



Rizzetta & Company

Highland Meadows II Community Development District

**Board of Supervisors'
Regular Meeting
May 11, 2023**

**District Office:
8529 South Park Circle, Suite 330
Orlando, Florida 32819
407.472.2471**

www.highlandmeadows2cdd.com

HIGHLAND MEADOWS II COMMUNITY DEVELOPMENT DISTRICT

Ramada By Wyndham Davenport 43824 Hwy 27, Davenport, FL 33837

Board of Supervisors	Miguel Santana-Vazquez Deborah Galbraith Kristen Anderson Christopher Lopez Genelle Moore Tucker	Chair Vice Chair Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Richard Hernandez	Rizzetta & Company, Inc.
District Counsel	Tina Garcia	Greenspoon Marder
District Engineer	TBD	TBD

All cellular phones must be placed on mute while in the meeting room.

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

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 forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (407) 472-2471. 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), who can aid you in contacting the District Office.

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.

HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT II

District Office · Orlando, Florida · (407) 472-2471

Mailing Address · 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

www.highlandmeadows2cdd.org

May 11, 2023

Board of Supervisors
**Highland Meadows Community
Development District II**

AGENDA

Dear Board Members:

The special meeting of the Board of Supervisors of the Highland Meadows Community Development District II will be held on **Thursday May 11, 2023, at 3:30 p.m.** at the 43824 US Hwy 27, Davenport, FL 33837. The following is the agenda for the meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT**
- 3. LANDSCAPING**
 - A. Consideration of Prince & Sons proposal for Shrub Fertilizer.....Tab 1
 - B. Landscape Inspection Report by Bryan Schaub.....Tab 2
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Meeting Held on April 13, 2023.....Tab 3
- 5. BUSINESS ITEMS**
 - A. Consideration of A&E Proposal for Wall Pressure Washing.....Tab 4
 - B. Consideration of Wall Proposals.....Tab 5
 1. A&E Proposal
 2. West pine
 3. Fence Central
 - C. Discussion on Pool Security and Amenity Key Card Protocol
- 6. STAFF REPORTS**
 - A. District Counsel
 1. Discussion on Guide to the Sunshine Amendment and Code of Ethics.....Tab 6
 2. Discussion on Ethics PowerPoint Form 6 Disclosure.....Tab 7
 3. Discussion on Public Speaking Policy.....Tab 8
 - B. District Engineer
 - C. District Manager
 1. Discussion on Proposed Budget Meeting and Financial Statements.....Tab 9
- 7. SUPERVISOR REQUESTS AND COMMENTS**
- 8. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (407) 472-2471.

Very truly yours,

Richard Hernandez

Richard Hernandez
District Manager

cc: Tina Garcia, Green Spoon Marder, LLP

Tab 1



200 S. F. Street
Haines City, Florida 33844

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

Polk County License # 214815

Date: April 11, 2023

SUBMITTED TO:

Rizzetta & Company
8529 South Park Circle
Orlando, FL 32819
Richard Hernandez
Phone: 407.472.2471 ext.0864
Email: rhernandez@rizzetta.com

Job Name / Location:

Highland Meadows CDD II
Haines City, FL

Proposal for to fertlize all shrubs 4 times per year

	Qty	Unit	Unit Cost	TOTAL
Shrub fertilizer	4	Ea	\$250.00	\$1,000.00
				\$1,000.00

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

Submitted by: Mark Stripling

Accepted by: _____

Date Submitted: April 11, 2023

Date Accepted: _____

Tab 2

Highland Meadows II

LANDSCAPE INSPECTION REPORT



April 24, 2023
Rizzetta & Company
Bryan Schaub – Landscape Specialist



Rizzetta & Company
Professionals in Community Management

Summary, Golden Eagle & Amenities Center

General Updates, Recent & Upcoming Maintenance Events

- Mulch installation should be considered and implemented.
- There should be upcoming fertilization events for the beds, palms and turf.
- There are irrigation issues in multiple locations. Investigate and report findings. Start submitting monthly wet checks.

The following are action items for **Prince Landscaping** to complete. **Red items** indicates deficient from previous report. **Bold Red items** indicates deficient for more than a month. **Green text** indicates a proposal has been requested. **Blue** indicates irrigation. **Bold Black Underlined** are for Board information or decisions.

1. At the Amenities Center to the west of the playground, there is a stressed turf area. It appears to be a fungus. Diagnose & treat. (Pic 1)



2. **In the tree rings in the Amenities Center especially the Live Oak rings adjacent to the sidewalks, there are multiple drip irrigation breaks, cuts, punctures, snapped-off drip stubs. Please, repair. (Pic 2 >)**
3. At the Amenities Center to the east of the pool deck, treat the turf for Sedge/broadleaf weeds & improve the coverage.
4. Property-wide, treat all active ant mounds.

5. **At the NE corner of the dry retention area that is north of the Amenities Center & near the irrigation controller, replace all missing and/or broken covers for the irrigation boxes.**

6. **At the Golden Eagle entrance, there are multiple drip irrigation breaks, cuts, punctures, snapped-off drip stubs. Repair.**

7. In the west ROW of 10th at the end of Olsen, continue pruning any plants contacting the structures.

8. The two entrances on Olsen are, in my opinion, good candidates for enhancements. They could be improved dramatically by replacing only the shorter plants in front.



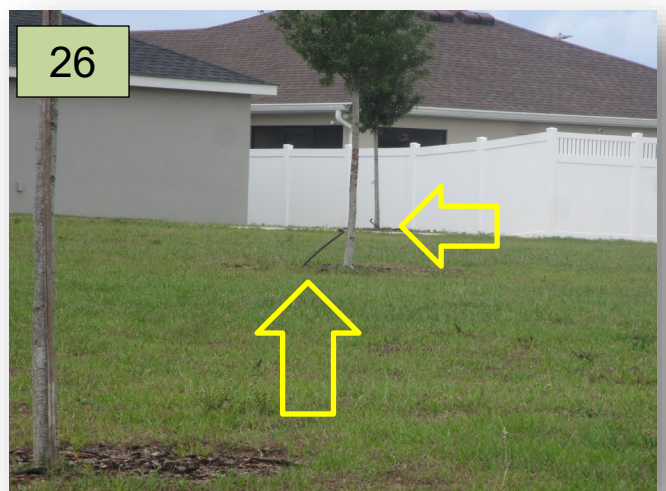
Pheasant, Sanderling, Patterson & Ruby Run

9. Property-wide, continue to lift the trees to the FDOT standards for sidewalks & roadways.
10. On the south bank of the retention area to the west of the Pheasant entrance, detail the tree rings & set strong bed lines.
11. The trees from south boundary of 2300 Olsen are contacting the District's fencing. Prune all plant material contacting the fencing vertically from the top of the fence. (Pic 11)



12. In the NE corner of the property, prune the short palm that is next to the electric pole, taking off at least two rings of fronds.
13. Continue to develop tree rings for the trees adjacent to the retention areas along Greenshank & Swallowtail.
14. In the park area along Sanderling south of Nighthawk, treat the turf for weeds.
15. At the Dunlin entrance in the median, set strong bed lines especially on the tree rings. The tree rings are in need of mulch.
16. In the same area, the Mammy Croton at the bullnose are dying. Diagnose & take any corrective actions. Replace dead units.
17. Along both ROWs of Patterson, diagnose & treat the stressed hedge units adjacent to the walls.

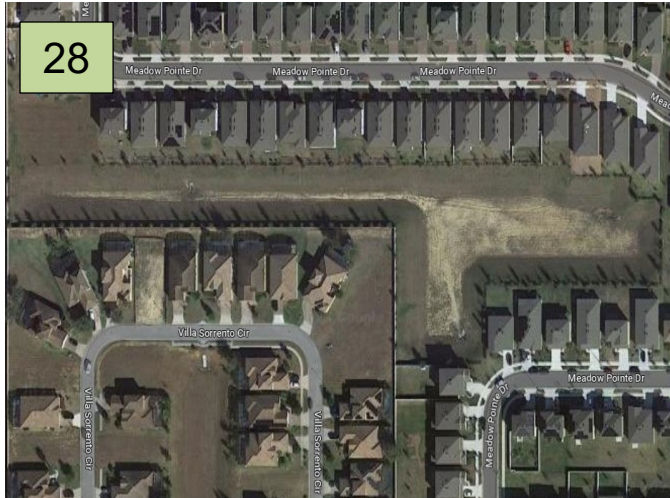
18. At the Sparrowcrest entrance, diagnose & treat the stressed Magnificent Crotons.
19. In the same median, the south bullnose is bare.
20. The lift station at 315 Eaglecrest has an infestation of the Podocarpus in the surrounding beds. Treat.
21. In the west ROW of 10th and just south of Patterson, diagnose & treat the stressed hedge units near the fencing.
22. At the Ruby Run entrance, the turf looks better with improved color & vigor. Treat the weeds that back filled the thin turf.
23. At the same entrance but in the median, do whatever is possible to improve the color & vigor of the Blue Daze.
24. **In the same area, the median bed is a good candidate for enhancement & plant replenishment.**
25. On the east side of the park on Ruby Run, there is a small Ornamental Tree that is leaning. Re-stake.
26. In the same park, staple down the tree bubblers as they are a tripping hazard. (Pic 26)



Meadow Pointe, Eaglecrest & Tanager

27. At the Meadow Pointe entrance, treat the Podocarpus for aphids.

28. In the retention area adjacent to Meadow Pointe, the hedges & plants along the bank are very stressed in sections. Diagnose & treat. Replace dead units. (Pic 28)



32. In the same area in the median island, treat the Liriope for Tip Fungus.

33. At the east Tanager entrance, staple down the irrigation bubblers as they are tripping hazards.

34. At the east Tanager entrance, diagnose & treat the Mammy Crotons, Aztec Grasses & Blue Daze.



29. At the north Eaglecrest entrance in the median island, diagnose & take corrective action for the struggling/dying Loropetalum & Podocarpus. Prune out all dead material & replace dead units. (Pic 29 >)

30. At the south Tanager entrance in the median, diagnose & treat the dying Mammy Croton. Most units, now look to be dead. Replace.

31. This issue has spread to the Crotons in the ROWs, treat.



Proposals

A large, empty rectangular box with a dark green border, intended for writing proposals.



Tab 3

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FOURTH ORDER OF BUSINESS

**Consideration of Proposal for Services
Concrete Sidewalk Project.**

This item was tabled. The Board would like to see multiple proposals to review before approving the project.

FIFTH ORDER OF BUSINESS

Discussion of Permit Approval

Mr. Hernandez gave updates on the shade structure permit. No comments were received.

SIXTH ORDER OF BUSINESS

**Discussion of Irrigation Picture Taken in
Subdivision Summerview Crossing**

The board directed CDD Staff to respond to homeowner that the CDD would not be irrigating that area.

SEVENTH ORDER OF BUSINESS

Discussion of Pool Security

Pool security was discussed last to allow the closed portion to not inconvenience those in attendance. Davenport Police was selected for security. Pool proposals were reviewed.

Motion by Mr. Vasquez, seconded by Mr. Lopez, the Board of Supervisor motioned to approve Prestige to clean the pool 7 days during the summer season and 3 days for the rest of the year, for the Highland Meadows Community Development District II.

EIGHTH ORDER OF BUSINESS

**Discussion of “No Parking” Sign
Proposals**

Motion by Ms. Anderson, seconded by Mr. Lopez, the Board of Supervisor motioned to approved to not exceed \$12,500 and should include labor and materials, for the Highland Meadows Community Development District II.

NINTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel
No Report.

- B. District Engineer
No Report.

- C. District Manager
 1. Portion of missing sidewalk filed in, located near Willet.
 2. RFQ for engineering
 3. Public hearing for development of PUD off of Olsen Rd.

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TENTH ORDER OF BUSINESS **Audience Comments and Supervisor Requests**

- 4/8 Workshop – Miguel relayed complaints, comments, and concerns at the 4/8 workshop
- Ms. Garcia clarified Sunshine Law due to Supervisor concern over multiple Supervisor attendance to April’s workshop
- Supervisors agreed the pool will close when gate is broken until fixed
- Genelle volunteered to lead 5/6 workshop
- Supervisors agreed the pool will close when gate is broken until fixed

ELEVENTH ORDER OF BUSINESS **Prince’s Landscape Proposal**

On a Motion by Mr. Vasquez, seconded by Ms. Galbraith with all in favor, the Board of Supervisors approved Prince and sons Entryway Proposal, for the Highland Meadows Community Development District II.

✪ **Next Meeting:** Mr. Hernandez announced the next regular meeting will be **May 11th, 2023, at 3:30 pm. At the Ramada by Wyndham 43824 US Hwy 27 Davenport, FL 33837.**

ELEVENTH ORDER OF BUSINESS **Adjournment**

On a Motion by Mr. Vasquez, seconded by Ms. Galbraith with all in favor, the Board of Supervisors adjourned the meeting at 5:36 p.m. for the Highland Meadows Community Development District II.

Assistant Secretary Chairperson/Vice Chairperson

Tab 4



Proposal of Services to Community Wall Pressure Washing

Dear.

Highland Meadows II Community Development

Thank you for allowing A&E DREAM HOMES, LLC. The opportunity to send you a proposal of our concrete services. Essential infrastructure is the core foundation of community life in a city and choosing the right concrete company to make it reality necessary.

It's our confidence that you'll find A&E DREAM HOMES, LLC, the right company for the job. We will provide you the quality cement professionals with dynamic experience. The attached proposal outlines The projects objectives, work schedule and cost based on your need. If you want to refine or modify it, feel free to contact us.

WORK PROJECT

The client is seeking services for the following: **PRESSURE WASHER FOR INSIDE AND OUTSIDES WALLS WITH ALGAE BUILDUP**. This proposal outlines services and estimated costs for completing the proposed project.

YOUR INVESTMENT

The contractor proposes a fixed price of \$18.850,00 to complete the work. A deposit of 60% is required to start work and the end the other 40%.

TERMS

The pricing in this proposal is valid for 30 days or less.

The estimate time to get the project to get done is 30 days depend on weather.

A&E DREAM HOMES, LLC

NEXT STEPS

To discuss your project and formalize this agreement, please reach out at:

A&E DREAM HOMES, LLC.

929-245-1274

AEDREAMHOMES@OUTLOOK.COM

1. Services to be performed at:

All seven communities.

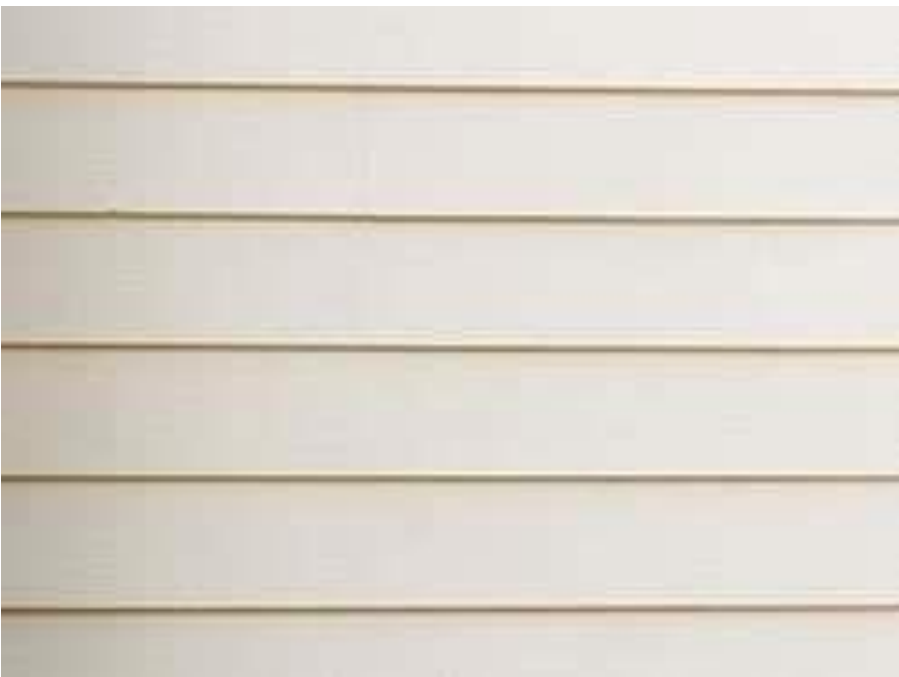
The investment include Equipment and materials, Equipment Rentals and Labors.

CLIENT

Highland Meadows II Community Development

Date: April 26, 2023.

PREPARED BY: Lopez Josmar











Tab 5

Highland Meadows 2 CDD

Thursday, May 11, 2023

Fence Proposals	Price
A&E Dream Homes	\$ 66,437.90
West Pine	\$ 55,200.00
Fence Central	\$ 63,359.03

Scope	
* Metal Fence Near 214 Merlin Street	Metal
* Metal Fence Near 346 Pentas Street	
* 435 Eaglecrest Dr. 346 Pentas Ln	Vinyl
*Meadow Point dr 2171 Nighthawk Dr	
* 507 Eagle Crest	

Community Pressure Washing	Price	
Sai Investigations	\$ 18,850.00	
C&D Pressure washing	\$ 70,000.00	Verbal Quote
Pressure wash this!	60,000+	Verbal Quote



Proposal of Services to Community Wall Pressure Washing

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Highland Meadows II Community Development

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WORK PROJECT

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YOUR INVESTMENT

The contractor proposes a fixed price of \$18.850,00 to complete the work. A deposit of 60% is required to start work and the end the other 40%.

TERMS

The pricing in this proposal is valid for 30 days or less.

The estimate time to get the project to get done is 30 days depend on weather.

A&E DREAM HOMES, LLC

NEXT STEPS

To discuss your project and formalize this agreement, please reach out at:

A&E DREAM HOMES, LLC.

929-245-1274

AEDREAMHOMES@OUTLOOK.COM

1. Services to be performed at:

All seven communities.

The investment include Equipment and materials, Equipment Rentals and Labors.

CLIENT

Highland Meadows II Community Development

Date: April 26, 2023.

PREPARED BY: Lopez Josmar











Proposal

West Pine LLC
 6424 Jones Ave West
 (914)258-2475
 Certified Building Contractor Lic # 1256490

WEST PINE LLC
 CONTRACTING + EXTERIOR PAINTING + SITE DEVELOPMENT

Proposal #	5823
Date	5/09/2023

Proposal- Highland Meadows Community Development District 2

Item	Description	Amount
1099 * Fence Installation	<p>Scope of Work:</p> <ul style="list-style-type: none"> - Install 6' Metal Fence Behind 214 Merlin Street & 346 Pentas - Install decorative (low maintenance) hedge to enhance appearance. - Replace/Repair all areas of CDD damaged PVC/Vinyl Fencing throughout community - Once Job is complete- West Pine LLC will donate 20 additional man hours for repairs and maintenance to the PVC/ Vinyl/Metal Fence - Up to 3 month** 	\$55,200.00

Material, labor and equipment included in total cost.

Sub Total	\$55,200.00
Total	\$55,200.00

SPECIAL INSTRUCTIONS



1st Location of Metal Fence



2nd Location of Metal Fence



Sample of tan Vinyl/PVC fence



Sample of Metal Fence

TERMS & CONDITIONS

I. GENERAL CONDITIONS to this Contract, are as follows:

1. **Construction Schedule:**
 - a. **Commencement:** Contractor shall commence construction within ten days of issuance of all documents required for the performance of the Scope of Work ("Commencement").
 - b. **Completion:** Contractor shall make a good-faith effort to complete the Scope of Work within 45 days of Commencement ("Construction Period"); however, Owner accepts deviation from the Construction Period as a risk of the construction process.
 - c. **Occupancy:** Owner shall not direct work to be performed or place personal property in the work area until the Project is complete.
 2. **Standards of Performance / Patching & Matching:**
 - a. **Standard of Performance:** Contractor will professionally perform the Scope of Work, according to standard trade practice, and in compliance with the FL Building Code.
 - b. **Nonmaterial Adjustments:** Owner (i) understands that it is often necessary to make nonmaterial adjustments to the layout, structure, and dimensions of the Scope of Work, which do not substantially affect the value or appearance of the Project, and (ii) accepts Contractor's prompt and reasonable notice of occurrence of the same - as a risk of the construction process.
 - c. **Textures & Finishes:** Certain products, finishes, or textures may slightly differ from samples or photographs; whereas, Owner accepts such variation as a risk of the construction process.
 - d. **Patching & Matching:** Contractor will use its best efforts to match existing surfaces, textures, and finishes; however, Owner accepts (minor) variations of the same as a risk of the construction process.
 - e. **Non-specified Materials:** Any detail, item, product, finish, or location of such, not specified on the Plans/Specs, will be left up to the discretion of the Contractor. Non-specified materials shall be of builder's grade and quality.
 3. **Change Orders*:** Should Owner, design professional, Project Exclusion, Assumption, unforeseen condition, code, or public agency mandate any modification of, or addition to the Scope of Work, such determination to be construed at the sole discretion of Contractor, all costs to perform the additional work shall be added to the Contract Sum as a change order ("Change Order"). Change Orders shall be reduced to writing; whereas, Contractor reserves the right to withhold further performance of the Scope of Work until each/all Change Orders are executed.
While Contractor shall exercise due diligence to identify all conditions affecting the Scope of Work before Contract execution, certain unknown/unforeseen circumstances are inherent to construction; whereas, Owner accepts such risks of the construction process.
 4. **Owner's Obligations:**
 - a. **Access:** Owner shall (i) remove its personal property/furnishings from all work areas, and (ii) provide Contractor reasonable and adequate access to perform the Scope of Work. Contractor shall not be held liable for damage to the Owner's personal property/furnishings that are not removed from the work areas as set forth above.
 - b. **Requests for Information:** Owner shall reply to Contractor's request(s) for information and/or product selection(s) within FIVE business days of delivery of Contractor's request ("RFI"). In the event Owner fails to respond to Contractor's RFIs as set forth above, Contractor shall have the option of (i) suspending further performance on the job, or (ii) performing the selection in the Owner's place.
 5. **Contractor's Obligations:**
 - a. **Insurance:** Contractor and its vendors shall maintain general liability insurance, comply with the workers' compensation laws of this state, and furnish evidence thereof upon request.
 - b. **Waivers:** Contractor shall provide conditional lien waivers in exchange for payment disbursements and a Contractor's final payment affidavit upon request.
 6. **Safety / Owner's Access to Jobsite:**
 - a. To comply with OSHA safety regulations, Owner and its agents agree to (i) coordinate all work area visits through the Contractor, and (ii) wear personal protective equipment as required by the Contractor.
 - b. To maintain Project hierarchy, management, and certain confidentiality, Owner agrees to direct all communications to Contractor's designated representative only and shall refrain from communicating to Contractor's employees, project vendors, building inspectors, and other job site personnel.
 7. **Remedies:**
 - a. **Punch Items:** Owner shall provide Contractor detailed, specific written notice of any alleged punch item/defective work within ten (10) days of Contractor's notification the Scope of Work is complete ("Punch Item"); whereas, Contractor shall resolve the Punch Item within FIVE business days of Delivery of the same. Owner and Contractor mutually agree to the decisions and actions to determine punch items being final, and binding, and (ii) **UNDER NO CIRCUMSTANCES SHALL OWNER WITHHOLD PAYMENT(S) DUE TO CONTRACTOR**
 - b. **Owner's Default In Payment:** In the event of Owner's delay or default in payment, Contractor shall have the right to (i) cease work and remain idle, (ii) place a stop work order on all permits, (iii) remove all stored materials, (iv) secure the project to prevent theft/unauthorized work; whereas, Owner agrees that: (iv) any delinquent Progress Payment shall be subject to a 1.5% per month late fee, and (v) all attorney's fees, expenses, and other costs incurred by Contractor pursuant to Owner's delay or default in payment shall be borne by Owner (including, but not limited to, damages incident to unpaid Project vendors).
 - c. **Jury Waiver:** Any dispute arising out of this Contract shall be settled by civil bench trial in the county of Contract execution; whereas, all parties waive the right to trial by jury.
 - d. **Waiver of Incidental / Consequential Damages:** Except for Contractor's remedies outlined, Owner and Contractor waive all incidental and consequential damages arising out of or relating to this Contract (for purposes of example only: damages for delay, loss of rent, and the like).
 8. **Warranty / Disclaimers:**
 - a. **Warranty:**
 - i. **Workmanship:** Contractor shall provide a 2-year warranty against defective workmanship (commencing at the date of Completion).
 - ii. **Materials & Equipment:** Contractor neither provides nor makes and warranty for materials, equipment, or furnishings; whereas, any and all manufacturer's warranties for the same shall be provided to the Owner.
 - b. **EXCLUSION OF IMPLIED WARRANTIES: ALL IMPLIED WARRANTIES CONCERNING THE COMPLETION OF THE SCOPE OF WORK HEREUNDER, ARE HEREBY DISCLAIMED, TO THE EXTENT PERMITTED BY LAW, INCLUDING, BUT NOT LIMITED TO, HABITABILITY, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE, WHETHER IMPLIED OR ARISING BY OPERATION OF LAW, COURSE OF DEALING, CUSTOM, AND PRACTICE, OR OTHERWISE. THERE ARE NO WARRANTIES WHICH EXTEND BEYOND THE DESCRIPTION ON THE FACE HEREOF.**
 - c. **Owner's Maintenance:** Contractor will deliver a Project professionally performed in accordance with standard trade practice; however, Owner's maintenance obligations to condition or dehumidify the living space, clean & maintain caulked/painted surfaces, establish equipment and landscape service contracts, and the like begins at Project completion. The Contractor has no liability for mold and other damages resulting from improper maintenance.
 9. **Force Majeure:** The Contractor shall not be responsible for any delays or damage caused by the Owner or Owner's agent, acts of God, earth settlement, or other causes beyond the reasonable control of the Contractor.
 10. **Miscellaneous:**
 - a. **Severability:** If any term or provision of this Contract is illegal, invalid or unenforceable for any reason whatsoever, such term shall be revised by the minimum amount to render such term or provision to be legal, valid and enforceable. If no such revision is possible, then such term or provision shall be deemed stricken, and shall not affect the validity of the remainder of the Contract.
 - b. **Amendment:** Handwritten changes to this Contract that are mutually agreed to by as evidenced by dated signatures by Owner and Contractor shall control.
 - c. **Survival / Assignment:** This Contract is binding on both parties and shall inure to the benefit of their respective heirs, representatives, successors, and permitted assigns. This Contract shall not be assigned without the written consent of both parties.
 - d. **Notices/Delivery:** Any written notice required or contemplated under this Contract may be delivered via hand service, U.S. Mail - Return Receipt Requested, a commercial courier with proof of delivery, or electronic service (text / email) effective upon recipient's confirmation of delivery ("Delivery"). Delivery by or electronic service (text / email) is deemed confirmed when provided to the recipient's known address for receiving email or text.
- *In the event of Owner's delay or default in payment, Contractor shall have the right to (i) cease work and remain idle, (ii) place a stop-work order on all permits, (iii) remove all stored materials, (iv) secure the project to prevent theft/unauthorized work; whereas, Owner agrees that: (iv) any delinquent Progress Payment shall be subject to a 1.5% per month late fee, and (v) all attorney's fees, expenses, and other costs incurred by Contractor pursuant to Owner's delay or default in payment shall be borne by Owner (including, but not limited to, damages incident to unpaid Project vendors).

FLORIDA HOMEOWNERS' CONSTRUCTION RECOVERY FUND

PAYMENT, UP TO A LIMITED AMOUNT, MAY BE AVAILABLE FROM THE HOMEOWNERS' CONSTRUCTION RECOVERY FUND IF YOU LOSE MONEY ON A PROJECT PERFORMED UNDER CONTRACT, WHERE THE LOSS RESULTS FROM SPECIFIC VIOLATIONS OF FLORIDA LAW BY A LICENSED CONTRACTOR. FOR INFORMATION ABOUT THE RECOVERY FUND AND FILING A CLAIM, CONTACT THE FLORIDA CONSTRUCTION INDUSTRY AND LICENSING BOARD AT THE TELEPHONE NUMBER AND ADDRESS: 2601 BLAIR STONE ROAD, TALLAHASSEE, FLORIDA - 32399-1027 - TELEPHONE: 850-487-1395 - WEBSITE: WWW.MYFLORIDALICENSE.COM

ACCORDING TO FLORIDA'S CONSTRUCTION LIEN LAW (SECTIONS 713.001-713.37, FLORIDA STATUTES), THOSE WHO WORK ON YOUR PROPERTY OR PROVIDE MATERIALS AND SERVICES AND ARE NOT PAID IN FULL HAVE A RIGHT TO ENFORCE THEIR CLAIM FOR PAYMENT AGAINST YOUR PROPERTY. THIS CLAIM IS KNOWN AS A CONSTRUCTION LIEN. IF YOUR CONTRACTOR OR A SUBCONTRACTOR FAILS TO PAY SUBCONTRACTORS, SUB-SUBCONTRACTORS, OR MATERIAL SUPPLIERS, THOSE PEOPLE WHO ARE OWED MONEY MAY LOOK TO YOUR PROPERTY FOR PAYMENT, EVEN IF YOU HAVE ALREADY PAID YOUR CONTRACTOR IN FULL. IF YOU FAIL TO PAY YOUR CONTRACTOR, YOUR CONTRACTOR MAY ALSO HAVE A LIEN ON YOUR PROPERTY. THIS MEANS IF A LIEN IS FILED YOUR PROPERTY COULD BE SOLD AGAINST YOUR WILL TO PAY FOR LABOR, MATERIALS, OR OTHER SERVICES THAT YOUR CONTRACTOR OR A SUBCONTRACTOR MAY HAVE FAILED TO PAY. TO PROTECT YOURSELF, YOU SHOULD STIPULATE IN THIS CONTRACT THAT BEFORE ANY PAYMENT IS MADE, YOUR CONTRACTOR IS REQUIRED TO PROVIDE YOU WITH A WRITTEN RELEASE OF LIEN FROM ANY PERSON OR COMPANY THAT HAS PROVIDED TO YOU A "NOTICE TO OWNER." FLORIDA'S CONSTRUCTION LIEN LAW IS COMPLEX, AND IT IS RECOMMENDED THAT YOU CONSULT AN ATTORNEY.

*In the event of Owner's delay or default in payment, Contractor shall have the right to (i) cease work and remain idle, (ii) place a stop-work order on all permits, (iii) remove all stored materials, (iv) secure the project to prevent theft/unauthorized work; whereas, Owner agrees that: (iv) any delinquent Progress Payment shall be subject to a 1.5% per month late fee, and (v) all attorney's fees, expenses, and other costs incurred by Contractor pursuant to Owner's delay or default in payment shall be borne by Owner (including, but not limited to, damages incident to unpaid Project vendors).

Thank you for your business!
West Pine LLC.

Fence Central
5880 LUCERNE PARK RD
WINTER HAVEN, FL 33881



PROPOSAL

Presented to:
Highland Meadows CDD
214 Merlin St
Haines City, FL 33844

Job # 18385
Proposal # P-18385-1
Technician
Issue Date Apr 28 2023

Customer Contact:
M: (321) 443-3054
E: v.highlandcommunity@gmail.com

Service Location:
214 Merlin St
Haines City, FL 33844

Your Price: \$63,359.03

Description



Fence Central Install

Fence Central to install 1476LF of Tan 6x6 vinyl privacy fence with no gates. Also to install 317LF of 6' tall Balck spear top aluminum fence with no gates.

Fence Central will remove and haul away roughly 1800LF of old fence.

All posts will be set in 120LBS of concrete.

Fence to be set flush to the ground.

Customer will need to fill gaps under fence that has been cause by the ground eroding.

Install will take 14-17 Working days pending weather to complete.

6' Tan Vinyl Privacy Sections, Lines, Ends, Corners 5'x5'x8.5'

Tan Pyramid Caps 5"

6' Black Aluminum Three Rail Sections, Lines, Ends, Corners 2' X 2' X 8' .062 Wall

Delivery

Your Price

\$63,359.03

Review and Sign

Customer Approval:

I accept this proposal and agree to the terms and conditions.

Contractor Warranties:

Workmanship Warranty:

Fence Central offers a three year workmanship warranty that covers issues related to workmanship and excludes product defect and damage due to weather. Any other warranties related to materials are covered by the manufacturer and are specific to the particular material.

Contract Terms:

*****Quote is Valid For 30 Days*****

Customer has right to cancel within 3 days, after that a 10% cancellation fee plus cost of any special order materials and/or permit costs will apply. If paying by cash, check, or any method other than financing, a 50% Deposit is required upon signing the contract. Remaining balance is due within 5 days of fence completion.

IRRIGATION ETC: Fence Central is not responsible for removing, moving, or repairing irrigation or general underground plumbing due to damage that occurs during installation. Every effort will be made by installer to locate and avoid irrigation, pool, septic, and sewage lines. If irrigation heads are placed outside of property line or on line where fence must be installed, Installer is not responsible for relocation. The homeowner assumes all liability and responsibility for irrigation, sewer, and septic lines.


PROPERTY LINES: Fence will be placed near but not on property line to protect ownership integrity.

SURVEY FOR PROPERTY: Fence Central requires owners to provide an official property survey for evidence of property lines in order to install fencing, whether or not required by local municipalities and code enforcement. This is to ensure that Fence Central is accurate in the installation of fencing and do not impede the property of neighboring plots. The owner may decline to provide the survey if one cannot be found in existing documents and owner does not wish to pay for a professional survey. In this case, the owner understands that Fence Central will make every reasonable effort to locate property lines accurately, but the lines located may or may not fall into legal description of property. If an official property survey is not provided to Fence Central the property owner assumes all Liability and cost for moving any fence that is errantly placed on a neighboring plot of land outside of owner's property lines. Any and all survey costs at this time will be the responsibility of the owner. Legal fees that my incurred by owner are also owner responsibility. Fence Central is not liable for the owner declining to provide an accurate survey or the results thereof. I agree to hold harmless and release from any liability Fence Central relating to the installation of the fence along property lines if an accurate official property survey is not provided to Fence Central. If the fence is installed off of the property line despite the best efforts of the installer, I agree to incur any cost and fees associated with moving the fence, including (but not limited to) labor for removal and installation, site surveys and legal fees

PUBLIC UTILITIES: Public utilities (city water, gas, cable, internet, electrical) will be marked by Utilities Company prior to install. Fence Central will call to schedule with the Utilities Marking Service. **PRIVATE UTILITIES:** Private utilities (non-public gas lines, septic tanks and drain fields, backup power lines from generator, et. al.) are the responsibility of the homeowner and not of Fence Central.

NEIGHBOR'S FENCE / COMMUNITY FENCE / WALLS: In the event that homeowner chooses to utilize one or more neighbors' fence(s), Fence Central is not responsible for any gaps between new fence and neighbors' fencing. This also applies to community fences and walls installed next to owner's property. **PAVERS / DRILLING:** Fence Central is not responsible for replacing, cutting, or adding brick or stone pavers. If core drilling is required for install, Fence Central is not responsible for concrete cracking. **UNDERGROUND OBSTRUCTIONS:** In the event that obstacles are located (roots, concrete, metal, etc) underground that prevent install, Fence Central will inform homeowner options that may incur additional cost.

Fence Central, Inc. is not responsible for repairing or moving any underground utilities, wells, septic systems, sprinkler systems, wires, cables or any other obstacle. Customer is responsible for security of premises while fence is being installed, whether an old fence has been removed or any other barrier has been removed in order to construct the new fence. Customer is responsible for the location of fence and property lines, and holds harmless Fence Central, Inc. from any liability caused by an error in the location of the installed fence. Customer is also responsible for grading and clearing the fence line from debris/brush unless otherwise noted in contract. Customer gives Fence Central, Inc. full and free access to the work area of and around the property. Customer represents they have property damage, personal injury, fire and extended coverage insurance. Fence Central represents that they carry all necessary workers compensation insurance and general liability insurance.



Fence Central, Inc. is not responsible for damage to fence caused by people, pets, or creatures. Fence Central, Inc. is not responsible for people, pets or creatures entering or escaping the fence. Fence Central, Inc. is not responsible for loss due to wind, rain, flood or other natural causes. Customer agrees to pay attorney fees and collections costs in the event the Balance Due is not paid at time of completion. Customer gives Fence Central, Inc. the right to take pictures of the work. Fence Central, Inc. is not responsible for color variations, warping, bowing or cracking in wood fences since wood possesses natural characteristics that cause it to potentially warp, bow, and crack.

Any left over material at the jobsite when the job is completed belongs to Fence Central. Customer does not purchase overage that Fence Central provides installers on jobsites.

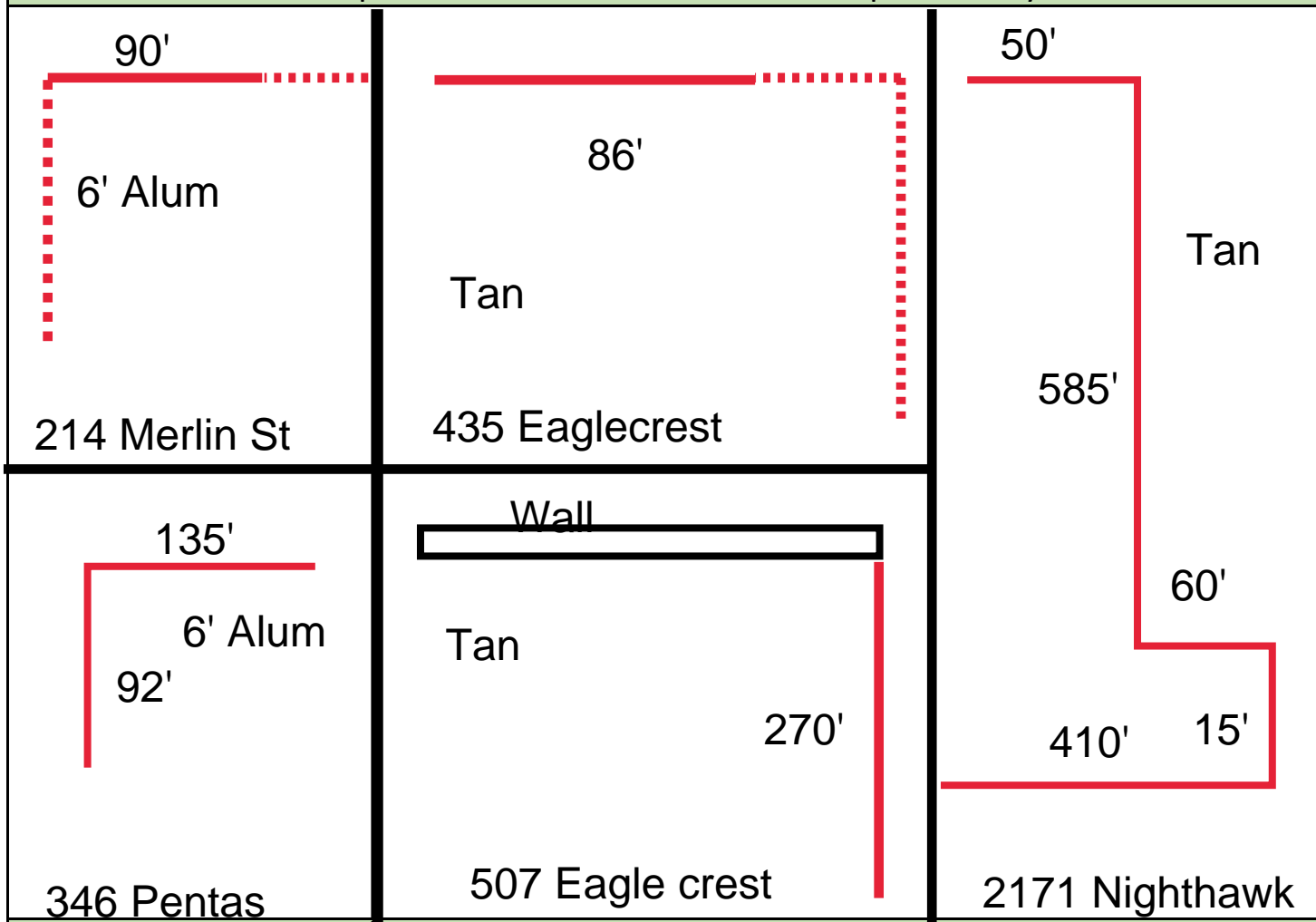


Customer Name	
Estimate #	
Date	

Permit Required	YES		NO		*Survey Provided	YES		NO		N/A	
Hard Dig (Roots)	YES		NO		HOA Approved	YES		NO		N/A	
Core Drill	YES		NO		FC Removal	YES		NO		N/A	
Follow Contour of Ground	YES		NO		FC Haul Away	YES		NO		N/A	
Level On Top	YES		NO		FC Clear Line	YES		NO		N/A	

Site Plan

*Fence Central is not responsible for location of fence if customer does not provide a survey to Fence Central.



Special Notes



11013 Laguna Bay Dr.
Orlando, Fl. 32821.
aedreamhomes@outlook.com
929-245-1274

Invoice # 100

Date: 05/01/2023

Bill To

HIGHLAND MEADOWS
Haines City

For

Iron Rod Fence - Vinyl Tan - Trees

Item Description	Amount
221' Iron Rod Fence - 346 Pentas Ln	
90' Iron Rod Fence - 212 Merlin Street	
85' Vinyl Tan - 435 Eaglecrest	
270' Vinyl Tan - 507 Eaglecrest	\$53.200,00
1120' Vinyl Tan -2171 Nighthawk	
155 Bushes or trees - 346 Pentas Ln and 212 Merlin Str	\$9.183,00
Subtotal	\$62.383,00
Tax Rate	6,50%
Other Costs	
Total Cost	\$66.437,90

Make all checks payable to AEDREAMHOMES, LLC

If you have any questions concerning this invoice, use the following contact information:

Josmar Lopez - Tlf 929-245-1274 - aedreamhomes@outlook.com

Thank you for your business!

Tab 6

FLORIDA COMMISSION ON ETHICS



GUIDE
to the
SUNSHINE AMENDMENT
and
CODE of ETHICS
for Public Officers and Employees

2023

State of Florida
COMMISSION ON ETHICS

John Grant, *Chair*
Tampa

Glenton “Glen” Gilzean, Jr., *Vice Chair*
Orlando

Michelle Anchors
Fort Walton Beach

William P. Cervone
Gainesville

Don Gaetz
Niceville

William N. “Willie” Meggs
Tallahassee

Ed H. Moore
Tallahassee

Wengay M. Newton, Sr.
St. Petersburg

Jim Waldman
Fort Lauderdale

Kerrie Stillman
Executive Director
P.O. Drawer 15709
Tallahassee, FL 32317-5709
www.ethics.state.fl.us
(850) 488-7864*

*Please direct all requests for information to this number.

TABLE OF CONTENTS

I. HISTORY OF FLORIDA’S ETHICS LAWS.....	1
II. ROLE OF THE COMMISSION ON ETHICS.....	2
III. THE ETHICS LAWS.....	2
A. PROHIBITED ACTIONS OR CONDUCT	3
1. Solicitation or Acceptance of Gifts	3
2. Unauthorized Compensation	4
3. Misuse of Public Position	4
4. Abuse of Public Position	4
5. Disclosure or Use of Certain Information.....	5
6. Solicitation or Acceptance of Honoraria	5
B. PROHIBITED EMPLOYMENT AND BUSINESS RELATIONSHIPS	6
1. Doing Business With One’s Agency	6
2. Conflicting Employment or Contractual Relationship.....	6
3. Exemptions	6
4. Additional Exemption	8
5. Lobbying State Agencies by Legislators.....	8
6. Additional Lobbying Restrictions for Certain Public Officers and Employees	8
7. Employees Holding Office	9
8. Professional & Occupational Licensing Board Members	9
9. Contractual Services: Prohibited Employment	9
10. Local Government Attorneys	9
11. Dual Public Employment	9
C. RESTRICTIONS ON APPOINTING, EMPLOYING, AND CONTRACTING WITH RELATIVES.....	10
1. Anti-Nepotism Law	10
2. Additional Restrictions	10
D. POST OFFICEHOLDING & EMPLOYMENT (REVOLVING DOOR) RESTRICTIONS	11
1. Lobbying By Former Legislators, Statewide Elected Officers, and Appointed State Officers	11
2. Lobbying By Former State Employees.....	11
3. 6-Year Lobbying Ban	12
4. Additional Restrictions on Former State Employees	13
5. Lobbying By Former Local Government Officers and Employees.....	13

E. VOTING CONFLICTS OF INTEREST	14
F. DISCLOSURES	15
1. Form 1 - Limited Financial Disclosure	15
2. Form 1F - Final Form 1.....	19
3. Form 2 - Quarterly Client Disclosure.....	19
4. Form 6 - Full and Public Disclosure	20
5. Form 6F - Final Form 6.....	21
6. Form 9 - Quarterly Gift Disclosure	22
7. Form 10 - Annual Disclosure of Gifts from Governmental Entities and Direct Support Organizations and Honorarium Event-Related Expenses.....	22
8. Form 30 - Donor’s Quarterly Gift Disclosure.....	23
9. Forms 1X and 6X – Amendments	24
IV. AVAILABILITY OF FORMS	24
V. PENALTIES.....	25
A. For Violations of the Code of Ethics	25
B. For Violations by Candidates	25
C. For Violations by Former Officers and Employees	25
D. For Lobbyists and Others.....	26
E. Felony Convictions: Forfeiture of Retirement Benefits	26
F. Automatic Penalties for Failure to File Annual Disclosure.....	27
VI. ADVISORY OPINIONS	27
A. Who Can Request an Opinion.....	27
B. How to Request an Opinion.....	27
C. How to Obtain Published Opinions.....	27
VII. COMPLAINTS.....	28
A. Citizen Involvement	28
B. Referrals.....	28
C. Confidentiality.....	28
D. How the Complaint Process Works	29
E. Dismissal of Complaint at Any Stage of Disposition	30
F. Statute of Limitations.....	30
VIII. EXECUTIVE BRANCH LOBBYING	30
IX. WHISTLE-BLOWER’S ACT	31
X. ADDITIONAL INFORMATION	32
XI. TRAINING	32

I. HISTORY OF FLORIDA'S ETHICS LAWS

Florida has been a leader among the states in establishing ethics standards for public officials and recognizing the right of citizens to protect the public trust against abuse. Our state Constitution was revised in 1968 to require a code of ethics, prescribed by law, for all state employees and non-judicial officers prohibiting conflict between public duty and private interests.

Florida's first successful constitutional initiative resulted in the adoption of the Sunshine Amendment in 1976, providing additional constitutional guarantees concerning ethics in government. In the area of enforcement, the Sunshine Amendment requires that there be an independent commission (the Commission on Ethics) to investigate complaints concerning breaches of public trust by public officers and employees other than judges.

The Code of Ethics for Public Officers and Employees is found in Chapter 112 (Part III) of the Florida Statutes. Foremost among the goals of the Code is to promote the public interest and maintain the respect of the people for their government. The Code is also intended to ensure that public officials conduct themselves independently and impartially, not using their offices for private gain other than compensation provided by law. While seeking to protect the integrity of government, the Code also seeks to avoid the creation of unnecessary barriers to public service.

Criminal penalties, which initially applied to violations of the Code, were eliminated in 1974 in favor of administrative enforcement. The Legislature created the Commission on Ethics that year "to serve as guardian of the standards of conduct" for public officials, state and local. Five of the Commission's nine members are appointed by the Governor, and two each are appointed by the President of the Senate and Speaker of the House of Representatives. No more than five Commission members may be members of the same political party, and none may be lobbyists, or hold any public employment during their two-year terms of office. A chair is selected from among the members to serve a one-year term and may not succeed himself or herself.

In 2018, Florida's Constitutional Revision Commission proposed, and the voters adopted, changes to Article II, Section 8. The earliest of the changes will take effect December 31, 2020, and will prohibit officials from abusing their position to obtain a disproportionate benefit for themselves

or their spouse, child, or employer, or for a business with which the official contracts or is an officer, partner, director, sole proprietor, or in which the official owns an interest. Other changes made to the Constitution place restrictions on lobbying by certain officeholders and employees, and put additional limits on lobbying by former public officers and employees. These changes will become effective December 31, 2022.

II. ROLE OF THE COMMISSION ON ETHICS

In addition to its constitutional duties regarding the investigation of complaints, the Commission:

- Renders advisory opinions to public officials;
- Prescribes forms for public disclosure;
- Prepares mailing lists of public officials subject to financial disclosure for use by Supervisors of Elections and the Commission in distributing forms and notifying delinquent filers;
- Makes recommendations to disciplinary officials when appropriate for violations of ethics and disclosure laws, since it does not impose penalties;
- Administers the Executive Branch Lobbyist Registration and Reporting Law;
- Maintains financial disclosure filings of constitutional officers and state officers and employees; and,
- Administers automatic fines for public officers and employees who fail to timely file required annual financial disclosure.

III. THE ETHICS LAWS

The ethics laws generally consist of two types of provisions, those prohibiting certain actions or conduct and those requiring that certain disclosures be made to the public. The following descriptions of these laws have been simplified in an effort to provide notice of their requirements. Therefore, we suggest that you also review the wording of the actual law. Citations to the appropriate laws are in brackets.

The laws summarized below apply generally to all public officers and employees, state and local, including members of advisory bodies. The principal exception to this broad coverage is the exclusion of judges, as they fall within the jurisdiction of the Judicial Qualifications Commission.

Public Service Commission (PSC) members and employees, as well as members of the PSC Nominating Council, are subject to additional ethics standards that are enforced by the Commission on Ethics under Chapter 350, Florida Statutes. Further, members of the governing boards of charter schools are subject to some of the provisions of the Code of Ethics [Sec. 1002.33(26), Fla. Stat.], as are the officers, directors, chief executive officers and some employees of business entities that serve as the chief administrative or executive officer or employee of a political subdivision. [Sec. 112.3136, Fla. Stat.].

A. PROHIBITED ACTIONS OR CONDUCT

1. Solicitation and Acceptance of Gifts

Public officers, employees, local government attorneys, and candidates are prohibited from soliciting or accepting anything of value, such as a gift, loan, reward, promise of future employment, favor, or service, that is based on an understanding that their vote, official action, or judgment would be influenced by such gift. [Sec. 112.313(2), Fla. Stat.]

Persons required to file financial disclosure FORM 1 or FORM 6 (see Part III F of this brochure), and state procurement employees, are prohibited from **soliciting** any gift from a political committee, lobbyist who has lobbied the official or his or her agency within the past 12 months, or the partner, firm, employer, or principal of such a lobbyist or from a vendor doing business with the official's agency. [Sec. 112.3148, Fla. Stat.]

Persons required to file FORM 1 or FORM 6, and state procurement employees are prohibited from directly or indirectly **accepting** a gift worth more than \$100 from such a lobbyist, from a partner, firm, employer, or principal of the lobbyist, or from a political committee or vendor doing business with their agency. [Sec.112.3148, Fla. Stat.]

However, notwithstanding Sec. 112.3148, Fla. Stat., no Executive Branch lobbyist or principal shall make, directly or indirectly, and no Executive Branch agency official who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.] Typically, this would include gifts valued at less than \$100 that formerly were permitted under Section 112.3148, Fla. Stat. Similar rules apply to members and employees of the Legislature. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.]

Also, persons required to file Form 1 or Form 6, and state procurement employees and members of their immediate families, are prohibited from accepting any gift from a political committee. [Sec. 112.31485, Fla. Stat.]

2. *Unauthorized Compensation*

Public officers or employees, local government attorneys, and their spouses and minor children are prohibited from accepting any compensation, payment, or thing of value when they know, or with the exercise of reasonable care should know, that it is given to influence a vote or other official action. [Sec. 112.313(4), Fla. Stat.]

3. *Misuse of Public Position*

Public officers and employees, and local government attorneys are prohibited from corruptly using or attempting to use their official positions or the resources thereof to obtain a special privilege or benefit for themselves or others. [Sec. 112.313(6), Fla. Stat.]

4. *Abuse of Public Position*

Public officers and employees are prohibited from abusing their public positions in order to obtain a disproportionate benefit for themselves or certain others. [Article II, Section 8(h), Florida Constitution.]

5. *Disclosure or Use of Certain Information*

Public officers and employees and local government attorneys are prohibited from disclosing or using information not available to the public and obtained by reason of their public position, for the personal benefit of themselves or others. [Sec. 112.313(8), Fla. Stat.]

6. *Solicitation or Acceptance of Honoraria*

Persons required to file financial disclosure FORM 1 or FORM 6 (see Part III F of this brochure), and state procurement employees, are prohibited from **soliciting** honoraria related to their public offices or duties. [Sec. 112.3149, Fla. Stat.]

Persons required to file FORM 1 or FORM 6, and state procurement employees, are prohibited from knowingly **accepting** an honorarium from a political committee, lobbyist who has lobbied the person's agency within the past 12 months, or the partner, firm, employer, or principal of such a lobbyist, or from a vendor doing business with the official's agency. However, they may accept the payment of expenses related to an honorarium event from such individuals or entities, provided that the expenses are disclosed. See Part III F of this brochure. [Sec. 112.3149, Fla. Stat.]

Lobbyists and their partners, firms, employers, and principals, as well as political committees and vendors, are prohibited from **giving** an honorarium to persons required to file FORM 1 or FORM 6 and to state procurement employees. Violations of this law may result in fines of up to \$5,000 and prohibitions against lobbying for up to two years. [Sec. 112.3149, Fla. Stat.]

However, notwithstanding Sec. 112.3149, Fla. Stat., no Executive Branch or legislative lobbyist or principal shall make, directly or indirectly, and no Executive Branch agency official who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.] This may include honorarium event related expenses that formerly were permitted under Sec. 112.3149, Fla. Stat. Similar rules apply to members and employees of the Legislature. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.]

B. PROHIBITED EMPLOYMENT AND BUSINESS RELATIONSHIPS

1. *Doing Business With One's Agency*

(a) A public employee acting as a purchasing agent, or public officer acting in an official capacity, is prohibited from purchasing, renting, or leasing any realty, goods, or services for his or her agency from a business entity in which the officer or employee or his or her spouse or child owns more than a 5% interest. [Sec. 112.313(3), Fla. Stat.]

(b) A public officer or employee, acting in a private capacity, also is prohibited from renting, leasing, or selling any realty, goods, or services to his or her own agency if the officer or employee is a state officer or employee, or, if he or she is an officer or employee of a political subdivision, to that subdivision or any of its agencies. [Sec. 112.313(3), Fla. Stat.]

2. *Conflicting Employment or Contractual Relationship*

(a) A public officer or employee is prohibited from holding any employment or contract with any business entity or agency regulated by or doing business with his or her public agency. [Sec. 112.313(7), Fla. Stat.]

(b) A public officer or employee also is prohibited from holding any employment or having a contractual relationship which will pose a frequently recurring conflict between the official's private interests and public duties or which will impede the full and faithful discharge of the official's public duties. [Sec. 112.313(7), Fla. Stat.]

(c) Limited exceptions to this prohibition have been created in the law for legislative bodies, certain special tax districts, drainage districts, and persons whose professions or occupations qualify them to hold their public positions. [Sec. 112.313(7)(a) and (b), Fla. Stat.]

3. Exemptions—Pursuant to Sec. 112.313(12), Fla. Stat., the prohibitions against doing business with one's agency and having conflicting employment may not apply:

- (a) When the business is rotated among all qualified suppliers in a city or county.

- (b) When the business is awarded by sealed, competitive bidding and neither the official nor his or her spouse or child have attempted to persuade agency personnel to enter the contract.
NOTE: Disclosure of the interest of the official, spouse, or child and the nature of the business must be filed prior to or at the time of submission of the bid on Commission FORM 3A with the Commission on Ethics or Supervisor of Elections, depending on whether the official serves at the state or local level.

- (c) When the purchase or sale is for legal advertising, utilities service, or for passage on a common carrier.

- (d) When an emergency purchase must be made to protect the public health, safety, or welfare.

- (e) When the business entity is the only source of supply within the political subdivision and there is full disclosure of the official's interest to the governing body on Commission FORM 4A.

- (f) When the aggregate of any such transactions does not exceed \$500 in a calendar year.

- (g) When the business transacted is the deposit of agency funds in a bank of which a county, city, or district official is an officer, director, or stockholder, so long as agency records show that the governing body has determined that the member did not favor his or her bank over other qualified banks.

- (h) When the prohibitions are waived in the case of ADVISORY BOARD MEMBERS by the appointing person or by a two-thirds vote of the appointing body (after disclosure on Commission FORM 4A).

- (i) When the public officer or employee purchases in a private capacity goods or services, at a price and upon terms available to similarly situated members of the general public, from a business entity which is doing business with his or her agency.

(j) When the public officer or employee in a private capacity purchases goods or services from a business entity which is subject to the regulation of his or her agency where the price and terms of the transaction are available to similarly situated members of the general public and the officer or employee makes full disclosure of the relationship to the agency head or governing body prior to the transaction.

4. *Additional Exemptions*

No elected public officer is in violation of the conflicting employment prohibition when employed by a tax exempt organization contracting with his or her agency so long as the officer is not directly or indirectly compensated as a result of the contract, does not participate in any way in the decision to enter into the contract, abstains from voting on any matter involving the employer, and makes certain disclosures. [Sec. 112.313(15), Fla. Stat.]

5. *Legislators Lobbying State Agencies*

A member of the Legislature is prohibited from representing another person or entity for compensation during his or her term of office before any state agency other than judicial tribunals. [Art. II, Sec. 8(e), Fla. Const., and Sec. 112.313(9), Fla. Stat.]

6. *Additional Lobbying Restrictions for Certain Public Officers and Employees*

A statewide elected officer; a member of the legislature; a county commissioner; a county officer pursuant to Article VIII or county charter; a school board member; a superintendent of schools; an elected municipal officer; an elected special district officer in a special district with ad valorem taxing authority; or a person serving as a secretary, an executive director, or other agency head of a department of the executive branch of state government shall not lobby for compensation on issues of policy, appropriations, or procurement before the federal government, the legislature, any state government body or agency, or any political subdivision of this state, during his or her term of office. [Art. II Sec 8(f)(2), Fla. Const. and Sec. 112.3121, Fla. Stat.]

7. *Employees Holding Office*

A public employee is prohibited from being a member of the governing body which serves as his or her employer. [Sec. 112.313(10), Fla. Stat.]

8. *Professional and Occupational Licensing Board Members*

An officer, director, or administrator of a state, county, or regional professional or occupational organization or association, while holding such position, may not serve as a member of a state examining or licensing board for the profession or occupation. [Sec. 112.313(11), Fla. Stat.]

9. *Contractual Services: Prohibited Employment*

A state employee of the executive or judicial branch who participates in the decision-making process involving a purchase request, who influences the content of any specification or procurement standard, or who renders advice, investigation, or auditing, regarding his or her agency's contract for services, is prohibited from being employed with a person holding such a contract with his or her agency. [Sec. 112.3185(2), Fla. Stat.]

10. *Local Government Attorneys*

Local government attorneys, such as the city attorney or county attorney, and their law firms are prohibited from representing private individuals and entities before the unit of local government which they serve. A local government attorney cannot recommend or otherwise refer to his or her firm legal work involving the local government unit unless the attorney's contract authorizes or mandates the use of that firm. [Sec. 112.313(16), Fla. Stat.]

11. *Dual Public Employment*

Candidates and elected officers are prohibited from accepting public employment if they know or should know it is being offered for the purpose of influence. Further, public employment may not be accepted unless the position was already in existence or was created without the

anticipation of the official's interest, was publicly advertised, and the officer had to meet the same qualifications and go through the same hiring process as other applicants. For elected public officers already holding public employment, no promotion given for the purpose of influence may be accepted, nor may promotions that are inconsistent with those given other similarly situated employees. [Sec. 112.3125, Fla. Stat.]

C. RESTRICTIONS ON APPOINTING, EMPLOYING, AND CONTRACTING WITH RELATIVES

1. Anti-Nepotism Law

A public official is prohibited from seeking for a relative any appointment, employment, promotion, or advancement in the agency in which he or she is serving or over which the official exercises jurisdiction or control. No person may be appointed, employed, promoted, or advanced in or to a position in an agency if such action has been advocated by a related public official who is serving in or exercising jurisdiction or control over the agency; this includes relatives of members of collegial government bodies. NOTE: This prohibition does not apply to school districts (except as provided in Sec. 1012.23, Fla. Stat.), community colleges and state universities, or to appointments of boards, other than those with land-planning or zoning responsibilities, in municipalities of fewer than 35,000 residents. Also, the approval of budgets does not constitute "jurisdiction or control" for the purposes of this prohibition. This provision does not apply to volunteer emergency medical, firefighting, or police service providers. [Sec. 112.3135, Fla. Stat.]

2. Additional Restrictions

A state employee of the executive or judicial branch or the PSC is prohibited from directly or indirectly procuring contractual services for his or her agency from a business entity of which a relative is an officer, partner, director, or proprietor, or in which the employee, or his or her spouse, or children own more than a 5% interest. [Sec. 112.3185(6), Fla. Stat.]

D. POST OFFICE HOLDING AND EMPLOYMENT (REVOLVING DOOR) RESTRICTIONS

1. Lobbying by Former Legislators, Statewide Elected Officers, and Appointed State Officers

A member of the Legislature or a statewide elected or appointed state official is prohibited for two years following vacation of office from representing another person or entity for compensation before the government body or agency of which the individual was an officer or member. Former members of the Legislature are also prohibited for two years from lobbying the executive branch. [Art. II, Sec. 8(e), Fla. Const. and Sec. 112.313(9), Fla. Stat.]

2. Lobbying by Former State Employees

Certain employees of the executive and legislative branches of state government are prohibited from personally representing another person or entity for compensation before the agency with which they were employed for a period of two years after leaving their positions, unless employed by another agency of state government. [Sec. 112.313(9), Fla. Stat.] These employees include the following:

(a) Executive and legislative branch employees serving in the Senior Management Service and Selected Exempt Service, as well as any person employed by the Department of the Lottery having authority over policy or procurement.

(b) Persons serving in the following position classifications: the Auditor General; the director of the Office of Program Policy Analysis and Government Accountability (OPPAGA); the Sergeant at Arms and Secretary of the Senate; the Sergeant at Arms and Clerk of the House of Representatives; the executive director and deputy executive director of the Commission on Ethics; an executive director, staff director, or deputy staff director of each joint committee, standing committee, or select committee of the Legislature; an executive director, staff director, executive assistant, legislative analyst, or attorney serving in the Office of the President of the Senate, the Office of the Speaker of the House of Representatives, the Senate Majority Party Office, the Senate Minority Party Office, the House Majority Party Office, or the House Minority Party Office; the Chancellor and Vice-Chancellors of the State University System; the general counsel to the Board of Regents; the

president, vice presidents, and deans of each state university; any person hired on a contractual basis and having the power normally conferred upon such persons, by whatever title; and any person having the power normally conferred upon the above positions.

This prohibition does not apply to a person who was employed by the Legislature or other agency prior to July 1, 1989; who was a defined employee of the State University System or the Public Service Commission who held such employment on December 31, 1994; or who reached normal retirement age and retired by July 1, 1991. It does apply to OPS employees.

PENALTIES: Persons found in violation of this section are subject to the penalties contained in the Code (see PENALTIES, Part V) as well as a civil penalty in an amount equal to the compensation which the person received for the prohibited conduct. [Sec. 112.313(9)(a)5, Fla. Stat.]

3. 6-Year Lobbying Ban

For a period of six years after vacation of public position occurring on or after December 31, 2022, a statewide elected officer or member of the legislature shall not lobby for compensation on issues of policy, appropriations, or procurement before the legislature or any state government body or agency. [Art. II Sec 8(f)(3)a., Fla. Const. and Sec. 112.3121, Fla. Stat.]

For a period of six years after vacation of public position occurring on or after December 31, 2022, a person serving as a secretary, an executive director, or other agency head of a department of the executive branch of state government shall not lobby for compensation on issues of policy, appropriations, or procurement before the legislature, the governor, the executive office of the governor, members of the cabinet, a department that is headed by a member of the cabinet, or his or her former department. [Art. II Sec 8(f)(3)b., Fla. Const. and Sec. 112.3121, Fla. Stat.]

For a period of six years after vacation of public position occurring on or after December 31, 2022, a county commissioner, a county officer pursuant to Article VIII or county charter, a school board member, a superintendent of schools, an elected municipal officer, or an elected special district officer in a special district with ad valorem taxing authority shall not lobby for compensation on issues

of policy, appropriations, or procurement before his or her former agency or governing body. [Art. II Sec 8(f)(3)c., Fla. Const. and Sec. 112.3121, Fla. Stat.]

4. *Additional Restrictions on Former State Employees*

A former executive or judicial branch employee or PSC employee is prohibited from having employment or a contractual relationship, at any time after retirement or termination of employment, with any business entity (other than a public agency) in connection with a contract in which the employee participated personally and substantially by recommendation or decision while a public employee. [Sec. 112.3185(3), Fla. Stat.]

A former executive or judicial branch employee or PSC employee who has retired or terminated employment is prohibited from having any employment or contractual relationship for two years with any business entity (other than a public agency) in connection with a contract for services which was within his or her responsibility while serving as a state employee. [Sec.112.3185(4), Fla. Stat.]

Unless waived by the agency head, a former executive or judicial branch employee or PSC employee may not be paid more for contractual services provided by him or her to the former agency during the first year after leaving the agency than his or her annual salary before leaving. [Sec. 112.3185(5), Fla. Stat.]

These prohibitions do not apply to PSC employees who were so employed on or before Dec. 31, 1994.

5. *Lobbying by Former Local Government Officers and Employees*

A person elected to county, municipal, school district, or special district office is prohibited from representing another person or entity for compensation before the government body or agency of which he or she was an officer for two years after leaving office. Appointed officers and employees of counties, municipalities, school districts, and special districts may be subject to a similar restriction by local ordinance or resolution. [Sec. 112.313(13) and (14), Fla. Stat.]

E. VOTING CONFLICTS OF INTEREST

State public officers are prohibited from voting in an official capacity on any measure which they know would inure to their own special private gain or loss. A state public officer who abstains, or who votes on a measure which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate, must make every reasonable effort to file a memorandum of voting conflict with the recording secretary in advance of the vote. If that is not possible, it must be filed within 15 days after the vote occurs. The memorandum must disclose the nature of the officer's interest in the matter.

No county, municipal, or other local public officer shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss, or which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate. The officer must publicly announce the nature of his or her interest before the vote and must file a memorandum of voting conflict on Commission Form 8B with the meeting's recording officer within 15 days after the vote occurs disclosing the nature of his or her interest in the matter. However, members of community redevelopment agencies and district officers elected on a one-acre, one-vote basis are not required to abstain when voting in that capacity.

No appointed state or local officer shall participate in any matter which would inure to the officer's special private gain or loss, the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate, without first disclosing the nature of his or her interest in the matter. The memorandum of voting conflict (Commission Form 8A or 8B) must be filed with the meeting's recording officer, be provided to the other members of the agency, and be read publicly at the next meeting.

If the conflict is unknown or not disclosed prior to the meeting, the appointed official must orally disclose the conflict at the meeting when the conflict becomes known. Also, a written memorandum of voting conflict must be filed with the meeting's recording officer within 15 days of

the disclosure being made and must be provided to the other members of the agency, with the disclosure being read publicly at the next scheduled meeting. [Sec. 112.3143, Fla. Stat.]

F. DISCLOSURES

Conflicts of interest may occur when public officials are in a position to make decisions that affect their personal financial interests. This is why public officers and employees, as well as candidates who run for public office, are required to publicly disclose their financial interests. The disclosure process serves to remind officials of their obligation to put the public interest above personal considerations. It also helps citizens to monitor the considerations of those who spend their tax dollars and participate in public policy decisions or administration.

All public officials and candidates do not file the same degree of disclosure; nor do they all file at the same time or place. Thus, care must be taken to determine which disclosure forms a particular official or candidate is required to file.

The following forms are described below to set forth the requirements of the various disclosures and the steps for correctly providing the information in a timely manner.

1. FORM 1 - Limited Financial Disclosure

Who Must File:

Persons required to file FORM 1 include all state officers, local officers, candidates for local elective office, and specified state employees as defined below (other than those officers who are required by law to file FORM 6).

STATE OFFICERS include:

- 1) Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.

2) Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding members of solely advisory bodies; but including judicial nominating commission members; directors of Enterprise Florida, Scripps Florida Funding Corporation, and CareerSource Florida, and members of the Council on the Social Status of Black Men and Boys; the Executive Director, governors, and senior managers of Citizens Property Insurance Corporation; governors and senior managers of Florida Workers' Compensation Joint Underwriting Association, board members of the Northeast Florida Regional Transportation Commission, and members of the board of Triumph Gulf Coast, Inc.; members of the board of Florida is for Veterans, Inc.; and members of the Technology Advisory Council within the Agency for State Technology.

3) The Commissioner of Education, members of the State Board of Education, the Board of Governors, local boards of trustees and presidents of state universities, and members of the Florida Prepaid College Board.

LOCAL OFFICERS include:

1) Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.

2) Appointed members of the following boards, councils, commissions, authorities, or other bodies of any county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; a community college or junior college district board of trustees; a board having the power to enforce local code provisions; a planning or zoning board, board of adjustments or appeals, community redevelopment agency board, or other board having the power to recommend, create, or modify land planning or zoning within the political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; a pension board or retirement board empowered to invest pension or retirement funds or to determine entitlement to or amount of a pension or other retirement benefit.

3) Any other appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.

4) Persons holding any of these positions in local government: mayor; county or city manager; chief administrative employee or finance director of a county, municipality, or other political subdivision; county or municipal attorney; chief county or municipal building inspector; county or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding \$35,000 for the local governmental unit.

5) Members of governing boards of charter schools operated by a city or other public entity.

6) The officers, directors, and chief executive officer of a corporation, partnership, or other business entity that is serving as the chief administrative or executive officer or employee of a political subdivision, and any business entity employee who is acting as the chief administrative or executive officer or employee of the political subdivision. [Sec. 112.3136, Fla. Stat.]

SPECIFIED STATE EMPLOYEE includes:

1) Employees in the Office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.

2) The following positions in each state department, commission, board, or council: secretary or state surgeon general, assistant or deputy secretary, executive director, assistant or deputy executive director, and anyone having the power normally conferred upon such persons, regardless of title.

3) The following positions in each state department or division: director, assistant or deputy director, bureau chief, assistant bureau chief, and any person having the power normally conferred upon such persons, regardless of title.

4) Assistant state attorneys, assistant public defenders, criminal conflict and civil regional counsel, assistant criminal conflict and civil regional counsel, public counsel, full-time state employees serving as counsel or assistant counsel to a state agency, judges of compensation claims, administrative law judges, and hearing officers.

5) The superintendent or director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.

6) State agency business managers, finance and accounting directors, personnel officers, grant coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$35,000.

7) The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.

What Must Be Disclosed:

FORM 1 requirements are set forth fully on the form. In general, this includes the reporting person's sources and types of financial interests, such as the names of employers and addresses of real property holdings. NO DOLLAR VALUES ARE REQUIRED TO BE LISTED. In addition, the form requires the disclosure of certain relationships with, and ownership interests in, specified types of businesses such as banks, savings and loans, insurance companies, and utility companies.

When to File:

CANDIDATES for elected local office must file FORM 1 together with and at the same time they file their qualifying papers.

STATE and LOCAL OFFICERS and SPECIFIED STATE EMPLOYEES are required to file disclosure by July 1 of each year. They also must file within thirty days from the date of appointment or the beginning of employment. Those appointees requiring Senate confirmation must file prior to confirmation.

Where to File:

Each LOCAL OFFICER files FORM 1 with the Supervisor of Elections in the county in which he or she permanently resides.

A STATE OFFICER or SPECIFIED STATE EMPLOYEE files with the Commission on Ethics. [Sec. 112.3145, Fla. Stat.]

2. *FORM 1F - Final Form 1 Limited Financial Disclosure*

FORM 1F is the disclosure form required to be filed within 60 days after a public officer or employee required to file FORM 1 leaves his or her public position. The form covers the disclosure period between January 1 and the last day of office or employment within that year.

3. *FORM 2 - Quarterly Client Disclosure*

The state officers, local officers, and specified state employees listed above, as well as elected constitutional officers, must file a FORM 2 if they or a partner or associate of their professional firm represent a client for compensation before an agency at their level of government.

A FORM 2 disclosure includes the names of clients represented by the reporting person or by any partner or associate of his or her professional firm for a fee or commission before agencies at the

reporting person's level of government. Such representations do not include appearances in ministerial matters, appearances before judges of compensation claims, or representations on behalf of one's agency in one's official capacity. Nor does the term include the preparation and filing of forms and applications merely for the purpose of obtaining or transferring a license, so long as the issuance of the license does not require a variance, special consideration, or a certificate of public convenience and necessity.

When to File:

This disclosure should be filed quarterly, by the end of the calendar quarter following the calendar quarter during which a reportable representation was made. FORM 2 need not be filed merely to indicate that no reportable representations occurred during the preceding quarter; it should be filed ONLY when reportable representations were made during the quarter.

Where To File:

LOCAL OFFICERS file with the Supervisor of Elections of the county in which they permanently reside.

STATE OFFICERS and SPECIFIED STATE EMPLOYEES file with the Commission on Ethics. [Sec. 112.3145(4), Fla. Stat.]

4. FORM 6 - Full and Public Disclosure

Who Must File:

Persons required by law to file FORM 6 include all elected constitutional officers and candidates for such office; the mayor and members of the city council and candidates for these offices in Jacksonville; the Duval County Superintendent of Schools; judges of compensation claims (pursuant to Sec. 440.442, Fla. Stat.); members of the Florida Housing Finance Corporation Board and members of expressway authorities, transportation authorities (except the Jacksonville Transportation

Authority), bridge authority, or toll authorities created pursuant to Ch. 348 or 343, or 349, or other general law.

What Must be Disclosed:

FORM 6 is a detailed disclosure of assets, liabilities, and sources of income over \$1,000 and their values, as well as net worth. Officials may opt to file their most recent income tax return in lieu of listing sources of income but still must disclose their assets, liabilities, and net worth. In addition, the form requires the disclosure of certain relationships with, and ownership interests in, specified types of businesses such as banks, savings and loans, insurance companies, and utility companies.

When and Where To File:

Officials must file FORM 6 annually by July 1 with the Commission on Ethics.

Beginning January 1, 2023, all Form 6 disclosures must be filed electronically through the Commission's electronic filing system. These disclosures will be published and searchable on the Commission's website.

CANDIDATES must register and use the electronic filing system to complete the Form 6, then file the disclosure with the officer before whom they qualify at the time of qualifying. [Art. II, Sec. 8(a) and (i), Fla. Const., and Sec. 112.3144, Fla. Stat.]

5. *FORM 6F - Final Form 6 Full and Public Disclosure*

This is the disclosure form required to be filed within 60 days after a public officer or employee required to file FORM 6 leaves his or her public position. The form covers the disclosure period between January 1 and the last day of office or employment within that year.

6. FORM 9 - Quarterly Gift Disclosure

Each person required to file FORM 1 or FORM 6, and each state procurement employee, must file a FORM 9, Quarterly Gift Disclosure, with the Commission on Ethics on the last day of any calendar quarter following the calendar quarter in which he or she received a gift worth more than \$100, other than gifts from relatives, gifts prohibited from being accepted, gifts primarily associated with his or her business or employment, and gifts otherwise required to be disclosed. FORM 9 NEED NOT BE FILED if no such gift was received during the calendar quarter.

Information to be disclosed includes a description of the gift and its value, the name and address of the donor, the date of the gift, and a copy of any receipt for the gift provided by the donor. [Sec. 112.3148, Fla. Stat.]

7. FORM 10 - Annual Disclosure of Gifts from Government Agencies and Direct-Support Organizations and Honorarium Event Related Expenses

State government entities, airport authorities, counties, municipalities, school boards, water management districts, and the South Florida Regional Transportation Authority, may give a gift worth more than \$100 to a person required to file FORM 1 or FORM 6, and to state procurement employees, if a public purpose can be shown for the gift. Also, a direct-support organization for a governmental entity may give such a gift to a person who is an officer or employee of that entity. These gifts are to be reported on FORM 10, to be filed by July 1.

The governmental entity or direct-support organization giving the gift must provide the officer or employee with a statement about the gift no later than March 1 of the following year. The officer or employee then must disclose this information by filing a statement by July 1 with his or her annual financial disclosure that describes the gift and lists the donor, the date of the gift, and the value of the total gifts provided during the calendar year. State procurement employees file their statements with the Commission on Ethics. [Sec. 112.3148, Fla. Stat.]

In addition, a person required to file FORM 1 or FORM 6, or a state procurement employee, who receives expenses or payment of expenses related to an honorarium event from someone who

is prohibited from giving him or her an honorarium, must disclose annually the name, address, and affiliation of the donor, the amount of the expenses, the date of the event, a description of the expenses paid or provided, and the total value of the expenses on FORM 10. The donor paying the expenses must provide the officer or employee with a statement about the expenses within 60 days of the honorarium event.

The disclosure must be filed by July 1, for expenses received during the previous calendar year, with the officer's or employee's FORM 1 or FORM 6. State procurement employees file their statements with the Commission on Ethics. [Sec. 112.3149, Fla. Stat.]

However, notwithstanding Sec. 112.3149, Fla. Stat., no executive branch or legislative lobbyist or principal shall make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. This may include gifts or honorarium event related expenses that formerly were permitted under Sections 112.3148 and 112.3149. [Sec. 112.3215, Fla. Stat.] Similar prohibitions apply to legislative officials and employees. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.] In addition, gifts, which include anything not primarily related to political activities authorized under ch. 106, are prohibited from political committees. [Sec. 112.31485 Fla. Stat.]

8. FORM 30 - Donor's Quarterly Gift Disclosure

As mentioned above, the following persons and entities generally are prohibited from giving a gift worth more than \$100 to a reporting individual (a person required to file FORM 1 or FORM 6) or to a state procurement employee: a political committee; a lobbyist who lobbies the reporting individual's or procurement employee's agency, and the partner, firm, employer, or principal of such a lobbyist; and vendors. If such person or entity makes a gift worth between \$25 and \$100 to a reporting individual or state procurement employee (that is not accepted in behalf of a governmental entity or charitable organization), the gift should be reported on FORM 30. The donor also must notify the recipient at the time the gift is made that it will be reported.

The FORM 30 should be filed by the last day of the calendar quarter following the calendar quarter in which the gift was made. If the gift was made to an individual in the legislative branch, FORM 30 should be filed with the Lobbyist Registrar. [See page 35 for address.] If the gift was to any other reporting individual or state procurement employee, FORM 30 should be filed with the Commission on Ethics.

However, notwithstanding Section 112.3148, Fla. Stat., no executive branch lobbyist or principal shall make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. This may include gifts that formerly were permitted under Section 112.3148. [Sec. 112.3215, Fla. Stat.] Similar prohibitions apply to legislative officials and employees. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.] In addition, gifts from political committees are prohibited. [Sec. 112.31485, Fla. Stat.]

9. FORM 1X AND FORM 6X - Amendments to Form 1 and Form 6

These forms are provided for officers or employees to amend their previously filed Form 1 or Form 6.

IV. AVAILABILITY OF FORMS

LOCAL OFFICERS and EMPLOYEES who must file FORM 1 annually will be sent the form by mail from the Supervisor of Elections in the county in which they permanently reside not later than JUNE 1 of each year. Newly elected and appointed officials or employees should contact the heads of their agencies for copies of the form or download it from www.ethics.state.fl.us, as should those persons who are required to file their final disclosure statements within 60 days of leaving office or employment. The Form 1 will be filed electronically with the Florida Commission on Ethics via the Electronic Financial Disclosure Management System (EFDMS), beginning in 2023.

Beginning January 1, 2023, ELECTED CONSTITUTIONAL OFFICERS and other officials who must file Form 6 annually must file electronically via the Commission's Electronic Financial Disclosure Management System (EFDMS). Paper forms will not be promulgated. Communications regarding the

annual filing requirement will be sent via email to filers no later than June 1. Filers must maintain an updated email address in their User Profile in EFDMS.

OTHER STATE OFFICERS, and SPECIFIED STATE EMPLOYEES who must file Form 1 annually will be sent the forms by mail from the Florida Commission on Ethics by June 1, 2023. Newly elected and appointed officers and employees should contact the head of their agencies for copies of the form or download the form from www.ethics.state.fl.us, as should those persons who are required to file their final financial disclosure statement within 60 days of leaving office or employment.

V. PENALTIES

A. Non-criminal Penalties for Violation of the Sunshine Amendment and the Code of Ethics

There are no criminal penalties for violation of the Sunshine Amendment and the Code of Ethics. Penalties for violation of these laws may include: impeachment, removal from office or employment, suspension, public censure, reprimand, demotion, reduction in salary level, forfeiture of no more than one-third salary per month for no more than twelve months, a civil penalty not to exceed \$10,000, and restitution of any pecuniary benefits received, and triple the value of a gift from a political committee.

B. Penalties for Candidates

CANDIDATES for public office who are found in violation of the Sunshine Amendment or the Code of Ethics may be subject to one or more of the following penalties: disqualification from being on the ballot, public censure, reprimand, or a civil penalty not to exceed \$10,000, and triple the value of a gift received from a political committee.

C. Penalties for Former Officers and Employees

FORMER PUBLIC OFFICERS or EMPLOYEES who are found in violation of a provision applicable to former officers or employees or whose violation occurred prior to such officer's or employee's

leaving public office or employment may be subject to one or more of the following penalties: public censure and reprimand, a civil penalty not to exceed \$10,000, and restitution of any pecuniary benefits received, and triple the value of a gift received from a political committee.

D. Penalties for Lobbyists and Others

An executive branch lobbyist who has failed to comply with the Executive Branch Lobbying Registration law (see Part VIII) may be fined up to \$5,000, reprimanded, censured, or prohibited from lobbying executive branch agencies for up to two years. Lobbyists, their employers, principals, partners, and firms, and political committees and committees of continuous existence who give a prohibited gift or honorarium or fail to comply with the gift reporting requirements for gifts worth between \$25 and \$100, may be penalized by a fine of not more than \$5,000 and a prohibition on lobbying, or employing a lobbyist to lobby, before the agency of the public officer or employee to whom the gift was given for up to two years. Any agent or person acting on behalf of a political committee giving a prohibited gift is personally liable for a civil penalty of up to triple the value of the gift.

Executive Branch lobbying firms that fail to timely file their quarterly compensation reports may be fined \$50 per day per report for each day the report is late, up to a maximum fine of \$5,000 per report.

E. Felony Convictions: Forfeiture of Retirement Benefits

Public officers and employees are subject to forfeiture of all rights and benefits under the retirement system to which they belong if convicted of certain offenses. The offenses include embezzlement or theft of public funds; bribery; felonies specified in Chapter 838, Florida Statutes; impeachable offenses; and felonies committed with intent to defraud the public or their public agency. [Sec. 112.3173, Fla. Stat.]

F. Automatic Penalties for Failure to File Annual Disclosure

Public officers and employees required to file either Form 1 or Form 6 annual financial disclosure are subject to automatic fines of \$25 for each day late the form is filed after September 1, up to a maximum penalty of \$1,500. [Sec. 112.3144 and 112.3145, Fla. Stat.]

VI. ADVISORY OPINIONS

Conflicts of interest may be avoided by greater awareness of the ethics laws on the part of public officials and employees through advisory assistance from the Commission on Ethics.

A. Who Can Request an Opinion

Any public officer, candidate for public office, or public employee in Florida who is in doubt about the applicability of the standards of conduct or disclosure laws to himself or herself, or anyone who has the power to hire or terminate another public employee, may seek an advisory opinion from the Commission about himself or herself or that employee.

B. How to Request an Opinion

Opinions may be requested by letter presenting a question based on a real situation and including a detailed description of the situation. Opinions are issued by the Commission and are binding on the conduct of the person who is the subject of the opinion, unless material facts were omitted or misstated in the request for the opinion. Published opinions will not bear the name of the persons involved unless they consent to the use of their names; however, the request and all information pertaining to it is a public record, made available to the Commission and to members of the public in advance of the Commission's consideration of the question.

C. How to Obtain Published Opinions

All of the Commission's opinions are available for viewing or download at its website:
www.ethics.state.fl.us.

VII. COMPLAINTS

A. *Citizen Involvement*

The Commission on Ethics cannot conduct investigations of alleged violations of the Sunshine Amendment or the Code of Ethics unless a person files a sworn complaint with the Commission alleging such violation has occurred, or a referral is received, as discussed below.

If you have knowledge that a person in government has violated the standards of conduct or disclosure laws described above, you may report these violations to the Commission by filing a sworn complaint on the form prescribed by the Commission and available for download at www.ethics.state.fl.us. The Commission is unable to take action based on learning of such misdeeds through newspaper reports, telephone calls, or letters.

You can download a complaint form (FORM 50) from the Commission's website: www.ethics.state.fl.us, or contact the Commission office at the address or phone number shown on the inside front cover of this booklet.

B. *Referrals*

The Commission may accept referrals from: the Governor, the Florida Department of Law Enforcement, a State Attorney, or a U.S. Attorney. A vote of six of the Commission's nine members is required to proceed on such a referral.

C. *Confidentiality*

The complaint or referral, as well as all proceedings and records relating thereto, is confidential until the accused requests that such records be made public or until the matter reaches a stage in the Commission's proceedings where it becomes public. This means that unless the Commission receives a written waiver of confidentiality from the accused, the Commission is not free to release any documents or to comment on a complaint or referral to members of the public or press, so long as the complaint or referral remains in a confidential stage.

A COMPLAINT OR REFERRAL MAY NOT BE FILED WITH RESPECT TO A CANDIDATE ON THE DAY OF THE ELECTION, OR WITHIN THE 30 CALENDAR DAYS PRECEDING THE ELECTION DATE, UNLESS IT IS BASED ON PERSONAL INFORMATION OR INFORMATION OTHER THAN HEARSAY.

D. How the Complaint Process Works

Complaints which allege a matter within the Commission's jurisdiction are assigned a tracking number and Commission staff forwards a copy of the original sworn complaint to the accused within five working days of its receipt. Any subsequent sworn amendments to the complaint also are transmitted within five working days of their receipt.

Once a complaint is filed, it goes through three procedural stages under the Commission's rules. The first stage is a determination of whether the allegations of the complaint are legally sufficient: that is, whether they indicate a possible violation of any law over which the Commission has jurisdiction. If the complaint is found not to be legally sufficient, the Commission will order that the complaint be dismissed without investigation, and all records relating to the complaint will become public at that time.

In cases of very minor financial disclosure violations, the official will be allowed an opportunity to correct or amend his or her disclosure form. Otherwise, if the complaint is found to be legally sufficient, a preliminary investigation will be undertaken by the investigative staff of the Commission. The second stage of the Commission's proceedings involves this preliminary investigation and a decision by the Commission as to whether there is probable cause to believe that there has been a violation of any of the ethics laws. If the Commission finds no probable cause to believe there has been a violation of the ethics laws, the complaint will be dismissed and will become a matter of public record. If the Commission finds probable cause to believe there has been a violation of the ethics laws, the complaint becomes public and usually enters the third stage of proceedings. This stage requires the Commission to decide whether the law was actually violated and, if so, whether a penalty should be recommended. At this stage, the accused has the right to request a public hearing (trial) at which evidence is presented, or the Commission may order that such a hearing be held. Public hearings usually are held in or near the area where the alleged violation occurred.

When the Commission concludes that a violation has been committed, it issues a public report of its findings and may recommend one or more penalties to the appropriate disciplinary body or official.

When the Commission determines that a person has filed a complaint with knowledge that the complaint contains one or more false allegations or with reckless disregard for whether the complaint contains false allegations, the complainant will be liable for costs plus reasonable attorney's fees incurred by the person complained against. The Department of Legal Affairs may bring a civil action to recover such fees and costs, if they are not paid voluntarily within 30 days.

E. Dismissal of Complaints At Any Stage of Disposition

The Commission may, at its discretion, dismiss any complaint at any stage of disposition should it determine that the public interest would not be served by proceeding further, in which case the Commission will issue a public report stating with particularity its reasons for the dismissal. [Sec. 112.324(12), Fla. Stat.]

F. Statute of Limitations

All sworn complaints alleging a violation of the Sunshine Amendment or the Code of Ethics must be filed with the Commission within five years of the alleged violation or other breach of the public trust. Time starts to run on the day AFTER the violation or breach of public trust is committed. The statute of limitations is tolled on the day a sworn complaint is filed with the Commission. If a complaint is filed and the statute of limitations has run, the complaint will be dismissed. [Sec. 112.3231, Fla. Stat.]

VIII. EXECUTIVE BRANCH LOBBYING

Any person who, for compensation and on behalf of another, lobbies an agency of the executive branch of state government with respect to a decision in the area of policy or procurement may be required to register as an executive branch lobbyist. Registration is required before lobbying an agency and is renewable annually. In addition, each lobbying firm must file a compensation report

with the Commission for each calendar quarter during any portion of which one or more of the firm's lobbyists were registered to represent a principal. As noted above, no executive branch lobbyist or principal can make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 can knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.]

Paying an executive branch lobbyist a contingency fee based upon the outcome of any specific executive branch action, and receiving such a fee, is prohibited. A violation of this prohibition is a first degree misdemeanor, and the amount received is subject to forfeiture. This does not prohibit sales people from receiving a commission. [Sec. 112.3217, Fla. Stat.]

Executive branch departments, state universities, community colleges, and water management districts are prohibited from using public funds to retain an executive branch (or legislative branch) lobbyist, although these agencies may use full-time employees as lobbyists. [Sec. 11.062, Fla. Stat.]

Online registration and filing is available at www.floridalobbyist.gov. Additional information about the executive branch lobbyist registration system may be obtained by contacting the Lobbyist Registrar at the following address:

Executive Branch Lobbyist Registration
Room G-68, Claude Pepper Building
111 W. Madison Street
Tallahassee, FL 32399-1425
Phone: 850/922-4987

IX. WHISTLE-BLOWER'S ACT

In 1986, the Legislature enacted a "Whistle-blower's Act" to protect employees of agencies and government contractors from adverse personnel actions in retaliation for disclosing information in a sworn complaint alleging certain types of improper activities. Since then, the Legislature has revised this law to afford greater protection to these employees.

While this language is contained within the Code of Ethics, the Commission has no jurisdiction or authority to proceed against persons who violate this Act. Therefore, a person who has disclosed information alleging improper conduct governed by this law and who may suffer adverse consequences as a result should contact one or more of the following: the Office of the Chief Inspector General in the Executive Office of the Governor; the Department of Legal Affairs; the Florida Commission on Human Relations; or a private attorney. [Sec. 112.3187 - 112.31895, Fla. Stat.]

X. ADDITIONAL INFORMATION

As mentioned above, we suggest that you review the language used in each law for a more detailed understanding of Florida's ethics laws. The "Sunshine Amendment" is Article II, Section 8, of the Florida Constitution. The Code of Ethics for Public Officers and Employees is contained in Part III of Chapter 112, Florida Statutes.

Additional information about the Commission's functions and interpretations of these laws may be found in Chapter 34 of the Florida Administrative Code, where the Commission's rules are published, and in The Florida Administrative Law Reports, which until 2005 published many of the Commission's final orders. The Commission's rules, orders, and opinions also are available at www.ethics.state.fl.us.

If you are a public officer or employee concerned about your obligations under these laws, the staff of the Commission will be happy to respond to oral and written inquiries by providing information about the law, the Commission's interpretations of the law, and the Commission's procedures.

XI. TRAINING

Constitutional officers, elected municipal officers, and commissioners of community redevelopment agencies (CRAs) are required to receive a total of four hours training, per calendar year, in the area of ethics, public records, and open meetings. The Commission on Ethics does not

track compliance or certify providers. Officials indicate their compliance with the training requirement when they file their annual Form 1 or Form 6.

Visit the training page on the Commission's website for up-to-date rules, opinions, audio/video training, and opportunities for live training conducted by Commission staff.

Tab 7



Full and Public Disclosure of Financial Interests

FORM 6

Florida Code of Ethics

- ▶ IN 1976, Florida adopted the “Sunshine Amendment”.
- ▶ The Sunshine Amendment requires that there be an independent commission (the Commission on Ethics) to investigate complaints concerning breaches of public trust by public officers and employees other than judges.
- ▶ The Code of Ethics for Public Officers and Employees is found in Chapter 112, Part III, of the Florida Statutes.
- ▶ Among the goals of the Code is to promote the public interest and maintain the respect of the people for their government.
- ▶ The Code is also intended to ensure that public officials conduct themselves independently and impartially, not using their offices for private gain other than compensation provided by law.

What is the Purpose of Filing a Form 6?

- ▶ Financial disclosure forms are required of public officials and employees because they enable the public to evaluate potential conflicts of interest, deter corruption, and increase public confidence in government official activity.

Who Must File A Form 6 Disclosure?

- ▶ All elected state and local public officers are required to file a financial disclosure form and many appointed board members also must file.
- ▶ Members of the Board of Supervisors of the Highland Meadows II Community Development District must file a Form 6 Disclosure.

When Must a Form 6 Be Filed?

- ▶ Form 6 Financial Disclosures are due July 1 of each year for the preceding calendar year for incumbent officials.
- ▶ Candidates must file at the time of qualifying.
- ▶ A grace period is in effect until September 1.
- ▶ If the disclosure is not filed or postmarked by September 1, an automatic fine of \$25 per day will begin to accrue, and will continue to build until the disclosure is filed, or the fine reaches \$1,500.
- ▶ Fines may be appealed to the Commission, which can waive or reduce the fine, if unusual circumstances prevented the filer from filing on time.

Where Do You File a Form 6?

- ▶ Beginning with the 2022 form year (January 1, 2023), Form 6 Disclosures must be filed electronically via the Electronic Financial Disclosure Management System (EFDMS).
- ▶ New candidates must also utilize the EFDMS to complete the disclosure. Candidates then print the disclosure and file with the officer before whom they qualify.

Tab 8

**HIGHLAND MEADOWS II
COMMUNITY DEVELOPMENT
DISTRICT**

PUBLIC SPEAKING POLICY

Adopted _____

INTRODUCTION

It is the desire of the Board of Supervisors (“Board”) of the Highland Meadows II Community Development District (“CDD” or “District”) to implement a public speaking policy that will facilitate better communication between the residents and the Board and facilitate more effective Board meetings.

PURPOSE OF A PUBLIC SPEAKING POLICY

Meetings of the Board are open to any member of the public. However, we ask that you keep in mind that it is a business meeting of the Board to discuss issues, make decisions, and have conversations that they cannot have outside of a publicly noticed meeting to which the public are invited.

The purpose of these meetings is for the Board to conduct business; however, in the course of business, residents and members of the public have valuable and applicable comments relating to these meetings and issues that the Board faces. In order to facilitate this communication between the Board and the public, it is necessary to set forth a policy related to members of the public speaking during any portion of the meeting.

GENERAL INFORMATION

As a courtesy to others, please turn your cell phones and/or pagers to vibrate or silent mode during the meeting. These meetings are recorded and videotaped. Your cooperation in this regard will allow everyone to hear all of the meeting discussion.

The Board is very interested in hearing comments from its citizens and encourages participation in meetings, at the appropriate time and in the appropriate manner. We ask that each person who speaks at a meeting be courteous and respectful, speaking only when recognized by the Chairperson and yielding the floor when requested by the Chairperson, Manager, Attorney, or other Board member.

In accordance with the Americans with Disabilities Act, Section 286.26, Florida Statutes, any person requiring special accommodations because of a disability or physical impairment to participate in any of these proceedings should contact the District Manager at least two (2) business days in advance of the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 800955-8770 for aid in contacting the District Manager at least two (2) days prior to the date of the meeting.

DESIGNATING PUBLIC COMMENT PERIODS

1. An initial Public Comment Period shall be provided at the start of each Board meeting prior to consideration of any propositions by the Board and shall be limited to items which appear on the agenda or are otherwise scheduled to be considered by the Board during such meeting (the “Initial Comment Period”). In the event that, during the course of the meeting, there

are propositions that come before the Board that are not listed on the agenda, the Chairperson shall announce an additional Public Comment Period on such proposition prior to the Board voting on the matter.

2. During the Initial Comment Period, speakers shall be permitted to address any agenda item (but not non-agenda matters, which may be addressed as indicated herein) of personal or general concern. The Chairperson may elect to also allow public comment on any non-agenda item of personal or general concern at the beginning of the meeting.
3. If not allowed during the Initial Comment Period at the beginning of the meeting, prior to the close of the meeting, an additional Public Comment Period shall be held in order to allow speakers to address any non-agenda item of personal or general concern (the “General Comment Period”).
4. Individuals wishing to make a public comment, whether during the Initial Comment Period, the General Comment Period, or any other Public Comment Period, are limited to three (3) minutes per person. Potential speakers may not assign his/her three (3) minutes to extend another speaker’s time.
5. The Chairperson may extend or reduce the time periods set forth herein in order to facilitate orderly and efficient District business, provided however that a reasonable opportunity for public comment shall be provided consistent with the requirements of Section 286.0114, Florida Statutes. The Presiding Officer may also elect to set and announce additional Public Comment Periods if he or she deems it appropriate.

IDENTIFYING INDIVIDUALS WHO WISH TO BE HEARD

Unless otherwise directed and declared by the Chairperson, individuals seeking to be heard before the Board during any Public Comment Period shall identify themselves by a show of hands at the beginning of each Public Comment Period, as announced by the Chairperson. Alternatively, in the event that public attendance is high, and/or if otherwise in the best interests of the District in order to facilitate efficient and orderly District business, the Chairperson may require individuals to complete speaker cards that include the individual’s name, address, the proposition on which they wish to be heard, the individual’s position, if any, on the proposition (i.e., “for,” “against,” or “undecided”), and if appropriate, to indicate the designation of a representative to speak for the individual or the individual’s group. In the event large groups of individuals desire to speak, the Chairperson may require each group to designate a representative to speak on behalf of such group.

Speaking Request Forms should be completed and given to the Manager prior to the start of the meeting.

PUBLIC DECORUM

1. Each person addressing the Board shall proceed to the place assigned for speaking, and should state his or her name and address in an audible tone of voice for the public record.
2. All remarks shall be relevant to the matter at hand, and shall be addressed to the Board as a body and not to any member thereof or to any staff member. The Chairperson shall rule as

to the relevancy of any remarks, as appropriate. No person other than a Board Supervisor or District staff member shall be permitted to enter into any discussion with an individual speaker while he or she has the floor, without the permission of the Chairperson.

3. Nothing herein shall be construed to prohibit the Chairperson from maintaining orderly conduct and proper decorum in a public meeting. Speakers shall refrain from disruptive behavior, and from making profane, vulgar, intimidating, or threatening remarks. Speakers shall refrain from launching personal attacks against any Board Supervisor, District staff member, or member of the public. If any speaker, after a verbal warning from the Chairperson against such behavior, continues to disregard these policies, the Chairperson shall have the discretion to expel such speaker from the meeting in accordance with the process set forth herein. Persons in the audience shall also refrain from behavior which may disrupt the meeting. This will include loud noises, verbal outbursts, clapping, shouting, heckling, booing, hissing or engaging in any other activity in a manner that disturbs, disrupts or impedes the orderly conduct of meeting.
4. In the case that any person, whether a speaker or audience member, is declared out of order by the Chairperson and ordered expelled, and does not immediately leave the meeting facilities, the following steps may be taken:
 - a. The Chairperson may declare a recess.
 - b. The Chairperson may contact the local law enforcement authority.
 - c. In case the person still refuses to remove himself or herself from the meeting, the Chairperson may request that he or she be placed under arrest by local law enforcement authorities for violation of Section 871.01, Florida Statutes, or other applicable law.

SUPERVISOR PARTICIPATION

1. All comments should be delivered in a businesslike and professional manner.
2. Supervisors should refrain from making personal attacks or inflammatory comments.

OTHER POLICY ELEMENTS

1. Board Action: At the Board's discretion, any issue can be placed on the agenda for formal action at a later date or later on the same agenda.
2. Public Comments: The public is welcome to make comments at the appropriate times during the meeting, in conjunction with the other elements and instructions listed in this Policy. This is a forum for commenting, not debating. Many residents find it helpful to write their comments before speaking to ensure the most valuable use of their three minutes. The Board may choose at its sole discretion to further discuss an item among its members, but that is not an open forum for the public to join.

Tab 9



Rizzetta & Company

Highland Meadows II Community Development District

**Financial Statements
(Unaudited)**

February 28, 2023

Prepared by: Rizzetta & Company, Inc.

Highlandmeadows2cdd.com

rizzetta.com

Highland Meadows II Community Development District

Balance Sheet

As of 02/28/2023

(In Whole Numbers)

	General Fund	Reserve Fund	Debt Service Fund	Capital Project Fund	Total Gvmnt Fund	Fixed Assets Group	Long-Term Debt
Assets							
Cash In Bank	1,514,092	0	0	0	1,514,092	0	0
Investments	0	0	2,194,016	538,818	2,732,833	0	0
Refundable Deposits	2,027	0	0	1,113	3,141	0	0
Due From Other	0	343,427	0	0	343,427	0	0
Fixed Assets	0	0	0	0	0	20,150,893	0
Amount Available in Debt Service	0	0	0	0	0	0	2,194,016
Amount To Be Provided Debt Service	0	0	0	0	0	0	14,235,984
Total Assets	1,516,119	343,427	2,194,016	539,931	4,593,493	20,150,893	16,430,000
Liabilities							
Accounts Payable	48,324	0	0	0	48,324	0	0
Accrued Expenses	11,700	0	0	0	11,700	0	0
Due To Other	343,427	0	0	0	343,427	0	0
Revenue Bonds Payable-Long Term	0	0	0	0	0	0	16,430,000
Total Liabilities	403,451	0	0	0	403,451	0	16,430,000
Fund Equity & Other Credits							
Beginning Fund Balance	588,101	343,579	1,697,700	532,879	3,162,260	0	0
Investment In General Fixed Assets	0	0	0	0	0	20,150,893	0
Net Change in Fund Balance	524,567	(152)	496,316	7,052	1,027,782	0	0
Total Fund Equity & Other Credits	1,112,668	343,427	2,194,016	539,931	4,190,042	20,150,893	0
Total Liabilities & Fund Equity	1,516,119	343,427	2,194,016	539,931	4,593,493	20,150,893	16,430,000

See Notes to Unaudited Financial Statements

Highland Meadows II Community Development District

Statement of Revenues and Expenditures

As of 02/28/2023

(In Whole Numbers)

	Year Ending 09/30/2023	Through 02/28/2023	Year To Date 02/28/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
Revenues				
Interest Earnings				
Interest Earnings	0	0	2,043	(2,043)
Special Assessments				
Tax Roll	851,733	851,733	834,405	17,328
Other Misc. Revenues				
Miscellaneous Revenue	0	0	60	(60)
Total Revenues	851,733	851,733	836,508	15,225
Expenditures				
Legislative				
Supervisor Fees	12,000	5,000	3,000	2,000
Total Legislative	12,000	5,000	3,000	2,000
Financial & Administrative				
District Management	42,000	17,500	16,875	625
District Engineer	6,000	2,500	6,775	(4,275)
Trustees Fees	25,000	25,000	18,172	6,828
Assessment Roll	5,000	5,000	5,000	0
Printing & Binding	1,000	417	28	390
Dissemination Agent	9,000	3,750	2,833	916
Auditing Services	3,825	0	0	0
Arbitrage Rebate Calculation	2,700	1,125	900	225
Postage & Delivery	1,000	416	82	335
Public Officials Liability Insurance	3,029	3,029	2,566	463
Legal Advertising	2,500	1,042	0	1,042
Technology Services Contract	1,800	750	600	150
Dues, Licenses & Fees	175	175	175	0
Miscellaneous Fees	2,500	1,042	449	593
Website Hosting, Maintenance, Backup & Email	1,200	500	482	18
Total Financial & Administrative	106,729	62,246	54,937	7,310
Legal Counsel				
District Counsel	25,000	10,416	22,699	(12,283)
Total Legal Counsel	25,000	10,416	22,699	(12,283)
Security Operations				
Security Monitoring Services	38,000	15,834	7,574	8,260
Access Control Maintenance, Repair, Sup- plies	5,000	2,083	1,667	416

See Notes to Unaudited Financial Statements

Highland Meadows II Community Development District

Statement of Revenues and Expenditures

As of 02/28/2023

(In Whole Numbers)

	Year Ending	Through	Year To Date	
	09/30/2023	02/28/2023	02/28/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
Total Security Operations	43,000	17,917	9,241	8,676
Electric Utility Services				
Utility Services	28,000	11,667	11,933	(266)
Utility - Street Lights	60,000	25,000	35,622	(10,623)
Total Electric Utility Services	88,000	36,667	47,555	(10,889)
Water-Sewer Combination Services				
Utility Services	7,500	3,125	1,985	1,140
Total Water-Sewer Combination Services	7,500	3,125	1,985	1,140
Other Physical Environment				
Property Insurance	18,124	18,124	14,244	3,880
General Liability Insurance	4,373	4,373	2,894	1,479
Landscape Maintenance	192,000	80,000	89,458	(9,458)
Irrigation Maintenance & Repair	16,000	6,666	7,080	(413)
Sidewalk Maintenance & Repair	6,000	2,500	0	2,500
Landscape - Fertilizer	36,000	15,000	11,579	3,421
Maintenance & Repairs	20,000	8,334	0	8,334
Landscape Replacement Plants, Shrubs, Trees	50,000	20,833	350	20,483
Field Services	16,223	6,760	5,407	1,352
Miscellaneous Contingency	13,200	5,500	2,320	3,180
Total Other Physical Environment	371,920	168,090	133,332	34,758
Parks & Recreation				
Telephone, Internet, Cable	3,000	1,250	1,128	122
Pool Maintenance	28,000	11,666	15,450	(3,783)
Maintenance & Repairs	15,000	6,250	20,882	(14,632)
Amenity Facility Janitorial Service Contract & Supplies	8,500	3,542	1,440	2,102
Pest Control & Termite Bond	828	345	289	55
Office Supplies	500	208	3	206
Miscellaneous Contingency	12,500	5,209	0	5,209
Total Parks & Recreation	68,328	28,470	39,192	(10,721)
Total Expenditures	722,477	331,931	311,941	19,991
Total Excess of Revenues Over(Under) Expen- ditures	129,256	519,802	524,567	(4,765)
Total Other Financing Sources(Uses)				
Interfund Transfer (Expense)				
Interfund Transfer	(200,000)	(200,000)	0	(200,000)

See Notes to Unaudited Financial Statements

Highland Meadows II Community Development District

Statement of Revenues and Expenditures

As of 02/28/2023

(In Whole Numbers)

	Year Ending 09/30/2023	Through 02/28/2023	Year To Date 02/28/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
Carry Forward Fund Balance				
Carry Forward Fund Balance	70,744	70,744	0	70,744
Total Other Financing Sources(Uses)	(129,256)	(129,256)	0	(129,256)
Fund Balance, Beginning of Period	0	0	588,101	(588,101)
Total Fund Balance, End of Period	0	390,546	1,112,668	(722,122)

Highland Meadows II Community Development District

Statement of Revenues and Expenditures

As of 02/28/2023

(In Whole Numbers)

	Year Ending 09/30/2023	Through 02/28/2023	Year To Date 02/28/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
Expenditures				
Financial & Administrative				
Bank Fees	0	0	152	(152)
Total Financial & Administrative	<u>0</u>	<u>0</u>	<u>152</u>	<u>(152)</u>
Contingency				
Miscellaneous Contingency	2,000	2,000	0	2,000
Capital Reserve	20,000	20,000	0	20,000
Total Contingency	<u>22,000</u>	<u>22,000</u>	<u>0</u>	<u>22,000</u>
Total Expenditures	<u>22,000</u>	<u>22,000</u>	<u>152</u>	<u>21,848</u>
Total Excess of Revenues Over(Under) Expenditures	<u>(22,000)</u>	<u>(22,000)</u>	<u>(152)</u>	<u>(21,848)</u>
Total Other Financing Sources(Uses)				
Interfund Transfer (Revenue)				
Interfund Transfer	200,000	200,000	0	200,000
Carry Forward Fund Balance				
Carry Forward Fund Balance	22,000	22,000	0	22,000
Total Other Financing Sources(Uses)	<u>222,000</u>	<u>222,000</u>	<u>0</u>	<u>222,000</u>
Fund Balance, Beginning of Period	<u>0</u>	<u>0</u>	<u>343,579</u>	<u>(343,579)</u>
Total Fund Balance, End of Period	<u>200,000</u>	<u>200,000</u>	<u>343,427</u>	<u>(143,427)</u>

Highland Meadows II Community Development District

Statement of Revenues and Expenditures

As of 02/28/2023

(In Whole Numbers)

	Year Ending 09/30/2023	Through 02/28/2023	Year To Date 02/28/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
Revenues				
Interest Earnings				
Interest Earnings	0	0	3,451	(3,451)
Special Assessments				
Tax Roll	0	0	161,460	(161,460)
Total Revenues	<u>0</u>	<u>0</u>	<u>164,911</u>	<u>(164,911)</u>
Expenditures				
Debt Service				
Interest	0	0	57,494	(57,494)
Principal	0	0	45,000	(45,000)
Total Debt Service	<u>0</u>	<u>0</u>	<u>102,494</u>	<u>(102,494)</u>
Total Expenditures	<u>0</u>	<u>0</u>	<u>102,494</u>	<u>(102,494)</u>
Total Excess of Revenues Over(Under) Expenditures	<u>0</u>	<u>0</u>	<u>62,417</u>	<u>(62,417)</u>
Fund Balance, Beginning of Period	<u>0</u>	<u>0</u>	<u>329,806</u>	<u>(329,806)</u>
Total Fund Balance, End of Period	<u>0</u>	<u>0</u>	<u>392,223</u>	<u>(392,223)</u>

Highland Meadows II Community Development District

Statement of Revenues and Expenditures

As of 02/28/2023

(In Whole Numbers)

	Year Ending 09/30/2023	Through 02/28/2023	Year To Date 02/28/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
Revenues				
Interest Earnings				
Interest Earnings	0	0	3,250	(3,250)
Special Assessments				
Tax Roll	0	0	272,993	(272,993)
Total Revenues	<u>0</u>	<u>0</u>	<u>276,243</u>	<u>(276,243)</u>
Expenditures				
Debt Service				
Interest	0	0	99,846	(99,847)
Principal	0	0	5,000	(5,000)
Total Debt Service	<u>0</u>	<u>0</u>	<u>104,846</u>	<u>(104,847)</u>
Total Expenditures	<u>0</u>	<u>0</u>	<u>104,846</u>	<u>(104,847)</u>
Total Excess of Revenues Over(Under) Expenditures	<u>0</u>	<u>0</u>	<u>171,397</u>	<u>(171,397)</u>
Fund Balance, Beginning of Period	<u>0</u>	<u>0</u>	<u>315,167</u>	<u>(315,167)</u>
Total Fund Balance, End of Period	<u>0</u>	<u>0</u>	<u>486,564</u>	<u>(486,564)</u>

Highland Meadows II Community Development District

Statement of Revenues and Expenditures

As of 02/28/2023

(In Whole Numbers)

	Year Ending 09/30/2023	Through 02/28/2023	Year To Date 02/28/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
Revenues				
Interest Earnings				
Interest Earnings	0	0	6,309	(6,309)
Special Assessments				
Tax Roll	0	0	564,138	(564,138)
Total Revenues	<u>0</u>	<u>0</u>	<u>570,447</u>	<u>(570,447)</u>
Expenditures				
Debt Service				
Interest	0	0	205,003	(205,003)
Principal	0	0	165,000	(165,000)
Total Debt Service	<u>0</u>	<u>0</u>	<u>370,003</u>	<u>(370,003)</u>
Total Expenditures	<u>0</u>	<u>0</u>	<u>370,003</u>	<u>(370,003)</u>
Total Excess of Revenues Over(Under) Expenditures	<u>0</u>	<u>0</u>	<u>200,444</u>	<u>(200,444)</u>
Fund Balance, Beginning of Period	<u>0</u>	<u>0</u>	<u>727,234</u>	<u>(727,234)</u>
Total Fund Balance, End of Period	<u>0</u>	<u>0</u>	<u>927,678</u>	<u>(927,678)</u>

Highland Meadows II Community Development District

Statement of Revenues and Expenditures

As of 02/28/2023

(In Whole Numbers)

	Year Ending 09/30/2023	Through 02/28/2023	Year To Date 02/28/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
Revenues				
Interest Earnings				
Interest Earnings	0	0	3,053	(3,053)
Special Assessments				
Tax Roll	0	0	198,980	(198,980)
Total Revenues	<u>0</u>	<u>0</u>	<u>202,033</u>	<u>(202,033)</u>
Expenditures				
Debt Service				
Interest	0	0	69,975	(69,975)
Principal	0	0	70,000	(70,000)
Total Debt Service	<u>0</u>	<u>0</u>	<u>139,975</u>	<u>(139,975)</u>
Total Expenditures	<u>0</u>	<u>0</u>	<u>139,975</u>	<u>(139,975)</u>
Total Excess of Revenues Over(Under) Expenditures	<u>0</u>	<u>0</u>	<u>62,058</u>	<u>(62,058)</u>
Fund Balance, Beginning of Period	<u>0</u>	<u>0</u>	<u>325,493</u>	<u>(325,493)</u>
Total Fund Balance, End of Period	<u>0</u>	<u>0</u>	<u>387,551</u>	<u>(387,551)</u>

Highland Meadows II Community Development District

Statement of Revenues and Expenditures

As of 02/28/2023

(In Whole Numbers)

	Year Ending 09/30/2023	Through 02/28/2023	Year To Date 02/28/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
Fund Balance, Beginning of Period	<u>0</u>	<u>0</u>	<u>1,119</u>	<u>(1,119)</u>
Total Fund Balance, End of Period	<u>0</u>	<u>0</u>	<u>1,119</u>	<u>(1,119)</u>

Highland Meadows II Community Development District

Statement of Revenues and Expenditures

As of 02/28/2023

(In Whole Numbers)

	Year Ending 09/30/2023	Through 02/28/2023	Year To Date 02/28/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
Revenues				
Interest Earnings				
Interest Earnings	0	0	7,052	(7,052)
Total Revenues	<u>0</u>	<u>0</u>	<u>7,052</u>	<u>(7,052)</u>
Total Excess of Revenues Over(Under) Expenditures	<u>0</u>	<u>0</u>	<u>7,052</u>	<u>(7,052)</u>
Fund Balance, Beginning of Period	<u>0</u>	<u>0</u>	<u>531,760</u>	<u>(531,760)</u>
Total Fund Balance, End of Period	<u>0</u>	<u>0</u>	<u>538,812</u>	<u>(538,812)</u>

Highland Meadows II
Investment Summary
February 28, 2023

<u>Account</u>	<u>Investment</u>	<u>Balance as of</u> <u>February 28, 2023</u>
US Bank Series 2014 Area 1 Revenue	First American Government Obligation Fund Class Y	\$ 78,482
US Bank Series 2014 Area 1 Reserve	First American Government Obligation Fund Class Y	140,000
US Bank Series 2014 Area 2 Revenue	First American Government Obligation Fund Class Y	118,575
US Bank Series 2014 Area 2 Reserve	First American Government Obligation Fund Class Y	55,166
US Bank Series 2016 Area 3 Revenue	First American Government Obligation Fund Class Y	243,955
US Bank Series 2016 Area 3 Reserve	First American Government Obligation Fund Class Y	87,696
US Bank Series 2016 Area 3 General	First American Government Obligation Fund Class Y	781
US Bank Series 2016 Area 4 Revenue	First American Government Obligation Fund Class Y	102,643
US Bank Series 2016 Area 4 Reserve	First American Government Obligation Fund Class Y	51,380
US Bank Series 2016 Area 4 Prepayment	First American Government Obligation Fund Class Y	103
US Bank Series 2016 Area 4 General	First American Government Obligation Fund Class Y	7
US Bank Series 2017 Area 4 Revenue	First American Government Obligation Fund Class Y	179,188
US Bank Series 2017 Area 4 Reserve	First American Government Obligation Fund Class Y	78,681
US Bank Series 2017 Area 5 Revenue	First American Government Obligation Fund Class Y	335,450
US Bank Series 2017 Area 5 Reserve	First American Government Obligation Fund Class Y	146,742
US Bank Series 2017 Area 6 Revenue	First American Government Obligation Fund Class Y	125,161
US Bank Series 2017 Area 6 Reserve	First American Government Obligation Fund Class Y	62,456
US Bank Series 2019 Area 7 Revenue	First American Government Obligation Fund Class Y	284,528
US Bank Series 2019 Area 7 Reserve	First American Government Obligation Fund Class Y	102,913
US Bank Series 2019 Area 7 Prepayment	First American Government Obligation Fund Class Y	110
	Total Debt Service Fund Investments	\$ 2,194,016
US Bank Series 2017 Area 5 Construction	First American Government Obligation Fund Class Y	\$ 6
US Bank Series 2019 Area 7 Construction	First American Government Obligation Fund Class Y	538,812
	Total Construction Fund Investments	\$ 538,818

**Highland Meadows II Community Development District
Summary A/P Ledger
From 02/1/2023 to 02/28/2023**

Fund Name	GL posting date	Vendor name	Document number	Description	Balance Due
672, 2888					
672 General Fund	02/01/2023	Charter Communications	075273803012723	Internet-Phone Services 02/23	187.97
672 General Fund	02/06/2023	Christopher Lopez	CL020623	Board of Supervisors Meeting 02/06/23	200.00
672 General Fund	02/14/2023	Christopher Lopez	CL021423	Board of Supervisors Meeting 02/14/23	200.00
672 General Fund	01/31/2023	City of Davenport	8020 02/23	Water Services 01/23	149.21
672 General Fund	01/31/2023	City of Davenport	8019 02/23	Water Services 01/23	113.60
672 General Fund	02/28/2023	City of Davenport	Account #15511 02/23	Water Services 03/23	14.97
672 General Fund	02/28/2023	City of Davenport	8020 03/23 Autopay 672	Water Services 02/23	86.35
672 General Fund	01/31/2023	City of Davenport	15511 02/23	Water Services 01/23	14.97
672 General Fund	02/28/2023	City of Davenport	8019 03/23	Water Services 02/23	22.21
672 General Fund	01/31/2023	City of Davenport	6122 02/23	Water Services 01/23	95.19
672 General Fund	02/06/2023	Deborah J Galbraith	DG020623	Board of Supervisors Meeting 02/06/23	200.00
672 General Fund	02/14/2023	Deborah J Galbraith	DG021423	Board of Supervisors Meeting 02/14/23	200.00
672 General Fund	01/31/2023	Duke Energy	9100 8826 9850 01/23	Electric Services 01/23	843.02
672 General Fund	01/27/2023	Duke Energy	9100 8826 8031 01/23	Electric Services 01/23	1,239.11
672 General Fund	01/27/2023	Duke Energy	9100 8826 9230 01/23	Electric Services 01/23	32.49
672 General Fund	01/20/2023	Duke Energy	9100 8827 0233 01/23	Electric Services 01/23	704.00
672 General Fund	01/17/2023	Duke Energy	9100 8826 9066 01/23	Electric Services 01/23	82.97
672 General Fund	01/31/2023	Duke Energy	Monthly Summary 01/23	Electric Services 01/23	714.44
672 General Fund	02/28/2023	Duke Energy	9100 8826 9850 02/23	Electric Services 02/23	843.02
672 General Fund	02/28/2023	Duke Energy	Monthly Summary 02/23	Electric Services 02/23	3,496.34
672 General Fund	02/28/2023	Duke Energy	Monthly Summary 02/23	Electric Services 02/23	1,848.77
672 General Fund	02/15/2023	Duke Energy	9100 8826 9066 02/23	Electric Services 02/23	82.97
672 General Fund	01/31/2023	Duke Energy	9100 8826 7709 01/23	Electric Services 01/23	30.37
672 General Fund	01/31/2023	Duke Energy	9100 8826 8437 01/23	Electric Services 01/23	30.71
672 General Fund	01/31/2023	Duke Energy	Monthly Summary 01/23	Electric Services 01/23	4,133.62
672 General Fund	02/06/2023	Genelle Moore-Tucker	GMT020323	Board of Supervisors Meeting 02/06/23	200.00
672 General Fund	02/14/2023	Genelle Moore-Tucker	GM021423	Board of Supervisors Meeting 02/14/23	200.00
672 General Fund	02/28/2023	Greenspoon Marder Law	1444839	Legal Services 02/23	4,420.00
672 General Fund	02/21/2023	Kilinski / Van Wyk, PLLC	5781	Legal Services 01/23	1,992.00
672 General Fund	02/14/2023	Kristen Anderson	KA021423	Board of Supervisors Meeting 02/14/23	200.00
672 General Fund	02/06/2023	Kristen Anderson	KA020623	Board of Supervisors Meeting 02/06/23	200.00
672 General Fund	02/06/2023	Maverick Soto	43930206	Traffic Enforcement 02/23	425.00
672 General Fund	02/14/2023	Miguel A Santana-Vazquez	MV021423	Board of Supervisors Meeting 02/14/23	200.00
672 General Fund	02/06/2023	Miguel A Santana-Vazquez	MV020623	Board of Supervisors Meeting 02/06/23	200.00
672 General Fund	02/13/2023	Precision Sage & Lock, LLC	000044058	Replace Electric Strike on Pool Gate 02/23	375.00
672 General Fund	01/30/2023	Prince & Sons, Inc.	7955	Irrigation Repairs 01/23	39.98
672 General Fund	02/01/2023	Prince & Sons, Inc.	7996	Landscape Maintenance 02/23	16,000.00
672 General Fund	02/06/2023	Prince & Sons, Inc.	8057	Irrigation Repairs 02/23	41.85

**Highland Meadows II Community Development District
Summary A/P Ledger
From 02/1/2023 to 02/28/2023**

672 General Fund	02/06/2023	Prince & Sons, Inc.	8056	Irrigation Repairs 02/23	88.38
672 General Fund	02/08/2023	Prince & Sons, Inc.	8070	Irrigation Repairs 02/23	482.37
672 General Fund	02/28/2023	Ramada Inn	Ramada022823	Board Meeting Location 02/23	200.00
672 General Fund	02/06/2023	Rayl Engineering & Surveying, LLC	21-189-16	Engineering Services 02/23	700.00
672 General Fund	02/01/2023	Resort Pool Services	18422	Pool Maintenance 02/23	3,000.00
672 General Fund	01/01/2023	Spectrum	075273803123122	Telephone & Internet Services 01/23	187.97
672 General Fund	01/19/2023	TruGreen	170244072	Tree & Shrub Service 01/23	110.25
672 General Fund	01/01/2023	TruGreen	169784535	Tree & Shrub Fertilization Service 12/22	2,345.70
672 General Fund	01/16/2023	TruGreen	170167036	Aeration Service 01/23	647.85
672 General Fund	01/01/2023	TruGreen	169781713	Landscape Maintenance 12/22	306.95
672 General Fund	02/10/2023	TruGreen	170749469	Lawn Service 02/23	194.25
Sum for 672, 2888					48,323.85
Sum for 672					48,323.85
Sum Total					48,323.85

Highland Meadows II Community Development District
Notes to Unaudited Financial Statements
February 28, 2023

Balance Sheet

1. Trust statement activity has been recorded through 02/28/23.
2. See EMMA (Electronic Municipal Market Access) at <https://emma.msrb.org> for Municipal Disclosures and Market Data.
3. For presentation purposes, the Reserves are shown in a separate fund titled Reserve Fund.