

*Wellness Ridge
Community Development District*

Agenda

November 16, 2022

AGENDA

Wellness Ridge

Community Development District

219 E. Livingston Street, Orlando, Florida 32801

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

November 9, 2022

Board of Supervisors
Wellness Ridge Community
Development District

Dear Board Members:

The meeting of the Board of Supervisors of the Wellness Ridge Community Development District will be held **Wednesday, November 16, 2022 at 10:30 a.m. at the Cooper Memorial Library, 2525 Oakley Seaver Drive, Clermont, Florida.** Following is the advance agenda for the regular meeting:

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period
3. Approval of Minutes of the October 26, 2022 Meeting
4. Appointment of Audit Committee and Chairman
5. Discussion of Pending Plat Conveyances
6. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. District Manager's Report
 - i. Approval of Check Register
 - ii. Balance Sheet and Income Statement
7. Other Business
8. Supervisor's Requests
9. Adjournment

Audit Committee Meeting

1. Roll Call
2. Public Comment Period
3. Audit Services
 - A. Approval of Request for Proposals and Selection Criteria
 - B. Approval of Notice for Request for Proposals for Auditing Services
 - C. Public Announcement of Opportunity to Provide Auditing Services
4. Adjournment

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

Sincerely,

George S. Flint

George S. Flint
District Manager

Cc: Jan Carpenter, District Counsel
John Powell, District Engineer

Enclosures

BOARD OF SUPERVISORS MEETING

MINUTES

MINUTES OF MEETING
WELLNESS RIDGE
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Wellness Ridge Community Development District was held Wednesday, October 26, 2022 at 10:30 a.m. at the Cooper Memorial Library, 2525 Oakley Seaver Drive, Clermont, Florida.

Present and constituting a quorum were:

Adam Morgan	Chairman
Rob Bonin	Vice Chairman
Brent Kewley	Assistant Secretary

Also present were:

George Flint	District Manager
Kristen Trucco	District Counsel
Jay Lazarovich	LLEB
John Prowell <i>by telephone</i>	District Engineer

FIRST ORDER OF BUSINESS

Roll Call

Mr. Flint called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Public Comment

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of Minutes of the August 24, 2022 Meeting

On MOTION by Mr. Morgan seconded by Mr. Kewley with all in favor the minutes of the August 24, 2022 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2023-01
Resetting the Date of the Public Hearing for
Special Assessments**

Mr. Flint: We had the assessment hearing scheduled for the last meeting, but it was canceled due to the hurricane, and we readvertised for this meeting and we are asking the Board to approve this resolution ratifying our actions in doing that.

On MOTION by Mr. Morgan seconded by Mr. Kewley with all in favor Resolution 2023-01 Resetting the Date of the Public Hearing for Special Assessments was approved.

FIFTH ORDER OF BUSINESS

Public Hearing for Levy of Assessments – Assessment Area One

On MOTION by Mr. Morgan seconded by Mr. Kewley with all in favor the public hearing was opened.

A. Consideration of Engineer's Report

Mr. Flint: The first item is the engineer's report. This version you have from VHB is dated June 8th, revised July 27th and we are just dealing with Assessment Area One. They have broken the report out by assessment areas, so this is the master report. The report describes the types of eligible improvements that could be funded by the District, who the anticipated operating entity is for each category of improvements, and they prepared estimated probable costs for those improvements. The estimated improvement cost for Assessment Area One is \$70,200,000.

Mr. Morgan: I know we have the offsite utilities for water and wastewater. We don't have any offsite storm associated with the District, just the storm was only onsite.

Mr. Flint: That is my understanding.

On MOTION by Mr. Morgan seconded by Mr. Kewley with all in favor the Engineer's Report was approved.

B. Consideration of Master Assessment Methodology for Assessment Area One

Mr. Flint: We took the engineer's report and prepared a master assessment methodology for Assessment Area One, which is the current area that is owned by Lennar or their affiliate. Table 1 is the development plan for Assessment Area One there are 967 units comprised of townhomes and single-family product types and we have assigned ERU factors to those. Table 2 are the estimated costs from John's report totaling \$70,200,000. Table 3 is the preliminary bond sizing for purposes of the master lien resulting in a par amount of \$83,375,000, Table 4 shows the improvement costs by product type and by unit, Table 5 shows the par debt by product type and by unit, Table 6 if we were to fund 100% of the improvements under the assumptions and bond sizing this is what the annual debt service assessment would be. Once bonds are issued a supplemental report will be prepared and those would be brought down to target assessment

amounts. Table 7 is the preliminary assessment roll. At this point it is not platted, it is based on a legal description that we have attached for 377.96 acres.

On MOTION by Mr. Morgan seconded by Mr. Kewley with all in favor the master assessment methodology for Assessment Area One was approved.

C. Public Comment and Testimony

There were no members of the public presented to comment or give testimony.

D. Consideration of Resolution 2023-02 Levying Assessments

Ms. Trucco: This resolution levies assessments in accordance with Chapter 170 and Chapter 190, which authorizes us to levy assessments and issue special assessment revenue bonds for infrastructure improvements. This resolution also acknowledges that the resolution declaring special assessments on Assessment Area One was published once a week for two consecutive weeks in a newspaper of general circulation in Lake County and it also acknowledges that the Board found the estimated costs set forth in the engineer's report to be reasonable and proper. The resolution is going to authorize the District to levy special assessments on Assessment Area One in accordance with the assessment methodology report that was approved by this Board at today's meeting in order to construct the project that is set forth in the engineer's report.

On MOTION by Mr. Morgan seconded by Mr. Kewley with all in favor Resolution 2023-02 Levying Assessments was approved.

On MOTION by Mr. Morgan seconded by Mr. Kewley with all in favor the public hearing was closed.

SIXTH ORDER OF BUSINESS

Discussion of Pending Plat Conveyances

Ms. Trucco: We are working on conveying tracts in Phase 1A, Jay has set up all the conveyance documents for Phase 1A, we are just looking for the go ahead from Lennar and John that we can proceed with getting those executed. Let us know when the infrastructure improvements are done on Phase 1A.

Mr. Bonin: We will be done next week.

Ms. Trucco: We will bring a resolution back approving the conveyance documents and get them teed up with signatures so we can move forward with conveying them.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Trucco: The certificate of no appeal was entered by the judge and we received it this morning. We can proceed with issuing bonds and the sooner we get things conveyed the sooner we can approve a requisition.

B. Engineer

There being none, the next item followed.

C. District Manager's Report

i. Approval of Check Registers

Mr. Flint presented the check registers from June 8, 2022 through August 31, 2022 in the amount of \$3,213.36 and from September 1, 2022 through September 30, 2022 in the amount of \$20,366.62.

On MOTION by Mr. Morgan seconded by Mr. Kewley with all in favor the check registers were approved.

ii. Balance Sheet and Income Statement

A copy of the financials was included in the agenda package. No Board action was required.

iii. Ratification of FY22 Funding Request #3

iv. Ratification of FY23 Funding Request #1

On MOTION by Mr. Morgan seconded by Mr. Kewley with all in favor FY22 funding request no. 3 and FY23 funding request no. 1 were ratified.

EIGHTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Supervisor's Requests

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Morgan seconded by Mr. Kewley with all in favor the meeting adjourned at 10:43 a.m.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION VI

SECTION C

SECTION 1

Wellness Ridge Community Development District

Summary of Checks

October 1, 2022 to October 31, 2022

Bank	Date	Check No.'s	Amount
General Fund	10/19/22	11 - 14	\$ 5,394.35
			\$ 5,394.35

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
10/19/22	00003	10/03/22 87558	202210 310-51300-54000	SPECIAL DISTRICT FEE FY23	*	175.00	
				DEPARTMENT OF ECONOMIC OPPORTUNITY			175.00 000011
10/19/22	00004	9/12/22 16859	202210 310-51300-45000	FY23 INSURANCE POLICY	*	5,000.00	
				EGIS INSURANCE ADVISORS			5,000.00 000012
10/19/22	00001	9/23/22 5	202209 310-51300-48000	FLHLDGS NEWS/STAPLES	*	162.35	
				GOVERNMENTAL MANAGEMENT SERVICES-CF			162.35 000013
10/19/22	00005	10/12/22 106157	202209 310-51300-31500	GEN.COUNSEL/MTHLY.MEETING	*	57.00	
				LATHAM, LUNA, EDEN & BEAUDINE, LLP			57.00 000014
TOTAL FOR BANK A						5,394.35	
TOTAL FOR REGISTER						5,394.35	

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SECTION 2

Wellness Ridge
Community Development District

Unaudited Financial Reporting
October 31, 2022



Table of Contents

1	<hr/>	Balance Sheet
2	<hr/>	General Fund
3	<hr/>	Month to Month

Wellness Ridge
Community Development District
Combined Balance Sheet
October 31, 2022

		<i>General Fund</i>
Assets:		
<u>Cash:</u>		
Operating Account	\$	5,087
Due from Developer	\$	8,772
Total Assets	\$	13,859
Liabilities:		
Accounts Payable	\$	5,528
Total Liabilites	\$	5,528
Fund Balance:		
Unassigned	\$	8,332
Total Fund Balances	\$	8,332
Total Liabilities & Fund Balance	\$	13,859

Wellness Ridge
Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending October 31, 2022

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/22	Thru 10/31/22	Variance
Revenues:				
Developer Contributions	\$ 138,178	\$ 8,772	\$ 8,772	\$ -
Total Revenues	\$ 138,178	\$ 8,772	\$ 8,772	\$ -
Expenditures:				
<u>General & Administrative:</u>				
Supervisor Fees	\$ 12,000	\$ 1,000	\$ -	\$ 1,000
FICA Expenditures	\$ 918	\$ 77	\$ -	\$ 77
Engineering	\$ 15,000	\$ 1,250	\$ -	\$ 1,250
Attorney	\$ 25,000	\$ 2,083	\$ -	\$ 2,083
Annual Audit	\$ 4,000	\$ -	\$ -	\$ -
Assessment Administration	\$ 5,000	\$ -	\$ -	\$ -
Arbitrage	\$ 450	\$ -	\$ -	\$ -
Dissemination	\$ 5,000	\$ -	\$ -	\$ -
Trustee Fees	\$ 4,050	\$ -	\$ -	\$ -
Management Fees	\$ 40,000	\$ 3,333	\$ 3,333	\$ 0
Information Technology	\$ 1,800	\$ 150	\$ 150	\$ -
Website Maintenance	\$ 1,200	\$ 100	\$ 100	\$ -
Telephone	\$ 300	\$ 25	\$ -	\$ 25
Postage & Delivery	\$ 1,000	\$ 83	\$ 14	\$ 70
Insurance	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Printing & Binding	\$ 1,000	\$ 83	\$ -	\$ 83
Legal Advertising	\$ 10,000	\$ 833	\$ -	\$ 833
Other Current Charges	\$ 5,000	\$ 417	\$ -	\$ 417
Office Supplies	\$ 625	\$ 52	\$ 0	\$ 52
Travel Per Diem	\$ 660	\$ 55	\$ -	\$ 55
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Total Expenditures	\$ 138,178	\$ 14,717	\$ 8,772	\$ 5,945
Excess (Deficiency) of Revenues over Expenditures	\$ -		\$ -	
Fund Balance - Beginning	\$ -		\$ 8,332	
Fund Balance - Ending	\$ -		\$ 8,332	

Wellness Ridge
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Developer Contributions	\$ 8,772	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	8,772
Total Revenues	\$ 8,772	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	8,772
Expenditures:													
<u>General & Administrative:</u>													
Supervisor Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
FICA Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Attorney	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Assessment Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Arbitrage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Dissemination	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Trustee Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Management Fees	\$ 3,333	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,333
Information Technology	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	150
Website Maintenance	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Postage & Delivery	\$ 14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	14
Insurance	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,000
Printing & Binding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Legal Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Other Current Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Office Supplies	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0
Travel Per Diem	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	175
Total Expenditures	\$ 8,772	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	8,772
Excess Revenues (Expenditures)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-

AUDIT COMMITTEE MEETING

SECTION III

SECTION A

**WELLNESS RIDGE COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

Annual Audit Services for Fiscal Year 2022
Lake County, Florida

INSTRUCTIONS TO PROPOSE

SECTION 1. DUE DATE. Sealed proposals must be received no later than **Wednesday, December 14, 2022, at 2:00 P.M.**, at the offices of District Manager, located at 219 E. Livingston Street, Orlando, FL 32801. Proposals will be publicly opened at that time.

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

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

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

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

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

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

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

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

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

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

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

- A. List position or title of all personnel to perform work on the District audit. Include resumes for each person listed: list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal for Fiscal Year 2022, 2023, 2024, 2025 and 2026. The District intends to enter into five (5) separate one-year agreements.
- E. Provide a proposed schedule for performance of audit.

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

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

AUDITOR SELECTION EVALUATION CRITERIA

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

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

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

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

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

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

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

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

5. *Price.* (20 Points)

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

SECTION B

**WELLNESS RIDGE
COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

The Wellness Ridge Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the Fiscal Year ending September 30, 2022, with an option for four additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Lake County and has a general administrative operating fund.

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

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

Proposers must provide one (1) hard copy and one (1) electronic copy of their proposal to GMS - CF, LLC, District Manager, 219 E. Livingston Street, Orlando, FL 32801, telephone (407) 841-5524, in an envelope marked on the outside "**Auditing Services - Wellness Ridge Community Development District.**" Proposals must be received by **Wednesday, December 14, 2022, 2:00 P.M.**, at the office of the District Manager. Please direct all questions regarding this Notice to the District Manager.

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