

*Saddle Creek Preserve of Polk County  
Community Development District*

*Meeting Agenda*

*April 22, 2025*

# AGENDA

# *Saddle Creek Preserve of Polk County*

## *Community Development District*

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219 East Livingston Street, Orlando, Florida 32801

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

April 15, 2025

### **Board of Supervisors Meeting**

### **Saddle Creek Preserve of Polk County Community Development District**

Dear Board Members:

A Board of Supervisors Meeting of the **Saddle Creek Preserve of Polk County Community Development District** will be held **Tuesday, April 22, 2025 at 2:00 PM** at **The Hampton Inn—Lakeland, 4420 North Socrum Loop Road, Lakeland, FL 33809.**

**Zoom Link:** <https://us06web.zoom.us/j/85458044464>

**Call-In Information:** 1-646-876-9923

**Meeting ID:** 854 5804 4464

Following is the advance agenda for the meeting:

#### **Audit Committee Meeting**

1. Roll Call
2. Public Comment Period
3. Review of Proposals and Tally of Audit Committee Members Rankings
  - A. DiBartolomeo, McBee, Hartley & Barnes
  - B. Grau & Associates
4. Adjournment

#### **Board of Supervisors Meeting**

1. Roll Call
2. Public Comment Period (Public Comments will be limited to three (3) minutes each)
3. Organizational Matters
  - A. Review of Resumes and Letters of Interest Received for Board Appointment Consideration
4. Approval of Minutes of the March 25, 2025 Board of Supervisors Meeting & the March 25, 2025 Audit Committee Meeting
5. Acceptance of the Rankings of the Audit Committee and Authorizing Staff to Send Notice of Intent to Award
6. Consideration of Resolution 2025-08 Approving the Proposed Fiscal Year 2025/2026 Budget (Suggested Date: July 22, 2025) and Setting the Public Hearing on the Adoption of the Fiscal Year 2025/2026 Budget
7. Discussion Regarding Pool Closure on April 4-5, 2025
8. Discussion Regarding Landscape Maintenance Services
9. Staff Reports
  - A. Attorney
  - B. Engineer

C. Field Manager's Report

- i. Consideration of Landscape Proposals from Prince & Sons, Inc.
  - a) Proposal to Straighten Pine Tree
  - b) Proposal to Demo Front Monument Sign Area Plant Beds to Prep for Annuals Replanting
  - c) Proposal to Remove Blue Daze Plants from Front Monument Sign Area Plant Beds and Install Annuals
  - d) Consideration of Addendum to Add Red Loop to Landscape Maintenance Contract
- ii. Consideration of Proposals for Community Trash Pick-Up (*Map Included for Reference*)
  - a) Proposal to Clean One Area at a Time (*as denoted on map*)
  - b) Proposal to Clean All Areas at One Time (*as denoted on map*)
- iii. Consideration of Proposals for Dog Park Hours Signage
  - a) Proposal from GMS for Purchase and Installation
  - b) Proposal from FastSigns for Purchase and Installation
- iv. Ratification of Proposal to Pressure Wash Pool Furniture, Clean Umbrella, Change Amenity Showerhead & Pressure Wash 3 Lift Station Fences
- v. Consideration of Proposals for Community Message Board (*to be provided under separate cover*)
  - a) Option for Outside Amenity Building
  - b) Option for Standalone Structure by Mailboxes
- vi. Consideration of Proposal to Address Ant Mounds at Entrance of Community

D. District Manager's Report

- i. Approval of Check Register
- ii. Balance Sheet & Income Statement

10. Other Business

11. Supervisors Requests and Audience Comments

12. Adjournment

# Audit Committee Meeting

## SECTION III

# SECTION A

# **Saddle Creek Preserve Community Development District**

<b>Proposer</b>
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**DiBartolomeo, McBee, Hartley & Barnes, P.A.**  
**Certified Public Accountants**

**2222 Colonial Road, Suite 200  
Fort Pierce, Florida 34950  
(772) 461-8833**

**591 SE Port St. Lucie Boulevard  
Port Saint Lucie, Florida 34984  
(772) 878-1952**

**Contact:**

**Jim Hartley, CPA  
Principal**



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Saddle Creek Preserve  
Community Development District  
Audit Selection Committee

Dear Committee Members:

We are pleased to have this opportunity to present the qualifications of DiBartolomeo, McBee, Hartley & Barnes, P.A. (DMHB) to serve as Saddle Creek Preserve Community Development District's independent auditors. The audit is a significant engagement demanding various professional resources, governmental knowledge and expertise, and, most importantly, experience serving Florida local governments. DMHB understands the services required and is committed to performing these services within the required time frame. We have the staff available to complete this engagement in a timely fashion. We audit several entities across the State making it feasible to schedule and provide services at the required locations.

***Proven Track Record***—Our clients know our people and the quality of our work. We have always been responsive, met deadlines, and been willing to go the extra mile with the objective of providing significant value to mitigate the cost of the audit. This proven track record of successfully working together to serve governmental clients will enhance the quality of services we provide.

***Experience***—DMHB has a history of providing quality professional services to an impressive list of public sector clients in Florida. We currently serve a large number of public sector entities in Florida, including cities, villages, special districts, as well as a large number of community development districts. Our firm has performed in excess of 100 community development district audits. In addition, our senior management team members have between 25 and 35 years experience in serving Florida governments. DMHB is a recognized leader in providing services to governmental and non-profit agencies within the State of Florida. Through our experience in performing audits, we have been able to increase our audit efficiency and therefore reduce cost. We have continually passed this cost saving on to our clients and will continue to do so in the future. As a result of our experience and expertise, we have developed an effective and efficient audit approach designed to meet or exceed the performance specifications in accordance with audit standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States with minimal disruption to your operations. Our firm has frequent technical updates to keep our personnel informed and up to date on all changes that are occurring within the industry.

***Timeliness*** – In order to meet the Districts needs, we will perform interim internal control testing by January 31<sup>st</sup> from unaudited preliminary general ledgers provided. The remaining testing will be completed no later than May 1<sup>st</sup>. We will also review all minutes and subsequent needs related to the review of the minutes by January 31<sup>st</sup>. Follow up review will be completed as necessary.

***Communication and Knowledge Sharing***— Another driving force behind our service approach is frequent, candid and open communication with management with no surprises. During the course of the audit, we will communicate with management on a regular basis to provide you with a status report on the audit and to discuss any issues that arise, potential management letter comments, or potential audit differences.

In the accompanying proposal, you will find additional information upon which you can evaluate DMHB's qualifications. Our full team is in place and waiting to serve you. Please contact us at 2222 Colonial Road, Suite 200 Fort Pierce, FL 34950. Our phone number is (772) 461-8833. We look forward to further discussion on how our team can work together with you.

Very truly yours,

A handwritten signature in black ink that reads "DiBartolomeo, McBee, Hartley & Barnes". The script is cursive and fluid, with the names connected together.

DiBartolomeo, McBee, Hartley & Barnes, P.A.

## PROFESSIONAL QUALIFICATIONS

DiBartolomeo, McBee, Hartley & Barnes, P.A. is a local public accounting firm with offices in the cities of Fort Pierce and Port St. Lucie. The firm was formed in 1982.

### ➤ *Professional Staff Resources*

Our services will be delivered through personnel in both our Port St. Lucie and Ft. Pierce offices, located at 591 S.E. Port St. Lucie Blvd., Port St. Lucie, FL 34984 and 2222 Colonial Road, Suite 200, Fort Pierce, Florida 34950, respectively. DMHB has a total of 19 professional staff including 9 with extensive experience serving governmental entities.

Professional Staff Classification	Number of Professionals
Partner	4
Managers	2
Senior	2
Staff	11
	19

DiBartolomeo, McBee, Hartley & Barnes provides a variety of accounting, auditing, tax litigation support, estate planning, and consulting services. Some of the governmental, non-profit accounting, auditing and advisory services currently provided to clients include:

- Annual financial and compliance audits including Single Audits of State and Federal financial assistance programs under the OMB A-133 audit criteria
- Issuance of Comfort Letters, consent letters, and parity certificates in conjunction with the issuance of tax-exempt debt obligations, including compiling financial data and interim period financial statement reviews
- Assisting in compiling historical financial data for first-time and subsequent submissions for the GFOA Certificate of Achievement for Excellence in Financial Reporting

## PROFESSIONAL QUALIFICATIONS (CONTINUED)

### ➤ *Professional Staff Resources (Continued)*

- Audits of franchise fees received from outside franchisees
- Preparation of annual reports to the State Department of Banking and Finance
- Audits of Internal Controls – Governmental Special Project
- Assistance with Implementation of current GASB pronouncements

### ➤ *Current and Near Future Workload*

In order to better serve and provide timely and informative financial data, we have comprised an experienced audit team. Our present and future workloads will permit the proposed audit team to perform these audits within the time schedule required and meet all deadlines.

### ➤ *Identification of Audit Team*

The team is composed of people who are experienced, professional, and creative. They fully understand your business and will provide you with reliable opinions. In addition, they will make a point to maintain ongoing dialogue with each other and management about the status of our services.

The auditing firm you select is only as good as the people who serve you. We are extremely proud of the outstanding team we have assembled for your engagement. Our team brings many years of relevant experience coupled with the technical skill, knowledge, authority, dedication, and most of all, the commitment you need to meet your government reporting obligations and the challenges that will result from the changing accounting standards.

A flow chart of the audit team and brief resumes detailing individual team members' experience in each of the relevant areas follow.

**Jim Hartley, CPA** – Engagement Partner (resume attached)  
Will assist in the field as main contact

**Jay McBee, CPA** – Technical Reviewer (resume attached)

**Christine Kenny, CPA** – Senior (resume attached)

## **Jim Hartley**

*Partner – DiBartolomeo, McBee, Hartley & Barnes*

### **Experience and Training**

Jim has over 35 years of public accounting experience and would serve as the engagement partner. His experience and training include:

- 35 years of non-profit and governmental experience.
- Specializing in serving entities ranging from Government to Associations and Special District audits.
- Has performed audits and advisory services for a variety of public sector entities.
- Has extensive experience performing audits of federal grant recipients in accordance with the Single Audit Act and the related Office of Management and Budget (OMB) guidelines.
- Experienced in maintaining the GFOA Certificate of Achievement.
- 120 hours of CPE credits over the past 3 years.

### **Recent Engagements**

Has provided audit services on governmental entities including towns, villages, cities, counties, special districts and community development districts. Jim has assisted with financial statement preparation, system implementation, and a variety of services to a wide range of non-profit and governmental entities. Jim currently provides internal audit and consulting services to governmental entities and non-profit agencies to assist in implementing and maintaining “best practice” accounting policies and procedures. Jim provides auditing services to the Fort Pierce Utilities Authority, St. Lucie County Fire District, City of Port St. Lucie, Tradition CDD #1 – 10, Southern Groves CDD #1-6, Multiple CDD audits, Town of St. Lucie Village, Town of Sewall’s Point, Town of Jupiter Island along with several other entities, including Condo and Homeowner Associations.

### **Education and Registrations**

- Bachelor of Science in Accounting – Sterling College.
- Certified Public Accountant

### **Professional Affiliations**

- Member of the American Institute of Certified Public Accountants
- Member of the Florida Institute of Certified Public Accountants
- Member of the Florida Government Finance Officers Association

### **Volunteer Service**

- Treasurer & Executive Board - St. Lucie County Chamber of Commerce
- Budget Advisory Board - St. Lucie County School District
- Past Treasurer - Exchange Club for Prevention of Child Abuse & Exchange Foundation Board
- Board of Directors – State Division of Juvenile Justice

## **Jay L. McBee**

*Partner – DiBartolomeo, McBee, Hartley & Barnes*

### **Experience and Training**

Jay has over 45 years of public accounting experience and would serve as the technical reviewer on the audit. His experience and training include:

- 45 years of government experience.
- Specializing in serving local government entities.
- Has performed audits and advisory services for a variety of public sector entities including counties, cities, special districts, and school districts.
- Has experience performing audits of federal grant recipients in accordance with the Single Audit Act and the related Office of Management and Budget (OMB) guidelines, including Circular A-133 and the Rules of the Auditor General.
- Has extensive experience in performing pension audits.
- Experienced in developing and maintaining the GFOA Certificate of Achievement.
- 120 Hours of relevant government CPE credits over the past 3 years.
- Experience in municipal bond and other governmental-financing options and offerings.

### **Recent Engagements**

Has provided auditing services on local governmental entities including towns, villages, cities, counties, special district and community development districts. Jay has assisted with financial preparation, system implementation, and a variety of government services to a wide range of governmental entities. Jay currently provides auditing services to the City of Port St. Lucie, City of Okeechobee Pension Trust Funds, St. Lucie County Fire District Pension funds, along with several other non-profit and governmental entities.

### **Education and Registrations**

- Bachelor of Science in Accounting and Quantitative Business Management – West Virginia University.
- Certified Public Accountant

### **Professional Affiliations**

- Member of the American Institute of Certified Public Accountants
- Member of the Florida Institute of Certified Public Accountants
- Member of the Florida Government Finance Officers Association

### **Volunteer Service**

- Member of the St. Lucie County Citizens Budget Committee
- Finance committee for the First United Methodist Church
- Treasurer of Boys & Girls Club of St. Lucie County

## **Christine M. Kenny, CPA**

### ***Senior Staff – DiBartolomeo, McBee, Hartley & Barnes***

#### **Experience and training**

Christine has over 18 years of public accounting experience and would serve as a senior staff for the Constitutional Officers. Her experience and training include:

- 18 years of manager and audit experience.
- Has performed audits and advisory services for a variety of public sector entities including counties, cities, towns and special districts.
- Has experience performing audits of federal grant recipients in accordance with the Single Audit Act and the related Office of Management and Budget (OMB) guidelines, including Circular A-133 and the Rules of the Auditor General.
- 100 hours of relevant government CPE credits over the past 3 years.

#### **Recent Engagements**

Has provided audit services on governmental entities including towns, villages, cities and special districts. Christine has assisted with financial statement preparation, system implementation, and a variety of services to a wide range of non-profit and governmental entities. Christine currently provides services to multiple agencies to assist in implementing and maintaining “best practice” accounting policies and procedures.

Engagements include St. Lucie County Fire District, City of Fort Pierce, Town of Sewall’s Point, and Town of St. Lucie Village.

#### **Education and Registrations**

- Bachelor of Science in Accounting – Florida State University
- Professional Affiliations
- Active Member of the Florida Institute of Certified Public Accountants
- Active Member of the American Institute of Certified Public Accountants
- Member of the Florida Government Finance Officers Association



## PROFESSIONAL QUALIFICATIONS (CONTINUED)

### ➤ *Governmental Audit Experience*

DiBartolomeo, McBee, Hartley & Barnes, P.A., through its principals and members, has provided continuous in-depth professional accounting, auditing, and consulting services to local government units, nonprofit organizations, and commercial clients. Our professionals have developed considerable expertise in performing governmental audits and single audits and in preparing governmental financial statements in conformance with continually evolving GASB pronouncements, statements, and interpretations. All of the public sector entities we serve annually are required to be in accordance with GASB pronouncements and government auditing standards. We currently perform several Federal and State single audits in compliance with OMB Circular A-133 and under the Florida Single Audit Act. Our professionals are also experienced in assisting their clients with preparing Comprehensive Annual Financial Reports (GFOA).

All work performed by our firm is closely supervised by experienced certified public accountants. Only our most seasoned CPA's perform consulting services. Some of the professional accounting, auditing, and management consulting services currently provided to our local governmental clients include:

- Annual financial and compliance audits including Single Audits of State and Federal financial assistance programs under OMB A-133 audit criteria and the Florida Single Audit Act
- Assisting in compiling historical financial data for first-time and supplemental submissions for GFOA Certificate of Achievement of Excellence in Financial Reporting
- Audits of franchise fees received from outside franchisees
- Assistance with Implementation of GASB-34
- Internal audit functions
- Fixed assets review and updating cost/depreciation allocations and methods

## ADDITIONAL DATA

### ➤ *Procedures for Ensuring Quality Control & Confidentiality*

Quality control in any CPA firm can never be taken for granted. It requires a continuing commitment to professional excellence. DiBartolomeo, McBee, Hartley & Barnes is formally dedicated to that commitment.

In an effort to continue to maintain the standards of working excellence required by our firm, DiBartolomeo, McBee, Hartley & Barnes, P.A. joined the Quality Review Program of the American Institute of Certified Public Accountants. To be a participating member firm, a firm must obtain an independent compliance review of its quality control policies and procedures to ascertain the firm's compliance with existing auditing standards on the applicable engagements. The scope of peer review is comprehensive in that it specifically reviews the following quality control policies and procedures of the participating firm:

- Professional, economic, and administrative independence
- Assignment of professional personnel to engagements
- Consultation on technical matters
- Supervision of engagement personnel
- Hiring and employment of personnel
- Professional development
- Advancement
- Acceptance and continuance of clients
- Inspection and review system

### ➤ *Independence*

Independence is a hallmark of our profession. We encourage our staff to use professional judgment in situations where our independence could be impaired or the perception of a conflict of interest might exist. In the governmental sector, public perception is as important as professional standards. Therefore, independent auditors must exercise utmost care in the performance of their duties.

Our firm has provided continuous certified public accounting services in the government sector for 31 years, and we are independent of the Community Development Districts as defined by the following rules, regulations, and standards:

## ADDITIONAL DATA (CONTINUED)

### ➤ *Independence (Continued)*

- Au Section 220 – Statements on Auditing Standards issued by the American Institute of Certified Public Accountants
- ET Sections 101 and 102 – Code of Professional Conduct of the American Institute of Certified Public Accountants
- Chapter 21A-21, Florida Administrative Code
- Section 473.315, Florida Statutes
- Government Auditing Standards, issued by the Comptroller General of the United States

### ➤ *Computer Auditing Capabilities*

DiBartolomeo, McBee, Hartley & Barnes' strong computer capabilities as demonstrated by our progressive approach to computer auditing and extensive use of microcomputers. Jay McBee is the MIS partner for DMHB. Jay has extensive experience in auditing and evaluating various computer systems and would provide these services in this engagement.

We view the computer operation as an integral part of its accounting systems. We would evaluate the computer control environment to:

- Understand the computer control environment's effect on internal controls
- Conclude on whether aspects of the environment require special audit attention
- Make preliminary determination of comments for inclusion in our management letter

*This evaluation includes:*

- System hardware and software
- Organization and administration
- Access

## Contracts of Similar Nature within References

Client	Years	Annual Audit In Accordance With GAAS	Engagement Partner	Incl. Utility Audit/ Consulting	GFOA Cert.	GASB 34 Implementation & Assistance	Total Hours
St. Lucie County Fire District Karen Russell, Clerk-Treasurer (772)462-2300	1984 - Current	√	<b>Jim Hartley</b>			√	<b>250-300</b>
City of Fort Pierce Johnna Morris, Finance Director (772)-460-2200	2005-current	√	<b>Mark Barnes</b>		√	√	<b>800</b>
Fort Pierce Utilities Authority Nina Hurtubise, Finance Director (772)-466-1600	2005-current	√	<b>Jim Hartley</b>	√	√	√	<b>600</b>
Town of St. Lucie Village Diane Robertson, Town Clerk (772) 595-0663	1999 – current	√	<b>Jim Hartley</b>			√	<b>100</b>
City of Okeechobee Pension Trust Funds Marita Rice, Supervisor of Finance (863)763-9460	1998 – current	√	<b>Jay McBee</b>				<b>60</b>
St. Lucie County Fire District 175 Pension Trust Fund Chris Bushman , Captain (772) 462-2300	1990 – current	√	<b>Jay McBee</b>				<b>60</b>
Tradition Community Development District 1-10 Alan Mishlove, District Finance Manager (407)382-3256	2002 - current	√	<b>Jim Hartley</b>			√	<b>350</b>
Legends Bay Community Development District Patricia Comings-Thibault (321)263-0132	2013-current	√	<b>Jim Hartley</b>				<b>50</b>
Union Park Community Development District Patricia Comings-Thibault (321)263-0132	2013-current	√	<b>Jim Hartley</b>				<b>50</b>
Deer Island Community Development District Patricia Comings-Thibault (321)263-0132	2013-current	√	<b>Jim Hartley</b>				<b>50</b>
Park Creek Community Development District Patricia Comings-Thibault (321)263-0132	2013-current	√	<b>Jim Hartley</b>				<b>50</b>
Waterleaf Community Development District Patricia Comings-Thibault (321)263-0132	2013-current	√	<b>Jim Hartley</b>				<b>50</b>

## TECHNICAL APPROACH

**a. *An Express Agreement to Meet or Exceed the Performance Specifications.***

1. The audit will be conducted in compliance with the following requirements:
  - a. Rules of the Auditor General for form and content of governmental audits
  - b. Regulations of the State Department of Banking and Finance
  - c. Audits of State and Local Governmental Units-American Institute of Certified Public Accountants.
2. The audit report shall contain the opinion of the auditor in reference to all financial statements, and an opinion reflecting compliance with applicable legal provisions.
3. We will also provide the required copies of the audit report, the management letter, any related reports on internal control weaknesses and one copy of the adjusting journal entries and financial work papers.
4. The auditor shall, at no additional charge, make all related work papers available to any Federal or State agency upon request in accordance with Federal and State Laws and Regulations.
5. We will work in cooperation with the District, its underwriters and bond council in regard to any bond issues that may occur during the term of the contract.
6. The financial statements shall be prepared in conformity with Governmental Accounting Standards Board Statement Number 34, 63 and 65.

We will commit to issuing the audit for each Fiscal year by June 1<sup>st</sup> of the following year. In order to ensure this we will perform interim internal control testing as required by January 31<sup>st</sup> from unaudited preliminary general ledgers provided. The remaining testing will be completed no later than May 1<sup>st</sup>. We will also review all minutes and subsequent needs related to the review of the minutes by January 30<sup>th</sup>. Follow up review will be completed as necessary.

***b. A Tentative Schedule for Performing the Key phases of the Audit***

<b>Audit Phase and Tasks</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>Jan.</b>	<b>Feb.</b>	<b>Mar.</b>	<b>Apr.</b>
<b><i>I. Planning Phase:</i></b>							
Meetings and discussions with Saddle Creek Preserve Community Development District personnel regarding operating, accounting and reporting matters							
Discuss management expectations, strategies and objectives							
Review operations							
Develop engagement plan							
Study and evaluate internal controls							
Conduct preliminary analytical review							
<b><i>II. Detailed Audit Phase:</i></b>							
Conduct final risk assessment							
Finalize audit approach plan							
Perform substantive tests of account balances							
Perform single audit procedures (if applicable)							
Perform statutory compliance testing							
<b><i>III. Closing Phase:</i></b>							
Review subsequent events, contingencies and commitments							
Complete audit work and obtain management representations							
Review proposed audit adjustments with client							
<b><i>IV. Reporting Phase:</i></b>							
Review or assist in preparation of financial statement for Saddle Creek Preserve Community Development District							
Prepare management letter and other special reports							
Exit conference with Saddle Creek Preserve Community Development District officials and management							
Delivery of final reports							

**b. SPECIFIC AUDIT APPROACH**

**Our partners are not strangers who show up for an entrance conference and an exit conference.** We have developed an audit plan that allows the partners to directly supervise our staff in the field. By assigning two partners to the audit, we will have a partner on-site for a significant portion of the fieldwork. This also gives the District an additional contact individual for questions or problems that may arise during the audit.

The scope of our services will include a financial, as well as, a compliance audit of the District's financial statements. Our audit will be conducted in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Additionally, our audit will be conducted in accordance with the provisions of Chapter 10.550, Rules of the Auditor General, which govern the conduct of local government entity audits performed in the State of Florida.

Our audit approach places emphasis on the accounting information system and how the data is recorded, rather than solely on the verification of numbers on a financial statement. This approach enables us to:

- Maximize our understanding of the District's operating environment
- Minimize time required conducting the audit since we start with broad considerations and narrow to specific audit objectives in critical areas

Our audit approach consists of four phases encompassing our audit process:

- Planning Phase
- Detailed Audit Phase
- Closing Phase
- Reporting

**Planning Phase**

**Meetings and Expectations:**

Our first step in this phase will be to set up a planning meeting with the financial and operating management of Saddle Creek Preserve Community Development District. Our goal here is to eliminate "surprises." By meeting with responsible officials early on we can discuss significant accounting policies, closing procedures and timetables, planned timing of our audit procedures and expectations of our work. This will also be the starting point for our discussions with management related to *SAS No. 99-Consideration of Fraud in a Financial Statement Audit*. Inquiries will be made regarding managements knowledge of fraud and on management's views regarding the risk of fraud.

## **Review Operations and Develop Engagement Plan**

It is critical that we understand the District's operating environment. To do this we will obtain and review such items as, organizational charts, recent financial statements, budget information, major contracts and lease agreements. We will also gather other information necessary to increase our understanding of the District's operations, organization, and internal control.

## **Study and Evaluate Internal Control**

As part of general planning, we will obtain an understanding and assessment of the District's control environment. This assessment involves a review of management's operating style, written internal control procedures, and the District's accounting system. The assessment is necessary to determine if we can rely on control procedures and thus reduce the extent of substantive testing.

We then test compliance with established control procedures by ascertaining that the significant strengths within the system are functioning as described to us. Generally, transactions are selected and reviewed in sufficient detail to permit us to formulate conclusions regarding compliance with control procedures and the extent of operation compliance with pertinent laws and regulations. This involves gaining an understanding of the District's procedures, laws and regulations, and testing systems for compliance by examining contracts, invoices, bid procedures, and other documents. After testing controls, we then evaluate the results of those tests and decide whether we can rely on controls and thus reduce other audit procedures.

## **Conduct Preliminary Analytical Review**

Also during the planning stage, we undertake analytical procedures that aid us in focusing our energies in the right direction. We call these analytical reviews.

A properly designed analytical review can be a very effective audit procedure in audits of governmental units. Analytical reviews consist of more than just a comparison of current-year actual results to prior-year actual results. Very effective analytical review techniques include trend analysis covering a number of years and comparisons of information not maintained totally within the financial accounting system, such as per capita information, prevailing market interest rates, housing statistics, etc.

Some examples of effective analytical reviews performed together and/or individually include:

- Comparison of current-year actual results with current-year budget for the current and past years with investigation of significant differences and/or trends
- Trend analysis of the percentage of current-year revenues to current-year rates for the current and previous years with investigation of significant changes in the collection percentage
- Trend analysis of the percentage of expenditures by function for the current and previous years with investigation of significant changes in percentages by department
- Monthly analysis of receipts compared to prior years to detect trends that may have audit implications

Conclusions reached enable us to determine the nature, timing and extent of other substantive procedures.



## Detailed Audit Phase

### **Conduct Final Risk Assessment and Prepare Audit Programs**

Risk assessment requires evaluating the likelihood of errors occurring that could have a material affect on the financial statements being audited. The conclusions we reach are based on many evaluations of internal control, systems, accounts, and transactions that occur throughout the audit. After evaluating the results of our tests of control and our final risk assessment we can develop detailed audit programs.

### **Perform Substantive Tests of Account Balances**

These tests are designed to provide reasonable assurance as to the validity of the information produced by the accounting system. Substantive tests involve such things as examining invoices supporting payments, confirmation of balances with independent parties, analytical review procedures, and physical inspection of assets. All significant accounts will be subjected to substantive procedures. Substantive tests provide direct evidence of the completeness, accuracy, and validity of data.

### **Perform Single Audit Procedures (if applicable)**

During the planning phase of the audit we will request and review schedules of expenditures of federal awards and state financial assistance. These schedules will be the basis for our determination of the specific programs we will test.

In documenting our understanding of the internal control system for the financial statement audit, we will identify control activities that impact major federal and state programs as well. This will allow us to test certain controls for the financial audit and the single audit concurrently. We will then perform additional tests of controls for each federal and state program selected for testing. We will then evaluate the results of the test of controls to determine the nature, timing and extent of substantive testing necessary to determine compliance with major program requirements.

## **Perform Statutory Compliance Testing**

We have developed audit programs for Saddle Creek Preserve Community Development District designed to test Florida Statutes as required by the Auditor General. These programs include test procedures such as general inquiries, confirmation from third parties, and examination of specific documents.

### **Closing Phase**

During the closing phase we perform detail work paper reviews, request legal letters, review subsequent events and proposed audit adjustments. Communication with the client is critical in this phase to ensure that the information necessary to prepare financial statements in conformity with accounting principles generally accepted in the United States has been obtained.

### **Reporting Phase**

#### **Financial Statement Preparation**

As a local firm, we spend a considerable amount of time on financial statement preparation and support. With this in mind, we can assist in certain portions of the preparation of financial statements or simply review a draft of financials prepared by your staff. We let you determine our level of involvement.

#### **Management Letters**

***We want to help you solve problems before they become major.***

Our management letters go beyond citing possible deficiencies in the District's internal control structures. They identify opportunities for increasing revenues, decreasing costs, improving management information, protecting assets and improving operational efficiency.

The diversity of experience of our personnel and their independent and objective viewpoints make the comments, observations, and conclusions presented in our management letters a valuable source of information. We have provided positive solution-oriented objective recommendations to our governmental clients regarding investments, accounting accuracy, data processing, revenue bonds, payroll, utility billing, purchasing, budgeting, risk management, and internal auditing.

This review ensures the integrity of the factual data in the management letter but does not influence or impair our independence.

#### **Exit Conferences and Delivery of Reports**

We anticipate meeting with appropriate District personnel in February and issuing the final required reports by the May meeting of each year.

# **PROPOSED AUDIT FEE**

DiBartolomeo, McBee, Hartley & Barnes P.A. will perform the annual audit of Saddle Creek Preserve Community Development District as follows:

September 2025	\$ 4,800
September 2026	\$ 5,000
September 2027	\$ 5,300
September 2028	\$ 5,600
September 2029	\$5,800

In years of new debt issuance fees may be adjusted as mutually agreed upon.

## SECTION B



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

# **Proposal to Provide Financial Auditing Services:**

## **SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT**

Proposal Due: April 14, 2025  
5:00PM

**Submitted to:**

Saddle Creek Preserve of Polk County  
Community Development District  
c/o District Manager  
219 East Livingston Street  
Orlando, Florida 32801

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**Submitted by:**

Antonio J. Grau, Partner  
Grau & Associates  
1001 Yamato Road, Suite 301  
Boca Raton, Florida 33431

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

**Fax** (561) 994-5823

[tgrau@graucpa.com](mailto:tgrau@graucpa.com)

[www.graucpa.com](http://www.graucpa.com)



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

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**Grau & Associates**

CERTIFIED PUBLIC ACCOUNTANTS

April 14, 2025

Saddle Creek Preserve of Polk County Community Development District  
c/o District Manager  
219 East Livingston Street  
Orlando, Florida 32801

Re: Request for Proposal for Professional Auditing Services for the fiscal year ended September 30, 2025, with an option for four (4) additional annual renewals.

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

Government audits are at the core of our practice: **95% of our work is performing audits for local governments and of that 98% are for special districts**. With our significant experience, we are able to increase efficiency, to provide immediate and continued savings, and to minimize disturbances to your operations.

#### **Why Grau & Associates:**

##### **Knowledgeable Audit Team**

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

##### **Servicing your Individual Needs**

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

##### **Developing Relationships**

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

##### **Maintaining an Impeccable Reputation**

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

### **Complying With Standards**

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

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

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

Very truly yours,  
Grau & Associates



Antonio J. Grau



# Firm Qualifications



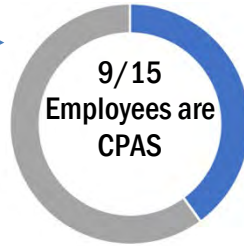
**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

# Grau's Focus and Experience

## Our Team



**3** Partners  
**11** Professional Staff  
**2** Administrative Professionals



**2005**

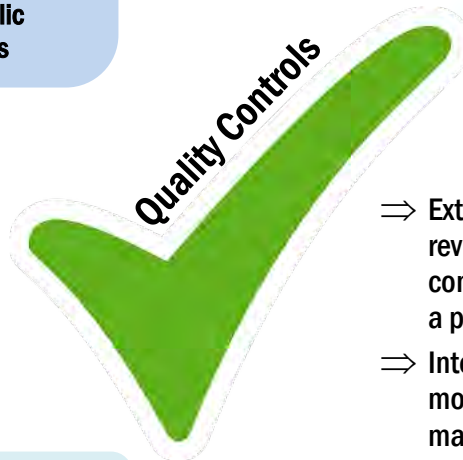
Year founded

## Services Provided



Properly registered and licensed professional corporation by the state of FLORIDA

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



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



AICPA | FICPA | GFOA | FASD | FGFOA

See next page for report and certificate



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



Peer Review  
Program

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

March 17, 2023

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

Dear Antonio Grau:

It is my pleasure to notify you that on March 16, 2023, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2025. This is the date by which all review documents should be completed and submitted to the administering entity.

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

Thank you for your cooperation.

Sincerely,

*FICPA Peer Review Committee*

Peer Review Team  
FICPA Peer Review Committee

850.224.2727, x5957

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

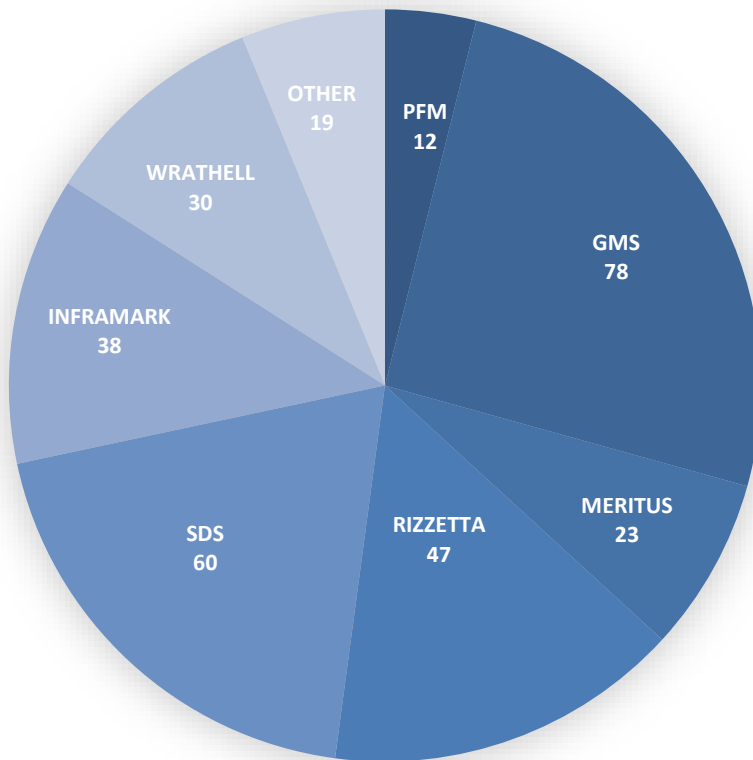
Review Number: 594791

# **Firm & Staff Experience**



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

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



### Profile Briefs:

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

*Years Performing Audits: 35+*

*CPE (last 2 years):*

*Government*

*Accounting, Auditing:*

*24 hours; Accounting,*

*Auditing and Other:*

*56 hours*

*Professional*

*Memberships: AICPA,*

*FICPA, FGFOA, GFOA*

#### **David Caplivski, CPA (Partner)**

*Years Performing Audits: 13+*

*CPE (last 2 years):*

*Government*

*Accounting, Auditing:*

*24 hours; Accounting,*

*Auditing and Other:*

*64 hours*

*Professional*

*Memberships: AICPA,*

*FICPA, FGFOA, FASD*

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

- Tony Grau

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

- David Caplivski

## **YOUR ENGAGEMENT TEAM**

Grau's client-specific engagement team is meticulously organized in order to meet the unique needs of each client. Constant communication within our solution team allows for continuity of staff and audit team. The Certified Information Technology Professional (CITP) Partner will bring a unique blend of IT expertise and understanding of accounting principles to the financial statement audit of the District.



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

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





## Antonio 'Tony' J. Grau, CPA

### Partner

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

#### Experience

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

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

#### Education

University of South Florida (1983)

Bachelor of Arts

Business Administration

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#### Clients Served (partial list)

(>300) Various Special Districts, including:

Bayside Improvement Community Development District  
Dunes Community Development District  
Fishhawk Community Development District (I,II,IV)  
Grand Bay at Doral Community Development District  
Heritage Harbor North Community Development District

St. Lucie West Services District  
Ave Maria Stewardship Community District  
Rivers Edge II Community Development District  
Bartram Park Community Development District  
Bay Laurel Center Community Development District

Boca Raton Airport Authority  
Greater Naples Fire Rescue District  
Key Largo Wastewater Treatment District  
Lake Worth Drainage District  
South Indian River Water Control

#### Professional Associations/Memberships

American Institute of Certified Public Accountants  
Florida Institute of Certified Public Accountants  
City of Boca Raton Financial Advisory Board Member

Florida Government Finance Officers Association  
Government Finance Officers Association Member

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

##### Course

Government Accounting and Auditing  
Accounting, Auditing and Other  
Total Hours

##### Hours

24  
56  
80 (includes of 4 hours of Ethics CPE)



**David Caplivski, CPA/CITP, Partner**  
Contact : [dcaplivski@graucpa.com](mailto:dcaplivski@graucpa.com) / 561-939-6676

**Experience**

Grau & Associates	Partner	2021-Present
Grau & Associates	Manager	2014-2020
Grau & Associates	Senior Auditor	2013-2014
Grau & Associates	Staff Auditor	2010-2013

**Education**

Florida Atlantic University (2009)  
Master of Accounting  
Nova Southeastern University (2002)  
Bachelor of Science  
Environmental Studies

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**Certifications and Certificates**

Certified Public Accountant (2011)  
AICPA Certified Information Technology Professional (2018)  
AICPA Accreditation COSO Internal Control Certificate (2022)

**Clients Served (partial list)**

(>300) Various Special Districts	Hispanic Human Resource Council
Aid to Victims of Domestic Abuse	Loxahatchee Groves Water Control District
Boca Raton Airport Authority	Old Plantation Water Control District
Broward Education Foundation	Pinetree Water Control District
CareerSource Brevard	San Carlos Park Fire & Rescue Retirement Plan
CareerSource Central Florida 403 (b) Plan	South Indian River Water Control District
City of Lauderhill GERS	South Trail Fire Protection & Rescue District
City of Parkland Police Pension Fund	Town of Haverhill
City of Sunrise GERS	Town of Hypoluxo
Coquina Water Control District	Town of Hillsboro Beach
Central County Water Control District	Town of Lantana
City of Miami (program specific audits)	Town of Lauderdale By-The-Sea Volunteer Fire Pension
City of West Park	Town of Pembroke Park
Coquina Water Control District	Village of Wellington
East Central Regional Wastewater Treatment Fac.	Village of Golf
East Naples Fire Control & Rescue District	

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

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	24
Accounting, Auditing and Other	64
Total Hours	88 (includes 4 hours of Ethics CPE)

**Professional Associations**

Member, American Institute of Certified Public Accountants  
Member, Florida Institute of Certified Public Accountants  
Member, Florida Government Finance Officers Association  
Member, Florida Association of Special Districts



# References



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

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

### Dunes Community Development District

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

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### Two Creeks Community Development District

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

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### Journey's End Community Development District

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

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# **Specific Audit Approach**



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

# **AUDIT APPROACH**

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

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

## **Proposed segmentation of the engagement**

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



## **Phase I - Preliminary Planning**

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

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

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

## **Phase II – Execution of Audit Plan**

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

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

## **Phase III - Completion and Delivery**

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

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

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

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

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

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

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

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

Is the recommendation cost effective?

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

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

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

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

### **Communications**

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

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

# **Cost of Services**



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

Our proposed all-inclusive fees for the financial audit for the fiscal years ended September 30, 2025-2029 are as follows:

<u>Year Ended September 30,</u>	<u>Fee</u>
2025	\$4,600
2026	\$4,700
2027	\$4,800
2028	\$4,900
2029	<u>\$5,000</u>
<b>TOTAL (2025-2029)</b>	<b><u>\$24,000</u></b>

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



# **Supplemental Information**



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

## **PARTIAL LIST OF CLIENTS**

<b>SPECIAL DISTRICTS</b>	<b>Governmental Audit</b>	<b>Single Audit</b>	<b>Utility Audit</b>	<b>Current Client</b>	<b>Year End</b>
Boca Raton Airport Authority	✓	✓		✓	9/30
Captain's Key Dependent District	✓			✓	9/30
Central Broward Water Control District	✓			✓	9/30
Collier Mosquito Control District	✓			✓	9/30
Coquina Water Control District	✓			✓	9/30
East Central Regional Wastewater Treatment Facility	✓		✓		9/30
Florida Green Finance Authority	✓				9/30
Greater Boca Raton Beach and Park District	✓			✓	9/30
Greater Naples Fire Control and Rescue District	✓	✓		✓	9/30
Green Corridor P.A.C.E. District	✓			✓	9/30
Hobe-St. Lucie Conservancy District	✓			✓	9/30
Indian River Farms Water Control District	✓			✓	9/30
Indian River Mosquito Control District	✓				9/30
Indian Trail Improvement District	✓			✓	9/30
Key Largo Wastewater Treatment District	✓	✓	✓	✓	9/30
Lake Asbury Municipal Service Benefit District	✓			✓	9/30
Lake Padgett Estates Independent District	✓			✓	9/30
Lake Worth Drainage District	✓			✓	9/30
Lealman Special Fire Control District	✓			✓	9/30
Loxahatchee Groves Water Control District	✓				9/30
Old Plantation Water Control District	✓			✓	9/30
Pal Mar Water Control District	✓			✓	9/30
Pinellas Park Water Management District	✓			✓	9/30
Pine Tree Water Control District (Broward)	✓			✓	9/30
Pinetree Water Control District (Wellington)	✓				9/30
Port of The Islands Community Improvement District	✓		✓	✓	9/30
Ranger Drainage District	✓	✓		✓	9/30
Renaissance Improvement District	✓			✓	9/30
San Carlos Park Fire Protection and Rescue Service District	✓			✓	9/30
Sanibel Fire and Rescue District	✓				9/30
South Central Regional Wastewater Treatment and Disposal Board	✓				9/30
South Indian River Water Control District	✓	✓		✓	9/30
South Trail Fire Protection & Rescue District	✓			✓	9/30
Spring Lake Improvement District	✓			✓	9/30
St. Lucie West Services District	✓		✓	✓	9/30
Sunrise Lakes Phase IV Recreation District	✓			✓	9/30
Sunshine Water Control District	✓			✓	9/30
Sunny Hills Units 12-15 Dependent District	✓			✓	9/30
West Villages Improvement District	✓			✓	9/30
Various Community Development Districts (452)	✓			✓	9/30
<b>TOTAL</b>	<b>491</b>	<b>5</b>	<b>4</b>	<b>484</b>	

## **ADDITIONAL SERVICES**

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

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

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

### **ARBITRAGE**

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

**73**

Current  
Arbitrage  
Calculations

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

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

Saddle Creek Preserve of Polk County CDD Auditor Selection

	Ability of Personnel (20 pts)	Proposer's Experience (20 pts)	Understading of Scope of Work (20 pts)	Ability to Furnish the Required Services (20 pts)	Price (20 pts)	Total Points Earned	Ranking (1 being highest)
DiBartolomeo, McBee, Hartley & Barnes					2025- \$4,800 2026- \$5,000 2027- \$5,300 2028- \$5,600 2029- \$5,800		
Grau & Associates					2025- \$4,600 2026- \$4,700 2027- \$4,800 2028- \$4,900 2029- \$5,000		

# Board of Supervisors Meeting

## SECTION III

# SECTION A

Veronica L. Thomas  
Home: 407.620.5549 Cell: 407.205.7283 Email: msvlthomas@gmail.com

## **Career History**

### ***Substitute Teacher, Kelly Services***

### ***Cafeteria Aide/Aftercare Teacher, Discovery Education***

### ***Department Secretary/Executive Director, American Legion Auxiliary***

Coordinate and plan state conventions

Facilities Management

Produce internal financial accounting reports for management

Management and coordination of volunteers

### ***South School Administrator, Orlando Ballet***

Coordinate class schedules, studio rentals and staffing.

Facilities Management

Setup and manage student tuition accounts

Produce internal financial accounting reports for management

### ***Independent Booking and Consulting***

Full-Cycle Bookkeeping

State and Federal Tax preparation and filing

Customization and development of financial reports

Processing payroll for state and federal compliance

Bank reconciliations

Travel coordination

### ***Aesthetician, La Vie Wellness Spa***

Professional Skin care Services for skin health and maintenance.

Body wrapping for system detoxification and weight loss.



***Michael Page International***

***Bookkeeper/Accountant for American Geriatric Society***

Accounts payable

Vendor File Maintenance

Bank reconciliations

***Accounting Consultant for Heineken of the Americas***

Full Cycle Bookkeeping

Assisting in data migration

Work flow patterning

***Accounting Supervisor, SuperShuttle International***

Prepare and review billing statements for third party travel vouchers

Oversee and supervise daily cash office operations and staff

Prepare weekly, monthly and quarterly closings for receipts

Established and maintained communication with subcontractors and vendors

Prepare bank deposits and coordinated weekly collections

***Boutique Manager, Harriet's Alter Ego***

Monthly sales /budget forecasting and reporting

Full cycle accounts payable /accounts receivable

Quarterly Sales and use tax preparation and filing

Financial reporting

Payroll processing for state and federal compliance

Event planning organizing

***Senior Accountant Florida State University***

Process/oversee Accounts payable/receivable for department

Research and correct reconciliation problems campus wide

Internal auditing for accounts including fund levels of the state treasury and expenditure reimbursement program

Budget reconciliations and financial reports

Grant administration and reporting

Train and supervise accounting clerks

**Education*****South Florida Community College***

Associate of Arts

Major Accounting

***Florida State University***

Major Finance/Entrepreneurship and Small Business Management

**Military Service*****United States Marines Corps***

# Miguel Morrobel

+1 (570) 401-0491 | Lakeland, FL | m\_morrobel@hotmail.com

## EDUCATION

**Pontificia Universidad Católica Madre y Maestra**

*Bachelor in Business Administration & Hospitality Management*

**Santiago, D.R.**

*June 2011*

## PROFESSIONAL EXPERIENCE

### Rooms To Go

**Lakeland, Florida**

*Operations Manager*

*May 2024 - Current*

- Managed Inventory operations, overseeing a team of 6 salaried managers, 8 supervisors, and 150+ associates.
- Successfully worked directly with all departments to ensure teams have clear expectations of daily tasks.
- Fostered a positive and inclusive work environment promoting teamwork and motivation.
- Led strong safety protocols to ensure OSHA regulations are met in multiple Distribution Centers.
- Managed Rooms to Go community outreach, contributing to local charities and programs.

### Amazon

**Lakeland, Florida**

*Manager III, Operations*

*May 2021 – May 2024*

- Led inbound operations, overseeing a team of 6 salaried managers, 8 shift leads, and 300+ associates.
- Successfully implemented the Zappos safety shoe rollout, achieving a top 5 building performance.
- Facilitated the onboarding of 15 new managers, including the current site manager.
- Spearheaded and conducted comprehensive safety, operational, and network training sessions for the fulfillment center, ensuring adherence to industry standards and company protocols.
- Led the Latinos at Amazon affinity group, fostering community and cultural sharing
- Established and managed Amazon Career Skill classes, contributing to the development of over 100 associates.

*Manager II, Operations*

*November 2019 – May 2021*

- Led quality operations for the facility, encompassing 50 associates and 9 shift-leads spread over a 24/7 operation
- Instituted supplementary training for associates to close the knowledge gap on product recovery, increasing the damaged product recovery rate by 6% with a monthly savings of \$30k
- Identified root causes and implemented standard work coaching to decrease inventory defect rate by 44% YOY
- Evaluated sitewide standard operating procedures, partnered with operations stakeholders to identify gaps and create strategic solutions to bring building up to benchmark standards.
- Created and executed development plans, leading to the promotion of 7 associates and 3 shift leads.

*Manager I, Operations*

*January 2018 – November 2019*

- Managed a shift of 60 associates over two facility areas and increased the shift's productivity, quality, and safety KPIs from 3<sup>rd</sup> to 1<sup>st</sup> highest compared to all inbound shifts by proactively developing talent and optimizing workflow
- Improved employee satisfaction by 26% through employee engagement, professional development, and recognition.
- Analyzed facility freight forecasts and prepared labor plans for shift operations that optimized staffing levels for efficiency while still meeting volume commitments

*Shift Lead, Inbound Dock*

*May 2016 – January 2018*

- Drove workflow and daily throughput goals for one shift on the inbound receive dock with a team of 20 associates
- Identify and address safety hazards and engage team members on safety initiatives
- Support dock manager through, labor allocation, associate coaching, escalations, and team development

### Amazon

**Hazleton, Pennsylvania**

*Warehouse Associate*

*July 2013 - September 2014*

- Inspected and received incoming items from outside vendors into warehouse inventory.

### Craig/is ltd

**Jacksonville, Florida**

*Subrogation Supervisor*

*June 2011 - August 2013*

- Supervised a team of 15 analysts, processed reports, conducted audits, and addressed client escalations

## SKILLS/CERTIFICATIONS

Fluent in Spanish, English and conversational French, VBA, Autocad, Microsoft Office Suite, iOS, Android.

## INTERESTS

Cooking, traveling, volunteer work and photography.

Miguel Reyes  
1952 Red Loop  
Lakeland FL, 33801  
3/18/2025

CDD Board of Supervisors Saddle Creek

**Subject: Letter of Intent - CDD Board of Supervisors**

Dear Members of the CDD Board of Supervisors,

I am writing to express my sincere interest in serving as a member of the Saddle Creek Board of Supervisors. As a resident of Saddle Creek Community, I am committed to contributing to the continued well-being and prosperity of our district.

I believe my professional background and personal qualities align well with the responsibilities of a CDD board member. Throughout my career, I have consistently demonstrated a strong sense of **responsibility** and a proven ability to **lead** effectively. In my current role as a Corporate Support Engineer for a Global Cybersecurity Firm, Watchguard Technologies, I am tasked with resolving complex technical issues and providing critical support to clients worldwide. This experience has honed my problem-solving skills and my ability to make sound, informed decisions under pressure.

Furthermore, my previous experience in management has equipped me with the skills necessary to navigate the complexities of community governance. I am a **straightforward** communicator and believe in transparent and open dialogue. I am committed to approaching all matters with **impartiality**, ensuring that decisions are made in the best interests of the entire community.

I understand the importance of fiscal responsibility, infrastructure maintenance, and community planning within a CDD. I am eager to contribute my skills and dedication to ensuring that our district remains a desirable and well-managed place to live. I am prepared to dedicate the necessary time and effort to thoroughly understand the issues facing our CDD and to work collaboratively with fellow board members and residents to find effective solutions.

Thank you for considering my application.

Sincerely

Miguel A. Reyes

# **TAMALA D. SMITH**

(269) 254-2707  
tamalasmith43@gmail.com

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**VETERAN'S PREFERENCE:** N/A  
**FEDERAL CIVILIAN STATUS:** N/A  
**COUNTRY OF CITIZENSHIP:** U.S.A.

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I have 20 plus years of experience and dedicated service to the field of Case Management and Social Work, and current experience working as Long Term Care Coordinator. I am eager to use my skills and training acquired through my education, current/previous professional positions, and internship experience.

## **SKILL HIGHLIGHTS**

Effective written and verbal skills	Strong attention to detail
Fast Learner	Strong work ethic
Great in team or individual work situations	Strong Investigative skilled techniques
Experience in Microsoft Office	Power Point, Excel and Word
Ability to maintain confidentiality	HIPPA Compliance
Efficient and dedicated professional	Ability to multi-task multiple cases
Strong critical thinking skills	Ability to empathize/empower clients

## **EDUCATION**

**Registered Behavior Technician**, January 2019 – April 2019  
Florida Institute of Technology, Melbourne, Florida

**Masters of Social Work**, June 2012-Completion April 2015  
Western Michigan University, Kalamazoo, Michigan

**Graduate Certificate Specialized in Drugs and Alcohol**, December 2012  
Western Michigan University, Kalamazoo, Michigan

**Master of Arts in Family Life Education**, August 2003  
Western Michigan University, Kalamazoo, Michigan

**Bachelor of Arts, Criminal Justice**, April 1999  
Western Michigan University, Kalamazoo, Michigan

**Associates Degree, Social Work**, December 1997  
Kalamazoo Valley Community College, Oshtemo, Michigan

**Medical Training:** Vital signs, Bandaging, Venipuncture, phlebotomist, Patient Charting, Medical Terminology and TB testing.

**Course Work:** Medial Administrative Procedures, Medical Terminology, Systems Approach, Pharmacology, Medical Clinical Procedure, Medical Insurance, and Legal Aspects of Medical Practice.

Michigan Department of Human Services- Child Welfare Training Institute: Sexual Abuse, Medical Findings, Domestic Violence, Substance Abuse and Mental Health.

### **CERTIFICATIONS**

**GIFT OF LIFE MICHIGAN: ORGAN AND TISSUE DONATION FOUNDATION**  
**NOTARY PUBLIC (STATE OF FLORIDA)**  
**BASIC LIFE SUPPORT TRAINING (RED CROSS)**

### **ADVANCED TRAINING**

**Department of Human Services**

**Children Protective Service:** Sexual Abuse, Medical Finding, Domestic Violence, Children's Trauma Assessment, Child Forensic Interviewing, Child Protection Law, Policy and Procedure, Substance Abuse.

**Employee Volunteer Service** (Kids Connect Community Mentorship program)

### **WORK EXPERIENCE**

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#### **Case Manager**

July 2024 - Present

Lakeland Regional Health

Lakeland, FL

Supervisor: Geraldine Mckinnon

40 Hours/week

Responsibilities Include:

Interview clients to assess their needs and develop appropriate service plans.

Develop community linkages and coordinate the clinical application of community services.

Provide admission and discharge planning services.

Provide care management and coordination services.

Develop and maintain relationships with other service providers and community organizations.

Monitor and evaluate client progress and adjust service plans accordingly.

Assist clients in accessing and coordinating needed services, including housing, employment, education, healthcare, and financial assistance.

Document client progress and maintain accurate records.

**Social Service Specialist**

May 2024 – July 2024

Winter Haven Hospital  
Winter Haven, FL  
Supervisor: Gigi Mcqueary  
16 Hours/week

**Responsibilities Include:**

Interview clients to assess their needs and develop appropriate service plans.  
Develop and maintain relationships with other service providers and community organizations.  
Monitor and evaluate client progress and adjust service plans accordingly.  
Assist clients in accessing and coordinating needed services, including housing, employment, education, healthcare, and financial assistance.  
Provide counseling and support to clients and their families.  
Document client progress and maintain accurate records.  
Provide admission and discharge planning services.  
Provide care management and coordination services.

**Long Term Care Coordinator I (Remote)**

September 2017 – April 2024

Centene Corporation  
Tampa, FL  
Supervisor: Carmen Guerrero  
40 Hours/week

**Responsibilities Include:**

Complete assessments with members, caregivers, or providers to obtain information regarding client status, support system, and need for services for care plan development.  
Monitor delivery of services and follow-up with members, caregivers, or providers through in person visits and telephonic contact.  
Authorize and coordinate referral for services.  
Ensure provider services are delivered without gaps and identify functional deficiencies in plans of care.  
Assist in coordinating the development of informal or voluntary services to integrate into the member care plan.  
Collaborate with discharge planners, physicians, and other parties to ensure appropriate discharge plan, care plan, and coordination of acute care and long-term care services.  
Assist member with filing and resolving complaints and appeals.

**Inpatient Med/Surg Social Worker**

March 2016 - September 2017

Bay Pines VAMC

Bay Pines, FL

Supervisor: Meghan Booth

40 Hours/week

**Responsibilities Include:**

Conduct psychosocial assessments and make psychosocial diagnoses.

Conduct mental health assessments and make DSM-IV diagnoses, depending on assignment.

Develop psychosocial treatment plans with attention to age specific needs/concerns.

Provide psychosocial interventions for individuals, groups and families.

Utilize standardized instruments in the assessment of mental health conditions.

Provide marital and family counseling.

Develop information and referral resources and services.

Develop community linkages and coordinate the clinical application of community services.

Provide admission and discharge planning services.

Provide care management and coordination services.

Document in computerized medical record.

Provide patient advocacy services.

Provide psychosocial crisis intervention services.

Provide patient and family education services.

Screen for substance abuse, tobacco use, depression and PTSD and, depending on assignment, provide treatment services.

Provide and, where appropriate, refer patients, families and significant others for counseling in health maintenance and disease prevention.

Promote patient independence and achievement of optimal health through appropriate psychosocial education and community referrals.

Serve as clinical field instructors for social work graduate students enrolled in CSWE-accredited education programs as part of the VHA Associated Health Trainee Program.

Participate fully in Social Work educational development through staff and section Meetings.

Assume responsibility for professional development by attending relevant training and regularly reviewing the literature to improve clinical competencies.

Responsible for contributing to the development of the treatment plan and setting achievable treatment goals with the Veteran and Family members/caregiver.

**HUD/VASH Case Manager**

July 2015 – March 2016

Bay Pines VAMC

Bay Pines, FL

Supervisor: Sharon Miller

40 Hours/week

**Responsibilities Include:**

Performs site visits to HUD-VASH apartments to ensure that Veterans reside in safe environments in compliance with local housing codes.



Process referrals and admissions to the HUD-VASH Program, ensuring that homeless Veterans are considered as primary participants for program acceptance.

Provide evaluation for outpatient and apply evidence-based intervention strategies to a full range of patient problem in an out-patient mental health clinic setting.

Provide case management services where indicated.

Provide direct patient care and consultation services of difficult or complex cases.

Interact and work with clinicians from other disciplines as a member of a multi-disciplinary treatment team.

Determine patients need for evaluation, diagnostic procedures, individual and group cycle therapy for implementation of treatment modalities as directed by social work supervisor.

Knowledge of CPRS database to retrieve medical information/data entry of case notes and referral consults.

Knowledge of community resources for accessibility via needed services in delivery of care for veterans and caregivers.

Perform specific clinical assessment and treatments that include group, or family psychotherapy.

Crisis intervention, advocacy, coordination of linkage to other VA or community service providers and agencies as needed.

Prepare written assessments, making appropriate referrals to community or other professional resources.

Establish and maintain effective therapeutic relationships with veterans and/or their families.

Participate in the substance use interdisciplinary treatment team and in the development of comprehensive individual treatment plan.

Serves as a consultant to other staff in locating appropriate services and accessing these and assists Veterans and Families as requested by other staff.

### **Children Foster Care, Manager**

June 2011- July 2015

Department of Human Services  
Kalamazoo, Michigan  
Supervisor: Eleanor Marquis  
40 Hours/week

#### **Responsibilities Include:**

Provide oversight and assistance to team managers in performing analyses and evaluations of foster care program operations.

Provide direct selection, orientation, coaching and mentoring of 5 foster care workers.

Ability to perform and promote interdepartmental integration and collaboration with Children Protective Services and Family Court to enhance the continuity of care for all children and families for which Department of Human Services provides care.

Ability to work with diverse population with varying social economic status, disability, sexual orientation, race and ethnicity or religious preferences.

Ability to handle conflict and problems in dealing with children and families in crisis constructively and appropriately in the foster care system.

Advance skill in using judgment to interpret and adapt guidelines to apply to specific situations.

Audit, process and track foster care payments; clothing allowances and process documents.

Measure progress and effectiveness of operational goals using reports to track case accuracy and discrepancies.

Serve as a liaison for initial contact between CPS staff, law enforcement officials, judicial officials, legal resources, medical professionals, and other community resources; along with a triage of contacts.

Manage and evaluate team members in the performance of various case management activities; related to investigating allegations of abuse and/or neglect of children and those who provide supervision of child foster care placement.

Knowledge of home health management and program analysis of technical rules, regulations, guidelines, and precedents for foster care managers.

Assign all new CPS and Foster Care cases and review cases to ensure compliance with agency policies, procedures, children's placement agency rules and federal laws.

Monitor compliance with time and attendance expectations and follow progressive discipline guidelines when indicated.

Identified and recommended ways to provide children's service training to staff and implement new CPS and Foster Care Programs and Policies.

Facilitated organizational surveys for clergy related activities, Department Wellness Initiative, and a community Lift-Up Literacy afterschool program.

Knowledge of the Foster Care implementation of various services, contracting, tools, and methods.

### **Adult Protective Services Specialist,**

February 2011-June 2011

Department of Human Services

Kalamazoo, Michigan

Supervisor: Pam Kirkland

40 Hours/week

#### **Responsibilities Included:**

Ability to work with diverse group of individuals on a daily basis.

Acts as an information and problem solving resource for clients.

Monitor home health aide providers.

Ability to work with diverse population with varying social economic status, disability, sexual orientation, race and ethnicity or religious preferences.

Measure progress and effectiveness of operational goals using reports to track case accuracy and discrepancies.

Contact home health providers to identify services to meet client's needs.

Testify at court hearings and proceedings. Maintain regular contact with attorneys, therapists, and court officials.

Keep current and accurate client records, case files, record notes and medical records.

Performed work related task as assigned cooperatively.

Compile required documentation for case management tasks.

Participate in team decision making meetings.

Respond to routine client calls and inquiries; document issues and responses.

Assist clients in completing applications and required documents to apply for financial assistance and home health aide services.

Investigate Adult Protective Services referrals and implement services to alleviate barriers.

**Foster Care Specialist,**  
Department of Human Services  
Kalamazoo, Michigan  
Supervisor: Sarah Mc Cree  
40 Hours/week

March 2009- February 2011

**Responsibilities Included:**

Audit, process and track foster care payments; clothing allowance and process document.  
Ability to handle problems and deviations in accordance with instructions, policies, and previous training with the Child Welfare Training Institute.  
Measure progress and effectiveness of operational goals using reports to track case accuracy and discrepancies.  
Provide casework services to dependent, neglected, abused, and delinquent children and youths; children with disabilities; socially and economically disadvantaged.  
Determines the appropriate method and course of action and implements service, treatment, and learning plans.  
Visits abused or neglected wards in their homes, foster homes, or residential placements.  
Provide direct counseling services to clients.  
Ability to work with diverse population with social economic status, disability, race, and ethnicity.  
Ability to handle conflict and problems in dealing with families and children in crisis constructively and appropriately within the foster care system.  
Interprets behavioral problems for parents and other caregivers and otherwise assists them in providing appropriate care to children.  
Serves as liaison between the department and community groups in developing programs, interpreting rules and regulations, and coordinating programs and services.  
Evaluates applications for family and group, day care, home registration and licensing purposes; regulates child care in approved homes through periodic reviews.  
Write and maintain social case histories, case summaries, case records and related reports, and prepare correspondence.  
Keep current and accurate client records, case files, record notes and medical records.  
Prepares legal documents, forms, and petitions.  
Testifies in court on progress and services rendered to children and families.  
Transports clients to court hearings, clinic appointments, and placement homes.

**Child Protective Service Specialist,**  
Department of Human Services  
Kalamazoo, Michigan  
Supervisor: Rose Solis  
40 Hours/week

July 2006 – March 2009

**Responsibilities Included:**

Provide casework services to dependent, neglected, abused, and delinquent children and youths; children with disabilities; socially and economically disadvantaged.  
Ability to work with diverse population with social economic status, disability, race, and ethnicity.  
Ability to handle conflict and problems in dealing with abused and neglected children in crisis constructively and appropriately.  
Ability to handle problems and deviations in accordance with instructions, policies, and previous

training with the Child Welfare Training Institute.  
Investigates, assesses, and follows up on complaints of abuse or neglect.  
Determines the appropriate method and course of action to implement service, treatment, and learning plans.  
Visit abused or neglected children in their homes, foster homes, or residential placements.  
Provide direct counseling services to children and families.  
Interpret behavioral problems for parents, caregivers and assist them in providing appropriate care to children.  
Serves as liaison between the department and community groups in developing programs, interpreting rules and regulations, and coordinating programs and services.  
Evaluates applications for families and groups, day care services, home registration and licensing purposes; order child care for approved homes through periodic reviews.  
Measure progress and effectiveness of operational goals using reports to track case accuracy and discrepancies.  
Write and maintain social case histories, case summaries, case records and related reports, and prepare correspondence.  
Keep current and accurate client records, case files, record notes and medical records.  
Prepare legal documents, forms, and petitions.  
Testify in court on progress and services rendered to children and families.  
Transport clients to court hearings, clinic appointments, and placement homes.

**Family Independence Specialist,**

June 2000 – June 2006

Department of Human Services  
Kalamazoo, Michigan  
Supervisor: Joyce Oliver  
40 Hours/week

**Responsibilities Included:**

Develop plans and determine resource to address applicants and recipient's problems in housing, transportation, child care, training, counseling, and other areas that are barriers to employment.  
Assist clients in completing applications and required documents to apply for financial assistance.  
Ability to work with diverse population with varying social economic status, disability, sexual orientation, race and ethnicity or religious preferences.  
Ability to handle conflict and problems in dealing with families and children in financial crisis constructively and appropriately.  
Serve as liaison between department and community groups in developing service programs, interpreting rules and regulations, coordinating programs and services.  
Write and maintain social case histories, case summaries, case records and related reports, and prepare correspondence.  
Measure progress and effectiveness of operational goals using reports to track case accuracy and discrepancies.  
Interview applicants and recipients to obtain information necessary to make eligibility determinations, conduct initial intake and case review interviews.  
Determine eligibility for temporary financial assistance and develop plans to assist applicants and recipients in becoming self-sufficient.

References: Available upon request

# Lachelle Webster

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*“Providing my best is not merely a belief; it's an action taken every minute.”-  
Lachelle Webster*

## **EDUCATION**

### **Bachelor of Science: Human Resources Development 3.5 G.P.A.**

Indiana State University Terre Haute, Indiana

Coursework included four years of leadership and development courses, continuous performance improvement, training-development programming, organization development, and modern-day career coaching.

## **AREAS OF EXCELLENCE**

Team Management ♦ Communication ♦ Adaptability • Organizational Development • Effective Planning • Budgeting • Collaboration • Client Relations & Retention ♦ Customer Service • Public Relations • Product Management ♦ Conflict Resolution • Planning • Vision • Teamwork ♦ Team Leadership • Problem Solving • Dependability • Integrity ♦ Operational Efficiency ♦ Empathy • Creativity ♦ Needs Assessment

## **EXPERIENCE**

### **Community Association Manager**

Arbor Glen      □2019-2024

- Supervised employee training and development.
- Implemented a resident retention program.
- Created initiatives for community engagement.
- Established security standards to ensure safety compliance.
- Developed new residence welcome programs.
- Ensured compliance with all regulatory requirements and performed regular property inspections.
- Ensured a focus on customer service.
- Developed modules for managing finances and budgets.

## Chi T. Trinh

4322 Trotters Way Lakeland FL 33801  
(863) 226-7506  
ctdougie@gmail.com

## Skills

Retired military background in Human Resource Management and Occupational Health and Safety Management.

## Experience

JUNE 2011 - JUNE 2019

### **United States Air Force - Occupational Safety**

**Acquisitions Management and Integration Center, Langley Air Force Base Virginia - Safety Manager**

**Wing Safety, Patrick Air Force Base Florida - Superintendent Wing, Safety**

**Wing Safety, Incirlik Air Base Turkey - Non-Commissioned Officer, Wing Safety**

**Wing Safety, McGuire Air Force Base New Jersey - Wing Safety Specialist**

- Responsible for implementing aspects of the Safety Plan
- Conduct safety assessments and complete safety analysis/reports to ensure compliance
- Train new employees on Occupational Safety
- Investigate and report incidents

JUNE 1997 - MAY 2011

### **United States Air Force - Human Resource Management**

**Military Personnel Flight, McGuire Air Force Base New Jersey - Non-Commissioned Officer, Customer Service Section**

**Military Personnel Flight, Mildenhall Air Base England - Non-Commissioned Officer, Retentions**

**Rescue Squadron, Kadena Air Base Japan - Non-Commissioned Officer, Customer Service Section**

**Military Personnel Flight, Osan Air Base Korea - Customer Service Specialist**

**Military Personnel Flight, Travis Air Force Base California - Customer Service Specialist**

- Managed and trained employees
- Assisted customers with updating their personnel records and answering their inquiries
- Assisted the Commander in managing commander directed programs

MARCH 1993 - APRIL 1997

### **Enterprise Bank, Wichita Kansas - Customer Service Representative/Bank Teller**

- Maintain customer database and update periodically
- Helping customers resolve financial issues
- Opening and closing banking accounts

- Account management
- Assisted customers in depositing and cashing checks or cash
- Made bank deposits for businesses
- Ensuring cash drawer is balanced daily

## Education

SEPTEMBER 1999 - May 2004

**Community College Air Force,** *Human Resource Management*

SEPTEMBER 2011 - May 2014

**Community College Air Force,** *Occupational Health and Safety Management*

## Awards and Certifications

Professional Management Certificate

Occupational Health and Safety Administration Certificates



# VICKIE L. DAVIS, CPP, CPPM

TEL: 609.510.9427

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## Strategic Sourcing and Procurement Lead (Sr. Director)

### Lab & Manufacturing | Biopharmaceutical

Procurement leader with experience in sourcing excellence, contracting, negotiation, category management, supplier management, diversity and small business development, policies and procedures implementation and adoption. Lead major initiatives including PeopleSoft, SAP, P2P, Supplier Relationship Management and shared services implementations.

### Technical Skills

Experienced in SAP, JD Edwards, Visio, Microsoft Office Suite, MRO, MAS200, MS Teams, Salesforce.com, Ariba, Scout

### Experience History

**Bill and Melinda Gates Medical Research Institute, Cambridge, MA February 2021 – Present (CW TO Permanent Feb 2023)**

#### Strategic Sourcing and Procurement Leader – Lab Services

Lead and conduct all strategic sourcing activities associated with Laboratory Services including BioAssay and Biomarker services, Toxicology, Specialty Lab Services, Clinical Central Labs Operations and Translational Discovery. Activities that include but are not limited to the development of Standard Operating Procedures, Governance and KPIs for the Lab Service area.

- Provided relationship management for internal and external customers, including business partners and external suppliers.
- Work collaboratively with business owners and other stakeholders to: Understand business needs and drive expectations regarding strategic sourcing.
- Manage the Vendor Selection Process including Request for Proposals (RFPs), bid defenses, and vendor selection to start
- Conduct contracting processes, in accordance with Gates MRI procurement guidance and related policies. Ensure appropriate documentation of competitive bidding and exceptions is created and maintained to support Quality Audits and other record keeping requirements.
- Support Contracting process as liaison between business owners and vendors to facilitate efficient communication of business requirements and resolution of negotiated terms.
- Conduct market analysis, option development, and collaborative sourcing events with active coordination and participation from key leadership stakeholders; develop recommendations and gain leadership consensus.
- Build and manage vendor relationships to ensure highest level of performance against objectives within budget and KPI's. Establish and maintain routine business reviews with business owners and vendors to ensure excellent communications throughout the term of the relationship. Establish and report vendor KPIs, maintain Preferred Vendor List, provide recommendations for adjustments to vendor contracts / strategies. Support change order business review and approval processes.
- Ensure smooth and efficient transfer of required data from contract execution to work order generation
- Support training for procurement and strategic sourcing activities.
- Collaborate closely with Finance, Legal and other stakeholders to drive compliance and excellent business outcomes.
- Other activities and ad hoc requests as directed by Head of Strategic Sourcing & Procurement.

**SSI People, Inc. on assignment for Amgen, Tampa, FL**

**September 2020 – February 2021**

#### Sourcing Excellence Manager,

Provided relationship management for internal and external customers, including business partners and external suppliers.

- Creating and negotiated, and executed MSAs, MLAs, SOWs, and CDAs.
- Lead and implement contract negotiations and execution with both new and existing suppliers
- Support ongoing contract management (incl. renewing and renegotiating existing and expiring contracts)
- Creating sourcing Projects (RFIs, RFPs) using Ariba, MS Office and other tools.
- Supporting strategic sourcing in Research and Development including but not limited to Lab Consumables, Clinical Laboratory Support, Contract Research Services and Central Lab Services.
- Support supplier analysis and market intelligence activities
- Manage Request for Proposal and Quotation processes (eRFx)
- Ensure sourcing tactics drive value in specific functional business environments, including legal & regulatory context
- Implement supplier improvement programs within key supplier relationships
- Implements new procedures and processes to drive desired results
- Delivering Value for Customers
- Understands business goals and customer needs in order to implement opportunities while providing training and guidance on Sourcing Excellence policies, procedures and best practices
- Partners with colleagues in Strategic Sourcing, Legal, Finance and all other Business Areas as appropriate
- Supports / Manages delivery and validation of savings for Category Managers
- Anticipates and prevents potential problems through root cause analysis

**Bristol-Myers Squibb**, Tampa, FL**August 2017 – April 2020****Senior Sourcing Associate**, February 2018 – April 2020

Provided relationship management for internal and external customers, including business partners and external suppliers.

- Created, negotiated, and executed MSAs, ITSAs, SLAs, SaaS agreements, SOWs, and CDAs.
- Created subsequent structured information analysis using SAP, Ariba, MS Office and other tools.
- Managed strategic sourcing in Corporate Services including but not limited to HR Service, IT Service, Marketing, R & D, Translations and Library and Subscriptions.
- Identified diverse and small business suppliers for the development for BMS' Diversity target program.
- Met and exceeded targeted spend goals for diversity annually for Translations category.
- Managed supplier contract relations for Microsoft Windows 10 upgrades and all supplier's software as it related upgrading to run on a Windows 10 platform. As well as other contracts relations included Salesforce.com and SAP upgrades.
- Category Lead for the following categories: Translations, Library and Subscriptions.
  - Provided strategy development and execution.
  - Utilization of appropriate preferred providers.
  - Compliant vs. Non-compliant spend.
  - Ran complex RFPs to create and develop a preferred supplier network.
- Ensured purchasing practices were followed and considered opportunities for further negotiation with suppliers.
- Collaborated with internal business partners, Finance, Legal, Procurement and Management to develop contractual negotiation strategies.

**Buyer**, (Contractor - Artech Consulting), August 2017 – February 2018

Manage Strategic sourcing in the HEOR category with the following sub-categories (Value Communications, Enhanced Modelling, Comparative Effectiveness Research).

- Approved all spend transactions after appropriate review, assessment, and follow up (excluding those that are low risk and have already been pre-sourced).
- Created, negotiated, and executed MSAs, NINCRAs, SLAs, DLAs SOWs, and CDAs.
- Ensured utilization of appropriate preferred providers and Master Service Agreements.
- Ensured purchasing practices were followed and considered opportunities for further negotiation with suppliers.
- Collaborated with internal business partners, Finance, Legal, Purchasing and Management to develop strategies.

**Johnson and Johnson**, Horsham, PA**December 2016 – June 2017****Sr. Sourcing Manager, Contractor** (placed through Rangam Consulting)

Created subsequent structured information analysis using SAP, Salesforce.com, Ariba, MS Office and other tools.

- Evaluated potential suppliers and service providers through meetings and utilization of Dunn and Bradstreet investigations.
- Managed Strategic sourcing in the following categories (HR Services, IT Services, CTO Services, Professional Education and Field force Labor services).
- Approved all spend transactions after appropriate review, assessment, and follow up (excluding those that are low risk and have already been pre-sourced).
- Developed Request for Proposals, Request for Quotes and Request for Information.
- Ensured good purchasing practices are followed and considered opportunities for further negotiation with suppliers.
- Assessed and validated Fair Market Value calculations for accuracy.
- Identified Diverse suppliers for the development of J&J's Diversity target programs.
- Collaborated with business partners, Finance, Legal, Purchasing and Management to develop contractual strategies.

**Merck, Sharp and Dohme, Corp.** Whitehouse Station, NJ**August 2015 – November 2016****Sr. Sourcing Analyst, Contractor** (placed through The Fountain Group)

Evaluated potential suppliers and service providers through meetings and utilization of Dunn and Bradstreet investigations.

- Managed Strategic sourcing in the following categories (QP2, SALAR, Discovery Chemistry, DPS InVivo, DPS InVitro, Biologics Discovery, BioProcess and genetics).
- Managed requests for spend above and below (\$10M).
- Approved all spend transactions after appropriate review, assessment, and follow up (excluding those that are low risk and have already been pre-sourced).
- Ensured utilization of appropriate preferred providers and Master Service Agreements.
- Developed Request for Proposals, Request for Quotes and Request for Information.
- Identified diverse and small business suppliers for the development of Merck's Diversity target program.
- Collaborated with internal business partners, Finance, Legal, Purchasing and Management to develop contractual strategies and agreements in a timely manner.

**Princeton University, Princeton, NJ****August 2013 – April 2015****Procurement and Supplier Management Consultant** (placed through Robert Half Management Resources)

Played a critical role in the creation and implementation of Supplier Management Services (SMS).

- Helped to develop the relationship between SMS and the Princeton University Campus.
- Liaison between campus and suppliers in relation to onboarding new and updating old suppliers.
- Worked with business units to develop and nurture small and diverse business relationships.
- Collaborated to develop the standard operating procedures for Supplier Management Services.
- Spear head the WUFOO campaign to update and onboard supplier pre-implementation of the new finance system (PeopleSoft 9.2).
- Contacted for Bank of America's e-payables campaign, worked with suppliers to better understand the campaign.
- Processed BOA's rebate for campus distribution.

**OTG Management, Inc., Philadelphia, PA****February 2013 – March 2013****Financial Inventory Analyst, Consultant** (placed through Robert Half)

Oversaw inventory review of financial related documents to reconcile \$38M project expenditure

- Provided relationship development between OTG Mgmt. and Recall Document Services
- Data entry of records related to unidentified financial documents.
- Identified and submitted to OTG Management documents related to \$38M Capital Expense.
- Communicated research results daily to the Director of Finance.

**AWMA, Inc., Philadelphia, PA****October 2012 – January 2013****Procurement Manager, Consultant** (placed through Experis Manpower Group)

Daily international procurement transactions.

- Managed relationship development between suppliers.
- Study industry trends, cost drivers, global pricing, lead-times, IT technology and manufacturing capability of the company's suppliers and market suppliers that meet the company's expectations and objectives.
- Helped develop solutions for supplier utilization.
- Calculated and created reorder points.
- Created Price, Cost Analysis and Reorder Reports.
- Developed Monthly Sales Analysis Reports by Item number Reports.
- Designed the Standard Operating Procedures for developing Price, Cost Analysis Reports and Reorder Reports.

**Johnson and Johnson, Fort Washington, PA****December 2011 – February 2012****Sourcing Manager, Consultant** (placed through US Tech Solutions)

Provided relationship management for internal and external customers, including promotional agencies and management of CDAs outlining legal relationships between business units and creative agencies, lines of business included in store marketing programs, event sampling, digital coupon development strategy, and coupon data and analysis sourcing.

- Supported cost management efforts by evaluating industry trends, cost drivers, global pricing, lead-times, and technological capabilities of suppliers; recommended suppliers that met company expectations and objectives.
- Managed sweepstakes projects submitted thru SAP, facilitated Arriba purchase order approvals, and set up RFPs for business units. Sourced suppliers for raw materials and GMP services, and facilitated for possible clinical trial locations
- Collaborated on development of procurement solutions for scope of work orders submitted by end users
- Evaluated potential suppliers and service providers through meetings and utilization of Dunn and Bradstreet investigations
- Approved all spend transactions after appropriate review, assessment, and follow up (excluding those that are low risk and have already been pre-sourced)
- Ensured utilization of appropriate preferred providers and Master Service Agreements and take corrective as necessary
- Collaborated with internal customers, Finance, Legal, Purchasing and Management to develop contractual agreements in a timely manner

**MediMedia USA, Yardley, PA****August 2010 to January 2011****Purchasing Manager (Consultant), IT Sourcing**

- Responsible for all IT purchasing transactions for MediMedia USA nationwide.
- Collaborated in developing solutions for supplier utilization and IT spend (hardware and software)
- Developed and maintained procurement services procedures for purchasing and return policies that supported business objectives (SAP and Arriba)
- Helped develop setup and pricing for IT e-procurement as part of the project management team Created Price, Cost Analysis and Reorder Reports.
- Established RFPs for service proposals and IT projects.
- Participated on various management policy and procedure teams.
- Assigned daily installation assignments to team members
- Managed logistics of day-to-day IT deliveries
- Participated in the logistics and inter-state relocations of several major service sites

**Lexicon Pharmaceuticals, Princeton, New Jersey**  
Purchasing Manager

August 2004 to May 2008

- Developed company-wide program that directed procurement and vendor selection policy and guidelines, contract policies and procedures which lead to more efficient contract management procedures.
- Responsible for chemical, lab supply, IT and direct purchasing transactions.
- Collaborated with project leads to create and establish RFP/RFB for services and products.
- Sourced suppliers for raw materials and GMP services, and facilitated for possible clinical trial locations
- Oversaw the receiving process of chemical services inventory department.
- Evaluated potential suppliers and service providers through meetings and utilization of Dunn and Bradstreet investigations
- Approved all spend transactions after appropriate review, assessment, and follow up (excluding those that are low risk and have already been pre-sourced)
- Ensured utilization of appropriate preferred providers and Master Service Agreements and take corrective as necessary
- Collaborated with internal customers, Finance, Legal, Purchasing and Management to develop contractual agreements in a timely manner.
- Managed requests for spend above and below given threshold (500K)
- Ensured good purchasing practices are followed and considered opportunities for further negotiation with suppliers.
- Assessed and validated Fair Market Value calculations for accuracy.
- Ensured that contractual terms and conditions as well as supporting transaction documents were correct and in line with business requirements and adhered to SOPs.
- Managed and expedites final contract preparation with Legal and supplier including negotiations with suppliers.
- Approved contracts and ensures they are fully executed in a timely manner both internally and externally
- Managed the process to change scope of existing agreements and related orders.
- Accountable for triage and resolution of issues with internal customers, acts as a liaison for escalations to maintain a high-level of customer satisfaction.
- Drove, monitored and proactively followed up on the approval of contracts and/or orders through the appropriate system/approval flows to assure they meet customer timing requirements.
- Provided subject matter expertise and guidance for procure to pay process and suite of tools ensuring high customer satisfaction.
- Determined need for additional contractual provisions based on client's -specific Compliance requirements (e.g. Covered Persons)
- Critical member of various 'Click to Procure' cross functional account teams to:
  - Developed tools, training and support on the full P2P process
  - Analyzed multiple data points (vendor usage, spending trends per business) and partner with Procurement to determine future spend strategies
  - Collaborated with business to understand their purchasing activity and makes recommendations on more efficient and effective contracting strategies
  - Performed key SOX controls (including screening of contracted parties, review Contract Approval Policy, Delegation of Authority of contract signatories and compliance with records retention policies), and support compliance with CIA as needed via either process or system
  - Managed documentation and related processes in appropriate contracting and procurement systems
- Ensured correct information is included with transaction to improve overall efficiency of processing with specific attention to reduce errors that cause invoice challenges.

**Humanscale Corporation, New York, NY**  
Inventory Control and Purchasing Coordinator

June 2001 to March 2004

(Humanscale is a designer and manufacturer of ergonomic products, with an emphasis on utilization of recycled materials)

- Coordinated all policies and procedures for Humanscale's Inventory Demands and Purchasing departments.
- Created operations manuals and method sheets for manufacturing workflow, and the related use of MAS 200
- Trained staff company-wide on the use of MAS 200 inventory management, production and purchasing modules
- Implemented and maintained appropriate internal controls for the Procurement and Inventory Management departments
- Created and maintained bill-of-materials master records
- Served as a direct report to CFO on inventory control and valuation reporting issues
- Worked in conjunction with IT department to establish procedure for new employee and international company location setup on MAS 200

## **ADDITIONAL RELEVANT MANAGER EXPERIENCE**

**Siemens Shared Services**, Iselin, NJ, Supervisor, Accounts Payable, Staff 31

**Siemens Corporation**, Iselin, NJ, Purchasing Specialist, Staff 1

## **EDUCATION | CERTIFICATION | MEMBERSHIPS**

**Bachelor of Science, Business Administration, with a concentration in Operations Management**

Thomas Edison State College, **Trenton, NJ**

Certified Professional Purchaser (CPP), Certified Professional Purchasing Manager (CPPM), Yellow Belt, Green Belt by 2020

National Association of Purchasing Managers (NAPM), American Purchasing Society (APS)

Institute for Supplier Management (ISM),

**PBRG, ERG and Engagement Memberships**

**Lead 2019-2020 - Black Organization for Leadership Development (BOLD),**

2020:

active member of Working Smarter,

member of women leadership group (B-Now),

member of differently abled group (DAWN),

member of veteran's support group (VCN)

Member ABEN (Amgen Black Employee Network)

# MINUTES

**MINUTES OF MEETING  
SADDLE CREEK PRESERVE OF POLK COUNTY  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Saddle Creek Preserve of Polk County Community Development District was held **Tuesday, March 25, 2025** at 2:00 p.m. at The Hampton Inn – Lakeland, 4420 North Socrum Loop Road, Lakeland, Florida.

Present and constituting a quorum:

Lori Campagna  
Erica Miro Smith  
Kelly Evans *by Zoom*  
Abby Morrobel  
Sean Finotti

Chairperson  
Vice Chairperson  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

Also present were:

Monica Virgen  
Grace Rinaldi  
Allen Bailey

District Manager, GMS  
District Counsel, Kilinski Van Wyk  
Field Manager, GMS

*The following is a summary of the discussions and actions taken at the March 25, 2025 Saddle Creek Preserve of Polk County Community Development District's Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Virgen called the meeting to order at 1:00 p.m. and called roll. Four Board members were present constituting a quorum. Ms. Evans participated by Zoom.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Virgen opened the public comment period for agenda items.

Resident (Veronica Thomas) thanked the Board for the parking policy. She noted it has made a difference.

Resident (Justin Williams, Trotters Way) asked about business parking being available.

Resident (Napo, 4328 Trotters Lake) stated he was concerned about the intruders coming into the pool area and asked what could be done to rectify the problem. He feels he is putting himself in jeopardy. He asked who was monitoring the housekeeping of the amenity area. He stated the furniture looks old and is not being maintained. Resident had pictures of a car driving into the community and security was a concern.

Ms. Virgen reviewed security and intruders at the pool. She stated the District has a trespassing authorization on file with the police department and if a resident sees anyone, they should contact local law enforcement. Ms. Virgen noted residents should have an access card for allowing only their guests into the pool. She stated the cars that do not belong – the roads are public roadways and if a gate is installed anyone would still be allowed to enter. She noted there is a parking policy on the amenity center parking. They could communicate with the HOA on forming a committee. Ms. Campagna would like to wait until the Board is total landowner and she does not agree to a neighborhood watch over a committee.

Resident (Marcos) asked for clarification on anyone coming into the community and parking at the amenity where the access to the amenity and where the mailbox and the pool area are. He asked if they could come in and go fishing and jump in the lake. Ms. Virgen stated this was a separate issue and their reason for parking in the area cannot be assumed, and the intention cannot be asked. She added since it is public they can do that. Resident asked if public parking at the amenity is allowed. Ms. Virgen noted jumping the fence, swimming, or fishing would be referred to local enforcement. She explained local law enforcement can decide if they can claim trespassing. Further discussion ensued on the public roadways, adding a new gate, and bonds.

### **THIRD ORDER OF BUSINESS**

#### **Organizational Matters**

##### **A. Review of Resumes and Letters of Interest Received for Board Appointment Consideration**

Ms. Virgen stated this was for review of resumes and letters of interest received for Board appointment. She reviewed the resume from Ms. Veronica Thomas, Mr. Miguel Morrobel, and letter of interest from Miguel Reyes. She noted they were received in response to the email blast that went out to all residents signed up.

Ms. Campagna noted they had spoken to Ms. Thomas at the election and asked that she still come to meetings, and Mr. Morrobel and Mr. Reyes had submitted letters as well. She asked that another email blast to go out regarding this. Discussion ensued on placing flyers in mailboxes,



on the bulletin board, and a post outside the mailbox area so it could be seen by everyone. The Board asked for a proposal for a bulletin board outside and by the pool. Staff will print out laminated flyers for the areas. Ms. Campagna asked for anyone interested to please apply. Ms. Evans agreed that they needed as many families represented as possible. She noted there was representation on the HOA Board. Ms. Campagna commented on the meeting time, and it could be switched after the Board is landowner controlled for a more convenient time for homeowners.

**FOURTH ORDER OF BUSINESS****Approval of Minutes of the February 25, 2025 Board of Supervisors Meeting**

Ms. Virgen presented the minutes from the February 25, 2025 Board of Supervisors meeting. She noted they had received some corrections from District counsel and those are included in the version in the agenda package.

On MOTION by Ms. Campagna, seconded by Ms. Morrobel, with all in favor, the Minutes of the February 25, 2025 Board of Supervisors Meeting, were approved as amended.

**FIFTH ORDER OF BUSINESS****Discussion Regarding Parking Rules and Signage****A. Consideration of Proposal for Lift Station Parking Signage**

Ms. Virgen stated the parking rules and signage and map are included in the agenda package. Ms. Rinaldi stated that after the adoption of the rules at the last meeting there was discussion regarding signage. She noted the Board had taken no action and it has been determined it is not recommended to enforce without the signage. She added there is a requirement for notice to residents as to where they can park and where they cannot. She recommended they have signage posted to enforce. Ms. Virgen stated there were proposals included for the lift station and signage. She explained that the signs for the three lift stations on the gate would lower the cost for those signs due to no poles needed.

Board discussion was held on locations for signage and there were sections that were not CDD property, the area with the most issues, amending the rules later, enforcement, proper signage, notice being provided, towing, law enforcement can still be called, public hearings being required if changes were needed, and proposals from GMS. Ms. Miro Smith asked for another proposal, and it was suggested new vendors submit a proposal. It was noted this will be 82 signs

that will be installed and cost for labor. It was discussed that another map would need to be provided to the towing company, and a not to exceed amount for the 3 lift stations at \$600 was approved.

On MOTION by Ms. Campagna, seconded by Ms. Morrobel, with all in favor, the Proposal for Lift Station Parking Signage with a Not to Exceed \$600, was approved.

#### **B. Consideration of Proposal of Installation of Parking Signage**

Ms. Virgen explained the proposals and the mailed notices with map, parking policies, and having it posted on the website. Discussion was held on how to send the notices, towing enforcements, cost of mailed notices approximately \$900, website postings, updated map, completion and timeline for posting, towing to start on May 1, installation of signs in front of lift station, and sending another eblast before towing begins.

### **SIXTH ORDER OF BUSINESS**

#### **Discussion of Speed Limit Signage Throughout Community**

Ms. Virgen stated there was an email received from a resident, Ms. Webster, noting there were vehicles going fast on District roadways. She reviewed the postings and asking residents to contact local law enforcement, this will help increase the presences of law enforcement to enforce the speed limit. She added the resident requested signs saying, “Children are present.”

The Board discussed there were too many signs in the community, children playing, speeding signs, etc. might not be effective. After discussion the Board decided to not proceed with extra signage.

### **SEVENTH ORDER OF BUSINESS**

#### **Discussion Regarding Wetland Mitigation Area**

##### **A. Presentation of Maps**

##### **B. Consideration of Proposals for Supplemental Planting and Signage in Wetland Mitigation Area (*originally presented on February 25, 2025 Board of Supervisors Meeting*)**

Ms. Virgen noted the maps were included in the agenda, it was provided to the Board when received, and it is confirmed this is a wetland mitigation area. She stated they recommended the

additional plantings for the areas. The Board asked for a timeline and noted it was not a wetland prior.

Ms. Rinaldi noted this area is subject to a SWFWMD permit and they need to make sure they are moving to get the area back in compliance. The maps were reviewed. It was noted the proposal is for \$3,500 to ensure that plants are permitted. Board members asked if there were fines for non-compliance. Mr. Finotti noted they are trying to comply before they are fined. It was noted this is needed to keep them in compliance. Mrs. Miro-Smith stated Mr. Bailey and her needed to meet to clarify the areas.

On MOTION by Ms. Morrobel, seconded by Ms. Miro Smith, with all in favor, the Proposal for Supplemental Planting and Signage in Wetland Mitigation Area, was approved.

Ms. Virgen asked if anything needed to be brought back to the next meeting. She noted Mr. Bailey will meet with Horner to determine the areas not included in the wetland mitigation area will be discussed for maintenance. After this a scope of action plan can be developed. Mr. Bailey commented he will meet with Horner to determine exactly what the wetland area is and is not, determine what can and what cannot be maintained by the landscaper. He added they will make sure the gas line easement is determined, and landscapers will not touch plantings to stay in compliance. Mr. Finotti asked if they should not state the boundaries with a survey.

#### **EIGHTH ORDER OF BUSINESS**

#### **Consideration of Request for On-Time Community Clean-Up (*requested by Supervisor Morrobel*)(*originally presented on February 25, 2025 Board of Supervisors Meeting*)**

Ms. Virgen stated this was discussed at the February 25 meeting and asked to bring it back after asking if residents were interested. Ms. Morrobel asked about sidewalk repairs.

Discussion ensued on garbage cleanup, pressure washing not recommended for residents to do, storm cleanup, maintenance involvement, one time clean up, GMS work and costs, and irrigation work. After discussion the Board decided proposals will be brought to the next meeting and to take no action at this time.

**NINTH ORDER OF BUSINESS**

**Discussion Regarding White Pipes at Entrance of Community (*requested by Supervisor Morrobel*)**

Board member spoke with Prince & Sons and they will take care of it. It was noted they were not at just the entrance.

**TENTH ORDER OF BUSINESS**

**Discussion Regarding Pool Security (NOT A CLOSED SESSION)(*requested by Supervisor Miro Smith*)**

Ms. Rinaldi discussed public records law and sunshine law and discussions pertaining to security throughout the District. She explained this was called a shade session and they could schedule one for the next meeting.

Further discussion ensued on issue with a specific security guard, pool security, residents not happy and some are happy, damages to property, budget for security money, spring break, holidays, past security for certain times, fobs used, location of cameras, amenity access team review and issuing violation letters.

**ELEVENTH ORDER OF BUSINESS**

**Discussion Regarding Ant Mounds (*requested by Supervisor Miro Smith*) – ADDED**

Ms. Virgen stated Ms. Miro Smith had reported ant mounds at the entrance of the community. Ms. Virgen stated Mr. Bailey had treated the mounds. It was asked that staff bring back proposals.

**TWELFTH ORDER OF BUSINESS**

**Discussion Regarding Sidewalk Repair Timeline (*requested by Supervisor Miro Smith*) – ADDED**

Mr. Finotti noted the sidewalks will be addressed and work will begin within the next month. He noted they were not sure how long it would take.

**THIRTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Rinaldi updated the Board on the legislative session that began at the beginning of this month. She added that their firm is tracking the sessions and will report back on any information

relevant to CDDs. The session closes at the beginning of May. She discussed the ethics requirements and the deadline in December.

**B. Engineer**

**i. Consideration of Work Authorization from Engineer for Roadway Assessment**

Ms. Virgen noted the engineer is not on the line today. She added there is a proposal for Board consideration on a work authorization from the engineer for roadway assessments. She noted this will be for a complete walk-through of the community for \$7,500 and includes the engineers walking the entire site, noting any deficiencies with the roadways including pictures, and a complete report. After discussion the Board decided to take no action.

**C. Field Manager's Report**

It was brought to Mr. Bailey's attention that the front entrance does not look like his report today and there were a lot of dead plants. He presented the report to include some erosion at the amenity center, rock was added, water release pipe had rock added, Red Loop erosion addressed with a drain installation, wetland erosion to the stormwater pond on Tract C addressed, Trotters Way depression will start on March 25, landscape review, hedges trimmed, palm tree, and pond review on algae.

Board questions included how much it costs (less than \$600), was the work permanent, proposals for all maintenance need to come to Board, proposals needed, Board wants to know what is being fixed, proposals, and expected costs. The Board asked to be aware of what is going on in the community and the cost.

**i. Consideration of Proposal for Solar Lights at Dog Park**

Mr. Bailey presented the proposal for solar lights at the dog park for \$1,050. The Board asked for another proposal due to high cost. They asked that the proposal be from a lighting company to ensure the locations were corrected and noted that there are lighting issues at the mailbox. It was noted the lighting hours were dawn to dusk. After discussion the Board decided to take no action on installing solar lights at the dog park.

**D. District Manager's Report**

**i. Approval of Check Register**

Ms. Virgen presented the check register from February 13, 2025 through March 12, 2025 totaling \$36,852.67. Immediately following is the detailed run summary.

On MOTION by Ms. Morrobel, seconded by Mr. Finotti, with all in favor, the Check Register totaling \$36,852.67, was approved.

**ii. Balance Sheet and Income Statement**

Ms. Virgen stated the unaudited financials are through February 28, 2025. No Board action was required.

**FOURTEENTH ORDER OF BUSINESS**

**Other Business**

Ms. Virgen stated there is an Audit Committee meeting scheduled today after this meeting. She explained the committee is typically the Board of Supervisors. She stated a motion is needed to elect the Board as the Audit Committee.

On MOTION by Ms. Campagna, seconded by Ms. Morrobel, with all in favor, the, Appointment of the Board of Supervisors as the Audit Committee, was approved.

**FIFTEENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

**Supervisors Comments:**

There were no Supervisors comments.

**Public Comments:**

Resident (Veronica Thomas) asked about an alligator informational session. Ms. Virgen stated there were no plans to education residents, but there are signs posted. Concerns are to be reported to the staff or Fish and Wildlife Commission. It was noted many of the residents are from up north and are not familiar with alligators.

Resident (Miguel Reyes) asked about having a laminated sign to be placed at the dog park being laminated.

Resident (Marcos) commented the on the pool area and the restrooms need cleaning.

Ms. Virgen asked for a proposal for pressure washing. Discussion ensued on furniture, the umbrella in the lake, cleaning schedule is currently Monday, Wednesday and, Friday.

Resident (Miguel Morrobel) asked about the pool security, what time the guards are present, and if the Field Manger's Report could include the conditions of the pool furniture and if it needs to be replaced. Ms. Virgen stated the times of the guards at the pool are not available to the public for security reasons.

**SIXTEENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Virgen adjourned the meeting.

On MOTION by Ms. Campagna, seconded by Ms. Miro Smith, with all in favor, the meeting was adjourned.
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Secretary/Assistant Secretary

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Chairman/Vice Chairman

**MINUTES OF MEETING  
SADDLE CREEK PRESERVE OF POLK COUNTY  
COMMUNITY DEVELOPMENT DISTRICT**

The Audit Committee meeting of the Saddle Creek Preserve of Polk County Community Development District was held **Tuesday, March 25, 2025** at 3:31 p.m. at The Hampton Inn – Lakeland, 4420 North Socrum Loop Road, Lakeland, Florida.

Present for the Audit Committee were:

Lori Campagna  
Erica Miro Smith  
Kelly Evans *by Zoom*  
Abby Morrobel  
Sean Finotti

Also present were:

Monica Virgen	District Manager, GMS
Grace Rinaldi	District Counsel, Kilinski Van Wyk
Allen Bailey	Field Manager, GMS

*The following is a summary of the discussions and actions taken at the March 25, 2025 Saddle Creek Preserve of Polk County Community Development District's Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Virgen called the meeting to order at 3:31 p.m. and called roll. Four Board members were present constituting a quorum. Ms. Evans participated by Zoom.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Virgen opened the public comment period. There were no public comments.

**THIRD ORDER OF BUSINESS**

**Audit Services**

**A. Approval of Request for Proposals and Selection Criteria**



Ms. Virgen stated in the agenda package is the suggested evaluation criteria. Ms. Campagna stated the pricing should be included. She suggested changing the points to 30 points on price and adjust the others accordingly.

Ms. Virgen explained the purpose of the audit services and noted they are good for 5 years. Ms. Rinaldi added comments on the compensation and changing points.

Ms. Virgen explained how the 5-year agreement worked and the required notices and process, including potential increases without the 5-year contract. Ms. Virgen stated an audit must be completed each year. She added this is a Florida statute and they must follow the outlined process and re-bidding is allowed at any time. This helps in budgeting.

On MOTION by Ms. Miro Smith, seconded by Ms. Campagna, with all in favor, the Request for Proposals and Selection Criteria, was approved.
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**B. Approval of Notice of Request for Proposals for Audit Services**

Ms. Virgen stated this notice will be posted on a newspaper of general circulation.

On MOTION by Ms. Campagna, seconded by Ms. Morrobel, with all in favor, the Notice of Request for Proposals for Audit Services, was approved.
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**C. Public Announcement of Opportunity to Provide Audit Services**

Ms. Virgen stated this is the required public announcement and anyone can submit a proposal.

**FOURTH ORDER OF BUSINESS**

**Adjournment**

Ms. Virgen adjourned the meeting.

On MOTION by Ms. Campagna, seconded by Ms. Miro Smith, with all in favor, the meeting was adjourned.
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Secretary/Assistant Secretary

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Chairman/Vice Chairman

## SECTION VI

## RESOLUTION 2025-08

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2026 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, prior to June 15, 2025, prepared and submitted to the Board of Supervisors (“**Board**”) of the Saddle Creek Preserve of Polk County Community Development District (“**District**”) proposed budgets (together, “**Proposed Budget**”) for the fiscal year beginning October 1, 2025, and ending September 30, 2026 (“**Fiscal Year 2026**”); 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 SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT:**

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2026 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 for the following date, hour and location:

DATE:	Tuesday, July 22, 2025
HOOR:	2:00 PM
LOCATION:	Hampton Inn Lakeland 4420 North Socrum Loop Road Lakeland, Florida 33809

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL-PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Polk County at least sixty (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 (2) days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least forty-five (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 22ND DAY OF APRIL 2025.**

ATTEST:

**SADDLE CREEK PRESERVE OF  
POLK COUNTY COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

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

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

**Exhibit A:** Proposed Budget for Fiscal Year 2026

***Saddle Creek Preserve of Polk County***  
***Community Development District***

***Proposed Budget***  
***FY 2026***



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# Saddle Creek Preserve of Polk County

## Community Development District

### Proposed Budget

### General Fund

Description	Adopted Budget FY2025	Actuals Thru 3/31/25	Projected Next 6 Months	Projected Thru 9/30/25	Proposed Budget FY2026
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#### **Revenues**

Assessments - On Roll	\$ 604,543	\$ 574,083	\$ 30,459	\$ 604,543	\$ 604,543
Interest Income	\$ -	\$ 5,478	\$ 2,739	\$ 8,217	\$ 4,108

<b>Total Revenues</b>	<b>\$ 604,543</b>	<b>\$ 579,561</b>	<b>\$ 33,198</b>	<b>\$ 612,760</b>	<b>\$ 608,651</b>
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#### **Expenditures**

##### Administrative

Supervisor Fees	\$ 12,000	\$ 3,800	\$ 6,000	\$ 9,800	\$ 12,000
FICA Expenses	\$ -	\$ 122	\$ 459	\$ 581	\$ 918
Engineer Fees	\$ 15,000	\$ 1,013	\$ 7,500	\$ 8,513	\$ 15,000
Attorney Fees	\$ 25,000	\$ 18,970	\$ 12,500	\$ 31,470	\$ 25,000
Annual Audit	\$ 7,500	\$ -	\$ 7,200	\$ 7,200	\$ 7,500
Assessment Administration	\$ 5,565	\$ 5,565	\$ -	\$ 5,565	\$ 5,732
Dissemination	\$ 7,875	\$ 3,938	\$ 3,936	\$ 7,874	\$ 8,111
Arbitrage	\$ 900	\$ 900	\$ -	\$ 900	\$ 900
Trustee Fees	\$ 8,082	\$ 5,388	\$ 2,694	\$ 8,082	\$ 8,890
Management Fees	\$ 45,000	\$ 22,500	\$ 22,500	\$ 45,000	\$ 46,350
Information Technology	\$ 1,890	\$ 945	\$ 945	\$ 1,890	\$ 1,947
Website Maintenance	\$ 1,260	\$ 630	\$ 630	\$ 1,260	\$ 1,298
Postage & Delivery	\$ 500	\$ 433	\$ 150	\$ 583	\$ 500
Insurance	\$ 6,500	\$ 6,161	\$ -	\$ 6,161	\$ 6,777
Copies	\$ 500	\$ 20	\$ 50	\$ 70	\$ 500
Legal Advertising	\$ 2,500	\$ 3,305	\$ 1,652	\$ 4,957	\$ 3,000
Other Current Charges	\$ 1,000	\$ 1,056	\$ 1,230	\$ 2,286	\$ 1,000
Office Supplies	\$ 100	\$ 17	\$ 30	\$ 47	\$ 100
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ -	\$ 175	\$ 175

<b>Total Administrative</b>	<b>\$ 141,347</b>	<b>\$ 74,937</b>	<b>\$ 67,477</b>	<b>\$ 142,413</b>	<b>\$ 145,698</b>
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# Saddle Creek Preserve of Polk County

## Community Development District

### Proposed Budget

### General Fund

Description	Adopted Budget FY2025	Actuals Thru 3/31/25	Projected Next 6 Months	Projected Thru 9/30/25	Proposed Budget FY2026
<i>Operations &amp; Maintenance</i>					
<b>Field Expenditures</b>					
Property Insurance	\$ 16,000	\$ 12,114	\$ -	\$ 12,114	\$ 17,600
Field Management	\$ 17,530	\$ 8,765	\$ 8,765	\$ 17,530	\$ 18,056
Landscape Maintenance	\$ 107,400	\$ 53,187	\$ 50,157	\$ 103,344	\$ 117,400
Landscape Replacement	\$ 25,000	\$ 410	\$ 12,500	\$ 12,910	\$ 25,000
Mitigation Monitoring	\$ 4,600	\$ -	\$ 2,300	\$ 2,300	\$ 4,600
Lake Maintenance	\$ 18,180	\$ 7,575	\$ 10,605	\$ 18,180	\$ 18,180
Streetlights	\$ 49,500	\$ 10,679	\$ 10,734	\$ 21,413	\$ 40,000
Electric	\$ 5,500	\$ 1,904	\$ 2,406	\$ 4,310	\$ 5,500
Water & Sewer	\$ 1,500	\$ 693	\$ 750	\$ 1,443	\$ 1,500
Sidewalk & Asphalt Maintenance	\$ 2,500	\$ 18,865	\$ 2,500	\$ 21,365	\$ 2,500
Irrigation Repairs	\$ 7,500	\$ 622	\$ 3,750	\$ 4,372	\$ 7,500
Lift Station Maintenance	\$ 20,000	\$ 14,021	\$ 10,000	\$ 24,021	\$ 15,000
General Repairs & Maintenance	\$ 10,000	\$ 7,441	\$ 5,000	\$ 12,441	\$ 12,000
Contingency	\$ 7,000	\$ 1,950	\$ 3,500	\$ 7,500	\$ 7,000
<b>Subtotal Field Expenses</b>	<b>\$ 292,210</b>	<b>\$ 138,226</b>	<b>\$ 122,967</b>	<b>\$ 263,243</b>	<b>\$ 291,836</b>
<b>Amenity Expenditures</b>					
Amenity - Electric	\$ 14,400	\$ 3,759	\$ 7,200	\$ 10,959	\$ 14,400
Amenity - Water	\$ 5,000	\$ -	\$ 2,500	\$ 2,500	\$ 5,000
Internet	\$ 1,650	\$ 776	\$ 780	\$ 1,556	\$ 1,650
Pest Control	\$ 1,440	\$ 600	\$ 720	\$ 1,320	\$ 1,520
Janitorial Service	\$ 10,200	\$ 4,080	\$ 4,170	\$ 8,250	\$ 14,000
Security Services	\$ 30,000	\$ 574	\$ 15,000	\$ 15,574	\$ 30,000
Pool Maintenance	\$ 19,200	\$ 7,075	\$ 9,905	\$ 16,980	\$ 19,200
Amenity Repairs & Maintenance	\$ 10,000	\$ 1,960	\$ 5,000	\$ 6,960	\$ 12,000
Amenity Management	\$ 10,000	\$ 5,000	\$ 4,998	\$ 9,998	\$ 10,300
Contingency	\$ 10,000	\$ 250	\$ 500	\$ 750	\$ 10,000
<b>Subtotal Amenity Expenditures</b>	<b>\$ 111,890</b>	<b>\$ 24,074</b>	<b>\$ 50,773</b>	<b>\$ 74,847</b>	<b>\$ 118,070</b>
<b>Total Operations &amp; Maintenance</b>	<b>\$ 404,100</b>	<b>\$ 162,300</b>	<b>\$ 173,740</b>	<b>\$ 338,090</b>	<b>\$ 409,906</b>
<i>Other Expenditures</i>					
Capital Reserves	\$ 59,096	\$ 59,113	\$ -	\$ 59,113	\$ 53,048
<b>Total Other Expenditures</b>	<b>\$ 59,096</b>	<b>\$ 59,113</b>	<b>\$ -</b>	<b>\$ 59,113</b>	<b>\$ 53,048</b>
<b>Total Expenditures</b>	<b>\$ 604,542</b>	<b>\$ 296,350</b>	<b>\$ 241,217</b>	<b>\$ 539,617</b>	<b>\$ 608,651</b>
<b>Excess Revenues/(Expenditures)</b>	<b>\$ 0</b>	<b>\$ 283,211</b>	<b>\$ (208,018)</b>	<b>\$ 73,143</b>	<b>\$ -</b>

Net Assessments	\$604,543
Add: Discounts & Collections 7%	\$45,503
Gross Assessments	<u>\$650,046</u>

Product	Assessable Units	ERU/Unit	Net Assessment	Net Per Unit	Gross Per Unit
Platted	425	1.00	\$604,543	\$1,422.45	\$1,529.52
	425		<b>\$604,543</b>		



**Saddle Creek Preserve at Polk County**  
**Community Development District**  
General Fund Budget

**REVENUES:**

*Assessments*

The District will levy a non-ad valorem assessment on all the assessable property within the District to pay for operating expenditures during the fiscal year.

*Interest*

The District receives interest earnings from its cash balance in the operating account.

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**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 Expenses*

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

*Engineering*

The District's engineer, Landmark Engineering & Surveying, provides general engineering services to the District, e.g. attendance and preparation for monthly board meetings, review invoices and various projects as directed by the Board of Supervisors and the District Manager.

*Attorney*

The District's legal counsel, Kilinski I Wyk, PLLC, provides general legal services to the District, e.g. attendance and preparation for meetings, preparation and review of agreements, resolutions, etc. as directed by the Board of Supervisors and the District Manager.

*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 is currently contracted with Grau and Associates for these services.

*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.

**Saddle Creek Preserve at Polk County**  
**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. This cost is based upon the Series 2020 and Series 2022 bonds. Governmental Management Services-Central Florida, LLC, provides these services.

Arbitrage

The District will contract with an independent certified public accountant to annually calculate the District's Arbitrage Rebate Liability on its Series 2020 and 2022 bonds.

Trustee Fees

The District will incur trustee related costs with the issuance of its' issued bonds.

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services-Central Florida, LLC. The services include but are not limited to, recording and transcription of board meetings, administrative services, budget preparation, all financial reports, annual audits, etc.

Information Technology

Represents various cost of information technology for the District such as video conferencing, cloud storage and servers, positive pay implementation and programming for fraud protection, accounting software, tablets for meetings, Adobe, Microsoft Office, etc. Governmental Management Services-Central Florida, LLC, provides these services.

Website Maintenance

Represents 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. Governmental Management Services-Central Florida, LLC, provides these services.

Postage & Delivery

The District incurs charges for mailing overnight deliveries, correspondence, etc.

Insurance

The District's general liability and public official's liability insurance coverage is provided by the Florida Insurance Alliance (FIA). FIA specializes in providing insurance coverage to governmental agencies.

Copies

Printing agenda materials for board meetings, printing of computerized checks, stationary, envelopes etc.

# **Saddle Creek Preserve at Polk County**

## **Community Development District**

General Fund Budget

### *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*

Any supplies that may need to be purchased during the fiscal year, e.g., paper, minute books, file folders, labels, paper clips, etc.

### *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 Expenditures**

##### *Property Insurance*

The District's property insurance coverage is provided by the Florida Insurance Alliance (FIA). FIA specializes in providing insurance coverage to governmental agencies.

##### *Field Management*

Represents the estimated costs of contracting services that provide onsite field management of contracts for the District such as landscape and lake maintenance. These services are provided by Governmental Management Services-Central Florida, LLC. Services provided include onsite inspections, meetings with contractors, monitoring of utility accounts, attend Board meetings and receive and respond to property owner phone calls and emails.

##### *Landscape Maintenance*

The District has contracts with Prince & Sons, Inc. to provide landscaping services throughout the District. These services include mowing, edging, trimming, cleanup, detailing and pruning as well as maintenance of the irrigation systems.

##### *Landscape Replacement*

Represents the estimated cost of replacing landscaping within the common areas of the District.

##### *Mitigation Monitoring*

To provide scheduled monitoring of mitigation areas located throughout the District.

**Saddle Creek Preserve at Polk County**  
**Community Development District**  
General Fund Budget

*Lake Maintenance*

The District has contracted with Sitex Aquatics for the care and maintenance of its ponds which includes shoreline grass, brush, and vegetation control.

*Streetlights*

Represents the cost to maintain streetlights currently in place within the District Boundaries.

*Electric*

Represents current and estimated electric charges of common areas throughout the District.

*Water & Sewer*

Represents current and estimated costs for water and refuse services provided for common areas throughout the District.

*Sidewalk & Asphalt Maintenance*

Represents the estimated costs of maintaining the sidewalks and asphalt throughout the District's Boundary.

*Irrigation Repairs*

Represents the cost of maintaining and repairing the irrigation system. This includes the sprinklers, and irrigation wells.

*Lift Station Maintenance*

Estimated cost for repairs and maintenance to the 3 lift stations owned and maintained by the District.

*General Repairs & Maintenance*

Represents estimated costs for general repairs and maintenance of the District's common areas. These can include pressure washing, and repairs to fences, monuments, lighting, and other assets.

*Contingency*

Represents funds allocated to expenses that the District could incur throughout the fiscal year that do not fit into any field category.

**Amenity Expenditures**

*Amenity - Electric*

Represents estimated electric charges for the District's amenity facilities.

*Amenity – Water*

Represents estimated water charges for the District's amenity facilities.

**Saddle Creek Preserve at Polk County**  
**Community Development District**  
General Fund Budget

Internet

Represents internet service for use at the Amenity Facilities. Services are provided by Spectrum.

Pest Control

The District will incur costs for pest control treatments to its amenity facilities.

Janitorial Services

Represents the estimated costs to provide janitorial services 3 times a week and supplies for the District's amenity facilities.

Security Services

Represents the estimated cost of contracting a monthly security service for the District's amenity facilities.

Pool Maintenance

Represents the costs of regular cleaning and treatments of the District's pool.

Amenity Repairs & Maintenance

Represents estimated costs for repairs and maintenance of the District's amenity facilities.

Amenity Management

Amenity Management provides access card issuance through registration, proof of residency, and photo identification. The team also provides keycard troubleshooting for issues and concerns related to access control. Staff reviews security concerns and amenity policy violations via remote camera monitoring on an as-needed basis. Districts are provided electronic communication for District news and direct remote customer service through phone and email directly to the Amenity Access Team.

Contingency

Represents funds allocated to expenses that the District could incur throughout the fiscal year that do not fit into any amenity category.

**Other Expenditures:**

Capital Reserves

Funds collected and reserved for the replacement of and/or purchase of new capital improvements throughout the District.

# Saddle Creek Preserve of Polk County

## Community Development District

### Proposed Budget Debt Service Fund Series 2020

Description	Adopted Budget FY2025	Actuals Thru 3/31/25	Projected Next 6 Months	Projected Thru 9/30/25	Proposed Budget FY2026
<b>Revenues</b>					
Special Assessments	\$ 313,500	\$ 297,827	\$ 15,673	\$ 313,500	\$ 313,500
Interest Income	\$ 3,460	\$ 6,632	\$ 3,316	\$ 9,948	\$ 4,974
Carry Forward Surplus	\$ 132,904	\$ 144,632	\$ -	\$ 144,632	\$ 154,180
<b>Total Revenues</b>	<b>\$ 449,864</b>	<b>\$ 449,092</b>	<b>\$ 18,989</b>	<b>\$ 468,080</b>	<b>\$ 472,654</b>
<b>Expenses</b>					
Interest- 12/15	\$ 96,950	\$ 96,950	\$ -	\$ 96,950	\$ 95,450
Principal - 6/15	\$ 120,000	\$ -	\$ 120,000	\$ 120,000	\$ 120,000
Interest - 6/15	\$ 96,950	\$ -	\$ 96,950	\$ 96,950	\$ 95,450
<b>Total Expenditures</b>	<b>\$ 313,900</b>	<b>\$ 96,950</b>	<b>\$ 216,950</b>	<b>\$ 313,900</b>	<b>\$ 310,900</b>
<b>Excess Revenues/(Expenditures)</b>	<b>\$ 135,964</b>	<b>\$ 352,142</b>	<b>\$ (197,961)</b>	<b>\$ 154,180</b>	<b>\$ 161,754</b>

\*Carry forward less amount in Reserve funds.

<b>Series 2020</b>	
Interest - 12/15/26	<u>\$93,650</u>
Total	<u><u>\$93,650</u></u>

Product	Assessable Units	Maximum Annual Debt Service	Net Assessment Per Unit	Gross Assessment Per Unit
Single Family - 40'	89	\$111,161	\$1,250	\$1,344
Single Family - 50'	135	\$202,339	\$1,500	\$1,612
	224	\$313,500		

**Saddle Creek**  
**Community Development District**  
*Series 2020 Special Assessment Bonds*

**AMORTIZATION SCHEDULE**

DATE	BALANCE	PRINCIPAL	INTEREST	TOTAL
12/15/25	\$ 4,935,000.00	\$ -	\$ 95,450.00	\$ 312,400.00
06/15/26	\$ 4,935,000.00	\$ 120,000.00	\$ 95,450.00	\$ -
12/15/26	\$ 4,815,000.00	\$ -	\$ 93,650.00	\$ 309,100.00
06/15/27	\$ 4,815,000.00	\$ 125,000.00	\$ 93,650.00	\$ -
12/15/27	\$ 4,690,000.00	\$ -	\$ 91,775.00	\$ 310,425.00
06/15/28	\$ 4,690,000.00	\$ 130,000.00	\$ 91,775.00	\$ -
12/15/28	\$ 4,560,000.00	\$ -	\$ 89,825.00	\$ 311,600.00
06/15/29	\$ 4,560,000.00	\$ 135,000.00	\$ 89,825.00	\$ -
12/15/29	\$ 4,425,000.00	\$ -	\$ 87,800.00	\$ 312,625.00
06/15/30	\$ 4,425,000.00	\$ 140,000.00	\$ 87,800.00	\$ -
12/15/30	\$ 4,285,000.00	\$ -	\$ 85,700.00	\$ 313,500.00
06/15/31	\$ 4,285,000.00	\$ 145,000.00	\$ 85,700.00	\$ -
12/15/31	\$ 4,140,000.00	\$ -	\$ 82,800.00	\$ 313,500.00
06/15/32	\$ 4,140,000.00	\$ 150,000.00	\$ 82,800.00	\$ -
12/15/32	\$ 3,990,000.00	\$ -	\$ 79,800.00	\$ 312,600.00
06/15/33	\$ 3,990,000.00	\$ 155,000.00	\$ 79,800.00	\$ -
12/15/33	\$ 3,835,000.00	\$ -	\$ 76,700.00	\$ 311,500.00
06/15/34	\$ 3,835,000.00	\$ 160,000.00	\$ 76,700.00	\$ -
12/15/34	\$ 3,675,000.00	\$ -	\$ 73,500.00	\$ 310,200.00
06/15/35	\$ 3,675,000.00	\$ 165,000.00	\$ 73,500.00	\$ -
12/15/35	\$ 3,510,000.00	\$ -	\$ 70,200.00	\$ 308,700.00
06/15/36	\$ 3,510,000.00	\$ 175,000.00	\$ 70,200.00	\$ -
12/15/36	\$ 3,335,000.00	\$ -	\$ 66,700.00	\$ 311,900.00
06/15/37	\$ 3,335,000.00	\$ 180,000.00	\$ 66,700.00	\$ -
12/15/37	\$ 3,155,000.00	\$ -	\$ 63,100.00	\$ 309,800.00
06/15/38	\$ 3,155,000.00	\$ 190,000.00	\$ 63,100.00	\$ -
12/15/38	\$ 2,965,000.00	\$ -	\$ 59,300.00	\$ 312,400.00
06/15/39	\$ 2,965,000.00	\$ 195,000.00	\$ 59,300.00	\$ -
12/15/39	\$ 2,770,000.00	\$ -	\$ 55,400.00	\$ 309,700.00
06/15/40	\$ 2,770,000.00	\$ 205,000.00	\$ 55,400.00	\$ -
12/15/40	\$ 2,565,000.00	\$ -	\$ 51,300.00	\$ 311,700.00
06/15/41	\$ 2,565,000.00	\$ 215,000.00	\$ 51,300.00	\$ -
12/15/41	\$ 2,350,000.00	\$ -	\$ 47,000.00	\$ 313,300.00
06/15/42	\$ 2,350,000.00	\$ 220,000.00	\$ 47,000.00	\$ -
12/15/42	\$ 2,130,000.00	\$ -	\$ 42,600.00	\$ 309,600.00
06/15/43	\$ 2,130,000.00	\$ 230,000.00	\$ 42,600.00	\$ -
12/15/43	\$ 1,900,000.00	\$ -	\$ 38,000.00	\$ 310,600.00
06/15/44	\$ 1,900,000.00	\$ 240,000.00	\$ 38,000.00	\$ -
12/15/44	\$ 1,660,000.00	\$ -	\$ 33,200.00	\$ 311,200.00
06/15/45	\$ 1,660,000.00	\$ 250,000.00	\$ 33,200.00	\$ -
12/15/45	\$ 1,410,000.00	\$ -	\$ 28,200.00	\$ 311,400.00
06/15/46	\$ 1,410,000.00	\$ 260,000.00	\$ 28,200.00	\$ -
12/15/46	\$ 1,150,000.00	\$ -	\$ 23,000.00	\$ 311,200.00
06/15/47	\$ 1,150,000.00	\$ 270,000.00	\$ 23,000.00	\$ -
12/15/47	\$ 880,000.00	\$ -	\$ 17,600.00	\$ 310,600.00
06/15/48	\$ 880,000.00	\$ 280,000.00	\$ 17,600.00	\$ -
12/15/48	\$ 600,000.00	\$ -	\$ 12,000.00	\$ 309,600.00
06/12/49	\$ 600,000.00	\$ 295,000.00	\$ 12,000.00	\$ -
12/15/49	\$ 305,000.00	\$ -	\$ 6,100.00	\$ 313,100.00
06/15/50	\$ 305,000.00	\$ 305,000.00	\$ 6,100.00	\$ 311,100.00
		<b>\$ 4,935,000.00</b>	<b>\$ 2,941,400.00</b>	<b>\$ 8,093,350.00</b>

# Saddle Creek Preserve of Polk County

## Community Development District

### Proposed Budget

### Debt Service Fund

### Series 2022

Description	Adopted Budget FY2025	Actuals Thru 3/31/25	Projected Next 6 Months	Projected Thru 9/30/25	Proposed Budget FY2026
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#### **Revenues**

Special Assessments	\$ 287,653	\$ 273,605	\$ 14,048	\$ 287,653	\$ 288,301
Interest Income	\$ 2,650	\$ 7,158	\$ 3,579	\$ 10,738	\$ 5,369
Carry Forward Surplus	\$ 213,549	\$ 225,146	\$ -	\$ 225,146	\$ 235,253

<b>Total Revenues</b>	<b>\$ 503,852</b>	<b>\$ 505,909</b>	<b>\$ 17,628</b>	<b>\$ 523,537</b>	<b>\$ 528,922</b>
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#### **Expenses**

Interest- 12/15	\$ 87,364	\$ 87,364	\$ -	\$ 87,364	\$ 85,920
Principal - 12/15	\$ 115,000	\$ 115,000	\$ -	\$ 115,000	\$ 115,000
Interest - 6/15	\$ 85,920	\$ -	\$ 85,920	\$ 85,920	\$ 84,411

<b>Total Expenditures</b>	<b>\$ 288,284</b>	<b>\$ 202,364</b>	<b>\$ 85,920</b>	<b>\$ 288,284</b>	<b>\$ 285,331</b>
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<b>Excess Revenues/(Expenditures)</b>	<b>\$ 215,568</b>	<b>\$ 303,545</b>	<b>\$ (68,292)</b>	<b>\$ 235,253</b>	<b>\$ 243,592</b>
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\*Carry forward less amount in Reserve funds.

<b>Series 2022</b>	
Principal - 12/15/26	<b>\$115,000</b>
Interest - 12/15/26	<b>\$84,411</b>
<b>Total</b>	<b><u>\$199,411</u></b>

Product	Assessable Units	Maximum Annual Debt Service	Net Assessment Per Unit	Gross Assessment Per Unit
Single Family - 40'	53	\$ 66,228	\$1,250	\$1,344
Single Family - 50'	148	\$ 222,073	\$1,500	\$1,612
	201	\$ 288,301		



**Saddle Creek**  
**Community Development District**  
Series 2022 Special Assessment Bonds

**AMORTIZATION SCHEDULE**

DATE		BALANCE	PRINCIPAL		INTEREST		TOTAL
12/15/25	\$	4,805,000.00	\$	115,000.00	\$	85,920.00	\$ -
06/15/26	\$	4,690,000.00	\$	-	\$	84,410.63	\$ 285,330.63
12/15/26	\$	4,690,000.00	\$	115,000.00	\$	84,410.63	\$ -
06/15/27	\$	4,455,000.00	\$	-	\$	82,901.25	\$ 282,311.88
12/15/27	\$	4,455,000.00	\$	120,000.00	\$	82,901.25	\$ -
06/15/28	\$	4,455,000.00	\$	-	\$	81,326.25	\$ 284,227.50
12/15/28	\$	4,455,000.00	\$	125,000.00	\$	81,326.25	\$ -
06/15/29	\$	4,330,000.00	\$	-	\$	79,388.75	\$ 285,715.00
12/15/29	\$	4,330,000.00	\$	125,000.00	\$	79,388.75	\$ -
06/15/30	\$	4,205,000.00	\$	-	\$	77,451.25	\$ 281,840.00
12/15/30	\$	4,205,000.00	\$	130,000.00	\$	77,451.25	\$ -
06/15/31	\$	4,075,000.00	\$	-	\$	75,436.25	\$ 282,887.50
12/15/31	\$	4,075,000.00	\$	135,000.00	\$	75,436.25	\$ -
06/15/32	\$	3,800,000.00	\$	-	\$	73,343.75	\$ 283,780.00
12/15/32	\$	3,800,000.00	\$	140,000.00	\$	73,343.75	\$ -
06/15/33	\$	3,800,000.00	\$	-	\$	71,173.75	\$ 284,517.50
12/15/33	\$	3,800,000.00	\$	145,000.00	\$	71,173.75	\$ -
06/15/34	\$	3,655,000.00	\$	-	\$	68,745.00	\$ 284,918.75
12/15/34	\$	3,800,000.00	\$	150,000.00	\$	68,745.00	\$ -
06/15/35	\$	3,800,000.00	\$	-	\$	66,232.50	\$ 284,977.50
12/15/35	\$	3,655,000.00	\$	155,000.00	\$	66,232.50	\$ -
06/15/36	\$	3,655,000.00	\$	-	\$	63,636.25	\$ 284,868.75
12/15/36	\$	3,505,000.00	\$	160,000.00	\$	63,636.25	\$ -
06/15/37	\$	3,505,000.00	\$	-	\$	60,956.25	\$ 284,592.50
12/15/37	\$	3,350,000.00	\$	165,000.00	\$	60,956.25	\$ -
06/15/38	\$	3,350,000.00	\$	-	\$	58,192.50	\$ 284,148.75
12/15/38	\$	3,190,000.00	\$	170,000.00	\$	58,192.50	\$ -
06/15/39	\$	3,190,000.00	\$	-	\$	55,345.00	\$ 283,537.50
12/15/39	\$	3,025,000.00	\$	175,000.00	\$	55,345.00	\$ -
06/15/40	\$	3,025,000.00	\$	-	\$	52,413.75	\$ 282,758.75
12/15/40	\$	2,855,000.00	\$	180,000.00	\$	52,413.75	\$ -
06/15/41	\$	2,855,000.00	\$	-	\$	49,398.75	\$ 281,812.50
12/15/41	\$	2,680,000.00	\$	185,000.00	\$	49,398.75	\$ -
06/15/42	\$	2,315,000.00	\$	-	\$	46,300.00	\$ 280,698.75
12/15/42	\$	2,315,000.00	\$	190,000.00	\$	46,300.00	\$ -
06/15/43	\$	2,125,000.00	\$	-	\$	42,500.00	\$ 278,800.00
12/15/43	\$	2,125,000.00	\$	200,000.00	\$	42,500.00	\$ -
06/15/44	\$	1,925,000.00	\$	-	\$	38,500.00	\$ 281,000.00
12/15/44	\$	1,925,000.00	\$	210,000.00	\$	38,500.00	\$ -
06/15/45	\$	1,715,000.00	\$	-	\$	34,300.00	\$ 282,800.00
12/15/45	\$	1,715,000.00	\$	215,000.00	\$	34,300.00	\$ -
06/15/46	\$	1,500,000.00	\$	-	\$	30,000.00	\$ 279,300.00
12/15/46	\$	1,500,000.00	\$	225,000.00	\$	30,000.00	\$ -
06/15/47	\$	1,275,000.00	\$	-	\$	25,500.00	\$ 280,500.00

**Saddle Creek**  
**Community Development District**  
*Series 2022 Special Assessment Bonds*

**AMORTIZATION SCHEDULE**

DATE		BALANCE		PRINCIPAL		INTEREST		TOTAL	
12/15/47	\$	1,275,000.00	\$	235,000.00	\$	25,500.00	\$	-	
06/15/48	\$	1,040,000.00	\$	-	\$	20,800.00	\$	281,300.00	
12/15/48	\$	1,040,000.00	\$	245,000.00	\$	20,800.00	\$	-	
06/15/49	\$	795,000.00	\$	-	\$	15,900.00	\$	281,700.00	
12/15/49	\$	795,000.00	\$	255,000.00	\$	15,900.00	\$	-	
06/15/50	\$	540,000.00	\$	-	\$	10,800.00	\$	281,700.00	
12/15/50	\$	540,000.00	\$	265,000.00	\$	10,800.00	\$	-	
06/15/51	\$	275,000.00	\$	-	\$	5,500.00	\$	281,300.00	
12/15/51	\$	275,000.00	\$	275,000.00	\$	5,500.00	\$	280,500.00	
			\$	4,805,000.00	\$	2,826,823.75	\$	7,631,823.75	

# Saddle Creek Preserve of Polk County

## Community Development District

### Proposed Budget Capital Reserve

Description	Adopted Budget FY2025	Actuals Thru 3/31/25	Projected Next 6 Months	Projected Thru 9/30/25	Proposed Budget FY2026
<b>REVENUES:</b>					
Beginning Fund Balance	\$ 56,726	\$ 90,854	\$ -	\$ 1,094	\$ 63,473
Interest Income	\$ -	\$ 2,189	\$ 1,094	\$ 3,283	\$ 1,642
<b>TOTAL REVENUES</b>	<b>\$ 56,726</b>	<b>\$ 93,043</b>	<b>\$ 1,094</b>	<b>\$ 4,378</b>	<b>\$ 65,115</b>
<b>EXPENDITURES:</b>					
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>OTHER SOURCES/(USES)</b>					
Transfer In	\$ 59,096	\$ 59,096	\$ -	\$ 59,096	\$ 53,048
<b>TOTAL OTHER SOURCES/(USES)</b>	<b>\$ 59,096</b>	<b>\$ 59,096</b>	<b>\$ -</b>	<b>\$ 59,096</b>	<b>\$ 53,048</b>
<b>EXCESS REVENUES</b>	<b>\$ 115,822</b>	<b>\$ 152,138</b>	<b>\$ 1,094</b>	<b>\$ 63,473</b>	<b>\$ 118,163</b>

## SECTION IX

# SECTION C

# Saddle Creek Reserve CDD

## Field Management Report



April 22<sup>nd</sup>, 2025

Allen Bailey

Field Manager

GMS

# Completed

## Women's Restroom Repair



- ✚ The diaphragm that controls the flow of water was faulty
- ✚ This has been replaced and the toilet is working properly.

## Board Application Signage



- ✚ The requested signage for community awareness to receive board seat applications was posted at the mailbox area.



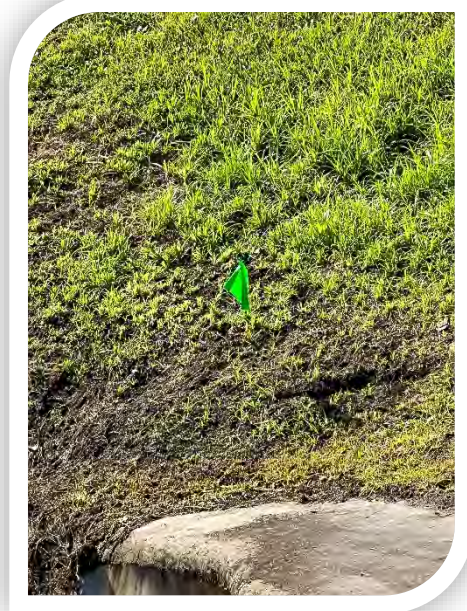
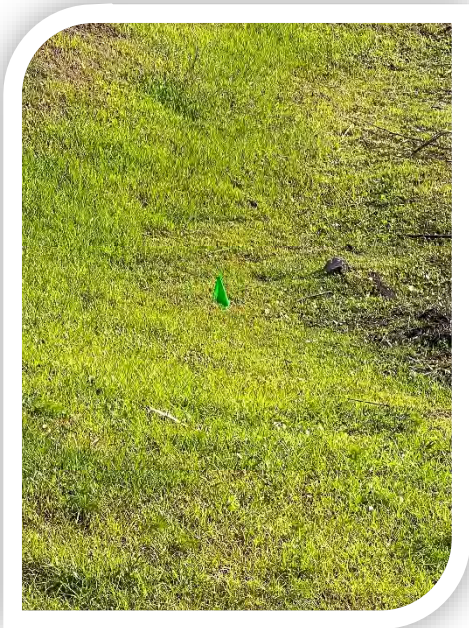
# Completed

## Wetlands Marked



✚ We met with the environmental vendor, who gave us a rough area where to place flags to mark the wetlands.

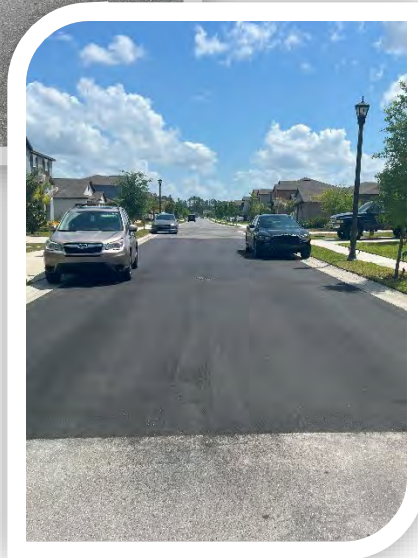
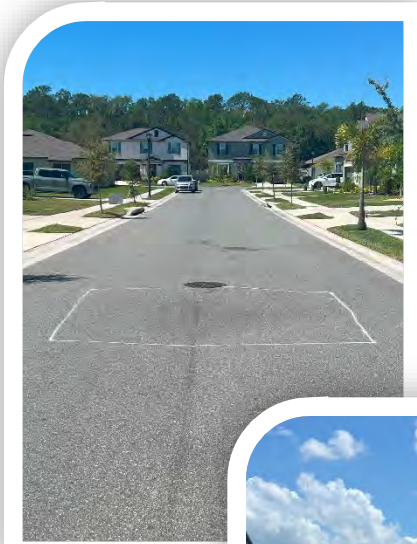
✚ They informed us that they would flag the exact location plus the buffer when planting.





# Complete

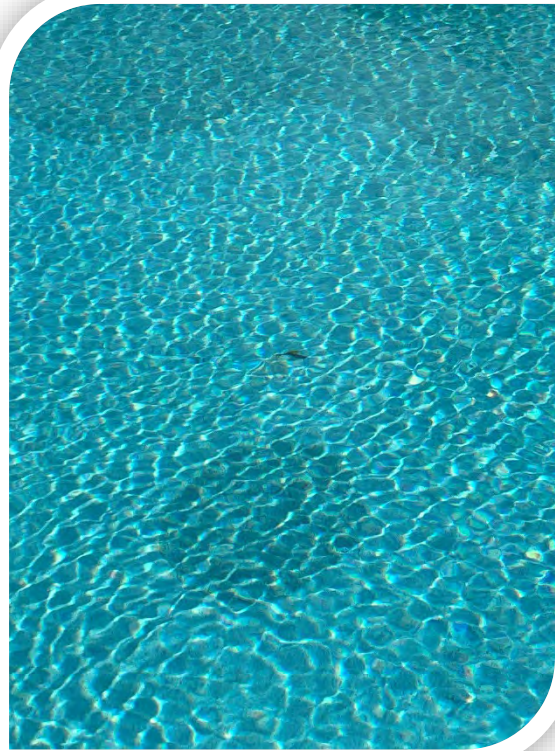
## Trotters Way Depression



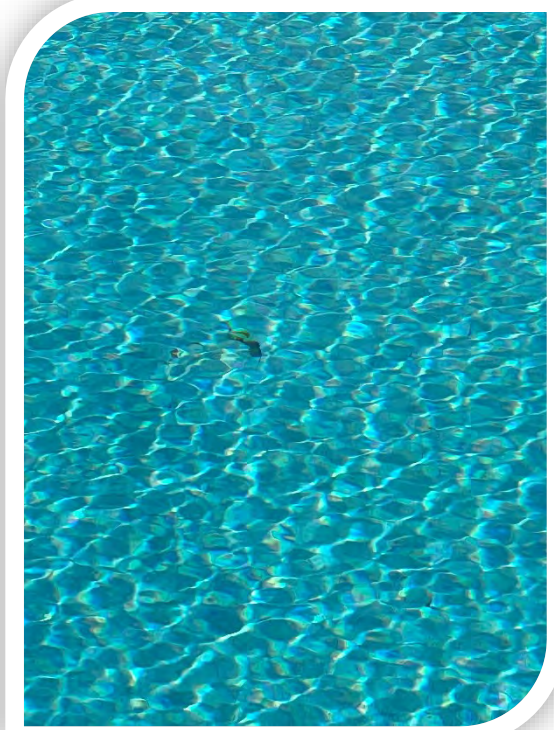
Tucker Paving has completed the Trotters Way road Repair.

# Review

## Pool Plaster



- ✚ The pool at the amenity has more plaster lifting.
- ✚ The original builder has been contacted for repairs.





# Review

## Landscape



- ✚ The landscape at the entrance is doing well, even with a lack of rain.
- ✚ The Crêpe Myrtles have been cut in preparation for the growing season.
- ✚ The bushes and pines along the road are going to have vines removed.





# Review

## Landscape Cont.



✚ The landscape around the amenity is still healthy despite the lack of rain.

✚ The area behind the homes and open space on Yellow Trail is becoming brown due to the lack of rain and the fact that they are unirrigated area.



# Review

## Ponds



✚ The ponds overall look to be in a healthy state. All vegetation is being treated.

✚ They are low at this time as we wait for rain.



# Conclusion

For any questions or comments regarding the above information, please contact me by phone at 407-460-4424 or by email at [abailey@gmscfl.com](mailto:abailey@gmscfl.com). Thank you.

Respectfully,  
Allen Bailey

# SECTION 1

## SECTION (a)





200 S. F. Street  
Haines City, Florida 33844

Phone 863-422-5207 | Fax 863-422-1816

Polk County License # 214815

Date: 3.24.2025

**SUBMITTED TO:**

GMS  
345 W Central Ave  
Orlando FL 32801  
Allen Bailey  
Phone: 407-460-4424  
Email: [abailey@gmscfl.com](mailto:abailey@gmscfl.com)

**Job Name / Location:**

Saddle Creek

straighten tree with machine and re stake with 2x4s tree braces

	Qty	Unit	Unit Cost	TOTAL
loader work to straighten tree	1	1	\$250.00	\$250.00
2x4 tree braces	1	set	\$125.00	\$125.00
				\$0.00
				\$0.00
			<b>total</b>	<b>\$375.00</b>

The customer agrees, that by signing this proposal, it shall become a legal and binding contract and shall supersede any previous agreements, discussed or implied. The customer further agrees to all terms and conditions set forth within and shall be responsible for any/all court and/or attorney fees incurred by Prince and Sons, Inc. required to obtain collection for any portion of money owed for material and/or work performed by Prince and Sons Inc.

Submitted by: Mark Stripling

Date Submitted: 3.24.2025

Accepted by:

Date Accepted: \_\_\_\_\_







SECTION (b)



200 S. F. Street  
Haines City, Florida 33844

Phone 863-422-5207 | Fax 863-422-1816

Polk County License # 214815

Date: 3.28.2025

**SUBMITTED TO:**

GMS Services

Allen Bailey

Phone: 407--460-4424

Email: [abailey@gmscfl.com](mailto:abailey@gmscfl.com)

**Job Name / Location:**

Saddle Creek

Lakeland, FL

	Qty	Unit	Unit Cost	TOTAL
demo area front signs where annuals will beplanted	4	mhrs	\$65.00	\$260.00
irrigation modification	2	ea	\$250.00	\$500.00
add soil for annuals	8	yds	\$125.00	\$1,000.00
				\$0.00
				\$0.00
take out blue daze add annual beds				\$0.00
				<b>\$1,760.00</b>

The customer agrees, that by signing this proposal, it shall become a legal and binding contract and shall supersede any previous agreements, discussed or implied. The customer further agrees to all terms and conditions set forth within and shall be responsible for any/all court and/or attorney fees incurred by Prince and Sons, Inc. required to obtain collection for any portion of money owed for material and/or work performed by Prince and Sons Inc.

Submitted by: Mark Stripling

Date Submitted: 3.28.2025

Accepted by: \_\_\_\_\_

Date Accepted: \_\_\_\_\_

## SECTION (c)



200 S. F. Street  
Haines City, Florida 33844

Phone 863-422-5207 | Fax 863-422-1816

Polk County License # 214815

Date: 2.24.2025

**SUBMITTED TO:**

GMS  
345 W Central Ave  
Orlando FL 32801  
Allen Bailey  
Phone: 407-460-4424  
Email: [abailey@gmscfl.com](mailto:abailey@gmscfl.com)

**Job Name / Location:**

Saddle Creek  
monument signs at entry

take out blue daze and instal annuals

	Qty	Unit	Unit Cost	TOTAL
Annuals	2000	ea	\$2.50	\$5,000.00
this is 500 total annuals per change out 4 times per year				
				\$0.00
also we can add more on the medians at the entry			total	\$5,000.00

The customer agrees, that by signing this proposal, it shall become a legal and binding contract and shall supersede any previous agreements, discussed or implied. The customer further agrees to all terms and conditions set forth within and shall be responsible for any/all court and/or attorney fees incurred by Prince and Sons, Inc. required to obtain collection for any portion of money owed for material and/or work performed by Prince and Sons Inc.

Submitted by: Mark Stripling

Date Submitted: 2.24.2025

Accepted by:

Date Accepted: \_\_\_\_\_

## SECTION (d)



Corporate (Orlando/ Polk County)  
200 South F Street  
Haines City, Florida 33844

Tampa  
9513 US 92 East  
Tampa, Florida 33610

(863) 422-5207  
www.princeandsonsinc.com

## Landscape Maintenance Proposal **SADDLE CREEK RED LOOP ADDENDUM**

April 15, 2025

Saddle Creek CDD  
c/o Allen Bailey, Field Manager  
GMS- Central Florida

We sincerely appreciate the opportunity to propose how Prince and Sons can help enhance the quality of your landscape. Our proposal includes integrating a custom maintenance plan to meet the needs and demands of your property while considering service expectations and community budget.

We hereby propose the following for your review:

### LANDSCAPE MAINTENANCE FOR HIGHLIGHTED AREA ON MAP

Service	Price Per Month	Price Per Year
Landscape Maintenance	\$335	\$4,020

### TURF CARE

Trimming      Turf areas inaccessible to mowers, areas on attached map will be controlled by a string trimmer monthly.

PRINCE AND SONS INC.

CUSTOMER (AUTHORIZED SIGNATURE)

\_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Signature                      Date

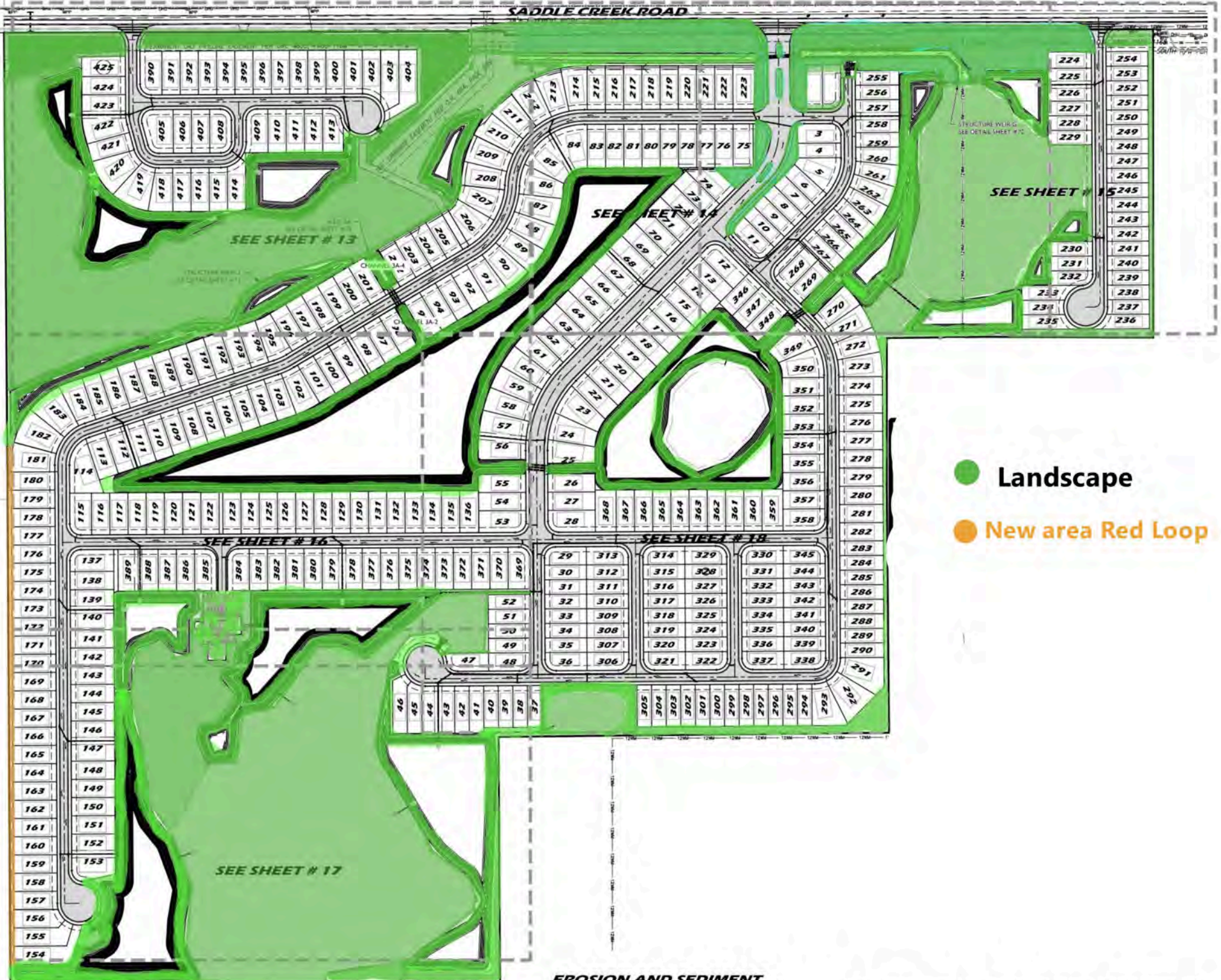
\_\_\_\_\_  
Printed Name                      Title

\_\_\_\_\_  
Printed Name                      Title









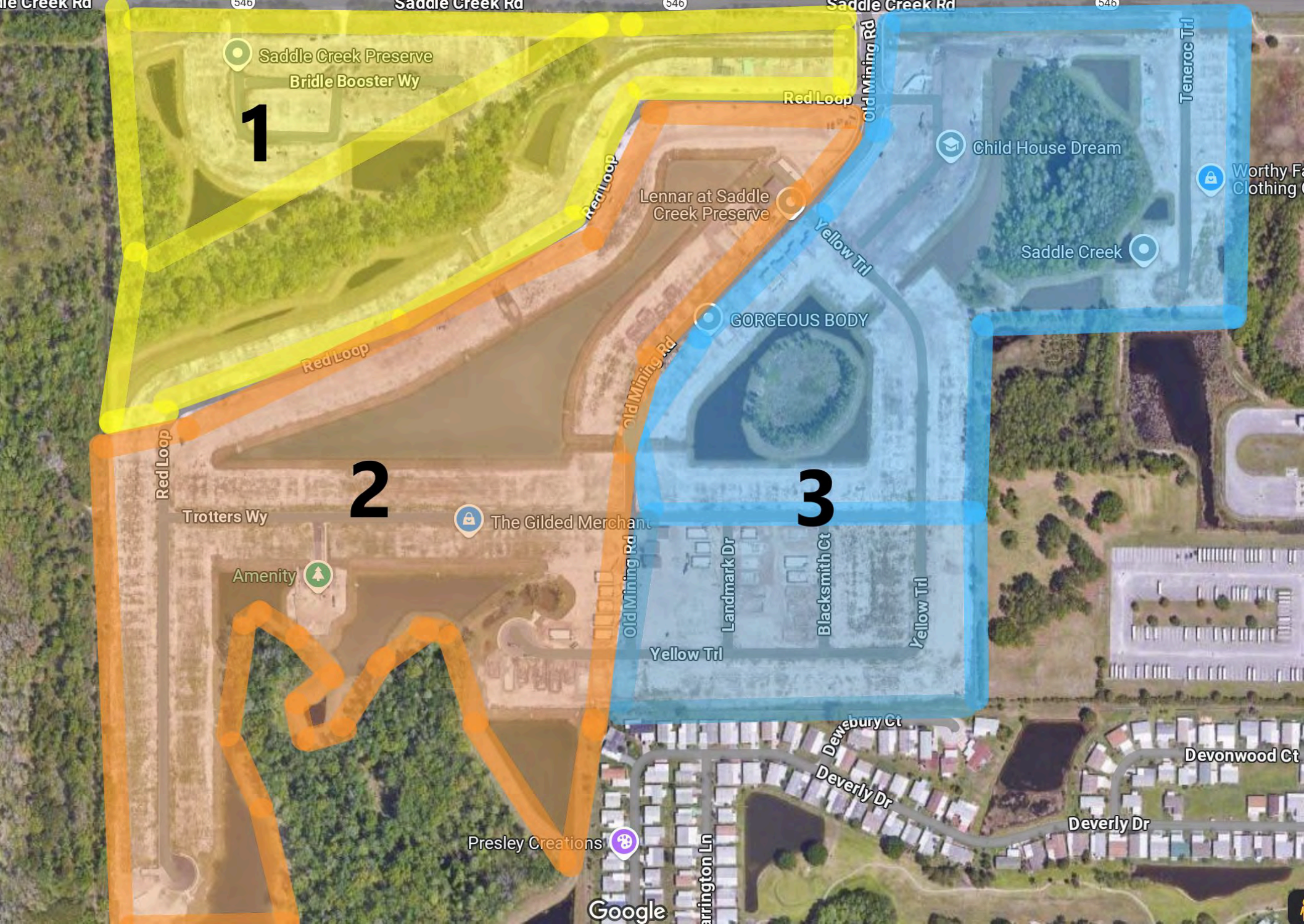
- Landscape
- New area Red Loop

**EROSION AND SEDIMENT  
CONTROL BEST MANAGEMENT  
PRACTICES FOR POND AND**

**DRAINAGE NOTE DURING CONSTRUCTION  
PERIOD EROSION/SEDIMENT**

## SECTION 2





1

2

3

Saddle Creek Preserve  
Bridle Booster Wy

Lennar at Saddle  
Creek Preserve

Child House Dream

Saddle Creek

GORGEOUS BODY

The Gilded Merchant

Amenity

Presley Creations

Google

Red Loop

Red Loop

Red Loop

Red Loop

Old Mining Rd

Old Mining Rd

Yellow Trl

Yellow Trl

Landmark Dr

Blacksmith Ct

Yellow Trl

Teneroc Trl

Dewsbury Ct  
Deverly Dr

Devonwood Ct

Deverly Dr

## SECTION (a)





Governmental  
Management Services - CF

Maintenance Services  
Phone: 407-201-1514  
Email:  
Abailey@gmscfl.com

Bill To/District Saddle Creek CDD	Prepared By: Governmental Management Services- CF, LLC 219 E. Livingston Street Orlando, FL 32801
Trash cleanup	
Remove trash from area 1 on the map.  This would be the same for areas 2 and 3 if done separately.	

Qty	Description	Unit Price	Line Total
6	Labor	\$50.00	\$300.00
1	Mobilization	\$65.00	\$65.00
1	Equipment (side by Side)		\$185.00
Total Due:			\$550.00

This Proposal is Valid for 30 days.

Client Signature: \_\_\_\_\_

SECTION (b)



Governmental  
Management Services - CF

Maintenance Services  
Phone: 407-201-1514  
Email:  
Abailey@gmscfl.com

Bill To/District Saddle Creek CDD	Prepared By: Governmental Management Services- CF, LLC 219 E. Livingston Street Orlando, FL 32801
Trash cleanup	
Remove trash from the complete map area.	

Qty	Description	Unit Price	Line Total
16	Labor	\$50.00	\$800.00
1	Mobilization	\$65.00	\$65.00
1	Equipment (side by Side)		\$185.00
Total Due:			\$1,050.00

This Proposal is Valid for 30 days.

Client Signature: \_\_\_\_\_



## SECTION 3

## SECTION (a)



Governmental  
Management Services - CF

Maintenance Services  
Phone: 407-201-1514  
Email:  
Abailey@gmscfl.com

Bill To/District Saddle Creek CDD	Prepared By: Governmental Management Services- CF, LLC 219 E. Livingston Street Orlando, FL 32801
<b>Dog Park Hours Sign</b>	
Installation of the attached dog station sign at the entrance gate of the dog park. Materials procured from safety signs.	

Qty	Description	Unit Price	Line Total
1	Labor	\$50.00	\$50.00
1	Mobilization	\$65.00	\$65.00
	Equipment		\$35.00
	Materials		\$59.32
Total Due:			\$209.32

This Proposal is Valid for 30 days.

Client Signature: \_\_\_\_\_

**Dog Park  
Hours of  
Operation**

**Dawn to Dusk**

SECTION (b)



3901 W Kennedy Blvd  
Tampa, FL 33609  
(813) 287-0110

# ESTIMATE

## EST-146611

fastsigns.com

Payment Terms: Cash Customer

Created Date: 3/28/2025

**DESCRIPTION:** Saddle Creek dog park hours

**Bill To:** GMS  
4530 Eagle Falls PL  
Tampa, FL 33619  
US

**Pickup At:** FASTSIGNS  
3901 W Kennedy Blvd  
Tampa, FL 33609  
US

**Requested By:** Allen Bailey  
Email: abailey@gmscfl.com  
Tax ID: 85-8013570938c-3

**Salesperson:** Sarah Curry  
Email: Sarah.c@fastsigns.com

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	<b>Dog park hours Dibond</b>	1	\$245.00	\$245.00
1.1	<b>Dibond/Max Metal 3mm w/ digital graphics -</b>  <b>Part Qty:</b> 1 <b>Width:</b> 12.00" <b>Height:</b> 18.00" <b>Sides:</b> 1  <b>Text:</b> Hours of Operation: Dawn to Dusk  <b>Notes:</b> Dark green background on white text			
1.2	<b>Installation - Installation Lakeland</b>  <b>Part Qty:</b> 1 - # of Hours: 1  <b>Notes:</b> 4347 Trotters Wy, Lakeland, FL 33801 Screw sign to fence			

A 3% Convenience fee will be added to all invoices paid by credit or debit card.

THIS ESTIMATE IS VALID FOR 10 DAYS.

<b>Subtotal:</b>	\$245.00
<b>Taxes:</b>	\$0.00
<b>Grand Total:</b>	\$245.00

Please log in to your secure customer portal to make an online payment or  
you can enter the information here and fax back to us

PAYMENT INFORMATION Visa - Mastercard - AMEX - Discover

ACCT# \_\_\_\_\_

EXP DATE \_\_\_\_\_ CCV CODE \_\_\_\_\_

CARD

HOLDERS NAME \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

ZIP CODE \_\_\_\_\_

AUTHORIZED  
SIGNATURE \_\_\_\_\_  
The Above Signed Authorizes FASTSIGNS to Charge the Amount Stated  
CUSTOM SIGNS ARE NON REFUNDABLE

Thank you very much for your business!

Final Proofing is the customer's responsibility. Any changes or corrections made after production will be done at the customer's expense.  
No cancellations. No refunds. All Signage is the property of FASTSIGNS until payment is received in full. Engineering and Permitting are not included unless otherwise noted. Any signage that is not picked up beyond 60 days of order completion will be disposed of at the discretion of FASTSIGNS.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Dibond 3mm - 12" x 18" | qty 1



Work Order: **146611**

Designer: **MV**

Size: **12" x 18"H**

Material: **Dibond**

Thickness: **3mm**

Qty: **1**

☒ Single Side ☐ Double Side

☐ Contour Cut ☐ Engrave

☐ Front Lay ☒ Direct Print

☐ Back Lay ☐ White Ink

Laminate:

☐ Gloss ☐ Floor

☐ Matte ☐ Dry Erase

Routing:

☐ Mica Face ☐ Dimensional

☐ ADA ☐ LEDs

Painting Required ☐

☐ Color: Pantone XXXC ☐ Color: X XXXC

☐ Color: SW XXXC ☐ Color: X XXXC

☐ Color: Other XXXC ☐ Color: X XXXC

Proof #

**1** **2** **3** **4** **5** **6** **+**

Please review this proofs closely. Final approval must be received prior to production. Please note, the customer is responsible for final approval and assumes the liability for accuracy and correctness. Additionally, the sizes may not be the exact scale but are proportional to the actual signs in question.

**FASTSIGNS**

3901 W. Kennedy Blvd  
Tampa, FL 33609  
813.287.0110 • 265@fastsigns.com



## SECTION 4

Proposal # : 427

Proposal



Governmental  
Management Services - CF

Maintenance Services  
Phone: 407-201-1514  
Email:  
Abailey@gmscfl.com

Bill To/District Saddle Creek CDD	Prepared By: Governmental Management Services- CF, LLC 219 E. Livingston Street Orlando, FL 32801
Multi Work	
Pressure wash amenities Clean umbrella Change the shower handle Pressure wash 3 lift station fences	

Qty	Description	Unit Price	Line Total
16	Labor	\$50.00	\$800.00
1	Mobilization	\$65.00	\$65.00
1	Equipment (Pressure wash trailer)		\$179.00
	Materials		\$56.00
Total Due:			\$1,100.00

This Proposal is Valid for 30 days.

DocuSigned by:  
  
 Client Signature: \_\_\_\_\_ 4/16/2025  
 D947D880864E4A9...

# SECTION 5

*Item will be  
provided under  
separate cover.*

# SECTION 6



200 S. F. Street  
Haines City, Florida 33844

Phone 863-422-5207 | Fax 863-422-1816

Polk County License # 214815

Date: 4.8.2025

**SUBMITTED TO:**

GMS Services

Allen Bailey

Phone: 407--460-4424

Email: [abailey@gmscfl.com](mailto:abailey@gmscfl.com)

**Job Name / Location:**

All

Winter Haven, FL 33884

**TOP CHOICE INSECTICIDE THIS PRODUCT CAN ONLY BE USED WITH THE CORRECT LICENSE AND CERTIFICATION**

	Qty	Unit	Unit Cost	TOTAL
Top Choice	1000	SQ FT	\$11.00	\$11,000.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				<b>\$11,000.00</b>

The customer agrees, that by signing this proposal, it shall become a legal and binding contract and shall supersede any previous agreements, discussed or implied. The customer further agrees to all terms and conditions set forth within and shall be responsible for any/all court and/or attorney fees incurred by Prince and Sons, Inc. required to obtain collection for any portion of money owed for material and/or work performed by Prince and Sons Inc.

Submitted by: Matrl Stripling

Date Submitted: 4.8.2025

Accepted by: \_\_\_\_\_

Date Accepted: \_\_\_\_\_

# SECTION D

# SECTION 1



# Saddle Creek Preserve Community Development District

## Summary of Check Register

March 13, 2025 to April 9, 2025

Fund	Date	Check No.'s	Amount
General Fund			
	3/19/25	525-527	\$ 3,178.44
	3/24/25	528-529	\$ 349,096.00
	3/26/25	530	\$ 3,712.69
			<u>\$ 355,987.13</u>
Supervisors			
	March 13, 2025 to April 9, 2025		
	Lori A Campagna	50004, 50006, 50008	\$ 554.10
	Kelly A Evans	50005, 50007	\$ 369.40
	Erica F Miro Smith	50009	\$ 184.70
	Abby M Morrobel	50010	\$ 184.70
			<u>\$ 1,292.90</u>
Total Amount			<u>\$ 357,280.03</u>

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
3/19/25	00022	3/16/25 11671	202502 310-51300-31500		*	2,191.94	
			GNRL COUNSEL MTG- FEB25				
				KILINSKI VAN WYK PLLC			2,191.94 000525
3/19/25	00047	3/15/25 2210014-	202502 310-51300-31100		*	412.50	
			ENGINEERING FEES- FEB25				
				LANDMARK ENGINEERING & SURVEYING			412.50 000526
3/19/25	00051	3/17/25 96480	202503 330-57200-34500		*	574.00	
			SECUIRTY SVCS- MAR25				
				NATION SECURITY SERVICES LLC			574.00 000527
3/24/25	00053	3/24/25 03242025	202503 300-58100-10000		*	59,096.00	
			FY25 CAPITAL RESERVE TRSF				
				STATE BOARD OF ADMINISTRATION C/O			59,096.00 000528
3/24/25	00054	3/24/25 03242025	202503 300-10100-10100		*	290,000.00	
			GF EXCESS TRANSFER				
				SADDLE CREEK PRESERVE OF POLK			290,000.00 000529
3/26/25	00060	1/31/25 1	202501 320-53800-48000		*	710.40	
			EROSION FILL- JAN25				
		1/31/25 2	202501 330-57200-48000		*	591.50	
			AMENITY MAINT- JAN25				
		1/31/25 3	202501 330-57200-48000		*	308.77	
			RPLC SOLAR LIGHT- JAN25				
		1/31/25 4	202501 320-53800-48000		*	1,680.48	
			GENERAL MAINT- JAN25				
		1/31/25 5	202501 320-53800-48000		*	421.54	
			GENERAL MAINT- JAN25				
				GOVERNMENTAL MANAGEMENT SERVICES-TA			3,712.69 000530
TOTAL FOR BANK A						355,987.13	
TOTAL FOR REGISTER						355,987.13	

SCPP SAD CREEK PRES ZYAN

## SECTION 2

***Saddle Creek Preserve***  
***Community Development District***

***Unaudited Financial Reporting***  
***March 31, 2025***



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# Saddle Creek Preserve

## Community Development District

### Combined Balance Sheet

March 31, 2025

	General Fund	Debt Service Fund	Capital Reserve	Capital Projects Fund	Totals Governmental Funds
<b>Assets:</b>					
<b>Cash:</b>					
Operating Account - Truist	\$ 144,597	\$ -	\$ -	\$ -	\$ 144,597
Money Market - Bank United	\$ 545,701	\$ -	\$ -	\$ -	\$ 545,701
State Board Assessment	\$ -	\$ -	\$ 152,139	\$ -	\$ 152,139
<b>Series 2020</b>					
Reserve	\$ -	\$ 156,750	\$ -	\$ -	\$ 156,750
Revenue	\$ -	\$ 352,959	\$ -	\$ -	\$ 352,959
Construction	\$ -	\$ -	\$ -	\$ 2	\$ 2
<b>Series 2022</b>					
Reserve	\$ -	\$ 143,826	\$ -	\$ -	\$ 143,826
Revenue	\$ -	\$ 301,284	\$ -	\$ -	\$ 301,284
Prepaid Expenses	\$ 337	\$ -	\$ -	\$ -	\$ 337
Due from General Fund	\$ -	\$ 6,444	\$ -	\$ -	\$ 6,444
<b>Total Assets</b>	<b>\$ 690,634</b>	<b>\$ 961,263</b>	<b>\$ 152,139</b>	<b>\$ 2</b>	<b>\$ 1,804,038</b>
<b>Liabilities:</b>					
Accounts Payable	\$ 21,192	\$ -	\$ -	\$ -	\$ 21,192
Due to Debt Service	\$ 6,444	\$ -	\$ -	\$ -	\$ 6,444
<b>Total Liabilities</b>	<b>\$ 27,636</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,636</b>
<b>Fund Balances:</b>					
Assigned for:					
Capital Reserves	\$ -	\$ -	\$ 152,139	\$ -	\$ 152,139
Nonspendable					
Deposits & Prepaid Items	\$ 337	\$ -	\$ -	\$ -	\$ 337
Restricted for:					
Debt Service - Series 2020	\$ -	\$ 508,892	\$ -	\$ -	\$ 508,892
Debt Service - Series 2022	\$ -	\$ 452,371	\$ -	\$ -	\$ 452,371
Capital Projects - Series 2020	\$ -	\$ -	\$ -	\$ 2	\$ 2
Unassigned	\$ 662,661	\$ -	\$ -	\$ -	\$ 662,661
<b>Total Fund Balances</b>	<b>\$ 662,998</b>	<b>\$ 961,263</b>	<b>\$ 152,139</b>	<b>\$ 2</b>	<b>\$ 1,776,402</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 690,634</b>	<b>\$ 961,263</b>	<b>\$ 152,139</b>	<b>\$ 2</b>	<b>\$ 1,804,038</b>

# Saddle Creek Preserve

## Community Development District

### General Fund

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 03/31/25	Thru 03/31/25	Variance
<b><u>Revenues</u></b>				
Assessments - On Roll	\$ 604,543	\$ 604,543	\$ 574,083	\$ (30,459)
Interest Income	\$ -	\$ -	\$ 5,478	\$ 5,478
<b>Total Revenues</b>	<b>\$ 604,543</b>	<b>\$ 604,543</b>	<b>\$ 579,561</b>	<b>\$ (24,982)</b>
<b><u>Expenditures:</u></b>				
<b><u>General &amp; Administrative:</u></b>				
Supervisor Fees	\$ 12,000	\$ 6,000	\$ 3,800	\$ 2,200
FICA Expenses	\$ -	\$ -	\$ 122	\$ (122)
Engineer Fees	\$ 15,000	\$ 7,500	\$ 1,013	\$ 6,488
Dissemination Fees	\$ 7,875	\$ 3,938	\$ 3,938	\$ -
Assessment Administration	\$ 5,565	\$ 5,565	\$ 5,565	\$ -
Arbitrage	\$ 900	\$ 900	\$ 900	\$ -
Attorney Fees	\$ 25,000	\$ 12,500	\$ 18,970	\$ (6,470)
Audit Fees	\$ 7,500	\$ -	\$ -	\$ -
Trustee Fees	\$ 8,082	\$ 5,388	\$ 5,388	\$ -
Management Fees	\$ 45,000	\$ 22,500	\$ 22,500	\$ -
Information Technology	\$ 1,890	\$ 945	\$ 945	\$ -
Website Maintenance	\$ 1,260	\$ 630	\$ 630	\$ -
Postage & Delivery	\$ 500	\$ 250	\$ 433	\$ (183)
Insurance	\$ 6,500	\$ 6,500	\$ 6,161	\$ 339
Copies	\$ 500	\$ 250	\$ 20	\$ 230
Legal Advertising	\$ 2,500	\$ 1,250	\$ 3,305	\$ (2,055)
Other Current Charges	\$ 1,000	\$ 1,056	\$ 1,056	\$ -
Office Supplies	\$ 100	\$ 50	\$ 17	\$ 33
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
<b>Subtotal General &amp; Administrative:</b>	<b>\$ 141,347</b>	<b>\$ 75,396</b>	<b>\$ 74,937</b>	<b>\$ 460</b>

# Saddle Creek Preserve

## Community Development District

### General Fund

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 03/31/25	Thru 03/31/25	Variance
<b><u>Operations and Maintenance</u></b>				
<b>Field Expenditures</b>				
Property Insurance	\$ 16,000	\$ 16,000	\$ 12,114	\$ 3,886
Field Management	\$ 17,530	\$ 8,765	\$ 8,765	\$ (0)
Landscape Maintenance	\$ 107,400	\$ 53,700	\$ 53,187	\$ 513
Landscape Replacement	\$ 25,000	\$ 12,500	\$ 410	\$ 12,090
Mitigation Monitoring	\$ 4,600	\$ 2,300	\$ -	\$ 2,300
Lake Maintenance	\$ 18,180	\$ 9,090	\$ 7,575	\$ 1,515
Streetlights	\$ 49,500	\$ 24,750	\$ 10,679	\$ 14,071
Electric	\$ 5,500	\$ 2,750	\$ 1,904	\$ 846
Water & Sewer	\$ 1,500	\$ 750	\$ 693	\$ 57
Sidewalk & Asphalt Maintenance	\$ 2,500	\$ 1,250	\$ 18,865	\$ (17,615)
Irrigation Repairs	\$ 7,500	\$ 3,750	\$ 622	\$ 3,128
Lift Station Maintenance	\$ 20,000	\$ 10,000	\$ 14,021	\$ (4,021)
General Repairs & Maintenance	\$ 10,000	\$ 5,000	\$ 7,441	\$ (2,441)
Contingency	\$ 7,000	\$ 3,500	\$ 1,950	\$ 1,550
<b>Subtotal Field Expenditures</b>	<b>\$ 292,210</b>	<b>\$ 154,105</b>	<b>\$ 138,226</b>	<b>\$ 15,879</b>
<b>Amenity Expenditures</b>				
Amenity - Electric	\$ 14,400	\$ 7,200	\$ 3,759	\$ 3,441
Amenity - Water	\$ 5,000	\$ 2,500	\$ -	\$ 2,500
Internet	\$ 1,650	\$ 825	\$ 776	\$ 49
Pest Control	\$ 1,440	\$ 720	\$ 600	\$ 120
Janitorial Service	\$ 10,200	\$ 5,100	\$ 4,080	\$ 1,020
Security Services	\$ 30,000	\$ 15,000	\$ 574	\$ 14,426
Pool Maintenance	\$ 19,200	\$ 9,600	\$ 7,075	\$ 2,525
Amenity Repairs & Maintenance	\$ 10,000	\$ 5,000	\$ 1,960	\$ 3,040
Amenity Management	\$ 10,000	\$ 5,000	\$ 5,000	\$ 0
Contingency	\$ 10,000	\$ 5,000	\$ 250	\$ 4,750
<b>Subtotal Amenity Expenditures</b>	<b>\$ 111,890</b>	<b>\$ 55,945</b>	<b>\$ 24,074</b>	<b>\$ 31,871</b>
<b>Total Expenditures</b>	<b>\$ 545,447</b>	<b>\$ 285,446</b>	<b>\$ 237,237</b>	<b>\$ 48,209</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 59,096</b>		<b>\$ 342,324</b>	
<b><u>Other Financing Sources/(Uses)</u></b>				
Transfer In (Out)	\$ (59,096)	\$ (59,096)	\$ (59,113)	\$ (18)
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ (59,096)</b>		<b>\$ (59,113)</b>	
<b>Net Change in Fund Balance</b>	<b>\$ -</b>		<b>\$ 283,211</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 379,787</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 662,998</b>	



# Saddle Creek Preserve

## Community Development District

### Debt Service Fund - Series 2020

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 03/31/25	Thru 03/31/25	Variance
<b>Revenues</b>				
Assessments - Tax Roll	\$ 313,500	\$ 297,827	\$ 297,827	\$ -
Interest	\$ 3,460	\$ 3,460	\$ 6,632	\$ 3,173
<b>Total Revenues</b>	<b>\$ 316,960</b>	<b>\$ 301,287</b>	<b>\$ 304,460</b>	<b>\$ 3,173</b>
<b>Expenditures:</b>				
Interest Expense - 12/15	\$ 96,950	\$ 96,950	\$ 96,950	\$ -
Principal Expense - 6/15	\$ 120,000	\$ -	\$ -	\$ -
Interest Expense - 6/15	\$ 96,950	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 313,900</b>	<b>\$ 96,950</b>	<b>\$ 96,950</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 3,060</b>		<b>\$ 207,510</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 132,904</b>		<b>\$ 301,382</b>	
<b>Fund Balance - Ending</b>	<b>\$ 135,963</b>		<b>\$ 508,892</b>	

# Saddle Creek Preserve

## Community Development District

### Debt Service Fund - Series 2022

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2025

	Adopted Budget	Prorated Budget Thru 03/31/25	Actual Thru 03/31/25	Variance
<b>Revenues</b>				
Assessments - Tax Roll	\$ 287,653	\$ 273,605	\$ 273,605	\$ -
Interest	\$ 2,650	\$ 2,650	\$ 7,158	\$ 4,509
<b>Total Revenues</b>	<b>\$ 290,303</b>	<b>\$ 276,254</b>	<b>\$ 280,763</b>	<b>\$ 4,509</b>
<b>Expenditures:</b>				
Interest Expense - 12/15	\$ 87,364	\$ 87,364	\$ 87,364	\$ -
Principal Expense - 12/15	\$ 115,000	\$ 115,000	\$ 110,000	\$ (5,000)
Interest Expense - 6/15	\$ 85,920	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 288,284</b>	<b>\$ 202,364</b>	<b>\$ 197,364</b>	<b>\$ (5,000)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 2,019</b>	<b>\$ -</b>	<b>\$ 83,399</b>	<b>\$ 9,509</b>
<b>Fund Balance - Beginning</b>	<b>\$ 213,549</b>	<b>\$ -</b>	<b>\$ 368,972</b>	<b>\$ -</b>
<b>Fund Balance - Ending</b>	<b>\$ 215,568</b>	<b>\$ -</b>	<b>\$ 452,371</b>	<b>\$ -</b>

# Saddle Creek Preserve

## Community Development District

### Capital Projects Fund - Series 2020

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 03/31/25	Thru 03/31/25	Variance
<b>Revenues</b>				
Interest	\$ -	\$ -	\$ 0	\$ 0
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Expenditures:</b>				
Miscellaneous Expense	\$ -	\$ -	\$ 246	\$ (246)
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 246</b>	<b>\$ (246)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>		<b>\$ (246)</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 231</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 2</b>	

# Saddle Creek Preserve

## Community Development District

### Capital Projects Fund - Series 2022

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 03/31/25	Thru 03/31/25	Variance
<b>Revenues</b>				
Developer Contribution	\$ -	\$ -	\$ 193	\$ 193
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 193</b>	<b>\$ 193</b>
<b>Expenditures:</b>				
Capital Outlay	\$ -	\$ -	\$ 193	\$ (193)
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 193</b>	<b>\$ (193)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>		<b>\$ -</b>	
<b>Net Change in Fund Balance</b>	<b>\$ -</b>		<b>\$ -</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ -</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ -</b>	



# Saddle Creek Preserve

## Community Development District

### Capital Reserve

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 03/31/25	Thru 03/31/25	Variance
<b>Revenues</b>				
Interest Income	\$ -	\$ -	\$ 2,189	\$ 2,189
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,189</b>	<b>\$ 2,189</b>
<b>Other Financing Sources/(Uses)</b>				
Transfer In/(Out)	\$ 59,096	\$ -	\$ 59,096	\$ (59,096)
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ 59,096</b>	<b>\$ -</b>	<b>\$ 59,096</b>	<b>\$ (59,096)</b>
<b>Net Change in Fund Balance</b>	<b>\$ 59,096</b>		<b>\$ 61,285</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 56,726</b>		<b>\$ 90,854</b>	
<b>Fund Balance - Ending</b>	<b>\$ 115,821</b>		<b>\$ 152,139</b>	

## Saddle Creek Preserve

### Community Development District

#### Month to Month

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
<b>Revenues</b>													
Assessments - On Roll	\$ -	\$ 12,243	\$ 546,604	\$ 3,347	\$ 5,415	\$ 6,474	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 574,083
Interest Income	\$ 988	\$ 902	\$ 894	\$ 859	\$ 779	\$ 1,056	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,478
<b>Total Revenues</b>	<b>\$ 988</b>	<b>\$ 13,146</b>	<b>\$ 547,498</b>	<b>\$ 4,206</b>	<b>\$ 6,194</b>	<b>\$ 7,530</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 579,561</b>
<b>Expenditures:</b>													
<b><i>General &amp; Administrative:</i></b>													
Supervisor Fees	\$ 800	\$ 600	\$ 800	\$ -	\$ -	\$ 1,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,800
FICA Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 122	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 122
Engineer Fees	\$ 350	\$ -	\$ 250	\$ -	\$ 413	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,013
Dissemination Fees	\$ 656	\$ 656	\$ 656	\$ 656	\$ 656	\$ 656	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,938
Assessment Administration	\$ 5,565	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,565
Arbitrage	\$ -	\$ -	\$ -	\$ 450	\$ 450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900
Attorney Fees	\$ 3,053	\$ 4,253	\$ 5,652	\$ 3,820	\$ 2,192	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,970
Audit Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trustee Fees	\$ 1,684	\$ 3,704	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,388
Management Fees	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,500
Information Technology	\$ 158	\$ 158	\$ 158	\$ 158	\$ 158	\$ 158	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 945
Website Maintenance	\$ 105	\$ 105	\$ 105	\$ 105	\$ 105	\$ 105	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 630
Postage & Delivery	\$ 19	\$ 44	\$ 31	\$ 202	\$ 51	\$ 85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 433
Insurance	\$ 6,161	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,161
Copies	\$ -	\$ 3	\$ -	\$ 14	\$ -	\$ 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20
Legal Advertising	\$ -	\$ 983	\$ -	\$ 1,253	\$ -	\$ 1,068	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,305
Other Current Charges	\$ 202	\$ 41	\$ 202	\$ 202	\$ 205	\$ 205	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,056
Office Supplies	\$ 2	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
<b>Subtotal General &amp; Administrative:</b>	<b>\$ 22,680</b>	<b>\$ 14,300</b>	<b>\$ 11,607</b>	<b>\$ 10,612</b>	<b>\$ 7,982</b>	<b>\$ 7,756</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 74,937</b>

# Saddle Creek Preserve

## Community Development District

### Month to Month

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
<b>Operations and Maintenance</b>													
<b>Field Expenditures</b>													
Property Insurance	\$ 12,114	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	12,114
Field Management	\$ 1,461	\$ 1,461	\$ 1,461	\$ 1,461	\$ 1,461	\$ 1,461	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	8,765
Landscape Maintenance	\$ 8,612	\$ 8,612	\$ 8,612	\$ 8,612	\$ 8,612	\$ 10,127	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	53,187
Landscape Replacement	\$ -	\$ -	\$ -	\$ 410	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	410
Mitigation Monitoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Lake Maintenance	\$ 1,515	\$ 1,515	\$ 1,515	\$ 1,515	\$ 1,515	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	7,575
Streetlights	\$ 1,737	\$ 1,789	\$ 1,789	\$ 1,789	\$ 1,788	\$ 1,788	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	10,679
Electric	\$ 334	\$ 302	\$ 294	\$ 262	\$ 401	\$ 310	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,904
Water & Sewer	\$ 119	\$ 121	\$ 121	\$ 125	\$ 105	\$ 102	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	693
Sidewalk & Asphalt Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,865	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	18,865
Irrigation Repairs	\$ -	\$ 129	\$ -	\$ 423	\$ -	\$ 71	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	622
Lift Station Maintenance	\$ 200	\$ 2,810	\$ 10,262	\$ 475	\$ 275	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	14,021
General Repairs & Maintenance	\$ 375	\$ 1,074	\$ 2,500	\$ 3,492	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	7,441
Contingency	\$ -	\$ -	\$ 1,950	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,950
<b>Subtotal Field Expenditures</b>	<b>\$ 26,467</b>	<b>\$ 17,812</b>	<b>\$ 28,503</b>	<b>\$ 18,564</b>	<b>\$ 14,157</b>	<b>\$ 32,723</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>138,226</b>
<b>Amenity Expenditures</b>													
Amenity - Electric	\$ 612	\$ 590	\$ 648	\$ 1,267	\$ -	\$ 643	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,759
Amenity - Water	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Internet	\$ 130	\$ 126	\$ 130	\$ 130	\$ 130	\$ 130	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	776
Pest Control	\$ 120	\$ 120	\$ 120	\$ 120	\$ -	\$ 120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	600
Janitorial Service	\$ 675	\$ 685	\$ 675	\$ 675	\$ 695	\$ 675	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	4,080
Amenity Access	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,000
Security Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 574	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	574
Pool Maintenance	\$ 1,415	\$ 1,415	\$ -	\$ 1,415	\$ 1,415	\$ 1,415	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	7,075
Amenity Repairs & Maintenance	\$ 200	\$ -	\$ 650	\$ 900	\$ -	\$ 210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,960
Contingency	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	250
<b>Subtotal Amenity Expenditures</b>	<b>\$ 4,235</b>	<b>\$ 3,769</b>	<b>\$ 3,056</b>	<b>\$ 5,341</b>	<b>\$ 3,073</b>	<b>\$ 4,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>24,074</b>
<b>Total Expenditures</b>	<b>\$ 53,382</b>	<b>\$ 35,880</b>	<b>\$ 43,166</b>	<b>\$ 34,517</b>	<b>\$ 25,213</b>	<b>\$ 45,079</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>237,236</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (52,394)</b>	<b>\$ (22,734)</b>	<b>\$ 504,332</b>	<b>\$ (30,311)</b>	<b>\$ (19,019)</b>	<b>\$ (37,550)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>342,325</b>
<b>Other Financing Sources/(Uses)</b>													
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (59,113)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(59,113)
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (59,113)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>(59,113)</b>
<b>Net Change in Fund Balance</b>	<b>\$ (52,394)</b>	<b>\$ (22,734)</b>	<b>\$ 504,332</b>	<b>\$ (30,311)</b>	<b>\$ (19,019)</b>	<b>\$ (96,663)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>283,211</b>

# Saddle Creek Preserve

## Community Development District

### Long Term Debt Report

#### Series 2020, Special Assessment Revenue Bonds

Interest Rate:	2.500%, 3.000%, 4.000%, 4.000%
Maturity Date:	6/15/2050
Reserve Fund Definition	50% Maximum Annual Debt Service
Reserve Fund Requirement	\$156,750
Reserve Fund Balance	\$156,750
Bonds Outstanding - 10/06/2020	\$5,500,000
Less: Principal Payment - 6/15/21	(\$105,000)
Less: Principal Payment - 6/15/22	(\$110,000)
Less: Principal Payment - 6/15/23	(\$115,000)
Less: Principal Payment - 6/15/24	(\$115,000)
<b>Current Bonds Outstanding</b>	<b>\$5,055,000</b>

#### Series 2022, Special Assessment Revenue Bonds

Interest Rate:	2.625%, 3.100%, 3.350%, 4.000%
Maturity Date:	12/15/2051
Reserve Fund Definition	50% Maximum Annual Debt Service
Reserve Fund Requirement	\$143,826
Reserve Fund Balance	\$143,826
Bonds Outstanding - 02/10/2022	\$5,155,000
Less: Principal Payment - 12/15/22	(\$130,000)
Less: Principal Payment - 12/15/23	(\$110,000)
Less: Principal Payment - 12/15/24	(\$110,000)
<b>Current Bonds Outstanding</b>	<b>\$4,805,000</b>



**Saddle Creek Preserve**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**Special Assessment Receipts**  
**Fiscal Year 2025**

**ON ROLL ASSESSMENTS**

Gross Assessments \$ 650,046.00 \$ 337,236.00 \$ 309,808.00 \$ 1,297,090.00  
Net Assessments \$ 604,542.78 \$ 313,629.48 \$ 288,121.44 \$ 1,206,293.70

50.12% 26.00% 23.88% 100.00%

Date	Distribution	Gross Amount	Discount/Penalty	Commission	Interest	Net Receipts	General Fund	2020 Debt Service	2022 Debt Service	Total
11/12/24	10/21/24	\$649.91	(\$34.12)	(\$12.32)	\$0.00	\$603.47	\$302.43	\$156.90	\$144.14	\$603.47
11/12/24	10/21/24	\$739.64	(\$38.83)	(\$14.02)	\$0.00	\$686.79	\$344.19	\$178.56	\$164.04	\$686.79
11/19/24	11/01-11/07/24	\$1,344.00	(\$53.76)	(\$25.80)	\$0.00	\$1,264.44	\$633.68	\$328.75	\$302.01	\$1,264.44
11/19/24	11/01-11/07/24	\$1,529.52	(\$61.17)	(\$29.37)	\$0.00	\$1,438.98	\$721.15	\$374.13	\$343.70	\$1,438.98
11/26/24	11/08-11/15/24	\$10,706.64	(\$428.27)	(\$205.57)	\$0.00	\$10,072.80	\$5,048.06	\$2,618.87	\$2,405.87	\$10,072.80
11/26/24	11/08-11/15/24	\$11,016.00	(\$440.62)	(\$211.51)	\$0.00	\$10,363.87	\$5,193.93	\$2,694.55	\$2,475.39	\$10,363.87
12/06/24	11/16-11/26/24	\$24,452.00	(\$978.02)	(\$469.48)	\$0.00	\$23,004.50	\$11,528.87	\$5,981.04	\$5,494.59	\$23,004.50
12/06/24	11/16-11/26/24	\$24,472.32	(\$978.88)	(\$469.87)	\$0.00	\$23,023.57	\$11,538.42	\$5,986.00	\$5,499.15	\$23,023.57
12/20/24	11/27-11/30/24	\$550,584.00	(\$22,022.26)	(\$10,571.23)	\$0.00	\$517,990.51	\$259,594.67	\$134,674.58	\$123,721.26	\$517,990.51
12/20/24	11/27-11/30/24	\$555,215.76	(\$22,207.85)	(\$10,660.16)	\$0.00	\$522,347.75	\$261,778.34	\$135,807.43	\$124,761.98	\$522,347.75
12/27/24	12/01-12/15/24	\$9,136.00	(\$335.87)	(\$176.00)	\$0.00	\$8,624.13	\$4,322.05	\$2,242.22	\$2,059.86	\$8,624.13
12/27/24	12/01-12/15/24	\$9,177.12	(\$336.49)	(\$176.81)	\$0.00	\$8,663.82	\$4,341.94	\$2,252.54	\$2,069.34	\$8,663.82
10/15/24	1%Admin Fee	(\$12,970.90)	\$0.00	\$0.00	\$0.00	(\$12,970.90)	(\$6,500.46)	(\$3,372.36)	(\$3,098.08)	(\$12,970.90)
01/10/25	12/16-12/31/24	\$3,453.98	(\$103.62)	(\$67.01)	\$0.00	\$3,283.35	\$1,645.47	\$853.65	\$784.22	\$3,283.34
01/10/25	12/16-12/31/24	\$3,571.04	(\$107.12)	(\$69.28)	\$0.00	\$3,394.64	\$1,701.25	\$882.59	\$810.80	\$3,394.64
02/03/25	10/1-12/31/24	\$0.00	\$0.00	\$0.00	\$880.11	\$880.11	\$441.07	\$228.82	\$210.21	\$880.10
02/03/25	10/1-12/31/24	\$0.00	\$0.00	\$0.00	\$873.51	\$873.51	\$437.77	\$227.11	\$208.64	\$873.52
02/10/25	1/1-1/31/25	\$4,836.00	(\$96.72)	(\$94.79)	\$0.00	\$4,644.49	\$2,327.62	\$1,207.54	\$1,109.33	\$4,644.49
02/10/25	1/1-1/31/25	\$4,588.56	(\$91.77)	(\$89.94)	\$0.00	\$4,406.85	\$2,208.52	\$1,145.76	\$1,052.57	\$4,406.85
03/07/25	2/1-2/28/25	\$6,513.02	(\$61.19)	(\$129.04)	\$0.00	\$6,322.79	\$3,168.71	\$1,643.89	\$1,510.19	\$6,322.79
03/07/25	2/1-2/28/25	\$6,795.03	(\$64.46)	(\$134.61)	\$0.00	\$6,595.96	\$3,305.61	\$1,714.91	\$1,575.44	\$6,595.96
<b>TOTAL</b>		<b>\$ 1,215,809.64</b>	<b>\$ (48,441.02)</b>	<b>\$ (23,606.81)</b>	<b>\$ 1,753.62</b>	<b>\$ 1,145,515.43</b>	<b>\$ 574,083.29</b>	<b>\$ 297,827.48</b>	<b>\$ 273,604.65</b>	<b>\$ 1,145,515.42</b>

95%	Net Percent Collected
\$60,778.27	Balance Remaining to Collect