



# **AGENDA**

## **REGULAR MEETING**



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**October 18, 2019**

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# STONEYBROOK AT VENICE COMMUNITY DEVELOPMENT DISTRICT

October 11, 2019

Board of Supervisors  
Stoneybrook at Venice  
Community Development District

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Stoneybrook at Venice Community Development District will be held on **Friday October 18, 2019** at **12:00 P.M.** at the **Stoneybrook Activity Center, 2365 Estuary Drive, Venice, Florida 34292.**

1. Call to Order & Roll Call.
2. Consideration of proposals to provide District Manager Service.
  - a) DPF Management & Consulting LLC Proposal
  - b) Governmental Management Services Proposal
3. Staff Report
  - I. Attorney
  - II. Manager
4. Supervisor's Requests and Audience Comments
5. Adjournment

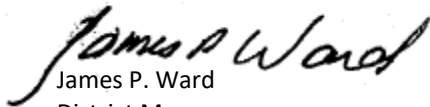
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The second order of business is the consideration of proposals for District Manager Service.

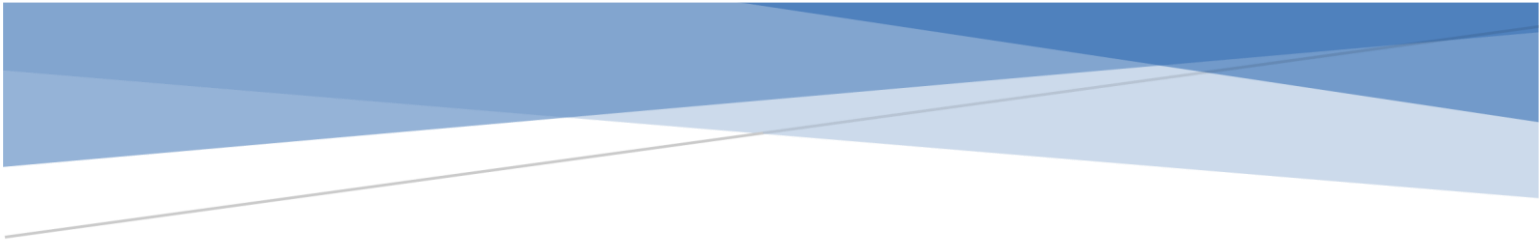
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The balance of the Agenda is standard in nature and I look forward to seeing you at the meeting, and if you have any questions and/or comments, please do not hesitate to contact me directly at (954) 658-4900.

Yours sincerely,  
Stoneybrook at Venice  
Community Development District

  
James P. Ward  
District Manager

enclosure



# STONEBROOK AT VENICE COMMUNITY DEVELOPMENT DISTRICT

Response to Request for Proposal for District  
Management Services

October 1, 2019

DPFG Management & Consulting LLC

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## 1. Cover Letter

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Stoneybrook at Venice Community Development District  
Attention: Gary Compton, via e-mail

***Subject: District Management Services***

Board of Supervisors:

We are pleased to submit this proposal describing the services that DPF Management and Consulting, LLC (DPFG) can provide to the Stoneybrook at Venice Community Development District (District). The District is seeking an experienced management firm to provide district management and financial accounting services. DPF will professionally administer and manage the District. With 17 qualified employees, we have the in-house resources to meet your current expectations and satisfy any changing needs.

The quality and character of your development makes you a desirable client. Ken Joines is the selected District Manager. With over 15 years of property management, HOA and government accounting experience, he will lead and manage your District operations. He embodies the role of District operations and accounting manager simultaneously and seamlessly for the long-term benefit of the District. As a leader, for example, he will help people contemplate new ideas and approaches. As a manager, he institutes systems to ensure that all vendors comply with your policies and directives. Together with land development professional Paul Cusmano, Ken can assist in implementing solutions for the District's pond erosion and facilitate the joint effort with the HOA. On an as needed basis, for example, they can attend education meetings and offer their expertise or borrow successful track records, follow and manage resident complaints, and monitor progress.

The scope of your District and cooperation with the community's HOA provides an opportunity for us to collaboratively contribute significant value to the Board's strong stewardship of your community. We propose two fee alternatives depending on the number of annual meetings. The following is a brief description of the DPF team, fee alternatives and services as they relate to a typical scope of services for District management services.

We welcome any suggestions to modify specific services to ensure that we meet your vision, goals and expectations for the District, as it is believed that successful results derive from a cooperative process. We look forward to serving your Board. Your consideration of this proposal is greatly appreciated.

Offered By:

DPFG Management and Consulting, LLC



Maik Aagaard  
President and CEO  
P. (321) 263-0132 ext. 4201  
E. [maik.aagaard@dpfg.com](mailto:maik.aagaard@dpfg.com)

## 2. Summary of Proposed Fee Alternatives

The amount of the fee for the standard services is a function of the time and effort to deliver what is needed and expected. Some services are routine reoccurring tasks (e.g., accounts payable, financial reporting), while others may vary (e.g., attending/conducting meetings). Given past and current budgetary and operations circumstances, we propose two fee alternatives as set forth in the following table. As long as the expected activity remains the same, we don't anticipate to raise our fees over the next three years.

<b>SERVICE DESCRIPTION/ (General Fund Budget Line Items)</b>	<b>ALTERNATIVE 1. Fixed Annual Fee</b>	<b>ALTERNATIVE 2. Variable Per Meeting Fee &amp; Fixed Routine Annual Fee</b>
District Management (Executive) /(1),(2)	\$9,000	\$1,500 per meeting
Accounting Services (Financial and Administrative)	10,000	10,000
Assessment Roll and Revenue Collections (Financial and Administrative)	5,000	5,000
Disclosure Report/Dissemination Agent (Other Contractual Services)	4,000	4,000
<b>Total Proposed Annual Costs</b>	<b>\$28,000</b>	<b>If less than 6 Board meetings, below \$28,000</b>
"As Needed" Services	Subject to quote for specific circumstances	Subject to quote for specific circumstances

**Note:**

- (1) Meetings will include as many agenda items as the Board or Committee can realistically cover in the time allocated. Time allocation for specific issues may vary – some topics can be completed quickly, other will need extra time for discussion. As a general guideline, DPFGE will bill for meeting time based on an hourly rate of \$150 per meeting for each hour in excess of 3 hours.
- (2) Includes administrative fees to cover all supplies or services to support District Management; except office expenditures for mass mailings, notices, overnight delivery, and reproduction costs in excess of \$50.00 will be billed to the District at cost plus a standard markup of 35% on top of the costs for running and overseeing the administrative process. Agenda packages in paper (production, printing, binding, delivery) will be billed to the District at cost (approx. \$60 per meeting). We support reducing paper use. Paper is part of our everyday lives and we should use it wisely. We may not always consider that paper production, distribution, use, and disposal require a large amount of energy and raw materials. Streamlining systems through efficient tools minimize unnecessary use and waste; for example, we can use a projector and laptop or electronic display to project the agenda and other important documents. Also, we circulate materials in advance and encourage participants to use their laptop or device to take and refer to electronic notes and emails. We provide access thru the cloud to relevant files on their laptops during meetings.



### 3. Proposer Information

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#### (a) Name of Company

DPFG Management and Consulting, LLC, a Florida limited liability company (DPFG)

#### (b) Company Locations

Local office contact information and total number of employees.

Lake Mary  
250 Internation Parkway | Suite 280  
Lake Mary, FL 32746  
(321) 263-0136  
9 employees

Tampa  
15310 Amberly Drive | Suite 175  
Tampa, FL 33647  
(813) 418-7473  
8 employees

#### (c) History of DPFGE

DPFG is owned by DPFGE, Inc. and Maik Aagaard. DPFGE, Inc. (www.dpfg.com) is a national real estate consulting firm with offices in various states. Since inception in 1991, DPFGE has provided real estate finance and management consulting services to residential and commercial real estate developers as well as lenders, public agencies and institutional investors. A key emphasis in Florida is the management of Community Development Districts (CDD).

Currently, DPFGE manages 40 CDDs in various stages of development serving over 14,000 residential dwellings. Total operational budgets under management exceed \$23 million. The DPFGE Team possesses expertise in government accounting, assessment consulting, records administration and compliance, land development, municipal finance, project financing, and CDD Board advisory. DPFGE is registered as municipal advisor with the Municipal Securities Rulemaking Board (MSRB).

#### (d) Business Structure

DPFG Management and Consulting is a Florida limited liability company. Its minority owner and managing member is Maik Aagaard responsible for day-to-day operations. Its majority owner is DPFGE, Inc. a Delaware corporation, and authorized to do business in the State of Florida. DPFGE, Inc. was founded in 1991, and incorporated on January 1, 2007.

#### (e) Organization Chart of DPFGE Florida

Please refer to **Exhibit A** for an organizational chart of the Florida operations of the company.

#### (f) Outstanding Litigation

There is no outstanding litigation that would threaten the viability of the firm or the performance of district management services.

## 4. Experience and Expertise

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With 17 qualified employees, we have the in-house resources to meet your current expectations and satisfy any changing needs. This section introduces the DPFG team with a description of what sets us apart.

### (a) Qualifications

We are prepared and qualified to deliver all services as described in the Scope of Services. The principal challenge is to advance management and policies so that the District can function proficiently. This will entail integrating planning and organization of board activity, accounting, public records, risk management, financing, and property management issues along with resident perceptions and stakeholder expectations. Our team will work with an awareness of other clients facing similar opportunities and constraints as the District. Likewise, we will demonstrate our commitment to place-making that is creative and inspirational, that integrates seamlessly with existing conditions, and that is sensitive and responsive to community circumstances.

The following is a summary of our team's main qualifications:

- ✓ Recipient of Government Finance Officers Association awards for Annual Budgets and Popular Annual Financial Reports;
- ✓ Graduate degrees in management, business administration, and accounting;
- ✓ Planned and organized board activity for 40 CDDs this year;
- ✓ Hands-on knowledge of governmental standards for accounting systems, internal controls and financial reporting, currently managing operational budgets in excess of \$23 million serving in excess of 14,000 parcels in various Counties;
- ✓ Planned long term public improvement projects and structured in excess of 100 municipal bond issues and refunding transactions totaling in excess of \$1.8 billion;
- ✓ Tested and proven experts in all required fields of expertise, including
  - Community development district establishment and management, public administration
  - Government auditing, Government accounting and Budgeting
  - Special assessment administration and revenue collection
  - Project financing and feasibility analysis, and bond finance transactions
  - Amenity and field operations management
  - Commercial construction management, community amenity construction, and land development
  - Capital program administration and construction accounting



- ✓ The public-private partnership spirit and track record necessary to forge partnerships, leverage and combine individual community assets for the greater good;
- ✓ DPF is Municipal Advisor firm registered with the Municipal Securities Rulemaking Board (MSRB);
- ✓ As evidence of the team's competency individuals of our team hold/held following licenses:
  - Municipal Advisor, Series 50; (Investment Banking representative, Series 79, but currently not registered with a broker/dealer firm)
  - Certified Public Accountant, State of California
  - General Contractor, inactive
  - Certification and continuing education in National Pollutant Discharge Elimination System (NPDES), Department of Environmental Resources Management (DERM), Southwest Florida Water Management District (SWFWMD)
- ✓ Attributes of our individual team members include:
  - Strong verbal and personal communication skills
  - Decision making, critical thinking
  - Self-motivated, initiative, maintaining a high level of energy
  - Accuracy and attention to details
  - Tolerant and flexible, adjusts to different situations
  - Organization and prioritization skills
  - Problem analysis, use of judgment and ability to solve problems efficiently

## **(b) Business plan and management system**

We will professionally administer the District's organization, records, financial, accounting, risk management and assessment functions utilizing best management practices and ensure employee and vendor performance standards are met. This section describes successful management approaches.

### *Communication*

Our approach in providing services is to work very closely with our peers and you, and follow your direction, while at the same time, provide you with our recommendations as to the appropriate course of action to accomplish your goals and objectives. We will fully communicate and collaborate with the Board and administer Board policies. We have the experience, expertise, intelligence, financial acumen and creativity to manage a seamless transition and change, work with the Board to preserve and enhance infrastructure, refine the budget, cut costs, manage funds and implement Board policies for the long-term wellbeing and prestige of your community.

### *Knowledge*

We have a highly trained and educated professional staff to perform the engagement. We are most proud of the fact that the personnel designated for your engagement are some of the most experienced in the field of district management, finance, accounting, risk management, assessment advisory services, and public records administration. This translates to a high-level of knowledge exchange and efficiency in operations. It allows us to deliver the highest quality level of service and professional management at reasonable rates. We possess the resources required to complete the work outlined in the Scope of Services, and are financially stable.

### *Cost control*

In our experience effective cost control is exercised during the planning phase not when the service or process have already been engaged or committed. During the active service engagement most of the service costs have already been earmarked in the budget and the focus is on cost containment. This understanding of the pattern of costs has led to our interest in controlling costs during the planning phase, during bidding and prior to engagement. Above all, this approach is a tool that promotes and facilitates communication among the stakeholders. It is resident-oriented; it begins with price, quality and practical requirements defined by the Board, committees, and residents. We recognize that the Manager/District must meet cost, time and quality goals. There are three general elements to our approach; (i) identify true/competitive costs of each project task and activities, (ii) develop a working budget schedule, which gives a framework for time and cost control, (iii) manage the baseline to be constant in controlling factors that change or affect the budget; pinpoint the factor which changed and implement a corrective activity to be back on line and in budget.

### *Strategic Vision*

The following points are part of our management approach:

- **Product:** Bringing a variety of services to clients that anticipate and satisfy their needs and goals.
- **Problems:** Solve problems to make a difference for our clients and their business and operational activities.
- **Peers & Partners:** Nurture a winning stakeholder relationship; building mutual loyalty as well as trust in order to be able to work together today and in the future.
- **Return:** Maximizing assessments by providing services without waste to owners and residents while being mindful of our overall responsibilities to the District and ethical standards.
- **Productivity:** Managing our people, time, and money for greatest effectiveness.

### *Core Capabilities*

The following are core capabilities that link to our vision and District management approach:

- District management: directing activities towards common goals, compliance, performance of routine District operations
- Financial management: budgeting, accounting, reporting, and assessment administration
- Commercial building and infrastructure construction, land development
- Transaction: planning, organization, support and leadership
- Financial analysis: real estate and land-secured bonds, risk and return, capital budgeting
- Government accounting based on GAAP and GASB principles
- Communication: quick response, transparent, simple, practical and un-bureaucratic delivery of service

### **(c) Our Approach**

We use various approaches to deliver the work described in the scope of services. We strive to find the best way to initiate, plan and execute tasks and projects. Our team attempts to eliminate uncertainty by outlining all steps in a project and defining the scope, budget and schedule upfront. Investing time in the early stage of the task at hand ensures that the proper requirements have been met, and ultimately saves significant time and effort correcting problems later. However, through our team experience, we have the agility for faster turnaround and the dynamic ability to quickly adapt to needed changes or course corrections. The key of our management methodologies is enabling communication flow between different styles.

In connection with the tasks generally described as MEETINGS, HEARINGS, WORKSHOPS, RECORDS, and DISTRICT OPERATIONS, we use standard project, time, document management tools on a regular basis including, but not limited to, the following

- Meeting checklists to plan, organize and conduct all Board meetings, workshops, other CDD meetings
- ShareFile that allows users to create workflows, store and manage Board packages and District records
- Meeting and task calendars
- Create to-do-lists for intake and delegation in a given time period; organized by responsibility, timing and priority

In connection with the tasks generally described as ACCOUNTING AND REPORTING, AUDITS, BUDGETING, CAPITAL PROGRAM ADMINISTRATION, ASSESSMENTS & REVENUE COLLECTION, we use various tools that include, but are not limited to, the following:

- Financial dashboard; provide an easy to understand overview of income statement, fund balance, and/or cash flow items, usually centered around three to five indicators. Heads-up information can be further utilized to reveal trends over time.
- QuickBooks Enterprise Solution accounting and reporting system converted to meet government accounting standards
- Maintain contract administration database linked to budget
- Assessment administration database based on property appraiser data and plat map records
- Standard spreadsheet software for organizing, analyzing and storing financial data connected to accounting software

- Budgeting tools, fund balances and actuals
- Require that auditors conduct early testing of District records to ensure that audits are completed on time and audit work doesn't interfere with CDD's budget cycle.

#### **(d) Specific Experience and Qualifications in District Management**

All key management services will be directly performed by DPFG. The following provides specific experience and qualifications related to general CDD management work.

##### **MEETINGS, HEARINGS, WORKSHOPS, ETC.**

- Plan, organize, lead and conduct approximately 280 meetings, hearings and workshops annually
- Conduct regular site visits to inspect District property together with vendors
- Report field inspections, including photos, maps or other visual aids, track progress on to-do lists

##### **RECORDS**

- Administer public records and compliance to relevant laws, policies and regulations for 41 CDDs
- Collect and maintain documents that record important actions by the District, and make them available to the public

##### **DISTRICT OPERATIONS**

- Plan, organize and lead operations of 41 CDDs with operational budget in excess of \$23 million
- Oversee performance of personnel, vendors, and related contracts, including design/revamp of scope of work.
- Executive level experience in all aspects of land development and infrastructure maintenance
- Additional education as General contractor, in public works infrastructure improvements and inspections (for example, storm drainage systems and outfalls, lift stations, roads, etc.)

##### **ACCOUNTING AND REPORTING, AUDITS, BUDGETING, CAPITAL PROGRAM ADMINISTRATION, ASSESSMENTS & REVENUE COLLECTION**

- Accounting administration of combined operational budget in excess of \$23 million for 40 CDDs
- Recipient of Government Finance Officers Association (GFOA) Awards for Annual Budgets and Popular Annual Financial Reports
- 7 years of experience as external Governmental Auditor for Local Governments, Enterprise Funds, Community Redevelopment Agencies and Non-Profit Organizations
- Certified Public Accountant, licensed from the State of California.
- Municipal Advisor Representative, Series 50
- Currently enroll special assessments on County tax bill, an/or collect directly, for over 13,000 parcels in various Counties
- Construction accounting for capital improvement programs in excess of \$80 million over past 2 years
- Acted as assessment consultant on 55 CDD bond deals; issuing, refunding or restructuring in excess of \$500 million over past 5 years.

## **5. Staffing and Competency**

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With 17 qualified employees, we have the in-house resources to meet your current expectations and satisfy any changing needs. This section introduces the DPFGE team with a description of in-house capabilities, and devoted resources, including a brief profile of the designated District Manager.

### **(a) District Manager**

The principal manager for the District is Ken Joines. With over 15 years of management, accounting and controller experience, he will lead and manage your District operations. He embodies the role of District operations and accounting manager simultaneously and seamlessly for the long-term benefit of the District. As a leader, for example, he will help people contemplate new ideas and approaches. As a manager, he institutes systems to ensure that all peers and vendors comply with your policies and directives. He will organize and conduct meetings in a highly professional manner making sure all Board Members are fully informed of the current activities, meetings are productive, and end with a sense of accomplishment for all involved. This often involves meeting with each Board member individually for briefings and updates ahead of the Board meeting. He reacts to your goals and will coordinate the efforts of peers, partners, and District vendors.

Over his career, she has overseen the activities of numerous Districts, HOAs, government budgets, and special projects. As effective manager, he orchestrates the day-to-day District activities, negotiates and bargains with vendors, and conserves CDD assets. He organizes responsibilities by functional areas, this often involves keeping choices and options down to a manageable level with a focus on how decisions are made effectively. He created stronger communities thru monetary savings, eliminating time-wasters for Boards activities to become more productive, and greater transparency fostering trust. This created a meaningful work environment for the activities and relationships surrounding the District's Board. As he has accomplished many times, he will become your trusted advisor and a successful manager for the District.

### **(b) Management Consistency and Training**

Although it is envisioned that Ken manages the District without change in personnel, DPFGE ensures consistency in the management of District operations by having multiple individuals that are knowledgeable and experienced with the financial operation, records compliance, and district management. We train our staff on a regular basis so they know how to apply DPFGE's management approach, tools and templates. It goes a long way to ensuring that employees know how to manage CDDs, projects and how to use the project management tools we have provided for them. From this approach, the District reaps the benefits of reduced turnover risk and higher project success rate, which ultimately leads to increased management consistency and compliance with relevant laws, policies and regulations.

For any unforeseen circumstances, Ken can rely on various team members as backup, assisting in management duties, "ad-hoc" projects, and attending meetings as needed. Refer to the organizational chart in **Exhibit A** to review how our team is organized and departmentalized.

### **(c) Profiles of DPFG's Key Team Members**

Brief profiles of senior project team (selected members) are provided below.

#### **Ken Joines, MBA**

Ken has extensive budgeting and operations experience. Ken spent ten years working on budgeting, budget review and analysis, and financial planning to minimize taxes for individuals, partnerships and companies. Additionally, Ken started working in HOA management in 2009 and has worked with HOA and CDD boards on budgets, field operations, contract management, insurance protection and long-term planning (reserves) for over 9 years. For most of the past 20 years, Ken has been a controller or head of the accounting department and overseen back office operations for the various companies for whom he has worked. He provides leadership for staff members and enjoys educating residents and boards on financial management. Ken has a MBA from the University of Florida with concentrations in Finance and Commercial Real Estate. He holds CAM license since May 2010.

#### **Paul Cusmano**

Paul is an accomplished senior level professional with demonstrated expertise in the areas of land development, property management operations, and staff management within the land development and building construction sectors. He is results oriented with the ability to coordinate multiple projects and teams simultaneously, coupled with the skills to effectively manage staff of all levels and diverse backgrounds. He is an innovative and results dedicated manager focused on achieving exceptional results for his clients. Paul has 20 years of experience in senior level position in land development for Transeastern Proprieties, Trans Florida Development Corporation, and Arvida/St. Joes. His many accomplishments include the following:

- Completed design, engineering, permitting and platting of Miami-Dade County's first true Traditional Neighborhood Development (TND). The TND Project encompasses 160 acres, with 1,265 residential units and 200,000 square feet of retail space.
- Oversaw and managed from conception through final sale: Weston Town Center within the master community of the City of Weston. First "old town setting" with 250,000 square feet of mixed use, and 150 high end town homes.
- Construction and certification of land development for 3,500 homes, including all amenities.
- Completed of over 2 million square feet of tenant build outs.
- Completed 1.3 million square feet of warehouse / office / distribution centers.
- Served as chairman of the Board of Supervisors for six CDDs.

#### **Maik Aagaard, MBA**

Maik established DPFG's financial and management consulting services in Florida and lead its growth since 2007. For CDD clients, he provides consulting services relating to formation, implementation, financing and management. He has worked on 99 special district projects with one billion dollars in financing of public infrastructure in Florida and in California. He has provided assessment administration services for special districts with land holdings totaling over 115,000 parcels, including financial advisory and analysis services related to new issuances, bond splits, refunding, foreclosure, forbearance and other workout approaches.

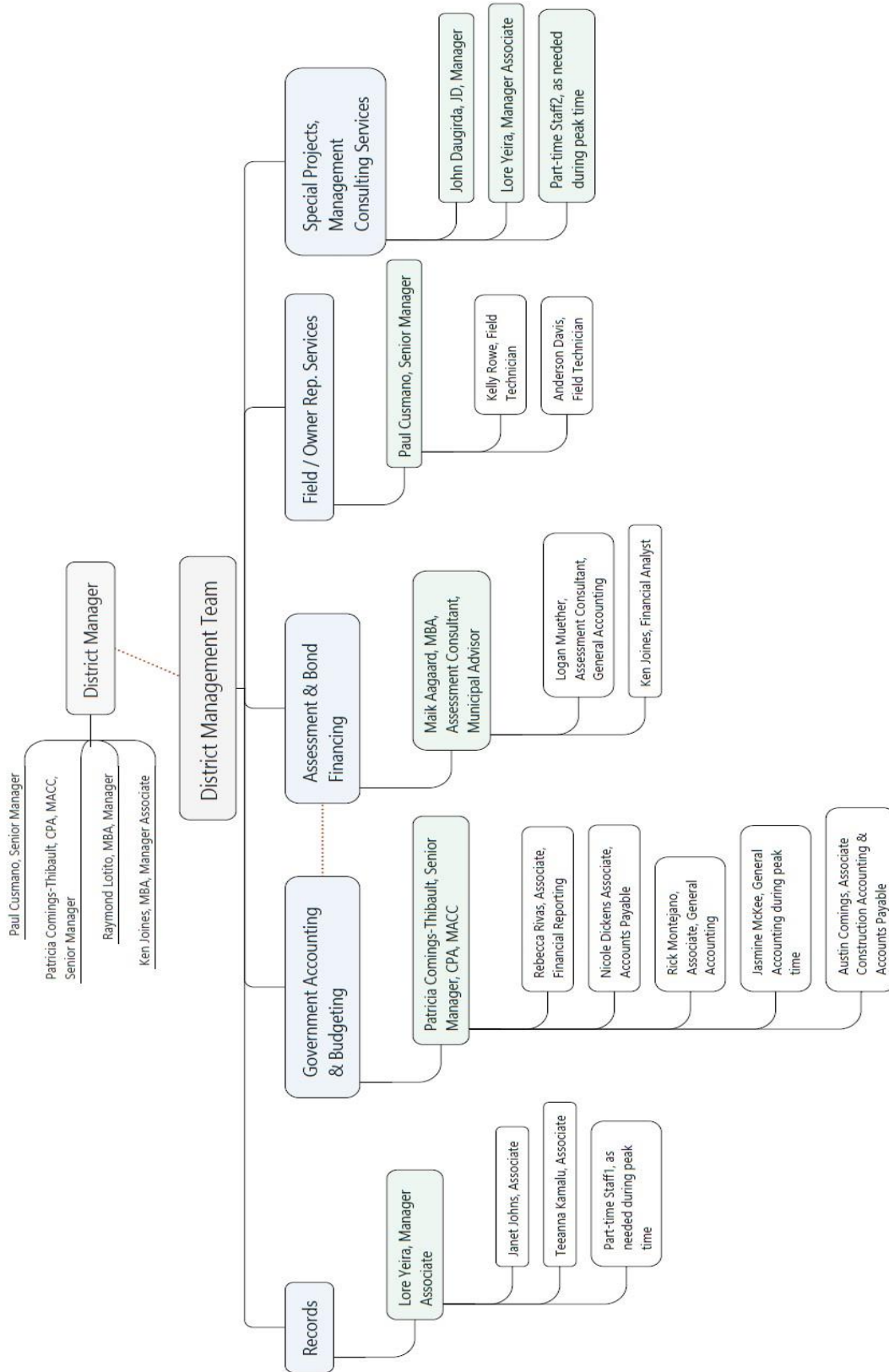


Maik holds a university degree in economics after completing related coursework at the University of Wales, Great Britain, and Christian-Albrechts-University at Kiel, Germany, and a MBA from the Crummer Graduate School of Business at Rollins College with concentrations in both entrepreneurship and finance. He holds the Series 50 Municipal Advisor Representative license, and held the Series 79 Investment Banking Representative license (currently not registered with a broker/dealer firm).

**Patricia Comings-Thibault, CPA, MACC**

Patricia has extensive district management experience along with managing accurate operations and debt service accounting, assessment billing/collection, preparing accurate and comprehensive financial statements, CDD budgets, managing the audit process and bond compliance. She has 15 years of experience in municipal finance, government accounting and operations and has received GFOA Awards for Distinguished Budget, the Certificate of Achievement for Excellence in Financial Reporting and the Popular Annual Financial Reporting Award for her work. Patricia has over 15 years as an external auditor for governmental entities and was a partner in a Sacramento, CA accounting firm. She provides leadership and oversight over a staff of accountants, field service operators and records administrators. Patricia holds a Masters in Accounting from Stetson University and is a licensed CPA from the State of California.

(d) Exhibit A. DPFG Florida Organizational Chart



## **6. References**

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### **Lakeshore Ranch CDD**

John Rose, Chairman

Email: [jroselol@gmail.com](mailto:jroselol@gmail.com)

Phone: 717-344-1319

### **Heritage Harbor CDD**

David Penzer, Chairman

Email: [pensers@tampabay.rr.com](mailto:pensers@tampabay.rr.com)

Phone: 813-948-4558

### **Anthem Park CDD**

Miguel Camacho, Chairman

Phone: 407-334-3482

### **Stonebrier CDD**

Analina Medina, Chairman

Phone: 813-997-5276

## **7. Scope of District Management Services Needed**

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DPFG provides the staffing and qualifications to deliver on the District's expectations of the responsibilities and services to be provided by a District Manager. This proposal encompasses all the District Management duties outlined in Florida Statutes, during the interview, and based on the District's budget and generally forth under

- Management/Executive
- Administrative, risk management and compliance
- Government Accounting and Financial Reporting
- Assessment Roll Collection

During the transition phase, we will review the records and confer with the Supervisors and other consultants including the outgoing manager, to familiarize ourselves with all material facts and outstanding issues pertaining to the District. We will thoroughly review recent minutes and perform due diligence on all critical issues that are not so apparent during the interview process. Based upon this review, we will confer with Supervisors, refine the transition, define adequate objectives and scope, evaluate staffing, and implement the desired management plan.

At the commencement of our contract date, we will step in and professionally manage the District's organization, records, accounting, compliance, and assessment functions utilizing best management practices. We will fully communicate and collaborate with the Board and administer Board policies.

## **8. Biographies**

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**Ken Joines**  
**Manager Associate**  
Ken.Joines@dpfg.com

## EDUCATION

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**University of Florida, Hough Graduate School of Business**, Gainesville, FL, U.S  
Master of Business Administration  
Concentration Commercial Real Estate and Finance

**Weber State University**, Ogden, UT, U.S.  
Bachelor of Science, Business Adm - Finance

## PROFESSIONAL PROFILE

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Professional real estate and finance consultant.  
Extensive experience in business planning, financial management as well as building and maintaining financial departments.

Specific expertise includes:

- Business Plans
- Special Taxing District Planning, Implementation, Financing, and Management
- Budget Planning and Analysis
- Cash Flow Evaluation
- Asset Management
- Risk & Return Analysis
- Financial Modeling
- Contract Review
- Financial Education

## PROFESSIONAL EXPERIENCE

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2019 - Present  
**Development Planning and Financing Group, Inc. (DPFG), Inc.** - Tampa, FL  
Manager Associate

2016 - 2019  
**Vesta Property Service/LE Wilson and Associates, Inc.**, HOA Management Firm- Ruskin, FL  
Financial Manager/LCAM/VP Operations

2014-2015  
**Meritus Corp.**, HOA and CDD Management Firm- Tampa, FL  
Senior Property Manager

2013  
**Resources Global Professionals, Consulting Management Firm**- Tampa/Gainesville, FL  
Interim Controller for Commercial Real Estate Firm

2012-2014  
**Cornerstone Property Services, HOA Management Firm**- Gainesville, FL  
Consultant

2009-2012  
**Trend Property Services, Property Management Firm**- Gainesville, FL  
Community Association Management Dept Head

2008-2009  
**Vines Wine Lounge, Wine bar and store** - Gainesville, FL  
CFO and Partner

2001-2006  
**Syntek West, Inc., Commercial Real Estate Firm**- Dallas, TX  
General Manager/VP

## MEMBERSHIP & LICENSES

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- Community Association Manager - FL

## HONORS

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Peer Professionalism Award, Univ of FL MBA Prog  
Voted by peers of MBA Class.

Beta Gamma Sigma – academic honor society for top 20% of MBA graduating class.





**Paul Cusmano**  
**District Manager**  
paul.cusmano@dpfg.com

## EDUCATION

**Broward Community College**  
**Fort Lauderdale, FL**  
Business/Construction Management

**Contractors School of Business**  
**Fort Lauderdale, FL**  
Building Construction Technology  
General Contractor License

**Florida Department of Environmental Protection**  
Continuing Education Classes

- NPDES - Storm Water System
- Land Development Theories and Practice

## PROFESSIONAL PROFILE

Professional in commercial/residential land development with commercial and amenity construction.

Specific expertise includes:

- District Management
- Full Site Design and Development
- Operations and Staff Management
- Environmental Compliance
- Due Diligence/Entitlement
- Asset Management
- Short and Long range project forecast
- Coordination of multiple projects
- Full Owner Rep responsibilities
- Project Management

## PROFESSIONAL EXPERIENCE

2016 - Present  
**Development Planning and Financing Group, Inc. (DPFG), Inc. - Lake Mary, FL**  
District Manager, Owner Rep., Construction Manager

2012-2016  
**Governmental Management Services (GMS) - Tampa, FL**  
District Manager

2002-2012  
**Transeastern Properties - Boca Raton, FL**  
Director of Commercial Construction, Special Projects and Land Development  
Developer District Manager

## SELECTED ACHIEVEMENTS AND HIGHLIGHTS

- Completed platting, approval and permitting of Miami-Dade County first true TND. Project is 160 acres with 1,265 units and 200,000 sq.ft. of retail space
- Conception thru sale of Weston Town Center master commercial/multi-use center, called "Old Town". Retail space of 250,000 sq.ft. with 150 units townhome

## HONORS

- Best Development Landscape – Miromar Lakes CDD, Fort Meyers. 2013 -2016

## CERTIFICATES / LICENSES

- General Contractors License (inactive)
- MOT- Licensed in 38 states
- NPDES monitoring





**Maik Aagaard**  
**President**  
maik.aagaard@dpfg.com

## EDUCATION

---

**Rollins College, Crummer Graduate School of Business**, Winter Park, FL, U.S  
Master of Business Administration  
Concentration Entrepreneurship and Finance

**California State University (CSU) Hayward**, Hayward, California, U.S., nka CSU East Bay  
Bachelor of Arts, Economics

**Christian-Albrechts-University**, Kiel, Germany  
Student, Economics

**University of Wales**, Swansea, Great Britain  
British Council Exchange Student, Economics

## PROFESSIONAL PROFILE

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Professional real estate and finance consultant.  
Extensive experience in public finance and private-public partnerships.

Specific expertise includes:

- Municipal Bond Financing Structuring
- Special Taxing District Planning, Implementation, Financing, and Management
- Public/Private Partnerships Funding and Operation
- Cash Flow Evaluation
- Project Financing & Capital Budgeting
- Investment Risk & Return Analysis
- Studies on nexus between new development and public funding
- Fiscal Impact Analysis

## PROFESSIONAL EXPERIENCE

---

2004 - Present  
**DPFG Management & Consulting LLC (DPFG)**  
Lake Mary, FL  
President

2002 - 2004  
**David Taussig and Associates, Inc.**, *Public Finance Consulting Firm*- Newport Beach, CA  
Associate

2001-2002  
**MuniFinancial, Inc.**, *Municipal Finance Consulting Firm*- Temecula, CA  
Analyst

## SPEAKING ENGAGEMENTS

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**Urban Land Institute and Urban Land Expo**, Miami, Florida  
Presentation: "Getting your Project Back on Track – Two Case Studies Indicating the Possibility of Navigating Challenging Markets with Proper Financing in Place"

**National Impact Fee Roundtable**, Orlando, Florida  
Panel: "TIDDs and TIFs: New Tasks For Fiscal Impact Analysis and Impact Fees"  
Presentation: "Fiscal Analysis Linked To Municipal Bond Analysis"

## MEMBERSHIP & LICENSES

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- Urban Land Institute
- Municipal Advisor Representative, Series 50

## HONORS

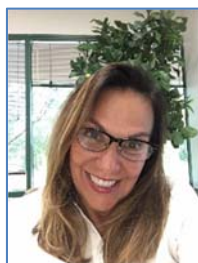
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Member, Golden Key International Honor Society  
In recognition of outstanding academic achievements by the academic honor society.

## **DPFG Management & Consulting LLC**

### **District Manager**

---



**Patricia Comings-Thibault,**  
**CPA, MACC**  
P: (321) 263-0132, Ext. 4205  
C: (407)221-9153  
**patricia.comings-**  
**thibault@dpfg.com**

### **EDUCATION**

---

**Stetson College, Graduate School of Accounting,** Deland, FL  
Master of Accounting

**University of Central Florida,**  
Orlando, FL  
Bachelor of Arts, Business

### **PROFESSIONAL PROFILE**

---

Professional governmental accountant with extensive experience in governmental accounting, budget and audit.

Specific expertise includes:

- District manager
- Governmental Fund Budgeting & Auditing
- Development of five-year capital improvement programs
- Thorough knowledge of GAAP, GASB and FASB
- Maintenance of processes related to fiscal activities and ongoing budget maintenance
- FEMA Coordination
- Cash flow management & evaluation

### **PROFESSIONAL EXPERIENCE**

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2013 - Present  
**DPFG Management & Consulting LLC**  
Lake Mary, FL  
District & Accounting Manager

### **PROFESSIONAL EXPERIENCE (cont.)**

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2011 - 2012  
**City of Casselberry,**  
**Casselberry, Florida**  
Budget Director - Approximately \$42 Million in government wide appropriations with \$336,000 appropriated to the CRA

2008 - 2011  
**Atlantis Construction**  
**President**

2004 – 2006  
**Seminole County Government**  
Seminole County Florida  
Budget Director – Approximately \$1 Billion in appropriations

1997 – 2004  
**External Governmental Auditor for Local Governments, Community Redevelopment Agencies and Non-Profit Organizations**

### **Awards & Accomplishments**

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**City of Casselberry**  
GFOA Award – Annual Budget  
GFOA Award – Popular Annual Financial Report

**Seminole County Government**  
GFOA Award – Annual Budget

### **Membership**

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- AICPA – American Institute of CPA's
- FGFOA – Florida Government Finance Officers Association

### **Licenses**

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Certified Public Accountant – Licensed from the State of California. Passed exam on 1<sup>st</sup> sitting.



## Governmental Management Services

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*Serving Florida's New Communities*

September 30, 2019

Stoneybrook at Venice Community Development District  
c/o Supervisor Gary Compton  
2365 Estuary Drive  
Venice, Florida 34292

RE: GMS Proposal for District Management Services

Dear Mr. Compton:

Governmental Management Services-Tampa, LLC (GMS) is pleased to provide for your review our proposal associated with providing District Management Services to the Stoneybrook at Venice Community Development District (CDD). We believe the Proposal demonstrates that the assembled team of management, financial, and administrative professionals is extremely qualified to provide these services and meet time and budget requirements. We believe the information included in our proposal is sufficient to meet the requirements of the request. Please note the last page of our proposal is a summary of the proposed fees for GMS compared to the current fees the CDD is paying which reflects a significant savings to the CDD.

GMS is a leader in the Community Development District industry. We provide district management services to over 150 Community Development Districts across the State of Florida. Our approach, methodology, and philosophy towards providing these services reflect our commitment and ability to deliver comprehensive services that exceeds the expectations of our clients. We believe that our greatest strength is our ability to respond to individual client needs efficiently, effectively and professionally.

We thank you for this opportunity to submit our proposal and would be happy to provide any additional information, if requested. Please feel free to contact me at (407) 841-5524, ext. 125 if you have any questions or need additional information.

Sincerely,

GMS

Darrin Mossing  
President

Enclosure

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**Orlando**  
13574 Village Park Dr.  
Suite 265  
Orlando, FL 32837

**Jacksonville**  
9655 Florida Mining Blvd W  
Jacksonville, FL 32257

**St. Augustine**  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

**Ft. Lauderdale**  
5385 N. Nob Hill Rd.  
Sunrise, FL 33351

**Knoxville**  
1001 Bradford Way  
Kingston, TN 37763





**PROPOSAL FOR DISTRICT  
MANAGEMENT SERVICES**

**GMS**  
**TAMPA LLC**

**PREPARED FOR  
STONEBROOK AT VENICE CDD  
October 3, 2019**

# ABOUT

Governmental Management Services (GMS) is a family of limited liability companies that was established on November 26, 2004 for the purpose of providing special district management services to Community Development Districts (CDD).

With encouragement from CDD industry professionals and the development community, GMS was created to provide an alternative to the existing district management companies. GMS currently has offices in Tampa, Orlando, St. Cloud, Sunrise, St. Augustine, and Jacksonville, Florida, and Knoxville, Tennessee.

The staff providing services is generally determined by geography of the District and required services. However, everyone at GMS works together to provide the most efficient, effective and comprehensive management services possible.

GMS currently manages 150 Community Development Districts across the state of Florida and fully understands the requirements of Chapter 190. The majority of the staff has worked with Investment Bankers, Bond Counsels, District Counsels, Engineers, Developers, and Boards of Supervisors across the state of Florida.

GMS was established to provide the most efficient, effective, and comprehensive management services for Community Development Districts in the State of Florida. Our greatest strength is our ability to respond to individual client needs quickly, efficiently, and professionally.

GMS is prepared to provide all services directly and does not contemplate the need to subcontract services. If awarded this contract, GMS is prepared to commence work immediately.

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# CONTACT & ORGANIZATION INFORMATION

## **Governmental Management Services (GMS)**

### **Corporate Office:**

1001 Bradford Way  
Kingston, Tennessee 37763  
[www.govmgtsvc.com](http://www.govmgtsvc.com)

### **GMS – Tampa**

18842 North Dale Mabry Highway  
Lutz, Florida 33548

### **GMS – Central Florida**

135 W. Central Blvd, Suite 320  
Orlando, FL 32801  
(407) 841-5524

9145 Narcoossee Rd. Ste. A-206  
Orlando, FL 32827  
(407) 841-5524

1408 Hamlin Avenue, Unit E  
St. Cloud, FL 34771

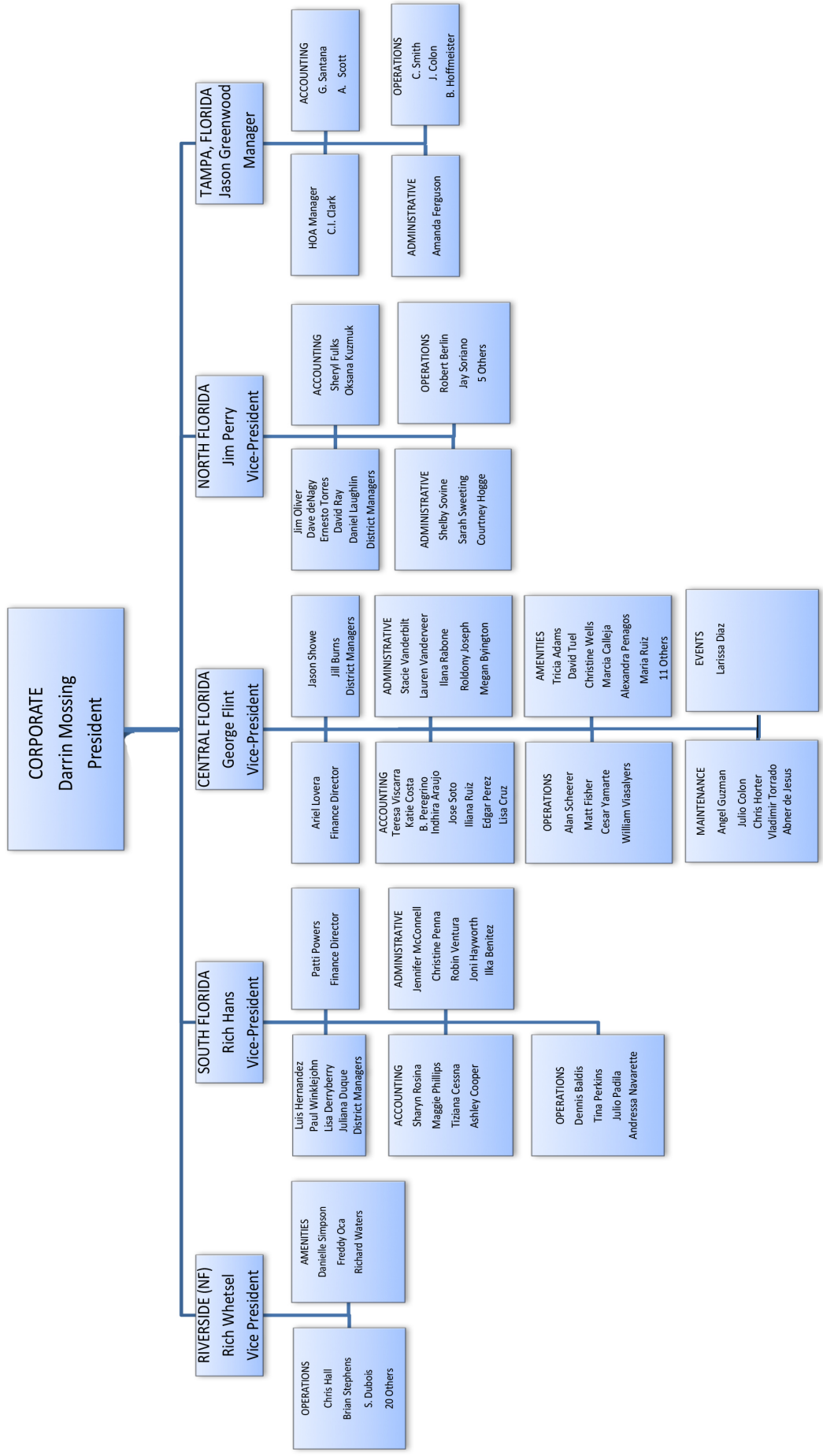
### **GMS – South Florida**

5385 Nob Hill Road  
Sunrise, FL 33351  
(954) 721-8681

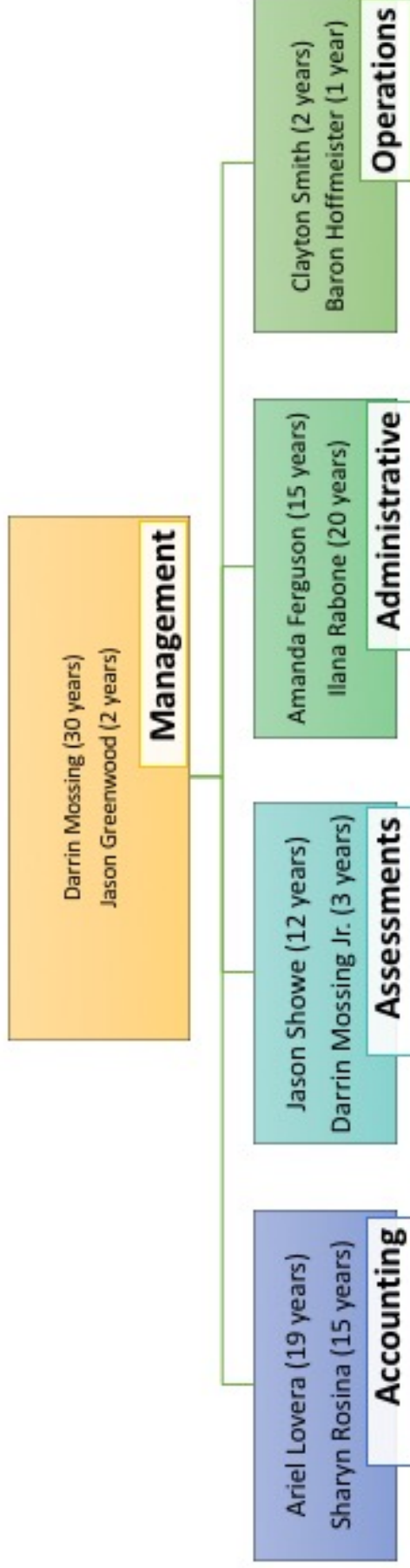
### **GMS – North Florida**

475 West Town Place, Suite 114  
St. Augustine, FL 32092  
(904) 940-5850

# FAMILY OF COMPANIES



# YOUR DISTRICT TEAM



# Qualifications

Established on November 26, 2004, Governmental Management Services and its affiliated companies have quickly grown to over 90 employees and opened five offices across the State of Florida. Services are provided by seasoned professionals with well over 200 years of combined Community Development District management experience. Our commitment to serving our clients and providing the most efficient, effective and comprehensive management services for Community Development Districts continues to fuel our growth.



**Services are provided by seasoned professionals with well over 200 years of combined Community Development District Management experience.**

## Statement of Qualifications

GMS is the best-qualified provider of district management services because of the experience of the personnel who will be providing the management services for the District. GMS brings a wealth of experience in the administrative, accounting and financial reporting and assessment certifications.

GMS focuses exclusively on the services necessary for the proper management of Community Development Districts. Our staff includes managers, accountants, financial analysts, recording secretaries and operations managers all with experience with Community Development Districts and other special districts. We offer integrated CDD management services including:

- General Management
- Recording Secretary Services
- Accounting and Financial Reporting
- Assessment Roll Administration
- Investment Management
- Operations Management
- Utility billing
- Other Services

These management services are provided by the principals of GMS to over 150 community development districts across the State of Florida.



# Approach

This section describes the categories of services that GMS proposes to provide along with the team members that will be providing the services. We have also enumerated the activities that GMS often performs within each category to ensure compliance with all applicable statutes, laws, rules and regulations. GMS is structured to take a regional approach to serving its clients but this structure does not preclude us from assigning the most talented and qualified individuals, regardless of their location, to appropriate roles.



## Management Services

Darrin Mossing is the President and Founder of the GMS organization. Mr. Mossing graduated from the Ohio University with a bachelor's degree in accounting in June 1988 and began his career as a staff accountant on September 1, 1988 for Indian Trace Community Development District. In November 2004, Mr. Mossing established the GMS organization, which has grown to over 160 CDDs, Homeowners Association and other Special Taxing Districts across the State of Florida





Mr. Mossing will be assisted by Jason Greenwood. Mr. Greenwood provides management services and assessment roll administration to CDD's and property owners association throughout the State of Florida.

Mr. Greenwood has been committed to GMS since 2017, is a licensed Community Association Manager and operates out of the Tampa, Florida office. Mr. Greenwood has BA degrees in Business and Finance with a minor in Marketing from Ashford University in Clinton, Iowa, and an MBA in Business Administration, specialization in Finance, from Lynn University in Boca Raton, Florida.

The following Management Services are typically provided to ensure the District operates in accordance with all applicable statutes, laws, and rules and regulations:

- Attend, record and conduct all regularly scheduled Board of Supervisors' Meetings including landowners meetings, continued meetings and workshops.
- Present the District's annual budget in accordance with Chapter 190, Florida Statutes.
- Ensure District is in compliance with administrative and financial reporting for CDDs.
- Correspond and communicate with Board of Supervisors and Staff to respond to the various needs of the District and Community.
- Review and approve agendas for circulation to the Board of Supervisors.
- Review and approve annual budget, annual audit, and monthly disbursements.
- Review annual insurance policy to ensure District maintains proper insurance coverage.





# Accounting Services

Sharyn Rosina manages the accounting and financial reporting for our clients. She is a Certified Public Accountant with over 15 years of accounting and financial reporting experience with Community Development Districts across the State of Florida. Ms. Rosina's experience includes financial statement preparation, payroll, budget preparation, preparation of annual audit reports, statutory, and bond compliance. She has a Bachelors of Science Degree in Accounting from Florida Atlantic University.

Ms. Rosina currently serves as District Accountant to 20+ Community Development Districts in the state of Florida.

The following Financial Services are typically provided to ensure the District operates in accordance with all applicable statutes, laws, and rules and regulations:

- Establish Governmental Fund Accounting System in accordance with the Uniform Accounting System prescribed by the Florida Department of Financial Services for Government Accounting. This system includes preparing monthly balance sheet and income statement(s) with budget to actual variances.
- Prepare accounts payable and present to Board of Supervisors for approval or ratification.
- Prepare annual budget for review and approval by the Board of Supervisors.
- Transmit proposed budget to local governing authorities 60 days prior to adoption.
- Prepare year-end adjusting journal entries in preparation for annual audit by Independent Certified Public Accounting Firm.
- Maintain checking accounts with qualified public depository selected by the Board of Supervisors.

- Ensure compliance with financial and accounting statutes affecting the District which include but are not limited to:
  - Complete annual financial audit report within 9 months after the fiscal year end.
  - Circulate annual financial audit report and annual financial report to appropriate governmental agencies.
  - Prepare annual public depositor report.
  - Oversee and implement bond issue related compliance, i.e., coordination of annual arbitrage report, transmittal of annual audit and budget to the trustee, transmittal of annual audit to bond holders and underwriters, annual/quarterly disclosure reporting, etc.
  - Transmit Public Facilities Report to the appropriate agencies
  - Bind necessary insurance for the District, which includes liability, property, workers' compensation, etc.

# Administrative Services

Amanda Ferguson will prepare agenda packages, meeting notices, public records administration, statutory compliance and various other required administrative services. She is an Administration Management Professional, who has been committed to GMS since establishment in 2004. Mrs. Ferguson has performed various functions in her 15+ years with GMS; including amenity center management at premier North Florida communities, contract compliance, managing programs and special events, lifeguard management and transcription of board meetings. Mrs. Ferguson currently provides transcription and administrative services to 11 Community Development Districts in the Central Florida Region.



The following Administrative Services are typically provided to ensure the District operates in accordance with all applicable statutes, laws, and rules and regulations

- Prepare agenda packages for transmittal to Board of Supervisors and staff seven days prior to Board of Supervisors' Meeting.
- Provide minutes for all Board of Supervisors' Meetings, including landowners meetings
- Ensure compliance with all administrative statutes affecting the District which include but are not limited to:
  - Publish and circulate annual meeting notice.
  - Report annually the number of registered voters in the District by June 1 of each year.
  - Maintain "Record of Proceedings" for the District within the County that the District is located which includes meeting minutes, agreements, resolutions and other required records.
  - Transmit Registered Agent information to DCA and local governing authorities.
  - File Ordinance or Rule establishing the District to DCA within 30 Days after creation.
  - Properly notice all public meetings, in accordance with the appropriate Florida Statutes, in the newspaper of general circulation published in the area in which the District is located, including but not limited to:



- Organizational Meeting
- Annual Meeting
- Landowners Meeting within 90 days of creation and as required for future elections
- Public Hearing on Assessments
- Request for Proposal for engineering services
- Public Hearing to adopt general and procedural rules
- Public Hearing on Chapter 197, Uniform Method of Collection
- All other statutorily required meetings and hearings

## Assessment Roll Certifications & Administration

Jason Showe and Darrin Mossing, Jr. provide assessment administration services which includes certifying annual assessment rolls with the County Property Appraiser and Tax Collector, calculation of true-up payments, collection of prepaid assessments and preparation of necessary releases of lien. They are presently responsible for the preparation and execution of the majority of CDD assessment rolls for the Central Florida division.

## Miscellaneous Services

Darrin Mossing will coordinate any miscellaneous services and ensure that the proper personnel are assigned.

## Experience

GMS's current clients are listed in Table 2-1 on the following pages. Table 2-1 reflects a portion of the myriad of services provided to our clients. We are currently serving over 150 districts statewide.

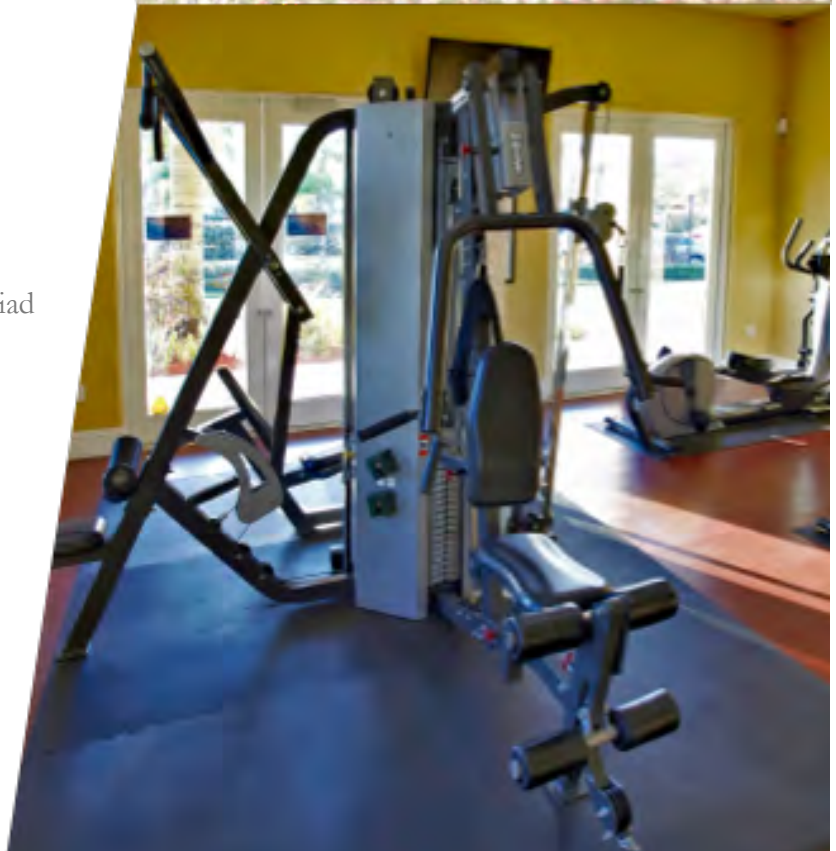


Table 2-1. District Management Experience Summary

	District	County	General Management	Accounting & Financial Reporting	Recording Secretary	Water/Wastewater Utility	Operations Management/Amenities
1	Aberdeen	St. Johns	•	•	•		•
2	Academical Village	Broward	•	•	•		
3	Amelia Concourse	Nassau	•	•	•		
4	Amelia Walk	Nassau	•	•	•		•
5	Anclote HOA	Pasco	•	•	•		
6	Antigua Of St. Augustine	St. Johns	•	•	•		
7	Arlington Ridge	Lake	•	•	•		•
8	Armstrong	Miami-Dade	•	•	•		
9	Bannon Lakes	St. Johns	•	•	•		•
10	Bartram Park	Duval	•	•	•		
11	Bartram Springs	Duval	•	•	•		
12	Bay Laurel Center	Marion	•	•	•	•	
13	Baytree	Brevard	•	•	•		•
14	Baywinds	Miami-Dade	•	•	•		•
15	Beacon Tradeport	Miami-Dade	•	•	•		
16	Bellagio	Miami-Dade					
17	Bella Collina	Lake	•	•	•	•	•
18	Bonita Village	Lee	•	•	•		
19	Bonnet Creek Resort	Orange	•	•	•		•
20	Brandy Creek	St. Johns	•	•	•		
21	Candler Hills	Marion	•	•	•		
22	Canopy	Clay	•	•	•		
23	Capital Region	Leon	•	•	•		•
24	Centre Lake	Miami-Dade	•	•	•		
25	Central Lake	Lake	•	•	•	•	
26	ChampionsGate CDD	Osceola	•	•	•		
27	ChampionsGate POA	Osceola		•			
28	City of Coral Gables	Miami-Dade		•			
29	Coconut Cay	Miami-Dade	•	•	•		
30	Copper Creek	St. Lucie	•	•	•		

	District	County	General Management	Accounting & Financial Reporting	Recording Secretary	Water/ Wastewater Utility	Operations Management/ Amenities
31	Copper Oaks	Lee	•	•	•		
32	Coral Bay	Broward	•	•	•		•
33	Coral Keys Homes	Miami-Dade	•	•	•		
34	Creekside	St. Lucie	•	•	•		
35	Cypress Cove	Broward	•	•	•		
36	Cypress Bluff	Duval	•	•	•		
37	Deer Island	Lake	•	•	•		•
38	Deer Run	Flagler	•	•	•		•
39	Dowden West	Orange	•	•	•		
40	Downtown Doral	Miami-Dade	•	•	•		
41	Downtown Doral South	Miami-Dade	•	•	•		
42	Dunes	Flagler	•	•	•	•	
43	Dupree Lakes	Pasco	•	•	•		•
44	Durbin Crossing	St. Johns	•	•	•		
45	East Homestead	Miami-Dade	•	•	•		•
46	Enclave @ Black Point Marina	Miami-Dade	•	•	•		
47	Falcon Trace	Orange	•	•	•		•
48	Fortebello HOA	Brevard	•	•	•		
49	Founders Ridge	Lake	•	•	•		
50	Gardens at Hammock Beach	Flagler	•	•	•		
51	Green Corridor	Multiple	•	•	•		
52	Hemingway Point	Broward	•	•	•		
53	Heritage Park	St. Johns	•	•	•		•
54	Heron Isles	Nassau	•	•	•		
55	Highland Meadows II	Polk	•	•	•		•
56	Highland Meadows West	Polk	•	•	•		
57	Hollywood Beach #1	Broward	•	•	•		
58	Homestead 50	Miami-Dade	•	•	•		
59	Indigo	Volusia	•	•	•		
60	Indigo East	Marion	•	•	•		
61	Interlaken	Broward	•	•	•		

	District	County	General Management	Accounting & Financial Reporting	Recording Secretary	Water/Wastewater Utility	Operations Management/Amenities
62	Islands at Doral III	Miami-Dade	•	•	•		
63	Islands at Doral TH	Miami-Dade	•	•	•		
64	Isles of Bartram Park	St. Johns	•	•	•		
65	Lake Ashton I	Polk	•	•	•		•
66	Lake Ashton II	Polk	•	•	•		
67	Lakeside Plantation	Sarasota	•	•	•		
68	Lakes by Bay South	Miami-Dade	•	•	•		•
69	Landings at Miami	Miami-Dade	•	•	•		
70	Lucerne Park	Polk	•	•	•		
71	Mayfair	Brevard					
72	McJunkin at Parkland	Broward	•	•	•		
73	Meadow View at Twin Creeks	St. Johns	•	•	•		
74	Mediterranea	Palm Beach	•	•	•		
75	Middle Village	Clay	•	•	•		•
76	Mirada	Lee	•	•	•		
77	Montecito	Brevard	•	•	•		•
78	Narcoossee	Orange	•	•	•		•
79	Nob Hill Condo Association	Broward	•	•	•		•
80	North Dade	Miami-Dade	•	•	•		
81	Northern Riverwalk	Palm Beach	•	•	•		
82	North Powerline Road	Polk	•	•	•		
83	North Springs Improvement Dist	Broward	•	•	•		
84	Oakridge	Broward	•	•	•		
85	Oleta River	Miami-Dade	•	•	•		
86	Old Palm	Palm Beach	•	•	•		
87	Orchid Grove	Broward	•	•	•		
88	Osceola County Housing Finance Authority	Osceola		•			
89	Palm Glades	Miami-Dade	•	•	•		•
90	Palms of Terra Ceia Bay	Manatee	•	•	•		
91	Pine Air Lakes	Collier	•	•	•		



	District	County	General Management	Accounting & Financial Reporting	Recording Secretary	Water/Wastewater Utility	Operations Management/Amenities
92	Pine Ridge Plantation	Clay	•	•	•		•
93	Poinciana	Polk	•	•	•		•
94	Poinciana West	Polk	•	•	•		•
95	Portofino Isles	St. Lucie	•	•	•		•
96	Portofino Landings	St. Lucie	•	•	•		
97	Portofino Shores	St. Lucie	•	•	•		
98	Portofino Springs	Lee	•	•	•		
99	Portofino Vineyards	Lee	•	•	•		
100	Portofino Vista	Osceola	•	•	•		
101	Quail Roost	Miami-Dade	•	•	•		
102	Randal Park	Orange	•	•	•		•
103	Randal Park POA	Orange	•	•			
104	Remington	Osceola	•	•	•		•
105	Reserve	St. Lucie	•	•	•	•	•
106	Reserve #2	St. Lucie	•	•	•		
107	Reunion East	Osceola	•	•	•		•
108	Reunion West	Osceola	•	•	•		•
109	Rhodine Road North	Polk	•	•	•		
110	Ridgewood Trails	Clay	•	•	•		•
111	River Place	St. Lucie	•	•	•		
112	Rivers Edge	St. Johns	•	•	•		
113	Rivers Edge II	St. Johns	•	•	•		
114	Rolling Hills	Clay	•	•	•		•
115	Rolling Oaks	Osceola	•	•	•		
116	Sabal Palm	Broward	•	•	•		
117	Sampson Creek	St. Johns	•	•	•		•
118	San Simeon	Miami-Dade	•	•	•		
119	Scenic Highway	Polk	•	•	•		
120	Shingle Creek	Osceola	•	•	•		•
121	South Dade Venture	Miami-Dade	•	•	•		•
122	South Kendall	Miami-Dade	•	•	•		

	District	County	General Management	Accounting & Financial Reporting	Recording Secretary	Water/Wastewater Utility	Operations Management/Amenities
123	South Village	Clay	•	•	•		
124	Starkey Ranch HOA	Pasco	•	•	•		
125	Stoneybrook South	Osceola	•	•	•		•
126	Stoneybrook South @ChampionsGate	Osceola	•	•	•		•
127	Storey Creek	Osceola					
128	Storey Park	Orange	•	•	•		•
129	Sweetwater Creek	St. Johns	•	•	•		
130	Tapestry	Osceola	•	•	•		
131	Tapestry HOA/POA	Osceola	•	•	•		•
132	Tesoro	St. Lucie	•	•	•		•
133	TIFA, LLC	Brevard	•	•			
134	The Crossings at Fleming Island	Clay	•	•	•	•	
135	Three Rivers	Nassau	•	•	•		
136	Tison's Landing	Duval	•	•	•		
137	Tolomato	St. Johns	•	•	•		
138	Treeline Preserve	Lee	•	•	•		
139	Turnbull Creek	St. Johns	•	•	•		•
140	Turtle Run	Broward	•	•	•		•
141	Talis Park	Collier	•	•	•		
142	Tohoqua	Osceola	•	•	•		•
143	TSR	Pasco	•	•	•		•
144	Valencia Water Control District	Orange		•	•		
145	Verano Center	St. Lucie	•	•	•		
146	Verano #1	St. Lucie	•	•	•		
147	Verano #2	St. Lucie	•	•	•		
148	Verano #3	St. Lucie	•	•	•		
149	Verano #4	St. Lucie	•	•	•		
150	Verano #5	St. Lucie	•	•	•		
151	Viera East	Brevard	•	•	•		
152	Village of Biscayne Park	Miami-Dade		•			

	District	County	General Management	Accounting & Financial Reporting	Recording Secretary	Water/Wastewater Utility	Operations Management/Amenities
153	Villages of Bloomingdale	Hillsborough	•	•	•		
154	VillaMar	Polk	•	•	•		
155	Villa Portofino East	Miami-Dade	•	•	•		•
156	Villa Portofino West	Miami-Dade	•	•	•		
157	Vizcaya in Kendall	Miami-Dade	•	•	•		
158	Waterford Estates	Charlotte	•	•	•		
159	Waterstone	St. Lucie	•	•	•		
160	Westside	Osceola	•	•	•		•
161	Willow Creek	Brevard	•	•	•		
162	Windsor at Westside	Osceola	•	•	•		•
163	Windward	Osceola	•	•	•		•
164	Wynnfield Lakes	Duval	•	•	•		•

# References

GMS prides itself on the timely delivery of quality services to its clients. As a result, our clients as well as the other CDD industry professionals have come to recognize and appreciate the quality of the services we provide. GMS encourages its prospective clients to call our references and learn what other district supervisors, developers, attorneys, engineers and financial professionals are saying about us. Just a few of the clients and professionals that are pleased to serve as our references are listed within.

Tom Asbury, Chairman  
Canopy CDD  
4708 Capital Circle NW  
Ste 200  
Tallahassee, FL 32303  
(850) 545-7726  
[tasbury@homesbypremier.com](mailto:tasbury@homesbypremier.com)

Robert Hornbeck Chairman  
Dupree Lakes  
22531 Cherokee Rose Place  
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[boardmember2@dupreelakescdd.com](mailto:boardmember2@dupreelakescdd.com)  
[bob7141@verizon.net](mailto:bob7141@verizon.net)

Mike Liquori, Chairman  
Starkey Ranch CDD  
Gentry Land Company  
1217 Kentucky Avenue  
St. Cloud, FL 34769  
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[mike@gentryland.com](mailto:mike@gentryland.com)



# Cost of Services

## Management, Administrative and Accounting Services

Management and administrative services at \$22,500 and accounting services at \$3,500 as described on pages 7-10 will be provided for a fixed annual fee of \$26,000, paid in equal monthly payments. See attached exhibit A for comparative analysis. Reimbursable expenses such as copies, postage, courier services, printing and binding will be billed on a monthly basis. Management fees are invoiced at the beginning of each month and due within 30 days of invoice date. Subsequent management fees will be established based upon the adoption of the annual operating budget, which will be adjusted to reflect ongoing level of services.

## Assessment Administration Services

Assessment roll certification and administration, as described on page 11, will be provided for a fixed annual fee of \$2,500 billed upon certification of the assessment roll.

## Other Services

Other services such as those listed below are available from GMS upon request. These services may or may not be applicable to the District, and a service package can be tailored to the District's specific needs.



OTHER SERVICES	
Field Management .....	available upon request
Amenity Management .....	available upon request
Dissemination Agent (per bond issue).....	\$3,500
Each additional issue .....	\$1,000
Website Administration (annually) .....	\$1,500*
Bond Issuance .....	\$15,000
Assessment Methodology .....	\$15,000
SERC Preparation .....	\$2,500
Annual Construction Accounting (per bond issue during construction) .....	\$3,500
Estoppel Letter (per lot).....	\$150

\*may be subject to increase as a result of ADA compliance requirements

Exhibit "A"

Management Fee Comparison Between CDD  
And GMS-Tampa, LLC

Services	Current Adopted Budget - FY 2020	GMS Proposal	Increase (Decrease)
Management	\$ 22,068	\$ 22,500	\$ 432
Accounting	\$ 3,500	\$ 3,500	\$ -
Assessment Roll Preparation	\$ 5,000	\$ 2,500	\$ (2,500)
Dissemination Agent	\$ 5,000	\$ 3,500	\$ (1,500)
Computer Services **	\$ 8,560	\$ 1,500	\$ (7,060)
<b>Total</b>	<b>\$ 44,128</b>	<b>\$ 33,500</b>	<b>\$ (10,628)</b>

\*\*Hosting and maintenance of CDD website. Additional onetime fee of \$2,500 if website not ADA compliant .