

OSPREY OAKS

**COMMUNITY DEVELOPMENT
DISTRICT**

May 6, 2024

**BOARD OF SUPERVISORS
REGULAR MEETING
AGENDA**

OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT

AGENDA
LETTER

Osprey Oaks Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013

April 29, 2024

Board of Supervisors
Osprey Oaks Community Development District

ATTENDEES:

Please identify yourself each
time you speak to facilitate
accurate transcription of
meeting minutes.

Dear Board Members:

The Board of Supervisors of the Osprey Oaks Community Development District will hold a Regular Meeting on May 6, 2024 at 6:30 p.m., at the Clubhouse of Osprey Oaks, located at 7054 Muscovy Court, Lake Worth, Florida 33463. The agenda is as follows:

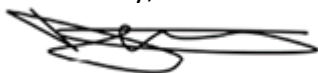
1. Call to Order/Roll Call
2. Public Comments
3. Update: Lake Bank Erosion Project
4. Consideration of Resolution 2024-01, Approving a Proposed Budget for Fiscal Year 2024/2025, and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date
5. Consideration of Resolution 2024-02, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date
6. Consideration of Resolution 2024-03, Implementing Section 190.006(3), Florida Statutes, and Requesting that the Palm Beach County Supervisor of Elections Conduct the District's General Elections; Providing for Compensation; Setting Forth the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date
7. Consideration of Resolution 2024-04, Establishing an Electronic Signature Policy, Providing District Manager with Authority and Responsibility for Approval of Electronic Signatures and Implementation of Control Processes and Procedures to Ensure Compliance, Integrity, and Security, in Accordance with Chapter 688, Florida Statutes; and Providing for Severability and Effective Date

8. Consideration of Resolution 2024-05, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; Determining the Electronic Record to be the Official Record; Providing for Severability; and Providing for an Effective Date
9. Acceptance of Unaudited Financial Statements as of March 31, 2024
 - A. Check Detail
 - B. Accounts Payable Invoices
10. Approval of September 14, 2023 Public Hearings and Regular Meeting Minutes
11. Staff Reports
 - A. District Counsel: *Billing, Cochran, Lyles, Mauro & Ramsey, P.A.*
 - Update: Required Ethics Training and Form 1 Requirements
 - B. District Engineer: *Schnars Engineering Corporation*
 - C. District Manager: *Wrathell, Hunt and Associates, LLC*
 - NEXT MEETING DATE: September 9, 2024 at 6:30 PM
 - QUORUM CHECK
12. Public Comments
13. Supervisors' Requests
14. Adjournment

SEAT 1	JOHN FLAHERTY	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	KEN NAIM	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3	NICHOLAS PATRONA	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4	JEFF FUCHS	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5	MEREDITH NAIM	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

Should you have any questions and/or concerns, please contact me directly at (561) 909-7930.

Sincerely,



Daniel Rom
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE

CALL-IN NUMBER: 1-888-354-0094

PARTICIPANT CODE: 528 064 2804

OSPREY OAKS

COMMUNITY DEVELOPMENT DISTRICT

4

RESOLUTION 2024-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE OSPREY OAKS COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2024/2025, 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 prepared and submitted to the Board of Supervisors ("**Board**") of the Osprey Oaks Community Development District ("**District**") prior to June 15, 2024, a proposed budget ("**Proposed Budget**") for the fiscal year beginning October 1, 2024 and ending September 30, 2025 ("**Fiscal Year 2024/2025**"); 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 OSPREY OAKS COMMUNITY DEVELOPMENT DISTRICT:

1. PROPOSED BUDGET APPROVED. The Proposed Budget prepared by the District Manager for Fiscal Year 2024/2025 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 the following date, hour and location:

DATE: September 9, 2024

HOUR: 6:30 p.m.

LOCATION: Clubhouse of Osprey Oaks
7054 Muscovy Court
Lake Worth, Florida 33463

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 Palm Beach County at least sixty (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 (2) 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 SECTION. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 6th day of May, 2024.

ATTEST:

**OSPREY OAKS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Fiscal Year 2024/2025 Budget

Exhibit A: Fiscal Year 2024/2025 Budget

**OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2025**

**OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT
TABLE OF CONTENTS**

<u>Description</u>	<u>Page Number(s)</u>
General Fund Budget	1
Definitions of General Fund Expenditures	2 - 3
Debt Service Fund Budget - Series 2012	4
Amortization Schedule - Series 2012	5
Assessment Summary	6

**OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2025**

	Fiscal Year 2024				Proposed
	Adopted Budget FY 2024	Actual Through 3/31/2024	Projected Through 9/30/2024	Total Actual & Projected	Budget FY 2025
REVENUES					
Assessment levy: on-roll - gross	\$ 193,814				\$ 85,246
Allowable discounts (4%)	(7,753)				(3,410)
Assessment levy: on-roll - net	186,061	\$ 179,906	\$ -	\$ 179,906	81,836
Interest	-	12	-	12	-
Total revenues	186,061	179,918	-	179,918	81,836
EXPENDITURES					
Professional & administrative					
Supervisors	6,000	-	2,150	2,150	6,450
Management/accounting/recording	40,000	19,388	19,387	38,775	40,000
Legal	9,000	1,700	4,300	6,000	9,000
Engineering	2,000	-	2,000	2,000	2,000
Audit	5,100	5,100	-	5,100	5,300
Arbitrage rebate calculation	1,200	-	1,200	1,200	1,200
Dissemination agent	1,000	500	500	1,000	1,000
Trustee	3,700	3,500		3,500	3,700
Telephone	100	50	50	100	100
Postage	500	-	500	500	500
Printing & binding	250	125	125	250	250
Legal advertising	1,000	-	1,000	1,000	1,000
Annual special district fee	175	175	-	175	175
Insurance	7,250	-	7,250	7,250	7,700
Lake bank repair	100,000	32,278	48,418	80,696	-
Contingencies/bank charges	5,051	187	313	500	500
Website maintenance	705	705	-	705	705
Website ADA compliance	210	-	210	210	210
Property appraiser	462	770		770	409
Information system services	420	-	-	-	-
Tax collector	1,938	1,800		1,800	1,637
Total expenditures	186,061	66,278	87,403	153,681	81,836
Net increase/(decrease) of fund balance	-	113,640	(87,403)	26,237	-
Fund balance - beginning (unaudited)	126,173	126,442	240,082	126,442	152,679
Fund balance - ending (projected)					
Committed					
Assigned					
3 months working capital	51,353	-	26,427	26,427	25,723
Unassigned	74,820	240,082	126,252	126,252	126,956
Fund balance - ending (projected)	\$ 126,173	\$ 240,082	\$ 152,679	\$ 152,679	\$ 152,679

**OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES

Professional & administrative

Supervisors	\$ 6,450
Statutorily set at \$200 for each meeting of the Board of Supervisors not to exceed \$4,800 for each fiscal year, per Supervisor.	
Management/accounting/recording	40,000
Wrathell, Hunt and Associates, LLC (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.	
Legal	9,000
The firm of Billing, Cochran, Heath, Lyles, Mauro & Anderson, P.A., provides on-going general counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts. In this capacity, they provide service as "local government lawyers," realizing that this type of local government is very limited in its scope – providing infrastructure and services to developments.	
Engineering	2,000
The District has entered into an agreement for engineering services with Schnars Engineering. They provide construction and consulting services, which assists the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.	
Audit	5,300
Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.	
Arbitrage rebate calculation	1,200
To ensure the District's compliance with all Tax Regulations, annual computations are necessary to calculate the arbitrage rebate liability.	
Dissemination agent	1,000
The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt & Associates serves as dissemination agent.	
Trustee	3,700
Annual fee paid to Wells Fargo for the service provided as trustee, paying agent and registrar.	
Telephone	100
Telephone and fax machine.	
Postage	500
Mailing of agenda packages, overnight deliveries, correspondence, etc.	
Printing & binding	250
Letterhead, envelopes, copies, agenda packages, etc.	
Legal advertising	1,000
The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.	

**OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES (continued)

Annual special district fee	175
Annual fee paid to the Florida Department of Economic Opportunity.	
Insurance	7,700
The District will obtain public officials and general liability insurance.	
Contingencies/bank charges	500
Bank charges, automatic AP routing and other miscellaneous expenses incurred during the year.	
Website maintenance	705
Website ADA compliance	210
Property appraiser	409
Tax collector	1,637
Total expenditures	<u><u>\$ 81,836</u></u>

**OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND BUDGET - SERIES 2012
FISCAL YEAR 2025**

	Fiscal Year 2024				Proposed
	Adopted Budget FY 2024	Actual Through 3/31/2024	Projected Through 9/30/2024	Total Actual & Projected	Budget FY 2025
REVENUES					
Assessment levy: on-roll	\$ 136,429				\$ 136,429
Allowable discounts (4%)	(5,457)				(5,457)
Net assessment levy - on-roll	130,972	\$ 125,900	\$ -	\$ 125,900	130,972
Interest	-	5,536	-	5,536	-
Total revenues	130,972	131,436	-	131,436	130,972
EXPENDITURES					
Debt service					
Principal	35,000	35,000	-	35,000	40,000
Interest	92,536	46,782	45,754	92,536	90,230
Tax collector	1,364	1,259	105	1,364	1,364
Total expenditures	128,900	83,041	45,859	128,900	131,594
Excess/(deficiency) of revenues over/(under) expenditures	2,072	48,395	(45,859)	2,536	(622)
Beginning fund balance (unaudited)	272,169	289,828	338,223	289,828	292,364
Ending fund balance (projected)	<u>\$ 274,241</u>	<u>\$ 338,223</u>	<u>\$ 292,364</u>	<u>\$ 292,364</u>	<u>291,742</u>
Use of fund balance:					
Debt service reserve account balance (required)					(132,155)
Principal expense - November 1, 2025					(40,000)
Interest expense - November 1, 2025					(45,730)
Projected fund balance surplus/(deficit) as of September 30, 2025					<u>\$ 73,857</u>

Osprey Oaks

Community Development District

Series 2012, Special Assessment Revenue Bonds

\$1,650,000

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
11/01/2024	40,000.00	6.150%	45,730.00	85,730.00
05/01/2025	-	-	44,500.00	44,500.00
11/01/2025	40,000.00	6.150%	44,500.00	84,500.00
05/01/2026	-	-	43,270.00	43,270.00
11/01/2026	40,000.00	6.150%	43,270.00	83,270.00
05/01/2027	-	-	42,040.00	42,040.00
11/01/2027	45,000.00	6.150%	42,040.00	87,040.00
05/01/2028	-	-	40,656.25	40,656.25
11/01/2028	50,000.00	6.150%	40,656.25	90,656.25
05/01/2029	-	-	39,118.75	39,118.75
11/01/2029	50,000.00	6.150%	39,118.75	89,118.75
05/01/2030	-	-	37,581.25	37,581.25
11/01/2030	55,000.00	6.150%	37,581.25	92,581.25
05/01/2031	-	-	35,890.00	35,890.00
11/01/2031	55,000.00	6.150%	35,890.00	90,890.00
05/01/2032	-	-	34,198.75	34,198.75
11/01/2032	60,000.00	6.150%	34,198.75	94,198.75
05/01/2033	-	-	32,353.75	32,353.75
11/01/2033	65,000.00	7.150%	32,353.75	97,353.75
05/01/2034	-	-	30,030.00	30,030.00
11/01/2034	70,000.00	7.150%	30,030.00	100,030.00
05/01/2035	-	-	27,527.50	27,527.50
11/01/2035	75,000.00	7.150%	27,527.50	102,527.50
05/01/2036	-	-	24,846.25	24,846.25
11/01/2036	80,000.00	7.150%	24,846.25	104,846.25
05/01/2037	-	-	21,986.25	21,986.25
11/01/2037	85,000.00	7.150%	21,986.25	106,986.25
05/01/2038	-	-	18,947.50	18,947.50
11/01/2038	90,000.00	7.150%	18,947.50	108,947.50
05/01/2039	-	-	15,730.00	15,730.00
11/01/2039	100,000.00	7.150%	15,730.00	115,730.00
05/01/2040	-	-	12,155.00	12,155.00
11/01/2040	105,000.00	7.150%	12,155.00	117,155.00
05/01/2041	-	-	8,401.25	8,401.25
11/01/2041	115,000.00	7.150%	8,401.25	123,401.25
05/01/2042	-	-	4,290.00	4,290.00
11/01/2042	120,000.00	7.150%	4,290.00	124,290.00
Total	\$1,340,000.00		\$1,072,775.00	\$2,412,775.00

**OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND AND DEBT SERVICE FUND
ASSESSMENT SUMMARY
FISCAL YEAR 2025**

Number of Units	Unit Type	Projected Fiscal Year 2025			FY 24 Assessment
		GF	DSF	GF & DSF	
37	MF	409.84	-	409.84	931.80
126	SF 65'	409.84	804.78	1,214.62	1,736.58
25	SF 85'	409.84	850.51	1,260.35	1,782.31
20	SF 100'	409.84	896.24	1,306.08	1,828.04
208					

OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT

5

RESOLUTION 2024-02

A RESOLUTION OF THE OSPREY OAKS COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIMES AND LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT FOR FISCAL YEAR 2024/2025 AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Osprey Oaks Community Development District (“District”) is a local unit of special-purpose government created by, and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Palm Beach County, Florida; and

WHEREAS, the Board of Supervisors of the District (“Board”) is statutorily authorized to exercise the powers granted to the District; and

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

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

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

SECTION 1. ADOPTING REGULAR MEETING SCHEDULE. Regular meetings of the District’s Board shall be held during Fiscal Year 2024/2025 as provided on the schedule attached hereto as **Exhibit A**.

SECTION 2. FILING REQUIREMENT. In accordance with Section 189.015(1), *Florida Statutes*, the District’s Secretary is hereby directed to file a schedule of the District’s regular meetings annually with Palm Beach County and the Florida Department of Economic Opportunity.

SECTION 3. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 6th day of May, 2024.

Attest:

**OSPREY OAKS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A

OSPREY OAKS COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2024/2025 MEETING SCHEDULE		
LOCATION		
<i>Clubhouse of Osprey Oaks, located at 7054 Muscovy Court, Lake Worth, Florida 33463</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
May 5, 2025	Regular Meeting	6:30 PM
September 8, 2025	Public Hearing & Regular Meeting	6:30 PM

OSPREY OAKS

COMMUNITY DEVELOPMENT DISTRICT

6

RESOLUTION 2024-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE OSPREY OAKS COMMUNITY DEVELOPMENT DISTRICT IMPLEMENTING SECTION 190.006(3), FLORIDA STATUTES, AND REQUESTING THAT THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS CONDUCT THE DISTRICT'S GENERAL ELECTIONS; PROVIDING FOR COMPENSATION; SETTING FORTH THE TERMS OF OFFICE; AUTHORIZING NOTICE OF THE QUALIFYING PERIOD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE

WHEREAS, the Osprey Oaks Community Development District ("District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Palm Beach County, Florida; and

WHEREAS, the Board of Supervisors (the "Board") of Osprey Oaks Community Development District seeks to implement section 190.006(3), Florida Statutes, and to instruct the Palm Beach County Supervisor of Elections ("Supervisor") to conduct the District's General Elections ("General Election").

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

1. **GENERAL ELECTION SEATS.** Seat 1, currently held by John Flaherty, Seat 2, currently held by Kenneth Naim, and Seat 5, currently held by Meredith Naim, are scheduled for the General Election in November 2024. The District Manager is hereby authorized to notify the Supervisor of Elections as to what seats are subject to General Election for the current election year, and for each subsequent election year.

2. **QUALIFICATION PROCESS.** For each General Election, all candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a qualified elector of the District. A qualified elector is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Palm Beach County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

3. **COMPENSATION.** Members of the Board receive \$200 per meeting for their attendance and no Board member shall receive more than \$4,800 per year.

4. **TERM OF OFFICE.** The term of office for the individuals to be elected to the Board in the General Election is four years. The newly elected Board members shall assume office on the second Tuesday following the election.

5. **REQUEST TO SUPERVISOR OF ELECTIONS.** The District hereby requests the Supervisor to conduct the District's General Election in November 2024, and for each subsequent General Election unless otherwise directed by the District's Manager. The District understands that it will be responsible to pay for its proportionate share of the General Election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor.

6. **PUBLICATION.** The District Manager is directed to publish a notice of the qualifying period for each General Election, in a form substantially similar to **Exhibit A** attached hereto.

7. **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.

8. **EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

PASSED AND ADOPTED THIS 6th DAY OF MAY, 2024.

**OSPREY OAKS COMMUNITY DEVELOPMENT
DISTRICT**

CHAIR/VICE CHAIR, BOARD OF SUPERVISORS

ATTEST:

SECRETARY/ASSISTANT SECRETARY

Exhibit A

NOTICE OF QUALIFYING PERIOD FOR CANDIDATES FOR THE BOARD OF SUPERVISORS OF THE
OSPREY OAKS COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Osprey Oaks Community Development District will commence at noon on June 10, 2024, and close at noon on June 14, 2024. Candidates must qualify for the office of Supervisor with the Palm Beach County Supervisor of Elections located at 240 South Military Trail, West Palm Beach, Florida 33415, (561) 656-6200. All candidates shall qualify for individual seats in accordance with Section 99.061, Florida Statutes, and must also be a qualified elector of the District. A qualified elector is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Palm Beach County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, Florida Statutes.

The Osprey Oaks Community Development District has three (3) seats up for election, specifically Seats 1, 2 and 5. Each seat carries a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on November 5, 2024, in the manner prescribed by law for general elections.

For additional information, please contact the Palm Beach County Supervisor of Elections:

District Manager
Osprey Oaks CDD

OSPREY OAKS

COMMUNITY DEVELOPMENT DISTRICT

7

RESOLUTION 2024-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE OSPREY OAKS COMMUNITY DEVELOPMENT DISTRICT ESTABLISHING AN ELECTRONIC SIGNATURE POLICY, PROVIDING DISTRICT MANAGER WITH AUTHORITY AND RESPONSIBILITY FOR APPROVAL OF ELECTRONIC SIGNATURES AND IMPLEMENTATION OF CONTROL PROCESSES AND PROCEDURES TO ENSURE COMPLIANCE, INTEGRITY, AND SECURITY, IN ACCORDANCE WITH CHAPTER 688, FLORIDA STATUTES; AND PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE.

WHEREAS, the Osprey Oaks Community Development District (the “District”), is a local unit of special-purpose government established and existing in accordance with the Uniform Community Development District Act of 1980, Chapter 190, Florida Statutes, as amended (the “Act”); and

WHEREAS, the Board of Supervisors of the District (the “Board”) regularly directs the District Manager of the District to execute and accept certain documents on behalf of the District and it is customary for certain documents to be transmitted via electronic means endorsed with electronic signatures; and

WHEREAS, consistent with Chapter 688, Florida Statutes, the District is responsible for adopting and implementing control processes and procedures to ensure adequate integrity, security, confidentiality, and auditability of business transactions conducted using electronic commerce; and

WHEREAS, the District Board of Supervisors finds that it is in the best interest of the District to enact a policy pertaining to the use and receipt of electronic signatures.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE OSPREY OAKS COMMUNITY DEVELOPMENT DISTRICT, AS FOLLOWS:

Section 1. The foregoing recitals are hereby incorporated as findings of fact of the Board.

Section 2. The Board hereby establishes and adopts the “Electronic Signature Policy,” as follows:

ELECTRONIC SIGNATURE POLICY

PURPOSE: The purpose of this policy is to establish and identify the criteria and requirements for the use and validation of electronic signatures on documents on behalf of and for District business in accordance with Chapter 688, Florida Statutes, "Electronic Signature Act".

DEFINITIONS:

Electronic means technology having electrical, digital, magnetic, wireless, optical, electromagnetic or similar capabilities.

Electronic record means a record created, generated, sent, communicated, received, or stored by electronic means.

Electronic signature means any letters, characters, or symbols, manifested by electronic or similar means, or logically associated with a record and that is executed or adopted with the intent to sign the record.

Electronic transaction means a transaction that is conducted or performed, in whole or in part, by electronic means or electronic records.

Record means information that is inscribed on a tangible medium or that is stored in an electronic or other medium and that is retrievable in perceivable form.

POLICY: This policy applies to any Electronic transaction that is a replacement for or complement to handwritten signatures on any record of or for the District, including, but not limited to, contracts, agreements, official minutes, bids, proposals and resolutions. Any Electronic record or Electronic signature may not be denied legal effect or enforceability solely because the record or signature is in electronic form. This policy does not limit the District's right or option to require original signatures or Records in a non-electronic format as the District deems necessary or as required by applicable policies, laws or regulations.

PROCEDURE: When a document containing an Electronic signature is signed, transmitted and received the following requirements must be met:

1. The Electronic signature must establish sender/user authenticity. The electronic signing of a document by an individual must be accompanied by documentation that shows that the signer is the individual signing the document and the individual that has the authority to bind the entity entering into an agreement or contract with the District.
2. If a document has been modified or changed, the prior Electronic signature is invalid and said document requires another Electronic signature or shall be signed by hand. This is to prevent any issue that a document has been changed after it is signed.

3. The District Manager, or his or her designee, has the authority and responsibility for approval of any Electronic signature method utilized and shall be responsible for the implementation of control processes and procedures to ensure adequate integrity, security, confidentiality, and auditability of District business transactions conducted using electronic methods.

4. The Electronic signature shall include the entire name of the individual and shall be located on or near the signature block on the document being electronically signed.

5. The date of the Electronic signature must be captured, stored, and available for retrieval for the required retention period of the document executed.

6. The Electronic record must be transmitted to all parties in a format acceptable to the District Manager, or his or her designee.

Section 3. The District Manager is hereby directed to take all actions necessary and consistent with the intent of this Resolution.

Section 4. All resolutions or parts of resolutions in conflict herewith are repealed to the extent of such conflict.

Section 5. If any clause, section or other part or application of this Resolution is held by a court of competent jurisdiction to be unconstitutional, illegal or invalid, in part or as applied, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 6. The Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 6TH DAY OF MAY, 2024.

**OSPREY OAKS COMMUNITY
DEVELOPMENT DISTRICT**

Print Name: _____
Secretary/Assistant Secretary

Print Name: _____
Chair/Vice Chair, Board of Supervisors

OSPREY OAKS

COMMUNITY DEVELOPMENT DISTRICT

8

RESOLUTION 2024-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE OSPREY OAKS COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

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

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

WHEREAS, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

WHEREAS, the District desires to authorize the District’s records custodian to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

WHEREAS, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

WHEREAS, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution a records retention policy (the “Records Retention Policy”) for immediate use and application.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE OSPREY OAKS COMMUNITY DEVELOPMENT DISTRICT, THAT:

SECTION 1. The District hereby authorizes the District’s records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District’s records custodian, shall each have the individual power to remove the Records Management

Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

SECTION 2. The duties of the Records Management Liaison Officer shall include the following:

- A. Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B. Coordinate the District's records inventory;
- C. Maintain records retention and disposition forms;
- D. Coordinate District records management training;
- E. Develop records management procedures consistent with the Records Retention Policy, as amended as provided herein;
- F. Participate in the development of the District's development of electronic record keeping systems;
- G. Submit annual compliance statements;
- H. Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I. Such other duties as may be assigned by the Board or the District's records custodian in the future.

SECTION 3. The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District will retain certain records longer than required by the General Records Schedules established by the Division as set forth in Exhibit A. To the extent the above statute, rules or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment shall not reduce the retention times set forth in Exhibit A. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

SECTION 4. In accordance with Section 668.50, Florida Statutes, and Section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered

the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

SECTION 5. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. This Resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED at a meeting of the District Board of Supervisors, this 6th day of May, 2024.

ATTEST:

**OSPREY OAKSCOMMUNITY DEVELOPMENT
DISTRICT**

Print name: _____
Secretary / Assistant Secretary

Print name: _____
Chairperson, Board of Supervisors

Exhibit A: Amendments to General Records Schedules Established by the Division

Exhibit A

Amendments to General Records Schedules established by the Division

ADVERTISEMENTS: LEGAL (Item #25)

The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to proceedings under uniform method of collection of debt assessments permanently. The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to the levy of assessments securing bonds for five (5) fiscal years provided applicable audits have been released, or until three (3) calendar years after related bonds are redeemed, whichever is later.

AUDITS: INDEPENDENT (Item #56)

The District shall retain the record copy of independent audits for ten (10) fiscal years or until three (3) calendar years after all related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: DETAIL (Item #340)

The District shall retain the record copy of disbursement records relating to the use of bonds for five (5) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: SUMMARY (Item #341)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (Item #107)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

INCIDENT REPORT FILES (Item #241)

The District shall retain incident reports for five (5) anniversary years from the date of the incident.

MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS (Item #4)

The District shall retain audio recordings of board of supervisor meetings for five (5) calendar years after adoption of the official minutes.

PROJECT FILES: CAPITAL IMPROVEMENT (Item #136)

The District shall retain the record copy of project files for projects funded with bonds for ten (10) fiscal years after completion of the project provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION (Item #364)

The District shall retain the record copy of project files for condemnation/demolition projects funded with bonds for five (5) anniversary years after final action or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

REAL PROPERTY RECORDS: PROPERTY ACQUIRED (Item #172)

The District shall retain the record copy of documents related to property acquisitions funded with bonds for three (3) fiscal years after final disposition of the property provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT

UNAUDITED
FINANCIAL
STATEMENTS

**OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
MARCH 31, 2024**

**OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
MARCH 31,2024**

	General Fund	Debt Service Fund	Total Governmental Funds
ASSETS			
Cash	\$ 243,604	\$ -	\$ 243,604
Investments			
Reserve	-	132,155	132,155
Interest	-	35	35
Revenue	-	192,391	192,391
Prepayment	-	10,105	10,105
Construction	-	-	-
Sinking	-	15	15
Due from general fund	-	3,522	3,522
Total assets	<u>\$ 243,604</u>	<u>\$ 338,223</u>	<u>\$ 581,827</u>
LIABILITIES AND FUND BALANCES			
Liabilities:			
Due to debt service fund	<u>3,522</u>	<u>-</u>	<u>3,522</u>
Total liabilities	<u>3,522</u>	<u>-</u>	<u>3,522</u>
Fund balances:			
Restricted for:			
Debt service	-	338,223	338,223
Unassigned	<u>240,082</u>	<u>-</u>	<u>240,082</u>
Total fund balances	<u>240,082</u>	<u>338,223</u>	<u>578,305</u>
Total liabilities and fund balances	<u>\$ 243,604</u>	<u>\$ 338,223</u>	<u>\$ 581,827</u>

**OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED MARCH 31, 2024**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy	\$ 5,084	\$ 179,906	\$ 186,061	97%
Interest and miscellaneous	2	12	-	N/A
Total revenues	<u>5,086</u>	<u>179,918</u>	<u>186,061</u>	97%
EXPENDITURES				
Professional & administrative				
Supervisors	-	-	6,000	0%
Management/accounting/recording	3,231	19,388	40,000	48%
Legal	400	1,700	9,000	19%
Engineering	-	-	2,000	0%
Lake Bank Repair	-	32,278	100,000	32%
Audit	5,100	5,100	5,100	100%
Arbitrage rebate calculation	-	-	1,200	0%
Dissemination agent	83	500	1,000	50%
Trustee	3,500	3,500	3,700	95%
Telephone	8	50	100	50%
Postage	-	-	500	0%
Printing & binding	21	125	250	50%
Legal advertising	-	-	1,000	0%
Annual special district fee	-	175	175	100%
Insurance	-	-	7,250	0%
Contingencies/bank charges	32	187	5,051	4%
ADA website maintenance	-	-	210	0%
Website	-	705	705	100%
Information system services	-	-	420	0%
Total professional & administrative	<u>12,375</u>	<u>63,708</u>	<u>183,661</u>	35%
Other fees & charges				
Property appraiser	-	770	462	167%
Tax collector	51	1,800	1,938	93%
Total other fees & charges	<u>51</u>	<u>2,570</u>	<u>2,400</u>	107%
Total expenditures	<u>12,426</u>	<u>66,278</u>	<u>186,061</u>	36%
Excess/(deficiency) of revenues over/(under) expenditures	(7,340)	113,640	-	
Fund balances - beginning	247,422	126,442	126,173	
Fund balances - ending Assigned				
3 months working capital	51,353	51,353	51,353	
Unassigned	188,729	188,729	74,820	
Fund balances - ending	<u>\$ 240,082</u>	<u>\$ 240,082</u>	<u>\$ 126,173</u>	

**OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2012
FOR THE PERIOD ENDED MARCH 31, 2024**

	Current Month	Year To Date	Budget	% of Budget
REVENUES				
Special assessment - on roll	\$ 3,558	\$ 125,900	\$ 130,972	96%
Interest	-	5,536	-	N/A
Total revenues	<u>3,558</u>	<u>131,436</u>	<u>130,972</u>	100%
EXPENDITURES				
Debt service				
Principal	-	35,000	35,000	100%
Interest	-	46,782	92,536	51%
Total debt service	<u>-</u>	<u>81,782</u>	<u>127,536</u>	64%
Other fees & charges				
Tax collector	36	1,259	1,364	92%
Total other fees and charges	<u>36</u>	<u>1,259</u>	<u>1,364</u>	92%
Total expenditures	<u>36</u>	<u>83,041</u>	<u>128,900</u>	
Excess/(deficiency) of revenues over/(under) expenditures	3,522	48,395	2,072	
Fund balances - beginning	334,701	289,828	272,169	
Fund balances - ending	<u>\$ 338,223</u>	<u>\$ 338,223</u>	<u>\$ 274,241</u>	

OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT

CHECK DETAIL

4:13 PM

05/01/24

Osprey Oaks CDD
Check Detail
 March 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	3030	03/28/2024	BILLING COCHRA...	101.001 · Suntrust ...		-400.00
Bill	186553	03/18/2024		514.310 · Legal Fees	-400.00	400.00
TOTAL					-400.00	400.00
Bill Pmt -Check	3031	03/28/2024	COMPUTERSHAR...	101.001 · Suntrust ...		-3,500.00
Bill	2316611	03/18/2024		513.340 · Trustee F...	-3,500.00	3,500.00
TOTAL					-3,500.00	3,500.00
Bill Pmt -Check	3032	03/28/2024	GRAU AND ASSO...	101.001 · Suntrust ...		-5,100.00
Bill	25310	03/18/2024		513.320 · Audit	-5,100.00	5,100.00
TOTAL					-5,100.00	5,100.00
Bill Pmt -Check	3033	03/28/2024	WRATHELL, HUNT...	101.001 · Suntrust ...		-3,343.75
Bill	2023-2699	03/18/2024		512.311 · Managem...	-3,231.25	3,231.25
				513.312 · Dissemin...	-83.34	83.34
				519.411 · Telephone	-8.33	8.33
				519.470 · Printing a...	-20.83	20.83
TOTAL					-3,343.75	3,343.75
Check	3034	03/28/2024	OSPREY OAKS CDD	101.001 · Suntrust ...		-3,515.76
				207.201 · Due to D...	-3,515.76	3,515.76
TOTAL					-3,515.76	3,515.76

OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT

ACCOUNTS PAYABLE
INVOICES

Grau and Associates

951 W. Yamato Road, Suite 280
Boca Raton, FL 33431-
www.graucpa.com

Phone: 561-994-9299

Fax: 561-994-5823

Osprey Oaks Community Development District
2300 Glades Road, Suite 410W
Boca Raton, FL 33431

Invoice No. 25310
Date 03/01/2024

SERVICE	AMOUNT
Audit FYE 09/30/2023	\$ <u>5,100.00</u>
Current Amount Due	\$ <u><u>5,100.00</u></u>

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
5,100.00	0.00	0.00	0.00	0.00	5,100.00

Payment due upon receipt.

BILLING, COCHRAN, LYLES, MAURO & RAMSEY, P.A.
LAS OLAS SQUARE, SUITE 600
515 EAST LAS OLAS BOULEVARD
FORT LAUDERDALE, FLORIDA 33301
(954) 764-7150

OSPREY OAKS COMMUNITY DEVELOPMENT DISTRICT
WRATHELL, HUNT & ASSOCIATES, LLC
P.O. BOX 810036
BOCA RATON FL 33481

Page: 1
02/29/2024
Account No: 861-06467O
Statement No: 186553

Attn: CRAIG WRATHELL

OSPREY OAKS CDD

Fees

Monthly minimum billing for general/routine legal services provided for in CDD Engagement Letter, including, but not limited to:
Communications with District Manager and District Staff re: routine operations of the CDD;
Communications with State and local government agencies re: CDD matters, requests for information, audits, etc.; Update and maintain CDD records, notices, filings, etc.; Review miscellaneous correspondence re: CDD; Scheduling matters involving the CDD and Agendas re: Meetings of Board of Supervisors; Monitoring litigation matters, receiving and processing all notices, service of process, etc., as Registered Agent of the CDD; Reviewing and reporting upon changes in legislation and regulatory measures affecting the CDD

For Current Services Rendered	400.00
Previous Balance	\$800.00
Total Current Work	400.00

Payments

02/29/2024	PAYMENT RECEIVED - THANK YOU	-400.00
02/29/2024	PAYMENT RECEIVED - THANK YOU	-400.00
	Total Payments	-800.00
	Balance Due	<u>\$400.00</u>

PLEASE MAKE CHECKS PAYABLE TO
BILLING, COCHRAN, LYLES, MAURO & RAMSEY, P.A.
PLEASE RETURN ONE COPY OF THIS STATEMENT WITH YOUR PAYMENT
IRS NO. 59-1756046

2300 Glades Rd.
Suite 410W
Boca Raton, FL 33431

Date	Invoice #
3/1/2024	2023-2699

Osprey Oaks CDD
PO Box 810036
Boca Raton, FL 33481

[illegible]

Fee Invoice

Corporate Trust

Computershare



Invoice Number 2316611	Billing Date 03/05/2024	Due Date 04/04/2024	Amount Due \$3,500.00
<p>000027 Osprey Oaks Community Development District Craig Wrathell c/o Wrathell Hunt & Associates LLC 2300 Glades Road Suite 410W Boca Raton, FL 33431</p>			<i>Please mail or wire payment to:</i>
			Mailing Address: Computershare Trust Company, N.A. WF 8113 P.O. Box 1450 Minneapolis, MN 55485-8113
			Wire Instructions: ABA #: 121000248 DDA #: 1000031565 Swift Code: WFBIUS6S Reference: Invoice #, Account Name, Attn Name
			ACH Instructions: ABA #: 091000019 DDA #: 1000031565 Memo: Invoice #, Account Name, Attn Name

Please return this portion of the statement with your payment in the envelope provided:

<i>Please retain this portion for your records</i>
--

Account Number: 66190000
Osprey Oaks CDD Series 2012

Administration Charges

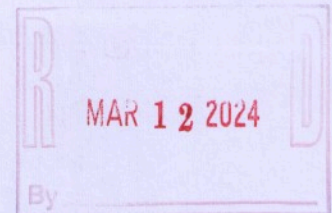
For the Period 03/21/2024 through 03/20/2025

Trustee Fee

\$3,500.00

Total Amount Due:

\$3,500.00



This document is provided by Computershare Trust Company, NA, or one or more of its affiliates (collectively, "Computershare"), in its named capacity or as agent of or successor to Wells Fargo Bank, NA, or one or more of its affiliates ("Wells Fargo"), by virtue of the acquisition by Computershare of substantially all the assets of the corporate trust services business of Wells Fargo.

Billings past due are subject to an 18% annual finance charge of the balance due.

OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT

MINUTES

DRAFT

**MINUTES OF MEETING
OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Osprey Oaks Community Development District held Public Hearings and a Regular Meeting on September 14, 2023 at 6:30 p.m., at the Clubhouse of Osprey Oaks, located at 7054 Muscovy Court, Lake Worth, Florida 33463.

Present were:

Meredith Naim	Chair
Jeffrey Fuchs	Vice Chair
Ken Naim	Assistant Secretary
Nick Patrona	Assistant Secretary
John Flaherty	Assistant Secretary

Also present:

Daniel Rom	District Manager
Ginger Wald	District Counsel
Aimee Melus	HOA
Robert Ventura	Resident
Victor Ospina	Resident
Carol Johnsen	Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Naim called the meeting to order at 6:31 p.m. All Supervisors were present.

SECOND ORDER OF BUSINESS

Public Comments

Ms. Aimee Melus stated she is attending on behalf of the HOA Board. She is looking for staff updates and open communication regarding the lake bank erosion project.

THIRD ORDER OF BUSINESS

Update: Lake Bank Erosion Project

Mr. Rom recalled previous discussion about needed lake bank erosion remediation for one of the CDD's lakes and distributed a copy of an email related to his discussions with the

HOA regarding this matter. At the last meeting, the Board's direction was that the CDD establish a budget line item for the upcoming fiscal year of \$100,000 as the CDD's contribution to the lake bank remediation project. The Board authorized Staff to work with Mr. Fuchs to negotiate a Joint Participation Agreement with the HOA and to discuss the proposal and vendor recommendation on behalf of the Board. This information was shared with the HOA. At this time, a Joint Participation Agreement is not yet in place. There was discussion with the HOA; the HOA's preference is to not expend legal fees related to this Agreement. From the CDD's perspective, there is a desire and a potential need for the Agreement, given the funds that would be contributed to this project. The HOA is eager to begin the project. The latest update from July 2023 is that the contractor requested a 40% down payment of approximately \$32,000. Although a special assessment might be necessary to recoup the funds, the project should not need to wait, as unassigned fund balance should be sufficient for the project to proceed, should an Agreement be in place. Approximately \$90,000 in projected assessment revenue is anticipated towards the end of the fiscal year.

Mr. Rom responded to questions and noted that the Agreement would be between the CDD and the HOA; the contract for lake bank remediation would be between the HOA and the vendor, and the CDD would provide funds for remediation.

Ms. Melus discussed the HOA's preference not to enter into an additional Agreement so as not to incur significant legal fees. She asked for the CDD to draft an Agreement and reimburse the HOA's legal fees associated with review of the Agreement. Mr. Rom stated that District Counsel provided a draft Joint Participation Agreement to the HOA in May or June 2023. Ms. Melus stated that the Management Company has not provided a copy of the Agreement yet. Mr. Rom stated the Agreement will be re-sent.

Ms. Melus noted that costs are rising and stated, while the HOA does not necessarily want to begin this project now, the estimates are significantly less than the District Engineer's initial estimates. She believes the next step is for the HOA to sign the Agreement with the vendor and provide that documentation to the CDD for review and direction regarding the deposit and whether the CDD prefers to reimburse the HOA or pay the vendor directly.

A Board Member stated that the CDD would have to pay the HOA.

Ms. Wald stated, in May 2023, the CDD Board directed that a Joint Participation Agreement be drafted to set forth that the CDD is proceeding with providing funds in a not to exceed amount of \$100,000 to the HOA. The Agreement between the HOA and the CDD provides for the CDD to pay the deposit amount and, when work has commenced, the CDD would issue a check directly to the HOA, subject to proof of the work being done. The Agreement also sets forth requirements for the work to be done, related to what needs to be done and why, and the requirement that the work be a Capital Project, rather than maintenance.

Mr. Flaherty questioned if the Board should approve the previous meeting minutes, as the Board is discussing what transpired at the last meeting.

Board Members had no objections.

▪ **Approval of May 1, 2023 Regular Meeting Minutes**

This item, previously the Tenth Order of Business, was presented out of order.

Ms. Naim presented the May 1, 2023 Regular Meeting Minutes.

Ms. Wald noted that the agenda package is sent before the meetings, to allow Board Members an opportunity to review the entire Agenda in advance.

Discussion ensued regarding line 217, which lists the following change to the proposed Fiscal Year 2024 budget and whether it was a “placeholder” to this meeting:

“Page 1, ‘Lake bank repair’ line item: increase to \$100,000”

Mr. Rom stated the amount can be reduced if the Board directs.

On MOTION by Mr. Flaherty and seconded by Mr. Naim, with all in favor, the May 1, 2023 Regular Meeting Minutes, as presented, were approved.

Ms. Wald stated the draft Joint Participation Agreement was drafted to give the HOA assurance that funds are available and allowing the HOA to enter into an Agreement with the lowest most responsive bidder, which in this case is below the threshold. If the Board would rather proceed with the HOA entering into an Agreement with the contractor, as long as it specifically takes care of the lake bank issues identified by the District Engineer and the

99 information is provided to the CDD, the CDD can provide funds directly to the HOA or to the
100 contractor if the HOA so directs. She thinks the key for the CDD is ensuring that the contractor
101 meets all the CDD requirements, including a Certificate of Insurance, licensure to do business in
102 the State of Florida, and ensuring that the contractor is qualified and can perform the work. She
103 stated the decision is completely up to the Board. She recalled that the Board previously
104 motioned that not-to-exceed amount with a Joint Participation Agreement; the Board has the
105 flexibility to change that, given the passage of many months.

106 Mr. Flaherty stated he has been fortunate to serve on both the HOA and the CDD
107 Boards; he understands the need for an Agreement and trusts that the HOA Board will act in
108 the best interest of residents. He voiced his opinion that the CDD's purpose is to provide the
109 money for the HOA to maintain the roads, if necessary. He expressed his support for the HOA
110 handling the repairs, as the CDD's partner, if the CDD just funds the project.

111 Mr. Naim recalled that the Board discussed this for almost two hours at the last meeting
112 and voiced his opinion that it should not be changed or rehashed. He thinks that the amount
113 budgeted is sufficient and the Joint Participation Agreement will allow the CDD to fund the
114 project; he does not feel the need to discuss this again.

115 The Board and Staff discussed reimbursement of the HOA's legal expenses related to the
116 Joint Participation Agreement and agreed that the HOA's reasonable expenses can be
117 reimbursed.

118 Ms. Naim noted that the Agreement was already drafted and stated she supports the
119 Agreement, as advised by District Counsel, to protect the interests of both parties.

120 Mr. Fuchs asked if the Board can agree that, if the Agreement is executed by the HOA,
121 the funds can be transmitted, upon request, without Board action or another Board meeting.

122 Ms. Wald stated the Agreement specifically states that the CDD shall contribute a total
123 amount not to exceed \$100,000 to the Lake Bank Restoration Project. All the HOA must do is
124 request a contribution and provide proof of payment to the contractor; a provision will be
125 made for a deposit, as previously discussed. Another meeting will not be necessary for payment
126 to be issued.

A Board Member wanted to motion to engage the contract. It was noted that it is not necessary, as engaging the contract was approved at the last meeting.

Discussion ensued regarding the CDD's use of fund balance to pay the deposit and the anticipated assessment revenues.

Ms. Wald suggested the Board consider approving a not-to-exceed amount for any review of legal expenses incurred by the HOA, if the Board wishes to consider it.

On MOTION by Mr. Fuchs and seconded by Ms. Naim, with Ms. Naim, Mr. Fuchs, Mr. Naim and Mr. Patrona in favor and Mr. Flaherty dissenting, authorizing reimbursing the HOA for legal fees related solely to this Agreement, as discussed, in a maximum not-to-exceed amount of \$500, was approved. [Motion passed 4-1]

FOURTH ORDER OF BUSINESS

Public Hearing on Adoption of Fiscal Year 2023/2024 Budget

A. Proof/Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2023-05, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date

Mr. Rom presented Resolution 2023-05 and the proposed Fiscal Year 2024 budget, which is unchanged since it was last presented, with the exception of the addition of the previously discussed \$100,000 "Lake bank repair" line item.

Ms. Naim asked for the total estimated costs for lake bank repairs.

Mr. Rom stated the estimated cost for the repairs is \$80,696; he is not aware of any changes to the proposal.

The consensus was that ongoing lake bank repairs will be necessary; this estimate represents the needed repairs for the fiscal year.

Mr. Rom noted that most expenditures remained consistent. He noted that the audit fee increased \$200 for the year, which is a standard Consumer Price Index (CPI) increase.

Mr. Flaherty suggested increasing the legal budget. Ms. Naim noted that, while the budget can no longer be increased, they can reconsider that line item in the upcoming year.

On MOTION by Mr. Naim and seconded by Mr. Flaherty, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Mr. Naim and seconded by Mr. Flaherty, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Naim and seconded by Mr. Flaherty, with all in favor, Resolution 2023-05, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Public Hearing to Hear Comments and Objections on the Imposition of Maintenance and Operation Assessments to Fund the Budget for Fiscal Year 2023/2024, Pursuant to Florida Law

A. Proof/Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2023-06, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2023/2024; Providing for the Collection and Enforcement of Special Assessments; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date

Mr. Rom presented Resolution 2023-06, which enables the CDD to collect the assessments utilizing the services of the Property Appraiser and Tax Collector.

On MOTION by Ms. Naim and seconded by Mr. Patrona, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Ms. Naim and seconded by Mr. Fuchs, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Naim and seconded by Mr. Patrona, with Ms. Naim, Mr. Fuchs, Mr. Naim and Mr. Patrona in favor and Mr. Flaherty dissenting, Resolution 2023-06, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2023/2024; Providing for the Collection and Enforcement of Special Assessments; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted. [Motion passed 4-1]

SIXTH ORDER OF BUSINESS

Presentation of Audited Financial Report for the Fiscal Year Ended September 30, 2022, Prepared by Grau & Associates

Mr. Rom presented the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2022 and accompanying disclosures. There were no findings, recommendations, irregularities or instances of noncompliance; it was an unmodified opinion, otherwise known as a clean audit.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2023-07, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2022

Ms. Naim presented Resolution 2023-07.

On MOTION by Mr. Naim and seconded by Mr. Patrona, with all in favor, Resolution 2023-07, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2022, was adopted.

EIGHTH ORDER OF BUSINESS**Update: Stormwater Drainage Inspections**

- **6298 Vireo Ct**
- **6334 Vireo Ct**

Mr. Rom stated the two addresses were provided by the Property Manager; notices were sent to the property owners advising them to address encroachments into the drainage easement.

A Board Member noted that flooding occurs on one of the properties due to drainage from neighboring properties.

Ms. Melus discussed the efforts to remedy the issue and stated she believed that the flooding was remedied. Ms. Naim thanked Ms. Melus for her assistance and asked her to email her findings to Mr. Rom.

- **Du-All Plumbing Services Hydro-Jet Cleaning of Four Stormwater Drains**

Mr. Rom noted that the HOA shared its invoice for stormwater drain maintenance. On behalf of the CDD Board, Ms. Naim thanked Ms. Melus for the HOA's attention to this matter.

NINTH ORDER OF BUSINESS**Acceptance of Unaudited Financial Statements as of July 31, 2023**

- A. Check Detail**
- B. Accounts Payable Invoices**

These items were provided for informational purposes.

Ms. Naim presented the Unaudited Financial Statements as of July 31, 2023.

On MOTION by Mr. Flaherty and seconded by Ms. Naim, with all in favor, the Unaudited Financial Statements as of July 31, 2023, were accepted.

TENTH ORDER OF BUSINESS**Approval of May 1, 2023 Regular Meeting Minutes**

This item was presented during the Third Order of Business.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

Ms. Wald stated her firm prepared two Memorandums that will be distributed. She discussed the new requirement for Supervisors to complete four hours of ethics continuing education by December 31, 2024 and each year thereafter. When Form 1 is filed in 2025, there will be a box to check to indicate the requirement has been met. Links to online course options will be provided.

B. District Engineer: Schnars Engineering Corporation

There was no report.

C. District Manager: Wrathell, Hunt and Associates, LLC

In response to Mr. Flaherty's question, Mr. Rom stated that monthly meetings were advertised, but only two meetings were scheduled. Additional meetings can be scheduled as needed. Ms. Naim asked Mr. Rom to email the advertised meeting dates to the Board.

Mr. Flaherty voiced his opinion that the Board should meet four times a year, at a minimum, and preferably six times per year. He voiced his opinion that holding only two meetings per year is fiducially irresponsible and stated that he wants no part of the infrequent meeting schedule. In his opinion, if the meetings were advertised, the Board should hold them.

Ms. Naim stated that the Board has never met more than six times per year. Over the interruptions and objections of Mr. Flaherty, Ms. Naim asked Mr. Flaherty to give the other Board Members the courtesy of sharing their opinions about the meeting schedule.

Mr. Patrona thinks that the list of advertised meetings should be provided. He voiced his opinion that the Board has a fiduciary responsibility not to meet more than necessary.

Mr. Naim agreed with Mr. Patrona and stated his feeling that it would be a fiduciary disservice to meet more often than necessary, thus incurring more Supervisors' fees, legal fees and other expenses, when there is nothing pertinent to discuss that cannot wait until the next meeting. If something comes up that needs to be discussed, the Board can hold a meeting. He stated that there has never been an urgent issue that the Board was not available to discuss

and noted that the debt service is essentially on autopilot. He voiced his opinion that two meetings would have been more than enough this year, were it not for the lake bank matter. He noted that there were no urgent issues in the last three months such that the CDD should have incurred costs to hold a meeting.

Mr. Fuchs expressed his agreement and stated meetings are advertised in case they are needed but not held if there is nothing to discuss.

Ms. Naim stated that, since the very beginning when she became a resident, she felt that meeting 12 months out of the year felt very inefficient and rude to residents. She noted that the CDD pays Supervisors' fees, legal fees, Staff fees and costs associated with report preparation. In her opinion, meeting more than two to three times maximum per year is a disservice to the community; however, should an emergency arise, the Board Members have committed to make the time to address matters, as they vowed to do when they ran for their Seats. She stated that she would like for members of the public to know that all Board Members ran unopposed in the last election and were effectively elected to their Board seats because they ran unopposed; since there were no other candidates for each seat, the residents did not actually vote on the General Election ballot. She stated that most Board Members attended CDD meetings before they were elected so that they would be educated and able to help the community. She invited attendees to visit the CDD website or to consult Mr. Rom with any questions.

- **NEXT MEETING DATE: May 6, 2024 at 6:30 P.M.**

- **QUORUM CHECK**

Ms. Naim stated the next meeting is scheduled for May 6, 2024. The list of advertised meetings will be emailed to the Board and, should an additional meeting be necessary, one can be held. She cautioned Board Members not to click "Reply All" to emails.

Mr. Rom asked the Board Members to let him know if they want printed agenda books rather than tablets. Ms. Naim asked that the agenda page continue to be provided.

A Board Member asked for clarification of the meeting dates.

Ms. Wald outlined the CDD's legal advertisement requirements. She stated that, before each fiscal year, the Board is required to agree upon a slate of meetings, which was done at the

last meeting. The next requirement is for meetings to be advertised. If a slate of two meetings is advertised and another meeting is needed, that meeting will be called a "Special Meeting" and another advertisement will be necessary. She noted that the cost for individual advertisements is very high so this CDD is more cost-conscious by advertising all meetings in a single advertisement. She noted that the CDD has currently advertised meetings on October 2, 2023; November 6, 2023; December 4, 2023; January 8, 2024; February 5, 2024; April 1, 2024; May 6, 2024; June 3, 2024; July 1, 2024 and September 9, 2024. Those are the advertised and approved meeting dates; the only way to avoid confusion about cancelling meetings is to advertise fewer meetings.

Mr. Rom stated that the calendar invites for the two meetings are sent only to the Board Members; residents do not receive them.

Ms. Naim asked Mr. Rom to email the HOA Board to inform them of the only dates on which the CDD will meet, unless there is some form of emergency.

A Board Member asked if the HOA publishing incorrect dates presents a legal problem.

Ms. Wald stated the HOA acts independently.

TWELFTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRTEENTH ORDER OF BUSINESS

Supervisors' Requests

There were no Supervisors' requests.

FOURTEENTH ORDER OF BUSINESS

Adjournment

<p>On MOTION by Mr. Patrona and seconded by Mr. Naim, with all in favor, the meeting adjourned at 7:38 p.m.</p>
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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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360 _____
Secretary/Assistant Secretary

Chair/Vice Chair

OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT

STAFF
REPORTS A

MEMORANDUM

TO: District Manager

FROM: Billing, Cochran, Lyles, Mauro & Ramsey, P.A.
District Counsel

DATE: January 19, 2024

RE: Required Ethics Training and Financial Disclosure

Ethics Training

This memorandum serves as a reminder that beginning January 1, 2024, elected and appointed commissioners of community redevelopment agencies and local officers of independent special districts are required to complete four (4) hours of ethics training annually. The training must address, at a minimum, s. 8, Art. II of the Florida Constitution (ethics for public officers and financial disclosure), the Code of Ethics for Public Officers and Employees, and the Florida Public Records Law and Open Meetings laws.

Deadlines & Recordkeeping

The deadline to complete training for this calendar year is December 31, 2024. There is no requirement to submit proof that you have completed the training. However, the Florida Commission on Ethics recommends that Supervisors maintain a record of all completed trainings, including the date and time of completion. This documentation may be useful if Supervisors are ever required to provide evidence of training completion. The training is a calendar year requirement and corresponds to the form year. Therefore, Supervisors will report their 2024 training when filling out their Form 1 for the 2025 year.

Links to Online Training

[Public Meetings and Public Records Law \(2-Hour Audio Presentation\)](#). This presentation is audio only and is offered by the Office of the Attorney General. This presentation covers public records and Florida public records law. The presentation can be accessed for free. Completing this presentation will satisfy 2 of the 4 hours of required ethics training.

[State Ethics Laws for Constitutional Officers & Elected Municipal Officers](#). This training is presented by the Florida Commission on Ethics. The training is an overview of Florida's Ethics Code (Part III, Chapter 112, and Article II, Section 8, Florida Constitution) geared toward Constitutional Officers and Elected Municipal Officers. Topics covered include gifts, voting conflict, misuse of office, prohibited business relationships, conflicting employment relationships, revolving door, and Amendment 12. This presentation can be accessed for free. Completing this training will satisfy 2 of the 4 hours of required ethics training.

[State-Mandated Continuing Education in Ethics.](#) This class is presented by the Florida League of Cities. The class covers Chapter 112 of Florida's Ethics Code (2 Hours) and Florida Public Records and Public Meetings Law (2 Hours). To take this class, you must register for it, however there is no registration fee. Completing this class will meet your ethics training requirement.

["4-Hour Ethics Course"](#). The "4-Hour Ethics Course" is available online and presented by the Florida Institute of Government. There are three sessions. Session 1 covers Florida's Public Records Laws (1 hour), session 2 covers Florida Government in the Sunshine Law (1 hour), and session 3 covers Florida's Ethics Laws (2 hours). The registration fee is \$79. Completing this entire course will meet your ethics training requirement.

[Sunshine Law, Public Records and Ethics for Public Officers and Public Employees 2023.](#) This seminar is offered by the Florida Bar. This seminar covers sunshine law and public records; true stories of excess corruption in the ethics world; navigating Florida public records law, privacy, ethics and social media; complaints, misuse, anti-nepotism and voting; ethics during and after public service: conflicting contractual relationships & revolving door restrictions; gifts bribes, honoraria, and expenditures. The cost for this seminar is \$280. Completing this entire seminar will meet your ethics training requirement. Those Supervisors or Officers who are members of the Florida Bar may wish to purchase this option as Continuing Legal Education Credits can be earned.

We will notify you directly or through the District Manager's office if and when other training opportunities become available.

Form 1 or Form 6

Section 8, Article II of the Florida Constitution requires constitutional officers and certain elected public officials to file a Form 6. In the last session, the legislature expanded the requirements to include *elected members of municipalities*. Independent special district officials remain exempt from the requirement to file a Form 6. Elected and appointed commissioners of community redevelopment agencies and local officers of independent special districts (including community development districts) are required to file Form 1.

For this year's filing requirement, a completed Form 1 must be submitted prior to July 1, 2024 using the Electronic Filing System of the Florida Commission on Ethics, which can be accessed via the link at [Login - Electronic Financial Disclosure Management System \(floridathics.gov\)](https://floridathics.gov). You will no longer be able to file your completed Form 1 through your local Supervisor of Elections office.

If you have any questions or need additional information about ethics training requirements or financial disclosure, please do not hesitate to contact our office.

2023 Form 1 - Statement of Financial Interests

General Information

Name: DISCLOSURE FILER

Address: SAMPLE ADDRESS

County: SAMPLE COUNTY

PID SAMPLE

AGENCY INFORMATION

Organization	Suborganization	Title
SAMPLE	SAMPLE	SAMPLE

Disclosure Period

THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR CALENDAR YEAR ENDING DECEMBER 31, 2023 .

Primary Sources of Income

PRIMARY SOURCE OF INCOME (Over \$2,500) (Major sources of income to the reporting person)
(If you have nothing to report, write "none" or "n/a")

Name of Source of Income	Source's Address	Description of the Source's Principal Business Activity

Secondary Sources of Income

SECONDARY SOURCES OF INCOME (Major customers, clients, and other sources of income to businesses owned by the reporting person) (If you have nothing to report, write "none" or "n/a")

Name of Business Entity	Name of Major Sources of Business' Income	Address of Source	Principal Business Activity of Source

Real Property

REAL PROPERTY (Land, buildings owned by the reporting person)
(If you have nothing to report, write "none" or "n/a")

Location/Description

Intangible Personal Property

INTANGIBLE PERSONAL PROPERTY (Stocks, bonds, certificates of deposit, etc. over \$10,000)
(If you have nothing to report, write "none" or "n/a")

Type of Intangible	Business Entity to Which the Property Relates

Liabilities

LIABILITIES (Major debts valued over \$10,000):
(If you have nothing to report, write "none" or "n/a")

Name of Creditor	Address of Creditor

Interests in Specified Businesses

INTERESTS IN SPECIFIED BUSINESSES (Ownership or positions in certain types of businesses)
(If you have nothing to report, write "none" or "n/a")

Business Entity # 1

Training

Based on the office or position you hold, the certification of training required under Section 112.3142, F.S., is not applicable to you for this form year.

Signature of Filer

Digitally signed:

Filed with COE:

E-FILING SAMPLE

2023 Form 1 Instructions

Statement of Financial Interests

Notice

The annual Statement of Financial Interest is due July 1, 2024. If the annual form is not submitted via the electronic filing system created and maintained by the Commission September 3, 2024, an automatic fine of \$25 for each day late will be imposed, up to a maximum penalty of \$1,500. Failure to file also can result in removal from public office or employment. [s. 112.3145, F.S.]

In addition, failure to make any required disclosure constitutes grounds for and may be punished by one or more of the following: disqualification from being on the ballot, impeachment, removal or suspension from office or employment, demotion, reduction in salary, reprimand, or a civil penalty not exceeding \$10,000. [s. 112.317, F.S.]

When To File:

Initially, each local officer/employee, state officer, and specified state employee must file **within 30 days** of the date of his or her appointment or of the beginning of employment. Appointees who must be confirmed by the Senate must file prior to confirmation, even if that is less than 30 days from the date of their appointment.

Candidates must file at the same time they file their qualifying papers.

Thereafter, file by July 1 following each calendar year in which they hold their positions.

Finally, file a final disclosure form (Form 1F) within 60 days of leaving office or employment. Filing a CE Form 1F (Final Statement of Financial Interests) does not relieve the filer of filing a CE Form 1 if the filer was in his or her position on December 31, 2023.

Who Must File Form 1

1. Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.
2. Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding those required to file full disclosure on Form 6 as well as members of solely advisory bodies, but including judicial nominating commission members; Directors of Enterprise Florida, Scripps Florida Funding Corporation, and Career Source Florida; and members of the Council on the Social Status of Black Men and Boys; the Executive Director, Governors, and senior managers of Citizens Property Insurance Corporation; Governors and senior managers of Florida Workers' Compensation Joint Underwriting Association; board members of the Northeast Fla. Regional Transportation Commission; board members of Triumph Gulf Coast, Inc; board members of Florida Is For Veterans, Inc.; and members of the Technology Advisory Council within the Agency for State Technology.
3. The Commissioner of Education, members of the State Board of Education, the Board of Governors, the local Boards of Trustees and Presidents of state universities, and the Florida Prepaid College Board.
4. Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file Form 6.
5. Appointed members of the following boards, councils, commissions, authorities, or other bodies of county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; community college or junior college district boards of trustees; boards having the power to enforce local code provisions; boards of adjustment; community redevelopment agencies; planning or zoning boards having the power to recommend, create, or modify land planning or zoning within a political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, and except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; pension or retirement boards empowered to invest pension or retirement funds or determine entitlement to or amount of pensions or other retirement benefits, and the Pinellas County Construction Licensing Board.
6. Any appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.
7. Persons holding any of these positions in local government: county or city manager; chief administrative employee or finance director of a county, municipality, or other political subdivision; county or municipal attorney; chief county or municipal building inspector; county or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding \$35,000 for the local governmental unit.

8. Officers and employees of entities serving as chief administrative officer of a political subdivision.
9. Members of governing boards of charter schools operated by a city or other public entity.
10. Employees in the office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.
11. The following positions in each state department, commission, board, or council: Secretary, Assistant or Deputy Secretary, Executive Director, Assistant or Deputy Executive Director, and anyone having the power normally conferred upon such persons, regardless of title.
12. The following positions in each state department or division: Director, Assistant or Deputy Director, Bureau Chief, and any person having the power normally conferred upon such persons, regardless of title.
13. Assistant State Attorneys, Assistant Public Defenders, criminal conflict and civil regional counsel, and assistant criminal conflict and civil regional counsel, Public Counsel, full-time state employees serving as counsel or assistant counsel to a state agency, administrative law judges, and hearing officers.
14. The Superintendent or Director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.
15. State agency Business Managers, Finance and Accounting Directors, Personnel Officers, Grant Coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$35,000.
16. The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.
17. Each member of the governing body of a "large-hub commercial service airport," as defined in Section 112.3144(1)(c), Florida Statutes, except for members required to comply with the financial disclosure requirements of s. 8, Article II of the State Constitution.

ATTACHMENTS: A filer may include and submit attachments or other supporting documentation when filing disclosure.

PUBLIC RECORD: The disclosure form is a public record and is required by law to be posted to the Commission's website. Your Social Security number, bank account, debit, charge, and credit card numbers, mortgage or brokerage account numbers, personal identification numbers, or taxpayer identification numbers are not required and should not be included. If such information is included in the filing, it may be made available for public inspection and copying unless redaction is required by the filer, without any liability to the Commission. If you are an active or former officer or employee listed in Section 119.071, F.S., whose home address or other information is exempt from disclosure, the Commission will maintain that confidentiality *if you submit a written and notarized request.*

QUESTIONS about this form or the ethics laws may be addressed to the Commission on Ethics, Post Office Drawer 15709, Tallahassee, Florida 32317-5709; physical address: 325 John Knox Road, Building E, Suite 200, Tallahassee, FL 32303; telephone (850) 488-7864.

Instructions for Completing Form 1

Primary Sources of Income

[Required by s. 112.3145(3)(b)1, F.S.]

This section is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose any public salary or public position(s). The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded \$2,500 of gross income received by you in your own name or by any other person for your use or benefit.

"Gross income" means the same as it does for income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, social security, distributive share of partnership gross income, and alimony if considered gross income under federal law, but not child support.

Examples:

- If you were employed by a company that manufactures computers and received more than \$2,500, list the name of the company, its address, and its principal business activity (computer manufacturing).
- If you were a partner in a law firm and your distributive share of partnership gross income exceeded \$2,500, list the name of the firm, its address, and its principal business activity (practice of law).
- If you were the sole proprietor of a retail gift business and your gross income from the business exceeded \$2,500, list the name of the business, its address, and its principal business activity (retail gift sales).
- If you received income from investments in stocks and bonds, list each individual company from which you derived more than \$2,500. Do not aggregate all of your investment income.

- If more than \$2,500 of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.
- If more than \$2,500 of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

Secondary Sources of Income

[Required by s. 112.3145(3)(b)2, F.S.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. It is not for reporting income from second jobs. That kind of income should be reported in "Primary Sources of Income," if it meets the reporting threshold. You will not have anything to report unless, during the disclosure period:

1. You owned (either directly or indirectly in the form of an equitable or beneficial interest) more than 5% of the total assets or capital stock of a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); **and,**
2. You received more than \$5,000 of your gross income during the disclosure period from that business entity.

If your interests and gross income exceeded these thresholds, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, and the source's principal business activity.

Examples:

- You are the sole proprietor of a dry cleaning business, from which you received more than \$5,000. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).
- You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the above thresholds. List each tenant of the mall that provided more than 10% of the partnership's gross income and the tenant's address and principal business activity.

Real Property

[Required by s. 112.3145(3)(b)3, F.S.]

In this part, list the location or description of all real property in Florida in which you owned directly or indirectly at any time during the disclosure period in excess of 5% of the property's value. You are not required to list your residences. You should list any vacation homes if you derive income from them.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you own more than 5% of a partnership or corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more accurate fair market value.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. A street address should be used, if one exists.

Intangible Personal Property

[Required by s. 112.3145(3)(b)3, F.S.]

Describe any intangible personal property that, at any time during the disclosure period, was worth more than \$10,000 and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you (including, but not limited to, loans made as a candidate to your own campaign), Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts in which you have an ownership interest. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product contained in a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CDs and savings accounts with the same bank. Property owned as tenants by the entirety or as joint tenants with right of survivorship, including bank accounts owned in such a manner, should be valued at 100%. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number found on the lease document).

Liabilities

[Required by s. 112.3145(3)(b)4, F.S.]

List the name and address of each creditor to whom you owed more than \$10,000 at any time during the disclosure period. The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments. You are not required to list the amount of any debt. You do not have to disclose credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" and are jointly liable or jointly and severally liable, then it is not a contingent liability.

Interests in Specified Businesses

[Required by s. 112.3145(7), F.S.]

The types of businesses covered in this disclosure include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies, utility companies, entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

Disclose in this part the fact that you owned during the disclosure period an interest in, or held any of certain positions with the types of businesses listed above. You must make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list the name of the business, its address and principal business activity, and the position held with the business (if any). If you own(ed) more than a 5% interest in the business, indicate that fact and describe the nature of your interest.

Training Certification

[Required by s. 112.3142, F.S.]

If you are a Constitutional or elected municipal officer appointed school superintendent, a commissioner of a community redevelopment agency created under Part III, Chapter 163, or an elected local officers of independent special districts, including any person appointed to fill a vacancy on an elected special district board, whose service began on or before March 31 of the year for which you are filing, you are required to complete four hours of ethics training which addresses Article II, Section 8 of the Florida Constitution, the Code of Ethics for Public Officers and Employees, and the public records and open meetings laws of the state. You are required to certify on this form that you have taken such training.

OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT

STAFF
REPORTS C

OSPREY OAKS COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE		
LOCATION		
<i>Clubhouse of Osprey Oaks, located at 7054 Muscovy Court, Lake Worth, Florida 33463</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
May 6, 2024	Regular Meeting	6:30 PM
September 9, 2024*	Regular Meeting	6:30 PM

Exception*

September meeting date is one (1) week later to accommodate the Labor Day holiday.