

# **SUMMERSTONE**

## **COMMUNITY DEVELOPMENT DISTRICT**

**January 24, 2025**

## **BOARD OF SUPERVISORS**

## **REGULAR MEETING AGENDA**

**SUMMERSTONE**  
**COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA**  
**LETTER**

**Summerstone 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**

January 17, 2025

Board of Supervisors  
Summerstone Community Development District

Dear Board Members:

The Board of Supervisors of the Summerstone Community Development District will hold a Regular Meeting on January 24, 2025, at 10:00 a.m., at the Avalon Park West Amenity Center, 5060 River Glen Boulevard, Wesley Chapel, Florida 33545. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Administration of Oath of Office to Newly Elected Supervisors [Seats 1, 2, 4] *(the following to be provided in a separate package)*
  - A. Required Ethics Training and Disclosure Filing
    - Sample Form 1 2023/Instructions
  - B. Membership, Obligations and Responsibilities
  - C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
  - D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers
4. Consideration of Resolution 2025-03, 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
5. Acceptance of Resignation of John Wiggins [Seat 5]
6. Consider Appointment of Maggie Kuper to Fill Unexpired Term of Seat 5; Term Expires November 2026
  - Administration of Oath of Office to Maggie Kuper
7. Consideration of Resolution 2025-04, Electing and Removing Officers of the District and Providing for an Effective Date
8. Presentation of Audited Financial Report for Fiscal Year Ended September 30, 2023, Prepared by McDirmitt Davis

**ATTENDEES:**

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

- A. Consideration of Resolution 2025-05, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2023
9. Consideration of Resolution 2025-06, Setting a Public Hearing to Adopt Rules Relating to Parking Enforcement; and Providing for Severability and an Effective Date
  - A. Rule Relating to Parking Enforcement
10. Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services
  - A. Affidavit of Publication
  - B. RFQ Package
  - C. Respondent: *Lighthouse Engineering, Inc.*
  - D. Competitive Selection Criteria/Ranking
  - E. Award of Contract
11. Acceptance of Unaudited Financial Statements as of December 31, 2024
12. Approval of Minutes
  - A. November 8, 2024 Regular Meeting
  - B. November 22, 2024 Landowners' Meeting
13. Staff Reports
  - A. District Counsel: *Kutak Rock LLP*
  - B. District Engineer: *Clearview Land Design, P.L.*
  - C. District Manager: *Wrathell, Hunt and Associates, LLC*
    - Discussion: Insurance Vertical Assets
    - NEXT MEETING DATE: February 28, 2025 at 10:00 AM, *or immediately following the adjournment of the Avalon Park West CDD meetings*
      - QUORUM CHECK

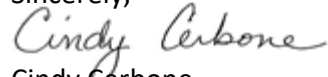
SEAT 1	MARY MOULTON	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	RILEY OTERO	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3	BOB PARRISH	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4	JAKE ESSMAN	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5	MAGGIE KUPER	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
14. Board Members' Comments/Requests

15. Public Comments

16. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 346-5294 or Jamie Sanchez at (561) 512-9027.

Sincerely,



Cindy Cerbone  
District Manager

**FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE**

**CALL-IN NUMBER: 1-888-354-0094**

**PARTICIPANT PASSCODE: 131 733 0895**

# **SUMMERSTONE**

## **COMMUNITY DEVELOPMENT DISTRICT**

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## RESOLUTION 2025-03

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SUMMERSTONE COMMUNITY DEVELOPMENT DISTRICT 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**

**WHEREAS**, the Summerstone 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 Pasco County, Florida; and

**WHEREAS**, pursuant to Section 190.006(2), Florida Statutes, a landowners' meeting is required to be held within 90 days of the District's creation and every two years following the creation of the District for the purpose of electing supervisors of the District; and

**WHEREAS**, such landowners' meeting was held on November 22, 2024, and the below recited persons were duly elected by virtue of the votes cast in his/her favor; and

**WHEREAS**, the Board of Supervisors of the District, by means of this Resolution, desire to canvass the votes and declare and certify the results of said election.

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

Section 1. The following persons are found, certified, and declared to have been duly elected as Supervisor of and for the District, having been elected by the votes cast in their favor as shown:

Seat 1	Mary Moulton	1 Vote
Seat 2	Riley Otero	2 Votes
Seat 4	Jake Essman	2 Votes

Section 2. In accordance with Section 190.006(2), Florida Statutes, and by virtue of the number of votes cast for the Supervisor, the above-named persons are declared to have been elected for the following term of office:

Seat 1	Mary Moulton	2-Year Term
Seat 2	Riley Otero	4-Year Term
Seat 4	Jake Essman	4-Year Term

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

**PASSED AND ADOPTED THIS 24TH DAY OF JANUARY, 2025.**

Attest:

**SUMMERSTONE COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary/Assistant Secretary

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Chair/Vice Chair, Board of Supervisors



# **SUMMERSTONE**

## **COMMUNITY DEVELOPMENT DISTRICT**

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**NOTICE OF TENDER OF RESIGNATION**

To: Board of Supervisors  
Summerstone Community Development District  
Attn: District Manager  
2300 Glades Road, Suite 410W  
Boca Raton, Florida 33431

From: John Wiggins  
Printed Name

Date: 1-13-2025  
Date

I hereby tender my resignation as a member of the Board of Supervisors of the *Summerstone Community Development District*. My tendered resignation will be deemed to be effective as of the time a quorum of the remaining members of the Board of Supervisors accepts it at a duly noticed meeting of the Board of Supervisors.

I certify that this Notice of Tender of Resignation has been executed by me and ☐ personally presented at a duly noticed meeting of the Board of Supervisors, ☐ scanned and electronically transmitted to [gillyardd@whhassociates.com](mailto:gillyardd@whhassociates.com) or ☐ faxed to 561-571-0013 and agree that the executed original shall be binding and enforceable and the fax or email copy shall be binding and enforceable as an original.

  
\_\_\_\_\_  
Signature

# **SUMMERSTONE**

## **COMMUNITY DEVELOPMENT DISTRICT**

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**RESOLUTION 2025-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
SUMMERSTONE COMMUNITY DEVELOPMENT DISTRICT ELECTING  
AND REMOVING OFFICERS OF THE DISTRICT AND PROVIDING FOR  
AN EFFECTIVE DATE.**

**WHEREAS**, the Summerstone Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

**WHEREAS**, the District’s Board of Supervisors desires to elect and remove Officers of the District.

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

**SECTION 1.** The following is/are elected as Officer(s) of the District effective January 24, 2025:

\_\_\_\_\_ is elected Chair  
\_\_\_\_\_ is elected Vice Chair  
\_\_\_\_\_ is elected Assistant Secretary  
\_\_\_\_\_ is elected Assistant Secretary  
\_\_\_\_\_ is elected Assistant Secretary

**SECTION 2.** The following Officer(s) shall be removed as Officer(s) as of January 24, 2025:

John Wiggins                      Assistant Secretary

**SECTION 3.** The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell is Secretary

Cindy Cerbone is Assistant Secretary

Jamie Sanchez is Assistant Secretary

Craig Wrathell is Treasurer

Jeff Pinder is Assistant Treasurer

**PASSED AND ADOPTED THIS 24<sup>TH</sup> DAY OF JANUARY, 2025.**

ATTEST:

**SUMMERSTONE COMMUNITY  
DEVELOPMENT DISTRICT**

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

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

# **SUMMERSTONE**

## **COMMUNITY DEVELOPMENT DISTRICT**

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# **Financial Report**

**September 30, 2023**

## **Summerstone Community Development District**

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Supervisors  
*Summerstone Community Development District*

### Report on the Audit of the Financial Statements

#### Opinions

We have audited the financial statements of the governmental activities and each major fund of *Summerstone Community Development District*, (the "District") as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities, and each major fund of the District as of September 30, 2023, and the respective changes in financial position thereof and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### Responsibilities of Management for the Financial Statements

The District's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

#### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

#### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis starting on page 3, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated June 24, 2024 on our consideration of the District's internal control over financial reporting on our tests of its compliance with certain provisions of laws, regulations, contracts, agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

*McDiarmid Davis*

Orlando, Florida

June 24, 2024

Our discussion and analysis of *Summerstone Community Development District*, Pasco County, Florida's (the "District") financial accomplishments provide an overview of the District's financial activities for the year ended September 30, 2023. Please read it in conjunction with the District's Independent Auditor's Report, financial statements and accompanying notes.

This information is being presented to provide additional information regarding the activities of the District and to meet the disclosure requirements of Government Accounting Standards Board Statement (GASB) No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments* issued June 1999.

### **Financial Highlights**

- The liabilities of the District exceeded its assets at September 30, 2023 by \$93,758, an increase in net position of \$281,623 in comparison with the prior year.
- At September 30, 2023, the District's governmental funds reported fund balances of \$517,062, an increase of \$34,407 in comparison with the prior year.

### **Overview of the Financial Statements**

This discussion and analysis is intended to serve as an introduction to *Summerstone Community Development District's* financial statements. The District's financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements and 3) notes to financial statements.

### **Government-Wide Financial Statements**

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all of the District's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods.

The government-wide financial statements include all governmental activities that are principally supported by special assessment revenues. The District does not have any business-type activities. The governmental activities of the District include general government, and maintenance and operations related functions.

### **Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District has one fund category: Governmental Funds.

#### *Governmental Funds*

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a District's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District maintains three individual governmental funds. Information is presented separately in the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances for the general fund, debt service fund and capital projects fund, all of which are considered to be major funds.

The District adopts an annual appropriated budget for its general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with the budget.

#### **Notes to Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

#### **Government-Wide Financial Analysis**

##### *Statement of Net Position*

The District's net position was a deficit of (\$93,758) at September 30, 2023. The analysis that follows focuses on the net position of the District's governmental activities.

	September 30, 2023	September 30, 2022
Assets, excluding capital assets	\$ 549,123	\$ 513,007
Capital assets, not being depreciated	10,629,039	10,629,039
<b>Total assets</b>	<b>11,178,162</b>	<b>11,142,046</b>
Liabilities, excluding long-term liabilities	194,622	195,232
Long-term liabilities	11,077,298	11,322,195
<b>Total liabilities</b>	<b>11,271,920</b>	<b>11,517,427</b>
Net Position:		
Net investment in capital assets	(444,112)	(692,713)
Restricted for debt service	292,709	271,649
Unrestricted	57,645	45,683
<b>Total net position</b>	<b>\$ (93,758)</b>	<b>\$ (375,381)</b>

*Changes to Net Position*

The following is a summary of the District's governmental activities for the fiscal years ended September 30, 2023 and 2022.

	<b>2023</b>	<b>2022</b>
Revenues:		
Program revenues	\$ 764,223	\$ 780,793
General revenues	-	475
<b>Total revenues</b>	<b>764,223</b>	<b>781,268</b>
Expenses:		
General government	94,103	135,229
Interest on long-term debt	388,497	385,353
<b>Total expenses</b>	<b>482,600</b>	<b>520,582</b>
Change in net position	281,623	260,686
Net position, beginning	(375,381)	(636,067)
<b>Net position, ending</b>	<b>\$ (93,758)</b>	<b>\$ (375,381)</b>

As noted above and in the statement of activities, the cost of all governmental activities during the year ended September 30, 2023 was \$482,600. The majority of these costs are interest on long-term debt.

**Financial Analysis of the Government's Funds**

The District uses fund accounting to ensure and demonstrate compliance with finance related legal requirements. The focus of the District's governmental funds is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing the District's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year. At September 30, 2023, the District's governmental funds reported combined ending fund balances of \$517,062. Of this total, \$459,417 is restricted, \$28,191 is assigned, \$5,785 is nonspendable and the remainder of \$23,669 is unassigned.

The fund balance of the general fund increased \$11,962 due to assessment revenue. The debt service fund balance increased by \$18,741 due to increased assessments. The capital projects fund increased \$3,704 due to transfers in.

### **General Fund Budgetary Highlights**

An operating budget was adopted and maintained by the governing board for the District pursuant to the requirements of Florida Statutes. The budget to actual comparison for the general fund, including the original budget and final adopted budget, is shown on page 12. The budget is adopted using the same basis of accounting that is used in preparation of the fund financial statements. There were no budget amendments for the fiscal year ended September 30, 2023. The legal level of budgetary control is at the fund level.

### **Capital Asset and Debt Administration**

#### *Capital Assets*

At September 30, 2023, the District had \$10,629,039 invested in infrastructure under construction. More detailed information about the District's capital assets is presented in the notes to financial statements.

#### *Capital Debt*

At September 30, 2023, the District had \$10,935,000 in bonds outstanding. More detailed information about the District's capital debt is presented in the notes to financial statements.

### **Requests for Information**

If you have questions about this report or need additional financial information, contact *Summerstone Community Development Districts* Finance Department at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431.

## FINANCIAL STATEMENTS

Summerstone Community Development District  
**Statement of Net Position**  
September 30, 2023

	<b>Governmental Activities</b>
<b>Assets</b>	
Cash	\$ 83,530
Prepaid Items	5,785
Receivables	2,661
Restricted assets:	
Temporarily restricted investments	457,147
Capital assets:	
Capital assets not being depreciated	10,629,039
<b>Total assets</b>	<b>11,178,162</b>
<b>Liabilities</b>	
Accounts payable and accrued expenses	10,496
Due to developers	21,565
Accrued interest payable	162,561
Noncurrent liabilities:	
Due within one year	245,000
Due in more than one year	10,832,298
<b>Total liabilities</b>	<b>11,271,920</b>
<b>Net Position</b>	
Net investment in capital assets	(444,112)
Restricted for debt service	292,709
Unrestricted	57,645
<b>Total net position</b>	<b>\$ (93,758)</b>



Summerstone Community Development District  
**Statement of Activities**  
Year Ended September 30, 2023

Functions/Programs	Expenses	Program Revenue			Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Governmental activities:					
General government	\$ 94,103	\$ 95,345	\$ -	\$ -	\$ 1,242
Interest on long-term debt	388,497	649,537	19,260	81	280,381
<b>Total governmental activities</b>	<b>\$ 482,600</b>	<b>\$ 744,882</b>	<b>\$ 19,260</b>	<b>\$ 81</b>	<b>281,623</b>
General Revenues:					
Investment and miscellaneous income					-
<b>Total general revenues</b>					-
<b>Change in net position</b>					281,623
Net position, beginning					(375,381)
<b>Net position, ending</b>					<b>\$ (93,758)</b>

Summerstone Community Development District  
**Balance Sheet**  
**Governmental Funds**  
September 30, 2023

	<b>General</b>	<b>Debt Service</b>	<b>Capital Projects</b>	<b>Total Governmental Funds</b>
<b>Assets</b>				
Cash	\$ 83,530	\$ -	\$ -	\$ 83,530
Prepaid Expenses	5,785	-	-	5,785
Investments	-	453,000	4,147	457,147
Receivables	391	2,270	-	2,661
<b>Total assets</b>	<b>\$ 89,706</b>	<b>\$ 455,270</b>	<b>\$ 4,147</b>	<b>\$ 549,123</b>
<b>Liabilities and Fund Balances</b>				
Liabilities:				
Accounts payable and accrued expenses	\$ 10,496	\$ -	\$ -	\$ 10,496
Due to developers	21,565	-	-	21,565
<b>Total liabilities</b>	<b>32,061</b>	<b>-</b>	<b>-</b>	<b>32,061</b>
Fund balances:				
Nonspendable	5,785	-	-	5,785
Restricted for debt service	-	455,270	-	455,270
Restricted for capital assets	-	-	4,147	4,147
Assigned for working capital	28,191	-	-	28,191
Unassigned	23,669	-	-	23,669
<b>Total fund balances</b>	<b>57,645</b>	<b>455,270</b>	<b>4,147</b>	<b>517,062</b>
<b>Total liabilities and fund balances</b>	<b>\$ 89,706</b>	<b>\$ 455,270</b>	<b>\$ 4,147</b>	

**Amounts reported for governmental activities in the statement of net position are different because:**

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. 10,629,039

Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds.

Accrued interest payable	(162,561)	
Bonds payable	(11,077,298)	(11,239,859)

<b>Net position of governmental activities</b>		<b>\$ (93,758)</b>
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Summerstone Community Development District  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Governmental Funds**  
Year Ended September 30, 2023

	<b>General</b>	<b>Debt Service</b>	<b>Capital Projects</b>	<b>Total Governmental Funds</b>
<b>Revenues</b>				
Assessment revenue	\$ 95,345	\$ 649,537	\$ -	\$ 744,882
Investment and miscellaneous income	-	19,260	81	19,341
<b>Total revenues</b>	<u>95,345</u>	<u>668,797</u>	<u>81</u>	<u>764,223</u>
<b>Expenditures</b>				
Current				
General government	83,383	10,720	-	94,103
Debt Service:				
Interest	-	395,713	-	395,713
Principal	-	240,000	-	240,000
<b>Total expenditures</b>	<u>83,383</u>	<u>646,433</u>	<u>-</u>	<u>729,816</u>
<b>Excess (Deficit) of Revenues Over Expenditures</b>	<u>11,962</u>	<u>22,364</u>	<u>81</u>	<u>34,407</u>
<b>Other Financing Sources (Uses)</b>				
Transfer Out	-	(3,623)	-	(3,623)
Transfer In	-	-	3,623	3,623
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>(3,623)</u>	<u>3,623</u>	<u>-</u>
<b>Net change in fund balances</b>	<u>11,962</u>	<u>18,741</u>	<u>3,704</u>	<u>34,407</u>
Fund balances, beginning of year	<u>45,683</u>	<u>436,529</u>	<u>443</u>	<u>482,655</u>
<b>Fund balances, end of year</b>	<u>\$ 57,645</u>	<u>\$ 455,270</u>	<u>\$ 4,147</u>	<u>\$ 517,062</u>

Summerstone Community Development District  
**Reconciliation of the Statement of Revenues, Expenditures and Changes in  
Fund Balances of Governmental Funds to the Statement of Activities**  
Year Ended September 30, 2023

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Amounts reported for Governmental Activities in the Statement of Activities are different because:

Net Change in Fund Balances - Total Governmental Funds	\$	34,407
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Repayment of long-term liabilities are reported as expenditures in governmental funds, while repayment reduces long-term liabilities in the statement of net position		240,000
---	--	---------

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

Change in accrued interest		2,319
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Amortization of bond discount and premium		4,897
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<b>Change in net position of governmental activities</b>	<b>\$</b>	<b>281,623</b>
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Summerstone Community Development District  
**Statement of Revenues, Expenditures and Changes in**  
**Fund Balance Budget and Actual - General Fund**  
Year Ended September 30, 2023

	<b>Budgeted Amounts</b>		<b>Actual Amounts</b>	<b>Variance with Final Budget Positive (Negative)</b>
	<b>Original</b>	<b>Final</b>		
<b>Revenues</b>				
Assessment revenue	\$ 95,096	\$ 95,096	\$ 95,345	\$ 249
<b>Total revenues</b>	95,096	95,096	95,345	249
<b>Expenditures</b>				
Current				
General government	95,093	95,093	83,383	11,710
<b>Total expenditures</b>	95,093	95,093	83,383	11,710
<b>Excess (deficit) of revenues over expenditures</b>	3	3	11,962	11,959
<b>Net change in fund balance</b>	3	3	11,962	11,959
Fund balance, beginning	45,683	45,683	45,683	-
<b>Fund balance, ending</b>	<u>\$ 45,686</u>	<u>\$ 45,686</u>	<u>\$ 57,645</u>	<u>\$ 11,959</u>

## **NOTES TO FINANCIAL STATEMENTS**

## **NOTE 1            SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

### **Reporting Entity**

*Summerstone Community Development District*, (the "District") was established on July 14, 2020 by Pasco County, Florida, Ordinance 2020-28 pursuant to the Uniform Community Development District Act of 1980, otherwise known as Chapter 190, Florida Statutes. The Act provides, among other things, the power to manage basic services for community development, the power to borrow money and issue bonds, and the power to levy and assess non-ad valorem assessments for the financing and delivery of capital infrastructure. The District was established for the purpose of financing and managing the acquisition, construction, maintenance and operation of a portion of the infrastructure necessary for community development within the District.

The District is governed by the Board of Supervisors (the "Board"), which is composed of five members. The Supervisors are elected on an at large basis by qualified electors within the District. Ownership of land within the District entitles the owner to one vote per acre. The Board of Supervisors of the District exercises all powers granted to the District pursuant to Chapter 190, Florida Statutes. Four of the Board of Supervisors are affiliated with the Developer, Forestar Real Estate Group.

The Board has final responsibility for:

1. Allocating and levying assessments.
2. Approving budgets.
3. Exercising control over facilities and properties.
4. Controlling the use of funds generated by the District.
5. Approving the hiring and firing of key personnel.
6. Financing improvements.

The financial statements were prepared in accordance with Governmental Accounting Standards Board ("GASB") Statements 14, 39, and 61. Under the provisions of those standards, the financial reporting entity consists of the primary government, organizations for which the District Board of Supervisors is considered to be financially accountable, and other organizations for which the nature and significance of their relationship with the District are such that, if excluded, the financial statements of the District would be considered incomplete or misleading. There are no entities considered to be component units of the District; therefore, the financial statements include only the operations of the District.

### **Government-Wide and Fund Financial Statements**

The financial statements include both government-wide and fund financial statements.

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, 2) grants, contributions and investment earnings that are restricted to meeting the operational or capital requirements of a particular function or segment and 3) operating-type special assessments that are treated as charges for services (including assessments for maintenance and debt service). Other items not included among program revenues are reported instead as general revenues.

### **Measurement Focus, Basis of Accounting and Financial Statement Presentation**

The government-wide financial statements are reported using the *economic resources measurement* focus and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Assessments are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

**NOTE 1                      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the modified *accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period, except for Developer receivables for retainage, which are collected from the Developer when the amount is due to the contractor. Expenditures are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

Assessments, including debt service assessments and operation and maintenance assessments, are non-ad valorem assessments imposed on all lands located within the District and benefited by the District's activities. Operation and maintenance special assessments are levied by the District prior to the start of the fiscal year which begins October 1<sup>st</sup> and ends on September 30<sup>th</sup>. These assessments are imposed upon all benefited lands located in the District. Debt service special assessments are imposed upon certain lots and lands as described in each resolution imposing the special assessment for each series of bonds issued by the District. Certain debt service assessments are collected upon the closing of those lots subject to short term debt and are used to prepay a portion of the bonds outstanding.

Assessments and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the District.

The District reports the following major governmental funds:

*General Fund* - Is the District's primary operating fund. It is used to account for and report all financial resources not accounted for and reported in another fund.

*Debt Service Fund* - Accounts for the accumulation of resources for the annual payment of principal and interest on long-term debt.

*Capital Project Fund* - Accounts for the financial resources to be used for the acquisition or construction of major infrastructure within the District.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

**Assets, Liabilities Deferred Outflows/Inflows of Resources and Net Position/Fund Balance**

*Restricted Assets*

These assets represent cash and investments set aside pursuant to bond covenants.

*Deposits and Investments*

The District's cash and cash equivalents are considered to be cash on hand and demand deposits.

Investments of the District are reported at fair value and are categorized within the fair value hierarchy established in accordance with GASB Statement No. 72, *Fair Value Measurement and Application*. The District's investments consist of investments authorized in accordance with Section 218.415, Florida Statutes.

*Prepaid costs*

Prepaid costs are recorded as expenditures when consumed rather than when purchased in both government-wide and fund financial statements.



**NOTE 1                      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

*Capital Assets*

Capital assets, which include property, plant, equipment and infrastructure assets (e.g., roads, sidewalks and similar items), are reported in the applicable governmental activities column in the government-wide financial statements. Capital assets are defined by the District as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. All capital asset acquisition and construction costs are considered infrastructure under construction at September 30, 2023.

*Long Term Obligations*

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the straight-line method. Bond issuance costs are reported as expenses. Bonds payable are reported net of premiums or discounts.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as expenditures.

*Deferred Outflows/Inflows of Resources*

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The District does not have any item that qualifies for reporting in this category for the year ended September 30, 2023.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. The District does not have any item that qualifies for reporting in this category for the year ended September 30, 2023.

*Net Position Flow Assumption*

Sometimes the District will fund outlays for a particular purpose from both restricted and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the government-wide financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the District's policy to consider restricted net position to have been depleted before unrestricted-net position is applied.

*Fund Balance Flow Assumption*

Sometimes the District will fund outlays for a particular purpose from both restricted and unrestricted resources (total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements a flow assumption must be made about the order in which the resources are considered to be applied. It is the District's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

**NOTE 1                      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

*Fund Balance Policies*

Fund balance of governmental funds is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The District itself can establish limitations on the use of resources through either commitment (committed fund balance) or an assignment (assigned fund balance).

The committed fund balance classification includes fund balance amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. The Board of Supervisors is the highest level of decision-making authority for the government that can, by adoption of an ordinance or resolution prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the ordinance or resolution remains in place until a similar action is taken to remove or revise the limitation.

Amounts in the assigned fund balance classification are intended to be used by the government for specific purposes but do not meet the criteria to be classified as committed. The Board of Supervisors has authorized the District Manager to assign amounts for specific purposes. The Board of Supervisors may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's appropriated budget. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above an additional action is essential to either remove or revise a commitment.

**Other Disclosures**

*Use of Estimates*

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

*New GASB Statements Implemented*

In fiscal year 2023, the District has not implemented any new accounting standards with a material effect on the District's financial statements.

**NOTE 2                      STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

**Budgetary Information**

The District is required to establish a budgetary system and an approved annual budget for the General Fund. Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America. All annual appropriations lapse at the fiscal year end. The legal level of budgetary control is at the fund level. Any budget amendments that increase the aggregate budgeted appropriations, at the fund level, must be approved by the Board of Supervisors.

The District follows these procedures in establishing the budgetary data reflected in the financial statements.

1. Each year the District Manager submits to the District Board a proposed operating budget for the fiscal year commencing the following October 1.
2. A public hearing is conducted to obtain comments.
3. Prior to October 1, the budget is legally adopted by the District Board.
4. All budget changes must be approved by the District Board.
5. The budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America.

## NOTE 3 DEPOSITS AND INVESTMENTS

### Deposits

The District's cash balances were entirely covered by federal depository insurance or by a collateral pool pledged to the State Treasurer. Florida Statutes Chapter 280, "Florida Security for Public Deposits Act", requires all qualified depositories to deposit with the Treasurer or another banking institution eligible collateral equal to various percentages of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance held. The percentage of eligible collateral (generally, U.S. Governmental and agency securities, state or local government debt, or corporate bonds) to public deposits is dependent upon the depository's financial history and its compliance with Chapter 280. In the event of a failure of a qualified public depository, the remaining public depositories would be responsible for covering any resulting losses.

### Investments

The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The fair value is the price that would be received to sell an asset, or paid to transfer a liability, in an orderly transaction between market participants at the measurement date. The hierarchy is based on the valuation inputs used to measure the fair value of the asset.

Under GASB 72, assets or liabilities are classified into one of three levels. Level 1 is the most reliable and is based on quoted price for identical assets, or liabilities, in an active market. Level 2 uses significant other observable inputs when obtaining quoted prices for identical or similar assets, or liabilities, in markets that are not active. Level 3 is the least reliable, and uses significant unobservable inputs that uses the best information available under the circumstances, which includes the District's own data in measuring unobservable inputs.

Instead of establishing a written investment policy, the District elected to limit investments to those approved by Florida Statutes and the District Trust Indenture. Authorized District investments include, but are not limited to:

- a. The Local Government Surplus Funds Trust Fund (SBA);
- b. Securities and Exchange Commission Registered Money Market Funds with the highest credit quality rating from a nationally recognized rating agency;
- c. Interest-bearing time deposits or savings accounts in qualified public depositories;
- d. Direct obligations of the U.S. Treasury.

The District has the following recurring fair value measurements as of September 30, 2023:

- Money market mutual funds of \$457,147 are valued using Level 2 inputs.

Investments made by the District at September 30, 2023 are summarized below.

Investment Type	Fair Value	Credit Rating	Weighted Average Maturity
First American Government Obligation Fund, Class Y	\$ 457,147	AAAm	24 Days
	<u>\$ 457,147</u>		

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**NOTE 3            DEPOSITS AND INVESTMENTS (CONTINUED)**

*Credit Risk:*

For investments, credit risk is generally the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. Investments in U.S. Government securities and agencies must be backed by the full faith and credit of the United States Government. Short term bond funds shall be rated by a nationally recognized ratings agency and shall maintain the highest credit quality rating. Investment ratings by investment type are included in the preceding summary of investments.

*Custodial Credit Risk:*

In the case of deposits, this is the risk that, in the event of a bank failure, the District's deposits may not be returned to it. The District's investment policy requires that bank deposits be secured as provided by Chapter 280, Florida Statutes. This law requires local governments to deposit funds only in financial institutions designated as qualified public depositories by the Chief Financial Officer of the State of Florida, and creates the Public Deposits Trust Fund, a multiple financial institution pool with the ability to assess its member financial institutions for collateral shortfalls if a default or insolvency has occurred. At September 30, 2023, all of the District's bank deposits were in qualified public depositories.

For an investment, this is the risk that, in the event of the failure of the counterparty, the government will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. At September 30, 2023, none of the investments listed are exposed to custodial credit risk because their existence is not evidenced by securities that exist in physical or book entry form.

*Concentration of Credit Risk:*

The District places no limit on the amount the District may invest in any one issuer.

*Interest Rate Risk:*

The District does not have a formal policy that limits investment maturities as a means of managing exposure to fair value losses arising from increasing interest rates. The District manages its exposure to declines in fair values by investing primarily in pooled investments that have a weighted average maturity of less than three months.

**NOTE 4            CAPITAL ASSETS**

Capital asset activity for the year ended September 30, 2023 was as follows:

	<b>Beginning Balance</b>	<b>Additions</b>	<b>Disposals</b>	<b>Ending Balance</b>
<b>Governmental Activities</b>				
Capital assets not being depreciated:				
Improvements under construction	\$ 10,629,039	\$ -	\$ -	\$ 10,629,039
<b>Total capital assets not being depreciated</b>	<b>10,629,039</b>	<b>-</b>	<b>-</b>	<b>10,629,039</b>
<b>Governmental activities capital assets, net</b>	<b>\$ 10,629,039</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,629,039</b>

**NOTE 5                      LONG-TERM LIABILITIES**

**Series 2020 Special Assessment Revenue Bonds- Public Offering**

In October 2020, the District issued \$4,640,000 of Special Assessment Revenue Bonds Series 2020 consisting of \$375,000 Term Bonds due May 1, 2025 with a fixed interest rate of 2.50%, \$535,000 Term Bonds due May 1, 2030 with an interest rate of 3.25%, \$1,405,000 Term Bonds due May 1, 2040 with an interest rate of 3.75%, and \$2,325,000 Term Bonds due May 1, 2051 with an interest rate of 4.00%. Interest is due semiannually on each May 1 and November 1. The Bonds were issued to finance the construction, acquisition, equipping and/or improvement of a portion of the 2020 capital project, pay capitalized interest, and fund the 2020 reserve account, and pay certain costs associated with the issuance of the Bonds. Principal on the Series 2020 Bonds is due annually commencing May 1, 2022 through May 1, 2051.

The Series 2020 Bonds are subject to redemption at the option of the District prior to their maturity on or after May 1, 2030 and extraordinary mandatory redemption prior to their maturity in the manner determined by the Bond Indenture. In the event of default, all principal and interest of the Bonds will become immediately due and payable.

The Bond Indenture requires that the District maintain adequate funds in a reserve account to meet the debt service reserve requirement as defined in the Indenture. The requirement was met at September 30, 2023.

The Bond Indenture has certain restrictions and requirements relating principally to the use of proceeds to pay for the infrastructure improvements and the procedures to be followed by the District on assessments to property owners. The District agreed to levy special assessments in annual amounts adequate to provide payment of debt service and to meet the reserve requirements. The principal and interest on the Series 2020 Special Assessment Revenue Bonds issued under the Indenture are secured by all revenues received by the District from Series 2020 assessments levied and collected on the District lands benefited by the 2020 Project. The District is in compliance with the requirements of the Bond Indenture.

As of September 30, 2023, total principal and interest remaining on the Series 2020 Special Assessment Revenue Bonds totaled \$7,401,013. For the year ended September 30, 2023, principal and interest paid was \$265,200. Special assessment revenue pledged was \$269,647.

**Series 2021 Special Assessment Revenue Bonds- Public Offering**

In September 2021, the District issued \$6,765,000 of Special Assessment Revenue Bonds Series 2021 consisting of \$740,000 Term Bonds due May 1, 2026 with a fixed interest rate of 2.20%, \$850,000 Term Bonds due May 1, 2031 with an interest rate of 2.75%, \$2,125,000 Term Bonds due May 1, 2041 with an interest rate of 3.15%, and \$3,050,000 Term Bonds due May 1, 2051 with an interest rate of 4.00%. Interest is due semiannually on each May 1 and November 1. The Bonds were issued to finance the construction, acquisition, equipping and/or improvement of a portion of the 2021 capital project, pay capitalized interest, fund the 2021 reserve account, and pay certain costs associated with the issuance of the Bonds. Principal on the Series 2021 Bonds is due annually commencing May 1, 2022 through May 1, 2051.

The Series 2021 Bonds are subject to redemption at the option of the District prior to their maturity on or after May 1, 2031 and extraordinary mandatory redemption prior to their maturity in the manner determined by the Bond Indenture. In the event of default, all principal and interest of the Bonds will become immediately due and payable.

The Bond Indenture requires that the District maintain adequate funds in a reserve account to meet the debt service reserve requirement as defined in the Indenture. The requirement was met at September 30, 2023.

The Bond Indenture has certain restrictions and requirements relating principally to the use of proceeds to pay for the infrastructure improvements and the procedures to be followed by the District on assessments to property owners. The District agreed to levy special assessments in annual amounts adequate to provide payment of debt service and to meet the reserve requirements. The principal and interest on the Series 2021 Special Assessment Revenue Bonds issued under the Indenture are secured by all revenues received by the District from Series 2021 assessments levied and collected on the District lands benefited by the 2021 Project. The District is in compliance with the requirements of the Bond Indenture.

**NOTE 5 LONG-TERM LIABILITIES (CONTINUED)**

As of September 30, 2023, total principal and interest remaining on the Series 2021 Special Assessment Revenue Bonds totaled \$10,468,861. For the year ended September 30, 2023, principal and interest paid was \$370,513. Special assessment revenue pledged was \$379,890.

Long-term liability activity for the year ended September 30, 2023 was as follows:

	<b>Beginning Balance</b>	<b>Additions</b>	<b>Reductions</b>	<b>Ending Balance</b>	<b>Due Within One Year</b>
<b>Governmental activities</b>					
Bonds payable:					
Series 2020	\$ 4,550,000	\$ -	\$ (95,000)	\$ 4,455,000	\$ 95,000
Less: Discount	(9,004)	-	310	(8,694)	-
Series 2021	6,625,000	-	(145,000)	6,480,000	150,000
Add: bond premium	156,199	-	(5,207)	150,992	-
<b>Governmental activity long-term liabilities</b>	<b>\$ 11,322,195</b>	<b>\$ -</b>	<b>\$ (244,897)</b>	<b>\$ 11,077,298</b>	<b>\$ 245,000</b>

At September 30, 2023, the scheduled debt service requirements on the bonds payable were as follows:

<b>Year Ending September 30,</b>	<b>Governmental Activities</b>	
	<b>Principal</b>	<b>Interest</b>
2024	\$ 245,000	\$ 390,148
2025	245,000	384,473
2026	255,000	378,798
2027	265,000	372,138
2028	270,000	364,326
2029-2033	1,495,000	1,693,810
2034-2038	1,750,000	1,430,403
2039-2043	2,090,000	1,107,578
2044-2048	2,540,000	669,000
2049-2051	1,780,000	144,200
	<b>\$ 10,935,000</b>	<b>\$ 6,934,874</b>

**NOTE 6                      RELATED PARTY TRANSACTIONS**

**Developer Transaction**

The Developer owns a portion of land within the District; therefore revenue in the general and debt service funds include assessments levied on those lots owned by the Developer and developer contributions. At September 30, 2023, the District owed the Developer \$21,565.

The District's activity is dependent upon the continued involvement of the Developer, the loss of which could have a material adverse effect on the District's operations.

**NOTE 7                      MANAGEMENT COMPANY**

The District has contracted with a management company to perform management advisory services, which include financial advisory and accounting services as well as clubhouse management services. Certain employees of the management company also serve as officers (Board appointed non-voting positions) of the District. Under the agreements, the District compensates the management company for management, accounting, financial reporting and other administrative costs.

**NOTE 8                      RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. These risks are covered by commercial insurance from independent third parties. The District has not filed any claims under this commercial coverage during the last three years.

## COMPLIANCE SECTION



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT  
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Supervisors  
*Summerstone Community Development District*

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of *Summerstone Community Development District* (the "District") as of and for the year ended September 30, 2023 and the related notes to the financial statements, which collectively comprise the District's basic financial statements and have issued our report thereon dated June 24, 2024.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing procedures that are appropriate in the circumstances for the purpose of expressing opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

*A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.*

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*McDermitt Davis*

Orlando, Florida  
June 24, 2024

## MANAGEMENT LETTER

To the Board of Supervisors  
*Summerstone Community Development District*

### Report on the Financial Statements

We have audited the financial statements of *Summerstone Community Development District*, (the "District") as of and for the fiscal year ended September 30, 2023, and have issued our report thereon dated June 24, 2024.

### Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and Chapter 10.550, Rules of the Auditor General.

### Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* and Independent Auditor's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated June 24, 2024, should be considered in conjunction with this management letter.

### Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, require that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no findings or recommendations made in the preceding annual financial audit report.

### Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. This information has been disclosed in the notes to the financial statements.

### Financial Condition and Management

Section 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the District has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify of the specific condition(s) met. In connection with our audit, we determined that the District did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for the District. It is management's responsibility to monitor the District's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

### Specific Information (Unaudited)

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)6, Rules of the Auditor General, the District reported:

- a. The total number of district employees compensated in the last pay period of the District's fiscal year as 0.
- b. The total number of independent contractors to whom nonemployee compensation was paid in the last month of the district's fiscal year as 3.
- c. All compensation earned by or awarded to employees, whether paid or accrued, regardless of contingency as not applicable.
- d. All compensation earned by or awarded to nonemployee independent contractors, whether paid or accrued, regardless of contingency as \$55,488.

- e. The District did not have any construction project with a total cost of at least \$65,000 approved by the District that is scheduled to begin on or after October 1 of the fiscal year being reported.
- f. A budget variance based on the budget adopted under Section 189.016(4), Florida Statutes, before the beginning of the fiscal year being reported if the District amends a final budget under Section 189.016(6), Florida Statutes, as disclosed in the general fund budget statement.

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)7, Rules of the Auditor General, the district reported:

- a. The rate or rates of non-ad valorem special assessments imposed by the District as O&M- \$126.25 - \$223.99, and debt service- \$656.52 - \$1,563.29.
- b. The total amount of special assessments collected by or on behalf of the District as \$744,882.
- c. The total amount of outstanding bonds issued by the District and the terms of such bonds as disclosed in the notes.

**Additional Matters**

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

**Purpose of this Letter**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of Supervisors, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

*McDiarmid Davis*

Orlando, Florida  
June 24, 2024



934 North Magnolia Avenue, Suite 100  
Orlando, Florida 32803  
407-843-5406  
[www.mcdermittdavis.com](http://www.mcdermittdavis.com)

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH  
THE REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES**

To the Board of Supervisors  
*Summerstone Community Development District*

We have examined *Summerstone Community Development District's* (the "District") compliance with the requirements of Section 218.415, Florida Statutes, during the year ended September 30, 2023. Management is responsible for the District's compliance with those requirements. Our responsibility is to express an opinion on District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants *and the* standards applicable to attestation engagements contained in *Government Auditing Standards issued by the Comptroller General of the United States*, and, accordingly, included examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the District's compliance with specified requirements.

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2023.

*McDermitt Davis*

Orlando, Florida  
June 24, 2024

# **SUMMERSTONE**

## **COMMUNITY DEVELOPMENT DISTRICT**

# **8A**

**RESOLUTION 2025-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
SUMMERSTONE COMMUNITY DEVELOPMENT DISTRICT HEREBY  
ACCEPTING THE AUDITED FINANCIAL REPORT FOR THE FISCAL YEAR  
ENDED SEPTEMBER 30, 2023**

**WHEREAS**, the District's Auditor, McDirmit Davis, has heretofore prepared and submitted to the Board, for accepting, the District's Audited Financial Report for Fiscal Year 2023;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS  
OF THE SUMMERSTONE COMMUNITY DEVELOPMENT DISTRICT;**

1. The Audited Financial Report for Fiscal Year 2023, heretofore submitted to the Board, is hereby accepted for Fiscal Year 2023, for the period ending September 30, 2023; and
2. A verified copy of said Audited Financial Report for Fiscal Year 2023 shall be attached hereto as an exhibit to this Resolution, in the District's "Official Record of Proceedings".

**PASSED AND ADOPTED THIS 24<sup>TH</sup> DAY OF JANUARY, 2025.**

**ATTEST:**

**SUMMERSTONE COMMUNITY  
DEVELOPMENT DISTRICT**

---

Secretary/Assistant Secretary

---

Chair/Vice Chair, Board of Supervisors

# **SUMMERSTONE**

## **COMMUNITY DEVELOPMENT DISTRICT**

9

**RESOLUTION 2025-06**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
SUMMERSTONE COMMUNITY DEVELOPMENT DISTRICT SETTING  
A PUBLIC HEARING TO ADOPT RULES RELATING TO PARKING  
ENFORCEMENT; AND PROVIDING FOR SEVERABILITY AND AN  
EFFECTIVE DATE**

**WHEREAS**, the Summerstone Community Development District ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated in the Pasco County, Florida;

**WHEREAS**, the District owns and maintains certain common areas that are located within the boundaries of the District ("**District Property**");

**WHEREAS**, the Board of Supervisors of the District ("**Board**") is authorized by Sections 190.011(15) and 190.012(3), Florida Statutes, to adopt a Parking Enforcement Rule; and

**WHEREAS**, the Board has determined that it is in the best interest of the district to adopt the Rules Relating to Parking Enforcement;

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

**SECTION 1.** A Public Hearing will be held to consider the proposed Rules Relating to Parking Enforcement, a copy of which is attached hereto as **Exhibit A**. The Public Hearing will be held at the following date, time and location:

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

**TIME:** 10:00 a.m. \_\_\_\_\_

**LOCATION:** Avalon Park West Amenity Center  
5060 River Glen Boulevard  
Wesley Chapel, Florida 33545

**SECTION 2.** The District Secretary is directed to publish notice of rule development and rulemaking regarding the public hearing in accordance with the Act and Section 120.54, Florida Statutes.

**SECTION 3.** This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.



**PASSED AND ADOPTED** this 24<sup>th</sup> day of January, 2025.

**ATTEST:**

**SUMMERSTONE COMMUNITY  
DEVELOPMENT DISTRICT**

---

Secretary/Assistant Secretary

---

Chair/Vice Chair, Board of Supervisors

**Exhibit A:** Parking Enforcement Rule

# **SUMMERSTONE**

## **COMMUNITY DEVELOPMENT DISTRICT**

# **9A**

## **EXHIBIT A**

### **SUMMERSTONE COMMUNITY DEVELOPMENT DISTRICT RULE RELATING TO PARKING AND PARKING ENFORCEMENT**

---

In accordance with Chapter 190, Florida Statutes, and on \_\_\_\_\_, 2025 at a duly noticed public meeting, and after a public hearing, the Board of Supervisors of the Summerstone Community Development District ("District") adopted the following rule to govern parking and parking enforcement on District property.

---

(1) **Introduction:** The District finds that parked vehicles can cause hazards and danger to the health, safety and welfare of District residents and the public. This Rule authorizes the towing/removal of unauthorized vehicles and vessels parked on District property designated as Tow-Away Zones, which are identified on **Exhibit A** attached hereto and incorporated herein by this reference.

(2) **Designated Parking Areas:** Vehicles and vessels may be parked on District property only as set forth below:

- a. **DISTRICT AND COUNTY ROADWAYS.** Please refer to Chapter 316, *Florida Statutes*, and Sections 70 and 106, Pasco County Code of Ordinances, for laws related to authorized and unauthorized parking of vehicles or vessels on District and County property including roadways. During holidays, the District understands that many will have visitors and there are not many parking areas. In addition to abiding by state law and local ordinances, the District asks residents to be respectful to your neighbors and not block driveways or areas that prevent vehicles from backing up from their driveways.
- b. **OTHER DISTRICT PROPERTY.** For all other District property, no parking is permitted at any time.

(3) **Establishment of Tow-Away Zone.**

- a. **DISTRICT TOW-AWAY ZONES.** All District property in which parking is prohibited as set forth in Section (2) herein is identified in Exhibit A and is hereby declared a Tow-Away Zone.
- b. **DISTRICT AND COUNTY ROADWAYS.** In the event that a vehicle is parked on District or County roadways in contravention of state law and/or local ordinances, the District Manager or his/her designee shall contact the Pasco County Sheriff's Office to enforce such parking regulations.

(4) **Exceptions.**

- a. **DISTRICT STAFF/EMPLOYEES.** District Staff and employees may park vehicles in Tow -Away Zones without charge in order to facilitate District business.
- b. **VENDORS/CONTRACTORS.** The District Manager or his/her designee may authorize in writing vendors/consultants to park company vehicles in Tow -Away Zones without charge and in order to facilitate District business; provided, however, that such authorization is limited to active projects or construction/maintenance related activities. All vehicles so authorized must be identified by a vendor window pass or have company vehicle signage clearly visible. Unless written authorization is provided, no vehicle used in business for the purpose of transporting good, equipment and the like, shall be parked on District property, except during the period of delivery of goods or during the provision of services.

(5) **Towing/Removal Procedures.**

- a. **SIGNAGE AND LANGUAGE REQUIREMENTS.** Notice of the Tow-Away Zones shall be approved by the District's Board 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 (3) 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 AND REMOVAL AUTHORITY.** To effect towing/removal of a vehicle or vessel, the District Manager or his/her designee 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 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) **Other District Penalties.** If any person is found to have violated any of the provisions of this rule, and pursuant to Sections 120.69(2) and (7), Florida Statutes and other applicable law,

the District shall have the right to impose a fine of up to the amount of \$1,000 and collect such fine and attorney's fees as a contractual lien or as otherwise provided by Florida law.

(7) **Parking at Your Own Risk.** The District assumes no liability for any theft, vandalism and/or damage that might occur to personal property and/or vehicles or vessels parked on District property.

(8) **Sovereign Immunity.** Nothing herein shall constitute or be construed as a waiver of the District's limitation on liability contained in Section 768.28, *Florida Statutes*, or applicable statutes or law.

Effective date: \_\_\_\_\_, 2025

**SUMMERSTONE**  
**COMMUNITY DEVELOPMENT DISTRICT**

**10A**

Serial Number  
24-02277P

# Business Observer

Published Weekly  
New Port Richey, Pasco County, Florida

COUNTY OF PASCO

STATE OF FLORIDA

Before the undersigned authority personally appeared Lindsey Padgett who on oath says that he/she is Publisher's Representative of the Business Observer a weekly newspaper published at New Port Richey, Pasco County, Florida; that the attached copy of advertisement,

being a Request for Qualifications

in the matter of Summerstone RFQ for Engineering Services

in the Court, was published in said newspaper by print in the issues of 12/20/2024

Affiant further says that the Business Observer complies with all legal requirements for publication in chapter 50, Florida Statutes.

\*This Notice was placed on the newspaper's website and floridapublicnotices.com on the same day the notice appeared in the newspaper.

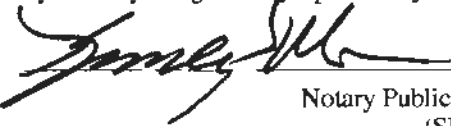


Lindsey Padgett

Sworn to and subscribed, and personally appeared by physical presence before me,

20th day of December, 2024 A.D.

by Lindsey Padgett who is personally known to me.



Notary Public, State of Florida  
(SEAL)



## REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES FOR THE SUMMERSTONE COMMUNITY DEVELOPMENT DISTRICT RFQ for Engineering Services

The Summerstone Community Development District ("District"), located in unincorporated Pasco County, Florida, announces that professional engineering services will be required on a continuing basis for the District's utilities, roadway improvements, stormwater improvements, and other public improvements authorized by Chapter 190, Florida Statutes. The engineering firm selected will act in the general capacity of District Engineer and provide District engineering services, as required.

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 Pasco 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. 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 interested must submit one (1) copy and one (1) electronic copy of Standard Form No. 330 and Qualification Statement by 12:00 p.m., on January 7, 2025 to the attention of District Manager, c/o Wrathell, Hunt & Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, Ph: (561) 571-0010 ("District Manager's Office").

The Board shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager, 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, must be filed in writing, within seventy-two (72) hours (excluding weekends) 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.

December 20, 2024

24-02277P

# **SUMMERSTONE**

## **COMMUNITY DEVELOPMENT DISTRICT**

# **10B**



**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES  
FOR THE SUMMERSTONE COMMUNITY DEVELOPMENT DISTRICT**

*RFQ for Engineering Services*

The Summerstone Community Development District ("District"), located in unincorporated Pasco County, Florida, announces that professional engineering services will be required on a continuing basis for the District's utilities, roadway improvements, stormwater improvements, and other public improvements authorized by Chapter 190, *Florida Statutes*. The engineering firm selected will act in the general capacity of District Engineer and provide District engineering services, as required.

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 Pasco 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. 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 interested must submit one (1) copy and one (1) electronic copy of Standard Form No. 330 and Qualification Statement by 12:00 p.m. on January 7, 2025 to the attention of District Manager, c/o Wrathell, Hunt & Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, Ph: (561) 571-0010 ("District Manager's Office").

The Board shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager, 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, must be filed in writing, within seventy-two (72) hours (excluding weekends) 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.

**SUMMERSTONE  
COMMUNITY DEVELOPMENT DISTRICT**

**DISTRICT ENGINEER PROPOSALS**

**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.

# **SUMMERSTONE**

## **COMMUNITY DEVELOPMENT DISTRICT**

# **10C**

# Summerstone Community Development District

RFQ for Continuing Engineering Services



PREPARED BY:



January 7, 2025

Daphne Gillyard  
Wrathell, Hunt & Associates, LLC  
2300 Glades Road, Suite 410 W  
Boca Raton, FL 33431

**Re: Summerstone Community Development District – Engineering Services**



Dear Selection Committee,

Lighthouse Engineering (LHE) submits this proposal for professional services with a strong interest in entering a partnership with The Summerstone Community Development District (CDD) as your **District Engineer**. LHE is a multi-discipline civil/site engineering firm with three senior professional engineers and affiliates who are highly qualified for this work. 1 (one) electronic copy are included in this proposal.

Lighthouse Engineering  
has professionals  
experienced with CDD  
operations.

Lighthouse Engineering (LHE) provided engineering services for Meadow Pointe II CDD in Wesley Chapel, Florida with Bob Nanni as the District Manager. We are currently serving as District Engineer for Harbor Bay CDD in Hillsborough County, Florida with Jordan Lansford as District Manager, Asturia CDD in Pasco County, Florida with Barry Jeskewich as District Manager, Parkview at Long Lake Ranch CDD with Jamie Sanchez as District Manager and Lakeside Plantation CDD with Jordan Lansford as District Manager.

**WHY HIRE LHE? Quite simply, we offer the best value for our professional services. LHE is an engineering firm with very competitive overhead and the highest quality standards. Our engineers have a combined experience of over 100 years and this knowledge allows us to examine, evaluate and quickly solve both complex and minor tasks. We feel this knowledge provides the best value for our clients.**

LHE provides this value through having executive/ senior professionals that are highly qualified for their work. In addition, our operations run efficiently through purchasing and acquiring the same or greater IT infrastructure and office equipment utilized by our competitors and placing them in home offices. As the District Engineer, we would adopt a **safety-first approach**. We will protect the safety of the community first and foremost. We will support the **economic** interests of the community through adhering to capital budgeting requirements. For our part, we commit that we will provide the engineering services for the CDD in accordance with the budget.

**WHY IS THIS IMPORTANT TO THE CDD? It means that our engineering work is easily bid by contractors and produces regular low bids for work. Also, Design-Build projects typically have zero change orders. This allows the CDD to finish more work with fewer financial and management resources.**

If you wish to discuss our abilities further, we will welcome the opportunity to meet face to face with you.

If you have any additional questions, please let us know.

Sincerely,

**Brad Foran, PE**  
**Lighthouse Engineering, Inc.**

Lighthouse Engineering, Inc.  
701 Enterprise Road East, Suite 410  
Safety Harbor, FL 34695  
727-726-7856 (office) 727-683-9848 (fax)

# ARCHITECT – ENGINEER QUALIFICATIONS

## PART I – CONTRACT SPECIFIC QUALIFICATIONS

### A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City and State)

**Summerstone Community Development District – Professional Engineering Services – continuous contract**

2. PUBLIC NOTICE DATE

January 7, 2025

3. SOLICITATION OR PROJECT NUMBER

### B. ARCHITECT – ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Brad Foran, P.E., President

5. NAME OF FIRM

**Lighthouse Engineering, Inc.**

6. TELEPHONE NUMBER

727.726.7856

7. FAX NUMBER

727.683.9848

8. E-MAIL ADDRESS

bforan@lighthouseenginc.com

### C. PROPOSED TEAM

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

	(Check)					
	PRIME	J-V PARTNER	SUBCON-TRACTOR	9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
a.	X			<b>Lighthouse Engineering, Inc.</b>  <input type="checkbox"/> CHECK IF BRANCH OFFICE	701 Enterprise Road East Suite 410 Safety Harbor, FL 34695	Project Management, Environmental Permitting, Drainage, Traffic, Design, QA/QC, Specifications
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

**[X]** (Attached)

# ORGANIZATIONAL CHART



X	A. Design Phase
X	B. Construction and Inspection Phase Services (Minor Projects Only)
X	C. Project Administration
X	D. General Civil/ Stormwater Engineering
X	E. Traffic Engineering
X	F. Water / Wastewater Engineering
X	G. Geotechnical Engineering
X	H. Pavement Management
X	I. Geographic Information Systems Services (GIS)
X	J. Grant Administration
X	K. General Engineering Consultation / Peer Review / Quality Assurance Review

## CDD PROJECT MANAGER

PROJECT MANAGER  
Brad Foran, P.E.

OFFICE ADMINISTRATION AND  
MARKETING  
Amy Palmer

DESIGN TEAM

QA/QC  
Frank Foran, P.E.

ASSISTANT PROJECT MANAGER  
Thomas Liu, P.E.

DESIGN ENGINEERING  
CEI  
PROJECT ADMINISTRATION

Brad Foran, PE  
Thomas Liu, PE  
Sandy Fabrizio

GEN CIV PLAN REVIEW, COST EST.  
PROJECT CONCEPTUALIZATION

Brad Foran, PE  
Frank Foran, PE  
Thomas Liu, PE

TRAFFIC ENGINEERING

Brad Foran, PE  
Frank Foran, PE  
Thomas Liu, PE

WATER/ WASTEWATER  
ENGINEERING

Thomas Liu, PE  
Frank Foran, PE

GEN CIV SURVEYING  
MAPPING

Geodata

PAVEMENT MANAGEMENT

Brad Foran, PE  
Thomas Liu, PE

GEOTECHNICAL ENGINEERING

Driggers

GRANT ADMINISTRATION

Renee Foran  
Sandy Fabrizio



# **E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

(Complete one Section E for each key person.)

12. NAME <b>Bradley S. Foran, P.E.</b>	13. ROLE IN THIS CONTRACT <b>Project Manager</b>	14. YEARS EXPERIENCE	
		a. TOTAL 28	b. WITH CURRENT FIRM 17
15. FIRM NAME AND LOCATION (City and State) <b>Lighthouse Engineering, Inc. Safety Harbor, FL</b>			
16. EDUCATION (DEGREE AND SPECIALIZATION) <b>B.S.C.E. / Civil Engineering</b>		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) <b>Professional Engineer: Florida, 1998, #52634</b>	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) <b>FDOT Training / Contract Estimating System, Access Mgmt Guidelines for Project Development, Basic Lighting and Electricity, Advanced Work Zone Traffic Control Course, Specifications, Electronic Submittal</b>			

## **19. RELEVANT PROJECTS**

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
a.	<b>Harbor Bay CDD – Apollo Beach, Florida</b>	Ongoing	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE [X] Check if project performed with current firm <b>EOR for the gen. engineering consultant for this CDD community which contains approximately 764 acres of mostly seaside properties which include town homes, villas, and single-family homes. The community has 27 retention ponds, recreational facilities, three amenity centers, multiple playgrounds, and parks; and the Mira Bay club which consists of a clubhouse, resort and lap pools, wading pools, grills and picnic area, sand volleyball court, boat docks and lifts, and a playground. Responsible for all the engineering needs of the community. This includes inspections, permitting, dock and lift applications, drainage reports and plans, community upkeep, Sewall inspections, traffic reports with regards to MUTCD standards, and correspondence with the residents.</b>		
b.	<b>FDOT District 7 - Sidewalk Gap at various location – Pinellas County</b>	Ongoing	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE [X] Check if project performed with current firm <b>Project Manager and EOR for this TWO that consists of sidewalk design along the East and Westside of S.R. 686 (Roosevelt Blvd.) – from Ulmerton Rd. to 16<sup>th</sup> Street North, and sidewalk design along the Southside of S.R. 586 (Curlew Rd.) from Bayshore Blvd. to Cardinal Rd. This TWO also includes sidewalk design on the Southside of S.R. 694 (Park Blvd.) from 40<sup>th</sup> Street North to U.S. 19.</b>		
c.	<b>FDOT District 7 – US 41 / SR 45/ S. 50<sup>th</sup> St. from Denver St. to N. of 27<sup>th</sup> Ave. S. – Hillsborough County</b>	2023	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE [X] Check if project performed with current firm <b>Project Manager and EOR for the design services for US 41 / SR 45/ S. 50<sup>th</sup> St. from Denver St. to north of 27<sup>th</sup> Ave. S. improvements. Project included milling and resurfacing, upgrading curb ramps to meet current ADA standards, and performing general safety modification work in order to extend the life of the existing pavement.</b>		
d.	<b>City of Pinellas Park – Curb Cuts – Various Locations</b>	ongoing	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE [X] Check if project performed with current firm <b>Project Manager and EOR for the removal of existing driveways at various locations along SR 694 (Park Blvd.) for the City of Pinellas Park. Driveway removal begins just east of 63<sup>rd</sup> Street North and ends just east of 54<sup>th</sup> Street North. Sod will be proposed at the existing driveway pavements that were removed, and sidewalk constructed to meet ADA Standards. A proposed curb will also be constructed where the existing driveways were removed. There are a total of 11 driveways being removed. Total project length is approximately 0.9 miles.</b>		
e.	<b>I-275 / SR 93 Bus on Shoulder from Alt US 19/SR595/5<sup>th</sup> Ave N to SR 694/ Gandy Blvd. – Pinellas County FL *AWARD WINNING*</b>	2019-2021	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE [X] Check if project performed with current firm <b>Project Manager/EOR contracted to generate the Project System Engineering Plan (PSEMP) and the Requirement Traceability Verification Matrix (RTVM). Responsible for the installation of the RSS at the northbound and southbound ramps from 38<sup>th</sup> Ave. N. and 54<sup>th</sup> Ave. N. Also executed the removal and replacement of an ITS system components that are impacted by the Design-Build Firm's scope of work. Project also included paved shoulder widening, milling and resurfacing, drainage, signing and pavement markings, and lighting.</b>		

# **E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

(Complete one Section E for each key person.)

12. NAME <b>Thomas Liu, P.E.</b>	13. ROLE IN THIS CONTRACT <b>Project Engineering and Environmental Permitting</b>	11. YEARS EXPERIENCE <table border="1"> <tr> <td>a. TOTAL 23</td> <td>b. WITH CURRENT FIRM 12</td> </tr> </table>		a. TOTAL 23	b. WITH CURRENT FIRM 12
a. TOTAL 23	b. WITH CURRENT FIRM 12				
15. FIRM NAME AND LOCATION (City and State) <b>Lighthouse Engineering, Inc., Safety Harbor, FL</b>					
16. EDUCATION (DEGREE AND SPECIALIZATION) <b>B.S.C.E./1994/Civil Engineering</b>		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) <b>Professional Engineer: Florida, 2000, #58258</b>			
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) <b>FDOT Training: Project Management, Drainage, HY-8, AdICPR, HydroCAD, erosion control, Advanced Traffic Control, Specifications, Electronic Submittals</b>					

## **19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
<b>FDOT District 7 – Withlacoochee Trail from Hernando County Line to Marion County Line – Citrus County, FL</b>	<b>PROFESSIONAL SERVICES</b> 2020	<b>CONSTRUCTION (If Applicable)</b>
<b>a.</b> (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>[X]</b> Check if project performed with current firm <b>Project Engineer</b> responsible for roadway design, drainage analysis, signing and pavement marking, and Temporary Traffic Control Plans for this rehabilitation project. Also provided necessary documentation for the procurement and installation of the signalization and ITS system devices		
<b>(1) TITLE AND LOCATION (City and State)</b> <b>FDOT District 7 - Sidewalk Gap at various location – Pinellas County</b>	<b>(2) YEAR COMPLETED</b> <b>PROFESSIONAL SERVICES</b> ongoing	
<b>b.</b> (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>[X]</b> Check if project performed with current firm <b>Project Engineer</b> for this TWO that consists of sidewalk design along the East and Westside of S.R. 686 (Roosevelt Blvd.) – from Ulmerton Rd. to 16 <sup>th</sup> Street North, and sidewalk design along the Southside of S.R. 586 (Curlew Rd.) from Bayshore Blvd. to Cardinal Rd. This TWO also includes sidewalk design on the Southside of S.R. 694 (Park Blvd.) from 40 <sup>th</sup> Street North to U.S. 19.		
<b>(1) TITLE AND LOCATION (City and State)</b> <b>City of Pinellas Park – Curb Cuts – Various Locations</b>	<b>(2) YEAR COMPLETED</b> <b>PROFESSIONAL SERVICES</b> ongoing	
<b>c.</b> (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>[X]</b> Check if project performed with current firm <b>Project Engineer</b> for the removal of existing driveways at various locations along SR 694 (Park Blvd.) for the City of Pinellas Park. Driveway removal begins just east of 63 <sup>rd</sup> Street North and ends just east of 54 <sup>th</sup> Street North. Sod will be proposed at the existing driveway pavements that were removed, and sidewalk constructed to meet ADA Standards. A proposed curb will also be constructed where the existing driveways were removed. There are a total of 11 driveways being removed. Total project length is approximately 0.9 miles.		
<b>(1) TITLE AND LOCATION (City and State)</b> <b>US 41/ SR45/S. 50<sup>th</sup> St from Denver St. to N. of 27<sup>th</sup> Ave. S., Pinellas County, FL</b>	<b>(2) YEAR COMPLETED</b> <b>PROFESSIONAL SERVICES</b> 2021	
<b>d.</b> (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>[X]</b> Check if project performed with current firm <b>Project Engineer</b> for the 3R project that includes milling and resurfacing, upgrading curb ramps to meet ADA standards, utility coordination, signing and pavement markings, signalization, traffic studies and lighting.		
<b>(1) TITLE AND LOCATION (City and State)</b> <b>I-275 / SR 93 Bus on Shoulder from Alt US 19/SR595/5<sup>th</sup> Ave N to SR 694/ Gandy Blvd. – Pinellas County FL *AWARD WINNING*</b>	<b>(2) YEAR COMPLETED</b> <b>PROFESSIONAL SERVICES</b> 2019-2021	
<b>e.</b> (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>[X]</b> Check if project performed with current firm <b>Project Engineer</b> contracted to generate the Project System Engineering Plan (PSEMP) and the Requirement Traceability Verification Matrix (RTVM). Responsible for the installation of the RSS at the northbound and southbound ramps from 38 <sup>th</sup> Ave. N. and 54 <sup>th</sup> Ave. N. Also executed the removal and replacement of an ITS system components that are impacted by the Design-Build Firm's scope of work. Project also included paved shoulder widening, milling and resurfacing, drainage, signing and pavement markings, and lighting.		

# E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME <b>Frank. Foran, P.E.</b>	13. ROLE IN THIS CONTRACT <b>Project Manager</b>	14. YEARS EXPERIENCE	
		a. TOTAL 48	b. WITH CURRENT FIRM 17
15. FIRM NAME AND LOCATION (City and State) <b>Lighthouse Engineering, Inc. Safety Harbor, FL</b>			
16. EDUCATION (DEGREE AND SPECIALIZATION)  B.S.C.E. / Civil Engineering		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)  Professional Engineer: Florida, #11635	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Affiliations: Florida Engineering Society, American Society of Civil Engineers, American Society of Highway Engineers			

## 19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
a.	<b>FDOT District 7 – Withlacoochee Trail from Hernando County Line to Marion County Line – Citrus County, FL</b>	2020	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE [X] Check if project performed with current firm <b>QC Manager</b> responsible for roadway design, drainage analysis, signing and pavement marking, and Temporary Traffic Control Plans for this rehabilitation project. Also provided necessary documentation for the procurement and installation of the signalization and ITS system devices.		
b.	<b>City of Clearwater, FL – Bayshore Blvd – Urban Multi Use Trail</b>	2015	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE [X] Check if project performed with current firm <b>QC Manager</b> for the design of a new 10 foot wide multi-use path on the east side of the Bayshore Boulevard. Extensive permits were required with a full SWFWMD ERP and US Army Core of Engineering Nationwide #14 permits.		
c.	<b>Tampa Hillsborough Expressway Authority, Selmon Greenway – Tampa, FL</b>	2013	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE [X] Check if project performed with current firm <b>QC Manager</b> for design, permitting, construction and performing all other services necessary for a 15' on average (12' to 24' in some locations) multi-use trail to connect the City of Tampa's River Walk in the vicinity of Ashley Drive to the vicinity of 10 <sup>th</sup> Street.		
d.	<b>US 41/ SR45/S. 50<sup>th</sup> St from Denver St. to N. of 27<sup>th</sup> Ave. S., Pinellas County, FL</b>	2021	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE [X] Check if project performed with current firm <b>QC Manager</b> for the 3R project that includes milling and resurfacing, upgrading curb ramps to meet ADA standards, utility coordination, signing and pavement markings, signalization, traffic studies and lighting.		
e.	<b>City of Tampa General Engineering Services – Howard and Dekle Ave. Tampa, FL</b>	2020	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE [X] Check if project performed with current firm <b>QC Manager</b> for the redesign of an existing intersection that will accommodate the realignment of the intersection at Howard Ave and DeSoto/Dekle. The design included public involvement, utility relocation, roadway design, and signing and pavement markings.		

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER
21. TITLE AND LOCATION <i>(City and State)</i>		22. YEAR COMPLETED
Harbor Bay Community Development District, Apollo Beach FL		PROFESSIONAL SERVICES ongoing
		CONSTRUCTION <i>(If applicable)</i>
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Harbor Bay Community Development District	b. POINT OF CONTACT NAME Jordan Lansford	c. POINT OF CONTACT TELEPHONE NUMBER 813-728-6062
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>		

The Harbor Bay Community Development District consists of approximately 764 acres of mostly seaside properties which include town homes, villas, and single family homes. The community has 27 detention ponds, recreational facilities, three amenity centers, multiple playgrounds and parks; and the Mira Bay club which consists of a clubhouse, resort and lap pools, wading pools, grills and picnic area, sand volleyball court, boat docks and lifts, and a playground. As the District Engineers we are responsible for all of the engineering needs of the community. This includes all inspections, permitting, dock and lift applications, drainage reports and plans, community upkeep, seawall inspections, traffic reports with regards to MUTCD standards, and correspondence with the residents. As the GEC for the CDD we routinely interact with the board and provide reports, evaluation, and financial guidance for current and future needs of the community.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME Lighthouse Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Safety Harbor, FL	(3) ROLE Consultant
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

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <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 2
21. TITLE AND LOCATION <i>(City and State)</i> BayShore Boulevard – Urban Multi-Use Trail City of Clearwater, FL		22. YEAR COMPLETED PROFESSIONAL SERVICES 2015
CONSTRUCTION <i>(If applicable)</i>		
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER City of Clearwater	b. POINT OF CONTACT NAME Leroy chin	c. POINT OF CONTACT TELEPHONE NUMBER 727-562-4856
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>		

The project scope was for the design of a new multi-use path along the east side of Bayshore Boulevard with boardwalk and asphalt path from the Ream Wilson Trail to SR 60. The project included the removal and replacement of the existing sidewalk within the project limits and provided a new 10 foot wide multi-use path. It also required drainage design necessary to reroute drainage flow into an existing inlet which was located in the area that is not desirable, to a modified or new inlet that did not impede the physical travel lane. It also required addressing the sidewalk profile to raise the existing profile of the sidewalk and ensure positive stormwater conveyance into the existing open drainage system.

LHE provided contract administration, design, drainage improvements, erosion control, drainage studies, permitting mitigation impacts, management services, utility coordination, construction engineering inspection services, and quality acceptance reviews of all work associated with the development and preparation of the contract plans and construction of the improvements. Project cost was 1 million dollars.



Before



After

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Lighthouse Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Safety Harbor, FL	(3) ROLE Consultant
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

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <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 3 Contract # E7R25
21. TITLE AND LOCATION <i>(City and State)</i> FDOT District 7 – Withlacoochee Trail from Hernando County Line to Marion County Line Citrus County - Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES 2020
CONSTRUCTION <i>(If applicable)</i>		
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER FDOT District 7	b. POINT OF CONTACT NAME Kevin Lee, P.E.	c. POINT OF CONTACT TELEPHONE NUMBER 813-975-6272
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>		

The Withlacoochee State Trail is a shared use path that connects Pasco, Hernando and Citrus Counties. This trail is 46 miles long. The improvements proposed consisted of rehabilitating segment of the Trail that were experiencing pavement failure. Parts of the existing trail were raised approximately 1.5 to 3 inches to above existing grade to minimize standing water. Signing and pavement markings along with the installation of Rectangular Rapid Flashing Beacon (RRFB) was installed for pedestrian safety at the trail crossing at CR 48 East Orange Avenue.

Responsible for the coordination of survey, geotechnical investigation, design, preparation of all documentation related to the acquisition of all permits not acquired by the Department, maintenance of traffic, demolition, and construction on or before the Project completion date, and utility relocations.

Also responsible for the compliance with Design and Construction Criteria regarding survey, design, construction, and maintenance of traffic during construction, project management, scheduling, and coordination with other agencies and entities such as state and local government, utilities and public.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME Lighthouse Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Safety Harbor, FL	(3) ROLE Consultant
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

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <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 4 21717
21. TITLE AND LOCATION <i>(City and State)</i> US 41 / SR 45/S. 50 <sup>th</sup> St. from Denver St to N. of 27 <sup>th</sup> Ave. S. Hillsborough, Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES 2021 CONSTRUCTION <i>(If applicable)</i>
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER FDOT District 7	b. POINT OF CONTACT NAME Pia Cormier	c. POINT OF CONTACT TELEPHONE NUMBER 813-975-6176
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>		

US 41/SR 45/S. 50th St., from Denver St. to north of 27th Ave. S., is classified as an urban principal arterial on the State Highway System with a context classification designated as C3C -Suburban Commercial roadway. Cracking was identified throughout the existing roadway. To extend the life of the existing pavement, the proposal called for the milling and resurfacing of US 41 from Denver St. to north of 27<sup>th</sup> Ave. S. for a total project length of 1.100 miles. The project also included upgrading curb ramps to meet current ADA standards and perform general safety modification works. There was an existing railroad crossing at US 41 that required coordination through the District Rail Office.

Due to heavy truck traffic and narrow outside thru lane width of the roadway, the existing curb and gutter inlet tops were damaged. Structurally deficient drainage structures were evaluated for repair and/or replacement throughout the project limits.

LHE prepared contract documents including plans, specification, supporting engineering analysis, calculation and other technical documents.

#### FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Lighthouse Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Safety Harbor, FL	(3) ROLE Prime Consultant
b.	(1) FIRM NAME Bala Consulting Services, LLC	(2) FIRM LOCATION <i>(City and State)</i> Tampa, FL	(3) ROLE Signing and pavement markings
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



<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <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 5
21. TITLE AND LOCATION <i>(City and State)</i> I – 275 / SR 93 Bus on Shoulder from ALT US 19 / SR 595 / 5 <sup>th</sup> Ave N. to SR 694 / Gandy Blvd. Pinellas County, Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES 2020 CONSTRUCTION <i>(If applicable)</i>
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER FDOT District 7	b. POINT OF CONTACT NAME Craig Fox, P.E.	c. POINT OF CONTACT TELEPHONE NUMBER 813-975-6082
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>		

I-275/SR93 (from Alt. US19/SR595/5th Ave. N. to SR694/Gandy Blvd.) is an Urban Principal Arterial Interstate. Located in Pinellas County, the project corridor is a northbound and southbound interstate with existing three (3) 12-foot travel lanes in each direction, 12 foot outside shoulder, and 8 foot (median) inside shoulder. The total project length was 5.203 miles.

Due to increasing public demand for transit ridership, the Department partnered with Pinellas Suncoast Transit Authority (PSTA) to implement the I-275 Bus on Shoulder Pilot Project which consisted of widening and resurfacing the northbound and southbound outside paved shoulder of I-275 (from Alt. US19/SR595/5th Ave. N. to SR694/Gandy Blvd.) from 10 feet to 12 feet. The shoulder widening will allow for transit vehicles to travel along the shoulder when traffic congestions slowed down the travel lanes to 35 mph. The existing three (3) 12-foot travel lanes were maintained along the northbound and southbound of I-275.

Project improvements consisted of shoulder milling/resurfacing, and shoulder widening. Existing drainage structures, pavement markings, signs, guardrail, lighting, and other features impacted by the project were replaced or relocated. Furthermore, side slopes affected by the shoulder widening were regraded and stabilized.

This was a roadway milling and resurfacing project which included pavement evaluation, mainline cross slope correction, and utility coordination. Signing and pavement marking design, specifications and cost estimating were also included. Project cost was 5 million dollars.



**FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME Lighthouse Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Safety Harbor, FL	(3) ROLE Consultant
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



<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <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 6
21. TITLE AND LOCATION <i>(City and State)</i> FDOT District 7 – SR 39 from County Line to Bay Ave. Pasco County - Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES 2020
CONSTRUCTION <i>(If applicable)</i>		
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER FDOT District 7	b. POINT OF CONTACT NAME Pia Cormier	c. POINT OF CONTACT TELEPHONE NUMBER 813-975-6176
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>		

The purpose of this RRR project was to preserve and extend the life of the existing pavement and perform general safety modification work. It included design of keyhole widening, cross slope correction, milling and resurfacing, signing and pavement markings, utility coordination, and permitting from SR 39 (Paul S. Buchman Hwy.) from Hillsborough County Line to South of Bay Ave. The segment of SR39 is classified as an urban principal arterial roadway with two typical sections. The first section consists of two lane undivided with 12' wide travel lanes, 8" wide shoulder (5' paved with bike lanes), and ditches on both sides. The second section is a two-lane divided with 12' wide travel lanes, 12' paved median, 8' shoulder (5' paved with bike lanes) and ditches on both sides. The project limit is from milepost 0.000 to milepost 0.679.

LHE provided drainage plans to accomplish the following goals:

- \*Identify existing drainage issues and provide the most cost-effective solutions.
- \*Enhance the safety level of the drainage structures
- \* Replace or repair structurally deficient drainage structures
- \*Ensure existing drainage features were not adversely impacted by the project
- \*Desilt all storm drain/side drain/cross drainpipes within the project limits.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a.	(1) FIRM NAME Lighthouse Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Safety Harbor, FL
		(3) ROLE Consultant
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

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <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 7
21. TITLE AND LOCATION <i>(City and State)</i> City of Tampa – Himes and Azeele Signal Improvements Tampa, Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES 2015
		CONSTRUCTION <i>(If applicable)</i>

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER City of Tampa	b. POINT OF CONTACT NAME Vik Bhide	c. POINT OF CONTACT TELEPHONE NUMBER 813-274-3101
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>		

The project scope was for the design of signal and ADA upgrades of the subject intersection. The project included new pedestrian countdown signals, sidewalk, roadway improvements, and mast arms. Additional elements included public involvement, utility relocation, signing and pavement marking, and all project management to complete the design.

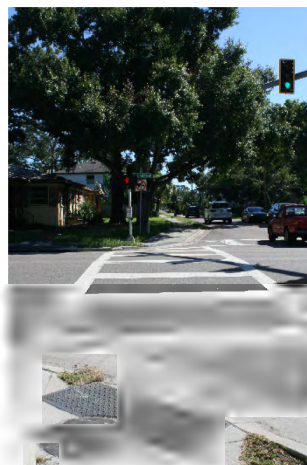
Our scope of services included the following tasks:

- \* The design accommodated 4 legs of the intersection. Survey was required.
- \* Survey included all utilities above and below ground as well as all other above ground entities.
- \* Underground utilities were located via Subsurface Utility Engineering (SUE) in the vicinity of proposed pole foundation.
- \* Geotechnical services were required for mast arm pole.
- \* The limits of the project were milled and resurfaced to remove conflicting pavement markings.
- \* Himes was crowned to remove the “bump” both north and south of Azeele and to drain to the inlets in all four corners of the intersection.
- \* Data collection including traffic data and count information, sewer, water, storm sewer data, other planned projects in the vicinity, and all utilities
- \* Field Review and Analysis of project site conditions.
- \* Design Survey/SUE/Utility Coordination
- \* Design and Construction Plan Preparation
- \* Quality Assurance / Quality Review

Project cost was \$200,000.



Before



After

#### FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Lighthouse Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Safety Harbor, FL	(3) ROLE Consultant
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

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <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 8 Contract #14-D-560
21. TITLE AND LOCATION <i>(City and State)</i>  City of Tampa General Engineering Services – Palm Ave Tampa, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER City of Tampa	b. POINT OF CONTACT NAME Milton Martinez, P.E.	c. POINT OF CONTACT TELEPHONE NUMBER 813-274-8998
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>		

The project scope included upgrades to the ADA facilities along Palm Ave (between Nuccio and 19th Ave), add detectable warnings surfaces, and/or reconstruct ADA ramps with modifications to the median to allow pedestrians to cross at mid-block locations. Design also included RRFB's for pedestrian mid-block crossings along Palm Ave. at 17th and North 19. We also provided utility coordination and project management services necessary to complete the design.

Project Cost was \$100,000.



FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

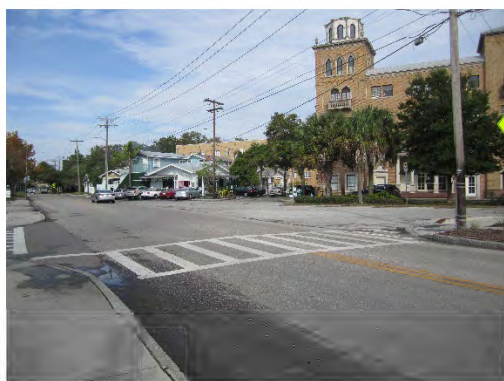
a.	(1) FIRM NAME Lighthouse Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Safety Harbor, FL	(3) ROLE Consultant
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City 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

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <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 9
21. TITLE AND LOCATION <i>(City and State)</i> City of Tampa General Engineering Services – Howard Ave at Dekle / DeSoto Ave. Tampa, Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES 2020
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER City of Tampa	b. POINT OF CONTACT NAME Milton Martinez, P.E.	c. POINT OF CONTACT TELEPHONE NUMBER 813-274-8998
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>		

The project scope was for the redesign of the existing intersection that will accommodate the realignment of the intersection at Howard Ave. and DeSoto/Dekle Ave. The design included public involvement, utility relocation, roadway design, signing and pavement marking, and all project management to complete the design. Tasks to complete this project included the following:

- \*Update the design and concept plan to accommodate the additional parking spaces south on Dekle Ave. Additional meetings were required to gain the approval of the concept plan by the City and other design firms involved in the corridor study of the project area.
- \* Landscape and Irrigation plan for the green space between Dekle and De Soto.
- \* Obtained additional survey south on Dekle for the additional parking spaces.
- \* Provided utility coordination for the relocation of existing utilities within the project area as required as part of the new intersection configuration
- \* Provided a set of construction documents based on the concept plans.
- \* Provided construction phasing as part of the MOT

LHE provided utility coordination, design and construction plan preparation, pedestrian ramp/crosswalk design, design review, construction plans, quality assurance / quality review; as well as attended all field and coordination meetings. Project Cost was \$500,000.



Before



After

#### 25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Lighthouse Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Safety Harbor, FL	(3) ROLE Consultant
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



<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <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 10
21. TITLE AND LOCATION <i>(City and State)</i> Meadow Pointe II Community Development District (CDD) General Engineering Consultant (GEC) – Wesley Chapel, Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES 2021 CONSTRUCTION <i>(If applicable)</i>

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Meadow Pointe II CDD	b. POINT OF CONTACT NAME Bob Nanni	c. POINT OF CONTACT TELEPHONE NUMBER 813-991-1116 X105

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

LHE was the general engineering consultant for this CDD community which contains 108 ponds, is home to almost 3500 residents and has almost 75 miles of roads. Over a 12-year period, LHE was tasked to produce pavement evaluations, pond evaluations and evaluations of all of the existing facilities that included the 2500 SF club house, pool, multipurpose courts and all of their existing wholly owned and operated infrastructure. LHE was also tasked with the tree removal and replanting within the communities. As the GEC for the CDD we routinely interacted with the board and provided reports, evaluation, and financial guidance for current and future needs of the community. We were engaged in the reissuance of bonds for the CDD that totaled more than ten million dollars and were intended to upgrade the existing infrastructure and produce monies for future expansion of the community facilities. As the GEC for the CDD we were responsible to the CDD for all its engineering needs.

The project consisted of the milling and resurfacing of the existing roadway within eleven sub-divisions of Meadow Point II CDD including the clubhouse. The communities included are listed below:

- |                 |                |
|-----------------|----------------|
| 1. Charlesworth | 7. Long leaf   |
| 2. Colehaven    | 8. Manor Isle  |
| 3. Covina Key   | 9. Sedgwick    |
| 4. Glenham      | 10. Vermillion |
| 5. Iverson      | 11. Wrencrest  |
| 6. Lettingwell  |                |

- The scope included the following requirements:
- Mobilization
  - Maintenance of traffic
  - Prevent asphalt and/or debris from entering existing inlets during construction
  - Mill existing asphalt pavement
  - Resurface the milled roadway with asphalt
  - Pavement restriping
  - Clean up site

FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Lighthouse Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Safety Harbor, FL	(3) ROLE Consultant
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

[illegible]

## 29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	Harbor Bay Community Development District	6	FDOT District 7 – SR 39
2	City of Clearwater Bayshore Trail	7	City of Tampa – Himes and Azelee Signal Improvements
3	FDOT District 7 – Withlacoochee Trail	8	City of Tampa – Palm Ave Improvements
4	Pinellas County – US 41	9	City of Tampa – Howard Ave-Dekle Ave-De Soto Ave Improvements
5	Pinellas County – I-275 Bus on Shoulder	10	Meadow Pointe II Community Development District

## H. ADDITIONAL INFORMATION

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

LHE's strong local presence in the Tampa Bay area is supported by local professionals with a spectrum of expertise, enabling us to provide our clients with the most effective project solutions on time and under budget.

### Introduction: The Lighthouse Engineering Team

Founded in 2006, LIGHTHOUSE ENGINEERING, INC. is a multi-disciplinary engineering firm located in Pinellas County and is a **Certified Statewide SBE and Small Local Business Enterprise (SLBE)**.

Over the past 18 years, Lighthouse Engineering (LHE) has advanced the concept of providing a total package of engineering services to public and private clients. We maintain a broad spectrum of expertise, including our primary service areas:

- Roadway Transportation Design, Planning
- Permitting
- Site/Civil Engineering and Planning
- Traffic Engineering
- Signing and Marking Design
- Signalization Design
- Lighting



This diversity enables our organization to offer a unified "in-house" team approach composed of highly skilled and experienced professionals in a variety of specialties. The result is high-quality consulting services provided in a professional and timely manner. **The advantage to selecting LHE is that our engineers are diverse and multi-disciplined.** As a small business, this is a unique advantage as we can service a project with as few as three professionals and deliver the project to you. By keeping the project team small, compact, and efficient, LHE can service this contract and provide immense value to the Summerstone Community Development District. Logically, the Summerstone CDD should see that when three multi-discipline engineers work together, the project is much more manageable when compared to the engineering team than the larger corporations need to finish this project.

Even though we have a small staff, we have combined experience of over 100 years in the design of roadway transportation design, water, sewer, drainage, intersection improvements, permitting and other similar types of designs normally required by CDDs. We are familiar with and are experienced in design, construction inspection, project administration, and general civil support for any project that the CDD may undertake. We have designed, permitted, and performed construction phase services for hundreds of projects ranging from the most complex Interstate highways to projects as small as local traffic calming, park design or small parking lot additions.

### Local Knowledge

LHE has on staff several professionals who have a great deal of experience in roadway design. ***Previous staff experience was obtained on City projects such as the Intersection Improvement Project for Dale Mabry and Kennedy Blvd, Himes and Azelee Signal upgrades, Palm Ave Improvements, and Intersection Improvement Project for Fowler Avenue and 50th Street.*** In addition, our staff has extensive local experience in roadway, storm water and utility design projects for clients such as Hillsborough County, Pasco County, and the Florida Department of Transportation (FDOT), District Seven; as well as many private clients including Meadow Pointe II Community Development District (CDD), Harbor Bay Community Development District, Asturia Community Development District, Parkview at Long Lake Ranch Community Development District, and Lakeside Plantation Community Development District.

In the past 17 years, LHE has completed over 70 roadway projects, solidifying an expertise that reduces project risk for our clients.

### Accelerated Schedules Resulting from Permitting Expertise

Our project staff knows the pitfalls that delay permitting and how to avoid them from both a design and timing standpoint. **Because of our competence and speed in obtaining permitting from Southwest Florida Water Management District (SWFWMD) and the US Army Corps of Engineers (USACE), and proactive coordination with the various utility companies in the area, we are able to accelerate project plans and production schedules.**

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## Comprehensive Transportation Expertise Provided by Local Professionals

LHE has assembled a qualified team of professionals with extensive transportation engineering experience. Our combined team of multi-disciplined personnel specifically designated for this project is highly skilled in the areas of roadway and drainage design as well as utility conflict avoidance, coordination, and permitting. Including support staff, the LHE Tampa Bay area office currently has 5 full time employees. Our team has relationships and workflow processes that are established within the group to efficiently complete work and deliver quality products to the Summerstone Community Development District.

### Capability and Ability to Deliver Project

We have a seasoned design team that is more than capable of delivering all the necessary components of a project and routinely handle larger scale projects with high dollar values. Our Project Manager completed an FDOT project in Pinellas County within the City of Tarpon Springs whereby the City will be reborn with a downtown revitalization of new sidewalk, utilities, lighting and upgraded pedestrian features. **This project was placed on an accelerated schedule and involved more than seven local utilities.** The utility work alone took almost a year to complete and the total cost of this exceeds more than 17 million dollars. We have the business tools, necessary design team, proper computer technology and a seasoned staff who are excited at the opportunity to serve the Summerstone Community Development District.

### Exceptional Staff Competence from Continued Training and Education

LHE is committed to ensuring that every staff member affecting product quality is fully competent to perform their assigned tasks. All personnel assigned to production have recent experience in their respective areas of responsibility. Competency is established through education, training, experience, and demonstration of skills.

Continuing education of our technical and professional staff is strongly encouraged. Many of our employees are enrolled in continuing education seminars and conferences offered by FDOT and other professional associations. Examples of these courses include the FDOT Project Management Course, Quality Assurance/Quality Control Training, FDOT Project Engineer Training, Traffic Control Zone Certification, Cost Estimating, and Long-Range Estimates Systems. Many of our engineers attend national seminars, where a variety of engineering trends and innovations are presented. Keeping up to date with the latest technology and management solutions allows us to provide more value to our clients.

### Proposed LHE Staff Members

The **accompanying resumes in Section E** present proposed staff members and their education, years of experience, role on this proposed contract, and specialized experience. The following paragraphs illustrate highlights of the qualifications and experience of our proposed project management team and key staff:

#### Project Manager

**Brad Foran, P.E.**, has a long history of working with both State and Local agencies and has helped many Cities, CDDs and Counties achieve their capital work programs. He was the Project Manager for the State's rehabilitation project in Tarpon Springs where new sidewalk, roadway, water and sewer upgrades as well as streetscaping improvements were constructed. In addition, he served as the Project Manager for the City of Safety Harbor's SR 590 improvements. He also possesses work experience that highlights his knowledge of highway design, permitting, and hydraulic analysis of existing and proposed facilities. He served as project manager and Engineer of Record for the Florida Department of Transportation on design contracts for Districts 1, 2, 3, 4, 6 and 7 and has worked on numerous major and minor roadway restoration projects. He designed the signalization improvement at Himes and Azele for the City of Tampa and the enhancement project at Howard and Dekle. He is experienced in the evaluation, design, and permitting of existing and proposed facilities through either 3R or New Construction standards. He recently completed the Selmon Greenway Design Build Contract with Tampa-Hillsborough Expressway Authority (THEA) and will be coordinating with the City's TIGER grant project.

His most recent projects have focused on Florida Department of Transportation's 3R criteria and work with local agencies throughout Tampa Bay. These projects have included the complete evaluation of the enhancement projects new design projects criteria including the hydraulic analysis, pavement design, and variance approval for urban and rural projects. He is experienced in taking the design plans to completion and subsequently toward the construction phase of the project. **Mr. Foran brings to this project a wealth of experience and has the resources to assign and address design issues, ensure compliance with schedules, and provide a successful contract for the Summerstone CDD. Mr. Foran was the former Florida Engineering Society's (FES) Pinellas Chapter President and was a member of its Board of Directors.**

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## Assistant Project Manager/ Roadway Design / Drainage Design

**Thomas Liu, P.E.** Mr. Liu has over 20 years of roadway design and drainage experience on City, Florida Department of Transportation, County, and Private Development projects in Florida. Mr. Liu has served as Project Engineer on several projects in the Tampa Bay Area. Mr. Liu's drainage experience includes design of stormwater treatment systems including treatment and attenuation requirements for SWFWMD and SFWMD permits. Mr. Liu also has both design and project management experience in traffic operations (signalization, signing and marking, highway lighting). He has extensive experience in transportation engineering

*"We have a long-standing relationship with LHE and have collaborated on multiple jobs together. We can always depend on Brad and his team to be knowledgeable of all design aspects of the project, be innovative with their approach, dependable with deadlines and communication, and responsive to any challenges that may arise. When anyone asks for a recommendation for an engineer, I do not hesitate to put them in touch with Brad and Lighthouse."*

**Jeff Nelson, President  
Nelson Construction**

including design for rural and urban highways, limited access expressways, and rural and urban interchanges. Technical aspects of design include horizontal and vertical geometry, development of traffic control plans, drainage design, utility conflicts, and permitting. His expertise also includes basin delineation, pond siting reports, inlet locations, pavement drainage, hydraulic calculation for storm sewer networks, cross-drain analysis, stormwater routing, floodplain analysis, water quality, optional culvert material, dredge and fill impacts, coordination with water management agencies for permitting, and formulating technical stormwater reports.

## Principal-In-Charge, Quality Assurance/Quality Control

**Frank Foran, P.E.**, LHE's Vice President for Southeast Transportation with oversight responsibility of the Florida operations, is a Highway Design Engineer with more than 40 years of experience in the Tampa Bay Area. He will provide the direction for our **Quality Control** program out of our Tampa Bay area office located in Safety Harbor. Mr. Foran is certified with the Florida Department of Transportation (FDOT) in the preparation of traffic control plans and has also received training from the Department in cost estimating and long-range estimating systems. In addition to writing Quality Control Plans for various assignments at LHE,

Mr. Foran has performed quality assurance plan reviews for other consulting firms

## Customer Centric Focus Yields Repeat Business

The LHE Team understands that adherence to schedule, quality, and budget standards are not the only measures of past performance. We also measure the quality of our services through customer satisfaction and the level of business-like concern for governmental client interests.

We pride ourselves on a reputation for reasonable and cooperative behavior from proposal and initial negotiations through contract modifications and final delivery. The LHE project team members take great pride in both their individual and team record of service for our clients. We recognize that the **quality of service provided to a client is directly related to the potential for repeat business.**

The number of letters of appreciation, repeat clients, and repeat contracts we have been awarded reflects our product quality and consistent history of preparing innovative and realistic design solutions that are consistently within four (4) percent of the competitive low bid and meet the client's most demanding schedules. **Repeat business now constitutes roughly ninety (90) percent of our business.**

LHE seeks to continually improve our job performance, quality of products and services, and responsiveness. We have formally interviewed both private and public sector clients to determine how our staff could better fill their needs. We have implemented many of their suggestions and will provide you with a top team of experienced professionals ready to respond to every need.

## Recent, Current and Projected Workload

The following information is provided to demonstrate specifically that the LHE team has the personnel and experience to best provide the requested services.

The current workload of LHE will allow us to begin work immediately. Our available design staff can provide more than 250 staff hours per month from our office in Safety Harbor. LHE routinely handles a multitude of projects involving various disciplines. We utilize subconsultants with experience in specialized areas such as SUE, land surveying and mapping, geotechnical engineering, and right of way acquisition, while employing our own engineers in other areas such as CEI, pavement evaluation, asset management, bridge inspection, and structure repairs.

We recently completed several significant projects including a Design-Build Project for FDOT District 1 at SR 789 from Longboat Club Road to SR 64. We are also scheduled to finish a Design-Build Project at SR 25 (US 27) in the next month. Currently, we are

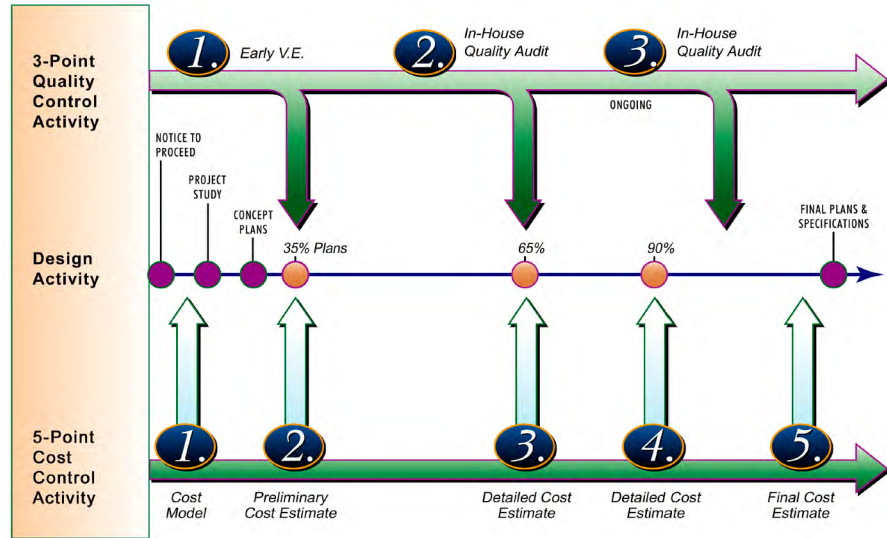
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working on a Sidewalk Gap Project for FDOT District 7 and a few smaller projects for private clients, which puts our projected workload critically low. We are in the process of finishing up the contract to begin work on TWO 10.2023 for the City of Pinellas Park. This project is for the plan preparation for the elimination of ten abandoned driveway aprons at various locations along Park Boulevard, including FDOT permitting.

Our projected workload falls within the capacity of our staff. As with any firm, our workload is not always constant, but has peaks and valleys. The dedication of our staff enables LHE to meet our clients' goals by working overtime during peaks and improving our technical skills during slower periods. LHE and our entire team will pull together to ensure that we meet the CDD's needs.

## Successful Projects Result from Our Quality Assurance Program

*Lighthouse Engineering believes that leadership in our industry can be achieved only through quality. Meeting quality goals at Lighthouse Engineering means commitment to the full satisfaction of every internal and external client. We continuously improve our management and technical processes in order to meet client requirements the first time, every time. Every team member of Lighthouse Engineering is dedicated to continuous improvement.*



LHE Construction Cost and Quality Control Process.

The head of the QA/QC Team for this contract will be Frank Foran. Mr. Foran, P.E. will serve as the Management Representative responsible for implementing and maintaining the quality system and for regularly reporting system, process, or product failures with a view to continually improving the quality system. LHE recognizes that a quality product is the key to the successful performance of a contract, having maintained QA/QC standards and procedures since the company was founded in 2006. LHE has embraced the philosophy of Six Sigma Quality Management, which focuses on constantly monitoring performance and anticipating and preventing future problems by changing processes rather than merely reacting to mistakes. Our Six Sigma Program is client-and-product focused and is an established part of our corporate culture. The QA Program provides the controls and continuity necessary to perform a project in a defined, systematic manner and includes adequate provisions for changes. Our subcontractors are briefed on this process and fully comply with all procedures.

### I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE

*Bradley S. Foran*

32. DATE

1/7/2025

33. NAME AND TITLE

Bradley S. Foran, P.E., President

## 1.E SOLICITATION NUMBER (If any)

*(If a firm has branch offices, complete for each specific branch office seeking work.)*

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees (1) FIRM      (2) BRANCH		a. Profile Code	b. Experience	c. Revenue Index Number <i>(see below)</i>
02	Administrative	2		T03	Traffic & Transportation Engineering	1
08	CADD Technician	1		D04	Design-Build - Preparation of Requests for Proposals	1
12	Civil Engineer	3		W03	Water Supply; Treatment and Distribution	1
				S04	Sewage Collection, Treatment and Disposal	1
<b>Total</b>		6	6			

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS <i>(Insert revenue index number shown at right)</i>		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work	1	1. Less than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work	3	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	3	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

The foregoing is a statement of facts.

Bradley S. Foran, P.E., President



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/26/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Hiscox Inc. 5 Concourse Parkway Suite 2150 Atlanta GA, 30328	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> (888) 202-3007 <b>E-MAIL ADDRESS:</b> contact@hiscox.com <b>FAX (A/C, No):</b> <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Hiscox Insurance Company Inc <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	<b>NAIC #</b> 10200
<b>INSURED</b> LIGHTHOUSE ENGINEERING 701 enterprise road east suite 410 safety harbor, FL 34695		

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			P100.294.958.8	05/30/2024	05/30/2025	Each Claim: \$ 1,000,000 Aggregate: \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

Marketing	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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Ron DeSantis, Governor

Melanie S. Griffin, Secretary



**FBPE**  
FLORIDA BOARD OF  
PROFESSIONAL ENGINEERS

## STATE OF FLORIDA

### BOARD OF PROFESSIONAL ENGINEERS

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

**FORAN, BRADLEY SCOTT**

701 ENTERPRISE ROAD E  
SUITE 410  
SAFETY HARBOR FL 34695

**LICENSE NUMBER: PE52634**

**EXPIRATION DATE: FEBRUARY 28, 2025**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)



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Ron DeSantis, Governor

Melanie S. Griffin, Secretary



## STATE OF FLORIDA

### BOARD OF PROFESSIONAL ENGINEERS

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

**LIU, THOMAS**

8509 W. HANNA AVE.  
TAMPA FL 33615

**LICENSE NUMBER: PE58258**

**EXPIRATION DATE: FEBRUARY 28, 2025**

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## Florida Department of Transportation

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.  
SECRETARY

October 23, 2024

Bradley Foran, President  
LIGHTHOUSE ENGINEERING INC. d/b/a LHE  
701 Enterprise Road East, Suite 410  
Safety Harbor, Florida 34695

Dear Mr. Foran:

The Florida Department of Transportation has reviewed your application for prequalification package and determined that the data submitted is adequate to technically prequalify your firm for the following professional services types of work per Rule 14-75, F.A.C.:

- 3.1 Minor Highway Design
- 3.2 Major Highway Design
- 3.3 Controlled Access Highway Design
  
- 6.3.1 Intelligent Transportation Systems Analysis and Design
- 6.3.2 Intelligent Transportation Systems Implementation
  
- 7.1 Signing, Pavement Marking and Channelization
- 7.2 Lighting
- 7.3 Signalization

Your firm is now technically prequalified with the Department for Professional Services in the above referenced work types. The overhead audit has been accepted, and your firm may pursue projects in the referenced work types with fees of any dollar amount. This status shall be valid until June 30, 2025, for contracting purposes.

### Approved Rates

Home Overhead	Facilities Capital Cost of Money	Premium Overtime	Home Direct Expense
161.48%	6.944%	Reimbursed	0.00%

**Per Title 23, U.S. Code 112, there are restrictions on sharing indirect cost rates. Refer to Code for additional information.**

Should you have any questions, please feel free to contact me by email at [carliayn.kell@dot.state.fl.us](mailto:carliayn.kell@dot.state.fl.us) or by phone at 850-414-4597.

Sincerely,

Carliayn Kell  
Professional Services Qualification Administrator

## Licensee Details

### Licensee Information

Name: **LIGHTHOUSE ENGINEERING INC. DBA LHE, INC. (Primary Name)**

Main Address: **701 ENTERPRISE ROAD EAST  
SUITE 410  
SAFETY HARBOR Florida 34695**

County: **PINELLAS**

License Mailing:

LicenseLocation:

### License Information

License Type: **Registry**

Rank: **Registry**

License Number: **28576**

Status: **Current**

Licensure Date: **05/15/2009**

Expires:

**Special Qualifications**      **Qualification Effective**

### Alternate Names

### [View Related License Information](#)

### [View License Complaint](#)

\*\*\*\*\*  
**2601 Blair Stone Road, Tallahassee FL 32399** :: Email: **Customer Contact Center** :: Customer Contact Center: 850.487.1395

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However email addresses are public record. If you do not wish to supply a personal address, please provide the Department with an email address which can be made available to the public.





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**Detail by Entity Name**

Florida Profit Corporation  
LIGHTHOUSE ENGINEERING INC.

Filing Information

Document Number	P06000152907
FEI/EIN Number	20-8032896
Date Filed	12/12/2006
State	FL
Status	ACTIVE
Last Event	REINSTATEMENT
Event Date Filed	05/01/2009

Principal Address

701 ENTERPRISE ROAD EAST  
SUITE 410  
SAFETY HARBOR, FL 34695

Changed: 03/31/2016

Mailing Address

701 ENTERPRISE ROAD EAST  
SUITE 410  
SAFETY HARBOR, FL 34695

Changed: 03/31/2016

Registered Agent Name & Address

FABRIZIO, SANDRA K, MRS.  
701 ENTERPRISE ROAD  
SUITE 410

SAFETY HARBOR, FL 34695

Name Changed: 03/07/2014

Address Changed: 03/07/2014

**Officer/Director Detail**

**Name & Address**

Title PTD

FORAN, BRADLEY S  
65 TURNSTONE DR  
SAFETY HARBOR, FL 34695

**Annual Reports**

Report Year	Filed Date
2020	01/22/2020
2021	03/08/2021
2022	03/08/2022

**Document Images**

<a href="#">03/08/2022 -- ANNUAL REPORT</a>	View image in PDF format
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<a href="#">12/12/2006 -- Domestic Profit</a>	View image in PDF format



From: Pinellas County Economic Development, Small Business Enterprise Program  
April 27, 2022  
Subject: Pinellas County Small Business Enterprise Program Renewal Application Approved

Dear Bradley Foran, P.E.:

Congratulations! Your [Renewal]application for designation as a Small Business Enterprise in the SBE Program is approved. The approval is contingent upon your firm successfully completing the eligibility listed below. We have designated Lighthouse Engineering, Inc. DBA LHE as eligible to [continue to] participate in the SBE program, and sheltered market program with an effective date of 4/8/2022. This certificate is specific to Pinellas County and covers only the company that is listed in this letter, not any other company with which you may be associated. Your firm will appear on the list of approved registered vendors.

As part of our SBE program, **we do require you to register your business** in our SBDC system as well. This registration will make it easier to sign up for classes and any time you need one-on-one free counseling for questions with procuring contracts with Government (County or Federal). Please visit our website, at <https://www.pced.org/page/Consulting>, to register and learn more or call 727-453-7200 for your consultation. During the registration process it will ask for nature of "counseling requested", select from any of the boxes you wish and then scroll down to the bottom and in the additional area please indicate "*Pinellas County SBE*" in the text box.

No additional eligibility. You are successfully registered. We encourage your firm to view our list of workshops to assist your business with getting the most out of working with Pinellas County. Please visit our website, at <https://pinellas.obsres.com/economic/Info.aspx?EventID=3005>, to register and learn more. These workshops are not mandatory, however, recommended.

Please visit our website, at <https://pinellas.obsres.com/economic/Info.aspx?EventID=3005>, to register and learn more or call 727-453-7200 for your consultation.

Form Name: Pinellas County Small Business Enterprise Program Renewal Application  
Business: Lighthouse Engineering, Inc. DBA LHE  
Contact: Bradley Foran, P.E.  
Submission Date: 4/8/2022  
Review Date: 4/12/2022  
Expiration Date: 4/11/2025

Your approved Pinellas County Small Business Enterprise Program Renewal Application will expire 4/11/2025. If there are changes to your business, please contact staff to ensure the most accurate representation of your business. This includes changes to your company contacts, products, or services.

Thank you for your continued interest in participating with Pinellas County and the SBE Program. If you have any additional questions please email us at [Businesshelp@pinellascounty.org](mailto:Businesshelp@pinellascounty.org) or call 727-453-7200.

# PINELLAS COUNTY SMALL BUSINESS ENTERPRISE PROGRAM

THIS CERTIFICATE IS AWARDED TO

**Lighthouse Engineering, Inc. DBA  
LHE**

HAS SUCCESSFULLY COMPLETED THE  
SBE Certification Requirements for:  
Construction  
Professional, Scientific, and Technical Services  
Certification Expires:  
4/11/2025

Approved:

**4/12/2022**



SIGNED, Corey McCaster





## **Minority and Small Business Development**

Certification Program

This is to certify that in accordance with City of Tampa Ordinance 2008-89

**Lighthouse Engineering, Inc. DBA LHE**

is hereby certified as a

**Small Local Business Enterprise (SLBE)**

In the following specialty(ies)

**Construction-Related Services**

**The certification is valid from October 19, 2022 to January 15, 2025**

---

Updates for recertification are required prior to the expiration date listed above. If at any time changes are made in the firm that are not in concert with our eligibility requirements, you agree to report those changes to us for evaluation. The City of Tampa reserves the right to terminate this certification at anytime it determines eligibility requirements are not being met.

A handwritten signature in black ink, appearing to read 'Gregory K. Hart', is positioned above the printed name.

**Gregory K. Hart, Manager  
Minority and Small Business Manager**



**Board of County Commissioners  
Economic Development Department  
Minority and Disadvantaged Business Development**

**Small Business Registration**

Lighthouse Engineering, Inc. DBA LHE

HC-1873/23

Valid from December 11, 2023 - March 2, 2026

**Approved Lines of Business:**

Engineering - Civil, Construction-Related Services

A handwritten signature in black ink, appearing to read "Theresa Kempa".

Theresa Kempa, Manager, MCA  
Minority & Small Business Enterprises Division



**PORT TAMPA BAY™**

## ***Small Business Enterprise Certification***

***Lighthouse Engineering Inc.***

***Federal ID #20-8032896***

***Services Provided: Architect-Engineer & Other Professional  
Design Services; Consulting Services***

***Valid from 04/25/2024 to 04/24/2025***

***Donna L. Casey***

***SBE & Contracts Manager***

*Please note this certificate is valid only with Port Tampa Bay.*

*It is not reciprocal with the City of Tampa or Hillsborough County and may not be reciprocal with any other local governmental agency.*

*Member since 2022*

# **SUMMERSTONE**

## **COMMUNITY DEVELOPMENT DISTRICT**

# **10D**



Summerstone 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	100
	NAME OF RESPONDENT							
1	Lighthouse Engineering, Inc.							

\_\_\_\_\_  
Board Member's Signature

\_\_\_\_\_  
Date

**SUMMERSTONE**  
**COMMUNITY DEVELOPMENT DISTRICT**

**UNAUDITED**  
**FINANCIAL**  
**STATEMENTS**

**SUMMERSTONE  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL STATEMENTS  
UNAUDITED  
DECEMBER 31, 2024**

**SUMMERSTONE  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
DECEMBER 31, 2024**

	General Fund	Debt Service Fund Series 2020	Debt Service Fund Series 2021	Capital Projects Fund Series 2020	Capital Projects Fund Series 2021	Total Governmental Funds
<b>ASSETS</b>						
Cash	\$770,658	\$ -	\$ -	\$ -	\$ -	\$ 770,658
Investments						
Revenue	-	43,178	38,058	-	-	81,236
Reserve	-	132,007	37,190	-	-	169,197
Construction	-	-	-	160	-	160
Cost of issuance	-	-	2,161	-	-	2,161
Interest	-	-	4,599	-	-	4,599
Sinking	-	-	622	-	-	622
Prepayment	-	-	132	-	-	132
Due from general fund	-	244,494	344,404	-	-	588,898
Due from other	44	-	-	-	-	44
Total assets	<u>\$770,702</u>	<u>\$419,679</u>	<u>\$427,166</u>	<u>\$ 160</u>	<u>\$ -</u>	<u>\$ 1,617,707</u>
<b>LIABILITIES AND FUND BALANCES</b>						
Liabilities:						
Accounts payable	\$ 5,173	\$ -	\$ -	\$ -	\$ -	\$ 5,173
Due to other	1,645	-	-	-	-	1,645
Due to Landowner	15,565	-	-	-	-	15,565
Due to debt service fund 2020	244,494	-	-	-	-	244,494
Due to debt service fund 2021	344,404	-	-	-	-	344,404
Tax payable	61	-	-	-	-	61
Landowner advance	6,000	-	-	-	-	6,000
Total liabilities	<u>617,342</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>617,342</u>
Fund balances:						
Restricted for:						
Debt service	-	419,679	427,166	-	-	846,845
Capital projects	-	-	-	160	-	160
Unassigned	153,360	-	-	-	-	153,360
Total fund balances	<u>153,360</u>	<u>419,679</u>	<u>427,166</u>	<u>160</u>	<u>-</u>	<u>1,000,365</u>
Total liabilities and fund balances	<u>\$770,702</u>	<u>\$419,679</u>	<u>\$427,166</u>	<u>\$ 160</u>	<u>\$ -</u>	<u>\$ 1,617,707</u>

**SUMMERSTONE  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDED DECEMBER 31, 2024**

	Current Month	Year to Date	Adopted Budget	% of Budget
<b>REVENUES</b>				
Assessment levy: on-roll - net	\$ 95,200	\$ 102,967	\$ 108,329	95%
Total revenues	<u>95,200</u>	<u>102,967</u>	<u>108,329</u>	95%
<b>EXPENDITURES</b>				
<b>Professional &amp; administrative</b>				
Supervisors	431	431	12,918	3%
Management/accounting/recording	4,000	12,000	48,000	25%
Legal	123	123	14,500	1%
Engineering	-	-	3,000	0%
Audit	-	-	4,500	0%
Arbitrage rebate calculation	-	-	1,500	0%
Dissemination agent	167	500	2,000	25%
Trustee	-	4,031	9,000	45%
Telephone	17	50	200	25%
Postage	-	-	500	0%
Printing & binding	42	125	500	25%
Legal advertising	118	501	1,500	33%
Annual special district fee	-	175	175	100%
Insurance	-	6,016	6,364	95%
Contingencies/bank charges	26	70	500	14%
Website hosting & maintenance	705	705	705	100%
Website ADA compliance	-	-	210	0%
Tax collector	1,904	2,059	2,257	91%
Total expenditures	<u>7,533</u>	<u>26,786</u>	<u>108,329</u>	
Excess/(deficiency) of revenues over/(under) expenditures	87,667	76,181	-	
Fund balances - beginning	65,693	77,179	56,550	
Fund balances - ending	<u>\$ 153,360</u>	<u>\$ 153,360</u>	<u>\$ 56,550</u>	

**SUMMERSTONE  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
DEBT SERVICE FUND, SERIES 2020  
FOR THE PERIOD ENDED DECEMBER 31, 2024**

	Current Month	Year To Date	Budget	% of Budget
<b>REVENUES</b>				
Assessment levy: on-roll - net	\$ 236,951	\$ 256,286	\$ 269,630	95%
Interest	595	2,504	-	N/A
Total revenues	<u>237,546</u>	<u>258,790</u>	<u>269,630</u>	96%
<b>EXPENDITURES</b>				
Principal	-	-	95,000	0%
Interest	-	82,725	165,450	50%
Total debt service	<u>-</u>	<u>82,725</u>	<u>260,450</u>	32%
<b>Other fees &amp; charges</b>				
Tax collector	4,740	5,126	5,617	91%
Total expenditures	<u>4,740</u>	<u>87,851</u>	<u>266,067</u>	33%
Excess/(deficiency) of revenues over/(under) expenditures	232,806	170,939	3,563	
Fund balances - beginning	186,873	248,740	239,148	
Fund balances - ending	<u>\$ 419,679</u>	<u>\$ 419,679</u>	<u>\$ 242,711</u>	

**SUMMERSTONE  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
DEBT SERVICE FUND, SERIES 2021  
FOR THE PERIOD ENDED DECEMBER 31, 2024**

	Current Month	Year To Date	Budget	% of Budget
<b>REVENUES</b>				
Assessment levy: on-roll - net	\$ 333,778	\$ 361,014	\$ 379,812	95%
Interest	258	1,638	-	N/A
Total revenues	<u>334,036</u>	<u>362,652</u>	<u>379,812</u>	95%
<b>EXPENDITURES</b>				
Principal	-	-	150,000	0%
Interest	-	109,511	219,023	50%
Tax collector	6,676	7,220	7,913	91%
Total debt service	<u>6,676</u>	<u>116,731</u>	<u>376,936</u>	31%
Excess/(deficiency) of revenues over/(under) expenditures	327,360	245,921	2,876	
<b>OTHER FINANCING SOURCES/(USES)</b>				
Transfer in	-	(622)	-	N/A
Transfer out	-	286	-	N/A
Total other financing sources	<u>-</u>	<u>(336)</u>	<u>-</u>	N/A
Net change in fund balances	327,360	246,257	2,876	
Fund balances - beginning	99,806	180,909	228,118	
Fund balances - ending	<u>\$ 427,166</u>	<u>\$ 427,166</u>	<u>\$ 230,994</u>	

**SUMMERSTONE  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
CAPITAL PROJECTS FUND, SERIES 2020  
FOR THE PERIOD ENDED DECEMBER 31, 2024**

	Current Month	Year To Date
<b>REVENUES</b>		
Interest	\$ 1	\$ 2
Total revenues	<u>1</u>	<u>2</u>
<b>EXPENDITURES</b>	<u>-</u>	<u>-</u>
Total expenditures	<u>-</u>	<u>-</u>
Excess/(deficiency) of revenues over/(under) expenditures	1	2
Fund balances - beginning	159	158
Fund balances - ending	<u><u>\$ 160</u></u>	<u><u>\$ 160</u></u>



**SUMMERSTONE  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
CAPITAL PROJECTS FUND, SERIES 2021  
FOR THE PERIOD ENDED DECEMBER 31, 2024**

	Current Month	Year To Date
<b>REVENUES</b>		
Interest	\$ -	\$ 5
Total revenues	<u>-</u>	<u>5</u>
<b>EXPENDITURES</b>		
Construction costs - Developer	<u>-</u>	<u>-</u>
Total expenditures	<u>-</u>	<u>-</u>
Excess/(deficiency) of revenues over/(under) expenditures	-	5
<b>OTHER FINANCING SOURCES/(USES)</b>		
Transfer out	-	(622)
Transfer in	<u>-</u>	<u>287</u>
Total other financing sources/(uses)	<u>-</u>	<u>(335)</u>
Net change in fund balances	-	(330)
Fund balances - beginning	<u>-</u>	<u>330</u>
Fund balances - ending	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

**SUMMERSTONE**  
**COMMUNITY DEVELOPMENT DISTRICT**

**MINUTES**

**A**

**DRAFT**

**MINUTES OF MEETING  
SUMMERSTONE COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Summerstone Community Development District held a Regular Meeting on November 8, 2024 at 10:00 a.m., at the Avalon Park West Amenity Center, 5060 River Glen Boulevard, Wesley Chapel, Florida 33545.

**Present were:**

Christian Cotter	Chair
Mary Moulton	Vice Chair
Josh Tepper	Assistant Secretary

**Also present:**

Cindy Cerbone	District Manager
Jamie Sanchez	Wrathell, Hunt and Associates, LLC
Chris Conti	Wrathell, Hunt and Associates, LLC
Ryan Dugan (via telephone)	District Counsel
Robert Parrish	Supervisor-Appointee
Jacob "Jake" Essman	Supervisor-Appointee

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Sanchez called the meeting to order at 10:06 a.m.

Supervisors Moulton, Cotter and Tepper were present. Supervisor Wiggins was not present. One seat was vacant.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Board Transition**

Ms. Sanchez stated she will alternate presenting resignations of current Board Members and appointments of Supervisors in a manner that maintains a quorum for transitioning to a resident-based Board.

**A. Acceptance of Resignations from Supervisor(s)**

This item was presented following Item 3B.

**B. Appointment of Supervisor(s) to Vacant Seat(s)**

Mr. Cotter nominated Mr. Jacob “Jake” Essman to fill vacant Seat 4. No other nominations were made.

**On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the appointment of Mr. Jacob “Jake” Essman to Seat 4, was approved.**

- **Administration of Oath of Office to Newly Appointed Supervisors (the following will also be provided in a separate package)**

Ms. Sanchez, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Jacob Essman. Mr. Essman is familiar with the following items:

**I. Required Ethics Training and Disclosure Filing**

- **Sample Form 1 2023/Instructions**

**II. Membership, Obligations and Responsibilities**

**III. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**

**IV. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers**

▪ **Acceptance of Resignations from Supervisor(s)**

**This item, previously Item 3A, was presented out of order.**

Ms. Sanchez presented Mr. Joshua Tepper’s resignation.

**On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the resignation of Mr. Joshua Tepper from Seat 3, was accepted.**

Ms. Moulton nominated Mr. Robert Parrish to fill Seat 3. No other nominations were made.

71 **On MOTION by Ms. Moulton and seconded by Mr. Cotter, with all in favor, the**  
72 **appointment of Mr. Robert Parrish to Seat 3, was approved.**

73  
74  
75 Ms. Sanchez, a Notary of the State of Florida and duly authorized, administered the Oath  
76 of Office to Mr. Robert Parrish.

77 Ms. Sanchez presented Mr. Christian Cotter's resignation.  
78

79 **On MOTION by Ms. Moulton and seconded by Mr. Parrish, with all in favor, the**  
80 **resignation of Mr. Christian Cotter from Seat 2, was accepted.**

81  
82  
83 Ms. Sanchez stated that professional Board Member Mr. Riley Otero, who was unable to  
84 attend today's meeting, expressed interest in being appointed to the Board.

85 Ms. Moulton nominated Mr. Riley Otero to fill Seat 2. No other nominations were made.  
86

87 **On MOTION by Ms. Moulton and seconded by Mr. Essman, with all in favor, the**  
88 **appointment of Mr. Riley Otero to Seat 2, was approved.**

89  
90  
91 The Oath of Office will be administered to Mr. Riley Otero at or before the next meeting.

92 Ms. Sanchez and Ms. Cerbone reviewed the Items under 3B, including filing disclosure,  
93 ethics training, Sunshine Law, Supervisor Fees and other forms and records maintenance.

94 **C. Consideration of Resolution 2025-01, Electing and Removing Officers of the District and**  
95 **Providing for an Effective Date**

96 Ms. Sanchez presented Resolution 2025-01. The following slate was nominated:

97 Robert "Bob" Parrish	Chair
98 Jacob "Jake" Essman	Vice Chair
99 Mary Moulton	Assistant Secretary
100 Riley Otero	Assistant Secretary
101 John Wiggins	Assistant Secretary

102 This Resolution removes the following from the Board:

103 Christian Cotter	Assistant Secretary
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104 Joshua Tepper Assistant Secretary

105 The following prior appointments by the Board remain unaffected by this Resolution:

106 Craig Wrathell Secretary

107 Cindy Cerbone Assistant Secretary

108 Jamie Sanchez Assistant Secretary

109 Craig Wrathell Treasurer

110 Jeff Pinder Assistant Treasurer

111

112 **On MOTION by Ms. Moulton and seconded by Mr. Essman, with all in favor,**  
113 **Resolution 2025-01, Electing, as nominated, and Removing Officers of the**  
114 **District and Providing for an Effective Date, was adopted.**

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116

117 **FOURTH ORDER OF BUSINESS**

**Presentation of Audited Financial Report  
for Fiscal Year Ended September 30, 2023,  
Prepared by McDirmit Davis**

118

119

120

121 Ms. Sanchez noted the pertinent information in the Audited Annual Financial Report for  
122 the Fiscal Year Ended September 30, 2023. It was a clean audit; there were no findings,  
123 recommendations, deficiencies on internal control or instances of noncompliance.

124 **A. Consideration of Resolution 2025-02, Hereby Accepting the Audited Financial Report for**  
125 **the Fiscal Year Ended September 30, 2023**

126

127 **On MOTION by Mr. Essman and seconded by Mr. Parrish, with all in favor,**  
128 **Resolution 2025-02, Hereby Accepting the Audited Financial Report for the Fiscal**  
129 **Year Ended September 30, 2023, was adopted.**

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132 **FIFTH ORDER OF BUSINESS**

**Authorization of RFQ for Engineering  
Services**

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134

135 Discussion ensued regarding whether to proceed with advertising the Request for  
136 Qualifications (RFQ) for Engineering Services, ongoing engineering issues between the HOA and  
137 the Developer, the current District Engineer deeming the project completed and the current  
138 District Engineer's desire to not continue as the CDD's District Engineer.

Ms. Cerbone reviewed the RFQ process, the June 15, 2025 deadline to present and approve the CDD proposed Fiscal Year 2026 budget, setting the next meeting date to coincide with the RFQ response due date and Mr. Essman finding residents interested in being appointed to the Board at the next meeting.

Ms. Cerbone stated that, despite the District Engineer's attempt to resign twice, he is willing to remain as the District Engineer if the Board proceeds and completes the RFQ process, as a professional courtesy to Ms. Cerbone and Forestar. Mr. Dugan suggests another alternative would be to designate an interim engineer, while deciding on the next meeting date and when to advertise the RFQ, in the event the current District Engineer resigns prior to the CDD awarding the RFQ, or, the CDD can proceed with advertising the RFQ and wait to award the contract at the next meeting.

Mr. Parrish asked Ms. Moulton's opinion of Ms. Cerbone's revised motion. Ms. Moulton stated she is in favor of Ms. Cerbone's revised motion, as it protects Mr. Parrish and gives him the right to pursue the RFQ and an Interim Engineer outside of a Board Meeting.

**On MOTION by Mr. Parrish and seconded by Ms. Moulton, with all in favor, authorizing, only with the Chair's approval, proceeding with a Request for Qualifications (RFQ) for Engineering Services and/or engaging an Interim Engineer with the Chair's approval, and authorizing the Chair to execute an Interim District Engineering Agreement outside of a meeting, as well as accepting the resignation of the current District Engineer, was approved.**

## **SIXTH ORDER OF BUSINESS**

### **Acceptance of Unaudited Financial Statements as of September 30, 2024**

Mr. Parrish asked if the CDD's finances are good or bad. Ms. Sanchez stated that this can be determined by the individual budget lines items not exceeding the Year-to-Date and Adopted Budget figures; she did not see anything out of line. Ms. Cerbone explained how to decipher the Unaudited Financial Statements and criteria for amending the budget, if needed, and differences in the Annual Audited Financial Report. She explained the Accounting Department's process of closing out various construction accounts via the Bond Trustee.

On MOTION by Ms. Moulton and seconded by Mr. Essman, with all in favor, the Unaudited Financial Statements as of September 30, 2024, were accepted.

**SEVENTH ORDER OF BUSINESS**

Approval of August 23, 2024 Public Hearings and Regular Meeting Minutes

On MOTION by Ms. Moulton and seconded by Mr. Essman, with all in favor, the August 23, 2024 Public Hearings and Regular Meeting Minutes, as presented, were approved.

**EIGHTH ORDER OF BUSINESS****Staff Reports**

A. District Counsel: Kutak Rock LLP

B. District Engineer: Clearview Land Design, P.L.

There were no District Counsel or District Engineer reports.

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

- **UPCOMING MEETINGS**

➤ November 22, 2024 at 10:00 AM or immediately following the adjournment of the Avalon Park West CDD meetings [Landowners Meeting and Regular Meeting]

➤ January 24, 2025 at 10:00 AM or immediately following the adjournment of the Avalon Park West CDD meetings

The Landowners' meeting will be held on November 22, 2024 but the Regular meeting will be cancelled.

**NINTH ORDER OF BUSINESS****Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**TENTH ORDER OF BUSINESS****Public Comments**

No members of the public spoke.



207 ELEVENTH ORDER OF BUSINESS

Adjournment

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209 **On MOTION by Ms. Moulton and seconded by Mr. Essman, with all in favor, the**  
210 **meeting adjourned at 11:00 a.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE

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Secretary/Assistant Secretary

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Chair/Vice Chair

**SUMMERSTONE**  
**COMMUNITY DEVELOPMENT DISTRICT**

**MINUTES**  
**B**

**DRAFT**  
**MINUTES OF MEETING**  
**SUMMERSTONE**  
**COMMUNITY DEVELOPMENT DISTRICT**

A Landowners' Meeting of the Summerstone Community Development District was held on November 22, 2024 at 10:00 a.m., at the Avalon Park West Amenity Center, 5060 River Glen Boulevard, Wesley Chapel, Florida 33545.

**Present at the meeting were:**

Cindy Cerbone	Proxy Holder
Ryan Dugan (via telephone)	District Counsel

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Cerbone called the meeting to order at 10:00 a.m. She and Mr. Dugan, who is attending via telephone, are the only ones attending the meeting,

**SECOND ORDER OF BUSINESS**

**Affidavit/Proof of Publication**

The affidavit of publication was included for informational purposes.

**THIRD ORDER OF BUSINESS**

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

Ms. Cerbone served as Chair to conduct the Landowners' Meeting.

**FOURTH ORDER OF BUSINESS**

**Election of Supervisors [SEATS 1, 2 & 4]**

**A. Nominations**

Ms. Cerbone, being the Proxy Holder for property owners Korey Pickett, of 34271 Jasper Stone Drive, and Robert Parrish, of 34149 Sorel Mint Drive, nominated the following:

Seat 1            Mary Moulton

Seat 2            Riley Otero

Seat 4            Jacob "Jake" Essman

No other nominations were made.

**B. Casting of Ballots**

- **Determine Number of Voting Units Represented**

A total of 2 voting units were represented.

- **Determine Number of Voting Units Assigned by Proxy**

All 2 voting units represented were assigned by proxy to Ms. Cerbone.

Ms. Cerbone cast the following votes as Proxy Holder for Korey Pickett:

Seat 1	Mary Moulton	None
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Seat 2	Riley Otero	1 Vote
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Seat 4	Jacob Essman	1 Vote
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Ms. Cerbone cast the following votes as Proxy Holder for Robert Parrish:

Seat 1	Mary Moulton	1 Vote
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Seat 2	Riley Otero	1 Vote
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Seat 4	Jacob Essman	1 Vote
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**C. Ballot Tabulation and Results**

Ms. Cerbone reported the following ballot tabulation, results and terms lengths:

Seat 1	Mary Moulton	1 Vote	2-year Term
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Seat 2	Riley Otero	2 Votes	4-year Term
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Seat 4	Jacob Essman	2 Votes	4-year Term
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**FIFTH ORDER OF BUSINESS**

**Landowners' Questions/Comments**

There were no Landowners' questions or comments.

**SIXTH ORDER OF BUSINESS**

**Adjournment**

The meeting adjourned at 10:01 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

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Chair/Vice Chair

**SUMMERSTONE**  
**COMMUNITY DEVELOPMENT DISTRICT**

**STAFF**  
**REPORTS**

SUMMERSTONE COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2024/2025 MEETING SCHEDULE		
LOCATION		
<i>Avalon Park West Amenity Center  5060 River Glen Boulevard, Wesley Chapel, Florida 33545</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 25, 2024 <b>CANCELED</b>	Regular Meeting	10:00 AM*
November 8, 2024	Regular Meeting	10:00 AM
November 22, 2024	Landowners' Meeting	10:00 AM
November 22, 2024 <b>CANCELED</b>	Regular Meeting	10:00 AM*
January 24, 2025	Regular Meeting	10:00 AM
February 28, 2025	Regular Meeting	10:00 AM*
March 28, 2025	Regular Meeting	10:00 AM*
April 25, 2025	Regular Meeting	10:00 AM*
May 23, 2025	Regular Meeting	10:00 AM*
June 27, 2025	Regular Meeting	10:00 AM*
July 25, 2025	Regular Meeting	10:00 AM*
August 22, 2025	Regular Meeting	10:00 AM*
September 26, 2025	Regular Meeting	10:00 AM*
<i>*Meetings will convene immediately following the adjournment of the Avalon Park West CDD meetings, scheduled to commence at 10:00 AM.</i>		