

**LAKEWOOD PARK
COMMUNITY DEVELOPMENT
DISTRICT**

January 13, 2021

BOARD OF SUPERVISORS

PUBLIC HEARING AND

REGULAR MEETING

AGENDA

Lakewood Park Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 334313
Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013

January 6, 2021

Board of Supervisors
Lakewood Park Community Development District

Dear Board Members:

The Board of Supervisors of the Lakewood Park Community Development District will hold a Public Hearing and Regular Meeting on January 13, 2021 at 2:00 p.m., at the Offices of Cobb Cole, 231 North Woodland Boulevard, DeLand, Florida 32720, Volusia County, Florida. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Public Hearing on Adoption of Fiscal Year 2020/2021 Budget
 - A. Affidavit of Publication
 - B. Consideration of Resolution 2021-34, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2020, and Ending September 30, 2021; Authorizing Budget Amendments; and Providing an Effective Date
4. Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services
 - A. Affidavit of Publication
 - B. RFQ Package
 - C. Respondent: Madden Moorhead & Stokes, LLC
 - D. Competitive Selection Criteria/ Ranking
 - E. Award of Contract
5. Consideration of Resolution 2021-14, Adopting the Annual Meeting Schedule for Fiscal Year 2020-2021; and Providing for an Effective Date
6. Acceptance of Unaudited Financial Statements as of November 30, 2020

ATTENDEES:

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

7. Consideration of Minutes

- A. December 9, 2020 Landowners’ Meeting
- B. December 9, 2020 Public Hearings and Regular Meeting

8. Staff Reports

- A. District Counsel: *Cobb Cole*
- B. District Engineer (Interim): *Madden, Moorhead & Stokes, LLC*
- C. District Manager: *Wrathell, Hunt and Associates, LLC*

- NEXT MEETING DATE: _____, 2021 at _____

- QUORUM CHECK

Chris Helfrich	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
Julie Aragona	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
Brian Martin	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
Neil Klapproth	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
Chad Moorhead	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO


9. Board Members’ Comments/Requests

10. Public Comments

11. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 719-8675.

Sincerely,



Craig Wrathell
 District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE
 CALL-IN NUMBER: 1-888-354-0094
 CONFERENCE ID: 2144145

LAKEWOOD PARK
COMMUNITY DEVELOPMENT DISTRICT

3A

PROOF OF PUBLICATION

LAKWOOD PARK CDD
LAKWOOD PARK CDD
2300 GLADES ROAD, STE 410W
BOCA RATON Florida 33431

LAKWOOD PARK COMMUNITY
DEVELOPMENT DISTRICT

NOTICE OF PUBLIC HEARING TO
CONSIDER THE ADOPTION OF THE
FISCAL YEAR 2020/2021 BUDGET;
AND NOTICE OF REGULAR BOARD
OF SUPERVISORS' MEETING.

The Board of Supervisors ("Board") of the Lakewood Park Community Development District ("District") will hold a public hearing on January 13, 2021 at 2:00 p.m., at the office of Cobb Cole, 231 North Woodland Boulevard, DeLand, Florida 32720 for the purpose of hearing comments and objections on the adoption of the proposed budget ("Proposed Budget") of the District for the fiscal year beginning October 1, 2020 and ending September 30, 2021 ("Fiscal Year 2020/2021"). 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, Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, (877) 276-0889 ("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 of 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 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.

Craig Wrathell
District Manager
L#5409654 Dec. 23, 30, 2020 21

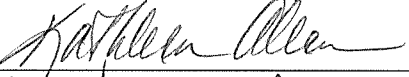
STATE OF FLORIDA, COUNTY OF VOLUSIA

Before the undersigned authority personally appeared, who, on oath says that he/she is LEGAL COORDINATOR of The News-Journal, a daily and Sunday newspaper, published at Daytona Beach in Volusia County, Florida; the attached copy of advertisement, being a Public Notices in the Court, was published in said newspaper in the issues

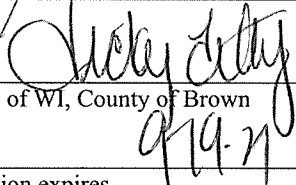
12/23/2020, 12/30/2020

Affiant further says that The News-Journal is a newspaper published at Daytona Beach, in said Volusia County, Florida, and that the said newspaper has heretofore been continuously published in said Volusia County, Florida, each day and Sunday and has been entered as second-class mail matter at the post office in Daytona Beach, in said Volusia County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he 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.

Sworn to and subscribed before on 12/30/2020.



Legal Clerk



Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$569.52
Order No: 5409654
Customer No: 468129
PO #:

VICKY FELTY
Notary Public
State of Wisconsin

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.



LAKEWOOD PARK
COMMUNITY DEVELOPMENT DISTRICT

3B

RESOLUTION 2021-34

THE ANNUAL APPROPRIATION RESOLUTION OF THE LAKEWOOD PARK COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has submitted to the Board of Supervisors (“**Board**”) of the Lakewood Park Community Development District (“**District**”) a proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2020 and ending September 30, 2021 (“**Fiscal Year 2020/2021**”) 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 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared 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 LAKEWOOD PARK 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 Lakewood Park Community Development District for the Fiscal Year Ending September 30, 2021.”
- 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 2020/2021, the sum of \$81,865 to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	<u>\$81,865</u>
TOTAL ALL FUNDS	\$81,865

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2020/2021 or within 60 days following the end of the Fiscal Year 2020/2021 may amend its Adopted Budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line-item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line-item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.
- c. By resolution, the Board may increase any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.
- d. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this Section 3 and Section 189.016, *Florida Statutes*, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget under subparagraphs c. and d. 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 13TH DAY OF JANUARY, 2021.

ATTEST:

**LAKWOOD PARK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Fiscal Year 2020/2021 Budget

Exhibit A

Fiscal Year 2020/2021 Budget

**LAKWOOD PARK
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2021
PREPARED OCTOBER 26, 2020**

**LAKWOOD PARK
COMMUNITY DEVELOPMENT DISTRICT
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Definitions of General Fund Expenditures	2

**LAKWOOD PARK
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2021**

	<u>Proposed Budget FY 2021</u>
REVENUES	
Landowner contribution	\$ 81,865
Total revenues	<u>81,865</u>
EXPENDITURES	
Professional & administrative	
Management/accounting/recording	48,000
Legal	15,000
Engineering	3,000
Audit	-
Arbitrage rebate calculation*	-
Dissemination agent*	-
Trustee*	-
Telephone	200
Postage	500
Printing & binding	500
Legal advertising	6,500
Annual special district fee	175
Insurance	5,500
Contingencies/bank charges	600
Website hosting & maintenance	1,680
Website ADA compliance	210
Total expenditures	<u>81,865</u>
 Excess/(deficiency) of revenues over/(under) expenditures	 - -
 Fund balance - beginning (unaudited)	 -
Fund balance - ending	<u><u>\$ -</u></u>

* These items will be realized when bonds are issued

**LAKWOOD PARK
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES

Professional & administrative

Management/accounting/recording	\$ 48,000
<p>Wrathell, Hunt and Associates, LLC (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.</p>	
Legal	15,000
<p>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.</p>	
Engineering	3,000
<p>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.</p>	
Audit	-
<p>Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.</p>	
Arbitrage rebate calculation*	-
<p>To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.</p>	
Dissemination agent*	-
<p>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.</p>	
Telephone	200
<p>Telephone and fax machine.</p>	
Postage	500
<p>Mailing of agenda packages, overnight deliveries, correspondence, etc.</p>	
Printing & binding	500
<p>Letterhead, envelopes, copies, agenda packages</p>	
Legal advertising	6,500
<p>The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.</p>	
Annual special district fee	175
<p>Annual fee paid to the Florida Department of Economic Opportunity.</p>	
Insurance	5,500
<p>The District will obtain public officials and general liability insurance.</p>	
Contingencies/bank charges	600
<p>Bank charges and other miscellaneous expenses incurred during the year and automated AP routing etc.</p>	
Website hosting & maintenance	1,680
Website ADA compliance	210
Total expenditures	<u><u>\$ 81,865</u></u>

LAKEWOOD PARK

COMMUNITY DEVELOPMENT DISTRICT

4A

THE NEWS-JOURNAL

Published Daily and Sunday
Daytona Beach, Volusia County, Florida

State of Florida,
County of Volusia

Before the undersigned authority personally appeared

[Signature of Shelly Hora]

who, on oath says that he/she is

LEGAL COORDINATOR

of The News-Journal, a daily and Sunday newspaper, published at
Daytona Beach in Volusia County, Florida; the attached copy of
advertisement, being a

REQUEST FOR QUALIFICATIONS ("RFQ") FOR
ENGINEERING SERVICES FOR THE LAKEWOOD PARK
COMMUNITY DEVELOPMENT DISTRICT The Lakewood
Park Community Development Distric

in the Court,
was published in said newspaper in the issues

November 20, 2020

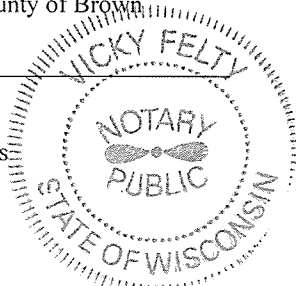
Affiant further says that The News-Journal is a newspaper published
at Daytona Beach, in said Volusia County, Florida, and that the said
newspaper has heretofore been continuously published in said
Volusia County, Florida, each day and Sunday and has been entered
as second-class mail matter at the post office in Daytona Beach, in
said Volusia County, Florida, for a period of one year next
preceding the first publication of the attached copy of
advertisement; and affiant further says that he 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

[Signature of Wicky Felty]

Notary Public, State of Wisconsin, County of Brown

9-19-21

My Commission Expires



Sworn to and subscribed before me this
20th day of November, 2020

LAKWOOD PARK CDD
2300 GLADES ROAD, STE 410W
BOCA RATON, FL 33431

FEE: \$563.73
AD #: 0002370939
ACCT: 5615710010LAKE

REQUEST FOR QUALIFICATIONS
("RFQ") FOR ENGINEERING SERVICES
FOR THE LAKEWOOD PARK
COMMUNITY DEVELOPMENT DISTRICT

The Lakewood Park Community Development District ("District"), located in Volusia County, Florida, announces that professional engineering services will be required on a continuing basis for the District. The engineering firm selected will act in the general capacity of District Engineer and, if so authorized, may provide general engineering services as well as engineering services on an ongoing basis and for the design and construction administration associated with the District's capital improvement plan. The District may select one or more engineering firms to provide engineering services on an ongoing basis.

Any firm or individual ("Applicant") desiring to provide professional services to the District must: 1) hold applicable federal, state and local licenses; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement ("Qualification Statement") of its qualifications and past experience on U.S. General Service Administration's "Architect-Engineer Qualifications, Standard Form No. 330," with pertinent supporting data. Among other things, Applicants must submit information relating to: a) the ability and adequacy of the Applicant's professional personnel; b) whether the Applicant is a certified minority business enterprise; c) the Applicant's willingness to meet time and budget requirements; d) the Applicant's past experience and performance, including but not limited to past experience as a District Engineer for any community development districts and past experience with Lake County; e) the geographic location of the Applicant's headquarters and offices; f) the current and projected workloads of the Applicant; and g) the volume of work previously awarded to the Applicant by the District, if any. Further, each Applicant must identify the specific individual affiliated with the Applicant who would be handling District meetings, construction services, and other engineering tasks.

The District will review all Applicants and will comply with Florida law, including the Consultant's Competitive Negotiations Act, Chapter 287, Florida Statutes ("CCNA"). All Applicants must submit one (1) unbound original and one (1) electronic copy (flash drive or CD) of Standard Form No. 330 and Qualification Statement by 12:00 p.m., on December 4, 2020 and to the attention of Craig Wratheil, c/o Wratheil, Hunt and Associates, LLC, located at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 ("District Manager's Office").

The Board of Supervisors shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager's Office, and the highest ranked Applicant will be requested to enter into contract negotiations. If an agreement cannot be reached between the District and the highest ranked Applicant, negotiations will cease and begin with the next highest ranked Applicant, and if these negotiations are unsuccessful, will continue to the third highest ranked Applicant. The District reserves the right to reject any and all Qualification Statements. Additionally, there is no express or implied obligation for the District to reimburse Applicants for any expenses associated with the preparation and submission of the Qualification Statements in response to this request.

Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager's Office, must be filed in writing with the District Manager's Office, within seventy-two (72) hours after the publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to

timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Ten Thousand Dollars (\$10,000.00). Additional information and requirements regarding protests are set forth in the District's Rules of Procedure, which are available from the District Manager's Office.

Any and all questions relative to this RFQ shall be directed in writing by e-mail only to Craig Wratheil at wratheilc@wvnaassociates.com, with an e-mail copy to Mark Watts at Markwatts@ccbbooke.com. District Manager L23/0939, Nov 20, 2020 11

LAKEWOOD PARK
COMMUNITY DEVELOPMENT DISTRICT

4B

REQUEST FOR QUALIFICATIONS (“RFQ”) FOR ENGINEERING SERVICES FOR THE LAKEWOOD PARK COMMUNITY DEVELOPMENT DISTRICT

The Lakewood Park Community Development District (“**District**”), located in Volusia County, Florida, announces that professional engineering services will be required on a continuing basis for the District. The engineering firm selected will act in the general capacity of District Engineer and, if so authorized, may provide general engineering services as well as engineering services on an ongoing basis and for the design and construction administration associated with the District’s capital improvement plan. The District may select one or more engineering firms to provide engineering services on an ongoing basis.

Any firm or individual (“**Applicant**”) desiring to provide professional services to the District must: 1) hold applicable federal, state and local licenses; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement (“**Qualification Statement**”) of its qualifications and past experience on U.S. General Service Administration’s “Architect-Engineer Qualifications, Standard Form No. 330,” with pertinent supporting data. Among other things, Applicants must submit information relating to: a) the ability and adequacy of the Applicant’s professional personnel; b) whether the Applicant is a certified minority business enterprise; c) the Applicant’s willingness to meet time and budget requirements; d) the Applicant’s past experience and performance, including but not limited to past experience as a District Engineer for any community development districts and past experience with Lake County; e) the geographic location of the Applicant’s headquarters and offices; f) the current and projected workloads of the Applicant; and g) the volume of work previously awarded to the Applicant by the District, if any. Further, each Applicant must identify the specific individual affiliated with the Applicant who would be handling District meetings, construction services, and other engineering tasks.

The District will review all Applicants and will comply with Florida law, including the Consultant’s Competitive Negotiations Act, Chapter 287, *Florida Statutes* (“**CCNA**”). All Applicants must submit one (1) unbound original and one (1) electronic copy (flash drive or CD) of Standard Form No. 330 and Qualification Statement by 12:00 p.m., on December 4, 2020 and to the attention of Craig Wrathell, c/o Wrathell, Hunt and Associates, LLC, located at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 (“**District Manager’s Office**”).

The Board of Supervisors shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager’s Office, and the highest ranked Applicant will be requested to enter into contract negotiations. If an agreement cannot be reached between the District and the highest ranked Applicant, negotiations will cease and begin with the next highest ranked Applicant, and if these negotiations are unsuccessful, will continue to the third highest ranked Applicant. The District reserves the right to reject any and all Qualification

Statements. Additionally, there is no express or implied obligation for the District to reimburse Applicants for any expenses associated with the preparation and submittal of the Qualification Statements in response to this request.

Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager's Office, must be filed in writing with the District Manager's Office, within seventy-two (72) hours after the publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Ten Thousand Dollars (\$10,000.00). Additional information and requirements regarding protests are set forth in the District's Rules of Procedure, which are available from the District Manager's Office.

Any and all questions relative to this RFQ shall be directed in writing by e-mail only to Craig Wrathell at wrahellc@wwhassociates.com, with an e-mail copy to Mark Watts at Mark.watts@cobbcole.com.

District Manager

**LAKWOOD PARK
COMMUNITY DEVELOPMENT DISTRICT**

DISTRICT ENGINEER REQUEST FOR QUALIFICATIONS

COMPETITIVE SELECTION CRITERIA

1) Ability and Adequacy of Professional Personnel (Weight: 25 Points)

Consider the capabilities and experience of key personnel within the firm including certification, training, and education; affiliations and memberships with professional organizations; etc.

2) Consultant's Past Performance (Weight: 25 Points)

Past performance for other Community Development Districts in other contracts; amount of experience on similar projects; character, integrity, reputation of respondent; etc.

3) Geographic Location (Weight: 20 Points)

Consider the geographic location of the firm's headquarters, offices and personnel in relation to the project.

4) Willingness to Meet Time and Budget Requirements (Weight: 15 Points)

Consider the consultant's ability and desire to meet time and budget requirements including rates, staffing levels and past performance on previous projects; etc.

5) Certified Minority Business Enterprise (Weight: 5 Points)

Consider whether the firm is a Certified Minority Business Enterprise. Award either all eligible points or none.

6) Recent, Current and Projected Workloads (Weight: 5 Points)

Consider the recent, current and projected workloads of the firm.

7) Volume of Work Previously Awarded to Consultant by District (Weight: 5 Points)

Consider the desire to diversify the firms that receive work from the District; etc.

LAKEWOOD PARK
COMMUNITY DEVELOPMENT DISTRICT

4C



MADDEN

MOORHEAD & STOKES, LLC

CIVIL ENGINEERS

December 31, 2020

Wrathell Hunt and Associates, LLC
c/o Craig Wrathell, District Manager
2300 Glades Road, Suite 410W
Boca Raton, FL 33431

**RE: LETTER OF INTEREST – DISTRICT ENGINEERING SERVICES
LAKEWOOD PARK COMMUNITY DEVELOPMENT DISTRICT**

Dear Mr. Wrathell:

Madden, Moorhead & Stokes, LLC is pleased to have the opportunity to submit this Letter of Interest for the District Engineering Services for the Lakewood Park Community Development District.

Madden, Moorhead & Stokes, LLC is a medium-size engineering consulting firm that specializes in the design and construction of residential and commercial land development projects including both large- and small-scale stormwater management facilities, water distribution systems, wastewater collection facilities, roadways, parking facilities, and site grading services. Madden, Moorhead & Stokes has provided engineering services on hundreds of land development projects in Volusia, Seminole, Orange, Osceola and Lake Counties.

The principals are supported by an experienced staff. Employees at all levels are encouraged to attend seminars and classes necessary to stay current in a rapidly changing technical field. Professional registration is also strongly encouraged, and all of the professional staff for this request are Florida Registered Engineers.

The following are direct responses to the RFQ:

- 1) Hold applicable federal, state and local licenses
Please see enclosed copies of licenses
- 2) Be authorized to do business in Florida in accordance with Florida law; and
Please see enclosed copy of operating license
- 3) Furnish a statement (“**Qualification Statement**”) of its qualifications and past experience on U.S. General Service Administration’s “Architect- Engineer Qualifications, Standard Form No. 330,” with pertinent supporting data.
Please see enclosed SF No. 330. The applicant currently serves as the Interim District Engineer for Lakewood Park Community Development District.
- 4) **COMPETITIVE SELECTION CRITERIA**

- a. Ability and Adequacy of Professional Personnel
Please see enclosed resumes
- b. Consultant's Past Performance
The applicant currently serves as the Interim District Engineer for the Lakewood Park Community Development District.
- c. Geographic Location
Our office is located in Maitland, Florida. Chadwyck Moorhead lives in close proximity to the CDD.
- d. Willingness to Meet Time and Budget Requirements
Our large number of repeat clients is testimony to the ability of Madden, Moorhead & Stokes, LLC to deliver a quality project, on time and at a competitive cost. We urge you to contact any of our clients to learn firsthand of our performance on their projects. We are confident that you will find our record has been outstanding.
- e. Certified Minority Business Enterprise
Madden, Moorhead & Stokes, LLC is not a Certified Minority Business
- f. Recent, Current and Projected Workloads
Madden, Moorhead & Stokes, LLC currently has a multitude of ongoing and projected projects. However, this will not prevent Madden, Moorhead & Stokes from effectively serving as the District Engineer.
- g. Volume of Work Previously Awarded to Consultant by District
The applicant currently serves as the Interim District Engineer for the Lakewood Park Community Development District.

Our size allows us to provide high quality responsive and efficient service to our clients. During the course of the project the client enjoys the advantage of dealing directly with a design team headed by a principal of the company. Direct communications between the client and a company principal results in a superior project. This philosophy of quality and service has proved extremely successful. A substantial majority of our clients have completed multiple projects with the firm, and most of our new clients came to us based on our reputation within the community or on the recommendation of a current client.

Numerous land development projects have put Madden, Moorhead & Stokes, LLC in constant contact with the local, district and regional staff of the Department of Environmental Protection and the St. John's River Water Management District. We have applied for and received numerous permits from these and other local agencies on projects throughout Volusia, Seminole, Orange, Osceola and Lake Counties

Our residential and commercial land development projects include the design, permitting and construction of Hawkscrest, a 707-lot single family residential subdivision, Sunbrooke, an 349-lot single family residential subdivision, and Pinewood Estates, a 441-lot single family residential subdivision.

As you can see from the attached SF330, Madden, Moorhead & Stokes is a medium size firm that has a long-standing reputation in the community for providing civil engineering and surveying services. It is our belief that our uniquely qualified firm will provide hands-on quality services within a reasonable budget.

Respectfully,

Chadwyck H. Moorhead

Chadwyck H. Moorhead, P.E.

President

ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION <i>(City and State)</i> Lakewood Park CDD, City of Deland, Florida		
2. PUBLIC NOTICE DATE 12/31/2020	3. SOLICITATION OR PROJECT NUMBER	

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE Chadwyck H. Moorhead, P.E., President		
5. NAME OF FIRM Madden, Moorhead, & Stokes, LLC		
6. TELEPHONE NUMBER 4076298330	7. FAX NUMBER 4076298336	8. E-MAIL ADDRESS chad@madden-eng.com

C. PROPOSED TEAM

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

	(Check)			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V PARTNER	SUBCONTRACTOR			
a.	✓			Madden , Moorhead, & Stokes, LLC <input type="checkbox"/> CHECK IF BRANCH OFFICE	431 East Horatio Ave, Ste 260, Maitland, FL 32751	Civil Engineering
b.				 <input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.				 <input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.				 <input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.				 <input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.				 <input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Chadwyck H. Moorhead	13. ROLE IN THIS CONTRACT District Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 23	b. WITH CURRENT FIRM 21

15. FIRM NAME AND LOCATION *(City and State)*

16. EDUCATION <i>(Degree and Specialization)</i> Bachelor Of Science, Civil Engineering University of Central Florida, 1999	17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> Florida P.E. No, 61781
---	---

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

Seminole County Development Advisory Board Chairman, Greater Orlando Home Builders Association member.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
Hawkscrest Subdivision, Seminole County, Florida (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE a. Designed and permitted 707 lot subdivision through Seminole County, FDEP, and the St. John's River Water Management District. Also performed construction management services for all three phases.	Engineering	2019
	<input checked="" type="checkbox"/> Check if project performed with current firm	
Sunbrooke Subdivision, Osceola County, Florida (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE b. Designed and permitted a 349 lot subdivision along with 1.5 miles of offsite reclaim, water and forcemain lines.	Engineering	
	<input checked="" type="checkbox"/> Check if project performed with current firm	
Reunion Village phases 4 and 5, Osceola County, Florida (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE c. Designed and permitted 207 lot subdivision and coordinated with existing CDD engineer on HOA vs. CDD responsibilities.	Engineering	
	<input checked="" type="checkbox"/> Check if project performed with current firm	
Riverbend Villages A, D, G, and J, Seminole County, Florida (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE d. Designed and permitted 424 lot multi phased subdivision.	Engineering	
	<input checked="" type="checkbox"/> Check if project performed with current firm	
Orchard Hills phases 1-3 (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE e. Designed and permitted a 577 lot multi phased subdivision along with 1 mile of off site utilities.	Engineering	2017
	<input checked="" type="checkbox"/> Check if project performed with current firm	

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME David A. Stokes, P.E.	13. ROLE IN THIS CONTRACT Professional Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 18	b. WITH CURRENT FIRM 15
15. FIRM NAME AND LOCATION <i>(City and State)</i> Madden, Moorhead & Stokes, LLC			
16. EDUCATION <i>(Degree and Specialization)</i> Bachelors of Science, Civil Engineer		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> Florida, Civil	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>			

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
a. Ravaudage, Winter Park, FL (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Acted as CDD engineer, original design engineer for project.	2013	
	<input checked="" type="checkbox"/> Check if project performed with current firm	
b. Pinewood Reserve, Orlando, FL (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Engineer of Record for large single family development	2020	
	<input checked="" type="checkbox"/> Check if project performed with current firm	
c. Parc Hill Orange City, FL (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Engineer of record for multiple projects within the Parc Hill master planned community.	2020	
	<input type="checkbox"/> Check if project performed with current firm	
d. Margaritaville, Osceola County, FL (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Engineer of record for multiple phases of the resort community.	2020	
	<input type="checkbox"/> Check if project performed with current firm	
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		
	<input type="checkbox"/> Check if project performed with current firm	

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME William H. Zeh	13. ROLE IN THIS CONTRACT Senior Project Manager	14. YEARS EXPERIENCE	
		a. TOTAL 12	b. WITH CURRENT FIRM 3
15. FIRM NAME AND LOCATION <i>(City and State)</i> Madden, Moorhead & Stokes, LLC			
16. EDUCATION <i>(Degree and Specialization)</i> B.S. in Civil Engineering		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> Florida Professional Engineer (#81427) / Civil Engineering	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> Proficient with Civil 3D, AutoCAD, WaterCAD, StormCAD, ICPR3, & ICPR4			

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
Tapestry, Phase 1 (City of Kissimmee, FL)	2017	2017
a. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Tapestry is a multi-phase residential project consisting of 1,029 units (single-family detached & townhomes) as well as associated utility & drainage infrastructure. A CDD was responsible for the stormwater system & roadways. As the project engineer, I was responsible for the design/permitting of the master stormwater system; Phase 1 permitting; Phase 1 grading design		
Sola Vista (St. Cloud, FL)	2017	n/a
b. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Sola Vista is a single phase residential subdivision consisting of 120 single-family detached units as well as associated utility & drainage infrastructure. As the project engineer, I was responsible for the full site design (i.e. grading, utilities, stormwater, etc.) & site permitting with the City, water management district, FDEP, & FDOT.		
Veer (Orange County, FL)	2019	2019
c. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Veer is a multi-family residential subdivision consisting of 250 apartment units as well as associated utility & drainage infrastructure. As the project engineer, I was responsible for the full site design (i.e. grading, utilities, stormwater, etc.) & site permitting with the County, water management district, & FDEP.		
Hidden Lake Reserve (City of Apopka, FL)	2019	n/a
d. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Hidden Lake Reserve is a single phase residential subdivision consisting of 92 townhome units as well as associated utility & drainage infrastructure. As the project engineer, I was responsible for the full site design (i.e. grading, utilities, stormwater, etc.) & site permitting with the City, water management district, FDEP, & FDOT.		
Legacy Union Square Phase 2 (Polk County, FL)	2018	2019
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Phase 2 of Legacy Union Square is a multi-family residential subdivision consisting of 142 apartment units as well as associated utility & drainage infrastructure. As the project engineer, I was responsible for the designing the grading, utilities, & secondary stormwater systems. I was also responsible for site permitting with the County, water management district, & FDEP.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Benjamin S. Beckham	13. ROLE IN THIS CONTRACT Senior Project Manager	14. YEARS EXPERIENCE	
		a. TOTAL 8	b. WITH CURRENT FIRM 8

15. FIRM NAME AND LOCATION *(City and State)*
Madden, Moorhead & Stokes, LLC

16. EDUCATION <i>(Degree and Specialization)</i> B.S. Civil Engineering	17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> Florida Professional Engineer #79452
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18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*
Certified Floodplain Manager (CFM)
AutoCAD Civil3d, WaterCAD, StormCAD, ICPR

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
a. Prairie Lake, Ocoee, FL (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Complete civil site design for 78 lot townhome subdivision, with associated master stormwater, transportation, and utility infrastructure.	2020	current
<input checked="" type="checkbox"/> Check if project performed with current firm		
b. Springs at Posner Park, Polk County, FL (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Complete civil site design for 288 unit apartment home subdivision, with associated master stormwater, transportation, and utility infrastructure.	2019	2020
<input checked="" type="checkbox"/> Check if project performed with current firm		
c. Arden Park Phases 4, 5, 6, Ocoee, FL (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Complete civil site design for the final 3 phases of a multi-phase single-family subdivision, including 366 lots. Includes associated master stormwater, transportation, and utility infrastructure.	2018 - current	current
<input checked="" type="checkbox"/> Check if project performed with current firm		
d. Fountain Park Phases 2, 3, City of Polk City, FL (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Complete civil site design for the final 2 phases of a multi-phase single-family subdivision, including 203 lots. Includes associated master stormwater, transportation, and utility infrastructure.	2018	2019
<input checked="" type="checkbox"/> Check if project performed with current firm		
e. Lake Denham Estates, Leesburg, FL (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Complete civil site design for 569 lot townhome subdivision, with associated master stormwater, transportation, and utility infrastructure.	2018	2020
<input checked="" type="checkbox"/> Check if project performed with current firm		

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER
21. TITLE AND LOCATION <i>(City and State)</i> Hickory Hammock CDD, Winter Garden, FL	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2010	CONSTRUCTION <i>(If applicable)</i> N/A

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Hickory Hammock CDD	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Served a 2-year term as board Chairman for Hickory Hammock CDD. Hickory Hammock is a 500-lot single family subdivision. The CDD was created to fund construction of the master stormwater, utility, and transportation systems.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

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

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER
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21. TITLE AND LOCATION <i>(City and State)</i> Ravaudage, Winter Park, FL	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2013	CONSTRUCTION <i>(If applicable)</i>

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Sydgan	b. POINT OF CONTACT NAME Dan Bellows	c. POINT OF CONTACT TELEPHONE NUMBER 407-644-3151
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Performs Civil Engineering design and permitting services prior to, during, and after the establishment of the Ravaudage CDD. Acted as CDD Engineer.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

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

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER
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21. TITLE AND LOCATION <i>(City and State)</i> Harbour Isles CDD, Apollo Beach, FL	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2009	CONSTRUCTION <i>(If applicable)</i> N/A

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Harbour Isles CDD	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Served a 2-year term as board member for Harbour Isles CDD. Harbour Isles is a 500-lot single family subdivision. The CDD manages the master stormwater, utility, and transportation systems.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

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

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT
(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

21. TITLE AND LOCATION <i>(City and State)</i> Tapestry Phase 1 (City of Kissimmee, FL)	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2017	CONSTRUCTION <i>(If applicable)</i> 2017

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Mattamy Homes of Orlando	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Tapestry is a multi-phase residential project consisting of 1,029 units (single-family detached & townhomes) as well as associated utility & drainage infrastructure. A CDD was responsible for the stormwater system & roadways.

The master stormwater system included five wet detention ponds & three wetlands.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

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

This local Business Tax Receipt is in addition to and not in lieu of any other tax required by law or municipal ordinance. Businesses are subject to regulation of zoning, health and other lawful authorities. This receipt is valid from October 1 through September 30 of receipt year. **Delinquent penalty is added October 1.**

2020

EXPIRES 9/30/2021

5000-1219864

5000 ENGINEER OFFICE

\$30.00

5 EMPLOYEES ;

TOTAL TAX	\$30.00
PREVIOUSLY PAID	\$30.00
TOTAL DUE	\$0.00



PRESLEY JEFFREY B

MADDEN MOORHEAD & STOKES LLC
 PRESLEY JEFFREY B
 431 E HORATIO AVE #260
 MAITLAND FL 32751

431 E HORATIO AVE #260
E - MAITLAND, 32751

PAID: \$30.00 2006-06255023 8/18/2020

This receipt is official when validated by the Tax Collector.

Orange County Code requires this local Business Tax Receipt to be displayed conspicuously at the place of business in public view. It is subject to inspection by all duly authorized officers of the County.

This local Business Tax Receipt is in addition to and not in lieu of any other tax required by law or municipal ordinance. Businesses are subject to regulation of zoning, health and other lawful authorities. This receipt is valid from October 1 through September 30 of receipt year. **Delinquent penalty is added October 1.**

2020

EXPIRES 9/30/2021

3004-1182879

3004 ENGINEER \$30.00

TOTAL TAX	\$30.00
PREVIOUSLY PAID	\$30.00
TOTAL DUE	\$0.00



BECKHAM BENJAMIN SCOTT

MADDEN MOORHEAD & STOKES LLC
BECKHAM BENJAMIN SCOTT
431 E HORATIO AVE #260
MAITLAND FL 32751

431 E HORATIO AVE #260
E - MAITLAND, 32751

PAID: \$30.00 2006-06255028 8/18/2020

This receipt is official when validated by the Tax Collector.

Orange County Code requires this local Business Tax Receipt to be displayed conspicuously at the place of business in public view. It is subject to inspection by all duly authorized officers of the County.

Tax Collector Scott Randolph**Local Business Tax Receipt****Orange County, Florida**

This local Business Tax Receipt is in addition to and not in lieu of any other tax required by law or municipal ordinance. Businesses are subject to regulation of zoning, health and other lawful authorities. This receipt is valid from October 1 through September 30 of receipt year. **Delinquent penalty is added October 1.**

2020**EXPIRES****9/30/2021**

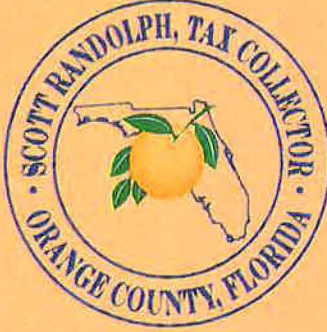
3004-0591246

3004 ENGINEER

\$30.00

⋮

TOTAL TAX	\$30.00
PREVIOUSLY PAID	\$30.00
TOTAL DUE	\$0.00



MOORHEAD CHADWYCK H

MADDEN MOORHEAD & STOKES LLC
 CHADWYCK H MOORHEAD
 431 E HORATIO AVE STE 260
 MAITLAND FL 32751-7327

431 E HORATIO AV #260
 E - MAITLAND, 32751

PAID: \$30.00 2006-06255027 8/18/2020

This receipt is official when validated by the Tax Collector.

Orange County Code requires this local Business Tax Receipt to be displayed conspicuously at the place of business in public view. It is subject to inspection by all duly authorized officers of the County.

Tax Collector Scott Randolph**Local Business Tax Receipt****Orange County, Florida**

This local Business Tax Receipt is in addition to and not in lieu of any other tax required by law or municipal ordinance. Businesses are subject to regulation of zoning, health and other lawful authorities. This receipt is valid from October 1 through September 30 of receipt year. **Delinquent penalty is added October 1.**

2020**EXPIRES 9/30/2021**

3004-1044000

3004 ENGINEER

\$30.00

:

TOTAL TAX	\$30.00
PREVIOUSLY PAID	\$30.00
TOTAL DUE	\$0.00



STOKES DAVID A

MADDEN MOORHEAD & STOKES LLC
 STOKES DAVID A
 431 E HORATIO AVE #260
 MAITLAND FL 32751

431 E HORATIO AVE #260
 E - MAITLAND, 32751

PAID: \$30.00 2006-06255026 8/18/2020

This receipt is official when validated by the Tax Collector.

Orange County Code requires this local Business Tax Receipt to be displayed conspicuously at the place of business in public view. It is subject to inspection by all duly authorized officers of the County.



CITY OF MAITLAND
 FINANCE DEPARTMENT
 1776 INDEPENDENCE LANE
 MAITLAND, FL 32751

MADDEN MOORHEAD & STOKES LLC
 PHYLLIS MOORHEAD
 431 E HORATIO AVE #260
 MAITLAND, FL 32751

This is your Local Business Tax Receipt, formerly known as an Occupational License. Please detach the receipt below and post in a conspicuous place. If you have any questions about your receipt please contact 407-539-6253.

If this is a new business tax receipt, you must now proceed to obtain a tax receipt from Orange County also. You may call the County at 407-836-5650 or visit their website at www.octaxcol.com for more information.



CUT HERE 

CITY OF MAITLAND, 1776 INDEPENDENCE LANE, MAITLAND, FL 32751

LOCAL BUSINESS TAX RECEIPT # 2175

EFFECTIVE: 10/01/20

EXPIRATION: 09/30/21

LOCATION: 431 E HORATIO AVE #260

MADDEN MOORHEAD & STOKES LLC

CATEGORY: BUSINESS

TYPE: SERVICES;

The person, firm, or corporation named above is hereby granted this receipt for fees paid to the City of Maitland for the business described above for the period indicated. Granting of this receipt does not entitle the holder to operate or maintain a business in violation of law or ordinance. The City of Maitland does not guarantee the qualifications of the holder of this receipt.

POST IN A CONSPICUOUS PLACE

NOT VALID UNLESS SIGNED BY CITY OFFICIAL



CUT HERE ✂

CITY OF MAITLAND, 1776 INDEPENDENCE LANE, MAITLAND, FL 32751

LOCAL BUSINESS TAX RECEIPT # 5141

EFFECTIVE: 10/01/20

EXPIRATION: 09/30/21

LOCATION: 431 E HORATIO AVE #260
BECKHAM, BENJAMIN S.

CATEGORY: PROFESSIONAL

TYPE: OCCUPATION; PROFESSIONAL ENGINEER

The person, firm, or corporation named above is hereby granted this receipt for fees paid to the City of Maitland for the business described above for the period indicated. Granting of this receipt does not entitle the holder to operate or maintain a business in violation of law or ordinance. The City of Maitland does not guarantee the qualifications of the holder of this receipt.

POST IN A CONSPICUOUS PLACE

NOT VALID UNLESS SIGNED BY CITY OFFICIAL



CUT HERE

CITY OF MAITLAND, 1776 INDEPENDENCE LANE, MAITLAND, FL 32751

LOCAL BUSINESS TAX RECEIPT # 10209

EFFECTIVE: 10/01/20

EXPIRATION: 09/30/21

**LOCATION: 431 E HORATIO AVE #260
MOORHEAD, CHADWYCK H.**

CATEGORY: PROFESSIONAL

TYPE: OCCUPATION; PROFESSIONAL ENGINEER

The person, firm, or corporation named above is hereby granted this receipt for fees paid to the City of Maitland for the business described above for the period indicated. Granting of this receipt does not entitle the holder to operate or maintain a business in violation of law or ordinance. The City of Maitland does not guarantee the qualifications of the holder of this receipt.

POST IN A CONSPICUOUS PLACE

NOT VALID UNLESS SIGNED BY CITY OFFICIAL



CUT HERE ✂

CITY OF MAITLAND, 1776 INDEPENDENCE LANE, MAITLAND, FL 32751

LOCAL BUSINESS TAX RECEIPT # 7102

EFFECTIVE: 10/01/20

EXPIRATION: 09/30/21

LOCATION: 431 E HORATIO AVE #260

STOKES, DAVID

CATEGORY: PROFESSIONAL

TYPE: OCCUPATION; PROFESSIONAL ENGINEER

The person, firm, or corporation named above is hereby granted this receipt for fees paid to the City of Maitland for the business described above for the period indicated. Granting of this receipt does not entitle the holder to operate or maintain a business in violation of law or ordinance. The City of Maitland does not guarantee the qualifications of the holder of this receipt.

POST IN A CONSPICUOUS PLACE

NOT VALID UNLESS SIGNED BY CITY OFFICIAL

[Handwritten Signature]

CUT HERE

CITY OF MAITLAND, 1776 INDEPENDENCE LANE, MAITLAND, FL 32751

LOCAL BUSINESS TAX RECEIPT # 14354

EFFECTIVE: 10/01/20

EXPIRATION: 09/30/21

LOCATION: 431 E HORATIO AVE #260

ZEH, WILLIAM

CATEGORY: PROFESSIONAL

TYPE: OCCUPATION; PROFESSIONAL ENGINEER

The person, firm, or corporation named above is hereby granted this receipt for fees paid to the City of Maitland for the business described above for the period indicated. Granting of this receipt does not entitle the holder to operate or maintain a business in violation of law or ordinance. The City of Maitland does not guarantee the qualifications of the holder of this receipt.

POST IN A CONSPICUOUS PLACE

NOT VALID UNLESS SIGNED BY CITY OFFICIAL





Ron DeSantis, Governor



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE ENGINEERING BUSINESS HEREIN IS AUTHORIZED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

MADDEN, MOORHEAD & STOKES, INC., A FLORIDA

MADDEN, MOORHEAD & STOKES, INC.
431 E HORATIO AVE
STE 260
MAITLAND FL 32751

LICENSE NUMBER: CA7723

EXPIRATION DATE: FEBRUARY 28, 2021

Always verify licenses online at MyFloridaLicense.com



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Ron DeSantis, Governor



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

MOORHEAD, CHADWYCK HUGH

431 EAST HORATIO AVENUE
SUITE 260
MAITLAND FL 32751

LICENSE NUMBER: PE61781

EXPIRATION DATE: FEBRUARY 28, 2021

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Ron DeSantis, Governor



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

STOKES, DAVID ASHLEY

423 COURTLEA PARK DRIVE
WINTER GARDEN FL 34787

LICENSE NUMBER: PE66527

EXPIRATION DATE: FEBRUARY 28, 2021

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Ron DeSantis, Governor

Halsey Beshears, Secretary



**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

BECKHAM, BENJAMIN SCOTT

631 BIRCH BLVD
ALTAMONTE SPRINGS FL 32701

LICENSE NUMBER: PE79452

EXPIRATION DATE: FEBRUARY 28, 2021

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Ron DeSantis, Governor

Halsey Beshears, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

ZEH, WILLIAM HENRY

3588 KAYLA CIRCLE
OVIDO FL 32765

LICENSE NUMBER: PE81427

EXPIRATION DATE: FEBRUARY 28, 2021

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LAKEWOOD PARK
COMMUNITY DEVELOPMENT DISTRICT

4D

**Lakewood Park Community Development District
Request for Qualifications – District Engineering Services**

Competitive Selection Criteria

	Ability and Adequacy of Professional Personnel	Consultant's Past Performance	Geographic Location	Willingness to Meet Time and Budget Requirements	Certified Minority Business Enterprise	Recent, Current and Projected Workloads	Volume of Work Previously Awarded to Consultant by District	TOTAL SCORE
<i>weight factor</i>	25	25	20	15	5	5	5	100
NAME OF RESPONDENT								
1 Madden, Moorhead & Stokes, LLC								

Board Member's Signature

Date

LAKEWOOD PARK

COMMUNITY DEVELOPMENT DISTRICT

5

RESOLUTION 2021-14

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LAKEWOOD PARK COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2020-2021; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Lakewood Park Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, and situated within Volusia County, Florida; and

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

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

WHEREAS, the Board desires to adopt the Fiscal Year 2020-2021 annual meeting schedule attached as **Composite Exhibit A**.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE LAKEWOOD PARK COMMUNITY DEVELOPMENT DISTRICT:

1. The Fiscal Year 2020-2021 annual meeting schedule attached hereto and incorporated by reference herein as **Composite Exhibit A** is hereby approved and will be published in accordance with the requirements of Florida law and will also be provided to applicable governing authorities.
2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 13th day of January, 2021.

ATTEST:

**LAKEWOOD PARK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Composite Exhibit A: Fiscal Year 2020-2021 Annual Meeting Schedule

Composite Exhibit A: Fiscal Year 2020-2021 Annual Meeting Schedule

**BOARD OF SUPERVISORS MEETING SCHEDULE
LAKEWOOD PARK COMMUNITY DEVELOPMENT DISTRICT
FOR FISCAL YEAR 2020-2021**

The Board of Supervisors of the Lakewood Park Community Development District will hold their regular meetings for Fiscal Year 2020-2021 at the office of Cobb Cole, 231 North Woodland Boulevard, DeLand, Florida 32720 at _____ m., unless otherwise indicated as follows:

February __, 2021
March __, 2021
April __, 2021
May __, 2021
June __, 2021
July __, 2021
August __, 2021
September __, 2021

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from Wrathell, Hunt & Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 or by calling (877) 276-0889.

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (877) 276-0889 at least 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 Office.

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

Craig Wrathell
District Manager

LAKEWOOD PARK

COMMUNITY DEVELOPMENT DISTRICT

6

**LAKWOOD PARK
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
NOVEMBER 30, 2020**

**LAKWOOD PARK
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
NOVEMBER 30, 2020**

	General Fund	Total Governmental Funds
ASSETS		
Due from Landowner	\$ 17,502	\$ 17,502
Total assets	\$ 17,502	\$ 17,502
 LIABILITIES AND FUND BALANCES		
Liabilities:		
Accounts payable	\$ 11,352	\$ 11,352
Due to Landowner	150	150
Landowner advance	6,000	6,000
Total liabilities	17,502	17,502
 DEFERRED INFLOWS OF RESOURCES		
Deferred receipts	11,352	11,352
Total deferred inflows of resources	11,352	11,352
 Fund balances:		
Unassigned	(11,352)	(11,352)
Total fund balances	(11,352)	(11,352)
 Total liabilities, deferred inflows of resources and fund balances	 \$ 17,502	 \$ 17,502

**LAKWOOD PARK
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED NOVEMBER 30, 2020**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
REVENUES				
Landowner contribution	\$ -	\$ -	\$ 81,865	0%
Total revenues	<u>-</u>	<u>-</u>	<u>81,865</u>	0%
EXPENDITURES				
Professional & administrative				
Management/accounting/recording	4,000	8,000	48,000	17%
Legal	3,235	3,235	15,000	22%
Engineering	-	-	3,000	0%
Telephone	17	33	200	17%
Postage	-	-	500	0%
Printing & binding	42	84	500	17%
Legal advertising	-	-	6,500	0%
Annual special district fee	-	-	175	0%
Insurance	-	-	5,500	0%
Contingencies/bank charges	-	-	600	0%
Website hosting & maintenance	-	-	1,680	0%
Website ADA compliance	-	-	210	0%
Total professional & administrative	<u>7,294</u>	<u>11,352</u>	<u>81,865</u>	14%
Excess/(deficiency) of revenues over/(under) expenditures	(7,294)	(11,352)	-	
Fund balances - beginning	(4,058)	-	-	
Fund balances - ending	<u><u>\$ (11,352)</u></u>	<u><u>\$ (11,352)</u></u>	<u><u>\$ -</u></u>	

LAKEWOOD PARK
COMMUNITY DEVELOPMENT DISTRICT

7A

DRAFT
MINUTES OF MEETING
LAKWOOD PARK
COMMUNITY DEVELOPMENT DISTRICT

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4
5 A Landowners' Meeting of the Lakewood Park Community Development District was
6 held on December 9, 2020, at 2:00 p.m., at the Offices of Cobb Cole, 231 North Woodland
7 Boulevard, DeLand, Florida 32720, Volusia County, Florida.

8
9 **Present at the meeting were:**

10
11 Craig Wrathell District Manager
12 Chris Helfrich Proxy Holder
13 Brian Martin
14 Julie Aragona
15 Neil Klapproth
16 Chad Moorhead
17

18
19 **FIRST ORDER OF BUSINESS**

Call to Order/Roll Call

20
21 Mr. Wrathell called the meeting to order at 2:15 p.m., and stated that the District was
22 newly created and held its first Board Meeting on October 28, 2020. A Landowners' Meeting
23 must be held within 90 days of establishment of the District, in accordance with Chapter 190,
24 Florida Statutes.

25
26 **SECOND ORDER OF BUSINESS**

Affidavit/Proof of Publication

27
28 The affidavit of publication was included for informational purposes.
29

30 **THIRD ORDER OF BUSINESS**

**Election of Chair to Conduct Landowners'
Meeting**

31
32
33 All in attendance agreed to Mr. Wrathell serving as Chair to conduct the Landowners'
34 Meeting. Mr. Wrathell stated there are three parcels within the boundaries of the District,
35 which are all owned by Lakewood Park Project One, LLC.
36

37 **FOURTH ORDER OF BUSINESS**

Election of Supervisors [All Seats]

38
39 **A. Nominations**

40 Mr. Helfrich nominated the following:

41 Seat 1 Chris Helfrich

42 Seat 2 Julie Aragona

43 Seat 3 Brian Martin

44 Seat 4 Neil Klapproth

45 Seat 5 Chad Moorhead

46 No other nominations were made.

47 **B. Casting of Ballots**

48 • **Determine Number of Voting Units Represented**

49 A total of 198 voting units were represented.

50 • **Determine Number of Voting Units Assigned by Proxy**

51 All 198 voting units were assigned by proxy to Mr. Helfrich.

52 Mr. Helfrich cast the following votes:

53 Seat 1 Chris Helfrich 198 votes

54 Seat 2 Julie Aragona 198 votes

55 Seat 3 Brian Martin 197 votes

56 Seat 4 Neil Klapproth 197 votes

57 Seat 5 Chad Moorhead 197 votes

58 **C. Ballot Tabulation and Results**

59 Mr. Wrathell reported the following ballot tabulation, results and term lengths:

60 Seat 1 Chris Helfrich 198 votes Four-year Term

61 Seat 2 Julie Aragona 198 votes Four-year Term

62 Seat 3 Brian Martin 197 votes Two-year Term

63 Seat 4 Neil Klapproth 197 votes Two-year Term

64 Seat 5 Chad Moorhead 197 votes Two-year Term

65

66 **FIFTH ORDER OF BUSINESS**

Landowners' Questions/Comments

67

68 There being no Landowners' questions of comments, the next item followed.

69

70 **SIXTH ORDER OF BUSINESS**

Adjournment

71

72 There being no further business to discuss, the meeting adjourned at 2:21 p.m.

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Secretary/Assistant Secretary

Chair/Vice Chair

LAKEWOOD PARK

COMMUNITY DEVELOPMENT DISTRICT

7B

DRAFT
MINUTES OF MEETING
LAKWOOD PARK
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Lakewood Park Community Development District held Multiple Public Hearings and a Regular Meeting on December 9, 2020, *immediately following the Landowners' Meeting, scheduled to commence at 2:00 p.m.*, at the offices of Cobb Cole, 231 North Woodland Boulevard, Deland, Florida 32720, Volusia County, Florida.

Present were:

Chris Helfrich	Chair
Julia Aragona	Vice Chair
Brian Martin	Assistant Secretary
Neil Klapproth	Assistant Secretary
Chad Moorhead (via telephone)	Assistant Secretary/Interim District Engineer

Also present, were:

Craig Wrathell	District Manager
Mark Watts	District Counsel
Nika Hosseini	Cobb Cole, P.A.

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Wrathell called the meeting to order at 2:25 p.m. The Landowners' Election was conducted just prior to this meeting. He recapped the results of the Landowners' Election, as follows:

Seat 1	Chris Helfrich	198 votes	Four-year Term
Seat 2	Julie Aragona	198 votes	Four-year Term
Seat 3	Brian Martin	197 votes	Two-year Term
Seat 4	Neil Klapproth	197 votes	Two-year Term
Seat 5	Chad Moorhead	197 votes	Two-year Term

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

40 **THIRD ORDER OF BUSINESS**

Administration of Oath of Office to Initial Board of Supervisors *(the following will be provided in a separate electronic package)*

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Mr. Wrathell, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Helfrich, Ms. Aragona, Mr. Martin and Mr. Klapproth. Mr. Moorhead would be sworn in by a Notary present at his physical location. Mr. Wrathell provided and briefly explained the following items:

- A. **Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. **Membership, Obligations and Responsibilities**
- C. **Chapter 190, Florida Statutes**
- D. **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**
- E. **Form 8B: Memorandum of Voting Conflict**

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2021-29, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date

Mr. Wrathell presented Resolution 2021-29.

On MOTION by Mr. Martin and seconded by Mr. Klapproth, with all in favor, Resolution 2021-29, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2021-30, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries, a Treasurer and an Assistant Treasurer of the Lakewood Park Community Development District, and Providing for an Effective Date

79 Mr. Wrathell presented Resolution 2021-30. Mr. Helfrich nominated the following slate
80 of officers:

- 81 Chair Julia Aragona
- 82 Vice Chair Chris Helfrich
- 83 Secretary Craig Wrathell
- 84 Assistant Secretary Neil Klapproth
- 85 Assistant Secretary Chad Moorhead
- 86 Assistant Secretary Brian Martin
- 87 Assistant Secretary Howard McGaffney
- 88 Treasurer Craig Wrathell
- 89 Assistant Treasurer Jeff Pinder

90 No other nominations were made.

91

92 **On MOTION by Mr. Martin and seconded by Mr. Klapproth, with all in favor,**
 93 **Resolution 2021-30, Designating a Chair, a Vice Chair, a Secretary, Assistant**
 94 **Secretaries, a Treasurer and an Assistant Treasurer of the Lakewood Park**
 95 **Community Development District, as nominated, and Providing for an Effective**
 96 **Date, was adopted.**

97

98

99 **SIXTH ORDER OF BUSINESS** **Public Hearing to Hear Public Comments**
 100 **and Objections to the Adoption of the**
 101 **Rules of Procedure, Pursuant to Sections**
 102 **120.54 and 190.035, Florida Statutes**
 103

104 **A. Affidavits of Publication**

105 The affidavits of publication were included for informational purposes

106 **B. Consideration of Resolution 2021-31, Adopting Rules of Procedure; Providing a**
107 **Severability Clause; and Providing an Effective Date**

108 Mr. Wrathell presented Resolution 2021-31 and stated the Rules of Procedure is a
109 standard document that complies with the State Statutes.

110

111 **On MOTION by Mr. Martin and seconded by Mr. Klapproth, with all in favor, the**
 112 **Public Hearing was opened.**

113

114

115

116 No members of the public spoke.

117

118 **On MOTION by Mr. Martin and seconded by Mr. Klaproth, with all in favor, the**
119 **Public Hearing was closed.**

120

121

122 **On MOTION by Mr. Martin and seconded by Mr. Klaproth, with all in favor,**
123 **Resolution 2021-31, Adopting Rules of Procedure; Providing a Severability**
124 **Clause; and Providing an Effective Date, was adopted.**

125

126

127 **SEVENTH ORDER OF BUSINESS**

Public Hearing Confirming the Intent of the District to Use the Uniform Method of Levy, Collection and Enforcement of Non-Ad Valorem Assessments as Authorized and Permitted by Section 197.3632, Florida Statutes; Expressing the Need for the Levy of Non-Ad Valorem Assessments and Setting Forth the Legal Description of the Real Property Within the District’s Jurisdictional Boundaries that May or Shall Be Subject to the Levy of District Non-Ad Valorem Assessments; Providing for Severability; Providing for Conflict and Providing for an Effective Date

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142 **A. Affidavit/Proof of Publication**

143 The affidavit of publication was included for informational purposes.

144 **B. Consideration of Resolution 2021-32, Expressing its Intent to Utilize the Uniform**
145 **Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which**
146 **May Be Levied by the Lakewood Park Community Development District in Accordance**
147 **with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing**
148 **an Effective Date**

149 Mr. Wrathell presented Resolution 2021-32.

150

151 **On MOTION by Mr. Martin and seconded by Mr. Klaproth, with all in favor, the**
152 **Public Hearing was opened.**

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155 No members of the public spoke.

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On MOTION by Mr. Martin and seconded by Mr. Klapproth, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Martin and seconded by Mr. Klapproth, with all in favor, Resolution 2021-32, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Lakewood Park Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Public Hearing to Consider the Adoption of an Assessment Roll and the Imposition of Special Assessments Relating to the Financing and Securing of Certain Public Improvements

- *Hear testimony from the affected property owners as to the propriety and advisability of making the improvements and funding them with special assessments on the property.*
 - *Thereafter, the governing authority shall meet as an equalizing board to hear any and all complaints as to the special assessments on a basis of justice and right.*
- A. Affidavit/Proof of Publication**
The affidavit of publication was included for informational purposes.
- B. Mailed Notice to Property Owner(s)**
A copy of the Mailed Notice to property owners was included for informational purposes.
- C. Engineer's Report for Capital Improvements (*for informational purposes*)**
Mr. Moorhead gave a brief overview of the Engineer's Report for Capital Improvements and confirmed that the total cost of the CIP would be \$10,670,087.
- D. Master Special Assessment Methodology Report (*for informational purposes*)**
Mr. Wrathell gave a brief overview of the Master Special Assessment Methodology Report. He discussed the purpose of the Methodology, debt service, maximum par amount of bonds and the Appendix Tables on Pages 11 through 13. Discussion ensued regarding the bond issuance and the bond delegation hearing.

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On MOTION by Mr. Martin and seconded by Mr. Klaproth, with all in favor, the Public Hearing was opened.

No members of the public spoke.

On MOTION by Mr. Martin and seconded by Mr. Klaproth, with all in favor, the Public Hearing was closed.

- E. Consideration of Resolution 2021-33, Authorizing District Projects For Construction and/or Acquisition of Infrastructure Improvements; Equalizing Approving, Confirming, And Levying Special Assessments On Property Specially Benefited By Such Projects To Pay the Cost Thereof; Providing For The Payment and the Collection Of Such Special Assessments By the Methods Provided For By Chapters 170, 190 and 197, Florida Statutes; Confirming the District’s Intention To Issue Special Assessment Revenue Bonds; Making Provisions For Transfers of Real Property To Homeowners Associations, Property Owners Associations and/or Governmental Entities; Providing For the Recording of an Assessment Notice; Providing For Severability, Conflicts and an Effective Date**

Mr. Wrathell presented Resolution 2021-32 and read the title.

On MOTION by Mr. Martin and seconded by Mr. Klaproth, with all in favor, Resolution 2021-33, Authorizing District Projects For Construction and/or Acquisition of Infrastructure Improvements; Equalizing Approving, Confirming, And Levying Special Assessments On Property Specially Benefited By Such Projects To Pay the Cost Thereof; Providing For The Payment and the Collection Of Such Special Assessments By the Methods Provided For By Chapters 170, 190 and 197, Florida Statutes; Confirming the District’s Intention To Issue Special Assessment Revenue Bonds; Making Provisions For Transfers of Real Property To Homeowners Associations, Property Owners Associations and/or Governmental Entities; Providing For the Recording of an Assessment Notice; Providing For Severability, Conflicts and an Effective Date, was adopted.

NINTH ORDER OF BUSINESS

Consideration of Responses to Request for Proposals (RFP) for Annual Audit Services

232 Mr. Wrathell stated the District’s first audit would be after September 30, 2021. Three
233 responses to the RFP were received.

234 **A. Affidavit of Publication**

235 The affidavit of publication was included for informational purposes.

236 **B. RFP Package**

237 A copy of the RFP Package was included for informational purposes.

238 **C. Respondents**

239 **I. Berger, Toombs, Elam, Gaines & Frank**

240 **II. Carr, Riggs & Ingram, LLC**

241 **III. Grau & Associates**

242 Mr. Wrathell stated all three firms were well qualified and he reviewed each firm’s fee
243 schedule.

244 **D. Auditor Evaluation Matrix/Ranking**

245 Mr. Wrathell presented District Management’s rankings as follows:

246 Berger, Toombs, Elam, Gaines & Frank (BTEGF) 99 total points

247 Carr, Riggs & Ingram, LLC (CRI) 97 total points

248 Grau & Associates 100 total points

249 Mr. Wrathell indicated that the Board could accept District Management’s rankings or
250 proceed with their own evaluations.

251

On MOTION by Mr. Martin and seconded by Mr. Klapproth, with all in favor, District Management’s rankings awarding 100 total points to Grau & Associates 99 total points to BTEGF and 97 total points to CRI, and ranking Grau and Associates as the number one ranked firm, was accepted.

256

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258 **E. Award of Contract**

259

On MOTION by Mr. Martin and seconded by Mr. Klapproth, with all in favor, awarding the contract to Grau & Associates, the number-one ranked firm, and authorizing District Staff to negotiate an agreement and engage Grau & Associates as Auditor for the District, was approved.

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266 TENTH ORDER OF BUSINESS

Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services

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- 270 • **Discussion/Consideration: Extension of Deadline for Responses**

271 Mr. Wrathell stated, due to issues related to the pandemic, it was necessary to extend
 272 the deadline for RFQ responses. Mr. Watts recommended extending the deadline to December
 273 31, 2020.

274

275 **On MOTION by Mr. Martin and seconded by Mr. Klapproth, with all in favor,**
 276 **extending the deadline for RFQ responses for Engineering Services to**
 277 **December 31, 2020, was approved.**

278
279

- 280 **A. Affidavit of Publication**
- 281 **B. RFQ Package**
- 282 **C. Respondent**
- 283 **D. Competitive Selection Criteria/Ranking**
- 284 **E. Award of Contract**

285 These items were deferred.

286

287 ELEVENTH ORDER OF BUSINESS

Consideration of Resolution 2021-14, Adopting the Annual Meeting Schedule for Fiscal Year 2020-2021; and Providing for an Effective Date

288
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292 This item was deferred.

293 **Mr. Watts left the meeting.**

294

295 TWELFTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of October 31, 2020

296
297

298 Mr. Wrathell presented the Unaudited Financial Statements as of October 31, 2020.

299

300 **On MOTION by Mr. Martin and seconded by Mr. Klapproth, with all in favor, the**
 301 **Unaudited Financial Statements as of October 31, 2020, were accepted.**

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304 THIRTEENTH ORDER OF BUSINESS

Consideration of October 28, 2020
Organizational Meeting Minutes

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Mr. Wrathell presented the October 28, 2020 Organizational Meeting Minutes.

On MOTION by Mr. Martin and seconded by Mr. Klapproth, with all in favor, the October 28, 2020 Organizational Meeting Minutes, as presented, were approved.

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314 FOURTEENTH ORDER OF BUSINESS

Staff Reports

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A. District Counsel: *Cobb Cole*

317 There being nothing further to report, the next item followed.

318 B. District Engineer (Interim): *Madden, Moorhead & Stokes, LLC*

319 There being nothing further to report, the next item followed.

320 C. District Manager: *Wrathell, Hunt and Associates, LLC*

- 321 • NEXT MEETING DATE: January 13, 2021 at 2:00 P.M.

- 322 ○ QUORUM CHECK

323 The next meeting would be held on January 13, 2021, unless cancelled.

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325 FIFTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

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There being no Board Members' comments or requests, the next item followed.

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329 SIXTEENTH ORDER OF BUSINESS

Public Comments

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There being no public comments, the next item followed.

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333 SEVENTEENTH ORDER OF BUSINESS

Adjournment

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There being nothing further to discuss, the meeting adjourned.

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On MOTION by Mr. Martin and seconded by Mr. Klapproth, with all in favor, the meeting adjourned at 3:10 p.m.

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Secretary/Assistant Secretary

Chair/Vice Chair