

*Davenport Road South
Community Development District*

Agenda

April 17, 2025

AGENDA

Davenport Road South Community Development District

219 East Livingston Street, Orlando, Florida 32801

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

April 10, 2025

**Board of Supervisors
Davenport Road South
Community Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of **Davenport Road South Community Development District** will be held **Thursday, April 17, 2025 at 10:30 AM** at the **Holiday Inn- Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, FL 33880.**

Those members of the public wishing to attend the meeting can do so using the information below:

Zoom Video Link: <https://us06web.zoom.us/j/81812238670>

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

Meeting ID: 818 1223 8670

Following is the advance agenda for the meeting:

1. Roll Call
2. Public Comment Period
3. Approval of Minutes of the March 20, 2025 Board of Supervisors Meeting
4. Ratification of Proposal for Inception Controller Replacement at Amenity Center
5. Appointment of Audit Committee and Chairman
6. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Field Manager's Report
 - D. District Manager's Report
 - i. Approval of Check Register
 - ii. Balance Sheet & Income Statement
7. Other Business

8. Supervisors Requests and Audience Comments
9. Adjournment

Audit Committee Meeting

1. Roll Call
2. Public Comment Period
3. Audit Services
 - A. Approval of Request for Proposals and Selection Criteria
 - B. Approval of Notice of Request for Proposals for Audit Services
 - C. Public Announcement of Opportunity to Provide Audit Services
4. Adjournment

Sincerely,
Tricia L. Adams
Tricia L. Adams
District Manager

MINUTES

**MINUTES OF MEETING
DAVENPORT ROAD SOUTH
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Davenport Road South Community Development District was held Thursday, **March 20, 2025**, at 10:30 a.m. at the Lake Alfred Public Library, 245 No. Seminole Ave, Lake Alfred, Florida.

Present and constituting a quorum:

Adam Rhinehart
Lindsey Roden
Jessica Spencer
Bobbie Henley

Chairman
Vice Chairperson
Assistant Secretary
Assistant Secretary

Also present were:

Monica Virgen
Savannah Hancock
Meredith Hammock *by Zoom*
Joey Duncan *by Zoom*
Chace Arrington *by Zoom*
Rey Malave *by Zoom*
Marshall Tindall

District Manager, GMS
District Counsel, Kilinski Van Wyk
District Counsel, Kilinski Van Wyk
District Engineer, Dewberry
District Engineer, Dewberry
District Engineer, Dewberry
Field Services Manager, GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Virgen called the meeting to order and called roll. Four Board members were in attendance constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Virgen noted no members of the public were present nor attending on Zoom.

THIRD ORDER OF BUSINESS

Approval of Minutes of the January 16, 2025 Board of Supervisors Meeting

Ms. Virgen presented both sets of meeting minutes that could be found in the agenda package and asked for any comments, corrections, or questions. There being no changes, there was a motion of approval for both sets of minutes.

On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, the Minutes of the January 16, 2025 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Ratification of Addendum to Towing Agreement

Ms. Virgen stated this agreement updates the towing vendor with the recently adopted parking and towing rules for the District.

On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, the Addendum to Towing Agreement, was ratified.
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FIFTH ORDER OF BUSINESS

Consideration of Mailbox License Agreement with HOA

Ms. Virgen stated this agreement allows the HOA to have the mailbox kiosks on District property.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, the Mailbox License Agreement with HOA, was approved.

SIXTH ORDER OF BUSINESS

Consideration of License Agreement with Orchid Grove HOA for Installation of Message Board

Ms. Virgen stated the Orchid Grove HOA asked to install a message Board near the mailboxes at the Amenity Center. She noted there was a map of where the message board would be on page 50 of the agenda. Ms. Hancock added they will be responsible for the maintenance and up-keep of the Boards.

On MOTION by Ms. Spencer, seconded by Ms. Henley, with all in favor, the License Agreement Orchid Grove HOA for Installation of Message Board, was approved.

SEVENTH ORDER OF BUSINESS**Consideration of Resolution 2025-05
Approving Proposed Fiscal Year 2026
Budget and Setting a Public Hearing**

Ms. Virgen presented the resolution on page 52 of the agenda package. She stated approval of this resolution approves the FY26 budget and sets a cap on what the assessments can be. She added they are proposing to hold the public hearing on June 19, 2025, to adopt the budget. She noted approval of this budget allows staff to transmit the proposed budget to Polk County prior to 60 days from the Public Hearing.

Ms. Virgen presented the budget to the Board. She stated on page 56 of the agenda package, it starts with the Revenues. She noted in FY25 the Board adopted a budget of \$355,842 and they are proposing the same budget for FY26. For administrative expenditures, she stated some line items were adjusted for actuals and they are proposing a budget of \$127,339. She noted there was a 3% increase on the management fees and they added a FICA Expense to the items. She added more items were increased, such as the insurance and trustee fees based on estimates they were given.

For Operations and Maintenance, Ms. Virgen stated there was a proposed increase of 3% of the Field Expenditures and they have made changes on the Landscape Maintenance due to the estimates they were given. She noted mulch has been added because the landscaper will replace the mulch twice a year on a schedule, rather than the District scheduling when the mulch needs replaced. She stated they are proposing a budget of \$139,458 for Field Expenditures. She continued with Amenity Expenditures, stating the Property Insurance was increase by 15% due to the estimates they were given and there was a 3% increase in security in case the company proposes an increase. She noted the hydro lift and the parking lot are not on the line items for FY26 because they are planning on completing these tasks in FY25. She added there is nothing in the Additional Janitorial Services item because they included it in the regular Janitorial Maintenance item. She stated the total Amenity Expenditures' budget for FY26 will be \$191,441. She noted they have reduced the transfer to the Capital Reserve Fund to \$1,940 to balance the budget.

Mr. Rhinehart asked how they determine how much to put into the reserve fund. Ms. Virgen stated over time, a reserve study can be conducted to determine what should be budgeted for capital reserve transfers each year.

Ms. Virgen noted on page 58 starts the explanation of the line items. She continued with the Debt Service Fund, stating the numbers cannot be changed. She added on page 64 is the Capital Reserve, which shows all the proposed possible items for the expenditures. She stated they are proposing a transfer of \$1,940.

Mr. Rhinehart noted they need to start adding more into the reserve. He is concerned it will not be enough if/when they need it. Ms. Virgen noted that a reserve study could be conducted in the next Fiscal Year. Typically, reserve studies are conducted when District infrastructure begins to show wear.

On MOTION by Mr. Rhinehart, seconded by Ms. Roden, with all in favor, Resolution 2025-05, the Proposed Fiscal Year 2026 Budget and Setting a Public Hearing, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hancock reminded the Board of the Ethics training that is due by December 31, 2025. She offered to answer any questions the Board may have.

B. Engineer

Mr. Malave noted that we could look into the cost for a reserve study if the board wanted to conduct one.

** Mr. Malave left the meeting at this time.*

C. Field Manager's Report

Mr. Tindall presented the Field Manager's Report. He stated the pool is doing well and they have done some minor maintenance around it. He noted the chains on the swing set are showing their age, but they have ordered new chain and taken down the existing chain in the meantime for safety reasons. He noted the landscaping is looking well with many flowers that were planted beginning to bloom. He added some mulch is being added to the entrances to make it look more complete. He stated the fence repairs they have been working on are now completed

and there are no issues. He noted they have previously had problems with kids bending the picket fence to get through and a couple pickets are bent. He added they will have more staff set to watch the fence to help this issue while they wait for the fence to be repaired.

Ms. Roden asked if they can send out an email stating to watch the kids.

i. Consideration of Pool Lift Proposal

Mr. Tindall presented the Pool Lift Proposal on page 69 of the agenda package for \$12,300 from Resort Pool Services. He noted it is recommended to replace the lift because the existing lift has been repaired multiple times and believes they will need to keep repairing it.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, the Pool Lift Proposal for \$12,300, was approved.

D. District Manager's Report

i. Approval of Check Register

Ms. Virgen presented the Check Register from December 1, 2024, to January 31, 2025, totaling \$491,378.56.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, the Check Register totaling \$491,378.56, was approved.

ii. Balance Sheet and Income Statement

Ms. Adams presented the unaudited financials through the end of January. She offered to answer any questions from the Board and there was no action required from this item.

NINTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Adjournment

Ms. Virgen asked for a motion to adjourn the meeting.

On MOTION by Ms. Spencer, seconded by Ms. Henley, with all in favor, the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION IV

Current Demands Electrical & Security Services, In

2315 Commerce Point Drive, Suite 100
Lakeland, FL 33801
+18635834443
service@currentdemands.com



Estimate

ADDRESS	SHIP TO	ESTIMATE	GMS18071
GOVERNMENTAL MANAGEMENT SERVICES	GOVERNMENTAL MANAGEMENT SERVICES	DATE	04/08/2025
6200 LEE VISTA BLVD	DAVENPORT ROAD SOUTH CDD	EXPIRATION	05/08/2025
SUITE 300	940 ORCHID GROVE BLVD.	DATE	
ORLANDO, FL 32822	DAVENPORT, FL 33837		

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
NOTE	ESTIMATE TO REMOVE EXISTING CDVI CONTROLLER AND REPLACE WITH NEW INCEPTION SYSTEM, REUSING ALL OTHER EXISTING EQUIPMENT.	1	0.00	0.00T
IR 996300NA CONTROLLER	INCEPTION CONTROLLER	1	922.74	922.74T
IR-994200	IR-994200 INNER RANG 994200 OSDP - WIEGAND CONVERTER	3	86.52	259.56T
ACCESS/CAMERA LABOR	ACCESS/CAMERA LABOR	1	750.00	750.00
MISCELLANEOUS MATERIALS	MISCELLANEOUS: PARTS,ZIPTIES,SCREWS ETC.	1	100.00	100.00T

Contact Current Demands Electrical & Security Services, Inc. to pay.	SUBTOTAL	2,032.30
	TAX	0.00
	TOTAL	\$2,032.30

Accepted By

Accepted Date

Signed by:

D73ABA1E3AB64D4...
Adam Rhinehart

2025-04-10

Chairman

SECTION VI

SECTION C

*Item will be
provided under
separate cover.*

SECTION D

SECTION 1

Davenport Road South Community Development District

Summary of Checks

February 01, 2025 to February 28, 2025

Bank	Date	Check No.'s	Amount	
General Fund				
	2/21/25	607-613	\$	24,315.03
	2/28/25	614	\$	1,814.36
			\$	26,129.39

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
2/21/25	00045	1/28/25 14177	202501 330-53800-48200		*	1,000.00	
		MNTHLY CLEAN SVCS-JAN25		CSS CLEAN STAR SERVICES CENTRAL FL			1,000.00 000607
2/21/25	00028	2/17/25 02172025	202502 300-20700-10000		*	1,238.98	
		TXFER OF TAXES - S18		DAVENPORT ROAD SOUTH CDD			1,238.98 000608
2/21/25	00021	12/31/24 212	202502 330-53800-48700		*	1,620.45	
		AMENITY REP&MNTNCE 12/24					
		12/31/24 212	202502 320-53800-47400		*	600.00	
		GEN REP&MNTNCE 12/24					
		12/31/24 213	202502 320-53800-47400		*	1,635.55	
		GEN REP & MNTNCE 12/24					
		2/01/25 214	202502 310-51300-34000		*	3,750.00	
		MGMT FEES-FEB 25					
		2/01/25 214	202502 310-51300-35200		*	131.25	
		WEBSITE MNTNCE-FEB 25					
		2/01/25 214	202502 310-51300-35100		*	131.25	
		INFO TECH-FEB 25					
		2/01/25 214	202502 310-51300-31300		*	437.50	
		DISSEM SVS-FEB 25					
		2/01/25 214	202502 330-57200-49000		*	525.00	
		AMENITY ACCESS-FEB 25					
		2/01/25 214	202502 310-51300-51000		*	.18	
		OFFICE SUPPLIES-FEB 25					
		2/01/25 214	202502 310-51300-42000		*	4.16	
		POSTAGE-FEB 25					
		2/01/25 214	202502 310-51300-42500		*	2.40	
		COPIES-FEB 25					
		2/01/25 215	202502 320-53800-12000		*	1,460.83	
		FLD MGMT-FEB 25		GOVERNMENTAL MANAGEMENT SERVICES-CF			10,298.57 000609
2/21/25	00008	2/01/25 27325518	202502 330-53800-48000		*	77.00	
		PEST CONTROL - FEB 25		ORKIN			77.00 000610
2/21/25	00011	2/01/25 16277	202502 320-53800-46200		*	3,125.00	
		LANDSCAPE MNTNCE-FEB 25					
		2/01/25 16277	202502 330-57200-46200		*	1,120.00	
		LNDSCLPE MNTNCE AMNTY-2/25		PRINCE & SONS, INC			4,245.00 000611
2/21/25	00048	1/20/25 26209-A	202410 330-53800-48100		*	95.00	
				DVRS DAVENPORT ROAD IARAUJO			

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
		1/27/25	26209-B 202411 330-53800-48100 POOL SVC CHG NOV 24		*	95.00	
		1/27/25	26209-C 202412 330-53800-48100 POOL SVC CHG DEC 24		*	95.00	
		1/27/25	26209-D 202501 330-53800-48100 POOL SVC CHG JAN 25		*	95.00	
		2/01/25	26354 202502 330-53800-48100 POOL MNTNCE FEB 25		*	1,975.00	
MCDONNELL CORPORATION DBA							2,355.00 000612
2/21/25	00050	11/30/24	11970154 202411 330-53800-12200 GUARD SERVICES-NOV 24		*	2,707.32	
		1/31/25	12039655 202501 330-53800-12200 GUARD SERVICES - JAN 25		*	2,393.16	
SECURITAS SECURITY SERVICES USA,INC							5,100.48 000613
2/28/25	00031	2/27/25	11487 202501 310-51300-31500 ATTORNEY SVCS-JAN25		*	1,814.36	
KILINSKI VAN WYK PLLC							1,814.36 000614
TOTAL FOR BANK B						26,129.39	
TOTAL FOR REGISTER						26,129.39	

DVRS DAVENPORT ROAD IARAUJO

SECTION 2

Davenport Road South
Community Development District

Unaudited Financial Reporting
February 28, 2025



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Davenport Road South

Community Development District

Combined Balance Sheet

February 28, 2025

	General Fund	Debt Service Fund	Capital Reserve Fund	Totals Governmental Funds
Assets:				
Operating Account	\$ 667,079	\$ -	\$ -	\$ 667,079
Capital Reserve Account	\$ -	\$ -	\$ 107,023	\$ 107,023
Capital Reserve Account - Amenity	\$ -	\$ -	\$ 28,272	\$ 28,272
Due From General Fund	\$ -	\$ 692	\$ -	\$ 692
Due From Other	\$ 163	\$ -	\$ -	\$ 163
Deposits	\$ 1,121	\$ -	\$ -	\$ 1,121
Investments:				
<u>Series 2018</u>				
Reserve	\$ -	\$ 223,506	\$ -	\$ 223,506
Revenue	\$ -	\$ 562,877	\$ -	\$ 562,877
Prepayment	\$ -	\$ 7	\$ -	\$ 7
Total Assets	\$ 668,362	\$ 787,082	\$ 135,295	\$ 1,590,739
Liabilities:				
Accounts Payable	\$ 7,203	\$ -	\$ -	\$ 7,203
Due To Debt Service	\$ 692	\$ -	\$ -	\$ 692
Total Liabilities	\$ 7,895	\$ -	\$ -	\$ 7,895
Fund Balance:				
Restricted For:				
Debt Service - Series 2018	\$ -	\$ 787,082	\$ -	\$ 787,082
Assigned For:				
Capital Reserves	\$ -	\$ -	\$ 107,023	\$ 107,023
Capital Reserves - Amenity	\$ -	\$ -	\$ 28,272	\$ 28,272
Unassigned	\$ 660,467	\$ -	\$ -	\$ 660,467
Total Fund Balances	\$ 660,467	\$ 787,082	\$ 135,295	\$ 1,582,844
Total Liabilities & Fund Balance	\$ 668,362	\$ 787,082	\$ 135,295	\$ 1,590,739

Davenport Road South

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending February 28, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 02/28/25	Thru 02/28/25	Variance

Revenues:

Assessments-Tax Roll	\$ 355,842	\$ 353,754	\$ 353,754	\$ -
Contributions - Highland Meadows West CDD	\$ 101,937	\$ -	\$ -	\$ -
Total Revenues	\$ 457,779	\$ 353,754	\$ 353,754	\$ -

Expenditures:

General & Administrative:

Supervisor Fees	\$ 12,000	\$ 5,000	\$ 800	\$ 4,200
FICA Expenses	\$ -	\$ -	\$ 61	\$ (61)
Engineering Fees	\$ 10,000	\$ 4,167	\$ 733	\$ 3,434
Dissemination Fees	\$ 5,250	\$ 2,188	\$ 2,188	\$ -
Attorney Fees	\$ 18,000	\$ 7,500	\$ 4,776	\$ 2,724
Assessment Administration	\$ 5,250	\$ 5,250	\$ 5,250	\$ -
Annual Audit	\$ 4,400	\$ -	\$ -	\$ -
Trustee Fees	\$ 4,042	\$ -	\$ -	\$ -
Management Fees	\$ 45,000	\$ 18,750	\$ 18,750	\$ -
Information Technology	\$ 1,575	\$ 656	\$ 656	\$ -
Website Maintenance	\$ 1,575	\$ 656	\$ 656	\$ -
Postage	\$ 850	\$ 354	\$ 152	\$ 202
Telephone	\$ 100	\$ 42	\$ -	\$ 42
Printing & Binding	\$ 150	\$ 63	\$ 7	\$ 55
Insurance	\$ 7,575	\$ 7,575	\$ 7,296	\$ 279
Legal Advertising	\$ 5,750	\$ 2,396	\$ 950	\$ 1,446
Contingency	\$ 2,500	\$ 1,042	\$ 209	\$ 833
Dues,Licenses & Fees	\$ 175	\$ 175	\$ 175	\$ -
Total General & Administrative:	\$ 124,192	\$ 55,813	\$ 42,658	\$ 13,155

Davenport Road South

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending February 28, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 02/28/25	Thru 02/28/25	Variance
<u>Operation and Maintenance</u>				
Field Expenses				
Field Management	\$ 17,530	\$ 7,304	\$ 7,304	\$ (0)
Electric	\$ 4,028	\$ 1,678	\$ 1,229	\$ 449
Streetlights	\$ 23,750	\$ 9,896	\$ 7,812	\$ 2,084
Landscape Maintenance	\$ 37,500	\$ 15,625	\$ 15,625	\$ -
Landscape Contingency	\$ 25,000	\$ 10,417	\$ -	\$ 10,417
Irrigation Repairs	\$ 6,000	\$ 2,500	\$ 794	\$ 1,706
General Field Repairs & Maintenance	\$ 12,500	\$ 5,208	\$ 10,312	\$ (5,104)
Contingency	\$ 7,500	\$ 3,125	\$ -	\$ 3,125
Subtotal	\$ 133,807	\$ 55,753	\$ 43,076	\$ 12,677
Amenity Expenses				
Property Insurance	\$ 20,553	\$ 20,553	\$ 17,019	\$ 3,534
Security	\$ 35,000	\$ 14,583	\$ 11,881	\$ 2,702
Landscape Maintenance-Amenity	\$ 13,500	\$ 5,625	\$ 5,600	\$ 25
Landscape Contingency-Amenity	\$ 8,500	\$ 3,542	\$ -	\$ 3,542
Pest Control	\$ 850	\$ 354	\$ 285	\$ 69
Pool Maintenance	\$ 23,940	\$ 9,975	\$ 10,391	\$ (416)
Hydro Lift	\$ 10,500	\$ 4,375	\$ -	\$ 4,375
Janitorial Services	\$ 11,820	\$ 4,925	\$ 4,870	\$ 55
Janitorial Additional Services	\$ 675	\$ 281	\$ -	\$ 281
Amenity-Electric	\$ 20,250	\$ 8,438	\$ 5,242	\$ 3,196
Amenity-Water	\$ 2,500	\$ 1,042	\$ 1,851	\$ (809)
Cable/Internet	\$ 2,150	\$ 896	\$ 900	\$ (4)
Parking Lot Resurfacing	\$ 8,000	\$ 3,333	\$ -	\$ 3,333
Amenity Repairs & Maintenance	\$ 15,000	\$ 6,250	\$ 2,176	\$ 4,074
Amenity Access Management	\$ 6,300	\$ 2,625	\$ 2,625	\$ -
Amenity Contingency	\$ 7,500	\$ 3,125	\$ -	\$ 3,125
Subtotal	\$ 187,038	\$ 89,922	\$ 62,839	\$ 27,082
Total O&M Expenses:	\$ 320,845	\$ 145,675	\$ 105,915	\$ 39,759
Total Expenditures	\$ 445,037	\$ 201,487	\$ 148,573	\$ 52,914
<u>Other Financing Sources/Uses:</u>				
Transfer In/(Out)	\$ (12,742)	\$ -	\$ -	\$ -
Total Other Financing Sources/Uses	\$ (12,742)	\$ -	\$ -	\$ -
Excess Revenues (Expenditures)	\$ (0)		\$ 205,180	
Fund Balance - Beginning	\$ -		\$ 455,287	
Fund Balance - Ending	\$ (0)		\$ 660,467	

Davenport Road South

Community Development District

Debt Service Fund - Series 2018

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending February 28, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 02/28/25	Thru 02/28/25	Variance
Revenues:				
Assessments - Tax Roll	\$ 447,274	\$ 444,648	\$ 444,648	\$ -
Interest	\$ -	\$ -	\$ 8,816	\$ 8,816
Total Revenues	\$ 447,274	\$ 444,648	\$ 453,463	\$ 8,816
Expenditures:				
Interest Expense 11/1	\$ 155,813	\$ 155,813	\$ 155,813	\$ -
Principal Expense 11/1	\$ 135,000	\$ 135,000	\$ 135,000	\$ -
Interest Expense 5/1	\$ 152,775	\$ -	\$ -	\$ -
Total Expenditures	\$ 443,588	\$ 290,813	\$ 290,813	\$ -
Excess Revenues (Expenditures)	\$ 3,687		\$ 162,651	
Fund Balance - Beginning	\$ 396,453		\$ 624,431	
Fund Balance - Ending	\$ 400,139		\$ 787,082	

Davenport Road South

Community Development District

Capital Reserve Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending February 28, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 02/28/25	Thru 02/28/25	Variance
<u>Revenues:</u>				
Interest	\$ -	\$ -	\$ 1,269	\$ 1,269
Total Revenues	\$ -	\$ -	\$ 1,269	\$ 1,269
<u>Expenditures:</u>				
Furniture Replacement/Repair	\$ 10,000	\$ -	\$ -	\$ -
Speed Drive for Pool Pumps	\$ 5,500	\$ -	\$ -	\$ -
Capital Outlay	\$ 8,500	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ 53	\$ (53)
Total Expenditures	\$ 24,000	\$ -	\$ 53	\$ (53)
<u>Other Financing Sources:</u>				
Transfer In/(Out)	\$ 12,742	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ 12,742	\$ -	\$ -	\$ -
Excess Revenues (Expenditures)	\$ (11,258)		\$ 1,216	
Fund Balance - Beginning	\$ 20,234		\$ 105,807	
Fund Balance - Ending	\$ 8,976		\$ 107,023	

Davenport Road South

Community Development District

Capital Reserve Fund - Amenity

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending February 28, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 02/28/25	Thru 02/28/25	Variance
Revenues:				
Interest	\$ -	\$ -	\$ 339	\$ 339
Total Revenues	\$ -	\$ -	\$ 339	\$ 339
Expenditures:				
Contingency	\$ -	\$ -	\$ 57	\$ 57
Total Expenditures	\$ -	\$ -	\$ 57	\$ 57
Excess Revenues (Expenditures)	\$ -		\$ 282	
Fund Balance - Beginning	\$ -		\$ 27,989	
Fund Balance - Ending	\$ -		\$ 28,272	

Davenport Road South
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<u>Revenues:</u>													
Assessments-Tax Roll	\$ -	\$ 975	\$ 349,484	\$ 1,758	\$ 1,536	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 353,754
Contributions - Highland Meadows West CDD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ -	\$ 975	\$ 349,484	\$ 1,758	\$ 1,536	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 353,754
<u>Expenditures:</u>													
<u>General & Administrative:</u>													
Supervisor Fees	\$ -	\$ -	\$ -	\$ -	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800
FICA Expenses	\$ -	\$ -	\$ -	\$ -	\$ 61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 61
Engineering Fees	\$ 408	\$ -	\$ -	\$ 325	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 733
Dissemination Agent	\$ 438	\$ 438	\$ 438	\$ 438	\$ 438	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,188
District Counsel	\$ 1,346	\$ 680	\$ 434	\$ 1,814	\$ 502	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,776
Assessment Administration	\$ 5,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,250
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trustee Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Management Fees	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,750
Information Technology	\$ 131	\$ 131	\$ 131	\$ 131	\$ 131	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 656
Website Maintenance	\$ 131	\$ 131	\$ 131	\$ 131	\$ 131	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 656
Postage & Delivery	\$ 13	\$ 3	\$ 4	\$ 127	\$ 4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 152
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Printing & Binding	\$ -	\$ -	\$ 5	\$ 0	\$ 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7
Insurance	\$ 7,296	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,296
Legal Advertising	\$ -	\$ 950	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 950
Contingency	\$ 41	\$ 41	\$ 42	\$ 40	\$ 44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 209
Dues,Licenses & Fees	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
Total General & Administrative:	\$ 18,979	\$ 6,124	\$ 4,934	\$ 6,757	\$ 5,864	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,658

Davenport Road South
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<i>Operation and Maintenance</i>													
Field Expenses													
Field Management	\$ 1,461	\$ 1,461	\$ 1,461	\$ 1,461	\$ 1,461	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	7,304
Electric	\$ 171	\$ 245	\$ 248	\$ 282	\$ 283	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,229
Streetlights	\$ 1,574	\$ 1,574	\$ 1,574	\$ -	\$ 3,089	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	7,812
Landscape Maintenance	\$ 3,125	\$ 3,125	\$ 3,125	\$ 3,125	\$ 3,125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	15,625
Landscape Replacement & Enhancements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Irrigation Repairs	\$ 287	\$ 287	\$ 134	\$ -	\$ 87	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	794
General Field Repairs & Maintenance	\$ 4,449	\$ 1,624	\$ -	\$ 2,004	\$ 2,236	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	10,312
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Subtotal	\$ 11,067	\$ 8,315	\$ 6,542	\$ 6,871	\$ 10,281	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	43,076
Amenity Expenses													
Property Insurance	\$ 17,019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	17,019
Security	\$ 1,779	\$ 2,707	\$ 2,609	\$ 2,393	\$ 2,393	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	11,881
Landscape Maintenance-Amenity	\$ 1,120	\$ 1,120	\$ 1,120	\$ 1,120	\$ 1,120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,600
Landscape Contingency-Amenity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Pest Control	\$ 66	\$ -	\$ 65	\$ 77	\$ 77	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	285
Pool Maintenance	\$ 2,425	\$ 2,041	\$ 1,975	\$ 1,975	\$ 1,975	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	10,391
Hydro Lift	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Janitorial Services	\$ 950	\$ 1,000	\$ 950	\$ 1,000	\$ 970	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	4,870
Janitorial Additional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Amenity-Electric	\$ -	\$ 1,320	\$ 1,219	\$ 1,371	\$ 1,332	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,242
Amenity-Water	\$ 1,341	\$ 129	\$ 128	\$ 127	\$ 126	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,851
Cable/Internet	\$ 180	\$ 180	\$ 180	\$ 180	\$ 180	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	900
Parking Lot Resurfacing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Amenity Repairs & Maintenance	\$ -	\$ -	\$ 240	\$ 315	\$ 1,620	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,176
Amenity Access	\$ 525	\$ 525	\$ 525	\$ 525	\$ 525	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,625
Amenity Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Subtotal	\$ 25,405	\$ 9,022	\$ 9,011	\$ 9,083	\$ 10,318	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	62,839
Total O&M Expenses:	\$ 36,472	\$ 17,337	\$ 15,553	\$ 15,955	\$ 20,599	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	105,915
Total Expenditures	\$ 55,450	\$ 23,461	\$ 20,488	\$ 22,711	\$ 26,463	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	148,573
Other Financing Sources/Uses:													
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Other Financing Sources/Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Excess Revenues (Expenditures)	\$ (55,450)	\$ (22,486)	\$ 328,997	\$ (20,953)	\$ (24,927)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	205,180

Davenport Road South

Community Development District

Special Assessment Receipts

Fiscal Year 2025

ON ROLL ASSESSMENTS

Gross Assessments	\$ 382,627.17	\$	480,939.84	\$ 863,567.01
Net Assessments	\$ 355,843.27	\$	447,274.05	\$ 803,117.32

	44%	56%	100%
--	-----	-----	------

Date	Distribution	Gross Amount	Discount/Penalty	Commision	Interest	Property Appraiser	Net Receipts	General Fund	2018 Debt Service	Total
11/13/24	10/21/24	\$ 4,557.63	\$ (239.27)	\$ (86.37)	\$ -	\$ -	\$ 4,231.99	\$ 1,875.10	\$ 2,356.89	\$ 4,231.99
11/19/24	11/01-11/07/24	\$ 2,340.29	\$ (93.61)	\$ (44.93)	\$ -	\$ -	\$ 2,201.75	\$ 975.55	\$ 1,226.20	\$ 2,201.75
11/26/24	11/08-11/15/24	\$ 4,680.58	\$ (187.22)	\$ (89.87)	\$ -	\$ -	\$ 4,403.49	\$ 1,951.09	\$ 2,452.40	\$ 4,403.49
11/30/24	Inv#4652215	\$ -	\$ -	\$ -	\$ -	\$ (3,826.27)	\$ (3,826.27)	\$ (1,695.33)	\$ (2,130.94)	\$ (3,826.27)
11/30/24	Inv#4652214	\$ -	\$ -	\$ -	\$ -	\$ (4,809.40)	\$ (4,809.40)	\$ (2,130.94)	\$ (2,678.46)	\$ (4,809.40)
12/6/24	11/16-11/26/24	\$ 46,805.80	\$ (1,872.24)	\$ (898.67)	\$ -	\$ -	\$ 44,034.89	\$ 19,510.87	\$ 24,524.02	\$ 44,034.89
12/20/24	11/27/24-11/30/24	\$ 784,565.22	\$ (31,376.18)	\$ (15,063.78)	\$ -	\$ -	\$ 738,125.26	\$ 327,046.74	\$ 411,078.52	\$ 738,125.26
12/27/24	12/01/24-12/15/24	\$ 7,020.87	\$ (280.85)	\$ (134.80)	\$ -	\$ -	\$ 6,605.22	\$ 2,926.62	\$ 3,678.60	\$ 6,605.22
1/10/25	12/16/24-12/31/24	\$ 4,174.00	\$ (125.26)	\$ (80.97)	\$ -	\$ -	\$ 3,967.77	\$ 1,758.03	\$ 2,209.74	\$ 3,967.77
02/03/25	10/01/24-12/31/24	\$ -	\$ -	\$ -	\$ 1,241.81	\$ -	\$ 1,241.81	\$ 550.22	\$ 691.59	\$ 1,241.81
02/10/25	01/01/25-01/31/25	\$ 2,340.29	\$ (70.20)	\$ (45.40)	\$ -	\$ -	\$ 2,224.69	\$ 985.71	\$ 1,238.98	\$ 2,224.69
Total		\$ 856,484.68	\$ (34,244.83)	\$ (16,444.79)	\$ 1,241.81	\$ (8,635.67)	\$ 798,401.20	\$ 353,753.66	\$ 444,647.54	\$ 798,401.20

99%	Net Percentage Collected
\$ 4,716.12	Balance Remaining To Collect

Davenport Road South

Community Development District

Long Term Debt Report

Series 2018, Special Assessment Revenue Bonds	
Interest Rate:	3.750%, 4.500%, 5.000%, 5.125%
Maturity Date:	11/1/2048
Reserve Fund Definition	50% of Maximum Annual Debt Service
Reserve Fund Requirement	\$120,013
Reserve Fund Balance	\$120,013
Bonds Outstanding - 02/27/2018	\$6,830,000
Less: Principal Payment - 11/01/19	(\$110,000)
Less: Principal Payment - 11/01/20	(\$115,000)
Less: Principal Payment - 11/01/21	(\$120,000)
Less: Special Call - 05/01/22	(\$5,000)
Less: Principal Payment - 11/01/22	(\$130,000)
Less: Principal Payment - 11/01/23	(\$130,000)
Less: Principal Payment - 11/01/24	(\$135,000)
Current Bonds Outstanding	\$6,085,000

AUDIT COMMITTEE MEETING

SECTION III

SECTION A

**DAVENPORT ROAD SOUTH COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

Annual Audit Services for Fiscal Year 2025
Polk County, Florida

INSTRUCTIONS TO PROPOSE

SECTION 1. DUE DATE. Sealed proposals must be received no later than **Wednesday, June 11, 2025, at 5:00 P.M.**, at the offices of District Manager, located at 219 E. Livingston Street, Orlando, FL 32801. Proposals will be publicly opened at that time.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules, and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit one (1) hard copy and one (1) electronic copy of the Proposal Documents, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services - Davenport Road South Community Development District" on the face of it.

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the "Proposal Documents").

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes for each person listed: list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The cost of the provision of the services under the proposal for Fiscal Years 2025, 2026, 2027, 2028 and 2029. The District intends to enter into five (5) separate one-year agreements.
- . Provide a proposed schedule for performance of audit.

SECTION 13. PROTESTS. Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after the receipt of the documents. 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 plans, specifications or contract documents.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

AUDITOR SELECTION EVALUATION CRITERIA

1. *Ability of Personnel.* (20 Points)

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.)

2. *Proposer's Experience.* (20 Points)

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation, of respondent, etc.)

3. *Understanding of Scope of Work.* (20 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. *Ability to Furnish the Required Services.* (20 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required (E.g. the existence of any natural disaster plan for business operations).

5. *Price.* (20 Points)

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.

SECTION B

Davenport Road South
Community Development District

219 E. Livingston Street, Orlando, FL32801
Phone: 407-841-5524 - Fax: 407-839-1526

DAVENPORT ROAD SOUTH
COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES

The Davenport Road South Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the Fiscal Year ending September 30, 2025, with an option for four additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Polk County and has a general administrative operating fund.

The Auditing entity submitting a proposal must be duly licensed under Chapter 173, Florida Statutes and be qualified to conduct audits in accordance with "Government Auditing Standards," as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida Law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

Proposers must provide one (1) hard copy and one (1) electronic copy of their proposal to GMS - CF, LLC, District Manager, 219 E. Livingston Street, Orlando, FL 32801, telephone (407) 841-5524, in an envelope marked on the outside "**Auditing Services - Davenport Road South Community Development District.**" Proposals must be received by **Wednesday, June 11, 2025, 5:00 P.M.**, at the office of the District Manager. Please direct all questions regarding this Notice to the District Manager.

Monica Virgen
Governmental Management Services - Central Florida, LLC
District Manager