

**BOYNTON VILLAGE
COMMUNITY DEVELOPMENT
DISTRICT**

August 14, 2024

**BOARD OF SUPERVISORS
PUBLIC HEARING
AND REGULAR
MEETING AGENDA**

**BOYNTON VILLAGE
COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA
LETTER**

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

August 7, 2024

Board of Supervisors
Boynton Village Community Development District

Dear Board Members:

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

NOTE: Meeting Time

The Board of Supervisors of the Boynton Village Community Development District will hold a Public Hearing and Regular Meeting on August 14, 2024 at 2:00 p.m., at Pacifica Apartments: 1100 Audace Ave., Boynton Beach, Florida 33426. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Consider Appointment to Fill Unexpired Term of Seat 5; *Term Expires November 2024*
 - Administration of Oath of Office to Appointed Supervisor *(the following will also be provided in a separate package)*
 - A. Required Ethics Training and Disclosure Filing
 - Sample Form 1 2023/Instructions
 - B. Membership, Obligation and Responsibilities
 - C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
 - D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers
4. Consideration of Resolution 2024-08, Electing and Removing Officers of the District and Providing for an Effective Date
5. Public Hearing on Adoption of Fiscal Year 2024/2025 Budget
 - A. Proof/Affidavit of Publication
 - B. Consideration of Resolution 2024-09, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date

6. Consideration of Resolution 2024-10, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2024/2025; Providing for the Collection and Enforcement of Special Assessments; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date
7. Consideration of Engineer's Certificate for Trust Indenture
8. Presentation of Audited Basic Financial Statements for the Fiscal Year Ended September 30, 2023, Prepared by Citrin Cooperman & Company, LLP
 - A. Consideration of Resolution 2024-11, Hereby Accepting the Audited Basic Financial Statements for the Fiscal Year Ended September 30, 2023
9. Consideration of Goals and Objectives Reporting [HB7013 - Special Districts Performance Measures and Standards Reporting]
10. Ratification of Sullivan Electric & Pump, Inc. Quote #30168
11. Acceptance of Unaudited Financial Statements as of June 30, 2024
12. Approval of May 31, 2024 Regular Meeting Minutes
13. Staff Reports
 - A. District Counsel: *Billing, Cochran, Lyles, Mauro & Ramsey, P.A.*
 - B. District Engineer: *Schnars Engineering Corporation*
 - C. District Manager: *Wrathell, Hunt and Associates, LLC*

- NEXT MEETING DATE: March 12, 2025 at 2:00 PM

○ QUORUM CHECK

SEAT 1	SHIMON DAVIS	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 2	HELEN BELFOUR	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 3	TIERRA SMITH	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 4	EDWARD TURNER	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 5		☐ IN PERSON	☐ PHONE	☐ NO

14. Public Comments
15. Supervisors' Requests

16. Adjournment

Should you have any questions, please do not hesitate to contact me directly at 561-909-7930.

Sincerely,



Daniel Rom
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE:

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

PARTICIPANT PASSCODE: 528 064 2804

BOYNTON VILLAGE
COMMUNITY DEVELOPMENT DISTRICT

3A

MEMORANDUM

TO: District Manager

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

DATE: January 19, 2024

RE: Required Ethics Training and Financial Disclosure

Ethics Training

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

Deadlines & Recordkeeping

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

Links to Online Training

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

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

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

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

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

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

Form 1 or Form 6

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

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

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

2023 Form 1 - Statement of Financial Interests

General Information

Name: DISCLOSURE FILER

Address: SAMPLE ADDRESS

County: SAMPLE COUNTY

PID SAMPLE

AGENCY INFORMATION

Organization

SAMPLE

Suborganization

SAMPLE

Title

SAMPLE

Disclosure Period

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

Primary Sources of Income

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

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

Secondary Sources of Income

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

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

Real Property

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

Location/Description

Intangible Personal Property

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

Type of Intangible	Business Entity to Which the Property Relates

Liabilities

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

Name of Creditor	Address of Creditor

Interests in Specified Businesses

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

Business Entity # 1

Training

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

Signature of Filer

Digitally signed:

Filed with COE:

E-FILING SAMPLE

2023 Form 1 Instructions

Statement of Financial Interests

Notice

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

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

When To File:

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

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

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

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

Who Must File Form 1

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

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

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

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

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

Instructions for Completing Form 1

Primary Sources of Income

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

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

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

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

Examples:

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

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

Secondary Sources of Income

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

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

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

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

Examples:

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

Real Property

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

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

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

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

Intangible Personal Property

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

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

Liabilities

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

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

Interests in Specified Businesses

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

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

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

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

Training Certification

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

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

BOYNTON VILLAGE
COMMUNITY DEVELOPMENT DISTRICT

3B

BOARD OF SUPERVISORS

MEMBERSHIP, OBLIGATIONS AND RESPONSIBILITIES

A Community Development District ("District") is a special-purpose unit of local government which is established pursuant to and governed by Chapter 190, Florida Statutes.

The Board

The Community Development District ("District") is governed by a five (5)-member Board of Supervisors ("Board"). Member of the Board "Supervisor(s)" are elected in accordance with Section 190.006, F.S., either upon a one (1)-vote per one (1)-acre basis ("landowner voting") or through traditional elections ("resident voting"), depending upon the number of registered voters in the District and the length of time which has passed since the establishment of the District.

A CDD Board typically meets once per month, but may meet more often if necessary. Board meetings typically last from one (1) to three (3) hours, depending upon the business to be conducted by the Board. Prior to the meeting, each Supervisor is supplied with an agenda package which will contain the documents pertaining to the business to be considered by the Board at a particular meeting. A Supervisor should be willing to spend time reviewing these packages prior to each meeting, and may consult with District Staff (General Counsel, Management, Engineering, etc.) concerning the business to be addressed.

Qualifications of Supervisors

Each Supervisor must be a resident of the state of Florida and a citizen of the United States. Once a District has transitioned to resident voting, Supervisors must also be residents of the District.

Compensation

By statute, Board Members are entitled to be paid \$200 per meeting for their service, up to an annual cap of \$4,800 per year. To achieve the statutory cap, the District would have to meet twice each month, which is rare.

Sometimes Supervisors who are employees of the primary landowner waive their right to compensation, although this is not always the case.

Responsibilities of Supervisors

The position of Supervisor is that of an elected local public official. It is important to always remember that serving as an elected public official of a District carries with it certain restrictions and obligations. Each Supervisor, upon taking office, must subscribe to an oath of office acknowledging that he/she is a public officer, and as a recipient of public funds, a supporter of the constitutions of the State of Florida and of the United States of America.

Each Supervisor is subject to the same financial disclosure requirements as any other local elected official and must file a Statement of Financial Interests disclosing

sources of income, assets, debts, and other financial data, with the Supervisor of Elections in the County where he/she resides.

A Supervisor must act in accordance with the Code of Ethics for Public Officers and Employees, codified at Part III, Chapter 112, F.S., which addresses acceptance of gifts, conflicts of interest, etc. By law, it is not a conflict of interest for an employee of the developer to serve on a CDD Board of Supervisors.

Since a District is a unit of local government, the Sunshine Law (Chapter 286, F.S.) applies to Districts and to the Supervisors who govern them. In brief, the Sunshine Law states that two(2) or more Supervisors may never meet outside of a publicly noticed meeting of the Board and/to discuss District business.

Florida's Public Records Law (Chapter 119, F.S.) also applies to Districts and Supervisors. All records of the District, and the records of each individual Supervisor relating to the District, are public records. As such, any member of the public may inspect them upon request. Supervisors are therefore urged to keep any District records or documents in a separate file to allow ease of access by the public or press.

Conclusion

The position of Supervisor of a Community Development District is an important one, requiring both the time and the dedication to fulfill the responsibilities of a position of public trust. It should not be undertaken lightly. Each new Supervisor should enter office fully cognizant of the ethical, legal, and time requirements which are incumbent upon those who serve as Supervisors.

BOYNTON VILLAGE
COMMUNITY DEVELOPMENT DISTRICT

3C

FLORIDA COMMISSION ON ETHICS



GUIDE to the SUNSHINE AMENDMENT and CODE of ETHICS for Public Officers and Employees

2024

State of Florida

COMMISSION ON ETHICS

Ashley Lukis, *Chair*
Tallahassee

Michelle Anchors, *Vice Chair*
Fort Walton Beach

William P. Cervone
Gainesville

Tina Descovich
Indialantic

Freddie Figgers
Fort Lauderdale

Luis M. Fusté
Coral Gables

Wengay M. Newton, Sr.
St. Petersburg

Kerrie Stillman
Executive Director
P.O. Drawer 15709
Tallahassee, FL 32317-5709
www.ethics.state.fl.us
(850) 488-7864*

*Please direct all requests for information to this number.

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I. HISTORY OF FLORIDA'S ETHICS LAWS

Florida has been a leader among the states in establishing ethics standards for public officials and recognizing the right of citizens to protect the public trust against abuse. Our state Constitution was revised in 1968 to require a code of ethics, prescribed by law, for all state employees and non-judicial officers prohibiting conflict between public duty and private interests.

Florida's first successful constitutional initiative resulted in the adoption of the Sunshine Amendment in 1976, providing additional constitutional guarantees concerning ethics in government. In the area of enforcement, the Sunshine Amendment requires that there be an independent commission (the Commission on Ethics) to investigate complaints concerning breaches of public trust by public officers and employees other than judges.

The Code of Ethics for Public Officers and Employees is found in Chapter 112 (Part III) of the Florida Statutes. Foremost among the goals of the Code is to promote the public interest and maintain the respect of the people for their government. The Code is also intended to ensure that public officials conduct themselves independently and impartially, not using their offices for private gain other than compensation provided by law. While seeking to protect the integrity of government, the Code also seeks to avoid the creation of unnecessary barriers to public service.

Criminal penalties, which initially applied to violations of the Code, were eliminated in 1974 in favor of administrative enforcement. The Legislature created the Commission on Ethics that year "to serve as guardian of the standards of conduct" for public officials, state and local. Five of the Commission's nine members are appointed by the Governor, and two each are appointed by the President of the Senate and Speaker of the House of Representatives. No more than five Commission members may be members of the same political party, and none may be lobbyists, or hold any public employment during their two-year terms of office. A chair is selected from among the members to serve a one-year term and may not succeed himself or herself.

II. ROLE OF THE COMMISSION ON ETHICS

In addition to its constitutional duties regarding the investigation of complaints, the Commission:

- Renders advisory opinions to public officials;
- Prescribes forms for public disclosure;
- Prepares mailing lists of public officials subject to financial disclosure for use by Supervisors of Elections and the Commission in distributing forms and notifying delinquent filers;
- Makes recommendations to disciplinary officials when appropriate for violations of ethics and disclosure laws, since it does not impose penalties;
- Administers the Executive Branch Lobbyist Registration and Reporting Law;
- Maintains financial disclosure filings of constitutional officers and state officers and employees; and,
- Administers automatic fines for public officers and employees who fail to timely file required annual financial disclosure.

III. THE ETHICS LAWS

The ethics laws generally consist of two types of provisions, those prohibiting certain actions or conduct and those requiring that certain disclosures be made to the public. The following descriptions of these laws have been simplified in an effort to provide notice of their requirements. Therefore, we suggest that you also review the wording of the actual law. Citations to the appropriate laws are in brackets.

The laws summarized below apply generally to all public officers and employees, state and local, including members of advisory bodies. The principal exception to this broad coverage is the exclusion of judges, as they fall within the jurisdiction of the Judicial Qualifications Commission.

Public Service Commission (PSC) members and employees, as well as members of the PSC Nominating Council, are subject to additional ethics standards that are enforced by the Commission on Ethics under Chapter 350, Florida Statutes. Further, members of the governing boards of charter schools are subject to some of the provisions of the Code of Ethics [Sec. 1002.33(26), Fla. Stat.], as are the officers, directors, chief executive officers and some employees of business entities that serve as the chief administrative or executive officer or employee of a political subdivision. [Sec. 112.3136, Fla. Stat.].

A. PROHIBITED ACTIONS OR CONDUCT

1. Solicitation and Acceptance of Gifts

Public officers, employees, local government attorneys, and candidates are prohibited from soliciting or accepting anything of value, such as a gift, loan, reward, promise of future employment, favor, or service, that is based on an understanding that their vote, official action, or judgment would be influenced by such gift. [Sec. 112.313(2), Fla. Stat.]

Persons required to file financial disclosure FORM 1 or FORM 6 (see Part III F of this brochure), and state procurement employees, are prohibited from **soliciting** any gift from a political committee, lobbyist who has lobbied the official or his or her agency within the past 12 months, or the partner, firm, employer, or principal of such a lobbyist or from a vendor doing business with the official's agency. [Sec. 112.3148, Fla. Stat.]

Persons required to file FORM 1 or FORM 6, and state procurement employees are prohibited from directly or indirectly **accepting** a gift worth more than \$100 from such a lobbyist, from a partner, firm, employer, or principal of the lobbyist, or from a political committee or vendor doing business with their agency. [Sec. 112.3148, Fla. Stat.]

However, notwithstanding Sec. 112.3148, Fla. Stat., no Executive Branch lobbyist or principal shall make, directly or indirectly, and no Executive Branch agency official who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.] Typically, this would include gifts valued at less than \$100 that formerly

were permitted under Section 112.3148, Fla. Stat. Similar rules apply to members and employees of the Legislature. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.]

Also, persons required to file Form 1 or Form 6, and state procurement employees and members of their immediate families, are prohibited from accepting any gift from a political committee. [Sec. 112.31485, Fla. Stat.]

2. Unauthorized Compensation

Public officers or employees, local government attorneys, and their spouses and minor children are prohibited from accepting any compensation, payment, or thing of value when they know, or with the exercise of reasonable care should know, that it is given to influence a vote or other official action. [Sec. 112.313(4), Fla. Stat.]

3. Misuse of Public Position

Public officers and employees, and local government attorneys are prohibited from corruptly using or attempting to use their official positions or the resources thereof to obtain a special privilege or benefit for themselves or others. [Sec. 112.313(6), Fla. Stat.]

4. Abuse of Public Position

Public officers and employees are prohibited from abusing their public positions in order to obtain a disproportionate benefit for themselves or certain others. [Article II, Section 8(h), Florida Constitution.]

5. Disclosure or Use of Certain Information

Public officers and employees and local government attorneys are prohibited from disclosing or using information not available to the public and obtained by reason of their public position, for the personal benefit of themselves or others. [Sec. 112.313(8), Fla. Stat.]

6. *Solicitation or Acceptance of Honoraria*

Persons required to file financial disclosure FORM 1 or FORM 6 (see Part III F of this brochure), and state procurement employees, are prohibited from **soliciting** honoraria related to their public offices or duties. [Sec. 112.3149, Fla. Stat.]

Persons required to file FORM 1 or FORM 6, and state procurement employees, are prohibited from knowingly **accepting** an honorarium from a political committee, lobbyist who has lobbied the person's agency within the past 12 months, or the partner, firm, employer, or principal of such a lobbyist, or from a vendor doing business with the official's agency. However, they may accept the payment of expenses related to an honorarium event from such individuals or entities, provided that the expenses are disclosed. See Part III F of this brochure. [Sec. 112.3149, Fla. Stat.]

Lobbyists and their partners, firms, employers, and principals, as well as political committees and vendors, are prohibited from **giving** an honorarium to persons required to file FORM 1 or FORM 6 and to state procurement employees. Violations of this law may result in fines of up to \$5,000 and prohibitions against lobbying for up to two years. [Sec. 112.3149, Fla. Stat.]

However, notwithstanding Sec. 112.3149, Fla. Stat., no Executive Branch or legislative lobbyist or principal shall make, directly or indirectly, and no Executive Branch agency official who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.] This may include honorarium event related expenses that formerly were permitted under Sec. 112.3149, Fla. Stat. Similar rules apply to members and employees of the Legislature. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.]

B. **PROHIBITED EMPLOYMENT AND BUSINESS RELATIONSHIPS**

1. *Doing Business With One's Agency*

- a) A public employee acting as a purchasing agent, or public officer acting in an official capacity, is prohibited from purchasing, renting, or leasing any realty, goods, or

services for his or her agency from a business entity in which the officer or employee or his or her spouse or child owns more than a 5% interest. [Sec. 112.313(3), Fla. Stat.]

- b) A public officer or employee, acting in a private capacity, also is prohibited from renting, leasing, or selling any realty, goods, or services to his or her own agency if the officer or employee is a state officer or employee, or, if he or she is an officer or employee of a political subdivision, to that subdivision or any of its agencies. [Sec. 112.313(3), Fla. Stat.]

2. *Conflicting Employment or Contractual Relationship*

- a) A public officer or employee is prohibited from holding any employment or contract with any business entity or agency regulated by or doing business with his or her public agency. [Sec. 112.313(7), Fla. Stat.]
- b) A public officer or employee also is prohibited from holding any employment or having a contractual relationship which will pose a frequently recurring conflict between the official's private interests and public duties or which will impede the full and faithful discharge of the official's public duties. [Sec. 112.313(7), Fla. Stat.]
- c) Limited exceptions to this prohibition have been created in the law for legislative bodies, certain special tax districts, drainage districts, and persons whose professions or occupations qualify them to hold their public positions. [Sec. 112.313(7)(a) and (b), Fla. Stat.]

3. *Exemptions*—Pursuant to Sec. 112.313(12), Fla. Stat., the prohibitions against doing business with one's agency and having conflicting employment may not apply:

- a) When the business is rotated among all qualified suppliers in a city or county.
- b) When the business is awarded by sealed, competitive bidding and neither the official nor his or her spouse or child have attempted to persuade agency personnel to enter

the contract. NOTE: Disclosure of the interest of the official, spouse, or child and the nature of the business must be filed prior to or at the time of submission of the bid on Commission FORM 3A with the Commission on Ethics or Supervisor of Elections, depending on whether the official serves at the state or local level.

- c) When the purchase or sale is for legal advertising, utilities service, or for passage on a common carrier.
- d) When an emergency purchase must be made to protect the public health, safety, or welfare.
- e) When the business entity is the only source of supply within the political subdivision and there is full disclosure of the official's interest to the governing body on Commission FORM 4A.
- f) When the aggregate of any such transactions does not exceed \$500 in a calendar year.
- g) When the business transacted is the deposit of agency funds in a bank of which a county, city, or district official is an officer, director, or stockholder, so long as agency records show that the governing body has determined that the member did not favor his or her bank over other qualified banks.
- h) When the prohibitions are waived in the case of ADVISORY BOARD MEMBERS by the appointing person or by a two-thirds vote of the appointing body (after disclosure on Commission FORM 4A).
- i) When the public officer or employee purchases in a private capacity goods or services, at a price and upon terms available to similarly situated members of the general public, from a business entity which is doing business with his or her agency.
- j) When the public officer or employee in a private capacity purchases goods or services from a business entity which is subject to the regulation of his or her agency where the price and terms of the transaction are available to similarly situated members of

the general public and the officer or employee makes full disclosure of the relationship to the agency head or governing body prior to the transaction.

4. *Additional Exemptions*

No elected public officer is in violation of the conflicting employment prohibition when employed by a tax exempt organization contracting with his or her agency so long as the officer is not directly or indirectly compensated as a result of the contract, does not participate in any way in the decision to enter into the contract, abstains from voting on any matter involving the employer, and makes certain disclosures. [Sec. 112.313(15), Fla. Stat.]

5. *Legislators Lobbying State Agencies*

A member of the Legislature is prohibited from representing another person or entity for compensation during his or her term of office before any state agency other than judicial tribunals. [Art. II, Sec. 8(e), Fla. Const., and Sec. 112.313(9), Fla. Stat.]

6. *Additional Lobbying Restrictions for Certain Public Officers and Employees*

A statewide elected officer; a member of the legislature; a county commissioner; a county officer pursuant to Article VIII or county charter; a school board member; a superintendent of schools; an elected municipal officer; an elected special district officer in a special district with ad valorem taxing authority; or a person serving as a secretary, an executive director, or other agency head of a department of the executive branch of state government shall not lobby for compensation on issues of policy, appropriations, or procurement before the federal government, the legislature, any state government body or agency, or any political subdivision of this state, during his or her term of office. [Art. II Sec 8(f)(2), Fla. Const. and Sec. 112.3121, Fla. Stat.]

7. *Employees Holding Office*

A public employee is prohibited from being a member of the governing body which serves as his or her employer. [Sec. 112.313(10), Fla. Stat.]

8. *Professional and Occupational Licensing Board Members*

An officer, director, or administrator of a state, county, or regional professional or occupational organization or association, while holding such position, may not serve as a member of a state examining or licensing board for the profession or occupation. [Sec. 112.313(11), Fla. Stat.]

9. *Contractual Services: Prohibited Employment*

A state employee of the executive or judicial branch who participates in the decision-making process involving a purchase request, who influences the content of any specification or procurement standard, or who renders advice, investigation, or auditing, regarding his or her agency's contract for services, is prohibited from being employed with a person holding such a contract with his or her agency. [Sec. 112.3185(2), Fla. Stat.]

10. *Local Government Attorneys*

Local government attorneys, such as the city attorney or county attorney, and their law firms are prohibited from representing private individuals and entities before the unit of local government which they serve. A local government attorney cannot recommend or otherwise refer to his or her firm legal work involving the local government unit unless the attorney's contract authorizes or mandates the use of that firm. [Sec. 112.313(16), Fla. Stat.]

11. *Dual Public Employment*

Candidates and elected officers are prohibited from accepting public employment if they know or should know it is being offered for the purpose of influence. Further, public employment may not be accepted unless the position was already in existence or was created without the anticipation of the official's interest, was publicly advertised, and the officer had to meet the same qualifications and go through the same hiring process as other applicants. For elected public officers already holding public employment, no promotion given for the purpose of influence may be accepted, nor may promotions that are inconsistent with those given other similarly situated employees. [Sec. 112.3125, Fla. Stat.]

C. RESTRICTIONS ON APPOINTING, EMPLOYING, AND CONTRACTING WITH RELATIVES

1. *Anti-Nepotism Law*

A public official is prohibited from seeking for a relative any appointment, employment, promotion, or advancement in the agency in which he or she is serving or over which the official exercises jurisdiction or control. No person may be appointed, employed, promoted, or advanced in or to a position in an agency if such action has been advocated by a related public official who is serving in or exercising jurisdiction or control over the agency; this includes relatives of members of collegial government bodies. NOTE: This prohibition does not apply to school districts (except as provided in Sec. 1012.23, Fla. Stat.), community colleges and state universities, or to appointments of boards, other than those with land-planning or zoning responsibilities, in municipalities of fewer than 35,000 residents. Also, the approval of budgets does not constitute “jurisdiction or control” for the purposes of this prohibition. This provision does not apply to volunteer emergency medical, firefighting, or police service providers. [Sec. 112.3135, Fla. Stat.]

2. *Additional Restrictions*

A state employee of the executive or judicial branch or the PSC is prohibited from directly or indirectly procuring contractual services for his or her agency from a business entity of which a relative is an officer, partner, director, or proprietor, or in which the employee, or his or her spouse, or children own more than a 5% interest. [Sec. 112.3185(6), Fla. Stat.]

D. POST OFFICE HOLDING AND EMPLOYMENT (REVOLVING DOOR) RESTRICTIONS

1. *Lobbying by Former Legislators, Statewide Elected Officers, and Appointed State Officers*

A member of the Legislature or a statewide elected or appointed state official is prohibited for two years following vacation of office from representing another person or entity for compensation before the government body or agency of which the individual was an officer or member. Former members of the Legislature are also prohibited for two years from lobbying the executive branch. [Art. II, Sec. 8(e), Fla. Const. and Sec. 112.313(9), Fla. Stat.]

2. *Lobbying by Former State Employees*

Certain employees of the executive and legislative branches of state government are prohibited from personally representing another person or entity for compensation before the agency with which they were employed for a period of two years after leaving their positions, unless employed by another agency of state government. [Sec. 112.313(9), Fla. Stat.] These employees include the following:

- a) Executive and legislative branch employees serving in the Senior Management Service and Selected Exempt Service, as well as any person employed by the Department of the Lottery having authority over policy or procurement.
- b) serving in the following position classifications: the Auditor General; the director of the Office of Program Policy Analysis and Government Accountability (OPPAGA); the Sergeant at Arms and Secretary of the Senate; the Sergeant at Arms and Clerk of the House of Representatives; the executive director and deputy executive director of the Commission on Ethics; an executive director, staff director, or deputy staff director of each joint committee, standing committee, or select committee of the Legislature; an executive director, staff director, executive assistant, legislative analyst, or attorney serving in the Office of the President of the Senate, the Office of the Speaker of the House of Representatives, the Senate Majority Party Office, the Senate Minority Party Office, the House Majority Party Office, or the House Minority Party Office; the Chancellor and Vice-Chancellors of the State University System; the general counsel to the Board of Regents; the president, vice presidents, and deans of each state university; any person hired on a contractual basis and having the power normally conferred upon such persons, by whatever title; and any person having the power normally conferred upon the above positions.

This prohibition does not apply to a person who was employed by the Legislature or other agency prior to July 1, 1989; who was a defined employee of the State University System or the Public Service Commission who held such employment on December 31, 1994; or who reached normal retirement age and retired by July 1, 1991. It does apply to OPS employees.

PENALTIES: Persons found in violation of this section are subject to the penalties contained in the Code (see PENALTIES, Part V) as well as a civil penalty in an amount equal to the compensation which the person received for the prohibited conduct. [Sec. 112.313(9)(a)5, Fla. Stat.]

3. *6-Year Lobbying Ban*

For a period of six years after vacation of public position occurring on or after December 31, 2022, a statewide elected officer or member of the legislature shall not lobby for compensation on issues of policy, appropriations, or procurement before the legislature or any state government body or agency. [Art. II Sec 8(f)(3)a., Fla. Const. and Sec. 112.3121, Fla. Stat.]

For a period of six years after vacation of public position occurring on or after December 31, 2022, a person serving as a secretary, an executive director, or other agency head of a department of the executive branch of state government shall not lobby for compensation on issues of policy, appropriations, or procurement before the legislature, the governor, the executive office of the governor, members of the cabinet, a department that is headed by a member of the cabinet, or his or her former department. [Art. II Sec 8(f)(3)b., Fla. Const. and Sec. 112.3121, Fla. Stat.]

For a period of six years after vacation of public position occurring on or after December 31, 2022, a county commissioner, a county officer pursuant to Article VIII or county charter, a school board member, a superintendent of schools, an elected municipal officer, or an elected special district officer in a special district with ad valorem taxing authority shall not lobby for compensation on issues of policy, appropriations, or procurement before his or her former agency or governing body. [Art. II Sec 8(f)(3)c., Fla. Const. and Sec. 112.3121, Fla. Stat.]

4. *Additional Restrictions on Former State Employees*

A former executive or judicial branch employee or PSC employee is prohibited from having employment or a contractual relationship, at any time after retirement or termination of employment, with any business entity (other than a public agency) in connection with a contract in which the employee participated personally and substantially by recommendation or decision while a public employee. [Sec. 112.3185(3), Fla. Stat.]

A former executive or judicial branch employee or PSC employee who has retired or terminated employment is prohibited from having any employment or contractual relationship for two years with any business entity (other than a public agency) in connection with a contract for services which was within his or her responsibility while serving as a state employee. [Sec.112.3185(4), Fla. Stat.]

Unless waived by the agency head, a former executive or judicial branch employee or PSC employee may not be paid more for contractual services provided by him or her to the former agency during the first year after leaving the agency than his or her annual salary before leaving. [Sec. 112.3185(5), Fla. Stat.]

These prohibitions do not apply to PSC employees who were so employed on or before Dec. 31, 1994.

5. *Lobbying by Former Local Government Officers and Employees*

A person elected to county, municipal, school district, or special district office is prohibited from representing another person or entity for compensation before the government body or agency of which he or she was an officer for two years after leaving office. Appointed officers and employees of counties, municipalities, school districts, and special districts may be subject to a similar restriction by local ordinance or resolution. [Sec. 112.313(13) and (14), Fla. Stat.]

E. VOTING CONFLICTS OF INTEREST

State public officers are prohibited from voting in an official capacity on any measure which they know would inure to their own special private gain or loss. A state public officer who abstains, or who votes on a measure which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate, must make every reasonable effort to file a memorandum of voting conflict with the recording secretary in advance of the vote. If that is not possible, it must be filed within 15 days after the vote occurs. The memorandum must disclose the nature of the officer's interest in the matter.

No county, municipal, or other local public officer shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss, or which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate. The officer must publicly announce the nature of his or her interest before the vote and must file a memorandum of voting conflict on Commission Form 8B with the meeting's recording officer within 15 days after the vote occurs disclosing the nature of his or her interest in the matter. However, members of community redevelopment agencies and district officers elected on a one-acre, one-vote basis are not required to abstain when voting in that capacity.

No appointed state or local officer shall participate in any matter which would inure to the officer's special private gain or loss, the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate, without first disclosing the nature of his or her interest in the matter. The memorandum of voting conflict (Commission Form 8A or 8B) must be filed with the meeting's recording officer, be provided to the other members of the agency, and be read publicly at the next meeting.

If the conflict is unknown or not disclosed prior to the meeting, the appointed official must orally disclose the conflict at the meeting when the conflict becomes known. Also, a written memorandum of voting conflict must be filed with the meeting's recording officer within 15 days of the disclosure being made and must be provided to the other members of the agency, with the disclosure being read publicly at the next scheduled meeting. [Sec. 112.3143, Fla. Stat.]

F. DISCLOSURES

Conflicts of interest may occur when public officials are in a position to make decisions that affect their personal financial interests. This is why public officers and employees, as well as candidates who run for public office, are required to publicly disclose their financial interests. The disclosure process serves to remind officials of their obligation to put the public interest above personal considerations. It also helps citizens to monitor the considerations of those who spend their tax dollars and participate in public policy decisions or administration.

All public officials and candidates do not file the same degree of disclosure; nor do they all file at the same time or place. Thus, care must be taken to determine which disclosure forms a particular official or candidate is required to file.

The following forms are described below to set forth the requirements of the various disclosures and the steps for correctly providing the information in a timely manner.

1. *FORM 1 - Limited Financial Disclosure*

Who Must File:

Persons required to file FORM 1 include all state officers, local officers, candidates for local elective office, and specified state employees as defined below (other than those officers who are required by law to file FORM 6).

STATE OFFICERS include:

- 1) Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.
- 2) Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding members of solely advisory bodies; but including judicial nominating commission members; directors of Enterprise Florida, Scripps Florida Funding Corporation, and CareerSource Florida, and members of the Council on the Social Status of Black Men and Boys; the Executive Director, governors, and senior managers of Citizens Property Insurance Corporation; governors and senior managers of Florida Workers' Compensation Joint Underwriting Association, board members of the Northeast Florida Regional Transportation Commission, and members of the board of Triumph Gulf Coast, Inc.; members of the board of Florida is

for Veterans, Inc.; and members of the Technology Advisory Council within the Agency for State Technology.

- 3) The Commissioner of Education, members of the State Board of Education, the Board of Governors, local boards of trustees and presidents of state universities, and members of the Florida Prepaid College Board.

LOCAL OFFICERS include:

- 1) Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.
- 2) Appointed members of the following boards, councils, commissions, authorities, or other bodies of any county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; a community college or junior college district board of trustees; a board having the power to enforce local code provisions; a planning or zoning board, board of adjustments or appeals, community redevelopment agency board, or other board having the power to recommend, create, or modify land planning or zoning within the political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; a pension board or retirement board empowered to invest pension or retirement funds or to determine entitlement to or amount of a pension or other retirement benefit.
- 3) Any other appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.
- 4) Persons holding any of these positions in local government: county or city manager; chief administrative employee or finance director of a county, municipality, or other

political subdivision; county or municipal attorney; chief county or municipal building inspector; county or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding \$35,000 for the local governmental unit.

- 5) Members of governing boards of charter schools operated by a city or other public entity.
- 6) The officers, directors, and chief executive officer of a corporation, partnership, or other business entity that is serving as the chief administrative or executive officer or employee of a political subdivision, and any business entity employee who is acting as the chief administrative or executive officer or employee of the political subdivision. [Sec. 112.3136, Fla. Stat.]

SPECIFIED STATE EMPLOYEE includes:

- 1) Employees in the Office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.
- 2) The following positions in each state department, commission, board, or council: secretary or state surgeon general, assistant or deputy secretary, executive director, assistant or deputy executive director, and anyone having the power normally conferred upon such persons, regardless of title.
- 3) The following positions in each state department or division: director, assistant or deputy director, bureau chief, assistant bureau chief, and any person having the power normally conferred upon such persons, regardless of title.

- 4) Assistant state attorneys, assistant public defenders, criminal conflict and civil regional counsel, assistant criminal conflict and civil regional counsel, public counsel, full-time state employees serving as counsel or assistant counsel to a state agency, judges of compensation claims, administrative law judges, and hearing officers.
- 5) The superintendent or director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.
- 6) State agency business managers, finance and accounting directors, personnel officers, grant coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$35,000.
- 7) The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.

What Must Be Disclosed:

FORM 1 requirements are set forth fully on the form. In general, this includes the reporting person's sources and types of financial interests, such as the names of employers and addresses of real property holdings. NO DOLLAR VALUES ARE REQUIRED TO BE LISTED. In addition, the form requires the disclosure of certain relationships with, and ownership interests in, specified types of businesses such as banks, savings and loans, insurance companies, and utility companies.

When to File:

CANDIDATES who do not currently hold a position requiring the filing of a Form 1 or Form 6 must register and use the electronic filing system to complete the Form 6, then print and file the disclosure with the officer before whom they qualify at the time of qualifying. [Art. II, Sec. 8(a) and (i), Fla. Const., and Sec. 112.3144, Fla. Stat.]

STATE and LOCAL OFFICERS and SPECIFIED STATE EMPLOYEES are required to file disclosure by July 1 of each year. They also must file within thirty days from the date of appointment or the beginning of employment. Those appointees requiring Senate confirmation must file prior to confirmation.

Where to File:

File with the Commission on Ethics. [Sec. 112.3145, Fla. Stat.]

Beginning January 1, 2024, all Form 1 disclosures must be filed electronically through the Commission's electronic filing system. These disclosures will be published and searchable by name or organization on the Commission's website.

2. *FORM 1F - Final Form 1 Limited Financial Disclosure*

FORM 1F is the disclosure form required to be filed within 60 days after a public officer or employee required to file FORM 1 leaves his or her public position. The form covers the disclosure period between January 1 and the last day of office or employment within that year.

3. *FORM 2 - Quarterly Client Disclosure*

The state officers, local officers, and specified state employees listed above, as well as elected constitutional officers, must file a FORM 2 if they or a partner or associate of their professional firm represent a client for compensation before an agency at their level of government.

A FORM 2 disclosure includes the names of clients represented by the reporting person or by any partner or associate of his or her professional firm for a fee or commission before agencies at the reporting person's level of government. Such representations do not include appearances in ministerial matters, appearances before judges of compensation claims, or representations on behalf of one's agency in one's official capacity. Nor does the term include the preparation and filing of forms and applications merely for the purpose of obtaining or transferring a license, so long as the

issuance of the license does not require a variance, special consideration, or a certificate of public convenience and necessity.

When to File:

This disclosure should be filed quarterly, by the end of the calendar quarter following the calendar quarter during which a reportable representation was made. FORM 2 need not be filed merely to indicate that no reportable representations occurred during the preceding quarter; it should be filed ONLY when reportable representations were made during the quarter.

Where To File:

File with the Commission on Ethics. [Sec. 112.3145(4), Fla. Stat.]

Beginning January 1, 2024, all Form 2 disclosures must be filed electronically through the Commission's electronic filing system. These disclosures will be published and searchable on the Commission's website.

4. *FORM 6 - Full and Public Disclosure*

Who Must File:

Persons required by law to file FORM 6 include all elected constitutional officers and candidates for such office; the mayor and members of a city council and candidates for these offices; the Duval County Superintendent of Schools; judges of compensation claims (pursuant to Sec. 440.442, Fla. Stat.); members of the Florida Housing Finance Corporation Board and members of expressway authorities, transportation authorities (except the Jacksonville Transportation Authority), bridge authority, or toll authorities created pursuant to Ch. 348 or 343, or 349, or other general law.

What Must be Disclosed:

FORM 6 is a detailed disclosure of assets, liabilities, and sources of income over \$1,000 and their values, as well as net worth. Officials may opt to file their most recent income tax return in lieu of listing sources of income but still must disclose their assets, liabilities, and net worth. In addition, the form requires the disclosure of certain relationships with, and ownership interests in, specified types of businesses such as banks, savings and loans, insurance companies, and utility companies.

When and Where To File:

Officials must file FORM 6 annually by July 1 with the Commission on Ethics.

Beginning January 1, 2023, all Form 6 disclosures must be filed electronically through the Commission's electronic filing system. These disclosures will be published and searchable by name and organization on the Commission's website.

CANDIDATES who do not currently hold a position requiring the filing of a Form 1 or Form 6 must register and use the electronic filing system to complete the Form 6, then print and file the disclosure with the officer before whom they qualify at the time of qualifying. [Art. II, Sec. 8(a) and (i), Fla. Const., and Sec. 112.3144, Fla. Stat.]

5. *FORM 6F - Final Form 6 Full and Public Disclosure*

This is the disclosure form required to be filed within 60 days after a public officer or employee required to file FORM 6 leaves his or her public position. The form covers the disclosure period between January 1 and the last day of office or employment within that year.

6. *FORM 9 - Quarterly Gift Disclosure*

Each person required to file FORM 1 or FORM 6, and each state procurement employee, must file a FORM 9, Quarterly Gift Disclosure, with the Commission on Ethics on the last day of any calendar quarter following the calendar quarter in which he or she received a gift worth more than \$100, other

than gifts from relatives, gifts prohibited from being accepted, gifts primarily associated with his or her business or employment, and gifts otherwise required to be disclosed. FORM 9 NEED NOT BE FILED if no such gift was received during the calendar quarter.

Information to be disclosed includes a description of the gift and its value, the name and address of the donor, the date of the gift, and a copy of any receipt for the gift provided by the donor. [Sec. 112.3148, Fla. Stat.]

7. FORM 10 - Annual Disclosure of Gifts from Government Agencies and Direct-Support Organizations and Honorarium Event Related Expenses

State government entities, airport authorities, counties, municipalities, school boards, water management districts, and the South Florida Regional Transportation Authority, may give a gift worth more than \$100 to a person required to file FORM 1 or FORM 6, and to state procurement employees, if a public purpose can be shown for the gift. Also, a direct-support organization for a governmental entity may give such a gift to a person who is an officer or employee of that entity. These gifts are to be reported on FORM 10, to be filed by July 1.

The governmental entity or direct-support organization giving the gift must provide the officer or employee with a statement about the gift no later than March 1 of the following year. The officer or employee then must disclose this information by filing a statement by July 1 with his or her annual financial disclosure that describes the gift and lists the donor, the date of the gift, and the value of the total gifts provided during the calendar year. State procurement employees file their statements with the Commission on Ethics. [Sec. 112.3148, Fla. Stat.]

In addition, a person required to file FORM 1 or FORM 6, or a state procurement employee, who receives expenses or payment of expenses related to an honorarium event from someone who is prohibited from giving him or her an honorarium, must disclose annually the name, address, and affiliation of the donor, the amount of the expenses, the date of the event, a description of the expenses paid or provided, and the total value of the expenses on FORM 10. The donor paying the expenses must provide the officer or employee with a statement about the expenses within 60 days of the honorarium event.

The disclosure must be filed by July 1, for expenses received during the previous calendar year, with the officer's or employee's FORM 1 or FORM 6. State procurement employees file their statements with the Commission on Ethics. [Sec. 112.3149, Fla. Stat.]

However, notwithstanding Sec. 112.3149, Fla. Stat., no executive branch or legislative lobbyist or principal shall make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, any expenditure made for the purpose of lobbying. This may include gifts or honorarium event related expenses that formerly were permitted under Sections 112.3148 and 112.3149. [Sec. 112.3215, Fla. Stat.] Similar prohibitions apply to legislative officials and employees. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.] In addition, gifts, which include anything not primarily related to political activities authorized under ch. 106, are prohibited from political committees. [Sec. 112.31485 Fla. Stat.]

8. FORM 30 - Donor's Quarterly Gift Disclosure

As mentioned above, the following persons and entities generally are prohibited from giving a gift worth more than \$100 to a reporting individual (a person required to file FORM 1 or FORM 6) or to a state procurement employee: a political committee; a lobbyist who lobbies the reporting individual's or procurement employee's agency, and the partner, firm, employer, or principal of such a lobbyist; and vendors. If such person or entity makes a gift worth between \$25 and \$100 to a reporting individual or state procurement employee (that is not accepted in behalf of a governmental entity or charitable organization), the gift should be reported on FORM 30. The donor also must notify the recipient at the time the gift is made that it will be reported.

The FORM 30 should be filed by the last day of the calendar quarter following the calendar quarter in which the gift was made. If the gift was made to an individual in the legislative branch, FORM 30 should be filed with the Lobbyist Registrar. [See page 35 for address.] If the gift was to any other reporting individual or state procurement employee, FORM 30 should be filed with the Commission on Ethics.

However, notwithstanding Section 112.3148, Fla. Stat., no executive branch lobbyist or principal shall make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, any expenditure made for the purpose of lobbying. This may include gifts that formerly were permitted under Section 112.3148. [Sec. 112.3215, Fla. Stat.] Similar prohibitions apply to legislative officials and employees. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.] In addition, gifts from political committees are prohibited. [Sec. 112.31485, Fla. Stat.]

9. *FORM 1X AND FORM 6X - Amendments to Form 1 and Form 6*

These forms are provided for officers or employees to amend their previously filed Form 1 or Form 6.

IV. AVAILABILITY OF FORMS

Beginning January 1, 2024, LOCAL OFFICERS and EMPLOYEES, and OTHER STATE OFFICERS, and SPECIFIED STATE EMPLOYEES who must file FORM 1 annually must file electronically via the Commission's Electronic Financial Disclosure Management System (EFDMS). Paper forms will not be promulgated. Communications regarding the annual filing requirement will be sent via email to filers no later than June 1. Filers must maintain an updated email address in their User Profile in EFDMS.

ELECTED CONSTITUTIONAL OFFICERS and other officials who must file Form 6 annually, including City Commissioners and Mayors, must file electronically via the Commission's Electronic Financial Disclosure Management System (EFDMS). Paper forms will not be promulgated. Communications regarding the annual filing requirement will be sent via email to filers no later than June 1. Filers must maintain an updated email address in their User Profile in EFDMS.

V. PENALTIES

A. Non-criminal Penalties for Violation of the Sunshine Amendment and the Code of Ethics

There are no criminal penalties for violation of the Sunshine Amendment and the Code of Ethics. Penalties for violation of these laws may include: impeachment, removal from office or employment, suspension, public censure, reprimand, demotion, reduction in salary level, forfeiture of no more than one-third salary per month for no more than twelve months, a civil penalty not to exceed \$10,000*, and restitution of any pecuniary benefits received, and triple the value of a gift from a political committee.

B. Penalties for Candidates

CANDIDATES for public office who are found in violation of the Sunshine Amendment or the Code of Ethics may be subject to one or more of the following penalties: disqualification from being on the ballot, public censure, reprimand, or a civil penalty not to exceed \$10,000*, and triple the value of a gift received from a political committee.

C. Penalties for Former Officers and Employees

FORMER PUBLIC OFFICERS or EMPLOYEES who are found in violation of a provision applicable to former officers or employees or whose violation occurred prior to such officer's or employee's leaving public office or employment may be subject to one or more of the following penalties: public censure and reprimand, a civil penalty not to exceed \$10,000*, and restitution of any pecuniary benefits received, and triple the value of a gift received from a political committee.

*Conduct occurring after May 11, 2023, will be subject to a recommended civil penalty of up to \$20,000. [Ch. 2023-49, Laws of Florida.]

D. Penalties for Lobbyists and Others

An executive branch lobbyist who has failed to comply with the Executive Branch Lobbying Registration law (see Part VIII) may be fined up to \$5,000, reprimanded, censured, or prohibited from lobbying executive branch agencies for up to two years. Lobbyists, their employers, principals, partners, and firms, and political committees and committees of continuous existence who give a prohibited gift or honorarium or fail to comply with the gift reporting requirements for gifts worth between \$25 and \$100, may be penalized by a fine of not more than \$5,000 and a prohibition on lobbying, or employing a lobbyist to lobby, before the agency of the public officer or employee to whom the gift was given for up to two years. Any agent or person acting on behalf of a political committee giving a prohibited gift is personally liable for a civil penalty of up to triple the value of the gift.

Executive Branch lobbying firms that fail to timely file their quarterly compensation reports may be fined \$50 per day per report for each day the report is late, up to a maximum fine of \$5,000 per report.

E. Felony Convictions: Forfeiture of Retirement Benefits

Public officers and employees are subject to forfeiture of all rights and benefits under the retirement system to which they belong if convicted of certain offenses. The offenses include embezzlement or theft of public funds; bribery; felonies specified in Chapter 838, Florida Statutes; impeachable offenses; and felonies committed with intent to defraud the public or their public agency. [Sec. 112.3173, Fla. Stat.]

F. Automatic Penalties for Failure to File Annual Disclosure

Public officers and employees required to file either Form 1 or Form 6 annual financial disclosure are subject to automatic fines of \$25 for each day late the form is filed after September 1, up to a maximum penalty of \$1,500. [Sec. 112.3144 and 112.3145, Fla. Stat.]

VI. ADVISORY OPINIONS

Conflicts of interest may be avoided by greater awareness of the ethics laws on the part of public officials and employees through advisory assistance from the Commission on Ethics.

A. *Who Can Request an Opinion*

Any public officer, candidate for public office, or public employee in Florida who is in doubt about the applicability of the standards of conduct or disclosure laws to himself or herself, or anyone who has the power to hire or terminate another public employee, may seek an advisory opinion from the Commission about himself or herself or that employee.

B. *How to Request an Opinion*

Opinions may be requested by letter presenting a question based on a real situation and including a detailed description of the situation. Opinions are issued by the Commission and are binding on the conduct of the person who is the subject of the opinion, unless material facts were omitted or misstated in the request for the opinion. Published opinions will not bear the name of the persons involved unless they consent to the use of their names; however, the request and all information pertaining to it is a public record, made available to the Commission and to members of the public in advance of the Commission's consideration of the question.

C. *How to Obtain Published Opinions*

All of the Commission's opinions are available for viewing or download at its website:
www.ethics.state.fl.us.

VII. COMPLAINTS

A. Citizen Involvement

The Commission on Ethics cannot conduct investigations of alleged violations of the Sunshine Amendment or the Code of Ethics unless a person files a sworn complaint with the Commission alleging such violation has occurred, or a referral is received, as discussed below.

If you have knowledge that a person in government has violated the standards of conduct or disclosure laws described above, you may report these violations to the Commission by filing a sworn complaint on the form prescribed by the Commission and available for download at www.ethics.state.fl.us. The Commission is unable to take action based on learning of such misdeeds through newspaper reports, telephone calls, or letters.

You can download a complaint form (FORM 50) from the Commission's website: www.ethics.state.fl.us, or contact the Commission office at the address or phone number shown on the inside front cover of this booklet.

B. Referrals

The Commission may accept referrals from: the Governor, the Florida Department of Law Enforcement, a State Attorney, or a U.S. Attorney. A vote of six of the Commission's nine members is required to proceed on such a referral.

C. Confidentiality

The complaint or referral, as well as all proceedings and records relating thereto, is confidential until the accused requests that such records be made public or until the matter reaches a stage in the Commission's proceedings where it becomes public. This means that unless the Commission receives a written waiver of confidentiality from the accused, the Commission is not free to release any documents or to comment on a complaint or referral to members of the public or press, so long as the complaint or referral remains in a confidential stage.

A COMPLAINT OR REFERRAL MAY NOT BE FILED WITH RESPECT TO A CANDIDATE ON THE DAY OF THE ELECTION, OR WITHIN THE 30 CALENDAR DAYS PRECEDING THE ELECTION DATE, UNLESS IT IS BASED ON PERSONAL INFORMATION OR INFORMATION OTHER THAN HEARSAY.

D. How the Complaint Process Works

Complaints which allege a matter within the Commission's jurisdiction are assigned a tracking number and Commission staff forwards a copy of the original sworn complaint to the accused within five working days of its receipt. Any subsequent sworn amendments to the complaint also are transmitted within five working days of their receipt.

Once a complaint is filed, it goes through three procedural stages under the Commission's rules. The first stage is a determination of whether the allegations of the complaint are legally sufficient: that is, whether they indicate a possible violation of any law over which the Commission has jurisdiction. If the complaint is found not to be legally sufficient, the Commission will order that the complaint be dismissed without investigation, and all records relating to the complaint will become public at that time.

In cases of very minor financial disclosure violations, the official will be allowed an opportunity to correct or amend his or her disclosure form. Otherwise, if the complaint is found to be legally sufficient, a preliminary investigation will be undertaken by the investigative staff of the Commission. The second stage of the Commission's proceedings involves this preliminary investigation and a decision by the Commission as to whether there is probable cause to believe that there has been a violation of any of the ethics laws. If the Commission finds no probable cause to believe there has been a violation of the ethics laws, the complaint will be dismissed and will become a matter of public record. If the Commission finds probable cause to believe there has been a violation of the ethics laws, the complaint becomes public and usually enters the third stage of proceedings. This stage requires the Commission to decide whether the law was actually violated and, if so, whether a penalty should be recommended. At this stage, the accused has the right to request a public hearing (trial) at which evidence is presented, or the Commission may order that such a hearing be held. Public hearings usually are held in or near the area where the alleged violation occurred.

When the Commission concludes that a violation has been committed, it issues a public report of its findings and may recommend one or more penalties to the appropriate disciplinary body or official.

When the Commission determines that a person has filed a complaint with knowledge that the complaint contains one or more false allegations or with reckless disregard for whether the complaint contains false allegations, the complainant will be liable for costs plus reasonable attorney's fees incurred by the person complained against. The Department of Legal Affairs may bring a civil action to recover such fees and costs, if they are not paid voluntarily within 30 days.

E. Dismissal of Complaints At Any Stage of Disposition

The Commission may, at its discretion, dismiss any complaint at any stage of disposition should it determine that the public interest would not be served by proceeding further, in which case the Commission will issue a public report stating with particularity its reasons for the dismissal. [Sec. 112.324(12), Fla. Stat.]

F. Statute of Limitations

All sworn complaints alleging a violation of the Sunshine Amendment or the Code of Ethics must be filed with the Commission within five years of the alleged violation or other breach of the public trust. Time starts to run on the day AFTER the violation or breach of public trust is committed. The statute of limitations is tolled on the day a sworn complaint is filed with the Commission. If a complaint is filed and the statute of limitations has run, the complaint will be dismissed. [Sec. 112.3231, Fla. Stat.]

VIII. EXECUTIVE BRANCH LOBBYING

Any person who, for compensation and on behalf of another, lobbies an agency of the executive branch of state government with respect to a decision in the area of policy or procurement may be required to register as an executive branch lobbyist. Registration is required before lobbying an agency and is renewable annually. In addition, each lobbying firm must file a compensation report

with the Commission for each calendar quarter during any portion of which one or more of the firm's lobbyists were registered to represent a principal. As noted above, no executive branch lobbyist or principal can make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 can knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.]

Paying an executive branch lobbyist a contingency fee based upon the outcome of any specific executive branch action, and receiving such a fee, is prohibited. A violation of this prohibition is a first degree misdemeanor, and the amount received is subject to forfeiture. This does not prohibit sales people from receiving a commission. [Sec. 112.3217, Fla. Stat.]

Executive branch departments, state universities, community colleges, and water management districts are prohibited from using public funds to retain an executive branch (or legislative branch) lobbyist, although these agencies may use full-time employees as lobbyists. [Sec. 11.062, Fla. Stat.]

Online registration and filing is available at www.floridalobbyist.gov. Additional information about the executive branch lobbyist registration system may be obtained by contacting the Lobbyist Registrar at the following address:

Executive Branch Lobbyist Registration
Room G-68, Claude Pepper Building
111 W. Madison Street
Tallahassee, FL 32399-1425
Phone: 850/922-4990

IX. WHISTLE-BLOWER'S ACT

In 1986, the Legislature enacted a "Whistle-blower's Act" to protect employees of agencies and government contractors from adverse personnel actions in retaliation for disclosing information in a sworn complaint alleging certain types of improper activities. Since then, the Legislature has revised this law to afford greater protection to these employees.

While this language is contained within the Code of Ethics, the Commission has no jurisdiction or authority to proceed against persons who violate this Act. Therefore, a person who has disclosed information alleging improper conduct governed by this law and who may suffer adverse consequences as a result should contact one or more of the following: the Office of the Chief Inspector General in the Executive Office of the Governor; the Department of Legal Affairs; the Florida Commission on Human Relations; or a private attorney. [Sec. 112.3187 - 112.31895, Fla. Stat.]

X. ADDITIONAL INFORMATION

As mentioned above, we suggest that you review the language used in each law for a more detailed understanding of Florida's ethics laws. The "Sunshine Amendment" is Article II, Section 8, of the Florida Constitution. The Code of Ethics for Public Officers and Employees is contained in Part III of Chapter 112, Florida Statutes.

Additional information about the Commission's functions and interpretations of these laws may be found in Chapter 34 of the Florida Administrative Code, where the Commission's rules are published, and in The Florida Administrative Law Reports, which until 2005 published many of the Commission's final orders. The Commission's rules, orders, and opinions also are available at www.ethics.state.fl.us.

If you are a public officer or employee concerned about your obligations under these laws, the staff of the Commission will be happy to respond to oral and written inquiries by providing information about the law, the Commission's interpretations of the law, and the Commission's procedures.

XI. TRAINING

Constitutional officers, elected municipal officers, commissioners of community redevelopment agencies (CRAs), and commissioners of community development districts are required to receive a total of four hours training, per calendar year, in the area of ethics, public

records, and open meetings. The Commission on Ethics does not track compliance or certify providers. Officials indicate their compliance with the training requirement when they file their annual Form 1 or Form 6.

Visit the training page on the Commission's website for up-to-date rules, opinions, audio/video training, and opportunities for live training conducted by Commission staff.

BOYNTON VILLAGE
COMMUNITY DEVELOPMENT DISTRICT

3D

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: ☐ CITY ☐ COUNTY ☐ OTHER LOCAL AGENCY
CITY COUNTY	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED	MY POSITION IS: ☐ ELECTIVE ☐ APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a “relative” includes only the officer’s father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A “business associate” means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, _____, hereby disclose that on _____, 20 ____ :

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____ ;
- ☐ inured to the special gain or loss of my relative, _____ ;
- ☐ inured to the special gain or loss of _____ , by
whom I am retained; or
- ☐ inured to the special gain or loss of _____ , which
is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

BOYNTON VILLAGE
COMMUNITY DEVELOPMENT DISTRICT

4

RESOLUTION 2024-08

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
BOYNTON VILLAGE COMMUNITY DEVELOPMENT DISTRICT
ELECTING AND REMOVING OFFICERS OF THE DISTRICT AND
PROVIDING FOR AN EFFECTIVE DATE.**

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

WHEREAS, the District’s Board of Supervisors desires to elect and remove Officers of the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
SUPERVISORS OF BOYNTON VILLAGE COMMUNITY
DEVELOPMENT DISTRICT THAT:**

SECTION 1. The following is/are elected as Officer(s) of the District effective August 14, 2024:

_____ is elected Chair
_____ is elected Vice Chair
_____ is elected Assistant Secretary
_____ is elected Assistant Secretary
_____ is elected Assistant Secretary

SECTION 2. The following Officer(s) shall be removed as Officer(s) as of August 14, 2024:

SECTION 3. The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell is Secretary

Daniel Rom is Assistant Secretary

Kristen Thomas is Assistant Secretary

Craig Wrathell is Treasurer

Jeff Pinder is Assistant Treasurer

PASSED AND ADOPTED THIS 14TH DAY OF AUGUST, 2024.

ATTEST:

**BOYNTON VILLAGE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

BOYNTON VILLAGE
COMMUNITY DEVELOPMENT DISTRICT

5A

LOCALiQ

The Gainesville Sun | The Ledger
Daily Commercial | Ocala StarBanner
News Chief | Herald-Tribune
News Herald | The Palm Beach Post
Northwest Florida Daily News

PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Boynton Village Cdd
Boynton Village Cdd
2300 GLADES RD
STE 410W

BOCA RATON FL 334318556

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the Palm Beach Post, published in Palm Beach County, Florida; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of Palm Beach County, Florida, or in a newspaper by print in the issues of, on:

07/25/2024, 08/01/2024

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 08/01/2024

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$419.56

Tax Amount: \$0.00

Payment Cost: \$419.56

Order No: 10400136

Customer No: 729618

PO #:

of Copies:

1

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

BOYNTON VILLAGE COMMUNITY DEVELOPMENT DISTRICT
NOTICE OF PUBLIC HEARING
TO CONSIDER THE ADOPTION
OF THE FISCAL YEAR 2024/2025
BUDGET; AND NOTICE OF
REGULAR BOARD OF
SUPERVISORS' MEETING.

The Board of Supervisors (the "Board") of the Boynton Village Community Development District (the "District") will hold a public hearing on August 14, 2024 at 2:00 p.m., at the Pacifica Apartments, 1100 Audace Ave., Boynton Beach, Florida 33426, for the purpose of hearing comments and objections on the adoption of the proposed budget ("Proposed Budget") of the District for the fiscal year beginning October 1, 2024 and ending September 30, 2025 ("Fiscal Year 2024/2025"). A regular board meeting of the District will also be held at that time where the Board may consider any other business that may properly come before it. A copy of the agenda and Proposed Budget may be obtained at the offices of the District Manager, located at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, Ph: (561) 571-0010 ("District Manager's Office"), during normal business hours or by visiting the District's website at <https://www.boyntonvillagecdd.net/>. The public hearing and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. The public hearing and meeting may be continued to a date, time, and place to be specified on the record at the hearing or meeting. There may be occasions when staff or board members may participate by speaker telephone.

Any person requiring special accommodations at this hearing and meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the hearing and meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearing or meeting is advised that person will need a record of 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.

District Manager
7/25, 8/1/24 10400136

MARIAH VERHAGEN
Notary Public
State of Wisconsin

BOYNTON VILLAGE
COMMUNITY DEVELOPMENT DISTRICT

5B

RESOLUTION 2024-09

THE ANNUAL APPROPRIATION RESOLUTION OF THE BOYNTON VILLAGE COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2024, submitted to the Board of Supervisors (“**Board**”) of the Boynton Village Community Development District (“**District**”) proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2024 and ending September 30, 2025 (“**Fiscal Year 2024/2025**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

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

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. The Proposed Budget, attached hereto as **Exhibit “A,”** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes (“Adopted Budget”)*, and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the Boynton Village Community Development District for the Fiscal Year Ending September 30, 2025.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2024/2025, the sum of \$540,606 to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$119,560
TOTAL SPECIAL REVENUE FUND (GREENWAY)	\$168,714
TOTAL DEBT SERVICES FUND – SERIES 2007 A-1/A-2	<u>\$252,332</u>
TOTAL ALL FUNDS	\$540,606

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2024/2025 or within 60 days following the end of the Fiscal Year 2024/2025 may amend its Adopted Budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$15,000 or 15% of the original appropriation.

- c. By resolution, the Board may increase any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.
- d. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this Section 3 and Section 189.016, *Florida Statutes*, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget under subparagraphs c. and d. above are posted on the District's website within 5 days after adoption and remain on the website for at least 2 years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 14TH DAY OF AUGUST, 2024.

ATTEST:

**BOYNTON VILLAGE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Fiscal Year 2024/2025 Budget

Exhibit A: Fiscal Year 2024/2025 Budget

**BOYNTON VILLAGE
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2025**

**BOYNTON VILLAGE
COMMUNITY DEVELOPMENT DISTRICT
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**BOYNTON VILLAGE
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2025**

	Fiscal Year 2024				Proposed
	Adopted Budget FY 2024	Actual through 3/31/2024	Projected through 9/30/2024	Total Actual & Projected	Budget FY 2025
REVENUES					
Assessment levy: on-roll - gross	\$ 161,866				\$ 124,542
Allowable discounts (4%)	(6,475)				(4,982)
Assessment levy: on-roll - net	155,391	\$ 155,595	\$ -	\$ 155,595	119,560
Interest and miscellaneous	-	23	-	23	-
Total revenues	155,391	155,618	-	155,618	119,560
EXPENDITURES					
Professional & administrative					
Supervisors	4,306	-	2,153	2,153	4,306
Management/accounting/recording	47,128	23,564	23,564	47,128	48,071
Legal	10,000	3,050	5,000	8,050	10,000
Engineering	7,000	-	2,500	2,500	7,000
Audit	8,400	-	8,400	8,400	8,400
Assessment roll preparation	8,000	4,000	4,000	8,000	8,000
Arbitrage rebate calculation	1,200	-	1,200	1,200	1,200
Dissemination agent	3,500	1,750	1,750	3,500	3,500
Trustee	5,725	5,725	-	5,725	5,725
Postage	750	-	750	750	750
Legal advertising	1,500	-	1,500	1,500	1,500
Annual district filing fee	175	175	-	175	175
Insurance: GL & POL	8,000	7,160	-	7,160	9,243
Office supplies	500	-	500	500	500
Other current charges	750	616	804	1,420	1,600
Website maintenance	705	-	705	705	705
ADA website compliance	210	210	-	210	210
Total professional & admin	107,849	46,250	52,826	99,076	110,885

**BOYNTON VILLAGE
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2025**

	Fiscal Year 2024				Proposed Budget FY 2025
	Adopted Budget FY 2024	Actual through 3/31/2024	Projected through 9/30/2024	Total Actual & Projected	
Field operations					
Insurance: property (pump station)	855	585	-	585	682
Repairs & maintenance					
Pump station	2,000	1,749	251	2,000	2830
Bridge	1,000	-	-	-	1,000
Total field operations	3,855	2,334	251	2,585	4,512
Other fees and charges					
Tax collector	1,619	1,556	-	1,556	1,245
Information system services	2,030	1,120	910	2,030	2,030
Property appraiser	38	-	38	38	38
Total other fees & charges	3,687	2,676	948	3,624	3,313
Total expenditures	115,391	51,260	54,025	105,285	118,710
Excess/(deficiency) of revenues over/(under) expenditures	40,000	104,358	(54,025)	50,333	850
Fund balance - beginning (unaudited)	140,412	144,710	249,068	144,710	195,043
Fund balance - ending					
Committed:					
3 months working capital	35,239	37,510	37,510	37,510	36,871
Bridge	19,580	19,580	19,580	19,580	39,160
Irrigation/pump-station	24,000	24,000	24,000	24,000	32,000
Unassigned	101,593	167,978	113,953	113,953	87,862
Fund balance - ending (projected)	<u>\$ 180,412</u>	<u>\$ 249,068</u>	<u>\$ 195,043</u>	<u>\$ 195,043</u>	<u>\$ 195,893</u>

**BOYNTON VILLAGE
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES

Professional Services

Supervisors	\$ 4,306
Statutorily set at \$200 (plus applicable taxes) for each meeting of the Board of Supervisors', not to exceed \$4,800 for each fiscal year per Supervisor.	
Management/accounting/recording	48,071
Wrathell, Hunt and Associates, LLC specializes in managing community development districts in the State of Florida by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all governmental requirements of the District, develops financing programs, administers the issuance of tax exempt bond financings and operates and maintains the assets of the community.	
Legal	10,000
The firm of Billing, Cochran Lyles, Mauro P.A., provides on-going general counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts. In this capacity, they provide service as "local government lawyers," realizing that this type of local government is very limited in its scope – providing infrastructure and services to developments.	
Engineering	7,000
The District has entered into an agreement for engineering services with Schnars Engineering Corp. They provide construction and consulting services, which assists the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.	
Audit	8,400
Pursuant to Florida Statute 218.39, the District is required to undertake an independent examination of its books, records and accounting procedures.	
Arbitrage rebate calculation	1,200
To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.	
Dissemination agent	3,500
The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Currently, this service is being provided by Prager, Sealy & Co., LLC.	
Trustee	5,725
Annual fees paid to U.S. Bank for trustee, paying agent and registrar services.	
Assessment roll preparation	8,000
The District may collect its annual operating and debt service assessment through direct billing to landowners and/or placement of assessments on the annual real estate tax bill from the county's tax collector. The District's contract for financial services with Wrathell, Hunt and Associates, LLC includes assessment roll preparation.	
Postage	750
Mailing of agenda packages, overnight deliveries, correspondence, etc.	
Legal advertising	1,500
The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.	

**BOYNTON VILLAGE
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES (continued)

Annual district filing fee	175
Annual fee paid to the Florida Department of Economic Opportunity.	
Office supplies	500
Accounting and administrative supplies.	
Insurance: GL & POL	9,243
The District carries public officials and general liability insurance with policies written by Preferred Governmental Insurance Trust. The limit of liability is set at \$1,000,000 (general aggregate \$2,000,000) and \$1,000,000 for public officials liability.	
Other current charges	1,600
Bank charges, automatic AP routing and other miscellaneous expenses incurred during the year.	
Website maintenance	705
ADA website compliance	210
Total professional & admin	<u>110,885</u>
Field operations	
Insurance: property (pump station)	682
Repairs & maintenance	
Pump station	2,830
Virtual Scada System annual renew, Sullivan Electric & Pump service maintenance agreement and excess for potential repairs	
Bridge	<u>1,000</u>
Total field operations	<u>4,512</u>
Other fees & charges	
Tax collector	1,245
The tax collector's fees are 1% of the on-roll assessment	
Information system services	2,030
The Palm Beach County ISS fee is based on total amount levied on-roll and for amounts up \$1,450,000 it is \$2,030.	
Property appraiser	38
The property appraiser's fees are \$150.00 plus \$.75 per parcel - cost is shared	
Total other fees & charges	<u>3,313</u>
Total expenditures and other uses	<u><u>\$118,710</u></u>

**BOYNTON VILLAGE
COMMUNITY DEVELOPMENT DISTRICT
SPECIAL REVENUE FUND BUDGET (GREENWAY)
FISCAL YEAR 2025**

	Fiscal Year 2024				Proposed Budget FY 2025
	Adopted Budget FY 2024	Actual through 3/31/2024	Projected through 9/30/2024	Total Actual & Projected	
REVENUES					
Assessment levy: on-roll - gross	\$157,471				\$175,744
Allowable discounts (4%)	(6,299)				(7,030)
Assessment levy: on-roll - net	151,172	\$151,328	\$ -	\$151,328	168,714
Total revenues	151,172	151,328	-	151,328	168,714
EXPENDITURES					
Professional & administrative					
Landscape maintenance	98,050	50,896	47,154	98,050	98,050
Plant replacements	2,500	-	2,500	2,500	2,500
Annual plant rotation	-	-	-	-	20,000
Property maintenance (porter services)	15,600	8,629	7,371	16,000	16,080
Electric	2,500	1,269	1,269	2,538	2,792
Property insurance	6,491	4,442	-	4,442	4,999
Repairs & maintenance - general	7,500	-	7,500	7,500	7,500
Repairs & maintenance - irrigation (non pump station)	10,000	799	3,500	4,299	10,000
Contingency/other	5,000	-	5,000	5,000	5,000
Total professional & admin	147,641	66,035	74,294	140,329	166,921
Other fees and charges					
Tax collector	1,575	1,513	-	1,513	1,757
Property appraiser	36	-	36	36	36
Total other fees & charges	1,611	1,513	36	1,549	1,793
Total expenditures	149,252	67,548	74,330	141,878	168,714
Excess/(deficiency) of revenues over/(under) expenditures	1,920	83,780	(74,330)	9,450	-
Fund balance - beginning (unaudited)	140,013	150,870	234,650	150,870	160,320
Fund balance - ending					
Assigned: 3 months working capital	42,181	42,181	42,181	42,181	45,928
Unassigned	99,752	192,469	118,139	118,139	114,392
Fund balance - ending (projected)	\$141,933	\$234,650	\$160,320	\$160,320	\$160,320

**BOYNTON VILLAGE
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF SPECIAL REVENUE FUND (GREENWAY) EXPENDITURES**

EXPENDITURES

Professional Services

Landscape maintenance	\$ 98,050
Maintain the greenway landscape and irrigation, trim trees, mulch, etc.	
Plant replacements	2,500
Annual plant rotation	20,000
Property maintenance (porter services)	16,080
Includes walking the grounds five times per week to pick up trash, empty trash cans, replace bags, clean benches and bollards	
Electric	2,792
This is for the greenway lighting and includes electricity usage	
Property insurance	4,999
Repairs & maintenance - general	7,500
This includes benches, lighting, trash cans, waste stations	
Repairs & maintenance - irrigation (non pump station)	10,000
Contingency/other	5,000
Tax collector	1,757
Property appraiser	36
Total expenditures and other uses	<u><u>\$ 168,714</u></u>

**BOYNTON VILLAGE
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND BUDGET - SERIES 2007 A-1/A-2 BONDS
FISCAL YEAR 2025**

	Fiscal Year 2024				
	Adopted Budget FY 2024	Actual through 3/31/2024	Projected through 9/30/2024	Total Actual & Projected Revenue & Expenditures	Proposed Budget FY 2025
REVENUES					
Assessment levy: on-roll - gross	\$ 257,140				\$ 257,140
Allowable discounts (4%)	(10,286)				(10,286)
Assessment levy: on-roll - net	246,854	\$ 247,190	\$ -	\$ 247,190	246,854
Interest	-	8,608	-	8,608	-
Total revenues	246,854	255,798	-	255,798	246,854
EXPENDITURES					
Debt service					
Principal	115,000	-	115,000	115,000	120,000
Interest	136,275	68,137	68,138	136,275	129,663
Property appraiser	98	-	98	98	98
Tax collector	2,571	2,472	99	2,571	2,571
Total expenditures	253,944	70,609	183,335	253,944	252,332
Excess/(deficiency) of revenues over/(under) expenditures	(7,090)	185,189	(183,335)	1,854	(5,478)
Fund balance - beginning (unaudited)	289,740	299,738	484,927	299,738	301,592
Fund balance - ending (projected)	\$ 282,650	\$ 484,927	\$ 301,592	\$ 301,592	296,114
Use of fund balance					
Debt service reserve balance (required)					(159,203)
Interest expense - November 1, 2025					(61,381)
Projected fund balance surplus/(deficit) as of September 30, 2025					\$ 75,530

Boynton Village

Community Development District

Series 2007 A-1

\$3,600,000

Amortization Schedule

Date	Principal	Int. Rate	Interest	Total P+I
11/01/2024	-	-	64,831.25	64,831.25
05/01/2025	120,000.00	5.750%	64,831.25	184,831.25
11/01/2025	-	-	61,381.25	61,381.25
05/01/2026	125,000.00	5.750%	61,381.25	186,381.25
11/01/2026	-	-	57,787.50	57,787.50
05/01/2027	135,000.00	5.750%	57,787.50	192,787.50
11/01/2027	-	-	53,906.25	53,906.25
05/01/2028	145,000.00	5.750%	53,906.25	198,906.25
11/01/2028	-	-	49,737.50	49,737.50
05/01/2029	150,000.00	5.750%	49,737.50	199,737.50
11/01/2029	-	-	45,425.00	45,425.00
05/01/2030	160,000.00	5.750%	45,425.00	205,425.00
11/01/2030	-	-	40,825.00	40,825.00
05/01/2031	170,000.00	5.750%	40,825.00	210,825.00
11/01/2031	-	-	35,937.50	35,937.50
05/01/2032	180,000.00	5.750%	35,937.50	215,937.50
11/01/2032	-	-	30,762.50	30,762.50
05/01/2033	190,000.00	5.750%	30,762.50	220,762.50
11/01/2033	-	-	25,300.00	25,300.00
05/01/2034	200,000.00	5.750%	25,300.00	225,300.00
11/01/2034	-	-	19,550.00	19,550.00
05/01/2035	215,000.00	5.750%	19,550.00	234,550.00
11/01/2035	-	-	13,368.75	13,368.75
05/01/2036	225,000.00	5.750%	13,368.75	238,368.75
11/01/2036	-	-	6,900.00	6,900.00
05/01/2037	240,000.00	5.750%	6,900.00	246,900.00
Total	\$2,255,000.00		\$1,011,425.00	\$3,266,425.00

**BOYNTON VILLAGE
COMMUNITY DEVELOPMENT DISTRICT
ASSESSMENT SUMMARY - GENERAL FUND AND DEBT SERVICE FUND
FISCAL YEAR 2025**

On-Roll

Projected Fiscal Year 2025						
Number of Units	Unit Type	GF	SRF	DSF	GF, SRF & DSF	FY 24 Assessment
422,430	Comm	\$ 0.0650	\$ -	\$ 0.5931	\$ 0.6581	\$ 0.6776
8	Medplex Condo	87.08	-	824.57	911.65	937.74
152	District MF #1	87.08	144.57	-	231.65	242.71
142	District MF #2	87.08	162.96	-	250.04	259.18
56	District MF #3	87.08	198.94	-	286.02	291.42
171	Pacifica MF #1	87.08	109.06	-	196.14	210.89
93	Pacifica MF #2	87.08	122.93	-	210.01	223.32
60	Pacifica MF #3	87.08	150.07	-	237.15	247.64
279	Sea Lofts #1	87.08	172.44	-	259.52	267.68
99	Sea Lofts #2	87.08	194.37	-	281.45	287.33
55	Sea Lofts TH	87.08	237.28	-	324.36	325.78

BOYNTON VILLAGE
COMMUNITY DEVELOPMENT DISTRICT

6

RESOLUTION 2024-10

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BOYNTON VILLAGE COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2024/2025; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Boynton Village Community Development District ("**District**") is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District is located in Boynton Beach ("**City**"), Palm Beach County, Florida ("**County**"); and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted capital improvement plan and Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors ("**Board**") of the District hereby determines to undertake various operations and maintenance and other activities described in the District's budgets ("**Budget**") for Fiscal Year 2024/2025, attached hereto as **Exhibit "A ("Budget")**;" and

WHEREAS, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the District's Budget; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, Chapter 190, Florida Statutes, provides that the District may impose special assessments on benefitted lands within the District; and

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Budget; and

WHEREAS, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2024/2025; and

WHEREAS, Chapter 197, Florida Statutes, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector ("**Uniform Method**"), and the District has previously authorized the use of the Uniform Method

by, among other things, adopting certain resolutions and entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

WHEREAS, it is in the best interests of the District to adopt the assessment roll attached to this Resolution as **Exhibit “B (“Assessment Roll”)**,” and to certify the portion of the Assessment Roll related to certain developed property (**“Tax Roll Property”**) to the County Tax Collector pursuant to the Uniform Method and to directly collect the portion of the Assessment Roll relating to the remaining property (**“Direct Collect Property”**), all as set forth in **Exhibit “B;”** and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll adopted herein, including that portion certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

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

SECTION 1. BENEFIT. The provision of the services, facilities, and operations as described in **Exhibit “A”** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands is shown in **Exhibits “A” and “B,”** and is hereby determined to be fair and reasonable.

SECTION 2. ASSESSMENT IMPOSITION. Pursuant to Chapter 190 of the Florida Statutes, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District and in accordance with **Exhibits “A” and “B.”** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution.

SECTION 3. COLLECTION. The collection of the operation and maintenance special assessments and previously levied debt service assessments shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as indicated on **Exhibits “A” and “B.”** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

SECTION 4. ASSESSMENT ROLL. is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

SECTION 5. ASSESSMENT ROLL AMENDMENT. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution, and shall amend the District’s Assessment Roll in accordance with any such updates,

for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

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

SECTION 7. TRANSMITTAL. The District Manager of the District is hereby directed to transmit a copy of this Resolution to the proper public and governmental officials, so that its purpose and effect may be carried out in accordance with applicable law.

SECTION 8. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

PASSED AND ADOPTED this 14th day of August, 2024.

ATTEST:

**BOYNTON VILLAGE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Budget

Exhibit B: Assessment Roll (Uniform Method)

BOYNTON VILLAGE
COMMUNITY DEVELOPMENT DISTRICT

7

**Boynton Village
Community Development District
(BVCDD)**

**Engineer's Certificate
for
Trust Indenture**

Prepared for:

**Boynton Village
Community Development District
Board of Supervisors
Boynton Beach, Florida**

April 9, 2024
Revised July 17, 2024 (observation deck)

Prepared by:



947 Clint Moore Road
Boca Raton, FL 33487
Voice: 561-241-6455
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E-mail: jeff@schnars.com

Boynton Village CDD
04173

BOYNTON VILLAGE COMMUNITY DEVELOPMENT DISTRICT

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I Purpose and Scope

This report is being prepared at the request of the Boynton Village Community Development District (BVCDD) to comply with the requirements of Section 9.21 of the Trust Indenture. It is the intention of this document to report on the yearly inspection of facilities owned by the BVCDD.

II Introduction / Project Description

The Boynton Village Community Development District (BVCDD) was created for the purpose of financing and managing the construction, acquisition and maintenance of certain infrastructure and other site related improvements of Boynton Village, a 106.178 gross acre mixed use development located on the northeast corner of Old Boynton Road and Congress Avenue in the City of Boynton Beach, Florida.

The District is located in Section 30, Township 42S, Range 43E, in Palm Beach County, City of Boynton Beach, Florida. It is bounded on the west by Congress Avenue; on the south by the Old Boynton Road; on the east by the Lake Worth Drainage District E-4 canal; and on the north by the C. Stanley Weaver Canal. See Exhibit "A" for a graphical representation of the development limits. The BVCDD is generally made up of eight tracts of land which are graphically depicted on Exhibit "B".

III Existing Public Facilities

1. Surface Water Management System.

The surface water management system serving the Project consists of inlets, manholes and storm pipes that direct runoff to the on-site lake system for detention prior to discharge into the adjacent LWDD E-4 Canal. The surface water management system is complete.

The surface water management system also includes landscaping and irrigation within the water management tracts, including lake slopes and littoral zones, as well as an observation deck at the lake, feature fountains for aeration, and associated electrical service.

The BVCDD owns and maintains the lake and retention areas identified on Exhibit 'A' and the drainage piping network within Renaissance Commons Boulevard and the lake interconnects.

2. Water Distribution

The onsite water distribution system is composed of 6", 8", 10" and 12" diameter ductile iron mains for potable service and fire protection. All water mains to support the existing development within Boynton Village are complete, certified, and have been transferred by the BVCDD to the City of Boynton Beach Utilities Department for ownership, operation, and maintenance.

3. Sanitary Collection and Transmission System

The Sanitary Sewer System includes force main pipes, gravity pipes, a system of manholes, and service laterals and a lift station. The lift station discharges through a force main that connects to a sanitary sewer force main that runs along Congress Avenue and ties into the City's main sewer system at Old Boynton Road.

The sewer system for the existing development within Boynton Village is complete, certified and has been transferred by the BVCDD to the City of Boynton Beach Utilities Department for ownership, operation, and maintenance.

4. Roadways

The CDD Roadways are Renaissance Commons Boulevard (RCB) and Audace Avenue (AA). The roadway Improvements include, but are not limited to, curb and gutter along the median and roadway edges, concrete separators, brick or concrete pavers or decorative concrete at crosswalks, feature areas or separator nosing, concrete sidewalks, lime rock base and asphalt pavement, pavement markings, regulatory signage, and required signalization improvements. Roadway Improvements also include lighting, landscaping, irrigation, and other related improvements for RCB and AA within the limits of the access easement and road tract. The roadway improvements for both roads have been completed. The RCB road tract is owned and maintained by BVCDD. The BVCDD possesses an easement over AA and, by agreement, the maintenance is the obligation of the property owner which is the same property owner as the Alta @ Cortina parcels north and south of the AA.

5. Canal Bridge

The Canal Bridge includes the poured-in-place and/or pre-stressed structural bridge components, wearing surfaces and curbing, barricade and/or guardrails, pedestrian and/or bikeway surfaces and rails, street lighting, accommodations beneath the bridge for current or future aerial crossings of utilities, and pilings or caissons.

6. Irrigation Water Pumping and Transmission System

The Irrigation Water Pumping and Transmission System consists of an irrigation pump station constructed within the BVCDD near the LWDD E-4 canal as well as irrigation water transmission mains, spray heads, control valves and controllers to provide service to select areas within the BVCDD. The BVCDD owns only those irrigation systems that serve the Spine Road Tract, the Greenway, and the three water management tracts that include the lake on the east side of RCB and the two ponds on the west side of RCB.

7. GREENWAY

The Greenway includes a 40' tract of land adjacent to the LWDD E-3 canal and a 25' tract of land adjacent to the C. Stanley Weaver Canal. The Greenway consists of sidewalk, landscaping, irrigation, lighting, drainage, and furnishings. The Greenway improvements have been completed.

8. City Park

The City Park is a 3-acre tract located on the east side of Renaissance Commons Boulevard and west of the large lake. The improvements consist of a dog park, parking lot, landscaping, irrigation, lighting, drainage, water and sewer services, sidewalk, fence, gazebo, and furnishings. The City Park land and improvements were transferred to the City of Boynton Beach and is maintained by the Boynton Town Center Master Association. The BVCDD possesses an easement over the City Park for the installation and maintenance of improvements.

IV. Ownership and Maintenance Responsibilities

The following table summarizes the ownership of the above-described infrastructure:

Improvement	Ownership of Improvements	Maintenance Obligation
1. Surface Water Management	BVCDD	BTCMA
2. Water Distribution Systems	City of Boynton Beach	City of Boynton Beach
3. Sanitary Sewer Systems	City of Boynton Beach	City of Boynton Beach
4.a.Roadway–Ren. Comm. Blvd	BVCDD	BTCMA
4.b.Roadway – Audace Ave	BVCDD	Property Owner - Alta
5. Canal Bridge	BVCDD	BVCDD
6. Irrigation Pump Station & Greenway irrigation	BVCDD	BVCDD
6.a. Irrigation System - other	BVCDD	BTCMA
7. Greenway	BVCDD	BVCDD
8. City Park	City of Boynton Beach	BTCMA

Items 1, 4, and 7 above are maintained by the Boynton Town Center Master Association, Inc. (BTCMA) through a Maintenance Agreement (See Exhibit D).

V. Facilities Inspection

Inspection was performed on April 5 & 8, 2024 of the facilities owned by the BVCDD (revised to add the lake observation deck on July 17, 2024). A visual inspection was conducted of all the asphalt roadways, curb, gutter, sidewalks, lakes and lake banks. All drainage catch basins, the discharge control structure, and the drainage pipe connections to the catch basins and lakes were inspected for debris/sediment by probing with a PVC pipe. The lake water was 3" below the design water level elevation at the time of the inspection. No inspection of the water and sewer system was conducted since these items are no longer owned by the BVCDD. Drainage structures & piping are shown on Exhibit 'C'.

VI. Field Inspection Findings

1. Surface Water Management System

Retention Pond 1 (South)

- a. The aerator was on during inspection and functioning well. (Photo 1)
- b. Portions of the pond banks have steep drop offs at the edge of water likely due to erosion from wave action and water level variations on the north & east sides that should be regraded and sodded. (Photo 2)
- c. Northwest corner shows signs of erosion and should be re-graded and sodded. (Photo 3)

Retention Pond 2 (North)

- a. Portions of the pond banks have steep drop offs at the edge of water due to the depth and location of the outfall pipes and water level variations that should be fixed. There are faded "steep slope" warning signs in place. The south outfall pipe is completely buried in dirt (Photo 4) and the north outfall is partially buried & "STEEP SLOPE" sign is missing that was previously there (Photo 5). A possible solution is to install a different pipe end treatment which would allow for the proper excavation and slope repair to occur.
- b. The aerator was not on during inspection and could not be verified if working properly.

Lake #1

- a. Lake banks were modified on the northeast, east & south side of the lake and the banks properly sloped with the development of the Cortina III (Sea Lofts) project. The west & northwest sides were reconstructed with the Cortina Phase 1 & 2 projects. The weeds at the water line were previously removed but have reappeared. (Photo 6 & 7). All non-native trees growing in the lake bank on the west side have been removed. (Photo 8). The Cortina Phase 3 littoral planting plan includes the littoral shelf around the entire lake. Lake 1 has been completely graded and landscaped. There seems to be poor maintenance in the planted area, the north & west side of the lake, and by the shoreline. (Photo 9 & 10). The lake observation deck appears to be generally in good condition (Photo 45). One of the top handrails is slightly warped, but does not need to be repaired at this time (Photo 46).

Drainage Structures

- a. All drainage structures were probed to check sediment levels. Most structures have 6" to 12" of sediment accumulation in bottom, but this is not hindering their functionality and do not require cleaning. There are 18 drainage structures on Renaissance Commons Boulevard that have had the chains on the grates removed.

2. Water Distribution

The constructed Water Distribution systems have been turned over to the City of Boynton Beach for ownership and maintenance and are not the responsibility of the BVCDD. Therefore, these facilities were not reviewed.

3. Sanitary Collection and Transmission System

The constructed Sanitary Collection and Transmission Systems have been turned over to the City of Boynton Beach for ownership and maintenance and are not the responsibility of the BVCDD. Therefore, these facilities were not reviewed.

4. Roadways

Renaissance Commons Boulevard

The asphalt surfaces, curb, gutter and sidewalks along Renaissance Commons Boulevard were observed to be in good condition except at the following locations where cracking and displacement was noticed:

- a. Broken sidewalk that should be replaced: west of dog park by bus drop-off (photo 11), behind Michaels (photo 12), along RCBN at the SW & NW corners of the south dog park (Photo 13 & 14), and RCBS just north of Audace Avenue (Photo 15). There is a trip hazard approximately 80' north of Old Boynton Road on the west side by a tree. This area was previously repaired but flaking of concrete has left a trip hazard and another section of walk broken (Photo 16). There are several chipped areas of sidewalk and curb inlet just north of the Dog Park on the east side of RCBN and should be replaced. (Photo 17 & 18). Another section of sidewalk with a large chip missing just north of The District main entrance (Photo 19). Sidewalk has trip hazard on RCBS south of Audace Ave (Photo 20). Sidewalk has trip hazard on RCBS approximately 50' south of the bridge (Photo 21).
- b. Several areas of the Island curb have stress cracks. These areas don't seem to have deteriorated from the previous inspection. These areas will be monitored for future displacement.
- c. Several areas of roadway have deep gouges. These areas will be monitored for future deterioration. (Photo 22 & 23)
- d. Ponding of water was previously observed in driveway and gutter north of Target. The ponding occurs at the limits of ownership and could be eliminated by regrading the driveway. This area does not seem to have deteriorated currently. This area should be monitored for deterioration. (Photo 24)
- e. Dirt accumulation/plant growth in many areas of the gutters should be removed. (Photo 25, 26, 27 & 28)
- f. There is a "One Way" & "Right Turn Only" sign exiting the north dog park that is not to code. (Photo 29).
- g. Asphalt around valve box at the entrance to Sea Lofts needs repair. (Photo 30)
- h. Potholes in asphalt forming on RCBN just before bridge. (Photo 31 & 32)

Audace Avenue

Audace Avenue was inspected and found to be in good condition.(Photo 33)

5. Canal Bridge

An inspection of the bridge was performed on October 2021 by a structural engineer,

Tim DeLand, P.E. of WGI. The district had obtained construction bids for the recommendations in the report. The repairs were completed in March 2023 and verified by WGI. There are minor amounts of dirt and weeds that should be removed. (Photo 34 & 35) We recommend a structural inspection every five (5) years.

6. Irrigation Water Pumping and Transmission System

The grass and landscaping throughout the CDD property was observed to be mostly in a healthy condition and green. A new irrigation pump station was installed in 2020 by Sullivan Electric and they have been retained to perform periodic inspections and maintenance of the irrigation pump station. (Photo 36)

7. Greenway

The greenway includes a 40-foot tract of land along the LWDD E-4 and a 25-foot tract of land along the SFWMD Stanley Weaver canals with landscape, multiuse path, and pedestrian light improvements. It appears generally in good condition (Photo 37-44) Bollard lighting appeared to be okay, but operation of the lights was not verified.

8. City Park

The Crowder dog park expansion was recently constructed and in good condition. The park is the maintenance responsibility of the BTCMA through an agreement with the City of Boynton Beach.

VIII. Estimated Maintenance Costs for BVCDD Infrastructure

The maintenance of certain facilities owned by the BVCDD are being maintained by the Boynton Town Center Master Association (BTCMA) through the attached agreement. Those certain facilities include Renaissance Commons Boulevard (including median landscaping; Ponds 1 and 2, and Lake 1 (including littoral areas and landscaping); and drainage pipes. The BTCMA budget was not available for review at the time of this report.

The following maintenance budget for the Greenway was approved by the BVCDD Board:

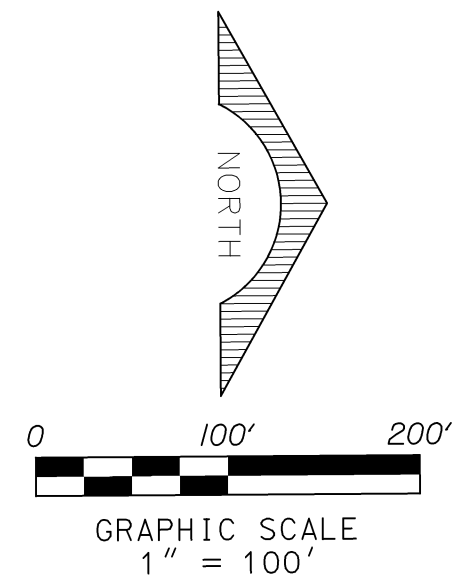
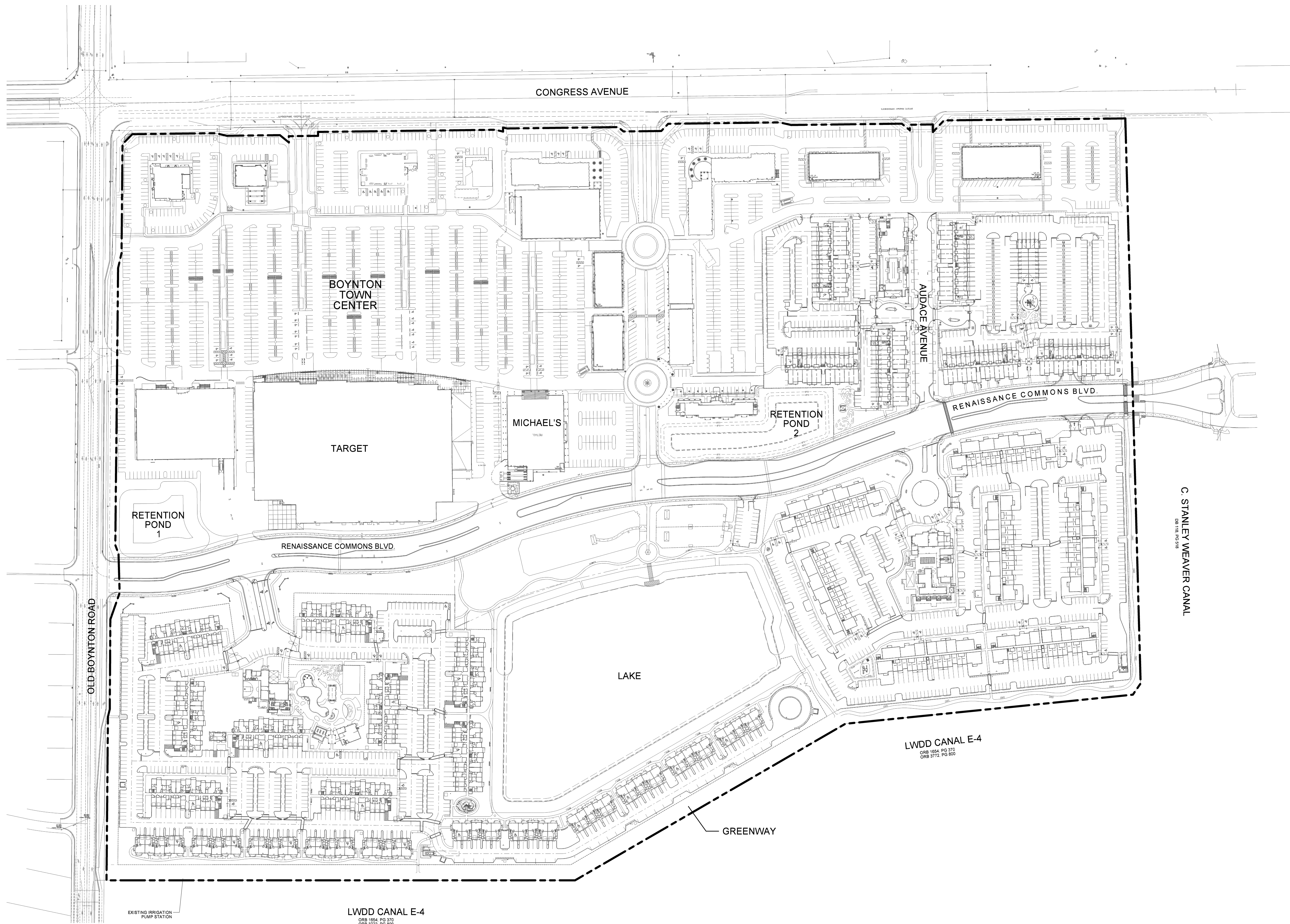
Special Revenue Fund - Greenway Maintenance – Approved BVCDD FY 2024 Budget

Landscape maintenance/Plant replacement	\$100,550
Property maintenance	\$15,600
Electric	\$2,500
Property Insurance	\$6,491
Repairs and Maintenance - General	\$7,500
Repairs & Maintenance – Irrigation	\$10,000
Contingency / Other	\$5,000
Total	\$147,641

General Fund - Renaissance Commons Boulevard Bridge – Approved BVCDD FY 2024 Budget

Irrigation Pump Station	\$2,000
Bridge Repair	\$1,000
Insurance	\$855
Total	\$3,855

Audace Avenue is being maintained by the Alta at Cortina property owner.



947 Clint Moore Road
Boca Raton, Florida 33487
Certificate of Authorization #6640

Tel: (561) 241-6455
Fax: (561) 241-5182

OWNER:

PROJECT:

**BOYNTON VILLAGE COMMUNITY
DEVELOPMENT DISTRICT (BVCCD)**

BOYNTON BEACH **FLORIDA**

TASK:

**EXHIBIT A
DISTRICT LIMITS**

ORIGINAL: NOV 2015

REVISIONS:

1 SEPT. 2018

2

3

4

5

6

7

8

9

10

11

12

SEAL

Jeffrey T. Schnars, P.E.
Civil Engineer
Florida Registration No. 46697
(FOR THE FDM)

JOB NO. **04173**

DRAWN **FM**

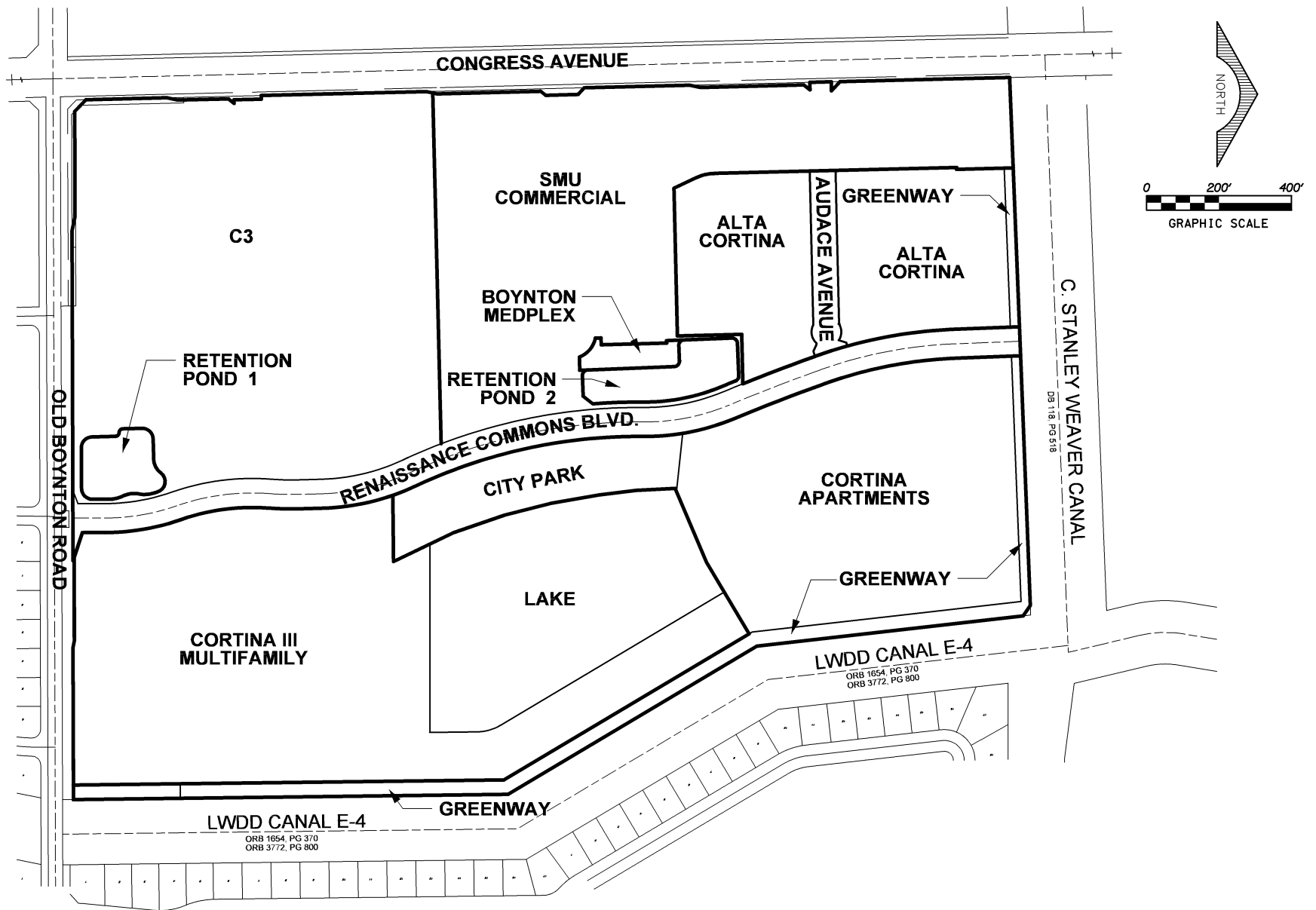
DESIGNED **JTS**

CHECKED **JWM**

Q.C. **JTS**

SHEET **1** OF **1**

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SCHNARS
ENGINEERING CORPORATION

947 Clint Moore Road
Boca Raton, Florida 33487
Certificate of Authorization #6640

Tel: (561) 241-6455
Fax: (561) 241-5182

PROJECT:

**BOYNTON VILLAGE COMMUNITY
DEVELOPMENT DISTRICT (BVCCD)**

TASK:

**EXHIBIT B
TRACT MAP**

JOB NO. **04173**

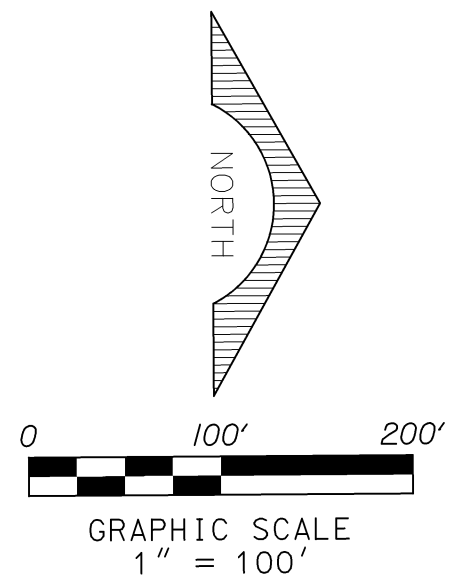
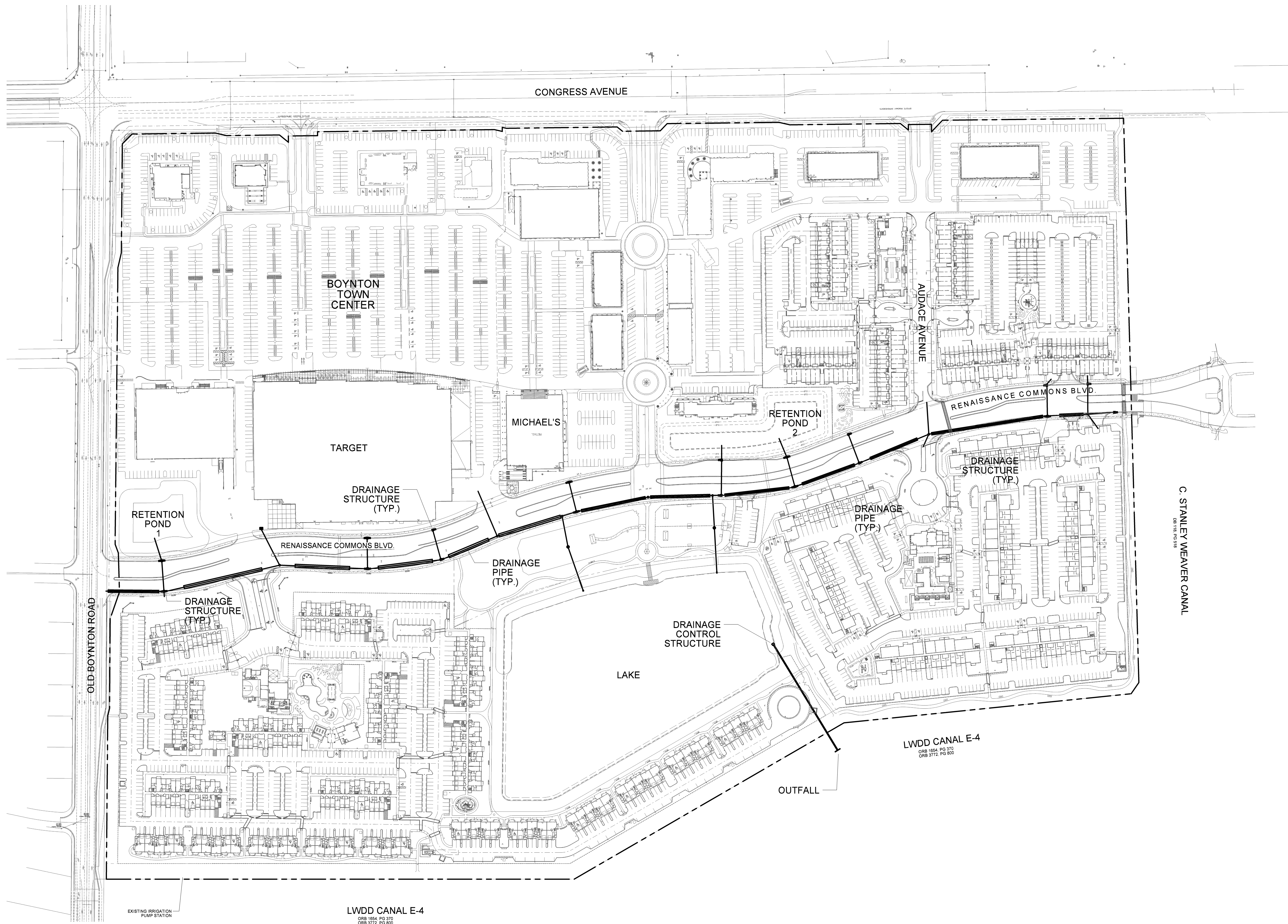
DRAWN **FM**

DESIGNED **JTS**

CHECKED **JWM**

Q.C. **JTS**

SHEET **1 of 1**



947 Clint Moore Road
Boca Raton, Florida 33487
Certificate of Authorization #6640

Tel: (561) 241-6455
Fax: (561) 241-5182

OWNER:

PROJECT:

BOYNTON VILLAGE COMMUNITY
DEVELOPMENT DISTRICT (BV added)

BOYNTON BEACH

FLORIDA

TASK:

EXHIBIT C
MASTER DRAINAGE PIPE NETWORK

ORIGINAL: NOV 2015

REVISIONS:

1 SEPT. 2018

2

3

4

5

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8

9

10

11

12

JOB NO. 04173

DRAWN FM

DESIGNED JTS

CHECKED JWM

Q.C. JTS

SHEET 1 OF 1

SEAL

Jeffrey T. Schnars, P.E.
Civil Engineer
Florida Registration No. 46697
(FOR THE FIRM)

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9/7/2018
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MAINTENANCE AGREEMENT

This Agreement is made and entered into this 20 day of June, 2008 ("the Effective Date"), by and between:

BOYNTON VILLAGE COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, being situated in Palm Beach County, Florida, whose mailing address is c/o Wrathell, Hart, Hunt and Associates, LLC, 6131 Lyons Road, Suite 100, Coconut Creek, Florida 33073 (the "District"); and

BOYNTON TOWN CENTER MASTER ASSOCIATION, INC., a Florida non-profit corporation, whose mailing address is 5858 Central Avenue, St. Petersburg, FL 33707 (the "Association").

RECITALS

WHEREAS, the District is a local unit of special-purpose government organized and existing in accordance with the Uniform Community Development District Act of 1980, Chapter 190, Florida Statutes, as amended;

WHEREAS, the District, pursuant to the responsibilities and authorities vested in it by Chapter 190, Florida Statutes, desires to proceed with the discharge of its duties, including but not limited to its administrative and legal functions and the preparation of certain plans and specifications for, and the acquisition, construction and maintenance of, among other things, road improvements and storm water management improvements ("Improvements" as further defined herein below);

WHEREAS, the District and the Association desire to provide for maintenance of the Improvements; and

WHEREAS, The Association on behalf of and for the benefit of its members has agreed to provide, pursuant to the terms of the Agreement, certain maintenance services and materials;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, and for Ten and no/100ths (\$10.00) Dollars and other good and valuable consideration, receipt of which is hereby acknowledged, and subject to the terms and conditions hereof, the District and the Association agree as follows:

1.0 Recitals

The above recitals are deemed true and correct to the best of the knowledge of the parties and are incorporated into this Agreement.

2.0 Description of Improvements

The Improvements that are the subject of this Agreement are more fully described in the attached Exhibit "A", which exhibit is incorporated by reference.

3.0 Performance

The District and the Association hereby agree, as follows:

(A) the Association shall provide, and be solely responsible for all costs and liabilities that are associated with or arise out of, the maintenance services and materials as set forth in the attached Exhibit "B" (the "Maintenance Services"), which exhibit is incorporated in its entirety and made a part hereof by reference, for the Improvements; and

(B) the Maintenance Services shall be provided by the Association in a competent and professional manner using qualified and experienced employees or contractors with such frequency as is necessary and reasonable in the industry and under the circumstances in order to ensure that the Improvements are properly maintained and continue to function with their intended purpose. In addition, since each of the Improvements may require different types of maintenance and materials, the maintenance intervals and the time periods within which maintenance tasks must be performed and the materials to be used by the Association shall be flexible and adjusted periodically depending on the condition of each of the Improvements and particular maintenance needs; and

(C) the Maintenance Services shall be provided by the Association in strict compliance with all governmental entities' and agencies' permits, requirements, rules, acts, statutes, ordinances, orders, regulations and restrictions, including but not limited to the following entities, if applicable, (a) the District; (b) South Florida Water Management District; (c) Florida Department of Environmental Protection; (d) Palm Beach County, Florida; and (e) any municipality with jurisdiction, either now or in the future.

(D) the Maintenance Services shall be provided by the Association without interfering in any way with or encumbering the use, access, ingress, egress, easement, right-of-way, dedication, ownership or other right or interest of the District in the Improvement or in the real property where each Improvement is located; and

(E) the Association shall timely pay all invoices, or other manner of billing, for all persons or entities with whom the Association may have contracted or arranged to provide services or materials in fulfillment of its obligations under this Agreement, including the District as provided for in sections 5.0 and 6.0 herein.

4.0 The Association's Responsibility for Acts of Force Majeure

The District and the Association agree that the Maintenance Services herein assumed by the Association shall not include, by way of example but not limitation, the repair or replacement of the

Improvements that are damaged as a result of a hurricane, tornado, windstorm, freeze damage, fire, drought or flooding.

5.0 Emergency Intervention by the District

In the event of an emergency, as determined by the District in its reasonable sole discretion, and regardless of any language in this Agreement to the contrary or any language in any contract or arrangement that the Association may have with third parties concerning the Maintenance Services for the Improvements, the District reserves the unilateral and exclusive right to implement or initiate, without advance notice, the following:

(A) the provision of maintenance services or materials for any one or more of the Improvements; and

(B) the removal, modification, relocation, or replacement, as the case may be and in the District=s sole discretion, of one or more of the Improvements.

Further, in such event, the Association agrees that upon the District=s commencement of a maintenance program or provision of maintenance services or materials for any one of the Improvements pursuant to this section, the District shall issue to the Association a written invoice for the costs incurred pursuant to this section, and the Association shall pay said invoice in full within thirty (30) calendar days following receipt of the invoice. A failure to timely pay the invoice in full shall be deemed a material breach of this Agreement.

6.0 Remedies, Default, and Specific Performance

The District may elect any of one or more of the following remedies, as well as any other remedies available in law or equity, if the Association should default in carrying out the terms and conditions of this Agreement, namely:

(A) Material Breach by Association. Any failure of the Association to comply with sections 3 or 4 of this Agreement shall be deemed a material breach of this Agreement. In the event of a material breach of this Agreement, the District, at its sole discretion and without advance notice or opportunity to cure, may elect to initiate its own maintenance program or provide such maintenance services and materials and thereby assume full control over maintenance of some or all of the Improvements; provided, however, the District shall be obligated to give a subsequent oral or written notice to the Association as soon as is reasonably possible, but in no event later than five (5) business days after commencement of a maintenance program or maintenance services or materials by the District pursuant to the authority of this section.

(B) Default by Association. If the Association should fail, refuse or neglect to furnish or perform any one or more of the required Maintenance Services within thirty (30) days from the date of receipt of a written notice of default from the District, then in that event the District, at its sole discretion and without further notice, may elect to (i) initiate a maintenance program or provide such

maintenance services and materials and thereby assume full maintenance responsibility as to some or all of the Improvements or (ii) remove, modify, relocate, or replace, as the case may be and in the District's reasonable sole discretion, one or more of the Improvements.

(C) Discontinuation and Reimbursement by Association. At such time as the District should commence a maintenance program or provide maintenance services or supplies for one or more of the Improvements under this section, and upon receipt of the oral or written notice from the District, the Association shall promptly discontinue the provision of Maintenance Services as to same until such time as is otherwise agreed to in writing by and between the parties hereto, and regardless of any contracts or arrangements with third parties into which the Association may have entered to perform Maintenance Services.

Further, in such event, the Association agrees that upon the District's commencement of a maintenance program or provision of maintenance services or materials for any one of the Improvements and every year thereafter on or about September 30th, the District shall issue to the Association a written invoice setting forth the estimated amount of money the District reasonably calculates it will need to have on hand, for the next twelve (12) months, in order to implement and carry out its maintenance program or provision of maintenance services or materials. The Association shall pay said invoice in full within thirty (30) calendar days following receipt of the invoice. A failure to timely pay the invoice in full shall be deemed a material breach of this Agreement.

(D) Other Remedies and Opportunity to Cure. At the sole discretion of the District, a breach or material default by the Association under the Agreement, including a failure to timely pay an invoice, shall entitle the District to all remedies available in law or equity or in an administrative tribunal, which shall include but not be limited to the right of damages, injunctive relief and specific performance. In the event of the Association's default under this Agreement, the parties agree and stipulate as to the irreparable harm of such default and as to the absence of adequate remedies at law; therefore, the District shall have, in addition to such rights and remedies as provided by general application of law, the right to obtain specific performance of, and injunctive relief concerning, the Association's obligations hereunder.

However, except for emergency situations (as so reasonably determined by the District), before the District may initiate legal action for the Association's failure or default under this Agreement, the District shall provide advance written notice to the Association of the nature of the alleged failure or default and afford a ten (10) calendar day cure period, and the Association, shall have ten (10) calendar days following the date of receipt of said notice to cure the alleged failure or default through appropriate and substantive remedial action.

7.0 Indemnification

The Association does hereby indemnify and hold the District harmless of and from any and all loss or liability that the District may sustain or incur by reason of the Association's assumption of the Maintenance Services for the Improvements, including any that may result from or arise out of the

Association's misfeasance, malfeasance, non-feasance, negligence or failure to carry out its obligations under this Agreement, with said indemnification and hold harmless to include but not be limited to: (A) direct costs and damages, (B) indirect or consequential costs and damages (provided there is a proximate cause relationship) and (C) any and all injuries or damages sustained by persons or damage to property, including such reasonable attorney's fees and costs (including appellate, arbitration, or mediation) that may be incurred by the District that relate thereto. Provided, however, it is understood that this section does not (i) indemnify the District for the Association's misfeasance, malfeasance, non-feasance, negligence or failure to carry out the terms and conditions of this Agreement if same is caused by, or at, that direction of the District or (ii) authorize the Association to select or provide legal counsel on behalf of the District.

8.0 Insurance

The Association shall be required, on or before the date of the execution of this Agreement and without any interruption or lapse thereafter, to provide to the District a Certificate of Insurance reflecting insurance coverage for the Association in such amounts and in accordance with the requirements set forth on the attached Exhibit "C", which exhibit is incorporated by reference. Further, said Certificate of Insurance shall on its face reflect the following, including but not limited to:

- (A) the District as an additional insured to the extent of limits of liability set forth in the attached Exhibit "C"; and
- (B) the District as the certificate holder of the Certificate of Insurance; and
- (C) a statement that the insurance coverage represented by the Certificate of Insurance shall not be terminated, canceled or reduced unless thirty (30) days prior written notice of such termination, cancellation or reduction (or ten (10) days if terminated or canceled for non-payment) is mailed by first class U.S. Mail to the District.

9.0 Term of Agreement

This Agreement shall take effect as of the Effective Date first written above. Unless terminated as otherwise permitted in this Agreement, the term of this agreement shall expire on midnight of December 31st of the year that is five (5) years following the year of the Effective Date first written above. This Agreement shall automatically renew for additional five (5) years, commencing at 12:01 a.m. on January 1st of the following year, unless the Association provides written notice before 5:00 p.m. on April 1st of the year in which the then-current term will expire that the Association intends not to renew for an additional term.

In addition to the rights and methods of termination established pursuant to any other provision of this Agreement, the District may terminate this Agreement at any time for any reason in its sole discretion by providing at least 90 days written notice to the Association of its intent to terminate this Agreement pursuant to this provision.

10.0 Miscellaneous Provisions

10.1 Time of the Essence: Time is of the essence with respect to this Agreement.

10.2 Notices: All notices, requests, consents and other communications required or permitted under this Agreement shall be in writing (including facsimile) and shall be (as elected by the person giving such notice) hand delivered by prepaid express overnight courier or messenger service, telecommunicated, or mailed (airmail if international) by registered or certified (postage prepaid), return receipt requested, to the following addresses:

AS TO THE DISTRICT: Boynton Village Community Development District
c/o Wrathell, Hart, Hunt and Associates, LLC
6131 Lyons Road, Suite 100
Coconut Creek, Florida 33073
Attention: District Manager

With a copy to: Billing, Cochran, Heath, Lyles, Mauro and Ramsey, P.A.
888 S.E. 3rd Avenue, Suite 301
Fort Lauderdale, FL 33316
Attention: Dennis E. Lyles

AS TO THE ASSOCIATION: Boynton Town Center Master Association, Inc.
5858 Central Avenue
St. Petersburg, FL 33707

10.3 Entire Agreement: The parties agree that this instrument embodies the complete understanding of the parties with respect to the subject matter of this Agreement and supersedes all other agreements, verbal or otherwise. This Agreement contains the entire understanding between District and Developer and each agrees that no representation was made by or on behalf of the other that is not contained in this Agreement and that in entering into this Agreement neither party relied upon any representation not herein contained.

10.4 Amendment and Waiver: This Agreement may be amended only by a written instrument signed by both parties. If any party fails to enforce their respective rights under this Agreement, or fails to insist upon the performance of the other party's obligations hereunder, such failure shall not be construed as a permanent waiver of any rights as stated in this Agreement.

10.5 Severability: The parties agree that if any part, term or provision of this Agreement is held to be illegal or in conflict with any law of the State of Florida or with any federal law or regulation, such provision shall be severable, with all other provisions remaining valid and enforceable.

10.6 Controlling Law: This Agreement shall be construed under the laws of the State of Florida.

10.7 Authority: The execution of this Agreement has been duly authorized by the appropriate body or official of all parties hereto, each party has complied with all the requirements of law, and each party has full power and authority to comply with the terms and provisions of this Agreement.

10.8 Costs and Fees: In the event that either party is required to enforce this Agreement by court proceedings or otherwise, then the parties agree that the prevailing party shall be entitled to recover from the other all costs incurred, including reasonable attorney's fees and costs for trial, alternate dispute resolution, or appellate proceedings.

10.9 Successors and Assignment: The rights and obligations created by this Agreement shall be binding upon and inure to the benefit of Developer and District, their heirs, executors, receivers, trustees, successors and assigns. This Agreement may not be assigned without the written consent of all parties, and such written consent shall not be unreasonably withheld.

10.10 No Third-Party Beneficiaries: This Agreement is solely for the benefit of the formal parties herein and no right or cause of action shall accrue upon or by reason hereof, to or for the benefit of any third party not a formal party hereto. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the parties hereto any right, remedy or claim under or by reason of this Agreement or any provisions or conditions hereof; and all of the provisions, representations, covenants and conditions herein contained shall inure to the sole benefit of and shall be binding upon the parties hereto and their respective representatives, successors and assigns.

10.11 Arm's Length Transaction: This Agreement has been negotiated fully between the parties in an arm's length transaction. The parties participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the parties are deemed to have drafted, chosen and selected the language, and the doubtful language will not be interpreted or construed against any party.

10.12 Execution of Documents: Each party covenants and agrees that it will at any time and from time to time do such acts and execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such documents reasonably requested by the parties necessary to carry out fully and effectuate the transaction or performance herein contemplated.

10.13 Construction of Terms: Whenever used, the singular number shall include the plural, the plural the singular; and the use of any gender shall include all genders, as the context requires; and the disjunctive shall be construed as the conjunctive, the conjunctive as the disjunctive, as the context requires.

10.14. Captions: The captions for each section of this Agreement are for convenience and reference only and in no way define, describe, extend, or limit the scope of intent of this Agreement, or the intent of any provision hereof.

10.15 Counterparts: This Agreement may be executed in two or more counterparts, each of which shall be and be taken to be an original, and all collectively deemed one instrument.

[INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties hereto execute this Agreement and further agree that it shall take effect as of the Effective Date first above written.

ATTEST:

BOYNTON VILLAGE COMMUNITY
DEVELOPMENT DISTRICT

ga, Secretary

By: [Signature], Chair

Address:

_____ day of _____, 2008

STATE OF FLORIDA }
COUNTY OF Pineellas }

The foregoing instrument was acknowledged before me this 19 day of June, 2008, by Joseph Filippelli as Chair of the Board of Supervisors for **BOYNTON VILLAGE COMMUNITY DEVELOPMENT DISTRICT**, who is personally known and/or produced _____ as identification who being duly sworn, deposes and says that the aforementioned is true and correct to the best of his or her knowledge.

Sharon M. Vizandou
Notary Public

My commission expires:

Sharon M. Vizandou
Commission # DD473101
Expires October 21, 2009
Bonded Troy Fain - Insurance, Inc. 800-385-7019

STATE OF FLORIDA }
COUNTY OF _____ }

The foregoing instrument was acknowledged before me this 20 day of June, 2008, by Craig Weather as Secretary of **BOYNTON VILLAGE COMMUNITY DEVELOPMENT DISTRICT**, who is personally known and/or produced _____ as identification who being duly sworn, deposes and says that the aforementioned is true and correct to the best of his or her knowledge.

Daphne Gillyard
Notary Public

My commission expires:

DAPHNE GILLYARD
Comm# DD0706587
Expires 8/20/2011
Florida Notary Assn., Inc.

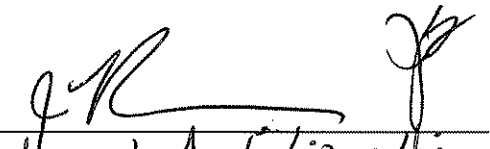
WITNESS:

BOYNTON TOWN CENTER MASTER
ASSOCIATION, INC.


Signature:

Megan O'Malley
Print Name:

By:


Name: Joseph A. Filippelli

Title: _____

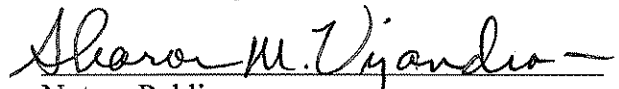
Address:

(CORPORATE SEAL)

_____ day of _____, 2008

STATE OF FLORIDA }
COUNTY OF Pinellas }

The foregoing instrument was acknowledged before me this 19 day of June, 2008, by Joseph Filippelli as _____ of **BOYNTON TOWN CENTER MASTER ASSOCIATION, INC.**, who is personally known and/or produced _____ as identification who being duly sworn, deposes and says that the aforementioned is true and correct to the best of his or her knowledge.


Notary Public

My commission expires:



Sharon M. Vizandou
Commission # DD473101
Expires October 21, 2009
Bonded Troy Fain - Insurance, Inc. 800-385-7019

EXHIBIT "A"
TO MAINTENANCE AGREEMENT

Description of Improvements

1. Roadway improvements, including, but not limited to, pavement, striping, signage, landscaping, sidewalks, and street lighting, belonging to the District and located within the Spine Road Tract of Boynton Town Center, A P.C.D., according to the plat thereof, recorded in Plat Book 106, Page 144, Public Records of Palm Beach County, Florida.

2. Storm water management and drainage improvements, including but not limited to, lakes, lake banks, storm pipes and culverts, French drains, landscaping and associated storm water drainage systems and facilities, belonging to the District and located within the SMU-Lake Parcel Tract, and within a portion of SMU-Parcel 5 Tract (Retention Pond No. 2), and within C3-Parcel 6 Tract (Retention Pond No. 3), all of Boynton Town Center, A P.C.D., according to the plat thereof, recorded in Plat Book 106, Page 44, and within Easements granted by the Grants of Easement recorded at O.R. Book _____, Page _____, and O.R. Book _____, Page _____, Public Records of Palm Beach County, Florida.

EXHIBIT "B"
TO MAINTENANCE AGREEMENT

Description of Maintenance Services

1. Road maintenance includes, but is not limited to, keeping roads, sidewalks, signage, and street lighting in good condition and repair, including repairing road surfaces (e.g., filling potholes or resurfacing) and striping, repairing cracked or damaged sidewalks, repairing and replacing damaged or destroyed signage, and maintaining and replacing median and swale landscaping, including mowing, weed control and regular application of herbicides, tree trimming, shrub trimming, maintenance of irrigation systems, and debris and trash removal.

2. Storm water management and drainage maintenance includes, but is not limited to, aquatic weed control within the lakes, removal of debris and trash from the lakes and lake banks, periodic cleaning of drainage pipes, culverts and French drains, maintaining and replacing landscaping within storm water management areas, including mowing, weed control and regular application of herbicides, tree trimming, shrub trimming, and maintenance of irrigation systems.

EXHIBIT "C"
TO MAINTENANCE AGREEMENT

Schedule of Insurance Coverage(s)

Association shall make the District an additional insured under any and all policies of insurance applicable in any way, in whole or in part, to any of the maintenance activities arising under this Agreement.

Exhibit E – Photographs



Photo 1: Aerator working well.



Photo 2: Steep bank drop-off.



Photo 3: Bank Erosion



Photo 4: Steep bank-outfall pipe buried-needs excavation/extension.



Photo 5: Steep bank with sign-outfall needs excavation.



Photo 6: Lake 1 weeds at shoreline



Photo 7: Lake 1 weeds at shoreline and plantings



Photo 8: Lake 1 Non-native trees removed



Photo 9: Lake 1 weeds in landscape-poor maintenance



Photo 10: Lake 1 weeds in landscape-poor maintenance



Photo 11: Broken sidewalk in bus dropoff area on RCBS.



Photo 12: Broken sidewalk behind Michaels on RCBS



Photo 13: Broken sidewalk SW corner of south dog park on RCBN



Photo 14: Broken sidewalk NW corner of south dog park on RCBN



Photo 15: Broken sidewalk north of Audace Avenue on RCBS



Photo 16: Trip hazard in sidewalk on RCBS



Photo 17: Chipped areas of sidewalk on RCBN



Photo 18: Chipped inlet top should be patched on RCBN.



Photo 19: Chipped Sidewalk-Trip Hazard RCBN



Photo 20: Trip Hazard in Sidewalk RCBS



Photo 21: Trip Hazard in Sidewalk RCBS



Photo 22: Gouges in Pavement RCBS



Photo 23: Gouges in Pavement RCBS



Photo 24: Ponding in Asphalt by Target Entrance



Photo 25: Dirt in Gutter RCBS by Old Boynton Road



Photo 26: Dirt in Gutter RCBN North of Dog Park



Photo 27: Dirt in Gutter RCBS South of Audace Ave



Photo 28: dirt in Gutter RCBS west side by Old Boynton Rd



Photo 29: ONE WAY & RIGHT TURN ONLY SIGN



Photo 30: Asphalt around Valve Box needs Repair RCBN



Photo 31: Pothole forming RCBN by Bridge



Photo 32: Pothole forming RCBN by Bridge



Photo 33: Audace Ave



Photo 34:RCBN at Bridge



Photo 35: RCBS at Bridge



Photo 36: Irrigation Pump



Photo 37: Greenway-West End Looking east



Photo 38: Greenway-Looking West of RCBS



Photo 39: Greenway-Looking East of RCBN



Photo 40-Greenway Looking West from NE corner



Photo 41-Greenway Looking south from NE Corner



Photo 42: Greenway Looking South from Center



Photo 42: Greenway Looking North from Center



Photo 43: Greenway looking West towards Lake 1



Photo 44: Greenway looking north from Old Boynton Road



Photo 45: Observation Deck looking East



Photo 46: Observation Deck top rail starting to warp

BOYNTON VILLAGE
COMMUNITY DEVELOPMENT DISTRICT

8

Boynton Village Community Development District

Basic Financial Statements
For the Year September 30, 2023

Boynton Village Community Development District

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INDEPENDENT AUDITOR'S REPORT

To the Board of Supervisors
Boynton Village Community Development District
Palm Beach County, Florida

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and each major fund of the Boynton Village Community Development District (the "District"), as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District, as of September 30, 2023, and the respective changes in financial position and the respective budgetary comparison for the General Fund and the Special Revenue Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for 12 months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

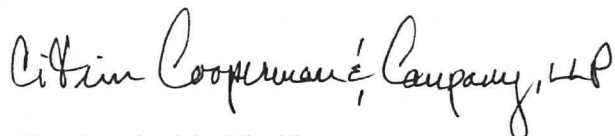
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Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 through 7 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 27, 2024, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.



Fort Lauderdale, Florida
June 27, 2024

Our discussion and analysis of Boynton Village Community Development District's (the "District") financial performance provides an overview of the District's financial activities for the year ended September 30, 2023 and 2022. Please read it in conjunction with the District's basic financial statements, which immediately follow this discussion.

Financial Highlights

The following are the highlights of financial activity for the year ended September 30, 2023:

- The District's total assets exceeded its liabilities at September 30, 2023, by \$ 8,533,194 (net position).
- The District's total revenues were \$601,182, \$ 588,390 from non-ad valorem assessments, and \$ 12,792 from interest income. The District's expenses for this year were \$741,133. This resulted in a \$ 139,951 decrease in net position.
- At the close of the current fiscal year, the District's governmental funds reported combined fund balances of \$ 597,189, an increase of \$ 37,599 in comparison with the prior year.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to financial statements.

Government-wide Financial Statements: The government-wide financial statements, which consist of the following two statements, are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private sector business.

The statement of net position presents information on all the District's assets, liabilities, and deferred inflows/outflows of resources, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the District's net position changed during the year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The government-wide financial statements can be found on pages 8 and 9 of this report.

Fund Financial Statements: A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District has only one fund type: governmental funds.

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as balances of spendable resources available at the end of the year. Such information may be useful in evaluating a government's near-term financing requirements.

**Boynton Village Community Development District
Management's Discussion and Analysis
September 30, 2023**

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the District's near-term financing decisions. Both the governmental fund balance sheet and the statement of revenues, expenditures and changes in fund balances provide reconciliations to facilitate this comparison between governmental funds and governmental activities.

The governmental fund financial statements can be found on pages 10 through 15 of this report.

Notes to Basic Financial Statements: The notes provide additional information that is essential for a full understanding of the data provided in the government-wide and fund financial statements. The notes to basic financial statements can be found on pages 16 through 23 of this report.

Government-Wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of financial position. The following table reflects the condensed government-wide statement of net position as of September 30, 2023 and 2022:

Boynton Village Community Development District Statements of Net Position			
	<u>2023</u>	<u>2022</u>	<u>2023 v 2022</u>
Assets:			
Current and other assets	\$ 600,130	\$ 590,146	\$ 9,984
Capital assets, net	<u>10,362,786</u>	<u>10,650,249</u>	<u>(287,463)</u>
Total assets	<u>10,962,916</u>	<u>11,240,395</u>	<u>(277,479)</u>
Liabilities:			
Other liabilities	59,722	92,250	(32,528)
Long-term liabilities	<u>2,370,000</u>	<u>2,475,000</u>	<u>(105,000)</u>
Total liabilities	<u>2,429,722</u>	<u>2,567,250</u>	<u>(137,528)</u>
Net position:			
Net investment in capital assets	8,576,584	8,784,878	(208,294)
Restricted	74,886	50,938	23,948
Unrestricted (deficit)	<u>(118,276)</u>	<u>(162,671)</u>	<u>44,395</u>
Total net position	<u>\$ 8,533,194</u>	<u>\$ 8,673,145</u>	<u>\$ (139,951)</u>

**Boynton Village Community Development District
Management's Discussion and Analysis
September 30, 2023**

Governmental Activities: Governmental activities for the year ended September 30, 2023, decreased the District's net position by \$ 139,951, as reflected in the table below:

Boynton Village Community Development District Statements of Activities			
	<u>2023</u>	<u>2022</u>	<u>2023 v 2022</u>
Revenues:			
Program revenue:			
Non-ad valorem assessments	\$ 588,390	\$ 465,410	\$ 122,980
General revenue:			
Interest income	<u>12,792</u>	<u>1,005</u>	<u>11,787</u>
Total revenues	<u>601,182</u>	<u>466,415</u>	<u>134,767</u>
Expenses:			
Interest expense	137,400	148,111	(10,711)
Physical environment	507,614	398,858	108,756
General government	<u>96,119</u>	<u>98,900</u>	<u>(2,781)</u>
Total expenses	<u>741,133</u>	<u>645,869</u>	<u>95,264</u>
Change in net position	(139,951)	(179,454)	39,503
Net Position, Beginning of Year	<u>8,673,145</u>	<u>8,852,599</u>	<u>(179,454)</u>
Net Position, End of Year	\$ <u><u>8,533,194</u></u>	\$ <u><u>8,673,145</u></u>	\$ <u><u>(139,951)</u></u>

Analysis of the Governmental Funds

As noted earlier, the District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The focus of the District's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the District's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a District's net resources available for spending at the end of the fiscal year. The General, Special Revenue and Debt Service Funds comprise the total governmental funds.

As of the end of the current fiscal year, the District's governmental funds reported combined ending fund balance of \$ 597,189.

Capital Assets and Debt Administration

The District's capital assets for its governmental activities as of September 30, 2023, amount to \$ 10,362,786, net of accumulated depreciation, which consists of land and improvements, furniture, fixtures and equipment and infrastructure.

At the end of the year, the District had total bonded debt outstanding of \$ 2,370,000. The District's debt represents bonds secured solely by a specified revenue source (i.e., revenue bonds).

Additional information on the District's long-term debt and fixed assets can be found in Notes 5 and 6 on pages 21 through 22 of this report.

General Fund Budgetary Highlights

Revenues were over budget and expenditures were under budget for the year which resulted in a favorable budget to actual variance of \$ 40,601.

Economic Factors and Next Year's Budget

The fiscal year 2024 adopted budget for the General Fund consists of approximately \$ 155,000 in revenues and approximately \$115,000 in expenditures.

Requests for Information

This financial report is designed to provide a general overview of Boynton Village Community Development District's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Boynton Village Community Development District, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431.

BASIC FINANCIAL STATEMENTS

Boynton Village Community Development District
Statement of Net Position
September 30, 2023

	<u>Governmental Activities</u>
Assets:	
Current assets:	
Cash and cash equivalents	\$ 296,540
Assessments receivable	3,085
Accounts receivable	1,607
Deposits	388
Restricted investments	<u>130,439</u>
Total current assets	<u>432,059</u>
Noncurrent assets:	
Restricted investment	168,071
Capital assets:	
Non-depreciable	6,648,082
Depreciable, net	<u>3,714,704</u>
Total noncurrent assets	<u>10,530,857</u>
Total assets	<u>10,962,916</u>
Liabilities:	
Current liabilities:	
Accounts payable	2,941
Accrued interest payable	<u>56,781</u>
Total current liabilities	<u>59,722</u>
Noncurrent liabilities:	
Bonds payable, due within one year	115,000
Bonds payable, net, due in more than one year	<u>2,255,000</u>
Total noncurrent liabilities	<u>2,370,000</u>
Total liabilities	<u>2,429,722</u>
Net Position:	
Net investment in capital assets	8,576,584
Restricted for debt service	74,886
Unrestricted (deficit)	<u>(118,276)</u>
Total net position	\$ <u><u>8,533,194</u></u>

The accompanying notes to basic financial statements are an integral part of these statements.

Boynton Village Community Development District
Statement of Activities
For the Year Ended September 30, 2023

		Program Revenues			Governmental
		Charges	Operating	Capital	Activities
	Expenses	for	Grants and	Grants and	Net Revenues
		Services	Contributions	Contributions	(Expenses) and
					Change in
					Net Position
Functions/Programs:					
Governmental activities:					
Interest expense	\$ 137,400	\$ 247,359	\$ -	\$ -	\$ 109,959
Physical environment	507,614	227,063	-	-	(280,551)
General government	96,119	113,968	-	-	17,849
Total governmental activities	\$ <u>741,133</u>	\$ <u>588,390</u>	\$ <u>-</u>	\$ <u>-</u>	<u>(152,743)</u>
General revenues:					
Interest income					<u>12,792</u>
Total general revenues					<u>12,792</u>
Change in net position					(139,951)
Net position, October 1, 2022					<u>8,673,145</u>
Net position, September 30, 2023					\$ <u><u>8,533,194</u></u>

The accompanying notes to basic financial statements are an integral part of these statements.

Boynton Village Community Development District
Balance Sheet - Governmental Funds
September 30, 2023

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Debt Service Fund</u>	<u>Total Governmental Funds</u>
Assets:				
Cash and cash equivalents	\$ 296,540	\$ -	\$ -	\$ 296,540
Assessment receivable	1,184	604	1,297	3,085
Accounts receivable	1,607	-	-	1,607
Deposits	-	388	-	388
Due from other funds	35,730	187,984	-	223,714
Restricted investments	-	-	298,510	298,510
	<u>-</u>	<u>-</u>	<u>298,510</u>	<u>298,510</u>
 Total assets	 \$ <u>335,061</u>	 \$ <u>188,976</u>	 \$ <u>299,807</u>	 \$ <u>823,844</u>
Liabilities:				
Accounts payable	\$ 496	\$ 2,445	\$ -	\$ 2,941
Due to other funds	187,984	35,661	69	223,714
	<u>188,480</u>	<u>38,106</u>	<u>69</u>	<u>226,655</u>
 Total liabilities	 <u>188,480</u>	 <u>38,106</u>	 <u>69</u>	 <u>226,655</u>
Fund Balances:				
Nonspendable:				
Deposits	-	388	-	388
Restricted for debt service	-	-	299,738	299,738
Restricted for Greenway Project	-	81,204	-	81,204
Assigned to:				
Working capital	34,060	39,278	-	73,338
Repairs and maintenance	22,000	30,000	-	52,000
Unassigned	90,521	-	-	90,521
	<u>146,581</u>	<u>150,870</u>	<u>299,738</u>	<u>597,189</u>
 Total fund balances	 <u>146,581</u>	 <u>150,870</u>	 <u>299,738</u>	 <u>597,189</u>
 Total liabilities and fund balances	 \$ <u>335,061</u>	 \$ <u>188,976</u>	 \$ <u>299,807</u>	 \$ <u>823,844</u>

The accompanying notes to basic financial statements are an integral part of these statements.

**Boynton Village Community Development District
Reconciliation of the Balance Sheet of Governmental Funds
to the Statement of Net Position
September 30, 2023**

Total Fund Balances of Governmental Funds, Page 10 \$ 597,189

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds:

Governmental capital assets	13,559,834
Less accumulated depreciation	(3,197,048)

Certain liabilities are not due and payable in the current period and therefore are not reported in the funds:

Accrued interest payable	(56,781)
Governmental special assessment bonds payable, net	<u>(2,370,000)</u>

Net Position of Governmental Activities, Page 8 \$ 8,533,194

The accompanying notes to basic financial statements are an integral part of these statements.

**Boynton Village Community Development District
Statement of Revenues, Expenditures and
Changes in Fund Balances - Governmental Funds
For the Year Ended September 30, 2023**

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Debt Service Fund</u>	<u>Total Governmental Funds</u>
Revenues:				
Non-ad valorem assessments	\$ 225,824	\$ 115,207	\$ 247,359	\$ 588,390
Investment income	42	-	12,750	12,792
	<u>225,866</u>	<u>115,207</u>	<u>260,109</u>	<u>601,182</u>
Total revenues				
Expenditures:				
Current:				
General government	94,397	548	1,174	96,119
Physical environment	90,868	129,283	-	220,151
Debt service:				
Principal	-	-	105,000	105,000
Interest	-	-	142,313	142,313
	<u>185,265</u>	<u>129,831</u>	<u>248,487</u>	<u>563,583</u>
Total expenditures				
Net change in fund balances	40,601	(14,624)	11,622	37,599
Fund Balances, October 1, 2022	<u>105,980</u>	<u>165,494</u>	<u>288,116</u>	<u>559,590</u>
Fund Balances, September 30, 2023	<u>\$ 146,581</u>	<u>\$ 150,870</u>	<u>\$ 299,738</u>	<u>\$ 597,189</u>

The accompanying notes to basic financial statements are an integral part of these statements.

**Boynton Village Community Development District
Reconciliation of the Statement of Revenues,
Expenditures and Changes in Fund Balances
of Governmental Funds to the Statement of Activities
For the Year Ended September 30, 2023**

**Net Change in Fund Balances - Total Governmental
Funds, Page 12**

\$ 37,599

Amounts reported for governmental activities in the statement
of activities are different because:

Governmental funds report capital outlays as
expenditures, however, in the statement of activities,
the cost of those assets is depreciated over their
estimated useful lives.

Expenditures for capital assets	\$ -	
Less current year depreciation	<u>(287,463)</u>	(287,463)

Repayment of debt principal is an expenditure in the
governmental funds, but the repayment reduces
long-term liabilities in the statement of net position.

105,000

Certain items reported in the statement of activities
do not require the use of current financial resources
and therefore are not reported as expenditures in
the governmental funds.

Change in accrued interest payable		<u>4,913</u>
------------------------------------	--	--------------

Change in Net Position of Governmental Activities, Page 9

\$ (139,951)

The accompanying notes to basic financial statements are an integral part of these statements.

Boynton Village Community Development District
Statement of Revenues, Expenditures and Changes in Fund
Balance - Budget and Actual - General Fund
For the Year Ended September 30, 2023

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
Revenues:				
Non-ad valorem assessments	\$ 225,360	\$ 225,360	\$ 225,824	\$ 464
Investment income	<u>-</u>	<u>-</u>	<u>42</u>	<u>42</u>
Total revenues	<u>225,360</u>	<u>225,360</u>	<u>225,866</u>	<u>506</u>
Expenditures:				
Current:				
General government	108,790	108,790	94,397	14,393
Physical environment	<u>116,570</u>	<u>116,570</u>	<u>90,868</u>	<u>25,702</u>
Total expenditures	<u>225,360</u>	<u>225,360</u>	<u>185,265</u>	<u>40,095</u>
Net change in fund balance	-	-	40,601	40,601
Fund Balance, October 1, 2022	<u>105,980</u>	<u>105,980</u>	<u>105,980</u>	<u>-</u>
Fund Balance, September 30, 2023	<u>\$ 105,980</u>	<u>\$ 105,980</u>	<u>\$ 146,581</u>	<u>\$ 40,601</u>

The accompanying notes to basic financial statements are an integral part of these statements.

Boynton Village Community Development District
Statement of Revenues, Expenditures and Changes in Fund
Balance - Budget and Actual - Special Revenue Fund
For the Year Ended September 30, 2023

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
Revenues:				
Non-ad valorem assessments	\$ <u>114,940</u>	\$ <u>114,940</u>	\$ <u>115,207</u>	\$ <u>267</u>
Total revenues	<u>114,940</u>	<u>114,940</u>	<u>115,207</u>	<u>267</u>
Expenditures:				
Current:				
General government	6,233	6,233	548	5,685
Physical environment	<u>138,707</u>	<u>138,707</u>	<u>129,283</u>	<u>9,424</u>
Total expenditures	<u>144,940</u>	<u>144,940</u>	<u>129,831</u>	<u>15,109</u>
Net change in fund balance	(30,000)	(30,000)	(14,624)	15,376
Fund Balance, October 1, 2022	<u>165,494</u>	<u>165,494</u>	<u>165,494</u>	<u>-</u>
Fund Balance, September 30, 2023	\$ <u><u>135,494</u></u>	\$ <u><u>135,494</u></u>	\$ <u><u>150,870</u></u>	\$ <u><u>15,376</u></u>

The accompanying notes to basic financial statements are an integral part of these statements.

Note 1 - Organization and Operations

Boynton Village Community Development District (the "District") was created on September 6, 2006 under the provisions of Chapter 190 of the Florida Statutes by the Palm Beach County Commission. The District was created for the purpose of financing and managing the acquisition, construction, maintenance, and operation of the major infrastructure within the District for community development. The District is authorized to issue bonds for the purpose, among others, of financing, funding, planning, establishing, acquiring, constructing or reconstruction, enlarging or extending, equipping, operating and maintaining water management, water supply, sewer and wastewater management, bridges or culverts, roads, landscaping, street lights, and other basic infrastructure projects within or without the boundaries of the District.

The District is governed by the Board of Supervisors (the "Board"), which is composed of five elected members. All of the Board members are residents/general electors of the District.

Note 2 - Summary of Significant Accounting Policies

The basic financial statements of the District have been prepared in conformity with generally accepted accounting principles as applied to governmental units. The District's more significant accounting policies are described below:

The financial reporting entity: The governmental reporting entity consists of the District and its component units. Component units are legally separate organizations for which the Board is financially accountable or other organizations whose nature and significant relationship with the District are such that exclusion would cause the District's financial statements to be misleading. Financial accountability is defined as the appointment of a voting majority of the component unit's board, and (i) either the District's ability to impose its will on the organization or (ii) there is a potential for the organization to provide benefit or impose a financial burden on the District. Based upon these criteria, there were no component units.

Basis of presentation:

Financial Statements - Government-Wide Statements: The District's basic financial statements include both government-wide (reporting the District as a whole) and fund financial statements (reporting the District's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business type. All of the District's activities are classified as governmental activities.

In the government-wide statement of net position, the governmental activities column is presented on a consolidated basis, if applicable, and is reported on a full-accrual, economic resource basis, which recognizes all noncurrent assets and receivables as well as all noncurrent debt and obligations, when and if applicable. The effect of interfund activity has been eliminated from the government-wide financial statements.

The government-wide statement of activities reports both the gross and net cost of each of the District's functions. The net costs, by function, are also supported by general revenues, other revenue, etc. The statement of activities reduces gross expenses by related program revenues, operating and capital grants. Program revenues must be directly associated with the function. Operating grants include operating-specific and discretionary (either operating or capital) grants while the capital grants column reflect capital-specific grants. For the year ended September 30, 2023, the District had \$ 588,390 in program revenues.

Note 2 - Summary of Significant Accounting Policies (continued)

This government-wide focus is more on the ability to sustain the District as an entity and the change in the District's net position resulting from the current year's activities.

Financial Statements - Fund Financial Statements: The accounts of the District are organized on the basis of funds. The operations of the funds are accounted for with separate self-balancing accounts that comprise their assets, liabilities, fund equity, revenues and expenditures.

The District reports the following major governmental funds:

General Fund - This fund is used to account for all operating activities of the District. At this time, revenues are derived principally from non-ad valorem assessments and investment income.

Special Revenue Fund - This fund is used to account for financial resources segregated for the maintenance of the Greenway project.

Debt Service Fund - This fund is used to account for the accumulation of resources for and the payment of long-term debt principal, interest and other financing costs.

For the year ended September 30, 2023, the District does not report any proprietary funds.

Measurement focus, basis of accounting, and presentation:

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the basic financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied. Governmental funds use the current financial resources measurement focus and the government-wide statements use the economic resources measurement focus.

Governmental activity in the government-wide financial statements is presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

The governmental fund financial statements are presented on the modified accrual basis of accounting under which revenue is recognized in the accounting period in which it becomes susceptible to accrual (i.e., when it becomes both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within sixty days of the end of the current year.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

Budget: A budget is adopted for the General Fund, Special Revenue Fund and Debt Service Fund on an annual basis. Appropriations lapse at fiscal year-end. Changes or amendments to the total budgeted expenditures of the District must be approved by the District Board of Supervisors.

Note 2 - Summary of Significant Accounting Policies (continued)

The District follows these procedures in establishing the budgetary data reflected in the financial statements:

- a. Each year, the District Manager submits to the District Board a proposed operating budget for the fiscal year commencing the following October 1.
- b. Public hearings are conducted to obtain taxpayer comments.
- c. Prior to October 1, the budget is legally adopted by the District Board.
- d. The budgets are adopted on a basis consistent with generally accepted accounting principles.

Assessments: Assessments are non-ad valorem assessments on all property within the District. Assessments are levied each November 1 on each parcel of benefitted land within the District as of the previous January 1. Certain assessments are collected upon closing on each lot sold and are used to prepay a portion of the Bonds outstanding. In addition, annual assessments are levied and collected to provide funds for the debt service on the portion of the Bonds which are not paid for from the prepaid assessments and to pay for the operations and maintenance of the District.

Cash and cash equivalents: Cash and cash equivalents are defined as demand deposits, money market accounts, and short-term investments with original maturities of three months or less from the date of acquisition.

Investments: Investments, if held, are stated at their fair value, which is based on quoted market prices. Unrealized gains and losses in fair value are recognized. Certain money market investments are stated at amortized cost if they have a remaining maturity of one year or less when purchased.

Capital assets: Capital assets, which include land and improvements, furniture, fixtures and equipment and infrastructure, are reported in the governmental activities column in the government-wide financial statements. The government defines capital assets as assets with an initial, individual cost of more than, \$ 750 and an estimated useful life in excess of one year. The estimated useful lives of the District's capital assets range from 10 to 30 years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Deferred outflows/inflows of resources: In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net assets that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. The District does not have any items that qualify for reporting in this category.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net assets that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. The District does not have any items that qualify for reporting in this category.

Note 2 - Summary of Significant Accounting Policies (continued)

Equity classifications:

Government-wide statements

Equity is classified as net position and displayed in three components:

- a. Net investment in capital assets - consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, or other borrowings that are attributable to the acquisition, construction or improvement of those assets.
- b. Restricted - consists of net position with constraints placed on the use either by 1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or 2) law through constitutional provisions or enabling legislation.
- c. Unrestricted - all other net position that does not meet the definition of "restricted" or "net investment in capital assets".

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

Fund statements

GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* requires that governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the District is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

Nonspendable: This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact. The District classifies prepaid items and deposits as nonspendable since they are not expected to be converted to cash or are not expected to be converted to cash within the next year.

Restricted: This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.

Committed: This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the District's Board. These amounts cannot be used for any other purpose unless the Board removes or changes the specified use by taking the same type of action (ordinance or resolution) that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements.

Note 2 - Summary of Significant Accounting Policies (continued)

Assigned: This classification includes amounts that are constrained by the District's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the Board or through the Board delegating this responsibility to the District Manager through the budgetary process. This classification also includes the remaining positive fund balance for all governmental funds except for the General Fund. The District classifies existing fund balance to be used in the subsequent year's budget for elimination of a deficit as assigned.

Unassigned: This classification includes the residual fund balance for the General Fund.

The District would typically use restricted fund balances first, followed by committed fund balances, assigned fund balances and finally unassigned fund balances.

Date of management review: Subsequent events have been evaluated through June 27, 2024, which is the date the financial statements were available to be issued.

Use of estimates: The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

Note 3 - Deposits and Investments

Deposits: The District's deposits must be placed with banks and savings and loans which are qualified as public depositories prior to receipt of public monies under Chapter 280, Florida Statutes. These deposits are insured by the FDIC up to \$ 250,000. Monies deposited in amounts greater than the insurance coverage are secured by the banks pledging securities with the State Treasurer in the collateral pool. At year end, the carrying amount and the bank balance of the District's deposits was \$ 296,540 and \$ 306,092, respectively.

Investments: The District did not adopt a formal investment policy nor does it possess or control any investments that fall under Section 218.415, Florida Statutes. The District's investments are money market funds that are held by a Trustee and are governed by the Series 2007 Bond Indenture.

Note 4 - Interfund Balances

These balances result from the lag between dates (1) inter-fund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments are actually made between funds. Due from and to other funds at September 30, 2023, consists of \$ 187,984 in the Special Revenue Fund due from the General Fund, \$69 in the General Fund due from the Debt Service Fund, and \$35,661 in the General Fund due from the Special Revenue Fund.

Boynton Village Community Development District
Notes to Basic Financial Statements
September 30, 2023

Note 5 - Long-Term Debt

a. Summary of Long-Term Debt of Governmental Activities

Long-term debt of the governmental activities at September 30, 2023, is comprised of the following bond issue:

\$ 3,600,000 Special Assessment Bonds, Series 2007 A-1; due in annual installments through May 2037; interest payable semi-annually at 5.75%. \$ 2,370,000

The following is a summary of changes in governmental activities long-term debt for the year ended September 30, 2023:

	Balance October 1, 2022	Additions	Deletions	Balance September 30, 2023	Due Within One Year
Direct borrowings and private placements: Special Assessment Bonds, Series 2007 A-1	\$ 2,475,000	\$ -	\$ 105,000	\$ 2,370,000	\$ 115,000
	<u>\$ 2,475,000</u>	<u>\$ -</u>	<u>\$ 105,000</u>	<u>\$ 2,370,000</u>	<u>\$ 115,000</u>

b. Summary of Significant Debt Terms of Governmental Activities

\$ 3,600,000 Special Assessment Bonds, Series 2007 A-1 - The District previously issued \$ 3,600,000 in Special Assessment Bonds, Series 2007 for the purpose of funding certain capital projects within the boundaries of the District. The Bonds bear interest at 5.75% and mature in May 2037. Interest is payable semi-annually on the first day of each May and November. The Bonds are secured by the pledge of revenues derived from the collection of non-ad valorem special assessments.

The District is required by the Bond Indenture to levy and collect special assessments pursuant to Florida Statutes, Section 190.022. The collection of these assessments are restricted and applied to the debt service requirements of the Bond issue. Further, the District covenants to levy special assessments in annual amounts adequate to provide for payment of principal and interest on the Bonds as it becomes due.

The Bonds are subject to mandatory redemption at par on a schedule of annual redemptions through May 2037, the maturity date. The District is required to redeem the Bonds at par, prior to schedule from the proceeds of any assessments prepaid in full or if certain events occur as outlined in the Bond Indenture. The Bonds are subject to redemption at the option of the District at par on or after May 2017.

The Indenture requires a reserve fund equal to 7.06% of the Bonds outstanding at September 30, 2023. The reserve fund account balance was sufficient to satisfy this requirement at September 30, 2023.

Boynton Village Community Development District
Notes to Basic Financial Statements
September 30, 2023

Note 5 - Long-Term Debt (continued)

The annual debt service requirements for the Series 2007 Special Assessment Bonds consist of:

<u>Year Ending September 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 115,000	\$ 136,275	\$ 251,275
2025	120,000	129,663	249,663
2026	125,000	122,763	247,763
2027	135,000	115,575	250,575
2028	145,000	107,813	252,813
2029-2033	850,000	405,375	1,255,375
2034-2037	880,000	130,236	1,010,236
	<u>\$ 2,370,000</u>	<u>\$ 1,147,700</u>	<u>\$ 3,517,700</u>

Note 6 - Capital Assets

Capital asset activity for the year ended September 30, 2023, was as follows:

	<u>Balance at October 1, 2022</u>	<u>Additions</u>	<u>Transfers</u>	<u>Balance at September 30, 2023</u>
Governmental Activities:				
Capital assets, not being depreciated:				
Land and improvements	\$ 6,648,082	\$ -	\$ -	\$ 6,648,082
Total capital assets, not being depreciated	<u>6,648,082</u>	<u>-</u>	<u>-</u>	<u>6,648,082</u>
Capital assets, being depreciated:				
Furniture, fixtures and equipment	446,495	-	-	446,495
Infrastructure	<u>6,465,257</u>	<u>-</u>	<u>-</u>	<u>6,465,257</u>
Total capital assets, being depreciated	<u>6,911,752</u>	<u>-</u>	<u>-</u>	<u>6,911,752</u>
Total capital assets	<u>13,559,834</u>	<u>-</u>	<u>-</u>	<u>13,559,834</u>
Less accumulated depreciation for:				
Furniture, fixtures and equipment	223,245	44,649	-	267,894
Infrastructure	<u>2,686,340</u>	<u>242,814</u>	<u>-</u>	<u>2,929,154</u>
Total accumulated depreciation	<u>2,909,585</u>	<u>287,463</u>	<u>-</u>	<u>3,197,048</u>
Total capital assets, being depreciated, net	<u>4,002,167</u>	<u>(287,463)</u>	<u>-</u>	<u>3,714,704</u>
Governmental activities:				
Capital assets, net	<u>\$ 10,650,249</u>	<u>\$ (287,463)</u>	<u>\$ -</u>	<u>\$ 10,362,786</u>

Provision for depreciation was charged to functions as follows:

Governmental Activities:	
Physical environment	\$ <u>287,463</u>

Note 7 - Risk Management

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. These risks are covered by commercial insurance from independent third parties. Settled claims from these risks have not exceeded commercial insurance coverage in the previous three years.

OTHER REPORTS OF INDEPENDENT AUDITORS

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Supervisors
Boynton Village Community Development District
Palm Beach County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of Boynton Village Community Development District (the "District"), as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements and have issued our report thereon dated June 27, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements, on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

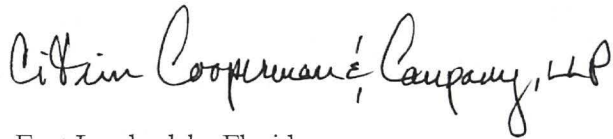
"Citrin Cooperman" is the brand under which Citrin Cooperman & Company, LLP, a licensed independent CPA firm, and Citrin Cooperman Advisors LLC serve clients' business needs. The two firms operate as separate legal entities in an alternative practice structure. The entities of Citrin Cooperman & Company, LLP and Citrin Cooperman Advisors LLC are independent member firms of the Moore North America, Inc. (MNA) Association, which is itself a regional member of Moore Global Network Limited (MGNI). All the firms associated with MNA are independently owned and managed entities. Their membership in, or association with, MNA should not be construed as constituting or implying any partnership between them.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Fort Lauderdale, Florida

June 27, 2024



Citrin Cooperman & Company, LLP
Certified Public Accountants

6550 N Federal Hwy, 4th Floor
Fort Lauderdale, FL 33308
T : 954.771.0896 F 954.938.9353
citrincooperman.com

MANAGEMENT LETTER REQUIRED BY CHAPTER 10.550 OF THE RULES OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA

To the Board of Supervisors
Boynton Village Community Development District
Palm Beach County, Florida

Report on the Financial Statements

We have audited the financial statements of Boynton Village Community Development District, Florida, (the "District"), as of and for the fiscal year ended September 30, 2023, and have issued our report thereon dated June 27, 2024.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*. Disclosures in that report, which is dated June 27, 2024, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding financial audit report. There were no findings or recommendations made in the preceding financial audit report.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. Boynton Village Community Development District was established on September 6, 2006 by the Palm Beach County Commission Ordinance No. 06-073, pursuant to the provisions of Chapter 190, of the laws of the State of Florida. The District does not have any component units.

"Citrin Cooperman" is the brand under which Citrin Cooperman & Company, LLP, a licensed independent CPA firm, and Citrin Cooperman Advisors LLC serve clients' business needs. The two firms operate as separate legal entities in an alternative practice structure. The entities of Citrin Cooperman & Company, LLP and Citrin Cooperman Advisors LLC are independent member firms of the Moore North America, Inc. (MNA) Association, which is itself a regional member of Moore Global Network Limited (MGNI). All the firms associated with MNA are independently owned and managed entities. Their membership in, or association with, MNA should not be construed as constituting or implying any partnership between them.

Financial Condition and Management

Sections 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the District has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the District did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for the District. It is management's responsibility to monitor the District's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Specific Information

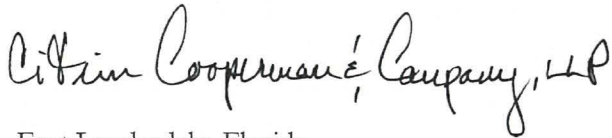
As required by Section 218.39(3)(c), Florida Statutes, and Sections 10.554(1)(i)6 and 10.554(1)(i)7, Rules of the Auditor General, the District reported the specific information in Exhibit 1 accompanying this report. The information for compliance with Section 218.39(3)(c), Florida Statutes and Sections 10.554(1)(i)6 and 10.554(1)(i)7, Rules of the Auditor General, has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.



Fort Lauderdale, Florida
June 27, 2024

Boynton Village Community Development District of the City of Boca Raton, Florida
Exhibit 1
Data Elements Required By Section 218.39(3)(c), Florida Statutes and
Sections 10.554(1)(i)6 and 10.554(1)(i)7, Rules of the Auditor General
(Unaudited)

Data Element	Comments
Number of district employees compensated at 9/30/2023	0
Number of independent contractors compensated in September 2023	1
Employee compensation for FYE 9/30/2022 (paid/accrued)	\$0
Independent contractor compensation for FYE 9/30/2023 (paid/accrued)	\$9,567
Each construction project to begin on or after October 1; (>\$65K)	0
Budget variance report	Page 14
Ad valorem taxes:	
Millage rate FYE 9/30/2023	Not applicable
Ad valorem taxes collected FYE 9/30/2023	Not applicable
Outstanding Bonds	Not applicable
Non ad valorem special assessments:	
Special assessment rate FYE 9/30/2023	Operations and maintenance - \$0.12 - \$164.13 Debt service - \$0.60 - \$824.57
Special assessments collected FYE 9/30/2023	\$588,390
Outstanding Bonds	
Series 2007A-1, due May 1, 2037	\$2,370,000

BOYNTON VILLAGE
COMMUNITY DEVELOPMENT DISTRICT

8A

RESOLUTION 2024-11

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BOYNTON VILLAGE COMMUNITY DEVELOPMENT DISTRICT HEREBY ACCEPTING THE AUDITED BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2023

WHEREAS, the District's Auditor, Citrin Cooperman & Company, LLP, has heretofore prepared and submitted to the Board, for accepting, the District's Audited Basic Financial Statements for Fiscal Year 2023;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BOYNTON VILLAGE COMMUNITY DEVELOPMENT DISTRICT;

1. The Audited Basic Financial Statements for Fiscal Year 2023 heretofore submitted to the Board is hereby accepted for Fiscal Year 2023, for the period ending September 30, 2023; and

2. A verified copy of said Audited Basic Financial Statements for Fiscal Year 2023 shall be attached hereto as an exhibit to this Resolution in the District's "Official Record of Proceedings".

PASSED AND ADOPTED this 14th day of August, 2024.

BOYNTON VILLAGE COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

BOYNTON VILLAGE
COMMUNITY DEVELOPMENT DISTRICT

9

Memorandum

To: Board of Supervisors

From: District Management

Date: August 14, 2024

RE: HB7013 - Special Districts Performance Measures and Standards Reporting

To enhance accountability and transparency, new regulations were established for all special districts, by the Florida Legislature, during their 2024 legislative session. Starting on October 1, 2024, or by the end of the first full fiscal year after its creation (whichever comes later), each special district must establish goals and objectives for each program and activity, as well as develop performance measures and standards to assess the achievement of these goals and objectives. Additionally, by December 1 each year (initial report due on December 1, 2025), each special district is required to publish an annual report on its website, detailing the goals and objectives achieved, the performance measures and standards used, and any goals or objectives that were not achieved.

District Management has identified the following key categories to focus on for Fiscal Year 2025 and develop statutorily compliant goals for each:

- Community Communication and Engagement
- Infrastructure and Facilities Maintenance
- Financial Transparency and Accountability

Additionally, special districts must provide an annual reporting form to share with the public that reflects whether the goals & objectives were met for the year. District Management has streamlined these requirements into a single document that meets both the statutory requirements for goal/objective setting and annual reporting.

The proposed goals/objectives and the annual reporting form are attached as exhibit A to this memo. District Management recommends that the Board of Supervisors adopt these goals and objectives to maintain compliance with HB7013 and further enhance their commitment to the accountability and transparency of the District.

Exhibit A: Goals, Objectives and Annual Reporting Form

BOYNTON VILLAGE COMMUNITY DEVELOPMENT DISTRICT
Performance Measures/Standards & Annual Reporting Form
October 1, 2024 – September 30, 2025

1. COMMUNITY COMMUNICATION AND ENGAGEMENT

Goal 1.1 Public Meetings Compliance

Objective: Hold at least two (2) regular Board of Supervisor meetings per year to conduct CDD related business and discuss community needs.

Measurement: Number of public board meetings held annually as evidenced by meeting minutes and legal advertisements.

Standard: A minimum of two (2) regular board meetings was held during the fiscal year.

Achieved: Yes ☐ No ☐

Goal 1.2 Notice of Meetings Compliance

Objective: Provide public notice of each meeting at least seven days in advance, as specified in Section 190.007(1), using at least two communication methods.

Measurement: Timeliness and method of meeting notices as evidenced by posting to CDD website, publishing in local newspaper and via electronic communication.

Standard: 100% of meetings were advertised with 7 days' notice per statute on at least two mediums (i.e., newspaper, CDD website, electronic communications).

Achieved: Yes ☐ No ☐

Goal 1.3 Access to Records Compliance

Objective: Ensure that meeting minutes and other public records are readily available and easily accessible to the public by completing monthly CDD website checks.

Measurement: Monthly website reviews will be completed to ensure meeting minutes and other public records are up to date as evidenced by District Management's records.

Standard: 100% of monthly website checks were completed by District Management.

Achieved: Yes ☐ No ☐

2. **INFRASTRUCTURE AND FACILITIES MAINTENANCE**

Goal 2.1 District Infrastructure and Facilities Inspections

Objective: District Engineer will conduct an annual inspection of the District's infrastructure and related systems.

Measurement: A minimum of one (1) inspection completed per year as evidenced by district engineer's report related to district's infrastructure and related systems.

Standard: Minimum of one (1) inspection was completed in the Fiscal Year by the district's engineer.

Achieved: Yes ☐ No ☐

3. **FINANCIAL TRANSPARENCY AND ACCOUNTABILITY**

Goal 3.1 Annual Budget Preparation

Objective: Prepare and approve the annual proposed budget by June 15 and final budget was adopted by September 30 each year.

Measurement: Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as evidenced by meeting minutes and budget documents listed on CDD website and/or within district records.

Standard: 100% of budget approval and adoption were completed by the statutory deadlines and posted to the CDD website.

Achieved: Yes ☐ No ☐

Goal 3.2 Financial Reports

Objective: Publish to the CDD website the most recent versions of the following documents: annual audit, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.

Measurement: Annual audit, previous years' budgets, and financials are accessible to the public as evidenced by corresponding documents on the CDD website.

Standard: CDD website contains 100% of the following information: most recent annual audit, most recently adopted/amended fiscal year budget, and most recent agenda package with updated financials.

Achieved: Yes ☐ No ☐

Goal 3.3 Annual Financial Audit

Objective: Conduct an annual independent financial audit per statutory requirements and publish the results to the CDD website for public inspection and transmit said results to the State of Florida.

Measurement: Timeliness of audit completion and publication as evidenced by meeting minutes showing board approval and annual audit is available on the CDD website and transmitted to the State of Florida.

Standard: Audit was completed by an independent auditing firm per statutory requirements and results were posted to the CDD website and transmitted to the State of Florida.

Achieved: Yes ☐ No ☐

District Manager

Chair/Vice Chair, Board of Supervisors

Print Name

Print Name

Date

Date

BOYNTON VILLAGE
COMMUNITY DEVELOPMENT DISTRICT

10



SULLIVAN ELECTRIC
& PUMP, INC.

1942 8th Ave North Lake Worth, FL 33461
Florida License #EC0001117
Voice (561) 588-5886 / (800) 991-2770 Fax (561) 582-9344
E Mail: Sales@sullivanelectric-pump.com

Quote

Date	Quote #
5/13/2024	30168

Billing Address
Boynton Village Community Development Dis C/O Wrathell, Hunt and Associates, LLC 2300 Glades Road #410W Boca Raton, FL 33431

Ship Address
EPS PUMP STATION EPS-30-30-230-3-VFD BOYNTON BEACH, FL

Quote By	Due Date	P.O. No.
KC	6/12/2024	

Description	Qty	Total
QUOTED BY: K.C. LAZERE REQUESTED BY: DANIEL 561-571-0010 LOCATION: EPS STATION DESCRIPTION: MULTIPLE ISSUES, COOLING FAN, TIME OF USE CLOCK, CLOGGED SCREENS HIGH VACUUM DIVER NEEDED. SERIAL: JOB# S-06228 PO#		0.00
Field Service Technician TO DATE 5/9/2024 GEORGE TO STATION, FOUND BOTH DOWN WITH NO SCADA RESPONSE. ISOLATED AND PRIMED PUMP 1 AND RAN ZONE 5 AND COULD HEAR CAVITATION, NEXT PRIMED AND RAN PUMP 2 ON ZONE 5 AND CAVITATION WAS WORSE. ROBINSON NAVARRO STOPPED BY AND ALSO TRIED TO CALL DANIEL BUT NO RESPONSE, COOLING FAN NEEDS REPLACED OR WILL OVER HEAT, I REPLACED THE FAN, ROBINSON ASKED ABOUT TIME OF USE CLOCK TO KEEP STATION FROM RUNNING ALL DAY AND DIVER TO CLEAN SCREENS. QUOTE TO BE SENT.	3.5	420.00
6" AXIAL COOLING FAN (INSTALLED ON 5/9/2024	1	93.90
INTERMATIC SW12HWK 12-HOUR SPRING WOUND TIMER, WHITE	1	40.86
SELECTOR SWITCH 3 POSITION 22 MM	1	18.44
N/O CONTACT BLOCK	1	12.88
N/C CONTACT BLOCK	1	14.12

Please be advised, that all Service Calls are charged for a minimum of two hour and hourly thereafter.

Qualifications –
-Labor to date is not included unless itemized in the quotation above.
-Concealed or unforeseen needed repairs will be estimated after shop evaluation of the equipment.
-Repair or replacement of auxiliary equipment such as motor starters, fuses, circuit breakers, control components, valves, check valves, piping is not included unless itemized in the quotation above.
-Proper access to site without the use of special equipment is assumed unless otherwise itemized in the quotation above.
Installation will comply with the current approved editions of the National Electric Code and the Florida Building Code with all approved addendum.

Terms --
-Net 30 days from invoice date. If quote is not acceptable and labor to date is included, that labor will be billed out after 20 days from quote date. Signature on this agreement constitutes contract between customer and Sullivan Electric & Pump, Inc.
Warranty --
-1 Year on supplied parts, excluding lamps, and conditional upon the manufacturer's acceptance of the warranty claim that the parts failure was a defect in manufacturing and not to improper use, lack of maintenance or improper application not caused by Sullivan Electric & Pump, INC.
Limited 90 Day warranty on all bearings, mechanical seals and Labor by Sullivan Electric & Pump, INC
-The owner is responsible to properly use & maintain the product used in the installation according to all acceptable standards and practices including but not limited to NFPA publication 70B "Recommended Practice for Electrical Equipment Maintenance," current printed edition, NEMA MG2, current printed edition and manufacturer's product manuals

A deposit is required on manufactured or special order products.



**SULLIVAN ELECTRIC
& PUMP, INC.**
1942 8th Ave North Lake Worth, FL 33461
Florida License #EC0001117
Voice (561) 588-5886 / (800) 991-2770 Fax (561) 582-9344
E Mail: Sales@sullivanelectric-pump.com

Quote

Date	Quote #
5/13/2024	30168

Billing Address
Boynton Village Community Development Dis C/O Wrathell, Hunt and Associates, LLC 2300 Glades Road #410W Boca Raton, FL 33431

Ship Address
EPS PUMP STATION EPS-30-30-230-3-VFD BOYNTON BEACH, FL

Quote By	Due Date	P.O. No.
KC	6/12/2024	

Description	Qty	Total
3 CB HOLDER FOR 22 MM SWITCHES AND PUSH BUTTON	1	4.06
4X4X2 SCREW COVER JUNCTION BOX	1	23.35
WIRE, STRAPS, TERMINALS FOR FIELD INSTALL.	1	44.00
Field Service Technician TO SITE WITH TIME OF USE CLOCK AND SWITCH, MOUNT AND WIRE INTO PUMP AND FIELD TEST. CUSTOMER TO LET US KNOW HOURS OF OPERATION SO WE CAN SET CLOCK.	3.5	420.00
SERVICE TECH DIVER WITH DIVE TENDER ASSISTANT GO TO SITE, SUIT UP IN DIVE GEAR ENTER LAKE AND DIVE AND CLEAN PUMP INTAKE SCREENS, CONFIRM THERE OFF LAKE BOTTOM. RUN PUMPS AFTER CLEANING.	1	780.00
Subtotal		1,871.61

Please be advised, that all Service Calls are charged for a minimum of two hour and hourly thereafter.

Qualifications --
-Labor to date is not included unless itemized in the quotation above.
-Concealed or unforeseen needed repairs will be estimated after shop evaluation of the equipment.
-Repair or replacement of auxiliary equipment such as motor starters, fuses, circuit breakers, control components, valves, check valves, piping is not included unless itemized in the quotation above.
-Proper access to site without the use of special equipment is assumed unless otherwise itemized in the quotation above.
Installation will comply with the current approved editions of the National Electric Code and the Florida Building Code with all approved addendum.

Terms --
-Net 30 days from invoice date. If quote is not acceptable and labor to date is included, that labor will be billed out after 20 days from quote date. Signature on this agreement constitutes contract between customer and Sullivan Electric & Pump, Inc.
Warranty --
-1 Year on supplied parts, excluding lamps, and conditional upon the manufacturer's acceptance of the warranty claim that the parts failure was a defect in manufacturing and not to improper use, lack of maintenance or improper application not caused by Sullivan Electric & Pump, INC.
Limited 90 Day warranty on all bearings, mechanical seals and Labor by Sullivan Electric & Pump, INC

-The owner is responsible to properly use & maintain the product used in the installation according to all acceptable standards and practices including but not limited to NFPA publication 70B "Recommended Practice for Electrical Equipment Maintenance," current printed edition, NEMA MG2, current printed edition and manufacturer's product manuals

A deposit is required on manufactured or special order products.

Subtotal	\$1,871.61
Sales Tax (0.0%)	\$0.00
Total	\$1,871.61

Signature:

DocuSigned by:
Tierra Smith
93FA3EEE33C64C4...

Principal

Authorized By (Print Name)

tierra Smith

Date Approved

5/13/2024

**BOYNTON VILLAGE
COMMUNITY DEVELOPMENT DISTRICT**

**UNAUDITED
FINANCIAL
STATEMENTS**

**BOYNTON VILLAGE
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
JUNE 30, 2024**

**BOYNTON VILLAGE
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
JUNE 30, 2024**

	Major Funds			Total Governmental Funds
	General	Special Revenue	Debt Service	
ASSETS				
Cash - SunTrust				
General fund	\$ 435,773	\$ -	\$ -	\$ 435,773
Investments - US Bank				
Revenue account - (A-1) 1950 Congress	-	-	111,890	111,890
Revenue account - (A-2) SFL Devco / WR1 & WR2	-	-	15,574	15,574
Reserve account - (A-1) 1950 Congress	-	-	167,322	167,322
Reserve account - (A-2) SFL Devco	-	-	749	749
Prepayment - (A-2)	-	-	3,774	3,774
Redemption	-	-	7,887	7,887
Due from other	200	-	-	200
Due from other funds				
General	-	209,577	-	209,577
Utility deposits	-	388	-	388
Total assets	<u>\$ 435,973</u>	<u>\$209,965</u>	<u>\$ 307,196</u>	<u>\$ 953,134</u>
LIABILITIES				
Liabilities:				
Accrued wages payable	400	-	-	400
Due to other funds				
Special revenue	209,577	-	-	209,577
Due to Developer	97	-	-	97
Total liabilities	<u>210,074</u>	<u>-</u>	<u>-</u>	<u>210,074</u>
FUND BALANCES				
Assigned:				
Debt service	-	-	307,196	307,196
Committed				
3 months working capital	32,383	42,181	-	74,564
Bridge	6,000	-	-	6,000
Irrigation/pump-station	16,000	-	-	16,000
Unassigned	171,516	167,784	-	339,300
Total fund balances	<u>225,899</u>	<u>209,965</u>	<u>307,196</u>	<u>743,060</u>
Total liabilities and fund balances	<u>\$ 435,973</u>	<u>\$209,965</u>	<u>\$ 307,196</u>	<u>\$ 953,134</u>

**BOYNTON VILLAGE
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED JUNE 30, 2024**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll	\$ -	\$ 155,737	\$ 155,391	100%
Interest and miscellaneous	4	35	-	N/A
Total revenues	<u>4</u>	<u>155,772</u>	<u>155,391</u>	100%
EXPENDITURES				
Professional & administrative				
Supervisors	800	800	4,306	19%
Management	3,927	35,346	47,128	75%
Legal	1,787	5,838	10,000	58%
Engineering	-	1,515	7,000	22%
Audit	-	-	8,400	0%
Assessment roll preparation	667	6,000	8,000	75%
Arbitrage rebate calculation	-	-	1,200	0%
Dissemination agent	292	2,625	3,500	75%
Trustee	-	5,725	5,725	100%
Postage	-	-	750	0%
Legal advertising	325	325	1,500	22%
Annual district filing fee	-	175	175	100%
Insurance	-	7,160	8,000	90%
Office supplies	246	246	500	49%
Other current charges	142	1,031	750	137%
Website: hosting and maintenance	-	705	705	100%
Website: ADA compliance	-	210	210	100%
Total professional & administrative	<u>8,186</u>	<u>67,701</u>	<u>107,849</u>	63%

**BOYNTON VILLAGE
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED JUNE 30, 2024**

	Current Month	Year to Date	Budget	% of Budget
Operating services				
Insurance: property	-	585	855	68%
Repairs and maintenance				
Pump station	-	3,621	2,000	181%
Bridge	-	-	1,000	0%
Total operating services	-	4,206	3,855	109%
Other fees and charges				
Tax collector	-	1,556	1,619	96%
Information systems services	-	1,120	2,030	55%
Property appraiser	-	-	38	0%
Total other fees and charges	-	2,676	3,687	73%
Total expenditures	8,186	74,583	115,391	65%
Excess/(deficiency) of revenues over/(under) expenditures	(8,182)	81,189	40,000	
Fund balances - beginning	234,081	144,710	140,412	
Fund balances - ending				
Committed				
3 months working capital	32,383	32,383	35,239	
Bridge	6,000	6,000	19,580	
Irrigation/pump-station	16,000	16,000	24,000	
Unassigned	171,516	171,516	101,593	
Fund balances - ending	<u>\$225,899</u>	<u>\$ 225,899</u>	<u>\$180,412</u>	

**BOYNTON VILLAGE
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
SPECIAL REVENUE FUND
FOR THE PERIOD ENDED JUNE 30, 2024**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll	\$ -	\$ 151,467	\$ 151,172	100%
Total revenues	-	151,467	151,172	100%
EXPENDITURES				
Professional & administrative				
Landscape maintenance	12,800	70,096	98,050	71%
Plant replacements	-	-	2,500	0%
Property maintenance	1,461	13,012	15,600	83%
Electric	541	1,810	2,500	72%
Property insurance	-	4,442	6,491	68%
Repairs & maintenance - general	225	700	7,500	9%
Repairs & maintenance - irrigation (non pump station)	-	799	10,000	8%
Contingency/other	-	-	5,000	0%
Total professional & administrative	15,027	90,859	147,641	62%
Other fees and charges				
Tax collector	-	1,513	1,575	96%
Property appraiser	-	-	36	0%
Total other fees & charges	-	1,513	1,611	94%
Total expenditures	15,027	92,372	149,252	62%
 Excess/(deficiency) of revenues over/(under) expenditures	 (15,027)	 59,095	 1,920	
Fund balances - beginning	224,992	150,870	140,013	
Fund balance - ending				
Assigned: 3 months working capital	42,181	42,181	42,181	
Unassigned	167,784	167,784	99,752	
Fund balances - ending	<u>\$209,965</u>	<u>\$ 209,965</u>	<u>\$141,933</u>	

**BOYNTON VILLAGE
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND - SERIES 2007
FOR THE PERIOD ENDED JUNE 30, 2024**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll	\$ -	\$ 247,416	\$ 246,854	100%
Interest	1,248	13,789	-	N/A
Total revenues	1,248	261,205	246,854	106%
EXPENDITURES				
Debt service				
Principal	-	115,000	115,000	100%
Interest	-	136,275	136,275	100%
Total debt service	-	251,275	251,275	100%
Other fees and charges				
Tax collector	-	2,472	2,571	96%
Property appraiser	-	-	98	0%
Total other fees and charges	-	2,472	2,669	93%
Total expenditures	-	253,747	253,944	100%
Excess/(deficiency) of revenues over/(under) expenditures	1,248	7,458	(7,090)	
Net change in fund balances	1,248	7,458	(7,090)	
Fund balances - beginning	305,948	299,738	289,740	
Fund balances - ending	\$ 307,196	\$ 307,196	\$ 282,650	

**BOYNTON VILLAGE
COMMUNITY DEVELOPMENT DISTRICT**

MINUTES

DRAFT
MINUTES OF MEETING
BOYNTON VILLAGE
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Boynton Village Community Development District held a Regular Meeting on May 31, 2024, at 2:30 p.m., at Pacifica Apartments: 1100 Audace Ave., Boynton Beach, Florida 33426.

Present were:

Tierra Smith	Chair
Helen Belfour	Assistant Secretary
Edward Turner, Jr.	Assistant Secretary

Also present were:

Daniel Rom	District Manager
Kristen Thomas	Wrathell, Hunt and Associates LLC
Ginger Wald	District Counsel
Shimon Davis	Supervisor-Appointee

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Thomas called the meeting to order at 2:45 p.m.

Supervisors Smith, Belfour and Turner were present in person. Supervisor Stojanovic was not present. One seat was vacant.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Acceptance of Resignation of Tanja Stojanovic [Seat 1]

Ms. Thomas presented Ms. Tanja Stojanovic's resignation letter.

On MOTION by Ms. Smith and seconded by Ms. Belfour, with all in favor, the resignation of Ms. Tanja Stojanovic from Seat 1, was accepted.

FOURTH ORDER OF BUSINESS

Consider Appointment to Fill Unexpired
Term of Seat 1; Term Expires November
2026

Ms. Smith nominated Mr. Shimon Davis to fill Seat 1. No other nominations were made.

**On MOTION by Ms. Smith and seconded by Ms. Belfour, with all in favor, the
appointment of Mr. Shimon Davis to fill Seat 1, was approved.**

- **Administration of Oath of Office to Appointed Supervisor (the following will also be
provided in a separate package)**

Ms. Thomas, a Notary of the State of Florida and duly authorized, administered the Oath
of Office to Mr. Davis. She presented and briefly explained the following items:

- A. Required Ethics Training and Disclosure Filing**
 - **Sample Form 1 2023/Instructions**
- B. Membership, Obligation and Responsibilities**
- C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local
Public Officers**

FIFTH ORDER OF BUSINESS

Consider Appointment to Fill Unexpired
Term of Seat 5; Term Expires November
2024

- **Administration of Oath of Office to Appointed Supervisor**

This item was deferred.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2024-01,
Electing and Removing Officers of the
District and Providing for an Effective Date

Ms. Thomas presented Resolution 2024-01. Ms. Smith nominated the following slate:

Tierra Smith	Chair
Helen Belfour	Vice Chair
Edward Turner, Jr.	Assistant Secretary
Shimon Davis	Assistant Secretary

78 Kristen Thomas Assistant Secretary

79 The Resolution removes the following from the Board:

80 Tanja Stojanovic Vice Chair

81 The following prior appointments by the Board remain unaffected by this Resolution:

82 Craig Wrathell Secretary

83 Daniel Rom Assistant Secretary

84 Craig Wrathell Treasurer

85 Jeff Pinder Assistant Treasurer

86

87 **On MOTION by Ms. Smith and seconded by Mr. Turner, with all in favor,**
88 **Resolution 2024-01, Electing, as nominated, and Removing Officers of the**
89 **District, as nominated, and Providing for an Effective Date, was adopted.**

90

91

92 **SEVENTH ORDER OF BUSINESS**

Consideration of Resolution 2024-02,
 Approving a Proposed Budget for Fiscal
 Year 2024/2025 and Setting a Public
 Hearing Thereon Pursuant to Florida Law;
 Addressing Transmittal, Posting and
 Publication Requirements; Addressing
 Severability; and Providing an Effective
 Date

100

101 Ms. Thomas presented Resolution 2024-02. She reviewed the proposed Fiscal Year 2025
102 budget, highlighting any line item increases, decreases and adjustments, compared to the Fiscal
103 Year 2024 budget, and explained the reasons for any changes.

104 The Board and Staff discussed the budget process, assessments, the pump station, the
105 dog park, the City's ownership of the dock and the observation deck and a line-of-sight issue at
106 a median near the roundabout.

107

108 **On MOTION by Mr. Davis and seconded by Ms. Belfour, with all in favor,**
109 **Resolution 2024-02, Approving a Proposed Budget for Fiscal Year 2024/2025**
110 **and Setting a Public Hearing Thereon Pursuant to Florida Law for August 14,**
111 **2024 at 2:00 p.m., at Pacifica Apartments, 1100 Audace Ave., Boynton Beach,**
112 **Florida 33426; Addressing Transmittal, Posting and Publication Requirements;**
113 **Addressing Severability; and Providing an Effective Date, was adopted.**

114

115

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2024-03, Implementing Section 190.006(3), Florida Statutes, and Requesting that the Palm Beach County Supervisor of Elections Conduct the District's General Elections; Providing for Compensation; Setting Forth the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date

Ms. Thomas presented Resolution 2024-03. Seats 3 and 4, currently held by Supervisors Smith and Turner, Jr., respectively, and Seat 5, which is vacant, will be up for election at the November 2024 General Election. The candidate qualifying period runs from noon, June 10, 2024 through noon, June 14, 2024.

On MOTION by Ms. Smith and seconded by Mr. Davis, with all in favor, Resolution 2024-03, Implementing Section 190.006(3), Florida Statutes, and Requesting that the Palm Beach County Supervisor of Elections Conduct the District's General Elections; Providing for Compensation; Setting Forth the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date, was adopted.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2024-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date

Ms. Thomas presented Resolution 2024-04 and proposed adding an additional meeting to the Fiscal Year 2025 Meeting Schedule, as follows:

DATE & TIME: Insert "March 12, 2025" and "2:00 PM"

On MOTION by Ms. Smith and seconded by Mr. Turner, with all in favor, Resolution 2024-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025, as amended, and Providing for an Effective Date, was adopted.

TENTH ORDER OF BUSINESS

Consideration of Boynton Town Center
M.A. Invoice #03012024 [Pathway
Lighting]

Ms. Thomas presented the Boynton Town Center M.A. Invoice #03012024 for pathway lighting, in the amount of \$9,770.

Mr. Davis exited the meeting at 3:20 p.m.

On MOTION by Ms. Smith and seconded by Ms. Belfour, with all in favor, the Boynton Town Center M.A. Invoice #03012024 for Pathway Lighting, in the amount of \$9,770, was approved.

ELEVENTH ORDER OF BUSINESS

Consideration of Osprey Landscape
Estimate No. 504 for Plant Replacement
Project

Ms. Thomas presented the Osprey Landscape Estimate No. 504 for the plant replacement project in the Cortina Greenway, in the amount of \$17,375.

On MOTION by Mr. Turner and seconded by Ms. Belfour, with all in favor, the Osprey Landscape Estimate No. 504 for the Plant Replacement Project, in the amount of \$17,375, was approved.

TWELFTH ORDER OF BUSINESS

Consideration of Schnars Engineering Corp,
Engineer's Certificate for Trust Indenture

Ms. Thomas presented the Schnars Engineering Corp, Engineer's Certificate for Trust Indenture, dated April 9, 2024. This is a Report that the District Engineer prepared to comply with the requirement of Section 9.21 of the Trust Indenture, relating to the annual inspection of the facilities owned by the CDD. She reviewed the Ownership and Maintenance Responsibilities Table on Page 5.

Ms. Wald noted that the observation deck is missing from the list of improvements; she will check with the City to see if the City Park and observation deck have been added to the maintenance agreement with the Master Association.

Discussion ensued regarding the condition of the roads on Renaissance Commons Boulevard, sidewalk cracks, potential trip hazards, pond maintenance and weed overgrowth.

On MOTION by Ms. Smith and seconded by Mr. Turner, with all in favor, the Schnars Engineering Corp, Engineer's Certificate for Trust Indenture, was accepted.

THIRTEENTH ORDER OF BUSINESS**Consideration of RFP for Annual Audit Services**

Ms. Thomas presented the Request for Proposals for Annual Audit Services.

On MOTION by Mr. Turner and seconded by Ms. Belfour, with all in favor, the RFP for Annual Audit Services and authorizing Staff to advertise, was approved.

FOURTEENTH ORDER OF BUSINESS**Consideration of Resolution 2024-05, Directing the District Manager to Appoint Signors on the Local Bank Account; and Providing an Effective Date**

Ms. Thomas presented Resolution 2024-05 and read the title. This allows for appointment of the Board Chair, Treasurer and Assistant Treasurer to be signors on the CDD's account.

On MOTION by Ms. Smith and seconded by Mr. Turner, with all in favor, Resolution 2024-05, Directing the District Manager to Appoint Signors on the Local Bank Account; and Providing an Effective Date, was adopted.

FIFTEENTH ORDER OF BUSINESS**Consideration of Resolution 2024-06, Establishing an Electronic Signature Policy, Providing District Manager with Authority and Responsibility for Approval of Electronic Signatures and Implementation of Control Processes and Procedures to Ensure Compliance, Integrity, and Security, in Accordance with Chapter 688, Florida Statutes; and Providing for Severability and Effective Date**

Ms. Thomas presented Resolution 2024-06 and read the title. This allows Staff to establish and utilize Docu-sign in processing CDD documents.

On MOTION by Ms. Belfour and seconded by Mr. Turner, with all in favor, Resolution 2024-06, Establishing an Electronic Signature Policy, Providing District Manager with Authority and Responsibility for Approval of Electronic Signatures and Implementation of Control Processes and Procedures to Ensure Compliance, Integrity, and Security, in Accordance with Chapter 688, Florida Statutes; and Providing for Severability and Effective Date, was adopted.

Mr. Davis returned to the meeting at 3:40 p.m.

SIXTEENTH ORDER OF BUSINESS

Consideration of Resolution 2024-07, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; Determining the Electronic Record to be the Official Record; Providing for Severability; and Providing for an Effective Date

Ms. Thomas presented Resolution 2024-07 and read the title.

On MOTION by Mr. Turner and seconded by Ms. Davis, with all in favor, Resolution 2024-07, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; Determining the Electronic Record to be the Official Record; Providing for Severability; and Providing for an Effective Date, was adopted.

SEVENTEENTH ORDER OF BUSINESS

Ratification Items

Ms. Thomas and Mr. Rom presented the following:

A. Osprey Landscape Estimate No. 459 [Irrigation Controller Repair]

On MOTION by Ms. Belfour and seconded by Mr. Turner, with all in favor, Osprey Landscape Estimate No. 459 for Irrigation Controller Repair, in the amount of \$798.56, was ratified.

B. Sullivan Electric & Pump, Inc. Maintenance Services Agreement

On MOTION by Mr. Davis and seconded by Ms. Belfour, with all in favor, the Sullivan Electric & Pump, Inc. Maintenance Services Agreement, was ratified.

C. Sullivan Electric & Pump, Inc. Quotes

I. #28964 [Virtual Scada Cell Service Renewal]

II. #23802 [Cooling Fan, Time of Use Clock, Clogged Screens High Vacuum Diver Needed]

On MOTION by Ms. Smith and seconded by Mr. Davis, with all in favor, Sullivan Electric & Pump, Inc. Quotes #28964, related to Virtual Scada Cell Service Renewal, in the amount of \$860 for the year, and #23802 for a Cooling Fan, Time of Use Clock, Clogged Screens High Vacuum Diver Needed, in the amount of \$1,871.61, were ratified.

D. The Osprey Group, Inc. Second Amendment and Extension to Landscape Maintenance Services Agreement

On MOTION by Ms. Smith and seconded by Mr. Turner, with all in favor, the Osprey Group, Inc. Second Amendment and Extension to Landscape Maintenance Services Agreement, was ratified.

EIGHTEENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of April 30, 2024

Ms. Thomas presented the Unaudited Financial Statements as of April 30, 2024.

On MOTION by Ms. Belfour and seconded by Mr. Turner, with all in favor, the Unaudited Financial Statements as of April 30, 2024, were accepted.

NINETEENTH ORDER OF BUSINESS

Approval of August 9, 2023 Public Hearing and Regular Meeting Minutes

Ms. Thomas presented the August 9, 2023 Public Hearing and Regular Meeting Minutes.

On MOTION by Ms. Smith and seconded by Mr. Davis, with all in favor, the August 9, 2023 Public Hearing and Regular Meeting Minutes, as presented, were approved.

TWENTIETH ORDER OF BUSINESS**Staff Reports****A. District Counsel: Billing, Cochran, Lyles, Mauro & Ramsey, P.A.**

Ms. Wald stated, at this juncture, practically all the new legislation that affects local governments has been signed by the Governor. She will prepare and present a memorandum summarizing the last legislative session at the August meeting.

B. District Engineer: Schnars Engineering Corporation

There was no report.

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

- **NEXT MEETING DATE: August 14, 2024 at 2:00 PM**

- **QUORUM CHECK**

TWENTY-FIRST ORDER OF BUSINESS**Public Comments**

No members of the public spoke.

TWENTY-SECOND ORDER OF BUSINESS**Supervisors' Requests**

There were no Supervisors' requests.

TWENTY-THIRD ORDER OF BUSINESS**Adjournment**

On MOTION by Mr. Davis and seconded by Mr. Turner, with all in favor, the meeting adjourned at 3:53 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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355
356

Secretary/Assistant Secretary

Chair/Vice Chair

**BOYNTON VILLAGE
COMMUNITY DEVELOPMENT DISTRICT**

STAFF REPORTS

BOYNTON VILLAGE COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2024/2025 MEETING SCHEDULE		
LOCATION		
<i>Pacifica Apartments: 1100 Audace Ave., Boynton Beach, Florida 33426</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
March 12, 2025	Regular Meeting	2:00 PM
May 14, 2025	Regular Meeting	2:00 PM
August 13, 2025	Public Hearing & Regular Meeting	2:00 PM