

*Venice Grand Oaks
Community Development District*

Meeting Agenda

June 29, 2026

AGENDA

Venice Grand Oaks

Community Development District

219 E. Livingston St., Orlando, Florida 32801

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

June 22, 2026

Board of Supervisors Meeting **Venice Grand Oaks Community Development District**

Dear Board Members:

A meeting of the Board of Supervisors of the **Venice Grand Oaks Community Development District** will be held on **Monday, June 29, 2026 at 2:30 PM** at the **Betty J. Johnson North Sarasota Library (in the Conference Room), 2801 Newtown Blvd, Sarasota, FL 34234.**

Zoom Video Link: <https://us06web.zoom.us/j/89978315489>

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

Meeting ID: 899 7831 5489

Following is the advance agenda for the meeting:

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period (Public Comments will be limited to three (3) minutes each)
3. Organizational Matters
 - A. Swearing in Supervisors Christopher Cimini (Seat #3) and Mark Shortino (Seat #2)
(elected at the April 29, 2026 Landowners' Election)
4. Approval of Minutes of the April 29, 2026 Organizational Meeting and the April 29, 2026 Landowners' Meeting
5. Public Hearings
 - A. Public Hearing on the Imposition of Special Assessments
 - i. Presentation of Engineer's Report
 - ii. Presentation of Master Assessment Methodology
 - iii. Consideration of Resolution 2026-33 Levying Special Assessments
 - iv. Consideration of Master Notice of Special Assessments
 - B. Public Hearing on the District's Use of the Uniform Method of Levying, Collection, and Enforcement of Non-Ad Valorem Assessments
 - i. Consideration of Resolution 2026-34 Expressing the District's Intent to Utilize the Uniform Method of Collection
 - C. Public Hearing on the Adoption of the Fiscal Year 2025/2026 Budget & the Fiscal Year 2026/2027 Budget

- i. Consideration of Resolution 2026-35 Adopting the District's Fiscal Year 2025/2026 Budget & Fiscal Year 2026/2027 Budget and Appropriating Funds
 - D. Public Hearing on the Adoption of Rules of Procedure and Amenity Rates & Disciplinary Rules for the District
 - i. Consideration of Resolution 2026-36 Adopting Rules of Procedure and Amenity Rates & Disciplinary Rules for the District
- 6. Consideration of Resolution 2026-37 Designation of Regular Monthly Meeting Date, Time, and Location for Remaining Fiscal Year 2026 Meetings & Fiscal Year 2027 Meetings
- 7. Review and Ranking of Proposals for District Engineering Services and Selection of a District Engineer
- 8. Adopting Goals and Objectives for the District for Fiscal Year 2027
- 9. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. District Manager's Report
- 10. Other Business
- 11. Supervisors Requests and Audience Comments
- 12. Adjournment

MINUTES

**MINUTES OF MEETING
VENICE GRAND OAKS
COMMUNITY DEVELOPMENT DISTRICT**

The Organizational meeting of the Board of Supervisors of the Venice Grand Oaks Community Development District was held **Wednesday, April 29, 2026**, at 1:30 p.m. at the Betty J. Johnson North Sarasota Library, 2801 Newton Blvd., Sarasota, Florida.

Present and constituting a quorum:

Kevin Chinoy	Chairman
Christopher Cimini <i>by Zoom</i>	Vice Chairman
Alexander Ward	Assistant Secretary
Joshua Streitmatter	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Patrick Collins	District Counsel, KVV Law
Heather Wertz <i>by Zoom</i>	District Engineer, Absolute Engineering

FIRST ORDER OF BUSINESS

Introduction

A. Call to Order

Ms. Burns called the meeting to order at 1:30 p.m.

B. Public Comment Period

Ms. Burns stated there were no members of the public present nor were any members of the public attending by Zoom.

C. Oath of Office

Ms. Burns administered the oath of office to Kevin Chinoy, Alexander Ward, and Joshua Streitmatter. She noted that Mr. Cimini and Mr. Shortino would need to be sworn in at a later date as they were not present in-person at the meeting to be sworn in.

SECOND ORDER OF BUSINESS

Organizational Matters

A. Confirmation of Notice of Meeting

Ms. Burns confirmed that the meeting had been noticed as required by Florida statutes.

B. Information on Community Development Districts and Public Official Responsibilities and Florida Statutes Chapter 190

Ms. Burns reviewed information regarding Community Development Districts and public officials' responsibilities.

C. Election of Officers

1. Consideration of Resolution 2026-01 Electing Officers

Ms. Burns stated there are five Board members. They elect a Chair and Vice Chair and the other three Supervisors are named Assistant Secretaries along with George Flint, and herself (Jill Burns) as Secretary. Kevin Chinoy will be Chair and Chris Cimini will be Vice Chair and the other three Supervisors will be Assistant Secretaries. She asked for a motion to approve Resolution 2026-01 as outlined.

On MOTION by Mr. Chinoy, seconded by Mr. Streitmatter, with all in favor, Resolution 2026-01 Electing Officers as outlined above, was approved.

2. Consideration of Resolution 2026-02 Appointing Treasurer and Assistant Treasurer

Ms. Burns stated Resolution 2026-02 appoints a Treasurer and Assistant Treasurer. These are 3 members of GMS, George Flint, Katie Costa, and Darrin Mossing, Sr. will be named Treasurer and Assistant Treasurers for the District. This authorizes them to execute checks outside of meetings.

On MOTION by Mr. Chinoy, seconded by Mr. Ward, with all in favor, Resolution 2026-02 Appointing George Flint, Katie Costa, and Darrin Mossing, Sr. from GMS as Treasurer and Assistant Treasurers, was approved.

3. Consideration of Resolution 2026-03 Canvassing and Certifying the Results of the Landowners' Election

Ms. Burns stated the landowner's election was held five minutes ago and the results from that election, who was elected and the number of votes and the terms that they will serve, will be filled in.

On MOTION by Mr. Chinoy, seconded by Mr. Ward, with all in favor, Resolution 2026-03 Canvassing and Certifying the Results of the Landowners' Election, was approved.

THIRD ORDER OF BUSINESS

Consent Agenda

- A. Consideration of Contract for District Management Services**
 - 1. Consideration of Resolution 2026-04 Appointing District Manager**
- B. Consideration of Contract for District Counsel Services**
 - 1. Consideration of Resolution 2026-05 Appointing District Counsel**
- C. Consideration of Resolution 2026-06 Selection of Registered Agent and Office**
- D. Consideration of Resolution 2026-07 Appointing Interim District Engineer**
- E. Consideration of Interim District Engineering Agreement**
- F. Request Authorization to Issue RFQ for Engineering Services**
- G. Consideration of Resolution 2026-08 Designating a Qualified Public Depository**
- H. Consideration of Resolution 2026-09 Authorization of Bank Account Signatories**
- I. Consideration of Resolution 2026-10 Relating to Defense of Board Members**
- J. Consideration of Resolution 2026-11 Spending Authorization Resolution**
- K. Consideration of Resolution 2026-12 Adopting Investment Guidelines**
- L. Consideration of Resolution 2026-13 Authorizing Execution of Public Depositor Report**
- M. Consideration of Resolution 2026-14 Designating a Policy for Public Comment**
- N. Consideration of Resolution 2026-15 Adopting Prompt Payment Policy**
- O. Consideration of Resolution 2026-16 Adopting a Records Retention Policy**
- P. Consideration of Compensation to Board Members**
- Q. Consideration of Resolution 2026-17 Selecting District Records Office Within Sarasota County**
- R. Consideration of Resolution 2026-18 Designating the Primary Administrative Office and Principal Headquarters of the District**
- S. Consideration of Website Services Agreement**
- T. Authorization to Prepare Public Facilities Report in Accordance with Chapter 189.08 Florida Statutes to Coincide with Special District Filing Date for Sarasota County**

- U. Consideration of Resolution 2026-19 Granting the Chairperson and Vice Chairperson the Authority to Execute Plats and Documents Related to the Development of the District's Improvements**
- V. Consideration of Resolution 2026-20 Direct Purchase Resolution**
- W. Consideration of Resolution 2026-21 Authorizing the Use of Electronic Documents and Signatures**
- X. Consideration of Resolution 2026-22 Adopting an Internal Controls Policy**
- Y. Consideration of Resolution 2026-23 Public Facilities Resolution**
- Z. Adopting Goals and Objectives for the District**

Ms. Burns stated these are administrative items. She pointed out 2026-17 & 2026-18 will need to be tabled as there is not a records office location in Sarasota at this point. She noted sometimes library locations are available or entering into an agreement with the city where they can hold the documents for the District may be options. They will need to look into that. She presented Resolution 2026-32 at this time as well that needed to be approved, which was originally missed on agenda listing, authorizing District Counsel's office to file the notice of establishment.

On MOTION by Mr. Chinoy, seconded by Mr. Streitmatter, with all in favor, the Consent Agenda Items A-P & S-Z and Resolution 2026-32, were approved.

FOURTH ORDER OF BUSINESS

New Business

- A. Consideration of Resolution 2026-24 Ratifying Staff's Actions in Noticing the Initial Landowners' Meeting**

Ms. Burns stated this ratifies staffs' action in noticing the initial landowner's election today.

On MOTION by Mr. Chinoy, seconded by Mr. Streitmatter, with all in favor, Resolution 2026-24 Ratifying Staff's Actions in Noticing the Initial Landowners' Meeting, was approved.

- B. Designation of Date of Public Hearing to Adopt Rules of Procedure and Amenity Rates & Disciplinary Rules in accordance with Section 120.54 and Chapter 190, Florida Statutes**
 - 1. Consideration of Resolution 2026-25 Setting the Public Hearing to Consider the Adoption of Proposed Rules and Amenity Rates & Disciplinary Rules of the District**
 - a. Rules of Procedure**

b. Amenity Rates & Disciplinary Rules

Ms. Burns stated several public hearings will be set today with a suggested date of June 29, 2026 at 2:30 p.m. The Rules of Procedure are the general set of rules that will govern how the District operates. The amenity rates are included.

On MOTION by Mr. Chinoy, seconded by Mr. Ward, with all in favor, Resolution 2026-25 Setting a Public Hearing to Consider the Adoption of Proposed Rules of Procedure and Amenity Rates & Disciplinary Rules on June 29, 2026 at 2:30 p.m., was approved.

C. Designation of Date of Public Hearing on the Budgets for Fiscal Year 2025/2026 and Fiscal Year 2026/2027**1. Consideration of Resolution 2026-26 Setting the Public Hearing and Approving the Proposed Fiscal Year 2025/2026 Budget and Fiscal Year 2026/2027 Budgets**

Ms. Burns stated they are currently in FY2026 which runs through September 30, 2026 and Fiscal Year 2027 is from October 1, 2026 through September 30, 2027. The hearing will be set for both at the same time. These are substantially the same. The current year is just prorated of the full year. It is primarily administrative expenses for FY2027. They did a contingency for field related expenses but don't anticipate needing that. It would be developer funded so not billed unless it's actually incurred.

On MOTION by Mr. Chinoy, seconded by Mr. Streitmatter, with all in favor, Resolution 2026-26 Setting the Public Hearing for June 29, 2026 at 2:30 p.m. and Approving the Proposed Fiscal Year 2026/2027 Budget, was approved.

2. Approval of the Fiscal Year 2025/2026 and Fiscal Year 2026/2027 Developer Funding Agreement

Ms. Burns stated this is with CSP Grand Oaks Venice and that is the entity that will fund the O&M of the District based on the budget that the Board adopts.

On MOTION by Mr. Chinoy, seconded by Mr. Ward, with all in favor, the Fiscal Year 2025/2026 & Fiscal Year 2026/2027 Developer Funding Agreement, was approved.

D. Consideration of Resolution 2026-27 Setting Date of Public Hearing Expressing the District's Intent to Utilize the Uniform Method of Levying, Collecting and Enforcing Non-Ad-Valorem Assessments in accordance with Section 197.3632, Florida Statutes

Ms. Burns stated they will use the Sarasota County tax bill to collect assessments. There is an agreement in place when the District is ready to levy assessments on roll. This will set the public hearing for June 29th at 2:30 p.m. at this location.

On MOTION by Mr. Chinoy, seconded by Mr. Ward, with all in favor, Resolution 2026-27 Setting June 29, 2026 at 2:30 p.m. for the Public Hearing Expressing the District's Intent to Utilize the Uniform Method of Levying, Collecting and Enforcing Non-Ad-Valorem Assessments in Accordance with Section 197.3632, Florida Statutes, was approved.

FIFTH ORDER OF BUSINESS

Capital Improvements

A. Appointment of Financing Team

1. Consideration of Resolution 2026-28 Appointing Bond Counsel

Ms. Burns stated this appoints Greenberg Traurig as bond counsel for the District.

On MOTION by Mr. Chinoy, seconded by Mr. Streitmatter, with all in favor, Resolution 2026-28 Appointing Greenberg Traurig as Bond Counsel, was approved.

2. Consideration of Resolution 2026-29 Appointing Investment Banker

Ms. Burns stated FMS Bonds will be the underwriter for the bond issuance.

On MOTION by Mr. Chinoy, seconded by Mr. Streitmatter, with all in favor, Resolution 2026-29 Appointing FMS Bonds as Investment Banker, was approved.

3. Assessment Administrator

Ms. Burns stated this is covered in the GMS contract that the Board already approved. This would be a motion to appoint GMS.

On MOTION by Mr. Chinoy, seconded by Mr. Streitmatter, with all in favor, GMS as Assessment Administrator, was approved.

4. Trustee

Ms. Burns stated this would be the trustee for the funds that are issued from the bond issuance and it is from US Bank.

On MOTION by Mr. Chinoy, seconded by Mr. Ward, with all in favor, US Bank as Trustee, was approved.

B. Approval of Financing Team Agreement

Ms. Burns stated the same entity that is agreeing to fund the construction related costs and these costs can be reimbursed out of a future bond issuance.

On MOTION by Mr. Chinoy, seconded by Mr. Streitmatter, with all in favor, Approval of Financing Team Agreement, was approved.

SIXTH ORDER OF BUSINESS

Financing Matters

A. Consideration of the Engineer's Report

Ms. Wertz reviewed the Engineer's report for the Board.

On MOTION by Mr. Chinoy, seconded by Mr. Streitmatter, with all in favor, the Engineer's Report, was approved.

B. Consideration of Master Assessment Methodology

Ms. Burns reviewed the Master Assessment Methodology. This assessment report allocates debt to the properties based on the benefit that they receive from the District's capital improvement plan. This report will be updated with supplemental reports for each series of bonds that the District ultimately issues. She reviewed the tables. She offered to answer questions.

On MOTION by Mr. Chinoy, seconded by Mr. Ward, with all in favor, the Master Assessment Methodology, was approved.

C. Consideration of Resolution 2026-30 Authorizing the Issuance of Bonds and Authorizing the Commencement of Validation Proceedings

Mr. Collins stated this resolution gives direction to District staff to go out and file the complaint for validation of the proposed bonds.

On MOTION by Mr. Chinoy, seconded by Mr. Ward, with all in favor, Resolution 2026-30 Authorizing the Issuance of Bonds and Authorizing the Commencement of Validation Proceedings, was approved.

D. Consideration of Resolution 2026-31 Declaring Special Assessments and Setting a Public Hearing on Special Assessments

Ms. Burns noted the suggested date is June 29th at 2:30 p.m. at this location. A mailed notice is sent to any property owners within the community which would be the one landowner entity to notify them that they are going to hold a hearing to levy assessments on the property. The mailed notice needs to be at least 30 days ahead of time. There are also some legal advertisements.

On MOTION by Mr. Chinoy, seconded by Mr. Ward, with all in favor, Resolution 2026-31 Declaring Special Assessments and Setting a Public Hearing on Special Assessments for June 29, 2026 at 2:30 p.m. at this location, was approved.

SEVENTH ORDER OF BUSINESS

Other Business

A. Presentation of Funding Request No. 1

Ms. Burns noted this is the initial funding request to open the Districts bank account, insurance for the District, website creation fee and all the adds for the public hearings lot of legal The total is \$21,750.

On MOTION by Mr. Chinoy, seconded by Mr. Streitmatter, with all in favor, Funding Request No. 1, was approved.

B. Staff Reports

i. Attorney

a) E-Verify Memorandum

Mr. Collins stated the complaint is ready to go to file to get the bond approved. He noted he doesn't think they have ever had a validation in Sarasota County so can't speak to what a good timeline looks like right now. He will get it filed eminently and hopefully will have an idea when they come back in late June.

ii. Manager

Ms. Burns had nothing further to report.

C. Supervisors Requests

There being no comments, the next item followed.

EIGHTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Chinoy, seconded by Mr. Streitmatter, with all in favor, the meeting was adjourned.
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Secretary/Assistant Secretary

Chairman/Vice Chairman

**MINUTES OF MEETING
VENICE GRAND OAKS
COMMUNITY DEVELOPMENT DISTRICT**

The Landowners meeting of the Board of Supervisors of the Venice Grand Oaks Community Development District was held **Wednesday, April 29, 2026**, at 1:30 p.m. at the Betty J. Johnson North Sarasota Library, 2801 Newton Blvd., Sarasota, Florida.

Present for the meeting were:

Kevin Chinoy
Alexander Ward
Joshua Streitmatter
Christopher Cimini *by Zoom*
Jill Burns
Patrick Collins
Heather Wertz *by Zoom*

FIRST ORDER OF BUSINESS

**Determination of Number of Voting Units
Represented**

Ms. Burns stated that she had received a proxy from CSP-Grand Oaks Venice Land I, LLC authorizing 61 votes. The proxy names Kevin Chinoy as the proxy holder.

SECOND ORDER OF BUSINESS

Call to Order

Ms. Burns called the meeting to order.

THIRD ORDER OF BUSINESS

**Election of Chairman for the Purpose of
Conducting the Landowners' Meeting**

Ms. Burns noted that she will act as Chair for the purpose of conducting the meeting.

FOURTH ORDER OF BUSINESS

Nominations for the Position of Supervisor

Mr. Chinoy nominated Kevin Chinoy, Alexander Ward, Joshua Streitmatter, Christopher Cimini, and Mark Shortino.

FIFTH ORDER OF BUSINESS

Casting of Ballots

Ms. Burns noted Mr. Chinoy cast 60 votes for Kevin Chinoy, 60 votes for Mark Shortino, 50 votes for Christopher Cimini, 50 votes for Alexander Ward, and 50 votes for Joshua Streitmatter.

SIXTH ORDER OF BUSINESS

Ballot Tabulation

Ms. Burns stated that Kevin Chinoy and Mark Shortino would serve four-year terms and Christopher Cimini, Alexander Ward, and Joshua Streitmatter will serve two-year terms.

SEVENTH ORDER OF BUSINESS

Landowner's Questions and Comments

There being no comments or questions, the next item followed.

EIGHTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

SECTION V

SECTION A

SECTION 1

**VENICE GRAND OAKS
COMMUNITY DEVELOPMENT DISTRICT
MASTER ENGINEER'S REPORT**

Prepared for:

**BOARD OF SUPERVISORS
VENICE GRAND OAKS
COMMUNITY DEVELOPMENT DISTRICT**

Prepared by:

ABSOLUTE ENGINEERING, INC.

APRIL 29, 2026

VENICE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT

TABLE OF CONTENTS

I.	INTRODUCTION	1
II.	PURPOSE AND SCOPE	2
III.	THE DEVELOPMENT	3
IV.	THE PROJECT	3
V.	PROPOSED IMPROVEMENTS	4
	Stormwater Management Facilities	4
	Roadway	5
	Water and Wastewater Facilities	6
	Off-site Improvements	7
	Miscellaneous.....	7
VI.	PERMITTING	8
VII.	RECOMMENDATION	9
VIII.	REPORT MODIFICATION	9
IX.	CONCLUSION	10

LIST OF TABLES & EXHIBITS

TABLE 1 – Summary of Opinion of Probable Costs

TABLE 2 – Summary of Proposed District Facilities

EXHIBIT 1 – Location Map

EXHIBIT 2 – Legal Description

EXHIBIT 3 – Zoning Map

EXHIBIT 4 – Future Land Use Map

EXHIBIT 5 – Utility Location Map

EXHIBIT 6 – Aerial Site Plan

EXHIBIT 7 – Overall Site Plan

EXHIBIT 8 – Drainage Map

**ENGINEER'S REPORT
VENICE GRAND OAKS
CDD**

I. INTRODUCTION

The Venice Grand Oaks Community Development District ("CDD" OR "District") is located along the east side of Knights Trail Road, north of Gene Green Road, Venice, Florida. The District currently contains approximately 60.44 acres and is expected to consist of 222 single family lots, 116 townhomes, recreation / amenity areas, parks, and associated infrastructure.

The CDD will own and operate the roadways, stormwater management facilities, as well as the landscape, irrigation, signage, and recreational facilities within the community. The water, sewer and reclaimed utilities will be dedicated to the City of Venice for ownership and operation.

Improvements and facilities financed, acquired, and/or constructed by the CDD will be required to conform to regulatory criteria of the City of Venice, Southwest Florida Water Management District ("SWFWMD"), and other applicable agencies with regulatory jurisdiction over the development. All improvements acquired by the District will be on land owned, or subject to a permanent easement for the benefit of, the District or another governmental entity. An overall estimate of probable cost is provided in Section 9 of this Report.

The development plan reflects the present intentions of the CDD. It should be noted that the location of proposed facilities and improvements may be adjusted during the final design, permitting, and implementation phases. It should also be noted that these modifications are not expected to diminish the benefits received by the lands within the CDD. The CDD reserves the right to make reasonable adjustments to the development plan to meet applicable regulatory requirements of agencies with jurisdiction over the development, while maintaining comparable level of benefits to the lands served by the improvements. Changes and modifications are expected as changes in regulatory

criteria are implemented.

Implementation of any proposed facilities or improvements outlined in this Report requires approval by the CDD's Board of Supervisors. Estimated costs outlined in this Report were based on best available information, which includes but is not limited to previous experience with similar projects. Actual costs could be different than estimates because final engineering and specific field conditions may affect construction costs.

II. PURPOSE AND SCOPE

The purpose of this Report is to provide engineering support to fund improvements in the CDD. Venice Grand Oaks is entitled through Mixed Use Corridor Land Use and Knights Trail Mixed Use Zoning. This Report will identify the proposed capital improvements to be constructed or acquired by the District along with an opinion of probable cost.

Contained within this Report is a description of the public infrastructure to be constructed or acquired by the District ("Capital Improvements".) The District will finance, construct, operate, and maintain specific portions of the proposed Capital Improvements. An assessment methodology consultant has been retained by the District, who will develop the assessment and financing methodology to be applied to this Report.

The predominant portion of this Report provides descriptions of the proposed Capital Improvements, determination of estimated probable construction costs, and the corresponding benefits associated with the implementation of the described improvements. Detailed site construction plans and specifications have not yet been completed but will require permits through the City of Venice, Sarasota County, SWFWMD, and FDEP for the improvements described herein. The engineer has considered, and in specific instances has relied upon, the information and documentation prepared or supplied by others, and information that may have been provided by public entities, public employees, the developer, site construction contractors, other engineering professionals, land surveyors, the District Board of Supervisors, and its staff and consultants.

III. THE DEVELOPMENT

The Venice Grand Oaks Community will consist of 222 single family homes and 116 townhomes and associated infrastructure (“the Development”). The Development is a planned residential community located on the east side of Knights Trail Road, north of Gene Green Road in Venice, Florida. The Development lies within, Section 22 Township 38 South, Range 19 East, in Venice, Florida. The Development received Knights Trail Mixed Use zoning approval by the city of Venice and has an underlying Future Land Use Designation of Mixed-Use Corridor. The Development will be constructed in a single phase.

IV. THE PROJECT

The Capital Improvements consist of public infrastructure as more specifically described herein. The primary portions of the Capital Improvements will entail stormwater pond construction, roadways built to an "urban" typical section, water, reclaimed and sewer utility facilities and off-site improvements including water and sewer utility extensions and roadway improvements.

There will also be stormwater structures and conveyance culverts within the Capital Improvements which will outfall into the on-site retention ponds. These structures and pond areas comprise the overall stormwater facilities of the Capital Improvements. Installation of the water distribution and wastewater collection system are also included. Below ground installation of conduits for power, telecommunications, cable TV, and street lights within the public right of way and in the adjacent utility easement will be funded by the District. Only the incremental cost of undergrounding the utilities will be financed by the District.

As a part of the recreational component of the Development, a public park will be constructed in the center of the Development and is accessed by the public roadways.

V. PROPOSED IMPROVEMENTS

The Capital Improvements include the following:

Stormwater Management Facilities

Stormwater management facilities consisting of storm conveyance systems and retention ponds are contained within the District boundaries. Stormwater runs off via roadway curb and gutter to storm inlets. From that point storm culverts convey the runoff into the proposed retention ponds for water quality treatment and attenuation. The proposed stormwater systems will utilize wet detention for biological pollutant assimilation to achieve water quality treatment. The design criteria for the District's stormwater management systems is regulated by the City of Venice and SWFWMD. There are surface waters and natural wetlands within the Project.

FEMA Community Panel Numbers 12115C245G dated 03/27/24, demonstrates that the property is located within Flood Zones X and X500. The Project has been designed to provide adequate floodplain compensation for proposed floodplain encroachment.

During the construction of stormwater management facilities, utilities and roadway improvements, the contractor will be required to adhere to a *Stormwater Pollution Prevention Plan* (SWPPP) as required by FDEP as delegated by the Environmental Protection Agency (EPA). The SWPPP will be prepared to depict for the contractor the proposed locations of required erosion control consisting of floating and staked turbidity barriers specifically along the down gradient side of any proposed construction activity and adjacent to the edge of existing ponds, surface water ditches, wetland edges and the perimeter of the site. The site contractor will be required to provide the necessary reporting on various forms associated with erosion control, its maintenance and any rainfall events that occur during construction activity.

Roadways

The proposed public roadway sections are to be 50' R/W with 20' of asphalt and Miami curb and gutter on both sides. The proposed roadway section will consist of stabilized subgrade, crushed concrete or cement treated base and asphalt wearing surface. The proposed curb is to be 2' wide and placed along the edge of the proposed roadway section for purposes of protecting the integrity of the pavement and also to provide stormwater runoff conveyance to the proposed stormwater inlets. Underdrain is provided as necessary to control groundwater and protect the roadway base material.

The proposed roadways will require signing and pavement markings within the public rights-of-way, as well as street signs depicting street name identifications, and addressing, which will be utilized by the residents and public. As stated above, the District's funding of roadway construction will occur for all public roadways.

Water and Wastewater Facilities

A potable water system inclusive of water main, gate valves, fire hydrants and appurtenances will be installed for the Development. The water service provider will be the city of Venice Utilities Department. The water system will be a "looped" system consisting of 4" and 6" diameter PVC water main. These facilities will be installed within the proposed public rights-of-way within the District. This water will provide the potable (domestic) and fire protection services which will serve the entire District.

A domestic wastewater collection system inclusive of gravity sanitary sewer mains, sewer laterals, one pump station and pressure force mains will be installed. The gravity sanitary sewer mains will be 8" diameter PVC. The gravity sanitary sewer lines will be placed inside of the proposed public rights-of-way, under the proposed paved roadways. Branching off from these sewer lines will be laterals to serve the individual lots. A sanitary sewer pump station is currently proposed within the District to collect the gravity sanitary sewer and pump it to the proposed City of Venice force main in the planned right-of-way donation of Knights Trail Road along the Project frontage. The future force main is being designed and permitted by others for a project north of the District and is expected to be installed prior to completion of the proposed Project.

A reclaimed water system inclusive of water main, gate valves and appurtenances will be installed for the Development. The reclaimed water service provider for single family homes will be the City of Venice Utilities Department and the reclaimed water system serving townhomes will be owned and operated by the District. The reclaimed water system will be a "looped" system consisting of 4" diameter PVC water main. These facilities will be installed within the proposed public rights-of-way within the District. This reclaimed water main will provide the reclaimed water which will serve the entire District.

Off-Site Improvements

The District will provide funding for the required off-site improvements to facilitate connection of the District's internal roads to Knights Trail Road & Gene Green Road at the project entrances.

The District will also provide funding for the required off-site improvements to facilitate connection of the District's water, wastewater and reclaim utility facilities to existing off-site utilities.

Upon completion of these improvements, inspection / certifications will be obtained from SWFWMD, the City of Venice and Sarasota County. Roadway Improvements located within the Knights Trail Road right-of-way will be owned and operated by Sarasota County. Roadway Improvements located within the Knights Trail Road right-of-way will be owned and operated by the City of Venice. Roadway Improvements located within the Gene Green Road right-of-way will be owned and operated by the District. Roadway Improvements located within the Gene Green Road right-of-way will be owned and operated by the City of Venice.

Miscellaneous:

The stormwater improvements, landscaping and irrigation, hardscaping and signage, mitigation area(s), and certain permits and professional fees as described in this Report, are being financed by the District with the intention for benefiting all of the developable real property within the District. The construction and maintenance of the proposed public Capital Improvements will benefit the Development for the intended use as a mixed use planned development.

VI. PERMITTING

Construction permits are currently being obtained, which include the SWFWMD Environmental Resource Permit (ERP), City of Venice Preliminary Plat and Construction Plan, FDEP Water and Wastewater and Sarasota County Construction Plan. There are no Army Corps of Engineer (ACOE) jurisdictional wetlands within the Development, therefore no permits are required from that agency.

Following is a summary of required permits obtained and pending for the construction of the public Capital Improvements for the District:

Permits / Approvals	Approval / Date
Zoning Approval (Venice)	Knights Trail Mixed Use
Preliminary Plat (Venice)	April 2026
SWFWMD ERP	August 2026
Construction Permits (Venice)	August 2026
FDEP Water	September 2026
FDEP Sewer	September 2026

VII. RECOMMENDATION

As previously described within this Report, the public Capital Improvements as described are necessary for the development and functional operation as required by the City of Venice and all other applicable agencies with regulatory jurisdiction over the Development.. The site planning, engineering design and construction plans for the infrastructure are in accordance with the applicable requirements of the City of Venice and SWFWMD. It should be noted that the Capital Improvements will provide their intended use and function so long as the construction and installation is in substantial conformance with the design construction plans and regulatory permits.

Items utilized in the *Opinion of Probable Costs* for this Report are based upon current plan quantities for the infrastructure as shown on construction drawings incorporating specifications in the most recent review comments received from SWFWMD and the City of Venice.

VIII. REPORT MODIFICATION

During development and implementation of the public Capital Improvements as described for the District, it may be necessary to make modifications and/or deviations for the plans. However, if such deviations and/or revisions do not change the overall primary objective of the plan for such improvements, then the costs differences would not materially affect the proposed cost estimates.

IX. CONCLUSION

It is our professional opinion that the Capital Improvements cost for the District provided in this report are reasonable to complete the construction of the infrastructure required for community development within the CDD. Furthermore, the public infrastructure improvements will benefit and add value to lands within the District equal to or in excess above the costs of such improvements.

The *Opinion of Probable Costs* of the Capital Improvements is only an estimate and is not a guaranteed maximum price. The estimated costs are based upon unit prices currently experienced on an ongoing and similar basis for work in the city of Venice. Furthermore, the quantities are a derivative of line items from specific construction documents and construction contracts as of this date. However, labor market, future costs of equipment, materials, changes to the regulatory permitting agencies activities, and the actual construction processes employed by the chosen site contractor are beyond the engineer's control. Due to this inherent opportunity for changes (upward or downward) in the construction costs, the total, final construction cost may be more or less than this estimate.

Based upon the presumption that the construction of the Capital Improvements continues in a timely manner, it is our professional opinion that the proposed Capital Improvements when constructed and built in substantial conformance with the approved plans and specifications, can be completed and used for their intended function. Be advised that we have utilized historical costs and direct unit costs from site contractors and consultants in the City of Venice, which we believe to be necessary in order to facilitate accuracy associated with the *Opinion of Probable Costs*. Based upon the information above, it is our professional opinion that the acquisition and construction costs of the proposed Capital Improvements can be completed at the cost stated.

TABLE 1:
SUMMARY OF OPINION OF
PROBABLE COSTS

Summary of Opinion of Probable Cost

<u>Number of Lots</u>	<u>338⁽¹⁰⁾</u>
<u>Infrastructure⁽¹⁾⁽³⁾⁽⁶⁾</u>	<u>Nokomis Groves CDD</u>
Offsite Improvements ⁽⁹⁾	\$ 1,193,500
Stormwater Management ⁽²⁾⁽³⁾⁽⁵⁾⁽⁶⁾	\$ 3,580,500
Utilities (Water)	\$ 1,071,090
Utilities (Sewer)	\$ 1,300,609
Utilities (Reclaimed Water)	\$ 535,545
Utilities (Street Lighting) ⁽⁸⁾	\$ 76,506
Roadway ⁽⁴⁾	\$ 2,387,000
Entry Feature & Signage ⁽⁷⁾	\$ 596,750
Parks and Amenities	\$ 1,193,500
Contingency	\$ 1,193,500
TOTAL	\$ 13,128,500

1. Infrastructure consists of public roadway improvements, stormwater management facilities, master sanitary sewer lift station and utilities, entry feature, landscaping and signage, and neighborhood parks. Any land or other acquisitions will be made at the lower of cost or fair market value.
2. Stormwater does not include grading associated with building pads, both for initial construction and in conjunction with home construction.
3. Includes stormwater pond excavation, and storage of fill, but not the cost of transporting the fill to private lots.
4. Includes sub-grade, base, asphalt paving, curbing, and civil/site engineering. All roadways will be public and accessible by public.
5. Includes subdivision infrastructure and civil/site engineering.
6. Estimates are based on 2025/2026 costs.
7. Includes entry features, signage, hardscape, landscape, irrigation and fencing.
8. CDD will enter into a Lighting Agreement with Florida Power and Light for the street light poles and lighting service. Only undergrounding of wires in public rights-of-way and on District land will be funded by the CDD.
9. Offsite Improvements include turn lanes on Knights Trail Road at Project Access and utility extensions.
10. Includes 116 - 40' Townhomes, 135 - 40' x 120' Single Family Units and 87 - 50' x 120'; Single Family Units
11. Infrastructure Construction timeline - 2026-2027.
12. All utilities shall be constructed to city standards.

TABLE 2:
SUMMARY OF PROPOSED DISTRICT
FACILITIES

**VENICE GRAND OAKS
COMMUNITY DEVELOPMENT DISTRICT
TABLE 2 - SUMMARY OF PROPOSED DISTRICT FACILITIES**

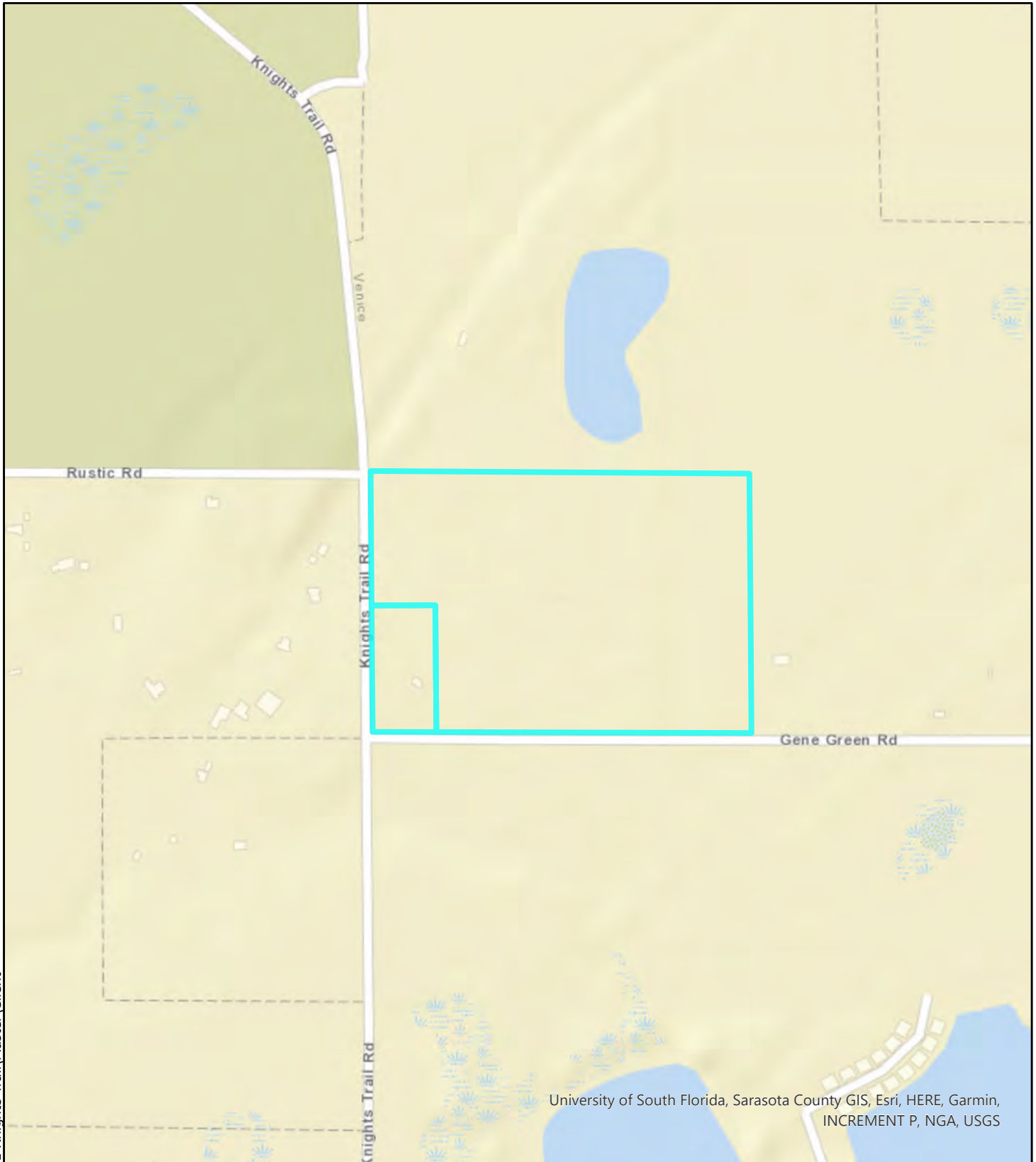
DISTRICT INFRASTRUCTURE	CONSTRUCTION	OWNERSHIP	OPERATION & MAINTENANCE
ENTRY SIGNAGE AND FEATURES	DISTRICT	DISTRICT	DISTRICT
PARKS AND AMENITIES	DISTRICT	DISTRICT	DISTRICT
STORMWATER FACILITIES	DISTRICT	DISTRICT	DISTRICT
WATER AND SEWER UTILITIES	DISTRICT	CITY OF VENICE	CITY OF VENICE
RECLAIMED WATER UTILITIES (SINGLE FAMILY)	DISTRICT	CITY OF VENICE	CITY OF VENICE
RECLAIMED WATER UTILITIES (TOWNHOMES)	DISTRICT	DISTRICT	DISTRICT
STREET LIGHTING/CONDUIT	DISTRICT	STREET LIGHTS - FLORIDA POWER & LIGHT CONDUIT - DISTRICT	FLORIDA POWER & LIGHT
ROAD CONSTRUCTION¹	DISTRICT	DISTRICT	DISTRICT
OFFSITE ROADWAY (GENE GREEN ROAD ACCESS)	DISTRICT	DISTRICT	DISTRICT ²
OFFSITE ROADWAY (KNIGHTS TRAIL ACCESS)	DISTRICT	SARASOTA COUNTY	SARASOTA COUNTY

1. Roadways will be constructed in accordance with city standards.

2. The District shall be the responsible O&M entity for access improvements constructed to connect the District's internal roads to existing rights-of-way. The District shall not be the responsible O&M entity for any existing rights-of-way.

EXHIBIT 1:
LOCATION MAP

Folder: P:\A25-0079 CSP\0001 Knights Trail\Master\Client



University of South Florida, Sarasota County GIS, Esri, HERE, Garmin, INCREMENT P, NGA, USGS



**ABSOLUTE
ENGINEERING, INC.**

EXHIBIT 1 - LOCATION MAP
VENICE GRAND OAKS
COMMUNITY DEVELOPMENT
DISTRICT

MAP DATE: 11/13/2025 LOCATION: CITY OF VENICE



0 170840 680
Feet

Absolute Engineering, Inc makes no Warranty, representation, or guaranty as to the content, sequence, accuracy, timeliness, or completeness of any of the geodata information provided herein. Service Layer Credit: ESRI, HERE, Delorme, USGS, Intermap, OpenStreetMap contributors, and the GIS community.

EXHIBIT 2:
LEGAL DESCRIPTION

LEGAL DESCRIPTION (AS FURNISHED):

A parcel of land lying in Section 22, Township 38 South, Range 19 East, Sarasota County, Florida described as follows:

COMMENCE at the Northwest corner of Section 22, Township 38 South, Range 19 East, Sarasota County, Florida; thence S.00°30'20"E., along the West line of said Section 22, a distance of 2680.99 feet to the Southwest corner of the Northwest $\frac{1}{4}$ of said Section 22; thence S.89°44'18"E., leaving said West line of Section 22, a distance of 40.00 feet to a point on the East Right of Way line of Knight's Trail Road as recorded in Official Records Book 2089, Page 2446 of the Public Records of Sarasota County, Florida, same being the POINT OF BEGINNING; thence S.00°29'36"E., along said East Right of Way line of Knight's Trail Road, a distance of 1280.55 feet to the intersection of the East Right of Way of Knight's Trail Road and the North Right of Way of Gene Green Road (50' Wide Right of Way) per Official Records Book 1084, Page 1581 of the Public Records of Sarasota County, Florida; thence S.89°46'54"E., along said North Right of Way line of Gene Green Road, a distance of 1970.62 feet to a point on the East line of the West half of the Northeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of said Section 22; thence N.00°56'32"W., along said East line of the West half of the Northeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section 22, a distance of 1338.90 feet; thence N.89°43'52"W., a distance of 1960.16 feet to a point on said East Right of Way line of Knight's Trail Road; thence S.00°30'19"E., along said East Right of Way line, a distance of 59.91 feet to the POINT OF BEGINNING.

Parcel contains 2,632,597 square feet, or 60.4361 acres more or less.

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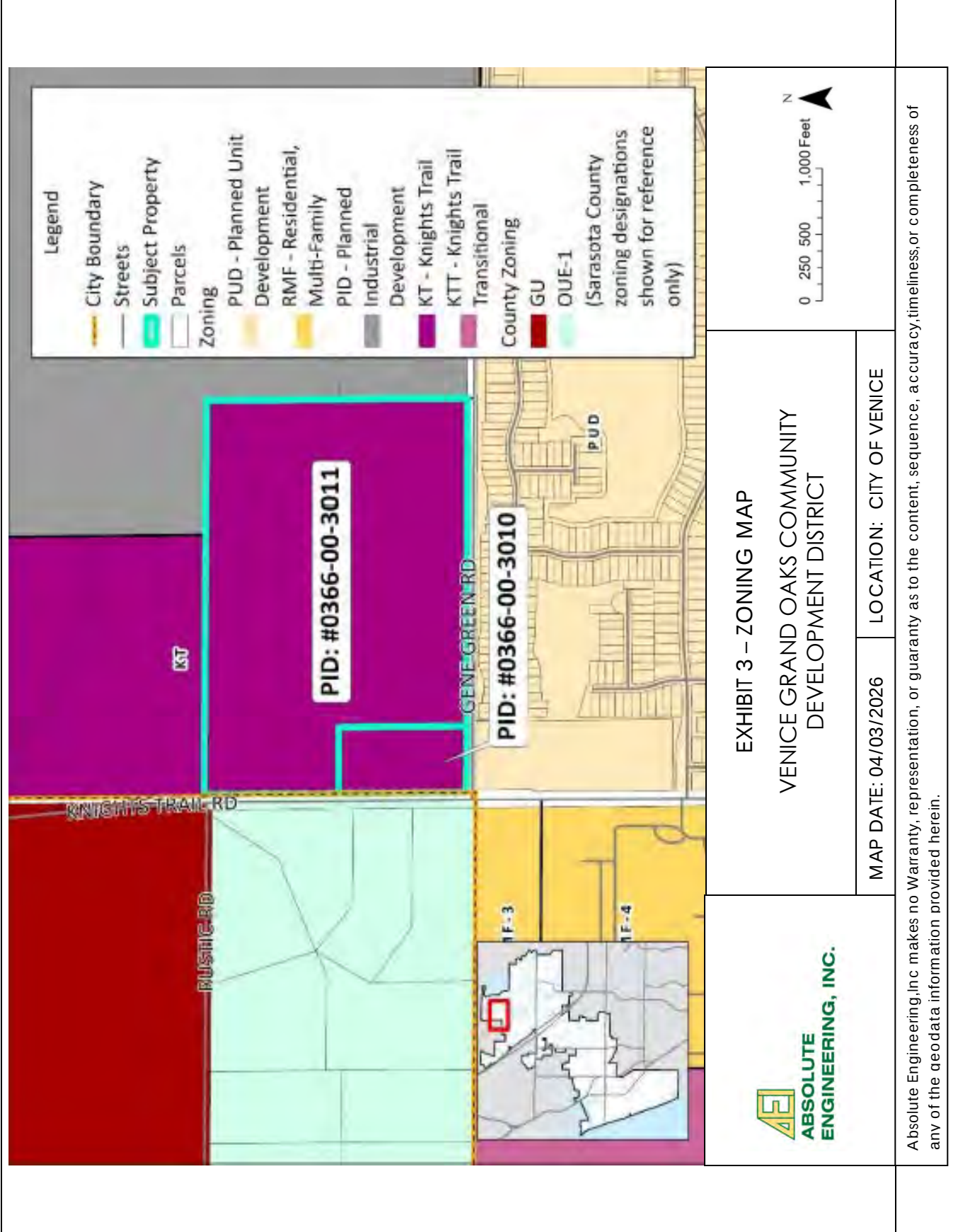
**ABSOLUTE
ENGINEERING, INC.**

(813) 221-1516 TEL 1000 N. ASHLEY DRIVE, SUITE 925
(813) 344-0100 FAX C.A. NO. 28358 TAMPA, FLORIDA 33602

EXHIBIT 2 - METES & BOUNDS DESC. KNIGHTS TRAIL SUBDIVISION

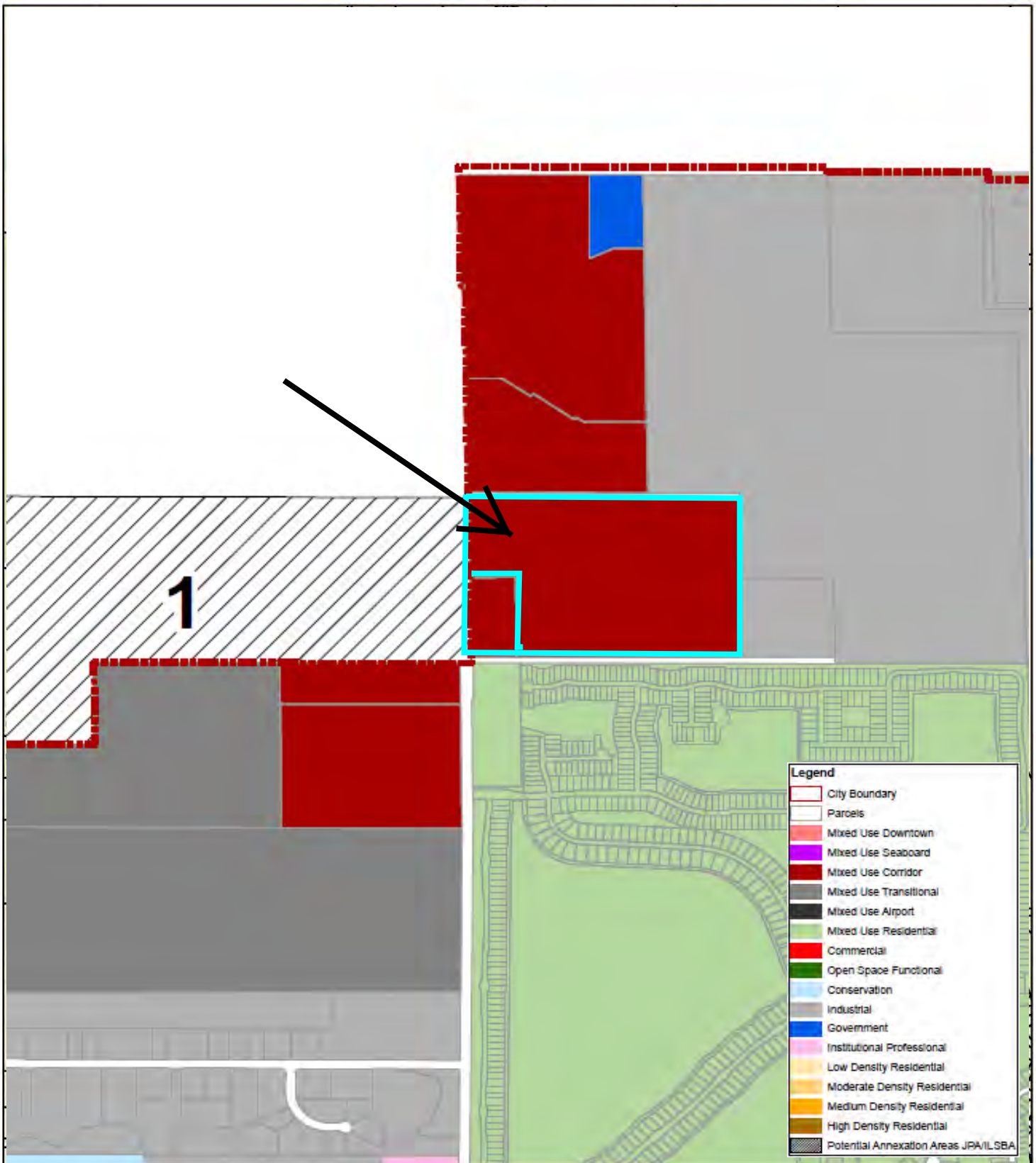
SEC TWP RGE	JOB NUMBER	DRAWN BY	DATE	SHEET
22-38S-19E	A25-0079-0001	JMH	11-25-2025	1 of 1

EXHIBIT 3:
ZONING MAP



Absolute Engineering, Inc. makes no Warranty, representation, or guaranty as to the content, sequence, accuracy, timeliness, or completeness of any of the geodata information provided herein.

EXHIBIT 4:
FUTURE LAND USE MAP



**ABSOLUTE
ENGINEERING, INC.**

EXHIBIT 4 - EXISTING AND FUTURE LAND USE MAP

VENICE GRAND OAKS COMMUNITY
DEVELOPMENT DISTRICT

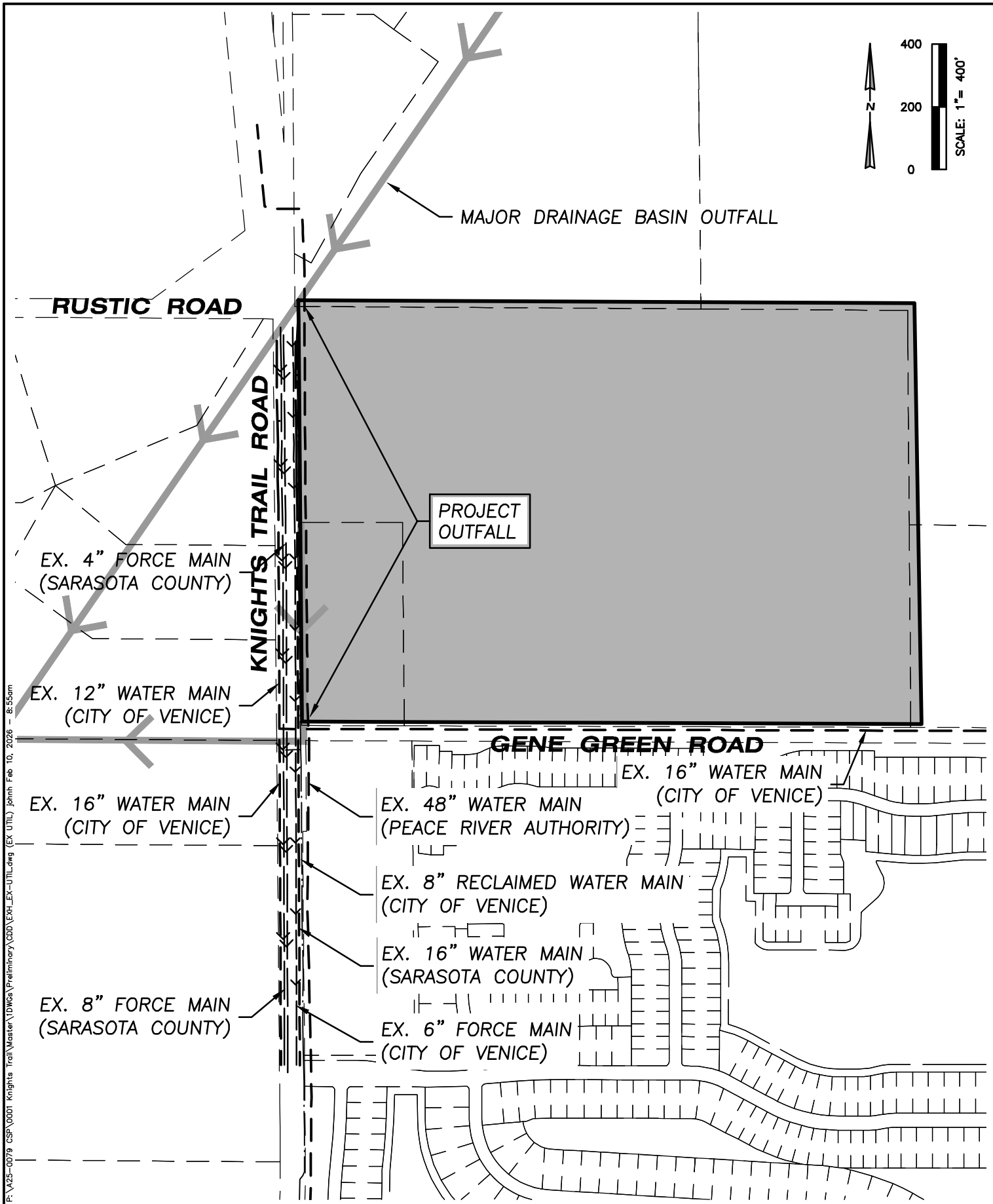
MAP DATE: 01/19/2026

LOCATION: CITY OF VENICE



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EXHIBIT 5:
UTILITY LOCATION MAP



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**ABSOLUTE
ENGINEERING, INC.**

(813) 221-1516 TEL 1000 N. ASHLEY DRIVE, SUITE 925
(813) 344-0100 FAX C.A. NO. 28358 TAMPA, FLORIDA 33602

EXHIBIT 5 - EXISTING UTILITIES KNIGHTS TRAIL SUBDIVISION

SEC TWP RGE	JOB NUMBER	DRAWN BY	DATE	SHEET
22-38S-19E	A25-0079-0001	JMH	11-26-2025	1 of 1

EXHIBIT 6:
AERIAL SITE PLAN



Folder: P:\A25-0079 CSP\0001 Knights Trail Master\Client



**ABSOLUTE
ENGINEERING, INC.**

EXHIBIT A - AERIAL MAP
VENICE GRAND OAKS
COMMUNITY DEVELOPMENT DISTRICT

MAP DATE: 11/13/2025 LOCATION: CITY OF VENICE



0 170340 680
Feet

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EXHIBIT 7:
OVERALL SITE PLAN

EXHIBIT 8:
DRAINAGE MAP

SECTION 2

**MASTER
ASSESSMENT METHODOLOGY

FOR
VENICE GRAND OAKS
COMMUNITY DEVELOPMENT DISTRICT**

Date: April 29, 2026

Prepared by

**Governmental Management Services - Central Florida, LLC
219 E. Livingston Street
Orlando, FL 32801**



Table of Contents

1.0 Introduction	3
1.1 Purpose	3
1.2 Background.....	3
1.3 Special Benefits and General Benefits	4
1.4 Requirements of a Valid Assessment Methodology	5
1.5 Special Benefits Exceed the Costs Allocated	5
2.0 Assessment Methodology	6
2.1 Overview.....	6
2.2 Allocation of Debt.....	6
2.3 Allocation of Benefit	7
2.4 Lienability Test: Special and Peculiar Benefit to the Property	7
2.5 Lienability Test: Reasonable and Fair Apportionment of the Duty to Pay Non-Ad Valorem Assessments.....	8
3.0 True-Up Mechanism.....	8
4.0 Assessment Roll	9
5.0 Appendix	10
Table 1: Development Program.....	11
Table 2: Infrastructure Cost Estimates	12
Table 3: Bond Sizing.....	13
Table 4: Allocation of Benefit	14
Table 5: Allocation of Benefit/Total Par Debt to Each Product Type	15
Table 6: Par Debt and Annual Assessments	16
Table 7: Preliminary Assessment Roll	17

GMS-Central Florida, LLC does not represent Venice Grand Oaks Community Development District as a Municipal Advisor or Securities Broker nor is GMS-Central Florida, LLC registered to provide such services as described in Section 15B of the Securities and Exchange Act of 1934, as amended. Similarly, GMS-Central Florida, LLC does not provide Venice Grand Oaks Community Development District with financial advisory services or offer investment advice in any form.

1.0 Introduction

Venice Grand Oaks Community Development District is a local unit of special-purpose government organized and existing under Chapter 190, Florida Statutes, as amended (the “District”). The District plans to issue up to \$17,560,000 of special assessment bonds in one or more series (the “Bonds”) for the purpose of financing certain infrastructure improvements within the District, more specifically described in the Master Engineer’s Report dated April 29, 2026 prepared by Absolute Engineering, Inc as may be amended and supplemented from time to time (the “Engineer’s Report”). The District anticipates the construction of public infrastructure improvements consisting of improvements that benefit property owners within the District.

1.1 Purpose

This Master Assessment Methodology Report (the “Assessment Report”) provides for an assessment methodology for allocating the debt to be incurred by the District to benefiting properties within the District. This Assessment Report allocates the debt to properties based on the special benefits each receives from the District’s capital improvement plan (“CIP”). This Assessment Report will be supplemented with one or more supplemental methodology reports to reflect the actual terms and conditions at the time of the issuance of each series of Bonds. This Assessment Report is designed to conform to the requirements of Chapters 170, 190, and 197, Florida Statutes, with respect to special assessments and is consistent with our understanding of case law on this subject.

The District intends to impose non ad valorem special assessments on the benefited lands within the District based on this Assessment Report. It is anticipated that all of the proposed special assessments will be collected through the Uniform Method of Collection described in Chapter 197.3632, Florida Statutes, collected directly, or through any other legal means of collection available to the District. It is not the intent of this Assessment Report to address any other assessments, if applicable, that may be levied by the District, a homeowner’s association, or any other unit of government.

1.2 Background

The District currently includes approximately 60.44 acres within the City of Venice within Sarasota County, Florida. The development program currently envisions approximately 338 residential units (herein the “Development”). The proposed Development program is depicted in Table 1. It is recognized that such land use plan may change, and this Assessment Report will be modified accordingly.

The public improvements contemplated by the District in the CIP will provide facilities that benefit certain property within the District. The CIP is delineated in the Engineer's Report. Specifically, the District may construct and/or acquire certain offsite improvements, stormwater management facilities, potable water utilities, sewer utilities, reclaimed water utilities, undergrounding of conduit, roadways, entry features & signage, parks and amenities, professional costs, and contingency along with any other public projects authorized by Florida law. The acquisition and construction costs are summarized in Table 2.

The Assessment Report is a four-step process.

1. The District Engineer must first determine the public infrastructure improvements that may be provided by the District and the costs to implement the CIP.
2. The District Engineer determines the assessable acres that benefit from the District's CIP.
3. A calculation is made to determine the funding amounts necessary to acquire and/or construct CIP.
4. This amount is initially divided equally among the benefited properties on a prorated gross acreage basis. Ultimately, as land is platted, this amount will be assigned to each of the benefited properties based on the number of platted units.

1.3 Special Benefits and General Benefits

Improvements undertaken by the District create special and peculiar benefits to the assessable property, different in kind and degree than general benefits, for properties outside its borders as well as general benefits to the public at large.

However, as discussed within this Assessment Report, these general benefits are incidental in nature and are readily distinguishable from the special and peculiar benefits, which accrue to the assessable property within the District. The implementation of the CIP enables properties within its boundaries to be developed. Without the District's CIP, there would be no infrastructure to support development of land within the District. Without these improvements, development of the property within the District would be prohibited by law.

There is no doubt that the general public and property owners outside the District will benefit from the provision of the District's CIP. However, these benefits will be incidental to the District's CIP, which is designed solely to meet the needs of property within the District. Properties outside the District boundaries do not depend upon the District's CIP. The property owners within the District are therefore receiving special benefits not received by those outside the District's boundaries. The District has determined that the general benefits conferred upon the public at large and properties

outside the District are de minimis in relation to the special and peculiar benefits conferred upon assessed properties within the District. Accordingly, no portion of the assessments levied hereunder represents a charge for general benefits, and the full amount of the assessments reflects only special benefits conferred upon the assessed properties.

1.4 Requirements of a Valid Assessment Methodology

There are two requirements under Florida law for a valid special assessment:

- 1) The properties must receive a special benefit from the improvements being paid for.
- 2) The assessments must be fairly and reasonably allocated to the properties being assessed.

Florida law provides for a wide application of special assessments that meet these two requirements for valid special assessments.

1.5 Special Benefits Exceed the Costs Allocated

The special benefits provided to the property owners within the District are greater than the costs associated with providing these benefits. The District Engineer estimates that the District's CIP that is necessary to support full development of property will cost approximately \$13,128,500. The District's Underwriter projects that financing costs required to fund the infrastructure improvements, including project costs, the cost of issuance of the Bonds, the funding of debt service reserves and capitalized interest, will be approximately \$17,560,000. Additionally, funding required to complete the CIP which is not financed with Bonds is expected to be funded by Cassidy Land Development, LLC, its successors, assigns or future purchaser or another related entity (the "Developer"). Without the CIP, the property would not be able to be developed and occupied by future residents of the community. For each product type within the District, the special and peculiar benefits received - including the added use of the property, added enjoyment, and increased marketability and value resulting from the CIP - are greater than the assessments allocated to that product type as set forth in Tables 5 and 6. This finding is supported by the fact that the CIP is necessary to enable any development of the property and that the market value attributable to a fully serviced lot in this location exceeds the per-unit assessment obligations set forth herein.

2.0 Assessment Methodology

2.1 Overview

The District is planning to issue up to \$17,560,000 in Bonds, in one or more series to fund the District's CIP, provide for capitalized interest, a debt service reserve account and cost of issuance. It is the purpose of this Assessment Report to allocate the \$17,560,000 in debt to the properties benefiting from the CIP.

Table 1 identifies the proposed land uses as identified by the Developer and current landowners of the land within the District. The District has relied on the Engineer's Report to develop the costs of the CIP needed to support the Development. These construction costs are outlined in Table 2. The improvements needed to support the Development are described in detail in the Engineer's Report and are estimated to cost \$13,128,500. Based on the estimated costs, the size of the Bond issue under current market conditions needed to generate funds to pay for the CIP and related costs was determined by the District's Underwriter to total approximately \$17,560,000. Table 3 shows the breakdown of the bond sizing.

2.2 Allocation of Debt

Allocation of debt is a continuous process until the development plan is completed. The CIP funded by District Bonds benefits all developable acres within the District.

The initial assessments will be levied on an equal basis to all acres within the District. A fair and reasonable methodology allocates the debt incurred by the District proportionately to the properties receiving the special benefits. At this point all of the lands within the District are benefiting from the improvements.

Once platting, site planning, or the recording of declaration of condominium, ("Assigned Properties") has begun, the assessments will be levied to the Assigned Properties based on the benefits they receive. The Unassigned Properties, defined as property that has not been platted, assigned development rights or subjected to a declaration of condominium, will continue to be assessed on a per acre basis ("Unassigned Properties"). Eventually the development plan will be completed and the debt relating to the Bonds will be allocated to the planned 338 residential units within the District, which are the beneficiaries of the CIP, as depicted in Table 5 and Table 6. If there are changes to the development plan, a true up of the assessment will be calculated to determine if a debt reduction or true-up payment from the Developer is required. The process is outlined in Section 3.0.

Until all the land within the District has been platted and sold, the assessments on the portion of the land that has not been platted and sold are not fixed and determinable.

The reasons for this are (1) until the lands are platted, the number of developable acres within each tract against which the assessments are levied is not determined; (2) the lands are subject to re-plat, which may result in changes in development density and product type; and (3) until the lands are sold it is unclear of the timing of the absorptions. Only after the property has been platted and sold will the developable acreage be determined, the final plat be certain, the developable density known, the product types be confirmed, and the timing of the sales solidified.

The assignment of debt in this Assessment Report sets forth the process by which debt is apportioned. As mentioned herein, this Assessment Report will be supplemented from time to time.

2.3 Allocation of Benefit

The CIP consists of offsite improvements, stormwater management facilities, potable water utilities, sewer utilities, reclaimed water utilities, undergrounding of conduit, roadways, entry features & signage, parks and amenities, professional costs, and contingency. There are three residential product types within the planned development. The Single Family 50' unit has been set as the base unit and has been assigned one equivalent residential unit ("ERU"). The ERU factors for each product type are based on the relative special benefit each product type receives from the CIP, as measured by factors including lot size, anticipated impervious surface area, demand placed on stormwater, utility and roadway infrastructure, and access to parks and amenities. A Townhome unit, with a smaller footprint and shared walls, is estimated to generate proportionally less demand on the CIP improvements and has been assigned an ERU factor of 0.75. A Single Family 40' unit, with a larger footprint than a Townhome but smaller than a Single Family 50' unit, has been assigned an ERU factor of 0.80. A Single Family 50' unit, having the largest footprint and placing the greatest demand on the CIP, serves as the base unit at 1.00 ERU. Table 4 shows the allocation of benefit to the particular land uses. It is important to note that the benefit derived from the improvements on the particular units exceeds the cost that the units will be paying for such benefits.

2.4 Lienability Test: Special and Peculiar Benefit to the Property

Construction and/or acquisition by the District of its proposed CIP will provide several types of systems, facilities and services for its residents. These may include but are not limited to offsite improvements, stormwater management facilities, potable water utilities, sewer utilities, reclaimed water utilities, undergrounding of conduit, roadways, entry features & signage, parks and amenities, professional costs, and contingency. These improvements accrue in differing amounts and are somewhat dependent on the type of land use receiving the special benefits peculiar to those properties, which flow from the logical relationship of the improvements to the properties.

Once these determinations are made, they are reviewed in the light of the special benefits peculiar to the property, which flow to the properties as a result of their logical connection from the improvements in fact actually provided.

For the provision of CIP, the special and peculiar benefits are:

- 1) the added use of the property,
- 2) added enjoyment of the property, and
- 3) the probability of increased marketability and value of the property.

These special and peculiar benefits are real and ascertainable but are not yet capable of being calculated as to value with mathematical certainty. However, each is more valuable than either the cost of, or the actual non-ad valorem special assessment levied for the improvement or the debt as allocated.

2.5 Lienability Test: Reasonable and Fair Apportionment of the Duty to Pay Non-Ad Valorem Assessments

A reasonable estimate of the proportion of special and peculiar benefits received from the public improvements described in the Engineer's Report is delineated in Table 5 (expressed as Allocation of Par Debt per Product Type).

The determination has been made that the duty to pay the non-ad valorem special assessments is fairly and reasonably apportioned because the special and peculiar benefits to the property derived from the acquisition and/or construction of the District's CIP have been apportioned to the property according to reasonable estimates of the special and peculiar benefits provided consistent with the land use categories.

Accordingly, no acre or parcel of property within the boundaries of the District will have a lien for the payment of any non-ad valorem special assessment more than the determined special benefit peculiar to that property and therefore, the debt allocation will not be increased more than the debt allocation set forth in this Assessment Report.

In accordance with the benefit allocation suggested for the product types in Table 4, a total debt per unit and an annual assessment per unit have been calculated for each product type (Table 6). These amounts represent the preliminary anticipated per unit debt allocation assuming all anticipated units are built and sold as planned, and the entire proposed CIP is developed or acquired and financed by the District.

3.0 True Up Mechanism

Although the District does not process plats, declaration of condominiums, site plans or revisions thereto for the Developer, it does have an important role to play during

the course of platting and site planning. Whenever a plat, declaration of condominium or site plan is processed, the District must allocate a portion of its debt to the property according to this Assessment Report outlined herein. In addition, the District must also prevent any buildup of debt on Unassigned Property. Otherwise, the land could be fully conveyed and/or platted without all of the debt being allocated. To preclude this, at the time Unassigned Properties become Assigned Properties, the District will determine the amount of anticipated assessment revenue that remains on the Unassigned Properties, taking into account the proposed plat, or site plan approval. If the total anticipated assessment revenue to be generated from the Assigned and Unassigned Properties is greater than or equal to the maximum annual debt service then no adjustment is required. In the case that the revenue generated is less than the required amount then a debt reduction or true-up payment by the landowner in the amount necessary to reduce the par amount of the outstanding Bonds plus accrued interest to a level that will be supported by the new net annual debt service assessments will be required. In addition, if any Unassigned Property is permanently removed from the developable land base for any reason (including changes in entitlements, environmental restrictions, dedication, or condemnation), the District shall treat such removal as a triggering event requiring a true-up calculation, and the landowner shall be required to make a true-up payment or the District shall reduce the outstanding par amount of the Bonds to a level supportable by the remaining assessable properties.

4.0 Assessment Roll

The District will initially distribute the liens across the property within the District boundaries on a gross acreage basis. As Assigned Property becomes known with certainty, the District will refine its allocation of debt from a per acre basis to a per unit basis as shown in Table 7. If the land use plan changes, then the District will update Tables 1, 4, 5 and 6 to reflect the changes. As a result, the assessment liens are neither fixed nor are they determinable with certainty on any acre of land in the District prior to the time final Assigned Properties become known. At this time the debt associated with the District's CIP will be distributed evenly across the acres within the District. As the development process occurs, the debt will be distributed against the Assigned Property in the manner described in this Assessment Report. The current assessment roll is depicted in Table 7.

TABLE 1
VENICE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT
DEVELOPMENT PROGRAM
MASTER ASSESSMENT METHODOLOGY

Product Types	No. of Units *	Totals	ERUs per Unit (1)	Total ERUs
Townhome	116	116	0.75	87.00
Single Family - 40'	135	135	0.80	108.00
Single Family - 50'	87	87	1.00	87.00
Total Units	338	338		282.0

(1) Benefit is allocated on an ERU basis based on the special benefit received from the CIP improvements. The allocation is density of planned development, with a Single Family 50' unit equal to 1 ERU. The District has determined that this allocation methodology provides a fair and reasonable apportionment of the debt among the benefited properties in accordance with Section 170.201, Florida Statutes

* Unit mix is subject to change based on marketing and other factors

Prepared by: Governmental Management Services - Central Florida, LLC

TABLE 2
 VENICE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT
 INFRASTRUCTURE COST ESTIMATES
 MASTER ASSESSMENT METHODOLOGY

Capital Improvement Plan ("CIP") (1)	Total Cost Estimate
Offsite Improvements	\$1,193,500
Stormwater Management	\$3,580,500
Utilities (Water)	\$1,071,090
Utilities (Sewer)	\$1,300,609
Utilities (Reclaimed Water)	\$535,545
Undergrounding of Conduit	\$76,506
Roadway	\$2,387,000
Entry Feature & Signage	\$596,750
Parks and Amenities	\$1,193,500
Contingency	\$1,193,500
	\$13,128,500

(1) A detailed description of these improvements is provided in the Master Engineer's Report dated April 29, 2026

Prepared by: Governmental Management Services - Central Florida, LLC

TABLE 3
VENICE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT
BOND SIZING
MASTER ASSESSMENT METHODOLOGY

Description	Total
Construction Funds	\$13,128,500
Debt Service Reserve	\$1,344,700
Capitalized Interest	\$2,282,800
Underwriters Discount	\$351,200
Cost of Issuance	\$450,000
Rounding	\$2,800
Par Amount*	\$17,560,000

Bond Assumptions:

Average Coupon	6.50%
Amortization	30 years
Capitalized Interest	24 months
Debt Service Reserve	Max Annual D/S
Underwriters Discount	2%

* Par amount is subject to change based on the actual terms at the sale of the Bonds

Prepared by: Governmental Management Services - Central Florida, LLC

TABLE 4
 VENICE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT
 ALLOCATION OF BENEFIT
 MASTER ASSESSMENT METHODOLOGY

Product Types	No. of Units *	ERU Factor	Total ERUs	% of Total ERUs	Total Improvements	
					Costs Per Product Type	Improvement Costs Per Unit
Townhome	116	0.75	87.00	30.85%	\$4,050,282	\$34,916
Single Family - 40'	135	0.80	108.00	38.30%	\$5,027,936	\$37,244
Single Family - 50'	87	1.00	87.00	30.85%	\$4,050,282	\$46,555
Totals	338		282.00	100.00%	\$13,128,500	

* Unit mix is subject to change based on marketing and other factors

TABLE 5
VENICE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT
ALLOCATION OF TOTAL BENEFIT/PAR DEBT TO EACH PRODUCT TYPE
MASTER ASSESSMENT METHODOLOGY

Product Types	No. of Units *	Total Improvements Costs Per Product	Allocation of Par Debt Per Product	Par Debt Per Unit
		Type	Type	
Townhome	116	\$4,050,282	\$5,417,447	\$46,702
Single Family - 40'	135	\$5,027,936	\$6,725,106	\$49,816
Single Family - 50'	87	\$4,050,282	\$5,417,447	\$62,270
Totals	338	\$13,128,500	\$17,560,000	

* Unit mix is subject to change based on marketing and other factors

Prepared by: Governmental Management Services - Central Florida, LLC

TABLE 6
 VENICE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT
 PAR DEBT AND ANNUAL ASSESSMENTS FOR EACH PRODUCT TYPE
 MASTER ASSESSMENT METHODOLOGY

Product Types	No. of Units *	Allocation of Par Debt Per Product Type	Total Par Debt Per Unit	Maximum Annual Debt Service	Net Annual Debt Assessment Per Unit	Gross Annual Debt Assessment Per Unit (1)
Townhome	116	\$5,417,447	\$46,702	\$414,854	\$3,576	\$3,805
Single Family - 40'	135	\$6,725,106	\$49,816	\$514,991	\$3,815	\$4,058
Single Family - 50'	87	\$5,417,447	\$62,270	\$414,854	\$4,768	\$5,073
Totals	338	\$17,560,000		\$1,344,700		

(1) This amount includes collection fees and early payment discounts when collected on the Sarasota County Tax Bill

* Unit mix is subject to change based on marketing and other factors

Prepared by: Governmental Management Services - Central Florida, LLC

TABLE 7
VENICE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT
PRELIMINARY ASSESSMENT ROLL
MASTER ASSESSMENT METHODOLOGY

Owner	Parcel ID	Net Acres	Total Par Debt Allocation Per Acre	Total Par Debt Allocated	Net Annual Debt Assessment Allocation	Gross Annual Debt Assessment Allocation (1)
CSPGRAND OAKS VENICE LAND I LLC	0366-00-3010	5.48	\$290,555	\$1,591,674	\$121,886	\$129,666
CSPGRAND OAKS VENICE LAND I LLC	0366-00-3011	54.96	\$290,555	\$15,968,326	\$1,222,814	\$1,300,866
Totals		60.44		\$17,560,000	\$1,344,700	\$1,430,532

(1) This amount includes 6% to cover collection costs and early payment discounts when collected utilizing the uniform method. As authorized by Section 197.3632, Florida Statutes, when collected utilizing the uniform method of collection pursuant to Chapter 197, Florida Statutes

Annual Assessment Periods	30
Average Coupon Rate (%)	6.50%
Maximum Annual Debt Service	\$1,344,700

* - See Metes and Bounds, attached as Exhibit A

Prepared by: Governmental Management Services - Central Florida, LLC

Exhibit A

LEGAL DESCRIPTION (AS FURNISHED):

A parcel of land lying in Section 22, Township 38 South, Range 19 East, Sarasota County, Florida described as follows:

COMMENCE at the Northwest corner of Section 22, Township 38 South, Range 19 East, Sarasota County, Florida; thence S.00°30'20"E., along the West line of said Section 22, a distance of 2680.99 feet to the Southwest corner of the Northwest $\frac{1}{4}$ of said Section 22; thence S.89°44'18"E., leaving said West line of Section 22, a distance of 40.00 feet to a point on the East Right of Way line of Knight's Trail Road as recorded in Official Records Book 2089, Page 2446 of the Public Records of Sarasota County, Florida, same being the POINT OF BEGINNING; thence S.00°29'36"E., along said East Right of Way line of Knight's Trail Road, a distance of 1280.55 feet to the intersection of the East Right of Way of Knight's Trail Road and the North Right of Way of Gene Green Road (50' Wide Right of Way) per Official Records Book 1084, Page 1581 of the Public Records of Sarasota County, Florida; thence S.89°46'54"E., along said North Right of Way line of Gene Green Road, a distance of 1970.62 feet to a point on the East line of the West half of the Northeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of said Section 22; thence N.00°56'32"W., along said East line of the West half of the Northeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section 22, a distance of 1338.90 feet; thence N.89°43'52"W., a distance of 1960.16 feet to a point on said East Right of Way line of Knight's Trail Road; thence S.00°30'19"E., along said East Right of Way line, a distance of 59.91 feet to the POINT OF BEGINNING.

Parcel contains 2,632,597 square feet, or 60.4361 acres more or less.

P:\425-0079 CSP\0001 Knights Trail\Master\DWG\Preliminary\CD\EXH-2_DESC.dwg (6.5 x 11 Portrait) Jmth Nov 26, 2025 - 9:01am



**ABSOLUTE
ENGINEERING, INC.**

(813) 221-1516 TEL 1000 N. ASHLEY DRIVE, SUITE 925
(813) 344-0100 FAX C.A. NO. 28358 TAMPA, FLORIDA 33602

EXHIBIT 2 - METES & BOUNDS DESC. KNIGHTS TRAIL SUBDIVISION

SEC TWP RGE	JOB NUMBER	DRAWN BY	DATE	SHEET
22-38S-19E	A25-0079-0001	JMH	11-25-2025	1 of 1

SECTION 3

RESOLUTION 2026-33

A RESOLUTION OF THE BOARD OF SUPERVISORS OF VENICE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING DISTRICT PROJECTS FOR CONSTRUCTION AND/OR ACQUISITION OF INFRASTRUCTURE IMPROVEMENTS; EQUALIZING, APPROVING, CONFIRMING, AND LEVYING SPECIAL ASSESSMENTS ON PROPERTY SPECIALLY BENEFITED BY SUCH PROJECTS TO PAY THE COST THEREOF; PROVIDING FOR THE PAYMENT AND THE COLLECTION OF SUCH SPECIAL ASSESSMENTS BY THE METHODS PROVIDED FOR BY CHAPTERS 170, 190, AND 197, *FLORIDA STATUTES*; CONFIRMING THE DISTRICT'S INTENTION TO ISSUE SPECIAL ASSESSMENT BONDS; MAKING PROVISIONS FOR TRANSFERS OF REAL PROPERTY TO GOVERNMENTAL BODIES; PROVIDING FOR THE RECORDING OF AN ASSESSMENT NOTICE; PROVIDING FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.

WHEREAS, Venice Grand Oaks Community Development District (the “**District**”) previously indicated its intention to construct certain types of infrastructure improvements and to finance such infrastructure improvements through the issuance of bonds, which bonds would be repaid by the imposition of special assessments on benefited property within the District; and

WHEREAS, the District Board of Supervisors (the “**Board**”) noticed and conducted a public hearing pursuant to Chapters 170, 190, and 197, *Florida Statutes*, relating to the imposition, levy, collection and enforcement of such assessments.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF VENICE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT AS FOLLOWS:

SECTION 1. AUTHORITY FOR THIS RESOLUTION. This Resolution is adopted pursuant to Chapters 170, 190, and 197, *Florida Statutes*, including without limitation, Section 170.08, *Florida Statutes*.

SECTION 2. FINDINGS. The Board hereby finds and determines as follows:

(a) The District is a local unit of special-purpose government organized and existing under and pursuant to Chapter 190, *Florida Statutes*, as amended.

(b) The District is authorized by Chapter 190, *Florida Statutes*, to finance, fund, plan, establish, acquire, install, equip, operate, extend, construct, or reconstruct roadways, stormwater management systems, water, wastewater, and reclaim utilities, landscape and irrigation, parks and amenities, undergrounding of conduit, offsite improvements, entry features and signage, and other infrastructure projects and services necessitated by the development of, and serving lands within, the District (together, the “**Capital Improvements**”).

(c) The District is authorized by Chapter 190, *Florida Statutes*, to levy and impose special assessments to pay all, or any part of, the cost of such infrastructure projects and services and to issue special assessment bonds payable from such special assessments as provided in Chapters 170, 190, and 197, *Florida Statutes*.

(d) It is necessary to the public health, safety and welfare and in the best interests of the District that (i) the District provide the Capital Improvements, the nature and location of which is described in the *Venice Grand Oaks Community Development District Master Engineer's Report*, dated April 29, 2026 (the "**Engineer's Report**") (attached as **Exhibit A** hereto and incorporated herein by this reference), and which plans and specifications are on file and available for public inspection during normal business hours at the office of the District Manager c/o Governmental Management Services - Central Florida, LLC, 219 E. Livingston Street, Orlando, Florida 32801 ("**District Records Offices**"); (ii) the cost of such Capital Improvements be assessed against the lands specially benefited by such Capital Improvements; and (iii) the District issue bonds to provide funds for such purposes pending the receipt of such special assessments.

(e) The provision of said Capital Improvements, the levying of such Assessments (hereinafter defined) and the sale and issuance of such bonds serves a proper, essential, and valid public purpose and is in the best interests of the District, its landowners, and residents.

(f) In order to provide funds with which to pay all or a portion of the costs of the Capital Improvements which are to be assessed against the benefitted properties, pending the collection of such Assessments, it is necessary for the District from time to time to sell and issue its Special Assessment Bonds, in one or more series (the "**Bonds**").

(g) By Resolution 2026-31, the Board determined to provide the Capital Improvements and to defray the costs thereof by making Assessments on benefited property and expressed an intention to issue Bonds, notes or other specific financing mechanisms to provide all or a portion of the funds needed for the Capital Improvements prior to the collection of such Assessments. Resolution 2026-31 was adopted in compliance with the requirements of Section 170.03, *Florida Statutes*, and prior to the time it was adopted, the requirements of Section 170.04, *Florida Statutes*, had been met.

(h) As directed by Resolution 2026-31, said Resolution was published as required by Section 170.05, *Florida Statutes*, and a copy of the publisher's affidavit of publication is on file with the Secretary of the Board.

(i) As directed by Resolution 2026-31, a preliminary assessment roll was adopted and filed with the Board as required by Section 170.06, *Florida Statutes*.

(j) As required by Section 170.07, *Florida Statutes*, upon completion of the preliminary assessment roll, the Board adopted Resolution 2026-31, fixing the time and place of a public hearing at which owners of the property to be assessed and other persons interested therein may appear before the Board and be heard as to (1) the propriety and advisability of making the infrastructure improvements, including the Capital Improvements, (2) the cost thereof, (3) the manner of payment therefore, and (4) the amount thereof to be assessed against each specially

benefited property or parcel and provided for publication of notice of such public hearing and individual mailed notice in accordance with Chapters 170, 190, and 197, *Florida Statutes*.

(k) Notice of such public hearing was given by publication and also by mail as required by Section 170.07, *Florida Statutes*. Affidavits as to such publications and mailings are on file in the office of the Secretary of the Board.

(l) On June 29, 2026, at the time and place specified in Resolution 2026-31 and the notice referred to in paragraph (k) above, the Board met as an Equalization Board, conducted such public hearing, and heard and considered all complaints and testimony as to the matters described in paragraph (j) above. The Board has made such modifications in the preliminary assessment roll as it deems necessary, just and right in the making of the final assessment roll.

(m) Having considered the estimated costs of the Capital Improvements, estimates of financing costs and all complaints and evidence presented at such public hearing, the Board further finds and determines:

- i. that the estimated costs of the Capital Improvements are as specified in the Engineer's Report, which Engineer's Report is hereby adopted and approved, and that the amount of such costs is reasonable and proper; and
- ii. it is reasonable, proper, just and right to assess the cost of such Capital Improvements against the properties specially benefited thereby using the method determined by the Board set forth in *Master Assessment Methodology for Venice Grand Oaks Community Development District*, dated April 29, 2026, as may be supplemented from time to time (the "**Assessment Report**," attached hereto as **Exhibit B** and incorporated herein by this reference), for the Bonds, which results in the special assessments set forth on the final assessment roll included within such **Exhibit B** (the "**Assessments**"); and
- iii. the Assessment Report is hereby approved, adopted and confirmed. The District ratifies its use in connection with the issuance of the Bonds;
- iv. it is hereby declared that the Capital Improvements will constitute a special benefit to all parcels of real property listed on said final assessment roll and that the benefit, in the case of each such parcel, will be equal to or in excess of the Assessments thereon when allocated as set forth in **Exhibit B**;
- v. that the costs of the Capital Improvements are fairly and reasonably apportioned to the properties specifically benefitted as set forth in **Exhibit B**;
- vi. it is in the best interests of the District that the Assessments be paid and collected as herein provided; and
- vii. it is reasonable, proper, just and right for the District to utilize the true-up mechanisms and calculations contained in the Assessment Report in order to ensure that all parcels of real property benefiting from the Capital Improvements are

assessed accordingly and that sufficient assessment receipts are being generated in order to pay the corresponding bond debt-service when due.

SECTION 3. AUTHORIZATION OF DISTRICT PROJECT. That construction of Capital Improvements initially described in Resolution No. 2026-31, and more specifically identified and described in **Exhibit A** attached hereto, is hereby authorized and approved and the proper officers, employees and/or agents of the District are hereby authorized and directed to take such further action as may be necessary or desirable to cause the same to be made.

SECTION 4. ESTIMATED COST OF CAPITAL IMPROVEMENTS. The total estimated costs of the Capital Improvements and the costs to be paid by Assessments on all specially benefited property are set forth in **Exhibits A and B**, respectively, hereto.

SECTION 5. EQUALIZATION, APPROVAL, CONFIRMATION AND LEVY OF SPECIAL ASSESSMENTS. The Assessments on the parcels specially benefited by the Capital Improvements, all as specified in the final assessment roll set forth in **Exhibit B**, attached hereto, are hereby equalized, approved, confirmed and levied. Immediately following the adoption of this Resolution, these Assessments, as reflected in **Exhibit B** attached hereto, shall be recorded by the Secretary of the Board of the District in a special book, to be known as the "Improvement Lien Book." The Assessment or assessments against each respective parcel shown on such final assessment roll and interest, costs and penalties thereon, as hereafter provided, shall be and shall remain a legal, valid and binding first lien on such parcel until paid and such lien shall be coequal with the lien of all state, county, district, municipal or other governmental taxes and superior in dignity to all other liens, titles, and claims. Prior to the issuance of any Bonds, including refunding bonds, the District may, by subsequent resolution, adjust the acreage assigned to particular parcel identification numbers listed on the final assessment roll to reflect accurate apportionment of acreage within the District amongst individual parcel identification numbers. The District may make any other such acreage and boundary adjustments to parcels listed on the final assessment roll as may be necessary in the best interests of the District as determined by the Board by subsequent resolution. Any such adjustment in the assessment roll shall be consistent with the requirements of law. In the event the issuance of Bonds, including refunding bonds, by the District would result in a decrease of the Assessments, then the District shall by subsequent resolution, adopted within sixty (60) days of the sale of such Bonds at a publicly noticed meeting and without the need for further public hearing, evidence such a decrease and amend the final assessment roll as shown in the Improvement Lien Book to reflect such a decrease.

SECTION 6. FINALIZATION OF SPECIAL ASSESSMENTS. When the entire Capital Improvements project has both been constructed or otherwise provided to the satisfaction of the Board, the Board shall adopt a resolution accepting the same and determining the actual costs (including financing costs) thereof, as required by Sections 170.08 and 170.09, *Florida Statutes*. Pursuant to the provisions of Section 170.08, *Florida Statutes*, regarding completion of a project funded by a particular series of bonds, the District shall credit to each Assessment the difference, if any, between the Assessment as hereby made, approved and confirmed and the proportionate part of the actual costs of the Capital Improvements, as finally determined upon completion thereof, but in no event shall the final amount of any such special assessment exceed the amount of benefits originally assessed hereunder. In making such credits, no credit shall be

given for bond financing costs, capitalized interest, funded reserves or bond discounts. Such credits, if any, shall be entered in the Improvement Lien Book.

SECTION 7. PAYMENT OF SPECIAL ASSESSMENTS AND METHOD OF COLLECTION; DEFAULT AND REMEDIES.

(a) The Assessments may be paid in not more than thirty (30) substantially equal consecutive annual installments of principal and interest, calculated in accordance with the Assessment Report and any applicable bond indenture or supplemental resolution. The Assessments may be paid in full without interest at any time within thirty (30) days after both (i) the completion of the Capital Improvements and (ii) the adoption by the Board of a resolution accepting the Capital Improvements, unless such option has been waived by the owner of the land subject to the Assessments; provided, however, that the Board shall at any time make such adjustments by resolution, at a noticed meeting of the Board, to that payment schedule as may be necessary and in the best interests of the District to account for changes in long and short term debt as actually issued by the District. All impact fee credits received and/or value received for impact fee credits shall be applied against the Capital Improvements costs and/or the outstanding indebtedness of any debt issuance that funded the improvement giving rise to the credits which application may be addressed by such resolutions. At any time subsequent to thirty (30) days after the Capital Improvements have been completed and a resolution accepting the Capital Improvements has been adopted by the Board, the Assessments may be prepaid in full including interest amounts to the next succeeding interest payment date or to the second succeeding interest payment date if such a prepayment is made within forty-five (45) calendar days before an interest payment date. The owner of property subject to Assessments may prepay the entire remaining balance of the Assessments at any time, or a portion of the remaining balance of the Assessment one time if there is also paid, in addition to the prepaid principal balance of the Assessment, an amount equal to the interest that would otherwise be due on such prepaid amount on the next succeeding interest payment date, or, if prepaid during the forty-five day (45) period preceding such interest payment date, to the interest payment date following such next succeeding interest payment date. Prepayment of Assessments does not entitle the property owner to any discounts for early payment, except as may be expressly provided in the applicable bond indenture or supplemental resolution for a particular series of Bonds.

(b) The District hereby elects to use the method of collecting Assessments authorized by Sections 197.3632 and 197.3635, *Florida Statutes* (the “**Uniform Method**”), unless the Board determines by subsequent resolution that an alternative collection method is in the District's best interest. The District has heretofore taken or hereby commits to take within the timeframes required by law, all necessary actions to comply with the provisions of said Sections 197.3632 and 197.3635, *Florida Statutes*. Such Assessments may be subject to all of the collection provisions of Chapter 197, *Florida Statutes*. Notwithstanding the above, in the event the Uniform Method of collecting its special or non-ad valorem assessments is not available to the District in any year, or if determined by the District to be in its best interest, the Assessments may be collected as is otherwise permitted by law. The District may, in its sole discretion, collect Assessments by directly assessing landowner(s) and enforcing said collection in any manner authorized by law, including but not limited to filing foreclosure proceedings pursuant to Chapter 170, *Florida Statutes*, or pursuing any other available legal or equitable remedies.

(c) For the period the District uses the Uniform Method, the District shall enter into an agreement with the Tax Collector of Sarasota County, Florida, who may notify each owner of a lot or parcel within the District of the amount of the special assessment, including interest thereon, in the manner provided in Section 197.3635, *Florida Statutes*.

SECTION 8. APPLICATION OF TRUE-UP PAYMENTS.

(a) Pursuant to the Assessment Report attached hereto as **Exhibit B**, there may be required from time to time certain true-up payments. As parcels of land or lots are platted, the Assessments securing the Bonds shall be allocated as set forth in the Assessment Report. In furtherance thereof, at such time as parcels or land or lots are platted, it shall be an express condition of the lien established by this Resolution that any and all initial plats of any portion of the lands within the District, as the District's boundaries may be amended from time to time, shall be presented to the District Manager for review, approval and calculation of the percentage of acres and numbers of units which will be, after the plat, considered to be developed. No further action by the Board of Supervisors shall be required. The District's review shall be limited solely to this function and the enforcement of the lien established by this Resolution. The District Manager shall cause the Assessments to be reallocated to the units being platted and the remaining property in accordance with **Exhibit B**, cause such reallocation to be recorded in the District's Improvement Lien Book, and shall perform the true-up calculations described in **Exhibit B**, which process is incorporated herein as if fully set forth (the "**True-Up Methodology**"). Any resulting true-up payment shall become due and payable that tax year by the landowner(s) of record of the remaining unplatted property, in addition to the regular assessment installment payable with respect to such remaining unplatted acres.

(b) The District will take all necessary steps to ensure that true-up payments are made in a timely fashion to ensure its debt service obligations are met. The District shall record all true-up payments in its Improvement Lien Book.

(c) The foregoing is based on the District's understanding with landowner and/or developer that it intends to develop the unit numbers and types shown in **Exhibit B**, on the net developable acres and is intended to provide a formula to ensure that the appropriate ratio of the Assessments to gross acres is maintained if fewer units are developed. However, no action by the District prohibits more than the maximum units shown in **Exhibit B** from being developed. In no event shall the District collect Assessments pursuant to this Resolution in excess of the total debt service related to the Capital Improvements, including all costs of financing and interest. The District recognizes that such events as regulatory requirements and market conditions may affect the timing and scope of the development in the District. If the strict application of the True-Up Methodology to any assessment reallocation pursuant to this paragraph would result in Assessments collected in excess of the District's total debt service obligation for the Capital Improvements, the Board shall by resolution take appropriate action to equitably reallocate the Assessments. Further, upon the District's review of the final plat for the developable acres, any unallocated Assessments shall become due and payable and must be paid prior to the District's approval of that plat.

(d) The application of the monies received from true-up payments or Assessments to

the actual debt service obligations of the District, whether long term or short term, shall be set forth in the supplemental assessment resolution adopted for each series of Bonds actually issued. Such subsequent resolution shall be adopted at a noticed meeting of the District, and shall set forth the actual amounts financed, costs of issuance, expected costs of collection, and the total amount of the assessments pledged to that issue, which amount shall be consistent with the lien imposed by this Resolution. Each such supplemental resolution shall also address the allocation of any impact fee credits expected to be received from the provision of the project funded by the corresponding series of Bonds issued or to be issued.

SECTION 9. GOVERNMENT PROPERTY; TRANSFERS OF PROPERTY TO UNITS OF LOCAL, STATE, AND FEDERAL GOVERNMENT. Property owned by units of local, state, and federal government shall not be subject to the Assessments without specific written consent thereto from the applicable governmental unit. If at any time, any real property on which Assessments are imposed by this Resolution is sold or otherwise transferred to a unit of local, state, or federal government (without consent of such governmental unit to the imposition of Assessments thereon), all future unpaid Assessments for such tax parcel shall become due and payable immediately prior to such transfer without any further action of the District.

SECTION 10. ASSESSMENT NOTICE. The District's Secretary is hereby directed to record a general Notice of Assessments in the Official Records of Sarasota County, Florida, which shall be updated from time to time in a manner consistent with changes in the boundaries of the District.

SECTION 11. SEVERABILITY. If any section or part of a section of this Resolution be declared invalid or unconstitutional, the validity, force and effect of any other section or part of a section of this Resolution shall not thereby be affected or impaired unless it clearly appears that such other section or part of a section of this Resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional.

SECTION 12. CONFLICTS. All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, superseded and repealed.

SECTION 13. EFFECTIVE DATE. This Resolution shall become effective upon its adoption.

APPROVED AND ADOPTED this 29th day of June, 2026.

Attest:

**VENICE GRAND OAKS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: *Venice Grand Oaks Community Development District Master Engineer's Report,*
dated April 29, 2026

Exhibit B: *Master Assessment Methodology for Venice Grand Oaks Community Development*
District, dated April 29, 2026

Exhibit A:

Venice Grand Oaks Community Development District Master Engineer's Report, dated April 29, 2026

**VENICE GRAND OAKS
COMMUNITY DEVELOPMENT DISTRICT
MASTER ENGINEER'S REPORT**

Prepared for:

**BOARD OF SUPERVISORS
VENICE GRAND OAKS
COMMUNITY DEVELOPMENT DISTRICT**

Prepared by:

ABSOLUTE ENGINEERING, INC.

APRIL 29, 2026

VENICE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT

TABLE OF CONTENTS

I.	INTRODUCTION	1
II.	PURPOSE AND SCOPE	2
III.	THE DEVELOPMENT	3
IV.	THE PROJECT	3
V.	PROPOSED IMPROVEMENTS	4
	Stormwater Management Facilities	4
	Roadway	5
	Water and Wastewater Facilities	6
	Off-site Improvements	7
	Miscellaneous.....	7
VI.	PERMITTING	8
VII.	RECOMMENDATION	9
VIII.	REPORT MODIFICATION	9
IX.	CONCLUSION	10

LIST OF TABLES & EXHIBITS

TABLE 1 – Summary of Opinion of Probable Costs

TABLE 2 – Summary of Proposed District Facilities

EXHIBIT 1 – Location Map

EXHIBIT 2 – Legal Description

EXHIBIT 3 – Zoning Map

EXHIBIT 4 – Future Land Use Map

EXHIBIT 5 – Utility Location Map

EXHIBIT 6 – Aerial Site Plan

EXHIBIT 7 – Overall Site Plan

EXHIBIT 8 – Drainage Map

**ENGINEER'S REPORT
VENICE GRAND OAKS
CDD**

I. INTRODUCTION

The Venice Grand Oaks Community Development District (“CDD” OR “District”) is located along the east side of Knights Trail Road, north of Gene Green Road, Venice, Florida. The District currently contains approximately 60.44 acres and is expected to consist of 222 single family lots, 116 townhomes, recreation / amenity areas, parks, and associated infrastructure.

The CDD will own and operate the roadways, stormwater management facilities, as well as the landscape, irrigation, signage, and recreational facilities within the community. The water, sewer and reclaimed utilities will be dedicated to the City of Venice for ownership and operation.

Improvements and facilities financed, acquired, and/or constructed by the CDD will be required to conform to regulatory criteria of the City of Venice, Southwest Florida Water Management District (“SWFWMD”), and other applicable agencies with regulatory jurisdiction over the development. All improvements acquired by the District will be on land owned, or subject to a permanent easement for the benefit of, the District or another governmental entity. An overall estimate of probable cost is provided in Section 9 of this Report.

The development plan reflects the present intentions of the CDD. It should be noted that the location of proposed facilities and improvements may be adjusted during the final design, permitting, and implementation phases. It should also be noted that these modifications are not expected to diminish the benefits received by the lands within the CDD. The CDD reserves the right to make reasonable adjustments to the development plan to meet applicable regulatory requirements of agencies with jurisdiction over the development, while maintaining comparable level of benefits to the lands served by the improvements. Changes and modifications are expected as changes in regulatory

criteria are implemented.

Implementation of any proposed facilities or improvements outlined in this Report requires approval by the CDD's Board of Supervisors. Estimated costs outlined in this Report were based on best available information, which includes but is not limited to previous experience with similar projects. Actual costs could be different than estimates because final engineering and specific field conditions may affect construction costs.

II. PURPOSE AND SCOPE

The purpose of this Report is to provide engineering support to fund improvements in the CDD. Venice Grand Oaks is entitled through Mixed Use Corridor Land Use and Knights Trail Mixed Use Zoning. This Report will identify the proposed capital improvements to be constructed or acquired by the District along with an opinion of probable cost.

Contained within this Report is a description of the public infrastructure to be constructed or acquired by the District ("Capital Improvements".) The District will finance, construct, operate, and maintain specific portions of the proposed Capital Improvements. An assessment methodology consultant has been retained by the District, who will develop the assessment and financing methodology to be applied to this Report.

The predominant portion of this Report provides descriptions of the proposed Capital Improvements, determination of estimated probable construction costs, and the corresponding benefits associated with the implementation of the described improvements. Detailed site construction plans and specifications have not yet been completed but will require permits through the City of Venice, Sarasota County, SWFWMD, and FDEP for the improvements described herein. The engineer has considered, and in specific instances has relied upon, the information and documentation prepared or supplied by others, and information that may have been provided by public entities, public employees, the developer, site construction contractors, other engineering professionals, land surveyors, the District Board of Supervisors, and its staff and consultants.

III. THE DEVELOPMENT

The Venice Grand Oaks Community will consist of 222 single family homes and 116 townhomes and associated infrastructure (“the Development”). The Development is a planned residential community located on the east side of Knights Trail Road, north of Gene Green Road in Venice, Florida. The Development lies within, Section 22 Township 38 South, Range 19 East, in Venice, Florida. The Development received Knights Trail Mixed Use zoning approval by the city of Venice and has an underlying Future Land Use Designation of Mixed-Use Corridor. The Development will be constructed in a single phase.

IV. THE PROJECT

The Capital Improvements consist of public infrastructure as more specifically described herein. The primary portions of the Capital Improvements will entail stormwater pond construction, roadways built to an "urban" typical section, water, reclaimed and sewer utility facilities and off-site improvements including water and sewer utility extensions and roadway improvements.

There will also be stormwater structures and conveyance culverts within the Capital Improvements which will outfall into the on-site retention ponds. These structures and pond areas comprise the overall stormwater facilities of the Capital Improvements. Installation of the water distribution and wastewater collection system are also included. Below ground installation of conduits for power, telecommunications, cable TV, and street lights within the public right of way and in the adjacent utility easement will be funded by the District. Only the incremental cost of undergrounding the utilities will be financed by the District.

As a part of the recreational component of the Development, a public park will be constructed in the center of the Development and is accessed by the public roadways.

V. PROPOSED IMPROVEMENTS

The Capital Improvements include the following:

Stormwater Management Facilities

Stormwater management facilities consisting of storm conveyance systems and retention ponds are contained within the District boundaries. Stormwater runs off via roadway curb and gutter to storm inlets. From that point storm culverts convey the runoff into the proposed retention ponds for water quality treatment and attenuation. The proposed stormwater systems will utilize wet detention for biological pollutant assimilation to achieve water quality treatment. The design criteria for the District's stormwater management systems is regulated by the City of Venice and SWFWMD. There are surface waters and natural wetlands within the Project.

FEMA Community Panel Numbers 12115C245G dated 03/27/24, demonstrates that the property is located within Flood Zones X and X500. The Project has been designed to provide adequate floodplain compensation for proposed floodplain encroachment.

During the construction of stormwater management facilities, utilities and roadway improvements, the contractor will be required to adhere to a *Stormwater Pollution Prevention Plan* (SWPPP) as required by FDEP as delegated by the Environmental Protection Agency (EPA). The SWPPP will be prepared to depict for the contractor the proposed locations of required erosion control consisting of floating and staked turbidity barriers specifically along the down gradient side of any proposed construction activity and adjacent to the edge of existing ponds, surface water ditches, wetland edges and the perimeter of the site. The site contractor will be required to provide the necessary reporting on various forms associated with erosion control, its maintenance and any rainfall events that occur during construction activity.

Roadways

The proposed public roadway sections are to be 50' R/W with 20' of asphalt and Miami curb and gutter on both sides. The proposed roadway section will consist of stabilized subgrade, crushed concrete or cement treated base and asphalt wearing surface. The proposed curb is to be 2' wide and placed along the edge of the proposed roadway section for purposes of protecting the integrity of the pavement and also to provide stormwater runoff conveyance to the proposed stormwater inlets. Underdrain is provided as necessary to control groundwater and protect the roadway base material.

The proposed roadways will require signing and pavement markings within the public rights-of-way, as well as street signs depicting street name identifications, and addressing, which will be utilized by the residents and public. As stated above, the District's funding of roadway construction will occur for all public roadways.

Water and Wastewater Facilities

A potable water system inclusive of water main, gate valves, fire hydrants and appurtenances will be installed for the Development. The water service provider will be the city of Venice Utilities Department. The water system will be a "looped" system consisting of 4" and 6" diameter PVC water main. These facilities will be installed within the proposed public rights-of-way within the District. This water will provide the potable (domestic) and fire protection services which will serve the entire District.

A domestic wastewater collection system inclusive of gravity sanitary sewer mains, sewer laterals, one pump station and pressure force mains will be installed. The gravity sanitary sewer mains will be 8" diameter PVC. The gravity sanitary sewer lines will be placed inside of the proposed public rights-of-way, under the proposed paved roadways. Branching off from these sewer lines will be laterals to serve the individual lots. A sanitary sewer pump station is currently proposed within the District to collect the gravity sanitary sewer and pump it to the proposed City of Venice force main in the planned right-of-way donation of Knights Trail Road along the Project frontage. The future force main is being designed and permitted by others for a project north of the District and is expected to be installed prior to completion of the proposed Project.

A reclaimed water system inclusive of water main, gate valves and appurtenances will be installed for the Development. The reclaimed water service provider for single family homes will be the City of Venice Utilities Department and the reclaimed water system serving townhomes will be owned and operated by the District. The reclaimed water system will be a "looped" system consisting of 4" diameter PVC water main. These facilities will be installed within the proposed public rights-of-way within the District. This reclaimed water main will provide the reclaimed water which will serve the entire District.

Off-Site Improvements

The District will provide funding for the required off-site improvements to facilitate connection of the District's internal roads to Knights Trail Road & Gene Green Road at the project entrances.

The District will also provide funding for the required off-site improvements to facilitate connection of the District's water, wastewater and reclaim utility facilities to existing off-site utilities.

Upon completion of these improvements, inspection / certifications will be obtained from SWFWMD, the City of Venice and Sarasota County. Roadway Improvements located within the Knights Trail Road right-of-way will be owned and operated by Sarasota County. Roadway Improvements located within the Knights Trail Road right-of-way will be owned and operated by the City of Venice. Roadway Improvements located within the Gene Green Road right-of-way will be owned and operated by the District. Roadway Improvements located within the Gene Green Road right-of-way will be owned and operated by the City of Venice.

Miscellaneous:

The stormwater improvements, landscaping and irrigation, hardscaping and signage, mitigation area(s), and certain permits and professional fees as described in this Report, are being financed by the District with the intention for benefiting all of the developable real property within the District. The construction and maintenance of the proposed public Capital Improvements will benefit the Development for the intended use as a mixed use planned development.

VI. PERMITTING

Construction permits are currently being obtained, which include the SWFWMD Environmental Resource Permit (ERP), City of Venice Preliminary Plat and Construction Plan, FDEP Water and Wastewater and Sarasota County Construction Plan. There are no Army Corps of Engineer (ACOE) jurisdictional wetlands within the Development, therefore no permits are required from that agency.

Following is a summary of required permits obtained and pending for the construction of the public Capital Improvements for the District:

Permits / Approvals	Approval / Date
Zoning Approval (Venice)	Knights Trail Mixed Use
Preliminary Plat (Venice)	April 2026
SWFWMD ERP	August 2026
Construction Permits (Venice)	August 2026
FDEP Water	September 2026
FDEP Sewer	September 2026

VII. RECOMMENDATION

As previously described within this Report, the public Capital Improvements as described are necessary for the development and functional operation as required by the City of Venice and all other applicable agencies with regulatory jurisdiction over the Development.. The site planning, engineering design and construction plans for the infrastructure are in accordance with the applicable requirements of the City of Venice and SWFWMD. It should be noted that the Capital Improvements will provide their intended use and function so long as the construction and installation is in substantial conformance with the design construction plans and regulatory permits.

Items utilized in the *Opinion of Probable Costs* for this Report are based upon current plan quantities for the infrastructure as shown on construction drawings incorporating specifications in the most recent review comments received from SWFWMD and the City of Venice.

VIII. REPORT MODIFICATION

During development and implementation of the public Capital Improvements as described for the District, it may be necessary to make modifications and/or deviations for the plans. However, if such deviations and/or revisions do not change the overall primary objective of the plan for such improvements, then the costs differences would not materially affect the proposed cost estimates.

IX. CONCLUSION

It is our professional opinion that the Capital Improvements cost for the District provided in this report are reasonable to complete the construction of the infrastructure required for community development within the CDD. Furthermore, the public infrastructure improvements will benefit and add value to lands within the District equal to or in excess above the costs of such improvements.

The *Opinion of Probable Costs* of the Capital Improvements is only an estimate and is not a guaranteed maximum price. The estimated costs are based upon unit prices currently experienced on an ongoing and similar basis for work in the city of Venice. Furthermore, the quantities are a derivative of line items from specific construction documents and construction contracts as of this date. However, labor market, future costs of equipment, materials, changes to the regulatory permitting agencies activities, and the actual construction processes employed by the chosen site contractor are beyond the engineer's control. Due to this inherent opportunity for changes (upward or downward) in the construction costs, the total, final construction cost may be more or less than this estimate.

Based upon the presumption that the construction of the Capital Improvements continues in a timely manner, it is our professional opinion that the proposed Capital Improvements when constructed and built in substantial conformance with the approved plans and specifications, can be completed and used for their intended function. Be advised that we have utilized historical costs and direct unit costs from site contractors and consultants in the City of Venice, which we believe to be necessary in order to facilitate accuracy associated with the *Opinion of Probable Costs*. Based upon the information above, it is our professional opinion that the acquisition and construction costs of the proposed Capital Improvements can be completed at the cost stated.

TABLE 1:
SUMMARY OF OPINION OF
PROBABLE COSTS

Summary of Opinion of Probable Cost

<u>Number of Lots</u>	<u>338⁽¹⁰⁾</u>
<u>Infrastructure⁽¹⁾⁽³⁾⁽⁶⁾</u>	<u>Nokomis Groves CDD</u>
Offsite Improvements ⁽⁹⁾	\$ 1,193,500
Stormwater Management ⁽²⁾⁽³⁾⁽⁵⁾⁽⁶⁾	\$ 3,580,500
Utilities (Water)	\$ 1,071,090
Utilities (Sewer)	\$ 1,300,609
Utilities (Reclaimed Water)	\$ 535,545
Utilities (Street Lighting) ⁽⁸⁾	\$ 76,506
Roadway ⁽⁴⁾	\$ 2,387,000
Entry Feature & Signage ⁽⁷⁾	\$ 596,750
Parks and Amenities	\$ 1,193,500
Contingency	\$ 1,193,500
TOTAL	\$ 13,128,500

1. Infrastructure consists of public roadway improvements, stormwater management facilities, master sanitary sewer lift station and utilities, entry feature, landscaping and signage, and neighborhood parks. Any land or other acquisitions will be made at the lower of cost or fair market value.
2. Stormwater does not include grading associated with building pads, both for initial construction and in conjunction with home construction.
3. Includes stormwater pond excavation, and storage of fill, but not the cost of transporting the fill to private lots.
4. Includes sub-grade, base, asphalt paving, curbing, and civil/site engineering. All roadways will be public and accessible by public.
5. Includes subdivision infrastructure and civil/site engineering.
6. Estimates are based on 2025/2026 costs.
7. Includes entry features, signage, hardscape, landscape, irrigation and fencing.
8. CDD will enter into a Lighting Agreement with Florida Power and Light for the street light poles and lighting service. Only undergrounding of wires in public rights-of-way and on District land will be funded by the CDD.
9. Offsite Improvements include turn lanes on Knights Trail Road at Project Access and utility extensions.
10. Includes 116 - 40' Townhomes, 135 - 40' x 120' Single Family Units and 87 - 50' x 120'; Single Family Units
11. Infrastructure Construction timeline - 2026-2027.
12. All utilities shall be constructed to city standards.

TABLE 2:
SUMMARY OF PROPOSED DISTRICT
FACILITIES

**VENICE GRAND OAKS
COMMUNITY DEVELOPMENT DISTRICT
TABLE 2 - SUMMARY OF PROPOSED DISTRICT FACILITIES**

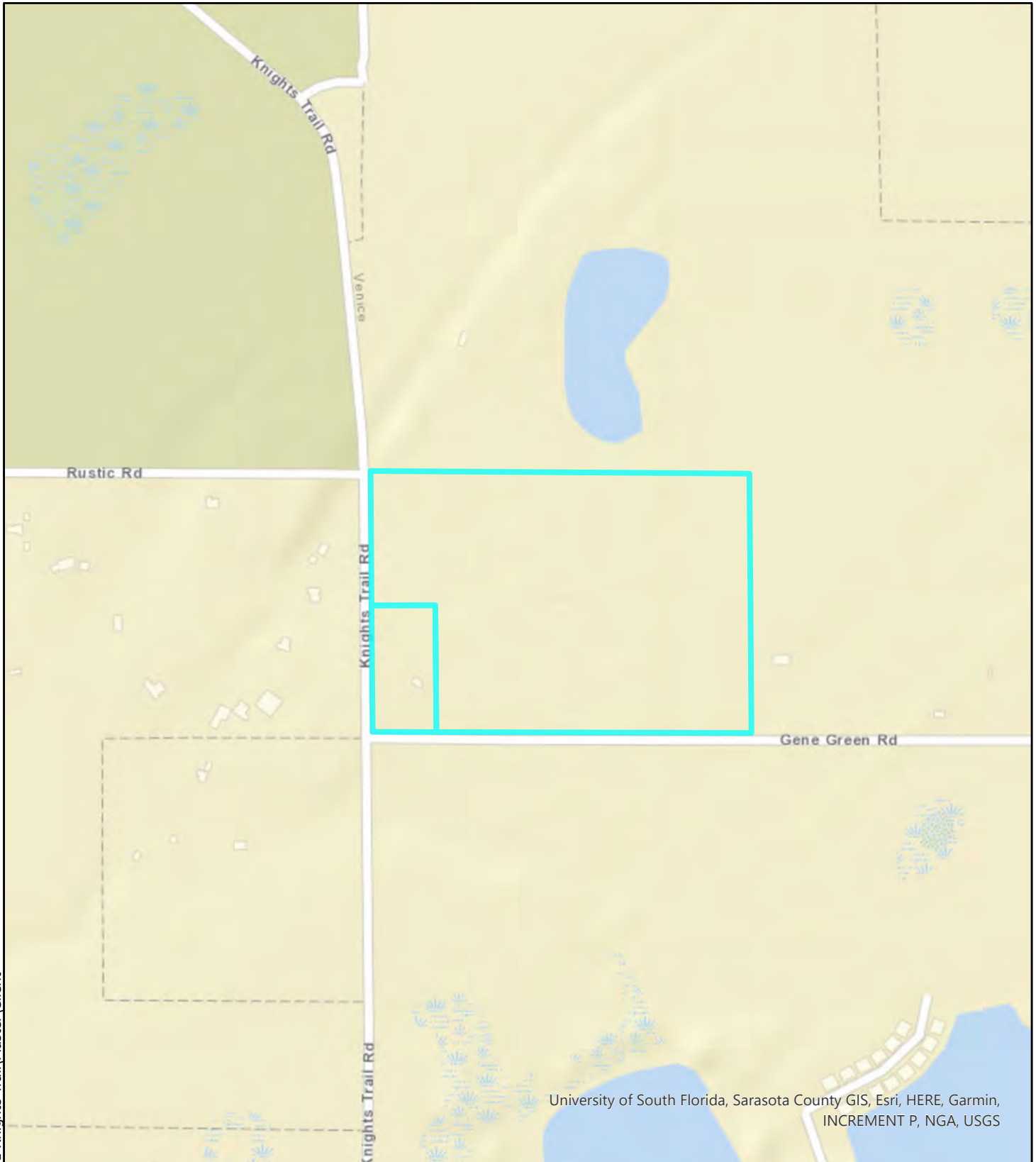
DISTRICT INFRASTRUCTURE	CONSTRUCTION	OWNERSHIP	OPERATION & MAINTENANCE
ENTRY SIGNAGE AND FEATURES	DISTRICT	DISTRICT	DISTRICT
PARKS AND AMENITIES	DISTRICT	DISTRICT	DISTRICT
STORMWATER FACILITIES	DISTRICT	DISTRICT	DISTRICT
WATER AND SEWER UTILITIES	DISTRICT	CITY OF VENICE	CITY OF VENICE
RECLAIMED WATER UTILITIES (SINGLE FAMILY)	DISTRICT	CITY OF VENICE	CITY OF VENICE
RECLAIMED WATER UTILITIES (TOWNHOMES)	DISTRICT	DISTRICT	DISTRICT
STREET LIGHTING/CONDUIT	DISTRICT	STREET LIGHTS - FLORIDA POWER & LIGHT CONDUIT - DISTRICT	FLORIDA POWER & LIGHT
ROAD CONSTRUCTION¹	DISTRICT	DISTRICT	DISTRICT
OFFSITE ROADWAY (GENE GREEN ROAD ACCESS)	DISTRICT	DISTRICT	DISTRICT ²
OFFSITE ROADWAY (KNIGHTS TRAIL ACCESS)	DISTRICT	SARASOTA COUNTY	SARASOTA COUNTY

1. Roadways will be constructed in accordance with city standards.

2. The District shall be the responsible O&M entity for access improvements constructed to connect the District's internal roads to existing rights-of-way. The District shall not be the responsible O&M entity for any existing rights-of-way.

**EXHIBIT 1:
LOCATION MAP**

Folder: P:\A25-0079 CSP\0001 Knights Trail\Master\Client



**ABSOLUTE
ENGINEERING, INC.**

EXHIBIT 1 - LOCATION MAP
VENICE GRAND OAKS
COMMUNITY DEVELOPMENT
DISTRICT

MAP DATE: 11/13/2025 LOCATION: CITY OF VENICE



0 170840 680
Feet

Absolute Engineering, Inc. makes no Warranty, representation, or guaranty as to the content, sequence, accuracy, timeliness, or completeness of any of the geodata information provided herein. Service Layer Credit: ESRI, HERE, Delorme, USGS, Intermap, OpenStreetMap contributors, and the GIS community.

EXHIBIT 2:
LEGAL DESCRIPTION

LEGAL DESCRIPTION (AS FURNISHED):

A parcel of land lying in Section 22, Township 38 South, Range 19 East, Sarasota County, Florida described as follows:

COMMENCE at the Northwest corner of Section 22, Township 38 South, Range 19 East, Sarasota County, Florida; thence S.00°30'20"E., along the West line of said Section 22, a distance of 2680.99 feet to the Southwest corner of the Northwest $\frac{1}{4}$ of said Section 22; thence S.89°44'18"E., leaving said West line of Section 22, a distance of 40.00 feet to a point on the East Right of Way line of Knight's Trail Road as recorded in Official Records Book 2089, Page 2446 of the Public Records of Sarasota County, Florida, same being the POINT OF BEGINNING; thence S.00°29'36"E., along said East Right of Way line of Knight's Trail Road, a distance of 1280.55 feet to the intersection of the East Right of Way of Knight's Trail Road and the North Right of Way of Gene Green Road (50' Wide Right of Way) per Official Records Book 1084, Page 1581 of the Public Records of Sarasota County, Florida; thence S.89°46'54"E., along said North Right of Way line of Gene Green Road, a distance of 1970.62 feet to a point on the East line of the West half of the Northeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of said Section 22; thence N.00°56'32"W., along said East line of the West half of the Northeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section 22, a distance of 1338.90 feet; thence N.89°43'52"W., a distance of 1960.16 feet to a point on said East Right of Way line of Knight's Trail Road; thence S.00°30'19"E., along said East Right of Way line, a distance of 59.91 feet to the POINT OF BEGINNING.

Parcel contains 2,632,597 square feet, or 60.4361 acres more or less.

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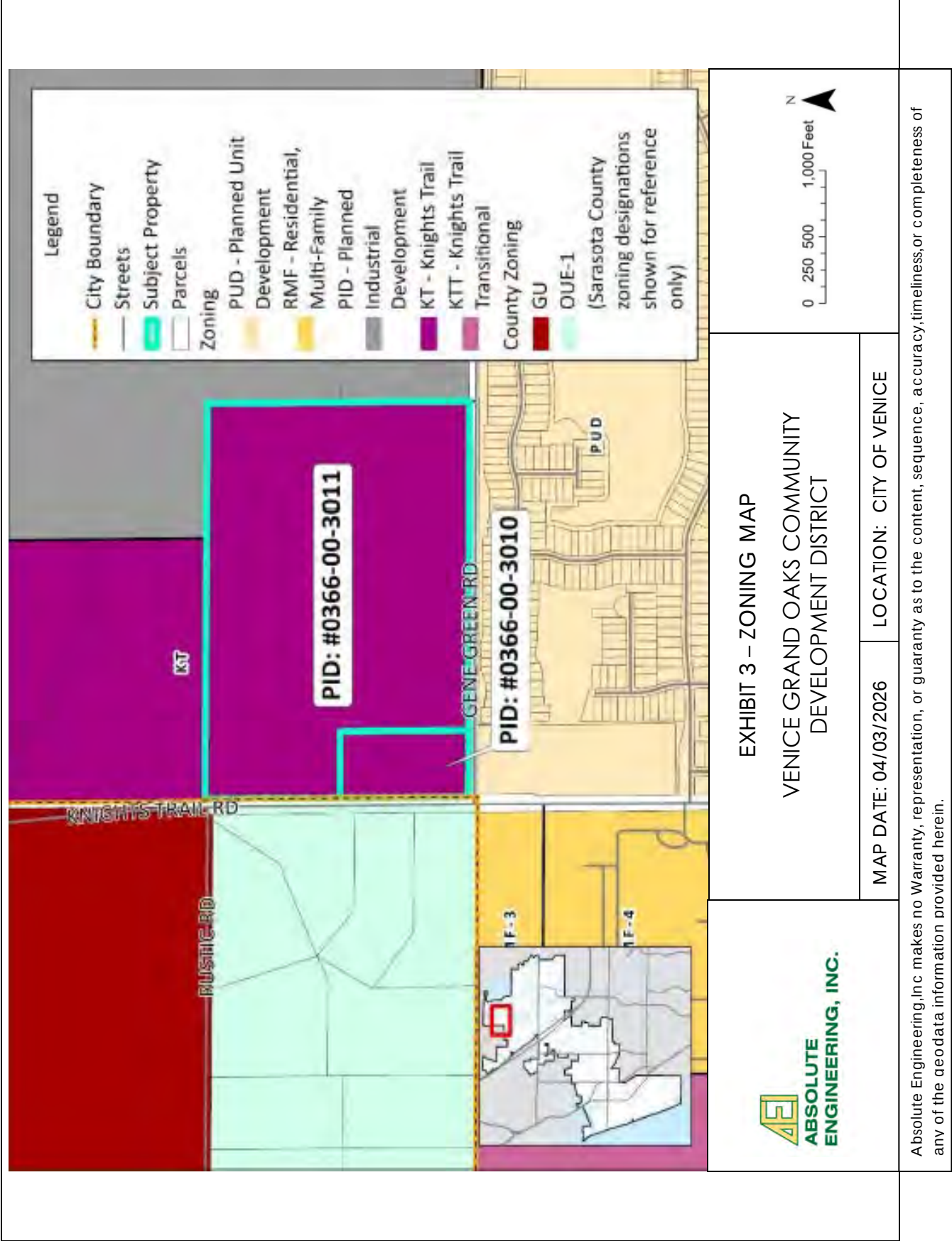
**ABSOLUTE
ENGINEERING, INC.**

(813) 221-1516 TEL 1000 N. ASHLEY DRIVE, SUITE 925
(813) 344-0100 FAX C.A. NO. 28358 TAMPA, FLORIDA 33602

EXHIBIT 2 - METES & BOUNDS DESC. KNIGHTS TRAIL SUBDIVISION

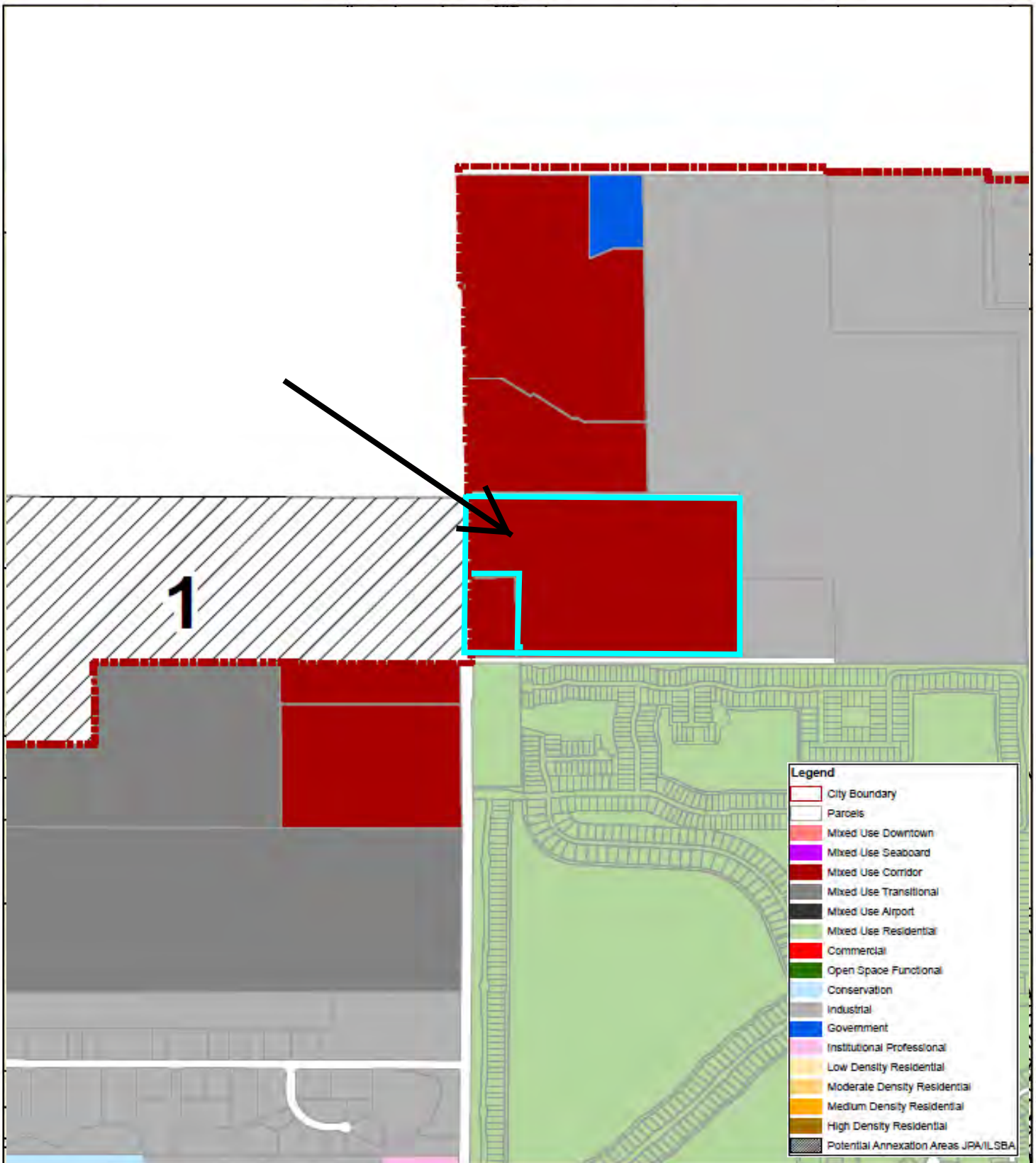
SEC TWP RGE	JOB NUMBER	DRAWN BY	DATE	SHEET
22-38S-19E	A25-0079-0001	JMH	11-25-2025	1 of 1

EXHIBIT 3:
ZONING MAP



Absolute Engineering, Inc. makes no Warranty, representation, or guaranty as to the content, sequence, accuracy, timeliness, or completeness of any of the geodata information provided herein.

EXHIBIT 4:
FUTURE LAND USE MAP



**ABSOLUTE
ENGINEERING, INC.**

EXHIBIT 4 - EXISTING AND FUTURE LAND USE MAP

VENICE GRAND OAKS COMMUNITY
DEVELOPMENT DISTRICT

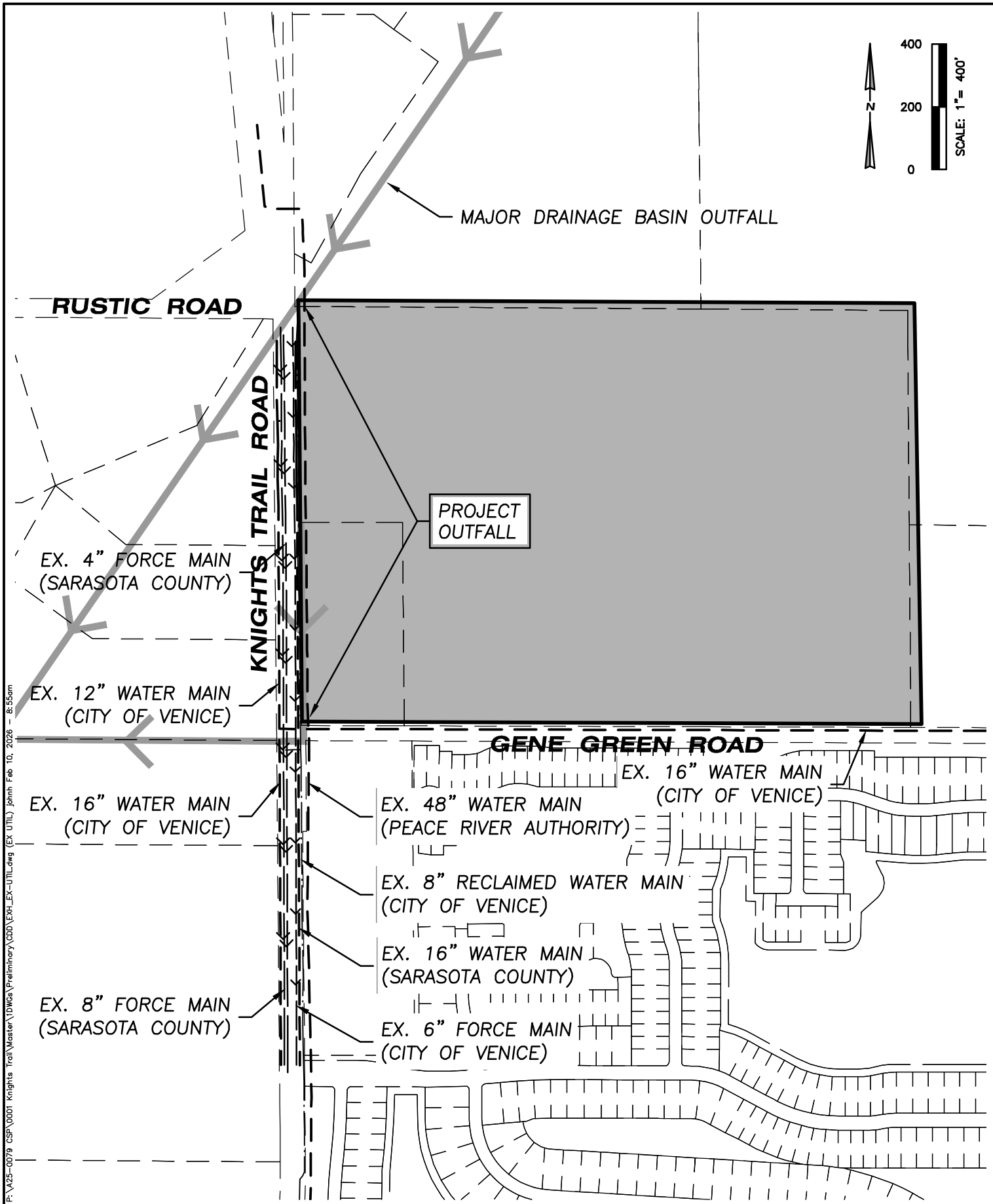
MAP DATE: 01/19/2026

LOCATION: CITY OF VENICE



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EXHIBIT 5:
UTILITY LOCATION MAP



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 ABSOLUTE ENGINEERING, INC. (813) 221-1516 TEL (813) 344-0100 FAX 1000 N. ASHLEY DRIVE, SUITE 925 TAMPA, FLORIDA 33602	EXHIBIT 5 - EXISTING UTILITIES KNIGHTS TRAIL SUBDIVISION			
	SEC TWP RGE 22-38S-19E	JOB NUMBER A25-0079-0001	DRAWN BY JMH	DATE 11-26-2025

EXHIBIT 6:
AERIAL SITE PLAN



Esri, HERE, IPC, Esri, HERE, Garmin, IPC, State of Florida, Microsoft, Vantor



**ABSOLUTE
ENGINEERING, INC.**

EXHIBIT A - AERIAL MAP VENICE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT



0 170 340 680
Feet

MAP DATE: 11/13/2025 LOCATION: CITY OF VENICE

EXHIBIT 7:
OVERALL SITE PLAN

EXHIBIT 8:
DRAINAGE MAP

Exhibit B:

Master Assessment Methodology for Venice Grand Oaks Community Development District,
dated April 29, 2026

**MASTER
ASSESSMENT METHODOLOGY

FOR
VENICE GRAND OAKS
COMMUNITY DEVELOPMENT DISTRICT**

Date: April 29, 2026

Prepared by

**Governmental Management Services - Central Florida, LLC
219 E. Livingston Street
Orlando, FL 32801**



Table of Contents

1.0 Introduction	3
1.1 Purpose	3
1.2 Background.....	3
1.3 Special Benefits and General Benefits	4
1.4 Requirements of a Valid Assessment Methodology	5
1.5 Special Benefits Exceed the Costs Allocated	5
2.0 Assessment Methodology	6
2.1 Overview.....	6
2.2 Allocation of Debt.....	6
2.3 Allocation of Benefit	7
2.4 Lienability Test: Special and Peculiar Benefit to the Property	7
2.5 Lienability Test: Reasonable and Fair Apportionment of the Duty to Pay Non-Ad Valorem Assessments.....	8
3.0 True-Up Mechanism.....	8
4.0 Assessment Roll	9
5.0 Appendix	10
Table 1: Development Program.....	11
Table 2: Infrastructure Cost Estimates	12
Table 3: Bond Sizing.....	13
Table 4: Allocation of Benefit	14
Table 5: Allocation of Benefit/Total Par Debt to Each Product Type	15
Table 6: Par Debt and Annual Assessments	16
Table 7: Preliminary Assessment Roll	17

GMS-Central Florida, LLC does not represent Venice Grand Oaks Community Development District as a Municipal Advisor or Securities Broker nor is GMS-Central Florida, LLC registered to provide such services as described in Section 15B of the Securities and Exchange Act of 1934, as amended. Similarly, GMS-Central Florida, LLC does not provide Venice Grand Oaks Community Development District with financial advisory services or offer investment advice in any form.

1.0 Introduction

Venice Grand Oaks Community Development District is a local unit of special-purpose government organized and existing under Chapter 190, Florida Statutes, as amended (the “District”). The District plans to issue up to \$17,560,000 of special assessment bonds in one or more series (the “Bonds”) for the purpose of financing certain infrastructure improvements within the District, more specifically described in the Master Engineer’s Report dated April 29, 2026 prepared by Absolute Engineering, Inc as may be amended and supplemented from time to time (the “Engineer’s Report”). The District anticipates the construction of public infrastructure improvements consisting of improvements that benefit property owners within the District.

1.1 Purpose

This Master Assessment Methodology Report (the “Assessment Report”) provides for an assessment methodology for allocating the debt to be incurred by the District to benefiting properties within the District. This Assessment Report allocates the debt to properties based on the special benefits each receives from the District’s capital improvement plan (“CIP”). This Assessment Report will be supplemented with one or more supplemental methodology reports to reflect the actual terms and conditions at the time of the issuance of each series of Bonds. This Assessment Report is designed to conform to the requirements of Chapters 170, 190, and 197, Florida Statutes, with respect to special assessments and is consistent with our understanding of case law on this subject.

The District intends to impose non ad valorem special assessments on the benefited lands within the District based on this Assessment Report. It is anticipated that all of the proposed special assessments will be collected through the Uniform Method of Collection described in Chapter 197.3632, Florida Statutes, collected directly, or through any other legal means of collection available to the District. It is not the intent of this Assessment Report to address any other assessments, if applicable, that may be levied by the District, a homeowner’s association, or any other unit of government.

1.2 Background

The District currently includes approximately 60.44 acres within the City of Venice within Sarasota County, Florida. The development program currently envisions approximately 338 residential units (herein the “Development”). The proposed Development program is depicted in Table 1. It is recognized that such land use plan may change, and this Assessment Report will be modified accordingly.

The public improvements contemplated by the District in the CIP will provide facilities that benefit certain property within the District. The CIP is delineated in the Engineer's Report. Specifically, the District may construct and/or acquire certain offsite improvements, stormwater management facilities, potable water utilities, sewer utilities, reclaimed water utilities, undergrounding of conduit, roadways, entry features & signage, parks and amenities, professional costs, and contingency along with any other public projects authorized by Florida law. The acquisition and construction costs are summarized in Table 2.

The Assessment Report is a four-step process.

1. The District Engineer must first determine the public infrastructure improvements that may be provided by the District and the costs to implement the CIP.
2. The District Engineer determines the assessable acres that benefit from the District's CIP.
3. A calculation is made to determine the funding amounts necessary to acquire and/or construct CIP.
4. This amount is initially divided equally among the benefited properties on a prorated gross acreage basis. Ultimately, as land is platted, this amount will be assigned to each of the benefited properties based on the number of platted units.

1.3 Special Benefits and General Benefits

Improvements undertaken by the District create special and peculiar benefits to the assessable property, different in kind and degree than general benefits, for properties outside its borders as well as general benefits to the public at large.

However, as discussed within this Assessment Report, these general benefits are incidental in nature and are readily distinguishable from the special and peculiar benefits, which accrue to the assessable property within the District. The implementation of the CIP enables properties within its boundaries to be developed. Without the District's CIP, there would be no infrastructure to support development of land within the District. Without these improvements, development of the property within the District would be prohibited by law.

There is no doubt that the general public and property owners outside the District will benefit from the provision of the District's CIP. However, these benefits will be incidental to the District's CIP, which is designed solely to meet the needs of property within the District. Properties outside the District boundaries do not depend upon the District's CIP. The property owners within the District are therefore receiving special benefits not received by those outside the District's boundaries. The District has determined that the general benefits conferred upon the public at large and properties

outside the District are de minimis in relation to the special and peculiar benefits conferred upon assessed properties within the District. Accordingly, no portion of the assessments levied hereunder represents a charge for general benefits, and the full amount of the assessments reflects only special benefits conferred upon the assessed properties.

1.4 Requirements of a Valid Assessment Methodology

There are two requirements under Florida law for a valid special assessment:

- 1) The properties must receive a special benefit from the improvements being paid for.
- 2) The assessments must be fairly and reasonably allocated to the properties being assessed.

Florida law provides for a wide application of special assessments that meet these two requirements for valid special assessments.

1.5 Special Benefits Exceed the Costs Allocated

The special benefits provided to the property owners within the District are greater than the costs associated with providing these benefits. The District Engineer estimates that the District's CIP that is necessary to support full development of property will cost approximately \$13,128,500. The District's Underwriter projects that financing costs required to fund the infrastructure improvements, including project costs, the cost of issuance of the Bonds, the funding of debt service reserves and capitalized interest, will be approximately \$17,560,000. Additionally, funding required to complete the CIP which is not financed with Bonds is expected to be funded by Cassidy Land Development, LLC, its successors, assigns or future purchaser or another related entity (the "Developer"). Without the CIP, the property would not be able to be developed and occupied by future residents of the community. For each product type within the District, the special and peculiar benefits received - including the added use of the property, added enjoyment, and increased marketability and value resulting from the CIP - are greater than the assessments allocated to that product type as set forth in Tables 5 and 6. This finding is supported by the fact that the CIP is necessary to enable any development of the property and that the market value attributable to a fully serviced lot in this location exceeds the per-unit assessment obligations set forth herein.

2.0 Assessment Methodology

2.1 Overview

The District is planning to issue up to \$17,560,000 in Bonds, in one or more series to fund the District's CIP, provide for capitalized interest, a debt service reserve account and cost of issuance. It is the purpose of this Assessment Report to allocate the \$17,560,000 in debt to the properties benefiting from the CIP.

Table 1 identifies the proposed land uses as identified by the Developer and current landowners of the land within the District. The District has relied on the Engineer's Report to develop the costs of the CIP needed to support the Development. These construction costs are outlined in Table 2. The improvements needed to support the Development are described in detail in the Engineer's Report and are estimated to cost \$13,128,500. Based on the estimated costs, the size of the Bond issue under current market conditions needed to generate funds to pay for the CIP and related costs was determined by the District's Underwriter to total approximately \$17,560,000. Table 3 shows the breakdown of the bond sizing.

2.2 Allocation of Debt

Allocation of debt is a continuous process until the development plan is completed. The CIP funded by District Bonds benefits all developable acres within the District.

The initial assessments will be levied on an equal basis to all acres within the District. A fair and reasonable methodology allocates the debt incurred by the District proportionately to the properties receiving the special benefits. At this point all of the lands within the District are benefiting from the improvements.

Once platting, site planning, or the recording of declaration of condominium, ("Assigned Properties") has begun, the assessments will be levied to the Assigned Properties based on the benefits they receive. The Unassigned Properties, defined as property that has not been platted, assigned development rights or subjected to a declaration of condominium, will continue to be assessed on a per acre basis ("Unassigned Properties"). Eventually the development plan will be completed and the debt relating to the Bonds will be allocated to the planned 338 residential units within the District, which are the beneficiaries of the CIP, as depicted in Table 5 and Table 6. If there are changes to the development plan, a true up of the assessment will be calculated to determine if a debt reduction or true-up payment from the Developer is required. The process is outlined in Section 3.0.

Until all the land within the District has been platted and sold, the assessments on the portion of the land that has not been platted and sold are not fixed and determinable.

The reasons for this are (1) until the lands are platted, the number of developable acres within each tract against which the assessments are levied is not determined; (2) the lands are subject to re-plat, which may result in changes in development density and product type; and (3) until the lands are sold it is unclear of the timing of the absorptions. Only after the property has been platted and sold will the developable acreage be determined, the final plat be certain, the developable density known, the product types be confirmed, and the timing of the sales solidified.

The assignment of debt in this Assessment Report sets forth the process by which debt is apportioned. As mentioned herein, this Assessment Report will be supplemented from time to time.

2.3 Allocation of Benefit

The CIP consists of offsite improvements, stormwater management facilities, potable water utilities, sewer utilities, reclaimed water utilities, undergrounding of conduit, roadways, entry features & signage, parks and amenities, professional costs, and contingency. There are three residential product types within the planned development. The Single Family 50' unit has been set as the base unit and has been assigned one equivalent residential unit ("ERU"). The ERU factors for each product type are based on the relative special benefit each product type receives from the CIP, as measured by factors including lot size, anticipated impervious surface area, demand placed on stormwater, utility and roadway infrastructure, and access to parks and amenities. A Townhome unit, with a smaller footprint and shared walls, is estimated to generate proportionally less demand on the CIP improvements and has been assigned an ERU factor of 0.75. A Single Family 40' unit, with a larger footprint than a Townhome but smaller than a Single Family 50' unit, has been assigned an ERU factor of 0.80. A Single Family 50' unit, having the largest footprint and placing the greatest demand on the CIP, serves as the base unit at 1.00 ERU. Table 4 shows the allocation of benefit to the particular land uses. It is important to note that the benefit derived from the improvements on the particular units exceeds the cost that the units will be paying for such benefits.

2.4 Lienability Test: Special and Peculiar Benefit to the Property

Construction and/or acquisition by the District of its proposed CIP will provide several types of systems, facilities and services for its residents. These may include but are not limited to offsite improvements, stormwater management facilities, potable water utilities, sewer utilities, reclaimed water utilities, undergrounding of conduit, roadways, entry features & signage, parks and amenities, professional costs, and contingency. These improvements accrue in differing amounts and are somewhat dependent on the type of land use receiving the special benefits peculiar to those properties, which flow from the logical relationship of the improvements to the properties.

Once these determinations are made, they are reviewed in the light of the special benefits peculiar to the property, which flow to the properties as a result of their logical connection from the improvements in fact actually provided.

For the provision of CIP, the special and peculiar benefits are:

- 1) the added use of the property,
- 2) added enjoyment of the property, and
- 3) the probability of increased marketability and value of the property.

These special and peculiar benefits are real and ascertainable but are not yet capable of being calculated as to value with mathematical certainty. However, each is more valuable than either the cost of, or the actual non-ad valorem special assessment levied for the improvement or the debt as allocated.

2.5 Lienability Test: Reasonable and Fair Apportionment of the Duty to Pay Non-Ad Valorem Assessments

A reasonable estimate of the proportion of special and peculiar benefits received from the public improvements described in the Engineer's Report is delineated in Table 5 (expressed as Allocation of Par Debt per Product Type).

The determination has been made that the duty to pay the non-ad valorem special assessments is fairly and reasonably apportioned because the special and peculiar benefits to the property derived from the acquisition and/or construction of the District's CIP have been apportioned to the property according to reasonable estimates of the special and peculiar benefits provided consistent with the land use categories.

Accordingly, no acre or parcel of property within the boundaries of the District will have a lien for the payment of any non-ad valorem special assessment more than the determined special benefit peculiar to that property and therefore, the debt allocation will not be increased more than the debt allocation set forth in this Assessment Report.

In accordance with the benefit allocation suggested for the product types in Table 4, a total debt per unit and an annual assessment per unit have been calculated for each product type (Table 6). These amounts represent the preliminary anticipated per unit debt allocation assuming all anticipated units are built and sold as planned, and the entire proposed CIP is developed or acquired and financed by the District.

3.0 True Up Mechanism

Although the District does not process plats, declaration of condominiums, site plans or revisions thereto for the Developer, it does have an important role to play during

the course of platting and site planning. Whenever a plat, declaration of condominium or site plan is processed, the District must allocate a portion of its debt to the property according to this Assessment Report outlined herein. In addition, the District must also prevent any buildup of debt on Unassigned Property. Otherwise, the land could be fully conveyed and/or platted without all of the debt being allocated. To preclude this, at the time Unassigned Properties become Assigned Properties, the District will determine the amount of anticipated assessment revenue that remains on the Unassigned Properties, taking into account the proposed plat, or site plan approval. If the total anticipated assessment revenue to be generated from the Assigned and Unassigned Properties is greater than or equal to the maximum annual debt service then no adjustment is required. In the case that the revenue generated is less than the required amount then a debt reduction or true-up payment by the landowner in the amount necessary to reduce the par amount of the outstanding Bonds plus accrued interest to a level that will be supported by the new net annual debt service assessments will be required. In addition, if any Unassigned Property is permanently removed from the developable land base for any reason (including changes in entitlements, environmental restrictions, dedication, or condemnation), the District shall treat such removal as a triggering event requiring a true-up calculation, and the landowner shall be required to make a true-up payment or the District shall reduce the outstanding par amount of the Bonds to a level supportable by the remaining assessable properties.

4.0 Assessment Roll

The District will initially distribute the liens across the property within the District boundaries on a gross acreage basis. As Assigned Property becomes known with certainty, the District will refine its allocation of debt from a per acre basis to a per unit basis as shown in Table 7. If the land use plan changes, then the District will update Tables 1, 4, 5 and 6 to reflect the changes. As a result, the assessment liens are neither fixed nor are they determinable with certainty on any acre of land in the District prior to the time final Assigned Properties become known. At this time the debt associated with the District's CIP will be distributed evenly across the acres within the District. As the development process occurs, the debt will be distributed against the Assigned Property in the manner described in this Assessment Report. The current assessment roll is depicted in Table 7.

TABLE 1
 VENICE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT
 DEVELOPMENT PROGRAM
 MASTER ASSESSMENT METHODOLOGY

Product Types	No. of Units *	Totals	ERUs per Unit (1)	Total ERUs
Townhome	116	116	0.75	87.00
Single Family - 40'	135	135	0.80	108.00
Single Family - 50'	87	87	1.00	87.00
Total Units	338	338		282.0

(1) Benefit is allocated on an ERU basis based on the special benefit received from the CIP improvements. The allocation is density of planned development, with a Single Family 50' unit equal to 1 ERU. The District has determined that this allocation methodology provides a fair and reasonable apportionment of the debt among the benefited properties in accordance with Section 170.201, Florida Statutes

* Unit mix is subject to change based on marketing and other factors

Prepared by: Governmental Management Services - Central Florida, LLC

TABLE 2
 VENICE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT
 INFRASTRUCTURE COST ESTIMATES
 MASTER ASSESSMENT METHODOLOGY

Capital Improvement Plan ("CIP") (1)	Total Cost Estimate
Offsite Improvements	\$1,193,500
Stormwater Management	\$3,580,500
Utilities (Water)	\$1,071,090
Utilities (Sewer)	\$1,300,609
Utilities (Reclaimed Water)	\$535,545
Undergrounding of Conduit	\$76,506
Roadway	\$2,387,000
Entry Feature & Signage	\$596,750
Parks and Amenities	\$1,193,500
Contingency	\$1,193,500
	\$13,128,500

(1) A detailed description of these improvements is provided in the Master Engineer's Report dated April 29, 2026

Prepared by: Governmental Management Services - Central Florida, LLC

TABLE 3
VENICE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT
BOND SIZING
MASTER ASSESSMENT METHODOLOGY

Description	Total
Construction Funds	\$13,128,500
Debt Service Reserve	\$1,344,700
Capitalized Interest	\$2,282,800
Underwriters Discount	\$351,200
Cost of Issuance	\$450,000
Rounding	\$2,800
Par Amount*	\$17,560,000

Bond Assumptions:

Average Coupon	6.50%
Amortization	30 years
Capitalized Interest	24 months
Debt Service Reserve	Max Annual D/S
Underwriters Discount	2%

* Par amount is subject to change based on the actual terms at the sale of the Bonds

Prepared by: Governmental Management Services - Central Florida, LLC

TABLE 4
 VENICE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT
 ALLOCATION OF BENEFIT
 MASTER ASSESSMENT METHODOLOGY

Product Types	No. of Units *	ERU Factor	Total ERUs	% of Total ERUs	Total Improvements	
					Costs Per Product Type	Improvement Costs Per Unit
Townhome	116	0.75	87.00	30.85%	\$4,050,282	\$34,916
Single Family - 40'	135	0.80	108.00	38.30%	\$5,027,936	\$37,244
Single Family - 50'	87	1.00	87.00	30.85%	\$4,050,282	\$46,555
Totals	338		282.00	100.00%	\$13,128,500	

* Unit mix is subject to change based on marketing and other factors

TABLE 5
VENICE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT
ALLOCATION OF TOTAL BENEFIT/PAR DEBT TO EACH PRODUCT TYPE
MASTER ASSESSMENT METHODOLOGY

Product Types	No. of Units *	Total Improvements Costs Per Product	Allocation of Par Debt Per Product	Par Debt Per Unit
		Type	Type	
Townhome	116	\$4,050,282	\$5,417,447	\$46,702
Single Family - 40'	135	\$5,027,936	\$6,725,106	\$49,816
Single Family - 50'	87	\$4,050,282	\$5,417,447	\$62,270
Totals	338	\$13,128,500	\$17,560,000	

* Unit mix is subject to change based on marketing and other factors

Prepared by: Governmental Management Services - Central Florida, LLC

TABLE 6
 VENICE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT
 PAR DEBT AND ANNUAL ASSESSMENTS FOR EACH PRODUCT TYPE
 MASTER ASSESSMENT METHODOLOGY

Product Types	No. of Units *	Allocation of Par Debt Per Product Type	Total Par Debt Per Unit	Maximum Annual Debt Service	Net Annual Debt Assessment Per Unit	Gross Annual Debt Assessment Per Unit (1)
Townhome	116	\$5,417,447	\$46,702	\$414,854	\$3,576	\$3,805
Single Family - 40'	135	\$6,725,106	\$49,816	\$514,991	\$3,815	\$4,058
Single Family - 50'	87	\$5,417,447	\$62,270	\$414,854	\$4,768	\$5,073
Totals	338	\$17,560,000		\$1,344,700		

(1) This amount includes collection fees and early payment discounts when collected on the Sarasota County Tax Bill

* Unit mix is subject to change based on marketing and other factors

Prepared by: Governmental Management Services - Central Florida, LLC

TABLE 7
VENICE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT
PRELIMINARY ASSESSMENT ROLL
MASTER ASSESSMENT METHODOLOGY

Owner	Parcel ID	Net Acres	Total Par Debt Allocation Per Acre	Total Par Debt Allocated	Net Annual Debt Assessment Allocation	Gross Annual Debt Assessment Allocation (1)
CSPGRAND OAKS VENICE LAND I LLC	0366-00-3010	5.48	\$290,555	\$1,591,674	\$121,886	\$129,666
CSPGRAND OAKS VENICE LAND I LLC	0366-00-3011	54.96	\$290,555	\$15,968,326	\$1,222,814	\$1,300,866
Totals		60.44		\$17,560,000	\$1,344,700	\$1,430,532

(1) This amount includes 6% to cover collection costs and early payment discounts when collected utilizing the uniform method. As authorized by Section 197.3632, Florida Statutes, when collected utilizing the uniform method of collection pursuant to Chapter 197, Florida Statutes

Annual Assessment Periods	30
Average Coupon Rate (%)	6.50%
Maximum Annual Debt Service	\$1,344,700

* - See Metes and Bounds, attached as Exhibit A

Prepared by: Governmental Management Services - Central Florida, LLC

Exhibit A

LEGAL DESCRIPTION (AS FURNISHED):

A parcel of land lying in Section 22, Township 38 South, Range 19 East, Sarasota County, Florida described as follows:

COMMENCE at the Northwest corner of Section 22, Township 38 South, Range 19 East, Sarasota County, Florida; thence S.00°30'20"E., along the West line of said Section 22, a distance of 2680.99 feet to the Southwest corner of the Northwest $\frac{1}{4}$ of said Section 22; thence S.89°44'18"E., leaving said West line of Section 22, a distance of 40.00 feet to a point on the East Right of Way line of Knight's Trail Road as recorded in Official Records Book 2089, Page 2446 of the Public Records of Sarasota County, Florida, same being the POINT OF BEGINNING; thence S.00°29'36"E., along said East Right of Way line of Knight's Trail Road, a distance of 1280.55 feet to the intersection of the East Right of Way of Knight's Trail Road and the North Right of Way of Gene Green Road (50' Wide Right of Way) per Official Records Book 1084, Page 1581 of the Public Records of Sarasota County, Florida; thence S.89°46'54"E., along said North Right of Way line of Gene Green Road, a distance of 1970.62 feet to a point on the East line of the West half of the Northeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of said Section 22; thence N.00°56'32"W., along said East line of the West half of the Northeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section 22, a distance of 1338.90 feet; thence N.89°43'52"W., a distance of 1960.16 feet to a point on said East Right of Way line of Knight's Trail Road; thence S.00°30'19"E., along said East Right of Way line, a distance of 59.91 feet to the POINT OF BEGINNING.

Parcel contains 2,632,597 square feet, or 60.4361 acres more or less.

P:\25-0079 CSP\0001 Knights Trail\Master\DWG\Preliminary\CD\EXH-2_DESC.dwg (6.5 x 11 Portrait) Jmth Nov 26, 2025 - 9:01am



**ABSOLUTE
ENGINEERING, INC.**

(813) 221-1516 TEL 1000 N. ASHLEY DRIVE, SUITE 925
(813) 344-0100 FAX C.A. NO. 28358 TAMPA, FLORIDA 33602

EXHIBIT 2 - METES & BOUNDS DESC. KNIGHTS TRAIL SUBDIVISION

SEC TWP RGE	JOB NUMBER	DRAWN BY	DATE	SHEET
22-38S-19E	A25-0079-0001	JMH	11-25-2025	1 of 1

SECTION 4

This instrument was prepared by:

Jennifer Kilinski, Esq.
Kilinski | Van Wyk PLLC
517 E. College Avenue
Tallahassee, Florida 32301

**VENICE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT
NOTICE OF MASTER SPECIAL ASSESSMENTS / GOVERNMENTAL LIEN OF RECORD
(Master Debt Assessments)**

PLEASE TAKE NOTICE that the Board of Supervisors of Venice Grand Oaks Community Development District (“**District**”) in accordance with Chapters 170, 190, and 197, *Florida Statutes*, previously adopted Resolution Nos. 2026-31 and 2026-33 (together, “**Master Assessment Resolutions**”). The Master Assessment Resolutions levy and impose one or more non-ad valorem, debt service special assessment lien(s) (“**Master Assessments**”), which are levied on the property described in **Exhibit A** (“**Master Assessment Area**”) and are intended to secure the District’s repayment of debt service on future special assessment revenue bonds (“**Master Bonds**”). Such Master Bonds are intended to finance all or a portion of the District’s capital improvement plan, which is defined in the Master Assessment Resolutions and described in *Venice Grand Oaks Community Development District Master Engineer’s Report*, dated April 29, 2026, as may be amended or supplemented from time to time (“**Master Engineer’s Report**”). The Master Assessments are further described in the District’s *Master Assessment Methodology for Venice Grand Oaks Community Development District*, dated April 29, 2026, as may be amended or supplemented from time to time (“**Master Assessment Report**”).

A copy of the Master Engineer’s Report, Master Assessment Report and Master Assessment Resolutions may be obtained from the registered agent of the District as designated to the Florida Department of Commerce in accordance with Section 189.014, *Florida Statutes*, or by contacting the District Manager by mail at c/o Governmental Management Services - Central Florida, LLC, 219 E. Livingston Street, Orlando, Florida 32801, or by phone at (407) 841-5524.

The Master Assessments were legally and validly determined and levied in accordance with all applicable requirements of Florida law, and constitute and will at all relevant times in the future constitute, legal, valid, and binding first liens on the land against which assessed until paid, coequal with the lien of all state, county, district, and municipal taxes, and superior in dignity to all other liens, titles, and claims, except for liens of state, county, district, and municipal taxes. Please note that, as part of the Master Assessments, the Master Assessment Resolutions require that certain “True-Up Payments” be made in certain circumstances including those described in the Master Assessment Report, and landowners should familiarize themselves with those requirements, as they constitute a requirement under the liens. Failure to make required True-Up Payments when due shall constitute a default under the Master Assessments and may result in foreclosure proceedings.

The District is a special-purpose form of local government established pursuant to and governed by Chapter 190, *Florida Statutes*. This notice shall remain effective even if the District undergoes merger, boundary amendment, or name change. Further, upon recording, this notice shall constitute a lien of record under Florida law, including but not limited to Chapters 170, 190 and 197, *Florida Statutes*, and Sections 197.552 and 197.573, *Florida Statutes*, among others.

Pursuant to Section 190.048, *Florida Statutes*, you are hereby notified that: **VENICE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT MAY IMPOSE AND LEVY TAXES OR ASSESSMENTS, OR BOTH TAXES AND ASSESSMENTS, ON THE ASSESSMENT AREA.**

THESE TAXES AND ASSESSMENTS PAY THE CONSTRUCTION, OPERATION, AND MAINTENANCE COSTS OF CERTAIN PUBLIC FACILITIES AND SERVICES OF THE DISTRICT AND ARE SET ANNUALLY BY THE GOVERNING BOARD OF THE DISTRICT. THESE TAXES AND ASSESSMENTS ARE IN ADDITION TO COUNTY AND OTHER LOCAL GOVERNMENTAL TAXES AND ASSESSMENTS AND ALL OTHER TAXES AND ASSESSMENTS PROVIDED FOR BY LAW.

IN WITNESS WHEREOF, this Notice shall be effective as of the 29th day of June, 2026 and shall be recorded in the Public Records of Sarasota County, Florida.

WITNESSES

**VENICE GRAND OAKS COMMUNITY
DEVELOPMENT DISTRICT**

By: _____
Name: _____
Address: _____

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Address: _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this ____ day of _____ 2026, by Jill Burns, as District Manager of **Venice Grand Oaks Community Development District**, who appeared before me this day in person, and who is either personally known to me, or produced _____ as identification.

NOTARY PUBLIC, STATE OF FLORIDA

(NOTARY SEAL)

Name: _____
(Name of Notary Public, Printed, Stamped
or Typed as Commissioned)

EXHIBIT A

Legal Description of Master Assessment Area (District Boundaries)

A parcel of land lying in Section 22, Township 38 South, Range 19 East, Sarasota County, Florida described as follows:

COMMENCE at the Northwest corner of Section 22, Township 38 South, Range 19 East, Sarasota County, Florida; thence S.00°30'20"E., along the West line of said Section 22, a distance of 2680.99 feet to the Southwest corner of the Northwest $\frac{1}{4}$ of said Section 22; thence S.89°44'18"E., leaving said West line of Section 22, a distance of 40.00 feet to a point on the East Right of Way line of Knight's Trail Road as recorded in Official Records Book 2089, Page 2446 of the Public Records of Sarasota County, Florida, same being the POINT OF BEGINNING; thence S.00°29'36"E., along said East Right of Way line of Knight's Trail Road, a distance of 1280.55 feet to the intersection of the East Right of Way of Knight's Trail Road and the North Right of Way of Gene Green Road (50' Wide Right of Way) per Official Records Book 1084, Page 1581 of the Public Records of Sarasota County, Florida; thence S.89°46'54"E., along said North Right of Way line of Gene Green Road, a distance of 1970.62 feet to a point on the East line of the West half of the Northeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of said Section 22; thence N.00°56'32"W., along said East line of the West half of the Northeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section 22, a distance of 1338.90 feet; thence N.89°43'52"W., a distance of 1960.16 feet to a point on said East Right of Way line of Knight's Trail Road; thence S.00°30'19"E., along said East Right of Way line, a distance of 59.91 feet to the POINT OF BEGINNING.

Parcel contains 2,632,597 square feet, or 60.4361 acres more or less.

SECTION B

SECTION 1

RESOLUTION 2026-34

RESOLUTION OF THE BOARD OF SUPERVISORS OF VENICE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT EXPRESSING ITS INTENT TO UTILIZE THE UNIFORM METHOD OF LEVYING, COLLECTING, AND ENFORCING NON-AD VALOREM ASSESSMENTS WHICH MAY BE LEVIED BY VENICE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT IN ACCORDANCE WITH SECTION 197.3632, *FLORIDA STATUTES*; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Venice Grand Oaks Community Development District (“**District**”) was established pursuant to the provisions of Chapter 190, *Florida Statutes*, which authorizes the District to levy certain assessments which include benefit and maintenance assessments and further authorizes the District to levy special assessments pursuant to Chapters 170 and 197, *Florida Statutes*, for the acquisition, maintenance, construction, or reconstruction of assessable improvements authorized by Chapter 190, *Florida Statutes*; and

WHEREAS, the above referenced assessments are non-ad valorem in nature and, therefore, may be levied and collected under the provisions of Section 197.3632, *Florida Statutes*, in which the State of Florida has provided a uniform method for the levying, collecting, and enforcing such non-ad valorem assessments (the “**Uniform Method**”); and

WHEREAS, the Board has previously adopted a resolution declaring the intent to use the Uniform Method for the levy, collection and enforcement of non-ad valorem special assessments authorized by Section 197.3632, *Florida Statutes*, over certain lands within the District as described therein; and

WHEREAS, pursuant to Section 197.3632, *Florida Statutes*, the District has caused notice of a public hearing on the District’s intent to use the Uniform Method to be advertised weekly in a newspaper of general circulation within Sarasota County for four (4) consecutive weeks prior to such hearing; and

WHEREAS, the District has held a public hearing pursuant to Section 197.3632, *Florida Statutes*, where public and landowners were allowed to give testimony regarding the use of the Uniform Method; and

WHEREAS, the District desires to use the Uniform Method for the levy, collection and enforcement of non-ad valorem special assessments authorized by Section 197.3632, *Florida Statutes*, for special assessments, including benefit and maintenance assessments, over all the lands in the District as further described in **Exhibit A**.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF VENICE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. Venice Grand Oaks Community Development District, upon conducting its public hearing as required by Section 197.3632, *Florida Statutes*, hereby expresses its need and intent to use the Uniform Method of collecting assessments imposed by the District over the lands described in **Exhibit A**, as provided in Chapters 170 and 190, *Florida Statutes*, each of which are non-ad valorem assessments may be collected annually pursuant to the provisions of Chapter 190, *Florida Statutes*, for the purpose of paying principal and interest on any and all of its indebtedness and for the purpose of paying the cost of operating and maintaining its assessable improvements. The legal description of the boundaries of the real property subject to a levy of assessments is attached and made a part of this Resolution as **Exhibit A**. The non-ad valorem assessments and the District's use of the Uniform Method of collecting its non-ad valorem assessment(s) may continue in any given year when the Board of Supervisors determines that use of the uniform method for that year is in the best interests of the District.

SECTION 2. The District's Secretary is authorized to provide the Property Appraiser and Tax Collector of Sarasota County and the Department of Revenue of the State of Florida with a copy of this Resolution and enter into any agreements with the Property Appraiser and/or Tax Collector necessary to carry out the provisions of this Resolution.

SECTION 3. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 4. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 29th day of June 2026.

ATTEST:

**VENICE GRAND OAKS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

EXHIBIT A: Legal Description of Venice Grand Oaks Community Development District

EXHIBIT A:

Legal Description of Venice Grand Oaks Community Development District

A parcel of land lying in Section 22, Township 38 South, Range 19 East, Sarasota County, Florida described as follows:

COMMENCE at the Northwest corner of Section 22, Township 38 South, Range 19 East, Sarasota County, Florida; thence S.00°30'20"E., along the West line of said Section 22, a distance of 2680.99 feet to the Southwest corner of the Northwest $\frac{1}{4}$ of said Section 22; thence S.89°44'18"E., leaving said West line of Section 22, a distance of 40.00 feet to a point on the East Right of Way line of Knight's Trail Road as recorded in Official Records Book 2089, Page 2446 of the Public Records of Sarasota County, Florida, same being the POINT OF BEGINNING; thence S.00°29'36"E., along said East Right of Way line of Knight's Trail Road, a distance of 1280.55 feet to the intersection of the East Right of Way of Knight's Trail Road and the North Right of Way of Gene Green Road (50' Wide Right of Way) per Official Records Book 1084, Page 1581 of the Public Records of Sarasota County, Florida; thence S.89°46'54"E., along said North Right of Way line of Gene Green Road, a distance of 1970.62 feet to a point on the East line of the West half of the Northeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of said Section 22; thence N.00°56'32"W., along said East line of the West half of the Northeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section 22, a distance of 1338.90 feet; thence N.89°43'52"W., a distance of 1960.16 feet to a point on said East Right of Way line of Knight's Trail Road; thence S.00°30'19"E., along said East Right of Way line, a distance of 59.91 feet to the POINT OF BEGINNING.

Parcel contains 2,632,597 square feet, or 60.4361 acres more or less.

SECTION C

SECTION 1

RESOLUTION 2026-35

THE ANNUAL APPROPRIATION RESOLUTION OF THE VENICE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGETS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025, AND ENDING SEPTEMBER 30, 2026; AND FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2026, AND ENDING SEPTEMBER 30, 2027; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Venice Grand Oaks Community Development District (“**District**”) was established by Ordinance No. 2026-12 of the City of Venice, Florida, effective April 28, 2026; and

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2026, submitted to the Board of Supervisors (“**Board**”) of the District proposed budgets for the remainder of the fiscal year beginning October 1, 2025, and ending September 30, 2026 (“**Fiscal Year 2026**”), and for the fiscal year beginning October 1, 2026, and ending September 30, 2027 (“**Fiscal Year 2027**”), along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes* (each, a “**Proposed Budget**”); and

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

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

WHEREAS, the District Manager posted the Proposed Budgets on the District’s website at least two (2) days before the public hearings; and

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE VENICE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budgets, copies of which is on file with the office of the District Manager and at the District's Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The Proposed Budget for the remainder of Fiscal Year 2026, attached hereto as **Exhibit A**, as amended by the Board, and the Proposed Budget for Fiscal Year 2027, attached hereto as **Exhibit B**, as amended by the Board, are hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (together, the "**Adopted Budgets**"), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budgets may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budgets, as amended, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as: "*The Budget for the Venice Grand Oaks Community Development District Ending September 30, 2026*"; and "*The Budget for the Venice Grand Oaks Community Development District for the Fiscal Year Ending September 30, 2027*".
- d. The Adopted Budgets shall be posted by the District Manager on the District's official website within thirty (30) days after adoption and shall remain on the website for at least two (2) years.

SECTION 2. APPROPRIATIONS

- a. ***Fiscal Year 2026.*** There is hereby appropriated out of the revenues of the District, for Fiscal Year 2026, the sum of \$ _____ to be raised by developer funding and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$
--------------------	----

- b. ***Fiscal Year 2027.*** There is hereby appropriated out of the revenues of the District, for Fiscal Year 2027, the sum of \$_____ to be raised by developer funding and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$
--------------------	----

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, at any time within Fiscal Year 2026 or Fiscal Year 2027, as applicable, or within sixty (60) days following the end of the Fiscal Year 2026 or Fiscal Year 2027, as applicable, the District may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.
- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. above are posted on the District's website within five (5) days after adoption and remain on the website for at least two (2) years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 29th DAY OF JUNE, 2026.

ATTEST:

**VENICE GRAND OAKS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

By:_____

Its:_____

Exhibit A: Adopted Budget for Fiscal Year 2026 & Fiscal Year 2027

Exhibit A:

Adopted Budget for Fiscal Year 2026 & Fiscal Year 2027

Venice Grand Oaks
Community Development District

Proposed Budget
FY2026 - FY2027



Table of Contents

1

General Fund

2-4

General Fund Narrative

Venice Grand Oaks

Community Development District

Proposed Budget General Fund

Description	Proposed Budget FY2026*	Proposed Budget FY2027
<u>Revenues</u>		
Developer Contributions	\$ 64,002	\$ 388,628
Total Revenues	\$ 64,002	\$ 388,628
<u>Expenditures</u>		
<i><u>General & Administrative</u></i>		
Supervisor Fees	\$ 6,000	\$ 12,000
FICA Expenditures	\$ 459	\$ 918
Engineering	\$ 7,500	\$ 15,000
Attorney	\$ 12,500	\$ 25,000
Dissemination	\$ -	\$ 5,000
Trustee Fees	\$ -	\$ 4,500
Arbitrage	\$ -	\$ 450
Audit Fees	\$ -	\$ 4,000
Management Fees	\$ 20,000	\$ 40,000
Information Technology	\$ 900	\$ 1,800
Website Maintenance **	\$ 2,350	\$ 1,200
Telephone	\$ 150	\$ 300
Postage & Delivery	\$ 500	\$ 1,000
Insurance	\$ 2,500	\$ 5,000
Copies	\$ 500	\$ 1,000
Legal Advertising	\$ 7,500	\$ 15,000
Contingencies	\$ 2,500	\$ 5,000
Office Supplies	\$ 313	\$ 625
Travel Per Diem	\$ 330	\$ 660
Dues, Licenses & Subscriptions	\$ -	\$ 175
General and Administrative Expenditures	\$ 64,002	\$ 138,628
<i><u>Field Operations</u></i>		
Contingencies	\$ -	\$ 250,000
Total Field Expenditures	\$ -	\$ 250,000
Total Expenditures	\$ 64,002	\$ 388,628
Excess Revenues/(Expenditures)	\$ -	\$ -

* This budget is prorated for April 2026

**Budget amount includes a one-time website creation fee.

Venice Grand Oaks

Community Development District

General Fund Narrative

Revenues:

Developer Contributions

Represents funding to be provided by the Developer under a funding agreement to cover General Fund expenditures for the Fiscal Year.

Expenditures:

General & Administrative:

Supervisor Fees

Represents fees paid to each member of the Board of Supervisors for time devoted to District business and meetings. Pursuant to Chapter 190, Florida Statutes, each Supervisor may receive \$200 per meeting, not to exceed \$4,800 per year.

FICA Expenditures

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

Engineering

Represents general engineering services provided by Absolute Engineering, Inc., including attendance and preparation for monthly Board meetings, invoice review, and various projects as directed by the Board of Supervisors and District Manager.

Attorney

Represents general legal services provided by Kilinski Van Wyk, PLLC., including but not limited to attendance and preparation for meetings, preparation and review of agreements, resolutions, and other legal matters as directed by the Board of Supervisors and the District Manager.

Dissemination

Represents costs associated with the compliance of the Securities and Exchange Commission (SEC) Rule 15c2-12(b)(5), including continuing disclosure and reporting requirements for the District's bond issuances. The District has contracted with Governmental Management Services – Central Florida, LLC to provide these services.

Trustee Fees

Represents costs associated with trustee services for the District's anticipated Bonds, provided by U.S. Bank, including administration of bond funds, processing of payments, and compliance with trust indenture requirements.

Management Fees

Represents costs associated with management, accounting, and administrative services provided under a Management Agreement with Governmental Management Services – Central Florida, LLC, including but not limited to recording and transcription of Board meetings, administrative services, budget preparation, financial reporting, and coordination of the annual audit.

Venice Grand Oaks

Community Development District

General Fund Narrative

Information Technology

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

Website Maintenance

Represents the costs with Governmental Management Services–Central Florida LLC associated with monitoring and maintaining the District’s website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

Telephone

Represents costs associated with telephone, fax, and related communication services utilized for District administrative operations and official communications.

Postage & Delivery

Represents costs associated with mailing services for checks, Board meeting materials, correspondence, legal notices, overnight deliveries, and other District administrative documents.

Insurance

Represents costs associated with the District’s general liability, public officials liability, and other insurance coverages provided by Florida Insurance Alliance (FIA), which specializes in insurance programs for governmental entities.

Copies

Represents costs associated with copying and printing services for District operations, including Board meeting materials, correspondence, reports, and other administrative documents.

Legal Advertising

Represents costs associated with advertising required notices for Board meetings, public hearings, and other official District actions in a newspaper of general circulation.

Contingencies

Represents bank charges and other miscellaneous expenses incurred during the fiscal year.

Office Supplies

Represents costs associated with office supplies purchased during the fiscal year, including paper, minute books, file folders, labels, paper clips, and other administrative materials used in District operations.

Travel Per Diem

Represents costs associated with travel expense reimbursements for Board Supervisors and authorized personnel related to attendance at meetings, conferences, training sessions, and other official District activities.

Venice Grand Oaks

Community Development District

General Fund Narrative

Dues, Licenses & Subscriptions

Represents the annual special district fee of \$175 paid to the Florida Department of Commerce, as required by Florida Statutes, to maintain the District's active status and compliance with state reporting requirements.

Field Operations:

Contingencies

Represents funds allocated for unforeseen field-related expenses that are incurred during the fiscal year.

SECTION D

SECTION 1

RESOLUTION 2026-36

A RESOLUTION OF THE BOARD OF SUPERVISORS OF VENICE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT ADOPTING RULES OF PROCEDURE; ADOPTING AMENITY DISCIPLINARY RULES; ADOPTING RATES, FEES AND CHARGES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Venice Grand Oaks Community Development District (“District”) is a local unit of special purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, which owns, operates and maintains, or anticipates owning, operating and maintaining, certain amenity facilities and other public facilities (collectively, “Amenity Facilities”); and

WHEREAS, Chapters 190 and 120, *Florida Statutes*, authorize the District to adopt rules, rates, charges and fees to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, to provide for efficient and effective District operations and to maintain compliance with Florida law, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution the Rules of Procedure attached hereto as **Exhibit A** for immediate use and application; and

WHEREAS, the Board also desires to adopt rules relating to the suspension and/or termination of patrons’ rights to utilize the Amenity Facilities; and

WHEREAS, the Board finds that it is in the best interests of the District and necessary for the efficient operation of the District to adopt by resolution the *Suspension and Termination of Access Rule* (“Disciplinary Rule”), which is attached hereto as **Exhibit B** and incorporated herein by this reference, for immediate use and application; and

WHEREAS, the Board finds that it is in the best interests of the District and necessary for the efficient operation of the District to adopt by resolution the fee schedule, which is attached hereto as **Exhibit C** and incorporated herein by this reference, for immediate use and application (“Fee Schedule”); and

WHEREAS, the Board finds that the Fee Schedule outlined in **Exhibit C** is just and equitable having been based upon (i) the amount of service furnished; and (ii) other factors affecting the use of the facilities furnished; and

WHEREAS, the Board of Supervisors has complied with applicable Florida law concerning rule development, ratemaking, and rule and rate adoption, including without limitation the requirements of Sections 120.54 and 190.035, *Florida Statutes*, and the holding of public hearings thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF VENICE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The Rules of Procedure set forth in **Exhibit A** are hereby adopted pursuant to this Resolution as necessary for the conduct of District business. The Rules of Procedure shall stay in full force and effect until such time as the Board may amend these rules in accordance with Chapters 120 and 190, *Florida Statutes*.

SECTION 2. The Disciplinary Rule set forth in **Exhibit B** is hereby adopted pursuant to this Resolution as necessary for the conduct of District business and shall remain in full force and effect unless revised or repealed by the District in accordance with Chapters 120 and 190, *Florida Statutes*.

SECTION 3. The Fee Schedule set forth in **Exhibit C** is hereby adopted pursuant to this Resolution as necessary for the conduct of District business and the Board of Supervisors hereby finds the rates, fees and charges contained in the Fee Schedule as reasonable, just, equitable and in the District's best interests. The Fee Schedule shall remain in full force and effect unless revised or repealed by the District in accordance with Chapters 120 and 190, *Florida Statutes*.

SECTION 4. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 5. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 29th day of June, 2026.

ATTEST:

**VENICE GRAND OAKS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Rules of Procedure
Exhibit B: Disciplinary Rule
Exhibit C: Fee Schedule

EXHIBIT A:
RULES OF PROCEDURE

[BEGINS AT FOLLOWING PAGE]

**RULES OF PROCEDURE
VENICE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT**

EFFECTIVE AS OF JUNE 29, 2026

TABLE OF CONTENTS

<u>Rule 1.0</u>	<u>General</u>	60
<u>Rule 1.1</u>	<u>Board of Supervisors; Officers and Voting</u>	61
<u>Rule 1.2</u>	<u>District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination</u>	65
<u>Rule 1.3</u>	<u>Public Meetings, Hearings, and Workshops</u>	68
<u>Rule 1.4</u>	<u>Internal Controls to Prevent Fraud, Waste and Abuse</u>	73
<u>Rule 2.0</u>	<u>Rulemaking Proceedings</u>	74
<u>Rule 3.0</u>	<u>Competitive Purchase</u>	80
<u>Rule 3.1</u>	<u>Procedure Under the Consultants' Competitive Negotiations Act</u>	85
<u>Rule 3.2</u>	<u>Procedure Regarding Auditor Selection</u>	89
<u>Rule 3.3</u>	<u>Purchase of Insurance</u>	93
<u>Rule 3.4</u>	<u>Pre-qualification</u>	95
<u>Rule 3.5</u>	<u>Construction Contracts, Not Design-Build</u>	101
<u>Rule 3.6</u>	<u>Construction Contracts, Design-Build</u>	105
<u>Rule 3.7</u>	<u>Payment and Performance Bonds</u>	110
<u>Rule 3.8</u>	<u>Goods, Supplies, and Materials</u>	111
<u>Rule 3.9</u>	<u>Maintenance Services</u>	115
<u>Rule 3.10</u>	<u>Contractual Services</u>	118
<u>Rule 3.11</u>	<u>Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9</u>	119
<u>Rule 4.0</u>	<u>Effective Date</u>	122

Rule 1.0 General.

- (1) Venice Grand Oaks Community Development District (“District”) was created pursuant to the provisions of Chapter 190 of the Florida Statutes, and was established to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (“Rules”) is to describe the general operations of the District.
- (2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (3) Unless specifically permitted by a written agreement with the District, the District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours, which are 9:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays.
- (4) A Rule of the District shall be effective upon adoption by affirmative vote of the District Board. After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

Rule 1.1 Board of Supervisors; Officers and Voting.

- (1) Board of Supervisors. The Board of Supervisors of the District (“Board”) shall consist of five (5) members. Members of the Board (“Supervisors”) appointed by ordinance or rule or elected by landowners must be citizens of the United States of America and residents of the State of Florida. Supervisors elected or appointed by the Board to elector seats must be citizens of the United States of America, residents of the State of Florida and of the District and registered to vote with the Supervisor of Elections of the county in which the District is located and for those elected, shall also be qualified to run by the Supervisor of Elections. The Board shall exercise the powers granted to the District under Florida law.
 - (a) Supervisors shall hold office for the term specified by Section 190.006 of the Florida Statutes. If, during the term of office, any Board member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s). If three or more vacancies exist at the same time, a quorum, as defined herein, shall not be required to appoint replacement Board members.
 - (b) Three (3) members of the Board shall constitute a quorum for the purposes of conducting business, exercising powers and all other purposes. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited from, or abstains from, participating in discussion or voting on a particular item.
 - (c) Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in the Rules or required by law. Subject to Rule 1.3(10), a Board member participating in the Board meeting by teleconference or videoconference shall be entitled to vote and take all other action as though physically present.
 - (d) Unless otherwise provided for by an act of the Board, any one Board member may attend a mediation session on behalf of the Board. Any agreement resulting from such mediation session must be approved pursuant to subsection (1)(c) of this Rule.
- (2) Officers. At the first Board meeting held after each election where the newly elected members take office, the Board shall select a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, and Treasurer.
 - (a) The Chairperson must be a member of the Board. If the Chairperson resigns from that office or ceases to be a member of the Board, the Board shall select a Chairperson. The Chairperson serves at the pleasure of the Board. The Chairperson shall be authorized to execute resolutions and contracts on the District’s behalf. The Chairperson shall convene and conduct all meetings of the Board. In the event the Chairperson is unable to attend a

meeting, the Vice-Chairperson shall convene and conduct the meeting. The Chairperson or Vice-Chairperson may delegate the responsibility of conducting the meeting to the District's manager ("District Manager") or District Counsel, in whole or in part.

- (b) The Vice-Chairperson shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. The Vice-Chairperson has the authority to execute resolutions and contracts on the District's behalf in the absence of the Chairperson. If the Vice-Chairperson resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chairperson. The Vice-Chairperson serves at the pleasure of the Board.
- (c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. An employee of the District Manager may serve as Secretary. The Secretary shall be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (d) The Treasurer need not be a member of the Board but must be a resident of the State of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3) of the Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board. The Treasurer shall either be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (e) In the event that both the Chairperson and Vice-Chairperson are absent from a Board meeting and a quorum is present, the Board may designate one of its members or a member of District staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions, and other documents approved by the Board at such meeting. In the event that the Chairperson and Vice-Chairperson are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.
- (f) The Board may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.

- (g) The Chairperson, Vice-Chairperson, and any other person authorized by District Resolution may sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board.
- (3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, review of bids, proposals, and qualifications, contract negotiations, personnel matters, and budget preparation. Florida Open Meetings Laws apply to such Committees.
- (4) Record Book. The Board shall keep a permanent record book entitled "Record of Proceedings," in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, and corporate acts. The Records of Proceedings shall be located at a District office and shall be available for inspection by the public.
- (5) Meetings. For each fiscal year, the Board shall establish a schedule of regular meetings, which shall be published in a newspaper of general circulation in the county in which the District is located and filed with the local general-purpose governments within whose boundaries the District is located. All meetings of the Board and Committees serving an advisory function shall be open to the public in accordance with the provisions of Chapter 286 of the Florida Statutes.
- (6) Voting Conflict of Interest. The Board shall comply with Section 112.3143 of the Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, "voting conflict of interest" shall be governed by the Florida Constitution and Chapters 112 and 190 of the Florida Statutes, as amended from time to time. Generally, a voting conflict exists when a Board member is called upon to vote on an item which would inure to the Board member's special private gain or loss or the Board member knows would inure to the special private gain or loss of a principal by whom the Board member is retained, the parent organization or subsidiary of a corporate principal, a business associate, or a relative including only a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.
 - (a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board's Secretary prior to participating in any discussion with the Board on the matter. The Board member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes.

If the Board member was elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, the Board member may vote or abstain from voting on the matter at issue. If the Board

member was elected by electors residing within the District, the Board member is prohibited from voting on the matter at issue. In the event that the Board member intends to abstain or is prohibited from voting, such Board member shall not participate in the discussion on the item subject to the vote.

The Board's Secretary shall prepare a Memorandum of Voting Conflict (Form 8B) which shall then be signed by the Board member, filed with the Board's Secretary, and provided for attachment to the minutes of the meeting within fifteen (15) days of the meeting.

- (b) If a Board member inadvertently votes on a matter and later learns he or she has a conflict on the matter, the member shall immediately notify the Board's Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate Memorandum of Voting Conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The Memorandum of Voting Conflict shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the Memorandum of Voting Conflict. The Board member's vote is unaffected by this filing.
- (c) It is not a conflict of interest for a Board member, the District Manager, or an employee of the District to be a stockholder, officer or employee of a landowner or of an entity affiliated with a landowner.
- (d) In the event that a Board member elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, has a continuing conflict of interest, such Board member is permitted to file a Memorandum of Voting Conflict at any time in which it shall state the nature of the continuing conflict. Only one such continuing Memorandum of Voting Conflict shall be required to be filed for each term the Board member is in office.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 112.3143, 190.006, 190.007, Fla. Stat.

Rule 1.2 District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination.

- (1) District Offices. Unless otherwise designated by the Board, the official District office shall be the District Manager's office identified by the District Manager. If the District Manager's office is not located within the county in which the District is located, the Board shall designate a local records office within such county which shall at a minimum contain, but not be limited to, the following documents:
- (a) Agenda packages for prior twenty-four (24) months and next meeting;
 - (b) Official minutes of meetings, including adopted resolutions of the Board;
 - (c) Names and addresses of current Board members and District Manager, unless such addresses are protected from disclosure by law;
 - (d) Adopted engineer's reports;
 - (e) Adopted assessment methodologies/reports;
 - (f) Adopted disclosure of public financing;
 - (g) Limited Offering Memorandum for each financing undertaken by the District;
 - (h) Proceedings, certificates, bonds given by all employees, and any and all corporate acts;
 - (i) District policies and rules;
 - (j) Fiscal year end audits; and
 - (k) Adopted budget for the current fiscal year.

The District Manager shall ensure that each District records office contains the documents required by Florida law.

- (2) Public Records. District public records include, but are not limited to, all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business of the District. All District public records not otherwise restricted by law may be copied or inspected at the District Manager's office during regular business hours. Certain District records can also be inspected and copied at the District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules

is appointed as the District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.

- (3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.
- (4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of \$0.15 per page for one-sided copies and \$0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar (\$1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature and volume of the public records to be inspected or copied. The charge may include the labor costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word "extensive" shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars (\$25.00), then, prior to commencing work on the request, the District will inform the person making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce the requested records. After the request has been fulfilled, additional payments or credits may be

due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

- (5) Records Retention. The Secretary of the District shall be responsible for retaining the District's records in accordance with applicable Florida law.
- (6) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.
- (7) Financial Disclosure Coordination. Unless specifically designated by Board resolution otherwise, the Secretary shall serve as the Financial Disclosure Coordinator ("Coordinator") for the District as required by the Florida Commission on Ethics ("Commission"). The Coordinator shall create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the agency of, and the office or position held by, all Supervisors and other persons required by Florida law to file a statement of financial interest due to their affiliation with the District ("Reporting Individual"). The Coordinator shall provide this list to the Commission by February 1 of each year, which list shall be current as of December 31 of the prior year. Each Supervisor and Reporting Individual shall promptly notify the Coordinator in writing if there are any changes to such person's name, e-mail address, or physical address. Each Supervisor and Reporting Individual shall promptly notify the Commission in the manner prescribed by the Commission if there are any changes to such person's e-mail address.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 112.31446(3), 112.3145(8)(a)1., 119.07, 119.0701, 190.006, Fla. Stat.

Rule 1.3 Public Meetings, Hearings, and Workshops.

- (1) Notice. Except in emergencies, or as otherwise required by statute or these Rules, at least seven (7) days' public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and in the county in which the District is located. "General circulation" means a publication that is printed and published at least once a week for the preceding year, offering at least 25% of its words in the English language, qualifies as a periodicals material for postal purposes in the county in which the District is located, is for sale to the public generally, is available to the public generally for the publication of official or other notices, and is customarily containing information of a public character or of interest or of value to the residents or owners of property in the county where published, or of interest or of value to the general public. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published in a newspaper not of limited subject matter, which is published at least five days a week, unless the only newspaper in the county is published less than five days a week, and shall satisfy the requirement to give at least seven (7) days' public notice stated herein. Each Notice shall state, as applicable:
 - (a) The date, time and place of the meeting, hearing or workshop;
 - (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
 - (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
 - (d) The following or substantially similar language: "Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least three (3) business days before the meeting/hearing/workshop by contacting the District Manager at Jill Burns, jburns@gmscfl.com, Governmental Management Services - Central Florida, LLC, 219 E. Livingston Street, Orlando, Florida 32801 (407) 841-5524. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office."
 - (e) The following or substantially similar language: "A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based."

- (f) The following or substantially similar language: “The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record.”

The date, time, and place of each meeting, hearing, or workshop of the Board shall additionally be posted on the District’s website at least seven (7) days before each meeting, hearing, or workshop.

- (2) Mistake. In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules has been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.
- (3) Agenda. The District Manager, under the guidance of District Counsel and the Chairperson or Vice-Chairperson, shall prepare an agenda of the meeting/hearing/workshop. The agenda and any meeting materials available in an electronic format, excluding any confidential and any confidential and exempt information, shall be available to the public at least seven days before the meeting/hearing/workshop, except in an emergency. Meeting materials shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that District staff deems necessary for Board approval (“Meeting Materials”). Inclusion of additional materials for Board consideration other than those defined herein as “meeting materials” shall not convert such materials into Meeting Materials. For good cause, which includes but is not limited to emergency situations, time-sensitive matters, or newly discovered information essential for Board consideration, the agenda may be changed after it is first made available for distribution, and additional materials may be added or provided under separate cover at the meeting. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

The District may, but is not required to, use the following format, or similar format, in preparing its agenda for its regular meetings:

- Call to order
- Roll call
- Public comment
- Organizational matters
- Review of minutes
- Specific items of old business
- Specific items of new business
- Staff reports
 - (a) District Counsel
 - (b) District Engineer
 - (c) District Manager

1. Financial Report

2. Approval of Expenditures

Supervisor's requests and comments

Public comment

Adjournment

- (4) Minutes. The Secretary shall be responsible for preparing and keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting. The Secretary may work with other staff members in preparing draft minutes for the Board's consideration.
- (5) Special Requests. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.
- (6) Emergency Meetings. The Chairperson, or Vice-Chairperson if the Chairperson is unavailable, upon consultation with the District Manager and District Counsel, if available, may convene an emergency meeting of the Board without first having complied with sections (1) and (3) of this Rule, to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to provide public notice and notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. Notice of the emergency meeting must be provided both before and after the meeting on the District's website, including the specific reasons for the emergency meeting. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation in the District. After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, the time, date and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.
- (7) Public Comment. The Board shall set aside three (3) minutes per person, unless extended or reduced by the Chairperson based on the number of speakers, the meeting agenda and other reasonable factors, at each meeting for public comment, and members of the public shall be permitted to provide comment on any proposition before the Board. The portion of the meeting generally reserved for public comment shall be identified in the agenda. Policies governing public comment may be adopted by the Board in accordance with Florida law.
- (8) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Section 190.008 of the Florida Statutes. Once adopted in accord with Section 190.008 of the Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board. Approval of invoices by the Board in excess of the

funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.

- (9) Public Hearings. Notice of required public hearings shall contain the information required by applicable Florida law and by these Rules applicable to meeting notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and these Rules and are mailed and published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.
- (10) Participation by Teleconference/Videoconference. District staff may participate in Board meetings by teleconference or videoconference. Board members may also participate in Board meetings by teleconference or videoconference if in the good judgment of the Board extraordinary circumstances exist; provided however, at least three Board members must be physically present at the meeting location to establish a quorum. Such extraordinary circumstances shall be presumed when a Board member participates by teleconference or videoconference, unless a majority of the Board members physically present determines that extraordinary circumstances do not exist. Extraordinary circumstances may include, but are not limited to, illness, family emergencies, or other significant schedule conflicts which prevent in-person meeting attendance.
- (11) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Unless such procedure is waived by the Board, approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, an opportunity for final board discussion and an affirmative vote by the majority of the Board members present. Any Board member, including the Chairperson, can make or second a motion.
- (12) Continuances. Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:
 - (a) The Board identifies on the record at the original meeting a reasonable need for a continuance;
 - (b) The continuance is to a specified date, time, and location publicly announced at the original meeting; and
 - (c) The public notice for the original meeting states that the meeting may be continued to a date and time and states that the date, time, and location of any continuance shall be publicly announced at the original meeting and posted at the District Office immediately following the original meeting.

- (13) Attorney-Client Sessions. An Attorney-Client Session is permitted when the District's attorneys deem it necessary to meet in private with the Board to discuss pending litigation to which the District is a party before a court or administrative agency or as may be authorized by law. The District's attorney must request such session at a public meeting. Prior to holding the Attorney-Client Session, the District must give reasonable public notice of the time and date of the session and the names of the persons anticipated to attend the session. The session must commence at an open meeting in which the Chairperson or Vice-Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy related to litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened, and the Chairperson or Vice-Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.
- (14) Security and Firesafety Board Discussions. Portions of a meeting which relate to or would reveal a security or firesafety system plan or portion thereof made confidential and exempt by section 119.071(3)(a), Florida Statutes, are exempt from the public meeting requirements and other requirements of section 286.011, *Florida Statutes*, and section 24(b), Article 1 of the State Constitution. Should the Board wish to discuss such matters, members of the public shall be required to leave the meeting room during such discussion. Any records of the Board's discussion of such matters, including recordings or minutes, shall be maintained as confidential and exempt records in accordance with Florida law.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 189.069(2)(a)16, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

Rule 1.4 Internal Controls to Prevent Fraud, Waste and Abuse

- (1) Internal Controls. The District shall establish and maintain internal controls designed to:
- (a) Prevent and detect “fraud,” “waste” and “abuse” as those terms are defined in section 11.45(1), *Florida Statutes*; and
 - (b) Promote and encourage compliance with applicable laws, rules,, contracts, grant agreements, and best practices; and
 - (c) Support economical and efficient operations; and
 - (d) Ensure reliability of financial records and reports; and
 - (e) Safeguard assets.
- (2) Adoption. The internal controls to prevent fraud, waste and abuse shall be adopted and amended by the District in the same manner as District policies.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 218.33(3), Fla. Stat.

Rule 2.0 Rulemaking Proceedings.

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District Rule shall be conducted according to these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District. A “rule” is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District (“Rule”). Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.
- (2) Notice of Rule Development.
 - (a) Except when the intended action is the repeal of a Rule, the District shall provide notice of the development of a proposed rule by publication of a Notice of Rule Development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by section (3) of this Rule. Consequently, the Notice of Rule Development shall be published at least seven (7) days before the notice of rulemaking described in Section 2.0(3), *infra.*, and at least thirty-five (35) days prior to the public hearing on the proposed rule. The Notice of Rule Development shall indicate the subject area to be addressed by rule development, provide a short, plain explanation of the purpose and effect of the proposed rule, cite the grant of rulemaking authority for the proposed rule and law being implemented, include the proposed rule number, and include a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft, if available.
 - (b) All rules as drafted shall be consistent with Sections 120.54(1)(g) and 120.54(2)(b) of the Florida Statutes.
- (3) Notice of Proceedings and Proposed Rules.
 - (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, including: a short, plain explanation of the purpose and effect of the proposed action, the proposed rule number (if applicable), a reference to the specific rulemaking authority pursuant to which the rule is adopted, a reference to the section or subsection of the Florida Statutes being implemented, interpreted, or made specific, and the name, e-mail address, and telephone number of the staff member who may be contacted regarding the intended action. The notice shall include a summary of the District’s statement of estimated regulatory costs and the website address where the complete statement of estimated regulatory costs may be viewed, if such a

statement has been prepared pursuant to Section 120.541(2), *Florida Statutes*, and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice. The notice shall additionally include a statement that any affected person may request a public hearing by submitting a written request within twenty-one (21) days after the date of publication of the notice. Except when intended action is the repeal of a rule, the notice shall include a reference to both the date on which and the place where the Notice of Rule Development required by section (2) of this Rule appeared.

- (b) The notice shall be published in a newspaper of general circulation in the District and each county in which the District is located not less than twenty-eight (28) days prior to the intended action. The proposed rule and any material proposed to be incorporated by reference shall be available for inspection and copying by the public at the time of the publication of notice.
 - (c) The notice shall be mailed, delivered electronically to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to publication of the notice, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice by mail of District proceedings to adopt, amend, or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing.
- (4) Rule Development Workshops. Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the Chairperson must explain in writing why a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.
 - (5) Petitions to Initiate Rulemaking. All Petitions to Initiate Rulemaking proceedings must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District or has a substantial interest in the rulemaking. Not later than thirty (30) calendar days following the date of filing a petition, the Board shall initiate rulemaking proceedings or deny the petition with a written statement of its reasons for the denial. If the petition is directed to an existing policy that the District has not formally adopted as a rule, the District may, in its discretion, notice and hold a public hearing on the petition to consider the comments of the public directed to the policy, its scope and application, and to consider whether the public interest is served adequately by the application of the policy on a case-by-case basis, as contrasted with its formal adoption as a rule. However, this section shall not be construed as requiring the District to adopt a rule to replace a policy.

- (6) Rulemaking Materials. After the publication of the notice referenced in section (3) of this Rule, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:
- (a) The text of the proposed rule, or any amendment or repeal of any existing rules;
 - (b) A detailed written statement of the facts and circumstances justifying the proposed rule;
 - (c) A copy of the statement of estimated regulatory costs if required by Section 120.541 of the Florida Statutes; and
 - (d) The published notice.
- (7) Hearing. The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the notice described in section (3) of this Rule, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. The District shall publish notice of the public hearing in a newspaper of general circulation within the District either in the text of the notice described in section (3) of this Rule or in a separate publication at least seven (7) days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.
- (8) Emergency Rule Adoption. The Board may adopt an emergency rule if it finds that it is necessitated by immediate danger to the public health, safety, or welfare which requires immediate action, or if the Legislature authorizes the Board to adopt emergency rules. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of the emergency rules together with the Board's findings of immediate danger, necessity, and procedural fairness or a citation to the grant of emergency rulemaking authority shall be published as soon as possible in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule provided that such procedure protects the public interest and complies with applicable law and these provisions.
- (9) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the Florida Statutes, may

be published in a newspaper of general circulation in the county in which the District is located.

(10) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record. The record shall include, if applicable:

- (a) The texts of the proposed rule and the adopted rule;
- (b) All notices given for a proposed rule;
- (c) Any statement of estimated regulatory costs for the rule;
- (d) A written summary of hearings, if any, on the proposed rule;
- (e) All written comments received by the District and responses to those written comments; and
- (f) All notices and findings pertaining to an emergency rule.

(11) Petitions to Challenge Existing Rules.

- (a) Any person substantially affected by a rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District's authority.
- (b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a rule is substantially affected by it.
- (c) The petition shall be filed with the District. Within ten (10) days after receiving the petition, the Chairperson shall, if the petition complies with the requirements of subsection (b) of this section, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other qualified person as a hearing officer who shall conduct a hearing within thirty (30) days thereafter, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.
- (d) Within thirty (30) days after the hearing, the hearing officer shall render a decision and state the reasons therefor in writing.

- (e) Hearings held under this section shall be de novo in nature. The petitioner has a burden of proving by a preponderance of the evidence that the existing rule is an invalid exercise of District authority as to the objections raised. The hearing officer may:
 - (i) Administer oaths and affirmations;
 - (ii) Rule upon offers of proof and receive relevant evidence;
 - (iii) Regulate the course of the hearing, including any pre-hearing matters;
 - (iv) Enter orders; and
 - (v) Make or receive offers of settlement, stipulation, and adjustment.
 - (f) The petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (12) Variances and Waivers. A “variance” means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A “waiver” means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variances and waivers from District rules may be granted subject to the following:
- (a) Variances and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, "substantial hardship" means a demonstrated economic, technological, legal, safety-related, or other significant type of hardship to the person requesting the variance or waiver. For purposes of this section, "principles of fairness" are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.
 - (b) A person who is subject to regulation by a District Rule may file a petition with the District, requesting a variance or waiver from the District’s Rule. Each petition shall specify:
 - (i) The rule from which a variance or waiver is requested;
 - (ii) The type of action requested;

- (iii) The specific facts that would justify a waiver or variance for the petitioner; and
 - (iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.
 - (c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by Rule of the District, the District shall proceed, at the petitioner's written request, to process the petition.
 - (d) The Board shall grant or deny a petition for variance or waiver and shall announce such disposition at a publicly held meeting of the Board, within ninety (90) days after receipt of the original petition, the last item of timely requested additional material, or the petitioner's written request to finish processing the petition. The District's statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District's action.
- (13) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings. Policies adopted by the District which do not consist of rates, fees, rentals or other charges may be, but are not required to be, implemented through rulemaking proceedings.

Specific Authority: §§ 190.011(5), 190.011(15), 190.035, Fla. Stat.

Law Implemented: §§ 120.54, 190.011(5), 190.035(2), Fla. Stat.

Rule 3.0 Competitive Purchase.

- (1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017 of the Florida Statutes, the following provisions shall apply to the purchase of Professional Services, insurance, construction contracts, design-build services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Board Authorization. Except in cases of an Emergency Purchase, a competitive purchase governed by these Rules shall only be undertaken after authorization by the Board.
- (3) Definitions.
 - (a) “Competitive Solicitation” means a formal, advertised procurement process, other than an Invitation to Bid, Request for Proposals, or Invitation to Negotiate, approved by the Board to purchase commodities and/or services which affords vendors fair treatment in the competition for award of a District purchase contract.
 - (b) “Continuing Contract” means a contract for Professional Services entered into in accordance with Section 287.055 of the Florida Statutes, between the District and a firm, whereby the firm provides Professional Services to the District for projects in which the costs do not exceed two million dollars (\$2,000,000), for a study activity when the fee for such Professional Services to the District does not exceed two hundred thousand dollars (\$200,000), or for work of a specified nature as outlined in the contract with the District, with no time limitation except that the contract must provide a termination clause (for example, a contract for general District engineering services). Firms providing Professional Services under Continuing Contracts shall not be required to bid against one another.
 - (c) “Contractual Service” means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. Contractual Services do not include auditing services, Maintenance Services, or Professional Services as defined in Section 287.055(2)(a) of the Florida Statutes, and these Rules. Contractual Services also do not include any contract for the furnishing of labor or materials for the construction, renovation, repair, modification, or demolition of any facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property entered into pursuant to Chapter 255 of the Florida Statutes, and Rules 3.5 or 3.6.
 - (d) “Design-Build Contract” means a single contract with a Design-Build Firm for the design and construction of a public construction project.

- (e) “Design-Build Firm” means a partnership, corporation or other legal entity that:
 - (i) Is certified under Section 489.119 of the Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
 - (ii) Is certified under Section 471.023 of the Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219 of the Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319 of the Florida Statutes, to practice or to offer to practice landscape architecture.
- (f) “Design Criteria Package” means concise, performance-oriented drawings or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District’s Request for Proposals, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.
- (g) “Design Criteria Professional” means a firm who holds a current certificate of registration under Chapter 481 of the Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471 of the Florida Statutes, to practice engineering, and who is employed by or under contract to the District to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.
- (h) “Emergency Purchase” means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where

the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

- (i) “Invitation to Bid” is a written or electronically posted solicitation for sealed bids with the title, date, and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, qualification, evaluation criteria, and provides for a manual signature of an authorized representative. It may include one or more bid alternates.
- (j) “Invitation to Negotiate” means a written or electronically posted solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or services.
- (k) “Negotiate” means to conduct legitimate, arm’s length discussions and conferences to reach an agreement on a term or price.
- (l) “Professional Services” means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of Florida, or those services performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper, in connection with the firm's or individual's professional employment or practice.
- (m) “Proposal (or Reply or Response) Most Advantageous to the District” means, as determined in the sole discretion of the Board, the proposal, reply, or response that is:
 - (i) Submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements, who has the integrity and reliability to assure good faith performance;
 - (ii) The most responsive to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation as determined by the Board; and
 - (iii) For a cost to the District deemed by the Board to be reasonable.
- (n) “Purchase” means acquisition by sale, rent, lease, lease/purchase, or installment sale. It does not include transfer, sale, or exchange of goods, supplies, or materials between the District and any federal, state, regional or local governmental entity or political subdivision of the State of Florida.

- (o) “Request for Proposals” or “RFP” is a written or electronically posted solicitation for sealed proposals with the title, date, and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.
- (p) “Responsive and Responsible Bidder” means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. “Responsive and Responsible Vendor” means an entity or individual that has submitted a proposal, reply, or response that conforms in all material respects to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the following:
 - (i) The ability and adequacy of the professional personnel employed by the entity/individual;
 - (ii) The past performance of the entity/individual for the District and in other professional employment;
 - (iii) The willingness of the entity/individual to meet time and budget requirements;
 - (iv) The geographic location of the entity’s/individual’s headquarters or office in relation to the project;
 - (v) The recent, current, and projected workloads of the entity/individual;
 - (vi) The volume of work previously awarded to the entity/individual, provided that for a public works project as defined in Section 255.0992, *Florida Statutes*, the District may not penalize a bidder for performing a larger volume of construction work for the District or reward a bidder for performing a smaller volume of construction work for the District;

- (vii) Whether the cost components of the bid or proposal are appropriately balanced; and
- (viii) Whether the entity/individual is a certified minority business enterprise as defined in Section 287.0943, *Florida Statutes*.
- (q) “Responsive Bid,” “Responsive Proposal,” “Responsive Reply,” and “Responsive Response” all mean a bid, proposal, reply, or response which conforms in all material respects to the specifications and conditions in the Invitation to Bid, Request for Proposals, Invitations to Negotiate, or Competitive Solicitation document and these Rules, and the cost components of which, if any, are appropriately balanced. A bid, proposal, reply or response is not responsive if the person or firm submitting it fails to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.033, 255.0992, 255.20, 287.055, Fla. Stat.

Rule 3.1 Procedure Under the Consultants' Competitive Negotiations Act.

- (1) Scope. The following procedures are adopted for the selection of firms or individuals to provide Professional Services exceeding the thresholds herein described, for the negotiation of such contracts, and to provide for protest of actions of the Board under this Rule. As used in this Rule, "Project" means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for Professional Services is estimated by the District to exceed the threshold amount provided in Section 287.017 for CATEGORY TWO, as such categories may be amended or adjusted from time to time.
- (2) Qualifying Procedures. In order to be eligible to provide Professional Services to the District, a consultant must, at the time of receipt of the firm's qualification submittal:
 - (a) Hold all required applicable state professional licenses in good standing;
 - (b) Hold all required applicable federal licenses in good standing, if any;
 - (c) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the consultant is a corporation; and
 - (d) Meet any qualification requirements set forth in the District's Request for Qualifications.

Evidence of compliance with this Rule may be submitted with the qualifications, if requested by the District. In addition, evidence of compliance must be submitted any time requested by the District.

- (3) Public Announcement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when Professional Services are required for a Project or a Continuing Contract by publishing a notice providing a general description of the Project, or the nature of the Continuing Contract, and the method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation in the District and in such other places as the District deems appropriate. The notice must allow at least fourteen (14) days for submittal of qualifications from the date of publication. The District may maintain lists of consultants interested in receiving such notices. These consultants are encouraged to submit annually statements of qualifications and performance data. The District shall make reasonable efforts to provide copies of any notices to such consultants, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process. The Board has the right to reject any and all

qualifications, and such reservation shall be included in the published notice. Consultants not receiving a contract award shall not be entitled to recover from the District any costs of qualification package preparation or submittal.

(4) Competitive Selection.

- (a) The Board shall review and evaluate the data submitted in response to the notice described in section (3) of this Rule regarding qualifications and performance ability, as well as any statements of qualifications on file. The Board shall conduct discussions with, and may require public presentation by consultants regarding their qualifications, approach to the Project, and ability to furnish the required services. The Board shall then select and list the consultants, in order of preference, deemed to be the most highly capable and qualified to perform the required Professional Services, after considering these and other appropriate criteria:
 - (i) The ability and adequacy of the professional personnel employed by each consultant;
 - (ii) Whether a consultant is a certified minority business enterprise;
 - (iii) Each consultant's past performance;
 - (iv) The willingness of each consultant to meet time and budget requirements;
 - (v) The geographic location of each consultant's headquarters, office and personnel in relation to the project;
 - (vi) The recent, current, and projected workloads of each consultant; and
 - (vii) The volume of work previously awarded to each consultant by the District.
- (b) Nothing in these Rules shall prevent the District from evaluating and eventually selecting a consultant if less than three (3) Responsive qualification packages, including packages indicating a desire not to provide Professional Services on a given Project, are received.
- (c) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.
- (d) Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all consultants

by United States Mail, hand delivery, electronic mail, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(5) Competitive Negotiation.

- (a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as most qualified to perform the required Professional Services at a rate or amount of compensation which the Board determines is fair, competitive, and reasonable.
- (b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that "wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting." In addition, any professional service contract under which such a certificate is required, shall contain a provision that "the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs."
- (c) Should the District be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached, those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.
- (d) Should the District be unable to negotiate a satisfactory agreement with one of the top three (3) ranked consultants, additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

(6) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.

- (7) Continuing Contract. Nothing in this Rule shall prohibit a Continuing Contract between a consultant and the District.
- (8) Emergency Purchase. The District may make an Emergency Purchase without complying with these Rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 190.011(3), 190.033, 287.055, Fla. Stat.

Rule 3.2 Procedure Regarding Auditor Selection.

In order to comply with the requirements of Section 218.391 of the Florida Statutes, the following procedures are outlined for selection of firms or individuals to provide Auditing Services and for the negotiation of such contracts. For audits required under Chapter 190 of the Florida Statutes but not meeting the thresholds of Chapter 218 of the Florida Statutes, the District need not follow these procedures but may proceed with the selection of a firm or individual to provide Auditing Services and for the negotiation of such contracts in the manner the Board determines is in the best interests of the District.

(1) Definitions.

- (a) "Auditing Services" means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.
- (b) "Committee" means the auditor selection committee appointed by the Board as described in section (2) of this Rule.

(2) Establishment of Auditor Selection Committee. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Board shall establish an auditor selection committee ("Committee"), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee shall include at least three individuals, at least one of which must also be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.

(3) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

- (a) Minimum Qualifications. In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:

- (i) Hold all required applicable state professional licenses in good standing;
- (ii) Hold all required applicable federal licenses in good standing, if any;
- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation; and
- (iv) Meet any pre-qualification requirements established by the Committee and set forth in the RFP or other specifications.

If requested in the RFP or other specifications, evidence of compliance with the minimum qualifications as established by the Committee must be submitted with the proposal.

- (b) Evaluation Criteria. The factors established for the evaluation of Auditing Services by the Committee shall include, but are not limited to:
 - (i) Ability of personnel;
 - (ii) Experience;
 - (iii) Ability to furnish the required services; and
 - (iv) Such other factors as may be determined by the Committee to be applicable to its particular requirements.

The Committee may also choose to consider compensation as a factor. If the Committee establishes compensation as one of the factors, compensation shall not be the sole or predominant factor used to evaluate proposals.

- (4) Public Announcement. After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (3) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation in the District and the county in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.
- (5) Request for Proposals. The Committee shall provide interested firms with a Request for Proposals (“RFP”). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee determines is necessary for the firm to prepare a proposal. The RFP shall state the time and

place for submitting proposals.

- (6) Committee's Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed at least seven (7) days in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm's qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (3)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.
- (7) Board Selection of Auditor.
 - (a) Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms' respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
 - (b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm or document in its public records the reason for not selecting the highest-ranked qualified firm.
 - (c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.

- (d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.
- (8) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:
 - (a) A provision specifying the services to be provided and fees or other compensation for such services;
 - (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
 - (c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;
 - (d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be five (5) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule but must be in writing.
 - (e) Provisions required by law that require the auditor to comply with public records laws.
- (9) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by United States Mail, hand delivery, electronic mail, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests regarding the award of contracts under this Rule shall be as provided for in Rule 3.11. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 119.0701, 218.33, 218.391, Fla. Stat.

Rule 3.3 Purchase of Insurance.

- (1) Scope. The purchases of life, health, accident, hospitalization, legal expense, or annuity insurance, or all of any kinds of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by this Rule. This Rule does not apply to the purchase of any other type of insurance by the District, including but not limited to liability insurance, property insurance, and directors and officers insurance. Nothing in this Rule shall require the District to purchase insurance.
- (2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:
 - (a) The Board shall cause to be prepared a Notice of Invitation to Bid.
 - (b) Notice of the Invitation to Bid shall be advertised at least once in a newspaper of general circulation within the District. The notice shall allow at least fourteen (14) days for submittal of bids.
 - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. The District shall make reasonable efforts to provide copies of any notices to such persons, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process.
 - (d) Bids shall be opened at the time and place noted in the Invitation to Bid.
 - (e) If only one (1) response to an Invitation is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.
 - (f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.
 - (g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies that have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, the cost, if any, to the District officers, employees, or their dependents, relevant business presence and capability to service the District's needs, and the ability of the company to guarantee premium stability may be considered. A contract to purchase insurance shall be

awarded to that company whose response to the Invitation to Bid best meets the overall needs of the District, its officers, employees, and/or dependents.

- (h) Notice of the intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of insurance under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 112.08, Fla. Stat.

Rule 3.4 Pre-qualification

- (1) Scope. In its discretion, the District may undertake a pre-qualification process in accordance with this Rule for vendors to provide construction services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Procedure. When the District seeks to pre-qualify vendors, the following procedures shall apply:
 - (a) The Board shall cause to be prepared a Request for Qualifications.
 - (b) For construction services exceeding the thresholds described in Section 255.20 of the Florida Statutes, the Board must advertise the proposed prequalification criteria and procedures and allow at least seven (7) days' notice of the public hearing for comments on such pre-qualification criteria and procedures. At such public hearing, potential vendors may object to such pre-qualification criteria and procedures. Following such public hearing, the Board shall formally adopt pre-qualification criteria and procedures prior to the advertisement of the Request for Qualifications for construction services.
 - (c) The Request for Qualifications shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall allow at least seven (7) days for submittal of qualifications for goods, supplies and materials, Contractual Services, maintenance services, and construction services under two hundred fifty thousand dollars (\$250,000). The notice shall allow at least twenty-one (21) days for submittal of qualifications for construction services estimated to cost over two hundred fifty thousand dollars (\$250,000) and thirty (30) days for construction services estimated to cost over five hundred thousand dollars (\$500,000).
 - (d) The District may maintain lists of persons interested in receiving notices of Requests for Qualifications. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, or hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any pre-qualification determination or contract awarded in accordance with these Rules and shall not be a basis for a protest of any pre-qualification determination or contract award.
 - (e) If the District has pre-qualified vendors for a particular category of purchase, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies or responses in response to the applicable Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

- (f) In order to be eligible to submit qualifications, a firm or individual must, at the time of receipt of the qualifications:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
 - (iv) Meet any special pre-qualification requirements set forth in the Request for Qualifications.

Evidence of compliance with these Rules must be submitted with the qualifications if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the qualifications.

- (g) Qualifications shall be presented to the Board, or a committee appointed by the Board, for evaluation in accordance with the Request for Qualifications and this Rule. Minor variations in the qualifications may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature.
- (h) All vendors determined by the District to meet the pre-qualification requirements shall be pre-qualified. To assure full understanding of the responsiveness to the requirements contained in a Request for Qualifications, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion and revision of qualifications. For construction services, any contractor pre-qualified and considered eligible by the Department of Transportation to bid to perform the type of work the project entails shall be presumed to be qualified to perform the project.
- (i) The Board shall have the right to reject all qualifications if there are not enough to be competitive or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of qualification preparation or submittal from the District.
- (j) Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all vendors by United States Mail, electronic mail, hand delivery, or overnight delivery service. The notice shall

include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's pre-qualification decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11; provided however, protests related to the pre-qualification criteria and procedures for construction services shall be resolved in accordance with section (2)(b) of this Rule and Section 255.20(1)(b) of the Florida Statutes.

(3) Suspension, Revocation, or Denial of Qualification

(a) The District, for good cause, may deny, suspend, or revoke a prequalified vendor's pre-qualified status. A suspension, revocation, or denial for good cause shall prohibit the vendor from bidding on any District construction contract for which qualification is required, shall constitute a determination of non-responsibility to bid on any other District construction or maintenance contract, and shall prohibit the vendor from acting as a material supplier or subcontractor on any District contract or project during the period of suspension, revocation, or denial. Good cause shall include the following:

- i. One of the circumstances specified under Section 337.16(2), *Florida Statutes*, has occurred.
- ii. Affiliated contractors submitted more than one proposal for the same work. In this event the pre-qualified status of all of the affiliated bidders will be revoked, suspended, or denied. All bids of affiliated bidders will be rejected.
- iii. The vendor made or submitted false, deceptive, or fraudulent statements, certifications, or materials in any claim for payment or any information required by any District contract.
- iv. The vendor or its affiliate defaulted on any contract or a contract surety assumed control of financial responsibility for any contract of the vendor.
- v. The vendor's qualification to bid is suspended, revoked, or denied by any other public or semi-public entity, or the vendor has been the subject of a civil enforcement proceeding or settlement involving a public or semi-public entity.
- vi. The vendor failed to comply with contract or warranty requirements or failed to follow District direction in the performance of a contract.
- vii. The vendor failed to timely furnish all contract documents required by the contract specifications, special provisions, or by any state or federal statutes or regulations. If the vendor fails to furnish any of the subject contract documents by the expiration of the period of suspension,

revocation, or denial set forth above, the vendor's pre-qualified status shall remain suspended, revoked, or denied until the documents are furnished.

- viii. The vendor failed to notify the District within 10 days of the vendor, or any of its affiliates, being declared in default or otherwise not completing work on a contract or being suspended from qualification to bid or denied qualification to bid by any other public or semi-public agency.
 - ix. The vendor did not pay its subcontractors or suppliers in a timely manner or in compliance with contract documents.
 - x. The vendor has demonstrated instances of poor or unsatisfactory performance, deficient management resulting in project delay, poor quality workmanship, a history of payment of liquidated damages, untimely completion of projects, uncooperative attitude, contract litigation, inflated claims or defaults.
 - xi. An affiliate of the vendor has previously been determined by the District to be non-responsible, and the specified period of suspension, revocation, denial, or non-responsibility remains in effect.
 - xii. The vendor or affiliate(s) has been convicted of a contract crime.
 - 1. The term "contract crime" means any violation of state or federal antitrust laws with respect to a public contract or any violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract.
 - 2. The term "convicted" or "conviction" means a finding of guilt or a conviction of a contract crime, with or without an adjudication of guilt, in any federal or state trial court of record as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
 - xiii. Any other circumstance constituting "good cause" under Section 337.16(2), *Florida Statutes*, exists.
- (b) The pre-qualified status of a contractor found delinquent under Section 337.16(1), *Florida Statutes*, shall be denied, suspended, or revoked. A denial, suspension, or revocation shall prohibit the vendor from being a subcontractor on District work during the period of denial, suspension, or revocation, except when a prime contractor's bid has used prices of a subcontractor who becomes disqualified after the bid, but before the request for authorization to sublet is presented.

- (c) The District shall inform the vendor in writing of its intent to deny, suspend, or revoke its pre-qualified status and inform the vendor of its right to a hearing, the procedure which must be followed, and the applicable time limits. If a hearing is requested within ten (10) days after the receipt of the notice of intent, the hearing shall be held within thirty (30) days after receipt by the District of the request for the hearing. The decision shall be issued in writing within fifteen (15) business days after the hearing.
- (d) Such suspension or revocation shall not affect the vendor's obligations under any preexisting contract.
- (e) If a contractor's pre-qualified status is revoked, suspended, or denied and the contractor receives an additional period of revocation, suspension, or denial of its pre-qualified status, the time periods will run consecutively.
- (f) In the case of contract crimes, the vendor's pre-qualified status under this Rule shall be revoked indefinitely. For all violations of Rule 3.4(3)(a) other than for the vendor's conviction for contract crimes, the revocation, denial, or suspension of a vendor's pre-qualified status under this Rule shall be for a specific period of time based on the seriousness of the deficiency.

Examples of factors affecting the seriousness of a deficiency are:

- i. Impacts on project schedule, cost, or quality of work;
 - ii. Unsafe conditions allowed to exist;
 - iii. Complaints from the public;
 - iv. Delay or interference with the bidding process;
 - v. The potential for repetition;
 - vi. Integrity of the public contracting process;
 - vii. Effect on the health, safety, and welfare of the public.
- (g) The District shall deny or revoke the pre-qualified status of any contractor and its affiliates for a period of 36 months when it is determined by the District that the contractor has, subsequent to January 1, 1978, been convicted of a contract crime within the jurisdiction of any state or federal court. Any such contractor shall not act as a prime contractor, material supplier, subcontractor, or consultant on any District contract or project during the period of denial or revocation.

(4) Reapplication and Reinstatement

- (a) A contractor whose qualification to bid has been revoked or denied because of

contract crime may, at any time after revocation or denial, file a petition for reapplication or reinstatement. However, a contractor may not petition for reapplication or reinstatement for a period of 24 months after revocation or denial for a subsequent conviction occurring within 10 years of a previous denial or revocation for contract crime.

- (b) If the petition for reapplication or reinstatement is denied, the contractor cannot petition for a subsequent hearing for a period of nine months following the date of the final order of revocation or denial.
- (c) If the petition for reapplication or reinstatement is granted, the contractor must file a current Application for Qualification with the Contracts Administration Office. Reinstatement shall not be effective until issuance of a Certificate of Qualification.

(5) Emergency Suspension and Revocation

- (a) The District may summarily issue an emergency suspension of a contractor's qualification to bid if it finds that imminent danger exists to the public health, safety, or welfare.
- (b) The written notice of emergency suspension shall state the specific facts and reasons for finding an imminent danger to the public health, safety, or welfare exists.
- (c) The District, within 10 days of the emergency suspension, shall initiate formal suspension or revocation proceedings in compliance with Rule 3.4(3), except the 10-day notice requirement shall not be construed to prevent a hearing at the earliest time practicable upon request of the aggrieved party.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.033, 255.0525, 255.20, Fla. Stat.; §§ 14-22.012, 14-22.0121, 14-22.014, Fla. Admin. Code.

Rule 3.5 Construction Contracts, Not Design-Build.

- (1) Scope. All contracts for the construction or improvement of any building, structure, or other public construction works authorized by Chapter 190 of the Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20 of the Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and the procedures of Section 255.20 of the Florida Statutes, as the same may be amended from time to time. A project shall not be divided solely to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of construction services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation in the District and in the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, proposals, replies, or responses, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of bids, proposals, replies, or responses. If the Board has previously pre-qualified contractors pursuant to Rule 3.4 and determined that only the contractors that have been pre-qualified will be permitted to submit bids, proposals, replies, and responses, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation need not be published. Instead, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be sent to the pre-qualified contractors by United States Mail, electronic mail, hand delivery, or overnight delivery service.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, or hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

- (d) If the District has pre-qualified providers of construction services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses to Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations.
- (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the bidder is a corporation; and
 - (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Any contractor that has been found guilty by a court of competent jurisdiction of any violation of federal labor or employment tax laws regarding subjects including but not limited to, reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past five (5) years shall be deemed ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response, if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and these Rules. Minor variations in the bids,

proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board, provided such corrections do not result in a material change to the bid amount or create an unfair advantage. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.

- (g) The lowest Responsive Bid submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No contractor shall be entitled to recover any costs of bid, proposal, response, or reply preparation or submittal from the District.
- (i) The Board may require potential contractors to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all contractors by United States Mail, electronic mail, hand delivery, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the

bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the construction services without further competitive selection processes.

- (3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (5) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules only when there exists an immediate and serious need for construction services that cannot be met through normal procurement methods and the lack of such services would seriously threaten: (i) the District's ability to perform essential services; (ii) the preservation or protection of property or improvements; or (iii) the health, safety, or welfare of any person. The fact that an Emergency Purchase has occurred or is necessary, along with a detailed description of the basis for the emergency determination, shall be noted in the minutes of the next Board Meeting.
- (6) Exceptions. This Rule is inapplicable when:
 - (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contract; or
 - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board

that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.6 Construction Contracts, Design-Build.

- (1) Scope. The District may utilize Design-Build Contracts for any public construction project for which the Board determines that use of such contract is in the best interest of the District. When letting a Design-Build Contract, the District shall use the following procedure:
- (2) Procedure.
 - (a) The District shall utilize a Design Criteria Professional meeting the requirements of Section 287.055(2)(k) of the Florida Statutes, when developing a Design Criteria Package, evaluating the proposals and qualifications submitted by Design-Build Firms, and determining compliance of the project construction with the Design Criteria Package. The Design Criteria Professional may be an employee of the District, may be the District Engineer selected by the District pursuant to Section 287.055 of the Florida Statutes, or may be retained pursuant to Rule 3.1. The Design Criteria Professional is not eligible to render services under a Design-Build Contract executed pursuant to the Design Criteria Package.
 - (b) A Design Criteria Package for the construction project shall be prepared and sealed by the Design Criteria Professional. If the project utilizes existing plans, the Design Criteria Professional shall create a Design Criteria Package by supplementing the plans with project specific requirements, if any.
 - (c) The Board may either choose to award the Design-Build Contract pursuant to the competitive proposal selection process set forth in Section 287.055(9) of the Florida Statutes, or pursuant to the qualifications-based selection process pursuant to Rule 3.1.
 - (i) Qualifications-Based Selection. If the process set forth in Rule 3.1 is utilized, subsequent to competitive negotiations, a guaranteed maximum price and guaranteed completion date shall be established.
 - (ii) Competitive Proposal-Based Selection. If the competitive proposal selection process is utilized, the Board, in consultation with the Design Criteria Professional, shall establish the criteria, standards

and procedures for the evaluation of Design-Build Proposals based on price, technical, and design aspects of the project, weighted for the project. After a Design Criteria Package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited pursuant to the design criteria by the following procedure:

1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation in the county in which the District is located. The notice shall allow at least twenty-one (21) days for submittal of sealed proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of proposals.
2. The District may maintain lists of persons interested in receiving notices of Requests for Proposals. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, or hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
3. In order to be eligible to submit a proposal, a firm must, at the time of receipt of the proposals:
 - a. Hold the required applicable state professional licenses in good standing, as defined by Section 287.055(2)(h) of the Florida Statutes;
 - b. Hold all required applicable federal licenses in good standing, if any;
 - c. Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation;
 - d. Meet any special pre-qualification requirements set forth in the Request for Proposals and Design Criteria Package.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past five (5) years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the proposal if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the proposal.

4. The proposals, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. In consultation with the Design Criteria Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability, and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design-Build Firms as the most qualified.
5. The Board shall have the right to reject all proposals if the proposals are too high, or rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.
6. If less than three (3) Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no Responsive Proposals are received, the District may proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.

7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all consultants by United States Mail, hand delivery, electronic mail, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.
9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package and shall provide the Board with a report of the same.

- (3) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (4) Emergency Purchase. The Board may, in case of a public emergency, declare an emergency and immediately proceed with negotiations with the best qualified Design-Build Firm available at the time. The fact that an Emergency Purchase has occurred shall be noted in the minutes of the next Board meeting.
- (5) Exceptions. This Rule is inapplicable when:
 - (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; or
 - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.7 Payment and Performance Bonds.

- (1) Scope. This Rule shall apply to contracts for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work and shall be construed in addition to terms prescribed by any other Rule that may also apply to such contracts.
- (2) Required Bond. Upon entering into a contract for any of the services described in section (1) of this Rule in excess of \$200,000, the Board should require that the contractor, before commencing the work, execute and record a payment and performance bond in an amount equal to the contract price. Notwithstanding the terms of the contract or any other law, the District may not make payment to the contractor until the contractor has provided to the District a certified copy of the recorded bond.
- (3) Discretionary Bond. At the discretion of the Board, upon entering into a contract for any of the services described in section (1) of this Rule for an amount not exceeding \$200,000, the contractor may be exempted from executing a payment and performance bond.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 255.05, Fla. Stat.

Rule 3.8 Goods, Supplies, and Materials.

- (1) Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, shall be purchased under the terms of this Rule. Contracts for purchases of “goods, supplies, and materials” do not include printing, insurance, advertising, or legal notices. A contract involving goods, supplies, or materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of goods, supplies, or materials is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, or Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, or hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of goods, supplies, and materials, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses.
 - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

Any firm or individual whose principal place of business is outside the State of Florida must also submit a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that foreign state to business entities whose principal places of business are in that foreign state, in the letting of any or all public contracts. Failure to submit such a written opinion or submission of a false or misleading written opinion may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and this Rule. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid, after taking into account the preferences provided for in this subsection, submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be accepted. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which does not grant a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of

Florida shall be awarded a preference of five percent (5%). If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which grants a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference equal to the preference granted by such foreign state.

To assure full understanding of the responsiveness to the solicitation requirements contained in an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, electronic mail, hand delivery, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods, supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the goods, supplies, and materials without further competitive selection processes.

- (3) Goods, Supplies, and Materials included in a Construction Contract Awarded Pursuant to Rule 3.5 or 3.6. There may be occasions where the District has undergone the competitive purchase of construction services which contract may include the provision of goods, supplies, or materials. In that instance, the District may approve a change order to the contract and directly purchase the goods, supplies, and materials. Such purchase of goods, supplies, and materials deducted from a competitively purchased construction contract shall be exempt from this Rule.
- (4) Exemption. Goods, supplies, and materials that are only available from a single source are exempt from this Rule. Goods, supplies, and materials provided by governmental agencies are exempt from this Rule. A contract for goods, supplies, or materials is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process. This Rule shall not apply to the purchase of goods, supplies or materials that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules.
- (5) Renewal. Contracts for the purchase of goods, supplies, and/or materials subject to this Rule may be renewed for a maximum period of five (5) years.
- (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 189.053, 190.033, 287.017, 287.084, Fla. Stat.

Rule 3.9 Maintenance Services.

- (1) Scope. All contracts for maintenance of any District facility or project shall be set under the terms of this Rule if the cost exceeds the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR. A contract involving goods, supplies, and materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of maintenance services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, or hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of maintenance services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, and responses.
 - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and these Rules. Minor variations in the bids, proposals, replies, and responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate or Competitive Solicitation the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, or responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No Vendor shall be

entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.

- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
 - (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, electronic mail, hand delivery, , or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of maintenance services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
 - (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase the maintenance services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of maintenance services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the maintenance services without further competitive selection processes.
- (3) Exemptions. Maintenance services that are only available from a single source are exempt from this Rule. Maintenance services provided by governmental agencies are exempt from this Rule. A contract for maintenance services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
 - (4) Renewal. Contracts for the purchase of maintenance services subject to this Rule may be renewed for a maximum period of five (5) years.
 - (5) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
 - (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), 190.033, Fla. Stat.

Law Implemented: §§ 119.0701, 190.033, 287.017, Fla. Stat.

Rule 3.10 Contractual Services.

- (1) Exemption from Competitive Purchase. Pursuant to Section 190.033(3) of the Florida Statutes, Contractual Services shall not be subject to competitive purchasing requirements. If an agreement is predominantly for Contractual Services, but also includes maintenance services or the purchase of goods and services, the contract shall not be subject to competitive purchasing requirements. Regardless of whether an advertisement or solicitation for Contractual Services is identified as an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, no rights or remedies under these Rules, including but not limited to protest rights, are conferred on persons, firms, or vendors proposing to provide Contractual Services to the District.

- (2) Contracts; Public Records. In accordance with Florida law, each contract for Contractual Services shall include provisions required by law that require the contractor to comply with public records laws.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 190.011(3), 190.033, Fla. Stat.

Rule 3.11 Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9.

The resolution of any protests with respect to proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9 shall be in accordance with this Rule.

(1) Filing.

- (a) With respect to a protest regarding qualifications, specifications, documentation, or other requirements contained in a Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation issued by the District, the notice of protest shall be filed in writing within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the first advertisement of the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's intended decision. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (b) Except for those situations covered by subsection (1)(a) of this Rule, any firm or person who is affected adversely by a District's ranking or intended award under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9 and desires to contest the District's ranking or intended award, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after receipt of the notice of the District's ranking or intended award. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's ranking or intended award. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (c) If the requirement for the posting of a protest bond and the amount of the protest bond, which may be expressed by a percentage of the contract to be awarded or a set amount, is disclosed in the District's competitive solicitation documents for a particular purchase under Rules 3.1, 3.2, 3.3,

3.4, 3.5, 3.6, 3.8, or 3.9, any person who files a notice of protest must post the protest bond. The amount of the protest bond shall be determined by District staff after consultation with the Board and within the limits, if any, imposed by Florida law. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.

- (d) The District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours, which are 9:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays.
- (2) Contract Execution. Upon receipt of a notice of protest which has been timely filed, the District shall not execute the contract under protest until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances showing that delay incident to protest proceedings will jeopardize the funding for the project, will materially increase the cost of the project, or will create an immediate and serious danger to the public health, safety, or welfare, the contract may be executed.
- (3) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be sent via certified mail, hand delivery, or email with delivery confirmation to the protestor and any substantially affected persons or parties not less than three (3) calendar days prior to such informal proceeding. Within thirty (30) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.
- (4) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided for in section (3) of this Rule, the District shall schedule a formal hearing to resolve the protest. The Chairperson shall designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other qualified person as a hearing officer to conduct the hearing. The hearing officer may:
 - (a) Administer oaths and affirmations;
 - (b) Rule upon offers of proof and receive relevant evidence;
 - (c) Regulate the course of the hearing, including any pre-hearing matters;

(d) Enter orders; and

(e) Make or receive offers of settlement, stipulation, and adjustment.

The hearing officer shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action. The District shall allow each party fifteen (15) calendar days from receipt of the recommended order in which to submit written exceptions to the recommended order. The District shall issue a final order within sixty (60) days after the filing of the recommended order.

- (5) Intervenors. Other substantially affected persons may join the proceedings as intervenors by filing a motion to intervene within 10 calendar days of the initial protest filing, on terms that shall not unduly delay the proceedings.
- (6) Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect, or an irregularity in the competitive solicitation process, the Bids, Proposals, Replies, and Responses are too high, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.
- (7) Settlement. Nothing herein shall preclude the settlement of any protest under this Rule at any time.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 190.033, Fla. Stat.

Rule 4.0 Effective Date.

These Rules shall be effective June 29, 2026, except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

EXHIBIT B:
DISCIPLINARY RULE

[BEGINS AT FOLLOWING PAGE]

SUSPENSION AND TERMINATION OF PRIVILEGES

SUSPENSION AND TERMINATION OF ACCESS RULE

Law Implemented: ss. 120.69, 190.011, 190.012, Fla. Stat. (2025)

Effective Date: June 29, 2026

In accordance with Chapters 190 and 120 of the Florida Statutes, and on June 29, 2026, at a duly noticed public meeting, the Board of Supervisors (“Board”) of Venice Grand Oaks Community Development District (“District”) adopted the following rules to govern disciplinary and enforcement matters. All prior rules / policies of the District governing this subject matter are hereby rescinded for any violations occurring after the date stated above.

1. Introduction. This rule addresses disciplinary and enforcement matters relating to the use of recreational facilities and other properties owned and managed by the District (“Amenity Center” or “Amenity Facilities”).

2. General Rule. All persons using the Amenity Facilities and entering District properties are responsible for compliance with all policies established for the safe operations of the District’s Amenity Facilities (“Policies” which may be amended from time to time as determined to be in the best interests of the District). Capitalized terms not herein defined shall have the meaning ascribed to them in the District’s adopted Policies.

3. Access Card. Access Cards are the property of the District. The District may request surrender of, or may deactivate, an Access Card for violation of the District’s Policies.

4. Suspension and Termination of Rights. The District, through its Board of Supervisors (“Board”) and District Manager (or other designee of the District as determined by the Board) shall have the right to restrict or suspend, and after a hearing as set forth herein, terminate the Amenity Facilities access of any Patron and members of their household or Guests to use all or a portion of the Amenity Facilities for any of the following acts (each, a “Violation”):

- a. Submitting false information on any application for use of the Amenity Facilities, including but not limited to facility rental applications;
- b. Failing to abide by the terms of rental applications;
- c. Permitting the unauthorized use of an Access Card or otherwise facilitating or allowing unauthorized use of the Amenity Facilities;
- d. Exhibiting inappropriate behavior or repeatedly wearing inappropriate attire, as defined in the District’s Amenity Policies;
- e. Failing to pay amounts owed to the District for amenity-related fees, charges, or damages in a proper and timely manner (with the exception of

- special assessments);
- f. Failing to abide by any District rules or policies (e.g., Amenity Policies);
 - g. Treating District Staff, contractors, representatives, residents, Patrons or Guests, in a harassing or abusive manner;
 - h. Damaging, destroying, rendering inoperable or interfering with the operation of District property, Amenities or other property located on District property;
 - i. Failing to reimburse the District for Amenities or property damaged by such person, or a minor for whom the person has charge, or a Guest;
 - j. Engaging in conduct that is likely to endanger the health, safety, or welfare of the District, District Staff, contractors, representatives, landowners, Patrons or Guests;
 - k. Committing or being alleged, in good faith, to have committed a crime on District property that leads the District to reasonably believe the health, safety or welfare of the District, District Staff, contractors, representatives, landowners, Patrons or Guests is likely endangered;
 - l. Engaging in another Violation after a verbal warning has been given by staff (which verbal warning is not required); or
 - m. Such person's Guest or a member of their household committing any of the above Violations.

Permanent termination of access to the District's Amenity Facilities shall only be considered and implemented by the Board in situations where the Board finds, based on competent evidence, that the person poses a long term or continuing threat to the health, safety and/or welfare of the District, District Staff, contractors, representatives, landowners, Patrons or Guests. The Board, in its sole discretion and upon motion of any Board member, may vote to rescind a termination of access to the Amenity Facilities.

5. Suspension Procedures.

- a. ***Immediate Suspension.*** The District Manager or his or her designee has the ability to immediately remove any person from one or all Amenities or issue a suspension for up to sixty (60) days for the Violations described above, or when such action is necessary to protect the health, safety and welfare of other Patrons and their Guests, or to protect the District's Amenities or property from damage. If, based on the nature of the offense, staff recommends a suspension longer than sixty (60) days, such suspension shall be considered at the next Board meeting. Criminal acts committed on District property, as determined by law enforcement through arrest or formal charge, or as determined by District staff based on substantial competent evidence, shall result in an immediate suspension until the next Board meeting.
- b. ***Notice of Suspension.*** The District Manager or his or her designee shall mail a letter via certified mail, return receipt requested, or other method providing proof of delivery, to the person suspended referencing the conduct at issue, the sections

of the District's rules and policies violated, the time, date, and location of the next regular Board meeting where the person's suspension will be presented to the Board, and a statement that the person has a right to appear before the Board and offer testimony and evidence why the suspension should be lifted. If the person is a minor, the letter shall be sent to the adults at the address within the community where the minor resides.

6. Administrative Reimbursement. The Board may, upon finding of a Violation and after providing written notice and reasonable opportunity for hearing, require payment of an administrative reimbursement not to exceed Five Hundred Dollars (\$500.00) to offset documented legal and/or administrative expenses actually incurred by the District as a direct result of a Violation ("Administrative Reimbursement"). Such Administrative Reimbursement shall be in addition to any suspension or termination of Amenity access, any applicable legal action warranted by the circumstances, and/or any Property Damage Reimbursement (defined below).

7. Property Damage Reimbursement. If damage to District property or Amenities occurred in connection with a Violation, the person or persons who caused the damage, or the person whose guest caused the damage, or the person who has charge of a minor that caused the damage, shall reimburse the District for the costs of cleaning, repairing, and/or replacing the property ("Property Damage Reimbursement"). Such Property Damage Reimbursement shall be in addition to any suspension or termination of Amenity access, any applicable legal action warranted by the circumstances, and/or any Administrative Reimbursement.

8. Initial Hearing by the Board; Administrative Reimbursement; Property Damage Reimbursement.

- a. If a person's Amenity Facilities privileges are suspended, as referenced in Section 5, such person shall be entitled to a hearing at the next regularly scheduled Board meeting that is at least eight (8) days after the initial suspension, as evidenced by the date of notice sent by certified mail, return receipt requested, or other method providing proof of delivery, or as soon thereafter as a Board meeting is held if the meeting referenced in the letter is canceled, during which both District staff and the person subject to the suspension shall be given the opportunity to appear, present testimony and evidence, cross examine witnesses present, and make arguments. The Board may also ask questions of District Staff, the person subject to the suspension, and witnesses present. All persons are entitled to be represented by a licensed Florida attorney at such hearing if they so choose. Any written materials should be submitted at least seven (7) calendar days before the hearing for consideration by the Board, provided that the Board shall consider any materials timely submitted and may, in its discretion, consider materials submitted less than seven (7) days before the hearing. If the date of the suspension is less than eight (8) days before a Board meeting, the hearing may be scheduled for the following Board meeting at the discretion of the person subject to the suspension.
- b. The person subject to the suspension may request an extension of the hearing date to a future Board meeting, which shall be granted upon a showing of good cause, but such extension shall not stay the suspension.

- c. After the presentations by District Staff, witnesses and the person subject to the suspension, the Board shall consider the facts and circumstances and determine whether to lift or extend the suspension or impose a termination. In determining the length of any suspension, or a termination, the Board shall consider the nature of the conduct, the circumstances of the conduct, the number of rules or policies violated, the person's escalation or de-escalation of the situation, and any prior Violations and/or suspensions.
- d. The Board shall also determine whether an Administrative Reimbursement is warranted and, if so, set the amount of such Administrative Reimbursement.
- e. The Board shall also determine whether a Property Damage Reimbursement is warranted and, if so, set the amount of such Property Damage Reimbursement. If the cost to clean, repair and/or replace the property is not yet available, the Property Damage Reimbursement shall be fixed at the next regularly scheduled Board meeting after the cost to clean, repair, and/or replace the property is known.
- f. After the conclusion of the hearing, the District Manager or his/her designee shall mail a letter to the person suspended identifying the Board's determination at such hearing.

9. Suspension by the Board. The Board on its own initiative acting at a noticed public meeting may elect to consider a suspension of a person's access for committing any of the Violations outlined in Section 4. In such circumstances, a letter shall be sent to the person suspended which contains all the information required by Section 5, and the hearing shall be conducted in accordance with Section 8.

10. Automatic Extension of Suspension for Non-Payment. Unless there is an affirmative vote of the Board otherwise, no suspension or termination will be lifted or expire until all Administrative Reimbursements and Property Damage Reimbursements have been paid to the District. If an Administrative Reimbursement or Property Damage Reimbursement is not paid by its due date, the District reserves the right to request surrender of, or deactivate, all Access Cards associated with an address within the District until such time as the outstanding amounts are paid.

11. Appeal of Board Suspension. After the hearing held by the Board required by Section 8, a person subject to a suspension or termination may appeal the suspension or termination, or the assessment or amount of an Administrative Reimbursement or Property Damage Reimbursement, to the Board by filing a written request for an appeal ("Appeal Request"). The filing of an Appeal Request shall not result in the stay of the suspension or termination. The Appeal Request shall be filed within thirty (30) calendar days after mailing the notice of the Board's determination as required by Section 8(f), above. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file an Appeal Request shall constitute a waiver of all rights to protest the District's suspension or termination and shall constitute a failure to exhaust administrative remedies. The District shall consider the appeal at a Board meeting and shall provide reasonable notice to the person of the Board meeting where the appeal will be considered. At the appeal stage, no new evidence shall be offered or considered. Instead, the appeal is an opportunity for the person subject to the suspension or termination to argue, based on the evidence elicited at the hearing, why the

suspension or termination should be reduced or vacated. The Board may take any action deemed by it in its sole discretion to be appropriate under the circumstances, including affirming, overturning, or otherwise modifying the suspension or termination. The Board's decision on appeal shall be final, subject to any applicable judicial review rights under Florida law.

12. Legal Action; Criminal Prosecution; Trespass. If any person is found to have committed a Violation, such person may additionally be subject to arrest for trespassing or other applicable legal action, civil or criminal in nature. If a person subject to suspension or termination is found at the Amenity Facilities, such person will be subject to arrest for trespassing. If a trespass warrant is issued to a person by a law enforcement agency, the District has no obligation to seek a withdrawal or termination of the trespass warrant even though the issuance of the trespass warrant may effectively prevent a person from using the District's Amenities after expiration of a suspension imposed by the District.

13. Severability. If any section, paragraph, clause or provision of this rule shall be held to be invalid or ineffective for any reason, the remainder of this rule shall continue in full force and effect, it being expressly hereby found and declared that the remainder of this rule would have been adopted despite the invalidity or ineffectiveness of such section, paragraph, clause or provision.

EXHIBIT C:
FEE SCHEDULE

Fee	Adopted Fee Range
Non-Resident Annual User Fee	\$2,500.00 – \$4,000.00
Lost Access Card Replacement	\$25.00 – \$50.00
Amenity Facilities Rental Deposit / Fee	Refundable Deposit \$250 Non-refundable rental fee \$0 - \$500
Returned Check/Insufficient Funds Fee (per occurrence)	\$50.00
Administrative Reimbursement	Up to \$500.00

SECTION VI

RESOLUTION 2026-37

A RESOLUTION OF THE BOARD OF SUPERVISORS OF VENICE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE REMAINING ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2026 AND ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2027; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Venice Grand Oaks Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Venice, Sarasota County, Florida; and

WHEREAS, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District’s regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located; and

WHEREAS, the Board desires to adopt the annual meeting schedules for the remainder of the fiscal year beginning October 1, 2025 and ending September 30, 2026 (“Fiscal Year 2026”), and for the fiscal year beginning October 1, 2026 and ending September 30, 2027 (“Fiscal Year 2027”), attached as **Exhibit A**.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF VENICE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The remainder of Fiscal Year 2026 and the Fiscal Year 2027 annual meeting schedules attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

SECTION 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 29th day of June 2026.

ATTEST:

**VENICE GRAND OAKS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson / Vice Chairperson,
Board of Supervisors

Exhibit A: Remainder of Fiscal Year 2026 Annual Meeting Schedule & Fiscal Year 2027 Annual Meeting Schedule

Exhibit A:

Remainder of Fiscal Year 2026 Annual Meeting Schedule & Fiscal Year 2027 Annual Meeting Schedule

**BOARD OF SUPERVISORS MEETING DATES
VENICE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2026 & FISCAL YEAR 2027 MEETINGS**

The Board of Supervisors of the Venice Grand Oaks Community Development District will hold their remaining regular meetings for Fiscal Year 2026 and their meetings for Fiscal Year 2027 at _____ **on the _____ of every month, at Betty J. Johnson North Sarasota Library, 2801 Newtown Boulevard, Sarasota, Florida 34234**, unless otherwise indicated as follows:

[Meeting Dates]

The meetings are open to the public and will be conducted in accordance with the provision of Florida law for community development districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from Governmental Management Services – Central Florida, LLC, 219 E. Livingston Street, Orlando, Florida 32801 or by calling (407) 841-5524.

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (407) 841-5524 at least three (3) business days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for assistance in contacting the District Office.

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

Jillian Burns
District Manager

SECTION VII



**ABSOLUTE
ENGINEERING, INC.**

June 8, 2026

**RE: Qualifications Statement
 RFQ for Engineering Services for the Venice Grand Oaks Community
 Development District**

Dear Ms. Burns/Ms. Ham:

Attached is the Qualifications Statement for Absolute Engineering to perform Engineering Services for the Venice Grand Oaks CDD.

Should you have any questions or require any additional information, please call me at (813) 221-1521.

Sincerely,
Absolute Engineering, Inc.

Heather E. Wertz, PE, LEED AP
President

CC: File

ABSOLUTE ENGINEERING, INC.

CIVIL ENGINEERING ♦ LAND DEVELOPMENT ♦ TRANSPORTATION ENGINEERING
1000 N. ASHLEY DRIVE, SUITE 925, TAMPA, FLORIDA 33602 ♦ PH: (813) 221-1516



**ABSOLUTE
ENGINEERING, INC.**

**Request for Qualifications for Engineering Services
for the Venice Grand Oaks
Community Development District**

**Prepared for:
Venice Grand Oaks
Community Development District
c/o: Governmental Management Services –
Central Florida, LLC
Attn: Jillian Burns/Samantha Ham
219 E. Livingston St.
Orlando, Florida 32801**

**Prepared By:
Absolute Engineering, Inc.
1000 N. Ashley Dr., Suite 925
Tampa, Florida 33602**

June 8, 2026

ABSOLUTE ENGINEERING, INC.

CIVIL ENGINEERING ♦ LAND DEVELOPMENT ♦ TRANSPORTATION ENGINEERING
1000 North Ashley Dr., Suite 925, TAMPA, FLORIDA 33602 ♦ PH: (813) 221-1516

TABLE OF CONTENTS

Section 1:	BUSINESS LICENSURE
Section 2:	PROFESSIONAL ENGINEERING REGISTRATION
Section 3:	QUALIFICATIONS STATEMENT SECTION 330 FORM
Section 4:	ORGANIZATIONAL CHART
Section 5:	KEY PERSONNEL RESUMES

Section 1
BUSINESS LICENSURE

2025 - 2026 HILLSBOROUGH COUNTY BUSINESS TAX RECEIPT EXPIRES SEPTEMBER 30, 2026
OCC. CODE
260.026000 OFFICE

ACCOUNT NO.
215331
RENEWAL

Receipt Fee 30.00
Hazardous Waste Surcharge 0.00
Law Library Fee 0.00
28358

BUSINESS ABSOLUTE ENGINEERING INC
1000 N ASHLEY DR STE 925
TAMPA, FL 33602

2025 - 2026

NAME ABSOLUTE ENGINEERING INC
1000 N ASHLEY DR STE 925
MAILING TAMPA, FL 33602
ADDRESS

Paid 24-0-540951
07/01/2025 30.00

BUSINESS TAX RECEIPT

NANCY C MILLAN, TAX COLLECTOR

HAS HEREBY PAID A PRIVILEGE TAX TO ENGAGE
IN BUSINESS, PROFESSION, OR OCCUPATION SPECIFIED HEREON

813-635-5200
THIS BECOMES A TAX RECEIPT WHEN VALIDATED.

Receipt # 1856786		Control No. 0777557	
For Period Commencing JULY 1ST, 2025		and ending September 30, 2026	
Total: 241.52		Dated 07/01/2025 Application No.	
This Business Tax Receipt does not permit the holder to operate in violation of any City Law or Ordinance including, but not limited to, Zoning and other land use regulations. If in doubt, the holder should verify that he or she has the appropriate zoning by calling the Office of Land Development Coordination at 274-3100. This Business Tax Receipt must be conspicuously posted in place of business.			
Classification	Description	Amount	2026 CITY OF TAMPA TAX RECEIPT BUSINESS TAX DIVISION By: WEB
107041	ENGINEER	\$231.52	
993000	ADMIN HANDLING FEE	\$10.00	
Business Name and Address ABSOLUTE ENGINEERING INC HEATHER ELIZABETH WERTZ PE 1000 N ASHLEY DR STE 925 TAMPA FL 33602		Business Name and Location HEATHER ELIZABETH WERTZ PE 54691 1000 N ASHLEY DR 925 TAMPA FL 33602	

Section 2

PROFESSIONAL ENGINEERING REGISTRATION

	Ron DeSantis, Governor	Melanie S. Griffin, Secretary	
STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION BOARD OF PROFESSIONAL ENGINEERS			
THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES			
 WERTZ, HEATHER ELIZABETH 3214 W TAMBAY AVENUE TAMPA FL 33611			
LICENSE NUMBER: PE54691 EXPIRATION DATE: FEBRUARY 28, 2027 Always verify licenses online at MyFloridaLicense.com			
	Do not alter this document in any form. This is your license. It is unlawful for anyone other than the licensee to use this document.		

Section 3 WMBE/SBE CERTIFICATIONS

State of Florida

**Woman Business
Certification**

Absolute Engineering, Inc.

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:
01/16/2025 **to** 01/16/2027



Pedro Allende
Florida Department of Management Services


FLORIDA DEPARTMENT OF MANAGEMENT SERVICES
SUPPLIER DEVELOPMENT

Office of Supplier Development
4050 Esplanade Way, Suite 380
Tallahassee, Florida 32399
850-487-0915
www.dms.myflorida.com/osd

Section 4
QUALIFICATIONS STATEMENT SECTION 330 FORM

ARCHITECT-ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*

RFQ FOR QUALIFICATIONS FOR ENGINEERING SERVICES FOR VENICE GRAND OAKS CDD

2. PUBLIC NOTICE DATE

06/01/2026

3. SOLICITATION OR PROJECT NUMBER

LSAR0513448

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

HEATHER E. WERTZ, PRESIDENT

5. NAME OF FIRM

ABSOLUTE ENGINEERING, INC.

6. TELEPHONE NUMBER

(813) 221-1521

7. FAX NUMBER

N/A

8. E-MAIL ADDRESS

HEATHERW@ABSOLUTENG.COM

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

	(Check)				9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V	PARTNER	SUBCONTRACTOR			
a.	☒				ABSOLUTE ENGINEERING, INC. ☐ CHECK IF BRANCH OFFICE	1000 N. ASHLEY DRIVE SUITE 925 TAMPA, FL 33602	CDD ENGINEER
b.					 ☐ CHECK IF BRANCH OFFICE		
c.					 ☐ CHECK IF BRANCH OFFICE		
d.					 ☐ CHECK IF BRANCH OFFICE		
e.					 ☐ CHECK IF BRANCH OFFICE		
f.					 ☐ CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☒ (Attached)

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT*(Complete one Section E for each key person.)*

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
HEATHER E. WERTZ, PE	CDD ENGINEER	a. TOTAL 32	b. WITH CURRENT FIRM 18
15. FIRM NAME AND LOCATION <i>(City and State)</i> ABSOLUTE ENGINEERING, INC., TAMPA, FLORIDA			
16. EDUCATION <i>(Degree and Specialization)</i> Master of Business Administration, University of South Florida (1998) Bachelor of Science in Civil Engineering, University of South Florida (1994)		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> FLORIDA REGISTERED PROFESSIONAL ENGINEER FL PE #54691	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> LEED ACCREDITED PROFESSIONAL MEMBER AMERICAN SOCIETY OF PROFESSIONAL ENGINEERS			

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION <i>(City and State)</i>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
RHODINE ROAD SUBDIVISION, HILLSBOROUGH COUNTY, FLORIDA		ONGOING	ONGOING
a.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project Manager and District Engineer for this 120 acre subdivision including 400 single family residential units and amenity center ☒ Check if project performed with current firm		
POWERLINE ROAD SUBDIVISION, DAVENPORT, FLORIDA		ONGOING	ONGOING
b.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project Manager and CDD Engineer for a 192 acre subdivision including 585 single family residential units and amenity center. ☒ Check if project performed with current firm		
FOREST BROOKE SUBDIVISION, HILLSBOROUGH COUNTY, FLORIDA		2022	
c.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project Manager and District Engineer for a 680 acre Mixed Unit Planned Development including 2,500 single family residential units and amenity center. ☒ Check if project performed with current firm		
CYPRESS RIDGE SUBDIVISION, HILLSBOROUGH COUNTY, FLORIDA		ONGOING	ONGOING
d.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project Manager and District Engineer for a 531.8 acres expected to consist of 1,056 single family lots, recreation/amenity areas, parks, and associated infrastructure constructed in 3 phases. ☒ Check if project performed with current firm		
KNIGHTS TRAIL SUBDIVISION, CITY OF VENICE, SARASOTA, CO, FL		ONGOING	
e.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project Manager for a 60.44 acres for a subdivision for 338 total units with single-family and townhomes currently in design pending submittal of Construction Plans to City of Venice. ☒ Check if project performed with current firm		

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 1
21. TITLE AND LOCATION <i>(City and State)</i> LYNWOOD SUBDIVISION, HILLSBOROUGH COUTY, FLORIDA	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2019	CONSTRUCTION <i>(If applicable)</i>

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER LYNWOOD CDD	b. POINT OF CONTACT NAME LAURA COFFEY	c. POINT OF CONTACT TELEPHONE NUMBER (813) 574-5653
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Project Manager and Interim CDD Engineer for a 89 acre subdivision including 315 single family residential units and amenity center.

CONSTRUCTION COST: \$14,000,000

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER
21. TITLE AND LOCATION <i>(City and State)</i>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>		

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

[illegible]

29. EXAMPLE PROJECTS KEY

NUMBER	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>	NUMBER	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>
1		6	
2		7	
3		8	
4		9	
5		10	

H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

APPLICANTS APPROACH TO PROVIDING SERVICES AS DESCRIBED:

Absolute Engineering, Inc. has prior District Engineer experience and familiarity with the Venice Grand Oaks Development having served as Engineer of Record and Project Manager for the development. AEI will provide District support services related to Engineering, including preparation of documents in support of raising bonds to construct District improvements as well as oversight and certification of construction requisitions.

APPLICANT IS A CERTIFIED MINORITY WOMAN OWNED BUSINESS WITH THE STATE OF FLORIDA

APPLICANT WILLINGNESS TO MEET TIME AND BUDGET REQUIREMENTS:

Absolute Engineering, Inc. understands the importance of performing the requested Engineering Services in a timely manner and within budget and is committed to meeting time and budget constraints requested by Venice Grand Oaks CDD.

CURRENT AND PROPOSED WORKLOADS OF THE APPLICANT:

Absolute Engineering, Inc. currently has capacity to provide Engineering Services to the Venice Grand Oaks CDD. Work currently ongoing constitutes a small percentage of the firm's total capacity and future workload is not projected to exceed the firm's capacity.

FINANCIAL CAPACITY:

Absolute Engineering, Inc. was established in 2008 and currently has 10 employees. The firm continues to grow and is financially sound with a backlog of ongoing projects.

APPLICANT DISCLOSURE OF ANY NEGATIVE ACTIONS:

Absolute Engineering, Inc. has had no termination of contracts, no defaults on any contract issued, no litigation involving any contract work and no governmental action of any kind.

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE



32. DATE

6-9-26

33. NAME AND TITLE

HEATHER E. WERTZ, PRESIDENT

1. SOLICITATION NUMBER (If any)	
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PART II - GENERAL QUALIFICATIONS

2a. FIRM (or Branch Office) NAME

3. YEAR ESTABLISHED

2008

4. UNIQUE ENTITY IDENTIFIER

26-3119894

2b. STREET

5. OWNERSHIP

2c. CITY

2d. STATE

2e. ZIP CODE

FL

33602

a. TYPE

S-CORPORATION

b. SMALL BUSINESS STATUS

6a. POINT OF CONTACT NAME AND TITLE

WMBE/SBE

7. NAME OF FIRM (If Block 2a is a Branch Office)

6b. TELEPHONE NUMBER

6c. EMAIL ADDRESS	
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HEATHERW@ABSOLUTENG.COM

N/A

8a. FORMER FIRM NAME(S) (If any)

8b. YEAR ESTABLISHED: 1978

D8c. UNIQUE ENTITY IDENTIFIER

N/A

10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

1. Less than \$100,000	6. \$2 million to less than \$5 million
2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
5. \$1 million to less than \$2 million	10. \$50 million or greater

12. AUTHORIZED REPRESENTATIVE

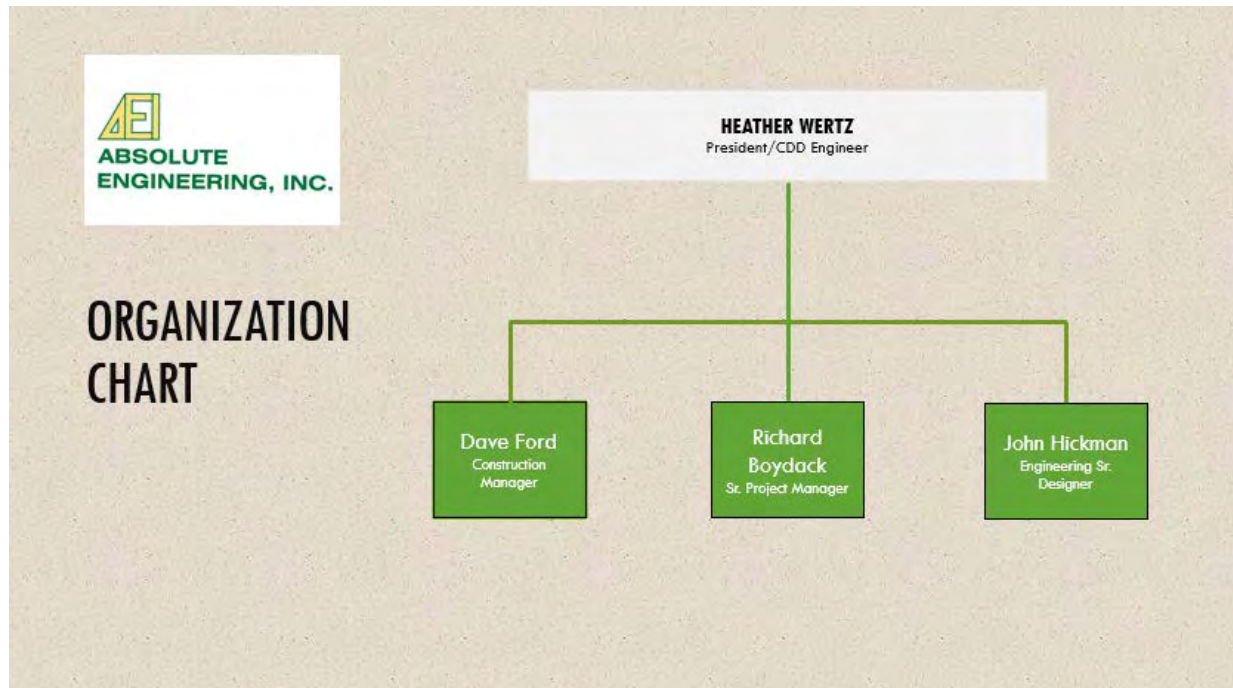
a. SIGNATURE

b. DATE	
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c. NAME AND TITLE

HEATHER E. WERTZ, PRESIDENT

Section 5 ORGANIZATIONAL CHART



Section 6
KEY PERSONNEL RESUMES

RESUME



HEATHER E. WERTZ, P.E., LEED A.P.

Absolute Engineering, Inc.
President

Heather E. Wertz, P.E., LEED® A.P. has over 32 years of civil engineering experience related to land development, roadway and commercial projects. She is involved in all aspects of the engineering design process from design and permitting through construction. Her vast array of project experience includes hydrologic and hydraulic analysis, stormwater management system design and permitting and drainage, paving, grading and utility design for large-scale residential, commercial, roadway and industrial projects. She has successfully led project teams in Pasco, Hillsborough, Polk and Sarasota Counties.

Ms. Wertz specializes in large scale drainage studies, master drainage, grading design, and permitting of stormwater management systems.

PERSONAL EXPERIENCE

LAND DEVELOPMENT PROJECTS:

Bella Vita Subdivision, City of Davenport, FL – Project Manager for a 150-acre Master Planned Development with 875 residential units. This project included master planning, engineering design, permitting and construction phasing. The project consisted of several phases of residential lots, roadways and associated stormwater management systems and utility infrastructure design. This project also included design and permitting of a single span truss bridge over Horse Creek.

Belmont, Hillsborough County, FL – Senior Design Engineer an 885-acre residential community with 1550 residential units and extensive commercial development.

Bexley, Pasco County, FL – Senior Design Engineer for a 6,800-acre Master Planned Development with 7,000 residential units and extensive commercial development. This project included master planning, engineering design, permitting and construction phasing. The project consisted of several phases of residential lots, roadways and associated stormwater management systems. This project also included the development of an existing conditions model for the 6,800-acre site located in the Anclote River Basin.

EDUCATION

*Master of Business
Administration
University of South Florida
1998*

*Bachelor of Science in
Civil Engineering
University of South Florida
1994*

PROFESSIONAL REGISTRATION

*Professional Engineer
State of Florida
#54691*

LEED Accredited Professional

PROFESSIONAL AFFILIATIONS

*American Society of Civil
Engineers (ASCE)*

RESUME

Boyette Farms, Hillsborough County, FL – Senior Design Engineer of an 80-acre residential development with 270 lots.

Ballentrae, Hillsborough County, FL – Project Manager for this 124-acre subdivision including 397 single family residential units and an amenity center. The project is located in south Hillsborough County, along the headwaters of Rice Creek. Permitting was through Hillsborough County, FDEP, SWFWMD and FEMA.

Boyette, Hillsborough County, FL - Project Manager for 22-acre subdivision including 95 single family residential units, situated adjacent to Fishhawk Nature Preserve. Permitting was through Hillsborough County, FDEP, and SWFWMD.

Brentwood Subdivision, Haines City, FL – Project Manager for an 87-acre Master Planned Development with 944 residential townhome units. This project included master planning, engineering design, permitting and construction phasing. The project consisted of several phases of residential townhome units, roadways and associated stormwater management systems and utility infrastructure design. This project also included design and permitting of a regional pump station in conjunction with Polk County Utilities to serve 3,200 residential units and offsite force main to the Wastewater Treatment Plant.

Cascades Subdivision, Haines City, FL – Project Manager for a 225-acre Master Planned Development with 1,015 residential units. This project included master planning, engineering design, permitting and construction phasing. The project consisted of several phases of residential lots, roadways and associated stormwater management systems and utility infrastructure design. This project also included design and permitting of a 0.25-mile section of FDC Grove Road, a 2-lane undivided collector roadway.

Cole (Ridgewood South) Subdivision, Hillsborough County, FL – Project Manager for a 61-acre Community with 193 residential units. This project included master planning, engineering design, permitting and construction phasing. The project consisted of a single phase of residential lots, roadways and associated stormwater management systems and utility infrastructure design.

Congdon Subdivision, Haines City, FL – Project Manager for a 34-acre Townhome Development with 308 residential units. This project included master planning, engineering design, permitting and construction phasing. The project consisted of a single phase of residential lots, roadways and associated stormwater management systems and utility infrastructure design.

Connerton, Pasco County, FL – Senior Design Engineer for a 5,500-acre Master Planned Development with 6,000 residential units and an industrial park. This project included master planning, engineering design, permitting and construction phasing. The project consisted of several phases of residential lots, roadways and associated stormwater management systems and infrastructure design of a large-scale industrial park for future hospital, office, and retail uses. This project also included design and permitting of a 1.5-mile section of Connerton Boulevard, a four-lane divided urban arterial roadway.

Connerton Village Center - Senior Design Engineer for design and permitting of a Village Center with a 20-acre Amenity Center including a clubhouse, pool, tennis courts, playground, amphitheater and surrounding mixed residential and office units. This project included master planning, engineering design, permitting and construction phasing.

Cypress Ridge Subdivision, Hillsborough County, FL – Project Manager for a 532-acre Community with 1,029 residential units. This project included master planning, engineering design, permitting and construction phasing. The project consisted of three phases of residential lots, roadways and associated stormwater management systems and utility infrastructure design.

Epperson Ranch, Pasco County, FL – Principal-in-Charge for a 1,742-acre Master Planned Development located on Curley Road in Pasco County. The proposed development includes 3,905 residential units, an elementary school, and an extensive town center with commercial, office, hotel, and residential uses.

Forest Brooke, Hillsborough County, FL – Project Manager for a 680-acre Mixed Unit Planned Development including 2,500 single family residential units and an amenity center. The project is located in south Hillsborough County, along Dug Creek. Permitting was through Hillsborough County, FDEP, SWFWMD, USACOE, FEMA and FDOT.

RESUME

Fishhawk Trails, Hillsborough County, FL – Senior Design Engineer of a 465-acre mixed use planned development with 426 residential units.

Hamilton Bluffs, Town of Lake Hamilton, FL – Project Manager for a 262-acre Subdivision with 1,245 residential units. This project included master planning, engineering design, permitting and construction phasing. The project consisted of three phases of residential lots, roadways and associated stormwater management systems and utility infrastructure design.

Hammock Reserve Subdivision, Haines City, FL – Project Manager for phases 3 and 4 of a 283-acre Master Planned Development with 591 residential units. This project included master planning, engineering design, permitting and construction phasing. The project consisted of two phases of residential lots, roadways and associated stormwater management systems and utility infrastructure design.

Harbour Isles, Hillsborough County, FL – Senior Design Engineer a 355-acre residential community with 550 residential units.

Heritage Isles, Hillsborough County, FL – Senior Design Engineer for an 887-acre Master Planned Development and an 18-hole golf course. This project included master planning, engineering design, permitting and construction phasing. The project consisted of several phases of residential lots, roadways, and associated stormwater management systems. This project also included design and permitting of a 2.5-mile section of Cross Creek Boulevard, a four-lane divided rural collector roadway.

Highland Park, Hillsborough County, FL – Senior Design Engineer for a 400-acre Mixed Planned Development including Traditional Neighborhood Development and an extensive Town Center. This project included master planning, engineering design, permitting and construction phasing. The project consisted of several phases of residential lots, multifamily units, roadways, commercial and retail parcels, and associated stormwater management systems.

Highland Park Town Center, Hillsborough County, FL - Senior Design Engineer for a Town Center that included a church, restaurant, park and surrounding mixed residential and office uses.

Hurley Subdivision, City of Tampa, Hillsborough County, FL - Project Manager for 41.3-acre subdivision including 227 single family residential units, situated in Port Tampa. The project incorporated a regional stormwater pond in a public/private partnership with the city of Tampa to provide water quality for existing residential neighborhood runoff. The project also included design of several large stormwater conveyance pipes and box culverts in both the existing roadways and in undeveloped areas, to convey runoff from over 470 acres to Old Tampa Bay. Permitting was through City of Tampa, FDEP, and SWFWMD.

Lake Gallagher Estates, Hillsborough County, FL – Senior Design Engineer of a 25-acre residential development with 25 lots.

Lake Weeks, Hillsborough County, FL – Senior Design Engineer of a 100-acre residential development with 169 lots.

Lawson Dunes Subdivision, Polk County, FL – Project Manager for a 77-acre Subdivision with 386 residential units. This project included master planning, engineering design, permitting and construction phasing. The project consisted of a single phase of residential lots, roadways and associated stormwater management systems and utility infrastructure design.

Landings at Lake Trask Subdivision, Town of Dundee, FL – Project Manager for a 251-acre Subdivision with 573 residential units. This project included master planning, engineering design, permitting and construction phasing. The project consisted of two phases of residential lots, roadways and associated stormwater management systems and utility infrastructure design.

Lynwood Subdivision, Hillsborough County, FL - Project Manager for this 89-acre subdivision including 315 single family residential units and an amenity center. The project is located in the Apollo Beach area of south Hillsborough County. Permitting was through Hillsborough County, FDEP, SWFWMD, FEMA and USACOE.

RESUME

MiraBay, Hillsborough County, FL – Principal-in-Charge and Senior Design Engineer Waterfront community with 1650 residential units and extensive commercial development. This project included master planning, engineering design, and permitting and construction phasing. The project consisted of several phases of waterfront residential lots, roadways, and associated stormwater management systems. The project included a 3.5 miles canal system and a 135-acre lagoon which conveyed several thousand acres of offsite runoff through a boatlift weir structure to Tampa Bay.

MiraBay Amenity Center, Hillsborough County, FL - Principal-in-Charge and Senior Design Engineer for the Mirabay Amenity Center including a large restaurant/clubhouse with pool, playground, beach tennis and basketball courts, situated on the 135-acre lagoon.

Orchid Springs Townhomes, City of Winter Haven, Polk County, FL – Project manager of construction of 20 Townhomes on a 5.69 acre located in Winter Haven on Overlook Drive near Lake Daisy Road.

Palm River Subdivision, Hillsborough County, FL - Project Manager for this 28-acre subdivision including 149 single family residential units. The project is located in Hillsborough County, and utility service was provided by the City of Tampa. Permitting was through Hillsborough County, City of Tampa, FDEP, SWFWMD and FEMA.

Park Creek, Hillsborough County, FL – Project Manager for this 102-acre subdivision including 330 single family residential units and an amenity center. The project is located in south Hillsborough County, adjacent to Bullfrog Creek. Permitting was through Hillsborough County, FDEP, SWFWMD, USACOE, FEMA and FDOT.

Parkway Center (Oak Creek), Hillsborough County, FL – Senior Design Engineer of a 2000-acre residential mixed-use Development of Regional Impact.

Polk City Business Center, Phase 1, Polk City, FL - Principal-In-Charge, Project Manager and Senior Design Engineer for a 44.5-acre Industrial Office Park to serve the Polk City Business Center. Specific project responsibilities included design and permitting of the stormwater management system and detailed drainage and grading design for roadways, vehicle parking and truck parking to serve a dock high loading facility. The project scope included development of a Conceptual Master Drainage and Mitigation Plan for the 133-acre Business Park and processing through SWFWMD for approval as well as detailed paving, grading, drainage, and utility design for Phase 1 of the Polk City Business Park. This project was permitted through Bartow SWFWMD and Polk City.

Rhodine Road North Subdivision, Hillsborough County, FL – Principal-in-Charge Senior Design Engineer for a 118-acre Master Planned Development with 401 residential units. This project also included design and permitting of access turn lanes for 3 entrances on Rhodine Road.

Ridgewood South Phase 2 Subdivision, Hillsborough County, FL – Project manager for this 10.5-acre addition to Cole (Ridgewood South Subdivision) in Hillsborough County at Rhodine Road and Balm Riverview Road. Project consists of rezoning and construction of a 42-unit single-family detached subdivision.

Rivercrest, Hillsborough County, FL – Principal-in-Charge Senior Design Engineer for a 413-acre Master Planned Development with 1380 residential units. This project included master planning, engineering design, permitting and construction phasing. The project consisted of several phases of residential lots, roadways, and associated stormwater management systems. This project also included design and permitting of a 1.5-mile section of Symmes Road, a four-lane divided urban collector roadway.

Riverstone, City of Lakeland, Polk County, FL – Principal-in-Charge Senior Design Engineer for a 587-acre Master Planned Development with 1,453 residential units. This project included master planning, engineering design, permitting and construction phasing. The project consisted of several phases of residential lots, roadways, and associated stormwater management systems. This project also included design and permitting of a 1.8-mile section of Medulla Road, a two-lane undivided urban collector roadway, including water main and sewer force main extensions. The project also included intersection improvements at the Medulla/Pipkin Intersection, which was the primary access to the development. Permitting through SWFWMD, City of Lakeland, Polk County, FDEP (Wastewater), Polk County Health Department.

RESUME

Scenic Terrace South Subdivision, Town of Lake Hamilton, FL – Project Manager for a 221-acre Master Planned Development with 843 residential units. This project included master planning, engineering design, permitting and construction phasing. The project consisted of several phases of residential lots, roadways and associated stormwater management systems and utility infrastructure design.

Scenic Terrace North Subdivision, City of Haines City, FL – Project Manager for a 100-acre Residential Development with 330 residential units. This project included master planning, engineering design, permitting and construction phasing. The project consisted of a single phase of residential lots, roadways and associated stormwater management systems and utility infrastructure design.

Sereno, Hillsborough County, FL - Project Manager for this 280-acre subdivision including 653 single family residential units and an amenity center. The project is located in south Hillsborough County, adjacent to Dug Creek. Permitting was through Hillsborough County, FDEP, SWFWMD, USACOE, FEMA and FDOT.

Sherwood Manor Subdivision, Hillsborough County, FL - Project Manager for this 114.7-acre subdivision including 613 single family residential units and an amenity center. The project is located in the Ruskin area of south Hillsborough County. Permitting was through Hillsborough County, FDEP, SWFWMD and FEMA.

Silverado, Zephyrhills, Pasco County, FL – Project Manager for this 282-acre subdivision including 468 single family residential units and an amenity center. The project is located in in East Zephyrhills, in a Basin of Special Concern, which required additional stormwater permitting criteria to be met. Permitting was through City of Zephyrhills, Pasco County, FDEP, SWFWMD, USACOE, and FEMA.

Sons Subdivision, City of Haines City, FL – Project Manager for a 213-acre Master Planned Development with 811 residential units. This project included master planning, engineering design, permitting and construction phasing. The project consisted of several phases of residential lots, roadways and associated stormwater management systems and utility infrastructure design.

South Cove Phase 4, Hillsborough County, FL – Project Manager for this 16-acre subdivision phase including 60 single family residential units. The project is located in south Hillsborough County, adjacent to Bullfrog Creek. Permitting was through Hillsborough County, FDEP, SWFWMD, USACOE, and FEMA.

South Shore Falls, Hillsborough County, FL – Senior Design Engineer for a 250-acre retirement community with 866 residential units and an amenity center. This project included master planning, engineering design, permitting and construction phasing. The project consisted of several phases of residential lots, roadways and an amenity center and associated stormwater management systems.

Tampa Palms, City of Tampa, FL – Senior Design Engineer of a 9,400-acre Development of Regional Impact, planned unit mixed use community with 13,000 units, 20 million square feet of office, commercial and corporate park uses, two golf courses and recreational facilities.

The Estuary, Hillsborough County, FL – Project Manager for this 72-acre subdivision including 262 single family residential units and a 2-acre neighborhood commercial component. The project is located in south Hillsborough County, situated on the banks of Rice Creek, a tributary of the Alafia River. Permitting was through Hillsborough County, FDEP, SWFWMD, USACOE and FEMA.

Timber Creek Subdivision, Hillsborough County, FL - Project Manager for this 75-acre subdivision including 379 single family residential units and an amenity center. The project is located in the Ruskin area of south Hillsborough County. Permitting was through Hillsborough County, FDEP, SWFWMD, FEMA and FDOT.

Towne Parke Estates, City of Lakeland, FL - Project Manager for this 585-acre Master Planned Mixed Use Development including 1,500 single family residential units, an amenity center surrounding a regional City Park. The project is located in southwest Lakeland, along Poley Creek. Permitting was through Polk County, FDEP, SWFWMD, USACOE, FEMA and FDOT.

Waterleaf, Hillsborough County, FL – Project Manager for a 239-acre subdivision including 630 single family residential units and an amenity center. The project is located in south Hillsborough County, adjacent to Bullfrog Creek. Permitting was through Hillsborough County, FDEP, SWFWMD, USACOE, and FEMA.

Weiberg West Subdivision, Town of Dundee and Town of Lake Hamilton, FL – Project Manager for a 127-acre Subdivision with 554 residential units. This project included master planning, engineering design,

RESUME

permitting and construction phasing. The project consisted of two phases of residential lots, roadways and associated stormwater management systems and utility infrastructure design.

Wesley Chapel Lakes, Pasco County, FL – Senior Design Engineer for a 2,000-acre Master Planned Development with 4,520 residential units. This project included master planning, engineering design, permitting and construction phasing. The project consisted of several phases of residential lots, roadways, and associated stormwater management systems. This project also included design and permitting of a 3.4-mile section of Meadow Pointe Boulevard, a six-lane divided urban collector roadway

West Meadows, City of Tampa, FL – Senior Design Engineer of a 1,375-acre mixed use planned development with 1,290 residential units and commercial development.

Wynnstone Subdivision, City of Haines City, FL – Project Manager for a 265-acre Master Planned Development with 673 residential units. This project included master planning, engineering design, permitting and construction phasing. The project consisted of several phases of residential lots, roadways and associated stormwater management systems and utility infrastructure design.

MAJOR ROADWAY PROJECTS:

19th Avenue Widening and Intersection Improvements, Hillsborough County, FL – Senior Design Engineer and Permitting of 2.0 miles of a 2-lane undivided rural section to serve the Maury Carter Development

Balm Road Extension, Hillsborough County, FL – Senior Design Engineer for roadway and drainage improvements to serve the 100-acre Master Planned Belmont Development. Specific project responsibilities included design and permitting of the stormwater management system and detailed roadway and drainage design. The project scope included design and permitting of 1 mile of four-lane divided urban collector roadway through the Belmont Development.

Crestside Boulevard and U.S. Highway 301 Intersection Improvements, Hillsborough County, FL – Senior Design Engineer and Permitting of Intersection Improvements to serve the Rivercrest Development.

Cross Creek Boulevard, City of Tampa, FL – Senior Design Engineer and permitting of 2.5 miles of four-lane divided urban collector roadway to serve the Heritage Isles Development.

Connerton Boulevard and U.S. Highway 41 Intersection Improvements, Pasco County, FL – Senior Design Engineer and permitting of 2 miles of four-lane divided urban arterial roadway to serve the Connerton Development.

Falkenburg Road, Hillsborough County, FL – Senior Design Engineer and permitting of 1.0 mile of four-lane divided urban collector roadway from Madison Avenue to Everhart Drive to serve a Parkway Center Development Order.

Hillsborough Avenue (SR580), Hillsborough County, FL – Drainage Engineer for the design and permitting of 2.2 miles of complete reconstruction of existing four lane roadway to an urban six-lane divided facility.

I-275, Hillsborough and Pasco Counties, FL – Assisted in preparation of conceptual drainage design from Busch Boulevard to Fowler Avenue (1.7 miles). She also assisted in Location Hydraulics Report from Busch Boulevard to SR54 (16.3 miles).

Knights Trail Road Subdivision, City of Venice, Sarasota County, FL – Project Manager of a 338-unit single family and townhome residential subdivision located at the intersection of Knights Trail Road and Gene Green Road in City of Venice.

Meadow Pointe Boulevard, Pasco County, FL – Senior Design Engineer and permitting of 3.4 miles of six-lane divided urban collector roadway to serve the Wesley Chapel Lakes Development.

Forest Brooke Collector Road, Hillsborough County, FL – Engineer of Record for the design and permitting of 1.5 mile of four-lane divided urban collector roadway through the Forest Brooke Development.

RESUME

Medulla Road Extension, City of Lakeland, Polk County, FL – Engineer of Record for design and permitting of a 1.8-mile section of Medulla Road, a two-lane undivided urban collector roadway, including water main and sewer force main extensions.

Medulla Road and Pipkin Road Intersection Improvements, City of Lakeland, Polk County, FL – Engineer of Record for required access turn lanes to serve the Riverstone Development.

Powerline Road Phase 1 Extension, City of Davenport, Polk County, FL – Engineer of Record for the design and permitting of a 1.3-mile 4 lane divided urban roadway extension from 17-92 to South Boulevard.

Powerline Road Phase 1B Extension, City of Davenport, Polk County, FL – Engineer of Record for the design and permitting of 1.25-mile 4 lane divided urban roadway extension to serve the Bella Vita Subdivision, including a bridge over Horse Creek.

Pinellas Bayway Bridge (SR 682), Pinellas County, FL – Project responsibilities included preparation of bridge hydraulics report for replacement of the two-lane bascule bridge with a high-level, fixed-span bridge.

Polk County Parkway, Section 3, Polk County, FL – Drainage Engineer for the design and permitting of 2.9-mile section of a six-lane limited access toll facility including frontage roads five bridges and two interchanges.

SR5 (US1), Brevard County, FL – Drainage Engineer for the design and permitting of 2.75 miles of complete reconstruction of existing four lane divided rural section to a six-lane divided urban facility.

State Road 33 Intersection Improvements, Polk County, FL – Senior Design Engineer for roadway and drainage improvements to serve the Polk City Business Center. Specific project responsibilities included design and permitting of the stormwater management system and detailed roadway drainage design. The project scope included design and permitting of 1 mile of roadway widening for auxiliary turn lanes to support the associated turn lanes for the Polk City Business Center. The project was permitted through Bartow SWFWMD and FDOT District One.

State Road 37 Intersection Improvements, Polk County, FL – Senior Design Engineer for roadway and drainage improvements to provide access to the Wilmington Apartment Site. Specific project responsibilities included design and permitting of the stormwater management system and detailed roadway and drainage design. The project scope included design and permitting of 1 mile of roadway widening for auxiliary turn lanes to support the associated turn lanes for the entrance to Wilmington Apartments. The project was permitted through Bartow SWFWMD and FDOT District One.

Summerfield Boulevard, Hillsborough County, FL – Design Engineer for the design and permitting of the extension of Summerfield Boulevard from Ambleside Drive to Woodbridge Road in South Hillsborough County. This project includes 670 linear feet of 2-lane undivided rural roadway extension and 2 intersection improvements. Design of a stormwater management system to serve the roadway facility as well as compensation for encroachment into the 100 Year Floodplain was also included.

Suncoast Parkway, Section 2B, Pasco County, FL – Drainage Engineer for the design and permitting of 5.5 miles of four-lane limited access toll facility.

Symmes Road, Hillsborough County, FL – Senior Design Engineer and permitting of 1.5 miles of four-lane divided urban collector roadway to serve the Rivercrest Development.

Thompson Nursery Road Extension, City of Winter Haven, Polk County, FL – Engineer of Record for the design and permitting of a 0.9-mile 4 lane divided urban roadway extension from Lake Eloise Road to Cunningham Road through the VillaMar Development.

Tower Road, Pasco County, FL – Design Engineer for design and permitting of 2.3 miles of four-lane divided collector roadway from Ashley Glen Boulevard to Sunlake Boulevard in Pasco County.

COMMERCIAL PROJECTS:

Florida Medical Center Zephyrhills, City of Zephyrhills, Pasco County, FL - Project Manager for Florida Medical Center Zephyrhills including design, permitting and re-construction of an existing Medical

RESUME

Office Complex for Commercial Use including 4 buildings totaling 116,000 sf. Design included retrofit of existing parking, drainage, grading and utility design to accommodate the new use. The site is located on the east side of Gall Boulevard (US 301) north of State Road 54. Permitting was through City of Zephyrhills, Pasco County, FDEP, and SWFWMD.

Florida Medical Center Phases III & IV, City of Land O' Lakes, Pasco County, FL – Project Manager for Florida Medical Center Phases III & IV including design, permitting and construction of a 32,000 sf Medical Office Building for Commercial Use with associated parking, drainage, grading and utility design. The site is located north of State Road 54 east of Collier Parkway. Permitting was through City of Zephyrhills, Pasco County, FDEP, and SWFWMD.

Genzyme Office and Lab Expansion, City of Temple Terrace, FL - LEED A.P. for the certification application for the interior build-out to an existing shell office building, with an external emergency generator and hazardous materials storage building, utility improvements and parking/loading area modifications for a biotechnology research data center. Our involvement was in the Site Selection (SS) portion of the project, with verification of the Stormwater Quality and Quantity credits, per LEED requirements, for this existing master planned office park.

McDonald's Restaurant at Missouri Avenue North and Jasper Street, City of Largo, FL - Redevelopment of a 1-acre existing McDonald's Restaurant and associated parking. Project Manager assisted in stormwater management system design and permitting through City of Largo, SWFWMD and FDOT, including net improvement calculations and critical duration analysis.

McDonald's Restaurant at Seminole Boulevard and Lark Drive, City of Largo, FL - Construction of a New McDonald's Restaurant and associated parking on a 1-acre site. Project Manager assisted in stormwater management system design and permitting through City of Largo, SWFWMD and FDOT, including net improvement calculations and critical duration analysis.

Pinellas County (Largo) Department of Health Replacement Center, City of Largo, FL - QA/QC Engineer for civil site engineering of a new two-story, two-building, 54,400 sf public health office and clinic complex with associated parking, utilities, stormwater system(s), and an adjacent conference center for public use. Permitting included SWFWMD, FDEP, Florida Department of Transportation (FDOT), Pinellas County Health Department, City of Largo, and Pinellas County. The project also includes current CA.

Roy Jenkins Pool, City of Tampa, FL - Project Manager for survey and schematic and design development for the renovation of an existing municipal pool facility buildings land expansion including new parking, splash pad, sidewalks, and restrooms.

Tampa General Hospital - Corporate Center for IT and Accounting Departments, City of Tampa, FL - Project Manager for drainage design for the complete renovation of a two-story, 54,000 sf historic office building near the Hyde Park District of Tampa for the relocation of the accounting and IT departments of Tampa General Hospital - Harbourside. The project included a complete removal and replacement of the existing parking lot with new asphalt parking and a parking addition/expansion, sidewalks, loading area and centralized access location. The project conformed to the Kennedy Overlay District Requirements of the City of Tampa, including enhanced lighting, sidewalks, setbacks, and landscaping. Mid-way through the project, Tampa General Hospital purchased additional property adjacent to the main building property to use as additional parking. In total, the new parking lot was approximately 500 spaces. To accomplish this, the project required a rezoning through the City of Tampa and the vacation of a historic brick city street right-of-way. The project included utility upgrades, underground retention, environmental cleanup issues, a building stairwell addition, enhanced and gated access, perimeter security, an emergency generator, compactor/recycling area, the removal of a signalized intersection, and the design for avoidance of several large grand oak trees. The project was permitted through the City of Tampa, the Southwest Florida Water Management District (SWFWMD), the Florida Department of Transportation (FDOT) and the Florida Department of Environmental Protection (FDEP). The project also included complete construction administration services.

RESUME

Trinity Center Commercial Development, City of Tampa, FL – Civil Engineering services for the construction of a 5,838 +/- square foot office building located at 712 W. Platt Street in the City of Tampa.

USF Bush Wash and Canopy – Project Manager of civil engineering and surveying with architectural and electrical services for USF Parking and Transportation Services Bus Wash and Canopy.

USF – The Park at Collins – Project Manager for design of a park site amenity including fountain, shade structure and seating, sidewalk, pavers, landscaping, and irrigation.

USF - Leroy Collins Drive Improvements - Project Manager for design of improvements along Leroy Collins Boulevard between Alumni Drive and Apple Drive including 2 bus bays, 2 median cuts, fountain and flagpole plaza, 3 pedestrian crossings, sidewalk relocation, rainwater harvesting system, landscaping and irrigation.

USF – Pedestrian Signal at LeRoy Collins Blvd. – Project Manager for design of pedestrian signalization at the intersection of Leroy Collins Boulevard and Alumni Drive. The project also included bringing existing pedestrian crossings into ADA Compliance.

USF Pine Drive Improvements – Project Manager for design of bike lanes and sidewalks along existing Pine Drive between Alumni Drive and Bruce B. Downs Boulevard, including pedestrian crosswalks and signage.

USF - Palm Drive – Project Manager for design of Improvements along Palm Drive between Fletcher Avenue and Holly Drive including boardwalk, sidewalk, flagpole plaza, landscaping, and irrigation.

USF West Pond Shade Structure – Project Manager for topographic and tree survey as well as utilities designates at the west pond shade structure.

USF Sun Dome Arena and Convocation Center Renovations – Project included surveying and geotechnical (sub-consultant) services.

USF Sun Dome Sidewalks – Project includes civil engineering and surveying services for construction of 4,185 linear feet of sidewalk along the south side of Alumni Drive from Sago Drive to Bull Run Drive and along the west side of Bull Run drive between Alumni Drive and Elm Drive.

MIXED USE PROJECTS:

Crescent Road Development, Polk County, FL – Project manager for construction of 3 commercial outparcels with associated parking and access roadways. Mass grading of approximately 560 multifamily residential units. Project is located in Polk County at Minute Maid Ramp Road 1 & US Hwy 27.

Dilly Lake Development, City of Leesburg, Lake County, FL – The scope of services is based on the construction of a gas station, convenience store with associated parking and access roadways and mass grading of approximately 300 multifamily residential units. The project is located at 23001 US 27 in Leesburg, Lake County.

Minute Maid Mixed Use Development, Polk County, FL – The project consists of construction of 8 commercial outparcels with associated parking and access roadways and approximately 300 multifamily residential units. The project is located at US 27 & Minute Maid Ramp Road 1 in Polk County.

**Venice Grand Oaks Community Development District
Engineer RFQ Ranking Sheet**

	Ability and Adequacy of Personnel	Consultant's Past Performance	Geographic Location	Willingness to Meet Time and Budget Requirements	Certified Minority Business Enterprise	Recent, Current and Projected Workloads	Total Score	Ranking
	25 Points	25 Points	20 Points	15 Points	5 Points	10 Points		
Absolute Engineering								

SECTION VIII

**Venice Grand Oaks Community Development District
Performance Measures/Standards & Annual Reporting Form
October 1, 2026 – September 30, 2027**

1. Community Communication and Engagement

Goal 1.1: Public Meetings Compliance

Objective: Hold regular Board of Supervisor meetings to conduct CDD-related business and discuss community needs.

Measurement: Number of public board meetings held annually as evidenced by meeting minutes and legal advertisements.

Standard: A minimum of two board meetings were held during the Fiscal Year or more as may be necessary or required by local ordinance and establishment requirements.

Achieved: Yes ☐ No ☐

Goal 1.2: Notice of Meetings Compliance

Objective: Provide public notice of each meeting at least seven days in advance, as specified in Section 190.007(1), *Florida Statutes*, using at least two communication methods.

Measurement: Timeliness and method of meeting notices as evidenced by posting to CDD website, publishing in local newspaper and via electronic communication.

Standard: 100% of meetings were advertised with 7 days' notice per statute by at least two methods (i.e., newspaper, CDD website, electronic communications, annual meeting schedule).

Achieved: Yes ☐ No ☐

Goal 1.3: Access to Records Compliance

Objective: Ensure that meeting minutes and other public records are readily available and easily accessible to the public by completing monthly CDD website checks.

Measurement: Monthly website reviews will be completed to ensure meeting minutes and other public records are up to date as evidenced by District Management's records.

Standard: 100% of monthly website checks were completed by District Management.

Achieved: Yes ☐ No ☐

2. Infrastructure and Facilities Maintenance

Goal 2.1: Engineer or Field Management Site Inspections

Objective: Engineer or Field Manager will conduct inspections to ensure safety and proper functioning of the District's infrastructure once the District owns and operates infrastructure (as applicable).

Measurement: Field Manager and/or District Engineer visits were successfully completed per agreement as evidenced by Field Manager and/or District Engineer's reports, notes or other record keeping method (after District owns infrastructure).

Standard: 100% of site visits were successfully completed as described within the applicable services agreement

Achieved: Yes ☐ No ☐

Goal 2.2: District Infrastructure and Facilities Inspections

Objective: District Engineer will conduct an annual inspection of the District's infrastructure and related systems after such time as the District owns infrastructure..

Measurement: A minimum of one inspection completed per year as evidenced by District Engineer's report related to district's infrastructure and related systems once the District owns infrastructure.

Standard: Minimum of one inspection was completed in the Fiscal Year by the District's Engineer.

Achieved: Yes ☐ No ☐

3. Financial Transparency and Accountability

Goal 3.1: Annual Budget Preparation

Objective: Prepare and approve the annual proposed budget by June 15 and adopt the final budget by September 30 each year.

Measurement: Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as evidenced by meeting minutes and budget documents listed on CDD website and/or within district records.

Standard: 100% of budget approval & adoption were completed by the statutory deadlines and posted to the CDD website.

Achieved: Yes ☐ No ☐

Goal 3.2: Financial Reports

Objective: Publish to the CDD website the most recent versions of the following documents: Annual audit, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.

Measurement: Annual audit, previous years' budgets, and financials are accessible to the public as evidenced by corresponding documents on the CDD's website.

Standard: CDD website contains 100% of the following information: Most recent annual audit, most recently adopted/amended fiscal year budget, and most recent agenda package with updated financials.

Achieved: Yes ☐ No ☐

Goal 3.3: Annual Financial Audit

Objective: Conduct an annual independent financial audit per statutory requirements and publish the results to the CDD website for public inspection and transmit to the State of Florida. Annual Financial Reports are sufficient if such reports meet Florida legal requirements.

Measurement: Timeliness of audit completion and publication as evidenced by meeting minutes showing board approval and annual audit is available on the CDD's website and transmitted to the State of Florida.

Standard: Audit was completed by an independent auditing firm per statutory requirements and results were posted to the CDD website and transmitted to the State of Florida.

Achieved: Yes ☐ No ☐

Chair/Vice Chair: _____

Date: _____

Print Name: _____

Venice Grand Oaks
Community Development District

District Manager: _____

Date: _____

Print Name: _____

Venice Grand Oaks
Community Development District