

# **WEST PORT**

**COMMUNITY DEVELOPMENT**

**DISTRICT**

**August 8, 2023**

**BOARD OF SUPERVISORS**

**PUBLIC HEARINGS AND**

**REGULAR MEETING**

**AGENDA**

**WEST PORT**

**COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA**

**LETTER**

**West Port Community Development District**  
**OFFICE OF THE DISTRICT MANAGER**  
**2300 Glades Road, Suite 410W•Boca Raton, Florida 33431**  
**Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013**

August 1, 2023

Board of Supervisors  
West Port Community Development District

Dear Board Members:

The Board of Supervisors of the West Port Community Development District will hold Public Hearings and a Regular Meeting on August 8, 2023 at 12:30 p.m., at the Centennial Park Recreation Center, 1120 Centennial Boulevard, Port Charlotte, Florida 33953. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Administration of Oath of Office to Supervisors Greg Meath [SEAT 1] (*the following will be provided in a separate package*)
  - A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
  - B. Membership, Obligations and Responsibilities
  - C. Financial Disclosure Forms
    - I. Form 1: Statement of Financial Interests
    - II. Form 1X: Amendment to Form 1, Statement of Financial Interests
    - III. Form 1F: Final Statement of Financial Interests
  - D. Form 8B: Memorandum of Voting Conflict
4. Public Hearing on Adoption of Fiscal Year 2023/2024 Budget
  - A. Proof/Affidavit of Publication
  - B. Consideration of Resolution 2023-10, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date

**ATTENDEES:**

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

5. Public Hearing to Hear Comments and Objections on the Imposition of Maintenance and Operation Assessments to Fund the Budget for Fiscal Year 2023/2024, Pursuant to Florida Law
  - A. Proof/Affidavit of Publication
  - B. Mailed Notice(s) to Property Owners
  - C. Consideration of Resolution 2023-11, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2023/2024; Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date
6. Consideration of Resolution 2023-12, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date
7. Ratification Items
  - A. Rostan Invoice #7482
  - B. Rostan Invoice #7485
  - C. Vision Landscape Services of Florida, Inc., Amended and Restated Landscape & Irrigation Services Agreement
8. Consideration of Resolution 2023-13, to Designate the Date, Time and Place of Public Hearing and Authorize Publication of Notice of Such Hearing for the Purpose of Adopting a Rule Regarding District Property and Trespass; and Providing an Effective Date
9. Consideration of Resolution 2023-14, To Designate the Date, Time and Place of a Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules Relating to Parking and Providing an Effective Date
10. Acceptance of Unaudited Financial Statements as of June 30, 2023
11. Approval of May 9, 2023 Public Hearing and Regular Meeting Minutes
12. Staff Reports
  - A. District Counsel: *Kutak Rock LLP*
  - B. District Engineer: *Morris Engineering and Consulting, LLC*

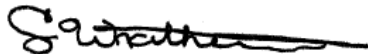
- C. Field Operations: *Evergreen Lifestyle Management, LLC*
- D. District Manager: *Wrathell, Hunt and Associates, LLC*
  - NEXT MEETING DATE: September 12, 2023 at 12:30 PM
  - QUORUM CHECK

SEAT 1	GREG MEATH	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
SEAT 2	JIM MANNERS	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
SEAT 3	PAUL MARTIN	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
SEAT 4	CANDICE SMITH	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
SEAT 5	CHRISTIAN COTTER	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO

- 13. Board Members' Comments/Requests
- 14. Public Comments
- 15. Adjournment

Should you have any questions or concerns, please do not hesitate to contact me directly at (561) 719-8675 or Kristen Suit at (410) 207-1802.

Sincerely,



Craig Wrathell  
District Manager

**FOR BOARD AND STAFF TO ATTEND BY TELEPHONE**  
**CALL-IN NUMBER: 1-888-354-0094**  
**PARTICIPANT PASSCODE: 943 865 3730**

# **WEST PORT**

**COMMUNITY DEVELOPMENT DISTRICT**

**4A**



**PUBLISHER’S AFFIDAVIT OF PUBLICATION STATE OF FLORIDA COUNTY OF CHARLOTTE:**

Before the undersigned authority personally appeared Melinda Prescott, who on oath says that she is the Legal Advertising Representative of The Daily Sun, a newspaper published at Charlotte Harbor in Charlotte County, Florida; that the attached copy of advertisement, being a Legal Notice that was published in said newspaper in the issue(s)

07/21/23

as well as being posted online at www.yoursun.com and www.floridapublicnotices.com.

Affiant further says that the said newspaper is a newspaper published at Charlotte Harbor, in said Charlotte County, Florida, and that the said newspaper has heretofore been continuously published in said Charlotte County, Florida, Sarasota County, Florida and DeSoto County, Florida, each day and has been entered as periodicals matter at the post office in Punta Gorda, in said Charlotte County, Florida, for a period of 1 year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

*Melinda Prescott*

(Signature of Affiant)

Sworn and subscribed before me this 21st day of July, 2023

*Nice Kela Di Benedetto*

(Signature of Notary Public)



Personally known  X  OR   Produced Identification

**WEST PORT COMMUNITY DEVELOPMENT DISTRICT**

**NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2023/2024 BUDGET(S); AND NOTICE OF REGULAR BOARD OF SUPERVISORS’ MEETING.**

and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.  
District Manager  
Publish: 07/21/23  
426749 3897209

The Board of Supervisors (“Board”) of the West Port Community Development District (“District”) will hold a public hearing on **Tuesday, August 8, 2023 at 12:30 p.m., at the Centennial Park Recreation Center, 1120 Centennial Boulevard, Port Charlotte, Florida 33953** for the purpose of hearing comments and objections on the adoption of the proposed budget(s) (“**Proposed Budget**”) of the District for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Fiscal Year 2023/2024**”). A regular board meeting of the District will also be held at that time where the Board may consider any other business that may properly come before it. A copy of the agenda and Proposed Budget may be obtained at the offices of the District Manager, c/o **Wrathell, Hunt & Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, 561-571-0010** (“**District Manager’s Office**”), during normal business hours.

The public hearing and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. The public hearing and meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager’s Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager’s Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearing or meeting is advised that person will need a record of proceedings

# **WEST PORT**

**COMMUNITY DEVELOPMENT DISTRICT**

# **4B**



**RESOLUTION 2023-10**

**[FY 2024 APPROPRIATION RESOLUTION]**

**THE ANNUAL APPROPRIATION RESOLUTION OF THE WEST PORT COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has, prior to the fifteenth (15<sup>th</sup>) day in June, 2023, submitted to the Board of Supervisors (“**Board**”) of the West Port Community Development District (“**District**”) proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Fiscal Year 2023/2024**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

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

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

**WHEREAS**, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

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

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

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

**SECTION 1. BUDGET**

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District's Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The Proposed Budget, attached hereto as **Exhibit "A,"** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes ("Adopted Budget")*, and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Budget for the West Port Community Development District for the Fiscal Year Ending September 30, 2024."
- d. The Adopted Budget shall be posted by the District Manager on the District's official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

## **SECTION 2. APPROPRIATIONS**

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2023/2024, the sums set forth in **Exhibit A** to be raised by the levy of assessments, a funding agreement and/or otherwise. Such sums are deemed by the Board to be necessary to defray all expenditures of the District during said budget year, and are to be divided and appropriated in the amounts set forth in **Exhibit A**.

## **SECTION 3. BUDGET AMENDMENTS**

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2023/2024 or within 60 days following the end of the Fiscal Year 2023/2024 may amend its Adopted Budget for that fiscal year as follows:

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

- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

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

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

**PASSED AND ADOPTED THIS 8TH DAY OF AUGUST, 2023.**

**ATTEST:**

**WEST PORT COMMUNITY DEVELOPMENT  
DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**Exhibit A:** Fiscal Year 2023/2024 Budget

**Exhibit A:** Fiscal Year 2023/2024 Budget

**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
PROPOSED BUDGET  
FISCAL YEAR 2024**

**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
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**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND BUDGET  
FISCAL YEAR 2024**

	Fiscal Year 2023			Total Actual & Projected	Proposed Budget FY 2024
	Adopted Budget FY 2023	Actual through 3/31/2023	Projected through 9/30/2023		
<b>REVENUES</b>					
Assessment levy: on-roll - gross	\$ 536,880				\$ 1,115,130
Allowable discounts (4%)	(21,475)				(44,605)
Assessment levy: on-roll - net	515,405	\$491,630	\$ 23,775	\$ 515,405	1,070,525
Landowner contribution - KL West Port	189,662	83,459	121,990	205,449	-
Landowner contribution - Forestar	225,788	62,979	145,227	208,206	-
Landowner contribution - KL JAK WP	36,126	34,472	23,236	57,708	-
Lot closing	-	32,507	-	32,507	-
Total revenues	<u>966,981</u>	<u>705,047</u>	<u>314,228</u>	<u>1,019,275</u>	<u>1,070,525</u>
<b>EXPENDITURES</b>					
<b>Professional &amp; administrative</b>					
Supervisors	4,306	-	4,306	4,306	4,306
Management/accounting/recording	48,000	24,000	24,000	48,000	48,000
Legal	25,000	17,108	7,892	25,000	25,000
Boundary amendment	-	377	-	377	-
Engineering	3,500	-	10,000	10,000	3,500
Audit	9,500	-	9,500	9,500	9,500
Arbitrage rebate calculation	2,500	500	2,000	2,500	2,500
Dissemination agent	5,000	3,083	2,167	5,250	5,000
DSF accounting					
Series 2020 - AA1	5,500	2,750	2,750	5,500	5,500
Series 2020 - AA2	5,500	2,750	2,750	5,500	5,500
Series 2021 - AA1	5,500	2,750	2,750	5,500	5,500
Series 2022 - AA4	5,500	2,750	1,375	4,125	5,500
Series 2023 - AA2	5,500	-	5,500	5,500	5,500
Trustee	17,500	7,000	10,500	17,500	17,500
Telephone	200	100	100	200	200
Postage	500	230	270	500	500
Printing & binding	500	250	250	500	500
Legal advertising	1,200	726	474	1,200	1,200
Annual special district fee	175	175	-	175	175
Insurance	5,500	5,563	-	5,563	6,119
Contingencies/bank charges	1,200	547	653	1,200	1,200
Website					
Hosting & maintenance	705	705	-	705	705
ADA compliance	210	210	-	210	210
Tax collector	10,738	9,833	905	10,738	22,303
Total professional & administrative	<u>163,734</u>	<u>81,407</u>	<u>88,142</u>	<u>169,549</u>	<u>175,918</u>

**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND BUDGET  
FISCAL YEAR 2024**

	Fiscal Year 2023			Total Actual & Projected	Proposed Budget FY 2024
	Adopted Budget FY 2023	Actual through 3/31/2023	Projected through 9/30/2023		
<b>Field operations (shared)</b>					
Management	40,000	9,203	30,797	40,000	40,000
Accounting	8,000	4,000	4,000	8,000	8,000
Property insurance	-	-	-	-	6,500
Line of credit- principal & interest	-	-	-	-	25,872
Stormwater management					
Lake maintenance	21,315	19,272	2,043	21,315	38,544
Preserve maintenance	3,150	-	3,150	3,150	-
Streetlighting	122,724	21,827	100,897	122,724	166,975
Irrigation supply					
Maintenance Contract	3,150	3,687	1,575	5,262	5,780
Electricity	12,600	38,645	6,300	44,945	28,724
Repairs and maintenance	2,625	-	2,625	2,625	2,625
Effluent	52,600	7,165	30,000	37,165	52,600
Monuments and street signage					
Repairs and maintenance	4,200	-	4,200	4,200	4,200
Electricity	2,625	2,030	1,250	3,280	16,238
Holiday decorating	10,000	-	10,000	10,000	10,000
Landscape maint.					
Maintenance contract	247,853	129,870	117,983	247,853	236,724
Pest, OTC Injections and Top Choice	-	-	-	-	16,132
Mulch	219,976	-	219,976	219,976	170,050
Contingency	14,476	-	-	-	20,000
Plant replacement	26,402	-	26,402	26,402	20,748
Irrigation repairs	6,300	-	6,300	6,300	19,650
Roadway maintenance	5,250	-	5,250	5,250	5,250
Total field operations	<u>803,246</u>	<u>235,699</u>	<u>572,748</u>	<u>808,447</u>	<u>894,612</u>
Total expenditures	<u>966,980</u>	<u>317,106</u>	<u>660,890</u>	<u>977,996</u>	<u>1,070,530</u>
Net increase/(decrease) of fund balance	1	387,941	(346,662)	41,279	(5)
Fund balance - beginning (unaudited)	2	(41,279)	346,662	(41,279)	-
Fund balance - ending (projected)	<u>\$ 3</u>	<u>\$346,662</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (5)</u>



**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
DEFINITIONS OF GENERAL FUND EXPENDITURES**

**Expenditures**

**Professional & administrative**

Supervisors	\$ 4,306
Statutorily set at \$200 for each meeting of the Board of Supervisors not to exceed \$4,800 for each fiscal year.	
Management/accounting/recording	48,000
<b>Wrathell, Hunt and Associates, LLC</b> (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.	
Legal	25,000
General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.	
Engineering	3,500
The District's Engineer will provide construction and consulting services, to assist the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.	
Audit	9,500
Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.	
Arbitrage rebate calculation	2,500
To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.	
Dissemination agent	5,000
The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt & Associates serves as dissemination agent.	
DSF accounting	
Series 2020 - AA1	5,500
Series 2020 - AA2	5,500
Series 2021 - AA1	5,500
Series 2022 - AA4	5,500
Series 2023 - AA2	5,500
Trustee	17,500
Annual fee for the service provided by trustee, paying agent and registrar.	
Telephone	200
Telephone and fax machine.	
Postage	500
Mailing of agenda packages, overnight deliveries, correspondence, etc.	
Printing & binding	500
Letterhead, envelopes, copies, agenda packages, etc.	
Legal advertising	1,200
The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.	
Annual special district fee	175
Annual fee paid to the Florida Department of Economic Opportunity.	
Insurance	6,119
The District will obtain public officials and general liability insurance.	
Contingencies/bank charges	1,200
Bank charges and other miscellaneous expenses incurred during the year.	

**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
DEFINITIONS OF GENERAL FUND EXPENDITURES**

**Expenditures (continued)**

Website	
Hosting & maintenance	705
ADA compliance	210
Tax collector	22,303
<b>Field operations (shared)</b>	
Management	40,000
Intended to cover the cost of hiring a qualified management company to manage the day to day operations of the shared CDD operations.	
Accounting	8,000
Property insurance	6,500
Line of Credit- principal & interest	25,872
Stormwater management	
Lake maintenance	38,544
Covers the cost of hiring a licensed contractor to treat 58 acres of wet ponds on a monthly basis for unwanted submersed vegetation, weeds and algae.	
Streetlighting	166,975
Covers the costs of a streetlight lease agreement for 198 streetlights with FPL that covers the fixture, pole, power and maintenance.	
Irrigation supply	
Maintenance Contract	5,780
Covers the cost of hiring a licensed contractor to provide monthly preventative maintenance on two 15 hp well/pumping systems. Water usage reporting & pump station maintenance	
Electricity	28,724
Costs of electricity for the two 15 hp well/pumping systems anticipated to run 10 hours a day 6 days a week.	
Repairs and maintenance	2,625
Intended to cover the cost of periodic repairs to the well/pumping systems	
Effluent	52,600
Covers the costs of supplemental effluent water supply. Charlotte County Utilites.	
Monuments and street signage	
Repairs and maintenance	4,200
Covers the costs of periodic repairs to the monuments and street signage as well as once a year pressure washing of the monuments.	
Electricity	16,238
Cover the costs of electricity for the monument low voltage lighting. Meters located near isles, palms, hammocks, centennial & 76, tamiami entrance.	
Holiday decorating	10,000
Covers the costs of hiring a qualified contractor to provide a basic holiday lighting and decoration package to the entry monuments.	
Landscape maint.	
Maintenance contract	236,724
Covers the cost of hiring a licensed landscape maintenance contractor to provide all inclusive landscape maintenance services including fertilization, weed/disease control, twice a year mulch and monthly irrigation wet checks and adjustments & lake bank mowing	
Pest,OTC Injections and Top Choice	16,132
Mulch	170,050
Contingency	20,000
Plant replacement	20,748
Twice per year annual install and periodic plant replacement.	

**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
DEFINITIONS OF GENERAL FUND EXPENDITURES**

**Expenditures (continued)**

Irrigation repairs	19,650
Covers the costs of periodic sprinkler head and valve replacements line repairs.	
Roadway maintenance	5,250
Covers the periodic roadway repairs and sidewalk/paver brick cleaning	
Total expenditures	<u><u>\$ 1,070,530</u></u>

**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL REVENUE FUND BUDGET AREA 1  
FISCAL YEAR 2024**

	Fiscal Year 2023			Total Actual & Projected	Proposed Budget FY 2024
	Adopted Budget FY 2023	Actual through 3/31/2023	Projected through 9/30/2023		
<b>REVENUES</b>					
Assessment levy: on-roll - gross	\$ 221,384				\$547,698
Allowable discounts (4%)	(8,855)				(21,908)
Assessment levy: on-roll - net	<u>212,529</u>	\$ 202,718	\$ 9,811	\$ 212,529	<u>525,790</u>
Landowner contribution - KL West Port	120,847	-	(11,052)	(11,052)	-
Landowner contribution - KL JAK WP	24,752	-	(2,264)	(2,264)	-
Lot closing	-	19,775	-	19,775	-
Total revenues	<u>358,128</u>	<u>222,493</u>	<u>(3,505)</u>	<u>218,988</u>	<u>525,790</u>
<b>EXPENDITURES</b>					
Management	15,000	3,456	11,544	15,000	15,000
Accounting	3,400	1,700	1,700	3,400	3,400
Property insurance	-	-	-	-	24,000
Line of credit- principal & interest	-	-	-	-	135,828
Landscape maintenance	97,917	38,826	59,091	97,917	108,420
Pest, OTC Injections and Top Choice	-	-	-	-	7,164
Plant replacement	10,000	10,332	-	10,332	10,000
Mulch	65,683	-	65,683	65,683	33,529
Irrigation repairs	8,100	1,391	6,709	8,100	4,000
Contingency	-	-	-	-	20,000
Roadway maintenance	-	-	-	-	5,000
Solar streetlighting	153,600	400	60,000	60,400	148,500
Total	<u>353,700</u>	<u>56,105</u>	<u>204,727</u>	<u>260,832</u>	<u>514,841</u>
<b>Other Fees and Charges</b>					
Tax collector	4,428	4,054	374	4,428	10,954
Total other fees and charges	<u>4,428</u>	<u>4,054</u>	<u>374</u>	<u>4,428</u>	<u>10,954</u>
Total expenditures	<u>358,128</u>	<u>60,159</u>	<u>205,101</u>	<u>265,260</u>	<u>525,795</u>
Excess/(deficiency) of revenues over/(under) expenditures	-	162,334	(208,606)	(46,272)	(5)
Fund balance - beginning (unaudited)	-	46,272	208,606	46,272	-
Fund balances - ending Unassigned	-	208,606	-	-	(5)
Fund balance - ending (projected)	<u>\$ -</u>	<u>\$ 208,606</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (5)</u>

**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
DEFINITIONS OF SPECIAL REVENUE FUND AREA 1  
SINGLE FAMILY PROGRAM**

<b>Expenditures</b>	
Management	\$ 15,000
Covers the costs of hiring a qualified contractor to manage the day to day operations of the special revenue fund neighborhoods.	
Accounting	3,400
This item covers the cost of accounting (paying invoices, preparing fund specific financial statements, etc.).	
Property insurance	24,000
Line of credit- principal & interest	135,828
Landscape maintenance	108,420
Covers the cost of hiring a licensed landscape maintenance contractor to provide all inclusive landscape maintenance services including fertilization, weed/disease control, twice a year mulch and monthly irrigation wet checks and adjustments for the Amenity Center and Common Areas	
Plant replacement	10,000
Cover the costs of periodic plant replacements.	
Pest, OTC Injections and Top Choice	7,164
Mulch	33,529
Irrigation repairs	4,000
Covers the costs of periodic sprinkler head, valve replacements and line repairs.	
Contingency	20,000
Roadway maintenance	5,000
Intended to cover the cost of amenity center repairs and maintenance on pool/	
Solar streetlighting	148,500
Tax collector	10,954
Total expenditures	<u>\$ 525,795</u>

**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
DEBT SERVICE FUND BUDGET - SERIES 2020 (ASSESSMENT AREA ONE - 2020)  
FISCAL YEAR 2024**

	Fiscal Year 2023				Proposed Budget FY 2024
	Adopted Budget FY 2023	Actual through 3/31/2023	Projected through 9/30/2023	Total Actual & Projected	
<b>REVENUES</b>					
Special assessment - on-roll	\$ 408,403				\$ 408,403
Allowable discounts (4%)	(16,336)				(16,336)
Assessment levy: net	392,067	\$ 373,977	\$ 18,090	\$ 392,067	392,067
Interest	-	6,649	-	6,649	-
Total revenues	392,067	380,626	18,090	398,716	392,067
<b>EXPENDITURES</b>					
<b>Debt service</b>					
Principal	135,000	-	135,000	135,000	140,000
Interest	249,148	124,574	124,574	249,148	245,570
Total debt service	384,148	124,574	259,574	384,148	385,570
<b>Other fees &amp; charges</b>					
Tax collector	8,168	7,480	688	8,168	8,168
Total other fees & charges	8,168	7,480	688	8,168	8,168
Total expenditures	392,316	132,054	260,262	392,316	393,738
Excess/(deficiency) of revenues over/(under) expenditures	(249)	248,572	(242,172)	6,400	(1,671)
Beginning fund balance (unaudited)	317,415	361,075	609,647	361,075	367,475
Ending fund balance (projected)	<u>\$ 317,166</u>	<u>\$ 609,647</u>	<u>\$ 367,475</u>	<u>\$ 367,475</u>	<u>365,804</u>
Use of fund balance:					
Debt service reserve account balance (required)					(191,950)
Interest expense - November 1, 2024					(120,930)
Projected fund balance surplus/(deficit) as of September 30, 2024					<u>\$ 52,924</u>

**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
SERIES 2020 (ASSESSMENT AREA ONE - 2020) AMORTIZATION SCHEDULE**

	<b>Principal</b>	<b>Coupon Rate</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Bond Balance</b>
11/1/2023			122,785.00	122,785.00	6,470,000.00
5/1/2024	140,000.00	2.650%	122,785.00	262,785.00	6,330,000.00
11/1/2024			120,930.00	120,930.00	6,330,000.00
5/1/2025	140,000.00	2.650%	120,930.00	260,930.00	6,190,000.00
11/1/2025			119,075.00	119,075.00	6,190,000.00
5/1/2026	145,000.00	3.000%	119,075.00	264,075.00	6,045,000.00
11/1/2026			116,900.00	116,900.00	6,045,000.00
5/1/2027	150,000.00	3.000%	116,900.00	266,900.00	5,895,000.00
11/1/2027			114,650.00	114,650.00	5,895,000.00
5/1/2028	155,000.00	3.000%	114,650.00	269,650.00	5,740,000.00
11/1/2028			112,325.00	112,325.00	5,740,000.00
5/1/2029	160,000.00	3.000%	112,325.00	272,325.00	5,580,000.00
11/1/2029			109,925.00	109,925.00	5,580,000.00
5/1/2030	165,000.00	3.000%	109,925.00	274,925.00	5,415,000.00
11/1/2030			107,450.00	107,450.00	5,415,000.00
5/1/2031	170,000.00	3.000%	107,450.00	277,450.00	5,245,000.00
11/1/2031			104,900.00	104,900.00	5,245,000.00
5/1/2032	175,000.00	4.000%	104,900.00	279,900.00	5,070,000.00
11/1/2032			101,400.00	101,400.00	5,070,000.00
5/1/2033	180,000.00	4.000%	101,400.00	281,400.00	4,890,000.00
11/1/2033			97,800.00	97,800.00	4,890,000.00
5/1/2034	190,000.00	4.000%	97,800.00	287,800.00	4,700,000.00
11/1/2034			94,000.00	94,000.00	4,700,000.00
5/1/2035	195,000.00	4.000%	94,000.00	289,000.00	4,505,000.00
11/1/2035			90,100.00	90,100.00	4,505,000.00
5/1/2036	205,000.00	4.000%	90,100.00	295,100.00	4,300,000.00
11/1/2036			86,000.00	86,000.00	4,300,000.00
5/1/2037	215,000.00	4.000%	86,000.00	301,000.00	4,085,000.00
11/1/2037			81,700.00	81,700.00	4,085,000.00
5/1/2038	220,000.00	4.000%	81,700.00	301,700.00	3,865,000.00
11/1/2038			77,300.00	77,300.00	3,865,000.00
5/1/2039	230,000.00	4.000%	77,300.00	307,300.00	3,635,000.00
11/1/2039			72,700.00	72,700.00	3,635,000.00
5/1/2040	240,000.00	4.000%	72,700.00	312,700.00	3,395,000.00
11/1/2040			67,900.00	67,900.00	3,395,000.00
5/1/2041	250,000.00	4.000%	67,900.00	317,900.00	3,145,000.00
11/1/2041			62,900.00	62,900.00	3,145,000.00
5/1/2042	260,000.00	4.000%	62,900.00	322,900.00	2,885,000.00
11/1/2042			57,700.00	57,700.00	2,885,000.00
5/1/2043	270,000.00	4.000%	57,700.00	327,700.00	2,615,000.00
11/1/2043			52,300.00	52,300.00	2,615,000.00
5/1/2044	285,000.00	4.000%	52,300.00	337,300.00	2,330,000.00

**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
SERIES 2020 (ASSESSMENT AREA ONE - 2020) AMORTIZATION SCHEDULE**

	<b>Principal</b>	<b>Coupon Rate</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Bond Balance</b>
11/1/2044			46,600.00	46,600.00	2,330,000.00
5/1/2045	295,000.00	4.000%	46,600.00	341,600.00	2,035,000.00
11/1/2045			40,700.00	40,700.00	2,035,000.00
5/1/2046	305,000.00	4.000%	40,700.00	345,700.00	1,730,000.00
11/1/2046			34,600.00	34,600.00	1,730,000.00
5/1/2047	320,000.00	4.000%	34,600.00	354,600.00	1,410,000.00
11/1/2047			28,200.00	28,200.00	1,410,000.00
5/1/2048	330,000.00	4.000%	28,200.00	358,200.00	1,080,000.00
11/1/2048			21,600.00	21,600.00	1,080,000.00
5/1/2049	345,000.00	4.000%	21,600.00	366,600.00	735,000.00
11/1/2049			14,700.00	14,700.00	735,000.00
5/1/2050	360,000.00	4.000%	14,700.00	374,700.00	375,000.00
11/1/2050			7,500.00	7,500.00	375,000.00
5/1/2051	375,000.00	4.000%	7,500.00	382,500.00	-
<b>Total</b>	<b>6,470,000.00</b>		<b>4,329,280.00</b>	<b>10,799,280.00</b>	



**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
DEBT SERVICE FUND BUDGET - SERIES 2020 (ASSESSMENT AREA TWO - 2020)  
FISCAL YEAR 2024**

	Fiscal Year 2023				Proposed Budget FY 2024
	Adopted Budget FY 2023	Actual through 3/31/2023	Projected through 9/30/2023	Total Actual & Projected	
<b>REVENUES</b>					
Special assessment - on-roll	\$ 52,020				\$ 413,511
Allowable discounts (4%)	(2,081)				(16,540)
Assessment levy: net	49,939	\$ 47,638	\$ 2,301	\$ 49,939	396,971
Special assessment: off-roll	339,801	39,023	300,778	339,801	-
Interest	-	4,004	-	4,004	-
Total revenues	<u>389,740</u>	<u>90,665</u>	<u>303,079</u>	<u>393,744</u>	<u>396,971</u>
<b>EXPENDITURES</b>					
<b>Debt service</b>					
Principal	140,000	-	140,000	140,000	145,000
Interest	249,025	124,513	126,369	250,882	245,175
Total debt service	<u>389,025</u>	<u>124,513</u>	<u>266,369</u>	<u>390,882</u>	<u>390,175</u>
<b>Other fees &amp; charges</b>					
Tax collector	1,040	952	88	1,040	8,270
Total other fees & charges	<u>1,040</u>	<u>952</u>	<u>88</u>	<u>1,040</u>	<u>8,270</u>
Total expenditures	<u>390,065</u>	<u>125,465</u>	<u>266,457</u>	<u>391,922</u>	<u>398,445</u>
Excess/(deficiency) of revenues over/(under) expenditures	(325)	(34,800)	36,622	1,822	(1,474)
Fund balance:					
Beginning fund balance (unaudited)	331,782	333,613	298,813	333,613	335,435
Ending fund balance (projected)	<u>\$ 331,457</u>	<u>\$ 298,813</u>	<u>\$ 335,435</u>	<u>\$ 335,435</u>	<u>333,961</u>
Use of fund balance:					
Debt service reserve account balance (required)					(194,350)
Interest expense - November 1, 2024					(120,594)
Projected fund balance surplus/(deficit) as of September 30, 2024					<u>\$ 19,017</u>

**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
SERIES 2020 (ASSESSMENT AREA TWO - 2020) AMORTIZATION SCHEDULE**

	<b>Principal</b>	<b>Coupon Rate</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Bond Balance</b>
11/1/2023			122,587.50	122,587.50	6,625,000.00
5/1/2024	145,000.00	2.750%	122,587.50	267,587.50	6,480,000.00
11/1/2024			120,593.75	120,593.75	6,480,000.00
5/1/2025	145,000.00	2.750%	120,593.75	265,593.75	6,335,000.00
11/1/2025			118,600.00	118,600.00	6,335,000.00
5/1/2026	150,000.00	2.750%	118,600.00	268,600.00	6,185,000.00
11/1/2026			116,537.50	116,537.50	6,185,000.00
5/1/2027	155,000.00	3.250%	116,537.50	271,537.50	6,030,000.00
11/1/2027			114,018.75	114,018.75	6,030,000.00
5/1/2028	160,000.00	3.250%	114,018.75	274,018.75	5,870,000.00
11/1/2028			111,418.75	111,418.75	5,870,000.00
5/1/2029	165,000.00	3.250%	111,418.75	276,418.75	5,705,000.00
11/1/2029			108,737.50	108,737.50	5,705,000.00
5/1/2030	170,000.00	3.250%	108,737.50	278,737.50	5,535,000.00
11/1/2030			105,975.00	105,975.00	5,535,000.00
5/1/2031	175,000.00	3.250%	105,975.00	280,975.00	5,360,000.00
11/1/2031			103,131.25	103,131.25	5,360,000.00
5/1/2032	185,000.00	3.625%	103,131.25	288,131.25	5,175,000.00
11/1/2032			99,778.13	99,778.13	5,175,000.00
5/1/2033	190,000.00	3.625%	99,778.13	289,778.13	4,985,000.00
11/1/2033			96,334.38	96,334.38	4,985,000.00
5/1/2034	195,000.00	3.625%	96,334.38	291,334.38	4,790,000.00
11/1/2034			92,800.00	92,800.00	4,790,000.00
5/1/2035	205,000.00	3.625%	92,800.00	297,800.00	4,585,000.00
11/1/2035			89,084.38	89,084.38	4,585,000.00
5/1/2036	210,000.00	3.625%	89,084.38	299,084.38	4,375,000.00
11/1/2036			85,278.13	85,278.13	4,375,000.00
5/1/2037	220,000.00	3.625%	85,278.13	305,278.13	4,155,000.00
11/1/2037			81,290.63	81,290.63	4,155,000.00
5/1/2038	230,000.00	3.625%	81,290.63	311,290.63	3,925,000.00
11/1/2038			77,121.88	77,121.88	3,925,000.00
5/1/2039	235,000.00	3.625%	77,121.88	312,121.88	3,690,000.00
11/1/2039			72,862.50	72,862.50	3,690,000.00
5/1/2040	245,000.00	3.625%	72,862.50	317,862.50	3,445,000.00
11/1/2040			68,421.88	68,421.88	3,445,000.00
5/1/2041	255,000.00	3.625%	68,421.88	323,421.88	3,190,000.00
11/1/2041			63,800.00	63,800.00	3,190,000.00
5/1/2042	265,000.00	4.000%	63,800.00	328,800.00	2,925,000.00
11/1/2042			58,500.00	58,500.00	2,925,000.00
5/1/2043	275,000.00	4.000%	58,500.00	333,500.00	2,650,000.00
11/1/2043			53,000.00	53,000.00	2,650,000.00
5/1/2044	285,000.00	4.000%	53,000.00	338,000.00	2,365,000.00

**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
SERIES 2020 (ASSESSMENT AREA TWO - 2020) AMORTIZATION SCHEDULE**

	<b>Principal</b>	<b>Coupon Rate</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Bond Balance</b>
11/1/2044			47,300.00	47,300.00	2,365,000.00
5/1/2045	300,000.00	4.000%	47,300.00	347,300.00	2,065,000.00
11/1/2045			41,300.00	41,300.00	2,065,000.00
5/1/2046	310,000.00	4.000%	41,300.00	351,300.00	1,755,000.00
11/1/2046			35,100.00	35,100.00	1,755,000.00
5/1/2047	325,000.00	4.000%	35,100.00	360,100.00	1,430,000.00
11/1/2047			28,600.00	28,600.00	1,430,000.00
5/1/2048	335,000.00	4.000%	28,600.00	363,600.00	1,095,000.00
11/1/2048			21,900.00	21,900.00	1,095,000.00
5/1/2049	350,000.00	4.000%	21,900.00	371,900.00	745,000.00
11/1/2049			14,900.00	14,900.00	745,000.00
5/1/2050	365,000.00	4.000%	14,900.00	379,900.00	380,000.00
11/1/2050			7,600.00	7,600.00	380,000.00
5/1/2051	380,000.00	4.000%	7,600.00	387,600.00	-
<b>Total</b>	<b>6,625,000.00</b>		<b>4,313,143.82</b>	<b>10,938,143.82</b>	

**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
DEBT SERVICE FUND BUDGET - SERIES 2021 (ASSESSMENT AREA ONE - 2021)  
FISCAL YEAR 2024**

	Fiscal Year 2023			Total Actual & Projected	Proposed Budget FY 2024
	Adopted Budget FY 2023	Actual through 3/31/2023	Projected through 9/30/2023		
<b>REVENUES</b>					
Special assessment - on-roll	\$ 265,971				\$ 565,109
Allowable discounts (4%)	(10,639)				(22,604)
Assessment levy: net	255,332	\$ 63,975	\$ 191,357	\$ 255,332	542,505
Special assessment: off-roll	281,189	243,558	49,503	293,061	-
Lot closing	-	21,590	-	21,590	-
Interest	-	6,648	-	6,648	-
Total revenues	<u>536,521</u>	<u>335,771</u>	<u>240,860</u>	<u>576,631</u>	<u>542,505</u>
<b>EXPENDITURES</b>					
<b>Debt service</b>					
Principal	200,000	-	200,000	200,000	205,000
Interest	331,590	165,795	165,795	331,590	326,790
Total debt service	<u>531,590</u>	<u>165,795</u>	<u>365,795</u>	<u>531,590</u>	<u>531,790</u>
<b>Other fees &amp; charges</b>					
Tax collector	5,319	4,871	448	5,319	11,302
Total other fees & charges	<u>5,319</u>	<u>4,871</u>	<u>448</u>	<u>5,319</u>	<u>11,302</u>
Total expenditures	<u>536,909</u>	<u>170,666</u>	<u>366,243</u>	<u>536,909</u>	<u>543,092</u>
Excess/(deficiency) of revenues over/(under) expenditures	(388)	165,105	(125,383)	39,722	(587)
Fund balance:					
Beginning fund balance (unaudited)	443,741	387,401	552,506	387,401	427,123
Ending fund balance (projected)	<u>\$443,353</u>	<u>\$552,506</u>	<u>\$ 427,123</u>	<u>\$ 427,123</u>	<u>426,536</u>
Use of fund balance:					
Debt service reserve account balance (required)					(265,600)
Interest expense - November 1, 2024					(160,935)
Projected fund balance surplus/(deficit) as of September 30, 2024					<u>\$ 1</u>

**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
SERIES 2021 (ASSESSMENT AREA ONE - 2021) AMORTIZATION SCHEDULE**

	<b>Principal</b>	<b>Coupon Rate</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Bond Balance</b>
11/1/2023			163,395.00	163,395.00	9,165,000.00
5/1/2024	205,000.00	2.400%	163,395.00	368,395.00	8,960,000.00
11/1/2024			160,935.00	160,935.00	8,960,000.00
5/1/2025	210,000.00	2.400%	160,935.00	370,935.00	8,750,000.00
11/1/2025			158,415.00	158,415.00	8,750,000.00
5/1/2026	215,000.00	2.400%	158,415.00	373,415.00	8,535,000.00
11/1/2026			155,835.00	155,835.00	8,535,000.00
5/1/2027	220,000.00	3.000%	155,835.00	375,835.00	8,315,000.00
11/1/2027			152,535.00	152,535.00	8,315,000.00
5/1/2028	225,000.00	3.000%	152,535.00	377,535.00	8,090,000.00
11/1/2028			149,160.00	149,160.00	8,090,000.00
5/1/2029	235,000.00	3.000%	149,160.00	384,160.00	7,855,000.00
11/1/2029			145,635.00	145,635.00	7,855,000.00
5/1/2030	240,000.00	3.000%	145,635.00	385,635.00	7,615,000.00
11/1/2030			142,035.00	142,035.00	7,615,000.00
5/1/2031	250,000.00	3.000%	142,035.00	392,035.00	7,365,000.00
11/1/2031			138,285.00	138,285.00	7,365,000.00
5/1/2032	255,000.00	3.400%	138,285.00	393,285.00	7,110,000.00
11/1/2032			133,950.00	133,950.00	7,110,000.00
5/1/2033	265,000.00	3.400%	133,950.00	398,950.00	6,845,000.00
11/1/2033			129,445.00	129,445.00	6,845,000.00
5/1/2034	275,000.00	3.400%	129,445.00	404,445.00	6,570,000.00
11/1/2034			124,770.00	124,770.00	6,570,000.00
5/1/2035	285,000.00	3.400%	124,770.00	409,770.00	6,285,000.00
11/1/2035			119,925.00	119,925.00	6,285,000.00
5/1/2036	295,000.00	3.400%	119,925.00	414,925.00	5,990,000.00
11/1/2036			114,910.00	114,910.00	5,990,000.00
5/1/2037	305,000.00	3.400%	114,910.00	419,910.00	5,685,000.00
11/1/2037			109,725.00	109,725.00	5,685,000.00
5/1/2038	315,000.00	3.400%	109,725.00	424,725.00	5,370,000.00
11/1/2038			104,370.00	104,370.00	5,370,000.00
5/1/2039	325,000.00	3.400%	104,370.00	429,370.00	5,045,000.00
11/1/2039			98,845.00	98,845.00	5,045,000.00
5/1/2040	335,000.00	3.400%	98,845.00	433,845.00	4,710,000.00
11/1/2040			93,150.00	93,150.00	4,710,000.00
5/1/2041	350,000.00	3.400%	93,150.00	443,150.00	4,360,000.00
11/1/2041			87,200.00	87,200.00	4,360,000.00
5/1/2042	360,000.00	4.000%	87,200.00	447,200.00	4,000,000.00
11/1/2042			80,000.00	80,000.00	4,000,000.00
5/1/2043	375,000.00	4.000%	80,000.00	455,000.00	3,625,000.00
11/1/2043			72,500.00	72,500.00	3,625,000.00
5/1/2044	390,000.00	4.000%	72,500.00	462,500.00	3,235,000.00

**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
SERIES 2021 (ASSESSMENT AREA ONE - 2021) AMORTIZATION SCHEDULE**

	<b>Principal</b>	<b>Coupon Rate</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Bond Balance</b>
11/1/2044			64,700.00	64,700.00	3,235,000.00
5/1/2045	410,000.00	4.000%	64,700.00	474,700.00	2,825,000.00
11/1/2045			56,500.00	56,500.00	2,825,000.00
5/1/2046	425,000.00	4.000%	56,500.00	481,500.00	2,400,000.00
11/1/2046			48,000.00	48,000.00	2,400,000.00
5/1/2047	440,000.00	4.000%	48,000.00	488,000.00	1,960,000.00
11/1/2047			39,200.00	39,200.00	1,960,000.00
5/1/2048	460,000.00	4.000%	39,200.00	499,200.00	1,500,000.00
11/1/2048			30,000.00	30,000.00	1,500,000.00
5/1/2049	480,000.00	4.000%	30,000.00	510,000.00	1,020,000.00
11/1/2049			20,400.00	20,400.00	1,020,000.00
5/1/2050	500,000.00	4.000%	20,400.00	520,400.00	520,000.00
11/1/2050			10,400.00	10,400.00	520,000.00
5/1/2051	520,000.00	4.000%	10,400.00	530,400.00	-
<b>Total</b>	<b>9,165,000.00</b>		<b>5,808,440.00</b>	<b>14,973,440.00</b>	

**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
DEBT SERVICE FUND BUDGET - SERIES 2022 (ASSESSMENT AREA THREE)  
FISCAL YEAR 2024**

	Fiscal Year 2023			Total Actual & Projected	Proposed Budget FY 2024
	Adopted Budget FY 2023	Actual through 3/31/2023	Projected through 9/30/2023		
<b>REVENUES</b>					
Special assessment - on-roll	\$ -				\$ 168,325
Allowable discounts (4%)	-				(6,733)
Assessment levy: net	-	\$ -	\$ -	\$ -	161,592
Special assessment: off-roll	158,226	-	103,088	103,088	-
Lot closing	-	55,138	-	55,138	-
Interest	-	1,708	-	1,708	-
Total revenues	<u>158,226</u>	<u>56,846</u>	<u>103,088</u>	<u>159,934</u>	<u>161,592</u>
<b>EXPENDITURES</b>					
<b>Debt service</b>					
Principal	35,000	-	35,000	35,000	40,000
Interest	85,398	25,117	60,281	85,398	119,075
Total debt service	<u>120,398</u>	<u>25,117</u>	<u>95,281</u>	<u>120,398</u>	<u>159,075</u>
<b>Other fees &amp; charges</b>					
Tax collector	-	-	-	-	3,367
Total other fees & charges	-	-	-	-	3,367
Total expenditures	<u>120,398</u>	<u>25,117</u>	<u>95,281</u>	<u>120,398</u>	<u>162,442</u>
Excess/(deficiency) of revenues over/(under) expenditures	37,828	31,729	7,807	39,536	(850)
Fund balance:					
Net increase/(decrease) in fund balance	37,828	31,729	7,807	39,536	(850)
Beginning fund balance (unaudited)	104,230	114,332	146,061	114,332	153,868
Ending fund balance (projected)	<u>\$142,058</u>	<u>\$146,061</u>	<u>\$ 153,868</u>	<u>\$ 153,868</u>	<u>153,018</u>
Use of fund balance:					
Debt service reserve account balance (required)					(79,113)
Interest expense - November 1, 2024					(58,688)
Projected fund balance surplus/(deficit) as of September 30, 2024					<u>\$ 15,217</u>

**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
SERIES 2022 (ASSESSMENT AREA THREE) AMORTIZATION SCHEDULE**

	<b>Principal</b>	<b>Coupon Rate</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Bond Balance</b>
11/1/2023			59,537.50	59,537.50	2,340,000.00
5/1/2024	40,000.00	4.250%	59,537.50	99,537.50	2,300,000.00
11/1/2024			58,687.50	58,687.50	2,300,000.00
5/1/2025	40,000.00	4.250%	58,687.50	98,687.50	2,260,000.00
11/1/2025			57,837.50	57,837.50	2,260,000.00
5/1/2026	40,000.00	4.250%	57,837.50	97,837.50	2,220,000.00
11/1/2026			56,987.50	56,987.50	2,220,000.00
5/1/2027	45,000.00	4.250%	56,987.50	101,987.50	2,175,000.00
11/1/2027			56,031.25	56,031.25	2,175,000.00
5/1/2028	45,000.00	4.750%	56,031.25	101,031.25	2,130,000.00
11/1/2028			54,962.50	54,962.50	2,130,000.00
5/1/2029	45,000.00	4.750%	54,962.50	99,962.50	2,085,000.00
11/1/2029			53,893.75	53,893.75	2,085,000.00
5/1/2030	50,000.00	4.750%	53,893.75	103,893.75	2,035,000.00
11/1/2030			52,706.25	52,706.25	2,035,000.00
5/1/2031	50,000.00	4.750%	52,706.25	102,706.25	1,985,000.00
11/1/2031			51,518.75	51,518.75	1,985,000.00
5/1/2032	55,000.00	4.750%	51,518.75	106,518.75	1,930,000.00
11/1/2032			50,212.50	50,212.50	1,930,000.00
5/1/2033	55,000.00	5.125%	50,212.50	105,212.50	1,875,000.00
11/1/2033			48,803.13	48,803.13	1,875,000.00
5/1/2034	60,000.00	5.125%	48,803.13	108,803.13	1,815,000.00
11/1/2034			47,265.63	47,265.63	1,815,000.00
5/1/2035	65,000.00	5.125%	47,265.63	112,265.63	1,750,000.00
11/1/2035			45,600.00	45,600.00	1,750,000.00
5/1/2036	65,000.00	5.125%	45,600.00	110,600.00	1,685,000.00
11/1/2036			43,934.38	43,934.38	1,685,000.00
5/1/2037	70,000.00	5.125%	43,934.38	113,934.38	1,615,000.00
11/1/2037			42,140.63	42,140.63	1,615,000.00
5/1/2038	75,000.00	5.125%	42,140.63	117,140.63	1,540,000.00
11/1/2038			40,218.75	40,218.75	1,540,000.00
5/1/2039	75,000.00	5.125%	40,218.75	115,218.75	1,465,000.00
11/1/2039			38,296.88	38,296.88	1,465,000.00
5/1/2040	80,000.00	5.125%	38,296.88	118,296.88	1,385,000.00
11/1/2040			36,246.88	36,246.88	1,385,000.00
5/1/2041	85,000.00	5.125%	36,246.88	121,246.88	1,300,000.00
11/1/2041			34,068.75	34,068.75	1,300,000.00
5/1/2042	90,000.00	5.125%	34,068.75	124,068.75	1,210,000.00
11/1/2042			31,762.50	31,762.50	1,210,000.00
5/1/2043	95,000.00	5.250%	31,762.50	126,762.50	1,115,000.00
11/1/2043			29,268.75	29,268.75	1,115,000.00
5/1/2044	100,000.00	5.250%	29,268.75	129,268.75	1,015,000.00
11/1/2044			26,643.75	26,643.75	1,015,000.00
5/1/2045	105,000.00	5.250%	26,643.75	131,643.75	910,000.00



**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
SERIES 2022 (ASSESSMENT AREA THREE) AMORTIZATION SCHEDULE**

	<b>Principal</b>	<b>Coupon Rate</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Bond Balance</b>
11/1/2045			23,887.50	23,887.50	910,000.00
5/1/2046	110,000.00	5.250%	23,887.50	133,887.50	800,000.00
11/1/2046			21,000.00	21,000.00	800,000.00
5/1/2047	115,000.00	5.250%	21,000.00	136,000.00	685,000.00
11/1/2047			17,981.25	17,981.25	685,000.00
5/1/2048	125,000.00	5.250%	17,981.25	142,981.25	560,000.00
11/1/2048			14,700.00	14,700.00	560,000.00
5/1/2049	130,000.00	5.250%	14,700.00	144,700.00	430,000.00
11/1/2049			11,287.50	11,287.50	430,000.00
5/1/2050	135,000.00	5.250%	11,287.50	146,287.50	295,000.00
11/1/2050			7,743.75	7,743.75	295,000.00
5/1/2051	145,000.00	5.250%	7,743.75	152,743.75	150,000.00
11/1/2051			3,937.50	3,937.50	150,000.00
5/1/2052	150,000.00	5.250%	3,937.50	153,937.50	-
<b>Total</b>	<b>2,340,000.00</b>		<b>2,234,325.06</b>	<b>4,574,325.06</b>	

**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
ASSESSMENT COMPARISON  
PROJECTED FISCAL YEAR 2024 ASSESSMENTS**

**Assessment Area One - 2020, Platted Lots, On-Roll Assessments**

Product	Units	FY 2024 SRF				FY 2023 Total Assessment per Unit
		FY 2024 O&M Assessment per Unit	Budget Area 1 Assessment per Unit	FY 2024 DS Assessment per Unit	FY 2024 Total Assessment per Unit	
SF 40'/50'	320	\$ 612.91	\$ 600.41	\$ 1,276.26	\$ 2,489.58	\$ 2,265.11
<b>Total</b>	<b>320</b>					

**Assessment Area Two - 2020, Platted Lots, On-Roll Assessments**

Product	Units	FY 2024 SRF				
		FY 2024 O&M Assessment per Unit	Budget Area 1 Assessment per Unit	FY 2024 DS Assessment per Unit	FY 2024 Total Assessment per Unit	
SF TW	120	\$ 612.91		\$ 899.48	\$ 1,512.39	\$ 1,475.84
SF 50'	163	612.91		1,249.28	1,862.19	1,825.64
SF 60'	68	612.91		1,499.13	2,112.04	2,075.49
<b>Total</b>	<b>351</b>					

**Assessment Area One - 2021, Platted Lots, On-Roll Assessments**

Product	Units	FY 2023 SRF				FY 2023 Total Assessment per Unit
		FY 2024 O&M Assessment per Unit	Budget Area 1 Assessment per Unit	FY 2024 DS Assessment per Unit	FY 2024 Total Assessment per Unit	
TH	172	\$ 520.97	\$ 510.36	\$ 956.73	\$ 1,988.06	\$ 1,797.26
SF TW	124	612.91	600.41	1,275.64	2,488.96	2,264.49
SF 50'	149	612.91	600.41	1,275.64	2,488.96	2,264.49
SF 60'	41	612.91	600.41	1,275.64	2,488.96	1,852.00
<b>Total</b>	<b>486</b>					

**Multi-Family Area, On-Roll Assessments**

Product	Units	FY 2024 O&M Assessment per Unit	FY 2023 DS Assessment per Unit	FY 2024 Total Assessment per Unit	FY 2023 Total Assessment per Unit
MF	504	\$ 429.04	-	\$ 429.04	\$ 403.45
	<b>504</b>				

**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
ASSESSMENT COMPARISON  
PROJECTED FISCAL YEAR 2024 ASSESSMENTS**

**Assessment Area Three, Platted Lots, On-Roll Assessments**

<b>Product</b>	<b>Units</b>	<b>FY 2024 O&amp;M Assessment per Unit</b>	<b>FY 2023 SRF</b>	<b>FY 2023 DS Assessment per Unit</b>	<b>FY 2024 Total Assessment per Unit</b>	<b>FY 2023 Total Assessment per Unit</b>
			<b>Budget Area 1 Assessment per Unit</b>			
SF 40'	61	\$ 612.91	\$ 600.41	\$ 1,275.19	\$ 2,488.51	\$ 1,198.68
SF 50'	59	612.91	600.41	1,275.19	2,488.51	1,198.68
SF 60'	12	612.91	600.41	1,275.19	2,488.51	1,198.68
	<b>132</b>					

**Future Assessment Area(s), Platted Lots, On-Roll Assessments**

<b>Product</b>	<b>Units</b>	<b>FY 2024 O&amp;M Assessment per Unit</b>	<b>FY 2023 DS Assessment per Unit</b>	<b>FY 2024 Total Assessment per Unit</b>	<b>FY 2023 Total Assessment per Unit</b>
SF 50'	149	\$ 612.91	n/a	\$ 612.91	n/a
Commercial	5.44	6,129.10	n/a	6,129.10	n/a

# **WEST PORT**

**COMMUNITY DEVELOPMENT DISTRICT**

# **5A**



Ticket # 3897206  
FY24 Budget & O&M Assess  
with Charts and Map  
6 x 20.25  
Submitted by: Daphne Gillyard  
Publish; 07/14/23  
426749 3897207

**PUBLISHER'S AFFIDAVIT OF  
PUBLICATION STATE OF FLORIDA COUNTY  
OF CHARLOTTE:**

Before the undersigned authority personally appeared Melinda Prescott, who on oath says that she is the Legal Advertising Representative of The Daily Sun, a newspaper published at Charlotte Harbor in Charlotte County, Florida; that the attached copy of advertisement, being a Legal Notice that was published in said newspaper in the issue(s)

07/14/23

as well as being posted online at [www.yoursun.com](http://www.yoursun.com) and [www.floridapublicnotices.com](http://www.floridapublicnotices.com).

Affiant further says that the said newspaper is a newspaper published at Charlotte Harbor, in said Charlotte County, Florida, and that the said newspaper has heretofore been continuously published in said Charlotte County, Florida, Sarasota County, Florida and DeSoto County, Florida, each day and has been entered as periodicals matter at the post office in Punta Gorda, in said Charlotte County, Florida, for a period of 1 year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

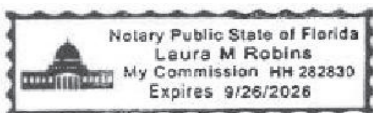
*Melinda Prescott*

\_\_\_\_\_  
(Signature of Affiant)

Sworn and subscribed before me this 14th day of  
July, 2023

*Laura M Robins*

\_\_\_\_\_  
(Signature of Notary Public)



Personally known   X   OR      Produced Identification

## WEST PORT COMMUNITY DEVELOPMENT DISTRICT

**NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2023/2024 BUDGET; NOTICE OF PUBLIC HEARING TO CONSIDER THE IMPOSITION OF OPERATIONS AND MAINTENANCE SPECIAL ASSESSMENTS, ADOPTION OF AN ASSESSMENT ROLL, AND THE LEVY, COLLECTION, AND ENFORCEMENT OF THE SAME; AND NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING.**

### Upcoming Public Hearings, and Regular Meeting

The Board of Supervisors (“Board”) for the West Port Community Development District (“District”) will hold the following two public hearings and a regular meeting on **Tuesday, August 8, 2023 at 12:30 p.m., at the Centennial Park Recreation Center, 1120 Centennial Boulevard, Port Charlotte, Florida 33953.**

The first public hearing is being held pursuant to Chapter 190, Florida Statutes, to receive public comment and objections on the District’s proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Fiscal Year 2023/2024**”). The second public hearing is being held pursuant to Chapters 190, 197, and/or 170, Florida Statutes, to consider the imposition of operations and maintenance special assessments (“**O&M Assessments**”) upon the lands located within the District, to fund the Proposed Budget for Fiscal Year 2023/2024; to consider the adoption of an assessment roll; and, to provide for the levy, collection, and enforcement of assessments. At the conclusion of the hearings, the Board will, by resolution, adopt a budget and levy O&M Assessments as finally approved by the Board. A Board meeting of the District will also be held where the Board may consider any other District business.

### Description of Assessments

The District imposes O&M Assessments on benefitted property within the District for the purpose of funding the District’s general administrative, operations, and maintenance budget. A geographic depiction of the property potentially subject to the proposed O&M Assessments is identified in the map attached hereto. The table below shows the schedule of the proposed O&M Assessments, which are subject to change at the hearing:

#### **General Fund (GF)**

Land Use	Total # of Units / Acres	Equivalent Assessment Unit Factor	Annual O&M – GF Assessment(1)
Single Family (SF)	1,266	1.00	\$647.18
Townhome (TH)	172	0.85	\$550.10
Multi-Family	504	0.70	\$453.02
Commercial, Tract K	5.44	10.00	\$6,471.75

#### **Special Revenue Fund (SRF)(2)**

Land Use	Total # of Units / Acres	Equivalent Assessment Unit Factor	Annual O&M - SRF Assessment(1)
Single Family (SF)	766	1.00	\$650.91
Townhome (TH)	172	0.85	\$553.27
Multi-Family	0	0.00	\$0.00
Commercial, Tract K	0	0.00	\$0.00

- (1) Annual O&M Assessment may also include County collection costs and early payment discounts.
- (2) SRF applies to units in Landings East, The Hammocks, The Isles, and The Palms.

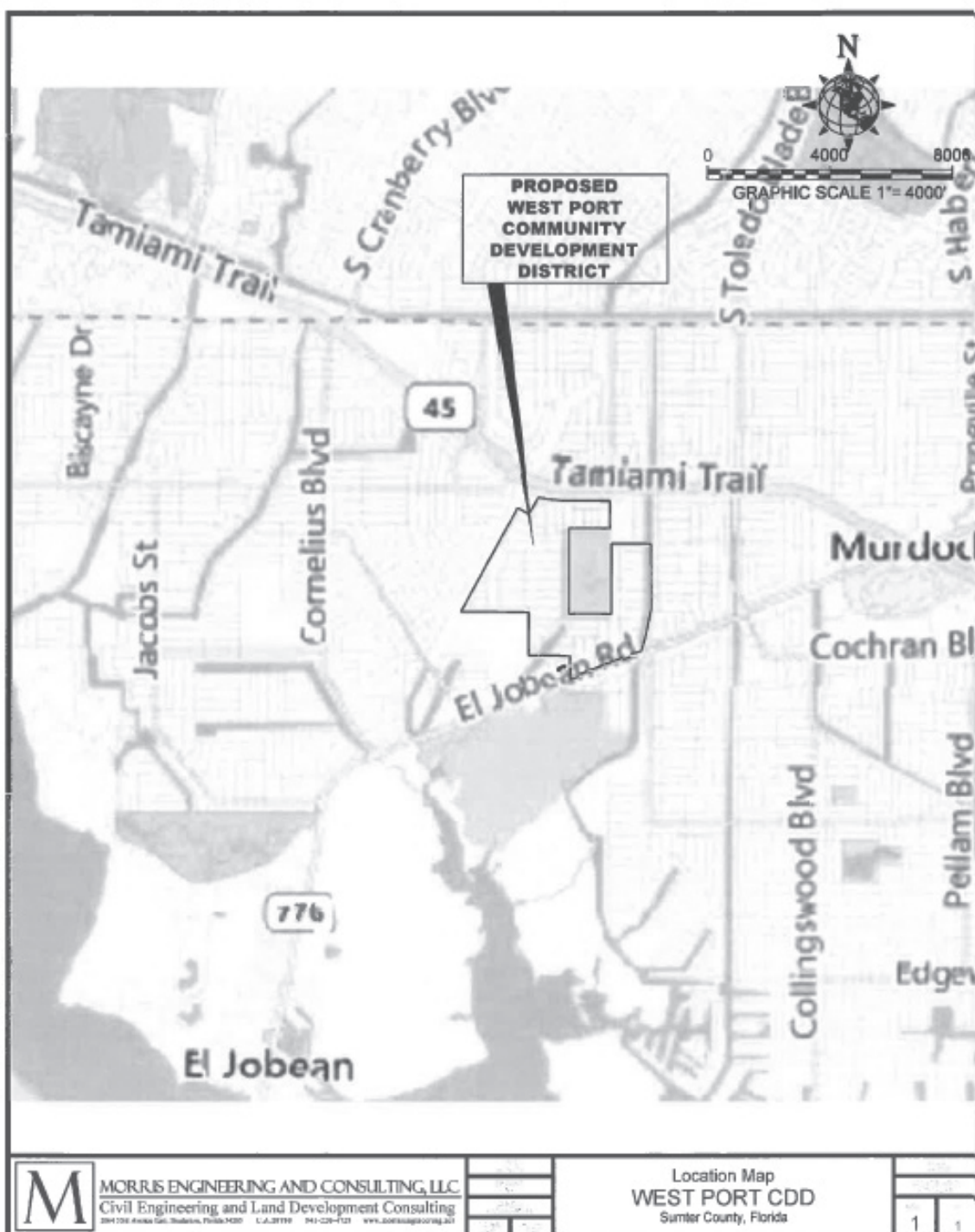
The O&M Assessments may be collected on the County tax roll or by direct bill from the District’s Manager. The O&M Assessments will only be imposed on lots sold to third parties, including lots sold during the Fiscal Year 2023/2024, and any portion of the District’s Proposed Budget not funded by the O&M Assessments will be funded by a developer funding agreement. Note that the O&M Assessments are in addition to any debt service assessments, if any, previously levied by the District and due to be collected for Fiscal Year 2023/2024. Moreover, pursuant to Section 197.3632(4), Florida Statutes, the lien amount shall serve as the “maximum rate” authorized by law for operation and maintenance assessments, such that no assessment hearing shall be held or notice provided in future years unless the assessments are proposed to be increased or another criterion within Section 197.3632(4) is met. **IT IS IMPORTANT TO PAY YOUR ASSESSMENT BECAUSE FAILURE TO PAY WILL CAUSE A TAX CERTIFICATE TO BE ISSUED AGAINST THE PROPERTY WHICH MAY RESULT IN LOSS OF TITLE, OR FOR DIRECT BILLED ASSESSMENTS, MAY RESULT IN A FORECLOSURE ACTION, WHICH ALSO MAY RESULT IN A LOSS OF TITLE.**

### Additional Provisions

The public hearings and meeting are open to the public and will be conducted in accordance with Florida law. A copy of the Proposed Budget and assessment roll, and the agenda, for the hearings and meeting may be obtained by contacting **Wrathell, Hunt & Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, 561-571-0010 (“District Manager’s Office”)**. The public hearings and meeting may be continued to a date, time, and place to be specified on the record. There may be occasions when staff or board members may participate by speaker telephone. Any person requiring special accommodations because of a disability or physical impairment should contact the District Manager’s Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager’s Office.

Please note that all affected property owners have the right to appear and comment at the public hearings and meeting, and may also file written objections with the District Manager’s Office within twenty (20) days of issuance of this notice. Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearings or meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based. If you have any questions, please do not hesitate to contact the District Manager’s Office.

District Manager



# **WEST PORT**

**COMMUNITY DEVELOPMENT DISTRICT**

# **5B**

STATE OF FLORIDA  
COUNTY OF PALM BEACH

AFFIDAVIT OF MAILING

**BEFORE ME**, the undersigned authority, this day personally appeared Han Liu, who by me first being duly sworn and deposed says:

1. I am over eighteen (18) years of age and am competent to testify as to the matters contained herein. I have personal knowledge of the matters stated herein.
2. I, Han Liu, am employed by Wrathell, Hunt and Associates, LLC, and, in the course of that employment, serve as Assessment coordinator for the West Port Community Development District ("District").
3. Among other things, my duties include preparing and transmitting correspondence relating to the District.
4. I do hereby certify that on July 7<sup>th</sup>, 2023, and in the regular course of business, I caused letters, in the forms attached hereto as **Exhibit A**, to be sent notifying affected landowner(s) in the District of their rights under Chapters 170, 190 and 197, *Florida Statutes*, with respect to the District's anticipated imposition of operations and maintenance assessments. I further certify that the letters were sent to the addressees identified in **Exhibit B** and in the manner identified in **Exhibit A**.
5. I have personal knowledge of having sent the letters to the addressees, and those records are kept in the course of the regular business activity for my office.

**FURTHER AFFIANT SAYETH NOT.**


  
By: Han Liu, Financial Analyst

**SWORN AND SUBSCRIBED** before me by means of  physical presence or  online notarization this 7<sup>th</sup> day of July 2023, by Han Liu, for Wrathell, Hunt & Associates, who  is personally known to me or  has provided \_\_\_\_\_ as identification, and who  did or  did not take an oath.



DAPHNE GILLYARD  
NOTARY PUBLIC  
STATE OF FLORIDA  
Comm# GG327647  
Expires 8/20/2023

NOTARY PUBLIC

  
Print Name: Daphne Gillyard  
Notary Public, State of Florida  
Commission No.: GG327647  
My Commission Expires: 8/20/2023

**EXHIBIT A:** Mailed Notice  
**EXHIBIT B:** List of Addresses



**EXHIBIT A**

**West Port Community Development District**  
**OFFICE OF THE DISTRICT MANAGER**  
**2300 Glades Road, Suite 410W•Boca Raton, Florida 33431**  
**Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013**

THIS IS NOT A BILL – DO NOT PAY

VIA FIRST CLASS MAIL

July 7, 2023

CAH WESTPORT LLC  
6330 TECHSTER BLVD  
FORT MYERS, FL 33966  
**PARCEL ID: SEE EXHIBIT B**  
**PRODUCT TYPE: 82 Single Family Units**

**RE: West Port Community Development District  
Fiscal Year 2023/2024 Budget and O&M Assessments**

Dear Property Owner:

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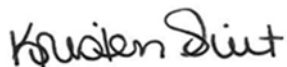
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Kristen Suit  
District Manager

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**General Fund (GF)**

Land Use	Total # of Units / Acres	Equivalent Assessment Unit Factor	Annual O&M – GF Assessment <sup>(1)</sup>
Single Family (SF)	1,266	1.00	\$647.18
Townhome (TH)	172	0.85	\$550.10
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## Exhibit B

402112251128	402112251622
402112251129	402112251623
402112251190	402112251624
402112251270	402112251625
402112251271	402112251626
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402112251618	402112251659
402112251619	402112251660
402112251620	402112251661
402112251621	

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**2300 Glades Road, Suite 410W•Boca Raton, Florida 33431**  
**Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013**

THIS IS NOT A BILL – DO NOT PAY

**VIA FIRST CLASS MAIL**

July 7, 2023

DR HORTON INC  
10545 BEN C PRATT SIX MILE CYPRESS PKWY  
FORT MYERS, FL 33966  
**PARCEL ID: SEE EXHIBIT B**  
**PRODUCT TYPE: 128 Single Family Units**

**RE: West Port Community Development District  
Fiscal Year 2023/2024 Budget and O&M Assessments**

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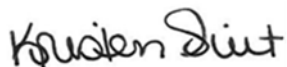
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402110108040	402110109043	402110109088
402110109001	402110109044	402110109089
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**VIA FIRST CLASS MAIL**

July 7, 2023

FORESTAR USA REAL ESTATE GROUP INC  
2221 E LAMAR BLVD STE 790  
ARLINGTON, TX 76006

**PARCEL ID: SEE EXHIBIT B**

**PRODUCT TYPE: 335 Single Family Units**

**RE: West Port Community Development District  
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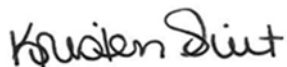
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402110110030	402110110071	402110111029	402110111070

## Exhibit B

402110111071	402112251405	402112251452	402112251499
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402112251403	402112251450	402112251497	402112251541
402112251404	402112251451	402112251498	

**West Port Community Development District**  
**OFFICE OF THE DISTRICT MANAGER**  
**2300 Glades Road, Suite 410W•Boca Raton, Florida 33431**  
**Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013**

THIS IS NOT A BILL – DO NOT PAY

**VIA FIRST CLASS MAIL**

July 7, 2023

KL JAK WP LLC

105 NE 1ST ST

DELRAY BEACH, FL 33444

**PARCEL ID: SEE EXHIBIT B**

**PRODUCT TYPE: 6 Townhome Units, Commercial, Tract K**

**RE: West Port Community Development District  
Fiscal Year 2023/2024 Budget and O&M Assessments**

Dear Property Owner:

Pursuant to Chapters 190, 197, and/or 170, *Florida Statutes*, the West Port Community Development District (“**District**”) will be holding two public hearings and a Board of Supervisors’ (“**Board**”) meeting for the purposes of: (1) adopting the District’s proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Fiscal Year 2023/2024**”), and (2) levying operations and maintenance assessments (“**O&M Assessments**”) to fund the Proposed Budget for Fiscal Year 2023/2024, on **August 8, 2023, at 12:30 p.m., and at Centennial Park Recreation Center, 1120 Centennial Blvd, Port Charlotte, FL 33953**. The proposed O&M Assessment information for your property is set forth in **Exhibit A**. We are including additional information with this mailing to address the District’s storm recovery project.

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***What are the terms of the Note?*** The Note is a non-revolving, line-of-credit in the current amount of \$600,000 and with a maturity of five (5) years through November of 2027. The Note has a fixed rate equal to 6.95%.

***How is the Note being repaid?*** The District will fund the annual payments on the Note as part of the District’s annual O&M Assessments.

***Can the District prepay the Note?*** Yes. The District can prepay the Note at any time.

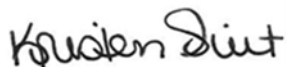
***Is the District eligible for FEMA funding?*** Yes. The District has retained a FEMA consultant to assist with FEMA recovery and is actively pursuing an application to obtain such funding. In the event that FEMA funding is received, the District would use the monies to prepay the Note early.

***What is the District?*** The District is a special purpose unit of local government established under Chapter 190 of the Florida Statutes and for the purpose of financing, constructing, acquiring, operating and maintaining public improvements for the West Port community. The District is located entirely within Charlotte County, Florida, and covers approximately 434.67 acres of land, more or less. The site is generally located south of Tamiami Trail, north of El Jobean Road, east of Cornelius Boulevard and west of the area known as Murdock.

***What else should I know?*** The public hearings and meeting are open to the public and will be conducted in accordance with Florida law. A copy of the Proposed Budget and assessment roll, and the agenda, for the hearings and meeting may be obtained by contacting Wrathell, Hunt & Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 ("**District Manager's Office**"). The public hearings and meeting may be continued to a date, time, and place to be specified on the record. There may be occasions when staff or board members may participate by speaker telephone. Any person requiring special accommodations because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Please note that all affected property owners have the right to appear and comment at the public hearings and meeting, and may also file written objections with the District Manager's Office within twenty (20) days of issuance of this notice. Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearings or meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based. If you have any questions, please do not hesitate to contact the District Manager's Office.

Sincerely,



Kristen Suit  
District Manager



**EXHIBIT A**  
**Summary of O&M Assessments**

The O&M Assessments are allocated on a per acre basis for undeveloped property and on an Equivalent Assessment Unit (“EAU”) basis for platted lots. The O&M Assessments will only be imposed on lots sold to third parties, including lots sold during the Fiscal Year 2023/2024, and any portion of the District’s Proposed Budget not funded by the O&M Assessments will be funded by a developer funding agreement. The O&M Assessments may be collected on the County tax roll or by direct bill from the District’s Manager. Note that the O&M Assessments are in addition to any debt service assessments, if any, previously levied by the District and due to be collected for Fiscal Year 2023/2024. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the “maximum rate” authorized by law for operation and maintenance assessments, such that no assessment hearing shall be held or notice provided in future years unless the assessments are proposed to be increased or another criterion within Section 197.3632(4) is met.

**IT IS IMPORTANT TO PAY YOUR ASSESSMENT BECAUSE FAILURE TO PAY WILL CAUSE A TAX CERTIFICATE TO BE ISSUED AGAINST THE PROPERTY WHICH MAY RESULT IN LOSS OF TITLE, OR FOR DIRECT BILLED ASSESSMENTS, MAY RESULT IN A FORECLOSURE ACTION, WHICH ALSO MAY RESULT IN A LOSS OF TITLE.**

**General Fund (GF)**

Land Use	Total # of Units / Acres	Equivalent Assessment Unit Factor	Annual O&M – GF Assessment <sup>(1)</sup>
Single Family (SF)	1,266	1.00	\$647.18
Townhome (TH)	172	0.85	\$550.10
Multi-Family	504	0.70	\$453.02
Commercial, Tract K	5.44	10.00	\$6,471.75

**Special Revenue Fund (SRF)<sup>(2)</sup>**

Land Use	Total # of Units / Acres	Equivalent Assessment Unit Factor	Annual O&M - SRF Assessment <sup>(1)</sup>
Single Family (SF)	766	1.00	\$650.91
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Commercial, Tract K	0	0.00	\$0.00

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For all O&M Assessments levied to fund the Proposed Budget for Fiscal Year 2023/2024, the District expects to collect no more than **\$1,771,234.98** in gross revenue.

## **Exhibit B**

402112251020

402112601067

402112601068

402112601069

402112601070

402112601071

402112601072

**West Port Community Development District**  
**OFFICE OF THE DISTRICT MANAGER**  
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**Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013**

THIS IS NOT A BILL – DO NOT PAY

**VIA FIRST CLASS MAIL**

July 7, 2023

KL WEST PORT LLC  
105 NE 1ST ST  
DELRAY BEACH, FL 33444  
**PARCEL ID: SEE EXHIBIT B**  
**PRODUCT TYPE: 251 Single Family Units**

**RE: West Port Community Development District  
Fiscal Year 2023/2024 Budget and O&M Assessments**

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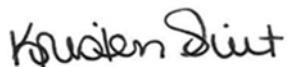
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## Exhibit B

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402112360040	402112361014	
402112360041	402112361015	
402112360042	402112361016	

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**VIA FIRST CLASS MAIL**

July 7, 2023

LENNAR HOMES LLC  
10481 SIX MILE CYPRESS PKWY  
FORT MYERS, FL 33966  
**PARCEL ID: SEE EXHIBIT B**  
**PRODUCT TYPE: 6 Single Family Units**

**RE: West Port Community Development District  
Fiscal Year 2023/2024 Budget and O&M Assessments**

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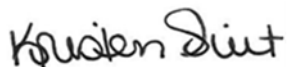
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**General Fund (GF)**

Land Use	Total # of Units / Acres	Equivalent Assessment Unit Factor	Annual O&M – GF Assessment <sup>(1)</sup>
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Townhome (TH)	172	0.85	\$550.10
Multi-Family	504	0.70	\$453.02
Commercial, Tract K	5.44	10.00	\$6,471.75

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## **Exhibit B**

402112251065

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402112251246

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402112251253

**West Port Community Development District**  
**OFFICE OF THE DISTRICT MANAGER**  
**2300 Glades Road, Suite 410W•Boca Raton, Florida 33431**  
**Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013**

THIS IS NOT A BILL – DO NOT PAY

**VIA FIRST CLASS MAIL**

July 7, 2023

LENNAR HOMES LLC

5505 BLUE LAGOON DR FLOOR 5

MIAMI, FL 33126

**PARCEL ID: SEE EXHIBIT B**

**PRODUCT TYPE: 16 Single Family Units, 50 Townhome Units**

**RE: West Port Community Development District  
Fiscal Year 2023/2024 Budget and O&M Assessments**

Dear Property Owner:

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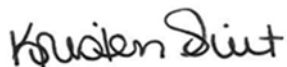
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402112251043	402112602074
402112251044	402112602075
402112251045	402112602076
402112251066	402112602077
402112251067	402112602078
402112251134	402112602079
402112251135	402112602080
402112251136	402112602081
402112251137	402112602082
402112251138	402112602083
402112251139	402112602084
402112251140	402112602085
402112251141	402112602086
402112251143	402112602090
402112251144	402112602091
402112251223	402112602092
402112602056	402112602093
402112602057	402112602094
402112602058	402112602095
402112602059	402112602096
402112602060	402112602097
402112602061	402112602098
402112602062	402112602099
402112602063	402112602023
402112602064	402112602024
402112602065	402112602025
402112602067	402112602026
402112602068	402112602027
402112602069	402112602028
402112602070	402112602029
402112602071	402112602030
402112602072	402112602031
402112602073	402112602032

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July 7, 2023

LENNAR HOMES LLC  
700 NW 107TH AVE FLOOR 4  
MIAMI, FL 33172  
**PARCEL ID: SEE EXHIBIT B**  
**PRODUCT TYPE: 35 Townhome Units**

**RE: West Port Community Development District  
Fiscal Year 2023/2024 Budget and O&M Assessments**

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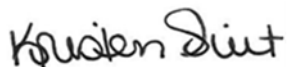
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402112602014  
402112602015  
402112602016  
402112602017  
402112602018  
402112602019  
402112602020  
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402112602022  
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402112601048  
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July 7, 2023

LENNAR HOMES LLC  
700 NW 10TH AVE FLOOR 4  
MIAMI, FL 33172  
**PARCEL ID: SEE EXHIBIT B**  
**PRODUCT TYPE: 2 Single Family Units**

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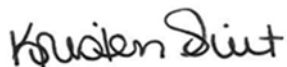
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Sincerely,

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Kristen Suit  
District Manager

**EXHIBIT A**  
**Summary of O&M Assessments**

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## **Exhibit B**

402112251038

402112251379

**West Port Community Development District**  
**OFFICE OF THE DISTRICT MANAGER**  
**2300 Glades Road, Suite 410W•Boca Raton, Florida 33431**  
**Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013**

THIS IS NOT A BILL – DO NOT PAY

**VIA FIRST CLASS MAIL**

July 7, 2023

MARONDA HOMES LLC OF FLORIDA  
2286 W 1<sup>ST</sup> ST  
FORT MYERS, FL 33901  
**PARCEL ID: SEE EXHIBIT B**  
**PRODUCT TYPE: 28 Single Family Units**

**RE: West Port Community Development District  
Fiscal Year 2023/2024 Budget and O&M Assessments**

Dear Property Owner:

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***What are the terms of the Note?*** The Note is a non-revolving, line-of-credit in the current amount of \$600,000 and with a maturity of five (5) years through November of 2027. The Note has a fixed rate equal to 6.95%.

***How is the Note being repaid?*** The District will fund the annual payments on the Note as part of the District’s annual O&M Assessments.

***Can the District prepay the Note?*** Yes. The District can prepay the Note at any time.



***Is the District eligible for FEMA funding?*** Yes. The District has retained a FEMA consultant to assist with FEMA recovery and is actively pursuing an application to obtain such funding. In the event that FEMA funding is received, the District would use the monies to prepay the Note early.

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Kristen Suit  
District Manager

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## Exhibit B

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402112251368  
402112251370  
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**Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013**

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**VIA FIRST CLASS MAIL**

July 7, 2023

M/I HOMES OF FT MYERS/NAPLES LLC  
1551 LAKEFRONT DR STE 200  
SARASOTA, FL 34240

**PARCEL ID: SEE EXHIBIT B**

**PRODUCT TYPE: 64 Single Family Units**

**RE: West Port Community Development District  
Fiscal Year 2023/2024 Budget and O&M Assessments**

Dear Property Owner:

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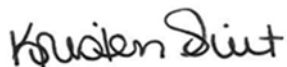
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402112251102	402112251327
402112251123	402112251328
402112251124	402112251329
402112251126	402112251330
402112251290	402112251331
402112251291	402112251332
402112251292	402112251333
402112251294	402112251334
402112251296	402112251335
402112251297	402112251337
402112251301	402112251338
402112251304	402112251665
402112251306	402112251666
402112251308	402112251667
402112251309	402112251668
402112251310	402112251669
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402112251312	402112251671
402112251313	402112251672
402112251314	402112251673
402112251315	402112251674
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402112251320	402112251685
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402112251322	402112251687
402112251323	402112251688
402112251324	402112251689
402112251325	402112251690
402112251326	402112251691

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**VIA FIRST CLASS MAIL**

July 7, 2023

M/I HOMES OF SARASOTA LLC  
8433 ENTERPRISE CIR STE 200  
BRADENTON, FL 34202

**PARCEL ID: SEE EXHIBIT B**

**PRODUCT TYPE: 6 Single Family Units**

**RE: West Port Community Development District  
Fiscal Year 2023/2024 Budget and O&M Assessments**

Dear Property Owner:

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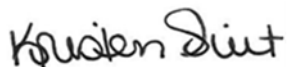
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District Manager

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## **Exhibit B**

402112251104

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**West Port Community Development District**  
**OFFICE OF THE DISTRICT MANAGER**  
**2300 Glades Road, Suite 410W•Boca Raton, Florida 33431**  
**Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013**

THIS IS NOT A BILL – DO NOT PAY

VIA FIRST CLASS MAIL

July 7, 2023

NVR INC

1409 TECH BLVD STE 202

TAMPA, FL 33619

**PARCEL ID: SEE EXHIBIT B**

**PRODUCT TYPE: 45 Single Family Units**

**RE: West Port Community Development District  
Fiscal Year 2023/2024 Budget and O&M Assessments**

Dear Property Owner:

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***Can the District prepay the Note?*** Yes. The District can prepay the Note at any time.

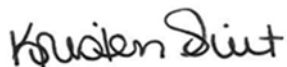
***Is the District eligible for FEMA funding?*** Yes. The District has retained a FEMA consultant to assist with FEMA recovery and is actively pursuing an application to obtain such funding. In the event that FEMA funding is received, the District would use the monies to prepay the Note early.

***What is the District?*** The District is a special purpose unit of local government established under Chapter 190 of the Florida Statutes and for the purpose of financing, constructing, acquiring, operating and maintaining public improvements for the West Port community. The District is located entirely within Charlotte County, Florida, and covers approximately 434.67 acres of land, more or less. The site is generally located south of Tamiami Trail, north of El Jobean Road, east of Cornelius Boulevard and west of the area known as Murdock.

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Sincerely,

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Kristen Suit  
District Manager

**EXHIBIT A**  
**Summary of O&M Assessments**

The O&M Assessments are allocated on a per acre basis for undeveloped property and on an Equivalent Assessment Unit (“EAU”) basis for platted lots. The O&M Assessments will only be imposed on lots sold to third parties, including lots sold during the Fiscal Year 2023/2024, and any portion of the District’s Proposed Budget not funded by the O&M Assessments will be funded by a developer funding agreement. The O&M Assessments may be collected on the County tax roll or by direct bill from the District’s Manager. Note that the O&M Assessments are in addition to any debt service assessments, if any, previously levied by the District and due to be collected for Fiscal Year 2023/2024. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the “maximum rate” authorized by law for operation and maintenance assessments, such that no assessment hearing shall be held or notice provided in future years unless the assessments are proposed to be increased or another criterion within Section 197.3632(4) is met.

**IT IS IMPORTANT TO PAY YOUR ASSESSMENT BECAUSE FAILURE TO PAY WILL CAUSE A TAX CERTIFICATE TO BE ISSUED AGAINST THE PROPERTY WHICH MAY RESULT IN LOSS OF TITLE, OR FOR DIRECT BILLED ASSESSMENTS, MAY RESULT IN A FORECLOSURE ACTION, WHICH ALSO MAY RESULT IN A LOSS OF TITLE.**

**General Fund (GF)**

Land Use	Total # of Units / Acres	Equivalent Assessment Unit Factor	Annual O&M – GF Assessment <sup>(1)</sup>
Single Family (SF)	1,266	1.00	\$647.18
Townhome (TH)	172	0.85	\$550.10
Multi-Family	504	0.70	\$453.02
Commercial, Tract K	5.44	10.00	\$6,471.75

**Special Revenue Fund (SRF)<sup>(2)</sup>**

Land Use	Total # of Units / Acres	Equivalent Assessment Unit Factor	Annual O&M - SRF Assessment <sup>(1)</sup>
Single Family (SF)	766	1.00	\$650.91
Townhome (TH)	172	0.85	\$553.27
Multi-Family	0	0.00	\$0.00
Commercial, Tract K	0	0.00	\$0.00

<sup>(1)</sup> Annual O&M Assessment may also include County collection costs and early payment discounts.

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For all O&M Assessments levied to fund the Proposed Budget for Fiscal Year 2023/2024, the District expects to collect no more than **\$1,771,234.98** in gross revenue.

## Exhibit B

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402112359021	402112359082
402112359022	402112359083
402112359023	402112359084
402112359029	402112359097
402112359031	402112359098
402112359032	402112359106
402112359043	402112359117
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402112359066	402112359146
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**VIA FIRST CLASS MAIL**

July 7, 2023

UPWARD AMERICA SE PROPERTY OWNER LP  
PO BOX 550609  
ATLANTA, GA 30355-6000  
**PARCEL ID: SEE EXHIBIT B**  
**PRODUCT TYPE: 38 Townhome Units**

**RE: West Port Community Development District  
Fiscal Year 2023/2024 Budget and O&M Assessments**

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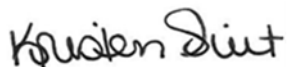
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**EXHIBIT A**  
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Land Use	Total # of Units / Acres	Equivalent Assessment Unit Factor	Annual O&M – GF Assessment <sup>(1)</sup>
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July 7, 2023

WESTPORT TH PHASE 1 LLC  
1780 POLK ST FLOOR 11  
HOLLYWOOD, FL 33020  
**PARCEL ID: SEE EXHIBIT B**  
**PRODUCT TYPE: 23 Townhome Units**

**RE: West Port Community Development District  
Fiscal Year 2023/2024 Budget and O&M Assessments**

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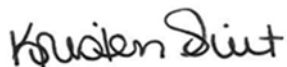
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**VIA FIRST CLASS MAIL**

July 7, 2023

WESTPORT TH PHASE 1 LLC  
120 LAKESIDE DR  
EAST LAWRENCE, NY 11559  
**PARCEL ID: SEE EXHIBIT B**  
**PRODUCT TYPE: 12 Townhome Units**

**RE: West Port Community Development District  
Fiscal Year 2023/2024 Budget and O&M Assessments**

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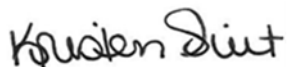
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Please note that all affected property owners have the right to appear and comment at the public hearings and meeting, and may also file written objections with the District Manager's Office within twenty (20) days of issuance of this notice. Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearings or meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based. If you have any questions, please do not hesitate to contact the District Manager's Office.

Sincerely,



Kristen Suit  
District Manager

**EXHIBIT A**  
**Summary of O&M Assessments**

The O&M Assessments are allocated on a per acre basis for undeveloped property and on an Equivalent Assessment Unit (“EAU”) basis for platted lots. The O&M Assessments will only be imposed on lots sold to third parties, including lots sold during the Fiscal Year 2023/2024, and any portion of the District’s Proposed Budget not funded by the O&M Assessments will be funded by a developer funding agreement. The O&M Assessments may be collected on the County tax roll or by direct bill from the District’s Manager. Note that the O&M Assessments are in addition to any debt service assessments, if any, previously levied by the District and due to be collected for Fiscal Year 2023/2024. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the “maximum rate” authorized by law for operation and maintenance assessments, such that no assessment hearing shall be held or notice provided in future years unless the assessments are proposed to be increased or another criterion within Section 197.3632(4) is met.

**IT IS IMPORTANT TO PAY YOUR ASSESSMENT BECAUSE FAILURE TO PAY WILL CAUSE A TAX CERTIFICATE TO BE ISSUED AGAINST THE PROPERTY WHICH MAY RESULT IN LOSS OF TITLE, OR FOR DIRECT BILLED ASSESSMENTS, MAY RESULT IN A FORECLOSURE ACTION, WHICH ALSO MAY RESULT IN A LOSS OF TITLE.**

**General Fund (GF)**

Land Use	Total # of Units / Acres	Equivalent Assessment Unit Factor	Annual O&M – GF Assessment <sup>(1)</sup>
Single Family (SF)	1,266	1.00	\$647.18
Townhome (TH)	172	0.85	\$550.10
Multi-Family	504	0.70	\$453.02
Commercial, Tract K	5.44	10.00	\$6,471.75

**Special Revenue Fund (SRF)<sup>(2)</sup>**

Land Use	Total # of Units / Acres	Equivalent Assessment Unit Factor	Annual O&M - SRF Assessment <sup>(1)</sup>
Single Family (SF)	766	1.00	\$650.91
Townhome (TH)	172	0.85	\$553.27
Multi-Family	0	0.00	\$0.00
Commercial, Tract K	0	0.00	\$0.00

<sup>(1)</sup> Annual O&M Assessment may also include County collection costs and early payment discounts.

<sup>(2)</sup> SRF applies to units in Landings East, The Hammocks, The Isles, and The Palms.

For all O&M Assessments levied to fund the Proposed Budget for Fiscal Year 2023/2024, the District expects to collect no more than **\$1,771,234.98** in gross revenue.

## Exhibit B

402112601040  
402112601041  
402112601042  
402112601043  
402112601044  
402112601045  
402112601046  
402112601047  
402112602041  
402112602042  
402112602043  
402112602044

**West Port Community Development District**  
**OFFICE OF THE DISTRICT MANAGER**  
**2300 Glades Road, Suite 410W•Boca Raton, Florida 33431**  
**Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013**

THIS IS NOT A BILL – DO NOT PAY

VIA FIRST CLASS MAIL

July 7, 2023

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PARCEL ID:**  
**PRODUCT TYPE: Unit**

**RE: West Port Community Development District**  
**Fiscal Year 2023/2024 Budget and O&M Assessments**

Dear Property Owner:

Pursuant to Chapters 190, 197, and/or 170, *Florida Statutes*, the West Port Community Development District (“**District**”) will be holding two public hearings and a Board of Supervisors’ (“**Board**”) meeting for the purposes of: (1) adopting the District’s proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Fiscal Year 2023/2024**”), and (2) levying operations and maintenance assessments (“**O&M Assessments**”) to fund the Proposed Budget for Fiscal Year 2023/2024, on **August 8, 2023, at 12:30 p.m., and at Centennial Park Recreation Center, 1120 Centennial Blvd, Port Charlotte, FL 33953**. The proposed O&M Assessment information for your property is set forth in **Exhibit A**. We are including additional information with this mailing to address the District’s storm recovery project.

***What is the storm recovery project?*** In the fall of 2022, the District suffered damage to landscaping and other infrastructure as a result of Hurricane Ian. To address the damage, the District has been undertaking work to remove the debris and replace landscaping and other improvements (together, “**Project**”). In order to fund the Project, and at the District’s November 15, 2022 Board meeting, the District’s Board adopted Resolution 2023-03, authorizing a Non-Revolving Line of Credit Note, Series 2022 (“**Note**”). At a subsequent meeting on February 14, 2023, the District later revised the line of credit to provide additional funding. The District does not anticipate having to increase the amount of the Note further because the Project is nearly complete at this time.

***What are the terms of the Note?*** The Note is a non-revolving, line-of-credit in the current amount of \$600,000 and with a maturity of five (5) years through November of 2027. The Note has a fixed rate equal to 6.95%.

***How is the Note being repaid?*** The District will fund the annual payments on the Note as part of the District’s annual O&M Assessments.

***Can the District prepay the Note?*** Yes. The District can prepay the Note at any time.

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**OFFICE OF THE DISTRICT MANAGER**  
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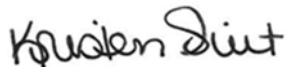
***Is the District eligible for FEMA funding?*** Yes. The District has retained a FEMA consultant to assist with FEMA recovery and is actively pursuing an application to obtain such funding. In the event that FEMA funding is received, the District would use the monies to prepay the Note early.

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Parcel ID	Property Owner Name
402112251298	AILES CATHERINE
402112251099	ALBARELLO ALDO & JANELLE BRITANY
402112359054	ALESSANDRO ANTHONY
402112359052	ALESSANDRO CRISTINA
402110108026	ALEXANDER JAMES D
402112359064	ALEXANDER ROBIN & HARRY
402112251369	ALEXANDER WILLIAM
402110108006	ALLEN DAWN M
402110108020	ALVAREZ KRYSTAL NOELLE & O SHEHAIBER
402112251371	ANNIS GEORGE P & ANN C
402112359144	ASHEY GERALD S SR & DEBORAH A
402112251355	AYRES JENNIFER LYNN & GEORGE W JR
402112251073	BAILEY CONNIE K
402112251197	BALL SARAH ELIZABETH & MATTHEW S
402112251103	BARNES MONIQUE EVANGELINE & NIGEL L
402110108028	BARONE LUISA M & ENRICO F
402112359145	BARRETT MARYANN
402112251277	BARTLETT KARRIE M
402112251240	BARTLETT ROGER E
402112359091	BEEMAN LAURA A
402112251109	BEHPOUR MONICA ROSSANA
402112251343	BENDER RICK & KAREN
402112251078	BERMUDEZ MONICA & NICOLE M AYALA
402112251218	BLACK ROBERT JOHN & MARIE DELEONARDO
402112251234	BLANCH AMANDA GARRETT & JOHN NICHOLAS
402112251305	BLOOME KATIE DYLAN & N J LANDRY
402110108019	BOB FU INTERNATIONAL LLC
402112251063	BORGES BRYAN R & RACHEL JOAN
402112251264	BORRERO ALLISON ELIZABETH & ROBERT
402112251373	BOTT TRISTAN & JOANNE GEGATO
402112251072	BOURGOIN PAUL EMILE & CAMILLE ELLIOT
402112251111	BOURNE EMILY & MATTHEW
402112359007	BOUTELLE PEGGY
402112251120	BOYER DUMITRU TRUSTEE
402112359028	BRACKE TIMOTHY ANDREW & EMILY MARIE
402112251049	BRAND STEPHEN MARC & BARBARA ANN
402112251075	BRISLEY TONYA SUE
402112251275	BROTT DAWN MARIE & NATALIE E BROTT
402112251262	BROWN ADRIANA E & NECB & FEL
402112359110	BUGOS JAMES ELMER JR & AMY SUE
402112359006	BUGOS JAMES ELMER SR & MARY ELLEN
402112251085	BURKE SARAH M & HENRY ROBERT OLIVER
402112251186	BURLEW ROBERT A & MANUELA M
402112251280	BURT RICKY D & CATHY N
402112251204	BUSKLAND KELSEY

Parcel ID	Property Owner Name
402112251205	BUTE KLARA
402112251107	CAPPS MICHAEL A & JENNIFER
402110108010	CARLIN SYLVIA MERKINS & STEVEN W
402110108021	CHANG CHUNG MO & TINA SIU WAN MOY
402112359051	CHAPMAN WILLIAM & HEATHER LEE
402112251245	CHAVES MARY KATHLEEN & EDGARD
402112251251	CHEN LIAN YING & MIN ZHAO
402112251341	CHENEVERT DAWN & GRANDBOIS RICHARD
402112251084	CHLUDZINSKI DANIEL MICHAEL
402112251256	CHOINIERE CASEY BENOIT & MSB
402112251046	CHRISTENSEN JARROD RAY & HEIDI R
402112359095	CIAMPI SHIRLEY ANNE & CHARLES
402112359093	CIGALLIO JANET KAY
402112359055	CLAYTON ANNA MARIE & WILLIAM RUDOLPH
402112359127	CLOUTIER RICHARD
402112251189	COLAGROSSO DOUGLAS & DEBRA LYNN
402112251232	COMEAU MICHAEL J & JEANETTE G
402112251117	CONNELLY JARRED LAWRENCE & JPT
402111203014	CONTINENTAL 611 FUND LLC
402112251077	CONWAY EDWARD MICHAEL
402110109123	CRISPIN EDGAR JOEL CRUZ & J R CRUZ
402112251166	CRUMM KARRIE SUE & MARK EDWARD
402112251235	CURRAN JAMES FRANCIS JR & LEAH A
402112251230	DAHL ELIZABETH & BRANDON KEITH
402112359133	DAVIDSON MARK & TANNY
402110108057	DAVIS ANDREA RENEE & MAISHA DENISE
402112251208	DAVIS HAROLD P JR & CHERYL ANN
402112251374	DAVIS ROBERT MATTHEW & SARA ANN
402110108031	DE FEDE DAVID
402112251267	DEMERS CAROL A & RJA CO-TRS
402112251076	DEMPSEY JAMES REESE & TEDDIE LYNNE
402112602039	DENSLEY MORGAN HUFFMAN & ELISABETH J
402112251093	DEVOE BRENT DALE & WENDY L
402112359016	DIONNE MICHAEL G TRUSTEE
402112359009	DITARANTO MARY P & GRACE M MORAN
402112251174	DONALD MICHELLE SYLVIA
402112251261	DONALDSON LISA ANN & HUGH RODERICK
402112251115	DOWNING GERALD & MARTRESSA
402112359049	DREYER MARK ANDREW
402112251176	DURKIN PATRICK THOMAS & DWT
402112251265	DYKEMAN THOMAS W & MARIA
402110108009	EDWARDS BERNADINE & BRUCE
402112602004	ESPADA SYLVIA M DONIS
402112251242	ESTEVEZ SILVIO RENATO & BDSME
402112251259	ESTRADA ELIGIO



Parcel ID	Property Owner Name
402112251090	EVANS AGATTA
402112251055	FITZGERALD JAMES A
402112251241	FOXCROFT STEVEN R
402112359129	FRASER JAMES R & KAREN E CO-TRS
402112359112	FRASER JAMES ROGER & KAREN E CO TRS
402112602040	FRASIER AMBER LYNN & MBA
402110108047	FRENCH PATRICIA A & H A STEWART
402112251087	GALARRAGA FREDDY HOMERO & ANA M
402112251088	GANCZAK ANGELICA GEORGE & KEVIN E
402110109125	GARRISON GLENN A & LYNN M TRS
402112251094	GAZ JEREMY MARK
402112251100	GELSOMINO MARGARET E & SARA MARIE
402112251165	GERBER ROY LEE & BARBARA L GERBER
402110108018	GERBER SAMUEL & MARGALIT GERBER
402110108011	GHIRLANDO LIMEI XIAO
402112359111	GIBB BARRY J & KATRYNA G
402112251048	GILBERT PATRICIA A
402112251282	GNESDA RYAN JOSEPH & CASSANDRA MARIE
402112251177	GOBLE SHIRLEY EMMA
402112359017	GONZALEZ LETICIA MARGARITA
402112251279	GORDON JEFFREY TRUSTEE
402112359132	GORIPARTHI NAGA & NAGAJYOTHI
402112251266	GORSKY FAINA & IGOR
402112359015	GRANDINETTI KAREN LISA & THOMAS A
402112251061	GREEN RICHARD J & SAMANTHA MARIE
402112251342	GRISALES BRANDON L & K VILLALONA
402112251187	GUAZZO SALVATORE & THERESA A
402112251081	GUMINSKI ALEXANDER & TAMARA A
402112251339	GUTIERREZ CLAUDIO A & PAOLA
402112251086	HALL CHERYL A & JANET A HAMILTON
402112602037	HANCOCK RICHARD E & KAREN ANINA
402112251180	HARLESS BRIAN DAVID & KERRIE WILFORD
402110108007	HAUENSTEIN RYAN JOHN & LEAH
402112359094	HAUN EILEEN F
402112251082	HAVLICEK ORLANDO ROY & MARY JO M TRS
402110108017	HEAD JOHN JARVIS JR & NANCY ANN
402112251237	HEROLD HENRY J JR & BEATA M
402112251060	HERSHEY DAVID WARREN & JESSIE LYNN
402112251193	HICKS ELGIN & ALPHA
402112251200	HIMMELSPACH ANDREW GALE
402110109120	HOKE GEORGE L & SUSAN J
402112359107	HOLLEY RYAN
402112251057	HOLLON KELLY JR & BRENDA CO-TRUSTEES
402112251047	HOUSTON MICHAEL ROBERT
402110108014	HOWIESON KELVIN & LEANN

Parcel ID	Property Owner Name
402112359063	HOYLE KENNETH E & BRENDA B TRS
402112251097	IH6 PROPERTY FLORIDA LP
402112251112	IH6 PROPERTY FLORIDA LP
402112251114	IH6 PROPERTY FLORIDA LP
402112251211	IH6 PROPERTY FLORIDA LP
402112251233	ILINE MIKHAIL A & O V YEPIFANTSEVA
402112251122	ILINE MIKHAIL A & OLGA YEPIFANTSEVA
402112359109	ISABELLA MARY ANN & ANTHONY
402112251199	JACKOWIAK ROBERT & MARY
402110108058	JIMENEA NOEL DELICANA
402112251113	JING PAN
402112359053	JOHNSON CHRYSTOPHER & S A TAYLOR
402112251051	JORDAN JACOB
402112359011	JULIAN LYNN ANN
402112251071	KAHAN ERIKA ASHLEY & C J LHEUREUX
402112251108	KARA VERA K & IVAN DMLTRIYEVICH
402112359027	KE RUILING & YING LU
402112251287	KINDS VALERIE
402112251095	KING SCOTTY RAY & ANNE ELIZABETH
402110108030	KLIER DONALD ANTHONY & KAREN MARIE
402112359136	KOCARELI KLEVIS & MUESER
402112251239	KODRA BLEDAR & NERTILA
402112251119	KOLESNIK VYACHESLAV N & YEVGENIYA
402112251273	KOPELMAN ELLEN R TRUSTEE
402112359085	KUPRES MICHAEL T & KARLA
402112359104	LAM CRYSTAL MY
402112359113	LANG MARIE PATRICIA & MICHAEL LANG
402112251182	LATOZKE ALAN DONALD & JLSL
402112251059	LAZINE KATHLEEN ANN & RICHARD JOHN
402112251183	LEDFORD JUSTIN LEON & KASSANDRA A
402112359137	LEE KEITH LEWIS III & KATHRYN ANN
402112602038	LEED MELISSA L
402112359060	LEGALLOU FABIENNE TRUSTEE
402110108012	LEONG ARTHUR S & BECKY
402112251068	LEVESQUE ERIN ELIZABETH &DEREK ALLEN
402112251228	LEVINE STEVEN E & HEDY
402112602003	LIPFORD JEREMY MITCHELL
402112359057	LIPSKY MARC & DIANE
402112251064	LISIEWSKI KARI LYNN
402112251213	LIU KANOR
402112251258	LOBLANCO THEODORE F & JOANNE E
402112251274	LOBO JOHN NEVILLE & VALERIE MARY
402112251058	LOSQUADRO NIKOLAUS A & A AVERSO
402110108023	LU ZHIXIN
402112251299	LUCIEN CASSANDRA

Parcel ID	Property Owner Name
402110108015	MAIGRET JAMES A & MAUREEN C
402112251276	MANN BRIAN ALLEN & COURTNEY R DUST
402112359061	MARINO JASON
402112359100	MARIS MICHAEL JOSEPH & CYNTHIA
402112251226	MARKS WENDY & JAMES DENNIS
402110108025	MARTIN WILLIAM H & DONNA L
402110108022	MARTINEZ BENITO JR
402112251346	MARTINEZ JOSE & CM & AM
402112359014	MASTROIANNI GIOVANNA & RICHARD
402112251231	MAYS JUSTIN L & RENEE M
402112251188	MCGHIE DAVY W & LAURE
402112251169	MCGRANER GREGORY LEE & KRISTIA ANN
402112359059	MCPECK DONNA
402112251225	MEDVEDSKIY DENIS PAVLOVICH & ALINA
402112251053	MEREDITH ANN RENEE & PHILIP DUANE
402112251070	MITKOVA MARIJA &NM & S DIMITROVA &VD
402112251238	MONROE SANDRA KAYE & DENNIS JAMES
402110109122	MOORE JOHN & JANICE
402112251083	MORALES SERGIO FERNANDO & LSS
402112602036	MORRIS MICHAEL WAYNE & MARY C
402112359142	MURPHY THOMAS JOHN
402112251062	NAZAR JASON SHERVIN & M M EVANS
402112251054	NEWMAN KAREN PAIGE
402112251209	NGUYEN ANGEL & JEFFREY TRAN
402112251121	NORSCIA ALESSANDRO FRANCESCO
402112251217	NORSCIA ALESSANDRO FRANCESCO
402112251268	NORTON JOHNNY EUGENE ETAL
402112251307	NYERE ANTHONY A & HELENE J SPEAR
402112251168	OCHOA MAYRA CECILIA
402112359058	OSTROWSKI LEONARD D & SUSAN ELAINE
402112251050	PALCO KELLY A & KARLA G BRANDTS
402112251056	PALM SHARON LEE & DONALD RAY BARNES
402110108013	PALUMBO VICTOR MICHAEL & ROSINA
402112359092	PAOLILLI MICHAELA ANN & DILLON E
402110108029	PAPONETTI ALYSSA M
402112359140	PARKER SARYNA K & ERIC JASON DAVIS
402112359012	PARKS KATHERINE
402112251289	PARKS RICHARD ARTHUR & LOUISE M
402112251224	PATEL CHETANKUMAR & DHRUVA MANEKLAL
402112251091	PATEL KANUBHAI & CHANDRIKABEN K
402112251179	PATEL MANEKLAL P & KANTABEN M
402112251285	PAULES DONNA L & JAMES W
402112359103	PEREZ MARISOL TR &DEBORAH D BOEHM TR
402112251096	PETERSEN WILLIAM BOYD & MARGARET L
402112359065	PHILLIPS JONATHAN & DANIELLE

Parcel ID	Property Owner Name
402112251207	PISKULYOV ANTON & DINA
402112359050	PORIS AMANDA SARAH & RYAN T MARIANI
402112359008	POULTON CHLOE JEANNE & M D WILBUR
402112251257	POWERS VINCENT F JR & CHRISTINE L
402112359086	PRUMMELL ANDREW THOMAS & JAMEY LYNN
402112251212	PRYER TANYA
402110108032	QUINTON MICHAEL EUGENE & PAQ L/E
402110108024	RAFFIN PATRICIA A
402112251210	RAMSEYER PAMELA S TRUSTEE
402112251203	RASPANTI ROBERTO & SYLVANA MENZEL
402112251172	REDCROSS MICHAEL A & BRENDA M
402110108046	REDONA CHRISTINE M C & CELRICK P E
402112251215	REYES ARTHUR JR & KELLY DAWNELLE
402112251110	RICKERSHAUSER PAUL E & ANITA M
402112251201	RIVERA SUZETTE HERNANDEZ & ALEXANDER
402112359096	RIVERO HENRY & BRENDA
402112251227	ROBINSON DAVID W
402112251192	ROMANO MICHAEL & KATRINA
402112359056	ROMANO TINA TR & D M SIERZEGA TR
402112251345	ROMER DEENA & DONALD JOSEPH ROMER
402112359010	ROSENBLUM AARON CHARLES & SHB
402112359099	ROSS CAROLE
402110109124	ROSZATYCKI RODGER & CAROL
402112251260	ROTTKAMP PETER C & CATHLEEN M
402112251263	RUE RALPH J & DARLENE B
402112251170	RYAN TERESA G & JAMES RAY
402112251255	SANMIGUEL RUBI BERNARDA V & WRCB
402112359089	SAUNDERS DENISE & CHAUNCEY RECO
402112251106	SAUSEN KEVIN MICHAEL & R CONSTANTINO
402112251284	SAVAGE JUSTIN & NATALIE FARFALLA
402112359131	SAVINO BRITTANY PAIGE & STEVEN G
402112251250	SCHEURICH MICHAEL PAUL & SHANNON
402110108016	SCHUSTER MICHAEL J & MARIE
402112251178	SHEAFFER KERRIE COLEEN & JOSEPH TRS
402112359088	SHTESSEL YURI B & NINA
402112251080	SIMON ELIZABETH JAN & ROBERT GREGORY
402112602045	SINCLAIR SEAN HOWARD
402112359115	SIVAPATHAM THIAGI
402112251175	SMITH DAVID RALPH & CONSTANCE MARIE
402112251069	SMITH GEISS JANE ANN & LARRY DALE
402112251052	SMITH ROBERT EUGENE JR & CAROL E
402112251116	SONNIK ALEKSANDR TIMOFEYEVICH & TPS
402112251252	SPACK FORREST P JR & ANGELIA N
402112359134	SPEAKMAN MARTA
402112251347	SPENCER DENISE D

Parcel ID	Property Owner Name
402112251586	ST ROMAIN JOSHUA PHILLIP & LAURA
402112251181	STEELE MARY JO TRUSTEE
402112251278	STINE ERNEST II & SHERRY
402112251206	STUTZMAN PAUL DEAN & GAY ANN
402112359090	SWARMER RICHARD MYLES II & HL REIGN
402111203027	SWIFTWATER APARTMENTS LLC
402112359087	SZLAMCZYNSKI AUTUMN
402112251281	TANNER JOHN M
402112359013	TARIQ MOHAMMAD
402110108045	THOMPSON JOHN O & MARYANN E
402112251167	TIRADO EZEQUIEL WAGNER OQUENDO & SNT
402112359141	TOLEDO RICHARD & SONIA AMY
402112251118	TRAUTMAN MATTHEW PAUL JR & KAYLA M
402112251249	TURNBULL KEITH & HEATHER A
402112251348	TURTUREANU NICOLAE & ELENA
402112251286	ULLRICH HELMUT J TRUSTEE
402112251074	VALBUENA OSCAR E & SE COELLO
402112251098	VAN WELIE LEAH RONNELL & ERIK L
402112251236	VAYNBERG GARRY & MARINA Y DAYLIS
402112251089	VAZQUEZ ZAIDA JANETH CAMACHO & RCS
402112251173	VIVAS GASTON EDUARDO & JENNIFER E
402112251202	VYDRO EDWARD & MARINA
402112251288	VYDRO EDWARD & MARINA A
402112251125	VYDRO MARINA & EDWARD
402112359030	WALSH-MANELLI CATERINA
402112251216	WANG FANGXIANG & SHUANG LONG ZHENG
402112251272	WATKINS SIDNEY & SARA ANN
402112359062	WEBB MATTHEW & MATTHEW WEBB JR & CW
402110108008	WELLS DENNIS M III & AMANDA L
402112251184	WEST PORT MHL LLC
402112251079	WHITE TABITHA EVE & CLYDE ALAN JR
402112359047	WHITE THEO & DULCE
402112251283	WILLIS THOMAS JOSEPH & JUNE BENZING
402112251092	WILLOW GARY LEE & KAREN ANNE
402112359048	WISNEWSKI JAMES & TONI ANN
402112251214	WOLANSKI STEVEN P & DEBORAH ANN
402112359130	WOODS GARRETT WARREN GATE & BRITTANY
402112251300	WYCOFF JOHN ORVAL & CINDY KAY
402112359114	XU XIAOXIA & FENG LIN
402110108027	YAN HONG & JUN FENG
402112251191	ZIDOR DAPHNEE
402112251229	ZIOMEK KRZYSZTOF & ANDZELIKA MONIKA
402112251198	ZULAUF PAUL WILLIAM & PAMELA MILLER

# **WEST PORT**

**COMMUNITY DEVELOPMENT DISTRICT**

**5C**

**RESOLUTION 2023-11**

**[FY 2024 ASSESSMENT RESOLUTION]**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WEST PORT COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2023/2024; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS, INCLUDING BUT NOT LIMITED TO PENALTIES AND INTEREST THEREON; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the West Port Community Development District ("**District**") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

**WHEREAS**, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

**WHEREAS**, the Board of Supervisors ("**Board**") of the District has determined to undertake various operations and maintenance and other activities described in the District's budget ("**Adopted Budget**") for the fiscal year beginning October 1, 2023 and ending September 30, 2024 ("**Fiscal Year 2023/2024**"), attached hereto as **Exhibit A**; and

**WHEREAS**, Chapter 190, *Florida Statutes*, authorizes the District to fund the Adopted Budget through a funding agreement and/or through the imposition of special assessments on benefitted lands within the District, which special assessments may be collected by direct bill or on the tax roll pursuant to Chapter 197, *Florida Statutes*; and

**WHEREAS**, in order to fund the District's Adopted Budget, the District's Board now desires to adopt this Resolution setting forth the means by which the District intends to fund its Adopted Budget.

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

**1. FUNDING.** As indicated in **Exhibits A and B**, the District's Board hereby authorizes the following funding mechanisms for the Adopted Budget:

**a. OPERATIONS AND MAINTENANCE ASSESSMENTS.**

- i. **Benefit Findings.** The provision of the services, facilities, and operations as described in **Exhibit A** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands is shown in **Exhibits A and B**, and is hereby found to be fair and reasonable.
- ii. **Assessment Imposition.** Pursuant to Chapters 190, 197 and/or 170, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District and in accordance with **Exhibits A and B**. The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution.
- iii. **Maximum Rate.** Pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the “maximum rate” authorized by law for operation and maintenance assessments.

b. **DEBT SERVICE SPECIAL ASSESSMENTS.** The District’s Board hereby directs District Staff to effect the collection of the previously levied debt service special assessments, as set forth in **Exhibits A and B**.

2. **COLLECTION AND ENFORCEMENT; PENALTIES; INTEREST.**

a. **Tax Roll Assessments.** If and to the extent indicated in **Exhibits A and B**, certain of the operations and maintenance special assessments (if any) and/or previously levied debt service special assessments (if any) imposed on the “**Tax Roll Property**” identified in **Exhibit B** shall be collected at the same time and in the same manner as County taxes in accordance with Chapter 197 of the *Florida Statutes*. The District’s Board finds and determines that such collection method is an efficient method of collection for the Tax Roll Property.

b. **Direct Bill Assessments.** [RESERVED.]

c. **Future Collection Methods.** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

3. **ASSESSMENT ROLL; AMENDMENTS.** The Assessment Roll, attached to this Resolution as **Exhibit “B,”** is hereby certified for collection. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date



of this Resolution, and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll.

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

5. **EFFECTIVE DATE.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

**PASSED AND ADOPTED** this 8th day of August, 2023.

ATTEST:

**WEST PORT COMMUNITY DEVELOPMENT  
DISTRICT**

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Secretary/Assistant Secretary

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Chair/Vice Chair, Board of Supervisors

**Exhibit A:** Budget

**Exhibit B:** Assessment Roll

# **WEST PORT**

**COMMUNITY DEVELOPMENT DISTRICT**

**6**

**RESOLUTION 2023-12**

**A RESOLUTION OF THE WEST PORT COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIMES AND LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT FOR FISCAL YEAR 2023/2024 AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the West Port Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being entirely situated in Charlotte County, Florida; and

**WHEREAS**, the Board of Supervisors of the District (“**Board**”) is statutorily authorized to exercise the powers granted to the District; and

**WHEREAS**, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, *Florida Statutes*; and

**WHEREAS**, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Economic Opportunity (“**DEO**”), a schedule of its regular meetings.

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

1. **ADOPTING REGULAR MEETING SCHEDULE.** Regular meetings of the District’s Board shall be held during Fiscal Year 2023/2024 as provided on the schedule attached hereto as **Exhibit A**.
2. **FILING REQUIREMENT.** In accordance with Section 189.015(1), *Florida Statutes*, the District’s Secretary is hereby directed to file this Resolution with DEO.
3. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** this 8th day of August, 2023.

**ATTEST:**

**WEST PORT COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**Exhibit A**

<b>WEST PORT COMMUNITY DEVELOPMENT DISTRICT</b>		
<b>BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE</b>		
<b>LOCATION</b>		
<i>Centennial Park Recreation Center, 1120 Centennial Boulevard, Port Charlotte, Florida 33953</i>		
<i>*Comfort Inn and Suites, 812 Kings Highway, Port Charlotte, Florida 33980</i>		
<b>DATE</b>	<b>POTENTIAL DISCUSSION/FOCUS</b>	<b>TIME</b>
<b>October 10, 2023</b>	<b>Regular Meeting</b>	<b>12:30 PM</b>
<b>November 14, 2023</b>	<b>Regular Meeting</b>	<b>12:30 PM</b>
<b>December 12, 2023</b>	<b>Regular Meeting</b>	<b>12:30 PM</b>
<b>January 9, 2024</b>	<b>Regular Meeting</b>	<b>12:30 PM</b>
<b>February 13, 2024</b>	<b>Regular Meeting</b>	<b>12:30 PM</b>
<b>March 12, 2024</b>	<b>Regular Meeting</b>	<b>12:30 PM</b>
<b>April 9, 2024</b>	<b>Regular Meeting</b>	<b>12:30 PM</b>
<b>May 14, 2024</b>	<b>Regular Meeting</b>	<b>12:30 PM</b>
<b>June 11, 2024*</b>	<b>Regular Meeting</b>	<b>12:30 PM</b>
<b>July 9, 2024*</b>	<b>Regular Meeting</b>	<b>12:30 PM</b>
<b>August 13, 2024</b>	<b>Regular Meeting</b>	<b>12:30 PM</b>
<b>September 10, 2024</b>	<b>Regular Meeting</b>	<b>12:30 PM</b>

# **WEST PORT**

**COMMUNITY DEVELOPMENT DISTRICT**

**7A**



# Invoice

#INV -7482

Date: 6/23/2023

Due Date: 7/23/2023

**Bill To**

West Port Community Development District FL  
2300 Glades Road  
Suite 410W  
Boca Raton FL 33431  
United States

Project: West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term

Contract: MSA - Grant Management and Debris Oversight Services

Task Order: TO-01: DR-4673 Grants Management

Period: March 17, 2023 through May 31, 2023

Item	Amount
<b>Professional Services</b>	\$9,052.50
<b>Total</b>	
	\$9,052.50

**Please reference invoice number #INV -7482 on payment.**

**Remit checks to:**

Rostan Solutions, LLC  
3433 Lithia Pinecrest Rd  
Suite 287  
Valrico FL 33596  
United States  
accounting@rostan.com

**Remit ACH to:** Acct - 915063389 ABA/Routing - 021000021

# Invoice Time Summary

<b>Labor Position</b>	<b>Personnel</b>	<b>Rate</b>	<b>Hours</b>	<b>Amount</b>
Senior Consultant	Adam Ferguson	\$155.00	2	\$310.00
Senior Consultant	Carlos Arredondo	\$155.00	1.75	\$271.25
Consultant	Dina Groves	\$135.00	7.5	\$1,012.50
Consultant	Tyler Cheek	\$135.00	55.25	\$7,458.75
<b>Total</b>			<b>66.5</b>	<b>\$9,052.50</b>

## Invoice Time Detail

Personnel	Client/Project	Date	Hours	Activity
Adam Ferguson	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	4/10/2023	2.00	Reviewing and addressing issues related to procurement and cost reasonableness
Carlos Arredondo	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	3/22/2023	.50	Administrative coordination with project staff and resources
Carlos Arredondo	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	3/27/2023	1.25	Assisting with technical project issues and coordination with other agencies
Dina Groves	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	3/23/2023	2.00	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Dina Groves	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	4/4/2023	.50	Reviewing and preparing correspondence
Dina Groves	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	4/6/2023	1.00	Project specific meetings/calls with sub-recipient, State or Federal Agencies
Dina Groves	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	4/24/2023	.50	Administrative coordination with project staff and resources
Dina Groves	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	4/25/2023	1.50	Meetings regarding the PA Program or overall damage claim
Dina Groves	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	4/26/2023	1.00	Project specific meetings/calls with sub-recipient, State or Federal Agencies
Dina Groves	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	5/3/2023	.50	Project specific meetings/calls with sub-recipient, State or Federal Agencies
Dina Groves	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	5/30/2023	.50	Administrative coordination with project staff and resources
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	3/17/2023	2.00	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	3/22/2023	2.00	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	3/24/2023	2.00	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	3/24/2023	2.00	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	3/24/2023	2.50	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	3/31/2023	1.50	Collecting, organizing and packaging damage data, invoices, estimates and support documentation





Personnel	Client/Project	Date	Hours	Activity
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	4/14/2023	.50	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	4/19/2023	.25	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	4/19/2023	.25	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	4/19/2023	.25	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	4/19/2023	.25	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	4/20/2023	1.00	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	4/20/2023	1.50	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	4/21/2023	.75	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	4/21/2023	1.00	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	4/25/2023	1.00	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	4/26/2023	.25	Project specific meetings/calls with sub-recipient, State or Federal Agencies
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	4/26/2023	.25	Project specific meetings/calls with sub-recipient, State or Federal Agencies
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	4/26/2023	.50	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	4/26/2023	.25	Project specific meetings/calls with sub-recipient, State or Federal Agencies
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	4/26/2023	.25	Project specific meetings/calls with sub-recipient, State or Federal Agencies
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	4/26/2023	.50	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	5/3/2023	.25	Project specific meetings/calls with sub-recipient, State or Federal Agencies
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	5/3/2023	.25	Project specific meetings/calls with sub-recipient, State or Federal Agencies

Personnel	Client/Project	Date	Hours	Activity
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	5/3/2023	.25	Project specific meetings/calls with sub-recipient, State or Federal Agencies
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	5/3/2023	.75	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	5/3/2023	.75	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	5/3/2023	.25	Project specific meetings/calls with sub-recipient, State or Federal Agencies
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	5/10/2023	.25	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	5/10/2023	.25	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	5/25/2023	.50	Reviewing and preparing correspondence
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	5/30/2023	.50	Collecting, organizing and packaging damage data, invoices, estimates and support documentation

# **WEST PORT**

**COMMUNITY DEVELOPMENT DISTRICT**

# **7B**



# Invoice

#INV -7485

Date: 6/23/2023

Due Date: 7/23/2023

**Bill To**

West Port Community Development District FL  
2300 Glades Road  
Suite 410W  
Boca Raton FL 33431  
United States

Project: West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term

Contract: MSA - Grant Management and Debris Oversight Services

Task Order: TO-01: DR-4673 Grants Management

Period: February 2, 2023 through March 17, 2023

Item	Amount
<b>Professional Services</b>	\$9,441.25
<b>Total</b> \$9,441.25	

**Please reference invoice number #INV -7485 on payment.**

**Remit checks to:**  
Rostan Solutions, LLC  
3433 Lithia Pinecrest Rd  
Suite 287  
Valrico FL 33596  
United States  
accounting@rostan.com

**Remit ACH to:** Acct - 915063389 ABA/Routing - 021000021

# Invoice Time Summary

<b>Labor Position</b>	<b>Personnel</b>	<b>Rate</b>	<b>Hours</b>	<b>Amount</b>
Senior Consultant	Adam Ferguson	\$155.00	1.5	\$232.50
Senior Consultant	Carlos Arredondo	\$155.00	2	\$310.00
Junior Consultant	Katie E Henry	\$105.00	6	\$630.00
Consultant	Dina Groves	\$135.00	9.5	\$1,282.50
Consultant	Tyler Cheek	\$135.00	51.75	\$6,986.25
<b>Total</b>			<b>70.75</b>	<b>\$9,441.25</b>

## Invoice Time Detail

Personnel	Client/Project	Date	Hours	Activity
Adam Ferguson	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	2/21/2023	1.50	Reviewing and addressing issues related to procurement and cost reasonableness
Carlos Arredondo	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	2/14/2023	1.00	Administrative coordination with project staff and resources
Carlos Arredondo	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	3/3/2023	1.00	Assisting with technical project issues and coordination with other agencies
Dina Groves	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	2/2/2023	1.50	Project specific meetings/calls with sub-recipient, State or Federal Agencies
Dina Groves	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	2/10/2023	1.00	Collecting documentation; reviewing history of hazards; organizing sites into logical groups; completing and submitting site inventory to State/Federal Agency
Dina Groves	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	2/10/2023	1.50	Reviewing and preparing correspondence
Dina Groves	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	2/10/2023	1.00	Project specific meetings/calls with sub-recipient, State or Federal Agencies
Dina Groves	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	2/17/2023	2.00	Project specific meetings/calls with sub-recipient, State or Federal Agencies
Dina Groves	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	3/7/2023	1.00	Reviewing and preparing correspondence
Dina Groves	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	3/8/2023	1.50	Project specific meetings/calls with sub-recipient, State or Federal Agencies
Katie E Henry	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	2/20/2023	1.50	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Katie E Henry	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	2/20/2023	1.50	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Katie E Henry	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	2/20/2023	1.50	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Katie E Henry	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	2/20/2023	1.50	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	2/2/2023	1.50	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	2/2/2023	1.50	Collecting, organizing and packaging damage data, invoices, estimates and support documentation





Personnel	Client/Project	Date	Hours	Activity
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	3/1/2023	2.00	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	3/3/2023	2.00	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	3/3/2023	2.00	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	3/10/2023	2.50	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	3/10/2023	2.50	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	3/15/2023	2.00	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	3/16/2023	1.00	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	3/17/2023	2.00	Collecting, organizing and packaging damage data, invoices, estimates and support documentation
Tyler Cheek	JOB -5579 West Port Community Development District FL : WPCDD DR-4673 (Ian) Grant Mgmt - Long Term	3/17/2023	2.00	Collecting, organizing and packaging damage data, invoices, estimates and support documentation

# **WEST PORT**

**COMMUNITY DEVELOPMENT DISTRICT**

# **7C**

## AMENDED AND RESTATED LANDSCAPE & IRRIGATION SERVICES AGREEMENT

THIS AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2023, by and between:

**West Port Community Development District**, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, and whose mailing address is c/o Wrathell Hunt & Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 ("**District**"); and

**Vision Landscape Services of Florida, Inc.**, a Florida corporation, whose address is 8780 Commerce Drive, Bonita Springs, FL 34135 ("**Contractor**," and collectively with the District, "**Parties**").

### RECITALS

**WHEREAS**, the District was established for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure, including landscaping and irrigation; and

**WHEREAS**, the District has a need to retain an independent contractor to provide, for certain lands within the District, certain landscape and irrigation maintenance services; and

**WHEREAS**, to solicit such services, the District conducted a competitive proposal process based on a "Project Manual," and determined to make an award of a contract for landscape and irrigation maintenance services to the Contractor, based on certain proposal pricing provided by Contractor; and

**WHEREAS**, Contractor desires to provide such services, and represents that it is qualified to do so.

**NOW, THEREFORE**, in consideration of the mutual covenants contained in this Agreement, it is agreed that the Contractor is hereby retained, authorized, and instructed by the District to perform in accordance with the following covenants and conditions, which both the District and the Contractor have agreed upon:

**1. INCORPORATION OF RECITALS.** The recitals stated above are true and correct and are incorporated by reference as a material part of this Agreement.

**2. SCOPE OF SERVICES.** The Contractor shall provide the services described in the Scope of Services attached hereto as **EXHIBIT A** and for the areas identified in the Landscape Maintenance Areas Exhibit attached hereto as **EXHIBIT D** ("Work"). The Contractor agrees that the Landscape Maintenance Areas Exhibit attached hereto as **EXHIBIT D** is the District's best estimate of the District's landscape needs, but that other areas may also include landscaping that requires maintenance. The Contractor agrees that the District may, in its discretion, add up to 0.5 acre(s) of landscaping area to the Work, with no adjustment to price, and may add additional acreage of landscaping area to the Work beyond the 0.5 acre(s) using the unit pricing set forth in **EXHIBIT B**. The Contractor shall perform the Work consistent with the presently established, high quality standards of the District, and shall assign such staff as may be required for coordinating, expediting, and controlling all aspects of the Work. Contractor shall solely be responsible for the means, manner and methods by which its duties, obligations and responsibilities are met to the satisfaction of the District. Notwithstanding any other provision of this Agreement, the District reserves the right in its discretion to remove from this Agreement any portion of the Work and to separately contract for such services. In the event that the District contracts with a third party to install certain landscaping or to otherwise perform services that might otherwise constitute a portion of the Work, Contractor agrees that it will be responsible for any such landscaping installed by the third party, and shall continue to perform all other services comprising the Work, including any future services that apply to the landscaping installed by the third party or to the areas where services were performed by the third party.

**3. MANNER OF CONTRACTOR'S PERFORMANCE.** The Contractor agrees, as an independent contractor, to undertake the Work as specified in this Agreement or any Additional Services Order (see Section 7.c. herein) issued in connection with this Agreement. All Work shall be performed in a neat and professional manner reasonably acceptable to the District and shall be in accordance with industry standards, such as USF, IFAS, etc. The Contractor shall document all Work using the forms attached hereto as part of **EXHIBIT C**. The performance of all services by the Contractor under this Agreement and related to this Agreement shall conform to any written instructions issued by the District.

In the event that time is lost due to heavy rains ("Rain Days"), the Contractor agrees to reschedule its employees and divide their time accordingly to complete all scheduled services during the same week as any Rain Days. The Contractor shall provide services on Saturdays if needed to make up Rain Days with prior notification to, and approval by, the District Representatives (defined below).

Contractor in conducting the Work shall use all due care to protect against any harm to persons or property. If the Contractor's acts or omissions result in any damage to property within the District, including but not limited to damage to landscape lighting, irrigation system components, entry monuments, etc., the Contractor shall immediately notify the District and repair all damage — and/or replace damaged property — to the satisfaction of the District.

Contractor shall maintain at all times strict discipline among its employees and shall not employ for work on the project any person unfit or without sufficient skills to perform the job for which such person is employed. All laborers and foremen shall perform all Work on the premises in a uniform to be designed by the Contractor, and shall maintain themselves in a neat and professional manner. No smoking in or around the buildings will be permitted. No Contractor solicitation of any kind is permitted on property.

**4. MONITORING OF SERVICES.** The District shall designate in writing one or more persons to act as the District's representatives with respect to the services to be performed under this Agreement ("**District Representatives**"). The District Representatives shall have complete authority to transmit instructions, receive information, interpret and define the District's policies and decisions with respect to materials, equipment, elements, and systems pertinent to the Contractor's services. This authority shall include but not be limited to verification of correct timing of services to be performed, methods of pruning, pest control and disease control. The District hereby designates Craig Wrathell and Kristen Suite to act as the District Representatives. The Contractor shall not take direction from individual District Board Supervisors, any representatives of any local homeowner's associations, any residents, etc.). The District shall have the right to change its designated representatives at any time by written notice to the Contractor.

The Contractor shall provide to management a written report of work performed for each week with notification of any problem areas and a schedule of work for the upcoming month. Further, the Contractor agrees to meet the District Representatives no less than one (1) time per month to inspect the property to discuss conditions, schedules, and items of concern regarding this Agreement.

If the District Representatives identify any deficient areas, the District Representatives shall notify the Contractor whether through a written report or otherwise. The Contractor shall then within the time period specified by the District Representatives, or if no time is specified within forty-eight (48) hours, explain in writing what actions shall be taken to remedy the deficiencies. Upon approval by the District, the Contractor shall take such actions as are necessary to address the deficiencies within the time period specified by the District, or if no time is specified by the District then within three (3) days and prior to submitting any invoices to the District. If Contractor does not respond or take action within the specified time period, and without limiting the District's remedies in any way, the District shall have the rights to, among other remedies available at law or in equity: fine Contractor One Hundred Dollars (\$100) per day through a reduction in the compensation; to withhold some or all of Contractor's payments under this Agreement; and to contract with outside sources to perform necessary services with all charges for such services to be deducted from Contractor's compensation. Any oversight by the District Representative of Contractor's Services is not intended to mean that the District shall underwrite, guarantee, or ensure that the Services is properly done by Contractor, and it is Contractor's responsibility to perform the Services in accordance with this Agreement.

**5. SUBCONTRACTORS.** The Contractor shall not award any of the Work to any subcontractor without prior written approval of the District. The Contractor shall be as fully responsible to the District for the acts and omissions of its subcontractors, and of persons either directly or indirectly employed by them, as the Contractor is for the acts and omissions of persons directly employed by the Contractor. Nothing contained herein shall create contractual relations between any subcontractor and the District.

**6. EFFECTIVE DATE.** This Agreement shall be binding and effective as of the date that the Agreement is signed by the last of the Parties hereto, and shall remain in effect as set forth in Section 7, unless terminated in accordance with the provisions of this Agreement.

**7. COMPENSATION; TERM.**

a. Work under this Agreement shall become effective upon execution by all parties and end September 30<sup>th</sup>, 2021 ("**Initial Term**"), unless terminated earlier pursuant to the terms of this Agreement. At the end of the Initial Term, this Agreement may be renewed on the same terms up to three times on an annual basis, in the District's sole discretion.

b. As compensation for the Work, the District agrees to pay Contractor according to the pricing attached hereto as **EXHIBIT B ("Contract Amount")**. All additional work or services, and related compensation, shall be governed by Section 7.c. of this Agreement.

c. *Additional Work.* Should the District desire that the Contractor provide additional work and/or services relating to the District's landscaping and irrigation systems, such additional work and/or services shall be fully performed by the Contractor after prior approval of a required Additional Services Order ("**ASO**"). The Contractor agrees that the District shall not be liable for the payment of any additional work and/or services unless the District first authorizes the Contractor to perform such additional work and/or services through an authorized and fully executed change order. The Contractor shall be compensated for such agreed additional work and/or services based upon a payment amount derived from the prices set forth in the Contractor's proposal pricing (attached as part of **EXHIBIT B**). Nothing herein shall be construed to require the District to use the Contractor for any such additional work and/or services, and the District reserves the right to retain a different contractor to perform any additional work and/or services.

d. *Payments by District.* The Contractor shall maintain records conforming to usual accounting practices. Further, the Contractor agrees to render monthly invoices to the District, in writing, which shall be delivered or mailed to the District by the fifth (5th) day of the next succeeding month. Each monthly invoice shall contain, at a minimum, the District's name, the Contractor's name, the invoice date, an invoice number, an itemized listing of all costs billed on the invoice with a description of each sufficient for the District to approve each cost, the time frame within which the services were provided, and the address or bank information to which payment is to be remitted. Consistent with Florida's Prompt Payment Act, Section 218.70 et al. of the Florida Statutes, these monthly invoices are due and payable within forty-five (45) days of receipt by the District.

e. *Payments by Contractor.* Subject to the terms herein, Contractor will promptly pay in cash for all costs of labor, materials, services and equipment used in the performance of the Work, and upon the request of the District, Contractor will provide proof of such payment. Contractor agrees that it shall comply with Section 218.735(6), Florida Statutes, requiring payments to subcontractors and suppliers be made within ten (10) days of receipt of payment from the District. Unless prohibited by law, District may at any time make payments due to Contractor directly or by joint check, to any person or entity for obligations incurred by Contractor in connection with the performance of Work, unless Contractor has first delivered written notice to District of a dispute with any such person or entity and has furnished security satisfactory to District insuring against claims therefrom. Any payment so made will be credited against sums due Contractor in the same manner as if such payment had been made directly to Contractor. The provisions of this Section are intended solely for the benefit of District and will not extend to the benefit of any third persons, or obligate District or its sureties in any way to any third party. Subject to the terms of this Section, Contractor will at all times keep the District's property, and each part thereof, free from any attachment, lien, claim of lien, or other encumbrance

arising out of the Work. The District may demand, from time to time in its sole discretion, that Contractor provide a detailed listing of any and all potential lien claimants (at all tiers) involved in the performance of the Work including, with respect to each such potential lien claimant, the name, scope of Work, sums paid to date, sums owed, and sums remaining to be paid. Contractor waives any right to file mechanic's and construction liens.

## **8. INSURANCE.**

- a. At the Contractor's sole expense, the Contractor shall maintain throughout the term of this Agreement the following insurance:
  - i. **WORKERS' COMPENSATION/EMPLOYER'S LIABILITY:** Contractor will provide Workers' Compensation insurance on behalf of all employees who are to provide a service under this Contract, as required under applicable Florida Statutes AND Employer's Liability with limits of not less than \$100,000.00 per employee per accident, \$500,000.00 disease aggregate, and \$100,000.00 per employee per disease.
  - ii. **COMMERCIAL GENERAL LIABILITY:** Commercial General Liability including but not limited to bodily injury, property damage, contractual, products and completed operations, and personal injury with limits of not less than \$2,000,000.00 per occurrence, \$2,000,000.00 aggregate covering all work performed under this Contract.
  - iii. **AUTOMOBILE LIABILITY:** Including bodily injury and property damage, including all vehicles owned, leased, hired and non-owned vehicles with limits of not less than \$2,000,000.00 combined single limit covering all work performed under this Contract.
  - iv. **UMBRELLA LIABILITY:** With limits of not less than \$2,000,000.00 per occurrence covering all work performed under this Contract.
- b. Each insurance policy required by this Contract shall:
  - i. Apply separately to each insured against whom claim is made and suit is brought, except with respect to limits of the insurer's liability.
  - ii. Be endorsed to state that coverage shall not be suspended, voided, or canceled by either party except after 30 calendar days prior written notice, has been given to the District.
  - iii. Be written to reflect that the aggregate limit will apply on a per claim basis.
- c. The District shall retain the right to review, at any time, coverage, form, and amount of insurance. All insurance certificates, and endorsements, shall be received by the District before the Contractor shall commence or continue work.
- d. The procuring of required policies of insurance shall not be construed to limit Contractor's liability or to fulfill the indemnification provisions and requirements of this Agreement.
- e. The Contractor shall be solely responsible for payment of all premiums for insurance contributing to the satisfaction of this Agreement and shall be solely responsible for the payment of all deductibles and retentions to which such policies are subject, whether or not the District is an insured under the policy.
- f. Notices of accidents (occurrences) and notices of claims associated with work being performed under this Contract shall be provided to the Contractor's insurance company and to the District as soon as practicable after notice to the insured.
- g. Insurance requirements itemized in this Contract and required of the Contractor shall be provided on behalf of all sub-contractors to cover their operations performed under this Contract. The Contractor shall be held responsible for any modifications, deviations, or omissions in these insurance requirements as they apply to sub-contractors.
- h. All policies quired by this Agreement, with the exception of Workers' Compensation, or unless specific approval is given by the District, are to be written on an occurrence basis, shall name the District, its Supervisors, Officers, agents, employees, and representatives as additional insured as their interest may appear under this Agreement. Insurer(s), with the exception of Workers' Compensation on non-leased employees, shall agree to waive all rights of subrogation against the District, its Supervisors, Officers, agents, employees or representatives.

- i. If the Contractor fails to have secured and maintained the required insurance, the District has the right (without any obligation to do so, however), to secure such required insurance in which event, the Contractor shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.

**9. INDEMNIFICATION.** To the fullest extent permitted by law, and in addition to any other obligations of Contractor under the Agreement or otherwise, Contractor shall indemnify, hold harmless, and defend the District and its, supervisors, staff, officers, consultants, agents, subcontractors and employees of each and any of all of the foregoing entities and individuals (together, "**Indemnitees**") from all claims, liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused, in part or in whole, by the negligence, recklessness, or intentionally wrongful misconduct of the Contractor, or any subcontractor, supplier, or any individual or entity directly or indirectly employed or used by any of the Contractor to perform any of the work. In the event that any indemnification, defense or hold harmless provision of this Contract is determined to be unenforceable, the provision shall be reformed to give the provision the maximum effect allowed by Florida law and for the benefit of the Indemnitees. The Contractor shall ensure that any and all subcontractors, and suppliers, include this express paragraph for the benefit of the Indemnitees. This section shall survive any termination of this Agreement.

**10. LIMITATIONS ON GOVERNMENTAL LIABILITY.** Nothing in this Agreement shall be deemed as a waiver of immunity or limits of liability of the District beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature in Section 768.28, Florida Statutes or other statute, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

**11. WARRANTY AND COVENANT.** The Contractor warrants to the District that all materials furnished under this Agreement shall be new, and that all services and materials shall be of good quality, free from faults and defects. The Contractor hereby warrants any materials and services for a period of one (1) year after acceptance by the District or longer as required under Florida law. With respect to any and all plant material provided pursuant to this Agreement or any separate work authorization issued hereunder, all plant material shall be guaranteed to be in a satisfactory growing condition and to live for a period of one (1) year from planting except for annuals, which will be replaced seasonally. All plants that fail to survive under the guarantee shall be replaced as they fail with the same type and size as originally specified. Contractor further warrants to the District those warranties which Contractor otherwise warrants to others and the duration of such warranties is as provided by Florida law unless longer guarantees or warranties are provided for elsewhere in the Agreement (in which case the longer periods of time shall prevail). Contractor shall replace or repair warranted items to the District's satisfaction and in the District's discretion. Neither final acceptance of the services, nor monthly or final payment therefore, nor any provision of the Agreement shall relieve Contractor of responsibility for defective or deficient materials or services. If any of the services or materials are found to be defective, deficient or not in accordance with the Agreement, Contractor shall correct remove and replace it promptly after receipt of a written notice from the District and correct and pay for any other damage resulting therefrom to District property or the property of landowners within the District. Contractor hereby certifies it is receiving the property in its as-is condition and has thoroughly inspected the property and addressed any present deficiencies, if any, with the District. Contractor shall be responsible for maintaining and warranting all plant material maintained by Contractor as of the first date of the services.

Contractor hereby covenants to the District that it shall perform the services: (i) using its best skill and judgment and in accordance with generally accepted professional standards and (ii) in compliance with all applicable federal, state, county, municipal, building and zoning, land use, environmental, public safety, nondiscrimination and disability accessibility laws, codes, ordinances, rules and regulations, permits and approvals (including any permits and approvals relating to water rights), including, without limitation, all professional registration (both corporate and individual) for all required basic disciplines that it shall perform. Contractor hereby covenants to the District that any work product of the Contractor shall not call for the use nor infringe any patent, trademark, services mark, copyright or other proprietary interest claimed or held by any person or business entity absent prior written consent from the District.

**12. ENVIRONMENTAL ACTIVITIES.** The Contractor agrees to use best management practices, consistent with industry standards, with respect to the storage, handling and use of chemicals (e.g., fertilizers, pesticides, etc.) and fuels. The Contractor shall keep all equipment clean (e.g., chemical sprayers) and properly dispose of waste. Further, the Contractor shall immediately notify the District of any chemical or fuel spills. The Contractor shall be responsible for any environmental cleanup, replacement of any turf or plants harmed from chemical burns, and correcting any other harm resulting from the Work to be performed by Contractor.

**13. ACCEPTANCE OF THE SITE.** By executing this Agreement, the Contractor agrees that the Contractor was able to inspect the site prior to the time of submission of the proposal, and that the site is consistent with local community standards and that there are no deficiencies. The Contractor agrees to be responsible for the care, health, maintenance, and replacement, if necessary, of the existing landscaping and irrigation system, in its current condition, and on an "as is" basis. No changes to the compensation set forth in this Agreement shall be made based on any claim that the existing landscaping and/or site conditions were not in good condition.

**14. TAX EXEMPT DIRECT PURCHASES.** The parties agree that the District, in its discretion, may elect to undertake a direct purchase of any or all materials used for the landscaping services, including but not limited to the direct purchase of fertilizer. In such event, the following conditions shall apply:

- (a) The District may elect to purchase any or all materials directly from a supplier identified by Contractor.
- (b) Contractor shall furnish detailed Purchase Order Requisition Forms ("Requisitions") for all materials to be directly purchased by the District.
- (c) Upon receipt of a Requisition, the District shall review the Requisition and, if approved, issue its own purchase order directly to the supplier, with delivery to be made to the District on an F.O.B. job site basis.
- (d) The purchase order issued by the District shall include the District's consumer certificate of exemption number issued for Florida sales and use tax purposes.
- (e) Contractor will have contractual obligations to inspect, accept delivery of, and store the materials pending use of the materials as part of the landscaping services. The contractor's possession of the materials will constitute a bailment. The contractor, as bailee, will have the duty to safeguard, store and protect the materials while in its possession until returned to the District through use of the materials.
- (f) After verifying that delivery is in accordance with the purchase order, Contractor will submit a list indicating acceptance of goods from suppliers and concurrence with the District's issuance of payment to the supplier. District will process the invoices and issue payment directly to the supplier.
- (g) The District may purchase and maintain insurance sufficient to cover materials purchased directly by the District.
- (h) All payments for direct purchase materials made by the District, together with any state or local tax savings, shall be deducted from the compensation provided for in this Agreement.

**15. COMPLIANCE WITH GOVERNMENTAL REGULATION.** The Contractor shall keep, observe, and perform all requirements of applicable local, State and Federal laws, rules, regulations, ordinances, permits, licenses, or other requirements or approvals. Further, the Contractor shall notify the District in writing within five (5) days of the receipt of any notice, order, required to comply notice, or a report of a violation or an alleged violation, made by any local, State, or Federal governmental body or agency or subdivision thereof with respect to the services being rendered under



this Agreement or any act or omission of the Contractor or any of its agents, servants, employees, or material men, or appliances, or any other requirements applicable to provision of services. Additionally, the Contractor shall promptly comply with any requirement of such governmental entity after receipt of any such notice, order, request to comply notice, or report of a violation or an alleged violation.

**16. DEFAULT AND PROTECTION AGAINST THIRD PARTY INTERFERENCE.** A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity for breach of this Agreement, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. The District shall be solely responsible for enforcing its rights under this Agreement against any interfering third party. Nothing contained in this Agreement shall limit or impair the District's right to protect its rights from interference by a third party to this Agreement.

**17. CUSTOM AND USAGE.** It is hereby agreed, any law, custom, or usage to the contrary notwithstanding, that the District shall have the right at all times to enforce the conditions and agreements contained in this Agreement in strict accordance with the terms of this Agreement, notwithstanding any conduct or custom on the part of the District in refraining from so doing; and further, that the failure of the District at any time or times to strictly enforce its rights under this Agreement shall not be construed as having created a custom in any way or manner contrary to the specific conditions and agreements of this Agreement, or as having in any way modified or waived the same.

**18. SUCCESSORS.** This Agreement shall inure to the benefit of and be binding upon the heirs, executors, administrators, successors, and assigns of the Parties to this Agreement, except as expressly limited in this Agreement.

**19. TERMINATION.** The District agrees that the Contractor may terminate this Agreement with cause by providing ninety (90) days written notice of termination to the District; provided, however, that the District shall be provided a reasonable opportunity to cure any failure under this Agreement. The Contractor agrees that, notwithstanding any other provision of this Agreement, and regardless of whether any of the procedural steps set forth in Section 4 of this Agreement are taken, the District may terminate this Agreement immediately with cause by providing written notice of termination to the Contractor. The District shall provide thirty (30) days written notice of termination without cause. Any termination by the District shall not result in liability to the District for consequential damages, lost profits, or any other damages or liability. However, upon any termination of this Agreement by the District, and as Contractor's sole remedy, the Contractor shall be entitled to payment for all Work and/or services rendered up until the effective termination of this Agreement, subject to whatever claims or off-sets the District may have against the Contractor.

**20. PERMITS AND LICENSES.** All permits or licenses necessary for the Contractor to perform under this Agreement shall be obtained and paid for by the Contractor.

**21. E-VERIFY REQUIREMENTS.** The Contractor shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*.

**22. ASSIGNMENT.** Neither the District nor the Contractor may assign this Agreement without the prior written approval of the other, which approval shall not be unreasonably withheld. Any purported assignment of this Agreement without such prior written approval shall be void.

**23. INDEPENDENT CONTRACTOR STATUS.** In all matters relating to this Agreement, the Contractor shall be acting as an independent Contractor. Neither the Contractor nor employees of the Contractor, if there are any, are employees of the District under the meaning or application of any Federal or State Unemployment or Insurance Laws or Old Age Laws or otherwise. The Contractor agrees to assume all liabilities or obligations imposed by any one or more of such laws with respect to employees of the Contractor, if there are any, in the performance of this Agreement. The Contractor shall not have any authority to assume or create any obligation, express or implied, on behalf of the District and the Contractor shall have no authority to represent the District as an agent, employee, or in any other capacity, unless otherwise set forth in this Agreement.

**24. HEADINGS FOR CONVENIENCE ONLY.** The descriptive headings in this Agreement are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Agreement.

**25. AGREEMENT.** This instrument, together with its attachments which are hereby incorporated herein, shall constitute the final and complete expression of this Agreement between the District and Contractor relating to the subject matter of this Agreement.

**26. ENFORCEMENT OF AGREEMENT.** In the event that either the District or the Contractor is required to enforce this Agreement by court proceedings or otherwise, then the prevailing party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees, paralegal fees and costs for trial, mediation, or appellate proceedings.

**27. AMENDMENTS.** Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both the District and the Contractor.

**28. AUTHORIZATION.** The execution of this Agreement has been duly authorized by the appropriate body or official of the District and the Contractor, both the District and the Contractor have complied with all the requirements of law, and both the District and the Contractor have full power and authority to comply with the terms and provisions of this instrument.

**29. NOTICES.** Any notice, demand, request or communication required or permitted hereunder ("Notice") shall be in writing and sent by hand delivery, United States certified mail, or by recognized overnight delivery service, addressed as follows:

**A. If to the District:** West Port CDD  
2300 Glades Road, Suite 410W  
Boca Raton, FL 33431  
Attn: District Manager

**With a copy to:** Kutak Rock LLP  
107 W. College Ave  
Tallahassee, FL 32301  
Attn: District Counsel

**B. If to Contractor:** Vision Landscape Services of Florida Inc.  
8789 Commerce Drive  
Bonita Springs, FL. 34105  
Attn: Scott Whorrall

Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the District and counsel for the Contractor may deliver Notice on behalf of the District and the Contractor. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the parties and addressees set forth herein.

**30. THIRD PARTY BENEFICIARIES.** This Agreement is solely for the benefit of the District and the Contractor and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the District and the Contractor any right, remedy, or claim under or by reason of this Agreement or any of the provisions or conditions of this Agreement; and all of the provisions, representations, covenants, and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the District and the Contractor and their respective representatives, successors, and assigns.

**31. CONTROLLING LAW AND VENUE.** This Agreement and the provisions contained in this Agreement shall be construed, interpreted, and controlled according to the laws of the State of Florida. Venue for any legal actions regarding this Agreement shall be Charlotte County, Florida.

**32. PUBLIC RECORDS.** The Contractor understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Contractor agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, Florida Statutes. Contractor acknowledges that the designated public records custodian for the District is Wrathell, Hunt & Associates, LLC ("Public Records Custodian"). Among other requirements and to the extent applicable by law, the Contractor shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if the Contractor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Contractor's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by the Contractor, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (877)276-0889, OR BY EMAIL AT [WRATHELLC@WHHASSOCIATES.COM](mailto:WRATHELLC@WHHASSOCIATES.COM), OR BY REGULAR MAIL AT 2300 GLADES ROAD, SUITE 410W, BOCA RATON, FLORIDA 33431.**


**33. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement, or any part of this Agreement not held to be invalid or unenforceable.

**34. ARM'S LENGTH TRANSACTION.** This Agreement has been negotiated fully between the District and the Contractor as an arm's length transaction. The District and the Contractor participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the parties are each deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.

**35. COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute, but one and the same instrument.

IN WITNESS WHEREOF, the parties execute this Agreement as set forth below.

**WEST PORT COMMUNITY DEVELOPMENT DISTRICT**

By:  Paul Martin  
2023.08.02 10:  
18:01 -04'00'

Its: Vice Chairperson

**VISION LANDSCAPE SERVICES OF FLORIDA INC.**

By: 

Its: President

- EXHIBIT A: Scope of Services
- EXHIBIT B: Proposal Pricing
- EXHIBIT C: Other Forms
- EXHIBIT D: Maintenance Map

## EXHIBIT A

### SCOPE OF SERVICES

#### PART 1

#### GENERAL LANDSCAPE MAINTENANCE

**1) MOWING** – All grass areas will be mowed on the following schedule:

MARCH 1 – NOVEMBER 1 – Once a week

NOVEMBER 1 – MARCH 1 – Once every two weeks

This schedule estimates that there will be between 41 – 45 cuts annually based on standard growing periods in Florida, however, requires a minimum of 52 visits (weekly) to perform those duties, other than mowing, that cannot remain unattended for two weeks. (i.e., weed control, selective mowing, debris clearing, and general detailing of property, etc.) Notwithstanding the above, at no time will the grass (or weeds within turf) be allowed to grow beyond a maximum height of five (5) inches. Each mowing should leave the St. Augustine & Bahia grass at a height of three and one half (3 1/2) to four (4) inches, Celebration Bermuda at a height of three quarter (3/4) to one and one quarter (1 ¼) inches & Zoysia at a height of one (1) to one and one half (1 ½) inches. Rotary Mowers are preferred for heights above one (1) inch. Do not remove more than 1/3 of the height of the leaf blade at any one mowing. All blades shall be kept sharp at all times to provide a high quality cut and to minimize disease. The DISTRICT requires mowers to be equipped with a mulching type deck. Clippings may be left on the lawn as long as no readily visible clumps remain on the grass after mowing. Otherwise large clumps of clippings MUST either be collected and removed by the CONTRACTOR **OR** be left to dry out on the lawn for no more than one day and then re-distributed across the lawn. And the mulching kit must be left in the “closed” position at all times, specifically when mowing pond banks and all parks. Additionally, when mowing pond banks, mowers must be used in a counter clock direction. This is to re-introduce nutrients in the clippings back into the soil system. In case of fungal disease outbreaks, the clippings will be collected until the disease is under control. Contractor will be responsible for line-trimming these areas during each and every mow event. Contractor is to include in his proposal, any and all necessary equipment, protective clothing or any other gear necessary for crews to perform this work. No “extras” will be billed to the District. The CONTRACTOR shall restore any noticeable damage caused by the CONTRACTOR’S mowing equipment within twenty-four hours from the time the damage is caused at his sole cost and expense. Contractor shall be responsible for training all its personnel in the technical aspects of the District’s Landscape Maintenance Program and general horticultural practices. This training will also include wetland species identification as it relates to lake banks & wetland areas. The Contractor shall be held responsible for all damage to wetlands, littoral shelves, mitigation areas and uplands due to mowing/fertilizing, etc. Weekend work is permitted when necessary upon prior approval.

***Pond Mowing*** - All ponds identified as such on the overall Maintenance Exhibit shall be mowed incorporating the same mowing schedule as the common areas stated above. Line trimming at Bridge entrances water’s edge, control structures, mitered end sections and any other storm water structures shall occur each and every time the pond is mowed. Each mowing shall leave the grass at a height of four (4) to four and one half (4½) inches. This is slightly higher than the mow height in common area Bahia plantings in flatter areas to minimize pond bank erosion. Pond banks will be mowed and trimmed to water’s edge. Careful attention must be paid to mower height on pond banks so as not to scalp at the crest of the lake bank and increase the chances for pond bank erosion. Also when line trimming to water’s edge, Contractor shall be extremely careful not to scalp at the water’s edge also increasing chances of pond bank erosion. Line trimming height shall be the same as mowing height (if not slightly higher). Contractor shall be careful to

keep trimmings from entering water. Excessive clippings shall be hand removed. Mowers must blow all clippings away from pond banks. It is understood that trash debris of any kind and other debris within arm's reach of water's edge shall be removed & disposed of by Contractor during every normal service event.

**2) EDGING AND TRIMMING** – All hard-edged areas (curbs, sidewalks, bike paths, trails, etc.) shall be vertically edged at each and every mowing event and soft-edged areas (tree rings, shrub and groundcover bed lines) shall be edged a minimum of every other week. All edging shall be performed to the sole satisfaction of the DISTRICT. Chemical edging shall not be permitted anywhere on property.

**AT NO TIME SHALL LAWN BE ALLOWED TO GROW IN AN UNSIGHTLY MANNER. SHOULD THIS OCCUR, CONTRACTOR AGREES TO CORRECT WITHIN TWENTY-FOUR HOURS OF NOTICE BY DISTRICT. CONTRACTOR SHALL COMPLETE ALL LAWN MAINTENANCE ACTIVITIES (MOWING, EDGING, LINE TRIMMING, BLOWING OFF SIDEWALKS, DRIVEWAYS, CURB & GUTTERS, ETC.) IN RELATIVELY SMALL, MANAGEABLE SECTIONS. CONTRACTOR IS NOT TO LEAVE GRASS CLIPPINGS, TRIMMED WEEDS, TURF, DIRT OR DEBRIS ON ANY SURFACES FOR MORE THAN TWO HOURS. PARK SITES, CLUBHOUSES, PARKING LOTS AND ALL OTHER HIGH TRAFFIC AMENITIES ON THE PROPERTY SHALL BE CLEANED UP IMMEDIATELY AFTER MOWING AND EDGING TAKES PLACE. IF A MOWING EVENT IS MISSED, EVERY EFFORT SHALL BE MADE TO PERFORM THE MOWING SERVICE THE SAME WEEK (INCLUDING SATURDAYS WITH PRIOR APPROVAL). IF THIS IS NOT POSSIBLE, THE CONTRACTOR SHALL PROVIDE THE DISTRICT A CREDIT FOR FUTURE SERVICES OR ADD A MOWING EVENT TO BE PROVIDED AT A LATER DATE. THE DISTRICT SHALL DETERMINE WHETHER THE CREDIT OR EXTRA MOWING SHALL BE USED.**

**3) TREE AND SHRUB CARE** – All deciduous trees shall be pruned when dormant to ensure proper uniform growth. All evergreen trees shall be pruned in the early summer and fall to ensure proper growth and proper head shape. Sucker growth at the base of the trees shall be removed by hand continuously throughout the year. Aesthetic pruning shall consist of the removal of dead and/or broken branches as often as necessary to have trees appear neat at all times. Branches will be pruned just outside the branch collar. Contractor is responsible for the removal of all branches and limbs up to a 4" diameter and up to a 15' height to keep them from encroaching onto buildings (including roofs), signage structures, play structures, fences & walls, as well as pruned to prevent street lights and traffic signage from being blocked. Additionally, trees shall be pruned over sidewalks, nature trails, parking lots and roadways so as not to interfere with pedestrians or cars. (This is to include maintaining at all times a minimum of ten to fifteen (10-15) feet of clearance under all limbs depending on location and species of tree but shall vary according to DOT specs.) All moss hanging from trees (as well as all ball moss) shall be removed up to a height of 15' from **all trees** on an as-needed basis. However, during the dormant season, ALL Crape Myrtles shall have ALL mosses removed from the entire tree regardless of height. Crape Myrtles are not to be "hat racked" at any time. Pencil pruning is the preferred method of Crape Myrtle pruning and should be performed after threat of frost has passed. The initial removal of all Spanish and Ball Mosses shall be completed within ninety (90) days of contract commencement.

All shrubs will be pruned as necessary to retain an attractive shape and fullness, removing broken or dead limbs as necessary to provide a neat and clean appearance. Shrubs shall not be clipped into balled or boxed forms unless such forms are required by design. Shrubs shall be pruned in accordance with the intended function of the plant in its present location. Flowering shrubs shall be pruned immediately after the blossoms have cured with top pruning restricted to shaping the terminal growth. All pruning shall be done with horticultural skill and knowledge to maintain an overall acceptable appearance consistent with the current aesthetics of West Port. The Contractor agrees that pruning is an art that must be done under the supervision of a highly trained foreman and shall make provisions for such supervision. Individual plants pruned into rounded balls or unnatural shapes will not be allowed. Contractor shall sterilize all pruning equipment prior to pruning the next shrub grouping; particularly when fungal diseases are known to be

present. All clippings and debris from pruning will be carted away at the time pruning takes place. It is of utmost importance that all plant material within clear site lines and visibility triangles at roadway intersections and medians is maintained at or below the required heights. It is the Contractor's responsibility to bring to the attention of the District all areas that are not in compliance. If pruning will bring the area into compliance, then the Contractor, after conferring with District's representative, will proceed with the pruning activity. However, if pruning will NOT bring the area into compliance, perhaps due to permanent existing grades, then another solution will need to be proposed and executed. Contractor will also be responsible to keep mulch pulled away from the base of ALL landscape lights at ALL times, not just after a mulching event. This is specific to LED with circuit boards in base.

AREAS WHERE WETLANDS ARE ADJACENT TO TURF AREAS (WHETHER ALONG ROADWAYS OR LAKE BANKS) CONTRACTOR IS RESPONSIBLE TO KEEP ALL WETLAND MATERIAL CUT BACK AT ALL TIMES AND NOT LET THIS MATERIAL REDUCE THE SIZE OF THE TURF AREA.

**Palms** - All palms (regardless of height) shall receive pruning as often as necessary to appear neat and clean at all times. This includes the removal of brown and/or broken fronds and inflorescence. Removal of green or even yellowing fronds is unnecessary and pruning palms above the nine o'clock – three o'clock line is prohibited. Fronds should be removed only once they turn brown or become broken or are disrupting flow of pedestrian/vehicular traffic or are hanging on architectural structures. Fruit pods shall be removed prior to development. Tarpaulins shall be used in areas where date palms and other palm fruits may stain sidewalks & pavement including, but not limited to, pool decks. Contractor shall be responsible for the removal of all palm fruit stains. Contractor shall sterilize all pruning equipment prior to pruning the next palm, paying careful attention when pruning Medjool, Sylvester, Reclinata and Canary Palms.

**4) WEEDS AND GRASSES** – All groundcover, turf areas, shrub beds & tree rings shall be kept reasonably free of weeds and grasses, and be neatly cultivated and maintained in an orderly fashion at all times. This may be accomplished by carefully applied applications of pre & post emergent herbicides as part of fertilizer mixtures and post-emergent herbicide spot treatments on an as-needed basis. Condition of turf is to be determined by the DISTRICT at its sole discretion. All shrub and bed areas shall be maintained each mowing service by removing all weeds, trash and other undesirable material and debris (leaf and other) to keep the area neat and tidy. This is to be accomplished through hand pulling or the careful application of a post-emergent herbicide.

**AT NO TIME SHALL POST-EMERGENT HERBICIDES BE PERMITTED WHEN WEEDS HAVE ESTABLISHED THEMSELVES AS TO DOMINATE PLANTING BEDS. HAND PULLING MUST BE PERFORMED.**

**NON-SELECTIVE, POST-EMERGENT HERBICIDES SHALL NEVER BE USED TO CONTROL WEED/SOD GROWTH AROUND STRUCTURES OF ANY TYPE (I.E. STREET SIGNS, UTILITY BOXES, STREET LIGHTS, PAVEMENT, TREE RINGS, ETC.) THE FIRST OFFENSE WILL RESULT IN A VERBAL WARNING; THE SECOND OFFENSE WILL RESULT IN A SECOND VERBAL WARNING AND THE BOARD OF SUPERVISORS FOR THE DISTRICT WILL BE NOTIFIED; THE THIRD OFFENSE MAY TERMINATE THIS CONTRACT FOR CAUSE AT THE DISTRICT'S DISCRETION. CONTRACTOR WILL BE HELD RESPONSIBLE FOR THE REPLACEMENT OF ALL TURF DAMAGED BY THE APPLICATION OR OVERSPRAY OF HERBICIDES (SELECTIVE OR NON-SELECTIVE).**

The CONTRACTOR shall be responsible for the replacement of ornamental plants killed or damaged by herbicide application. All fence lines shall be kept clear of landscape shrubs growing through, weeds, undesirable vines and overhanging limbs.

**5) MAINTENANCE OF PAVED AREAS** – All paved areas (including, but not limited to, pool deck pavers, other paver surfaces, sidewalk expansion joints, curb and gutters, curb and gutter expansion joints,

bike lane edges along roadways) shall be kept weed & debris free. This may be accomplished by mechanical means (line trimmer) or by applications of post/pre-emergent herbicides. Weeds greater than two (2) inches in height or width shall be pulled from paved areas, not sprayed. No sprays with dyes may be used on any paved areas. Contractor is not to use non-selective herbicides to eradicate weeds in curblines expansion joints where the chemical can travel back into the turf causing regularly spaced dead patches behind the curbs and sidewalks.

**6) CLEAN UP** – At no time will CONTRACTOR leave the premises after completion of any work in any type of disarray. All clippings, trimmings, debris, dirt or any other unsightly material shall be removed promptly upon completion of work. CONTRACTOR shall use his own waste disposal methods, never the property dumpsters. Grass clippings shall be blown off sidewalks, streets and curbs within a relatively short time frame and are not to be left for more than two hours, unless otherwise noted above. Also grass clippings shall be blown into turf areas, never into mulched bed areas or tree rings as these are to be maintained free of grass clippings. Grass clippings at highly trafficked areas (i.e., tennis courts, clubhouse sidewalks, pool areas, walking trails, etc.) shall be blown off immediately after mowing and edging have taken place. **NO CLIPPINGS SHALL BE BLOWN DOWN CURB INLETS.**

**7) REPLACEMENT OF PLANT MATERIAL** – Trees and shrubs in a state of decline should immediately be brought to the attention of the DISTRICT. Dead or unsightly plant material shall be removed upon notification of the DISTRICT. CONTRACTOR shall be responsible for replacement if due to his negligence. New plant material shall be guaranteed for a period of one (1) year for trees and ninety (90) days for shrubs, ground cover and lawn after final acceptance.

**PART 2**  
**FERTILIZATION**

Any fertilizer ordinance in place for Charlotte County specifically banning fertilizers during a specific season(s), will be followed. It is required that those practices outlined in the GIBMP guidelines be followed. Highlights are listed below.

**NO PERSON SHALL APPLY FERTILIZERS CONTAINING NITROGEN AND/OR PHOSPHORUS TO TURF AND/OR LANDSCAPE PLANTS DURING ONE OR MORE OF THE FOLLOWING EVENTS: i) IF IT IS RAINING AT THE APPLICATION SITE, OR ii) WITHIN THE TIME PERIOD DURING WHICH A FLOOD WATCH OR WARNING, OR A TROPICAL STORM WATCH OR WARNING, OR A HURRICANE WATCH OR WARNING IS IN EFFECT FOR ANY PORTION OF CHARLOTTE COUNTY, ISSUED BY THE NATIONAL WEATHER SERVICE, OR iii) WITHIN 36 HOURS PRIOR TO A RAIN EVENT GREATER THAN OR EQUAL TO 2 INCHES IN A 24 HOUR PERIOD IS LIKELY.**

For purposes of bidding and until a soil test is provided to indicate otherwise, all turf shall be fertilized according to the following IFAS Guidelines for a high maintenance level for south Florida turf: (per GIBMP guidelines and University of Florida IFAS Extension, south Florida is determined by anything south of a line running east-west from coast to coast through between Tampa & Vero Beach.)

**All St. Augustine Sod:**

February	A complete fertilizer based on soil tests + PreM
May	SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF
December	SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF
October	A complete fertilizer based on soil tests + PreM



**All Bahia Sod:**

February A complete fertilizer based on soil tests + Pre M  
May Nitrogen (soluble Nitrogen applied at 0.5 lbs. N/1000 SF)  
December SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF)  
October A complete fertilizer based on soil tests + Pre M

**All Zoysia Sod:**

February A complete fertilizer based on soil tests + PreM  
April Nitrogen (soluble Nitrogen applied at 0.5 lbs. N/1000 SF)  
May SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF)  
July SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF)  
September Nitrogen (soluble Nitrogen applied at 0.5 lbs. N/1000 SF)  
November A complete fertilizer based on soil tests + PreM

**All Bermuda Sod:**

February A complete fertilizer based on soil tests + PreM  
March Nitrogen (soluble Nitrogen applied at 0.5 lbs. N/1000 SF)  
April SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF)  
May A complete fertilizer based on soil tests  
June SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF)  
July Fe For foliar application, uses ferrous sulfate (2 oz/3-5 gal. H<sub>2</sub>O/1,000 SF)  
September SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF)  
November A complete fertilizer based on soil tests + PreM

Prior to final fertilization selection, a complete soil test should be performed to test for soil pH as well as N, P & K levels. Should change be of merit, the Contractor shall notify the District in writing prior to the implementation of such change. At times environmental conditions may require additional applications of nutrients, augmenting the above fertilization programs to ensure that turf areas are kept uniformly GREEN, healthy and in top condition. It shall be the responsibility of the contractor to determine specific needs and requirements and notify the resident project representative when these additional applications are needed.

Fertilizers containing iron shall be immediately removed from all hard surfaces to avoid staining before the sprinklers are activated after application of the fertilizer. Any stains caused by a failure to do so will be the responsibility of the contractor to remove.

Fertilizer shall be applied in a uniform manner, based on soil samples conducted at least annually annually. If streaking of the turf occurs, correction will be required immediately at no additional cost to owner. Fertilizer shall be swept/blown off of all hard surfaces onto lawns or beds in order to avoid staining. **IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO REMOVE ANY STAINS FROM ANY HARD SURFACES ON THE PROPERTY CAUSED BY THEIR MISHANDLING OF FERTILIZER.** Fertilizer shall not be applied within ten (10) feet of the landward extent of any surface water. Spreader deflector shields are required when applying fertilizer by use of any broadcast or rotary spreader. Deflector shields must be positioned such that fertilizer granules are deflected away from all impervious surfaces and surface waters.

**SHRUB, TREE & GROUNDCOVER FERTILIZATION:** For purposes of bidding, All SHRUBS, GROUNDCOVERS and TREES shall be fertilized according to the following specifications:

3 Times a year – (March, May, October)

A complete fertilizer (formula will vary according to soil test results) at a rate of 4-6 lbs. N/1000 sq. ft./year. (A minimum 50% Nitrogen shall be in a slow-release form)

Fertilizer shall be applied by hand in a uniform manner, broadcast around the plants, but never in direct contact with stems or trunks. Fertilizer shall never be piled around plants. All fertilizer remaining on the leaves of the plants is to be brushed or blown off. **IT IS THE CONTRACTOR'S RESPONSIBILITY TO REPLACE ANY PLANT MATERIAL DAMAGED BY FERTILIZATION BURN DUE TO HIS MISHANDLING OF PRODUCT.**

#### **PALM FERTILIZATION:**

All Palms shall receive 1 ½ pounds of 8N-2P2O5-12K2O+4Mg with micronutrients per 100 SF of palm canopy four times per year (February May, October & December). 100% of the N, K & Mg **MUST** be in slow release form. All micronutrients must be in water soluble form. Fertilizer shall be broadcast evenly under the dripline of the canopy but must be kept at least 6" from the palm trunk.

Fertilizer shall not be billed equally on a monthly basis but invoiced the month after application.

CONTRACTOR shall provide the DISTRICT with all fertilizer analysis tags from the fertilizer in order to verify correct formulation and quantity. Payment will not be made until correct quantity and formulation has been verified and applied. CONTRACTOR must notify the DISTRICT five (5) working days in advance of the day the property is scheduled to be fertilized. Failure on the part of the CONTRACTOR to so notify the DISTRICT may result in the CONTRACTOR forfeiting any and all rights to payment for the applications made without notification.

### **PART 3** **PEST CONTROL**

**Insects and Disease in Turf** - Insect and disease control spraying in turf shall be provided by the Contractor every month with additional spot treatment as needed. During the weekly inspections the Contractor is responsible for the identification and eradication/control of disease and insect damage including but not limited to: scale, mites, fungus, chinchbugs, grubs, nematodes, fireants, mole crickets, etc. Contractor shall pay for chemicals. Please list all chemicals that you will include in your fertilizer applications in the space allocated for "formula" under the fertilization section in the bid form. Also include the cost of these chemicals as part of the fertilizer application. Any anticipated additional treatments shall be included in the Pest Control portion of the bid form.

**Insects and Disease Control for Trees, Palms and Plants** - The Contractor is responsible for treatment of insects and diseases for all plants. The appropriate insecticide or fungicide will be applied in accordance with state and local regulations, and as weather and environmental conditions permit. Contractor shall pay for chemicals. There are several afflictions that may be detrimental to the health of many trees and palms. Contractor will be fully responsible in the treatment of such afflictions. At the District's discretion, this may include the quarterly inoculation of all palms susceptible to Lethal Yellowing and/or Texas Phoenix Palm Decline. The cost of these inoculations should be included as a separate line item in your Pest Control price. Contractor is to identify those species of palms susceptible and supply a list of species and quantities with proposal. Each susceptible palm shall receive quarterly injections. Each injection site/valve can be used only twice. The third quarterly injection requires a new valve and injection site. Contractor is asked to provide cost per injection (material & labor) multiplied by quantity of susceptible

palms multiplied by four inoculations per year in bid form. The District reserves the right to subcontract out any and all OTC Injection events. This will not be included in the Contract Amount.

The Contractor is required to inspect all landscaped areas during each visit for indication of pest problems. When control is necessary, it is the responsibility of the Contractor to properly apply low toxicity and target-specific pesticide. If pesticides are necessary they will be applied on a spot treatment basis when wind drift is a threat.

Careful inspection of the property on each visit is crucial to maintaining a successful program. It is the Contractor's full responsibility to ensure that the person inspecting the property is properly trained in recognizing the symptoms of both insect infestations and plant pathogen damage (funguses, bacteria, etc.). It is also the Contractor's responsibility to treat these conditions in an expedient manner.

It shall also be the Contractor's responsibility to furnish the resident project representative with a copy of the Pest Management Report (a copy of which is included), which he is to complete at every service as well as all certifications (including BMP Certifications) of all pesticide applicators. Contractor shall familiarize himself with all current regulations regarding the applications of pesticides and fertilizers.

If at any time the District should become aware of any pest problems it will be the Contractor's responsibility to treat pest within five (5) working days of the date of notification.

**Fire Ant Control** - Contractor is required to inspect property each visit for evidence of fire ant mounds and immediately treat upon evidence of active mounds. In small areas control can be achieved by individual mound treatment. Active mounds in larger turf areas will require broadcast application of bait. Contractor shall be responsible to knock down and spread out soil once mounds are dead.

For informational purposes only, Contractor is asked to provide the cost for the annual application of Top Choice in all finished landscape areas designated as "District Landscape Area" on the Maintenance Exhibit. These areas are indicated with a dark green color. **UNLESS OTHERWISE DIRECTED, ONLY THOSE AREAS COVERED BY AUTOMATIC IRRIGATION ARE TO BE INCLUDED IN THIS NUMBER.** This is not to include lake banks behind the residential properties or between ponds and conservation areas.

Pest Control will not be included as a standard line item in each monthly billing but shall be invoiced as a separate line item the month after service is rendered.

Pest Control shall be included in the Contract Amount.

## **PART 4**

### **IRRIGATION SYSTEM MONITORING AND MAINTENANCE**

Irrigation System. Contractor shall inspect and test the irrigation system components within the limits of the District a minimum of one (1) time per month. Areas shall include all of the existing irrigation systems to date (app. 2,200 zones, 22 controllers, 2 pump stations & 1 well).

These inspections shall include:

A. Irrigation Controllers

1. Semi automatic start of the automatic irrigation controller

2. Check for proper operation
  3. Program necessary timing changes based on site conditions & time DST
  4. Lubricate and adjust mechanical components
  5. Test back up programming support devices
  6. Ensure the proper operation of each automatic rain shutoff device. If none, provide proposal for the installation to be included in the 30-day irrigation audit.
- B. Water Sources
1. Visual inspection of water source
  2. Clean all ground strainers and filters
  3. Test each pump at design capacities weekly; inform District Manager of any problems immediately. This is to minimize the time a water source is down. Contractor shall also confirm weekly that all backflow preventers are on and operating properly, if applicable.
  4. Test automatic protection devices
- C. Irrigation Systems
1. Manual test and inspection of each irrigation zone in its entirety.
  2. Clean and raise heads as necessary
  3. Adjust arc pattern and distance for required coverage areas
  4. Clean out irrigation valve boxes
- D. Report
1. Irrigation operation time
  2. Irrigation start time
  3. Maintenance items performed
  4. General comment and recommendations

The above list is for routine maintenance and adjustment of the existing irrigation system components. Locating and repairing or replacing automatic valves or control wires and irrigation controller or pump repairs as well as other larger scale repairs are to be considered additional items. Contractor shall provide a list of additional charges and pricing for such items other than routine maintenance as a separate price from this bid.

Routine irrigation maintenance is to be completed monthly. Each zone is to be turned on and operated for as long as necessary to verify proper operation. Each head, seal, nozzle and strainer is to be inspected for adjustment and shall be aligned, packed, cleaned and repaired as necessary. Shrubs, groundcovers and turf around sprinkler heads shall be trimmed to maintain maximum clearance at all times for the greatest coverage. It shall be the Contractor's responsibility to ensure all drip tubing is covered with mulch prior to Contractor leaving the property. All below ground repairs including valves, pumps and wiring require an estimate for all such repairs. Upon written approval from Management, Contractor shall proceed. In the event of an emergency, Contractor shall make a diligent effort to contact, with the approximate price or estimate of repairs, Management or their assign prior to making such repair.

Upon execution of the Agreement, Contractor shall assume responsibility for any and all unreported maintenance deficiencies, including parts and labor, associated with the irrigation system of 2 inches or less, to include sprinkler heads, nozzles, drip, main and delivery lines and any associated fittings. Said repairs shall be performed immediately. The District Manager shall be notified what day and time of the week the irrigation tech will be available servicing the community. The Contractor will keep detailed irrigation reports consisting of run times and correct operation of system. A copy of this report will be maintained by the Contractor and a copy delivered to the District Manager or his designee, along with the weekly report. At no time shall the Contractor leave the property knowing of the need for a repair and not reporting it.

Watering schedules shall meet all government regulations, and zone times will be adjusted depending on job conditions, climactic conditions and all watering restrictions of St. Johns County or any other governmental agencies. It is the responsibility of the Contractor to insure the turf and plant material remains healthy. If the Contractor finds that the irrigation system cannot adequately cover the District in the allotted time, it will be the Contractor's responsibility to bring this to the attention of the District representative and apply for a variance. Violations and/or fines imposed by any local or state agency will be deducted from the Contractor's monthly payment.

Emergency service shall be available after normal working hours and an emergency telephone number will be provided to Management or their assign. Broken mainlines and irrigation valves stuck in the "open" position are to be considered emergencies.

Freeze Protection. The Contractor shall describe ability and cost per application to provide freeze protection for pumps/wells.

## **PART 5** **INSTALLATION OF MULCH**

After prior approval by the Board of Supervisors, Contractor shall top dress all currently landscaped areas as shown on the maintenance map (landscaped beds, tree rings) with Grade "A" Medium Cocobrown Mulch up to twice per year during the months of April and October. Pine Straw buffer area on Centennial Parkway mulched twice per year. In doing so, Contractor shall ensure that all mulched areas are brought to a minimum depth of 1-1.5" inches after compaction.

Contractor is responsible for all necessary clean up related to this procedure.

Contractor agrees to provide reasonably neat and defined lines along edges of all mulched areas. In addition to the aesthetics of this, it is also done to facilitate mechanical edging of these areas. Mulch shall not be piled around tree trunks or bases of plants. Any mulch "volcanoes" around tree trunks shall be corrected immediately at no additional cost to Owner.

Contractor agrees to ensure that mulch caught in plant material will be shaken or blown from plants, so that upon completion there is no plant material left covered with mulch.

If, after installation is complete and it is determined that additional mulch is required to attain the required total depth of 1-1.5" sufficient mulch shall be supplied by Contractor at no additional cost to District.

This item will not be included in the contract amount and shall be invoiced separately the month after service is rendered. Contractor shall provide a price per cubic yard and estimated quantities to be installed per top dressing (based on his own field measurements) and shall submit with bid.

The District reserves the right to subcontract out any and all mulching events.

**PART 6**  
**ANNUAL INSTALLATION**

**Planting of Annuals.** After prior approval by the Board of Supervisors, Contractor shall replace approximately 2600 annuals in 4" pots up to two (2) times per year in designated areas and maintain annuals to ensure a healthy appearance. The Contractor will have the type of annual to be installed pre-approved by the District or its representative in writing. An Annual Options Presentation for the entire year stipulating plant options and timing for each rotation shall be submitted to the District shortly after execution of contract in order for the District or its representative to select annual choice(s). Annuals shall be hand watered at the time of installation. The Contractor will remove dead or dying annuals before the appearance of such annuals could be reasonably described as an eyesore. If the beds are left bare prior to the next planting, the Contractor will keep such beds free of weeds at all times until the next planting rotation occurs. Timing shall be centered on a holiday rotation being planted no later than the end of the first week of December and rotate accordingly every three months. (Jan., April, July, and Oct.)

Annual installation price shall include the removal of all dead annuals prior to placing new plants, regular dead-heading, necessary soil adjustments, soil additives, fungicides and monthly slow-release nutritional requirements at no additional cost to District. Contractor shall replace at his expense any annual that dies, fails to thrive or is damaged by insects/disease. A potting mix specifically blended for annuals shall be used at this time and shall be replenished as necessary prior to each changeout throughout the year. All annual beds shall be raised at least eight inches and covered with a layer of Pine Fines 1" thick. All this shall be provided at no additional cost to the District.

This item will not be included in the contract amount. Contractor shall provide a price per 4" plant as requested and shall submit with bid. This work shall be invoiced separately in the month after service is rendered. Annuals shall include the following:

**November through March**

Client choice of flower types

**April through October**

Client choice of flower types

The District reserves the right to subcontract out any and all annual installation events.

[END OF SECTION]

**EXHIBIT B**

<b>2023 West Port CDD Budget Breakdown</b>						
<b>General Fund</b>	Old		New		<b>Notes</b>	
	<b>Monthly</b>	<b>Annually</b>	<b>Monthly</b>	<b>Annually</b>		
General Landscape Maintenance	\$ 16,435.94	\$ 197,231.28	\$ 16,435.00	\$ 197,230.00		
Fertilization	\$ 1,756.22	\$ 21,074.64	\$ 1,753.58	\$ 21,043.00		
Pest Control (annual allowance)		\$ 11,128.86		\$ 10,527.00		
OTC Injections		\$ 3,180.78		\$ 3,180.00	based on (1) injection/Royal Palm/Year	
Top Choice		\$ 2,240.00		\$ 2,425.00	based on (1) application per year	
Irrigation	\$ 1,537.50	\$ 18,450.00	\$ 1,537.50	\$ 18,450.00		
Cocobrown Mulch		\$ 127,712.30		\$ 140,500.00	based on (2) applications per year at 1-1.5" depth, no trenching	
Pine straw		\$ 29,550.00		\$ 29,550.00	based on (2) applications per year	
Annual Installation		\$ 23,793.00	\$ 19,726.08	\$ 20,748.00	based on (2) changeouts per year	
<b>Totals</b>	<b>\$ 19,729.66</b>	<b>\$ 434,360.86</b>	<b>\$ 19,726.08</b>	<b>\$ 443,653.00</b>		
<b>Special Assesment Area</b>						
General Landscape Maintenance	\$ 7,411.93	\$ 88,943.16	\$ 7,457.18	\$ 89,486.00		
Fertilization	\$ 623.37	\$ 7,480.44	\$ 749.16	\$ 8,990.00		
Pest Control (annual allowance)		\$ 5,297.07		\$ 5,680.00		
OTC Injections		\$ 724.08		\$ 724.00	based on (1) injection/Royal Palm/Year	
Top Choice		\$ 1,172.40		\$ 760.00	based on (1) application per year	
Irrigation	\$ 675.00	\$ 8,100.00	\$ 827.50	\$ 9,930.00		
Cocobrown Mulch		\$ 55,818.00		\$ 33,528.60	based on (2) applications per year at 1-1.5" depth, no trenching	
Pine straw		n/a		n/a	based on (2) applications per year	
Annual Installation		n/a		n/a	based on (2) changeouts per year	
<b>Totals</b>	<b>\$ 8,710.30</b>	<b>\$ 167,535.15</b>	<b>\$ 9,033.84</b>	<b>\$ 149,098.60</b>		

**VISION LANDSCAPE SERVICES OF FLORIDA INC.**



By: \_\_\_\_\_

Its: **President** \_\_\_\_\_

## LANDSCAPE AND IRRIGATION MAINTENANCE RATES FOR ADDITIONAL SERVICES

Please provide rates for the following items (including overhead and profit) which will be used for any additional work and/or services:

A.	Mowers w/operator	\$43.00_Hour
B.	Bush-Hog w/operator	\$55.00_Hour
C.	Tractor w/operator	\$52.00_Hour
D.	Supervisor with Transportation	\$70.00_Hour
E.	Laborer with hand equipment	\$43.00_Hour
F.	Truck w/driver	\$70.00_Hour
G.	Irrigation Tech	\$70.00_Hour
H.	Granular Pesticide Applicator Person with Drop Spreader	\$70.00_Hour
I.	Liquid Pesticide Applicator Person with Spray Truck	\$70.00_Hour
J.	Granular Fertilizer Applicator Person with Drop Applicator	\$45.00_Hour
K.	Liquid Fertilizer Applicator Person with Spray Truck	\$70.00_Hour
L.	Granular Weed Control Applicator Person with Drop Applicator	\$70.00_Hour
M.	Liquid Weed Control Applicator Person with Spray Truck	\$70.00_Hour
N.	Laborer for Additional Trash Pick-Up	\$40.00_Hour
O.	Lump Sum Mowing, entire community	\$820.00 Per Mow

## EMERGENCY CLEAN-UP SERVICES

In the event of a declared emergency or disaster, the following services shall be provided on a time and materials basis, at the rates (which include all costs including but not limited to overhead and profit) set forth below:



A. Debris removal personnel unit costs:

	\$	40.00 per Hour
Laborer with Hand Tools	.	
	\$	43.00 per Hour
Laborer with Chainsaw	.	
	.	

B. Debris removal equipment unit costs:

	\$	200.00 per Hour
Wheel Loader	.	
	\$	150.00 per Hour
Dump Truck	.	
	\$	150.00 per Hour
Chipper	.	

C. Other emergency/disaster related unit costs:

	\$	250.00 per Hour
Bucket Truck	.	
	\$	175.00 per Hour
Dump Truck debris disposal fee	.	

Costs for equipment and personnel are only payable for when the equipment and personnel are operating. No stand-by time is eligible for payment. Disaster recovery assistance services shall not exceed 70 hours for each declared emergency or disaster. Contractor shall maintain and supply District all necessary and adequate documentation on all emergency/disaster-related services to support reimbursement by other local, state or federal agencies. The District reserves the right to contract with an outside vendor for any or all emergency clean-up services.

**EXHIBIT C**

**OTHER FORMS**

**DAILY WORK JOURNAL**

**DATE:** \_\_\_\_\_

**DESCRIPTION OF WORK PERFORMED TODAY:** \_\_\_\_\_

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**LOCATIONS:** \_\_\_\_\_

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**ISSUES REQUIRING ATTENTION:** \_\_\_\_\_

*(Please notify District Rep. if any)*

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**WEST PORT COMMUNITY DEVELOPMENT DISTRICT**

**PEST MANAGEMENT REPORT**

**DATE:** \_\_\_\_\_

**SYMPTOMS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LOCATION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROBABLE CAUSE OF DAMAGE:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ESTIMATED MATERIALS REQUIRED FOR TREATMENT:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CERTIFIED PESTICIDE APPLICATOR'S NAME:** \_\_\_\_\_

**REPRESENTATIVE NAME:** \_\_\_\_\_

**(THE INVOICE FOR THIS WORK MUST MATCH THE DESCRIPTION OF THIS SERVICE REQUEST)**

**WEST PORT COMMUNITY DEVELOPMENT DISTRICT**

**IRRIGATION REPAIR REQUEST FORM**

**DATE:** \_\_\_\_\_

**DAMAGE:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LOCATION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROBABLE CAUSE OF DAMAGE:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ESTIMATED COST OF MATERIALS & LABOR REQUIRED FOR REPAIR:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

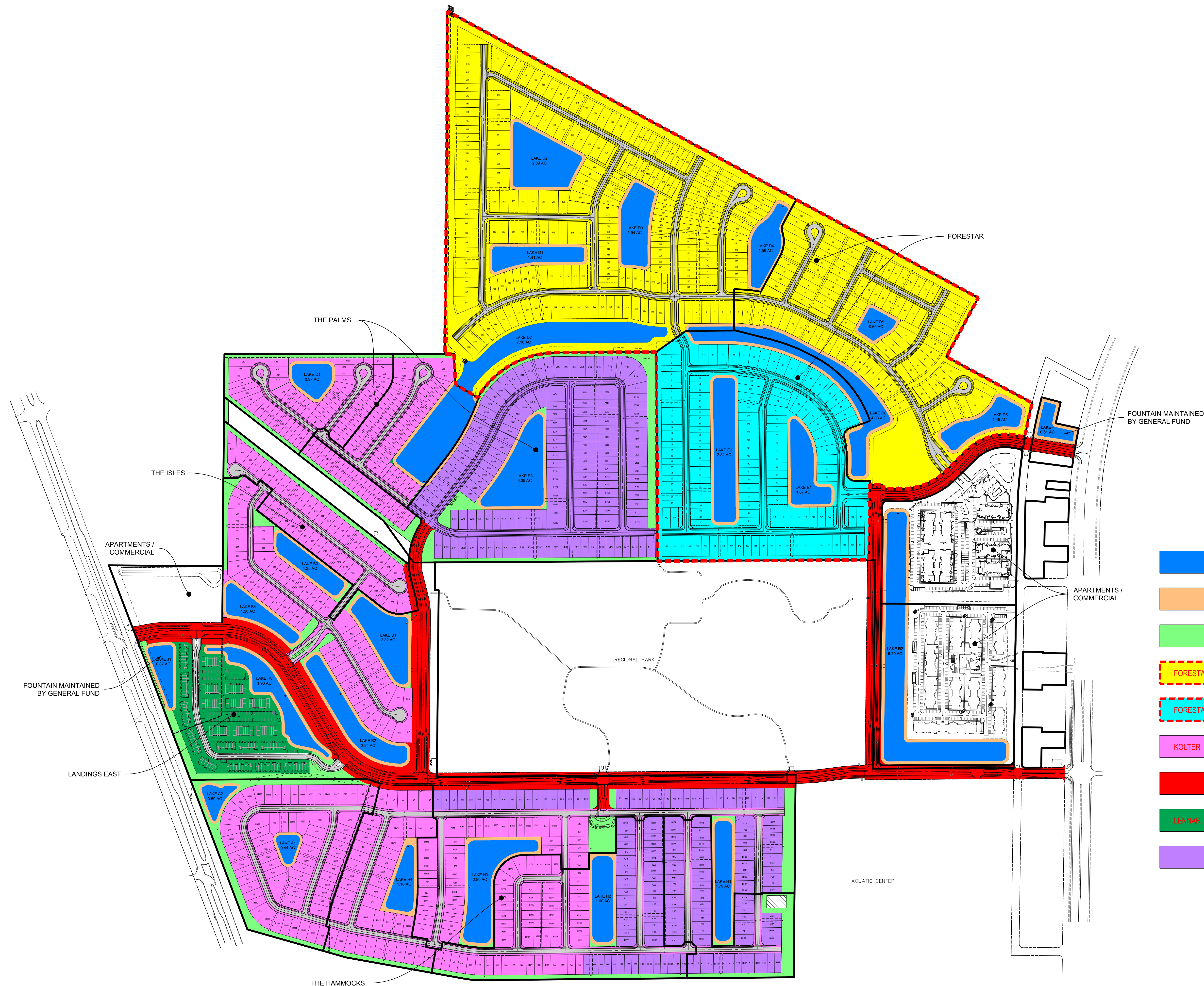
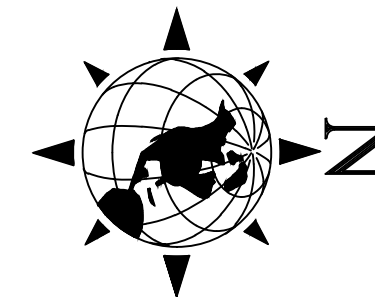
\_\_\_\_\_

**IRRIGATION TECHNICIAN'S NAME:** \_\_\_\_\_

**REPRESENTATIVE NAME:** \_\_\_\_\_

**(THE INVOICE FOR THIS WORK MUST MATCH THE DESCRIPTION OF THIS SERVICE REQUEST)**

**EXHIBIT D**  
**MAINTENANCE MAP**



- = STORMWATER PONDS (GENERAL FUND)
- = STORMWATER POND BANK MOWING PAID BY GENERAL FUND W/ EXCEPTION OF FORESTAR. FORESTAR IS PAID BY HOA.
- = LANDSCAPE BUFFER AREAS PAID OUT OF SPECIAL REV. FUND
- = CDD OWNS/MAINTAINS = PAID BY HOA W/ EXCEPTION OF POND BANK MOWING
- = CDD OWNS/MAINTAINS = PAID BY HOA W/ EXCEPTION OF POND BANK MOWING
- = CDD OWNS/MAINTAINS = PAID BY GENERAL FUND & SPECIAL REVENUE FUND
- = ROADWAYS PAID BY GENERAL FUND W/ EXCEPTION OF FORESTAR & APTS/COMM. FORESTAR IS PAID BY HOA. APTS/COMM OWNERS RESPONSIBILITY.
- = CDD OWNS/MAINTAINS = PAID BY GENERAL FUND & SPECIAL REVENUE FUND
- = NOT MAINTAINED

Source: 5/12/2023 3:26:05 PM CONKSON | Path: 6/19/2023 1:56:08 PM CONKSON | Z:\MURDOCK VILLAGE\ENGINEERING\EXHIBITS\2022-11-08 (MAINTENANCE EXHIBIT 0A)\WEST-0A-MAINT.DWG.dwg

NO.	DATE	REVISION DESCRIPTION	BY

M

**MORRIS ENGINEERING AND CONSULTING, LLC**  
 Civil Engineering and Land Development Consulting  
6997 Professional Parkway East, Suite B, Lakewood Ranch, Florida 34240 C.A.28780 941-444-6644 www.morrisengineering.net

DATE MARCH, 2020	PROJECT
DRAWING WSPT-0A-MAINT	CHECKED
DRAWN CEJ	CHECKED

MAINTENANCE MAP  
**WEST PORT**  
 CHARLOTTE COUNTY, FLORIDA

SCALE 1" = 300'	SHEET 1 OF 1
SEC-TWP-RNG	

MATTHEW J. MORRIS  
 FL LICENSE NO. 68434

# **WEST PORT**

**COMMUNITY DEVELOPMENT DISTRICT**

**8**



**RESOLUTION 2023-13**

**[RESOLUTION SETTING HEARING ON DISTRICT PROPERTY USAGE/TRESPASS RULE]**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WEST PORT COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE THE DATE, TIME AND PLACE OF PUBLIC HEARING AND AUTHORIZE PUBLICATION OF NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING A RULE REGARDING DISTRICT PROPERTY AND TRESPASS; AND PROVIDING AN EFFECTIVE DATE.**

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

**WHEREAS**, the District’s Board of Supervisors (“**Board**”) is authorized by Sections 190.011(5), and 190.012(3), *Florida Statutes*, to adopt rules and orders pursuant to Chapter 120, *Florida Statutes*; and

**WHEREAS**, the Board finds it is in the District’s best interests to set a public hearing to adopt a rule regarding District property use and trespass, as set forth in **Exhibit A**.

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

**SECTION 1.** A Public hearing will be held to adopt a rule of the District, as described in **Exhibit A**, on \_\_\_\_\_ at 12:30 p.m., at Centennial Park Recreation Center, 1120 Centennial Boulevard, Port Charlotte, Florida, 33953.

**SECTION 2.** The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

**SECTION 3.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 8th day of August, 2023.

**ATTEST:**

**WEST PORT COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**Exhibit A**

## **RULE REGARDING USE OF DISTRICT PROPERTY AND TRESPASS AUTHORIZATION**

### **Introduction**

1. The West Port Community Development District (the “**District**”) owns certain real property, including but not limited to stormwater retention ponds (“**Ponds**”) comprising a portion of the District’s stormwater management system (“**Stormwater Management System**”), conservation and mitigation areas, common areas and open spaces (“**District Property**”).
2. The Ponds, as identified in **Attachment A** attached hereto, are components of the Stormwater Management System and are designed to function as retention ponds to facilitate the District’s treatment of stormwater run-off and overflow. As a result, contaminants may be present in the water. The Stormwater Management System is not intended or maintained for recreational purposes.
3. The District’s conservation and mitigation areas, common areas and open spaces are not intended or maintained for recreational use by motorized vehicles.
4. Nothing herein shall prohibit or limit the District’s ability to operate and maintain District Property consistent with the requirements of the applicable permits and approvals, and applicable law.
5. The District is not responsible for injury or damage to persons or property, including accidental death, resulting from the use of District Property.

### **Use of District’s Stormwater Management System**

1. Fishing, swimming or wading, boating or use of other watercrafts (whether motorized or non-motorized), or other recreational activities in the Stormwater Management System by any person is prohibited.
2. Pets are not allowed in the Stormwater Management System.
3. No docks or other structures, whether permanent or temporary, may be constructed and placed in or around the Stormwater Management System unless properly permitted and approved by the District and other applicable governmental agencies.
4. No foreign materials may be disposed of in the Stormwater Management System, including, but not limited to: tree branches, paint, cement, oils, soap suds, building materials, chemicals, fertilizers, or any other material that is not naturally occurring or which may be detrimental to the system.
5. Any hazardous condition concerning the Stormwater Management System must immediately be reported to the District Manager and the proper authorities.
6. Property owners and residents are responsible for their tenants’, guests’ and invitees’ adherence to these policies.

### **Unauthorized Vehicle Use on District Property**

1. The District prohibits the use of unauthorized vehicles on District Property.

### **Trespass Authorization**

1. District Staff, including the District's and any of the staff or representatives of the District Manager, have the authority to act on behalf of the District with respect to the enforcement of the District's rules and policies, including but not limited to taking any actions necessary to the enforcement and/or prosecution of a trespass violation on behalf of the District and pursuant to Florida law.
2. In addition, the District Manager is authorized to issue to the District's residents and to the Charlotte County Sheriff's Office a trespass letter, providing authorization with respect to the enforcement of trespass laws as they relate to the District's prohibition of activities within the Stormwater Management System or on District Property.

### **Additional Enforcement; Penalties/Fines**

For any violation of this Rule, and pursuant to Sections 190.012(3), 120.69, F.S., the District shall have the right to impose a fine of up to the amount of \$1,000 per violation and collect such fine and attorney's fees as provided pursuant to Florida law.

### **Severability**

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

**ATTACHMENT A: MAP OF DISTRICT STORMWATER PONDS**

# **WEST PORT**

**COMMUNITY DEVELOPMENT DISTRICT**

**9**

**RESOLUTION 2023-14**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WEST PORT COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE THE DATE, TIME AND PLACE OF A PUBLIC HEARING AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING RULES RELATING TO PARKING AND PROVIDING AN EFFECTIVE DATE.**

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

**WHEREAS**, the Board of Supervisors of the District (“Board”) is authorized by Sections 190.011(5) and 190.041, *Florida Statutes*, to adopt rules, orders, rates, fees and charges pursuant to Chapter 120, *Florida Statutes*.

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

Section 1. The Board intends to adopt the *Rule Relating to Parking* (“Policy”), a proposed copy of which is attached hereto as **Exhibit A**. The District will hold a public hearing on such policies at a meeting of the Board to be held on \_\_\_\_\_, 2023 at 12:30 p.m. at Centennial Park Recreation Center, 1120 Centennial Boulevard, Port Charlotte, Florida 33953.

Section 2. The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

Section 3. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.**

ATTEST:

**WEST PORT COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**EXHIBIT A:** Rule Relating to Parking

## EXHIBIT A

### WEST PORT COMMUNITY DEVELOPMENT DISTRICT RULE RELATING TO PARKING AND PARKING ENFORCEMENT

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In accordance with Chapter 190, Florida Statutes, and on \_\_\_\_\_, 2023 at a duly noticed public meeting, the Board of Supervisors of the West Port Community Development District (“District”) adopted the following policy to govern parking and parking enforcement on certain District property.

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1. **INTRODUCTION.** This Rule authorizes parking in designated areas and the towing/removal of unauthorized vehicles and vessels parked on certain West Port Community Development District (“District”) property designated as a “Tow-Away Zone,” which areas are identified as District Roadways.
2. **DEFINITIONS.**
  - a. **Vehicle.** A machine used for transporting people or goods, whether motorized or not (e.g., car, truck, motorcycle, etc.).
  - b. **Parked.** A vehicle or vessel left unattended by its owner or user.
  - c. **Tow-Away Zone.** District property in which parking is prohibited and in which the District is authorized to initiate a towing and/or removal action.
  - d. **District Roadways.** All District owned roadways within the District’s boundaries.
3. **DESIGNATED PARKING AREAS.** Vehicles and vessels may be parked on District property only to the extent set forth below:
  - a. **DISTRICT ROADWAYS.** Please refer to Chapter 316, *Florida Statutes*, and Chapters 16 and 22, Charlotte County Code of Ordinances, for laws related to authorized and unauthorized parking of vehicles or vessels on District Roadways. That said, and notwithstanding the foregoing, no parking is permitted on District Roadways at night-time (i.e., from 7 p.m. to 7 a.m.).
  - b. **DISTRICT COMMONS AREAS.** No parking is permitted on District property (other than District Roadways) at any time, except that vehicle parking is permitted for District staff and/or District contractors in connection with District business.
4. **ESTABLISHMENT OF DISTRICT TOW-AWAY ZONES.** All District property in which parking is prohibited as set forth in Section 3 herein, either entirely or during specific hours, including all District Roadways, is hereby declared a Tow-Away Zone. To the extent that



parking on District property is only prohibited during specific hours, that portion of District property shall only be considered a Tow-Away Zone during the period of time in which such parking is prohibited.

**5. TOWING/REMOVAL PROCEDURES.**

- a. SIGNAGE AND LANGUAGE REQUIREMENTS.** Notice of the Tow-Away Zones shall be approved by the District’s Board of Supervisors and shall be posted on District property in the manner set forth in section 715.07, *Florida Statutes*. Such signage is to be placed in conspicuous locations in the areas identified in Section 4 herein, and shall identify the hours in which the area is designated as a Tow-Away Zone, if applicable, in accordance with section 715.07, *Florida Statutes*.
- b. TOWING/REMOVAL AUTHORITY.** To effect towing/removal of a vehicle or vessel, the District Manager must verify that the subject vehicle or vessel was not authorized to park under this rule during the period in question, and then must contact a firm authorized by Florida law to tow/remove vehicles and vessels for the removal of such unauthorized vehicle or vessel at the owner’s expense. The vehicle or vessel shall be towed/removed by the firm in accordance with Florida law, specifically the provisions set forth in section 715.07, *Florida Statutes*.
- c. AGREEMENT WITH AUTHORIZED TOWING SERVICE.** The District’s Board of Supervisors is hereby authorized to enter into and maintain an agreement with a firm authorized by Florida law to tow/remove unauthorized vehicles and vessels from the District’s Tow-Away Zones in accordance with Florida law and with the policies set forth herein.

- 6. PARKING AT YOUR OWN RISK.** Vehicles or vessels may be parked on District property pursuant to this rule, provided however that the District assumes no liability for any theft, vandalism and/or damage that might occur to personal property and/or vehicles or vessels.

Specific Authority: § 120.54, 190.011(5), and 190.041, *Florida Statutes*.

Effective date: \_\_\_\_\_, 2023

# **WEST PORT**

**COMMUNITY DEVELOPMENT DISTRICT**

# **UNAUDITED FINANCIAL STATEMENTS**

**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL STATEMENTS  
UNAUDITED  
JUNE 30, 2023**

**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
JUNE 30, 2023**

	General Fund	Special Revenue Fund	Special Revenue Fund Line of Credit	Debt Service Fund Series 2020	Debt Service Fund Series 2020 Area Two	Debt Service Fund Series 2021	Debt Service Fund Series 2022	Capital Projects Fund Series 2020	Capital Projects Fund Series 2020 Area Two	Capital Projects Fund Series 2021	Capital Projects Fund Series 2022	Total Governmental Funds
<b>ASSETS</b>												
Cash	\$ 334,993	\$ -	2,460	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 337,453
Investments												
Revenue	-	-	-	177,528	138,939	110,213	13,803	-	-	-	-	440,483
Reserve	-	-	-	194,199	196,637	268,726	80,044	-	-	-	-	739,606
Construction	-	-	-	-	-	-	-	36,429	3,481	-	2,336	42,246
Construction - townhomes	-	-	-	-	-	-	-	-	-	148	-	148
Construction - single family	-	-	-	-	-	-	-	-	-	516,309	-	516,309
Cost of issuance	-	-	-	5,945	10,338	10,336	10,303	-	-	-	-	36,922
Interest	-	-	-	410	63	63	23	-	-	-	-	559
Sinking	-	-	-	445	71	76	13	-	-	-	-	605
Undeposited funds	32,040	-	-	-	-	1,819	-	-	-	-	-	33,859
Accounts receivable - impact fees	-	-	-	-	-	-	-	-	-	22,955	-	22,955
Due from KL West Port	-	-	-	112,532	-	276,985	-	-	-	-	-	389,517
Due from Forestar	7,405	-	-	-	-	-	-	-	-	-	-	7,405
Due from KL JAK WP	-	-	-	-	-	144,592	10,424	-	-	-	-	155,016
Due from line of credit	2,500	-	-	-	-	-	-	-	-	-	-	2,500
Due from general fund	-	188,205	-	-	-	-	-	-	-	-	-	188,205
Due from debt service fund	-	-	-	-	12,636	-	-	-	-	-	-	12,636
Utility deposit	1,839	-	-	-	-	-	-	-	-	-	-	1,839
Total assets	<u>\$ 378,777</u>	<u>\$188,205</u>	<u>\$ 2,460</u>	<u>\$ 491,059</u>	<u>\$ 358,684</u>	<u>\$ 812,810</u>	<u>\$ 114,610</u>	<u>\$ 36,429</u>	<u>\$ 3,481</u>	<u>\$ 539,412</u>	<u>\$ 2,336</u>	<u>\$ 2,928,263</u>
<b>LIABILITIES</b>												
Liabilities:												
Contracts payable	-	-	-	-	-	-	-	-	-	36,794	-	36,794
Retainage payable	-	-	-	-	-	-	-	40,978	-	487,453	-	528,431
Due to Developer	-	-	-	8,061	-	-	-	-	-	120	-	8,181
Due to general fund	-	-	2,500	-	-	-	-	-	-	-	-	2,500
Due to special revenue fund	188,205	-	-	-	-	-	-	-	-	-	-	188,205
Due to DSF - Series 2020 Area 2	-	-	-	12,636	-	-	-	-	-	-	-	12,636
Due to other	-	-	-	-	-	-	-	-	-	4,164	-	4,164
Accrued taxes payable	31	-	-	-	-	-	-	-	-	-	-	31
Developer advance - KL West Port	15,000	-	-	-	-	-	-	-	-	-	-	15,000
Total liabilities	<u>203,236</u>	<u>-</u>	<u>2,500</u>	<u>20,697</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>40,978</u>	<u>-</u>	<u>528,531</u>	<u>-</u>	<u>795,942</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>												
Unearned revenue	-	-	-	-	107,609	-	21,598	-	-	-	-	129,207
Deferred receipts	7,405	-	-	112,532	-	421,577	10,424	-	-	22,955	-	574,893
Total deferred inflows of resources	<u>7,405</u>	<u>-</u>	<u>-</u>	<u>112,532</u>	<u>107,609</u>	<u>421,577</u>	<u>32,022</u>	<u>-</u>	<u>-</u>	<u>22,955</u>	<u>-</u>	<u>704,100</u>
<b>FUND BALANCES</b>												
Committed												
Debt service	-	-	-	357,830	251,075	391,233	82,588	-	-	-	-	1,082,726
Capital projects	-	-	-	-	-	-	-	-	3,481	(12,074)	2,336	(6,257)
Unassigned	168,136	188,205	(40)	-	-	-	-	(4,549)	-	-	-	351,752
Total fund balances	<u>168,136</u>	<u>188,205</u>	<u>(40)</u>	<u>357,830</u>	<u>251,075</u>	<u>391,233</u>	<u>82,588</u>	<u>(4,549)</u>	<u>3,481</u>	<u>(12,074)</u>	<u>2,336</u>	<u>1,428,221</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 378,777</u>	<u>\$188,205</u>	<u>\$ 2,460</u>	<u>\$ 491,059</u>	<u>\$ 358,684</u>	<u>\$ 812,810</u>	<u>\$ 114,610</u>	<u>\$ 36,429</u>	<u>\$ 3,481</u>	<u>\$ 539,412</u>	<u>\$ 2,336</u>	<u>\$ 2,928,263</u>

**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDED JUNE 30, 2023**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUES</b>				
Assessment levy: on-roll - net	\$ 844	\$ 515,132	\$ 515,405	100%
Landowner contribution - KL West Port	-	82,772	189,662	44%
Landowner contribution - Forestar	-	62,979	225,788	28%
Landowner contribution - KL JAX WP	-	34,188	36,126	95%
Lot closing	31,504	92,943	-	N/A
Developer contribution	7,843	26,831	-	N/A
Total revenues	<u>40,191</u>	<u>814,845</u>	<u>966,981</u>	84%
<b>EXPENDITURES</b>				
<b>Professional &amp; administrative</b>				
Supervisors	-	215	4,306	5%
Management/accounting/recording	4,000	36,000	48,000	75%
Legal	3,715	30,324	25,000	121%
Boundary amendment	-	415	-	N/A
Engineering	-	-	3,500	0%
Audit	-	-	9,500	0%
Arbitrage rebate calculation	-	1,000	2,500	40%
Dissemination agent	333	4,083	5,000	82%
DSF accounting				
Series 2020 - AA1	458	4,125	5,500	75%
Series 2020 - AA2	458	4,125	5,500	75%
Series 2021 - AA1	458	4,125	5,500	75%
Series 2022 - AA4	458	4,125	5,500	75%
Series 2023 - AA2	-	-	5,500	0%
Trustee	-	10,500	17,500	60%
Telephone	17	150	200	75%
Postage	142	373	500	75%
Printing & binding	42	375	500	75%
Legal advertising	-	928	1,200	77%
Annual special district fee	-	175	175	100%
Insurance	-	5,563	5,500	101%
Property insurance	1,709	1,709	-	N/A
Contingencies/bank charges	-	547	1,200	46%
Website				
Hosting & maintenance	-	705	705	100%
ADA compliance	-	210	210	100%
Tax collector	17	10,303	10,738	96%
Total professional & administrative	<u>11,807</u>	<u>120,075</u>	<u>163,734</u>	73%

**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDED JUNE 30, 2023**

	Current Month	Year to Date	Budget	% of Budget
<b>Field operations (shared)</b>				
Management	-	12,535	40,000	31%
Accounting	667	6,000	8,000	75%
Stormwater management				
Lake maintenance	9,636	32,120	21,315	151%
Preserve maintenance	-	-	3,150	0%
Streetlighting	10,627	61,763	122,724	50%
Irrigation supply				
Maintenance contract	315	5,131	3,150	163%
Electricity	2,381	52,604	12,600	417%
Repairs and maintenance	-	-	2,625	0%
Effluent	4,429	23,716	52,600	45%
Monuments and street signage				
Repairs and maintenance	-	-	4,200	0%
Electricity	405	2,951	2,625	112%
Holiday decorating	-	-	10,000	0%
Landscape maintenance				
Maintenance contract	58,902	214,305	247,853	86%
Mulch	63,856	63,856	219,976	29%
Contingency	-	-	14,476	0%
Plant replacement	10,374	10,374	26,402	39%
Irrigation repairs	-	-	6,300	0%
Roadway maintenance	-	-	5,250	0%
Total field operations	<u>161,592</u>	<u>485,355</u>	<u>803,246</u>	60%
Total expenditures	<u>173,399</u>	<u>605,430</u>	<u>966,980</u>	63%
Excess/(deficiency) of revenues over/(under) expenditures	(133,208)	209,415	1	
Fund balances - beginning	301,344	(41,279)	2	
Fund balances - ending	<u>\$ 168,136</u>	<u>\$ 168,136</u>	<u>\$ 3</u>	

**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL REVENUE FUND AREA 1  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDED JUNE 30, 2023**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>REVENUES</b>				
Assessment levy: on-roll - net	\$ 348	\$ 212,409	\$ 212,529	100%
Landowner contribution - KL West Port	-	-	120,847	0%
Landowner contribution - KLP JAX WP	-	-	24,752	0%
Lot closing	13,899	52,056	-	N/A
Total revenues	<u>14,247</u>	<u>264,465</u>	<u>358,128</u>	74%
<b>EXPENDITURES</b>				
Management	-	4,707	15,000	31%
Property insurance	2,323	2,323	-	N/A
Landscape maintenance	16,248	72,894	97,917	74%
Plant replacement	-	10,332	10,000	103%
Mulch	14,634	14,634	65,683	22%
Irrigation repairs	-	1,390	8,100	17%
Streetlighting	-	400	153,600	0%
Accounting	283	2,550	3,400	75%
Hurricane clean-up	9,053	9,053	-	N/A
Total field operations	<u>42,541</u>	<u>118,283</u>	<u>353,700</u>	33%
<b>Other fees &amp; charges</b>				
Tax collector	7	4,249	4,428	96%
Total other fees & charges	<u>7</u>	<u>4,249</u>	<u>4,428</u>	96%
Total expenditures	<u>42,548</u>	<u>122,532</u>	<u>358,128</u>	34%
Excess/(deficiency) of revenues over/(under) expenditures	(28,301)	141,933	-	
Fund balances - beginning	216,506	46,272	-	
Fund balances - ending	<u>\$ 188,205</u>	<u>\$ 188,205</u>	<u>\$ -</u>	

**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL REVENUE FUND LINE OF CREDIT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDED JUNE 30, 2023**

	Current Month	Year to Date
<b>REVENUES</b>		
Line of credit revenue	\$ 42,615	\$ 590,417
Interest and miscellaneous	-	5
Total revenues	42,615	590,422
<b>EXPENDITURES</b>		
Hurricane clean-up	42,615	574,117
Cost of issuance	-	16,300
Contingencies	-	45
Total field operations	42,615	590,462
Excess/(deficiency) of revenues over/(under) expenditures	-	(40)
Fund balances - beginning	(40)	-
Fund balances - ending	\$ (40)	\$ (40)



**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
DEBT SERVICE FUND SERIES 2020 BONDS  
FOR THE PERIOD ENDED JUNE 30, 2023**

	Current Month	Year To Date	Budget	% of Budget
<b>REVENUES</b>				
Special assessment: on-roll	\$ 642	\$ 391,854	\$ 392,067	100%
Interest	1,473	12,695	-	N/A
Total revenues	<u>2,115</u>	<u>404,549</u>	<u>392,067</u>	103%
<b>EXPENDITURES</b>				
<b>Debt service</b>				
Principal	-	135,000	135,000	100%
Interest	-	249,148	249,148	100%
Total debt service	<u>-</u>	<u>384,148</u>	<u>384,148</u>	100%
<b>Other fees &amp; charges</b>				
Tax collector	14	7,837	8,168	96%
Total other fees and charges	<u>14</u>	<u>7,837</u>	<u>8,168</u>	96%
Total expenditures	<u>14</u>	<u>391,985</u>	<u>392,316</u>	100%
Excess/(deficiency) of revenues over/(under) expenditures	2,101	12,564	(249)	
<b>OTHER FINANCING SOURCES/(USES)</b>				
Transfer out	-	(15,809)	-	N/A
Total other financing sources	<u>-</u>	<u>(15,809)</u>	<u>-</u>	N/A
Net change in fund balances	2,101	(3,245)	(249)	
Fund balances - beginning	355,729	361,075	317,415	
Fund balances - ending	<u>\$ 357,830</u>	<u>\$ 357,830</u>	<u>\$ 317,166</u>	

**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
DEBT SERVICE FUND SERIES 2020 ASSESSMENT AREA TWO BONDS  
FOR THE PERIOD ENDED JUNE 30, 2023**

	Current Month	Year To Date	Budget	% of Budget
<b>REVENUES</b>				
Special assessment: on-roll	\$ 82	\$ 49,915	\$ 49,939	100%
Special assessment: off-roll	-	232,192	339,801	68%
Lot closing	12,636	21,936	-	N/A
Interest	1,404	7,598	-	N/A
Total revenues	<u>14,122</u>	<u>311,641</u>	<u>389,740</u>	80%
<b>EXPENDITURES</b>				
<b>Debt service</b>				
Principal	-	140,000	140,000	100%
Interest	-	249,025	249,025	100%
Total debt service	<u>-</u>	<u>389,025</u>	<u>389,025</u>	100%
<b>Other fees &amp; charges</b>				
Tax collector	2	998	1,040	96%
Total other fees and charges	<u>2</u>	<u>998</u>	<u>1,040</u>	96%
Total expenditures	<u>2</u>	<u>390,023</u>	<u>390,065</u>	100%
Excess/(deficiency) of revenues over/(under) expenditures	14,120	(78,382)	(325)	
<b>OTHER FINANCING SOURCES/(USES)</b>				
Transfer out	-	(4,156)	-	N/A
Total other financing sources	<u>-</u>	<u>(4,156)</u>	<u>-</u>	N/A
Net change in fund balances	14,120	(82,538)	(325)	
Fund balances - beginning	236,955	333,613	331,782	
Fund balances - ending	<u>\$ 251,075</u>	<u>\$ 251,075</u>	<u>\$ 331,457</u>	

**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
DEBT SERVICE FUND SERIES 2021  
FOR THE PERIOD ENDED JUNE 30, 2023**

	Current Month	Year To Date	Budget	% of Budget
<b>REVENUES</b>				
Special assessment: on-roll	\$ 418	\$ 255,201	\$ 255,332	100%
Special assessment: off-roll	-	199,907	281,189	71%
Lot closing	40,201	67,042	-	N/A
Interest	1,407	12,350	-	N/A
Total revenues	<u>42,026</u>	<u>534,500</u>	<u>536,521</u>	100%
<b>EXPENDITURES</b>				
<b>Debt service</b>				
Principal	-	200,000	200,000	100%
Interest	-	331,590	331,590	100%
Total debt service	<u>-</u>	<u>531,590</u>	<u>531,590</u>	100%
<b>Other fees &amp; charges</b>				
Tax collector	8	5,104	5,319	96%
Total other fees and charges	<u>8</u>	<u>5,104</u>	<u>5,319</u>	96%
Total expenditures	<u>8</u>	<u>536,694</u>	<u>536,909</u>	100%
Excess/(deficiency) of revenues over/(under) expenditures	42,018	(2,194)	(388)	
<b>OTHER FINANCING SOURCES/(USES)</b>				
Transfer out	-	(5,679)	-	N/A
Transfers in	-	11,705	-	N/A
Total other financing sources	<u>-</u>	<u>6,026</u>	<u>-</u>	N/A
Net change in fund balances	42,018	3,832	(388)	
Fund balances - beginning	349,215	387,401	443,741	
Fund balances - ending	<u>\$ 391,233</u>	<u>\$ 391,233</u>	<u>\$ 443,353</u>	

**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
DEBT SERVICE FUND SERIES 2022  
FOR THE PERIOD ENDED JUNE 30, 2023**

	Current Month	Year To Date
<b>REVENUES</b>		
Special assessment: off-roll	\$ -	\$ 19,828
Lot closing	-	67,126
Interest	423	3,133
Total revenues	423	90,087
<b>EXPENDITURES</b>		
<b>Debt service</b>		
Principal	-	35,000
Interest	-	85,398
Total debt service	-	120,398
<b>Other fees &amp; charges</b>		
Transfer out	-	1,433
Total other fees and charges	-	1,433
Total expenditures	-	121,831
Excess/(deficiency) of revenues over/(under) expenditures	423	(31,744)
Fund balances - beginning	82,165	114,332
Fund balances - ending	\$ 82,588	\$ 82,588

**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
CAPITAL PROJECTS FUND SERIES 2020 BONDS  
FOR THE PERIOD ENDED JUNE 30, 2023**

	Current Month	Year To Date
<b>REVENUES</b>		
Interest and miscellaneous	\$ 148	\$ 957
Total revenues	148	957
<b>EXPENDITURES</b>		
Total expenditures	-	-
Excess/(deficiency) of revenues over/(under) expenditures	148	957
<b>OTHER FINANCING SOURCES/(USES)</b>		
Transfer in	-	4,104
Total other financing sources/(uses)	-	4,104
Net change in fund balances	148	5,061
Fund balances - beginning	(4,697)	(9,610)
Fund balances - ending	\$ (4,549)	\$ (4,549)

**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
CAPITAL PROJECTS FUND SERIES 2020 ASSESSMENT AREA TWO BONDS  
FOR THE PERIOD ENDED JUNE 30, 2023**

	Current Month	Year To Date
<b>REVENUES</b>		
Landowner contribution	\$ -	\$ 461,322
Interest	14	133
Total revenues	14	461,455
<b>EXPENDITURES</b>		
Capital outlay	-	246,423
Total expenditures	-	246,423
Excess/(deficiency) of revenues over/(under) expenditures	14	215,032
<b>OTHER FINANCING SOURCES/(USES)</b>		
Transfer in	-	4,156
Total other financing sources/(uses)	-	4,156
Net change in fund balances	14	219,188
Fund balances - beginning	3,467	(215,707)
Fund balances - ending	\$ 3,481	\$ 3,481

**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
CAPITAL PROJECTS FUND SERIES 2021  
FOR THE PERIOD ENDED JUNE 30, 2023**

	Current Month	Year To Date
<b>REVENUES</b>		
Impact fee credits	\$ -	\$ 45,288
Interest	2,470	18,894
Total revenues	2,470	64,182
<b>EXPENDITURES</b>		
Capital outlay	86,662	198,214
Total expenditures	86,662	198,214
Excess/(deficiency) of revenues over/(under) expenditures	(84,192)	(134,032)
<b>OTHER FINANCING SOURCES/(USES)</b>		
Transfer in	-	5,679
Total other financing sources/(uses)	-	5,679
Net change in fund balances	(84,192)	(128,353)
Fund balances - beginning	72,118	116,279
Fund balances - ending	\$ (12,074)	\$ (12,074)

**WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
CAPITAL PROJECTS FUND SERIES 2022  
FOR THE PERIOD ENDED JUNE 30, 2023**

	Current Month	Year To Date
<b>REVENUES</b>		
Interest	\$ 9	\$ 31
Total revenues	9	31
<b>EXPENDITURES</b>		
Total expenditures	-	-
Excess/(deficiency) of revenues over/(under) expenditures	9	31
<b>OTHER FINANCING SOURCES/(USES)</b>		
Transfer in	-	1,433
Total other financing sources/(uses)	-	1,433
Net change in fund balances	9	1,464
Fund balances - beginning	2,327	872
Fund balances - ending	\$ 2,336	\$ 2,336



# **WEST PORT**

**COMMUNITY DEVELOPMENT DISTRICT**

# **MINUTES**

**DRAFT**

**MINUTES OF MEETING  
WEST PORT  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the West Port Community Development District held a Public Hearing and Regular Meeting on May 9, 2023 at 12:30 p.m., at the Centennial Park Recreation Center, 1120 Centennial Boulevard, Port Charlotte, Florida 33953.

**Present were:**

Candice Smith	Chair
Paul Martin	Vice Chair
Jim Manners	Assistant Secretary
Christian Cotter	Assistant Secretary

**Also present were:**

Kristen Suit	District Manager
Jere Earlywine	District Counsel
Matt Morris (via telephone)	District Engineer
Andrea Arce	Evergreen Field Operations Management
Jillian Nehus	Evergreen Field Operations Management
James Rantz	Forestar

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Suit called the meeting to order at 12:30 p.m. Supervisors Martin, Manners, Smith and Cotter were present. Supervisor Meath was not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**THIRD ORDER OF BUSINESS**

**Administration of Oath of Office to Supervisor Greg Meath [SEAT 1] (the following will be provided in a separate package)**

The Oath of Office will be administered to Mr. Meath at or before the next meeting.

- 41 A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and
- 42 Employees
- 43 B. Membership, Obligations and Responsibilities
- 44 C. Financial Disclosure Forms
  - 45 I. Form 1: Statement of Financial Interests
  - 46 II. Form 1X: Amendment to Form 1, Statement of Financial Interests
  - 47 III. Form 1F: Final Statement of Financial Interests
- 48 D. Form 8B: Memorandum of Voting Conflict

49

50 **FOURTH ORDER OF BUSINESS** **Consideration of Resolution 2023-06,**

51 **Approving a Proposed Budget for Fiscal**

52 **Year 2023/2024 and Setting a Public**

53 **Hearing Thereon Pursuant to Florida Law;**

54 **Addressing Transmittal, Posting and**

55 **Publication Requirements; Addressing**

56 **Severability; and Providing for an Effective**

57 **Date**

58

59 Ms. Suit presented Resolution 2023-06. She distributed and reviewed the proposed

60 Fiscal Year 2024 budget, highlighting any line item increases, decreases and adjustments,

61 compared to the Fiscal Year 2023 budget, and explained the reasons for any changes.

62 Discussion ensued regarding adjusting the numbers of the on and off-roll assessments

63 and the Landowner-contribution percentage splits before final adoption of the Fiscal Year 2024

64 budget and which lots are platted and whether they are on roll.

- 65 The following changes were made:
- 66 Page 5, "Solar streetlighting" line item: Increase to \$148,500
  - 67 Page 2, "Property insurance" line item: Increase to \$25,000
  - 68 Page 5, "Property insurance" line item: Increase to \$50,000

69

70 **On MOTION by Mr. Manners and seconded by Mr. Martin, with all in favor,**

71 **Resolution 2023-06, Approving a Proposed Budget for Fiscal Year 2023/2024, as**

72 **amended, and Setting a Public Hearing Thereon Pursuant to Florida Law for**

73 **August 8, 2023 at 12:30 p.m., at the Centennial Park Recreation Center, 1120**

74 **Centennial Boulevard, Port Charlotte, Florida 33953; Addressing Transmittal,**

75 **Posting and Publication Requirements; Addressing Severability; and Providing**

76 **for an Effective Date, was adopted.**

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**FIFTH ORDER OF BUSINESS**

**Consideration of Rostan Solutions, LLC, Professional Services Task Order Number 02; Amendment Number 01 [Invoice 7323 - WPCDD DR-4673 (Ian) Debris Monitoring - Long Term]**

**A. Discussion: Agreement for Professional Services**

Ms. Suit stated that this is related to the Debris Monitoring Services Project that was approved in the amount of \$25,000 but the actual amount was \$36,465. Mr. Earlywine stated that the documentation accounts for the excess time/expenses related to the services performed.

**On MOTION by Mr. Cotter and seconded by Mr. Martin, with all in favor, the Rostan Solutions, LLC, Professional Services Task Order Number 02; Amendment Number 01 related to Invoice 7323 - WPCDD DR-4673 for Hurricane Ian Long Term Debris Monitoring, in the amount of \$36,465, was approved.**

**B. Discussion: Professional Task Order Number 01- Amendment 01**

Ms. Suit stated that this is a request for an additional not-to-exceed \$25,000 in addition to the \$25,000 already paid for Grant Management Services.

Discussion ensued regarding the Federal Emergency Management Agency (FEMA) claims process, which involves not only FEMA but the State.

Ms. Suit stated that it will be necessary to use some special revenue funds to pay a portion of this \$25,000 expense.

**On MOTION by Mr. Martin and seconded by Mr. Cotter, with all in favor, Professional Task Order Number 01- Amendment 01, in the additional not-to-exceed amount of \$25,000 for Grant Management Services, was approved.**

**SIXTH ORDER OF BUSINESS**

**Ratification Items**

Ms. Suit presented the following:

114 **A. Custom Tree Care, Inc., d/b/a CTC Disaster Response, Inc., Change Order #1 to**  
115 **Agreement for Debris Removal Services**

116 Amended to increase the amount from \$63,135 to \$73,500.

117

118 **On MOTION by Mr. Martin and seconded by Mr. Cotter, with all in favor,**  
119 **Custom Tree Care, Inc., d/b/a CTC Disaster Response, Inc., Change Order #1 to**  
120 **Agreement for Debris Removal Services, increasing the amount from \$63,135**  
121 **to \$73,500, was ratified.**

122

123

124 Regarding the Rostan Amendments, Ms. Suit noted that the services were publicly  
125 advertised in an attempt to obtain lower bids but no other responses were received; therefore,  
126 Rostan was the only option.

127 **B. Vision Landscapes Estimates**

128 **I. #7566 Top Choice/Fire Ant Application: Main Roadways – General Fund**

129 Amount: \$1,688.37

130 **II. #7568 Top Choice/Fire Ant Application: Special Assessment Area 1 – Special**  
131 **Revenue Fund**

132 Amount: \$639.36

133 **III. #7757 Installation of 205 CY Pine Straw Mulch at East Side of Centennial Blvd.,**  
134 **West Side of The Isles**

135 Amount: \$14,775.00

136 **IV. #438 Installation of Annuals – General Funds**

137 Amount: \$10,374.00

138 **V. #439 Mulch Installation – General Funds**

139 Amount: \$63,856.15

140 **VI. #440 Landscape Buffer Areas, Mulch Installation – Special Reserves Funds**

141 Amount: \$14,633.72

142

143 **On MOTION by Mr. Martin and seconded by Mr. Manners, with all in favor,**  
144 **Vision Landscapes Estimates #7566, #7568, #7757, #438, #439 and #440, in the**  
145 **amounts specified, were ratified.**

146

147

148 C. Temporary Construction and Access Easement [The Palms at West Port]

149

150 On MOTION by Mr. Martin and seconded by Mr. Cotter, with all in favor, the  
151 Temporary Construction and Access Easement related to The Palms at West  
152 Port, was ratified.

153

154

155 D. Division of Emergency Management, Federally Funded Subaward and Grant  
156 Agreement Z3336 for DR-4673 Hurricane Ian

157

158 On MOTION by Mr. Cotter and seconded by Mr. Martin, with all in favor, the  
159 Division of Emergency Management, Federally Funded Subaward and Grant  
160 Agreement Z3336 for DR-4673 Hurricane Ian, was ratified.

161

162

163 E. Irrigation Technical Services, Inc., Contract for Water Reporting

164

165 On MOTION by Mr. Martin and seconded by Mr. Manners, with all in favor, the  
166 Irrigation Technical Services, Inc., Contract for Water Reporting, was ratified.

167

168

169 F. Quit Claim Drainage Easement [Forestar (USA) Real Estate Group Inc., and The Cove at  
170 West Port]

171

172 On MOTION by Mr. Martin and seconded by Ms. Smith, with all in favor, the  
173 Quit Claim Drainage Easement [Forestar (USA) Real Estate Group Inc., and The  
174 Cove at West Port], was ratified.

175

176

177 G. O'Donnell Landscapes, Inc., Invoice No. HI1002-22 [Hurricane Ian Restoration]

178

179 On MOTION by Mr. Cotter and seconded by Mr. Manners, with all in favor,  
180 O'Donnell Landscapes, Inc., Invoice No. HI1002-22 related to Hurricane Ian  
181 Restoration, was ratified.

182

183

184 H. Letter Agreement for Acquisition of West Port Improvements [Miscellaneous AA1,  
185 AA3 & Master Improvements]

186

187

188

189

**On MOTION by Mr. Martin and seconded by Mr. Cotter, with all in favor, the Letter Agreement for Acquisition of West Port Improvements for Miscellaneous AA1, AA3 and Master Improvements, was ratified.**

190

191

192

**I. Acquisition of the Phase 1A Improvements**

193

194

195

**On MOTION by Mr. Cotter and seconded by Mr. Manners, with all in favor, Acquisition of the Phase 1A Improvements, was ratified.**

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**SEVENTH ORDER OF BUSINESS**

**Consideration of Recovered Energy Technologies (USA), Inc., Solar Lighting as a Service Agreement**

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200

201

202

Mr. Earlywine presented the Recovered Energy Technologies (USA), Inc., Solar Lighting as a Service Agreement and discussed the changes to the original Agreement; the Agreement is now more favorable to the CDD.

203

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**On MOTION by Mr. Manners and seconded by Mr. Cotter, with all in favor, the Recovered Energy Technologies (USA), Inc., Solar Lighting as a Service Agreement, in the amount of \$148,500, in substantial form, was approved.**

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211

**EIGHTH ORDER OF BUSINESS**

**Consideration of Kutak Rock LLP Retention and Fee Agreement**

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**On MOTION by Mr. Martin and seconded by Mr. Cotter, with all in favor, the Kutak Rock LLP Retention and Fee Agreement for District Counsel Services, was approved.**

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220

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-07, Adopting a Rule Regarding the Use of District Property; Providing Trespass Enforcement Authority; Authorizing the Issuance of a Letter Regarding the Same; Providing a Severability Clause; and Providing an Effective Date**

221

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227

228 Ms. Suit presented Resolution 2023-07. The purpose is to adopt Interim Rules to be in  
229 place until a public hearing can be held. Mr. Earlywine stated that this helps with trespass  
230 enforcement.

231

232 **On MOTION by Mr. Martin and seconded by Mr. Cotter, with all in favor,**  
233 **Resolution 2023-07, Adopting a Rule Regarding the Use of District Property;**  
234 **Providing Trespass Enforcement Authority; Authorizing the Issuance of a Letter**  
235 **Regarding the Same; Providing a Severability Clause; and Providing an Effective**  
236 **Date, was adopted.**

237

238

239 **TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-08, to  
Designate the Date, Time and Place of  
Public Hearing and Authorize Publication  
of Notice of Such Hearing for the Purpose  
of Adopting a Rule Regarding District  
Property and Trespass; and Providing an  
Effective Date**

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247 Ms. Suit presented Resolution 2023-08.

248

249 **On MOTION by Mr. Cotter and seconded by Mr. Manners, with all in favor, the**  
250 **Resolution 2023-08, to Designate August 8, 2023 at 12:30 p.m., at the**  
251 **Centennial Park Recreation Center, 1120 Centennial Boulevard, Port Charlotte,**  
252 **Florida 33953 as the Date, Time and Place of Public Hearing and Authorize**  
253 **Publication of Notice of Such Hearing for the Purpose of Adopting a Rule**  
254 **Regarding District Property and Trespass; and Providing an Effective Date, was**  
255 **adopted.**

256

257

258 **ELEVENTH ORDER OF BUSINESS**

**Public Hearing to Hear Public Comments  
and Objections to the Adoption of the  
Rules for Parking and Parking  
Enforcement, Pursuant to Sections 120.54  
and 190.035, Florida Statutes**

259

260

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264

265 **On MOTION by Mr. Cotter and seconded by Mr. Martin, with all in favor, the**  
266 **Public Hearing was opened.**

267

268

269 **A. Affidavits of Publication**



270 **B. Consideration of Resolution 2023-09, Adopting Policies Relating to Overnight Parking**  
271 **and Parking Enforcement and Providing for Severability and an Effective Date**

272 Ms. Suit presented Resolution 2023-09 and the Overnight Parking and Parking  
273 Enforcement Policies.

274 No members of the public spoke.

275

276 **On MOTION by Mr. Cotter and seconded by Mr. Martin, with all in favor, the**  
277 **Public Hearing was closed.**

278

279

280 **On MOTION by Mr. Cotter and seconded by Mr. Manners, with all in favor,**  
281 **Resolution 2023-09, Adopting Policies Relating to Overnight Parking and**  
282 **Parking Enforcement and Providing for Severability and an Effective Date, was**  
283 **adopted.**

284

285

286 **TWELFTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial**  
**Statements as of March 31, 2023**

287

288

289 Ms. Suit presented the Unaudited Financial Statements as of March 31, 2023.

290

291 **On MOTION by Mr. Cotter and seconded by Mr. Manners, with all in favor, the**  
292 **Unaudited Financial Statements as of March 31, 2023, were accepted.**

293

294

295 **THIRTEENTH ORDER OF BUSINESS**

**Approval of February 14, 2023 Regular**  
**Meeting Minutes**

296

297

298 Ms. Suit presented the February 14, 2023 Regular Meeting Minutes.

299

300 **On MOTION by Mr. Cotter and seconded by Mr. Manners, with all in favor, the**  
301 **February 14, 2023 Regular Meeting Minutes, as presented, were approved.**

302

303

304 **FOURTEENTH ORDER OF BUSINESS**

**Staff Reports**

305

306 **A. District Counsel: K.E. Law Group, PLLC**

307 Mr. Earlywine stated work on real estate items, finishing project completions and  
308 checking reserve account releases are underway.

309 B. District Engineer: Morris Engineering and Consulting, LLC

310 There was no report.

311 C. Field Operations: Evergreen Lifestyles Management, LLC

312 The Field Operations report was included for informational purposes.

313 D. District Manager: Wrathell, Hunt and Associates, LLC

314 • 278 Registered Voters in District as of April 15, 2023

315 • NEXT MEETING DATE: July 11, 2023 at 12:30 PM

316 • QUORUM CHECK

317 The July 11, 2023 meeting will be cancelled. The next meeting will be August 8, 2023.

318

319 FIFTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

320

321 Discussion ensued regarding determining what is necessary to get two proposals to  
322 amend an existing contract.

323

324 SIXTEENTH ORDER OF BUSINESS

Public Comments

325

326 Mr. Rantz stated that certain drawings on the lake expansion landscaping are needed.

327 Mr. Martin stated that he emailed GeoPoint Surveying about it.

328 Discussion ensued regarding speed limit signs, streetlights, etc.

329

330 SEVENTEENTH ORDER OF BUSINESS

Adjournment

331

332

333 On MOTION by Mr. Martin and seconded by Mr. Manners with all in favor, the  
334 meeting adjourned at 1:51 p.m.

335

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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341  
342  
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344

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Secretary/Assistant Secretary

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Chair/Vice Chair

# **WEST PORT**

**COMMUNITY DEVELOPMENT DISTRICT**

## **STAFF**

## **REPORTS**

**WEST PORT COMMUNITY DEVELOPMENT DISTRICT**

**BOARD OF SUPERVISORS FISCAL YEAR 2022/2023 MEETING SCHEDULE**

**LOCATION**

*Centennial Park Recreation Center, 1120 Centennial Boulevard, Port Charlotte, Florida 33953*

*\*Comfort Inn and Suites, 812 Kings Highway, Port Charlotte, Florida 33980*

<b>DATE</b>	<b>POTENTIAL DISCUSSION/FOCUS</b>	<b>TIME</b>
<b>October 11, 2022 CANCELED</b>	<b>Regular Meeting</b>	<b>12:30 PM</b>
<b>November 1, 2022</b>	<b>Landowners' Meeting</b>	<b>9:00 AM</b>
<b>November 8, 2022</b> <i>rescheduled to November 15, 2022</i>	<b>Regular Meeting</b>	<b>12:30 PM</b>
<b>November 15, 2022</b>	<b>Regular Meeting</b>	<b>12:30 PM</b>
<b>December 13, 2022 CANCELED</b>	<b>Regular Meeting</b>	<b>12:30 PM</b>
<b>January 10, 2023 CANCELED</b>	<b>Regular Meeting</b>	<b>12:30 PM</b>
<b>February 14, 2023</b>	<b>Regular Meeting</b>	<b>12:30 PM</b>
<b>March 14, 2023 CANCELED</b>	<b>Regular Meeting</b>	<b>12:30 PM</b>
<b>April 11, 2023 CANCELED</b>	<b>Regular Meeting</b>	<b>12:30 PM</b>
<b>May 9, 2023</b>	<b>Regular Meeting</b>	<b>12:30 PM</b>
<b>July 11, 2023* CANCELED</b>	<b>Regular Meeting</b>	<b>12:30 PM</b>
<i>Comfort Inn and Suites, 812 Kings Highway, Port Charlotte, Florida 33980</i>		
<b>August 8, 2023</b>	<b>Public Hearing &amp; Regular Meeting</b>	<b>12:30 PM</b>
<b>September 12, 2023</b>	<b>Regular Meeting</b>	<b>12:30 PM</b>