

*Bella Tara Community
Development District*

Agenda

June 12, 2024

AGENDA

Bella Tara

Community Development District

219 E. Livingston Street, Orlando, Florida 32801

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

June 5, 2024

Board of Supervisors
Bella Tara Community
Development District

Dear Board Members:

The meeting of the Board of Supervisors of the Bella Tara Community Development District will be held **Tuesday, June 12, 2024 at 1:00 p.m. at the Hart Memorial Central Library, Room 120, 211 E. Dakin Avenue, Kissimmee, Florida.** Following is the advance agenda for the regular meeting:

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period
3. Organizational Matters
 - A. Acceptance of Resignation of Tom Pagnotta and Appointment of Individual to Fulfill the Board Vacancy with a Term Ending November 2025
 - B. Administration of Oath of Office to Newly Appointed Board Member
 - C. Consideration of Resolution 2024-05 Electing an Assistant Secretary
4. Approval of Minutes of the March 26, 2024 Meeting
5. Consideration of Resolution 2024-04 Approving the Proposed Fiscal Year 2025 Budget and Setting a Public Hearing
6. Appointment of Audit Committee and Chairman
7. Staff Reports
 - A. Attorney
 - i. Memorandum on Public Records Designations and Appointments
 - B. Engineer
 - C. District Manager's Report
 - i. Balance Sheet and Income Statement
 - ii. Ratification of Funding Requests #14 - #15
 - iii. Presentation of Number of Registered Voters - 3
8. Other Business
9. Supervisor's Requests
10. Adjournment

Audit Committee Meeting

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

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: Jere Earlywine, District Counsel
Christina Baxter, District Engineer

Enclosures

**BOARD OF SUPERVISORS
MEETING**

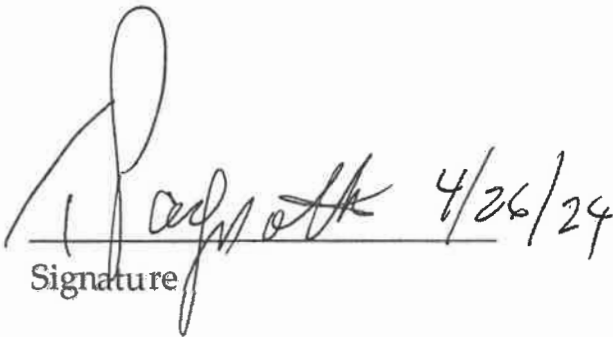
SECTION III

SECTION A

April 26th 2024

Date

I, Tom Pagnotta, wish to resign from the Bella Tara CDD Community Development District Board of Supervisors and from my position as Assistant Secretary, effective immediately.

 4/26/24
Signature

SECTION C

RESOLUTION 2023-05

**A RESOLUTION OF THE BELLA TARA COMMUNITY
DEVELOPMENT DISTRICT ELECTING
_____ AS ASSISTANT
SECRETARY OF THE BOARD OF SUPERVISORS**

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

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD
OF SUPERVISORS OF THE BELLA TARA COMMUNITY
DEVELOPMENT DISTRICT:**

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

Adopted this 12th day of June, 2024.

Secretary/Assistant Secretary

Chairman/Vice Chairman

MINUTES

MINUTES OF MEETING
BELLA TARA
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Bella Tara Community Development District was held Tuesday, March 26, 2024 at 1:00 p.m. at the Hart Memorial Central Library, Room 120, 211 E. Dakin Avenue, Kissimmee, Florida.

Present and constituting a quorum were:

Ernesto Mitsumasu <i>by phone</i>	Chairman
Craig Perry	Vice Chairman
Dean Perry	Assistant Secretary
Kevin Walsh	Assistant Secretary
Tom Pagnotta <i>by phone</i>	Assistant Secretary

Also present were:

George Flint	District Manager
Jere Earlywine	District Counsel
Nicole Van Valkenburg	District Engineer

FIRST ORDER OF BUSINESS

Roll Call

Mr. Flint called the meeting to order and called the roll. Three Board members were present in person and two joined via Zoom constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment

Mr. Flint noted that there were no members of the public present to provide comment, so the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the October 24, 2023 Meeting

Mr. Flint presented the minutes from the October 24, 2023 meeting. He asked if there were any comments, corrections, or questions. There being none, he asked for a motion of approval.

On MOTION by Mr. Craig Perry, seconded by Mr. Dean Perry, with all in favor, the Minutes of the October 24, 2023 meeting, were approved, as presented.
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FOURTH ORDER OF BUSINESS

Consideration of Notice of Release of Liens and Agreement for School District of Osceola County, Florida Property

Mr. Earlywine stated that a lot of times when there is a school district within the CDD they want to make sure they are not subjected to CDD assessments. This document states that as long as the school board owns the property and uses it for a governmental purposes, the District will not impose operation and maintenance assessments or debt services assessments. This is a document makes that point clear for both parties. Mr. Earlywine asked for a motion to adopt the agreement and to authorize the Chair to execute. Mr. Craig Perry made a motion to approve the notice of release of lien and agreement for the school board as long as the school board moves forward.

On MOTION by Mr. Craig Perry, seconded by Mr. Dean Perry, with all in favor, the Notice of Release of Liens and Agreement for School District of Osceola County, Florida Property, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Assignment & City of St. Cloud Interlocal Agreement and Petitioner’s Agreement

Mr. Earlywine presented the interlocal agreement with Osceola County with the idea being the District accepts the obligations of the developer and release the developer under the prior agreements because the District will take on the responsibilities of the developer under the prior agreements. The county and city require the developer to put in certain enhancements and the agreement was originally for the developer to install those. Once the District is up and running, it assumes that responsibility and because of the annexation it also gets assigned to the city. This document sets all those parameters and requirements. It terminates the obligations of the developer because the District is taking on those responsibilities and also recognizes that the city is assuming the benefits of the agreement from the county. He offered to answer any questions and noted that they are looking for a motion to adopt the agreement and authorize the Chair to execute.

On MOTION by Mr. Craig Perry, seconded by Mr. Dean Perry, with all in favor, the Assignment & City of St. Cloud Interlocal Agreement and Petitioner’s Agreement, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Underwriting Agreement & G-17 Disclosure Letter from FMSBonds, Inc.

Mr. Flint stated that this action item is an agreement with FMSBonds for underwriting services and includes the G-17 disclosure that are required to make under the MSRB rules. The fee is contingent on the actual bond issuant and is paid out of the proceeds of the bonds. He asked for any questions the Board may have. Hearing no questions, there was a motion of approval.

On MOTION by Mr. Craig Perry, seconded by Mr. Dean Perry, with all in favor, the Underwriting Agreement & G-17 Disclosure Letter from FMSBonds, Inc., was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Earlywine had nothing further to report to the Board, so the next item followed.

B. Engineer

Ms. Van Valkenburg stated that they will send the supplemental report for Phase 1 to District Counsel and that will be approved at the same time as the delegated board resolution.

C. District Manager’s Report

i. Balance Sheet and Income Statement

Mr. Flint stated that there was a copy of the financials through the end of February included in the agenda package. There is no action required by the Board.

ii. Ratification of Funding Requests #9 - #13

Mr. Flint presented funding requests #9 through #13 that have been transferred to the developer under the funding agreement.

On MOTION by Mr. Craig Perry, seconded by Mr. Dean Perry, with all in favor, Funding Requests #9 - #13, were ratified.

EIGHTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Supervisor’s Requests

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Craig Perry, seconded by Mr. Dean Perry, with all in favor, the meeting adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION V

RESOLUTION 2024-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BELLA TARA COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2024/2025 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Bella Tara Community Development District (“**District**”) prior to June 15, 2024, a proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2024 and ending September 30, 2025 (“**Fiscal Year 2024/2025**”); 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 BELLA TARA COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2024/2025 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: August 27, 2024

HOUR: 1:00 p.m.

LOCATION: Hart Memorial Central Library
 211 E. Dakin Avenue
 Kissimmee, FL 34741

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 Lake County at least 60 days prior to the hearing set above.

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

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

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

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

PASSED AND ADOPTED THIS 12TH DAY OF JUNE, 2024.

ATTEST:

**BELLA TARA COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

By: _____
Its: _____

Bella Tara
Community Development District

Proposed Budget
FY 2025



Table of Contents

1 General Fund

2-3 Narratives

Bella Tara
Community Development District
Proposed Budget
General Fund

Description	Adopted Budget FY2024	Actuals Thru 4/30/24	Projected Next 5 Months	Projected Thru 9/30/24	Proposed Budget FY 2025
REVENUES:					
Developer Contributions	\$ 97,790	\$41,358	\$22,463	\$63,821	\$102,125
TOTAL REVENUES	\$97,790	\$41,358	\$22,463	\$63,821	\$102,125
EXPENDITURES:					
Administrative:					
Engineering Fees	\$2,000	\$-	2,000	\$2,000	\$2,000
Arbitrage	500	-	-	-	500 ⁽¹⁾
Dissemination Agent	1,000	-	-	-	5,000 ⁽¹⁾
Assessment Administration	-	-	-	-	5,000 ⁽¹⁾
Attorney Fees	25,000	3,615	5,061	8,676	25,000
Annual Audit	5,500	-	-	-	5,000
Trustee Fees	5,500	-	-	-	5,000 ⁽¹⁾
District Management Fees	48,000	21,875	15,625	37,500	40,000
Information Technology	-	1,050	750	1,800	1,800
District Website Administration	915	700	500	1,200	1,200
Website Development	-	1,750	-	1,750	-
Telephone	200	-	50	50	100
Postage & Delivery	500	38	50	88	200
General Liability and Public Officials Insurance	5,500	5,000	-	5,000	6,000
Printing & Binding	500	42	50	92	100
Legal Advertising	1,750	418	3,000	3,418	3,000
Bank Fees and Other Charges	750	1,036	1,000	2,036	2,000
Office Supplies	-	1	35	36	50
Dues, Licenses & Subscriptions	175	175	-	175	175
TOTAL EXPENDITURES	\$97,790	\$35,700	\$28,121	\$63,821	\$102,125
EXCESS REVENUES (EXPENDITURES)	\$-	\$5,658	\$(5,658)	\$-	\$ -

⁽¹⁾ Cost associated with the issuance of Bonds

Bella Tara
Community Development District
Budget Narrative
Fiscal Year 2025

REVENUES

Developer Contributions

The District will entering into a Funding Agreement with the Developer to fund all operations of the District

Expenditures - Administrative

District Engineering Fees

The District has contracted with **Vanasse Hangen Brustln** to providing general engineering services to the District, i.e.attendance and preparation for monthly board meetings, review invoices, etc.

Arbitrage

The District is required to have an annual arbitrage calculation on District bonds. The District will contract with an independent CPA firm to perform the caulation.

Dissemination Agent

The District is required by the Security and Exchange Commission to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements for un-rated bond issues. **GMS-CF** serves as the Dissemination Agent.

Assessment Roll Administration

Represents cost associated with annually levying and collection Non-Ad Valorem Assessments utilized to fund the operating and debt service cost of the District. **GMS-CF** serves as the Assessment Administrator.

Attorney Fees

The District has contracted with **Kutak Rock LLP** as legal counsel who will be providing general legal services to the District, i.e. attendance and preparation for monthly meetings, review operating & maintenance contracts, etc.

Annual Audit

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm.

Trustee Fees

The District plans to issue Special Assessment bonds which are held and administered by a Trustee. This represents the trustee annual fee.

District Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with **GMS-CF, LLC**.

Information Technology

The District processes all of its financial activities, i.e. accounts payable, financial statements, etc. on a main frame computer leased by **GMS-CF, LLC**.

Website Administration

Per Chapter 2014-22, Laws of Florida, all Districts must have a website to provide detailed information on the CDD as well as links to useful websites regarding Compliance issues. This website will be maintained by **GMS-CF, LLC** and updated monthly.

Telephone

Telephone and fax machine.

Postage and Delivery

Mailing of agenda packages, overnight deliveries, correspondence, etc.

Insurance General Liability

The District's General Liability & Public Officials Liability Insurance policy is with a qualified entity that specializes in providing insurance coverage to governmental agencies. The amount is based upon similar Community Development Districts.

Printing and Binding

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes etc

Legal Advertising

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

Bella Tara
Community Development District
Budget Narrative
Fiscal Year 2025

Expenditures - Administrative (continued)

Other Current Charges

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

Office Supplies

Miscellaneous office supplies

Due, Licenses & Subscriptions

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

Expenditures - Field

Field Management

Represents the onsite management, contract admin and field services.

Electric

The District anticipates installing streetlights.

Water

The estimated cost of water.

Landscape Maintenance

The District will enter into a contract to maintain landscaping within its boundaries including turf maintenance, horticultural services, and tree pruning.

Landscape Contingency

Represents landscaping work necessary outside the monthly maintenance.

General Repairs & Maintenance

Any necessary maintenance to the common areas of the District.

Mitigation Maintenance

The District will enter into a contract for lake mitigation.

Lift Station Maintenance

The District will enter into a contract for lift station maintenance.

Irrigation Repairs

The District will repair sprinkler heads and other irrigation equipment that can be potentially damaged.

Property Insurance

The District obtain coverage for monument signage and potential pickleball courts.

SECTION VII

SECTION A

SECTION 1

MEMORANDUM

TO: District Managers and Secretaries

FROM: Kutak Rock LLP

DATE: March 25, 2024

RE: Public Records

Recently, we have seen some confusion regarding who is the person ultimately responsible for the maintenance of a special district's ("District") public records and performing the associated duties. The purpose of this memorandum is to clarify the roles of the person(s) responsible for maintaining public records. In addition, it provides a form and process for a) the District's Secretary to designate a designee under section 119.011(5), Florida Statutes, and b) the Secretary to appoint a Records Management Liaison Officer under section 257.36(5)(a), Florida Statutes.

It is important to note the distinction between the Secretary and the Records Management Liaison Officer. While the Records Management Liaison Officer has some duties related to public records, the Records Management Liaison Officer reports to the Secretary, and the Secretary has the ultimate responsibility for the District's public records.

Records Custodian

Rule 1.1(2) of the standard Rules of Procedure provided by Kutak Rock provides that the Secretary is the District's official Custodian of Public Records. The Secretary is often an employee of the district manager, but sometimes it can be a board member or another person.

The definition of "Custodian of Public Records" in section 119.011(5), F.S., requires the Custodian of Public Records of a District to be an elected or appointed officer charged with the responsibility of maintaining the office having public records, or his or her designee. Because the Custodian of Public Records must be an elected or appointed officer, a district management company cannot be designated as a Custodian of Public Records. Further, should the Secretary designate someone else under section 119.011(5), F.S., such a designation may not relieve the Secretary of the statutory obligation and so such designations should be carefully considered. With that said, it may make sense for the Secretary to appoint a designee to be listed as the Custodian of Public Records in standard contract language designed to direct public records requests to the appropriate employee of the district manager.

Records Management Liaison Officer

Section 257.36(5)(a), Florida Statutes, requires a District to designate a "Records Management Liaison Officer." The standard records retention resolution provided by Kutak Rock provides that the "Records Custodian," as defined therein, appoints the Records Management Liaison Officer. Specifically, it provides:

SECTION 1. The District hereby authorizes the District's records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District's records custodian, shall each have the individual power to remove the Records Management Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

SECTION 2. The duties of the Records Management Liaison Officer shall include the following:

- A. serve as the District's contact with the Florida Department of State, State Library and Archives of Florida; and
- B. coordinate the District's records inventory; and
- C. maintain records retention and disposition forms; and
- D. coordinate District records management training; and
- E. develop records management procedures consistent with the below Records Retention Policy, as amended; and
- F. participate in the development of the District's development of electronic record keeping systems; and
- G. submit annual compliance statements; and
- H. work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I. such other duties as may be assigned by the Board or the District's records custodian in the future.

Form and Process

Historically, there has not been a formal process to document the Secretary's designation of a designee under section 119.011(5), F.S., or to document the Secretary's appointment of a Records Management Liaison Officer to the Board. To remedy this, we have provided a simple form for the Secretary to complete which is attached as Exhibit A hereto. We recommend the following below process.

Records Custodian

1. The Secretary identifies if there is a need to appoint a designee under section 119.011(5), F.S., and if so, who that designee should be.
2. If there is a need, the Secretary completes the first paragraph of Exhibit A and fills in the name of the designee in the second paragraph of Exhibit A.
3. The Secretary then signs the form and includes it in the next agenda under manager's report as an informational item only, as no Board vote is required.
4. The same process is completed each time a designee is removed or replaced.

Records Management Liaison Officer

1. The Secretary identifies the person who will be appointed the Records Management Liaison Officer under section 257.36(5)(a), F.S.
2. The Secretary completes the first paragraph of Exhibit A and fills in the name of the Records Management Liaison Officer in the third paragraph of Exhibit A.

KUTAKROCK

3. The Secretary then signs the form and includes it in the next agenda under manager's report as an informational item only, as no Board vote is required.
4. The same process is completed each time a Records Management Liaison Officer is removed or replaced.

Please contact us with any questions.

EXHIBIT A

DESIGNATIONS BY SECRETARY RELATED TO PUBLIC RECORDS

I, George S. Flint, as Secretary of the Bella Tara Community Development District (“District”) Board of Supervisors, hereby make the following designation and/or appointment:

George S. Flint is designated as a custodian of public records for the District under section 119.011(5), Florida Statutes. Any prior designation of a designee by a Secretary is hereby rescinded.

AND/OR

Stacie Vanderbilt is appointed as the District’s Records Management Liaison Officer under section 257.36(5)(a), Florida Statutes. Any prior appointment of a Records Management Liaison Officer by a Secretary is hereby rescinded.

Printed Name: _____
Secretary, District Board of Supervisors

Date: _____

SECTION C

SECTION 1

Bella Tara
Community Development District

Unaudited Financial Reporting
April 30, 2024



Table of Contents

1	<hr/>	<u>Balance Sheet</u>
2	<hr/>	<u>General Fund</u>
3	<hr/>	<u>Capital Project Fund</u>

Bella Tara
Community Development District
Combined Balance Sheet
April 30, 2024

	<i>General Fund</i>	<i>Capital Projects Fund</i>	<i>Totals Governmental Funds</i>
Assets:			
Cash			
Operating Account	\$ 6,009	\$ -	\$ 6,009
Due from Landowner	3,664	-	3,664
Due from Capital Projects Fund	4,131	-	4,131
Total Assets	\$ 13,804	\$ -	\$ 13,804
Liabilities:			
Accounts Payable	\$ 3,664	\$ 4,131	\$ 7,796
Total Liabilities	\$ 3,664	\$ 4,131	\$ 7,796
Fund Balance:			
Restricted for:			
Capital Projects	\$ -	\$ (4,131)	\$ (4,131)
Unassigned	10,140	-	10,140
Total Fund Balances	\$ 10,140	\$ (4,131)	\$ 6,009
Total Liabilities & Fund Balance	\$ 13,804	\$ -	\$ 13,804

Bella Tara
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending April 30, 2024

	Adopted Budget	Prorated Budget Thru 04/30/24	Actual Thru 04/30/24	Variance
Revenues				
Developer Contribution	\$ 97,970	\$ 57,149	\$ 41,358	\$ (15,792)
Total Revenues	\$ 97,970	\$ 57,149	\$ 41,358	\$ (15,792)
Expenditures:				
<u>General & Administrative:</u>				
Engineering	\$ 2,000	\$ 1,167	\$ -	\$ 1,167
Attorney	25,000	14,583	3,615	10,968
Annual Audit	5,500	-	-	-
Arbitrage Rebate	500	-	-	-
Dissemination Agent	1,000	-	-	-
Trustee Fees	5,500	-	-	-
Management Fees	48,000	28,000	21,875	6,125
Information Technology	-	-	1,050	(1,050)
Website Maintenance	915	534	700	(166)
Website Development	-	-	1,750	(1,750)
Telephone	200	117	-	117
Postage & Delivery	500	292	38	254
Insurance General Liability	5,500	5,500	5,000	500
Printing & Binding	500	292	42	250
Legal Advertising	1,750	1,021	418	603
Other Current Charges	750	438	1,036	(598)
Office Supplies	-	-	1	(1)
Dues, Licenses & Subscriptions	175	175	175	-
Total General & Administrative	\$ 97,790	\$ 52,117	\$ 35,699	\$ 16,418
Total Expenditures	\$ 97,790	\$ 52,117	\$ 35,699	\$ 16,418
Excess (Deficiency) of Revenues over Expenditures	\$ 180	\$ 5,032	\$ 5,658	\$ 626
Net Change in Fund Balance	\$ 180	\$ 5,032	\$ 5,658	\$ 626
Fund Balance - Beginning	\$ -		\$ 4,482	
Fund Balance - Ending	\$ 180		\$ 10,140	

Bella Tara

Community Development District

Capital Projects Fund Series

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2024

	Adopted	Prorated Budget	Actual	Variance
	Budget	Thru 04/30/24	Thru 04/30/24	
Revenues:				
Interest Income	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures:				
Improvements	-	-	-	-
Cost of Issuance	-	-	4,131	(4,131)
Total Expenditures	\$ -	\$ -	\$ 4,131	\$ (4,131)
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ -	\$ (4,131)	\$ (4,131)
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ -	\$ -	\$ (4,131)	\$ (4,131)
Fund Balance - Beginning	\$ -	\$ -	\$ -	\$ -
Fund Balance - Ending	\$ -	\$ -	\$ (4,131)	\$ (4,131)

SECTION 2

Bella Tara

Community Development District

Funding Request: #14

April 23, 2024

	PAYEE		GENERAL FUND
1	GMS-Central Florida, LLC		
	Inv# 9 - Mgmt Fees & Expenses (Apr 24)	\$	3,416.10
	TOTAL	\$	3,416.10

(1) All Capital Related expenses will be reimbursed upon the issuance of Bonds.

Please make check payable to:

Bella Tara Community Development District
5385 N Nob Hill Road
Sunrise, FL 33351

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

Invoice

Invoice #: 9
Invoice Date: 4/1/24
Due Date: 4/1/24
Case:
P.O. Number:

Bill To:
Bella Tara
219 E Livingston St
Orlando, FL 32801

Description	Hours/Qty	Rate	Amount
Management Fees - April 2024		3,125.00	3,125.00
Website Administration - April 2024		100.00	100.00
Information Technology - April 2024		150.00	150.00
Copies		41.10	41.10
Total			\$3,416.10
Payments/Credits			\$0.00
Balance Due			\$3,416.10

Bella Tara

Community Development District

Funding Request #15

May 28, 2024

	PAYEE		GENERAL FUND
1	GMS-Central Florida, LLC Inv# 10 - Mgmt Fees & Expenses (May 24)	\$	3,413.70
2	Kutak Rock, LLP Inv# 3380180 - Attorneys Fees (Mar 24)	\$	248.21
3	Osceola News Gazette Inv# 79F1CAF-0004 - Notice of Meeting	\$	52.37
	TOTAL	\$	3,714.28

(1) All Capital Related expenses will be reimbursed upon the issuance of Bonds.

Please make check payable to:

Bella Tara Community Development District
5385 N Nob Hill Road
Sunrise, FL 33351

GMS-Central Florida, LLC1001 Bradford Way
Kingston, TN 37763**Invoice****Invoice #:** 10**Invoice Date:** 5/1/24**Due Date:** 5/1/24**Case:****P.O. Number:****Bill To:**Bella Tara
219 E Livingston St
Orlando, FL 32801

Description	Hours/Qty	Rate	Amount
Management Fees - May 2024		3,125.00	3,125.00
Website Administration - May 2024		100.00	100.00
Information Technology - May 2024		150.00	150.00
Office Supplies		0.03	0.03
Postage		38.67	38.67
Total			\$3,413.70
Payments/Credits			\$0.00
Balance Due			\$3,413.70

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

April 15, 2024

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

ACH/Wire Transfer Remit To:

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3380180

Client Matter No. 40123-1

Notification Email: eftgroup@kutakrock.com

Bella Tara Community Development District
Governmental Management Services - Central Florida, LLC
219 East Livingston Street
Orlando, FL 32801

Invoice No. 3380180

40123-1

Re: General Counsel

For Professional Legal Services Rendered

03/11/24	K. Ibarra	0.10	20.50	Research election history; prepare for upcoming election
03/16/24	G. Lovett	0.30	75.00	Monitor legislative process relating to matters impacting special districts
03/26/24	J. Earlywine	0.40	128.00	Prepare for and attend Board meeting; follow-up notes; email regarding engineer's report
TOTAL HOURS		0.80		

KUTAK ROCK LLP

Bella Tara Community Development Distric

April 15, 2024

Client Matter No. 40123-1

Invoice No. 3380180

Page 2

TOTAL FOR SERVICES RENDERED \$223.50

DISBURSEMENTS

Freight and Postage 24.71

TOTAL DISBURSEMENTS 24.71

TOTAL CURRENT AMOUNT DUE \$248.21

UNPAID INVOICES:

February 20, 2024 Invoice No. 3353635 1,579.00

TOTAL DUE \$1,827.21

Osceola News- Gazette
222 Church Street

Kissimmee, FL 34741
help.column.us

Bill to
Bella Tara CDD

Invoice number 79F1C7AF-0004
Notice ID UGLH06nBZde9esYqd6yw
Publisher Osceola News-Gazette
Date of issue May 11, 2024
Date due Jun 10, 2024
Amount due **\$52.37**

Description	Qty	Unit price	Amount
05/16/2024: Legal and Public Notice Notice	1	47.61	47.61

=== Notes ===

Notice Name: BELLA TARA CDD AC Meeting Notice

=== How to pay this invoice ===

Column Software PBC accepts online payment via credit or debit card, or ACH bank transfers. Please click here to pay online:
https://www.column.us/invoices/in_1PF61JHmcZCnOTsL61bLJ4ti/pay

Please note that, once paid, the merchant name on your billing statements will be Column Software PBC.

Select organizations may also pay via check. Checks will result in processing delays and should not be used if your notice requires upfront payment. Please pay the exact amount due, write your invoice number 79F1C7AF-0004 on the memo, include a printed copy of your Invoice PDF, make the check payable to Osceola News- Gazette, and mail to the address above.

Subtotal	\$47.61
Tax	0.00
Processing Fee	4.76
Amount due	\$52.37

Pay here: https://www.column.us/invoices/in_1PF61JHmcZCnOTsL61bLJ4ti/pay

SECTION 3



MARY JANE ARRINGTON
OSCEOLA COUNTY SUPERVISOR OF ELECTIONS

April 19, 2024

Ms. Stacie Vanderbilt
Recording Secretary
Bella Tara Community Development District
219 E. Livingston St.
Orlando, FL 32801

RE: Bella Tara Community Development District – Registered Voters

Dear Ms. Vanderbilt:

Thank you for your letter requesting confirmation of the number of registered voters within the Bella Tara Community Development District as of April 15, 2024.

The number of registered voters within the Bella Tara CDD is three as of April 15, 2024.

If I can be of further assistance, please contact me at 407.742.6000.

Respectfully yours,

Mary Jane Arrington
Supervisor of Elections

RECEIVED

APR 24 2024

GMS-CF, LLC

Vote
Osceola

AUDIT COMMITTEE MEETING

SECTION III

SECTION A

**BELLA TARA COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

Annual Audit Services for Fiscal Year 2024
Osceola County, Florida

INSTRUCTIONS TO PROPOSE

SECTION 1. DUE DATE. Sealed proposals must be received no later than **Monday, July 15, 2024, at 2:00 P.M.**, at the offices of District Manager, located at 219 E. Livingston Street, Orlando, FL 32801. Proposals will be publicly opened at that time.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules, and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relive it from responsibility to perform the work covered by the proposal in compliance with 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 - Bella Tara 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 cost of the provision of the services under the proposal for Fiscal Years 2024, 2025, 2026, 2027 and 2028. 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

Bella Tara
Community Development District

219 E. Livingston Street, Orlando, FL 32801

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

BELLA TARA
COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES

The Bella Tara 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, 2024, 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 Osceola 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 - Bella Tara Community Development District.**" Proposals must be received by **Monday, July 15, 2024, 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