

*Lake Emma
Community Development District*

Agenda

April 27, 2022

AGENDA

Lake Emma

Community Development District

219 E. Livingston Street, Orlando FL, 32801

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

April 20, 2022

Board of Supervisors
Lake Emma Community
Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Lake Emma Community Development District will be held **Wednesday, April 27, 2022 at 10:00 AM the Cooper Memorial Library, 2525 Oakley Seaver Drive, Clermont, FL 34711.** Following is the advance agenda for the regular meeting:

1. Roll Call
2. Public Comment Period
3. Approval of Minutes of the March 23, 2022 Meeting
4. Consideration of Resolution 2022-01 Approving the Proposed Fiscal Year 2023 Budget and Setting a Public Hearing
5. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. District Manager's Report
 - i. Approval of Check Register
 - ii. Balance Sheet and Income Statement
 - iii. Designation of November 1, 2022 as Landowners' Meeting Date
6. Other Business
7. Supervisor's Requests
8. Adjournment

The second order of business is the Public Comment Period where the public has an opportunity to be heard on propositions coming before the Board as reflected on the agenda, and any other items.

The third order of business is the approval of the minutes of the March 23, 2022. The minutes are enclosed for your review.

The fourth order of business is consideration of Resolution 2022-01 approving the proposed Fiscal Year 2023 budget and setting a public hearing. Once approved, the budget will be transmitted to the governing authorities at least 60 days prior to the final budget hearing. A copy of the Resolution and proposed budget are enclosed for your review.

The seventh order of business is Staff Reports. Sub-Section 1 of the District Manager's Report includes the check register for approval and Sub-Section 2 includes the balance sheet and income statement for your review. Sub-Section 3 is the designation of November 1, 2022 as the

landowners' meeting date. A copy of the instructions, sample agenda and landowners' proxy is enclosed for your review.

The balance of the agenda will be discussed at the meeting. In the meantime, if you have any questions, please contact me.

Sincerely,



George S. Flint
District Manager

Cc: Tucker Mackie, District Counsel
Nicole Stalder, District Engineer
Steve Sanford, Bond Counsel
Jon Kessler, Underwriter
Scott Schuhle, Trustee

Enclosures

MINUTES

MINUTES OF MEETING
LAKE EMMA
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Lake Emma Community Development District was held Wednesday, March 23, 2022 at 10:00 a.m. at the Cooper Memorial Library, 2525 Oakley Seaver Drive, Clermont, Florida.

Present and constituting a quorum were:

Adam Morgan	Chairman
Tony Iorio <i>by phone</i>	Vice Chairman
Brent Kewley	Assistant Secretary
Doug Beasley	Assistant Secretary

Also present were:

George Flint	District Manager
Tucker Mackie <i>by phone</i>	District Counsel

FIRST ORDER OF BUSINESS

Roll Call

Mr. Flint called the meeting to order. Three members of the Board were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present to provide comment.

THIRD ORDER OF BUSINESS

Approval of Minutes of the October 27, 2021 Meeting

Mr. Flint presented the minutes of the October 27, 2021, Board of Supervisors meeting and asked for comments, corrections, or changes. The Board had no changes to the meeting minutes.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, the Minutes of the October 27, 2021, Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

**Ratification of Series 2021 Requisitions #7
- #8**

Mr. Flint stated they have two requisitions for ratification. The first one is for Hopping Green & Sams for \$732.50. The next one draws down the balance of the construction account for \$6,512,707.18. District Counsel and District Engineer were heavily involved in the requisition #8 and making sure all the conveyances and bills of sale have been executed. The Engineer has signed both requisitions, approving and certifying that the expenses are consistent with the Engineer's report and eligible. These have already been processed by the Trustee and paid funds have been wired. Mr. Flint asked the Board to ratify these requisitions.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, the Series 2021 Requisitions #7-#8, were ratified.

FIFTH ORDER OF BUSINESS

Consideration of Fee Agreement with Kutak Rock

Mr. Flint stated since they haven't met since October, in the interim Tucker, formally with Hopping Green & Sams, is now with Kutak Rock. This was executed by the Chair and the absence of a meeting. Mr. Flint asked Ms. Mackie if there was anything she would like to add.

Ms. Mackie stated that she thought those in the meeting were familiar with the circumstances, which caused herself and fellow partners to leave the firm of Hopping Green & Sams and join Kutak Rock. In advance of their departure, and understanding that the firm was winding down, Ms. Mackie stated they spoke with the Chair and George in executing the transition letter that allowed the data and information to get forwarded over to Kutak in a timely manner and allow them to continue providing legal counsel to the District in advance of the meeting and ratification today. Ms. Mackie stated in addition to the ratification of the transition letter, to also request that the Board authorize the Chair to execute an engagement letter with Kutak Rock. Ms. Mackie stated that again, with no change to the fee structure previously had between the District and Hopping Green & Sams, that would be appreciated. Ms. Mackie noted that certainly they could bring that before the board for approval at its next meeting. Ms. Mackie stated she is happy to answer any questions, otherwise, a motion to ratify the execution of the transition letter and a motion authorizing the Chair to work with counsel to execute the engagement letter, is requested.

Mr. Flint asked for any questions and notes that what is in the agenda is the fee agreement with Kutak Rock, which has not yet been executed. So, in addition to approval of the fee agreement, they are also asking the Board to ratify the transition letter.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, Ratifying the Fee Agreement with Kutak Rock, Authorizing the Chair to Execute Engagement Letter, and Ratifying the Transition Letter, was approved.

SIXTH ORDER OF BUSINESS

Review and Acceptance of Fiscal Year 2021 Audit Report

Mr. Flint presented the audit report for Fiscal Year 2021 completed by Grau & Associates. He stated that the management letter, which is on page 27, if there were any issues findings or recommendations that would be identified in the management letter. He stated that on the last page there are no current or prior findings or recommendations. Mr. Flint stated that they have determined compliance with the provisions of the Auditor General of the state of Florida. It’s a clean audit. He asked for any questions. Hearing none, there was a motion to approve.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, Acceptance of Fiscal Year 2021 Audit Report and Authorizing Transmission to the State of Florida, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Mackie reported that she does not have anything additional to report. She stated at the conclusion of the 2022 legislative session, there wasn’t much and the Board members would have received a copy of the final capital conversation. There wasn’t much that would affect this District other than the Amendment 12, lobbying ban legislation for purposes of penalties for the instances of lobbying incorrectly. She noted that memorandum was circulated, and she wants to emphasize that it doesn’t affect the current slate of Board members as landowner representatives, as well.

B. Engineer

i. Consideration of Work Authorization 2022-1 to Prepare Stormwater 20-year Needs Analysis

Mr. Flint states the engineer is not on this meeting, but that they do have some new legislation last fiscal year that requires government entities, including special districts, to prepare a 20-year storm water needs analysis. Also, it addresses wastewater systems. He notes they do have the needs analysis report that’s due by June 30th, which must be filed with Lake County. Lake County compiles all the reports for the entities within the county and transmits those to the state of Florida. The District Engineer has prepared a proposal to prepare that report.

Mr. Morgan asked how this proposal falls in line with the other proposals that they have received. Mr. Flint responded that it is lower and that a lot are coming around \$15,000. This one is at \$9,000, plus other direct costs. They estimate a budget of \$1,000 for other direct costs. Mr. Flint notes that even though the District is new, they don't see a lot of variation in the fee right now. He stated that this number is very competitive. He asked for any questions. Hearing none, he asked for motion to approve.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, the Work Authorization 2022-1 to Prepare Stormwater 20-year Needs Analysis, was approved.

C. District Manager's Report

i. Approval of Check Register

Mr. Flint presented the check register from October 1, 2021, through March 16, 2022, for the General Fund and Board payroll, totaling \$444,372.14. He stated the detailed register is behind the summary. He noted that much of that amount are Debt Service assessments being transmitted to the Trustee. Any of the checks that indicate Lake Emma CDD, Care of USBank, is Debt Service assessments. He asked if the Board had any questions. Hearing none, he asks for motion to approve.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, the Check Register, was approved.

ii. Balance Sheet and Income Statement

Mr. Flint presented the unaudited financials through February 28, 2022. He asked if the Board had any questions. He noted that there was no action required. He noted that they are in line with the assessment payments. He also noted that their expenses/actuals are under their prorated budget.

EIGHTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Supervisor's Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

The meeting was adjourned.

On MOTION by Mr. Morgan, seconded by Mr. Kewley, with all in favor, the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION IV

RESOLUTION 2022-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LAKE EMMA COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET(S) FOR FISCAL YEAR 2022/2023 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Lake Emma Community Development District (“**District**”) prior to June 15, 2022, proposed budget(s) (“**Proposed Budget**”) for the fiscal year beginning October 1, 2022 and ending September 30, 2023 (“**Fiscal Year 2022/2023**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE LAKE EMMA COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2022/2023 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set as follows:

DATE:	July 27, 2022
HOUR:	10:00 A.M.
LOCATION:	Cooper Memorial Library 2525 Oakley Seaver Drive Clermont, FL 34711

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT(S).** The District Manager is hereby directed to submit a copy of the Proposed Budget to the City of Groveland and Lake County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

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

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 27th DAY OF APRIL, 2022.

ATTEST:

**LAKE EMMA COMMUNITY
DEVELOPMENT DISTRICT**

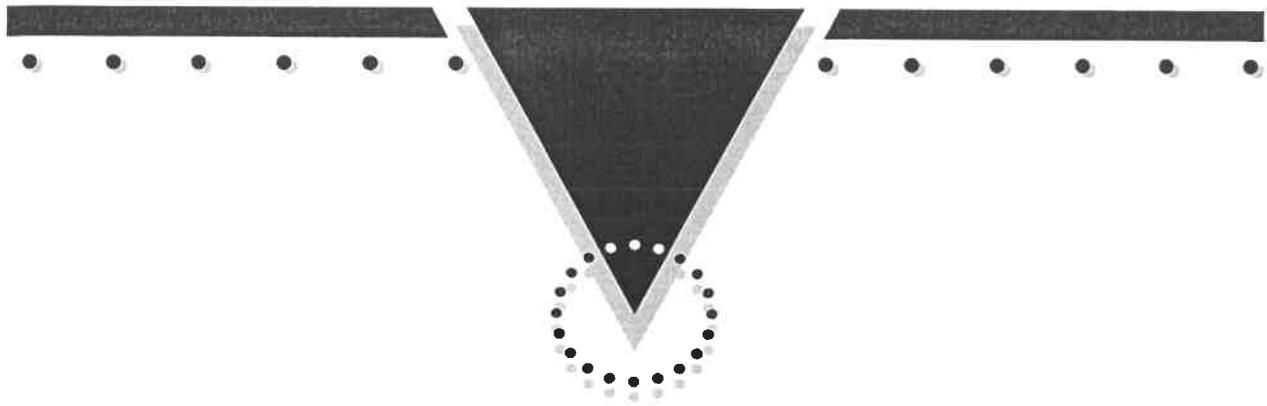
Secretary/Assistant Secretary

Chairman/Vice Chairman

Exhibit A: Proposed Fiscal Year 2022/2023 Budget

Exhibit A

Proposed Fiscal Year 2022/2023 Budget



**Lake Emma
Community Development District**

**Proposed Budget
FY 2023**



Table of Contents

1-2	<u>General Fund</u>
3-6	<u>General Fund Narrative</u>
7	<u>Debt Service Fund Series 2021</u>
8	<u>Amortization Schedule Series 2021</u>

Lake Emma

Community Development District

Fiscal Year 2023 General Fund

Adopted Budget FY2022	Actual Thru 3/31/22	Projected Next 6 Months	Total Thru 9/30/22	Proposed Budget FY2023
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Revenues

Administrative Assessments - Outside AA1	\$74,749	\$56,062	\$18,687	\$74,749	\$74,749
Administrative Assessments - AA1	\$42,369	\$42,406	\$0	\$42,406	\$42,369
Maintenance Assessments - AA1	\$46,008	\$45,940	\$68	\$46,008	\$46,008
Developer Contributions	\$0	\$5,251	\$0	\$5,251	\$10,164
Total Revenues	\$163,126	\$149,658	\$18,755	\$168,414	\$173,290

Expenditures

Administrative

Supervisor Fees	\$12,000	\$800	\$800	\$1,600	\$12,000
FICA Expense	\$918	\$61	\$61	\$122	\$918
Engineering	\$12,000	\$2,938	\$12,500	\$15,438	\$12,000
Attorney	\$25,000	\$3,930	\$6,070	\$10,000	\$25,000
Dissemination	\$3,500	\$1,750	\$1,750	\$3,500	\$3,500
Arbitrage	\$450	\$0	\$0	\$0	\$450
Annual Audit	\$4,500	\$4,400	\$0	\$4,400	\$4,500
Trustee Fees	\$5,000	\$0	\$0	\$0	\$5,000
Assessment Administration	\$5,000	\$5,000	\$0	\$5,000	\$5,000
Management Fees	\$35,000	\$17,500	\$17,500	\$35,000	\$35,000
Information Technology	\$1,050	\$525	\$525	\$1,050	\$1,300
Website Maintenance	\$600	\$300	\$300	\$600	\$800
Telephone	\$300	\$0	\$50	\$50	\$300
Postage	\$1,000	\$65	\$185	\$250	\$750
Printing & Binding	\$1,000	\$28	\$172	\$200	\$750
Insurance	\$5,500	\$5,251	\$0	\$5,251	\$5,907
Legal Advertising	\$2,500	\$0	\$2,500	\$2,500	\$2,500
Other Current Charges	\$1,000	\$211	\$228	\$439	\$1,000
Office Supplies	\$625	\$1	\$24	\$25	\$218
Property Taxes	\$0	\$17	\$0	\$17	\$50
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$175	\$175

Total Administrative

\$117,118	\$42,953	\$42,665	\$85,618	\$117,118
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Operations & Maintenance

Assessment Area 1

Field Services	\$7,500	\$3,750	\$3,750	\$7,500	\$7,500
Landscape Maintenance	\$23,508	\$11,754	\$11,754	\$23,508	\$23,508
Contingency	\$10,000	\$0	\$2,500	\$2,500	\$10,000
Repairs & Maintenance	\$5,000	\$0	\$1,250	\$1,250	\$5,000

Total Operations & Maintenance AA1

\$46,008	\$15,504	\$19,254	\$34,758	\$46,008
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Outside Assessment Area 1

Landscape Maintenance	\$0	\$0	\$0	\$0	\$10,164
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Total Operations & Maintenance Outside AA1

\$0	\$0	\$0	\$0	\$10,164
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Total Expenditures

\$163,126	\$58,457	\$61,919	\$120,376	\$173,290
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Excess Revenues/(Expenditures)

\$0	\$91,201	(\$43,164)	\$48,038	\$0
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Lake Emma

Community Development District

Fiscal Year 2023
General Fund

Net Administrative Annual Assessments (Total)	\$117,118
Collection Cost (6%)	\$7,476
Gross Assessments	\$124,594

Property Type	Units	ERU Factor	ERUs	Gross Per Unit	Total Gross
40' Lots	294	0.8	235.2	\$85.69	\$25,192.93
50' Lots	572	1	572	\$107.11	\$61,268.53
60' Lots	217	1.2	260.4	\$128.54	\$27,892.17
65' Lots	24	1.3	31.2	\$139.25	\$3,341.92
70' Lots	46	1.4	64.4	\$149.96	\$6,898.06
Total	1153		1163.2		\$124,593.62

Net Administrative Annual Assessments (Outside AA1)	\$74,749
Collection Cost (6%)	\$4,771
Gross Assessments	\$79,521

Property Type	Units	ERU Factor	ERUs	Gross Per Unit	Total Gross
40' Lots	161	0.8	128.8	\$85.69	\$13,796.13
50' Lots	383	1	383	\$107.11	\$41,024.21
60' Lots	123	1.2	147.6	\$128.54	\$15,809.85
65' Lots	24	1.3	31.2	\$139.25	\$3,341.92
70' Lots	37	1.4	51.8	\$149.96	\$5,548.44
Total	728		742.4		\$79,520.55

Net Administrative Annual Assessments (Assessment Area 1)	\$42,368.69
Collection Cost (6%)	\$2,704.38
Gross Assessments	\$45,073.07

Property Type	Units	ERU Factor	ERUs	Gross Per Unit	Total Gross
40' Lots	133	0.8	106.4	\$85.69	\$11,396.80
50' Lots	189	1	189	\$107.11	\$20,244.32
60' Lots	94	1.2	112.8	\$128.54	\$12,082.32
65' Lots	0	1.3	0	\$139.25	\$0.00
70' Lots	9	1.4	12.6	\$149.96	\$1,349.62
Total	425		420.8		\$45,073.07

Net Maintenance Annual Assessments (Assessment Area 1)	\$46,008
Collection Cost (6%)	\$2,937
Gross Assessments	\$48,945

Property Type	Units	ERU Factor	ERUs	Gross Per Unit	Total Gross
40' Lots	133	0.8	106.4	\$93.05	\$12,375.75
50' Lots	189	1	189	\$116.31	\$21,983.23
60' Lots	94	1.2	112.8	\$139.58	\$13,120.15
65' Lots	0	1.3	0	\$0.00	\$0.00
70' Lots	9	1.4	12.6	\$162.84	\$1,465.55
Total	425		420.8		\$48,944.68

Net Administrative & Maintenance Annual Assessments (Assessment Area 1)	\$88,377
Collection Cost (6%)	\$5,641
Gross Assessments	\$94,018

Property Type	Units	ERU Factor	ERUs	Gross Per Unit	Total Gross
40' Lots	133	0.8	106.4	\$178.74	\$23,772.55
50' Lots	189	1	189	\$223.43	\$42,227.55
60' Lots	94	1.2	112.8	\$268.11	\$25,202.48
65' Lots	0	1.3	0	\$0.00	\$0.00
70' Lots	9	1.4	12.6	\$312.80	\$2,815.17
Total	425		420.8		\$94,017.75

Lake Emma
Community Development District
GENERAL FUND BUDGET

REVENUES:

Administrative Assessments

The District will levy a non-ad valorem assessment on all the assessable property within the district to fund the administrative portion of the general fund expenditures during the fiscal year.

Maintenance Assessments

The District will levy a non-ad valorem assessment on all the assessable property within Assessment Area One to fund all operations and maintenance expenditures during the fiscal year.

Developer Contributions

The District will enter into a funding agreement with the developer to fund the general fund operations & maintenance expenditures allocated to Developer for areas outside Assessment Area One (AA1) for the fiscal year.

EXPENDITURES:

Administrative:

Supervisor Fees

Chapter 190, Florida Statutes, allows for each Board member to receive \$200 per meeting, not to exceed \$4,800 per year paid to each Supervisor for the time devoted to District business and meetings. Amount is based on 5 supervisors attending 12 meetings during the fiscal year.

FICA Expense

Represents the Employer's share of Social Security and Medicare taxes withheld from Board of Supervisor checks.

Engineering

The District's engineer, Dewberry Engineer, Inc., will be providing general engineering services to the District, e.g. attendance and preparation for monthly board meetings, review of invoices and requisitions, preparation and review of contract specifications and bid documents, and various projects assigned as directed by the Board of Supervisors and the District Manager.

Attorney

The District's legal counsel, Kutak Rock LLP, will be providing general legal services to the District, e.g. attendance and preparation for monthly meetings, preparation and review of agreements and resolutions, and other research assigned as directed by the Board of Supervisors and the District Manager.

Lake Emma
Community Development District
GENERAL FUND BUDGET

Dissemination

The District is required by the Security and Exchange Commission to comply with Rule 15c2-12(b)(5) which relates to additional reporting requirements for unrated bond issues. The District has contracted with Governmental Management Services-Central Florida, LLC for this service on the Series 2021 Special Assessment Bonds (Assessment Area One).

Arbitrage

The District will contract with an independent certified public accountant to annually calculate the District's Arbitrage Rebate Liability on the Series 2021 Special Assessment Bonds (Assessment Area One). The District has contracted with AMTEC Corporation for this service.

Annual Audit

The District is required by Florida Statutes to arrange for an independent audit of its financial records on an annual basis. The District has contracted with Grau & Associates for this service.

Trustee Fees

The District will pay annual trustee fees for the Series 2021 Special Assessment Bonds (Assessment Area One) that are deposited with a Trustee at USBank.

Assessment Administration

The District has contracted with Governmental Management Services-Central Florida, LLC to levy and administer the collection of non-ad valorem assessment on all assessable property within the District.

Management Fees

The District has contracted with Governmental Management Services-Central Florida, LLC to provide Management, Accounting and Recording Secretary Services for the District. The services include, but not limited to, recording and transcription of board meetings, budget preparation, all financial reporting, annual audit, etc.

Information Technology

The District has contracted with Governmental Management Services-Central Florida, LLC for costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc.

Website Maintenance

The District has contracted with Governmental Management Services-Central Florida, LLC for the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

Telephone

Telephone and fax machine.

Lake Emma
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 and public officials liability insurance coverage is provided by Florida Insurance Alliance (FIA). FIA specializes in providing insurance coverage to governmental agencies.

Legal Advertising

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

Other Current Charges

Bank charges and any other miscellaneous expenses incurred during the year.

Office Supplies

Miscellaneous office supplies.

Property Taxes

Represents estimated costs billed by Lake County Property Appraiser's office.

Dues, Licenses & Subscriptions

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

Operations & Maintenance:

Field Services

The District has contracted with Governmental Management Services-Central Florida, LLC for onsite field management of contracts for the District such as landscape maintenance. Services to include onsite inspections, meetings with contractors, attend Board meetings and receive and respond to property owner phone calls and emails.

Landscape Maintenance

Represents proposed costs provided by CherryLake Inc. for landscape maintenance of dry retention ponds located within the District's boundaries.

Lake Emma
Community Development District
GENERAL FUND BUDGET

Contingency

Represents any additional field expense that may not have been provided for in the budget.

Repairs & Maintenance

Represents general repairs and maintenance costs that are not budgeted under any other budget line item.

**Lake Emma
Series 2021, Special Assessment Bonds (Assessment Area One)
(Term Bonds Combined)**

Amortization Schedule

Date	Balance	Principal	Interest	Annual
6/15/22	\$ 7,040,000	\$ 140,000	\$ 125,850.00	\$ -
12/15/22	\$ 6,900,000	\$ -	\$ 124,100.00	\$ 389,950.00
6/15/23	\$ 6,900,000	\$ 145,000	\$ 124,100.00	\$ -
12/15/23	\$ 6,755,000	\$ -	\$ 122,287.50	\$ 391,387.50
6/15/24	\$ 6,755,000	\$ 150,000	\$ 122,287.50	\$ -
12/15/24	\$ 6,605,000	\$ -	\$ 120,412.50	\$ 392,700.00
6/15/25	\$ 6,605,000	\$ 155,000	\$ 120,412.50	\$ -
12/15/25	\$ 6,450,000	\$ -	\$ 118,475.00	\$ 393,887.50
6/15/26	\$ 6,450,000	\$ 155,000	\$ 118,475.00	\$ -
12/15/26	\$ 6,295,000	\$ -	\$ 116,537.50	\$ 390,012.50
6/15/27	\$ 6,295,000	\$ 160,000	\$ 116,537.50	\$ -
12/15/27	\$ 6,135,000	\$ -	\$ 114,057.50	\$ 390,595.00
6/15/28	\$ 6,135,000	\$ 165,000	\$ 114,057.50	\$ -
12/15/28	\$ 5,970,000	\$ -	\$ 111,500.00	\$ 390,557.50
6/15/29	\$ 5,970,000	\$ 170,000	\$ 111,500.00	\$ -
12/15/29	\$ 5,800,000	\$ -	\$ 108,865.00	\$ 390,365.00
6/15/30	\$ 5,800,000	\$ 175,000	\$ 108,865.00	\$ -
12/15/30	\$ 5,625,000	\$ -	\$ 106,152.50	\$ 390,017.50
6/15/31	\$ 5,625,000	\$ 180,000	\$ 106,152.50	\$ -
12/15/31	\$ 5,445,000	\$ -	\$ 103,362.50	\$ 389,515.00
6/15/32	\$ 5,445,000	\$ 190,000	\$ 103,362.50	\$ -
12/15/32	\$ 5,255,000	\$ -	\$ 100,037.50	\$ 393,400.00
6/15/33	\$ 5,255,000	\$ 195,000	\$ 100,037.50	\$ -
12/15/33	\$ 5,060,000	\$ -	\$ 96,625.00	\$ 391,662.50
6/15/34	\$ 5,060,000	\$ 200,000	\$ 96,625.00	\$ -
12/15/34	\$ 4,860,000	\$ -	\$ 93,125.00	\$ 389,750.00
6/15/35	\$ 4,860,000	\$ 210,000	\$ 93,125.00	\$ -
12/15/35	\$ 4,650,000	\$ -	\$ 89,450.00	\$ 392,575.00
6/15/36	\$ 4,650,000	\$ 215,000	\$ 89,450.00	\$ -
12/15/36	\$ 4,435,000	\$ -	\$ 85,687.50	\$ 390,137.50
6/15/37	\$ 4,435,000	\$ 225,000	\$ 85,687.50	\$ -
12/15/37	\$ 4,210,000	\$ -	\$ 81,750.00	\$ 392,437.50
6/15/38	\$ 4,210,000	\$ 230,000	\$ 81,750.00	\$ -
12/15/38	\$ 3,980,000	\$ -	\$ 77,725.00	\$ 389,475.00
6/15/39	\$ 3,980,000	\$ 240,000	\$ 77,725.00	\$ -
12/15/39	\$ 3,740,000	\$ -	\$ 73,525.00	\$ 391,250.00
6/15/40	\$ 3,740,000	\$ 250,000	\$ 73,525.00	\$ -
12/15/40	\$ 3,490,000	\$ -	\$ 69,150.00	\$ 392,675.00
6/15/41	\$ 3,490,000	\$ 260,000	\$ 69,150.00	\$ -
12/15/41	\$ 3,230,000	\$ -	\$ 64,600.00	\$ 393,750.00
6/15/42	\$ 3,230,000	\$ 270,000	\$ 64,600.00	\$ -
12/15/42	\$ 2,960,000	\$ -	\$ 59,200.00	\$ 393,800.00
6/15/43	\$ 2,960,000	\$ 280,000	\$ 59,200.00	\$ -
12/15/43	\$ 2,680,000	\$ -	\$ 53,600.00	\$ 392,800.00
6/15/44	\$ 2,680,000	\$ 290,000	\$ 53,600.00	\$ -
12/15/44	\$ 2,390,000	\$ -	\$ 47,800.00	\$ 391,400.00
6/15/45	\$ 2,390,000	\$ 300,000	\$ 47,800.00	\$ -
12/15/45	\$ 2,090,000	\$ -	\$ 41,800.00	\$ 389,600.00
6/15/46	\$ 2,090,000	\$ 315,000	\$ 41,800.00	\$ -
12/15/46	\$ 1,775,000	\$ -	\$ 35,500.00	\$ 392,300.00
6/15/47	\$ 1,775,000	\$ 325,000	\$ 35,500.00	\$ -
12/15/47	\$ 1,450,000	\$ -	\$ 29,000.00	\$ 389,500.00
6/15/48	\$ 1,450,000	\$ 340,000	\$ 29,000.00	\$ -
12/15/48	\$ 1,110,000	\$ -	\$ 22,200.00	\$ 391,200.00
6/15/49	\$ 1,110,000	\$ 355,000	\$ 22,200.00	\$ -
12/15/49	\$ 755,000	\$ -	\$ 15,100.00	\$ 392,300.00
6/15/50	\$ 755,000	\$ 370,000	\$ 15,100.00	\$ -
12/15/50	\$ 385,000	\$ -	\$ 7,700.00	\$ 392,800.00
6/15/51	\$ 385,000	\$ 385,000	\$ 7,700.00	\$ 392,700.00
Totals		\$ 7,040,000	\$ 4,704,500	\$ 11,744,500.00

SECTION V

SECTION C

SECTION 1

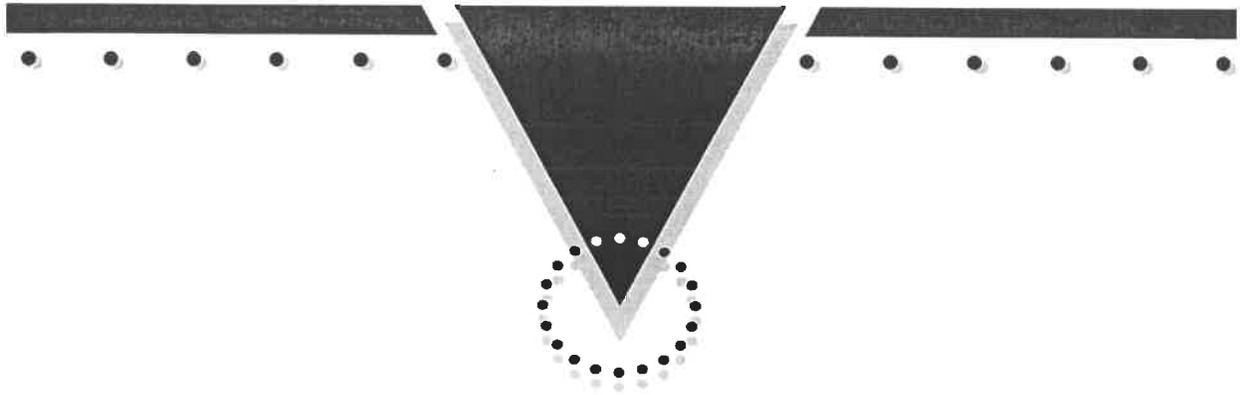
Lake Emma Community Development District

Summary of Checks

March 16, 2022 to April 20, 2022

Bank	Date	Check #	Amount
General Fund	3/22/22	90-92	\$ 8,892.29
	4/8/22	93	\$ 3,979.37
	4/12/22	94	\$ 1,959.00
	4/19/22	95	\$ 861.50
Payroll Fund	<u>March 2022</u>		
	Adam Morgan	50005	\$ 184.70
	Brent Kewley	50006	\$ 184.70
			\$ 369.40
			\$ 16,061.56

SECTION 2



**Lake Emma
Community Development District**

Unaudited Financial Reporting

March 31, 2022



TABLE OF CONTENTS

1	<u>BALANCE SHEET</u>
2	<u>GENERAL FUND INCOME STATEMENT</u>
3	<u>DEBT SERVICE FUND SERIES 2021</u>
4	<u>CAPITAL PROJECTS FUND SERIES 2021</u>
5	<u>MONTH TO MONTH</u>
6	<u>DEVELOPER CONTRIBUTION SCHEDULE</u>
7	<u>LONG TERM DEBT SUMMARY</u>
8	<u>FY22 TAX RECEIPT SCHEDULE</u>
9	<u>CONSTRUCTION SCHEDULE SERIES 2021</u>

LAKE EMMA
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
March 31, 2022

	General Fund	Debt Service Fund	Capital Projects Fund	Total 2022
ASSETS:				
CASH	\$96,008	---	---	\$96,008
INVESTMENTS				
SERIES 2021	---	\$196,944	---	\$196,944
RESERVE	---	\$396,888	---	\$396,888
REVENUE	---	---	\$12	\$12
CONSTRUCTION	---	---	---	---
TOTAL ASSETS	\$96,008	\$593,832	\$12	\$689,851
LIABILITIES:				
ACCOUNTS PAYABLE	---	---	---	\$0
FUND EQUITY:				
FUND BALANCES:				
RESTRICTED FOR DEBT SERVICE	---	\$593,832	---	\$593,832
RESTRICTED FOR CAPITAL PROJECTS	---	---	\$12	\$12
UNASSIGNED	\$96,008	---	---	\$96,008
TOTAL LIABILITIES & FUND EQUITY	\$96,008	\$593,832	\$12	\$689,851

LAKE EMMA

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND

Statement of Revenues & Expenditures

For The Period Ending March 31, 2022

	ADOPTED BUDGET	PRORATED BUDGET THRU 3/31/22	ACTUAL THRU 3/31/22	VARIANCE
<u>REVENUES:</u>				
ADMINISTRATIVE ASSESSMENTS - OUTSIDE AA1	\$74,749	\$56,062	\$56,062	\$0
ADMINISTRATIVE ASSESSMENTS - AA1	\$42,369	\$42,406	\$42,406	\$0
MAINTENANCE ASSESSMENTS - AA1	\$46,008	\$45,940	\$45,940	\$0
DEVELOPER CONTRIBUTIONS	\$0	\$0	\$5,251	\$5,251
TOTAL REVENUES	\$163,126	\$144,407	\$149,658	\$294,066
<u>EXPENDITURES:</u>				
<u>ADMINISTRATIVE:</u>				
SUPERVISORS FEES	\$12,000	\$6,000	\$800	\$5,200
FICA EXPENSE	\$918	\$459	\$61	\$398
ENGINEERING	\$12,000	\$6,000	\$2,938	\$3,063
ATTORNEY	\$25,000	\$12,500	\$3,930	\$8,570
DISSEMINATION	\$3,500	\$1,750	\$1,750	(\$0)
ARBITRAGE	\$450	\$0	\$0	\$0
ANNUAL AUDIT	\$4,500	\$4,500	\$4,400	\$100
TRUSTEE FEES	\$5,000	\$0	\$0	\$0
ASSESSMENT ADMINISTRATION	\$5,000	\$5,000	\$5,000	\$0
MANAGEMENT FEES	\$35,000	\$17,500	\$17,500	(\$0)
INFORMATION TECHNOLOGY	\$1,050	\$525	\$525	\$0
WEBSITE MAINTENANCE	\$600	\$300	\$300	\$0
TELEPHONE	\$300	\$150	\$0	\$150
POSTAGE	\$1,000	\$500	\$65	\$435
INSURANCE	\$5,500	\$5,500	\$5,251	\$249
PRINTING & BINDING	\$1,000	\$500	\$28	\$472
LEGAL ADVERTISING	\$2,500	\$1,250	\$0	\$1,250
OTHER CURRENT CHARGES	\$1,000	\$500	\$211	\$289
PROPERTY TAXES	\$0	\$0	\$17	(\$17)
OFFICE SUPPLIES	\$625	\$313	\$1	\$311
DUES, LICENSE & SUBSCRIPTIONS	\$175	\$175	\$175	\$0
FIELD:				
FIELD SERVICES	\$7,500	\$3,750	\$3,750	\$0
LANDSCAPE MAINTENANCE	\$23,508	\$11,754	\$11,754	\$0
CONTINGENCY	\$10,000	\$5,000	\$0	\$5,000
REPAIRS & MAINTENANCE	\$5,000	\$2,500	\$0	\$2,500
TOTAL EXPENDITURES	\$163,126	\$86,426	\$58,457	\$144,882
EXCESS REVENUES (EXPENDITURES)	\$0		\$91,202	
FUND BALANCE - Beginning	\$0		\$4,806	
FUND BALANCE - Ending	\$0		\$96,008	

LAKE EMMA

COMMUNITY DEVELOPMENT DISTRICT

DEBT SERVICE FUND

SERIES 2021

Statement of Revenues & Expenditures

For The Period Ending March 31, 2022

	ADOPTED BUDGET	PRORATED BUDGET THRU 3/31/22	ACTUAL THRU 3/31/22	VARIANCE
REVENUES:				
ASSESSMENTS	\$393,888	\$393,759	\$393,759	\$0
INTEREST	\$0	\$0	\$12	\$12
TOTAL REVENUES	\$393,888	\$393,759	\$393,771	\$12
EXPENDITURES:				
INTEREST - 12/15	\$125,850	\$125,850	\$125,850	\$0
PRINCIPAL - 06/15	\$140,000	\$0	\$0	\$0
INTEREST - 06/15	\$125,850	\$0	\$0	\$0
TOTAL EXPENDITURES	\$391,700	\$125,850	\$125,850	\$0
EXCESS REVENUES (EXPENDITURES)	\$2,188		\$267,921	
FUND BALANCE - Beginning	\$125,853		\$325,911	
FUND BALANCE - Ending	\$128,041		\$593,832	

LAKE EMMA

COMMUNITY DEVELOPMENT DISTRICT

CAPITAL PROJECTS FUND SERIES 2021

Statement of Revenues & Expenditures
For The Period Ending March 31, 2022

	ADOPTED BUDGET	PRORATED BUDGET THRU 3/31/22	ACTUAL THRU 3/31/22	VARIANCE
REVENUES:				
INTEREST	\$0	\$0	\$165	\$165
TOTAL REVENUES	\$0	\$0	\$165	\$165
EXPENDITURES:				
CAPITAL OUTLAY - CONSTRUCTION	\$0	\$0	\$6,512,707	(\$6,512,707)
TOTAL EXPENDITURES	\$0	\$0	\$6,512,707	(\$6,512,707)
EXCESS REVENUES (EXPENDITURES)	\$0		(\$6,512,542)	
FUND BALANCE - Beginning	\$0		\$6,512,554	
FUND BALANCE - Ending	\$0		\$12	

LAKE EMMA

Community Development District

REVENUES:	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
ADMIN ASSESSMENTS - OUTSIDE AA1	\$0	\$0	\$37,375	\$18,687	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$56,062
ADMINISTRATIVE ASSESSMENTS - AA1	\$0	\$0	\$40,237	\$0	\$1,627	\$541	\$0	\$0	\$0	\$0	\$0	\$0	\$42,406
MAINTENANCE ASSESSMENTS - AA1	\$0	\$0	\$43,590	\$0	\$1,763	\$586	\$0	\$0	\$0	\$0	\$0	\$0	\$45,940
DEVELOPER CONTRIBUTIONS	\$5,251	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,251
TOTAL REVENUES	\$5,251	\$0	\$121,202	\$18,687	\$3,390	\$1,127	\$0	\$0	\$0	\$0	\$0	\$0	\$149,658
EXPENDITURES:													
ADMINISTRATIVE:													
SUPERVISOR FEES	\$400	\$0	\$0	\$0	\$0	\$400	\$0	\$0	\$0	\$0	\$0	\$0	\$800
FICA EXPENSE	\$31	\$0	\$0	\$0	\$0	\$31	\$0	\$0	\$0	\$0	\$0	\$0	\$61
ENGINEERING	\$470	\$588	\$1,528	\$353	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,938
ATTORNEY	\$1,513	\$0	\$1,227	\$757	\$434	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,930
DISSEMINATION	\$292	\$292	\$292	\$292	\$292	\$292	\$0	\$0	\$0	\$0	\$0	\$0	\$1,750
ARBITRAGE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ANNUAL AUDIT	\$0	\$0	\$0	\$1,000	\$3,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,400
TRUSTEE FEES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ASSESSMENT ADMINISTRATION	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
MANAGEMENT FEES	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$0	\$0	\$0	\$0	\$0	\$0	\$17,500
INFORMATION TECHNOLOGY	\$88	\$88	\$88	\$88	\$88	\$88	\$0	\$0	\$0	\$0	\$0	\$0	\$525
WEBSITE INFORMATION	\$50	\$50	\$50	\$50	\$50	\$50	\$0	\$0	\$0	\$0	\$0	\$0	\$300
TELEPHONE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
POSTAGE	\$3	\$3	\$2	\$7	\$49	\$2	\$0	\$0	\$0	\$0	\$0	\$0	\$65
INSURANCE	\$5,251	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,251
PRINTING & BINDING	\$23	\$5	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$28
LEGAL ADVERTISING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OTHER CURRENT CHARGES	\$30	\$35	\$38	\$38	\$38	\$30	\$0	\$0	\$0	\$0	\$0	\$0	\$211
PROPERTY TAXES	\$0	\$17	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17
OFFICE SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1
DUES, LICENSES & SUBSCRIPTIONS	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
FIELD:													
FIELD SERVICES	\$625	\$625	\$625	\$625	\$625	\$625	\$0	\$0	\$0	\$0	\$0	\$0	\$3,750
LANDSCAPE MAINTENANCE	\$1,959	\$1,959	\$1,959	\$1,959	\$1,959	\$1,959	\$0	\$0	\$0	\$0	\$0	\$0	\$11,754
CONTINGENCY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
REPAIRS & MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$18,825	\$6,578	\$8,725	\$8,084	\$9,852	\$6,393	\$0	\$0	\$0	\$0	\$0	\$0	\$58,457
EXCESS REVENUES (EXPENDITURES)	(\$13,574)	(\$6,578)	\$112,478	\$10,603	(\$6,461)	(\$5,266)	\$0	\$0	\$0	\$0	\$0	\$0	\$91,202

LAKE EMMA
Community Development District
Developer Contributions/Due from Developer

Funding Request #	Prepared Date	Payment Received Date	Check Amount	Total Funding Request	General Fund Portion (21)*	General Fund Portion (22)	Over and (short) Balance Due
13	8/30/21	9/27/21	\$ 8,723.94	\$ 8,723.94	\$ 3,472.94	\$ 5,251.00	\$ -
14	9/19/21	10/15/21	\$ 5,764.83	\$ 5,764.83	\$ 5,764.83	\$ -	\$ -
15	10/19/21	11/22/21	\$ 1,004.00	\$ 1,004.00	\$ 1,004.00	\$ -	\$ -
Due from Developer				\$ 15,492.77	\$ 10,241.77	\$ 5,251.00	\$ -

Total Developer Contributions FY22
\$ 5,251.00

LAKE EMMA
COMMUNITY DEVELOPMENT DISTRICT

LONG TERM DEBT REPORT

SERIES 2021, SPECIAL ASSESSMENT BONDS	
ASSESSMENT AREA ONE	
INTEREST RATE:	2.500%, 3.100%, 3.500%, 4.000%
MATURITY DATE:	6/15/2051
RESERVE FUND DEFINITION	50% MAXIMUM ANNUAL DEBT SERVICE
RESERVE FUND REQUIREMENT	\$196,944
RESERVE FUND BALANCE	\$196,944
 BONDS OUTSTANDING - 9/30/21	 \$7,040,000
CURRENT BONDS OUTSTANDING	\$7,040,000

**Lake Emma
Community Development District
Special Assessment Bonds, Series 2021
Assessment Area One**

Date	Req.#	Contractor	Description	Requisitions
Fiscal Year 2021				
6/25/21	1	HOPPING, GREEN & SAMS	INV# 121483 & 122190 - PROJ. CONSTR. - FEB. & MAR.21	\$ 1,564.00
6/25/21	2	HOPPING, GREEN & SAMS	INV# 122556 - PROJECT CONSTRUCTION - APRIL 2021	\$ 267.46
6/25/21	3	HOPPING, GREEN & SAMS	INV# 120820 - PROJECT CONSTRUCTION - JANUARY 2021	\$ 346.00
8/17/21	4	HOPPING, GREEN & SAMS	INV# 124131 - PROJECT CONSTRUCTION - JUNE 2021	\$ 1,224.00
9/16/21	5	HOPPING, GREEN & SAMS	INV# 124638 - PROJECT CONSTRUCTION - JULY 2021	\$ 976.00
TOTAL				\$ 4,377.46

Fiscal Year 2021				
4/1/21		INTEREST		\$ 2.14
5/3/21		INTEREST		\$ 32.07
6/2/21		INTEREST		\$ 33.14
7/2/21		INTEREST		\$ 32.07
8/2/21		INTEREST		\$ 33.13
9/1/21		INTEREST		\$ 33.55
TOTAL				\$ 166.10

Acquisition/Construction Fund at 3/30/21	\$ 6,517,721.30
Interest Earned thru 9/30/21	\$ 166.10
Requisitions Paid thru 9/30/21	\$ (4,377.46)
Remaining Acquisition/Construction Fund	\$ 6,513,509.94

Date	Req.#	Contractor	Description	Requisitions
Fiscal Year 2022				
11/23/21	6	HOPPING, GREEN & SAMS	INV# 125209 - PROJECT CONSTRUCTION - AUGUST 2021	\$ 223.50
11/23/21	7	HOPPING, GREEN & SAMS	INV# 125647 - PROJECT CONSTRUCTION - SEPTEMBER 2021	\$ 732.50
1/4/22	8	LENNAR HOMES, LLC	PUBLIC INFRASTRUCTURE CONSTRUCTION REIMBURSEMENT	\$ 6,512,707.18
TOTAL				\$ 6,513,663.18

Fiscal Year 2022				
10/1/21		INTEREST		\$ 32.05
11/1/21		INTEREST		\$ 33.11
12/1/21		INTEREST		\$ 32.05
12/29/21		SHORT TERM GAIN DIVIDEND		\$ 22.92
1/3/22		INTEREST		\$ 33.11
2/1/22		INTEREST		\$ 11.75
3/1/22		INTEREST		\$ -
TOTAL				\$ 164.99

Acquisition/Construction Fund at 9/30/21	\$ 6,513,509.94
Interest Earned thru 3/31/22	\$ 164.99
Requisitions Paid thru 3/31/22	\$ (6,513,663.18)
Remaining Acquisition/Construction Fund	\$ 11.75

SECTION 3

INSTRUCTIONS

At the Board meeting, when the landowners' election is announced, instructions on how landowners may participate in the election, along with a sample proxy, shall be provided.

At a landowners' meeting, landowners shall organize by electing a Chair who shall conduct the meeting. The Chair may be any person present at the meeting. If the Chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions.

Nominations are made from the floor.

After all nominations are made, a ballot is distributed and votes are cast

Each landowner is entitled to one vote for each acre he owns or portion of an acre.

SAMPLE AGENDA

1. Determination of Number of Voting Units Represented
2. Call to Order
3. Election of a Chairman for the Purpose of Conducting the Landowners' Meeting
4. Nominations for the Position of Supervisor
5. Casting of Ballots
6. Ballot Tabulation
7. Landowners Questions and Comments
8. Adjournment

**LANDOWNER PROXY
LAKE EMMA COMMUNITY DEVELOPMENT DISTRICT
CITY OF GROVELAND, FLORIDA
LANDOWNERS' MEETING – NOVEMBER 1, 2022**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints _____ (“Proxy Holder”) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of Lake Emma Community Development District to be held at **Cooper Memorial Library, 2525 Oakley Seaver Drive, Clermont, FL 34711, on November 1, 2022, at 10:00 a.m.** and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners’ meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners’ meeting prior to the Proxy Holder’s exercising the voting rights conferred herein.

Printed Name of Legal Owner

Signature of Legal Owner

Date

<u>Parcel Description</u>	<u>Acreage</u>	<u>Authorized Votes</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

Total Number of Authorized Votes: _____

NOTES: Pursuant to Section 190.006(2)(b), *Florida Statutes* (2018), a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).