Lake Emma
Community Development District

Agenda

August 26, 2020

AGENDA

Lake Emma
Community Development District

219 E. Livingston Street, Orlando FL, 32801
Phone: 407-841-5524 – Fax: 407-839-1526

August 19, 2020

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, August 26, 2020 at 10:00 a.m. via Zoom: https://zoom.us/j/94274827714**. Following is the advance agenda for the regular meeting:

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period
3. Organizational Matters
    A. Acceptance of Resignation of Garrison Clemens and Appointment of Individual to Fulfill the Board Vacancy with a Term Ending November 2022
    B. Consideration of Resolution 2020-36 Electing Assistant Secretary
4. Approval of Minutes of the May 27, 2020 Meeting
5. Consideration of Resolution 2020-37 Designating the Location of the Local District Records Office
6. Consideration of Work Authorization 2020-02 from Dewberry for Professional Consulting Services
7. Public Hearing
    A. Consideration of Resolution 2020-38 Adopting the Fiscal Year 2021 Budget and Relating to the Annual Appropriations
8. Consideration of Fiscal Year 2020-2021 Developer Funding Agreement
9. Appointment of Audit Committee and Chairman
10. Staff Reports
    A. Attorney
    B. Engineer
    C. District Manager's Report
        i. Balance Sheet and Income Statement
        ii. Ratification of Funding Requests #6 - #8
        iii. Approval of Fiscal Year 2021 Meeting Schedule
11. Other Business
12. Supervisor's Requests
13. Adjournment

Audit Committee Meeting

1. Roll Call
2. Public Comment Period
3. Audit Services
    A. Approval of Request for Proposals and Selection Criteria

B. Approval of Notice of Request for Proposals for Audit Services
C. Public Announcement of Opportunity to Provide Audit Services

4. Adjournment

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 are the Organizational Matters. Section A is the acceptance of resignation of Garrison Clemens and appointment of individual to fulfill the Board vacancy with a term ending November 2022. A copy of the letter is enclosed for our review. Section B is the consideration of Resolution 2020-36 electing an Assistant Secretary. A copy of the Resolution is enclosed for your review.

The fourth order of business is the approval of the minutes of the May 27, 2020 meeting. The minutes are enclosed for your review.

The fifth order of business is the consideration of Resolution 2020-37 designating the local District records office. A copy of the Resolution is enclosed for your review.

The sixth order of business is the consideration of Work Authorization 2020-02 from Dewberry for professional consulting services. A copy of the work authorization is enclosed for your review.

The seventh order of business opens the Public Hearing. Section A is the consideration of Resolution 2020-38 adopting the Fiscal Year 2021 budget and setting a public hearing. A copy of the Resolution and proposed budget are enclosed for your review.

The eighth order of business is the consideration of the Fiscal Year 2020-2021 developer funding agreement. A copy of the agreement is enclosed for your review.

The ninth order of business is the appointment of the Audit Committee and Chairman. There is no back-up material.

The tenth order of business is Staff Reports. Section 1 of the District Manager's Report includes the balance sheet and income statement for your review and Section 2 includes Funding Requests #6 - #8 for ratification. The funding request and supporting invoices are enclosed for your review.

Following the adjournment of the Board of Supervisor's meeting, there will be a meeting of the Audit Committee to approve the Request for Proposals, selection criteria and the notice of RFP for auditing services. Enclosed for your review are copies of the RFP, selection criteria, and RFP notice.

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
Stacey Johnson, Trustee

Enclosures

BOARD OF SUPERVISORS

MEETING

SECTION III

SECTION A

From: **Garison Clemens** gclemens@hanoverbuilds.com
Subject: Lake Emma CDD
Date: June 26, 2020 at 11:25 AM
To: Stacie Vanderbilt svanderbilt@gmscfl.com
Cc: Tony Iorio tiorio@hcpland.com

Stacie,

I officially am resigning from the Board of Supervisors for the Lake Emma CDD – effective immediately.

Thanks,

Garison Clemens | Staff Accountant
Hanover Family Builders
407.988.1502 o 386.795.2196 c
gclemens@hanoverbuilds.com
HanoverBuilds.com

SECTION B

RESOLUTION 2020-36

A RESOLUTION OF THE LAKE EMMA COMMUNITY DEVELOPMENT DISTRICT ELECTING _____ AS ASSISTANT SECRETARY OF THE BOARD OF SUPERVISORS

WHEREAS, the Board of Supervisors of the Lake Emma Community District desires to elect _____ as an Assistant Secretary.

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

1. _____ is elected Assistant Secretary of the Board of Supervisors.

Adopted this 26th day of August, 2020.

_____
Secretary/Assistant Secretary

_____
Chairman/Vice Chairman

MINUTES

MINUTES OF MEETING
LAKE EMMA
COMMUNITY DEVELOPMENT DISTRICT

An Organizational meeting of the Board of Supervisors of the Lake Emma Community Development District was held Wednesday, May 27, 2020 at 10:00 a.m. via Zoom Teleconference.

Present and constituting a quorum were:

Adam Morgan	Chairman
Tony Iorio	Vice Chairman
Doug Beasley	Assistant Secretary
Daniel Hieronimus	Assistant Secretary

Also present were:

George Flint	District Manager, GMS
Tucker Mackie	District Counsel
Emma Gregory	District Counsel
Nicole Stalder	District Engineer
Dustin McGlinchey	Lennar Homes
Daniel La Rosa	Lennar Homes
Phil Gildan	Developer's Counsel

FIRST ORDER OF BUSINESS **Roll Call**

Mr. Flint called the meeting to order. There were all five members participating 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 March 25, 2020 Meeting**

Mr. Flint presented the minutes of the March 25, 2020 meeting and asked for comments, corrections, or changes. Mr. Morgan stated that he had reviewed the minutes and he had no corrections. The Board had no changes.

On MOTION by Mr. Morgan, seconded by Mr. Iorio, with all in favor, the Minutes of the March 25, 2020 Meeting, were approved.

FOURTH ORDER OF BUSINESS **Consideration of Agreement for District Engineering Services with Dewberry Engineers, Inc.**

Mr. Flint noted that Dewberry was originally obtained as the interim District Engineer. The Board directed staff to issue an RFQ for engineering services and Dewberry was selected as the engineer. This brings back the Form of Agreement for ratification by the Board. Ms. Mackie noted that a revised version was circulated to bring it in line with the substantive comments received from Dewberry in the past. She noted that counsel was recommending that the Board approve in substantial form.

On MOTION by Mr. Morgan, seconded by Mr. Hieronimus, with all in favor, the Agreement for District Engineering Services with Dewberry Engineers in Substantial Form, was approved.

FIFTH ORDER OF BUSINESS **Consideration of Resolution 2020-32 Designating the Location of the Local District Records Office**

Mr. Flint asked that this item be deferred to the next meeting.

SIXTH ORDER OF BUSINESS **Public Hearings on the Imposition of Special Assessments**

Mr. Flint asked for a motion to open the Public Hearings.

On MOTION by Mr. Morgan, seconded by Mr. Iorio, with all in favor, the public hearings were opened.

A. Consideration of Engineer's Report, dated March 25, 2020

Mr. Flint noted that there were no members of the public to provide comments. The Engineer's Report was dated March 25th. There were no changes to the report since it had been previously presented. Ms. Gregory asked Ms. Stalder based on her professional opinion, if the costs in the Engineer's Report relating to Assessment Area 1 are reasonable and proper. Ms. Stalder answered yes. Ms. Gregory asked her if she was aware of any reason the project consisting

of those improvements to Assessment Area 1 cannot be carried out by the district. Ms. Stalder stated none that she was aware of.

B. Consideration of Master Assessment Methodology for Assessment Area One, dated March 25, 2020

Mr. Flint noted the Master Assessment Methodology was for Assessment Area 1 and dated March 25 as well. There had been no changes to the report since the Board reviewed it at the last meeting. The board had no questions.

Ms. Mackie asked Mr. Flint if the lands subject to the Assessment Area 1 assessments receive special benefit from the Area 1 Master Project. Mr. Flint answered yes. Ms. Mackie asked Mr. Flint if the Area 1 Assessments reasonably apportioned among those lands subject to those same assessments. Mr. Flint answered yes. Ms. Mackie if it would be reasonable and proper to assess the costs of the Area 1 project against the Area 1 lands in the district in accordance with the Methodology. Mr. Flint answered yes. Ms. Mackie asked if the special benefits those Area 1 lands receive as set forth in the assessment roll be equal to or in excess of the maximum special assessments on those lands when allocated. Mr. Flint answered yes. Ms. Mackie asked if it is in the best interest of the district that those assessments be paid and collected in accordance with the Methodology. Mr. Flint answered yes.

C. Public Comment and Testimony

Mr. Flint stated again that there were no members of the public on the Zoom Teleconference call.

D. Consideration of Resolution 2020-34 Levying Assessments

Ms. Gregory presented Resolution 2020-34 to the Board, she reminded them that this concludes the Chapter 170 process by which the district must comply in order to ultimately levy an assessment that is tied to a potential bond issuance in the future. This sets the master caps associated with the various product types within the Area 1 lands based upon the cost that were identified in Nicole Stalder's report at the master level.

Ms. Gregory asked for any questions from the Board on the resolution, otherwise she was seeking a motion to adopt Resolution 2020-34.

> On MOTION by Mr. Morgan, seconded by Mr. Hieronimus, with all in favor, Resolution 2020-34 Levying Assessments, was approved.

Mr. Flint asked for a motion to close the Public Hearings.

> On MOTION by Mr. Morgan, seconded by Mr. Hieronimus, with all in favor, the public hearings were closed.

SEVENTH ORDER OF BUSINESS **Consideration of Resolution 2020-35 Approving the Proposed Fiscal Year 2021 Budget and Setting a Public Hearing**

Mr. Flint noted that every year the Board is required to approve a proposed budget by June 15th and set the date, place, and time for its public hearing for the final consideration. The public hearing has to be at least 60 days from the date that the proposed budget is transmitted to the local government authorities. This budget does not bind the Board in any way, and changes can be made until and on the day of the public hearing. Mr. Flint suggested holding the public hearing on August 26th, 2020 at 10:00 a.m. at the library.

> On MOTION by Mr. Morgan, seconded by Mr. Iorio, with all in favor, Resolution 2020-35 Approving the Proposed Fiscal Year 2021 Budget and Setting the Public Hearing for August 26th, 2020 at 10:00 a.m., was approved.

EIGHTH ORDER OF BUSINESS **Staff Reports**

A. Attorney

Ms. Mackie had nothing further to report to the Board.

B. Engineer

Ms. Stalder had nothing additional to report.

C. District Manager's Report

i. Balance Sheet and Income Statement

Mr. Flint noted that that the unaudited financials were in the agenda, but no action is required. The Board had no questions.

ii. Ratification of Funding Requests #4 - #5

Mr. Flint noted that these were submitted to Lennar under the Developer Funding Agreement.

> On MOTION by Mr. Morgan, seconded by Mr. Beasley, with all in favor, the Funding Request #4 and # 5, were ratified.

iii. Presentation of Number of Registered Voters – 1

Mr. Flint noted that they are required to announce the number of registered voters within the district as of April 15th each year. There is 1 registered voter.

NINTH ORDER OF BUSINESS **Other Business**

There being none, the next item followed.

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

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS **Adjournment**

> On MOTION by Mr. Morgan, seconded by Mr. Iorio, with all in favor, the meeting was adjourned at 10:20 a.m.

_____ _____

Secretary/Assistant Secretary Chairman/Vice Chairman

SECTION V

RESOLUTION 2020-37

A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE LAKE EMMA COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE LOCATION OF THE LOCAL DISTRICT RECORDS OFFICE AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Lake Emma Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Groveland, Florida; and

WHEREAS, the District is statutorily required to designate a local district records office location for the purposes of affording citizens the ability to access the District's records, promoting the disclosure of matters undertaken by the District, and ensuring that the public is informed of the activities of the District in accordance with Chapter 119 and Section 190.006(7), *Florida Statutes*; and

WHEREAS, District records are available for public review and inspection at 1815 Church Lake Street, Groveland, Florida 34736.

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

SECTION 1. The District's local records office shall be located at: 1815 Church Lake Street, Groveland, Florida 34736.

SECTION 2. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 26th day of August, 2020.

ATTEST:

LAKE EMMA COMMUNITY DEVELOPMENT DISTRICT

_____
Secretary/Assistant Secretary

_____
Chairperson, Board of Supervisors

SECTION VI

Dewberry

Dewberry Engineers Inc.
800 N. Magnolia Ave, Suite 1000
Orlando, FL 32803

407.843.5120
407.649.8664 fax
www.dewberry.com

Sent Via Email: svanderbilt@gmscfl.com

June 11, 2020

Ms. Stacie Vanderbilt
Government Management Services
c/o Lake Emma Community Development District
219 East Livingston Street
Orlando, Florida 32801

Subject: **Work Order 2020-1 to Provide Professional Consulting Services**
Lake Emma Community Development District
District Engineer General Engineering Services
City of Groveland, Florida

Dear Ms. Vanderbilt:

Dewberry Engineers Inc. is pleased to submit this work order to provide professional consulting services for the proposed Lake Emma Community Development District (CDD). This proposal is for CDD engineering related services only. The project is located within the City of Groveland in Lake County, Florida.

With this information in mind, we propose the following tasks and corresponding fees:

I. Scope of Work

The CDD will engage the services of Dewberry Engineers Inc. (Engineer) as District Engineer to perform those services as necessary, pursuant to the Engineering Agreement, including attendance at Board of Supervisors meetings, hearings, preparation of reports and applications or other activities as directed by the CDD's Board of Supervisors.

II. Fees

The CDD will compensate the Engineer pursuant to the hourly rate schedule contained in the District Engineer Agreement. We estimate a budget in the amount of $12,000. The District will also reimburse the Engineer all direct costs, which include items such as printing, drawings, travel, deliveries, et cetera, pursuant to the District Engineer Agreement.

This proposal, and the attached Standard Terms and Conditions, both of which have been reviewed and are fully understood, represent the entire understanding between Lake Emma Community Development District and Dewberry Engineers Inc. with regard to the referenced project. This proposal shall remain in effect for acceptance for a period of thirty (30) days from the date thereof, after which time Dewberry Engineers Inc. reserves the right to review and revise its proposal. Once accepted, this proposal may only be modified in writing with the consensus of both parties. If you wish to accept this proposal, please sign and date where indicated and return one complete copy to Aimee Powell, Project Administrator in our Orlando office at 800

North Magnolia Avenue, Suite 1000, Orlando, Florida 32803 (or via email at apowell@dewberry.com). Upon receipt, we will promptly schedule our services.

Thank you for considering Dewberry Engineers Inc. We look forward to helping you create a quality project.

Sincerely,

Nicole P. Stalder, P.E., LEED-AP
Associate Vice President
Department Manager, Site/Civil Services

NPS:ap
M:\Proposals - Public\Municipal\Lake Emma CDD District Engineer Agreement_06-11-2020
Enclosures

APPROVED AND ACCEPTED

By: _____
Authorized Representative of
Lake Emma Community Development District

Date: _____

SECTION VII

SECTION A

RESOLUTION 2020-38

THE ANNUAL APPROPRIATION RESOLUTION OF THE LAKE EMMA COMMUNITY DEVELOPMENT DISTRICT ("DISTRICT") RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET 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 (15th) day in June, 2020, submitted to the Board of Supervisors ("**Board**") of the Lake Emma Community Development District (**"District"**) proposed budget ("**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 Statute*s; and

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE LAKE EMMA 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 Lake Emma 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	$_____
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 26th DAY OF AUGUST, 2020.

ATTEST:

LAKE EMMA COMMUNITY DEVELOPMENT DISTRICT

_____
Secretary/Assistant Secretary

By:_____

Its:_____

Exhibit A: Fiscal Year 2020/2021 Adopted Budget

Exhibit A
Fiscal Year 2020/2021 Adopted Budget

Lake Emma

Community Development District

Proposed Budget

FY 2021

GMS
Governmental
Management Services

Table of Contents

Lake Emma

Community Development District

Fiscal Year 2021
General Fund

	Adopted Budget FY2020	Actual Thru 7/31/20	Projected Next 2 Months	Total Thru 9/30/20	Proposed Budget FY2021
Revenues					
Developer Contributions	$71,054	$47,371	$4,652	$52,023	$119,818
Total Revenues	**$71,054**	**$47,371**	**$4,652**	**$52,023**	**$119,818**
Expenditures					
Administrative					
Supervisor Fees	$8,000	$0	$0	$0	$12,000
FICA Expense	$612	$0	$0	$0	$918
Engineering	$8,000	$0	$0	$0	$12,000
Attorney	$16,667	$12,972	$2,028	$15,000	$25,000
Dissemination	$0	$0	$0	$0	$3,500
Arbitrage	$0	$0	$0	$0	$450
Annual Audit	$0	$0	$0	$0	$5,000
Trustee Fees	$0	$0	$0	$0	$5,000
Assessment Administration	$0	$0	$0	$0	$5,000
Management Fees	$23,333	$16,897	$5,833	$22,730	$35,000
Information Technology	$800	$579	$200	$779	$1,200
Website Creation/ADA Compliance	$2,375	$2,37 5	$0	$2,37 5	$0
Telephone	$200	$0	$25	$25	$ 300
Postage	$667	$54	$46	$100	$1,000
Printing & Binding	$667	$291	$34	$325	$1,00 0
Insurance	$3,50 0	$3,315	$0	$3,315	$5,650
Legal Advertising	$5,0 0 0	$5,828	$1,17 2	$7 ,0 0 0	$5,0 0 0
Other Current Charges	$667	$49	$51	$10 0	$1,0 0 0
Office Supplies	$417	$95	$30	$125	$625
Dues, Licenses & Subscriptions	$150	$150	$0	$150	$17 5
Total Expenditures	**$7 1,054**	**$42,604**	**$9 ,419**	**$52,023**	**$119,818**
Excess Revenues/(Expenditures)	**$0**	**$4,767**	**($4,767)**	**($0)**	**$0**

Lake Emma
Community Development District
GENERAL FUND BUDGET

REVENUES:

Developer Contributions

The District will enter into a funding agreement with the developer to fund the general fund expenditures 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.

FICA Expense

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

Engineering

The District's engineer will be providing general engineering services to the District, e.g. attendance and preparation for monthly board meetings, review invoices, etc.

Attorney

The District's legal counsel, Hopping, Green & Sams, will be providing general legal services to the District, e.g. attendance and preparation for monthly meetings, preparation and review of agreements, resolutions, etc.

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.

Arbitrage

The District will contract with an independent certified public accountant to annually calculate the District's Arbitrage Rebate Liability on any future bonds.

Lake Emma
Community Development District
GENERAL FUND BUDGET

Annual Audit

The District is required by Florida Statutes to arrange for an independent audit of its financial records on an annual basis.

Trustee Fees

The District will pay annual trustee fees for any issued bonds.

Assessment Administration

The District will contract to levy and administer the collection of non-ad valorem assessment on all assessable property within the District.

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services.

Information Technology

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

Telephone

Telephone and fax machine.

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 and property insurance coverages.

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.

Lake Emma
Community Development District
GENERAL FUND BUDGET

Office Supplies

Miscellaneous office supplies.

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.

SECTION VIII

LAKE EMMA COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2020/2021 FUNDING AGREEMENT

This agreement ("**Agreement**") is made and entered into this ___ day of _____, 2020, by and between:

Lake Emma Community Development District, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, and located in City of Groveland, Florida (the "**District**"), with a mailing address c/o Governmental Management Services, LLC – Central Florida, 219 East Livingston Street, Orlando, Florida 32801, and

Lennar Homes, LLC, a Florida limited liability company and the owner of property located within the boundaries of the District (the "**Developer**") with an address of 6750 Forum Drive, Suite 310, Orlando, Florida 32821.

RECITALS

WHEREAS, the District was established by an Ordinance 2019-54, adopted by the City Council of the City of Groveland, Florida, effective December 2, 2019, for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure; and

WHEREAS, the District, pursuant to Chapter 190, *Florida Statutes*, is authorized to levy such taxes, special assessments, fees and other charges as may be necessary in furtherance of the District's activities and services; and

WHEREAS, Developer presently owns and/or is developing the majority of all real property described in **Exhibit A**, attached hereto and incorporated herein ("**Property**"), within the District, which Property will benefit from the timely construction and acquisition of the District's facilities, activities and services and from the continued operations of the District; and

WHEREAS, the District is adopting its general fund budget for the Fiscal Year 2020/2021, beginning October 1, 2020 and ending September 30, 2021 (**"Budget"**); and

WHEREAS, this Budget, which both parties recognize may be amended from time to time in the sole discretion of the District, is attached hereto and incorporated herein by reference as **Exhibit B**; and

WHEREAS, the District has the option of levying non-ad valorem assessments on all land, including the Property, that will benefit from the activities, operations and services set forth in the Budget, or utilizing such other revenue sources as may be available to it; and

WHEREAS, in lieu of levying assessments on the Property, the Developer is willing to provide such funds as are necessary to allow the District to proceed with its operations as described in **Exhibit B**; and

WHEREAS, the Developer agrees that the activities, operations and services provide a special and peculiar benefit equal to or in excess of the costs reflected on **Exhibit B** to the Property; and

WHEREAS, the Developer has agreed to enter into this Agreement in lieu of having the District levy and collect any non-ad valorem assessments as authorized by law against the Property located within the District for the activities, operations and services set forth in **Exhibit B**; and

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **RECITALS.** The recitals stated above are true and correct and by this reference are incorporated herein as a material part of this Agreement.

2. FUNDING. The Developer agrees to make available to the District the monies necessary for the operation of the District as called for in the budget attached hereto as **Exhibit B**, as may be amended from time to time in the District's sole discretion, within thirty (30) days of written request by the District. Amendments to the Budget as shown on **Exhibit B** adopted by the District at a duly noticed meeting shall have the effect of amending this Agreement without further action of the parties. Funds provided hereunder shall be placed in the District's general checking account. These payments are made by the Developer in lieu of taxes, fees, or assessments which might otherwise be levied or imposed by the District. In no way shall the foregoing in any way affect the District's ability to levy special assessments upon the property within the District, including any property owned by Developer, in accordance with Florida law, to provide funds for any unfunded expenditures whether such expenditures are the result of an amendment to the District's Budget or otherwise.

3. **ALTERNATIVE COLLECTION METHODS.** This Section provides for alternative methods of collection. In the event Developer fails to make payments due to the District pursuant to this Agreement, and the District first provides Developer with written notice of the delinquency to the address identified in this Agreement and such delinquency is not cured within five (5) business days of the notice, then the District shall have the following remedies:

a. In the alternative or in addition to the collection method set forth in Paragraph 2 above, the District may enforce the collection of funds due under this Agreement by action against the Developer in the appropriate judicial forum in and for the Lake County, Florida. The enforcement of the collection of funds in this manner shall be in the sole discretion of the District Manager on behalf of the District. In the event that either party is required to enforce this Agreement by court proceedings or otherwise, then the parties agree that the prevailing party shall be entitled to recover from the other all costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings.

b. The District hereby finds that the activities, operations and services set forth in **Exhibit B** provide a special and peculiar benefit to the Property, which benefit is initially allocated on an equal developable acreage basis. The Developer agrees that the activities,

operations and services set forth in **Exhibit B** provide a special and peculiar benefit to the Property equal to or in excess of the costs set forth in **Exhibit B,** on an equal developable acreage basis. Therefore, in the alternative or in addition to the other methods of collection set forth in this Agreement, the District, in its sole discretion, may choose to levy and certify amounts due hereunder as a non-ad valorem assessment on all or any part of the Property for collection, either through the Uniform Method of Collection set forth in Chapter 197, *Florida Statutes,* or under any method of direct bill and collection authorized by Florida law. Such assessment, if imposed, may be certified on the next available tax roll of the Lake County property appraiser. Developer hereby waives and/or relinquishes any rights it may have to challenge, object to or otherwise fail to pay such assessments if imposed, as well as the means of collection thereof.

4. **AGREEMENT; AMENDMENTS.** This instrument shall constitute the final and complete expression of the agreement between the parties relating to the subject matter of this Agreement. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both of the parties hereto.

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

6. **ASSIGNMENT.** Neither the District nor Developer may assign this Agreement or any monies to become due hereunder without the prior written approval of the other, which consent shall not be unreasonably withheld, conditioned or delayed. Such consent shall not be required in the event of a sale of the majority of the lands within the District then owned by Developer pursuant to which the unaffiliated purchaser agrees to assumes any remaining obligations of Developer under this Agreement, provided that no such assignment shall be valid where the assignment is being made for the purpose of avoiding Developer's obligations hereunder.

7. **DEFAULT.** A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which shall include, but not be limited to, the right of damages, injunctive relief and specific performance and specifically including the ability of the District to enforce any and all payment obligations under this Agreement in the manner described herein in Paragraphs 3 and 4 above.

8. **THIRD PARTY RIGHTS; TRANSFER OF PROPERTY.** This Agreement is solely for the benefit of the formal parties herein and no right or cause of action shall accrue upon or by reason hereof, to or for the benefit of any third party not a formal party hereto. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the parties hereto any right, remedy or claim under or by reason of this Agreement or any provisions or conditions hereof; and all of the provisions, representations, covenants and conditions herein contained shall inure to the sole benefit of and shall be binding upon the parties hereto and their respective representatives, successors and assigns. In the event the Developer sells or otherwise disposes of its business or of all or substantially all of its assets relating to improvements, work product, or lands within the District, the Developer shall continue to be bound by the terms of this Agreement and additionally shall expressly require that the

purchaser agree to be bound by the terms of this Agreement. The Developer shall give 90 days prior written notice to the District under this Agreement of any such sale or disposition.

9. **GOVERNING LAW.** This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of Florida. The parties agree and consent to, for the purposes of venue, the exclusive jurisdiction of the appropriate courts of Lake County, Florida.

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

11. **EFFECTIVE DATE.** The Agreement shall be effective after execution by both parties hereto. The enforcement provisions of this Agreement shall survive its termination, until all payments due under this Agreement are paid in full.

IN WITNESS WHEREOF, the parties execute this Agreement the day and year first written above.

Attest:

Lake Emma Community Development District

_____
Secretary/Assistant Secretary

_____
By: _____
Its: _____

Witness:

Lennar Homes, LLC, a Florida limited liability company

_____
Witness

_____
By: _____
Its: _____

EXHIBIT A: Property Description
EXHIBIT B: Fiscal Year 2020/2021 Budget

SECTION X

SECTION C

SECTION 1

Lake Emma

Community Development District

Unaudited Financial Reporting

July 31, 2020

GMS
Governmental
Management Services

TABLE OF CONTENTS

LAKE EMMA

COMMUNITY DEVELOPMENT DISTRICT

BALANCE SHEET

July 31, 2020

	General Fund
ASSETS:	
CASH	$4,870
DUE FROM DEVELOPER	$4,924
TOTAL ASSET S	**$9,794**
LIABILITIES:	
ACCOUNTS PAYABLE	$5,027
FUND EQUITY:	
FUND BALANCES:	
UNASSIGNED	$4,767
TOTAL LIABILITIES & FUND EQUITY	**$9,794**

LAKE EMMA

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND

Statement of Revenues & Expenditures

For The Period Ending July 31, 2020

	PROPOSED BUDGET	PRORATED BUDGET THRU 7/31/20	ACTUAL THRU 7/31/20	VARIANCE
REVENUES:				
DEVELOPER CONTRIBUTIONS	$71,054	$53,291	$47,371	($5,920)
TOTAL REVENUES	$71,054	$53,291	$47,371	($5,920)
EXPENDITURES:				
ADMINISTRATIVE:				
SUPERVISORS FEES	$8,000	$6,000	$0	$6,000
FICA EXPENSE	$612	$459	$0	$459
ENGINEERING	$8,000	$6,000	$0	$6,000
ATTORNEY	$16,667	$12,500	$12,972	($472)
MANAGEMENT FEES	$23,333	$17,500	$16,897	$603
INFORMATION TECHNOLOGY	$800	$600	$579	$21
WEBSITE CREATION/ADA COMPLIANCE	$2,375	$2,375	$2,375	$0
TELEPHONE	$200	$150	$0	$150
POSTAGE	$667	$500	$54	$447
INSURANCE	$3,500	$3,500	$3,315	$185
PRINTING & BINDING	$667	$500	$291	$209
LEGAL ADVERTISING	$5,000	$3,750	$5,828	($2,078)
OTHER CURRENT CHARGES	$667	$500	$49	$451
OFFICE SUPPLIES	$417	$313	$95	$218
DUES, LICENSE & SUBSCRITIONS	$150	$150	$150	$0
TOTAL EXPENDITURES	$71,054	$54,797	$42,604	$12,193
EXCESS REVENUES (EXPENDITURES)	$0		$4,767	
FUND BALANCE - Beginning	$0		$0	
FUND BALANCE - Ending	$0		$4,767	

LAKE EMMA

Community Development District

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
REVENUES:													
DEVELOPER CONTRIBUTIONS	$0	$0	$0	$16,275	$1,051	$7,686	$9,335	$4,798	$3,301	$4,924	$0	$0	$47,371
TOTAL REVENUES	$0	$0	$0	$16,275	$1,051	$7,686	$9,335	$4,798	$3,301	$4,924	$0	$0	$47,371
EXPENDITURES:													
ADMINISTRATIVE:													
SUPERVISOR FEES	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
FICA EXPENSE	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
ENGINEERING	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
ATTORNEY	$0	$745	$306	$2,127	$6,021	$1,598	$272	$1,559	$345	$0	$0	$0	$12,972
MANAGEMENT FEES	$0	$0	$0	$0	$2,313	$2,917	$2,917	$2,917	$2,917	$2,917	$0	$0	$16,897
INFORMATION TECHNOLOGY	$0	$0	$0	$0	$79	$100	$100	$100	$100	$100	$0	$0	$579
WEBSITE CREATION/ADA COMPLIANCE	$0	$0	$0	$0	$0	$2,375	$0	$0	$0	$0	$0	$0	$2,375
TELEPHONE	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
POSTAGE	$0	$0	$0	$0	$0	$0	$5	$1	$1	$47	$0	$0	$54
INSURANCE	$0	$0	$0	$3,315	$0	$0	$0	$0	$0	$0	$0	$0	$3,315
PRINTING & BINDING	$0	$0	$0	$0	$0	$0	$260	$7	$12	$11	$0	$0	$291
LEGAL ADVERTISING	$0	$0	$0	$147	$1,470	$370	$175	$3,376	$291	$0	$0	$0	$5,828
OTHER CURRENT CHARGES	$0	$0	$0	$0	$0	$0	$0	$0	$0	$49	$0	$0	$49
OFFICE SUPPLIES	$0	$0	$0	$0	$62	$0	$33	$0	$0	$0	$0	$0	$95
DUES, LICENSES & SUBSCRIPTIONS	$0	$0	$0	$0	$0	$150	$0	$0	$0	$0	$0	$0	$150
TOTAL EXPENDITURES	$0	$745	$306	$5,589	$9,945	$7,510	$3,761	$7,960	$3,664	$3,123	$0	$0	$42,604
EXCESS REVENUES (EXPENDITURES)	$0	($745)	($306)	$10,686	($8,895)	$176	$5,574	($3,162)	($363)	$1,801	$0	$0	$4,767

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 (20)	Due from Capital	Over and (short) Balance Due
1	1/31/20	3/23/20	$ 16,275.00	$ 16,275.00	$ 16,275.00	$ -	$ -
2	2/25/20	3/23/20	$ 1,050.50	$ 1,050.50	$ 1,050.50	$ -	$ -
3	3/18/20	3/28/20	$ 7,686.36	$ 7,686.36	$ 7,686.36	$ -	$ -
4	4/28/20	5/27/20	$ 9,335.19	$ 9,335.19	$ 9,335.19	$ -	$ -
5	5/16/20	6/15/20	$ 4,798.35	$ 4,798.35	$ 4,798.35	$ -	$ -
6	6/17/20	7/21/20	$ 3,301.44	$ 3,301.44	$ 3,301.44	$ -	$ -
7	7/24/20			$ 5,338.06	$ 4,924.06	$ 414.00	$ 5,338.06
Due from Developer			$ 42,446.84	$ 47,784.90	$ 47,370.90	$ 414.00	$ 5,338.06

Total Developer Contributions FY20 **$ 47,370.90**

SECTION 2

Lake Emma

Community Development District

FY20 Funding Request #6
June 17, 2020

	Payee		General Fund
1	**Governmental Management Services-CF, LLC** Inv# 7 - Management Fees - June 2020	$	3,029.35
2	**Hopping, Green & Sams** Inv# 115146 - General Counsel - April 2020	$	272.09
	Total:	**$**	**3,301.44**

Please make check payable to:

Lake Emma Community Development District
1408 Hamlin Avenue, Unit E
St.Cloud, FL 34771

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

Invoice

Invoice #: 7
Invoice Date: 6/1/20
Due Date: 6/1/20
Case:
P.O. Number:

Bill To:

Lake Emma CDD
219 E. Livingston St.
Orlando, FL 32801

Description	#1hd	Hours/Qty	Rate	Amount
Management Fees - June 2020	310·510·34		2,916.67	2,916.67
Information Technology - June 2020	351		100.00	100.00
Office Supplies	51		0.03	0.03
Postage	42		0.50	0.50
Copies	425		12.15	12.15

Total	$3,029.35
Payments/Credits	$0.00
Balance Due	$3,029.35

Hopping Green & Sams
Attorneys and Counselors

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

========== STATEMENT ==========

May 10, 2020

Lake Emma CDD
c/o Governmental Management Services-CF, LLC
1408 Hamlin Avenue, Unit E
St. Cloud, FL 34771

Bill Number 115146
Billed through 04/30/2020

vendor 2

General
LEMCDD 00001 TFM

FOR PROFESSIONAL SERVICES RENDERED

04/06/20	EGRE	Revise assessment notices to include language related to COVID-19 issues.	0.30 hrs
04/07/20	TFM	Review advertisement for annual meetings and edit same.	0.40 hrs
04/22/20	TFM	Confer with Flint.	0.20 hrs
		Total fees for this matter	$253.50

DISBURSEMENTS

Conference Calls	18.59
Total disbursements for this matter	$18.59

MATTER SUMMARY

Gregory, Emma C.	0.30 hrs	235 /hr	$70.50
Mackie, A.Tucker Frazee	0.60 hrs	305 /hr	$183.00
TOTAL FEES			$253.50
TOTAL DISBURSEMENTS			$18.59
TOTAL CHARGES FOR THIS MATTER			**$272.09**

BILLING SUMMARY

Gregory, Emma C.	0.30 hrs	235 /hr	$70.50
Mackie, A.Tucker Frazee	0.60 hrs	305 /hr	$183.00
TOTAL FEES			$253.50
TOTAL DISBURSEMENTS			$18.59
TOTAL CHARGES FOR THIS BILL			**$272.09**

Please include the bill number with your payment.

Lake Emma

Community Development District

FY20 Funding Request #7
July 24, 2020

	Payee	General Fund	Capital Outlay
1	**Governmental Management Services-CF, LLC**		
	Inv#8 - Management Fees - July 2020	$ 3,074.56	
2	**Hopping, Green & Sams**		
	Inv#115521 - General Counsel - May 2020	$ 1,559.00	
	Inv#115522- Project Finance/Validation - May 2020		$ 414.00
3	**Leesburg Daily Commercial**		
	Inv#88097 - Notice of Meeting - June 2020	$ 290.50	
		$ 4,924.06	**$ 414.00**
		Total:	**$ 5,338.06**

Please make check payable to:

Lake Emma Community Development District
1408 Hamlin Avenue, Unit E
St. Cloud, FL 34771

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

Invoice

Invoice #: 8
Invoice Date: 7/1/20
Due Date: 7/1/20
Case:
P.O. Number:

#1

Bill To:

Lake Emma CDD
219 E. Livingston St.
Orlando, FL 32801

001-310-51300-34000

Description	Hours/Qty	Rate	Amount
Management Fees - July 2020 001-310-51300-34000		2,916.67	2,916.67
Information Technology - July 2020 001-310-51300-35100		100.00	100.00
Office Supplies 001-310-51300-51000		0.09	0.09
Postage 001-310-51300-42000		47.00	47.00
Copies 001-310-51300-42500		10.80	10.80

Total	$3,074.56
Payments/Credits	$0.00
Balance Due	$3,074.56

Hopping Green & Sams
Attorneys and Counselors

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

========== STATEMENT ==========

June 12, 2020

Lake Emma CDD
c/o Governmental Management Services-CF, LLC
1408 Hamlin Avenue, Unit E
St. Cloud, FL 34771

Bill Number 115521
Billed through 05/31/2020

2
001-310-51300-31500

General
LEMCDD 00001 TFM

FOR PROFESSIONAL SERVICES RENDERED

05/20/20	TFM	Confer with Vanderbilt; prepare for Board meeting.	0.40 hrs
05/20/20	EGRE	Review draft meeting agenda; prepare budget approval resolution.	0.80 hrs
05/22/20	TFM	Prepare documents for inclusion in agenda package; confer with Vanderbilt; review agenda and provide comments; review engineering services agreement and provide comments to same.	0.80 hrs
05/22/20	EGRE	Review draft meeting agenda and provide comments to Mackie; review Dewberry engineering proposal and agreement; revise budget resolution and review changes to master 170.08 resolution.	0.80 hrs
05/26/20	EGRE	Prepare for Board meeting.	1.40 hrs
05/27/20	TFM	Prepare for and attend Board meeting by phone.	1.60 hrs
	Total fees for this matter		$1,559.00

MATTER SUMMARY

Gregory, Emma C.	3.00 hrs	235 /hr	$705.00
Mackie, A.Tucker Frazee	2.80 hrs	305 /hr	$854.00
TOTAL FEES			$1,559.00
TOTAL CHARGES FOR THIS MATTER			**$1,559.00**

BILLING SUMMARY

Gregory, Emma C.	3.00 hrs	235 /hr	$705.00
Mackie, A.Tucker Frazee	2.80 hrs	305 /hr	$854.00
TOTAL FEES			$1,559.00
TOTAL CHARGES FOR THIS BILL			**$1,559.00**

Please include the bill number with your payment.

Hopping Green & Sams
Attorneys and Counselors

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

========== STATEMENT ==========

June 12, 2020

Lake Emma CDD
c/o Governmental Management Services-CF, LLC
1408 Hamlin Avenue, Unit E
St. Cloud, FL 34771

Bill Number 115522
Billed through 05/31/2020

Project Finance/Validation
LEMCDD 00102 TFM

DISBURSEMENTS

Filing Fee	414.00
Total disbursements for this matter	$414.00

MATTER SUMMARY

TOTAL DISBURSEMENTS	$414.00
TOTAL CHARGES FOR THIS MATTER	**$414.00**

BILLING SUMMARY

TOTAL DISBURSEMENTS	$414.00
TOTAL CHARGES FOR THIS BILL	**$414.00**

Please include the bill number with your payment.

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FEDERAL ID#: 47-2464860

1 BILLING PERIOD	2 ADVERTISER / CLIENT NAME
06/01/20 - 06/30/20	LAKE EMMA CDD

23 TOTAL AMOUNT DUE	*UNAPPLIED AMOUNT	3 TERMS OF PAYMENT
297.06		NET 15 DAYS

21 CURRENT AMOUNT DUE	22 30 DAYS	60 DAYS	OVER 90 DAYS
290.50	.90	5.66	.00

ADVERTISING INVOICE and STATEMENT

24 INVOICE NUMBER	4 PAGE #	5 BILLING DATE	6 BILLED ACCOUNT NUMBER	7 ADVERTISER / CLIENT NUMBER
88097	1	06/30/20	10014422	

8
LAKE EMMA CDD
LAKE EMMA CDD
219 E LIVINGSTON ST
LAKE COMMUNITY DEVEL
ORLANDO FL 32801-1508

9 REMITTANCE ADDRESS
LEESBURG DAILY COMMERCIAL
PO BOX 919442
ORLANDO, FL 32891-9422

7500088097000002970 65

PLEASE DETACH AND RETURN UPPER PORTION WITH YOUR REMITTANCE

10 DATE	11 NEWSPAPER REFERENCE	12/13/14 DESCRIPTION - OTHER COMMENTS/CHARGES	15/16 SAU SIZE BILLED UNITS	17/18 TIMES RUN RATE	19 GROSS AMOUNT	20 NET AMOUNT
05/31		BALANCE FORWARD				3,442.40
06/16	11	Payment on Account				-3,550.56
06/16	87967	ADJ T1200466 TRF PMT TO 1110				114.72
06/17	C10097144	NOTICE OF REGULAR BO	1x150L	2	280.50	290.50
	06/17		300L			
		Stacie				
		0005 C10097144				
		Stacie Vanderbilt				
		AFFIDAVITS			10.00	

RECEIVED
JUL 09 2020
GMS-CF, LLC

5
001-310-513000-48000

STATEMENT OF ACCOUNT AGING OF PAST DUE ACCOUNTS

21 CURRENT NET AMOUNT DUE	22 30 DAYS	60 DAYS	OVER 90 DAYS	*UNAPPLIED AMOUNT	23 TOTAL AMOUNT DUE
290.50	~~.90~~	5~~.66~~	.00		~~297.06~~

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Questions on this Invoice call:
Tel: (866) 470-7133 Fax: (863) 802-7825

GateHouse Media

24 INVOICE NUMBER	25 1 BILLING PERIOD	6 BILLED ACCOUNT NUMBER	7 ADVERTISER / CLIENT NUMBER	2 ADVERTISER / CLIENT NAME
88097	06/01/20 - 06/30/20	10014422		LAKE EMMA CDD

Daily Commercial

Advertising Receipt

The Daily Commercial
PO Box 490007
Leesburg, FL 34749-0007
Phone: (352) 365-8200
Fax: (352) 365-1951

Lake Emma CDD
Stacie Vanderbilt
Lake Emma Community Development District
219 E. Livingston Street
Orlando, FL 32801

Account Number: 10014422
Order Number: 10097144
Phone: (407) 841-5524
Date: 06/17/20
Ad Taker: Joanne French

Ad Classification: LEGAL NOTICES

Description	Start	End	Total
NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING FOR LAKE EM	06/17/2020	06/17/2020	$290.50

NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING FOR LAKE EMMA COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given that the Board of Supervisors ("Board") of the Lake Emma Community Development District ("District") will hold a regular meeting of the Board of Supervisors on Wednesday, June 24, 2020 at 10:00 a.m. to be conducted by the following means of communications media technology: Zoom Video Communications (URL: zoom.us).

Currently there is in place federal, state, and local emergency declarations ("Declarations"). In the event the Declarations remain in effect and if future orders or declarations so authorize, the meeting will be conducted remotely, using communications media technology pursuant to Executive Orders 20-52 and 20-69 issued by Governor DeSantis on March 9, 2020, and March 20, 2020 (as extended by Executive Order 20-112), as such orders may be extended, respectively, and pursuant to Section 120.54(5)(b)2., Florida Statutes. If conditions allow the meeting to occur in person, the meeting will be held at the offices of GMS-CF, LLC, 219 E. Livingston Street, Orlando, FL 32801. Information regarding participation in any remote hearing may be found at the District's website www.lakeemmacdd.com or by contacting the District Manager at 407-841-5524.

Anyone wishing to participate in the meeting telephonically on the above date and time must call (646) 876-9923 and when prompted, enter meeting ID: 919 3446 0766 or via computer at https://zoom.us/j/91934460766. Additional information regarding this meeting may be obtained from the District's website www.lakeemmacdd.com or by contacting the District Manager, George Flint, at gflint@gmscfl.com or by calling 407-841-5524. The meeting is being held for the necessary public purpose of consideration of resolutions and work authorizations. At such time the Board is so authorized and may consider any business that may properly come before it.

While it may be necessary to hold the above referenced meeting of the District's Board of Supervisors 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. Toward that end, participants are strongly encouraged to submit questions and comments to the District Manager at gflint@gmscfl.com by Tuesday, June 23, 2020 at 4:00 p.m. in advance of the meeting to facilitate the Board's consideration and/or discussion of such questions and comments during the meeting. Participants may also submit questions or comments to the District Manager by telephone by calling 407-841-5524 by the same time noted above.

A copy of the agenda may be obtained from the District's website www.lakeemmacdd.com or by contacting the District Manager as provided above, and by providing a telephone and email address during normal business hours. The meeting is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The meeting may be continued to a date, time, and place to be specified on the record at such meeting.

Any person requiring special accommodations in order to access and participate in the 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.

As indicated above, this meeting will be conducted by media communications technology. Anyone requiring assistance in order to obtain access to the telephonic, video conferencing, or other communications media technology being utilized to conduct this meeting should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. Similarly, any person requiring or that otherwise may need assistance accessing or participating in this meeting because of a disability or physical impairment is strongly encouraged to contact the District Manager's Office at least forty-eight (48) hours in advance so that arrangements may be made.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the Meetings 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.

George S. Flint
Governmental Management Services - Central Florida, LLC
District Manager

Ad No: 10097144
June 17, 2020

RECEIVED
BY:

RECEIVED
JUN 19 2020
BY:

Payment Info	
Ad Price	$290.50
Tax	$0.00
Sub Total	$290.50
Prepaid Amount	$0.00
Balance Due	$290.50

Lake Emma

Community Development District

FY20 Funding Request #8
August 19, 2020

	Payee	General Fund	Capital Outlay
1	**Governmental Management Services-CF, LLC**		
	Inv#9 - Domain Registration Fee - July 2020	$ 48.70	
	Inv#10 - Management Fees - August 2020	$ 3,017.73	
2	**Hopping, Green & Sams**		
	Inv#116189 - General Counsel - June 2020	$ 344.50	
	Inv#116190 - Project Finance/Validation - June 2020		$ 1,136.67
3	**Leesburg Daily Commercial**		
	Inv#10097980 - Notice of Budget, Board & Audit Meeting - August 2020	$ 471.36	
		$ 3,882.29	**$ 1,136.67**
		Total:	**$ 5,018.96**

Please make check payable to:

Lake Emma Community Development District
1408 Hamlin Avenue, Unit E
St. Cloud, FL 34771

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

RECEIVED
JUL 3 1 2020
BY:_____

Invoice

Invoice #: 9
Invoice Date: 7/27/20
Due Date: 7/27/20
Case:
P.O. Number: CF0730

Bill To:
Lake Emma CDD
219 E. Livingston St.
Orlando, FL 32801

hd

Description	Hours/Qty	Rate	Amount
Domain 001-310-51000-49000		48.70	48.70

Total	$48.70
Payments/Credits	$0.00
Balance Due	$48.70

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

Invoice

Invoice #: 10
Invoice Date: 8/1/20
Due Date: 8/1/20
Case:
P.O. Number:

Bill To:
Lake Emma CDD
219 E. Livingston St.
Orlando, FL 32801

hd

Description	Hours/Qty	Rate	Amount
Management Fees - August 2020 001-310-51300-34000		2,916.67	2,916.67
Information Technology - August 2020 001-310-51300-35100		100.00	100.00
Office Supplies 001-310-51300-51000		0.06	0.06
Postage 001-310-51300-42000		1.00	1.00

Total	$3,017.73
Payments/Credits	$0.00
Balance Due	$3,017.73

Hopping Green & Sams
Attorneys and Counselors

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

========== STATEMENT ==========

July 10, 2020

Lake Emma CDD
c/o Governmental Management Services-CF, LLC
1408 Hamlin Avenue, Unit E
St. Cloud, FL 34771

Bill Number 116189
Billed through 06/30/2020

RECEIVED
AUG 06 2020
BY

General
LEMCDD 00001 TFM

hd

FOR PROFESSIONAL SERVICES RENDERED

06/05/20	EGRE	Coordinate with District Management and District Engineer regarding execution of engineering agreement; follow-up with District Management regarding designation of a local records office.	0.40 hrs
06/15/20	TFM	Confer regarding meeting cancellation.	0.10 hrs
06/15/20	EGRE	Review draft agenda.	0.20 hrs
06/17/20	EGRE	Correspond with District Engineer regarding meeting date.	0.10 hrs
06/22/20	TFM	Confer with Iorio.	0.20 hrs
06/24/20	TFM	Confer regarding extension of Sunshine law waiver.	0.20 hrs
06/26/20	SSW	Review Executive Order 20-150 regarding extension of waiver of physical quorum requirement for local government public meetings; prepare and circulate correspondence to District Managers regarding same.	0.10 hrs
		Total fees for this matter	$344.50

001-310-51300-31500

MATTER SUMMARY

Gregory, Emma C.	0.70 hrs	235 /hr	$164.50
Warren, Sarah S.	0.10 hrs	275 /hr	$27.50
Mackie, A.Tucker Frazee	0.50 hrs	305 /hr	$152.50
TOTAL FEES			$344.50
TOTAL CHARGES FOR THIS MATTER			**$344.50**

BILLING SUMMARY

Gregory, Emma C.	0.70 hrs	235 /hr	$164.50
Warren, Sarah S.	0.10 hrs	275 /hr	$27.50
Mackie, A.Tucker Frazee	0.50 hrs	305 /hr	$152.50

TOTAL FEES	$344.50
TOTAL CHARGES FOR THIS BILL	**$344.50**

Please include the bill number with your payment.

Hopping Green & Sams
Attorneys and Counselors

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

========== STATEMENT ==========

July 16, 2020

Lake Emma CDD
c/o Governmental Management Services-CF, LLC
1408 Hamlin Avenue, Unit E
St. Cloud, FL 34771

Bill Number 116190
Billed through 06/30/2020

Project Finance/Validation
LEMCDD 00102 TFM

DISBURSEMENTS

Document Reproduction	216.00
Travel	276.00
Legal Advertisement	542.68
Lexis Nexis	12.34
United Parcel Service	89.65
Total disbursements for this matter	$1,136.67

MATTER SUMMARY

TOTAL DISBURSEMENTS	$1,136.67
TOTAL CHARGES FOR THIS MATTER	**$1,136.67**

BILLING SUMMARY

TOTAL DISBURSEMENTS	$1,136.67
TOTAL CHARGES FOR THIS BILL	**$1,136.67**

Please include the bill number with your payment.

Daily Commercial

Advertising Receipt

The Daily Commercial
PO Box 490007
Leesburg, FL 34749-0007
Phone: (352) 365-8200
Fax: (352) 365-1951

Lake Emma CDD
Stacie Vanderbilt
Lake Emma Community Development District
219 E. Livingston Street
Orlando, FL 32801

Account Number: 10014422
Order Number: 10097980
Phone: (407) 841-5524
Date: 08/03/20
Ad Taker: liana.rickman

Ad Classification: LEGAL NOTICES

Description	Start	End	Total
LAKE EMMA COMMUNITY DEVELOPMENT DISTRICT NOTICE OF PUBLIC H	08/05/2020	08/12/2020	$471.36

LAKE EMMA COMMUNITY DEVELOPMENT DISTRICT

NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2020/2021 BUDGET; NOTICE OF POSSIBLE REMOTE PROCEDURES DURING PUBLIC HEALTH EMERGENCY DUE TO COVID-19; NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING; AND NOTICE OF AUDIT COMMITTEE MEETING.

The Board of Supervisors ("Board") of the Lake Emma Community Development District ("District") will hold a public hearing on Wednesday, August 26, 2020, at 10:00 a.m. at the Cooper Memorial Library, 2525 Oakley Seaver Drive, Clermont, FL 34711, for the purpose of hearing comments and objections on the adoption of the proposed budget ("Proposed Budget") of the District for the fiscal year beginning October 1, 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. Immediately following the adjournment of the Board of Supervisors meeting will be a meeting of the Audit Committee of the Lake Emma Community Development District. A copy of the agenda and Proposed Budget may be obtained at the offices of the District Manager, c/o Governmental Management Services - Central Florida, LLC, 219 E. Livingston Street, Orlando, Florida 32801, Phone: (407) 841-5524 ("District Manager's Office"), during normal business hours, or via the District's website, at www.lakeemmacdd.com.

It is anticipated that due to the current COVID-19 public health emergency, the District may conduct the public hearing and meeting by telephonic or video conferencing communications media technology, pursuant to then-effective governmental orders, including but not limited to Executive Orders 20-52 and 20-69, issued by Governor DeSantis, as extended and supplemented, and pursuant to Section 120.54(5)(b)2., Florida Statutes; that may allow the Board to convene via such communication methods at the above stated date and time.

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 public hearing and meeting can do so telephonically at (646) 876-9923 and when prompted, enter meeting ID: 942 7482 7714 or via computer at https://zoom.us/j/94274827714. Participants are strongly encouraged to submit questions and comments to the District Manager's Office at gflint@gmscfl.com,, or by calling (407) 841-5524 by Tuesday, August 25, 2020 at 5:00 p.m. in advance of the meeting to facilitate the Board's consideration of such questions and comments during the meeting.

If conditions allow the meeting and the public hearing to occur in person, the meeting and public hearing will be held at the date, time and location stated herein. The meeting and public hearing is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The meeting and the public hearing may be continued to a date, time and place to be specified on the record at such meeting.

Any person requiring special accommodations in order to access and participate in the meeting and public hearing 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.

As indicated above, this meeting and public hearing may be conducted by media communications technology. Anyone requiring assistance in order to obtain access to the telephonic, video conferencing or other communications media technology being utilized to conduct this meeting should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. Similarly, any person requiring or that otherwise may need assistance accessing or participating in this meeting because of a disability or physical impairment is strongly encouraged to contact the District Manager's Office at least forty-eight (48) hours in advance so that arrangements may be made.

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.

George S. Flint
Governmental Management Services
- Central Florida, LLC
District Manager

Ad No: 10097980
August 05, 2020 &
August 12, 2020

0 01-310-51300-48000

Payment Info	
Ad Price	$471.36
Tax	$0.00
Sub Total	$471.36
Prepaid Amount	$0.00
Balance Due	$471.36

RECEIVED
AUG 13 2020
GMS-CF, LLC

SECTION 3

BOARD OF SUPERVISORS MEETING DATES
LAKE EMMA COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2021

The Board of Supervisors of the Lake Emma Community Development District will hold their regular meetings for Fiscal Year 2021 at the Cooper Memorial Library, 2525 Oakley Seaver Drive, Clermont, Florida 34711, at 10:00 a.m., on the fourth Wednesday of the month, unless otherwise indicated as follows:

October 28, 2020
November 25, 2020 ***(day before National Holiday, may consider rescheduling)***
December 23, 2020
January 27, 2021
February 24, 2021
March 24, 2021
April 28, 2021
May 26, 2021
June 23, 2021
July 28, 2021
August 25, 2021
September 22, 2021

The meetings are open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from the District Manager, Governmental Management Services – Central Florida, LLC, 219 E. Livingston Street, Orlando, FL 32801 or by calling (407) 841-5524. There may be occasions when one or more Supervisors or staff will participate by speaker telephone.

Pursuant to 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 Office at (407) 841-5524 at least 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 Office.

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

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

AUDIT COMMITTEE MEETING

SECTION III

SECTION A

LAKE EMMA COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS

Annual Audit Services for Fiscal Year 2020
Lake County, Florida

INSTRUCTIONS TO PROPOSE

SECTION 1. DUE DATE. Sealed proposals must be received no later than **Monday, September 14, 2020, at 2:00 P.M.**, at the offices of District Manager, located at 219 E. Livingston Street, Orlando, FL 32801. Proposals will be publicly opened at that time.

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

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

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

SECTION 5. SUBMISSION OF PROPOSAL. Submit seven (7) copies and one (1) electronic copy of the Proposal Documents, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services - Lake Emma Community Development District" on the face of it.

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

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

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

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

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

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

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

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

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

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

D. The lump sum cost of the provision of the services under the proposal for Fiscal Year 2020, 2021, 2022, 2023 and 2024. The District intends to enter into five (5) separate one-year agreements.

E. Provide a proposed schedule for performance of audit.

SECTION 13. PROTESTS. Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after the receipt of the documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid plans, specifications or contract documents.

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

AUDITOR SELECTION
EVALUATION CRITERIA

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

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

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

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

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

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

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

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required (E.g. the existence of any natural disaster plan for business operations).

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

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.

SECTION B

LAKE EMMA
COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES

The Lake Emma Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the Fiscal Year ending September 30, 2020, with an option for four additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Lake County and has a general administrative operating fund.

The Auditing entity submitting a proposal must be duly licensed under Chapter 173, Florida Statutes and be qualified to conduct audits in accordance with "Government Auditing Standards," as adopted by the Florida Board of Accountancy Audits shall be conducted in accordance with Florida Law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

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

Proposers must provide seven (7) copies and one (1) electronic copy of their proposal to GMS - CF, LLC, District Manager, 219 E. Livingston Street, Orlando, FL 32801, telephone (407) 841-5524, in an envelope marked on the outside **"Auditing Services – Lake Emma Community Development District."** Proposals must be received by **Monday, September 14, 2020, 2:00 P.M.**, at the office of the District Manager. Please direct all questions regarding this Notice to the District Manager.

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