

***OTC***  
*Community Development District*

*July 8, 2020*

# OTC

## *Community Development District*

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475 West Town Place, Suite 114, St. Augustine, Florida 32092

Phone: 904-940-5850 - Fax: 904-940-5899

July 1, 2020

Board of Supervisors  
OTC Community Development District

Dear Board Members:

The Board of Supervisors meeting of the OTC Community Development District will be held **Wednesday, July 8, 2020 at 10:30 a.m.** at the offices of Riverside Management Services, LLC, 9655 Florida Mining Blvd. West, Building 300, Suite 305, Jacksonville, Florida 32257. Following is the advance agenda for the meeting:

### **Audit Committee Meeting**

- I. Roll Call
- II. Review and Ranking of Audit Proposals
- III. Other Business
- IV. Adjournment

### **Board of Supervisors Meeting**

- I. Roll Call
- II. Audience Comments
- III. Affidavits of Publication
- IV. Approval of the Minutes of the May 6, 2020 Meeting
- V. Acceptance of the Minutes of the May 6, 2020 Audit Committee Meeting
- VI. Acceptance of the Audit Committee's Recommendation
- VII. Public Hearing to Adopt the Budget for Fiscal Year 2021
  - A. Consideration of Resolution 2020-07, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2021
  - B. Consideration of Resolution 2020-08, Imposing Special Assessments and Certifying an Assessment Roll
- VIII. Consideration of Resolution 2020-09, Designating a Meeting Schedule for Fiscal Year 2021
- IX. Staff Reports
  - A. District Counsel
  - B. District Engineer – Acceptance of the 2020 Annual Engineer's Report

- C. District Manager – Discussion of the Meeting Schedule for Fiscal Year 2021
- X. Other Business
- XI. Supervisor's Request and Audience Comments
- XII. Financial Reports
  - A. Balance Sheet and Income Statement
  - B. Assessment Receipts Schedule
  - C. Check Register
- XIII. Next Scheduled Meeting – February 10, 2021 at 10:30 a.m. at the offices of England Thims & Miller
- XIV. Adjournment

Enclosed under the third order of business is the affidavit of publication for the public hearing on the budget.

Enclosed under the fourth order of business for your review and approval is a copy of the minutes of the May 6, 2020 meeting.

Enclosed under the fifth order of business for your review and acceptance is a copy of the minutes of the May 6, 2020 audit committee meeting.

The sixth order of business is acceptance of the audit committee's recommendation. Enclosed for your review is a copy of the only proposal submitted, from Grau & Associates.

The seventh order of business the public hearing to adopt the budget for Fiscal Year 2021. Enclosed for your review and approval are copies of resolutions 2020-08, 2020-08 and the budget.

The eighth order of business is consideration of resolution 2020-09, designating a meeting schedule for Fiscal Year 2021. A copy of the resolution with the proposed meeting scheduled included as an exhibit is enclosed for your review and approval.

Enclosed are the financial statements, assessment receipt schedule and check register.

The balance of the agenda is routine in nature and staff will give their reports at the meeting. In the meantime, if you have any questions, please contact me.

Sincerely,

*James Perry*

James A. Perry  
District Manager

## *AGENDA*

**OTC**  
***Community Development District***  
***Agenda***

Wednesday  
July 8, 2020  
10:30 a.m.

Offices of Riverside Management Services, Inc.  
9655 Florida Mining Blvd. West, Bldg. 300, Ste. 305  
Jacksonville, Florida 32257  
**Call In # 1-800-264-8432 Code 421714**

**Audit Committee Meeting**

- I. Roll Call
- II. Review and Ranking of Audit Proposals
- III. Other Business
- IV. Adjournment

**Board of Supervisors Meeting**

- I. Roll Call
- II. Audience Comments
- III. Affidavits of Publication
- IV. Approval of the Minutes of the May 6, 2020 Meeting
- V. Acceptance of the Minutes of the May 6, 2020 Audit Committee Meeting
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- VII. Public Hearing to Adopt the Budget for Fiscal Year 2021
  - A. Consideration of Resolution 2020-07, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2021
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- VIII. Consideration of Resolution 2020-09, Designating a Meeting Schedule for Fiscal Year 2021

- IX. Staff Reports
  - A. District Counsel
  - B. District Engineer – Acceptance of the 2020 Annual Engineer’s Report
  - C. District Manager
- X. Other Business
- XI. Supervisor’s Request and Audience Comments
- XII. Financial Reports
  - A. Balance Sheet and Income Statement
  - B. Assessment Receipts Schedule
  - C. Check Register
- XIII. Next Scheduled Meeting – February 10, 2021 at 10:30 a.m. at the offices of England Thims & Miller
- XIV. Adjournment

### *THIRD ORDER OF BUSINESS*

(Published daily except Saturday, Sunday and legal holidays)  
Jacksonville, Duval County, Florida

STATE OF FLORIDA,

S.S.

COUNTY OF DUVAL,

Before the undersigned authority personally appeared Rhonda Fisher, who on oath says that she is the Publisher's Representative of JACKSONVILLE DAILY RECORD, a daily (except Saturday, Sunday and legal holidays) newspaper published at Jacksonville, in Duval County, Florida; that the attached copy of advertisement, being a Notice of Public Hearing to Consider the Adoption of the Fiscal Year 2020/2021 Budgets, etc.

in the matter of OTC Community Development District

in the Court of Duval County, Florida, was published in said newspaper in the issues of 6/15/20, 6/22/20

Affiant further says that the said JACKSONVILLE DAILY RECORD is a newspaper at Jacksonville, in said Duval County, Florida, and that the said newspaper has heretofore been continuously published in said Duval County, Florida, each day (except Saturday, Sunday and legal holidays) and has been entered as periodicals matter at the post office in Jacksonville, in said Duval County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in said newspaper.

\*This notice was placed on the newspaper's website and floridapublicnotices.com on the same day the notice appeared in the newspaper.



Rhonda Fisher

Sworn to and subscribed before me this 22nd day of June, 2020 A.D. by Rhonda Fisher who is personally known to me.

**OTC COMMUNITY  
DEVELOPMENT DISTRICT  
NOTICE OF PUBLIC  
HEARING TO CONSIDER  
THE ADOPTION OF THE  
FISCAL YEAR 2020/2021  
BUDGETS; NOTICE OF  
POSSIBLE REMOTE PRO-  
CEDURES DURING PUBLIC  
HEALTH EMERGENCY  
DUE TO COVID-19; AND  
NOTICE OF REGULAR  
BOARD OF SUPERVISORS'  
MEETING.**

The Board of Supervisors ("Board") of the OTC Community Development District ("District") will hold a public hearing on **July 8, 2020 at 10:30 a.m.** at the offices of **Riverside Management Services, Inc., 9655 Florida Mining Boulevard West, Building 300, Suite 305, Jacksonville, Florida 32256** for the purpose of hearing comments and objections on the adoption of the proposed budgets ("Proposed Budget") of the District for the fiscal year beginning October 1, 2020 and ending September 30, 2021 ("Fiscal Year 2020/2021"). 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, Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, FL 32092, (904) 940-5850 ("District Manager's Office"), during normal business hours, or by visiting the District's website at [www.OTCCDD.com](http://www.OTCCDD.com).

It is anticipated that the public hearing and meeting will take place at the offices of **Riverside Management Services, Inc., 9655 Florida Mining Boulevard West, Building 300, Suite 305, Jacksonville, Florida 32256**. In the event that the COVID-19 public health emergency prevents the hearing and meeting from occurring in-person, the District may conduct the public hearing by telephone or video conferencing communications media technology pursuant to governmental orders, including but not limited to Executive Orders 20-52, 20-69, and 20-112 issued by Governor DeSantis on March 9, 2020, March 20, 2020, and April 29, 2020, respec-

tively, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*.

While it may be necessary to hold the above referenced public hearing and meeting utilizing communications media technology due to the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. To that end, anyone wishing to listen to and/or participate in the meeting can do so by dialing 1-800-264-8432 and entering participant code 421714 when prompted. Participants are strongly encouraged to submit questions and comments to the District Manager's Office at [jperry@gmsnf.com](mailto:jperry@gmsnf.com) or by calling (904) 940-5850 at least 24 hours in advance of the meeting to facilitate the Board's consideration of such questions and comments during the meeting.

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 meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the 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.

Jim Perry  
District Manager  
Jun. 15/22 00(20-03464D)

## *FOURTH ORDER OF BUSINESS*

MINUTES OF MEETING  
OTC COMMUNITY DEVELOPMENT DISTRICT

A regular meeting of the Board of Supervisors of the OTC Community Development District was held Wednesday, May 6, 2020 at 10:30 a.m. at the offices of Riverside Management Services, Inc., 9655 Florida Mining Boulevard West, Building 300, Suite 305, Jacksonville, Florida 32257.

Present were:

Michelle Pierce

Rocky Morris

Rose Bock

Kurt von der Osten

Chairperson (by phone)

Supervisor

Supervisor (by phone)

Supervisor

Also present were:

Jim Perry

Sarah Warren

District Manager

District Counsel (by phone)

The following is a summary of the discussions and actions taken at the May 6, 2020 meeting. An audio copy of the proceedings can be obtained by contacting the District Manager.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Perry called the meeting to order at 10:30 a.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There were no members of the public in attendance.

**THIRD ORDER OF BUSINESS**

**Affidavits of Publication**

Copies of the affidavits of publication for the public hearing on the rules of procedure were enclosed in the agenda package.

**FOURTH ORDER OF BUSINESS**

**Administration of Oath of Office to Mr. von der Osten**

Mr. Perry administered an oath of office to Mr. von der Osten prior to the meeting.

**FIFTH ORDER OF BUSINESS**

**Approval of the Minutes of the February 12, 2020 Meeting**

There were no changes to the minutes.

On MOTION by Mr. Morris seconded by Mr. von der Osten with all in favor the minutes of the February 12, 2020 meeting were approved as presented.

#### **SIXTH ORDER OF BUSINESS**

#### **Acceptance of the Audit Committee's Recommendation and Authorization to Issue a Request for Proposals**

Mr. Perry stated prior to this meeting the audit committee met and selected the criteria included in the agenda package. We would ask the Board to accept the audit committee's recommendation and we will advertise a request for proposals.

On MOTION by Mr. Morris seconded by Mr. von der Osten with all in favor the audit committee's recommendation was accepted with staff authorized to issue a request for proposals.

#### **SEVENTH ORDER OF BUSINESS**

#### **Public Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure; Consideration of Resolution 2020-05**

Mr. Perry stated if you recall, this is a cleanup and updating of the rules of procedure. The rules of procedure were provided by Hopping, Green & Sams and we have done this for several of our Districts. Most of this applies to purchasing and it does have general items in there in regard to the supervisors and conducting of meetings and so forth.

On MOTION by Mr. Morris seconded by Ms. Pierce with all in favor the public hearing was opened.

Mr. Morris asked what was monumental, if anything, in these amended rules?

Ms. Warren stated I wouldn't say there's anything monumental. They are really more technical changes that might come up in particular circumstances like competitive procurement or something like that.

On MOTION by Mr. Morris seconded by Mr. von der Osten with all in favor the public hearing was closed.

On MOTION by Mr. Morris seconded by Ms. Pierce with all in favor Resolution 2020-05, adopting amended and restated rules of procedure was approved.

**EIGHTH ORDER OF BUSINESS****Consideration of Resolution 2020-06,  
Approving the Proposed Budget and Setting  
a Public Hearing Date for Adoption**

Mr. Perry stated include in your agenda package is a budget, which is consistent with the prior year's budget. Assessment levels will stay the same. There are some minor changes in regard to the expenditures of the District. This is the start of the budget process. On July 8<sup>th</sup> at your next meeting we would look for adoption of the budget so there might be some changes between now and then, but again if there are any changes, with this District they probably aren't going to be material.

On MOTION by Mr. Morris seconded by Mr. von der Osten with all in favor Resolution 2020-06, approving a proposed budget for Fiscal Year 2021 and setting a public hearing for July 8, 2020 for the purpose of adopting the budget was approved

**NINTH ORDER OF BUSINESS****Staff Reports****A. Attorney**

There being none, the next item followed.

**B. Engineer**

There being none, the next item followed.

**C. Manager**

Mr. Perry stated we typically report the number of registered voters within the District boundaries. Yesterday we received notice from the Supervisor of Elections that you have one registered voter. We will find out what's going on with that.

**TENTH ORDER OF BUSINESS****Other Business**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS****Supervisor's Requests and Audience  
Comments**

There being no supervisor's requests and no audience members present, the next item followed.

**TWELFTH ORDER OF BUSINESS****Financial Reports****A. Balance Sheet and Income Statement**

Copies of the balance sheet and income statement were included in the agenda package.

**B. Assessment Receipt Schedule**

Mr. Perry stated this District is almost 100% collected.

**C. Approval of Check Register**

Mr. Perry stated the check register totals \$12,387.22.

On MOTION by Mr. Morris seconded by Ms. Pierce with all in favor the Check Register was approved.

**THIRTEENTH ORDER OF BUSINESS      Next Scheduled Meeting**

Mr. Perry stated our next scheduled meeting is going to be July 8, 2020 at 10:30 a.m. at the offices of England Thims & Miller. We are also going to advertise that it can be a Zoom meeting unless the executive order changes. If we are physically able to meet there, we will.

**FOURTEENTH ORDER OF BUSINESS      Adjournment**

On MOTION by Mr. Morris seconded by Ms. Bock with all in favor the meeting was adjourned.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

## *FIFTH ORDER OF BUSINESS*

MINUTES OF MEETING  
OTC COMMUNITY DEVELOPMENT DISTRICT

The OTC Community Development District audit committee met on Wednesday, May 6, 2020 at 10:30 a.m. at the offices of Riverside Management Services, Inc., 9655 Florida Mining Boulevard West, Building 300, Suite 305, Jacksonville, Florida 32257.

Present and constituting a quorum were:

Michelle Pierce	Chairperson (by phone)
Rose Bock	Supervisor (by phone)
Kurt von der Osten	Supervisor

Also present were:

Jim Perry	District Manager
Sarah Warren	District Counsel (by phone)

*Mr. Perry administered an oath of office to Mr. von der Osten prior to roll call.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Perry called the meeting to order at 10:30 a.m.

**SECOND ORDER OF BUSINESS**

**Review and Selection of Auditor Selection  
Evaluation Criteria**

Mr. Perry stated the criteria will be used to evaluate the audit proposals that come in. There are four items that are required by statute; ability of personnel, proposers experience, understanding of scope of work, and ability to furnish the required services. The fifth item, which is pricing, is an optional item, but we ask the committee include that. We think it helps in regard to the review of the proposals. We've weighted the criteria at 20 points each and this is consistent with this District since its inception.

On MOTION by Mr. von der Osten seconded by Ms. Bock with all in favor the evaluation criteria presented to the committee, each equally weighted at twenty points, was approved.
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**THIRD ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. von der Osten seconded by Ms. Pierce with all in favor the meeting was adjourned.

## *SIXTH ORDER OF BUSINESS*



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

# Proposal to Provide Financial Auditing Services:

## OTC

COMMUNITY DEVELOPMENT DISTRICT

Proposal Due: June 29, 2020  
3:00PM

**Submitted to:**

OTC  
Community Development District  
C/o District Manager  
475 West Town Place, Suite 114  
St. Augustine, Florida 32092

**Submitted by:**

Antonio J. Grau, Partner  
Grau & Associates  
951 Yamato Road, Suite 280  
Boca Raton, Florida 33431  
**Tel** (561) 994-9299  
(800) 229-4728  
**Fax** (561) 994-5823  
[tgrau@graucpa.com](mailto:tgrau@graucpa.com)  
[www.graucpa.com](http://www.graucpa.com)



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

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# Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

June 29, 2020

OTC Community Development District  
C/o District Manager  
475 West Town Place, Suite 114  
St. Augustine, Florida 32092

Re: Request for Proposal for Professional Auditing Services for the fiscal year ended September 30, 2020, with an option for four (4) additional annual renewals.

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

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

## Why Grau & Associates:

### Knowledgeable Audit Team

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

### Servicing your Individual Needs

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

### Developing Relationships

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

### Maintaining an Impeccable Reputation

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

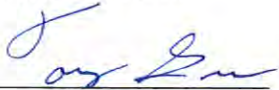
### Complying With Standards

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

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

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

Very truly yours,  
Grau & Associates



Antonio J. Grau

# Firm Qualifications



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

## Grau's Focus and Experience

### Our Team



**2005**

Year founded

### Services Provided



**297** Community Development Districts Served

Properly registered and licensed professional corporation by the state of FLORIDA

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

**Quality Controls**

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



AICPA | FICPA | GFOA | FASD | FGFOA

See next page for report and certificate



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



Peer Review  
Program

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

February 20, 2020

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

Dear Antonio Grau:

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

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

Thank you for your cooperation.

Sincerely,

*FICPA Peer Review Committee*

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

Florida Institute of CPAs

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 571202

3800 Esplanade Way, Suite 210 | Tallahassee, FL 32311 | 800.342.3197, in Florida | 850.224.2727 | Fax: 850.222.8190 | [www.ficpa.org](http://www.ficpa.org)

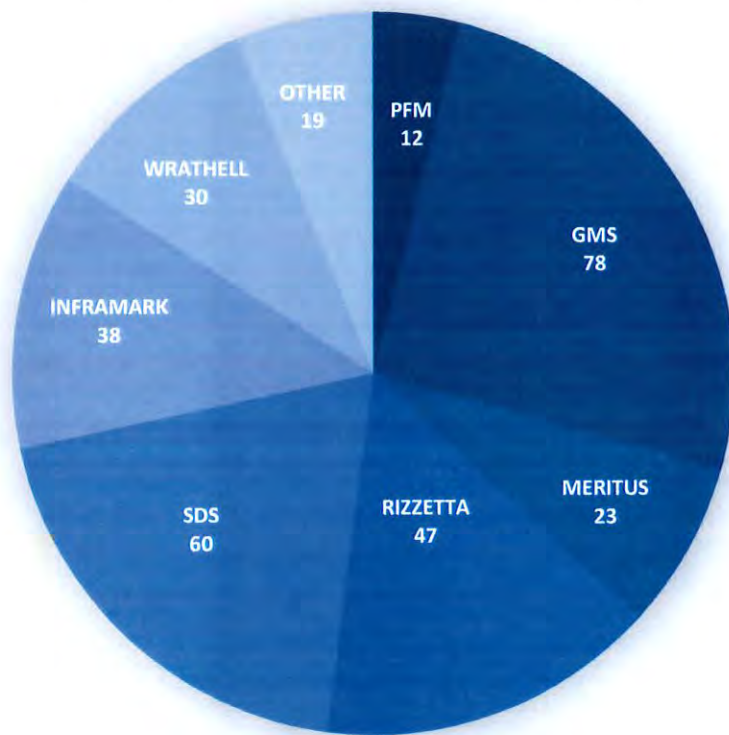


## **Firm & Staff Experience**



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

## GRAU AND ASSOCIATES COMMUNITY DEVELOPMENT DISTRICT EXPERIENCE BY MANAGEMENT COMPANY



### Profile Briefs:

#### **Antonio J GRAU, CPA (Partner)**

*Years Performing*

*Audits: 30+*

*CPE (last 2 years):*

*Government*

*Accounting, Auditing:*

*66 hours; Accounting,*

*Auditing and Other:*

*25 hours*

*Professional*

*Memberships: AICPA,*

*FICPA, FGFOA, GFOA*

#### **Racquel McIntosh, CPA (Partner)**

*Years Performing*

*Audits: 14+*

*CPE (last 2 years):*

*Government*

*Accounting, Auditing:*

*59 hours; Accounting,*

*Auditing and Other:*

*45 hours*

*Professional*

*Memberships: AICPA,*

*FICPA, FGFOA, FASD*

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

- Tony Grau

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

-Racquel McIntosh

## YOUR ENGAGEMENT TEAM

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

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

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



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

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



## Antonio 'Tony' J. Grau, CPA Partner

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

### Experience

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

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

### Education

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

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### Clients Served (partial list)

(>300) Various Special Districts, including:

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

### Professional Associations/Memberships

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

### Professional Education (over the last two years)

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	66
Accounting, Auditing and Other	25
Total Hours	91 (includes of 4 hours of Ethics CPE)



## Racquel C. McIntosh, CPA

### Partner

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

#### Experience

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

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

#### Education

Florida Atlantic University (2004)

Master of Accounting

Florida Atlantic University (2003)

Bachelor of Arts:

Finance, Accounting

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#### Clients Served (partial list)

(>300) Various Special Districts, including:

Carlton Lakes Community Development District  
Golden Lakes Community Development District  
Rivercrest Community Development District  
South Fork III Community Development District  
TPOST Community Development District

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

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

#### Professional Associations/ Memberships

American Institute of Certified Public Accountants  
Florida Institute of Certified Public Accountants

FICPA State & Local Government Committee  
FGFOA Palm Beach Chapter

#### Professional Education (over the last two years)

##### Course

Government Accounting and Auditing  
Accounting, Auditing and Other  
Total Hours

##### Hours

59

45

104 (includes of 4 hours of Ethics CPE)

## References



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

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

### **Dunes Community Development District**

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

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### **Two Creeks Community Development District**

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

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### **Journey's End Community Development District**

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

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# **Specific Audit Approach**



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

## **AUDIT APPROACH**

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

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

### **Proposed segmentation of the engagement**

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



### **Phase I - Preliminary Planning**

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

#### **During this phase we will perform the following activities:**

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

## Phase II - Execution of Audit Plan

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

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

## Phase III - Completion and Delivery

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

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

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

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

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

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

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

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

Is the recommendation cost effective?

Is the recommendation the simplest to effectuate in order to correct a problem?

Is the recommendation at the heart of the problem and not just correcting a symptomatic matter?

Is the corrective action taking into account why the deficiency occurred?

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

#### **Communications**

We emphasize a continuous, year-round dialogue between the District and our management team. We typically begin our audit process with an entrance conference before the onsite fieldwork begins. We regularly communicate through personal telephone calls and electronic mail throughout the audit and on a regular basis. Our clients have the ability to transmit information to us on our secure client portal with the ability to assign different staff with separate log on and viewing capability. This further facilitates efficiency as all assigned users receive electronic mail notification as soon as new information has been posted into the portal. We strive to continue to keep an open line of communication through the fieldwork and ending with an exit conference.

# **Cost of Services**



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

Our proposed all-inclusive fees for the financial audit for the fiscal years ended September 30, 2020-2024 are as follows:

<u>Year Ended September 30,</u>	<u>Fee</u>
2020	\$3,300
2021	\$3,400
2022	\$3,500
2023	\$3,600
2024	<u>\$3,700</u>
<b>TOTAL (2020-2024)</b>	<b><u>\$17,500</u></b>

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

# Supplemental Information



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

## PARTIAL LIST OF CLIENTS

<b>SPECIAL DISTRICTS</b>	<b>Governmental Audit</b>	<b>Single Audit</b>	<b>Utility Audit</b>	<b>Current Client</b>	<b>Year End</b>
Boca Raton Airport Authority	✓	✓		✓	9/30
Captain's Key Dependent District	✓			✓	9/30
Central Broward Water Control District	✓			✓	9/30
Coquina Water Control District	✓			✓	9/30
East Central Regional Wastewater Treatment Facility	✓		✓	✓	9/30
Florida Green Finance Authority	✓			✓	9/30
Greater Boca Raton Beach and Park District	✓			✓	9/30
Greater Naples Fire Control and Rescue District	✓			✓	9/30
Green Corridor P.A.C.E. District	✓			✓	9/30
Hobe-St. Lucie Conservancy District	✓			✓	9/30
Indian River Mosquito Control District	✓				9/30
Indian Trail Improvement District	✓			✓	9/30
Key Largo Waste Water Treatment District	✓	✓	✓	✓	9/30
Lake Padgett Estates Independent District	✓			✓	9/30
Lake Worth Drainage District	✓			✓	9/30
Loxahatchee Groves Water Control District	✓			✓	9/30
Old Plantation Control District	✓			✓	9/30
Pal Mar Water Control District	✓			✓	9/30
Pinellas Park Water Management District	✓			✓	9/30
Pine Tree Water Control District (Broward)	✓			✓	9/30
Pinetree Water Control District (Wellington)	✓			✓	9/30
Ranger Drainage District	✓			✓	9/30
Renaissance Improvement District	✓			✓	9/30
San Carlos Park Fire Protection and Rescue Service District	✓			✓	9/30
Sanibel Fire and Rescue District	✓			✓	9/30
South Central Regional Wastewater Treatment and Disposal Board	✓	✓	✓	✓	9/30
South-Dade Venture Development District	✓			✓	9/30
South Indian River Water Control District	✓	✓		✓	9/30
South Trail Fire Protection & Rescue District	✓			✓	9/30
Spring Lake Improvement District	✓			✓	9/30
St. Lucie West Services District	✓		✓	✓	9/30
Sunshine Water Control District	✓			✓	9/30
Sunny Hills Units 12-15 Dependent District	✓			✓	9/30
West Villages Improvement District	✓			✓	9/30
West Villages Independent District	✓		✓	✓	9/30
Various Community Development Districts (297)	✓			✓	9/30
<b>TOTAL</b>	<b>333</b>	<b>4</b>	<b>5</b>	<b>332</b>	

## **ADDITIONAL SERVICES**

### **CONSULTING / MANAGEMENT ADVISORY SERVICES**

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

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

### **ARBITRAGE**

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

**73**

Current  
Arbitrage  
Calculations

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

**For even more information on Grau & Associates  
please visit us on [www.graucpa.com](http://www.graucpa.com).**



## *SEVENTH ORDER OF BUSINESS*

# OTC

## Community Development District



Fiscal Year 2021

Approved Budget



**OTC**  
**Community Development District**

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# OTC

## Community Development District

	<u>Adopted</u> <u>Budget FY 20</u>	<u>Actual as of</u> <u>5/31/2020</u>	<u>Projected</u> <u>9/30/2020</u>	<u>Approved</u> <u>Budget FY 21</u>
<b><u>Revenues</u></b>				
Assessments - Tax Collector	\$74,525	\$74,784	\$74,784	\$74,525
Carry Forward Surplus	\$8,822	\$0	\$0	\$9,394
<b>Total Revenues</b>	<b><u>\$83,347</u></b>	<b><u>\$74,784</u></b>	<b><u>\$74,784</u></b>	<b><u>\$83,919</u></b>
<b><u>Expenditures</u></b>				
<b><u>Administrative</u></b>				
Supervisors	\$1,800	\$1,000	\$1,400	\$1,800
FICA Expense	\$92	\$77	\$107	\$92
Engineering Fees	\$2,000	\$0	\$1,000	\$2,000
Attorney Fees	\$7,500	\$3,686	\$5,146	\$7,500
Arbitrage	\$600	\$0	\$600	\$600
Annual Audit	\$3,900	\$2,800	\$2,800	\$3,900
Assessment Roll	\$5,000	\$5,000	\$5,000	\$5,000
Dissemination	\$5,250	\$4,000	\$5,750	\$5,750
Trustee Fees	\$3,600	\$3,500	\$3,500	\$3,600
Management Fees - GMS	\$35,000	\$23,333	\$35,000	\$35,000
Computer Time	\$2,000	\$1,333	\$2,000	\$2,000
Telephone	\$50	\$16	\$26	\$50
Postage	\$450	\$170	\$220	\$450
Printing & Binding	\$730	\$345	\$420	\$730
Insurance	\$6,646	\$6,193	\$6,193	\$6,646
Travel	\$250	\$0	\$50	\$250
Legal Advertising	\$2,000	\$891	\$1,391	\$2,000
Other Current Charges	\$1,000	\$1,905	\$2,005	\$1,000
Office Supplies	\$100	\$29	\$39	\$100
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$175
Capital Outlay	\$100	\$0	\$0	\$100
Capital Reserve	\$2,728	\$0	\$0	\$2,728
<b><u>Maintenance</u></b>				
Stormwater maintenance	\$2,376	\$612	\$1,428	\$2,448
<b>Total Expenditures</b>	<b><u>\$83,347</u></b>	<b><u>\$55,065</u></b>	<b><u>\$74,250</u></b>	<b><u>\$83,919</u></b>
<b>Excess Revenues (Expenditures)</b>	<b><u>\$0</u></b>	<b><u>\$19,718</u></b>	<b><u>\$533</u></b>	<b><u>\$0</u></b>
			<b>FY 2020</b>	<b>FY 2021</b>
Net Assessments			\$74,525	\$74,525
Discounts & Collections (7.5%)			\$6,043	\$6,043
Gross Assessments			<u>\$80,568</u>	<u>\$80,568</u>
Square Footage - 780,000				
Net Assessment per square ft			\$ 0.096	\$ 0.096
Gross Assessment per Square Ft			\$ 0.103	\$ 0.103

**OTC**  
**Community Development District**  
**General Fund Budget**

**REVENUES:**

**Assessments**

Annual assessments will be levied on all assessable property within the District to fund the operating budget for the fiscal year. The assessments will be collected by the Duval County Tax Collectors Office.

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**EXPENDITURES:**

**Administrative:**

**Supervisor Fees**

The Florida Statutes allows each board member to receive \$200 per meeting not to exceed \$4,800 in one year. The amount for the fiscal year is based upon 5 supervisors for 4 quarterly meetings.

**FICA Expense**

These expenses represent the Employer's share of Social Security and Medicare taxes withheld from the Board of Supervisors checks.

**Engineering Fees**

The District's engineering firm, England Thims, and Miller, will be providing general engineering services to the District, i.e. attendance and preparation for monthly board meetings, review invoices, etc.

**Attorney**

The District's legal counsel, Hopping Green and Sams, will be providing general legal services to the District, i.e. attendance and preparation for monthly meetings, review operating & maintenance contracts, etc.

**Arbitrage**

The District is required to annually have an arbitrage rebate calculation on the District's Series 2007 Special Assessment Revenue Bonds. The District has contracted with Grau and Company to calculate the rebate liability and submit a report to the District.

**OTC**  
**Community Development District**  
**General Fund Budget**

**Annual Audit**

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm. The District has contracted Grau and Associates to conduct their annual audit.

**Assessment Roll**

Governmental Management Services, LLC serves as the District's collection agent and certifies the District's non-ad valorem assessments with the county tax collector.

**Dissemination Agent**

The District is required by the Security and Exchange Commission to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements for un-rated bond issues. The District has contracted with Governmental Management Services, LLC, the District's bond underwriter, to provide this service.

**Trustee Fees**

The District's Series 2007 Special Assessment Revenue Bonds are held by a trustee at Region's Bank. The amount represents the fee for the administration of the District's bond issue.

**Management Fees**

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services, LLC. These services are further outlined in Exhibit "A" of the Management Agreement. District website services are included in the GMS agreement to be compliant with section 189 of the Florida Statutes.

**Information Technology**

The cost related to District's accounting and information systems, District website creation and maintenance, electronic compliance with Florida Statutes and other electronic data requirements.

**Telephone**

Telephone and fax machine

**OTC**  
**Community Development District**  
**General Fund Budget**

**Postage**

Mailing of agenda packages, overnight deliveries, correspondence, etc.

**Printing & Binding**

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes, etc.

**Insurance**

The District's General Liability & Public Officials Liability Insurance policy is with Florida Insurance Alliance (FIA). The amount is based upon prior year's premiums.

**Travel**

Expenses the Board of Supervisors may incur due to attending an OTC Community Development District meeting or other District related travel expenses.

**Legal Advertising**

The District is required to advertise various notices for Board meetings, public hearings etc. in a newspaper of general circulation.

**Other Current Charges**

This includes bank charges and any other miscellaneous expenses that are incurred during the year by the District.

**Office Supplies**

Miscellaneous office supplies.

**Dues, Licenses & Subscriptions**

The District is required to pay an annual fee to the Department of Community Affairs for \$175. This is the only expense under this category for the District.

**Capital Outlay**

Represents any minor capital expenditures the District may need to make during the Fiscal Year such as a file cabinet for District files.

**OTC**  
**Community Development District**  
**General Fund Budget**

**Maintenance:**

**Storm water**

The District has entered into an agreement with Jacksonville MZL, LLC for pond maintenance services dated January 2017. The agreement provides for Argyle to provide services related to District pond/storm water facilities and to maintain compliance with St. Johns Water River Management District permit #04-031-65850-43.

<b>Vendor</b>	<b>Monthly Amount</b>	<b>Annual Amount</b>
Jacksonville MZL, LLC	\$204.00	\$2,448

# OTC

## Community Development District

## Debt Service Fund Series 2007A

<u>Description</u>	<u>Adopted Budget FY 20</u>	<u>Actual as of 5/31/2020</u>	<u>Projected 9/30/2020</u>	<u>Approved Budget FY 21</u>
<b>Revenues</b>				
Carry Forward Surplus (1)	\$323,665	\$325,700	\$325,700	\$417,161
Assessments - Tax Collector	\$652,885	\$655,151	\$655,151	\$652,885
Interest Income	\$2,500	\$197,680	\$197,680	\$2,500
<b>Total Revenues</b>	<b>\$979,050</b>	<b>\$1,178,531</b>	<b>\$1,178,531</b>	<b>\$1,072,546</b>
<b>Expenditures</b>				
<i>Series 2007A</i>				
Interest 11/1	\$190,800	\$193,185	\$193,185	\$183,248
Interest 5/1	\$190,800	\$193,185	\$193,185	\$183,248
Principal 5/1	\$225,000	\$235,000	\$235,000	\$235,000
Principal 5/1 (Special Call)	\$0	\$140,000	\$140,000	\$0
<b>Total Expenditures</b>	<b>\$606,600</b>	<b>\$761,370</b>	<b>\$761,370</b>	<b>\$601,495</b>
<b>EXCESS REVENUES / (EXPENDITURES)</b>	<b>\$372,450</b>	<b>\$417,161</b>	<b>\$417,161</b>	<b>\$471,051</b>

(1) Carryforward Surplus is net of reserve fund requirements

11/01/2021 Interest Payment \$ 177,020.0

Net Assessments	\$652,885
Discounts & Collections (7.5%)	\$52,937
Gross Assessments	<u>\$705,822</u>
Square Footage - 780,000	
Net Assessemnts per square ft	\$ 0.8370
Gross Assessments per square ft	\$ 0.9000

**OTC**  
**Community Development District**  
Series 2007A Special Assessment Bonds  
Amortization Schedule

DATE	BALANCE	RATE	PRINCIPAL	INTEREST	TOTAL
11/1/2020	6,915,000	5.30%		\$ 183,247.50	\$ 183,247.50
5/1/2021	6,680,000	5.30%	\$ 235,000	\$ 183,247.50	
11/1/2021	6,680,000	5.30%		\$ 177,020.00	\$ 595,267.50
5/1/2022	6,430,000	5.30%	\$ 250,000	\$ 177,020.00	
11/1/2022	6,430,000	5.30%		\$ 170,395.00	\$ 597,415.00
5/1/2023	6,165,000	5.30%	\$ 265,000	\$ 170,395.00	
11/1/2023	6,165,000	5.30%		\$ 163,372.50	\$ 598,767.50
5/1/2024	5,890,000	5.30%	\$ 275,000	\$ 163,372.50	
11/1/2024	5,890,000	5.30%		\$ 156,085.00	\$ 594,457.50
5/1/2025	5,600,000	5.30%	\$ 290,000	\$ 156,085.00	
11/1/2025	5,600,000	5.30%		\$ 148,400.00	\$ 594,485.00
5/1/2026	5,290,000	5.30%	\$ 310,000	\$ 148,400.00	
11/1/2026	5,290,000	5.30%		\$ 140,185.00	\$ 598,585.00
5/1/2027	4,965,000	5.30%	\$ 325,000	\$ 140,185.00	
11/1/2027	4,965,000	5.30%		\$ 131,572.50	\$ 596,757.50
5/1/2028	4,625,000	5.30%	\$ 340,000	\$ 131,572.50	
11/1/2028	4,625,000	5.30%		\$ 122,562.50	\$ 594,135.00
5/1/2029	4,265,000	5.30%	\$ 360,000	\$ 122,562.50	
11/1/2029	4,265,000	5.30%		\$ 113,022.50	\$ 595,585.00
5/1/2030	3,885,000	5.30%	\$ 380,000	\$ 113,022.50	
11/1/2030	3,885,000	5.30%		\$ 102,952.50	\$ 595,975.00
5/1/2031	3,485,000	5.30%	\$ 400,000	\$ 102,952.50	
11/1/2031	3,485,000	5.30%		\$ 92,352.50	\$ 595,305.00
5/1/2032	3,060,000	5.30%	\$ 425,000	\$ 92,352.50	
11/1/2032	3,060,000	5.30%		\$ 81,090.00	\$ 598,442.50
5/1/2033	2,615,000	5.30%	\$ 445,000	\$ 81,090.00	
11/1/2033	2,615,000	5.30%		\$ 69,297.50	\$ 595,387.50
5/1/2034	2,145,000	5.30%	\$ 470,000	\$ 69,297.50	
11/1/2034	2,145,000	5.30%		\$ 56,842.50	\$ 596,140.00
5/1/2035	1,650,000	5.30%	\$ 495,000	\$ 56,842.50	
11/1/2035	1,650,000	5.30%		\$ 43,725.00	\$ 595,567.50
5/1/2036	1,130,000	5.30%	\$ 520,000	\$ 43,725.00	
11/1/2036	1,130,000	5.30%		\$ 29,945.00	\$ 593,670.00
5/1/2037	580,000	5.30%	\$ 550,000	\$ 29,945.00	
11/1/2037	580,000	5.30%		\$ 15,370.00	\$ 595,315.00
5/1/2038	580,000	5.30%	\$ 580,000	\$ 15,370.00	
11/1/2038					\$ 595,370.00
			\$ 6,915,000	\$ 3,994,875.00	\$ 10,909,875.00

# OTC

## Community Development District

## Capital Reserve Fund

<u>Description</u>	<u>Adopted Budget FY 20</u>	<u>Actual as of 5/31/2020</u>	<u>Projected 9/30/2020</u>	<u>Approved Budget FY 21</u>
<b><u>Revenues</u></b>				
Interest Income	\$1,500	\$739	\$1,200	\$1,500
Capital Reserve Funding - Transfer In	\$2,728	\$0	\$2,728	\$2,728
Carry Forward Surplus	\$81,131	\$70,979	\$70,979	\$74,907
<b>Total Revenues</b>	<b><u>\$85,359</u></b>	<b><u>\$71,718</u></b>	<b><u>\$74,907</u></b>	<b><u>\$79,135</u></b>
<b><u>Expenditures</u></b>				
Capital Outlay	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>EXCESS REVENUES / (EXPENDITURES)</b>	<b><u>\$85,359</u></b>	<b><u>\$71,718</u></b>	<b><u>\$74,907</u></b>	<b><u>\$79,135</u></b>

*A.*

## **RESOLUTION 2020-07**

**THE ANNUAL APPROPRIATION RESOLUTION OF THE OTC COMMUNITY DEVELOPMENT DISTRICT ("DISTRICT") RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET(S) FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has, prior to the fifteenth (15<sup>th</sup>) day in June, 2020, submitted to the Board of Supervisors ("**Board**") of the OTC Community Development District ("**District**") proposed budget(s) ("**Proposed Budget**") for the fiscal year beginning October 1, 2020 and ending September 30, 2021 ("**Fiscal Year 2020/2021**") 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 1<sup>st</sup> 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 OTC 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 OTC Community Development District for the Fiscal Year Ending September 30, 2021."
- 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 2020/2021, the sum of \$\_\_\_\_\_ 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	\$_____
DEBT SERVICE FUND (SERIES 2007A)	\$_____
CAPITAL RESERVE FUND	\$_____
TOTAL ALL FUNDS	\$_____

## **SECTION 3. BUDGET AMENDMENTS**

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2020/2021 or within 60 days following the end of the Fiscal Year 2020/2021 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 \$10,000 or 10% 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 8<sup>TH</sup> DAY OF JULY, 2020.**

ATTEST:

**OTC COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_

Its: \_\_\_\_\_

*B.*

## RESOLUTION 2020-08

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE OTC COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2020/2021; 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 OTC 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 Duval 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 budget ("**Adopted Budget**") for the fiscal year beginning October 1, 2020 and ending September 30, 2021 ("**Fiscal Year 2020/2021**"), attached hereto as **Exhibit "A"** and incorporated by reference herein; 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 Adopted 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 Adopted Budget; and

**WHEREAS**, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2020/2021; 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, 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 of the OTC Community Development District ("**Assessment Roll**") attached to this Resolution as **Exhibit "B"** and incorporated as a material part of this Resolution by this reference, and to certify the Assessment Roll to the County Tax Collector pursuant to the Uniform Method; and

**WHEREAS**, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, 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 OTC COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1. BENEFIT & ALLOCATION FINDINGS.** The Board hereby finds and determines that 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, as shown in **Exhibits "A" and "B,"** is hereby found to be fair and reasonable.

**SECTION 2. ASSESSMENT IMPOSITION.** Pursuant to Chapters 170, 190 and 197, *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. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the "maximum rate" authorized by law for operation and maintenance assessments.

**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.** The Assessment Roll, attached to this Resolution as **Exhibit "B,"** 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 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. EFFECTIVE DATE.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

**PASSED AND ADOPTED** this 8<sup>th</sup> day of July, 2020.

ATTEST:

**OTC COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

By: \_\_\_\_\_

Its: \_\_\_\_\_

**Exhibit A:** Budget

**Exhibit B:** Assessment Roll

*EIGHTH ORDER OF BUSINESS*

**RESOLUTION 2020-09**

**A RESOLUTION OF THE OTC COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIMES AND LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the OTC Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated in Duval County, Florida; and

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

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

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

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

1. Regular meetings of the District’s Board shall be held as provided on the schedule attached hereto as **Exhibit A**.
2. In accordance with Section 189.015(1), *Florida Statutes*, the District’s Secretary is hereby directed to file annually a schedule of the District’s regular meetings.
3. This Resolution shall take effect immediately upon adoption.

**Adopted this 8<sup>th</sup> day of July, 2020.**

**ATTEST:**

**OTC COMMUNITY DEVELOPMENT  
DISTRICT**

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Secretary

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Chairperson

## **EXHIBIT A**

The regular meeting schedule of the Board of Supervisors of the OTC Community Development District for Fiscal Year 2020-2021 shall be:

February 10, 2021  
May 12, 2021  
July 14, 2021

## *NINTH ORDER OF BUSINESS*

*B.*

Mr. James Perry  
OTC Community Development District  
Town Center 1 at World Golf Village  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

**Re: Consulting Engineer's Report, Section 9.21 of the Master Trust Indenture  
OTC Community Development District  
Fiscal Year 2020  
ETM Proj Numb: 06-195**

Dear Mr. Perry:

In accordance with Section 9.21. of the Master Trust Indenture for the 2007A Bonds, we have completed our annual review of the portions of the project within the OTC Community Development District constructed to date. We find these portions have been maintained in good repair. The CDD improvements on CDD property is limited to the two stormwater management facilities.

We have reviewed the Operations and Maintenance budget for fiscal year 2020 and believe it is sufficient for proper maintenance of the OTC Community Development District.

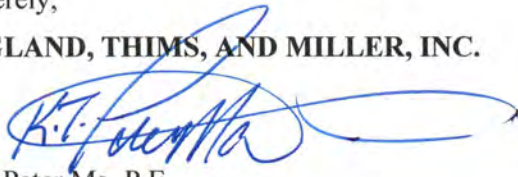
1. Stormwater Ponds
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We are not qualified to provide specific insurance recommendations and recommend that the insurance coverage amounts be reviewed by the District Manager annually to confirm the coverages and current replacement costs are appropriate.

If you have any questions, please contact our office.

Sincerely,

**ENGLAND, THIMS, AND MILLER, INC.**



K.T. Peter Ma, P.E.  
Executive Vice President/Shareholder  
District Engineer

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## *TWELFTH ORDER OF BUSINESS*

*A.*

# OTC

## Community Development District

Unaudited Financial Reporting  
May 31, 2020



**OTC**  
**Community Development District**  
**Combined Balance Sheet**  
**May 31, 2020**

	<b><u>Governmental Fund Types</u></b>			<b>Totals (Memorandum Only) 2020</b>
	<b><u>General</u></b>	<b><u>Debt Service</u></b>	<b><u>Capital Reserve</u></b>	
<b><u>Assets:</u></b>				
Cash	\$60,549	---	\$71,718	\$132,268
Investments:				
Reserve	---	\$315,814	---	\$315,814
Interest	---	\$193,185	---	\$193,185
Revenue	---	\$199,203	---	\$199,203
Sinking	---	\$13	---	\$13
Redemption	---	\$3,745	---	\$3,745
Due From General Fund	---	\$21,015	---	\$21,015
Due from Capital Reserve	---	---	---	\$0
Assessment Receivable	---	---	---	\$0
Prepaid Expenses	---	---	---	\$0
<b>Total Assets</b>	<b>\$60,549</b>	<b>\$732,975</b>	<b>\$71,718</b>	<b>\$865,242</b>
<b><u>Liabilities:</u></b>				
Accounts Payable		---	---	\$0
Accrued Expenses	---	---	---	\$0
Due to Debt Service	\$21,015	---	---	\$21,015
Due to General Fund	---	---	---	\$0
Due to Capital Reserve	---	---	---	\$0
FICA Payable	---	---	---	\$0
<b><u>Fund Balances:</u></b>				
Nonspendable	---	---	---	\$0
Restricted for Debt Service	---	\$732,975	---	\$732,975
Unassigned	\$39,535	---	\$71,718	\$111,253
<b>Total Liabilities and Fund Equity</b>	<b>\$60,549</b>	<b>\$732,975</b>	<b>\$71,718</b>	<b>\$865,242</b>

**OTC**  
**Community Development District**  
Statement of Revenues & Expenditures  
For The Period Ending May 31, 2020

Description	ADOPTED BUDGET	PRORATED BUDGET THRU 5/31/20	ACTUAL THRU 5/31/20	VARIANCE
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**Revenues:**

Assessments-Tax Collector	\$74,525	\$74,525	\$74,784	\$259
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<b>Total Revenues</b>	<b>\$74,525</b>	<b>\$74,525</b>	<b>\$74,784</b>	<b>\$259</b>
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**Expenditures**

Administrative

Supervisors	\$1,800	\$1,200	\$1,000	\$200
FICA Expense	\$92	\$61	\$77	(\$15)
Engineering Fees	\$2,000	\$1,333	\$0	\$1,333
Attorney Fees	\$7,500	\$5,000	\$3,686	\$1,314
Arbitrage	\$600	\$400	\$0	\$400
Annual Audit	\$3,900	\$2,600	\$2,800	(\$200)
Assessment Roll	\$5,000	\$5,000	\$5,000	\$0
Dissemination	\$5,250	\$3,500	\$4,000	(\$500)
Trustee Fees	\$3,600	\$3,600	\$3,500	\$100
Management Fees - GMS	\$35,000	\$23,333	\$23,333	(\$0)
Computer Time	\$2,000	\$1,333	\$1,333	(\$0)
Telephone	\$50	\$33	\$16	\$17
Postage	\$450	\$300	\$170	\$130
Printing & Binding	\$730	\$487	\$345	\$142
Insurance	\$6,646	\$6,646	\$6,193	\$453
Travel	\$250	\$167	\$0	\$167
Legal Advertising	\$2,000	\$1,333	\$891	\$442
Other Current Charges	\$1,000	\$667	\$1,905	(\$1,239)
Office Supplies	\$100	\$67	\$29	\$38
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
Capital Outlay	\$100	\$67	\$0	\$67
Capital Reserve	\$2,728	\$0	\$0	\$0

<b>Total Administrative Expenses</b>	<b>\$80,971</b>	<b>\$57,302</b>	<b>\$54,453</b>	<b>\$2,849</b>
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Maintenance

Stormwater Maintenance	\$2,376	\$1,584	\$612	\$972
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<b>Total Maintenance Expenses</b>	<b>\$2,376</b>	<b>\$1,584</b>	<b>\$612</b>	<b>\$972</b>
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<b>Total Expenditures</b>	<b>\$83,347</b>	<b>\$58,886</b>	<b>\$55,065</b>	<b>\$3,821</b>
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<b>Excess Revenues/Expenses</b>	<b>(\$8,822)</b>	<b>\$19,718</b>
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<b>Fund Balance - Beginning</b>	<b>\$8,822</b>	<b>\$19,816</b>
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<b>Fund Balance - Ending</b>	<b>(\$0)</b>	<b>\$39,535</b>
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**OTC**  
**Community Development District**  
**Debt Service Fund**  
Statement of Revenues & Expenditures  
For The Period Ending May 31, 2020

Description	ADOPTED	PRORATED	ACTUAL	VARIANCE
	BUDGET	BUDGET		
	BUDGET	THRU 5/31/20	THRU 5/31/20	
<b>Revenues:</b>				
Assessment - On Roll	\$652,885	\$652,885	\$655,151	\$2,266
Interest Income	\$2,500	\$1,667	\$197,680	\$196,013
<b>Total Revenues</b>	<b>\$655,385</b>	<b>\$654,552</b>	<b>\$852,831</b>	<b>\$198,279</b>
<b>Expenditures</b>				
<i>Series 2007</i>				
Interest Expense - 11/1	\$190,800	\$190,800	\$193,185	(\$2,385)
Interest Expense - 5/1	\$190,800	\$190,800	\$193,185	(\$2,385)
Principal Expense - 5/1	\$225,000	\$225,000	\$235,000	(\$10,000)
Special call - 5/1	\$0	\$0	\$140,000	(\$140,000)
<b>Total Expenditures</b>	<b>\$606,600</b>	<b>\$606,600</b>	<b>\$761,370</b>	<b>(\$154,770)</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$48,785</b>		<b>\$91,461</b>	
<b>Fund Balance - Beginning</b>	<b>\$323,665</b>		<b>\$641,514</b>	
<b>Fund Balance - Ending</b>	<b>\$372,450</b>		<b>\$732,975</b>	

**OTC**  
**Community Development District**  
**Capital Reserve Fund**  
Statement of Revenues & Expenditures  
For The Period Ending May 31, 2020

Description	ADOPTED	PRORATED	ACTUAL	VARIANCE
	BUDGET	BUDGET	THRU 5/31/20	
		THRU 5/31/20	THRU 5/31/20	
<b><u>Revenues:</u></b>				
Interest - SBA	\$1,500	\$1,000	\$739	(\$261)
Transfer In - General Fund	\$2,728	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$4,228</b>	<b>\$1,000</b>	<b>\$739</b>	<b>(\$261)</b>
<b><u>Expenditures</u></b>				
Capital Outlay	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$4,228</b>		<b>\$739</b>	
<b>Fund Balance - Beginning</b>	<b>\$81,131</b>		<b>\$70,979</b>	
<b>Fund Balance - Ending</b>	<b>\$85,359</b>		<b>\$71,718</b>	

**OTC**  
**Community Development District**  
**General Fund**  
Month By Month Income Statement  
Fiscal Year 2020

**Revenues:**

Assessments-Tax Collector

**Total Revenues**

**Expenditures:**

**Administrative**

Supervisors	\$0	\$0	\$0	\$0	\$400	\$0	\$0	\$600	\$0	\$0	\$0	\$0	\$1,000
FICA Expense	\$0	\$0	\$0	\$0	\$31	\$0	\$0	\$46	\$0	\$0	\$0	\$0	\$77
Engineering Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Attorney Fees	\$173	\$236	\$115	\$275	\$1,028	\$1,130	\$732	\$0	\$0	\$0	\$0	\$0	\$3,686
Arbitrage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Annual Audit	\$0	\$0	\$0	\$0	\$2,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,800
Assessment Roll	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Dissemination	\$438	\$438	\$438	\$438	\$438	\$938	\$438	\$438	\$0	\$0	\$0	\$0	\$4,000
Trustee Fees	\$3,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,500
Management Fees - GMS	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$0	\$0	\$0	\$0	\$23,333
Computer Time	\$167	\$167	\$167	\$167	\$167	\$167	\$167	\$167	\$0	\$0	\$0	\$0	\$1,333
Telephone	\$0	\$0	\$0	\$7	\$0	\$0	\$9	\$0	\$0	\$0	\$0	\$0	\$16
Postage	\$1	\$3	\$0	\$0	\$57	\$5	\$103	\$2	\$0	\$0	\$0	\$0	\$170
Printing & Binding	\$4	\$4	\$0	\$0	\$6	\$211	\$2	\$120	\$0	\$0	\$0	\$0	\$345
Insurance	\$6,193	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,193
Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Legal Advertising	\$292	\$0	\$0	\$0	\$83	\$245	\$271	\$0	\$0	\$0	\$0	\$0	\$891
Other Current Charges	\$1,835	\$92	\$94	\$54	\$128	(\$354)	\$24	\$31	\$0	\$0	\$0	\$0	\$1,905
Office Supplies	\$0	\$0	\$1	\$1	\$0	\$13	\$0	\$13	\$0	\$0	\$0	\$0	\$29
Dues, Licenses, Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**Total Administrative**

**Maintenance**

Stormwater Maintenance	\$204	\$204	\$204	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$612
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**Total Maintenance**

**Total Expenditures**

**Excess Revenues (Expenditures)**

**OTC**  
**Community Development District**  
**Long Term Debt Report**

**Series 2007A Special Assessments Bonds**

Interest Rate:	5.33%
Maturity Date:	5/1/2038
Reserve Fund Definition:	50% Max Annual Debt
Reserve Fund Requirement:	\$305,820.00
Reserve Fund Balance:	\$315,813.75
Bonds outstanding - 9/30/2013	\$8,850,000
Less: November 1, 2013 (Special Call)	(\$15,000)
Less: May 1, 2014 (Mandatory)	(\$175,000)
Less: November 1, 2014 (Special Call)	(\$15,000)
Less: May 1, 2015 (Mandatory)	(\$230,000)
Less: November 1, 2015 (Special Call)	(\$15,000)
Less: May 2, 2016 (Mandatory)	(\$210,000)
Less: November 1, 2016 (Special Call)	(\$20,000)
Less: May 1, 2017 (Mandatory)	(\$215,000)
Less: November 1, 2017 (Special Call)	(\$230,000)
Less: May 1, 2018 (Mandatory)	(\$210,000)
Less: May 1, 2019 (Mandatory)	(\$225,000)
Less: May 1, 2020 (Mandatory)	(\$235,000)
Less: May 1, 2020 (Special Call)	(\$140,000)
Current Bonds Outstanding	\$6,915,000

*B.*

**OTC COMMUNITY DEVELOPMENT DISTRICT**  
**SUMMARY OF FY2020 ASSESSMENT RECEIPTS**

TOTAL TAX ROLL	# UNITS ASSESSED	DEBT ASSESSED	O&M ASSESSED	TOTAL ASSESSED
NET REVENUE TAX ROLL	780,000	652,885.01	74,525.00	727,410.01

SUMMARY TAX ROLL COLLECTIONS				
DUVAL COUNTY DISTRIBUTION	TOTAL RECEIVED	SERIES 2007 DEBT RECEIVED	O&M RECEIVED	DATE RECEIVED
1		-	-	11/09/19
2		-	-	11/15/19
3		-	-	11/21/19
4	554,009.88	497,250.16	56,759.72	12/06/19
5	16,448.75	14,763.53	1,685.22	12/17/19
6	131,727.86	118,232.01	13,495.85	01/07/20
7	-	-	-	01/21/20
8	-	-	-	02/06/20
9	-	-	-	03/05/20
10	4,334.29	3,890.23	444.06	03/18/20
11	-	-	-	04/06/20
12	4,864.53	4,366.15	498.38	04/20/20
13	5,837.43	5,239.37	598.06	05/11/20
14	12,711.53	11,409.20	1,302.33	05/20/20
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
TOTAL COUNTY DISTRIB.	729,934.27	655,150.65	74,783.62	

BALANCE DUE	(2,524.26)	(2,265.64)	(258.62)	
-------------	------------	------------	----------	--

% COLLECTED	100.3%
-------------	--------

*C.*

**OTC**  
**Community Development District**

Check Run Summary

May 31, 2020

<b>Fund</b>	<b>Date</b>	<b>Check Numbers</b>	<b>Amount</b>
<b>General Fund</b>			
Payroll			
	5/7/20	50015-50017	\$ 554.10
		Subtotal	<u>\$ 554.10</u>
Accounts Payable			
	4/9/20	655-656	\$ 351.63
	4/16/20	657-659	\$ 127,432.01
	4/23/20	660	\$ 1,129.50
	4/30/20	661	\$ 164.00
	5/14/20	662	\$ 3,655.16
	5/28/20	663-664	\$ 805.81
		Subtotal	<u>\$ 133,538.11</u>
<b>Total</b>			<b>\$ 134,092.21</b>

\*Fedex invoices provided upon request.

PR300R

## PAYROLL CHECK REGISTER

RUN 5/07/20 PAGE 1

CHECK #	EMP #	EMPLOYEE NAME	CHECK AMOUNT	CHECK DATE
50015	3	KURT R VONDEROSTEN	184.70	5/07/2020
50016	1	ROCKWELL A. MORRIS	184.70	5/07/2020
50017	2	ROSE S. BOCK	184.70	5/07/2020
TOTAL FOR REGISTER			554.10	

OTC OAKLEAF

DLAUGHLIN

# Attendance Sheet


District Name: OTC CDD

Board Meeting Date: May 6, 2020

	Name	In Attendance	Fee
1	Michelle Piece <i>Chairperson</i>	✓	No
2	Rose Bock <i>Vice Chairman</i>	✓ <i>phone</i>	YES - \$200
3	Rocky Morris <i>Assistant Secretary</i>	✓	YES - \$200
4	Kurt von der Osten <i>Assistant Secretary</i>	✓	YES - \$200
5	VACANT		

The Supervisors present at the above-referenced meeting should be compensated accordingly.

Approved for Payment:

  
District Manager Signature

5/6/20  
Date

PLEASE RETURN COMPLETED FORM TO OKSANA

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
4/09/20	00010	3/04/20	20-02388 202004 310-51300-49000	NOTICE OF RULEMAKING	*	245.00	
				JACKSONVILLE DAILY RECORD			245.00 000655
4/09/20	00010	4/02/20	20-02367 202004 310-51300-49000	NOTICE RULE DEVELOPMENT	*	106.63	
				JACKSONVILLE DAILY RECORD			106.63 000656
4/16/20	00002	4/01/20	184 202004 310-51300-34000	APR MANAGEMENT FEES	*	2,916.67	
		4/01/20	184 202004 310-51300-35100	APR INFORM TECHNOLOGY	*	166.67	
		4/01/20	184 202004 310-51300-31400	APR DISSEMINATION SERVICE	*	437.50	
		4/01/20	184 202004 310-51300-51000	OFFICE SUPPLIES	*	.06	
		4/01/20	184 202004 310-51300-42000	POSTAGE	*	28.25	
		4/01/20	184 202004 310-51300-42500	COPIES	*	1.50	
		4/01/20	184 202004 310-51300-41000	TELEPHONE	*	9.12	
				GOVERNMENTAL MANAGEMENT SERVICES			3,559.77 000657
4/16/20	00021	4/13/20	04132020 202004 300-20700-10100	1/7/20 DEBT ASSESSMENT	*	118,232.01	
		4/13/20	04132020 202004 300-20700-10100	3/18/20 DEBT ASSESSMENT	*	3,890.23	
				OTC CDD - REVENUE ACCOUNT			122,122.24 000658
4/16/20	00028	7/29/19	1320 201910 310-51300-35100	WEB DESIGN ADA COMPLIANCE	*	1,750.00	
				VGLOBALTECH			1,750.00 000659
4/23/20	00008	4/16/20	114155 202003 310-51300-31500	MAR GEN COUNSEL/MEETINGS	*	1,129.50	
				HOPPING GREEN & SAMS			1,129.50 000660
4/30/20	00010	4/27/20	20-02653 202004 310-51300-49000	NOTICE OF AUDIT COMMITTEE	*	164.00	
				JACKSONVILLE DAILY RECORD			164.00 000661
5/14/20	00002	5/01/20	185 202005 310-51300-34000	MAY MANAGEMENT FEES	*	2,916.67	
		5/01/20	185 202005 310-51300-35100	MAY INFORM TECHNOLOGY	*	166.67	
				OTC OAKLEAF OKUZMUK			

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
		5/01/20	185 202005 310-51300-31400		*	437.50	
			MAY DISSEMINATION SERVICE				
		5/01/20	185 202005 310-51300-51000		*	12.62	
			OFFICE SUPPLIES				
		5/01/20	185 202005 310-51300-42000		*	2.00	
			POSTAGE				
		5/01/20	185 202005 310-51300-42500		*	119.70	
			COPIES				
GOVERNMENTAL MANAGEMENT SERVICES							3,655.16 000662
5/28/20 00001		5/05/20	70027255 202004 310-51300-42000		*	74.31	
			APR FEDEX POSTAGE				
FEDEX							74.31 000663
5/28/20 00008		5/22/20	114878 202004 310-51300-31500		*	731.50	
			APR GEN COUNSEL/MEETINGS				
HOPPING GREEN & SAMS							731.50 000664
TOTAL FOR BANK A						133,538.11	
TOTAL FOR REGISTER						133,538.11	

OTC OAKLEAF OKUZMUK

# Jacksonville Daily Record

A Division of  
DAILY RECORD & OBSERVER, LLC

10 N. Newnan Street (32202)  
P.O. Box 1769  
Jacksonville, FL 32201  
(904) 356-2466

## INVOICE

April 2, 2020

Date

RECEIVED

APR 2 2020

Attn: Courtney Hogge  
GMS, LLC  
475 WEST TOWN PLACE, STE 114  
SAINT AUGUSTINE FL 32092

Payment Due Upon Receipt

Serial # 20-02367D PO/File # \_\_\_\_\_ \$106.63

Notice of Rule Development

Amount Due

Amount Paid

OTC Community Development District

\$106.63

Payment Due

Case Number \_\_\_\_\_

Publication Dates 4/2

County Duval

*Payment is due before the  
Proof of Publication is released.*

*For your convenience, you  
may remit payment at  
[jaxdailyrecord.com/send-payment](http://jaxdailyrecord.com/send-payment).*

10 (A)  
1,810,513.490

Your notice can be found at [www.jaxdailyrecord.com](http://www.jaxdailyrecord.com)

TERMS: Net 30 days. Past due amounts will be charged a finance charge of 1.5% per month.

**Preliminary Proof Of Legal Notice**  
**(This is not a proof of publication.)**

*Please read copy of this advertisement and advise us of any  
necessary corrections before further publications.*

**NOTICE OF RULE  
DEVELOPMENT BY THE  
OTC COMMUNITY  
DEVELOPMENT DISTRICT**

In accord with Chapters 120 and 190, *Florida Statutes*, the OTC Community Development District ("District") hereby gives notice of its intention to develop Amended and Restated Rules of Procedure to govern the operations of the District.

The Amended and Restated Rules of Procedure will address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

The purpose and effect of the Amended and Restated Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. The legal authority for the adoption of the proposed Amended and Restated Rules of Procedure includes sections 190.011(5), 190.011(15) and 190.035, *Florida Statutes* (2019). The specific laws implemented in the Amended and Restated Rules of Procedure include, but are not limited to, sections 112.08, 112.3143, 112.31446, 112.3146, 119.07, 119.0701, 189.053, 189.069(2)(a)16, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0625, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, *Florida Statutes* (2019).

A copy of the proposed Amended and Restated Rules of Procedure may be obtained by contacting the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 or by calling (904) 940-5850.

James Perry, District Manager  
OTC Community  
Development District

Apr. 2 00 (20-02367D)

# Jacksonville Daily Record

*A Division of*  
**DAILY RECORD & OBSERVER, LLC**

10 N. Newnan Street (32202)  
P.O. Box 1769  
Jacksonville, FL 32201  
(904) 356-2466

## INVOICE

April 3, 2020

Date

RECEIVED

APR 3 2020

Attn: Courtney Hogge  
GMS, LLC  
475 WEST TOWN PLACE, STE 114  
SAINT AUGUSTINE FL 32092

Payment Due Upon Receipt

Serial #	20-02388D	PO/File #		\$245.00
Notice of Rulemaking Regarding the Amended and Restated Rules of Procedure				Amount Due
				Amount Paid
OTC Community Development District				\$245.00
				Payment Due

Case Number

Publication Dates 4/3

County Duval

10 (A)  
1. 310.513.480

*Payment is due before the  
Proof of Publication is released.*

*For your convenience, you  
may remit payment at  
[jaxdailyrecord.com/send-payment](http://jaxdailyrecord.com/send-payment).*

Your notice can be found at [www.jaxdailyrecord.com](http://www.jaxdailyrecord.com)

TERMS: Net 30 days. Past due amounts will be charged a finance charge of 1.5% per month.

**Preliminary Proof Of Legal Notice**  
*(This is not a proof of publication.)*

*Please read copy of this advertisement and advise us of any necessary corrections before further publications.*

**NOTICE OF RULEMAKING  
REGARDING THE AMENDED  
AND RESTATED RULES OF  
PROCEDURE OF THE  
OTC COMMUNITY  
DEVELOPMENT DISTRICT**

A public hearing will be conducted by the Board of Supervisors of the OTC Community Development District ("District") on May 6, 2020 at 10:30 a.m. at the offices of Riverside Management Services, Inc., 9655 Florida Mining Boulevard West, Building 300, Suite 305, Jacksonville, Florida 32257.

*Please be advised that the Florida Governor's Office has declared a state of emergency due to the Coronavirus (COVID-19). As reported by the Center for Disease Control and World Health Organization, COVID-19 can spread from person-to-person through small droplets from the nose or mouth, including when an individual coughs or sneezes. These droplets may land on objects and surfaces. Other people may contract COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. Therefore, merely cleaning facilities, while extremely important and vital in this crisis, may not be enough to stop the spread of this virus. Those with weakened immune systems may want to avoid the District's meeting in order to avoid a potential exposure to the virus.*

*While it is necessary to hold the above referenced public hearing of the District's Board of Supervisors despite the current public health emergency, the District fully encourages public participation in a safe and efficient manner. Toward that end, anyone wishing to listen and participate in the meeting can do so telephonically at 1-800-264-8432 and entering passcode 421711 when prompted. Additionally, participants are encouraged to submit questions and comments to the District Manager in advance at [jperry@gmsnf.com](mailto:jperry@gmsnf.com) to facilitate the Board's consideration of such questions and comments during the meeting.*

In accord with Chapters 120 and 190, Florida Statutes, the District hereby gives the public notice of its intent to adopt its proposed Amended and Restated Rules of Procedure. The purpose and effect of the proposed Amended and Restated Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. Prior notice of rule development was published in the Jacksonville Daily Record on April 2, 2020.

The Amended and Restated Rules of Procedure may address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings

and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

Specific legal authority for the adoption of the proposed amended and Restated Rules of Procedure includes Sections 190.011(5), 190.011(15) and 190.035, Florida Statutes (2019). The specific laws implemented in the Amended and Restated Rules of Procedure include, but are not limited to, Sections 112.08, 112.3143, 112.31446, 112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a)18, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, Florida Statutes (2019).

A copy of the proposed Amended and Restated Rules of Procedure may be obtained by contacting the District Manager's Office at 475 West Town Place, Suite 114, St. Augustine, Florida 32092 or by calling (904) 940-5850.

Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), Florida Statutes, must do so in writing within twenty one (21) days after publication of this notice to the District Manager's Office.

This public hearing may be continued to a date, time, and place to be specified on the record at the hearing without additional notice. If anyone chooses to appeal any decision of the Board with respect to any matter considered at a public hearing, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which such appeal is to be based. At the hearing, staff or Supervisors may participate in the public hearing by speaker telephone.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8771 or 1-800-953-8770 for aid in contacting the District Office.

OTC Community  
Development District  
James Perry, District Manager  
Apr. 3 00(20-02388D)

**Governmental Management Services, LLC**1001 Bradford Way  
Kingston, TN 37763**Invoice**

RECEIVED

APR 13 2020

**Bill To:**OTC CDD  
475 West Town Place  
St. Augustine, FL 32092

Invoice #: 184

Invoice Date: 4/1/20

Due Date: 4/1/20

Case:

P.O. Number:

Description	Hours/Qty	Rate	Amount
Management Fees - April 2020 340		2,916.67	2,916.67
Information Technology - April 2020 357		166.67	166.67
Dissemination Agent Services - April 2020 314		437.50	437.50
Office Supplies 510		0.06	0.06
Postage 1120		28.25	28.25
Copies 425		1.50	1.50
Telephone 410		9.12	9.12
2 (A)			
Total			\$3,559.77
Payments/Credits			\$0.00
Balance Due			\$3,559.77

**OTC**  
**COMMUNITY DEVELOPMENT DISTRICT**

**RECEIVED**

APR 13 2020

*General Fund*

**Check Request**

Date	Amount	Authorized By
April 13, 2020	\$122,122.24	Hannah Smith

Payable to:

OTC CDD - Revenue Account #21
-------------------------------

Date Check Needed:

Budget Category:

ASAP	001.300.20700.10100
------	---------------------

Intended Use of Funds Requested:

\$118,232.01 Debt Assessment 1/7/2020
\$3,890.23 Debt Assessment 3/18/2020
(Attach supporting documentation for request.)

Ask Sheryl  
for letter &  
Fedex label

**OTC COMMUNITY DEVELOPMENT DISTRICT**  
**SUMMARY OF FY2020 ASSESSMENT RECEIPTS**

TOTAL TAX ROLL	# UNITS ASSESSED	DEBT ASSESSED	O&M ASSESSED	TOTAL ASSESSED
NET REVENUE TAX ROLL	780,000	652,885.01	74,525.00	727,410.01

SUMMARY TAX ROLL COLLECTIONS				
DUVAL COUNTY DISTRIBUTION	TOTAL RECEIVED	SERIES 2007 DEBT RECEIVED	O&M RECEIVED	DATE RECEIVED
1		-	-	11/09/19
2		-	-	11/15/19
3		-	-	11/21/19
4	554,009.88	497,250.16	56,759.72	12/06/19
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7	-	-	-	01/21/20
8	-	-	-	02/06/20
9	-	-	-	03/05/20
10	4,334.29	3,890.23	444.06	03/18/20
11	-	-	-	04/06/20
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
TOTAL COUNTY DISTRIB.	706,520.78	634,135.93	72,384.85	

BALANCE DUE	20,889.23	18,749.08	2,140.15	
-------------	-----------	-----------	----------	--

% COLLECTED	97.1%
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VGlobalTech  
636 Fanning Drive  
Winter Springs, FL 32708 US  
contact@vglobaltech.com  
www.vglobaltech.com



# INVOICE

RECEIVED

APR 10 2020

**BILL TO**  
OTC CDD  
135 W. Central Blvd, Suite 320  
Orlando, FL 32801  
United States

**INVOICE #** 1320  
**DATE** 07/29/2019  
**DUE DATE** 07/29/2019  
**TERMS** Due on receipt

DATE	ACTIVITY	QTY	RATE	AMOUNT
07/01/2019	<b>Web Design:Website ADA Compliance - Type S</b> Perform ADA Compliance check, update / rebuild current site with new ADA plugins, update html code for compliance, image tags etc. Convert 2 years worth of documents to RTF's. Document before and after for ADA errors as per WAVE Checker tool. (See proposal for details)	1	1,750.00	1,750.00

Make checks payable to "VGlobalTech"

**BALANCE DUE**

**\$1,750.00**

28 (A) exp to Oct  
1,310,573.357

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

8 (A)  
1, 310, 573, 815

## STATEMENT

April 16, 2020

OTC Community Development District  
c/o District Manager  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Bill Number 114155  
Billed through 03/31/2020

### General Counsel/Monthly Meetings

OTCCDD 00001 RVW

### FOR PROFESSIONAL SERVICES RENDERED

03/02/20	SSW	Prepare notice of rule development and notice of rulemaking regarding amended and restated rules of procedure; confer with Hogge regarding publication of same.	0.30 hrs
03/04/20	RVW	Confer with district manager regarding annual engineer's report.	0.10 hrs
03/09/20	AHJ	Transmit Capitol Conversations newsletter to board of supervisors.	0.10 hrs
03/12/20	SSW	Confer with Hogge regarding proposed budget and public hearing on amended and restated rules of procedure.	0.40 hrs
03/13/20	RVW	Research executive orders and local directives.	0.20 hrs
03/17/20	RVW	Review and edit guidance letter to district manager.	0.20 hrs
03/17/20	SSW	Confer with Hogge and Perry regarding public hearing on amended and restated rules of procedure, ability to conduct same by virtual meeting, and publication of and requirements for notice of same; research same; prepare revised notice of rule development and revised notice of rulemaking.	1.30 hrs
03/18/20	RVW	Attend conference call with government attorneys regarding operations.	0.10 hrs
03/19/20	RVW	Confer with district manager regarding audit submission requirements.	0.10 hrs
03/19/20	SSW	Research questions regarding public meeting, sunshine law, and notice requirements and exemptions related to COVID-19 public health emergency.	0.20 hrs
03/23/20	AHJ	Transmit Capitol Conversations newsletter to board of supervisors.	0.10 hrs
03/27/20	RVW	Review state and local orders regarding operations and meetings.	0.10 hrs
03/31/20	MCE	Review proposed legislation; monitor committee activity and agendas; monitor Amendment 12 implementation.	0.30 hrs
03/31/20	RVW	Research case law and orders impacting district operations; update district manager regarding same.	0.30 hrs
03/31/20	SSW	Prepare memorandum to district manager regarding updated information and	0.10 hrs

best practices for conducting virtual district meetings.

Total fees for this matter

\$1,129.50

**MATTER SUMMARY**

Jaskolski, Amy H. - Paralegal	0.20 hrs	145 /hr	\$29.00
Eckert, Michael C.	0.30 hrs	350 /hr	\$105.00
Van Wyk, Roy	1.10 hrs	330 /hr	\$363.00
Warren, Sarah S.	2.30 hrs	275 /hr	\$632.50

TOTAL FEES

\$1,129.50

**TOTAL CHARGES FOR THIS MATTER**

**\$1,129.50**

**BILLING SUMMARY**

Jaskolski, Amy H. - Paralegal	0.20 hrs	145 /hr	\$29.00
Eckert, Michael C.	0.30 hrs	350 /hr	\$105.00
Van Wyk, Roy	1.10 hrs	330 /hr	\$363.00
Warren, Sarah S.	2.30 hrs	275 /hr	\$632.50

TOTAL FEES

\$1,129.50

**TOTAL CHARGES FOR THIS BILL**

**\$1,129.50**

# Jacksonville Daily Record

*A Division of*  
**DAILY RECORD & OBSERVER, LLC**

10 N. Newnan Street (32202)  
P.O. Box 1769  
Jacksonville, FL 32201  
(904) 356-2466

## INVOICE

April 27, 2020

Date

Attn: Courtney Hogge  
GMS, LLC  
475 WEST TOWN PLACE, STE 114  
SAINT AUGUSTINE FL 32092

RECEIVED

APR 27 2020

Payment Due Upon Receipt

Serial # 20-02653D PO/File # \_\_\_\_\_ \$164.00

Amount Due

Notice of Audit Committee Meeting and Regular Meeting of the  
Board of Supervisors

Amount Paid

OTC Community Development District

\$164.00

Payment Due

Case Number \_\_\_\_\_

Publication Dates 4/27

County Duval

10 (A)  
1,310,513,490

*Payment is due before the  
Proof of Publication is released.*

*For your convenience, you  
may remit payment at  
[jaxdailyrecord.com/send-payment](http://jaxdailyrecord.com/send-payment).*

Your notice can be found at [www.jaxdailyrecord.com](http://www.jaxdailyrecord.com)

TERMS: Net 30 days. Past due amounts will be charged a finance charge of 1.5% per month.

**Preliminary Proof Of Legal Notice**  
**(This is not a proof of publication.)**

**Please read copy of this advertisement and advise us of any necessary corrections before further publications.**

**NOTICE OF AUDIT  
COMMITTEE MEETING AND  
REGULAR MEETING OF THE  
BOARD OF SUPERVISORS  
OF THE OTC COMMUNITY  
DEVELOPMENT DISTRICT**

Notice is hereby given that the OTC Community Development District ("District") Audit Committee will meet on **Wednesday, May 6, 2020 at 10:30 a.m.** at the offices of **Riverside Management Services, Inc., 9655 Florida Mining Boulevard West, Building 300, Suite 305, Jacksonville, Florida 32257** to review and select auditor selection evaluation criteria. Immediately following the audit committee meeting will be the regular meeting of the Board of Supervisors ("Board").

*Please be advised that the Florida Governor's Office has declared a state of emergency due to the Coronavirus (COVID-19). As reported by the Center for Disease Control and World Health Organization, COVID-19 can spread from person-to-person through small droplets from the nose or mouth, including when an individual coughs or sneezes. These droplets may land on objects and surfaces. Other people may contract COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. Therefore, merely cleaning facilities, while extremely important and vital in this crisis, may not be enough to stop the spread of this virus. Those with weakened immune systems may want to avoid the District's meeting in order to avoid a potential exposure to the virus.*

*While it is necessary to hold the above referenced public hearing of the District's Board of Supervisors despite the current public health emergency, the District fully encourages public participation in a safe and efficient manner. Toward that end, anyone wishing to listen and participate in the*

*meeting can do so telephonically at 1-800-264-8432 and entering passcode 421714 when prompted. Additionally, participants are encouraged to submit questions and comments to the District Manager in advance at [jperry@gmsnf.com](mailto:jperry@gmsnf.com) to facilitate the Board's consideration of such questions and comments during the meeting.*

The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the office of the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, (904) 940-5850, [jperry@gmsnf.com](mailto:jperry@gmsnf.com). The meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the 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.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

James Perry  
District Manager

Apr. 27 00(20-02653D)

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 185

Invoice Date: 5/1/20

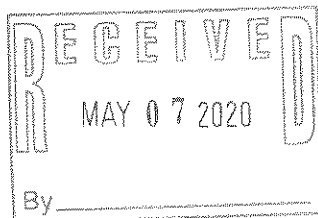
Due Date: 5/1/20

Case:

P.O. Number:

**Bill To:**

OTC CDD  
475 West Town Place  
St. Augustine, FL 32092



Description	Hours/Qty	Rate	Amount
Management Fees - May 2020 1,810, 573, 34 0		2,916.67	2,916.67
Information Technology - May 2020 351		166.67	166.67
Dissemination Agent Services - May 2020 314		437.50	437.50
Office Supplies 570		12.62	12.62
Postage 420		2.00	2.00
Copies 425		119.70	119.70
2 (A)			

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**Total** \$3,655.16

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**Payments/Credits** \$0.00

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**Balance Due** \$3,655.16

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# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

RECEIVED

MAY 26 2020

===== STATEMENT =====

May 22, 2020

OTC Community Development District  
c/o District Manager  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Bill Number 114878  
Billed through 04/30/2020

**General Counsel/Monthly Meetings**

**OTCCDD 00001 RVW**

8 (A)  
1,810.873.315

**FOR PROFESSIONAL SERVICES RENDERED**

04/02/20	SSW	Research and attend various city and county commission virtual meetings; prepare and circulate correspondence regarding procedures for conducting virtual meetings and providing opportunity for public participation.	0.20 hrs
04/22/20	SSW	Prepare agenda items; confer with Hogge regarding same; confer with Perry regarding proposed budget and scheduling budget hearing.	0.70 hrs
04/22/20	AHJ	Prepare agenda items; confer with Hogge regarding same.	0.70 hrs
04/24/20	RVW	Review and research updates to state and local orders.	0.20 hrs
04/24/20	AHJ	Finalize agenda items; transmit same to Hogge.	0.40 hrs
04/29/20	SSW	Review agenda package; verify adoption of internal control policies.	0.70 hrs
04/30/20	RVW	Review executed orders regarding phase 1 reopening and impact on district.	0.20 hrs
Total fees for this matter			\$731.50

**MATTER SUMMARY**

Jaskolski, Amy H. - Paralegal	1.10 hrs	145 /hr	\$159.50
Van Wyk, Roy	0.40 hrs	330 /hr	\$132.00
Warren, Sarah S.	1.60 hrs	275 /hr	\$440.00

TOTAL FEES \$731.50

**TOTAL CHARGES FOR THIS MATTER**

-----  
**\$731.50**

**BILLING SUMMARY**

Jaskolski, Amy H. - Paralegal	1.10 hrs	145 /hr	\$159.50
Van Wyk, Roy	0.40 hrs	330 /hr	\$132.00
Warren, Sarah S.	1.60 hrs	275 /hr	\$440.00

=====	
TOTAL FEES	\$731.50
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<b>TOTAL CHARGES FOR THIS BILL</b>	<b>\$731.50</b>