Hartford Terrace
Community Development District

Agenda

February 16, 2023

AGENDA

Hartford Terrace
Community Development District

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

February 9, 2023

Board of Supervisors
Hartford Terrace
Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of **Hartford Terrace Community Development District** will be held on **Thursday, February 16, 2023 at 2:30 PM, or as shortly thereafter as reasonably possible, at 1115 Aloha Blvd., Davenport, Florida 33897.** Following is the advance agenda for the meeting:

1. Roll Call
2. Public Comment Period
3. Organizational Matters
    A. Administration of Oaths of Office to Newly Elected Supervisors (Mary & Sean)
4. Acceptance of August 18, 2022 Landowners' Meeting Minutes and Approval of Minutes of the August 18, 2022 Meeting
5. Ratification of Polk County Contract Agreement
6. Ratification of Polk County Data Sharing and Usage Agreement
7. Appointment of Audit Committee
8. Staff Reports
    A. Attorney
    B. Engineer
    C. District Manager's Report
        i. Balance Sheet and Income Statement
        ii. Ratification of Funding Requests 4-10
9. Other Business
10. Supervisor's Requests
11. Adjournment

Audit Committee Meeting

1. Roll Call
2. Public Comment Period
3. Audit Services
    a. Approval of Request for Proposals and Selection Criteria
    b. Approval of Notice of Request for Proposals for Audit Services
    c. Public Announcement of Opportunity to Provide Audit Services

4. Adjournment

Sincerely,

George S. Flint
District Manager

MINUTES

MINUTES OF MEETING
HARTFORD TERRACE
COMMUNITY DEVELOPMENT DISTRICT

The Landowners' meeting of the Hartford Terrace Community Development District was held on Tuesday, **August 18, 2022** at 2:30 p.m. at 1115 Aloha Blvd., Davenport, Florida.

Present were:

Chris Wrenn
Eric Baker
Serena Turke
George Flint
Tucker Mackie
Ryan Dugan

The following is a summary of the discussions and actions taken at the August 18, 2022 Hartford Terrace Community Development District's Landowners' Meeting.

FIRST ORDER OF BUSINESS **Determination of Number of Voting Units Represented**

Mr. Flint stated that Mr. Chris Wrenn was present as an authorized representative of Pulte Home Corp, LLC. He noted that they owned 104.25 acres representing 105 votes.

SECOND ORDER OF BUSINESS **Call to Order**

Mr. Flint called the meeting to order.

THIRD ORDER OF BUSINESS **Election of Chairman for the Purpose of Conducting Landowners' Meeting**

Mr. Flint was elected as Chairman to hold the landowners' meeting.

FOURTH ORDER OF BUSINESS **Nominations for the Positions of Supervisors (5)**

Mr. Flint noted that Chris Wrenn had provided him with a ballot with Mr. Eric Baker, Ms. Mary Burns, Ms. Serena Turke, Mr. Chris Wrenn, and Mr. Sean Bailey. He asked if there were any other nominations. Hearing none, he closed the floor for nominations.

FIFTH ORDER OF BUSINESS **Casting of Ballots**

Mr. Flint noted that Chris Wrenn had casted 100 votes for himself and 100 votes for Mr. Baker, 99 votes for Ms. Burns, 99 votes for Ms. Turke, and 99 votes for Mr. Bailey.

SIXTH ORDER OF BUSINESS **Tabulation of Ballots and Announcement of Results**

Mr. Flint explained that Mr. Wrenn and Mr. Baker would serve 4-year terms and the other three would serve 2-year terms. He asked for any questions. Hearing none,

SEVENTH ORDER OF BUSINESS **Adjournment**

The meeting was adjourned.

MINUTES OF MEETING
HARTFORD TERRACE
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Hartford Terrace Community Development District was held on Tuesday, **August 18, 2022** at 2:30 p.m. at 1115 Aloha Blvd., Davenport, Florida.

Present and constituting a quorum were:

Chris Wrenn	Chairman
Eric Baker	Vice Chairman
Serena Turke	Assistant Secretary

Also, present were:

George Flint	District Manager, GMS
Tucker Mackie	District Counsel
Ryan Dugan	Kutak Rock
Jason Alligood *via Zoom*	Kimley-Horn

The following is a summary of the discussions and actions taken at the August 18, 2022 Hartford Terrace Community Development District's Regular Board of Supervisor's Meeting.

FIRST ORDER OF BUSINESS **Roll Call**

Mr. Flint called the meeting to order. Three Supervisors were in attendance at the meeting constituting a quorum.

SECOND ORDER OF BUSINESS **Public Comment Period**

There were no members of the public present.

THIRD ORDER OF BUSINESS **Organizational Matters**

A. Administration of Oaths of Office to Newly Elected Supervisors

Mr. Flint administered the oath of office to the newly elected Supervisors.

B. Consideration of Resolution 2022-08 Canvassing and Certifying the Results of Landowners' Election

Mr. Flint stated that the Board sits as the canvassing Board to certify the election results. He noted that they would insert the Landowners' election results into the resolution. He stated that Seat 1 would be Mr. Eric Baker with 100 votes, Seat 2 would be Mr. Chris Wrenn with 100 votes, Seat 3 would be Ms. Mary Burns with 99 votes, Seat 4 would be Serena Turke with 99 votes, and Seat 5 would Sean Bailey with 99 votes. He noted that Mr. Baker and Mr. Wrenn would serve 4-year terms. He asked if anyone had any questions on this resolution. Hearing none,

> On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, Resolution 2022-08 Canvassing and Certifying the Results of Landowners' Election, was approved.

C. Election of Officers

Mr. Flint reviewed the current status of officers with Mr. Wrenn as Chairman, Mr. Baker as Vice Chairman, Ms. Burns, Ms. Turke, and Mr. Bailey as Assistant Secretaries. He noted that he, George Flint, would serve as Secretary, Jill Burns would serve as Treasurer, and Katie Costa would serve as Assistant Treasurer.

D. Consideration of Resolution 2022-29 Electing Officers

Mr. Flint stated that this resolution elected the Chair, Vice Chair, Secretary, Assistant Secretaries, Treasurer, and Assistant Treasurer. He noted that they could take each of these offices individually or if a Board member wanted to make a motion to elect a slate of officers, they could do it in one motion.

> On MOTION by Mr. Wrenn seconded by Mr. Baker, with all in favor, Resolution 2022-29 Electing Officers with Mr. Wrenn as Chair, Mr. Baker as Vice Chair, Ms. Burns, Ms. Turke, and Mr. Bailey as Assistant Secretaries, GMS staff of George Flint as Secretary, Jill Burns as Treasurer, and Katie Costa as Assistant Treasurer, was approved.

FOURTH ORDER OF BUSINESS **Approval of Minutes of the June 28, 2022 Meeting**

Mr. Flint presented the minutes of the June 28, 2022 Board of Supervisors meeting. He asked for any comments or corrections on those minutes. Hearing none,

> On MOTION by Mr. Baker, seconded by Mr. Wrenn, with all in favor, the Minutes of the June 28, 2022 Board of Supervisors Meeting, was approved.

FIFTH ORDER OF BUSINESS **Ranking of Proposals for District Engineering Services and Selection of District Engineer**

Mr. Flint noted that at the organizational meeting the Board authorized them to issue an RFQ for engineering services. He stated that engineering services fell under the consultants Competitive Negotiation Act, which required them to do a formal RFQ process and to make this election based on qualifications rather than price. He noted that they did advertise the RFQ in the Orlando Sentinel. As a result, they received one response from Kimley-Horn who also served as their current interim District engineer. After discussion of the options, the Board decided to accept the proposal from Kimley-Horn.

> On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, the Ranking of Proposals for District Engineering Services with Kimley-Horn Ranked #1 and Selection of District Engineer, was approved.

SIXTH ORDER OF BUSINESS **Consideration of Resolution 2022-22 Selecting District Records Office Within Polk County**

Mr. Flint stated that he would like to defer this again until the next meeting, if the Board was okay with it. He noted that they could use this location on an interim basis if it would be available. He stated that once the project had a clubhouse, they would relocate it there. He noted that in the interim they would insert 1115 Aloha Blvd. Davenport, Florida 33897 into the resolution.

> On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, Resolution 2022-22 Selecting District Records Office Within Polk County as 1115 Aloha Blvd. Davenport, Florida 33897, was approved.

SEVENTH ORDER OF BUSINESS Public Hearings

Mr. Flint noted that they had three public hearings. He stated that they had the public hearing to impose assessments, the rule hearing for the 197 hearing, which allowed them to use the tax bill as the collection method, and the budget hearings.

> On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, Opening the Public Hearing, was approved.

Mr. Flint noted that there were no members of the public present to provide comment or testimony.

A. Special Assessments

Ms. Mackie stated that they referred to this hearing as the 170-assessment hearing. She noted that this levied the assessments that would provide for the entirety of the improvements identified in the Master Engineer's Report prepared by their interim District engineer, Kimley-Horn. She noted that in advance of the public hearing today, they were required under Florida law to provide mailed notice to all of the landowners within the District. She noted that for the assessments to be valid under the Florida law, they would have to have two criteria met. She further explained that the land subject to the special assessment received a benefit and then that benefit was reasonably a portion amongst the lands that did receive that benefit. She noted that the engineer and methodology consultant were present today to walk through their reports. She explained that the engineer's report would show the benefit so far in the improvements that would benefit the property within Hartford Terrace.

1. Presentation of Engineer's Report

Mr. Alligood stated that this project, Hartford Terrace, was located down Davenport and bordered by U.S. Highway 27 West, Forest Lake Drive on the south, and Holly Hill Road on the east. He stated that within the CDD area is 104.25 acres, which included townhomes, single family

lots, open space common areas, stormwater ponds, and a lift station. He noted that in the existing infrastructure there was water and sanitary sewer available from the city. He also noted that reclaim water was not currently available, but that it could be in the future. He stated that there was a total of 433 single-family units and 84 townhomes in the development. He explained that the CIP would be completed in three phases and would consist of roadways, utilities, stormwater management, landscaping and irrigation improvements, signage, and differential cost for underground electric, and hardscape improvements in District common areas. He also explained that the infrastructure construction commenced in July 2022, and that it was expected to be completed within three years through 2025. He noted that the elements that were under the CDD under table 2 the preliminary capital costs improvements for roadways was $3,000,000, drainage/earthwork was $8,400,00, utilities for water was $1,800,000, utilities for sewer was $1,750,000, utilities for reclaimed was $1,300,000, utilities for offsite force main was $150,000, Forest Lake Road improvements was $1,800,000, U.S. Highway 27 turn lanes was $3,500,000, site landscaping and entry features was $500,000, and 10% contingency (professional fees, etc.) was $2,220,000, which all totaled to $24,420,000 anticipated cost. Ms. Mackie asked Mr. Alligood if it was in his professional opinion that all of the estimated costs identified in his Capital Improvement Plan to be financed by the District were reasonable and proper. Mr. Alligood responded yes. Ms. Mackie asked Mr. Alligood if there was any reason that the Capital Improvement Plan could not be carried out by the District at this point. Mr. Alligood responded that he did not believe so.

Ms. Mackie stated that they had been working with Kimley-Horn and the developer to identify platted tracts which should ultimately be in the name of the District and should also be in the name of the HOA. She explained that would also be further delineation when going to ownership and responsibility was to the extent that the HOA would own the amenity and would be responsible for all the site landscaping. She noted that Mr. Flint would briefly walk through the Assessment Methodology Report.

2. Presentation of Assessment Methodology Report

Mr. Flint presented the Master Assessment Methodology that was dated July 21, 2022. He referred to table 1 on page 9 of the report and page 105 of the agenda package. Table 1 showed the development program as indicated in the engineer's report. He explained that as Mr. Alligood indicated, it was a mixture of single-family and townhomes and that there were three different

single-family product types, 40', 50', and 60'. He stated that they had assigned ERU factors to those various product types, which totaled to 517 units and 436 ERUs. Table 2 took Mr. Alligood's cost estimates and infrastructure categories to a total of $24,420,000 from Mr. Alligood's July 5 report. Table 3 showed the preliminary bond sizing for purposes of the assessment process. He noted that they used some very conservative parameters to give the Board maximum flexibility when they would go to issue bonds. He noted that they were using 6.5% interest rate, 30-year amortization, 12-month capitalized interest, 1 year of max annual debt for debt service reserve, and a 2% underwriters discount that resulted in a par amount of $29,400,000. Table 4 showed the allocation of benefit by improvement cost. Table 5 showed the par debt per unit for the various product types. Table 6 showed if they were to fund 100% of the eligible improvements as identified in the report under the very conservative parameters, what the per unit net and gross assessments were. He noted that they knew that these were not what would ultimately be levied, but it gave flexibility for when they go to price. Table 7 showed the preliminary assessment roll. He noted that they had attached the legal description of the boundaries of the District representing the 104.25 acres. He asked if anyone had any questions on the report.

Ms. Mackie asked if the land subject to the assessments received special benefit from the Districts Capital Improvement Plan. Mr. Flint responded yes. Ms. Mackie asked if those special assessments were reasonably apportioned among the lands within the District. Mr. Flint responded yes. Ms. Mackie asked if it was reasonable, proper, and just to assess the costs of the Capital Improvement Plan against the lands in the District in accordance with the methodology that resulted in special assessment certified on their roll. Mr. Flint responded yes. Ms. Mackie asked if the benefit was equal to or in excess of the maximum special assessments when allocated as set forth in the methodology. Mr. Flint responded yes. Ms. Mackie asked if it was in the best interest of the District to collect the assessments in the manner set forth in the methodology. Mr. Flint responded yes.

3. Consideration of Resolution 2022-31 Levying Special Assessments

Ms. Mackie stated that this resolution was included in the agenda package for review. She noted that it would approve in final form the engineer's report, the methodology report, and it would provide for the assessment roll as identified in Mr. Flint's report. She noted that she would be happy to answer any questions. Hearing no questions,

> On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, Resolution 2022-31 Levying Special Assessments, was approved.

Ms. Mackie stated that the validation hearing for Hartford Terrance was in September. She noted that because of the process that they just concluded, they would now be asking the court to validate that they had gone through all the proper steps to levy the assessments in accordance with Florida law and that they were valid levy assessments. She noted that the date was September 13, 2022 at 3:30 p.m. and it was virtual.

B. Rules of Procedure

i. Consideration of Resolution 2022-32 Adopting the District's Rules of Procedure

Ms. Mackie stated that this resolution was in the agenda package for review. She noted that at the prior meeting of the Board they set the hearing for today, which was required to be held in a public format. She explained that the rules of procedure that were included in the last agenda package had not changed. She noted that the rules that they had seen in the other CDD's would be identical in form to the Rules of Procedure that they were adopting today. She noted that she would be happy to answer any questions. Hearing none,

> On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, Resolution 2022-32 Adopting the District's Rules of Procedure, was approved.

C. Uniform Method of Collection

i. Consideration of Resolution 2022-33 Expressing the District's Intent to Utilize the Uniform Method of Collection

Ms. Mackie stated that this public hearing was required in order for the District to move forward with levying and certifying for collection. She noted that they were required to hold a public hearing that required four weeks of advertisement in advance. She noted that this positioned the District to be able to utilize that method, which was one of the most secure ways of doing so in the future.

> On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, Resolution 2022-33 Expressing the District's Intent to Utilize the Uniform Method of Collection, was approved.

D. Fiscal Year 2022 and 2023 Budget

Mr. Flint stated that they had the budget hearing to consider adoption of the current fiscal year budget which ended on September 30, 2022, and next years Fiscal Year 2023 budget that would run October 1, 2022, through September 30, 2023. He noted that they previously approved proposed budgets and set today's date for the public hearing for their final consideration. He noted that these were just administrative budgets and it contemplated that they would enter into funding agreements. He stated that the funding agreement was approved at the organizational meeting.

i. Consideration of Resolution 2022-34 Adopting the Fiscal Year 2021/2022 Budget and Relating to the Annual Appropriations

Mr. Flint explained that the pro-rated administrative budget for 2022 was $54,087.

> On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, Resolution 2022-34 Adopting the Fiscal Year 2021/2022 Budget and Relating to the Annual Appropriations, was approved.

ii. Consideration of Resolution 2022-35 Adopting the Fiscal Year 2023 Budget and Relating to the Annual Appropriations

Mr. Flint explained that this would be full 12 months of administrative budget estimated at $137,860.

> On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, Resolution 2022-35 Adopting the Fiscal Year 2023 Budget and Relating to the Annual Appropriations, was approved.

Mr. Flint asked for a motion to close the public hearings.

> On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, Closing the Public Hearing, was approved.

EIGHTH ORDER OF BUSINESS **Staff Reports**

A. Attorney

Ms. Mackie stated that she had nothing additional to report.

B. Engineer

There being none, the next item followed.

C. District Manager's Report

i. Approval of Proposed Fiscal Year 2023 Meeting Schedule

Mr. Flint noted that they had approval of the annual meeting schedule. He noted that they had prepared a schedule under the assumption that they would meet the third Thursday of each month at 2:30 p.m. He stated that there was a request at the last meeting to evaluate alternative locations for the meetings. He explained that as far as public libraries go, it had to be in Polk County and this area didn't have public libraries that were approximate to this area or I-4. He stated that they did reach out to various hotels at the 27-I4 interchange. He noted that the Holiday Inn was the only one that could guarantee a room. He stated that it was $150 for a 1.5-hour block. He stated that if this was something that the Board would like to consider, they could have the meetings going forward at the Holiday Inn or they could continue to have them in their current location if available. After Board discussion, they decided to continue evaluating options for the CDD meeting location and for now they would keep their current location.

> On MOTION by Mr. Wrenn, seconded by Mr. Baker, with all in favor, Proposed Fiscal Year 2023 Meeting Schedule for the Third Thursday of Each Month at 2:30 p.m. in their Current Location, was approved.

NINTH ORDER OF BUSINESS **Other Business**

There being none, the next item followed.

TENTH ORDER OF BUSINESS **Supervisor's Requests**

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS **Adjournment**

On MOTION by Mr. Baker, seconded by Mr. Wrenn, with all in favor, the meeting was adjourned.

_____ _____

Secretary/Assistant Secretary Chairman/Vice Chairman

SECTION V

CONTRACT AGREEMENT

This Agreement made and entered into on Tuesday, December 6, 2022 by and between the Hartford Terrace Community Development District, a local unit of special purpose government of the State of Florida hereinafter referred to as the 'Special District', and Marsha M. Faux, Polk County Property Appraiser, a Constitutional Officer of the State of Florida, whose address is 255 North Wilson Ave., Bartow, FL 33830, hereinafter referred to as the 'Property Appraiser'.

1. Section 197.3632 Florida Statutes, provides that special assessments of non-ad valorem taxes levied by the Special District may be included in the assessment rolls of the County and collected in conjunction with ad valorem taxes as assessed by the Property Appraiser. Pursuant to that option, the Property Appraiser and the Special District shall enter into an agreement providing for reimbursement to the Property Appraiser of administrative costs, including costs of inception and maintenance, incurred as a result of such inclusion.

2. The parties herein agree that, for the 2023 tax year assessment roll, the Property Appraiser will include on the assessment rolls such special assessments as are certified to her by the Hartford Terrace Community Development District.

3. The term of this Agreement shall commence on January 1, 2023 or the date signed below, whichever is later, and shall run until December 31, 2023, the date of signature by the parties notwithstanding. This Agreement shall not automatically renew.

4. The Special District shall meet all relevant requirements of Section 197.3632 & 190.021 Florida Statutes.

5. The Special District shall furnish the Property Appraiser with up-to-date data concerning its boundaries and proposed assessments, and other information as requested by the Property Appraiser to facilitate in administering the non-ad valorem assessment in question. Specifically, if assessments will be included on the 2023 TRIM Notice, the Special District shall provide **proposed assessments no later than Friday, July 14, 2023.** The Special District's assessments shall, as far as practicable, be uniform (e.g. one uniform assessment for maintenance, etc.) to facilitate the making of the assessments by the mass data techniques utilized by the Property Appraiser.

6. The Special District shall certify to the Property Appraiser the Special District's annual installment and levy **no later than Friday, September 15, 2023**. The Property Appraiser shall, using the information provided by the Special District, place the Special District's non ad-valorem special assessments on properties within the district for inclusion on the 2023 tax roll.

7. The Property Appraiser shall be compensated by the Special District for the administrative costs incurred in carrying out this Agreement at the rate of 1% of the amount levied on the TRIM Notice or if the TRIM Notice is not used, the rate shall be 1% of the amount levied on the 2023 tax roll. For the TRIM Notice, the Property Appraiser will require **payment on or before Friday, September 15, 2023** for processing within the Property Appraiser budget year (October 1st – September 30th).

8. If the actual costs of performing the services under this agreement exceed the compensation provided for in Paragraph 7, the amount of compensation shall be the actual costs of performing the services under this agreement.

9. If tax roll corrections are requested by the Special District, the Property Appraiser shall be compensated by the Special District for the administrative costs incurred at the rate of $5.00 for each tax roll correction exceeding ten (10) corrections per tax year.

The Special District shall indemnify and hold harmless, to the extent permitted by Florida law and without waiving its right of any applicable sovereign immunity, the Property Appraiser and all respective officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the Property Appraiser and all respective officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the negligent or intentional acts or omissions of the Special District or its employees, agents, servants, partners, principals, or subcontractors arising out of, relating to, or resulting from the performance of the Agreement. The Special District shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the Property Appraiser where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorneys' fees which may issue thereon.

EXECUTED By:

Special District Representative

George Flint

Print name

Secretary

Title Date

Marsha M. Faux, CFA, ASA
Polk County Property Appraiser
By:

Marsha M. Faux, Property Appraiser

SECTION VI

Marsha M. Faux, CFA, ASA
POLK COUNTY PROPERTY APPRAISER
2023 Data Sharing and Usage Agreement

HARTFORD TERRACE CDD

This Data Sharing and Usage Agreement, hereinafter referred to as "**Agreement**," establishes the terms and conditions under which the **HARTFORD TERRACE CDD,** hereinafter referred to as "**agency**," can acquire and use Polk County Property Appraiser data that is exempt from Public Records disclosure as defined in FS 119.071.

As of July 1, 2021, the Florida Public Records Exemptions Statute was amended as it relates to the publicly available records maintained by the county property appraiser and tax collector. As a result, exempt (aka confidential) parcels and accounts have been added back to our website and FTP data files. No owner names, mailing addresses, or official records (OR) books and pages of recorded documents related to these parcels/accounts, appear on the Property Appraiser's website or in FTP data files. In addition, the Polk County Property Appraiser's mapping site has been modified to accommodate the statutory change. See Senate Bill 781 for additional information.

For the purposes of this Agreement, all data is provided. It is the responsibility of the agency to apply all statutory guidelines relative to confidentiality.

The confidentiality of personal identifying information including: names, mailing address and OR Book and Pages owned by individuals that have received exempt / confidential status, hereinafter referred to as "**confidential data**," **will be protected as follows**:

1. The **agency** will not release **confidential data** that may reveal identifying information of individuals exempted from Public Records disclosure.
2. The **agency** will not present the **confidential data** in the results of data analysis (including maps) in any manner that would reveal personal identifying information of individuals exempted from Public Records disclosure.
3. The **agency** shall comply with all state laws and regulations governing the confidentiality and exempt status of personal identifying and location information that is the subject of this Agreement.
4. The **agency** shall ensure any employee granted access to **confidential data** is subject to the terms and conditions of this Agreement.
5. The **agency** shall ensure any third party granted access to **confidential data** is subject to the terms and conditions of this Agreement. Acceptance of these terms must be provided in writing to the **agency** by the third party before personal identifying information is released.

The term of this Agreement shall commence on **January 1, 2023** and shall run until **December 31, 2023**, the date of signature by the parties notwithstanding. **This Agreement shall not automatically renew.** A new agreement will be provided annually to ensure all responsible parties are aware of and maintain the terms and conditions of this Data Sharing and Usage Agreement.

In witness of their agreement to the terms above, the parties or their authorized agents hereby affix their signatures.

POLK COUNTY PROPERTY APPRAISER		**HARTFORD TERRACE CDD**	
Signature:	Marsha Faux	Signature:	
Print:	Marsha M. Faux CFA, ASA	Print:	George Flint
Title:	Polk County Property Appraiser	Title:	Secretary
Date:	December 1, 2022	Date:	1/12/23

Please email the signed agreement to pataxroll@polk-county.net.

SECTION VIII

SECTION C

SECTION 1

Hartford Terrace

Community Development District

Unaudited Financial Reporting

December 31, 2022

Table of Contents

Hartford Terrace

Community Development District

Combined Balance Sheet

December 31, 2022

	General Fund	*Capital Projects Fund*	*Totals Governmental Funds*
Assets:			
Cash:			
Operating Account	$ 3,011	$ -	$ 3,011
Due From Developer	$ 3,666	$ 267	$ 3,933
Total Assets	**$ 6,678**	**$ 267**	**$ 6,945**
Liabilities:			
Accounts Payable	$ 4,022	$ -	$ 4,022
Contracts Payable	$ -	$ 267	$ 267
Total Liabilites	**$ 4,022**	**$ 267**	**$ 4,289**
Fund Balance:			
Unassigned	$ 2,655	$ -	$ 2,655
Total Fund Balances	**$ 2,655**	**$ -**	**$ 2,655**
Total Liabilities & Fund Balance	$ 6,678	$ 267	$ 6,945

Hartford Terrace

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending December 31, 2022

	Adopted Budget	Prorated Budget Thru 12/31/22	Actual Thru 12/31/22	Variance
Revenues:				
Developer Contributions	$ 137,860	$ 10,521	$ 10,521	$ -
Total Revenues	**$ 137,860**	**$ 10,521**	**$ 10,521**	**$ -**
Expenditures:				
General & Administrative:				
Supervisor Fees	$ 12,000	$ 3,000	$ -	$ 3,000
FICA Expense	$ 900	$ 225	$ -	$ 225
Engineering	$ 15,000	$ 3,750	$ -	$ 3,750
Attorney	$ 25,000	$ 6,250	$ 643	$ 5,607
Annual Audit	$ 4,000	$ -	$ -	$ -
Assessment Administration	$ 5,000	$ -	$ -	$ -
Arbitrage	$ 450	$ -	$ -	$ -
Dissemination	$ 5,000	$ -	$ -	$ -
Trustee Fees	$ 3,750	$ -	$ -	$ -
Management Fees	$ 40,000	$ 10,000	$ 10,000	$ 0
Information Technology	$ 1,800	$ 450	$ -	$ 450
Website Maintenance	$ 1,200	$ 300	$ -	$ 300
Telephone	$ 300	$ 75	$ -	$ 75
Postage & Delivery	$ 1,000	$ 250	$ 13	$ 237
Insurance	$ 5,000	$ 5,000	$ 5,000	$ -
Printing & Binding	$ 1,000	$ 250	$ 2	$ 248
Legal Advertising	$ 10,000	$ 2,500	$ 287	$ 2,213
Other Current Charges	$ 5,000	$ 1,250	$ -	$ 1,250
Office Supplies	$ 625	$ 156	$ 44	$ 112
Travel Per Diem	$ 660	$ 660	$ -	$ 660
Dues, Licenses & Subscriptions	$ 175	$ 175	$ 175	$ -
Total Expenditures	**$ 137,860**	**$ 34,291**	**$ 16,165**	**$ 18,126**
Excess (Deficiency) of Revenues over Expenditures	$ -		$ (5,643)	
Fund Balance - Beginning	$ -		$ 8,299	
Fund Balance - Ending	$ -		$ 2,655	

Hartford Terrace

Community Development District

Capital Projects Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending December 31, 2022

	Adopted Budget	Prorated Budget Thru 12/31/22	Actual Thru 12/31/22	Variance
Revenues				
Developer Advance	$ -	$ -	$ (267)	$ (267)
Total Revenues	**$ -**	**$ -**	**$ (267)**	**$ (267)**
Expenditures:				
Capital Outlay	$ -	$ -	$ 267	$ (267)
Total Expenditures	**$ -**	**$ -**	**$ 267**	**$ (267)**
Excess (Deficiency) of Revenues over Expenditures	**$ -**		**$ (534)**	
Fund Balance - Ending			$ (534)	

Hartford Terrace

Community Development District

Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Developer Contributions	$ 3,508	$ -	$ 7,013	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 10,521
Total Revenues	**$ 3,508**	**$ -**	**$ 7,013**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 10,521**
Expenditures:													
General & Administrative:													
Supervisor Fees	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Engineering	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Attorney	$ 643	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 643
Annual Audit	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Assessment Administration	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Arbitrage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Dissemination	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Trustee Fees	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Management Fees	$ 3,333	$ 3,333	$ 3,333	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 10,000
Information Technology	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Website Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Postage & Delivery	$ -	$ 11	$ 2	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 13
Insurance	$ 5,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,000
Printing & Binding	$ -	$ 2	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2
Legal Advertising	$ -	$ 287	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 287
Other Current Charges	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office Supplies	$ -	$ 1	$ 43	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 44
Travel Per Diem	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Dues, Licenses & Subscriptions	$ 175	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 175
Total Expenditures	**$ 9,152**	**$ 3,634**	**$ 3,379**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 16,165**
Excess (Deficiency) of Revenues over Expenditures	$ (5,643)	$ (3,634)	$ 3,634	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (5,643)

SECTION 2

Hartford Terrace

Community Development District

FY22 Funding Request #4
October 21, 2022

Bill to: Pulte Homes

	Payee	General Fund FY2022	General Fund FY2023
1	**Florida Department of Economic Opportunity**		
	Inv# 87560 - Special District Fee FY23		$ 175.00
2	**Governmental Management Services**		
	Invoice # 1 - June 2022	$ 333.30	
	Invoice # 2 - July 2022	$ 3,333.33	
	Invoice # 3 - August 2022	$ 3,333.33	
	Invoice # 4 - September 2022	$ 3,333.33	
	Invoice # 5 - October 2022		$ 3,333.33
		$ 10,333.29	**$ 3,508.33**
		Total:	**$ 13,841.62**

Please make check payable to:

Hartford Terrace Community Development District
6200 Lee Vista Blvd, Suite 300
Orlando, FL 32822

Florida Department of Economic Opportunity, Special District Accountability Program
FY 2022/2023 Special District Fee Invoice and Update Form
Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Invoice No.: 87560			**Date Invoiced: 10/03/202**
Annual Fee: $175.00	**Late Fee: $0.00**	**Received: $0.00**	**Total Due, Postmarked by 12/02/2022: $175.0**

STEP 1: Review the following information, make changes directly on the form, and sign and date:

1. Special District's Name, Registered Agent's Name, and Registered Office Address:

FLORIDA DEPARTMENT of ECONOMIC OPPORTUNITY

Hartford Terrace Community Development District
Ms. Tucker Mackie
Kutak Rock LLP
107 West College Avenue
Tallahassee, FL 32301

2. Telephone:	(850) 692-7300
3. Fax:	(850) 692-7319
4. Email:	Tucker.Mackie@KutakRock.com
5. Status:	Independent
6. Governing Body:	Elected
7. Website Address:	www.hartfordterracecdd.com
8. County(ies):	Polk
9. Function(s):	Community Development
10. Boundary Map on File:	07/05/2022
11. Creation Document on File:	07/05/2022
12. Date Established:	06/21/2022
13. Creation Method:	Local Ordinance
14. Local Governing Authority:	Polk County
15. Creation Document(s):	County Ordinance 2022-045
16. Statutory Authority:	Chapter 190, Florida Statutes
17. Authority to Issue Bonds:	Yes
18. Revenue Source(s):	Assessments
19. Most Recent Update:	07/06/2022

I do hereby certify that the information above (changes noted if necessary) is accurate and complete as of this date.

Registered Agent's Signature: _____ Date 10/13/2022

STEP 2: Pay the annual fee or certify eligibility for the zero fee:

a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at www.Floridajobs.org/SpecialDistrictFee or by check payable to the Department of Economic Opportunity.

b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **ALL** of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.

1.____ This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.

2.____ This special district is in compliance with the reporting requirements of the Department of Financial Services.

3.____ This special district reported $3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2020/2021 Annual Financial Report (if created since then, attach an income statement verifying $3,000 or less in revenues).

Department Use Only: Approved:____ Denied: ____ Reason:_____

STEP 3: Make a copy of this form for your records.

STEP 4: Mail this form and payment (if paying by check) to the Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124. Direct any questions to (850) 717-8430.

Ron DeSantis
GOVERNOR

FLORIDA DEPARTMENT of ECONOMIC OPPORTUNITY

Dane Eagle
SECRETARY

MEMORANDUM

To: All Special District Registered Agents

From: Jack Gaskins Jr., Special District Accountability Program

Date: October 3, 2022

Subject: Fiscal Year 2022-2023 Annual State Fee and Update Requirements

Postmarked or Online Payment Due Date is December 2, 2022

This memorandum contains the guidance for complying with the annual state fee and update requirements using the enclosed *Fiscal Year 2022-2023 Annual Special District Fee Invoice and Update* document (enclosure). The state fee is $175 per special district, unless the special district certifies that it is eligible for a zero fee. To avoid a $25 late fee, the payment must be postmarked or paid online by **December 2, 2022.**

Special districts now have the option of paying the state fee by electronic check (Automated Clearing House Transfer), which allows a special district to transfer funds directly from its checking account to the Department of Economic Opportunity (DEO). As in the past, special districts may continue to pay the state fee using a Visa or MasterCard. All special districts are encouraged to pay the state fee online by visiting www.FloridaJobs.org/SpecialDistrictFee and following the instructions.

The Purpose of the Annual State Fee

Chapter 189, Florida Statutes, the Uniform Special District Accountability Act (Act), assigns duties to the Special District Accountability Program administered by DEO, and requires DEO to annually collect a state fee from each special district to cover the costs of administering the Act. For more information, visit www.FloridaJobs.org/SDAP.

The Purpose of Reviewing the Special District's Profile on the Enclosure

The Act, along with Rule Chapter 73C-24, Florida Administrative Code, requires each special district to maintain specific information with DEO and requires DEO to make that information available through the *Official List of Special Districts* (www.FloridaJobs.org/OfficialList). The Florida Legislature, state agencies, and local government officials use that information to monitor special districts, coordinate activities, collect and compile financial and other information, and make informed policy decisions. It is important for each special district's registered agent to annually review the information in the enclosure, make any needed corrections or updates directly on the enclosure, and return it to DEO.

Reminders

Each newly created special district must have an official website containing specific information by the end of the first full fiscal year after its creation. All other special districts should already have an official website. If the special district is required to have an official website and its web address is not listed in the enclosure, the special district must provide it. The *Florida Special District Handbook* (www.FloridaJobs.org/SpecialDistrictHandbook) provides detailed information about the website requirement along with general operating requirements. DEO encourages all special district staff and governing body members to review this handbook to help ensure compliance with state requirements.

(TURN OVER FOR INSTRUCTIONS)

Complying with the Annual State Fee and Update Requirements

Complete the following in time for the state fee to be postmarked or paid online by December 2, 2022.

STEP 1: Review the special district's profile (enclosed):

- ☐ Make any needed changes directly on the enclosure by striking through the outdated or incorrect information and writing in the new or correct information.
- ☐ Complete any missing information.
- ☐ Email or mail to DEO a boundary map and / or creation document, if not on file (see addresses below).
- ☐ Sign and date where indicated.
- ☐ Make a copy for your records.

STEP 2: Pay the $175 state fee or certify eligibility for the zero fee and submit the following:

- **Paying online with a Visa or MasterCard or by electronic check:**
  - ☐ Visit www.FloridaJobs.org/SpecialDistrictFee and follow the instructions – it's fast, free, and convenient.
  - ☐ Write "Paid Online" on the enclosure and email it or mail it to DEO (see addresses below).
- **Paying by check:**
  - ☐ Prepare a check payable to the **Florida Department of Economic Opportunity.**
  - ☐ Enter the invoice number in the memo field.
  - ☐ Mail the check and the completed enclosure to the address below, ensuring the post-mark date is on or before December 2, 2022.
  - ☐ If it is not possible to include the check with the enclosure, write on the enclosure "check being mailed separately" and email or mail the enclosure to DEO (see addresses below).
- **Qualifying for the zero fee (only if the special district meets all three statements in the Zero Annual Fee Certification Section):**
  - ☐ Certify eligibility by initialing **each** statement.
  - ☐ Email or mail the completed enclosure to DEO (see addresses below).

Mailing Address:

Florida Department of Economic Opportunity
Bureau of Budget Management
107 East Madison Street, MSC-120
Tallahassee, FL 32399-4124

Website address for paying online, downloading a duplicate enclosure and / or DEO's W-9 Form:

www.FloridaJobs.org/SpecialDistrictFee

Questions:

Contact Jack Gaskins at SpecialDistricts@DEO.MyFlorida.com or 850-717-8430.

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

Invoice

Invoice #: 1
Invoice Date: 6/28/22
Due Date: 6/28/22
Case:
P.O. Number:

Bill To:
Hartford Terrace CDD

Description	Hours/Qty	Rate	Amount
Management Fees - (Prorated June 28th - June 30th, 2022)	3	111.10	333.30

Total	$333.30
Payments/Credits	$0.00
Balance Due	$333.30

RECEIVED OCT 12 2022

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

Invoice

Invoice #: 2
Invoice Date: 7/1/22
Due Date: 7/1/22
Case:
P.O. Number:

Bill To:
Hartford Terrace CDD

Description	Hours/Qty	Rate	Amount
Management Fees - July 2022		3,333.33	3,333.33

Total	$3,333.33
Payments/Credits	$0.00
Balance Due	$3,333.33

RECEIVED OCT 12 2022

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

Invoice

Invoice #: 3
Invoice Date: 8/1/22
Due Date: 8/1/22
Case:
P.O. Number:

Bill To:
Hartford Terrace CDD

Description	Hours/Qty	Rate	Amount
Management Fees - August 2022		3,333.33	3,333.33

Total	$3,333.33
Payments/Credits	$0.00
Balance Due	$3,333.33

RECEIVED OCT 12 2022

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

Invoice

Invoice #: 4
Invoice Date: 9/1/22
Due Date: 9/1/22
Case:
P.O. Number:

Bill To:
Hartford Terrace CDD

Description	Hours/Qty	Rate	Amount
Management Fees - September 2022		3,333.33	3,333.33

Total	$3,333.33
Payments/Credits	$0.00
Balance Due	$3,333.33

RECEIVED OCT 12 2022

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

Invoice

Invoice #: 5
Invoice Date: 10/1/22
Due Date: 10/1/22
Case:
P.O. Number:

Bill To:
Hartford Terrace CDD

Description	Hours/Qty	Rate	Amount
Management Fees - October 2022		3,333.33	3,333.33

Total	$3,333.33
Payments/Credits	$0.00
Balance Due	$3,333.33

RECEIVED OCT 12 2022

Hartford Terrace

Community Development District

Funding Request #5
October 31, 2022

Bill to: Pulte Homes

	Payee		General Fund FY2022
1	**CA Florida Holdings, LLC**		
	Inv# 0004924987 - Notice of FY23 Meeting Dates	$	311.35
2	**Kutak Rock LLP**		
	Invoice # 3111277 - General Counsel	$	3,994.72
	Invoice # 3124698 - General Counsel	$	189.00
		$	**4,495.07**
	Total:	**$**	**4,495.07**

Please make check payable to:

Hartford Terrace Community Development District
6200 Lee Vista Blvd, Suite 300
Orlando, FL 32822

LOCALiQ
FLORIDA

ACCOUNT NAME	ACCOUNT #	PAGE #
Hartford Terrace CDD	775364	1 of 1

INVOICE #	BILLING PERIOD	PAYMENT DUE DATE
0004924987	Sep 1- Sep 30, 2022	October 20, 2022

PREPAY (Memo Info)	UNAPPLIED (included in amt due)	TOTAL AMOUNT DUE
$0.00	$0.00	**$4,239.15**

BILLING ACCOUNT NAME AND ADDRESS

Hartford Terrace Cdd
Monica Virgen
219 E. Livingston St.
Orlando, FL 32801-1508

BILLING INQUIRIES/ADDRESS CHANGES

1-877-736-7612 or smb@ccc.gannett.com

FEDERAL ID

47-2390983

Legal Entity: Gannett Media Corp.
Terms and Conditions: Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited.
All funds payable in US dollars.

0000775364000000000000004924987004239156717 0

Starting in October ad placements will be assessed a monthly creative processing fee to cover fees associated with award winning ad design, toning, imaging, and sizing. Previous Account Number:

Date	Description	Amount
9/1/22	Balance Forward	PD CK#S 10/3 → $3,927.80

Package Advertising:

Start-End Date	Order Number	Description	PO Number	Package Cost
9/21/22	7804195	Notice of FY23 Meeting Dates		$311.35

RECEIVED
OCT 31 2022

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

LOCALiQ
FLORIDA

ACCOUNT NAME	PAYMENT DUE DATE	AMOUNT PAID
Hartford Terrace CDD	October 20, 2022	
ACCOUNT NUMBER	**INVOICE NUMBER**	
775364	0004924987	

CURRENT DUE	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120+ DAYS PAST DUE	UNAPPLIED PAYMENTS	TOTAL AMOUNT DUE
$311.35	$3,927.80	$0.00	$0.00	$0.00	$0.00	**$4,239.15**

REMITTANCE ADDRESS (Include Account# & Invoice# on check)

CA Florida Holdings, LLC
PO Box 631244
Cincinnati, OH 45263-1244

TO PAY WITH CREDIT CARD PLEASE FILL OUT BELOW:

☐ VISA ☐ MASTERCARD ☐ DISCOVER ☐ AMEX

Card Number _____
Exp Date ____/____/_____ CVV Code _____
Signature _____ Date _____

0000775364000000000000004924987004239156717 0

LOCALiQ

The Gainesville Sun | The Ledger
Daily Commercial | Ocala StarBanner
News Chief | Herald-Tribune

PO Box 631244 Cincinnati, OH 45263-1244

PROOF OF PUBLICATION

Monica Virgen
Monica Virgen
Hartford Terrace CDD
219 E Livingston ST
Orlando FL 32801-1508

STATE OF WISCONSIN, COUNTY OF BROWN

The Ledger-News Chief, a newspaper printed and published in the city of Lakeland, and of general circulation in the County of Polk, State of Florida, and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issue dated or by publication on the newspaper's website, if authorized, on:

09/21/2022

and that the fees charged are legal.
Sworn to and subscribed before on 09/21/2022

Legal Clerk

Notary, State of WI, County of Brown

My commision expires

Publication Cost:	$311.35	
Order No:	7804195	# of Copies:
Customer No:	775364	1
PO #:		

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

SARAH BERTELSEN
Notary Public
State of Wisconsin

BOARD OF SUPERVISORS MEETING DATES HARTFORD TERRACE COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2023

The Board of Supervisors of the Hartford Terrace Community Development District will hold their regular meetings for Fiscal Year 2023 on the Third Thursday of each month, at 1115 Aloha Blvd., Davenport, FL 32897, at 2:30 p.m. unless otherwise indicated as follows:

October 20, 2022
November 17, 2022
December 15, 2022
January 19, 2023
February 16, 2023
March 16, 2023
April 20, 2023
May 18, 2023
June 15, 2023
July 20, 2023
August 17, 2023
September 21, 2023

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. A copy of the agenda for a particular meeting may be obtained from the District Manager, at 219 E. Livingston Street, Orlando, FL32801
The meetings may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone.
Any person requiring special accommodations at these meetings because of a disability or physical impairment should contact the District Office at (407) 841-5524 at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service 1-800-955-8770, for aid in contacting the District Office.
Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.
George S. Flint
District Manager
Governmental Management Services – Central Florida, LLC
9/21/22 7804195

RECEIVED OCT 24 2022

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA
Telephone 404-222-4600
Facsimile 404-222-4654

Federal ID 47-0597598

Check Remit To:
Kutak Rock LLP
PO Box 30057
Omaha, NE 68103-1157

Wire Transfer Remit To:
ABA #104000016
First National Bank of Omaha
Kutak Rock LLP
A/C # 24690470
Reference: Invoice No. 3111277
Client Matter No. 28023-1

September 27, 2022

Mr. George Flint
Hartford Terrace CDD
c/o Governmental Management Services-Central Florida, LLC
219 East Livingston Street
Orlando, FL 32801

Invoice No. 3111277
28023-1

Re: General Counsel

For Professional Legal Services Rendered

08/05/22	R. Dugan	1.50	375.00	Review tentative agenda; prepare resolutions and budget funding agreement
08/08/22	A. Barber	1.00	145.00	Finalize Rules of Procedure, Uniform Method, and 170 resolutions in advance of district meeting
08/08/22	R. Dugan	0.80	200.00	Prepare resolutions and rules of procedure
08/11/22	T. Mackie	1.00	320.00	Prepare for Board meeting; review draft plat and provide comments
08/15/22	T. Mackie	0.80	256.00	Travel to Board meeting
08/18/22	T. Mackie	2.40	768.00	Prepare for, travel to and attend Board meeting; follow-up from meeting; return travel
08/21/22	T. Mackie	0.40	128.00	Conference regarding request for establishing ordinance; prepare notice of assessments
08/22/22	T. Mackie	0.20	64.00	Review Phase 1 plat

08/25/22	A. Barber	0.30	43.50	Review recorded Notice of Establishment; forward recorded Notice to Flint at GMS
08/25/22	T. Mackie	0.70	224.00	Review Phase 1 plat and provide comments
TOTAL HOURS		9.10		

TOTAL FOR SERVICES RENDERED $2,523.50

DISBURSEMENTS

Filing and Court Fees	45.50	
Meals	13.82	
Travel Expenses	146.90	
Miscellaneous	1,265.00	VENDOR: GANNETT MEDIA CORP dba CA FLORIDA HOLDIN; INVOICE#: 0004694505; DATE: 6/1/2022 - Public Notice

TOTAL DISBURSEMENTS 1,471.22

TOTAL CURRENT AMOUNT DUE $3,994.72

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA
Telephone 404-222-4600
Facsimile 404-222-4654

Federal ID 47-0597598

October 18, 2022

Check Remit To:
Kutak Rock LLP
PO Box 30057
Omaha, NE 68103-1157

Wire Transfer Remit To:
ABA #104000016
First National Bank of Omaha
Kutak Rock LLP
A/C # 24690470
Reference: Invoice No. 3124698
Client Matter No. 28023-1

Mr. George Flint
Hartford Terrace CDD
c/o Governmental Management Services-Central Florida, LLC
219 East Livingston Street
Orlando, FL 32801

Invoice No. 3124698
28023-1

Re: General Counsel

For Professional Legal Services Rendered

09/28/22	R. Dugan	0.50	125.00	Prepare website services agreement
09/28/22	T. Mackie	0.20	64.00	Prepare website agreement

TOTAL HOURS 0.70

TOTAL FOR SERVICES RENDERED $189.00

TOTAL CURRENT AMOUNT DUE $189.00

UNPAID INVOICES:

September 27, 2022 Invoice No. 3111277 3,994.72

TOTAL DUE $4,183.72

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Hartford Terrace

Community Development District

Funding Request #6
October 31, 2022

Bill to: Pulte Homes

	Payee		Construction FY2022
1	**Kutak Rock LLP**		
	Invoice # 3111278 - Bond Validation	$	3,628.64
	Invoice # 3124701 - Bond Validation	$	4,710.65
		$	**8,339.29**
		$	**8,339.29**

Please make check payable to:

Hartford Terrace Community Development District
6200 Lee Vista Blvd, Suite 300
Orlando, FL 32822

RECEIVED OCT 24 2022

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA
Telephone 404-222-4600
Facsimile 404-222-4654

Federal ID 47-0597598

September 27, 2022

Check Remit To:
Kutak Rock LLP
PO Box 30057
Omaha, NE 68103-1157

Wire Transfer Remit To:
ABA #104000016
First National Bank of Omaha
Kutak Rock LLP
A/C # 24690470
Reference: Invoice No. 3111278
Client Matter No. 28023-3

Mr. George Flint
Hartford Terrace CDD
c/o Governmental Management Services-Central Florida, LLC
219 East Livingston Street
Orlando, FL 32801

Invoice No. 3111278
28023-3

Re: Validation

For Professional Legal Services Rendered

08/18/22	A. Barber	3.80	551.00	Prepare draft joint stipulation; prepare and compile exhibits for same
08/19/22	A. Barber	0.50	72.50	Communicate with Virgen regarding exhibits and certificates required for joint stipulation; communicate with Kumar at U.S. Bank with request for executed certificate and authority document
08/22/22	A. Barber	0.30	43.50	Request tear sheet from Ledger
08/22/22	R. Dugan	1.30	325.00	Prepare pre-hearing memorandum of law
08/24/22	A. Barber	3.50	507.50	Prepare joint stipulation to include all exhibits; update bond validation checklist
08/25/22	T. Mackie	0.20	64.00	Conference regarding joint stipulation
08/29/22	A. Barber	0.20	29.00	Request for tear sheet and affidavit of publication for Notice and Order

				to Show Cause
08/29/22	R. Dugan	1.80	450.00	Correspondence regarding pre-hearing memorandum of law; review and analyze joint stipulation and exhibits; prepare proposed final judgment
08/31/22	A. Barber	0.50	72.50	Review affidavit of publication; update exhibits to joint stipulation to include same

TOTAL HOURS 12.10

TOTAL FOR SERVICES RENDERED $2,115.00

DISBURSEMENTS

Miscellaneous	1,513.64	VENDOR: GANNETT MEDIA CORP dba CA FLORIDA HOLDIN; INVOICE#: 0004846844; DATE: 8/1/2022 - Public Notice

TOTAL DISBURSEMENTS 1,513.64

TOTAL CURRENT AMOUNT DUE $3,628.64

UNPAID INVOICES:

August 22, 2022 Invoice No. 3095252 3,078.39

TOTAL DUE $6,707.03

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA
Telephone 404-222-4600
Facsimile 404-222-4654

Federal ID 47-0597598

October 18, 2022

Check Remit To:
Kutak Rock LLP
PO Box 30057
Omaha, NE 68103-1157

Wire Transfer Remit To:
ABA #104000016
First National Bank of Omaha
Kutak Rock LLP
A/C # 24690470
Reference: Invoice No. 3124701
Client Matter No. 28023-3

Mr. George Flint
Hartford Terrace CDD
c/o Governmental Management Services-Central Florida, LLC
219 East Livingston Street
Orlando, FL 32801

Invoice No. 3124701
28023-3

Re: Validation

For Professional Legal Services Rendered

09/01/22	A. Barber	1.00	145.00	Update draft exhibits to include 13 and 23; prepare entire draft document for submission to ASA for review
09/01/22	R. Dugan	0.60	150.00	Conference regarding pre-hearing memorandum of law and joint stipulation; review joint stipulation exhibits; correspondence with assistant state attorney regarding joint stipulation, pre-hearing memorandum of law, and proposed final judgment
09/01/22	T. Mackie	0.30	96.00	Conference regarding joint stipulation and filing of the same
09/02/22	T. Mackie	0.30	96.00	Conference regarding validation
09/06/22	A. Barber	1.50	217.50	Finalize joint stipulation and prehearing memorandum of law; file same via e-filing portal
09/06/22	R. Dugan	0.90	225.00	Prepare validation hearing outline
09/06/22	T. Mackie	0.20	64.00	Review executed joint stipulation;

				prepare for hearing
09/07/22	A. Barber	1.50	217.50	Prepare bond validation notebook for Judge Moore with joint stipulation, prehearing memorandum of law with authorities, and final judgment; prepare transmittal letter; prepare bond validation hearing outline
09/07/22	R. Dugan	0.30	75.00	Telephone conference with assistant state attorney Avalon
09/07/22	T. Mackie	0.50	160.00	Prepare for validation; conference with Avalon
09/08/22	A. Barber	0.50	72.50	Finalize bond validation notebook
09/08/22	R. Dugan	2.20	550.00	Prepare hearing outline and witness testimony preparation documents
09/11/22	T. Mackie	1.70	544.00	Prepare for validation hearing
09/12/22	A. Barber	1.50	217.50	Update bond validation notebook and prepare memorandum of law with authorities for Mackie use at hearing; confirm with Apex Reporting; email to Wrenn, Alligood, and Flint regarding access and appearance at bond validation hearing; provide Joint Stipulation to Flint via ShareSpace; contact Polk Clerk and review filing queue per e-filing portal notice; conference with LaSure regarding use of conference space for hearing attendance
09/12/22	R. Dugan	0.50	125.00	Correspondence regarding validation; review hearing outline and joint stipulation exhibits; research regarding apportionment case law
09/12/22	T. Mackie	1.80	576.00	Prepare for bond validation; conference with Flint; prepare draft testimony
09/13/22	A. Barber	0.50	72.50	Conference with Judicial Assistant confirming receipt of materials for hearing; conference with Mackie and Dugan post-hearing

09/13/22	T. Mackie	2.00	640.00	Prepare for and attend validation hearing; follow-up from validation hearing
09/14/22	A. Barber	1.50	217.50	Prepare revised final judgments and revised joint stipulation per Judge Moore instructions; forward revised final judgment to JA via email with copy to opposing counsel; forward hard copies of revised final judgment and joint stipulation via overnight; prepare transmittal letter for inclusion with same
09/15/22	A. Barber	0.40	58.00	Communicate with Gannett regarding publication invoices
09/20/22	A. Barber	0.40	58.00	Communicate with Washington in Judge Moore's office regarding revised final judgment; provide cover letter in electronic format per request
09/27/22	A. Barber	0.20	29.00	Communicate with Judicial Assistant regarding status of final judgment

TOTAL HOURS 20.30

TOTAL FOR SERVICES RENDERED $4,606.00

DISBURSEMENTS

Computer Research	52.52	
Freight and Postage	52.13	
TOTAL DISBURSEMENTS		104.65
TOTAL CURRENT AMOUNT DUE		$4,710.65

UNPAID INVOICES:

August 22, 2022	Invoice No. 3095252	3,078.39 - CK#6 PD 10/4/22
September 27, 2022	Invoice No. 3111278	3,628.64

TOTAL DUE $11,417.68

Hartford Terrace
Community Development District

Funding Request #7
November 15, 2022

Bill to: Pulte Homes

	Payee		General Fund FY2023
1	**Governmental Management Services** Invoice # 6 - November 2022	$	3,346.64
		$	**3,346.64**
		$	**3,346.64**

Please make check payable to:

Hartford Terrace Community Development District
6200 Lee Vista Blvd, Suite 300
Orlando, FL 32822

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

Invoice

Invoice #: 6
Invoice Date: 11/1/22
Due Date: 11/1/22
Case:
P.O. Number:

Bill To:

Hartford Terrace CDD
219 E. Livingston St.
Orlando, FL 32801

4 1.310.513.

Description	Hours/Qty	Rate	Amount
Management Fees - November 2022 340		3,333.33	3,333.33
Office Supplies 510		0.54	0.54
Postage 420		10.52	10.52
Copies 425		2.25	2.25

Total	$3,346.64
Payments/Credits	$0.00
Balance Due	$3,346.64

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Hartford Terrace

Community Development District

Funding Request #8
December 12, 2022

Bill to: Pulte Homes

	Payee		Construction FY2023
1	**Kutak Rock LLP**		
	Invoice # 3140930 - Bond Validation	$	267.00
		$	**267.00**
	Total:	**$**	**267.00**

Please make check payable to:

Hartford Terrace Community Development District
6200 Lee Vista Blvd, Suite 300
Orlando, FL 32822

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA
Telephone 404-222-4600
Facsimile 404-222-4654

Federal ID 47-0597598

November 23, 2022

Check Remit To:
Kutak Rock LLP
PO Box 30057
Omaha, NE 68103-1157

Wire Transfer Remit To:
ABA #104000016
First National Bank of Omaha
Kutak Rock LLP
A/C # 24690470
Reference: Invoice No. 3140930
Client Matter No. 28023-3

Mr. George Flint
Hartford Terrace CDD
c/o Governmental Management Services-Central Florida, LLC
219 East Livingston Street
Orlando, FL 32801

Invoice No. 3140930
28023-3

Re: Validation

For Professional Legal Services Rendered

10/04/22	A. Barber	0.40	58.00	Follow up with Judge Moore regarding status of final judgment
10/10/22	A. Barber	0.60	87.00	Prepare revised final judgment in order to have Judge Moore sign with correct date; communicate with JA regarding same
10/11/22	A. Barber	0.40	58.00	Communicate with JA regarding resigning of final judgment; provide copies
10/13/22	T. Mackie	0.20	64.00	Conference regarding matters pertaining to final judgment
TOTAL HOURS		1.60		

TOTAL FOR SERVICES RENDERED		$267.00
TOTAL CURRENT AMOUNT DUE		$267.00
UNPAID INVOICES:		
September 27, 2022	Invoice No. 3111278	3,628.64
October 18, 2022	Invoice No. 3124701	4,710.65
TOTAL DUE		$8,606.29

Hartford Terrace

Community Development District

Funding Request #9
December 19, 2022

Bill to: Pulte Homes

	Payee		General Fund FY2023
1	**CA Florida Holdings, LLC**		
	Inv# 0005095522 - BOS Meeting dates FY23	$	287.40
2	**Governmental Management Services**		
	Invoice # 7 - December 2022	$	3,379.06
		$	**3,666.46**
	Total:	**$**	**3,666.46**

Please make check payable to:

Hartford Terrace Community Development District
6200 Lee Vista Blvd, Suite 300
Orlando, FL 32822

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

Invoice

Invoice #: 7
Invoice Date: 12/1/22
Due Date: 12/1/22
Case:
P.O. Number:

Bill To:

Hartford Terrace CDD
219 E. Livingston St.
Orlando, FL 32801

Description	Hours/Qty	Rate	Amount
Management Fees - December 2022		3,333.33	3,333.33
Office Supplies		0.12	0.12
Postage		2.28	2.28
American Express Statement closing 9/2/22 - Staples		43.33	43.33

Total	$3,379.06
Payments/Credits	$0.00
Balance Due	$3,379.06

RECEIVED DEC 15 2022

LOCALiQ
FLORIDA

ACCOUNT NAME		ACCOUNT #	PAGE #
Hartford Terrace CDD		775364	1 of 1
INVOICE #	**BILLING PERIOD**	**PAYMENT DUE DATE**	
0005095522	Nov 1- Nov 30, 2022	December 20, 2022	
PREPAY (Memo Info)	**UNAPPLIED (Included in amt due)**	**TOTAL AMOUNT DUE**	
$0.00	$0.00	**$287.40**	

BILLING ACCOUNT NAME AND ADDRESS

Hartford Terrace Cdd
Monica Virgen
219 E. Livingston St.
Orlando, FL 32801-1508

BILLING INQUIRIES/ADDRESS CHANGES

1-877-736-7612 or smb@ccc.gannett.com

FEDERAL ID

47-2390983

Legal Entity: Gannett Media Corp.
Terms and Conditions: Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited.
All funds payable in US dollars.

00007753640000000000000509552200028740671 78

Starting in October ad placements will be assessed a monthly creative processing fee to cover fees associated with award winning ad design, toning, imaging, and sizing. Previous Account Number:

Date	Description	Amount
11/1/22	Balance Forward	$311.35
11/23/22	PAYMENT - THANK YOU	-$311.35

Package Advertising:

Start-End Date	Order Number	Description	PO Number	Package Cost
11/7/22	7961315	Regular Meeting - 11/17/22		$287.40

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

LOCALiQ
FLORIDA

ACCOUNT NAME	PAYMENT DUE DATE	AMOUNT PAID
Hartford Terrace CDD	December 20, 2022	
ACCOUNT NUMBER	**INVOICE NUMBER**	
775364	0005095522	

CURRENT DUE	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120+ DAYS PAST DUE	UNAPPLIED PAYMENTS	TOTAL AMOUNT DUE
$287.40	$0.00	$0.00	$0.00	$0.00	$0.00	**$287.40**

REMITTANCE ADDRESS (Include Account# & Invoice# on check)

CA Florida Holdings, LLC
PO Box 631244
Cincinnati, OH 45263-1244

TO PAY WITH CREDIT CARD PLEASE FILL OUT BELOW:

☐ VISA ☐ MASTERCARD ☐ DISCOVER ☐ AMEX

Card Number _____
Exp Date ___/___/___ CVV Code _____
Signature _____ Date _____

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LOCALiQ

The Gainesville Sun | The Ledger
Daily Commercial | Ocala StarBanner
News Chief | Herald-Tribune

PO Box 631244 Cincinnati, OH 45263-1244

PROOF OF PUBLICATION

Monica Virgen
Monica Virgen
Hartford Terrace CDD
219 E Livingston ST
Orlando FL 32801-1508

STATE OF WISCONSIN, COUNTY OF BROWN

The Ledger-News Chief, a newspaper printed and published in the city of Lakeland, and of general circulation in the County of Polk, State of Florida, and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issue dated or by publication on the newspaper's website, if authorized, on:

09/21/2022

and that the fees charged are legal.
Sworn to and subscribed before on 09/21/2022

Legal Clerk

Notary, State of Wi, County of Brown

7/27/25

My commision expires

Publication Cost:	$311.35	
Order No:	7804195	# of Copies:
Customer No:	775364	1
PO #:		

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

SARAH BERTELSEN
Notary Public
State of Wisconsin

BOARD OF SUPERVISORS MEETING DATES HARTFORD TERRACE COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2023

The Board of Supervisors of the Hartford Terrace Community Development District will hold their regular meetings for Fiscal Year 2023 on the Third Thursday of each month, at 1115 Aloha Blvd., Davenport, FL 32897, at 2:30 p.m. unless otherwise indicated as follows:

October 20, 2022
November 17, 2022
December 15, 2022
January 19, 2023
February 16, 2023
March 16, 2023
April 20, 2023
May 18, 2023
June 15, 2023
July 20, 2023
August 17, 2023
September 21, 2023

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. A copy of the agenda for a particular meeting may be obtained from the District Manager, at 219 E. Livingston Street, Orlando, FL32801
The meetings may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone.
Any person requiring special accommodations at these meetings because of a disability or physical impairment should contact the District Office at (407) 841-5524 at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service 1-800-955-8770, for aid in contacting the District Office.
Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.
George S. Flint
District Manager
Governmental Management Services – Central Florida, LLC
9/21/22 7804195

Hartford Terrace
Community Development District

Funding Request #10
January 13, 2023

Bill to: Pulte Homes

	Payee	Construction FY2023	General Fund FY2023
1	**Governmental Management Services**		
	Invoice # 8 - January 2023		$ 3,336.93
2	**Kutak Rock, LLP**		
	Inv# 3155906 - General Counsel		$ 643.39
	Inv# 3155907 - Bond Validation	$ 345.71	
		$ 345.71	**$ 3,980.32**

Total: $ 4,326.03

Please make check payable to:

Hartford Terrace Community Development District
6200 Lee Vista Blvd, Suite 300
Orlando, FL 32822

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

Invoice

Invoice #: 8
Invoice Date: 1/1/23
Due Date: 1/1/23
Case:
P.O. Number:

Bill To:

Hartford Terrace CDD
219 E. Livingston St.
Orlando, FL 32801

RECEIVED
JAN 10 2023

Description	Hours/Qty	Rate	Amount
Management Fees - January 2023		3,333.33	3,333.33
Copies		3.60	3.60

Total	$3,336.93
Payments/Credits	$0.00
Balance Due	$3,336.93

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA
Telephone 404-222-4600
Facsimile 404-222-4654

Federal ID 47-0597598

December 20, 2022

Check Remit To:
Kutak Rock LLP
PO Box 30057
Omaha, NE 68103-1157

Wire Transfer Remit To:
ABA #104000016
First National Bank of Omaha
Kutak Rock LLP
A/C # 24690470
Reference: Invoice No. 3155906
Client Matter No. 28023-1

Mr. George Flint
Hartford Terrace CDD
c/o Governmental Management Services-Central Florida, LLC
219 East Livingston Street
Orlando, FL 32801

Invoice No. 3155906
28023-1

Re: General Counsel

For Professional Legal Services Rendered

11/21/22	R. Dugan	1.50	375.00	Prepare engineering services agreement; correspondence regarding same
11/21/22	T. Mackie	0.40	128.00	Prepare engineering services agreement
11/22/22	R. Dugan	0.50	125.00	Prepare engineering agreement; correspondence regarding same

TOTAL HOURS 2.40

TOTAL FOR SERVICES RENDERED $628.00

DISBURSEMENTS

Computer Research 15.39

TOTAL DISBURSEMENTS 15.39

TOTAL CURRENT AMOUNT DUE $643.39

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA
Telephone 404-222-4600
Facsimile 404-222-4654

Federal ID 47-0597598

December 20, 2022

Check Remit To:
Kutak Rock LLP
PO Box 30057
Omaha, NE 68103-1157

Wire Transfer Remit To:
ABA #104000016
First National Bank of Omaha
Kutak Rock LLP
A/C # 24690470
Reference: Invoice No. 3155907
Client Matter No. 28023-3

Mr. George Flint
Hartford Terrace CDD
c/o Governmental Management Services-Central Florida, LLC
219 East Livingston Street
Orlando, FL 32801

Invoice No. 3155907
28023-3

Re: Validation

For Professional Legal Services Rendered

11/08/22	A. Barber	1.50	217.50	Prepare Certificate of No Appeal; communicate with Clerk of Court; prepare transmittal letter
11/15/22	A. Barber	0.50	72.50	Finalize Certificate of No Appeal and transmittal; forward to Polk County Clerk of Court with fee for execution and filing
TOTAL HOURS		2.00		

TOTAL FOR SERVICES RENDERED		$290.00
DISBURSEMENTS		
Filing and Court Fees	7.00	
Freight and Postage	48.71	
TOTAL DISBURSEMENTS		55.71
TOTAL CURRENT AMOUNT DUE		$345.71
UNPAID INVOICES:		
November 23, 2022 Invoice No. 3140930		267.00
TOTAL DUE		$612.71

Audit Committee Meeting

SECTION III

SECTION A

HARTFORD TERRACE COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS

District Auditing Services for Fiscal Year 2022
Polk County, Florida

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than **Thursday, March 9, 2023 at 5:00 p.m.**, at the offices of Governmental Management Services – Central Florida, LLC, Attn: George Flint/Monica Virgen, District Manager, 219 East Livingston Street, Orlando, Florida 32801. Proposals will be publicly opened at that time.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

D. The lump sum cost of the provision of the services under the proposal for Fiscal Year 2023, plus the lump sum cost of four (4) annual renewals.

E. Provide a proposed schedule for performance of the audit.

SECTION 13. PROTESTS. In accordance with the District's Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) calendar hours (excluding Saturday, Sunday, and state holidays) after the receipt of the Proposal Documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturday, Sunday, and state holidays) after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Proposal Documents.

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

HARTFORD TERRACE COMMUNITY DEVELOPMENT
DISTRICT AUDITOR SELECTION EVALUATION CRITERIA

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

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

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

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

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

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

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

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.

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

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

TOTAL **(100 Points)**

SECTION B

HARTFORD TERRACE COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES

The Hartford Terrace Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2022, with an option for four (4) additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, *Florida Statutes*, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in the City of Orlando, Orange County, Florida. The District currently has an operating budget of approximately $137,860. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2022, be completed no later than June 1, 2023.

Each auditing entity submitting a proposal must be authorized to do business in Florida; hold all applicable state and federal professional licenses in good standing, including but not limited to a license under Chapter 473, *Florida Statutes*, and be qualified to conduct audits in accordance with "Government Auditing Standards", as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida law and particularly section 218.39, *Florida Statutes*, and the rules of the Florida Auditor General.

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

Proposers must provide one (1) original hard copy and one (1) electronic copy of their proposal to Governmental Management Services – Central Florida, LLC Attn: George Flint/Monica Virgen, District Manager/Staff, 219 East Livingston Street, Orlando, Florida 32801, in an envelope marked on the outside "**Auditing Services – Hartford Terrace Community Development District**."

Proposals must be received by **5:00 PM** on **Thursday, March 9, 2023**, at the office address listed above. Proposals received after this time will not be eligible for consideration. Please direct all questions regarding this Notice to the District Manager who can be reached at (407) 841-5524.

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