



Rizzetta & Company

Alta Lakes Community Development District

**Board of Supervisors' Meeting
June 24, 2020**

**District Office:
2806 N. Fifth Street
Unit 403
St. Augustine, FL 32084**

**ALTA LAKES
COMMUNITY DEVELOPMENT DISTRICT**

Rizzetta & Company, Inc., 2806 North Fifth Street, Unit 403, St. Augustine, FL 32084

Board of Supervisors	Robert Porter Mark Dearing John Gislason Anthony Sharp Brett Infante	Chariman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Lesley Gallagher	Rizzetta & Company, Inc.
District Counsel	Katie Buchanan	Hopping Green & Sams, P.A.
District Engineer	Vincent Dunn	Dunn & Associates, Inc.

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

The first section of the meeting is called Public Comments, which is the portion of the agenda where individuals may make comments. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (904) 436-6270. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

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

June 17, 2020

**Board of Supervisors
Alta Lakes Community
Development District**

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors' of the Alta Lakes Community Development District will be held on **Wednesday, June 24, 2020 at 10:00 a.m.** via teleconference at 1-929-205-6099 meeting ID 680 626 4765, pursuant to Executive Orders 20-52, 20-69 and 20-123, issued by Governor DeSantis, respectively, and pursuant to Section 120.54(5)(b)2., Florida Statutes. Following is the agenda for the meeting.

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENTS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Meeting of the Board of Supervisors' regular Meeting held April 22, 2020 Tab 1
 - B. Ratification of Operations & Maintenance Expenditures for April 2020 and May 2020 Tab 2
 - C. Ratification of Acceptance of Annual Audit, Fiscal Year Ending September 30, 2019 Tab 3
 - D. Consideration of Resolution 2020-12, Re-Designating Secretary Tab 4
 - E. Consideration of AMTEC Proposal for Arbitrage Services, Special Assessment Bond, Series 2019 Tab 5
- 4. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - 1.) Acceptance of the 2020 Annual Engineer Report.....Tab 6
 - C. Amenity Manager
 - 1.) First Coast CMS, Amenity Manager Report, June 24, 2020. Tab 7
 - i.) Discussion Regarding Amenities and COVID -19.....Tab 8
 - D. District Manager
 - 1.) SOLitude Lakes Management Report, April and May 2020.....Tab 9
- 5. BUSINESS ITEMS**
 - A. Presentation of Registered Voters Tab 10
 - B. Consideration of Resolution 2020-13, Setting Landowner Election.....Tab 11
- 6. Supervisor Requests**
- 7. Adjournment**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at 904-436-6270.

Very truly yours,
Lesley Gallagher
Lesley Gallagher
Alta Lakes Community
Development District

CALL TO ORDER / ROLL CALL

PUBLIC COMMENTS

BUSINESS ADMINISTRATION

Tab 1

MINUTES OF MEETING

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

**ALTA LAKES
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors' of the Alta Lakes Community Development District was held on **Wednesday, April 22, 2020 at 10:00 a.m.** via teleconference at 1-929-205-6099 meeting ID 680 626 4765, pursuant to Executive Orders 20-52 and 20-69 issued by Governor DeSantis, respectively, and pursuant to Section 120.54(5)(b)2., Florida Statutes. Following is the agenda for the meeting.

Robert Porter	Board Supervisor, Chairman
Mark Dearing	Board Supervisor, Vice Chairman
John Gislason	Board Supervisor, Assistant Secretary
Anthony Sharp	Board Supervisor, Assistant Secretary
Brett Infante	Board Supervisor, Assistant Secretary

Also present were:

Lesley Gallagher	District Manager, Rizzetta & Company, Inc.
Katie Buchanan	District Counsel, Hopping Green & Sams
Tony Shiver	Amenity Manager, First Coast CMS

Public present by teleconference.

FIRST ORDER OF BUSINESS

Call to Order

Mr. Porter called the meeting to order at 10:03 a.m.

SECOND ORDER OF BUSINESS

Public Comments

One public comment regarding the need for four-way stops at Alta Lakes Drive.

THIRD ORDER OF BUSINESS

Consideration of the Board of Supervisors' Regular Meeting held January 22, 2020

On a motion by Mr. Porter, seconded by Mr. Infante, with all in favor, the Board approved the January 22, 2020 Regular Minutes of Meeting for Alta Lakes Community Development District.

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FOURTH ORDER OF BUSINESS

Consideration of Operations & Maintenance Expenditures for December 2019, January 2020 and February 2020

On a motion by Mr. Dearing, seconded by Mr. Gislason, with all in favor, the Board ratified the Operations & Maintenance Expenditures for December 2019 in the amount of \$22,122.15, January 2020 in the amount of \$24,523.12 and February 2020 in the amount of \$43,014.33 for Alta Lakes Community Development District.

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FIFTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel
Ms. Buchanan did not have a report but was available to answer questions.
- B. District Engineer
Not present.
- C. Amenity Manager
 - 1.) First Coast CMS, Amenity Manager Report, April 2020
Mr. Shiver reviewed his report found under Tab 3 of the agenda.
He also requested authorization to have Alpha Dog install cable conduit at an estimated cost of \$550.00, purchase two televisions (one for amenity room and one for the fitness room) at an estimated cost of \$1,700.00 and purchase medicine balls with a rack for the fitness room at an estimated cost of \$350.00. The Board authorized all of these items and instructed Mr. Shiver to move forward.
- D. District Manager
 - 1.) SOLitude Lake Management Report, March 10, 2020
Ms. Gallagher reviewed Resolution 2020-11 (Exhibit A) which amends Resolution 2019-25 to include the Assistant Treasurer as an authorize designatory on the operating account for the District.

On a motion by Mr. Porter, seconded by Mr. Dearing, with all in favor, the Board adopted Resolution 2020-11, Amending Bank Signatories for Alta Lakes Community Development District.

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SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2020-06,
Adopting Internal Controls Policy**

Ms. Buchanan reviewed Resolution 2020-06 and that this Resolution was being presented due to recent changes in Florida Law and noted these controls were already being followed.

On a motion by Mr. Porter, seconded by Mr. Dearing, with all in favor, the Board adopted Resolution 2020-06, Adopting Internal Controls Policy for Alta Lakes Community Development District.

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SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2020-07,
Designating New Local Records
Office**

On a motion by Mr. Porter, seconded by Mr. Dearing, with all in favor, the Board adopted Resolution 2020-07, Designating the New Local Records Office as the Amenity Center at Alta Lakes, 3108 Alta Lakes Blvd., Jacksonville, FL 32226 for Alta Lakes Community Development District.

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EIGHTH ORDER OF BUSINESS

**Ratification of Resolution 2020-08,
Acceptance of Property and
Improvements**

Ms. Buchanan reviewed Resolution 2020-08 and that this property was intended to be owned and maintained by the CDD.

On a motion by Mr. Porter, seconded by Mr. Dearing, with all in favor, the Board ratified Resolution 2020-08 and Acceptance of Property and Improvements for Alta Lakes Community Development District.

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NINTH ORDER OF BUSINESS

**Ratification of Approval for
Maintenance of Additional
Landscape Tracts**

On a motion by Mr. Dearing, seconded by Mr. Porter, with all in favor, the Board ratified the Approval of Maintenance of Additional Landscape tracts with GreenPoint adjusting the monthly landscape expense to \$6,550.00 for Alta Lakes Community Development District.

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TENTH ORDER OF BUSINESS

**Ratification of Approval for
Maintenance of Additional Ponds**

On a motion by Mr. Dearing, seconded by Mr. Porter, with all in favor, the Board ratified the approval of Maintenance of Additional Ponds with SOLitude adjusting the monthly expense for aquatic maintenance to \$1,093.00 as well as a one-time spray and removal of cattails on ponds eight (8), nine (9) and eleven (11) at and expense of \$2,094.00 for Alta Lakes Community Development District.

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ELEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2020-09,
Approving Fiscal Year 2020-2021
Proposed Budget and Setting Public
Hearing**

On a motion by Mr. Porter, seconded by Mr. Dearing, with all in favor, the Board adopted Resolution 2020-09, Approving Fiscal Year 2020-2021 Proposed Budget and Setting the Public Hearing for July 22, at 10:00 a.m. at the Alta Lakes Amenity Center located at 3108 Alta Lakes Blvd., Jacksonville, FL 32226 for Alta Lakes Community Development District.

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TWELFTH ORDER OF BUSINESS

**Consideration of Resolution 2020-10,
Resetting Public Hearing on Rules of
Procedure**

On a motion by Mr. Porter, seconded by Mr. Dearing, with all in favor, the Board adopted Resolution 2020-10, Resetting the Public hearing on Rules of Procedure for July 22, 2020 at 10:00 a.m. for Alta Lakes Community Development District.

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THIRTEENTH ORDER OF BUSINESS

Supervisors Request

Mr. Dearing requested that response be provided to the public comment earlier in the meeting in reference to four way stops at Alta Lakes Blvd.

Ms. Gallagher noted she would follow up with the audience member after the meeting and also explained the roads are City of Jacksonville Roads and the CDD has no authority to install signs or regulate traffic.

151
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FOURTEENTH ORDER OF BUSINESS

Adjournment

On a motion by Mr. Dearing, seconded by Mr. Porter, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 10:22 a.m. for Alta Lakes Community Development District.

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Secretary / Assistant Secretary

Chairman / Vice Chairman

DRAFT

Exhibit A

RESOLUTION 2020-11

A RESOLUTION OF THE BOARD OF SUPERVISORS OF ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT AMENDING RESOLUTION 2019-25 DESIGNATING THE AUTHORIZED SIGNATORIES FOR THE DISTRICT'S OPERATING BANK ACCOUNT(S), AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Alta Lakes 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 Duval County, Florida; and

WHEREAS, the Board of Supervisors of the District ("Board") previously adopted Resolution 2019-25 which designated the authorized signatories for the District's operating bank account(s); and

WHEREAS, the Board desires to amend Resolution 2019-25 include the Assistant Treasurer as an authorized signatory for the operating bank account(s).

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

Section 1. Resolution 2019-25 is hereby amended to include the Assistant Treasurer as an authorized signatory for the operating bank account(s) of the District.

Section 2. All other provisions of Resolution 2019-25 shall remain unchanged and in full force and effect.

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

PASSED AND ADOPTED this 22nd day of April, 2020.

ATTEST:

**ALTA LAKES COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman/Vice Chairman, Board of
Supervisors

Tab 2

Alta Lakes COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FLORIDA 32084

Operations and Maintenance Expenditures April 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2020 through April 30, 2020. This does not include expenditures previously approved by the Board.

The total items being presented:

Approval of Expenditures: **\$26,347.47**

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Alta Lakes COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures

April 1, 2020 Through April 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Anthony Sharp	001198	AS04222020	BOS Meeting 04/22/2020	\$ 200.00
Brett Infante	001195	BI04222020	BOS Meeting 04/22/2020	\$ 200.00
Dunn & Associates, Inc.	001188	20-264	Engineering Services 11/19- General Services	\$ 382.50
First Coast Contract Maintenance Service, LLC	001189	4945	Amenity Services 04/20	\$ 3,991.00
First Coast Contract Maintenance Service, LLC	001179	5021	Wifi Hotspot Access 03/20	\$ 80.00
First Coast Contract Maintenance Service, LLC	001185	5029	Purchase Reimbursements 03.20	\$ 2,738.10
First Coast Contract Maintenance Service, LLC	001185	5030	Purchase Reimbursements 03.20	\$ 133.85
GreenPoint Inc	001190	45280	Landscape Maintenance 04/20	\$ 6,090.00
GreenPoint Inc	001186	45364	Irrigation Repair 03/20	\$ 97.84
Hopping Green & Sams	001180	113811	Legal Fees 02/20	\$ 1,134.00
Innersync Studio, Ltd dba. Campus Suite	001178	18385	Website Service ADA Compliance	\$ 384.38
Jacksonville Daily Record	001176	20-02098D	Legal Advertising 03/18/20	\$ 177.50
Jacksonville Daily Record	001191	20-02470D	Legal Advertising 04/09/2020	\$ 187.63
JEA	001181	9415158183 03/20	Account #9415158183 03/20	\$ 4,133.09

Alta Lakes COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures

April 1, 2020 Through April 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
John Gislason	001194	JG04222020	BOS Meeting 04/22/2020	\$ 200.00
Mark Dearing	001193	MD04222020	BOS Meeting 04/22/2020	\$ 200.00
Michelle Kelsey	001182	MK04012020	Refund of Deposit 04/20	\$ 150.00
Office Dynamics	001196	00031037	CDD Book Copies 04/20	\$ 46.97
Republic Services #687	001177	0687-001039476	Monthly Trash Removal 02/20	\$ 459.73
Republic Services #687	001177	0687-001046543	Monthly Trash Removal 03/20	\$ 117.88
Rizzetta & Company, Inc.	001187	INV0000048114	District Management Fees 04/20	\$ 3,850.00
Rizzetta Technology Services	001184	INV0000005678	Email/Website Hosting Service 04/20	\$ 100.00
Robert Porter	001197	BP04222020	BOS Meeting 04/22/2020	\$ 200.00
Solitude Lake Management LLC	001192	PI-A00387150	Lake & Pond Management Services 04/20	\$ 812.00
Solitude Lake Management LLC	001199	PI-A00395526	Lake & Pond Management Services Add On Ponds 04/20	<u>\$ 281.00</u>
Report Total				<u>\$ 26,347.47</u>

Alta Lakes COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FLORIDA 32084

Operations and Maintenance Expenditures May 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from May 1, 2020 through May 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented:

Approval of Expenditures: **\$24,251.13**

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Alta Lakes COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures

May 1, 2020 Through May 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
AlphaDog Audio, Video, Security, LLC	001200	3923	ADC Acess and Alarm.com 03/20	\$ 120.00
AlphaDog Audio, Video, Security, LLC	001200	4545	ADC Acess and Alarm.com 04/20	\$ 60.00
AlphaDog Audio, Video, Security, LLC	001200	5260	ADC Acess and Alarm.com 05/20	\$ 60.00
Dunn & Associates, Inc.	001205	20-312	Engineering Services 04/20- General Services	\$ 2,127.50
First Coast Contract Maintenance Service, LLC	001206	5006	Amenity Services 5/20	\$ 3,991.00
GreenPoint Inc	001201	45538	Landscape Maintenance Pro-rated increase 04/20	\$ 230.00
GreenPoint Inc	001207	45613	Landscape Maintenance 05/20	\$ 6,550.00
Hopping Green & Sams	001208	114489	Legal Fees 03/20	\$ 1,122.20
JEA	001204	9415158183 04/20	Account #9415158183 04/20	\$ 4,234.78
Republic Services #687	001211	0687-001053355	Monthly Trash Removal 05/20	\$ 116.79
Republic Services #687	001211	0687-001060269	Monthly Trash Removal 05/20	\$ 595.86
Rizzetta & Company, Inc.	001202	INV0000049249	District Management Fees 05/20	\$ 3,850.00
Rizzetta Technology Services	001203	INV0000005780	Email/Website Hosting Service 05/20	\$ 100.00
Solitude Lake Management LLC	001209	PI-A00403710	Lake & Pond Management Services 05/20	<u>\$ 1,093.00</u>

Alta Lakes COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures

May 1, 2020 Through May 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Report Total				<u>\$ 24,251.13</u>

Tab 3



Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120 // 461-1155
FAX: 772/468-9278

Board of Supervisors
Alta Lakes Community Development District
Jacksonville, Florida

We are pleased to provide the following information related to our audit of the Alta Lakes Community Development District for the 10 months ended September 30, 2019 to assist you in your oversight responsibility of the financial reporting process of the District.

Our responsibility under the auditing standards has been described to you in our engagement letter dated May 30, 2019.

Management is responsible for the appropriateness of the accounting policies used by the District. During the year, no significant new accounting policies were adopted nor were there any changes in the existing accounting policies.

We did not discuss with Management, any significant or unusual transactions nor did we discuss any alternative treatments available under generally accepted accounting policies during the current audit period.

Any audit adjustments provided by Management or communicated to Management have been reported to and agreed upon by Management. If you would like a detailed listing of all audit adjustments for the current period, please contact us.

We did not encounter any immaterial uncorrected misstatements during the course of our audit.

There are no disagreements with Management over the application of significant accounting principles, the basis for judgments made by Management on any significant matters, the scope of the audit or significant disclosures to be included in the financial statements.

We are not aware of any consultations Management had with other accountants about accounting or auditing matters.

Fort Pierce / Stuart

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Board of Supervisors
Alta Lakes Community Development District
Page 2

There were no significant issues that were discussed during the course of the audit.

We did not encounter any difficulties in dealing with Management during the audit process.

Management has made certain written representations to us as part of the audit process. Please contact us if you would like a copy of those representations.

This letter is intended solely for the information and use of the Board of Supervisors and Management and is not intended to be and should not be used by anyone other than the intended parties. Please contact J. W. Gaines should you have any questions concerning this letter. We greatly appreciate the opportunity to be of service to the Alta Lakes Community Development District.

*Berger Toombs Elam
Gaines + Frank*

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

May 11, 2020

**Alta Lakes Community
Development District**

ANNUAL FINANCIAL REPORT

September 30, 2019

Alta Lakes Community Development District

ANNUAL FINANCIAL REPORT

September 30, 2019

TABLE OF CONTENTS

	<u>Page Number</u>
REPORT OF INDEPENDENT AUDITORS	1-2
MANAGEMENT'S DISCUSSION AND ANALYSIS	3-8
BASIC FINANCIAL STATEMENTS:	
Government-wide Financial Statements:	
Statement of Net Position	9
Statement of Activities	10
Fund Financial Statements:	
Balance Sheet – Governmental Funds	11
Reconciliation of Total Governmental Fund Balances to Net Position of Governmental Activities	12
Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds	13
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities	14
Statement of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual – General Fund	15
Notes to Financial Statements	16-26
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	27-28
MANAGEMENT LETTER	29-30
INDEPENDENT ACCOUNTANT'S REPORT/COMPLIANCE WITH SECTION 218.415, FLORIDA STATUTES	31



Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120 // 461-1155
FAX: 772/468-9278

REPORT OF INDEPENDENT AUDITORS

To the Board of Supervisors
Alta Lakes Community Development District
Jacksonville, Florida

Report on the Financial Statements

We have audited the accompanying basic financial statements of Alta Lakes Community Development District as of and for the ten months ended September 30, 2019, and the related notes to financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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; this includes 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.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Accounting Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Fort Pierce / Stuart

To the Board of Supervisors
Alta Lakes Community Development District

Opinion

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities, and each major fund of Alta Lakes Community Development District as of September 30, 2019, and the respective changes in financial position and the budgetary comparison for the General Fund for the ten months then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Governmental Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis be presented to supplement the basic financial statements. Such information, 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 regarding the methods of preparing the information and comparing the information for consistency with management's response 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 a report dated May 11, 2020 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations and contracts.

The purpose of that report is 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 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 Alta Lakes Community Development District's internal control over financial reporting and compliance.



Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

May 11, 2020

**Alta Lakes Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the 10 Months Ended September 30, 2019**

Management's discussion and analysis of Alta Lakes Community Development District's (the "District") financial performance provides an objective and easily readable analysis of the District's financial activities. The analysis provides summary financial information for the District and should be read in conjunction with the District's financial statements.

OVERVIEW OF THE FINANCIAL STATEMENTS

The District's basic financial statements comprise three components; 1) *Government-wide financial statements*, 2) *Fund financial statements*, and 3) *Notes to financial statements*. The *Government-wide financial statements* present an overall picture of the District's financial position and results of operations. The *Fund financial statements* present financial information for the District's major funds. The *Notes to financial statements* provide additional information concerning the District's finances.

The *Government-wide financial statements* are the **statement of net position** and the **statement of activities**. These statements use accounting methods similar to those used by private-sector companies. Emphasis is placed on the net position of governmental activities and the change in net position. Governmental activities are primarily supported by special assessments.

The **statement of net position** presents information on all assets and liabilities of the District, with the difference between assets and liabilities reported as net position. Net position is reported in three categories; 1) net investment in capital assets, 2) restricted, and 3) unrestricted. Assets, liabilities, and net position are reported for all Governmental activities.

The **statement of activities** presents information on all revenues and expenses of the District and the change in net position. Expenses are reported by major function and program revenues relating to those functions are reported, providing the net cost of all functions provided by the District. To assist in understanding the District's operations, expenses have been reported as governmental activities. Governmental activities financed by the District include general government, physical environment and debt service.

Fund financial statements present financial information for governmental funds. These statements provide financial information for the major funds of the District. Governmental fund financial statements provide information on the current assets and liabilities of the funds, changes in current financial resources (revenues and expenditures), and current available resources.

**Alta Lakes Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the 10 Months Ended September 30, 2019**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Fund financial statements include a **balance sheet** and a **statement of revenues, expenditures and changes in fund balances** for all governmental funds. A **statement of revenues, expenditures, and changes in fund balances – budget and actual** is provided for the District's General Fund. *Fund financial statements* provide more detailed information about the District's activities. Individual funds are established by the District to track revenues that are restricted to certain uses or to comply with legal requirements.

The *government-wide financial statements* and the *fund financial statements* provide different pictures of the District. The *government-wide financial statements* provide an overall picture of the District's financial standing. These statements are comparable to private-sector companies and give a good understanding of the District's overall financial health and how the District paid for the various activities, or functions, provided by the District. All assets of the District, including buildings and improvements, and infrastructure are reported in the **statement of net position**. All liabilities, including principal outstanding on bonds are included. The **statement of activities** includes depreciation on all long-lived assets of the District, but transactions between the different functions of the District have been eliminated in order to avoid "doubling up" the revenues and expenses. The *fund financial statements* provide a picture of the major funds of the District. In the case of governmental activities, outlays for long lived assets are reported as expenditures and long-term liabilities, such as general obligation bonds, are not included in the fund financial statements. To provide a link from the *fund financial statements* to the *government-wide financial statements*, reconciliations are provided from the *fund financial statements* to the *government-wide financial statements*.

Notes to financial statements provide additional detail concerning the financial activities and financial balances of the District. Additional information about the accounting practices of the District, investments of the District, capital assets and long-term debt are some of the items included in the *notes to financial statements*.

Financial Highlights

The following are the highlights of financial activity for the 10 months ended September 30, 2019.

- ◆ The District's total liabilities exceeded total assets by \$(52,397) (net position). Restricted net position was \$279,939. Unrestricted net position was \$(332,426).
- ◆ Governmental activities revenues totaled \$516,749 while governmental activities expenses totaled \$569,146.

**Alta Lakes Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the 10 Months Ended September 30, 2019**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Financial Analysis of the District

The following schedule provides a summary of the assets, liabilities and net position of the District and is presented by category for comparison purposes. This is the initial period for the District.

Net Position

	Governmental Activities
	2019
Current assets	\$ 24,385
Restricted assets	3,430,385
Capital assets	7,035,908
Total Assets	10,490,678
Current liabilities	817,963
Non-current liabilities	9,725,112
Total Liabilities	10,543,075
Net Position	
Restricted	279,939
Unrestricted	(332,336)
Total Net Position	\$ (52,397)

**Alta Lakes Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the 10 Months Ended September 30, 2019**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Financial Analysis of the District (Continued)

The following schedule provides a summary of the changes in net position of the District and is presented by category for comparison purposes. This is the initial period for the District.

Change In Net Position

	Governmental Activities
	2019
Program Revenues	
Contributions	\$ 494,520
General Revenues	
Investment earnings	22,229
Total Revenues	516,749
Expenses	
General government	74,694
Physical environment	28,762
Culture/recreation	90
Interest and other charges	465,600
Total Expenses	569,146
Change in Net Position	(52,397)
Net Position - Beginning of Period	-
Net Position - End of Period	\$ (52,397)

**Alta Lakes Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the 10 Months Ended September 30, 2019**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Capital Assets Activity

The following schedule provides a summary of the District's capital assets as of September 30, 2019:

<u>Description</u>	<u>Governmental Activities 2019</u>
Construction in progress	<u>\$ 7,035,908</u>

The activity for the period consisted of additions to construction in progress of \$7,035,908.

General Fund Budgetary Highlights

The final budget exceeded actual expenditures in the current year because landscape and irrigation costs were less than anticipated.

There were no amendments to the General Fund budget in the current year.

Debt Management

Governmental Activities debt includes the following:

- ◆ In June 2019, the District issued \$9,925,000 Series 2019 Special Assessment Bonds. These bonds were issued to finance a portion of the cost of acquisition, construction, installation, and equipping of the Series 2019 Project. The balance outstanding on the Series 2019 Bonds at September 30, 2019 was \$9,925,000.

**Alta Lakes Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the 10 Months Ended September 30, 2019**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Economic Factors and Next Year's Budget

Alta Lakes Community Development District expects to complete the capital projects and convey certain assets to another governmental entity in the fiscal year ended September 30, 2020.

Request for Information

The financial report is designed to provide a general overview of Alta Lakes Community Development District's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Alta Lakes Community Development District's Finance Department at 12750 Citrus Park Lane, Suite 115, Tampa, Florida 33625.

Alta Lakes Community Development District
STATEMENT OF NET POSITION
September 30, 2019

	Governmental Activities
ASSETS	
Current Assets	
Cash	\$ 15,937
Prepaid expenses	8,448
Total Current Assets	24,385
Non-Current Assets	
Restricted Assets	
Investments	3,430,385
Capital Assets, Not Being Depreciated	
Construction in progress	7,035,908
Total Non-Current Assets	10,466,293
Total Assets	10,490,678
LIABILITIES	
Current Liabilities	
Accounts payable and accrued expenses	2,931
Retainage payable	486,594
Unearned revenues	21,454
Bonds payable	175,000
Accrued interest	131,984
Total Current Liabilities	817,963
Non-Current Liabilities	
Bonds payable, net	9,725,112
Total Liabilities	10,543,075
NET POSITION	
Restricted for debt service	260,311
Restricted for capital projects	19,628
Unrestricted	(332,336)
Total Net Position	\$ (52,397)

See accompanying notes to financial statements.

Alta Lakes Community Development District
STATEMENT OF ACTIVITIES
For the 10 Months Ended September 30, 2019

Functions/Programs	Expenses	Program Revenues Operating Grants and Contributions	Net (Expenses) Revenues and Change in Net Position
			Governmental Activities
Governmental Activities			
General government	\$ (74,694)	\$ 103,546	\$ 28,852
Physical environment	(28,762)	-	(28,762)
Culture/recreation	(90)	-	(90)
Interest and other charges	(465,600)	390,974	(74,626)
Total Governmental Activities	\$ (569,146)	\$ 494,520	(74,626)
			22,229
			(52,397)
			-
			\$ (52,397)

See accompanying notes to financial statements.

**Alta Lakes Community Development District
BALANCE SHEET –
GOVERNMENTAL FUNDS
September 30, 2019**

	General	Debt Service	Capital Projects	Total Governmental Funds
ASSETS				
Cash	\$ 15,937	\$ -	\$ -	\$ 15,937
Prepaid expenses	8,448	-	-	8,448
Restricted assets				
Investments, at fair value	-	864,897	2,565,488	3,430,385
Total Assets	<u>\$ 24,385</u>	<u>\$ 864,897</u>	<u>\$ 2,565,488</u>	<u>\$ 3,454,770</u>
LIABILITIES AND FUND BALANCES				
LIABILITIES				
Accounts payable and accrued expenses	\$ 2,931	\$ -	\$ -	\$ 2,931
Retainage payable	-	-	486,594	486,594
Unearned revenues	21,454	-	-	21,454
Total Liabilities	<u>24,385</u>	<u>-</u>	<u>486,594</u>	<u>510,979</u>
FUND BALANCES				
Nonspendable:				
Prepaid expenses	8,448	-	-	8,448
Restricted:				
Debt service	-	864,897	-	864,897
Capital projects	-	-	2,078,894	2,078,894
Unassigned	(8,448)	-	-	(8,448)
Total Fund Balances	<u>-</u>	<u>864,897</u>	<u>2,078,894</u>	<u>2,943,791</u>
Total Liabilities and Fund Balances	<u>\$ 24,385</u>	<u>\$ 864,897</u>	<u>\$ 2,565,488</u>	<u>\$ 3,454,770</u>

See accompanying notes to financial statements.

Alta Lakes Community Development District
RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES
TO NET POSITION OF GOVERNMENTAL ACTIVITIES
September 30, 2019

Total Governmental Fund Balances	\$ 2,943,791
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets, construction in progress, used in governmental activities are not current financial resources, and therefore, are not reported at the fund level.	7,035,908
Long-term liabilities, bonds payable, are not due and payable in the current period, and therefore, are not reported at the fund level.	(9,925,000)
Bond discount being amortized, net of accumulated amortization, used in governmental activities are not current financial resources and, therefore, are not reported at the fund level.	24,888
Accrued interest expense for long-term debt is not a current financial use, and therefore, is not reported at the fund level.	<u>(131,984)</u>
Net Position of Governmental Activities	<u><u>\$ (52,397)</u></u>

See accompanying notes to financial statements.

Alta Lakes Community Development District
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES – GOVERNMENTAL FUNDS
For the 10 Months Ended September 30, 2019

	General	Debt Service	Capital Projects	Total Governmental Funds
REVENUES				
Developer contributions	\$ 103,546	\$ 390,974	\$ -	\$ 494,520
Investment income	-	2,601	19,628	22,229
Total Revenues	<u>103,546</u>	<u>393,575</u>	<u>19,628</u>	<u>516,749</u>
EXPENDITURES				
Current				
General government	74,694	-	-	74,694
Physical environment	28,762	-	-	28,762
Culture/recreation	90	-	-	90
Capital outlay	-	-	7,035,908	7,035,908
Debt service				
Other debt service costs	-	-	333,359	333,359
Total Expenditures	<u>103,546</u>	<u>-</u>	<u>7,369,267</u>	<u>7,472,813</u>
Excess of revenues over/(under) expenditures	<u>-</u>	<u>393,575</u>	<u>(7,349,639)</u>	<u>(6,956,064)</u>
OTHER FINANCING SOURCES/(USES)				
Issuance of long-term debt	-	471,322	9,453,678	9,925,000
Bond discount	-	-	(25,145)	(25,145)
Total other financing sources/(uses)	<u>-</u>	<u>471,322</u>	<u>9,428,533</u>	<u>9,899,855</u>
Net Change in Fund Balance	-	864,897	2,078,894	2,943,791
Fund Balances - Beginning of Period	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balances - End of Period	<u>\$ -</u>	<u>\$ 864,897</u>	<u>\$ 2,078,894</u>	<u>\$ 2,943,791</u>

See accompanying notes to financial statements.

Alta Lakes Community Development District
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
For the 10 Months Ended September 30, 2019

Net Change in Fund Balances - Total Governmental Funds \$ 2,943,791

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

Governmental funds report capital outlay as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount of capital outlay in the current period. 7,035,908

The issuance of long-term debt is reflected as an other financing source, however, at the government-wide level these amounts increase liabilities. (9,925,000)

Governmental funds report bond discounts as expenditures. However, in the Statement of Activities, the cost is allocated as amortization expense. 24,888

In the Statement of Activities, interest is accrued on outstanding bonds; whereas in the governmental funds, interest expenditures are reported when due. This is the change in accrued interest in the current period. (131,984)

Change in Net Position of Governmental Activities \$ (52,397)

See accompanying notes to financial statements.

Alta Lakes Community Development District
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES – BUDGET AND ACTUAL – GENERAL FUND
For the 10 Months Ended September 30, 2019

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>
Revenues				
Developer contributions	\$ 268,150	\$ 268,150	\$ 103,546	\$ (164,604)
Expenditures				
Current				
General government	140,724	140,724	74,694	66,030
Physical environment	127,426	127,426	28,762	98,664
Culture/recreation	-	-	90	(90)
Total Expenditures	<u>268,150</u>	<u>268,150</u>	<u>103,546</u>	<u>164,604</u>
Net Change in Fund Balances	-	-	-	-
Fund Balances - Beginning of Period	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balances - End of Period	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See accompanying notes to financial statements.

Alta Lakes Community Development District
NOTES TO FINANCIAL STATEMENTS
For the 10 Months Ended September 30, 2019

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the District have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The District's more significant accounting policies are described below.

1. Reporting Entity

The District was established on November 13, 2018, pursuant to the Uniform Community Development District Act of 1980, Chapter 190, Florida Statutes, as amended (the "Act"), by the City of Jacksonville Ordinance #2018-660-E as a Community Development District. The District was established for the purposes of financing and managing the acquisition, construction, maintenance and operation of the infrastructure necessary for community development within its jurisdiction. The District is authorized to issue bonds for the purpose, among others, of financing, funding, planning, establishing, acquiring, constructing district roads, landscaping, and other basic infrastructure projects within or outside the boundaries of the Alta Lakes Community Development District. The District is governed by a five member Board of Supervisors who are elected on an at large basis by landowners of the District. The District operates within the criteria established by Chapter 190, Florida Statutes.

As required by GAAP, these financial statements present the Alta Lakes Community Development District (the primary government) as a stand-alone government. The reporting entity for the District includes all functions of government in which the District's Board exercises oversight responsibility including, but not limited to, financial interdependency, selection of governing authority, designation of management, significant ability to influence operations and accountability for fiscal matters.

Based upon the application of the above-mentioned criteria as set forth by the Governmental Accounting Standards Board, the District has identified no component units.

2. Measurement Focus and Basis of Accounting

The basic financial statements of the District are composed of the following:

- Government-wide financial statements
- Fund financial statements
- Notes to financial statements

Alta Lakes Community Development District
NOTES TO FINANCIAL STATEMENTS
For the 10 Months Ended September 30, 2019

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Measurement Focus and Basis of Accounting (Continued)

a. Government-wide Financial Statements

Government-wide financial statements report all non-fiduciary information about the reporting government as a whole. These statements include all the governmental activities of the primary government. The effect of interfund activity has been removed from these statements.

Governmental activities are supported by developer contributions and interest. Program revenues are netted with program expenses in the statement of activities to present the net cost of each program.

Amounts paid to acquire capital assets are capitalized as assets, rather than reported as an expenditure. Proceeds of long-term debt are recorded as liabilities in the government-wide financial statements, rather than as an other financing source.

Amounts paid to reduce long-term indebtedness of the reporting government are reported as a reduction of the related liability, rather than as an expenditure.

b. Fund Financial Statements

The underlying accounting system of the District is organized and operated on the basis of separate funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Fund financial statements for the primary government's governmental funds are presented after the government-wide financial statements. These statements display information about major funds individually.

Alta Lakes Community Development District
NOTES TO FINANCIAL STATEMENTS
For the 10 Months Ended September 30, 2019

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Measurement Focus and Basis of Accounting (Continued)

b. Fund Financial Statements (Continued)

Governmental Funds

The District classifies fund balance according to Governmental Accounting Standards Board Statement 54 – Fund Balance Reporting and Governmental Fund Type Definitions. The Statement requires the fund balance for governmental funds to be reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

The District has various policies governing the fund balance classifications.

Nonspendable Fund Balance – This classification consists of amounts that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact.

Restricted Fund Balance – This classification includes amounts that can be spent only for specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Assigned Fund Balance – This classification consists of the Board of Supervisors' intent to be used for specific purposes, but are neither restricted nor committed. The assigned fund balances can also be assigned by the District's management company.

Unassigned Fund Balance – This classification is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. Unassigned fund balance is considered to be utilized first when an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

Fund Balance Spending Hierarchy – For all governmental funds except special revenue funds, when restricted, committed, assigned, and unassigned fund balances are combined in a fund, qualified expenditures are paid first from restricted or committed fund balance, as appropriate, then assigned and finally unassigned fund balances.

Alta Lakes Community Development District
NOTES TO FINANCIAL STATEMENTS
For the 10 Months Ended September 30, 2019

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Measurement Focus and Basis of Accounting (Continued)

b. Fund Financial Statements (Continued)

Governmental Funds (Continued)

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are considered to be available when they are collected within the current period or soon 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.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. Interest associated with the current fiscal period is considered to be an accrual item and so has been recognized as revenue of the current fiscal period.

Under the current financial resources measurement focus, only current assets and current liabilities are generally included on the balance sheet. The reported fund balance is considered to be a measure of “available spendable resources”.

Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of “available spendable resources” during a period.

Because of their spending measurement focus, expenditure recognition for governmental fund types excludes amounts represented by non-current liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities.

Amounts expended to acquire capital assets are recorded as expenditures in the year that resources are expended, rather than as fund assets. The proceeds of long-term debt are recorded as an other financing source rather than as a fund liability.

Debt service expenditures are recorded only when payment is due.

3. Basis of Presentation

a. Governmental Major Funds

General Fund – The General Fund is the District’s primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Alta Lakes Community Development District
NOTES TO FINANCIAL STATEMENTS
For the 10 Months Ended September 30, 2019

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

3. Basis of Presentation (Continued)

a. Governmental Major Funds (Continued)

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

Capital Projects Fund – The Capital Projects Funds account for the construction of infrastructure improvements within the boundaries of the District.

b. Non-current Governmental Assets/Liabilities

GASB Statement 34 requires that non-current governmental assets, such as construction in progress, and non-current governmental liabilities, such as general obligation bonds be reported in the governmental activities column in the government-wide Statement of Net Position.

4. Assets, Liabilities, and Net Position or Equity

a. Cash and Investments

Florida Statutes require state and local governmental units to deposit monies with financial institutions classified as "Qualified Public Depositories," a multiple financial institution pool whereby groups of securities pledged by the various financial institutions provide common collateral from their deposits of public funds. This pool is provided as additional insurance to the federal depository insurance and allows for additional assessments against the member institutions, providing full insurance for public deposits.

The District is authorized to invest in those financial instruments as established by Section 218.415, Florida Statutes. The authorized investments consist of:

1. Direct obligations of the United States Treasury;
2. The Local Government Surplus Funds Trust or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperative Act of 1969;
3. Interest-bearing time deposits or savings accounts in authorized qualified public depositories;
4. Securities and Exchange Commission, registered money market funds with the highest credit quality rating from a nationally recognized rating agency.

Alta Lakes Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

4. Assets, Liabilities, and Net Position or Equity (Continued)

b. Restricted Net Position

Certain net position of the District is classified as restricted on the Statement of Net Position because their use is limited either by law through constitutional provisions or enabling legislation; or by restrictions imposed externally by creditors. In a fund with both restricted and unrestricted net position, qualified expenses are considered to be paid first from restricted net position and then from unrestricted net position.

c. Capital Assets

Capital assets, which include construction in progress are reported in the governmental activities column.

The District defines capital assets as assets with an initial, individual cost of \$5,000 or more and an estimated useful life in excess of two years. The valuation basis for all assets is historical cost.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend its useful life are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

Depreciation of capital assets is computed and recorded by utilizing the straight-line method.

d. Budgets

Budgets are prepared and adopted after public hearings for the governmental funds, pursuant to Chapter 190, Florida Statutes. The District utilizes the same basis of accounting for budgets as it does for revenues and expenditures in its various funds. The legal level of budgetary control is at the fund level. All budgeted appropriations lapse at year end. Formal budgets are adopted for the general and debt service funds. As a result, deficits in the budget columns of the accompanying financial statements may occur.

e. Unamortized Bond Discount

Bond discounts are presented on the government-wide financial statements. The costs are amortized over the life of the bonds using the method of accounting. For financial reporting, the unamortized bond discount is netted against the applicable long-term debt.

**Alta Lakes Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2019**

NOTE B – CASH AND INVESTMENTS

All deposits are held in qualified public depositories and are included on the accompanying balance sheet as cash and investments.

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a formal deposit policy for custodial credit risk; however, they follow the provisions of Chapter 280, Florida Statutes regarding deposits and investments. As of September 30, 2019, the District's bank balance was \$26,006 and the carrying value was \$15,937. Exposure to custodial credit risk was as follows. The District maintains all deposits in a qualified public depository in accordance with the provisions of Chapter 280, Florida Statutes, which means that all deposits are fully insured by Federal Depositors Insurance or collateralized under Chapter 280, Florida Statutes.

As of September 30, 2019, the District had the following investments and maturities:

Investment	Maturities	Fair Value
First American Treasury Obligation Fund	26 Days*	\$ 3,430,385

*Weighted Average Maturity

The District categorizes its fair value measurements within the fair value hierarchy recently 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. The District uses a market approach in measuring fair value that uses prices and other relevant information generated by market transactions involving identical or similar assets, liabilities, or groups of assets and liabilities.

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 use the best information available under the circumstances, which includes the District's own data in measuring unobservable inputs.

Based on the criteria in the preceding paragraph, the investments listed above are Level 1 assets.

Interest Rate Risk

The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

**Alta Lakes Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2019**

NOTE B – CASH AND INVESTMENTS (CONTINUED)

Credit Risk

The District's investments are limited by state statutory requirements and bond compliance. The District has no investment policy that would further limit its investment choices. As of September 30, 2019, the District's investment in both investments were rated AAAM by Standard and Poor's.

Concentration of Credit Risk

The District places no limit on the amount it may invest in any one fund. The District's investment in the First American Treasury Obligation represents 100% of the District's total investments.

The types of deposits and investments and their level of risk exposure as of September 30, 2019 were typical of these items during the period then ended. The District considers any decline in fair value to be temporary.

NOTE C – CAPITAL ASSETS

Capital Asset activity for the period ended September 30, 2019 was as follows:

	Balance November 13, 2018	Additions	Deletions	Balance September 30, 2019
<u>Governmental activities:</u>				
Capital assets, not being depreciated:				
Construction in progress	\$ -	\$ 7,035,908	\$ -	\$ 7,035,908

**Alta Lakes Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2019**

NOTE D – LONG-TERM DEBT

The following is a summary of activity for long-term debt of the Governmental Activities for the period ended September 30, 2019:

Long-term debt at November 13, 2018	\$ -
Issuance of long-term debt	<u>9,925,000</u>
Long-term debt at September 30, 2019	<u>\$ 9,925,000</u>

Long-term debt is comprised of the following:

Special Assessment Revenue Bonds

\$9,925,000 Series 2019 Bonds are due in annual principal installments beginning May 2020, maturing May 2049. Interest is due semi-annually on May 1 and November 1, beginning November 1, 2019, at variable rates of 3.500% to 4.625%. Current portion is \$175,000.

	\$ 9,925,000
Bond discount, net	<u>(24,888)</u>
Bonds Payable, net	<u>\$ 9,900,112</u>

Alta Lakes Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE D – LONG-TERM DEBT (CONTINUED)

The annual requirements to amortize the principal and interest of bonded debt outstanding as of September 30, 2019 are as follows:

Year Ending September 30,	Principal	Interest	Total
2020	\$ 175,000	\$ 385,154	\$ 560,154
2021	180,000	425,824	605,824
2022	185,000	419,524	604,524
2023	190,000	413,049	603,049
2024	200,000	406,399	606,399
2025-2029	1,110,000	1,916,931	3,026,931
2030-2034	1,370,000	1,673,809	3,043,809
2035-2039	1,700,000	1,344,469	3,044,469
2040-2044	2,130,000	925,231	3,055,231
2045-2049	2,685,000	384,106	3,069,106
Totals	<u>\$ 9,925,000</u>	<u>\$ 8,294,496</u>	<u>\$ 18,219,496</u>

Summary of Significant Bond Resolution Terms and Covenants

Significant Bond Provisions

The Series 2019 Bonds, maturing on or after May 1, 2039, are subject to redemption at the option of the District prior to their maturity, in whole or in part, at any time after May 1, 2029 at a redemption price equal to the principal amount of the Series 2019 Bonds to be redeemed, plus accrued interest to the date of redemption. The Series 2019 Bonds are subject to extraordinary mandatory redemption prior to maturity in the manner determined by the Bond Registrar if certain events occurred as outlined in the Trust Indenture.

The Trust Indenture established certain amounts be maintained in a reserve account. In addition, the Trust 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 agrees to levy special assessments in annual amounts adequate to provide payment of debt service and to meet the reserve requirements.

**Alta Lakes Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2019**

NOTE D – LONG-TERM DEBT (CONTINUED)

Depository Funds

The bond resolution establishes certain funds and determines the order in which revenues are to be deposited into these funds. A description of the significant funds, including their purposes, is as follows:

1. Reserve Fund – The 2019 Reserve Account is funded from the proceeds of the Series 2019 Bonds in an amount equal to the fifty percent of the maximum annual debt service with respect to the Series 2019 Bonds. Monies held in the reserve accounts will be used only for the purposes established in the Trust Indenture.

	Special Assessment Bonds	
	Reserve Balance	Reserve Requirement
Series 2019 Special Assessment Bonds	\$ 303,422	\$ 302,142

NOTE E – ECONOMIC DEPENDENCY AND RELATED PARTIES

A substantial portion of the District’s activity is dependent upon the continued involvement of the developers, the loss of which could have a materially adverse effect on the District. At September 30, 2019, the developers owned or controlled a large portion of the assessable property located within District boundaries. All Board of Supervisors were employed by the developer or its affiliates at September 30, 2019.

NOTE F – 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 for which the government carries commercial insurance. There were no claims or settled claims from these risks and claims have not exceeded commercial insurance coverage.



Berger, Toombs, Elam,
Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120 // 461-1155
FAX: 772/468-9278

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
Alta Lakes Community Development District
Jacksonville, Florida

We have audited, in accordance with the 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 Alta Lakes Community Development District, as of and for the 10 months ended September 30, 2019, and the related notes to the financial statements, and have issued our report thereon dated May 11, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Alta Lakes Community Development District's internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Alta Lakes Community Development District's internal control. Accordingly, we do not express an opinion on the effectiveness of Alta Lakes Community Development District's internal control over financial reporting.

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 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 over financial reporting 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.

Board of Supervisors
Alta Lakes Community Development District

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Alta Lakes Community Development District's financial statements are free of 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 determination of financial statement amounts. 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 entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Berger Toombs Elam
Gaines & Frank*

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

May 11, 2020



Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120 // 461-1155
FAX: 772/468-9278

MANAGEMENT LETTER

To the Board of Supervisors
Alta Lakes Community Development District
Jacksonville, Florida

Report on the Financial Statements

We have audited the financial statements of the Alta Lakes Community Development District as of and for the 10 months ended September 30, 2019, and have issued our report thereon dated May 11, 2020.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States; 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 Florida Auditor General.

Other Reporting Requirements

We have issued our 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* and our Independent Auditor's Report on an examination conducted in accordance with *AICPA Professionals 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 May 11, 2020, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding financial audit report. This is the initial financial audit report.

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 Alta Lakes Community Development District has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific conditions met. In connection with our audit, we determined that Alta Lakes Community Development District did not meet any of the conditions described in Section 218.503(1) Florida Statutes.

Fort Pierce / Stuart

To the Board of Supervisors
Alta Lakes Community Development District

Pursuant to Sections 10.554(1)(i)5.c. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for Alta Lakes Community Development District. It is management's responsibility to monitor the Alta Lakes Community Development District's financial condition; our financial condition assessment was based in part on the representations made by management and the review of the financial information provided by the same as of September 30, 2019.

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.

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 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.

*Berger Toombs Elam
Gaines & Frank*

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

May 11, 2020



Berger, Toombs, Elam,
Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120 // 461-1155
FAX: 772/468-9278

INDEPENDENT ACCOUNTANT'S REPORT/COMPLIANCE WITH SECTION 218.415, FLORIDA STATUTES

To the Board of Supervisors
Alta Lakes Community Development District
Jacksonville, Florida

We have examined Alta Lakes Community Development District's compliance with Section 218.415, Florida Statutes during the 10 months ended September 30, 2019. Management is responsible for Alta Lakes Community Development District's compliance with those requirements. Our responsibility is to express an opinion on Alta Lakes Community Development 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, accordingly, included examining, on a test basis, evidence about Alta Lakes Community Development 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 Alta Lakes Community Development District's compliance with the specified requirements.

In our opinion, Alta Lakes Community Development District complied, in all material respects, with the aforementioned requirements during the 10 months ended September 30, 2019.

*Berger Toombs Elam
Gaines & Frank*

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

May 11, 2020

Tab 4

RESOLUTION 2020-12

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT REDESIGNATING THE SECRETARY OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Alta Lakes Community Development District (the "District") is a local unit of special-purpose government organized and existing in accordance with Chapter 190, Florida Statutes, and situated entirely within Duval County, Florida; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT:

Section 1. Bob Schleifer is appointed Secretary

Section 2. This Resolution and any prior resolutions of the District shall be construed to the maximum extent possible to give full force and effect to the provisions of each resolution. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded, and repealed.

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

PASSED AND ADOPTED THIS 24th DAY OF JUNE, 2020.

**ALTA LAKES COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN/VICE CHAIRMAN

ATTEST:

ASSISTANT SECRETARY

Tab 5

**Arbitrage Rebate Computation
Proposal For
\$9,925,000
Alta Lakes
Community Development District
(City of Jacksonville, Florida)
Special Assessment Bonds, Series 2019**





AMTEC

American Municipal Tax-Exempt Compliance

90 Avon Meadow Lane
Avon, CT 06001
(T) 860-321-7521
(F) 860-321-7581

www.amteccorp.com

April 30, 2020

Alta Lakes Community Development District
c/o Ms. Shandra Torres
District Compliance Associate
Rizzetta & Company, Inc.
12750 Citrus Park Lane, Suite 115
Tampa, FL 33625

Re: Arbitrage Rebate Computation Proposal for \$9,925,000 Alta Lakes Community Development District (City of Jacksonville, Florida), Special Assessment Bonds, Series 2019

To Whom It May Concern:

Thank you for having Rizzetta contact our office and request this Proposal for the above-referenced Alta Lakes Community Development District (the "District") bond issue (the "Bonds"). AMTEC is an independent consulting firm that specializes in arbitrage rebate calculations. We have the ability to complete rebate computations for the above-referenced Bonds. We do not sell investments or seek an underwriting role. As a result of our specialization, we offer very competitive pricing for rebate computations. Our typical fee averages less than \$1,000 per year, per issue and includes up to five years of annual rebate liability reporting.

Firm History

AMTEC was incorporated in 1990 and maintains a prominent client base of community development districts, colleges and universities, school districts, hospitals, cities, state agencies and small-town bond issuers throughout the United States. We currently compute rebate for more than 6,300 bond issues and have delivered thousands of rebate reports. The IRS has never challenged our findings.

Southeast Client Base

We provide arbitrage rebate services to over 350 bond issues aggregating more than \$9.1 billion of tax-exempt debt in the southeastern United States. In Florida, we are exclusive rebate consultant to the City of Palm Beach and Broward County, in addition to working on nearly 100 separate CDD bond issuances throughout the State. Nationally, we are rebate consultants for the City of Tulsa (OK), the City of Lubbock (TX) and the States of Connecticut, New Jersey, Montana, Mississippi, Alaska and West Virginia.

We have prepared a Proposal for the computation of arbitrage for the Bonds. We have established a "bond year end" of June 10th, based on the closing date in 2019.

Proposal

We are proposing rebate computation services based on the following:

- \$9,925,000 Special Assessment Bonds, Series 2019
- Acquisition and Construction, Capitalized Interest, Expense, Reserve and Debt Service Funds.

Should the Tax Agreement require rebate computations for any other accounts, computations will be extended to include those accounts at no additional cost to the District.

Our guaranteed fee for rebate computations for the Bonds is \$450 per year and will encompass all activity from the date of closing through the first five-year period ending on June 10, 2024. The fee is based upon the size as well as the complexity of the Bonds. Our fee is payable upon your acceptance of our rebate reports, which will be delivered shortly after the report dates specified in the following table.

AMTEC's Professional Fee

Report Date	Type of Report	Period Covered	Fee
May 31, 2020	Rebate and Opinion	Closing – May 31, 2020	\$ 450
May 31, 2021	Rebate and Opinion	Closing – May 31, 2021	450
May 31, 2022	Rebate and Opinion	Closing – May 31, 2022	450
May 31, 2023	Rebate and Opinion	Closing – May 31, 2023	450
June 10, 2024	Rebate and Opinion	Closing – June 10, 2024*	450

* IRS required reporting date.

In order to begin our computations, we are requesting copies of the following bond documents (a copy of the entire bond transcripts, either electronically or on CD, would suffice).

1. Arbitrage Certificate or Tax Compliance Certificate.
2. IRS Form 8038-G.
3. US Bank statements for all accounts from the date of the closing, through each report date.

AMTEC's Scope of Services

Our standard engagement includes the following services:

- Review of all bond documents and account statements for possible rebate exceptions;
- Computation of the rebate liability and/or the yield restricted amount, in accordance with Section 148 of the Internal Revenue Code, commencing with the date of the closing through each report date;
- Independent calculation of the yield on the Bonds to ensure the correct basis for any rebate liability. This effort provides the basis for our unqualified opinion;
- Reconciliation of the sources and uses of funds from the bond documentation;
- Calculation and analysis of the yield on all investments, subject to the Regulations, for each computation period;

- Production of rebate reports, indicating the above stated information, and the issuance of the AMTEC Opinion;
- Recommendations for proactive rebate management;
- Commingled funds, transferred proceeds and yield restriction analyses, if necessary;
- Preparation of IRS Form 8038-T and any accompanying documentation, should a rebate payment be required;
- We will discuss the results of our Reports with you, your auditors, and our continued support in the event of an IRS inquiry; and
- We guarantee the completeness and accuracy of our work.

Thank you for considering AMTEC for this assignment and should you have any questions, please do not hesitate to contact us.

Alta Lakes Community Development District

Consultant: American Municipal Tax-Exempt
Compliance Corporation



By: _____

By: _____

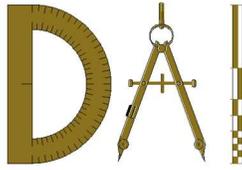
Michael J. Scarfo
Senior Vice President

STAFF REPORTS

District Counsel

District Engineer

Tab 6



Dunn & Associates, Inc.

CIVIL ENGINEERS / LAND PLANNERS

8647 Baypine Road, Suite 200 Jacksonville, Florida 32256

Phone: (904) 363-8916

Fax: (904) 363-8917

June 17, 2020

Leslie Gallagher, District Manager
Alta Lakes Community Development District
2806 N. Fifth Street, Unit 403
St. Augustine, FL 32084

PROJECT: Alta Lakes Community Development District
DAI Project No. 1507-425-20
SUBJECT: Consulting Engineer's Report 2020

Dear Ms. Gallagher:

In accordance with Section 9.21 of the Master Trust Indenture for the Alta Lakes Community Development District ("District"), Dunn & Associates, Inc., the District Engineer, has reviewed the portion of the Project (as defined in the Indenture) owned by the District and such portion appears to have been maintained in good repair, working order and condition. There are several items noted in our annual inspection memo that are being addressed by the developer.

We have reviewed the fiscal year 2020/2021 budget and it appears to be sufficient, in our opinion, to provide for operation and maintenance of the portion of the Project owned by the District.

In accordance with Section 9.14 of the Master Trust Indenture, Dunn & Associates, Inc. has reviewed the property schedule stating the current limits of insurance coverage and the policies appear to adequately cover the value of the District owned improvements.

Should you have any questions or comments related to the information provided in this report, please do not hesitate to contact our office.

Sincerely,

Dunn & Associates, Inc.

Vincent J. Dunn, P.E.
President



Dunn & Associates, Inc.

CIVIL ENGINEERS / LAND PLANNERS

8647 Baypine Rd., Suite 200 Jacksonville, Florida 32256

Phone: (904) 363-8916 Fax: (904) 363-8917

Memorandum

TO: Alta Lakes CDD

FROM: Dunn & Associates, Inc.

Date: June 17, 2020

RE: Site Inspection on June 2, 2020

During our site inspection the following items needing attention were noted:

*** See attached Location Map labeled Amenity Center.**

Amenity Center

- * 1. Sidewalk corners broken at Blvd. sidewalk connection.



- * 2. Boulevard sidewalk cracked in front of Kiddie Pool.



- * 3. Sanitary manhole #AC1 needs to be raised to grade.



- * 4. Backflow preventor in front of soccer field is missing cover.



* See attached Location Map labeled with Ponds.

South fountain - lower level jets not working.



North fountain - foundation has discoloration in tiles.



Phase One

* **Pond "C"** - Has erosion behind fountain.



Pond "G" - in good condition.

Pond "E" - in good condition, water level was low

* **Pond "F"** - Has erosion on left side of control structure.



* **Pond "I"**



Has erosion around pond.

* **Pond "J"** - has erosion at control structure. Rear yard fencing to be extended in areas where slope exceeds 4:1 (Lots 128-132).

Pond "K" - in good condition.

- * **Pond "L"** - has erosion around storm manhole. Also silt in north end should be removed as questioned by the CDD.



Pond "R" – in good condition. Heavy cattails around pond banks, needs to be mowed.

Phase 2

- * **Pond "M"** - several washouts around pond, heavy cattails, needs to be mowed, water level was low.





Pond "N" - good condition.

* **Pond "O"** - has erosion in NE corner.



Pond "P" - in good condition, remove silt fence along back side of pond.

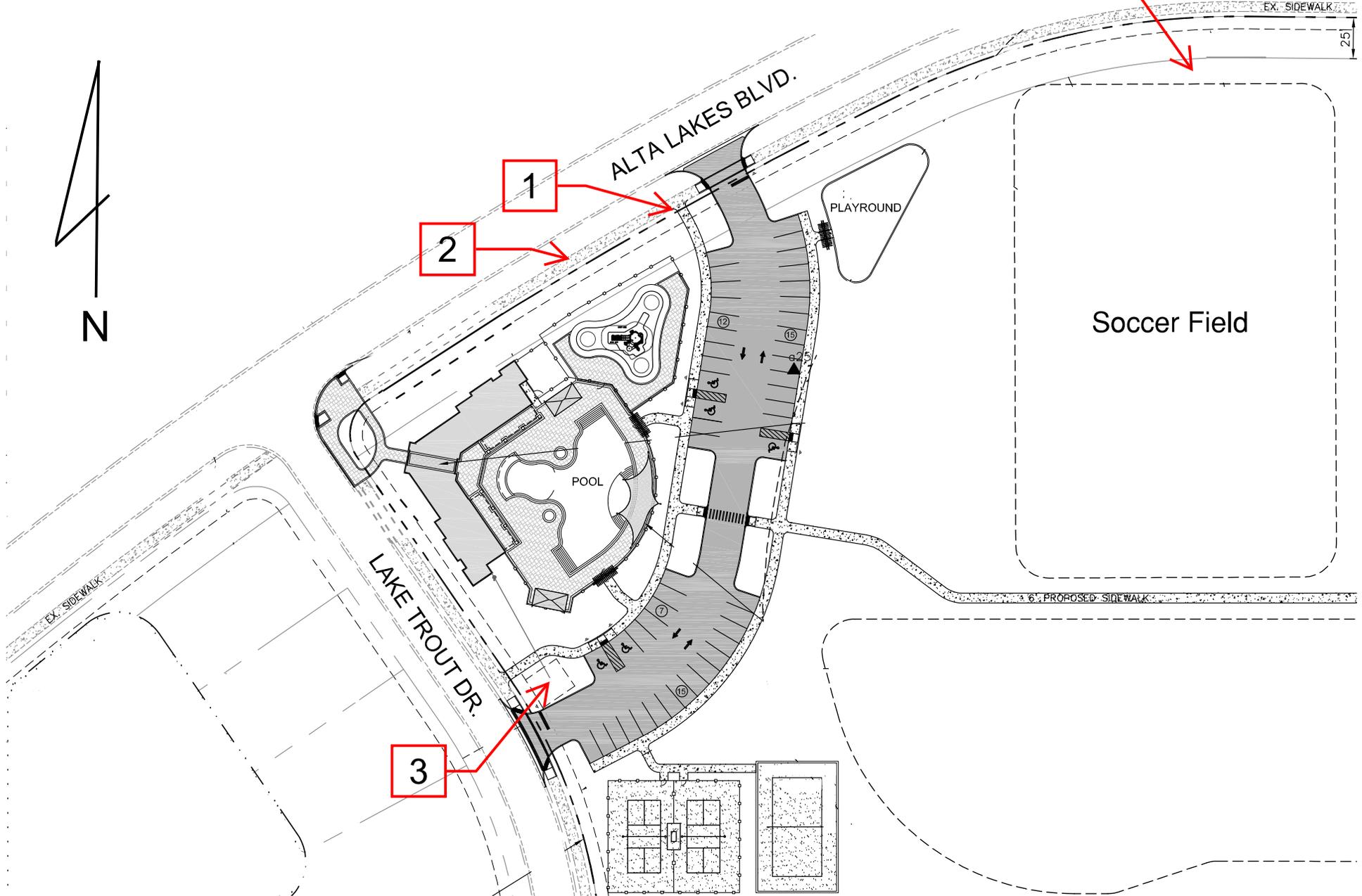
Phase 4

No Ponds

Note: Phase 3 Ponds and Phase 5 Ponds are not yet complete but should be in the near future.

* The developer is aware and is working on these sidewalk, manhole cover elevation, backflow cover and pond maintenance items.

ALTA LAKES CDD AMENITY CENTER MAINTENANCE LOCATION MAP



4

1

2

3

ALTA LAKES BLVD.

LAKE TROUT DR.

PLAYGROUND

POOL

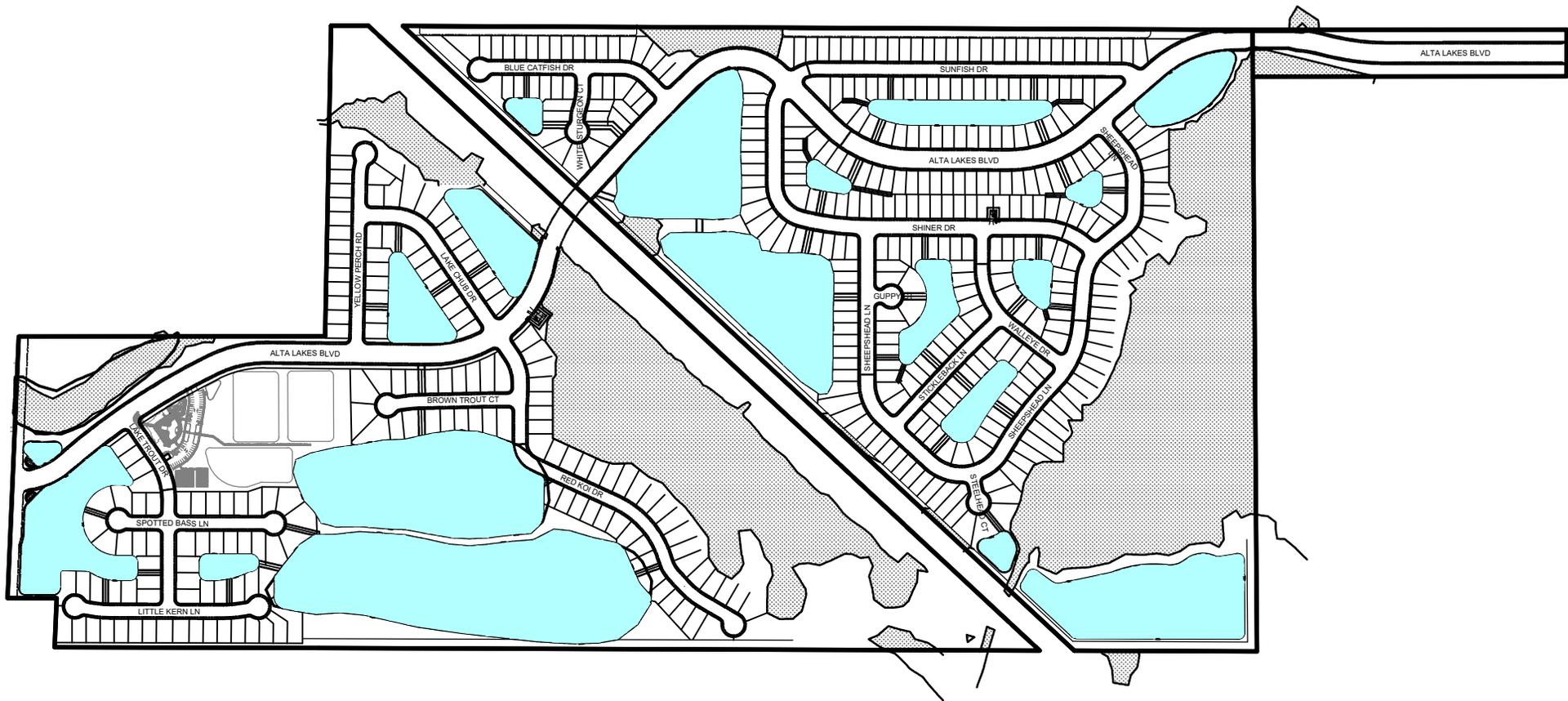
Soccer Field

N

25'

EX. SIDEWALK

PROPOSED SIDEWALK



ALTA LAKES CDD MAINTENANCE LOCATION MAP

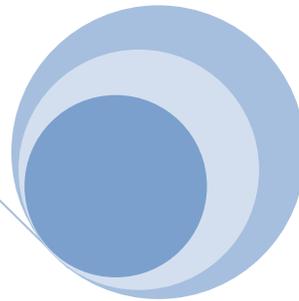
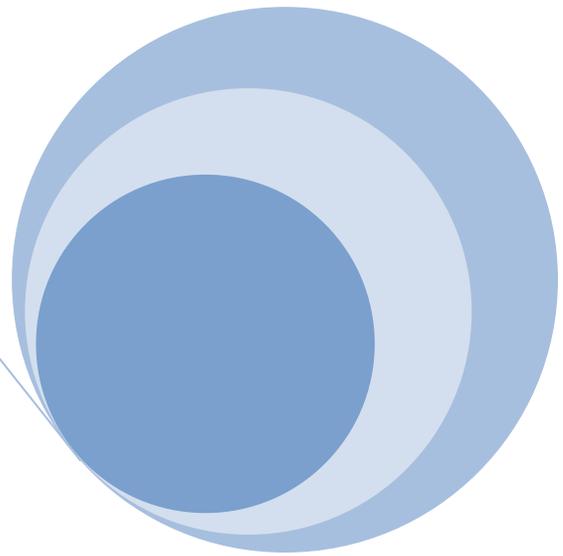


Amenity Manager

Tab 7



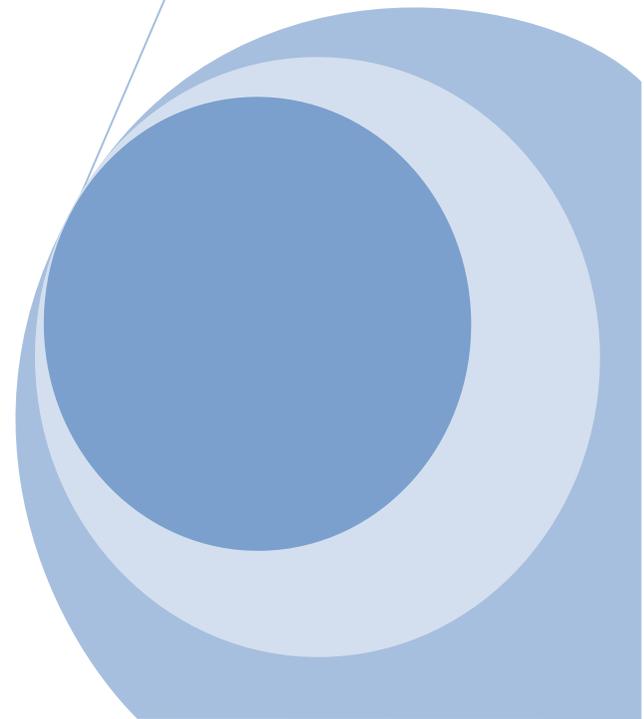
First Coast
CMS



Alta Lakes CDD

Field Report June 2020

First Coast CMS LLC



Swimming Pools

At this time, there are no mechanical or maintenance issues with the swimming pool or facility. The pools and fitness room have reopened with limited restrictions and capacities. Currently, the facility is open Wednesday - Sunday 11am to 7pm. The facility is only open while staff is present.

Maintenance and Facility

The facility was re-opened to the community on Wednesday, June 3rd. First Coast CMS continues to distribute access cards, respond to resident questions, and maintain the facility.

We requested Republic Services install a locking bar on the dumpster due to illegal dumping resulting in additional charges.

Alpha Dog Security was on-site to run coax cable for televisions and to month the TV's on the wall. We now have TV's in both the gym and in the Amenity Room.

The fountains at the community entrance are being drained and refilled. New filters have been ordered.

Landscaping

We continue to monitor the grounds/landscaping and report issues to the Greenpoint. Currently, there are several issues with weeds at the Entrance and Amenity Center that need to be addressed. We are also have issues with the crew using the facility for their lunch breaks. Staff has repeatedly asked them to stop using the facility for their lunch brakes while patrons are at the pool.

Tab 8

First Coast Contract Maintenance Service LLC.
352 Perdido St
St Johns, FL 32259

(PH) 904-537-9034
(FX) 904-900-3393



June 16th, 2020

**Prepared For: Lesley Gallagher
Rizzetta & Company Inc.**

**Prepared By: Tony Shiver
President First Coast CMS LLC**

Proposal: Alta Lakes Staffing

Staffing Proposal:

Currently, First Coast CMS is contracted to staff Alta Lakes Amenity Center with 18 hours per week. Due to the COVID recommendations by the Districts Insurance Carrier and District Counsel, staffing has been increased to 40 hours per week (5 days x 8 hours each day).

Below are staffing options for Board Consideration

18 hours per week per current Contract - **\$1685 per month**

- 6 hours Friday, 6 hours Saturday, 6 hours Sunday

24 hours per week - **\$2115 per month**

- 8 hours Friday, 8 hours Saturday, 8 hours Sunday
- 4 hours Thursday and Friday, 8 hours Saturday, 8 hours Sunday.

32 hours per week - **\$2615**

- 8 hours Thursday – Sunday
- Or any combination suitable to the District

40 hours per week - **\$ 3025**

- 8 hours Wednesday – Sunday
- Or any combination suitable to the District

Thank you for your consideration.

Tony Shiver
President
First Coast CMS LLC.

District Manager

Tab 9



Service History Report

June 16, 2020
50097

Alta Lakes CDD
Date Range: 04/01/20..05/31/20

Toll Free: (888) 480-5253
Fax: (888) 358-0088
www.solitudelakemanagement.com

Service Date 4/9/2020 7107
No. PI-A00391379
Order No. SMOR-329204
Contract No. SVR49036
Technician Name and State License #s
William R. Ashwell (Bill)

Table with 4 columns: Service Item #, Description, Lake No., Lake Name. Row 1: 7107-LAKE-ALL, Alta Lakes Cdd-Lake-ALL, 13. Includes Technician's Comments and General Comments.

Service Date 4/23/2020 7107
No. PI-A00396247
Order No. SMOR-333683
Contract No. SVR49036
Technician Name and State License #s
William R. Ashwell (Bill)

Table with 4 columns: Service Item #, Description, Lake No., Lake Name. Row 1: 7107-LAKE-ALL, Alta Lakes Cdd-Lake-ALL, 13. Includes Technician's Comments and General Comments.

Service Date 5/12/2020 7107
No. PI-A00408249
Order No. SMOR-341749
Contract No. SVR51511
Technician Name and State License #s
William R. Ashwell (Bill)

Table with 4 columns: Service Item #, Description, Lake No., Lake Name. Row 1: 7107-LAKE-ALL, Alta Lakes Cdd-Lake-ALL, 13. Includes Technician's Comments and General Comments.

Service Date 5/29/2020
No. PI-A00415065
Order No. SMOR-344770
Contract No. SVR51511

7107

Technician Name and State License #s

William R. Ashwell (Bill)

Service Item #	Description	Lake No.	Lake Name
7107-LAKE-ALL	Alta Lakes Cdd-Lake-ALL	13	

Technician's Comments: Today ponds 4&6 were treated for algae and submerged weeds, and ponds 6&7 weretreated for shoreline weed control.

General Comments: Inspected Lake

Inspected for algae

Inspected for Aquatic Weeds

BUSINESS ITEMS

Tab 10



OFFICE OF THE SUPERVISOR OF ELECTIONS

MIKE HOGAN
SUPERVISOR OF ELECTIONS
OFFICE: (904) 630-7757
CELL: (904) 219-8924

105 EAST MONROE STREET
JACKSONVILLE, FLORIDA 32202
FAX (904) 630-2920
E-MAIL: MHOGAN@COJ.NET

May 7, 2020

Lesley Gallagher
Alta Lakes CDD
2806 North Fifth St., Unit 403
St. Augustine, FL 32084

Dear Lesley,

The information you requested on April 1, 2020 appears below:

Alta Lakes Community Development District 176 Registered Voters

If you have any questions or need additional assistance, please contact Robert Phillips at 904-630-8018 or phillips@coj.net.

Sincerely,

A handwritten signature in cursive script that reads "Brenda Byles". The signature is written in black ink and is positioned above the printed name and title.

Brenda Byles
Candidate and Records Assistant

Tab 11

RESOLUTION 2020-13

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, TIME AND LOCATION FOR A LANDOWNERS' MEETING AND ELECTION; PROVIDING FOR PUBLICATION; ESTABLISHING FORMS FOR THE LANDOWNER ELECTION; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, Alta Lakes 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 the City of Jacksonville, Duval County, Florida; and

WHEREAS, pursuant to Section 190.006(1), *Florida Statutes*, the District's Board of Supervisors ("**Board**") "shall exercise the powers granted to the district pursuant to [Chapter 190, *Florida Statutes*]," and the Board shall consist of five members; and

WHEREAS, the District is statutorily required to hold a meeting of the landowners of the District for the purpose of electing Board Supervisors for the District on the first Tuesday in November, which shall be noticed pursuant to Section 190.006(2), *Florida Statutes*.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT:

1. **EXISTING BOARD SUPERVISORS; SEATS SUBJECT TO ELECTIONS.** The Board is currently made up of the following individuals:

<u>Seat Number</u>	<u>Supervisor</u>	<u>Term Expiration Date</u>
1	Robert Porter	2022
2	Mark Dearing	2022
3	Anthony Sharp	2020
4	Brett Infante	2020
5	John Gilason	2020

This year, Seat 3, currently held by Anthony Sharp, Seat 4, currently held by Brett Infante, and Seat 5, currently held by John Gilason, are subject to election by landowners in November 2020. The two candidates receiving the highest number of votes shall be elected for a term of four (4) years. The candidate receiving the next highest number of votes shall be elected for a term of two (2) years. The term of office for each successful candidate shall commence upon election.

2. **LANDOWNER'S ELECTION.** In accordance with Section 190.006(2), *Florida Statutes*, the meeting of the landowners to elect Board Supervisor(s) of the District shall be held on the 3rd day of November, 2020, at _____ a/p.m., and located at _____.

3. **PUBLICATION.** The District's Secretary is hereby directed to publish notice of the landowners' meeting and election in accordance with the requirements of Section 190.006(2), *Florida Statutes*.

4. **FORMS.** Pursuant to Section 190.006(2)(b), *Florida Statutes*, the landowners' meeting and election have been announced by the Board at its June 24, 2020 meeting. A sample notice of

landowners' meeting and election, proxy, ballot form and instructions were presented at such meeting and are attached hereto as **Exhibit A**. Such documents are available for review and copying during normal business hours at the District's Local Records Office, located at **3108 Alta Lakes Blvd., Jacksonville, FL 32226**, or at the office of the District Manager, Rizzetta & Company, Inc., 2806 North Fifth Street, Suite 403, St. Augustine, Florida 32084, Ph: (904) 436-6270.

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

6. **EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

PASSED AND ADOPTED THIS 24th DAY OF JUNE, 2020.

**ALTA LAKES COMMUNITY DEVELOPMENT
DISTRICT**

ATTEST:

CHAIRMAN / VICE CHAIRMAN

SECRETARY / ASST. SECRETARY

EXHIBIT A

NOTICE OF LANDOWNERS' MEETING AND ELECTION AND MEETING OF THE BOARD OF SUPERVISORS OF THE ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given to the public and all landowners within Alta Lakes Community Development District ("**District**") the location of which is generally described as comprising a parcel or parcels of land containing approximately 278.95 acres, located east of Alta Drive, south of Cedar Point Road, west of New Berlin Road and north of Interstate 295, in Duval County, Florida, advising that a meeting of landowners will be held for the purpose of electing three (3) person/people to the District's Board of Supervisors ("**Board**", and individually, "**Supervisor**"). Immediately following the landowners' meeting there will be convened a meeting of the Board for the purpose of considering certain matters of the Board to include election of certain District officers, and other such business which may properly come before the Board.

DATE: _____
TIME: _____
PLACE: _____

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager, Rizzetta & Company, Inc., 2806 North Fifth Street, Suite 403, St. Augustine, Florida 32084, Ph: (904) 436-6270 ("**District Manager's Office**"). At said meeting each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person to be elected to the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner's proxy. At the landowners' meeting the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

The landowners' meeting and the Board meeting are open to the public and will be conducted in accordance with the provisions of Florida law. One or both of the meetings may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for these meetings may be obtained from the District Manager's Office. There may be an occasion where one or more supervisors will participate by telephone.

Any person requiring special accommodations to participate in these meetings is asked to contact the District Manager's Office, at least 48 hours before the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

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

Lesley Gallagher
District Manager
Run Date(s): _____ & _____

PUBLISH: ONCE A WEEK FOR 2 CONSECUTIVE WEEKS, THE LAST DAY OF PUBLICATION TO BE NOT FEWER THAN 14 DAYS OR MORE THAN 28 DAYS BEFORE THE DATE OF ELECTION, IN A NEWSPAPER WHICH IS IN GENERAL CIRCULATION IN THE AREA OF THE DISTRICT

**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF
ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT
FOR THE ELECTION OF SUPERVISORS**

DATE OF LANDOWNERS' MEETING: **TUESDAY, NOVEMBER 3, 2020**

TIME: _____ .M.

LOCATION:

Pursuant to Chapter 190, *Florida Statutes*, and after a Community Development District ("**District**") has been established and the landowners have held their initial election, there shall be a subsequent landowners' meeting for the purpose of electing members of the Board of Supervisors ("**Board**") every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), *Florida Statutes*.

A landowner may vote in person at the landowners' meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each position on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners' meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board that is open for election for the upcoming term.

This year, three (3) seats on the Board will be up for election by landowners. The two candidates receiving the highest number of votes shall be elected for a term of four (4) years. The candidate receiving the next highest number of votes shall be elected for a term of two (2) years. The term of office for each successful candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.

LANDOWNER PROXY

**ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT
DUVAL COUNTY, FLORIDA
LANDOWNERS' MEETING – NOVEMBER 3, 2020**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints _____ ("**Proxy Holder**") for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the Alta Lakes Community Development District to be held at _____, on November 3, 2020, at _____ a/p.m., and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners' meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners' meeting prior to the Proxy Holder's exercising the voting rights conferred herein.

Printed Name of Legal Owner

Signature of Legal Owner

Date

Parcel Description

Acreage

Authorized Votes

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

Total Number of Authorized Votes: _____

NOTES: Pursuant to Section 190.006(2)(b), *Florida Statutes* (2019), a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).

OFFICIAL BALLOT
ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT
DUVAL COUNTY, FLORIDA
LANDOWNERS' MEETING - NOVEMBER 3, 2020

For Election (3 Supervisors): The two (2) candidates receiving the highest number of votes will each receive a four (4) year term, and the one (1) candidate receiving the next highest number of votes will receive a two (2) year term, with the term of office for the successful candidates commencing upon election.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the Alta Lakes Community Development District and described as follows:

<u>Description</u>	<u>Acreage</u>
_____	_____
_____	_____
_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel.] [If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

or

Attach Proxy.

I, _____, as Landowner, or as the proxy holder of _____ (Landowner) pursuant to the Landowner's Proxy attached hereto, do cast my votes as follows:

SEAT #	NAME OF CANDIDATE	NUMBER OF VOTES
3		
4		
5		

Date: _____

Signed: _____

Printed Name: _____

SUPERVISOR REQUESTS

ADJOURNMENT