



Rizzetta & Company

**Palma Sola Trace  
Community Development District  
Board of Supervisors'  
Special Meeting  
May 25, 2023**

District Office · Riverview, Florida · (813) 533-2950

Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

**Palma Sola Trace  
Community Development District**

Palma Sola Trace Clubhouse. 7408 Hamilton Road, Bradenton FL, 34209

<b>Board of Supervisors</b>	Eva Walker	Chairman
	Mike Coury	Vice Chairman
	Dan Crumpler	Assistant Secretary
	Mary Gray	Assistant Secretary
	William Diamond	Assistant Secretary
<b>District Manager</b>	Matthew Huber	Rizzetta & Company, Inc.
<b>District Counsel</b>	Lauren Gentry	Kilinski I Van Wyk
<b>District Engineer</b>	Rick Schappacher	Schappacher Engineering

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

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. 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 (813) 533-2950. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY), or 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.

**PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT**  
District Office · Riverview, Florida · (813) 533-2950  
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

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May 24, 2023

**Board of Supervisors  
Palma Sola Trace Community  
Development District**

**REVISED FINAL AGENDA**

Dear Board Members:

The Special meeting of the Board of Supervisors of the Palma Sola Trace Community Development District will be held on **Thursday, May 25, 2023, at 10:00 a.m.** at the Palma Sola Trace Clubhouse, located at 7408 Hamilton Road, Bradenton, Florida 34209. The following is the agenda for this meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS**
- 3. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
    1. Review of Monthly Financials.....Tab 1
    2. District Manager Report.....Tab 2
- 4. BUSINESS ITEMS**
  - A. Presentation of Fiscal Year 2023-2024 Proposed Budget**
    1. Consideration of Resolution 2023-05, Approving the Fiscal Year 2023-2024 Proposed Budget and Setting the Public Hearing on the Final Budget .....Tab 3
  - B. Presentation of Fiscal Year 2021-2022 Audit Report .....Tab 4
  - C. Consideration of Access Control Upgrades.....Tab 5
  - D. Consideration of Three Year Hardwood Plan Proposal .....Tab 6**
- 5. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of Board of Supervisors' Regular Meeting held on April 27, 2023 .....Tab 7**
  - B. Consideration of Operations & Maintenance Expenditures for April 2023 .....Tab 8
- 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 contact us at (813) 933-5571.

Respectfully,

*Matthew Huber*

Matthew Huber  
District Manager

Tab 1





Rizzetta & Company

# **Palma Sola Trace Community Development District**

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## **Financial Statements (Unaudited)**

**April 30, 2023**

**Prepared by: Rizzetta & Company, Inc.**

[palmasolatracedd.org](http://palmasolatracedd.org)  
[rizzetta.com](http://rizzetta.com)

**Palma Sola Trace Community Development District**

Balance Sheet

As of 04/30/2023

(In Whole Numbers)

	General Fund	Reserve Fund	Debt Service Fund	Total Gvmnt Fund	Fixed Assets Group	Long-Term Debt
<b>Assets</b>						
Cash In Bank	96,857	0	18,177	115,034	0	0
Investments	36,795	123,490	505,149	665,434	0	0
Accounts Receivable	2,263	0	3,760	6,023	0	0
Refundable Deposits	381	0	0	381	0	0
Fixed Assets	0	0	0	0	3,341,827	0
Amount Available in Debt Service	0	0	0	0	0	527,086
Amount To Be Provided Debt Service	0	0	0	0	0	2,147,914
<b>Total Assets</b>	<b>136,296</b>	<b>123,490</b>	<b>527,086</b>	<b>786,872</b>	<b>3,341,827</b>	<b>2,675,000</b>
<b>Liabilities</b>						
Accounts Payable	20,500	0	0	20,500	0	0
Accrued Expenses	1,107	0	0	1,107	0	0
Revenue Bonds Payable-Long Term	0	0	0	0	0	2,675,000
<b>Total Liabilities</b>	<b>21,607</b>	<b>0</b>	<b>0</b>	<b>21,607</b>	<b>0</b>	<b>2,675,000</b>
<b>Fund Equity &amp; Other Credits</b>						
Beginning Fund Balance	129,255	110,155	303,846	543,257	0	0
Investment In General Fixed Assets	0	0	0	0	3,341,827	0
Net Change in Fund Balance	(14,566)	13,335	223,240	222,008	0	0
<b>Total Fund Equity &amp; Other Credits</b>	<b>114,689</b>	<b>123,490</b>	<b>527,086</b>	<b>765,265</b>	<b>3,341,827</b>	<b>0</b>
<b>Total Liabilities &amp; Fund Equity</b>	<b>136,296</b>	<b>123,490</b>	<b>527,086</b>	<b>786,872</b>	<b>3,341,827</b>	<b>2,675,000</b>

See Notes to Unaudited Financial Statements

**Palma Sola Trace Community Development District**

## Statement of Revenues and Expenditures

As of 04/30/2023

(In Whole Numbers)

	Year Ending 09/30/2023	Through 04/30/2023	Year To Date 04/30/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
<b>Revenues</b>				
Interest Earnings				
Interest Earnings	0	0	309	(309)
Special Assessments				
Tax Roll	149,074	149,074	149,927	(853)
<b>Total Revenues</b>	<b>149,074</b>	<b>149,074</b>	<b>150,236</b>	<b>(1,162)</b>
<b>Expenditures</b>				
Legislative				
Supervisor Fees	7,000	4,083	3,400	683
<b>Total Legislative</b>	<b>7,000</b>	<b>4,083</b>	<b>3,400</b>	<b>683</b>
Financial & Administrative				
Administrative Services	5,728	3,342	3,341	0
District Management	21,322	12,437	12,438	0
District Engineer	6,500	3,792	5,925	(2,133)
Disclosure Report	1,000	1,000	1,000	0
Trustees Fees	2,200	1,600	1,581	20
Assessment Roll	5,304	5,304	5,304	0
Financial & Revenue Collections	5,304	3,094	3,094	0
Accounting Services	19,094	11,138	11,138	0
Auditing Services	3,400	2,000	2,000	0
Public Officials Liability Insurance	3,391	3,391	3,038	353
Legal Advertising	500	292	83	208
Dues, Licenses & Fees	175	175	175	0
Website Hosting, Maintenance, Backup & Email	3,000	1,750	1,853	(103)
<b>Total Financial &amp; Administrative</b>	<b>76,918</b>	<b>49,315</b>	<b>50,970</b>	<b>(1,655)</b>
Legal Counsel				
District Counsel	10,000	5,833	3,759	2,074
<b>Total Legal Counsel</b>	<b>10,000</b>	<b>5,833</b>	<b>3,759</b>	<b>2,074</b>
Electric Utility Services				
Utility Services	2,000	1,167	1,651	(484)
Utility - Street Lights	2,000	1,167	1,043	124
<b>Total Electric Utility Services</b>	<b>4,000</b>	<b>2,334</b>	<b>2,694</b>	<b>(360)</b>
Stormwater Control				
Aquatic Maintenance	8,700	5,075	13,561	(8,486)
Lake/Pond Bank Maintenance & Repair	1,500	875	0	875
Fountain Service Repair & Maintenance	250	146	375	(230)

See Notes to Unaudited Financial Statements

**Palma Sola Trace Community Development District**

## Statement of Revenues and Expenditures

As of 04/30/2023

(In Whole Numbers)

	Year Ending 09/30/2023	Through 04/30/2023	Year To Date 04/30/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
Aquatic Plant Replacement	1,000	583	0	584
Total Stormwater Control	11,450	6,679	13,936	(7,257)
Other Physical Environment				
Property Insurance	5,225	5,225	4,790	435
General Liability Insurance	3,730	3,730	3,341	389
Landscape Maintenance	10,920	6,370	36,032	(29,662)
Perimeter Wall Repair	7,500	4,375	11,575	(7,200)
Total Other Physical Environment	27,375	19,700	55,738	(36,038)
Road & Street Facilities				
Guard & Gate Facility Maintenance & Repair	6,000	3,500	2,639	860
Street Light/Decorative Light Maintenance	5,000	2,917	11,903	(8,986)
Total Road & Street Facilities	11,000	6,417	14,542	(8,126)
Contingency				
Miscellaneous Contingency	1,331	776	19,763	(18,986)
Total Contingency	1,331	776	19,763	(18,986)
Total Expenditures	149,074	95,137	164,802	(69,665)
Total Excess of Revenues Over(Under) Expenditures	0	53,937	(14,566)	68,504
Fund Balance, Beginning of Period	0	0	129,255	(129,256)
Total Fund Balance, End of Period	0	53,937	114,689	(60,752)

See Notes to Unaudited Financial Statements

**Palma Sola Trace Community Development District**

## Statement of Revenues and Expenditures

As of 04/30/2023

(In Whole Numbers)

	Year Ending 09/30/2023	Through 04/30/2023	Year To Date 04/30/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
<b>Revenues</b>				
Interest Earnings				
Interest Earnings	0	0	1,070	(1,070)
Special Assessments				
Tax Roll	12,265	12,265	12,265	0
Total Revenues	<u>12,265</u>	<u>12,265</u>	<u>13,335</u>	<u>(1,070)</u>
<b>Expenditures</b>				
Contingency				
Capital Reserve	12,265	12,265	0	12,265
Total Contingency	<u>12,265</u>	<u>12,265</u>	<u>0</u>	<u>12,265</u>
Total Expenditures	<u>12,265</u>	<u>12,265</u>	<u>0</u>	<u>12,265</u>
Total Excess of Revenues Over(Under) Expenditures	<u>0</u>	<u>0</u>	<u>13,335</u>	<u>(13,335)</u>
Fund Balance, Beginning of Period	<u>0</u>	<u>0</u>	<u>110,155</u>	<u>(110,155)</u>
Total Fund Balance, End of Period	<u>0</u>	<u>0</u>	<u>123,490</u>	<u>(123,490)</u>

**Palma Sola Trace Community Development District**

## Statement of Revenues and Expenditures

As of 04/30/2023

(In Whole Numbers)

	Year Ending 09/30/2023	Through 04/30/2023	Year To Date 04/30/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
<b>Revenues</b>				
Interest Earnings				
Interest Earnings	0	0	7,206	(7,206)
Special Assessments				
Tax Roll	268,067	268,067	269,487	(1,420)
Total Revenues	<u>268,067</u>	<u>268,067</u>	<u>276,693</u>	<u>(8,626)</u>
<b>Expenditures</b>				
Debt Service				
Interest	108,067	108,067	53,454	54,614
Principal	160,000	160,000	0	160,000
Total Debt Service	<u>268,067</u>	<u>268,067</u>	<u>53,454</u>	<u>214,614</u>
Total Expenditures	<u>268,067</u>	<u>268,067</u>	<u>53,454</u>	<u>214,614</u>
Total Excess of Revenues Over(Under) Expenditures	<u>0</u>	<u>0</u>	<u>223,239</u>	<u>(223,239)</u>
Fund Balance, Beginning of Period	<u>0</u>	<u>0</u>	<u>303,847</u>	<u>(303,847)</u>
Total Fund Balance, End of Period	<u>0</u>	<u>0</u>	<u>527,086</u>	<u>(527,086)</u>

**Palma Sola Trace CDD**  
**Investment Summary**  
**April 30, 2023**

<b><u>Account</u></b>	<b><u>Investment</u></b>	<b><u>Balance as of</u></b> <b><u>April 30, 2023</u></b>
The Bank of Tampa	Money Market Account	\$ 3,308
The Bank of Tampa ICS Program:		
Pinnacle Bank	Money Market Account	33,487
<b>Total General Fund Investments</b>		<b><u>\$ 36,795</u></b>
The Bank of Tampa ICS Capital Reserve		
Pinnacle Bank	Money Market Account	\$ 123,490
<b>Total Reserve Fund Investments</b>		<b><u>\$ 123,490</u></b>
US Bank Series 2013 Revenue	First American Treasury Obligation Fund Class Z	\$ 351,186
US Bank Series 2013 Reserve A-1	First American Treasury Obligation Fund Class Z	133,631
US Bank Series 2013 Reserve A-2	First American Treasury Obligation Fund Class Z	18,375
US Bank Series 2013 Prepayment A-1/A-2	First American Treasury Obligation Fund Class Z	1,957
<b>Total Debt Service Fund Investments</b>		<b><u>\$ 505,149</u></b>

**Palma Sola Trace Community Development District**  
**Summary A/R Ledger**  
**From 04/01/2023 to 04/30/2023**

	<b>Fund_ID</b>	<b>Fund Name</b>	<b>Customer</b>	<b>Invoice Number</b>	<b>AR Account</b>	<b>Date</b>	<b>Balance Due</b>
<b>390, 2463</b>							
	390-001	390 General Fund	Manatee County Tax Collector	AR00000178	12110	10/01/2022	2,262.95
<b>Sum for 390, 2463</b>							<b>2,262.95</b>
<b>390, 2465</b>							
	390-200	390 Debt Service Fund S2013	Manatee County Tax Collector	AR00000178	12110	10/01/2022	3,760.00
<b>Sum for 390, 2465</b>							<b>3,760.00</b>
<b>Sum for 390</b>							<b>6,022.95</b>
<b>Sum Total</b>							<b>6,022.95</b>

See Notes to Unaudited Financial Statements



**Palma Sola Trace Community Development District**  
**Summary A/P Ledger**  
**From 04/1/2023 to 04/30/2023**

	<b>Fund Name</b>	<b>GL posting date</b>	<b>Vendor name</b>	<b>Document number</b>	<b>Description</b>	<b>Balance Due</b>
<b>390, 2463</b>	390 General Fund	04/01/2023	Admiral Environmental	2017	Recurring - Wetland/ Preserve/Natural Area 04/23	2,600.00
	390 General Fund	04/20/2023	Admiral Environmental	2142	Additional Maintenance 04/23	2,500.00
	390 General Fund	04/01/2023	BrightView Landscape Services, Inc.	8363619	South Wall Clean up and Removal of Debris 03/23	9,000.00
	390 General Fund	04/11/2023	BrightView Landscape Services, Inc.	8370555	Sod 04/23	2,600.00
	390 General Fund	04/25/2023	BrightView Landscape Services, Inc.	8385730	South Wall Clean up and Removal of Debris 04/23	3,000.00
	390 General Fund	04/27/2023	Daniel Crumpler	DC042723	Board of Supervisors Meeting 04/27/23	200.00
	390 General Fund	04/27/2023	Eva Walker	EW042723	Board of Supervisors Meeting 04/27/23	200.00
	390 General Fund	04/27/2023	Michael Joseph Coury	MC042723	Board of Supervisors Meeting 04/27/23	200.00
	390 General Fund	04/27/2023	William M Diamond	WD042723	Board of Supervisors Meeting 04/27/23	200.00
<b>Sum for 390, 2463</b>						<b>20,500.00</b>
<b>Sum for 390</b>						<b>20,500.00</b>
<b>Sum Total</b>						<b>20,500.00</b>

**Palma Sola Trace Community Development District**  
**Notes to Unaudited Financial Statements**  
**April 30, 2023**

**Balance Sheet**

1. Trust statement activity has been recorded through 4/30/23.
2. See EMMA (Electronic Municipal Market Access) at <https://emma.msrb.org> for Municipal Disclosures and Market Data.
3. For presentation purposes, the Reserves are shown in a separate fund titled Reserve Fund.

**Summary A/R Ledger – Payment Terms**

4. Payment terms for landowner assessments are (a) defined in the FY22-23 Assessment Resolution adopted by the Board of Supervisors, (b) pursuant to Florida Statutes, Chapter 197 for assessments levied via the county tax roll.

Tab 2

# MICHAEL BENNETT • SUPERVISOR OF ELECTIONS • MANATEE COUNTY

600 301 Boulevard West, Suite 108, Bradenton, Florida 34205-7946

P O Box 1000, Bradenton, Florida 34206-1000

Phone: 941-741-3823 • Fax: 941-741-3820 • [VoteManatee.com](http://VoteManatee.com) • [Info@VoteManatee.com](mailto:Info@VoteManatee.com)



April 20, 2023

Palma Sola Trace Community Development District  
Attn: Matthew Huber  
2700 S Falkenburg Rd Suite 2745  
Riverview, FL. 33578

Dear Mr. Huber,

We are in receipt of your request for the number of registered voters in the Palma Sola Trace Community Development District as of April 15, 2023. According to our records, there were 653 persons registered in the Palma Sola Trace Community Development District as of that date.

I hope this information is helpful to you. If I can be of any further assistance to you, please do not hesitate to contact my office at your earliest convenience.

Sincerely,

Michael Bennett  
Supervisor of Elections

MB/sas

Tab 3

## RESOLUTION 2023-05

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2023/2024; DECLARING SPECIAL ASSESSMENTS TO FUND THE PROPOSED BUDGETS PURSUANT TO CHAPTERS 190 AND 197, FLORIDA STATUTES; SETTING PUBLIC HEARINGS; ADDRESSING PUBLICATION; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the Palma Sola Trace Community Development District ("**District**") prior to June 15, 2023, proposed budgets ("**Proposed Budget**") for the fiscal year beginning October 1, 2023 and ending September 30, 2024 ("**Fiscal Year 2023/2024**"); and

**WHEREAS**, it is in the best interest of the District to fund the administrative and operations services (together, "**Services**") set forth in the Proposed Budget by levy of special assessments pursuant to Chapters 190 and 197, Florida Statutes ("**Assessments**"), as set forth in the preliminary assessment roll included within the Proposed Budget; and

**WHEREAS**, the District hereby determines that benefits would accrue to the properties within the District, as outlined within the Proposed Budget, in an amount equal to or in excess of the Assessments, and that such Assessments would be fairly and reasonably allocated as set forth in the Proposed Budget; and

**WHEREAS**, the Board has considered the Proposed Budget, including the Assessments, and desires to set the required public hearings thereon;

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

**1. PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2023/2024 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

**2. DECLARING ASSESSMENTS.** Pursuant to Chapters 190 and 197, Florida Statutes, the Assessments shall defray the cost of the Services in the total estimated amounts set forth in the Proposed Budget. The nature of, and plans and specifications for, the Services to be funded by the Assessments are described in the Proposed Budget which is on file and available for public inspection at the "**District's Office**," 2700 S. Falkenburg Road, Suite 2745, Riverview, Florida 33578. The Assessments shall be levied within the District on all benefitted lots and lands, and shall be apportioned, all as described in the Proposed Budget and the preliminary assessment roll included therein. The preliminary assessment roll is also on file and available for public inspection at the District's Office. The Assessments shall be paid pursuant to the *Uniform Method* as set forth in Chapter 197, Florida Statutes.

**3. SETTING PUBLIC HEARINGS.** Pursuant to Chapters 190 and 197, Florida Statutes, public hearings on the approved Proposed Budget and the Assessments are hereby declared and set for the following date, hour and location:

DATE: \_\_\_\_\_, 2023  
HOUR: 1:30 pm  
LOCATION: Palma Sola Trace Clubhouse  
7408 Hamilton Road  
Bradenton, Florida 34209

**4. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.**

The District Manager is hereby directed to submit a copy of the Proposed Budget to Manatee County at least 60 days prior to the hearing set above.

**5. POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, Florida Statutes, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 3, and shall remain on the website for at least 45 days.

**6. PUBLICATION OF NOTICE.** The District shall cause this Resolution to be published once a week for a period of two weeks in a newspaper of general circulation published in Manatee County. Additionally, notice of the public hearings shall be published in the manner prescribed in Florida law.

**7. 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.

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

**PASSED AND ADOPTED THIS 25TH DAY OF MAY, 2023.**

ATTEST:

**PALMA SOLA TRACE COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

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

**EXHIBIT A:** Proposed Budget

# Exhibit A





Rizzetta & Company

# **Palma Sola Trace Community Development District**

<https://www.palmasolatracecdd.org/>

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**Proposed Budget for Fiscal Year 2023-2024**

**Presented by: Rizzetta & Company, Inc.**

Proposed Budget  
Palma Sola Trace Community Development District  
General Fund  
Fiscal Year 2023/2024

	Chart of Accounts Classification	Actual YTD through 04/30/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Budget Increase (Decrease ) vs 2022/2023	Comments	Actual YTD through 09/30/202 0	Actual YTD through 09/30/202 1	Actual YTD through 09/30/2022
1											
2	REVENUES										
3	Interest Earnings										
4	Interest Earnings	\$ 309	\$ 530	\$ -	\$ 530	\$ -	\$ -		\$ 538	\$ 32	\$ 168
5	Special Assessments										
6	Tax Roll*	\$ 149,927	\$ 149,927	\$ 149,074	\$ 853	\$ 330,190	\$ 181,116		\$151,046	\$151,725	\$ 150,618
7	Miscellaneous Revenue									\$297,500	
8	TOTAL REVENUES	\$ 150,236	\$ 150,457	\$ 149,074	\$ 1,383	\$ 330,190	\$ 181,116		\$151,584	\$449,257	\$ 150,786
9											
10	TOTAL REVENUES & BALANCE FORWARD	\$ 150,236	\$ 150,457	\$ 149,074	\$ 1,383	\$ 330,190	\$ 181,116		\$151,584	\$449,257	\$ 150,786
11											
12	EXPENDITURES - ADMINISTRATIVE										
13											
14	Legislative										
15	Supervisor Fees	\$ 3,400	\$ 5,829	\$ 7,000	\$ 1,171	\$ 7,000	\$ -		\$ 6,800	\$ 6,600	\$ 6,800
16	Financial & Administrative										
17	Administrative Services	\$ 3,341	\$ 5,727	\$ 5,728	\$ 1	\$ 6,015	\$ 287	Economic Impact Cost	\$ 5,400	\$ 5,400	\$ 5,508
18	District Management	\$ 12,438	\$ 21,322	\$ 21,322	\$ (0)	\$ 22,388	\$ 1,066	Economic Impact Cost	\$ 20,100	\$ 20,100	\$ 20,502
19	District Engineer	\$ 5,925	\$ 10,157	\$ 6,500	\$ (3,657)	\$ 15,000	\$ 8,500		\$ 8,821	\$ 15,503	\$ 16,237
20	Disclosure Report	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -		\$ 1,000	\$ 1,000	\$ 1,000
21	Trustees Fees	\$ 1,581	\$ 1,581	\$ 2,200	\$ 619	\$ 2,200	\$ -		\$ 2,371	\$ 2,371	\$ 2,371
22	Assessment Roll	\$ 5,304	\$ 5,304	\$ 5,304	\$ -	\$ 5,569	\$ 265	Economic Impact Cost	\$ 5,000	\$ 5,000	\$ 5,100
23	Financial & Revenue Collections	\$ 3,094	\$ 5,304	\$ 5,304	\$ -	\$ 5,569	\$ 265	Economic Impact Cost	\$ 5,000	\$ 5,000	\$ 5,100
24	Accounting Services	\$ 11,138	\$ 19,094	\$ 19,094	\$ 0	\$ 20,049	\$ 955	Economic Impact Cost	\$ 18,000	\$ 18,000	\$ 18,360
25	Auditing Services	\$ 2,000	\$ 2,000	\$ 3,400	\$ 1,400	\$ 3,500	\$ 100	Need new Auditor for FY23-24	\$ 3,323	\$ 3,426	\$ 3,229
26	Public Officials Liability Insurance	\$ 3,038	\$ 3,038	\$ 3,391	\$ 353	\$ 3,646	\$ 255	EGIS estimate	\$ 2,563	\$ 2,691	\$ 2,826
27	Legal Advertising	\$ 83	\$ 142	\$ 500	\$ 358	\$ 500	\$ -		\$ 1,274	\$ 670	\$ 387
28	Dues, Licenses & Fees	\$ 175	\$ 300	\$ 175	\$ (125)	\$ 175	\$ -		\$ 275	\$ 175	\$ 175
29	Website Hosting, Maint., Backup & Email	\$ 1,853	\$ 3,177	\$ 3,000	\$ (177)	\$ 3,000	\$ -		\$ 5,063	\$ 2,738	\$ 2,737
30	Legal Counsel										
31	District Counsel	\$ 3,759	\$ 6,444	\$ 10,000	\$ 3,556	\$ 10,000	\$ -		\$ 13,061	\$ 9,746	\$ 5,507
32	Administrative Subtotal	\$ 58,129	\$ 90,419	\$ 93,918	\$ 3,499	\$ 105,611	\$ 11,693		\$ 98,051	\$ 98,420	\$ 95,839
33											
34	EXPENDITURES - FIELD OPERATIONS										
35	Electric Utility Services										
36	Utility Services	\$ 1,651	\$ 2,830	\$ 2,000	\$ (830)	\$ 2,500	\$ 500	FY22 \$2192	\$ 1,641	\$ 1,822	\$ 2,192
37	Street Lights	\$ 1,043	\$ 1,788	\$ 2,000	\$ 212	\$ 2,000	\$ -	FY22 \$1577	\$ 1,209	\$ 1,346	\$ 1,577

**Proposed Budget  
Palma Sola Trace Community Development District  
General Fund  
Fiscal Year 2023/2024**

[illegible]

**Proposed Budget**  
**Palma Sola Trace Community Development District**  
**Reserve Fund**  
**Fiscal Year 2023/2024**

	Chart of Accounts Classification	Actual YTD through 04/30/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Budget Increase (Decrease) vs 2022/2023	Comments
1								
2	<b>REVENUES</b>							
3	Interest Earnings							
4	Interest Earnings	\$ 1,070	\$ 1,834	\$ -	\$ 1,834	\$ -	\$ -	
5	Special Assessments							
6	Tax Roll*	\$ 12,265	\$ 12,265	\$ 12,265	\$ -	\$ 126,000	\$ 113,735	
7								
8	<b>TOTAL REVENUES</b>	<b>\$ 13,335</b>	<b>\$ 14,099</b>	<b>\$ 12,265</b>	<b>\$ 1,834</b>	<b>\$ 126,000</b>	<b>\$ 113,735</b>	
9								
10	<b>TOTAL REVENUES &amp; BALANCE FORWARD</b>	<b>\$ 13,335</b>	<b>\$ 14,099</b>	<b>\$ 12,265</b>	<b>\$ 1,834</b>	<b>\$ 126,000</b>	<b>\$ 113,735</b>	
11								
12	<b>EXPENDITURES</b>							
13								
14	Contingency							
15	Capital Reserves	\$ -	\$ -	\$ 12,265	\$ 12,265	\$ 126,000	\$ 113,735	
16								
17	<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,265</b>	<b>\$ 12,265</b>	<b>\$ 126,000</b>	<b>\$ 113,735</b>	
18								
19	<b>EXCESS OF REVENUES OVER</b>	<b>\$ 13,335</b>	<b>\$ 14,099</b>	<b>\$ -</b>	<b>\$ 14,099</b>	<b>\$ -</b>	<b>\$ -</b>	

Palma Sola Trace Community Development District  
Debt Service  
Fiscal Year 2023/2024

Chart of Accounts Classification	Series 2013A-1	Budget for 2023/2024
REVENUES		
Special Assessments		
Net Special Assessments <sup>(1)</sup>	\$268,066.78	\$268,066.78
TOTAL REVENUES	\$268,066.78	\$268,066.78
EXPENDITURES		
Administrative		
Debt Service Obligation	\$268,066.78	\$268,066.78
Administrative Subtotal	\$268,066.78	\$268,066.78
TOTAL EXPENDITURES	\$268,066.78	\$268,066.78
EXCESS OF REVENUES OVER EXPENDITURES	\$0.00	\$0.00

Manatee County Collection Costs (3%) and Early Payment Discounts (4%): 7.0%

Gross assessments \$287,872.40

Notes:  
Tax Roll County Collection Costs and Early Payment Discount is 7.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

<sup>(1)</sup> Maximum Annual Debt Service less Prepaid Assessments received.

**PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT**

**FISCAL YEAR 2023/2024 O&M & DEBT SERVICE ASSESSMENT SCHEDULE**

2023/2024 O&M Budget		\$456,189.80
Manatee CountyCollection Costs @	3%	\$14,715.80
Early Payment Discount @	4%	\$19,621.07
2021/2022 Total		<u>\$490,526.67</u>

2022/2023 O&M Budget	\$161,339.00
2023/2024 O&M Budget	\$456,189.80
Total Difference	<u><u>\$294,850.80</u></u>

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2022/2023	2023/2024	\$	%
Debt Service - Condo	\$455.29	\$455.29	\$0.00	0.00%
Operations/Maintenance - Condo	\$317.73	\$898.40	\$580.67	182.76%
Total	<b>\$773.02</b>	<b>\$1,353.69</b>	<b>\$580.67</b>	<b>75.12%</b>
Debt Service - Paired Villa	\$585.37	\$585.37	\$0.00	0.00%
Operations/Maintenance - Paired Villa	\$317.73	\$898.40	\$580.67	182.76%
Total	<b>\$903.10</b>	<b>\$1,483.77</b>	<b>\$580.67</b>	<b>64.30%</b>
Debt Service - Single Family	\$650.41	\$650.41	\$0.00	0.00%
Operations/Maintenance - Single Family	\$317.73	\$898.40	\$580.67	182.76%
Total	<b>\$968.14</b>	<b>\$1,548.81</b>	<b>\$580.67</b>	<b>59.98%</b>

Tab 4

**PALMA SOLA TRACE  
COMMUNITY DEVELOPMENT DISTRICT  
CITY OF BRADENTON, FLORIDA  
FINANCIAL REPORT  
FOR THE FISCAL YEAR ENDED  
SEPTEMBER 30, 2022**



**PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT  
CITY OF BRADENTON, FLORIDA**

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Supervisors  
Palma Sola Trace Community Development District  
City of Bradenton, Florida

### Report on the Audit of the Financial Statements

#### ***Opinions***

We have audited the accompanying financial statements of the governmental activities and each major fund of Palma Sola Trace Community Development District, City of Bradenton, Florida ("District") as of and for the fiscal year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District as of September 30, 2022, and the respective changes in financial position thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

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

#### ***Responsibilities of Management for the Financial Statements***

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

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

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

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

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

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

### ***Required Supplementary Information***

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

### ***Other Information Included in the Financial Report***

Management is responsible for the other information included in the financial report. The other information comprises the information for compliance with FL Statute 218.39 (3)(c) but does not include the financial statements and our auditor's report thereon. Our opinions on the financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated April 26, 2023, 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, contracts, grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

April 26, 2023

## MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of Palma Sola Trace Community Development District, City of Bradenton, Florida ("District") provides a narrative overview of the District's financial activities for the fiscal year ended September 30, 2022. Please read it in conjunction with the District's Independent Auditor's Report, basic financial statements, accompanying notes and supplementary information to the basic financial statements.

### FINANCIAL HIGHLIGHTS

- The assets plus deferred outflow of resources of the District exceeded its liabilities at the close of the most recent fiscal year resulting in a net position balance of \$319,552.
- The change in the District's total net position in comparison with the prior fiscal year was (\$378,609) a decrease. The key components of the District's net position and change in net position are reflected in the table in the government-wide financial analysis section.
- At September 30, 2022, the District's governmental funds reported combined ending fund balances of \$543,256, a decrease of (\$412,175) in comparison with the prior year. A portion of fund balance is non-spendable for prepaid items and deposits, restricted for debt service, assigned to capital reserves, and the remainder is unassigned fund balance which is available for spending at the District's discretion.

### OVERVIEW OF FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as the introduction to the District's basic financial statements. The District's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

#### Government-Wide Financial Statements

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

The statement of net position presents information on all the District's assets, deferred outflows of resources, liabilities, and deferred inflows of resources with the residual amount being reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

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

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

#### Fund Financial Statements

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

## OVERVIEW OF FINANCIAL STATEMENTS (Continued)

### Governmental Funds

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

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

The District maintains two governmental funds for external reporting. Information is presented separately in the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund and debt service fund, both of which are considered major funds.

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

### Notes to the Financial Statements

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

### GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of an entity's financial position. In the case of the District, assets plus deferred outflows of resources exceeded liabilities at the close of the most recent fiscal year.

Key components of the District's net position are reflected in the following table:

NET POSITION SEPTEMBER 30,		
	2022	2021
Assets, excluding capital assets	\$ 611,137	\$ 972,136
Capital assets, net	2,468,217	2,589,632
Total assets	3,079,354	3,561,768
Deferred outflows of resources	24,092	26,019
Liabilities, excluding long-term liabilities	112,425	63,429
Long-term liabilities	2,671,469	2,826,197
Total liabilities	2,783,894	2,889,626
Net position		
Net investment in capital assets	(179,160)	(210,546)
Restricted for debt service	259,302	251,650
Unrestricted	239,410	657,057
Total net position	\$ 319,552	\$ 698,161

The District's net position reflects its investment in capital assets (e.g. land, land improvements, and infrastructure); less any related debt used to acquire those assets that is still outstanding. These assets are used to provide services to residents; consequently, these assets are not available for future spending. Although the District's investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

## GOVERNMENT-WIDE FINANCIAL ANALYSIS (Continued)

The restricted portion of the District's net position represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position may be used to meet the District's other obligations.

The District's net position decreased during the most recent fiscal year. The majority of the decrease is due to a one-time contribution in the prior year for the perimeter wall project and related expenses in the current year.

Key elements of the change in net position are reflected in the following table:

CHANGES IN NET POSITION		
FOR THE FISCAL YEAR ENDED SEPTEMBER 30,		
	2022	2021
Revenues:		
Program revenues		
Charges for services	\$ 434,071	\$ 437,018
Operating grants and contributions	1,423	81
Capital grants and contributions	-	2,000,000
General revenues	506	297,561
Total revenues	436,000	2,734,660
Expenses:		
General government	95,841	98,420
Maintenance and operations	606,611	166,984
Interest	112,157	117,181
Total expenses	814,609	382,585
Change in net position	(378,609)	2,352,075
Net position - beginning	698,161	(1,653,914)
Net position - ending	\$ 319,552	\$ 698,161

As noted above and in the statement of activities, the cost of all governmental activities during the fiscal year ended September 30, 2022 was \$814,609. The costs of the District's activities were primarily funded by program revenues which decreased from the prior year. In the prior year Palma Sola Trace Master Association Inc. ("Association") contributed funds in connection with the District's acquisition of a perimeter wall from the Association. In total, expenses, including depreciation, increased from the prior fiscal year, the majority of the increase was the result of an increase in repair expenses for perimeter wall related charges.

## GENERAL BUDGETING HIGHLIGHTS

An operating budget was adopted and maintained by the governing board for the District pursuant to the requirements of Florida Statutes. The budget is adopted using the same basis of accounting that is used in preparation of the fund financial statements. The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. The general fund budget was amended to increase appropriations and use of fund balance by \$455,132. Actual general fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2022.

## CAPITAL ASSETS AND DEBT ADMINISTRATION

### Capital Assets

At September 30, 2022, the District had \$3,341,828 invested in capital assets for its governmental activities. In the government-wide financial statements depreciation of \$873,611 has been taken, which resulted in a net book value of \$2,468,217. More detailed information about the District's capital assets is presented in the notes to the financial statements.

### Capital Debt

At September 30, 2022, the District had \$2,675,000 in Bonds outstanding for its governmental activities. More detailed information about the District's capital debt is presented in the notes to the financial statements.

## ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND OTHER EVENTS

The District does not anticipate any major projects or significant changes to its infrastructure maintenance program for the subsequent fiscal year.

## CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, landowners, customers, investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the financial resources it manages and the stewardship of the facilities it maintains. If you have questions about this report or need additional financial information, contact the Palma Sola Trace Community Development District's Finance Department at 3434 Colwell Avenue, Suite 200, Tampa, Florida, 33614.

## **FINANCIAL STATEMENTS**



**PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT  
CITY OF BRADENTON, FLORIDA  
STATEMENT OF NET POSITION  
SEPTEMBER 30, 2022**

	Governmental Activities
ASSETS	
Cash and equivalents	\$ 294,161
Prepaid items and deposits	13,130
Restricted assets:	
Investments	303,846
Capital assets:	
Depreciable, net	2,468,217
Total assets	<u>3,079,354</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred charge on refunding (debit)	24,092
Total deferred outflows of resources	<u>24,092</u>
LIABILITIES	
Accounts payable and accrued expenses	67,881
Accrued interest payable	44,544
Non-current liabilities:	
Due within one year	160,000
Due in more than one year	2,511,469
Total liabilities	<u>2,783,894</u>
NET POSITION	
Net investment in capital assets	(179,160)
Restricted for debt service	259,302
Unrestricted	239,410
Total net position	<u>\$ 319,552</u>

See notes to the financial statements

**PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT  
CITY OF BRADENTON, FLORIDA  
STATEMENT OF ACTIVITIES  
FOR THE FISCAL YEAR ENDED  
SEPTEMBER 30, 2022**

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expense)</u>
		<u>Charges for</u>	<u>Operating</u>	<u>Revenue and</u>
		<u>Services</u>	<u>Grants and</u>	<u>Changes in Net</u>
			<u>Contributions</u>	<u>Position</u>
				<u>Governmental</u>
				<u>Activities</u>
Primary government:				
Governmental activities:				
General government	\$ 95,841	\$ 95,841	\$ -	\$ -
Maintenance and operations	606,611	67,043	-	(539,568)
Interest on long-term debt	112,157	271,187	1,423	160,453
Total governmental activities	814,609	434,071	1,423	(379,115)
General revenues:				
Unrestricted investment earnings				506
Total general revenues				506
Change in net position				(378,609)
Net position - beginning				698,161
Net position - ending				\$ 319,552

See notes to the financial statements

**PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT  
CITY OF BRADENTON, FLORIDA  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
SEPTEMBER 30, 2022**

	Major Funds		Total
	General	Debt Service	Governmental Funds
<b>ASSETS</b>			
Cash and equivalents	\$ 294,161	\$ -	\$ 294,161
Investments	-	303,846	303,846
Prepaid items and deposits	13,130	-	13,130
<b>Total assets</b>	<b>\$ 307,291</b>	<b>\$ 303,846</b>	<b>\$ 611,137</b>
<b>LIABILITIES AND FUND BALANCES</b>			
Liabilities:			
Accounts payable and accrued liabilities	\$ 67,881	\$ -	\$ 67,881
<b>Total liabilities</b>	<b>67,881</b>	<b>-</b>	<b>67,881</b>
Fund balances:			
Nonspendable:			
Prepaid items and deposits	13,130	-	13,130
Restricted for:			
Debt service	-	303,846	303,846
Assigned to:			
Capital reserves	170,920	-	170,920
Unassigned	55,360	-	55,360
<b>Total fund balances</b>	<b>239,410</b>	<b>303,846</b>	<b>543,256</b>
<b>Total liabilities and fund balances</b>	<b>\$ 307,291</b>	<b>\$ 303,846</b>	<b>\$ 611,137</b>

See notes to the financial statements

**PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT  
CITY OF BRADENTON, FLORIDA  
RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUNDS  
TO THE STATEMENT OF NET POSITION  
SEPTEMBER 30, 2022**

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

Fund balance - governmental funds		\$ 543,256
-----------------------------------	--	------------

Capital assets used in governmental activities are not financial resources and, therefore, are not reported as assets in the governmental funds. The statement of net position includes those capital assets in the net position of the government as a whole.

Cost of capital assets	3,341,828	
Accumulated depreciation	<u>(873,611)</u>	2,468,217

Deferred charges on refunding of long-term debt are shown as deferred outflows/inflows of resources in the government-wide financial statements; however, this amount is expensed in the governmental fund financial statements.

24,092

Liabilities not due and payable from current available resources are not reported as liabilities in the governmental fund statements. All liabilities, both current and long-term, are reported in the government-wide financial statements.

Accrued interest	(44,544)	
Bonds payable	<u>(2,671,469)</u>	<u>(2,716,013)</u>

Net position of governmental activities		<u>\$ 319,552</u>
---	--	-------------------

See notes to the financial statements

**PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT  
CITY OF BRADENTON, FLORIDA  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS  
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2022**

	Major Funds		Total
	General	Debt Service	Governmental Funds
REVENUES			
Assessments	\$ 162,884	\$ 271,187	\$ 434,071
Interest income	506	1,423	1,929
Total revenues	163,390	272,610	436,000
EXPENDITURES			
Current:			
General government	95,841	-	95,841
Maintenance and operations	485,196	-	485,196
Debt service:			
Principal	-	155,000	155,000
Interest	-	112,138	112,138
Total expenditures	581,037	267,138	848,175
Excess (deficiency) of revenues over (under) expenditures	(417,647)	5,472	(412,175)
Fund balances - beginning	657,057	298,374	955,431
Fund balances - ending	\$ 239,410	\$ 303,846	\$ 543,256

See notes to the financial statements

**PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT  
CITY OF BRADENTON, FLORIDA  
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES  
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2022**

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

Net change in fund balances - total governmental funds	\$ (412,175)
Depreciation of capital assets is not recognized in the governmental fund statements but is reported as an expense in the statement of activities.	(121,415)
Amortization of deferred amount on refunding is not recognized in the governmental fund statements but is reported as an expense in the statement of activities.	(1,927)
Repayment of long-term liabilities are reported as expenditures in the governmental fund statement but such repayments reduce liabilities in the statement of net position.	155,000
Amortization of original issue discount is not recognized in the governmental fund statements but is reported as an expense in the statement of activities.	(272)
The change in accrued interest on long-term liabilities between the current and prior fiscal year is recorded in the statement of activities but not in the fund financial statements.	2,180
Change in net position of governmental activities	<u>\$ (378,609)</u>

See notes to the financial statements

**PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT  
CITY OF BRADENTON, FLORIDA  
NOTES TO THE FINANCIAL STATEMENTS**

**NOTE 1 – NATURE OF ORGANIZATION AND REPORTING ENTITY**

Palma Sola Trace Community Development District (the "District") was established by City of Bradenton Ordinance 2763 enacted on October 4, 2004 pursuant to the Uniform Community Development District Act of 1980, otherwise known as Chapter 190, Florida Statutes. The Act provides, among other things, the power to manage basic services for community development, power to borrow money and issue bonds, and to levy and assess non-ad valorem assessments for the financing and delivery of capital infrastructure. The District was established for the purposes of financing and managing the acquisition, construction, maintenance and operation of a portion of the infrastructure necessary for community development within the District.

The District is governed by the Board of Supervisors ("Board"), which is composed of five members. The Supervisors are elected on an at large basis by qualified electors residing within the District. The Board of Supervisors of the District exercise all powers granted to the District pursuant to Chapter 190, Florida Statutes.

The Board has the final responsibility for, among other things:

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

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

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Government-Wide and Fund Financial Statements**

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

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

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

## NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

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

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

### **Assessments**

Assessments, including debt service assessments and operations and maintenance assessments, are non-ad valorem assessments imposed on all lands located within the District and benefitted by the District's activities. Operation and maintenance assessments are levied by the District prior to the start of the fiscal year which begins on October 1 and ends on September 30. Operation and maintenance special assessments are imposed upon all benefitted lands in the District. Debt service special assessments are imposed upon certain lots and lands as described in each resolution imposing the special assessment for each series of Bonds issued by the District.

Assessments and interest associated with the current fiscal period are considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. The portion of assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period.

The District reports the following major governmental funds:

### **General Fund**

The general fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

### **Debt Service Fund**

The debt service fund is used to account for the accumulation of resources for the annual payment of principal and interest on long-term debt.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first for qualifying expenditures, then unrestricted resources as they are needed.

### **Assets, Liabilities and Net Position or Equity**

#### **Restricted Assets**

These assets represent cash and investments set aside pursuant to Bond covenants or other contractual restrictions.



## NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### Assets, Liabilities and Net Position or Equity (Continued)

#### Deposits and Investments

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

The District has elected to proceed under the Alternative Investment Guidelines as set forth in Section 218.415 (17), Florida Statutes. The District may invest any surplus public funds in the following:

- a) The Local Government Surplus Trust Funds, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act;
- b) Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency;
- c) Interest bearing time deposits or savings accounts in qualified public depositories;
- d) Direct obligations of the U.S. Treasury.

Securities listed in c and d shall be invested to provide sufficient liquidity to pay obligations as they come due. In addition, surplus funds may be deposited into certificates of deposits which are insured. Any unspent proceeds are required to be held in investments as specified in the Bond Indenture.

The District records all interest revenue related to investment activities in the respective funds. Investments are measured at amortized cost or reported at fair value as required by generally accepted accounting principles.

#### Inventories and Prepaid Items

Inventories in governmental funds are recorded as expenditures when consumed rather than when purchased.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

#### Capital Assets

Capital assets which include property, plant and equipment, and infrastructure assets (e.g., roads, sidewalks and similar items) are reported in the governmental activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 (amount not rounded) and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, plant, and equipment of the District are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Stormwater system	25
Street lights	20
Perimeter wall	30

In the governmental fund financial statements, amounts incurred for the acquisition of capital assets are reported as fund expenditures. Depreciation expense is not reported in the governmental fund financial statements.

#### Refundings of Debt

For current refundings and advance refundings resulting in the defeasance of debt, the difference between the reacquisition price and the net carrying amount of the old debt is reported as a deferred outflows of resources and recognized ratably as a component of interest expense over the remaining life of the old debt or the life of the new debt, whichever is shorter. In connection with the refunding, \$1,927 was recognized as a component of interest expense in the current fiscal year.

## **NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

### **Assets, Liabilities and Net Position or Equity (Continued)**

#### Unearned Revenue

Governmental funds report unearned revenue in connection with resources that have been received, but not yet earned.

#### Long-Term Obligations

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

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

#### Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

#### Fund Equity/Net Position

In the fund financial statements, governmental funds report non-spendable and restricted fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Assignments of fund balance represent tentative management plans that are subject to change.

The District can establish limitations on the use of fund balance as follows:

Committed fund balance – Amounts that can be used only for the specific purposes determined by a formal action (resolution) of the Board of Supervisors. Commitments may be changed or lifted only by the Board of Supervisors taking the same formal action (resolution) that imposed the constraint originally. Resources accumulated pursuant to stabilization arrangements sometimes are reported in this category.

Assigned fund balance – Includes spendable fund balance amounts that are intended to be used for specific purposes that are neither considered restricted nor committed. The Board may also assign fund balance as it does when appropriating fund balance to cover differences in estimated revenue and appropriations in the subsequent year's appropriated budget. Assignments are generally temporary and normally the same formal action need not be taken to remove the assignment.

The District first uses committed fund balance, followed by assigned fund balance and then unassigned fund balance when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Net position is the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources. Net position in the government-wide financial statements is categorized as net investment in capital assets, restricted or unrestricted. Net investment in capital assets represents net position related to infrastructure and property, plant and equipment. Restricted net position represents the assets restricted by the District's Bond covenants or other contractual restrictions. Unrestricted net position consists of the net position not meeting the definition of either of the other two components.

## NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### Other Disclosures

#### Use of Estimates

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

## NOTE 3 – BUDGETARY INFORMATION

The District is required to establish a budgetary system and an approved Annual Budget. Annual Budgets are adopted on a basis consistent with generally accepted accounting principles for the general fund. All annual appropriations lapse at fiscal year-end.

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

- a) Each year the District Manager submits to the District Board a proposed operating budget for the fiscal year commencing the following October 1.
- b) A public hearing is conducted to obtain comments.
- c) Prior to October 1, the budget is legally adopted by the District Board.
- d) Subject to certain exceptions set forth in the District's annual appropriation resolution, all budget changes must be approved by the District Board.
- e) The budgets are adopted on a basis consistent with generally accepted accounting principles.
- f) Unused appropriation for annually budgeted funds lapse at the end of the year.

## NOTE 4 – DEPOSITS AND INVESTMENTS

### Deposits

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

### Investments

The District's investments were held as follows at September 30, 2022:

	Amortized Cost	Credit Risk	Maturities
First American Treasury Obligations			Weighted average of the
Fund Class Z	\$ 303,846	S&P AAAM	fund portfolio: 9 days
Total	<u>\$ 303,846</u>		

*Credit risk* – For investments, credit risk is generally the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Investment ratings by investment type are included in the preceding summary of investments.

*Concentration risk* – The District places no limit on the amount the District may invest in any one issuer.

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

However, the Bond Indenture limits the type of investments held using unspent proceeds.

## NOTE 4 – DEPOSITS AND INVESTMENTS (Continued)

### Investments (Continued)

*Fair Value Measurement* – When applicable, the District measures and records its investments using fair value measurement guidelines established in accordance with GASB Statements. The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques.

These guidelines recognize a three-tiered fair value hierarchy, in order of highest priority, as follows:

- *Level 1:* Investments whose values are based on unadjusted quoted prices for identical investments in active markets that the District has the ability to access;
- *Level 2:* Investments whose inputs - other than quoted market prices - are observable either directly or indirectly; and,
- *Level 3:* Investments whose inputs are unobservable.

The fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the entire fair value measurement. Valuation techniques used should maximize the use of observable inputs and minimize the use of unobservable inputs.

Money market investments that have a maturity at the time of purchase of one year or less and are held by governments other than external investment pools should be measured at amortized cost. Accordingly, the District's investments have been reported at amortized cost above.

## NOTE 5 – CAPITAL ASSETS

Capital asset activity for the fiscal year ended September 30, 2022 was as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
<u>Governmental activities</u>				
Capital assets, being depreciated				
Stormwater system	\$ 1,234,283	\$ -	\$ -	\$ 1,234,283
Street lights	107,545	-	-	107,545
Perimeter wall	2,000,000	-	-	2,000,000
Total capital assets, being depreciated	3,341,828	-	-	3,341,828
Less accumulated depreciation for:				
Stormwater system	658,280	49,371	-	707,651
Street lights	71,694	5,377	-	77,071
Perimeter wall	22,222	66,667	-	88,889
Total accumulated depreciation	752,196	121,415	-	873,611
Total capital assets, being depreciated, net	2,589,632	(121,415)	-	2,468,217
Governmental activities capital assets, net	\$ 2,589,632	\$ (121,415)	\$ -	\$ 2,468,217

Depreciation expense was charged to the maintenance and operations function.

## NOTE 6 – LONG-TERM LIABILITIES

On May 1, 2013, the District issued \$3,955,000 Series 2013 A-1 (Senior Lien) and \$455,000 Series 2013A-2 (Subordinate Lien) Capital Improvement Revenue Refunding Bonds, together, the "Series 2013 Bonds". The Series 2013A-1 Bonds are due as follows: \$1,770,000 with varying interest rates from 1.25% to 3.75% with varying maturity dates, \$770,000 on May 1, 2029 with a fixed interest rate of 4.00% and \$1,415,000 due on May 1, 2035 with a fixed interest rate of 4.125%. The Series 2013A-2 Bonds were cancelled in a prior fiscal year. The Series 2013 Bonds were issued to refund the Series 2005 Capital Improvement Revenue Bonds.

## NOTE 6 – LONG-TERM LIABILITIES (Continued)

Subject to the applicable Bond Indenture, the Series 2013 Bonds are subject to redemption at the option of the District prior to their maturity. The Bonds are subject to extraordinary mandatory redemption prior to their selected maturity in the manner determined by the Bond Registrar if certain events occur as outlined in the Bond Indenture.

The Bond Indenture established a debt service reserve requirement as well as other 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 1) collect special assessments in annual installments adequate to provide payment of debt service, and 2) to meet the reserve requirements. The District was in compliance with the requirements at September 30, 2022.

Changes in long-term liability activity for the fiscal year ended September 30, 2022 were as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
<u>Governmental activities</u>					
Bonds payable:					
Series 2013	\$ 2,830,000	\$ -	\$ 155,000	\$ 2,675,000	\$ 160,000
Less: original issue discount	3,803	-	272	3,531	-
Total	<u>\$ 2,826,197</u>	<u>\$ -</u>	<u>\$ 154,728</u>	<u>\$ 2,671,469</u>	<u>\$ 160,000</u>

At September 30, 2022, the scheduled debt service requirements on the long - term debt were as follows:

Year ending, September 30:	Governmental Activities		
	Principal	Interest	Total
2023	\$ 160,000	\$ 106,906	\$ 266,906
2024	165,000	101,306	266,306
2025	175,000	95,325	270,325
2026	180,000	88,763	268,763
2027	185,000	81,563	266,563
2028-2032	1,060,000	288,613	1,348,613
2033-2035	750,000	62,700	812,700
Total	<u>\$ 2,675,000</u>	<u>\$ 825,176</u>	<u>\$ 3,500,176</u>

## NOTE 7 – MANAGEMENT COMPANY

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

## NOTE 8 – RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The District has obtained commercial insurance from independent third parties to mitigate the costs of these risks; coverage may not extend to all situations. There were no settled claims during the past three years.

**PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT  
CITY OF BRADENTON, FLORIDA  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL – GENERAL FUND  
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2022**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
REVENUES				
Assessments	\$ 161,339	\$ 161,339	\$ 162,884	\$ 1,545
Interest income	-	-	506	506
Total revenues	161,339	161,339	163,390	2,051
EXPENDITURES				
Current:				
General government	91,930	103,430	95,841	7,589
Maintenance and operations	69,409	513,041	485,196	27,845
Total expenditures	161,339	616,471	581,037	35,434
Excess (deficiency) of revenues over (under) expenditures	-	(455,132)	(417,647)	37,485
OTHER FINANCING SOURCES (USES)				
Use of fund balance	-	455,132	-	(455,132)
Total other financing sources (uses)	-	455,132	-	(455,132)
Net change in fund balance	\$ -	\$ -	(417,647)	\$ (417,647)
Fund balance - beginning			657,057	
Fund balance - ending			\$ 239,410	

See notes to required supplementary information

**PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT  
CITY OF BRADENTON, FLORIDA  
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**

The District is required to establish a budgetary system and an approved Annual Budget for the general fund. The District's budgeting process is based on estimates of cash receipts and cash expenditures which are approved by the Board. The budget approximates a basis consistent with accounting principles generally accepted in the United States of America (generally accepted accounting principles).

The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. The general fund budget was amended to increase appropriations and use of fund balance by \$455,132. Actual general fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2022.

**PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT  
CITY OF BRADENTON, FLORIDA  
OTHER INFORMATION – DATA ELEMENTS  
REQUIRED BY FL STATUTE 218.39(3)(C)  
UNAUDITED**

Element	Comments
Number of district employees compensated at 9/30/2022	0
Number of independent contractors compensated in September 2022	1
Employee compensation for FYE 9/30/2022 (paid/accrued)	Not applicable
Independent contractor compensation for FYE 9/30/2022	\$6,200.65
Construction projects to begin on or after October 1; (>\$65K)	Not applicable
Budget variance report	See page 20
Ad Valorem taxes;	Not applicable
Millage rate FYE 9/30/2022	Not applicable
Ad valorem taxes collected FYE 9/30/2022	Not applicable
Outstanding Bonds:	Not applicable
Non ad valorem special assessments;	
Special assessment rate FYE 9/30/2022	Operations and maintenance; Condos - \$317.73 Paired Villas - \$317.73 Single family - \$317.73 Debt service; Condos - \$455.29 Paired Villas - \$585.37 Single family - \$650.41
Special assessments collected FYE 9/30/2022	\$434,070.92
Outstanding Bonds:	
Series 2013, due May 1, 2035,	see Note 6 page 18 for details

Independent contractor is defined as individuals or entities receiving a 1099.





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## 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  
Palma Sola Trace Community Development District  
City of Bradenton, 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 the governmental activities and each major fund of Palma Sola Trace Community Development District, City of Bradenton, Florida ("District") as of and for the fiscal year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our opinion thereon dated April 26, 2023.

### Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) 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 the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

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

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

### Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and 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.

April 26, 2023



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**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH THE  
REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES, REQUIRED BY  
RULE 10.556(10) OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA**

To the Board of Supervisors  
Palma Sola Trace Community Development District  
City of Bradenton, Florida

We have examined Palma Sola Trace Community Development District, City of Bradenton, Florida's ("District") compliance with the requirements of Section 218.415, Florida Statutes, in accordance with Rule 10.556(10) of the Auditor General of the State of Florida during the fiscal year ended September 30, 2022. Management is responsible for the District's compliance with those requirements. Our responsibility is to express an opinion on the 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. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the District complied, in all material respects, with the specified requirements referenced in Section 218.415, Florida Statutes. An examination involves performing procedures to obtain evidence about whether the District complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion. Our examination does not provide a legal determination on the District's compliance with specified requirements.

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the fiscal year ended September 30, 2022.

This report 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, management, and the Board of Supervisors of Palma Sola Trace Community Development District, City of Bradenton, Florida and is not intended to be and should not be used by anyone other than these specified parties.

April 26, 2023



# Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

951 Yamato Road • Suite 280  
Boca Raton, Florida 33431  
(561) 994-9299 • (800) 299-4728  
Fax (561) 994-5823  
www.graucpa.com

## MANAGEMENT LETTER PURSUANT TO THE RULES OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA

To the Board of Supervisors  
Palma Sola Trace Community Development District  
City of Bradenton, Florida

### Report on the Financial Statements

We have audited the accompanying basic financial statements of Palma Sola Trace Community Development District, City of Bradenton, Florida ("District") as of and for the fiscal year ended September 30, 2022, and have issued our report thereon dated April 26, 2023.

### Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the 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 the Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Auditor's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated April 26, 2023, should be considered in conjunction with this management letter.

### Purpose of this Letter

The purpose of this letter is to comment on those matters required by Chapter 10.550 of the Rules of the Auditor General of the State of Florida. Accordingly, in connection with our audit of the financial statements of the District, as described in the first paragraph, we report the following:

- I. **Current year findings and recommendations.**
- II. **Status of prior year findings and recommendations.**
- III. **Compliance with the Provisions of the Auditor General of the State of Florida.**

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, as applicable, management, and the Board of Supervisors of Palma Sola Trace Community Development District, City of Bradenton, Florida and is not intended to be and should not be used by anyone other than these specified parties.

We wish to thank Palma Sola Trace Community Development District, City of Bradenton, Florida and the personnel associated with it, for the opportunity to be of service to them in this endeavor as well as future engagements, and the courtesies extended to us.

April 26, 2023

## **REPORT TO MANAGEMENT**

### **I. CURRENT YEAR FINDINGS AND RECOMMENDATIONS**

None

### **II. PRIOR YEAR FINDINGS AND RECOMMENDATIONS**

None

### **III. COMPLIANCE WITH THE PROVISIONS OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA**

Unless otherwise required to be reported in the auditor's report on compliance and internal controls, the management letter shall include, but not be limited to the following:

1. A statement as to whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report.

There were no significant findings and recommendations made in the preceding annual financial audit report for the fiscal year ended September 30, 2021.

2. Any recommendations to improve the local governmental entity's financial management.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported for the fiscal year ended September 30, 2022.

3. Noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported, for the fiscal year ended September 30, 2022.

4. The name or official title and legal authority of the District are disclosed in the notes to the financial statements.
5. The District has not met one or more of the financial emergency conditions described in Section 218.503(1), Florida Statutes.
6. We applied financial condition assessment procedures and no deteriorating financial conditions were noted as of September 30, 2022. It is management's responsibility to monitor financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.
7. Management has provided the specific information required by Section 218.39(3)(c) in the Other information section of the financial statement on page 22.

Tab 5



Estimate

ESTIMATE #

37150

DATE

05/12/2023

**CIA Access**

P.O. Box 1403  
Osprey, FL 34229

Ph 941 359 3707  
service@ciaaccess.com  
<https://www.ciaaccess.com/>

**BILL TO**

Matthew Huber / Palma Sola Trace  
c/o Rizzetta & Company - Greg Cox  
9428 Camden Field Pkwy  
Email invoices  
CDDinvoice@rizzetta.com  
Riverview, FL 33578-0519

**JOB ADDRESS**

4111 Overture Cir  
Bradenton, FL 34209-5890

**DESCRIPTION** As Per Agreement - Access control upgrades

Including:

North gate would require.

- One (1) 2 door Keri NXT controller
- Two (2) keypad/reader combo
- One (1) VNET-IP
- 25 - feet of Nickel chain.
- One (1) ped gate closer (tb175)
- One (1) Fiberglass enclosure
- Installation, wiring and configuration with existing controls

Southgate would require.

- One (1) 2 door Keri NXT controller
- Two (2) keypad/reader combo
- Two (2) Sure Fi Wigan bridge.
- 25 - feet of Nickel chain.
- One (1) Fiberglass enclosure
- Replacement of two poor condition, electrical boxes, reflector bracket and ped gate closer (tb175) (32 hours)
- Assumes Internet is available in the enclosure by the cameras (it looks like it is).
- Installation, wiring and configuration with existing controls

Notes:

- As discussed w/ client
- Cellular unit included for NORTH gate, which will require recurring monthly fees, \$49.99 billed quarterly (pro rated first quarter included) ; however, existing phone service can be disconnected (this assumes Internet is not available at the gate already) SOUTH gate assumes internet is available as cameras are at location

SUBTOTAL \$13,484.98

TAX \$294.00

**TOTAL \$13,778.98****How To Accept**

Estimate # 37150

Total amount \$13,778.98

To accept this quote, please call or email us using the details at the top of the page.

Thank you for your business, have a great day!

Tab 6



10/26/2022

Jerry,

Thank you for the opportunity to present a [Three Year Tree Care Management Plan for Palma Sola Trace CDD](#). A three year proactive plan addresses today's immediate tree care needs while carefully considering future work to minimize longer term, costly risks, enhance the property's value and aesthetics and allows you to plan and spread the costs over an extended period of time. Following is a summary of the primary objectives we discussed:

As a Community Development District comprised of high-end, residential communities, we understand that your goal is to create a beautiful environment for your residents to enjoy. Achieving this objective will take time as the trees vary in condition and maturity and change over the course of time. In the pages that follow, you will find recommendations for responsibly achieving your goals within the bounds of the CDD's budget.

Improve property aesthetics while reducing hazards – Properly pruned and healthy trees enhance visual appeal and property value, not to mention help minimize liability. Using our knowledge and experience, we have made recommendations for your trees with this in mind, which include annual hardwood pruning.

We know that you have a choice when it comes to selecting a tree care contractor. As you consider your options, please remember what makes BrightView distinct.

- 24/7 Emergency Response
- Self-Performed Work; No Subcontractors
- Neat, Clean, Uniformed Tree Care Crews
- Company-Supplied, Regularly-Maintained Tools & Equipment
- Regularly Solicited Customer Feedback Via 3<sup>rd</sup> Party Firm
- Work Performed in Accordance with Industry Best Practices
- Strict, Self-Imposed Safety Standards
- Personal and Property Damage Insurance, Specifically for Tree Work
- Same Three-Person Teams Together on Every Job
- Certified Arborist or Tree Care Specialist on Every Job
- Multi-Year Tree Management Programs
- Landscape Design, Installation & Maintenance Solutions

As soon as you are ready, we can schedule the work and look forward to working together. Thank you for your consideration.

Sincerely,

*Steve Burch*

Steve Burch, JD, LCAM  
ISA Certified Arborist FL-9876A  
Business Developer  
Southwest Florida Tree Care  
(941) 315-1063 (cell)  
[Steven.Burch@Brightview.com](mailto:Steven.Burch@Brightview.com)





10/26/2022

## Palma Sola CDD Tree Care Management Proposal Summary

Customer Name	C/O Rizzetta & Company	Jobsite Name	Palma Sola CDD
Customer Phone		Jobsite Address	7408 Hamilton Road
Customer E-Mail	<a href="mailto:JWhited@rizzetta.com">JWhited@rizzetta.com</a>	Jobsite City, St, Zip	Bradenton, FL., 34209
Billing Address	9428 Camden Field Parkway	Jobsite Contact	Steve Burch
Billing City, St, Z	Riverview, FL 33578	Jobsite Contact Phone	(941) 315-1063

We are committed to fulfilling the specific tree care needs of Palma Sola Trace while providing the service you expect at a price point that fits your budget. Following is a summary detailing the breakdown of costs in each year of your Tree Care Management Program. Costs are further broken down by the type of source - pruning, plant healthcare, species, so you can quickly see how your money is being allocated.

### Three Year Cost Breakdown

	2022	2023	2024
Hardwood Pruning	\$4,500.00	\$4,635.00	\$4,774.00
Total with Green Waster Removal	\$4,500.00	\$4,635.00	\$4,774.00

#### Items included in this price

Jobsite clean-up and debris disposal



All materials



City ordinances for noise and traffic blockage researched and followed



All applicable taxes



Company-supplied, regularly-maintained tools and equipment



Drive time



Steve Burch (941) 315-1063

7175 21st Street East - Sarasota, Florida 34243

Fax 941. 756. 2851 Ph. 941. 756. 2939

[www.treecareservices.com](http://www.treecareservices.com)

THIS IS NOT AN INVOICE



PST CDD Three-Year Hardwood Management Detail

Tree Species	Qty	Location	Timing	Service	2022 Total	2023 Total	2024 Total
Hardwoods							
Live Oaks	36	Throughout CDD	Nov	Remove deadwood 2 inches and greater in diameter, Elevate Canopies 15 feet over roadways and 10 feet over sidewalks and sod lines, trim for 5 feet of light clearance	\$4,500	\$4,635	\$4,774
TOTAL:					\$4,500	\$4,635	\$4,774

## Palma Sola Trace Tree Count by Section

### Section 1:

Oaks – 8

### Section 2:

Oaks – 7

Queen Palms – 1

### Section 3:

Oaks - 5

Fishtail Palms - 8

Sabal Palms – 5

Queen Palms – 7

### Section 4:

Oaks – 14

Sabal Palms – 10

Queen Palms – 9

### Section 5:

Oaks – 2

Sabal Palms – 11

Queen Palms - 11

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CONSENT IS HEREBY GRANTED SPECIFICALLY TO GOVERNMENTAL AGENCIES TO REPRODUCE THIS DOCUMENT IN COMPLIANCE WITH F.S. CHAPTER 119.

DESIGNED  
JAM  
DRAWN  
JAM  
CHECKED  
JAM  
DATE  
03/23/07

**King**  
ENGINEERING ASSOCIATES, INC.

2940 University Parkway  
Sarasota, Florida 34243  
Phone 941 358-6500  
Fax 941 358-6540  
www.kingengineering.com  
Engineering License #2610

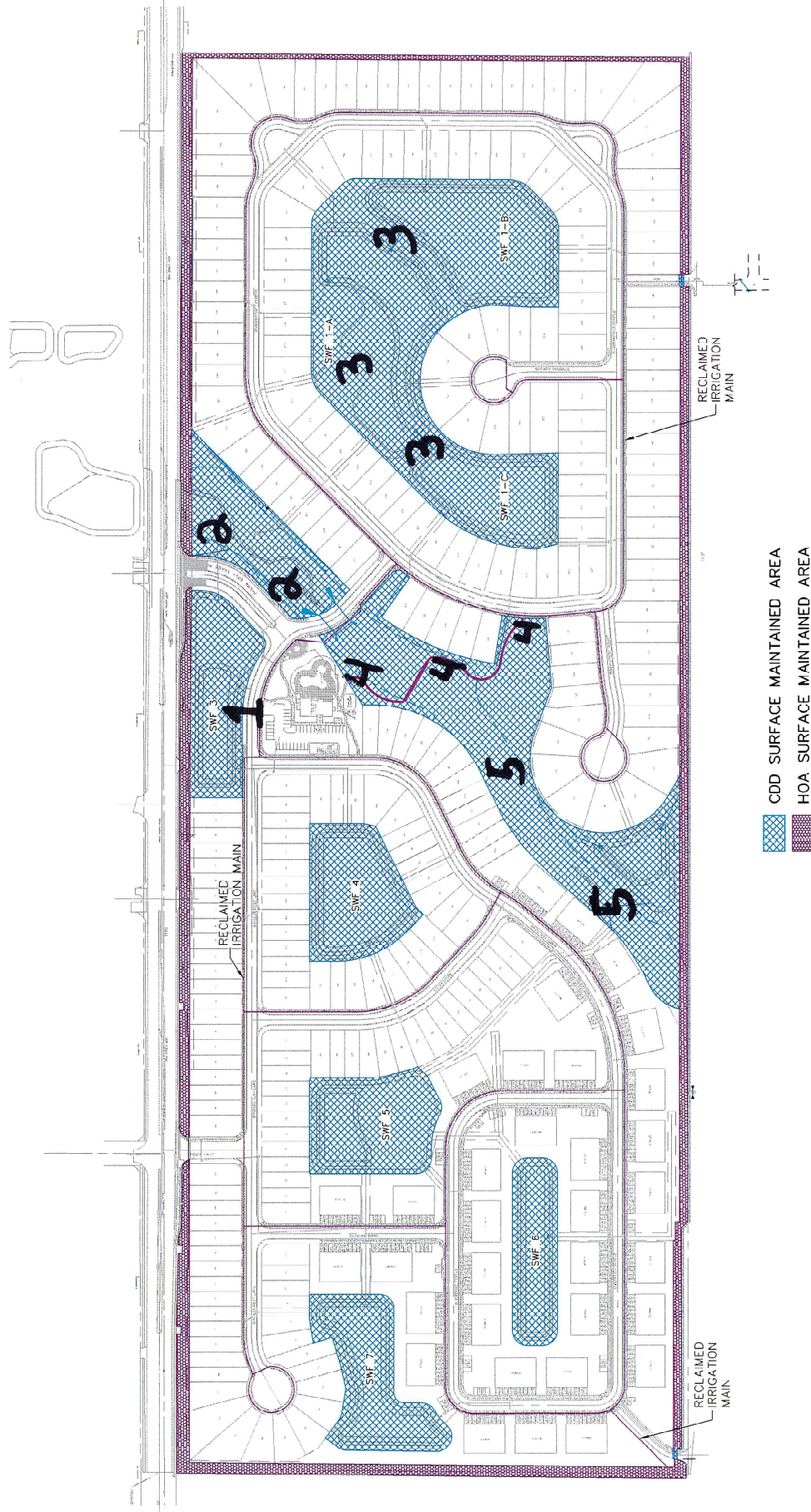
## HOA & CDD AREAS EXHIBIT

JOB NO.  
8766-000-000  
DATE  
MARCH 2007  
SCALE  
N.T.S.

SHEET NO.

1 OF 1

SWFWMD PERMIT #43027525.000





# BrightView Tree Care Services

## Terms & Conditions

---

1. **Bid Specifications:** The Contractor shall recognize and perform in accordance with only written terms, specifications, and drawings contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in tree management. The work force shall be presentable at all times. All employees shall be competent and qualified and shall be legally authorized to work in the U.S.
3. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions near to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete or brick filled trunks, metal rods, etc. If requested, mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Client/Owner. Defined backfill and landscape material may be specified. Client/Owner shall be responsible for contacting Underground Service Alert to locate underground utility lines prior to start of work. BrightView Tree Care Services is not responsible for damage done to underground utilities such as, but not limited to, cables, wires, pipes, and irrigation parts. BrightView Tree Care Services will repair damaged irrigation lines at the Client/Owner's expense.
4. **Scheduling of Work:** If the jobsite conditions materially change from the time of approval of this proposal to the time the work starts, such that the job costs are adversely changed, this proposal is null and void. Scheduling of work is dependent on weather conditions and workloads. Our office will call the day prior to the work being done, unless other arrangements are made.
5. **Work Hours:** Any work, including emergency work, overtime and weekend work performed outside of the normal working hours (Monday-Friday between 6:30 a.m. and 2:30 p.m.) shall be billed at overtime rates. Use of power equipment will commence at 7:00 a.m., unless otherwise specified in the scope of work. Additional charges will be applied if crews cannot use power equipment by 9:00 a.m.
6. **License and Permits:** Contractor shall maintain a Landscape Contractor's license if required by State or local law and will comply with all other license and permit requirements of relevant city, state and federal governments, as well as all other requirements of law.
7. **Taxes:** Contractor agrees to pay all applicable taxes, including sales taxes on material supplied, where applicable.
8. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Client/Owner, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with a \$1,000,000 limit of liability.
9. **Liability:** Contractor shall indemnify the Client/Owner and its agents and employees from and against any liabilities that arise out of Contractor's work to the extent such liabilities are adjudicated to have been caused by Contractor's negligence or willful misconduct. Contractor shall not be liable for any damage that occurs from acts of God. Acts of God are defined as those caused by windstorm, hail, fire, flood, earthquake, hurricane and freezing, etc. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this agreement within sixty (60) days. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Client/Owner or not under Client/Owner management and control shall be the sole responsibility of Client/Owner.
10. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%), or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.
11. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
12. **Additional Services:** Any additional work not specified in the signed written proposal that involves additional costs will be executed only upon signed written order and will become an extra charge over and above the estimate.
13. **Access to Job Site:** Client/Owner shall provide all utilities to perform the work. Client/Owner shall furnish access to all parts of the job site where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the owner makes the site available for performance of the work.
14. **Invoicing:** Client/Owner shall make payment to Contractor within fifteen (15) days of receipt of invoice.
15. **Cancellation:** Notice of cancellation of work must be received in writing before the crew is dispatched to their location or Client/Owner will be liable for a minimum travel charge of \$150.00 and billed to Client/Owner.
16. **Assignment:** The Client/Owner and the Contractor, respectively, bind themselves, their partners, successors, assignees and legal representatives to the other party with respect to all covenants of this Contract. In the event of sale or transfer of Client/Owner's interest in its business and/or the property which is the subject of this agreement, Client/Owner must first obtain the written consent of Contractor for the assignment of any interest in this agreement to be effective.
17. **Disclaimer:** This proposal for tree care services was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. The work performed by BrightView Tree Care Services is intended to reduce the chances of tree failure and any corresponding property liabilities, in addition to enhancing aesthetic value but is not a guarantee. We cannot be held responsible for unknown or otherwise hidden defects of your trees, which may fail in the future. The corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Owner. If the Client/Owner must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Client/Owner directly to the designer involved.

### Acceptance of this Proposal

Contractor is authorized to perform the work stated on the face of this proposal. Payment will be 100% due at time of billing. If payment has not been received by BrightView Tree Care Services within fifteen (15) days after billing, BrightView Tree Care Services shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Client/Owner. Interest at a per annum rate of 1% per month, or the highest rate permitted by law, will be charged on unpaid balance 45 days after billing.

**NOTICE:** FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY.

### Customer

Signature	Title
Printed Name	Date

### BrightView Tree Care Services

*Steve Burch*

Business Developer

Signature	Title
Steve Burch	10/26/2022
Printed Name	Date

## PST CDD 3 Year HW Plan

Tab 7

**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.*

**PALMA SOLA TRACE  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Palma Sola Trace Community Development District was held on **Thursday, April 27, 2023, at 1:30 p.m.** at the Palma Sola Trace Clubhouse located at 7408 Hamilton Road, Bradenton, FL 34209.

Present and constituting a quorum:

Eva Walker	<b>Board Supervisor; Chairman</b>
Mike Coury	<b>Board Supervisor; Vice Chair</b>
Dan Crumpler	<b>Board Supervisor; Asst. Secretary (via Phone)</b>
Mary Gray	<b>Board Supervisor; Asst. Secretary</b>
William Diamond	<b>Board Supervisor; Asst. Secretary</b>

Also present were:

Matthew Huber	<b>Regional District Manager; Rizzetta &amp; Company, Inc.</b>
Ruben Durand	<b>District Manager; Rizzetta &amp; Company, Inc.</b>
Jeff Rondon	<b>Representative; HOA</b>
David Kaiser	<b>Representative; HOA President</b>
Lauren Gentry	<b>District Counsel; Kilinski   Van Wyke (via Phone)</b>
Grace Kobiter	<b>Representative; Kilinski   Van Wyke (via Phone)</b>
Rick Schappacher	<b>District Engineer; Schappacher Engineering</b>
John McNeill	<b>Representative; Admiral Aquatics</b>

Audience	<b>Present</b>
----------	----------------

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Huber called the meeting to order and conducted roll call, confirming a quorum was present.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There was an audience present. A request was made by a resident concerned about the condition of the gate.



**THIRD ORDER OF BUSINESS**

**Consideration of Brightview Landscape Proposal**

Mr. Huber presented the Brightview Landscape Proposal to the Board. District Counsel will prepare an addendum for the Brightview Landscape Proposal.

On a motion by Ms. Walker, seconded by Mr. Coury, the Board approved the Maintenance and Arbor Care agreements, for the Palma Sola Trace Community Development District.

**FOURTH ORDER OF BUSINESS**

**Review of Fiscal Year 2023/2024 Proposed Budget**

A discussion ensued regarding the Fiscal Year 2023-2024 Proposed Budget. The Board has tabled the discussion to the special meeting held on May 25, 2023, at 10:00a.m.

**FIFTH ORDER OF BUSINESS**

**Consideration of Minutes of the Board of Supervisors' Regular Meeting held on February 23, 2023**

Mr. Huber presented the minutes of the Board of Supervisors' Regular Meeting held on February 23, 2023, to the Board. Ms. Gray requested that we amend the minutes to include her Supervisor Request for a maintenance schedule from Admiral Aquatics.

On a Motion by Mr. Coury, seconded by Mr. Diamond, with all in favor, the Board approved the Regular Meeting Minutes from February 23, 2023, as amended, for the Palma Sola Trace Community Development District.

**SIXTH ORDER OF BUSINESS**

**Consideration of Operations & Maintenance Expenditures for February and March 2023**

Mr. Huber presented the Operations and Maintenance Expenditures for February and March 2023 to the Board.

On a motion from Ms. Walker, seconded by Mr. Coury, the Board of approved the Operations and Maintenance Expenditures for February (\$44,940.97) and March (\$15,301.17) 2023, for the Palma Sola Trace Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Aquatic Services**

**1. Presentation of Waterway Inspection Report**

John presented the Waterway Inspection Report to the Board and updated the Board on the services provided. The creek had another service performed on April 20, 2023. Approximately 2 tons of dead debris have been removed from the ponds.

Pond maintenance has also been completed on one side of the creek. Three out of five contracted and scheduled services have been performed in the creek. The Board has requested that Staff provide a maintenance schedule for June, August, and October. Ms. Gray has requested a proposal to remove the minzi muck and replace it with plants. She has also requested that the littoral shelf be put back to its original design.

**B. District Counsel**

Ms. Gentry had no updates for the Board. The Board has requested that Ms. Gentry provide a Landscape Addendum.

**C. District Engineer**

**1. South Perimeter Wall Repair Update**

Mr. Schappacher was present and provided a few updates to the Board. A discussion ensued regarding a metal fence in the community. Ms. Walker has asked that Staff provide an estimate for streetlight paintings, she asked Staff to contact Myers Painting.

**D. District Manager**

Mr. Huber indicated that the next regular meeting is scheduled for Thursday, June 22, 2023, at 1:30 p.m.

**1. Review of Monthly Financials**

Mr. Huber presented the Financial Statement to the Board for review.

**2. Setting a Date for the Special Meeting in May 2023**

The Board agreed to have an additional meeting on May 25, 2023, at 10 a.m.

On a Motion by Ms. Walker, seconded by Mr. Diamond, with all in favor, the Board approved the additional meeting set for May 25, 2023, at 10:00 a.m., for the Palma Sola Trace Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Supervisor Requests**

Mr. Crumpler requested weekly reports be provided to the Board. Ms. Gray requested that the Reserve and Proposed Budget be sent to the Board, along with a trespassing agreement.

**NINTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Ms. Walker, seconded by Mr. Coury, with all in favor, the Board adjourned the meeting at 3:14 p.m., for the Palma Sola Trace Community Development District.

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

\_\_\_\_\_  
Chair / Vice Chair

Tab 8

# **PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT**

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District Office - Citrus Park, Florida - (813)-933-5571

Mailing Address - 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

[palmasolatracecdd.org](http://palmasolatracecdd.org)

## **Operation and Maintenance Expenditures**

**April 2023**

**For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2023 through April 30, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$11,272.71**

Approval of Expenditures:

---

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

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

## Palma Sola Trace Community Development District

### Paid Operation & Maintenance Expenditures

April 1, 2023 Through April 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Admiral Environmental	100111	2108	Monthly Aquatic Management 04/23	\$ 850.00
Bellmore Electric, Inc.	100103	8230	Street Light Repair 03/23	\$ 185.00
Bellmore Electric, Inc.	100103	8231	Street Light Repair 03/23	\$ 185.00
Bellmore Electric, Inc.	100106	8232	Fountain Timer 03/23	\$ 375.00
Bellmore Electric, Inc.	100103	8234	Street Light Repair 03/23	\$ 175.00
Bellmore Electric, Inc.	100103	8235	Street Light Repair 03/23	\$ 175.00
BrightView Landscape Services, Inc.	100112	8282504	Irrigation Repair 02/23	\$ 97.00
BrightView Landscape Services, Inc.	100112	8339600	Landscape Maintenance 04/23	\$ 748.00
BrightView Landscape Services, Inc.	100112	8377395	Plant Replacement 04/23	\$ 350.00
BrightView Landscape Services, Inc.	100112	8377396	Plant Install 04/23	\$ 315.00
Construction Management Services, LLC	100107	26	Carpentry Work and Materials 04/23	\$ 243.00
Florida Power & Light Company	100105	FPL Summary Palma Sola 03/23	FPL Summary Palma Sola 03/23	\$ 454.00

## Palma Sola Trace Community Development District

### Paid Operation & Maintenance Expenditures

April 1, 2023 Through April 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Grau & Associates, P.A.	100108	23911	Audit FYE 09/30/2022 04/23	\$ 2,000.00
Innersync Studio, Ltd	100104	21200	Website Hosting Quarterly 04/23	\$ 384.38
Kilinski / Van Wyk, PLLC	100109	6334	General Counsel 03/23	\$ 86.50
Rizzetta & Company, Inc.	100102	INV0000078843	District Management Fees 04/23	\$ 4,387.33
Schappacher Engineering, LLC	100110	2384	Engineering Services 04/23	<u>\$ 262.50</u>
<b>Report Total</b>				<b><u>\$ 11,272.71</u></b>