015.00	\$ 85,015.00
Net Income (Loss)	\$ (10,268.00)	\$ 10,268.00	\$ -	\$ -	\$ -

**SWI Community Development District
Fiscal Year 2023-2024 Proposed Debt Service Budget**

	FY2024 Proposed Series 2017 Budget
REVENUES:	
Special Assessments	\$ 1,148,125.00
TOTAL REVENUES	<u>\$ 1,148,125.00</u>
EXPENDITURES:	
Principal 11/01/2023	\$ 195,000.00
Interest 11/01/2023	\$ 251,845.00
Interest 05/01/2024	\$ 248,140.00
TOTAL EXPENDITURES	<u>\$ 694,985.00</u>
EXCESS REVENUES	<u>\$ 453,140.00</u>
Principal 11/01/2024	\$ 205,000.00
Interest 11/01/2024	\$ 248,140.00

SWI Community Development District
O & M Budget Item Description FY 2024

Revenues:

Developer Contributions:

Funding from the developer.

General & Administrative Expenses:

Supervisor Fees:

Chapter 190 of the Florida Statutes allows for a member of the Board of Supervisors to be compensated for meeting attendance and to receive up to \$200.00 per meeting plus payroll taxes. The amount for the Fiscal Year is based upon all supervisors attending the meetings.

Trustee Services:

The Trustee submits invoices annually for services rendered on bond series. These fees are for maintaining the District trust accounts.

Management:

The District receives Management and Administrative services as part of a Management Agreement with PFM Group Consulting, LLC. These Services are further outlined in Exhibit "A" of the Management Agreement.

Engineering:

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

District Counsel:

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

Trustee Counsel:

Legal Counsel retained by the Trustee (bond related).

Audit:

Chapter 218 of the Florida Statutes requires a District to conduct an annual financial audit by an Independent Certified Public Accounting firm. Some exceptions apply.

Travel & Per Diem

Travel to and from meetings as related to the District.

Postage & Shipping:

Mail, overnight deliveries, correspondence, etc.

SWI Community Development District
O & M Budget Item Description FY 2024

Copies:

Printing and binding Board agenda packages, letterhead, envelopes, and copies.

Legal Advertising:

The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to monthly meetings, special meetings, and public hearings for the District.

Contingency:

Other administrative and grounds expenses incurred throughout the year.

Website Maintenance:

Website maintenance fee.

Dues, Licenses, and Fees:

The District is required to pay an annual fee to the Department of Economic Opportunity.

Stormwater Management Maintenance:

Expenses related to the effort to reduce runoff of rainwater into streets and lawns.

General Insurance:

General liability insurance.

**SWI
COMMUNITY DEVELOPMENT DISTRICT**

Engineer's Annual Inspection Report

Robert H. Pierro, P.E.
1585 Virginia Avenue
Palm Harbor, FL 34683
rhpierro@icloud.com

May 18, 2023

PBR Community Development District
c/o
MUFG Union Bank, N.A.
1251 Avenue of the Americas, 19th Floor
New York, NY 10020
Atten: Ivy Wegener, Assistant Vice President, Corporate Trust – Client Account Manager

Re: Hammock Landing – CDD Inspection Services
PBR (Palm Bay Road) CDD
City of West Melbourne, Brevard County, Florida

Dear Ms. Wegener:

I have completed the on-site inspection of the two storm water ponds owned by PBR CDD at Hammock Landing in accordance with my proposal dated August 22, 2022. See attached exhibits.

The on-site inspection of the storm water ponds was performed on May 15, 2023. My onsite inspection included visual inspections around the perimeter of both ponds to check for any items needing repair or additional maintenance. There were no observed issues with the retaining walls or control structures. The water levels in the ponds appeared normal, and the water quality looked good. I also inspected the two outfall pipes from the ponds. These pipes run from the stormwater ponds to the ditch on the north side of Palm Bay Road. This ditch appeared to be well maintained by the local drainage district.

The maintenance of the two storm water ponds appears to be adequate and I do not see the need for additional maintenance.

As part of my due diligence, I reviewed the status of the storm water permit with Saint Johns River Water Management District (SJRWMD). SJRWMD provides a convenient portal thru their website to check the status of permits. The governing permit for this site is permit number 4-009-92272-18, dated November 2, 2011. This review verified there are no notices or violations with SJRWMD.

Based on my on-site inspection, it is my professional opinion the two storm water ponds are being maintained in good repair, working order and condition.

If you have any questions, please contact me.

Sincerely,



Robert H. Pierro, P.E.

Cc: Jane Gaarlandt, District Manager, PFM Group Consulting LLC



Pond A Outfall Control Structure



POND A



POND A



Pond B Outfall Control Structure



POND B



POND B



POND A OUTFALL PIPE



POND B OUTFALL PIPE

PALM BAY BLVD. DITCH

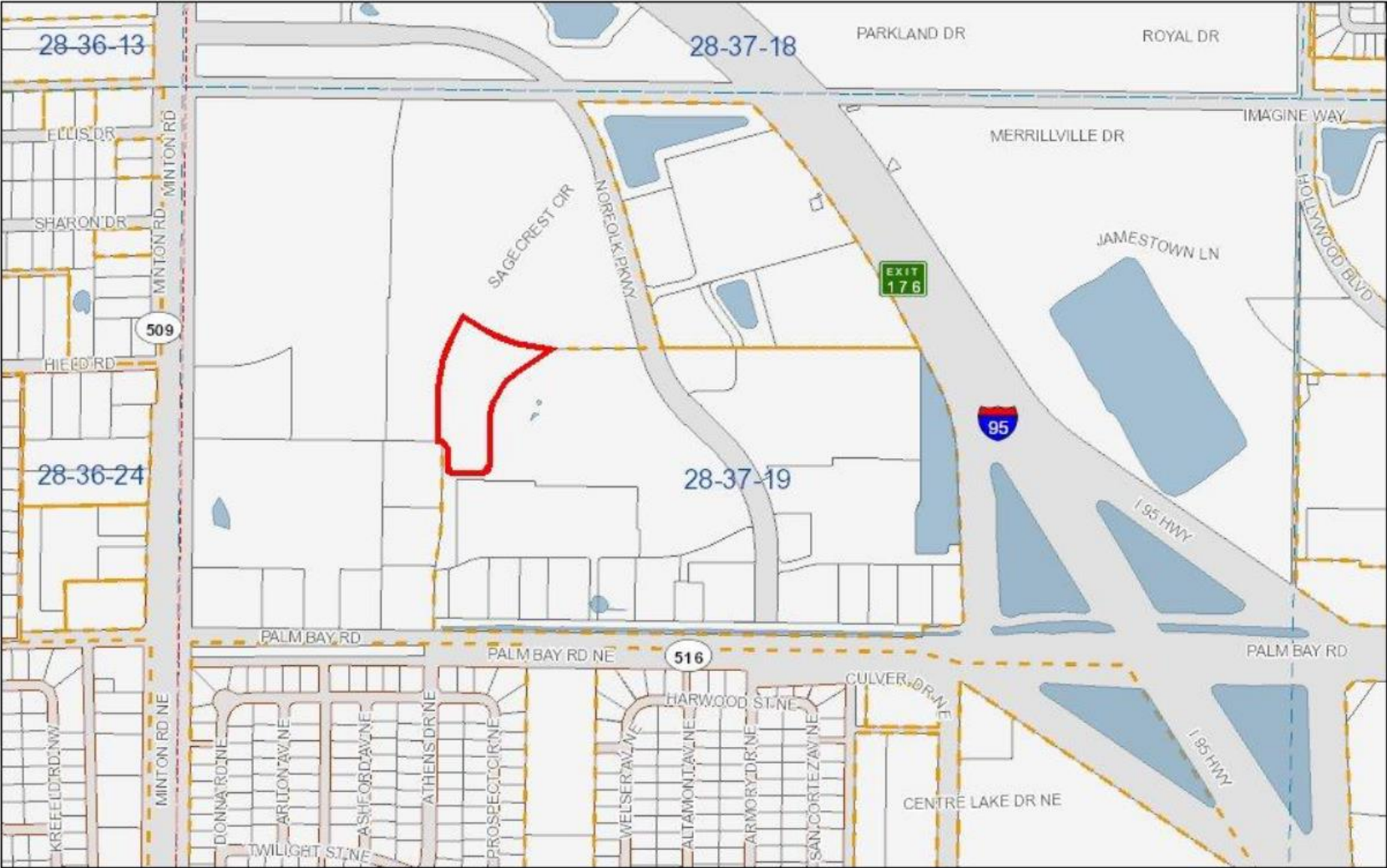
HAMMOCK LANDING PBR CDD

CITY OF WEST MELBOURNE, BREVARD COUNTY, FL



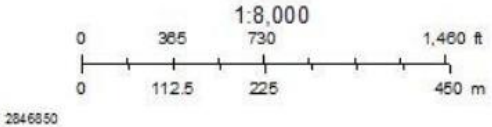
IMAGE OBTAINED FROM BREVARD COUNTY
PROPERTY APPRAISER'S OFFICE
IMAGE ID DATED 01/04/2018 - 03/02/2018

Brevard County Property Appraiser



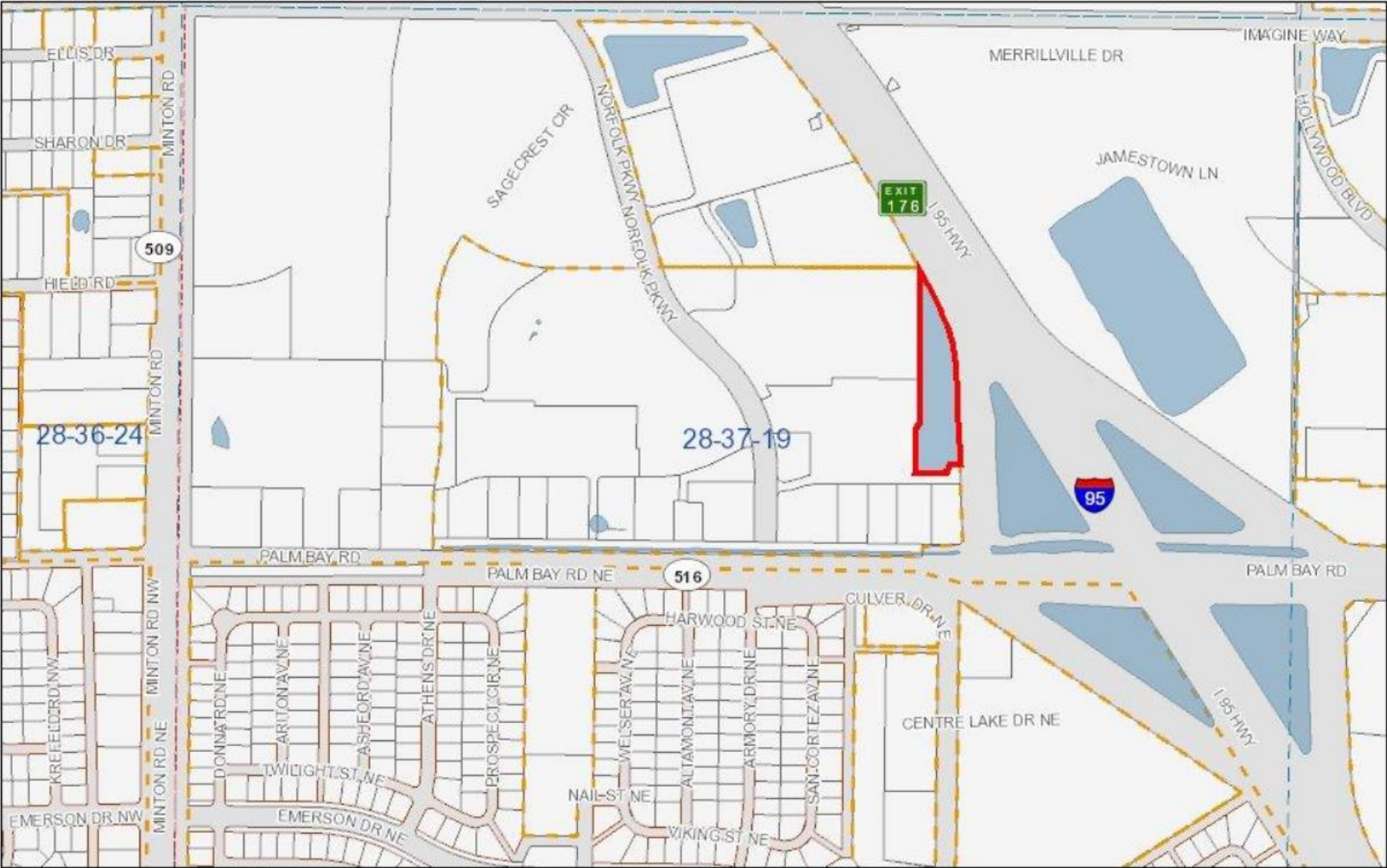
June 19, 2019

PARCEL ID: 28-37-19-01-C
POND "A"
HAMMOCK LANDING



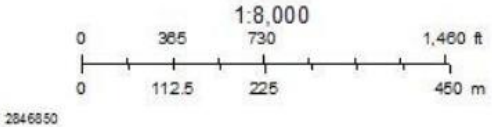
For illustration only. Not a survey. Map layers may not precisely align.
© BCRAO 2015

Brevard County Property Appraiser



June 19, 2019

PARCEL ID: 28-37-19-01-D
POND "B"
HAMMOCK LANDING



For illustration only. Not a survey. Map layers may not precisely align.
 © BCRAO 2015

**SWI
COMMUNITY DEVELOPMENT DISTRICT**

Annual Inspection Report Proposal

Robert H. Pierro, PE
1585 Virginia Ave.
Palm Harbor, FL 34683

May 19, 2023

PBR Community Development District

c/o **PFM Group Consulting LLC**
3501 Quadrangle Boulevard, Suite 270
Orlando, FL 32817
Atten: Jane Gaarlandt

Re: **Hammock Landing – PBR CDD Inspection Services**
City of West Melbourne, Brevard County, Florida

Dear Ms. Gaarlandt :

I am pleased to present this proposal for professional engineering services for the above referenced project,

- A. Engineering Site Inspection (April/May 2024)
- I will make an on-site inspection of the site improvements owned by the CDD. These improvements generally consist of the following;
Two stormwater ponds
 - I will identify items that are not being properly maintained.
 - I will prepare a written report summarizing my findings.
 - I will coordinate my site visit with CBL.
- B. Costs to Repair Improvements that are not being Properly Maintained
- If there are items that are not being properly maintained, I will provide recommendations for proper maintenance and repair.
- C. Professional Fee
- The Fee for Task A. Engineering Site Inspection, is a Lump Sum of \$3,000.00. This fee includes expenses for mileage and travel.
- The fee for Task B. Costs to Repair Improvements that are not being Properly Maintained, will be Hourly at a rate of \$175.00 per hour if required.
- D. Deliverables
- My inspection report will be delivered in an electronic format.

Sincerely,



Robert H. Pierro, P.E.

**SWI
COMMUNITY DEVELOPMENT DISTRICT**

Funding Request Numbers 171-184

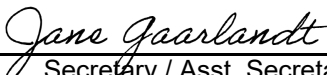
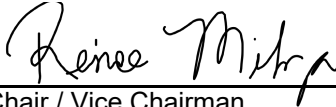
**SWI
COMMUNITY DEVELOPMENT DISTRICT**

Funding Request 172

05/23/22

	Payee	Invoice #	General Fund FY22
1	James Moore & CO PL Audit Final Billing FY 2021	754111	\$ 1,450.00
2	Ormond Beach Observer Legal Ad	22-00053V	\$ 55.25
3	PFM Group Consulting LLC District Management Fee May 2022	DM-05-2022-46	\$ 2,500.00
	District Management Fee June 2022	DM-06-2022-43	\$ 2,500.00
	Postage April 2022	OE-EXP-05-049	\$ 2.12
		TOTAL	\$6,507.37

CHECK AMOUNT REQUESTED \$6,507.37

 Secretary / Asst. Secretary	 Chair / Vice Chairman
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**SWI
COMMUNITY DEVELOPMENT DISTRICT**

Funding Request 173

06/28/22

	Payee	Invoice #	General Fund FY22
1	Robert H Pierro Inspection & Analysis	2022.06.28	\$ 6,000.00
2	LTG, Inc Meeting	2022-0884	\$ 200.00
3	PFM Group Consulting LLC May postage	OE-EXP-06-0043	\$ 1.06
4	Cobb Cole, PA District Counsel	23485	\$ 34.00
		TOTAL	\$6,235.06

CHECK AMOUNT REQUESTED \$6,235.06



Secretary / Asst. Secretary Chair / Vice Chairman

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SWI
COMMUNITY DEVELOPMENT DISTRICT

Funding Request 174

07/12/22

	Payee	Invoice #	General Fund FY22
1	VGlobal Tech		
	Monthly Website Fees Jun 2022	3980	\$ 110.00
	Monthly Website Fees Jul 2022	4110	\$ 110.00
	Quarterly ADA Fee Jun 2022	4049	\$ 300.00
		TOTAL	\$520.00

CHECK AMOUNT REQUESTED \$520.00


Secretary / Asst. Secretary


Chair / Vice Chairman

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**SWI
COMMUNITY DEVELOPMENT DISTRICT**

Funding Request 175

07/27/22

	Payee	Invoice #	General Fund FY22
1	Board of Supervisors Meeting 5/10/2022		
	Sans Lassiter	05.10.2022	\$ 200.00
	Shari Jackson	05.10.2022	\$ 200.00
	Kristina Circelli	05.10.2022	\$ 200.00
	Vinny Lacerenza	05.10.2022	\$ 200.00
2	Cobb Cole, PA		
	District Counsel	24596	\$ 1,168.00
3	Palm Coast Observer		
	Legal Advertising	22-00051V	\$ 65.00
4	PFM Group Consulting LLC		
	District Management July 2022	DM-07-2022-43	\$ 2,500.00
	Postage June 2022	OE-EXP-07-0040	\$ 5.83
5	Ormond Beach Observer		
	Legal Advertising	22-00053V	\$ 55.25
		TOTAL	\$4,594.08

CHECK AMOUNT REQUESTED \$4,594.08


Secretary / Asst. Secretary


Chair / Vice Chairman


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**SWI
COMMUNITY DEVELOPMENT DISTRICT**

Funding Request 176
08/17/22

	Payee	Invoice #	General Fund FY22
1	Florida Municipal Insurance Trust Annual Billing 22/23 Fund Year	INV.36300-P5C3	\$ 6,024.00
2	PFM Group Consulting LLC July postage	OE-EXP-08-2022-33	\$ 0.57
3	Ormond Beach Observer Legal Advertising 08/04/2022	22-00074V	\$ 72.25
	Legal Advertising 8/4-11/2022	22-00075V	\$ 127.50
4	VGlobalTech Aug website maintenance	4190	\$ 110.00
		TOTAL	\$6,334.32

CHECK AMOUNT REQUESTED \$6,334.32


Secretary / Asst. Secretary


Chair / Vice Chairman

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SWI
COMMUNITY DEVELOPMENT DISTRICT

Funding Request 177

08/31/22

	Payee	Invoice #	General Fund FY22
1	PFM Group Consulting LLC		
	Billable Expenses	121392	\$ 39.66
	District Management August 2022	DM-08-2022-43	\$ 2,500.00
		TOTAL	\$2,539.66
		CHECK AMOUNT REQUESTED	\$2,539.66

Secretary / Asst. Secretary Chair / Vice Chairman

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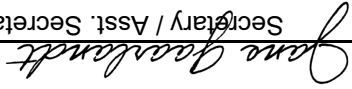
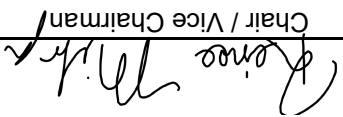
**SWI
COMMUNITY DEVELOPMENT DISTRICT**

Funding Request 178
09/19/22

Payee
General
Fund FY22
Invoice #

	Invoice #	Amount	Payee
1	8.26.2022	\$ 200.00	Board of Supervisors Meeting 8/26/2022
	8.26.2022	\$ 200.00	Shari Jackson
	8.26.2022	\$ 200.00	Kristina Circelli
	8.26.2022	\$ 200.00	Vinny Lacerenza
2	26689	\$ 375.00	Cobb Cole, PA District Counsel
3	121568	\$ 42.22	FPM Group Consulting LLC Billable Expenses
	DM-09-2022-043	\$ 2,500.00	District Management September 2022
	OE-EXP-09-2022-32	\$ 15.99	August postage
4	4269	\$ 110.00	Global Tech Monthly Website Fees Sep 2022
TOTAL		\$3,643.21	

CHECK AMOUNT REQUESTED \$3,643.21

 Secretary / Asst. Secretary
 Chair / Vice Chairman

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SWI
COMMUNITY DEVELOPMENT DISTRICT

Funding Request 179

10/05/22

Email to:

Renee Milza

Renee.Milza@CBL

	Payee	Invoice #	General Fund FY22	General Fund FY23
1	PFM Group Consulting LLC District Management October 2022 September postage	DM-10-2022-46 OE-EXP-10-2022-23	\$ 3.42	\$ 2,500.00
		TOTAL	\$3.42	\$ 2,500.00

CHECK AMOUNT REQUESTED

\$2,503.42


Secretary / Asst. Secretary


Chair / Vice Chairman

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**SWI
COMMUNITY DEVELOPMENT DISTRICT**

Funding Request 180
11/07/22

Email to:
Renee Miliza
Renee.Miliza@CBL

Payee	Invoice #	General Fund FY22	General Fund FY23
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1	Department of Economic Opportunity	87050	\$ 175.00
	Special District Fee		
2	VGlobalTech	4294	\$ 300.00
	Quarterly Audit		

TOTAL	\$300.00	\$ 175.00
CHECK AMOUNT REQUESTED	\$475.00	

<i>Jane Gaarandt</i> Secretary / Asst. Secretary	<i>Renee Miliza</i> Chair / Vice Chairman
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**SWI
COMMUNITY DEVELOPMENT DISTRICT**

Funding Request 181

11/30/22

	Payee	Invoice #	General Fund FY23
1	PFM Group Consulting LLC		
	District Management November 2022	DM-11-2022-46	\$ 2,500.00
	October postage	OE-EXP-11-2022-28	\$ 1.71
2	VGlobal Tech		
	Monthly Website Fees Oct 2022	4387	\$ 110.00
		TOTAL	\$ 2,611.71
		CHECK AMOUNT REQUESTED	\$ 2,611.71

Secretary / Asst. Secretary

Chair / Vice Chairman

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**SWI
COMMUNITY DEVELOPMENT DISTRICT**

Funding Request 182

12/20/22

	Payee	Invoice #	General Fund FY23
1	Cobb Cole, PA District Counsel	29838	\$ 375.00
2	PFM Group Consulting LLC District Management December 2022 November postage	DM-12-2022-47 OE-EXP-12-2022-25	\$ 2,500.00 \$ 23.41
3	Ormond Beach Observer Legal Advertising 10/20 & 27/2022	22-00106V	\$ 178.50
TOTAL			\$ 3,076.91

CHECK AMOUNT REQUESTED \$ 3,076.91


Secretary / Asst. Secretary


Chair / Vice Chairman

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**SWI
COMMUNITY DEVELOPMENT DISTRICT**

Funding Request 183

01/15/23

	Payee	Invoice #	General Fund FY23
1	Cobb Cole, PA District Counsel	30505	\$ 375.00
2	PFM Group Consulting LLC District Management January 2023 Postage December 2022	DM-01-2023-47 OE-EXP-01-2023-27	\$ 2,500.00 \$ 1.14
3	VGlobal Tech Monthly Website Fees Nov 2022 Monthly Website Fees Dec 2022	4469 4592	\$ 110.00 \$ 110.00
TOTAL			\$ 2,986.14

CHECK AMOUNT REQUESTED \$ 2,986.14


Secretary / Asst. Secretary


Chair / Vice Chairman

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**SWI
COMMUNITY DEVELOPMENT DISTRICT**

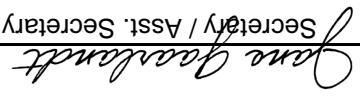
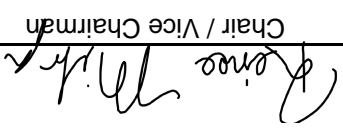
Funding Request 184
02/04/23

	Payee	Invoice #	Fund FY23
	General		

1	Global Tech	4675	\$ 110.00
	Monthly Website Fees Jan 2023		

	TOTAL	\$	110.00
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	CHECK AMOUNT REQUESTED	\$	110.00
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 Secretary / Asst. Secretary	 Chair / Vice Chairman
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**SWI
COMMUNITY DEVELOPMENT DISTRICT**

District's Financial Position

SWI CDD
Statement of Financial Position
As of 4/30/2023

	General Fund	Debt Service Fund	Long Term Debt Group	Total
<u>Assets</u>				
<u>Current Assets</u>				
General Checking Account	\$ 5,680.47			\$ 5,680.47
Prepaid Items	895.00			895.00
Debt Service Reserve 2017 Bond		\$ 55,859.85		55,859.85
Revenue A2 Bond		50,699.67		50,699.67
Interest 2017 Bond		315,695.70		315,695.70
Sinking Fund A2 Bond		53,569.91		53,569.91
Capitalized Improvement Bond		1,072.02		1,072.02
Total Current Assets	\$ 6,575.47	\$ 476,897.15	\$ -	\$ 483,472.62
<u>Investments</u>				
Amount Available in Debt Service Funds			\$ 476,897.15	\$ 476,897.15
Amount To Be Provided			\$13,293,102.85	\$13,293,102.85
Total Investments	\$ -	\$ -	\$13,770,000.00	\$13,770,000.00
Total Assets	\$ 6,575.47	\$ 476,897.15	\$13,770,000.00	\$14,253,472.62
<u>Liabilities and Net Assets</u>				
<u>Current Liabilities</u>				
Due to Note Holders		\$ 515,000.00		\$ 515,000.00
Total Current Liabilities	\$ -	\$ 515,000.00	\$ -	\$ 515,000.00
<u>Long Term Liabilities</u>				
Revenue Bonds Payable - Long-Term			\$13,770,000.00	\$13,770,000.00
Total Long Term Liabilities	\$ -	\$ -	\$13,770,000.00	\$13,770,000.00
Total Liabilities	\$ -	\$ 515,000.00	\$13,770,000.00	\$14,285,000.00
<u>Net Assets</u>				
Net Assets, Unrestricted	\$ 15,013.28			\$ 15,013.28
Net Assets - General Government	1,830.19			1,830.19
Current Year Net Assets - General Government	(10,268.00)			(10,268.00)
Net Assets, Unrestricted		\$ 18,595.16		18,595.16
Current Year Net Assets, Unrestricted		(36,698.01)		(36,698.01)
Net Assets - General Government		(20,000.00)		(20,000.00)
Total Net Assets	\$ 6,575.47	\$ (38,102.85)	\$ -	\$ (31,527.38)
Total Liabilities and Net Assets	\$ 6,575.47	\$ 476,897.15	\$13,770,000.00	\$14,253,472.62

SWI CDD
Statement of Activities
As of 4/30/2023

	General Fund	Debt Service Fund	Long Term Debt Group	Total
<u>Revenues</u>				
Developer Contributions	\$ 15,172.05			\$ 15,172.05
User Fee Revenue		\$ 416,912.67		416,912.67
Total Revenues	\$ 15,172.05	\$ 416,912.67	\$ -	\$432,084.72
<u>Expenses</u>				
Trustee Services	\$ 2,801.67			\$ 2,801.67
Management	15,000.00			15,000.00
District Counsel	750.00			750.00
Travel and Per Diem	42.22			42.22
Postage & Shipping	28.66			28.66
Legal Advertising	178.50			178.50
Web Site Maintenance	440.00			440.00
Dues, Licenses, and Fees	175.00			175.00
General Insurance	6,024.00			6,024.00
Bond Counsel		\$ 5,071.00		5,071.00
Principal Payments - 2017 bond		190,000.00		190,000.00
Interest Payments - 2017 bond		264,575.00		264,575.00
Total Expenses	\$ 25,440.05	\$ 459,646.00	\$ -	\$485,086.05
<u>Other Revenues (Expenses) & Gains (Losses)</u>				
Interest Income		\$ 6,035.11		\$ 6,035.11
Dividends		0.21		0.21
Total Other Revenues (Expenses) & Gains (Losses)	\$ -	\$ 6,035.32	\$ -	\$ 6,035.32
Change In Net Assets	\$(10,268.00)	\$ (36,698.01)	\$ -	\$ (46,966.01)
Net Assets At Beginning Of Year	\$ 16,843.47	\$ (1,404.84)	\$ -	\$ 15,438.63
Net Assets At End Of Year	\$ 6,575.47	\$ (38,102.85)	\$ -	\$ (31,527.38)

SWI CDD
 Budget to Actual
 For the Month Ending 4/30/2023

	Year To Date			FY 2023 Adopted Budget
	Actual	Budget	Variance	
<u>Revenues</u>				
Developer Contributions	\$ 15,172.05	\$49,592.06	\$(34,420.01)	\$ 85,015.00
Net Revenues	<u>\$ 15,172.05</u>	<u>\$49,592.06</u>	<u>\$(34,420.01)</u>	<u>\$ 85,015.00</u>
<u>General & Administrative Expenses</u>				
Supervisor Fees	\$ -	\$ 933.31	\$ (933.31)	\$ 1,600.00
Trustee Services	2,801.67	2,333.31	468.36	4,000.00
Management	15,000.00	17,500.00	(2,500.00)	30,000.00
Engineering	-	3,937.50	(3,937.50)	6,750.00
District Counsel	750.00	11,666.69	(10,916.69)	20,000.00
Trustee Counsel	-	700.00	(700.00)	1,200.00
Audit	-	3,500.00	(3,500.00)	6,000.00
Travel and Per Diem	42.22	58.31	(16.09)	100.00
Postage & Shipping	28.66	58.31	(29.65)	100.00
Copies	-	29.19	(29.19)	50.00
Legal Advertising	178.50	875.00	(696.50)	1,500.00
Contingency	-	145.88	(145.88)	250.00
Web Site Maintenance	440.00	1,470.00	(1,030.00)	2,520.00
Dues, Licenses, and Fees	175.00	102.06	72.94	175.00
Stormwater Management Maintenance	-	2,727.06	(2,727.06)	4,675.00
General Insurance	6,024.00	3,555.44	2,468.56	6,095.00
Total General & Administrative Expenses	<u>\$ 25,440.05</u>	<u>\$49,592.06</u>	<u>\$(24,152.01)</u>	<u>\$ 85,015.00</u>
Total Expenses	<u>\$ 25,440.05</u>	<u>\$49,592.06</u>	<u>\$(24,152.01)</u>	<u>\$ 85,015.00</u>
Net Income (Loss)	<u>\$(10,268.00)</u>	<u>\$ -</u>	<u>\$(10,268.00)</u>	<u>\$ -</u>