

*Hartford Terrace
Community Development District*

Agenda

March 16, 2023

AGENDA

Hartford Terrace

Community Development District

219 East Livingston Street, Orlando, Florida 32801

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

March 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, March 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:

Audit Committee Meeting

1. Roll Call
2. Public Comment Period
3. Review of Proposals and Tally of Audit Committee Members Rankings
 - a. Grau & Associates
4. Adjournment

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period
3. Acceptance of February 16, 2023 Audit Committee Meeting Minutes and Approval of Minutes of the February 16, 2023 Board of Supervisors Meeting
4. Acceptance of Ranking of the Audit Committee and Authorizing Staff to Send a Notice of Intent to Award
5. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. District Manager's Report
 - i. Balance Sheet and Income Statement
 - ii. Ratification of Funding Requests 11 - 12
6. Other Business
7. Supervisor's Requests
8. Adjournment

Sincerely,

George Flint

Audit
Committee
Meeting

SECTION III

SECTION A



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Proposal to Provide Financial Auditing Services:

HARTFORD TERRACE
COMMUNITY DEVELOPMENT DISTRICT

Proposal Due: March 09, 2023
5:00PM

Submitted to:

Hartford Terrace
Community Development District
c/o District Manager
219 East Livingston Street
Orlando, Florida 32801

Submitted by:

Antonio J. Grau, Partner
Grau & Associates
951 Yamato Road, Suite 280
Boca Raton, Florida 33431

Tel (561) 994-9299
(800) 229-4728

Fax (561) 994-5823

tgrau@graucpa.com

www.graucpa.com



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Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

March 09, 2023

Hartford Terrace Community Development District
c/o District Manager
219 East Livingston Street
Orlando, Florida 32801

Re: Request for Proposal for Professional Auditing Services for the fiscal year ended September 30, 2022, with an option for four (4) additional annual renewals.

Grau & Associates (Grau) welcomes the opportunity to respond to the Hartford Terrace Community Development District's (the "District") Request for Proposal (RFP), and we look forward to working with you on your audit. We are an energetic and robust team of knowledgeable professionals and are a recognized leader of providing services to Community Development Districts. As one of Florida's few firms to primarily focus on government, we are especially equipped to provide you an effective and efficient audit.

Special district audits are at the core of our practice: **we have a total of 360 clients, 329 or 91% of which are special districts.** We know the specifics of the professional services and work products needed to meet your RFP requirements like no other firm. With this level of experience, we are able to increase efficiency, to provide immediate and continued savings, and to minimize disturbances to client operations.

Why Grau & Associates:

Knowledgeable Audit Team

Grau is proud that the personnel we assign to your audit are some of the most seasoned auditors in the field. Our staff performs governmental engagements year round. When not working on your audit, your team is refining their audit approach for next year's audit. Our engagement partners have decades of experience and take a hands-on approach to our assignments, which all ensures a smoother process for you.

Servicing your Individual Needs

Our clients enjoy personalized service designed to satisfy their unique needs and requirements. Throughout the process of our audit, you will find that we welcome working with you to resolve any issues as swiftly and easily as possible. In addition, due to Grau's very low turnover rate for our industry, you also won't have to worry about retraining your auditors from year to year.

Developing Relationships

We strive to foster mutually beneficial relationships with our clients. We stay in touch year round, updating, collaborating and assisting you in implementing new legislation, rules and standards that affect your organization. We are also available as a sounding board and assist with technical questions.

Maintaining an Impeccable Reputation

We have never been involved in any litigation, proceeding or received any disciplinary action. Additionally, we have never been charged with, or convicted of, a public entity crime of any sort. We are financially stable and have never been involved in any bankruptcy proceedings.

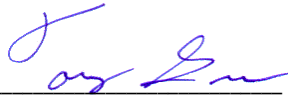
Complying With Standards

Our audit will follow the Auditing Standards of the AICPA, Generally Accepted Government Auditing Standards, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida, and any other applicable federal, state and local regulations. We will deliver our reports in accordance with your requirements.

This proposal is a firm and irrevocable offer for 90 days. We certify this proposal is made without previous understanding, agreement or connection either with any previous firms or corporations offering a proposal for the same items. We also certify our proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action, and was prepared in good faith. Only the person(s), company or parties interested in the project as principals are named in the proposal. Grau has no existing or potential conflicts, and anticipates no conflicts during the engagement. Our Federal I.D. number is 20-2067322.

We would be happy to answer any questions or to provide any additional information. We are genuinely excited about the prospect of serving you and establishing a long-term relationship. Please do not hesitate to call or email either of our Partners, Antonio J. Grau, CPA (tgrau@graucpa.com) or Racquel McIntosh, CPA (rmcintosh@graucpa.com) at 561.994.9299. We thank you for considering our firm's qualifications and experience.

Very truly yours,
Grau & Associates



Antonio J. Grau

Firm Qualifications



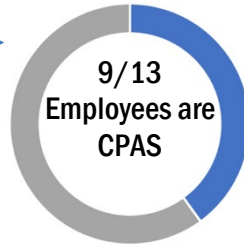
Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Grau's Focus and Experience

Our Team



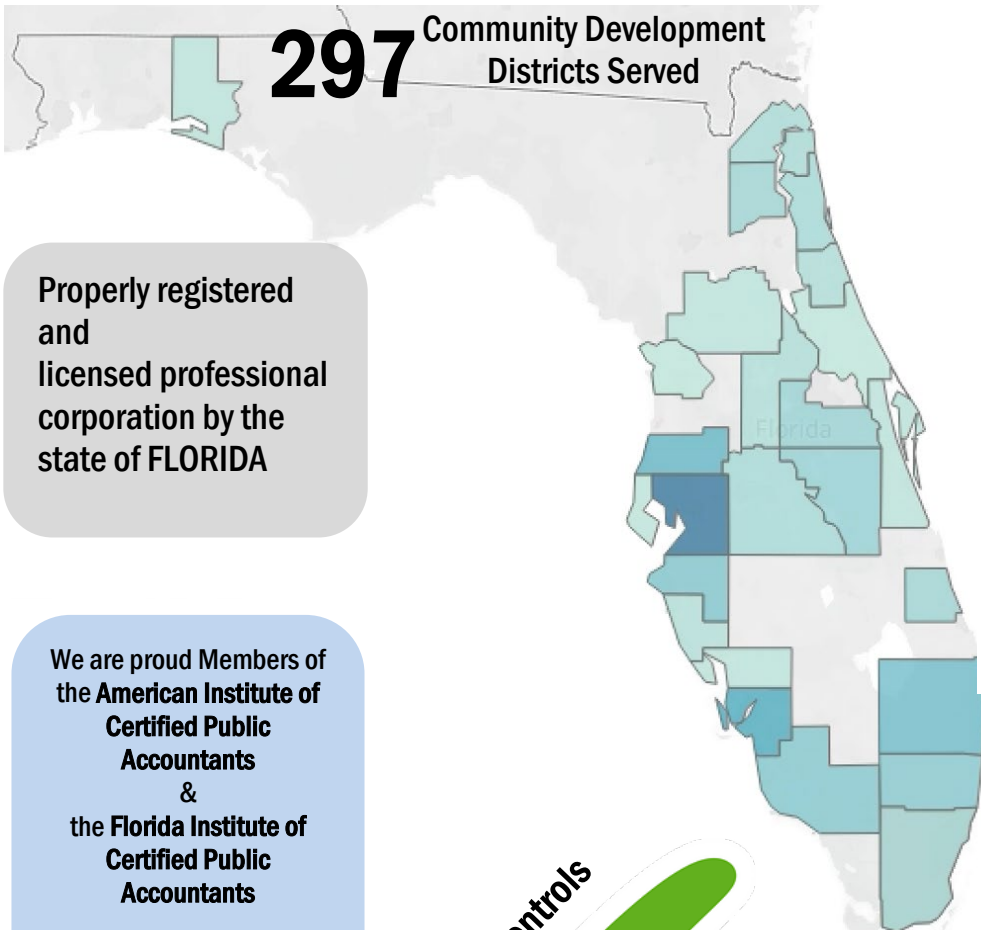
3 Partners
10 Professional Staff
2 Administrative Professionals



2005

Year founded

Services Provided



Properly registered and licensed professional corporation by the state of FLORIDA

We are proud Members of the **American Institute of Certified Public Accountants** & the **Florida Institute of Certified Public Accountants**

Quality Controls

- ⇒ External quality review program: consistently receives a pass
- ⇒ Internal: ongoing monitoring to maintain quality



AICPA | FICPA | GFOA | FASD | FGFOA

See next page for report and certificate



FICPA Peer Review Program
Administered in Florida
by The Florida Institute of CPAs



Peer Review
Program

AICPA Peer Review Program
Administered in Florida
by the Florida Institute of CPAs

February 20, 2020

Antonio Grau
Grau & Associates
951 Yamato Rd Ste 280
Boca Raton, FL 33431-1809

Dear Antonio Grau:

It is my pleasure to notify you that on February 20, 2020, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2022. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,
FICPA Peer Review Committee

Peer Review Team
FICPA Peer Review Committee
paul@ficpa.org
800-342-3197 ext. 251

Florida Institute of CPAs

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 571202

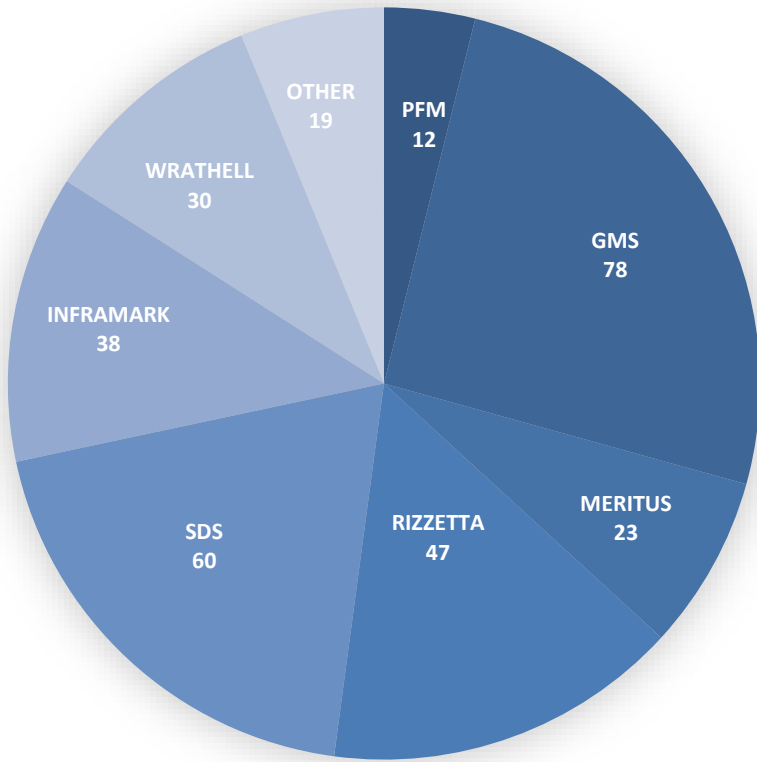
3800 Esplanade Way, Suite 210 | Tallahassee, FL 32311 | 800.342.3197, in Florida | 850.224.2727 | Fax: 850.222.8190 | www.ficpa.org

Firm & Staff Experience



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

GRAU AND ASSOCIATES COMMUNITY DEVELOPMENT DISTRICT EXPERIENCE BY MANAGEMENT COMPANY



Profile Briefs:

Antonio J GRAU, CPA (Partner)

*Years Performing Audits: 35+
CPE (last 2 years): Government Accounting, Auditing: 24 hours; Accounting, Auditing and Other: 56 hours
Professional Memberships: AICPA, FICPA, FGFOA, GFOA*

Racquel McIntosh, CPA (Partner)

*Years Performing Audits: 18+
CPE (last 2 years): Government Accounting, Auditing: 47 hours; Accounting, Auditing and Other: 58 hours
Professional Memberships: AICPA, FICPA, FGFOA, FASD*

“Here at Grau & Associates, staying up to date with the current technological landscape is one of our top priorities. Not only does it provide a more positive experience for our clients, but it also allows us to perform a more effective and efficient audit. With the every changing technology available and utilized by our clients, we are constantly innovating our audit process.”

- Tony Grau

“Quality audits and exceptional client service are at the heart of every decision we make. Our clients trust us to deliver a quality audit, adhering to high standards and assisting them with improvements for their organization.”

-Racquel McIntosh

YOUR ENGAGEMENT TEAM

Grau's client-specific engagement team is meticulously organized in order to meet the unique needs of each client. Constant communication within our solution team allows for continuity of staff and audit team.

Grau contracts with an outside group of IT management consultants to assist with matters including, but not limited to; network and database security, internet security and vulnerability testing.

An advisory consultant will be available as a sounding board to advise in those areas where problems are encountered.



The assigned personnel will work closely with the partner and the District to ensure that the financial statements and all other reports are prepared in accordance with professional standards and firm policy. Responsibilities will include planning the audit; communicating with the client and the partners the progress of the audit; and determining that financial statements and all reports issued by the firm are accurate, complete and are prepared in accordance with professional standards and firm policy.

The Engagement Partner will participate extensively during the various stages of the engagement and has direct responsibility for engagement policy, direction, supervision, quality control, security, confidentiality of information of the engagement and communication with client personnel. The engagement partner will also be involved directing the development of the overall audit approach and plan; performing an overriding review of work papers and ascertain client satisfaction.



Antonio 'Tony' J. Grau, CPA

Partner

Contact: tgrau@graucpa.com | (561) 939-6672

Experience

For over 30 years, Tony has been providing audit, accounting and consulting services to the firm's governmental, non-profit, employee benefit, overhead and arbitrage clients. He provides guidance to clients regarding complex accounting issues, internal controls and operations.

As a member of the Government Finance Officers Association Special Review Committee, Tony participated in the review process for awarding the GFOA Certificate of Achievement in Financial Reporting. Tony was also the review team leader for the Quality Review of the Office of Management Audits of School Board of Miami-Dade County. Tony received the AICPA advanced level certificate for governmental single audits.

Education

University of South Florida (1983)
Bachelor of Arts
Business Administration

Clients Served (partial list)

(>300) Various Special Districts, including:

Bayside Improvement Community Development District	St. Lucie West Services District
Dunes Community Development District	Ave Maria Stewardship Community District
Fishhawk Community Development District (I,II,IV)	Rivers Edge II Community Development District
Grand Bay at Doral Community Development District	Bartram Park Community Development District
Heritage Harbor North Community Development District	Bay Laurel Center Community Development District
Boca Raton Airport Authority	
Greater Naples Fire Rescue District	
Key Largo Wastewater Treatment District	
Lake Worth Drainage District	
South Indian River Water Control	

Professional Associations/Memberships

American Institute of Certified Public Accountants Florida Government Finance Officers Association
Florida Institute of Certified Public Accountants Government Finance Officers Association Member
City of Boca Raton Financial Advisory Board Member

Professional Education (over the last two years)

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	24
Accounting, Auditing and Other	<u>56</u>
Total Hours	<u>80</u> (includes of 4 hours of Ethics CPE)



Racquel C. McIntosh, CPA

Partner

Contact : rmcintosh@graucpa.com | (561) 939-6669

Experience

Racquel has been providing government audit, accounting and advisory services to our clients for over 14 years. She serves as the firm’s quality control partner; in this capacity she closely monitors engagement quality ensuring standards are followed and maintained throughout the audit.

Racquel develops in-house training seminars on current government auditing, accounting, and legislative topics and also provides seminars for various government organizations. In addition, she assists clients with implementing new accounting software, legislation, and standards.

Education

Florida Atlantic University (2004)
Master of Accounting
Florida Atlantic University (2003)
Bachelor of Arts:
Finance, Accounting

Clients Served (partial list)

(>300) Various Special Districts, including:
Carlton Lakes Community Development District
Golden Lakes Community Development District
Rivercrest Community Development District
South Fork III Community Development District
TPOST Community Development District

Westchase Community Development District
Monterra Community Development District
Palm Coast Park Community Development District
Long Leaf Community Development District
Watergrass Community Development District

East Central Regional Wastewater Treatment Facilities
Indian Trail Improvement District
Pinellas Park Water Management District
Ranger Drainage District
South Trail Fire Protection and Rescue Service District

Professional Associations/ Memberships

American Institute of Certified Public Accountants
Florida Institute of Certified Public Accountants
FICPA State & Local Government Committee
FGFOA Palm Beach Chapter

Professional Education (over the last two years)

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	47
Accounting, Auditing and Other	58
Total Hours	<u>105</u> <small>(includes of 4 hours of Ethics CPE)</small>

References



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

We have included three references of government engagements that require compliance with laws and regulations, follow fund accounting, and have financing requirements, which we believe are similar to the District.

Dunes Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 1998
Client Contact	Darrin Mossing, Finance Director 475 W. Town Place, Suite 114 St. Augustine, Florida 32092 904-940-5850

Two Creeks Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 2007
Client Contact	William Rizzetta, President 3434 Colwell Avenue, Suite 200 Tampa, Florida 33614 813-933-5571

Journey's End Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 2004
Client Contact	Todd Wodraska, Vice President 2501 A Burns Road Palm Beach Gardens, Florida 33410 561-630-4922

Specific Audit Approach



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

AUDIT APPROACH

Grau's Understanding of Work Product / Scope of Services:

We recognize the District is an important entity and we are confident our firm is eminently qualified to meet the challenges of this engagement and deliver quality audit services. ***You would be a valued client of our firm and we pledge to commit all firm resources to provide the level and quality of services (as described below) which not only meet the requirements set forth in the RFP but will exceed those expectations.*** Grau & Associates fully understands the scope of professional services and work products requested. Our audit will follow the Auditing Standards of the AICPA, *Generally Accepted Government Auditing Standards*, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida and any other applicable Federal, State of Local regulations. **We will deliver our reports in accordance with your requirements.**

Proposed segmentation of the engagement

Our approach to the audit engagement is a risk-based approach which integrates the best of traditional auditing techniques and a total systems concept to enable the team to conduct a more efficient and effective audit. The audit will be conducted in three phases, which are as follows:



Phase I - Preliminary Planning

A thorough understanding of your organization, service objectives and operating environment is essential for the development of an audit plan and for an efficient, cost-effective audit. During this phase, we will meet with appropriate personnel to obtain and document our understanding of your operations and service objectives and, at the same time, give you the opportunity to express your expectations with respect to the services that we will provide. Our work effort will be coordinated so that there will be minimal disruption to your staff.

During this phase we will perform the following activities:

- » Review the regulatory, statutory and compliance requirements. This will include a review of applicable federal and state statutes, resolutions, bond documents, contracts, and other agreements;
- » Read minutes of meetings;
- » Review major sources of information such as budgets, organization charts, procedures, manuals, financial systems, and management information systems;
- » Obtain an understanding of fraud detection and prevention systems;
- » Obtain and document an understanding of internal control, including knowledge about the design of relevant policies, procedures, and records, and whether they have been placed in operation;
- » Assess risk and determine what controls we are to rely upon and what tests we are going to perform and perform test of controls;
- » Develop audit programs to incorporate the consideration of financial statement assertions, specific audit objectives, and appropriate audit procedures to achieve the specified objectives;
- » Discuss and resolve any accounting, auditing and reporting matters which have been identified.

Phase II – Execution of Audit Plan

The audit team will complete a major portion of transaction testing and audit requirements during this phase. The procedures performed during this period will enable us to identify any matter that may impact the completion of our work or require the attention of management. Tasks to be performed in Phase II include, but are not limited to the following:

- » Apply analytical procedures to further assist in the determination of the nature, timing, and extent of auditing procedures used to obtain evidential matter for specific account balances or classes of transactions;
- » Perform tests of account balances and transactions through sampling, vouching, confirmation and other analytical procedures; and
- » Perform tests of compliance.

Phase III - Completion and Delivery

In this phase of the audit, we will complete the tasks related to year-end balances and financial reporting. All reports will be reviewed with management before issuance, and the partners will be available to meet and discuss our report and address any questions. Tasks to be performed in Phase III include, but are not limited to the following:

- » Perform final analytical procedures;
- » Review information and make inquiries for subsequent events; and
- » Meeting with Management to discuss preparation of draft financial statements and any potential findings or recommendations.

You should expect more from your accounting firm than a signature in your annual financial report. Our concept of truly responsive professional service emphasizes taking an active interest in the issues of concern to our clients and serving as an effective resource in dealing with those issues. In following this approach, we not only audit financial information with hindsight but also consider the foresight you apply in managing operations.

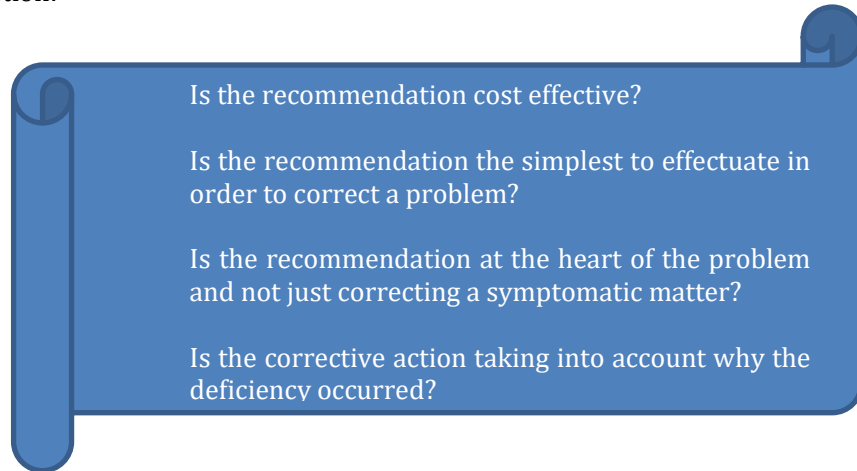
Application of this approach in developing our management letter is particularly important given the increasing financial pressures and public scrutiny facing today's public officials. We will prepare the management letter at the completion of our final procedures.

In preparing this management letter, we will initially review any draft comments or recommendations with management. In addition, we will take necessary steps to ensure that matters are communicated to those charged with governance.

In addition to communicating any recommendations, we will also communicate the following, if any:

- » Significant audit adjustments;
- » Significant deficiencies or material weaknesses;
- » Disagreements with management; and
- » Difficulties encountered in performing the audit.

Our findings will contain a statement of condition describing the situation and the area that needs strengthening, what should be corrected and why. Our suggestions will withstand the basic tests of corrective action:



To assure full agreement with facts and circumstances, we will fully discuss each item with Management prior to the final exit conference. This policy means there will be no “surprises” in the management letter and fosters a professional, cooperative atmosphere.

Communications

We emphasize a continuous, year-round dialogue between the District and our management team. We regularly communicate through personal telephone calls and electronic mail throughout the audit and on a regular basis.

Our clients have the ability to transmit information to us on our secure client portal with the ability to assign different staff with separate log on and viewing capability. This further facilitates efficiency as all assigned users receive electronic mail notification as soon as new information has been posted into the portal.

Cost of Services



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Our proposed all-inclusive fees for the financial audit for the fiscal years ended September 30, 2022-2026 are as follows:

<u>Year Ended September 30,</u>	<u>Fee</u>
2022	\$2,800
2023	\$2,900
2024	\$3,000
2025	\$3,100
2026	<u>\$3,200</u>
TOTAL (2022-2026)	<u>\$15,000</u>

The above fees are based on the assumption that the District maintains its current level of operations. Should conditions change or Bonds are issued the fees would be adjusted accordingly upon approval from all parties concerned.

Supplemental Information



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

PARTIAL LIST OF CLIENTS

SPECIAL DISTRICTS	Governmental Audit	Single Audit	Utility Audit	Current Client	Year End
Boca Raton Airport Authority	✓	✓		✓	9/30
Captain's Key Dependent District	✓			✓	9/30
Central Broward Water Control District	✓			✓	9/30
Collier Mosquito Control District	✓			✓	9/30
Coquina Water Control District	✓			✓	9/30
East Central Regional Wastewater Treatment Facility	✓		✓		9/30
Florida Green Finance Authority	✓				9/30
Greater Boca Raton Beach and Park District	✓			✓	9/30
Greater Naples Fire Control and Rescue District	✓	✓		✓	9/30
Green Corridor P.A.C.E. District	✓			✓	9/30
Hobe-St. Lucie Conservancy District	✓			✓	9/30
Indian River Mosquito Control District	✓				9/30
Indian Trail Improvement District	✓			✓	9/30
Key Largo Wastewater Treatment District	✓	✓	✓	✓	9/30
Lake Padgett Estates Independent District	✓			✓	9/30
Lake Worth Drainage District	✓			✓	9/30
Lealman Special Fire Control District	✓			✓	9/30
Loxahatchee Groves Water Control District	✓				9/30
Old Plantation Control District	✓			✓	9/30
Pal Mar Water Control District	✓			✓	9/30
Pinellas Park Water Management District	✓			✓	9/30
Pine Tree Water Control District (Broward)	✓			✓	9/30
Pinetree Water Control District (Wellington)	✓				9/30
Ranger Drainage District	✓	✓		✓	9/30
Renaissance Improvement District	✓			✓	9/30
San Carlos Park Fire Protection and Rescue Service District	✓			✓	9/30
Sanibel Fire and Rescue District	✓			✓	9/30
South Central Regional Wastewater Treatment and Disposal Board	✓			✓	9/30
South-Dade Venture Development District	✓			✓	9/30
South Indian River Water Control District	✓	✓		✓	9/30
South Trail Fire Protection & Rescue District	✓			✓	9/30
Spring Lake Improvement District	✓			✓	9/30
St. Lucie West Services District	✓		✓	✓	9/30
Sunshine Water Control District	✓			✓	9/30
West Villages Improvement District	✓			✓	9/30
Various Community Development Districts (297)	✓			✓	9/30
TOTAL	333	5	3	328	

ADDITIONAL SERVICES

CONSULTING / MANAGEMENT ADVISORY SERVICES

Grau & Associates also provide a broad range of other management consulting services. Our expertise has been consistently utilized by Governmental and Non-Profit entities throughout Florida. Examples of engagements performed are as follows:

- Accounting systems
- Development of budgets
- Organizational structures
- Financing alternatives
- IT Auditing
- Fixed asset records
- Cost reimbursement
- Indirect cost allocation
- Grant administration and compliance

ARBITRAGE

The federal government has imposed complex rules to restrict the use of tax-exempt financing. Their principal purpose is to eliminate any significant arbitrage incentives in a tax-exempt issue. We have determined the applicability of these requirements and performed the rebate calculations for more than 150 bond issues, including both fixed and variable rate bonds.

73 Current
Arbitrage
Calculations

We look forward to providing **Hartford Terrace Community Development District with our resources and experience to accomplish not only those minimum requirements set forth in your Request for Proposal, but to exceed those expectations!**

**For even more information on Grau & Associates
please visit us on www.graucpa.com.**

Hartford Terrace CDD Auditor Selection

	Ability of Personnel (20 pts)	Proposer's Experience (20 pts)	Understading of Scope of Work (20 pts)	Ability to Furnish the Required Services (20 pts)	Price (20 pts)	Total Points Earned	Ranking (1 being highest)
Grau & Associates					2022- \$2,800 2023- \$2,900 2024- \$3,000 2025- \$3,100 2026- \$3,200		

**Board of
Supervisors
Meeting**

MINUTES

MINUTES OF MEETING
HARTFORD TERRACE
COMMUNITY DEVELOPMENT DISTRICT

The Audit Committee meeting of the Hartford Terrace Community Development District was held on Thursday, February 16, 2023 at 2:30 p.m. at 1115 Aloha Blvd., Davenport, Florida.

Present were:

Eric Baker
Serena Turke
Mary Burns
George Flint
Jason Alligood *by phone*
Ryan Dugan *by phone*

The following is a summary of the discussions and actions taken at the February 16, 2023 Hartford Terrace Community Development District's Audit Committee Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Flint called the meeting to order.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present.

THIRD ORDER OF BUSINESS

Audit Services

A. Approval of Request for Proposals and Selection Criteria

Mr. Flint stated that they had the request for proposal and selection criteria in the agenda package. He explained that this was the standard instructions that they would typically send out as part of the RFP process. He stated that they were asking for it to be returned by March 9th, 2023 at 5:00 p.m. in their office. He added that they were asking for one original copy and one electronic copy. He explained that they were asking them to provide pricing for five years; although they would ask the Board to enter into annual engagements. He explained the selection criteria proposed included ability of personnel, their experience, understanding of the scope, the ability to furnish the services, and price. He explained that those were each 20 points totaling 100.

On MOTION by Ms. Burns, seconded by Mr. Baker, with all in favor, the Request for Proposals and Selection Criteria, was approved.

B. Approval of Notice of Request for Proposals for Audit Services

Mr. Flint reviewed the proposed notice that would be run in the Orlando Sentinel. He stated that they would also mail out the RFP to five or six firms that primarily provide auditing services for CDDs.

On MOTION by Ms. Burns, seconded by Mr. Baker, with all in favor, the Notice of Request for Proposals for Audit Services, was approved.

C. Public Announcement of Opportunity to Provide Audit Services

Mr. Flint stated that they would publicly announce the opportunity for any qualified auditors to respond to the RFP for auditing services.

FOURTH ORDER OF BUSINESS

Adjournment

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

the 1990s, the number of people aged 65 and over in the United States is projected to increase from 20 million to 35 million (U.S. Census Bureau 1996).

As the number of people aged 65 and over increases, the number of people aged 75 and over is also expected to increase. In 1990, there were 10 million people aged 75 and over in the United States. By 2000, the number is expected to increase to 15 million (U.S. Census Bureau 1996).

As the number of people aged 75 and over increases, the number of people aged 85 and over is also expected to increase.

In 1990, there were 3 million people aged 85 and over in the United States. By 2000, the number is expected to increase to 5 million (U.S. Census Bureau 1996).

As the number of people aged 85 and over increases, the number of people aged 95 and over is also expected to increase.

In 1990, there were 1 million people aged 95 and over in the United States. By 2000, the number is expected to increase to 2 million (U.S. Census Bureau 1996).

As the number of people aged 95 and over increases, the number of people aged 100 and over is also expected to increase.

In 1990, there were 200,000 people aged 100 and over in the United States. By 2000, the number is expected to increase to 400,000 (U.S. Census Bureau 1996).

As the number of people aged 100 and over increases, the number of people aged 105 and over is also expected to increase.

In 1990, there were 20,000 people aged 105 and over in the United States. By 2000, the number is expected to increase to 40,000 (U.S. Census Bureau 1996).

As the number of people aged 105 and over increases, the number of people aged 110 and over is also expected to increase.

In 1990, there were 2,000 people aged 110 and over in the United States. By 2000, the number is expected to increase to 4,000 (U.S. Census Bureau 1996).

As the number of people aged 110 and over increases, the number of people aged 115 and over is also expected to increase.

In 1990, there were 200 people aged 115 and over in the United States. By 2000, the number is expected to increase to 400 (U.S. Census Bureau 1996).

As the number of people aged 115 and over increases, the number of people aged 120 and over is also expected to increase.

In 1990, there were 20 people aged 120 and over in the United States. By 2000, the number is expected to increase to 40 (U.S. Census Bureau 1996).

As the number of people aged 120 and over increases, the number of people aged 125 and over is also expected to increase.

In 1990, there were 2 people aged 125 and over in the United States. By 2000, the number is expected to increase to 4 (U.S. Census Bureau 1996).

As the number of people aged 125 and over increases, the number of people aged 130 and over is also expected to increase.

In 1990, there were 0 people aged 130 and over in the United States. By 2000, the number is expected to increase to 0 (U.S. Census Bureau 1996).

As the number of people aged 130 and over increases, the number of people aged 135 and over is also expected to increase.

In 1990, there were 0 people aged 135 and over in the United States. By 2000, the number is expected to increase to 0 (U.S. Census Bureau 1996).

As the number of people aged 135 and over increases, the number of people aged 140 and over is also expected to increase.

In 1990, there were 0 people aged 140 and over in the United States. By 2000, the number is expected to increase to 0 (U.S. Census Bureau 1996).

As the number of people aged 140 and over increases, the number of people aged 145 and over is also expected to increase.

In 1990, there were 0 people aged 145 and over in the United States. By 2000, the number is expected to increase to 0 (U.S. Census Bureau 1996).

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 Thursday, February 16, 2023 at 2:30 p.m. at 1115 Aloha Blvd., Davenport, Florida.

Present and constituting a quorum were:

Eric Baker	Vice Chairman
Serena Turke	Assistant Secretary
Mary Burns	Assistant Secretary

Also, present were:

George Flint	District Manager
Jason Alligood <i>by phone</i>	District Engineer
Ryan Dugan <i>by phone</i>	District Counsel

The following is a summary of the discussions and actions taken at the February 16, 2023 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 (Mary & Sean)

Mr. Flint administered the oath of office to the newly elected Supervisor, Ms. Burns, before the meeting. He noted that they would provide the oath of office to Sean separately.

FOURTH ORDER OF BUSINESS

Acceptance of Minutes of the August 18, 2022 Landowners' Meeting and Approval of Minutes of the August 18, 2022 Meeting

Mr. Flint presented the minutes of the August 18, 2022 Landowners' meeting and Board of Supervisors meeting. He asked for any comments or corrections on those minutes. Hearing none,

On MOTION by Mr. Baker, seconded by Ms. Burns, with all in favor, Minutes of the August 18, 2022 Landowners' Meeting were accepted and the Minutes of the August 18, 2022 Board of Supervisors Meeting, was approved as presented.

FIFTH ORDER OF BUSINESS

Ratification of Polk County Contract Agreement

Mr. Flint reviewed the Polk County Contract Agreement stating that this was ratification of the agreement with the property appraiser to use the tax bill as the collection method for the District's O&M and debt service assessments. He noted that there was a deadline for them getting this agreement back, so he executed it and was asking the Board to ratify it.

On MOTION by Ms. Burns, seconded by Mr. Baker, with all in favor, the Polk County Contract Agreement, was ratified.

SIXTH ORDER OF BUSINESS

Ratification of Polk County Data Sharing and Usage Agreement

Mr. Flint stated that the property appraiser also required a Data Sharing and Usage Agreement. He explained that this was primarily directed at confidential information to the extent that if the county provides them with any confidential information, the CDD will not disclose that information. He noted that he executed this item as well and was seeking ratification.

On MOTION by Ms. Burns, seconded by Mr. Baker, with all in favor, the Polk County Data Sharing and Usage Agreement, was ratified.

SEVENTH ORDER OF BUSINESS

Appointment of Audit Committee

Mr. Flint noted that the District as a government entity was required to have an annual independent audit. He added that there was a process that they had to go through that was prescribed in the statutes to select an independent auditor, which involves appointing an Audit Committee as part of that process. He explained that the Audit Committee could be comprised of the Board members or non-Board members. He recommended that they appoint themselves as the Audit Committee for administrative efficiency. He also noted that as part of that, they would need to designate a Chairperson for the Audit Committee. The Board decided to appoint themselves as the Audit Committee and to designate Mr. Baker as the Chairman.

On MOTION by Ms. Burns, seconded by Mr. Baker, with all in favor, Appointing the Board as the Audit Committee and Mr. Eric Baker as the Chairman of the Audit Committee, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Dugan stated that he had nothing to report.

B. Engineer

Mr. Alligood stated that the construction was underway and they were getting closer with DOT permitting.

C. District Manager's Report

i. Balance Sheet and Income Statement

Mr. Flint presented the unaudited financials through December 31, 2022. He stated that there was no action required.

ii. Ratification of Funding Requests 4-10

Mr. Flint presented Funding Requests 4-10 that were submitted to the developer under the Developer Funding Agreement.

On MOTION by Ms. Burns, seconded by Mr. Baker, with all in favor, Funding Requests 4-10, were ratified.

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 Ms. Burns, seconded by Mr. Baker, with all in favor, the meeting was adjourned at 2:36 p.m.
--

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION V

SECTION C

SECTION 1

Hartford Terrace
Community Development District

Unaudited Financial Reporting
January 31, 2023



Table of Contents

1 Balance Sheet

2 General Fund

3 Capital Projects Fund

4 Month to Month

Hartford Terrace
Community Development District
Combined Balance Sheet
January 31, 2023

	<i>General Fund</i>	<i>Capital Projects Fund</i>	<i>Totals Governmental Funds</i>
Assets:			
Cash:			
Operating Account	\$ 11,271	\$ -	\$ 11,271
Total Assets	\$ 11,271	\$ -	\$ 11,271
Liabilities:			
Accounts Payable	\$ 9,462	\$ -	\$ 9,462
Total Liabilites	\$ 9,462	\$ -	\$ 9,462
Fund Balance:			
Unassigned	\$ 1,809	\$ -	\$ 1,809
Total Fund Balances	\$ 1,809	\$ -	\$ 1,809
Total Liabilities & Fund Balance	\$ 11,271	\$ -	\$ 11,271

Hartford Terrace
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending January 31, 2023

	Adopted Budget	Prorated Budget Thru 01/31/23	Actual Thru 01/31/23	Variance
Revenues:				
Developer Contributions	\$ 137,860	\$ 14,502	\$ 14,502	\$ -
Total Revenues	\$ 137,860	\$ 14,502	\$ 14,502	\$ -
Expenditures:				
General & Administrative:				
Supervisor Fees	\$ 12,000	\$ 4,000	\$ -	\$ 4,000
FICA Expense	\$ 900	\$ 300	\$ -	\$ 300
Engineering	\$ 15,000	\$ 5,000	\$ -	\$ 5,000
Attorney	\$ 25,000	\$ 8,333	\$ 1,133	\$ 7,200
Annual Audit	\$ 4,000	\$ -	\$ -	\$ -
Assessment Administration	\$ 5,000	\$ -	\$ -	\$ -
Arbitrage	\$ 450	\$ -	\$ -	\$ -
Dissemination	\$ 5,000	\$ -	\$ -	\$ -
Trustee Fees	\$ 3,750	\$ -	\$ -	\$ -
Management Fees	\$ 40,000	\$ 13,333	\$ 13,333	\$ 0
Information Technology	\$ 1,800	\$ 600	\$ 600	\$ -
Website Maintenance	\$ 1,200	\$ 400	\$ 400	\$ -
Telephone	\$ 300	\$ 100	\$ -	\$ 100
Postage & Delivery	\$ 1,000	\$ 333	\$ 13	\$ 321
Insurance	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Printing & Binding	\$ 1,000	\$ 333	\$ 6	\$ 327
Legal Advertising	\$ 10,000	\$ 3,333	\$ 287	\$ 3,046
Other Current Charges	\$ 5,000	\$ 1,667	\$ -	\$ 1,667
Office Supplies	\$ 625	\$ 208	\$ 44	\$ 164
Travel Per Diem	\$ 660	\$ 660	\$ -	\$ 660
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Total Expenditures	\$ 137,860	\$ 43,777	\$ 20,991	\$ 22,785
Excess (Deficiency) of Revenues over Expenditures	\$ -		\$ (6,490)	
Fund Balance - Beginning	\$ -		\$ 8,299	
Fund Balance - Ending	\$ -		\$ 1,809	

Hartford Terrace
Community Development District
Capital Projects Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending January 31, 2023

	Adopted Budget	Prorated Budget Thru 01/31/23	Actual Thru 01/31/23	Variance
Revenues				
Developer Advance	\$ -	\$ -	\$ 613	\$ 613
Total Revenues	\$ -	\$ -	\$ 613	\$ 613
Expenditures:				
Capital Outlay	\$ -	\$ -	\$ 613	\$ (613)
Total Expenditures	\$ -	\$ -	\$ 613	\$ (613)
Fund Balance - Beginning			\$ -	
Fund Balance - Ending			\$ -	

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	\$ 3,980	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,502
Total Revenues	\$ 3,508	\$ -	\$ 7,013	\$ 3,980	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,502
Expenditures:													
General & Administrative:													
Supervisor Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FICA Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Attorney	\$ 643	\$ 150	\$ 340	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,133
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assessment Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Arbitrage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dissemination	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trustee Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Management Fees	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,333
Information Technology	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600
Website Maintenance	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage & Delivery	\$ -	\$ 11	\$ 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13
Insurance	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Printing & Binding	\$ -	\$ 2	\$ -	\$ 4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6
Legal Advertising	\$ -	\$ 287	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 287
Other Current Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ -	\$ 1	\$ 43	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44
Travel Per Diem	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
Total Expenditures	\$ 9,402	\$ 4,034	\$ 3,969	\$ 3,587	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,991
Excess (Deficiency) of Revenues over Expenditures	\$ (5,893)	\$ (4,034)	\$ 3,045	\$ 393	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (6,490)

SECTION 2

Hartford Terrace

Community Development District

Funding Request #11
February 15, 2023

Bill to: Pulte Homes

Payee	General Fund
	FY2023

1	Governmental Management Services		
	Invoice # 9 - October 2023	\$	250.00
	Invoice # 9 - November 2023	\$	250.00
	Invoice # 9 - December 2023	\$	250.00
	Invoice # 9 - January 2023	\$	250.00
	Invoice # 9 - February 2023	\$	3,618.50
2	Kutak Rock, LLP		
	Inv# 3170108 - General Counsel	\$	150.00

\$ 4,768.50

Total: \$ 4,768.50

Please make check payable to:

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

GMS-Central Florida, LLC1001 Bradford Way
Kingston, TN 37763

RECEIVED FEB 10 2023

Invoice**Invoice #:** 9**Invoice Date:** 2/1/23**Due Date:** 2/1/23**Case:****P.O. Number:****Bill To:**Hartford Terrace CDD
219 E. Livingston St.
Orlando, FL 32801

Description	Hours/Qty	Rate	Amount
Management Fees - February 2023		3,333.33	3,333.33
Website Administration - February 2023		100.00	100.00
Website Administration - (October 2022 - January 2023)	4	100.00	400.00
Information Technology - February 2023		150.00	150.00
Information Technology - (October 2022 - January 2023)	4	150.00	600.00
Office Supplies		0.09	0.09
Postage		35.08	35.08
Total			\$4,618.50
Payments/Credits			\$0.00
Balance Due			\$4,618.50

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

January 31, 2023

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. 3170108

Client Matter No. 28023-1

RECEIVED

FEB 03 2023

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

Invoice No. 3170108
28023-1

Re: General Counsel

For Professional Legal Services Rendered

12/02/22	R. Dugan	0.60	150.00	Prepare engineering agreement; confer and correspond with Alligood regarding same
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TOTAL HOURS 0.60

TOTAL FOR SERVICES RENDERED \$150.00

TOTAL CURRENT AMOUNT DUE \$150.00

UNPAID INVOICES:

December 20, 2022	Invoice No. 3155906	643.39
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TOTAL DUE \$793.39

the 1990s, the number of people in the world who are under 15 years of age is expected to increase from 1.1 billion to 1.5 billion.

There are a number of reasons why the world's population is growing so rapidly. One of the main reasons is that the number of children born to each woman has increased. This is due to a number of factors, including the fact that women are now having children at a younger age, and that there is a higher birth rate in developing countries.

Another reason why the world's population is growing so rapidly is that the number of people who are surviving to old age has increased. This is due to a number of factors, including the fact that there is a higher life expectancy in developed countries, and that there is a higher death rate in developing countries.

There are a number of other reasons why the world's population is growing so rapidly. One of the main reasons is that the number of people who are migrating from developing countries to developed countries has increased. This is due to a number of factors, including the fact that there is a higher standard of living in developed countries, and that there is a higher death rate in developing countries.

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Hartford Terrace

Community Development District

Funding Request #12
March 3, 2023

Bill to: Pulte Homes

Payee	General Fund
	FY2023

1	Kutak Rock, LLP		
	Inv# 3182170 - General Counsel	\$	339.50

\$ 339.50

Total: \$ 339.50

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

February 21, 2023

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. 3182170
Client Matter No. 28023-1

RECEIVED
FEB 23 2023

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

Invoice No. 3182170
28023-1

3 1.310.513-315

Re: General Counsel

For Professional Legal Services Rendered

01/07/23	K. Magee	0.30	81.00	Prepare memorandum regarding statutory notice requirements
01/07/23	L. Whelan	0.50	192.50	Monitor 2023 legislative session for legislation pertaining to or affecting District
01/27/23	T. Mackie	0.20	66.00	Conference regarding District matters

TOTAL HOURS 1.00

TOTAL FOR SERVICES RENDERED \$339.50

TOTAL CURRENT AMOUNT DUE \$339.50