

*Knightsbridge
Community Development District*

Agenda

November 7, 2022

AGENDA

BOARD OF SUPERVISORS MEETING

SECTION III

SECTION C

RESOLUTION 2023-08

**A RESOLUTION OF THE KNIGHTSBRIDGE
COMMUNITY DEVELOPMENT DISTRICT ELECTING
_____ AS ASSISTANT
SECRETARY OF THE BOARD OF SUPERVISORS**

WHEREAS, the Board of Supervisors of the Knightsbridge Community District desires to elect _____ as an Assistant Secretary.

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

1. _____ is elected Assistant Secretary of the Board of Supervisors.

Adopted this 7th day of November, 2022.

Secretary/ Assistant Secretary

Chairman/Vice Chairman

MINUTES

MINUTES OF MEETING
KNIGHTSBRIDGE
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Knightsbridge Community Development District was held Monday, October 3, 2022 at 2:00 p.m. at the Oasis Club at ChampionsGate at 1520 Oasis Club Blvd., ChampionsGate, Florida.

Present and constituting a quorum were:

Adam Morgan	Chairman
Rob Bonin	Vice Chairman
Logan Lantrip	Assistant Secretary
Steve Greene	Assistant Secretary
Harry Kaplan <i>joined late</i>	Assistant Secretary

Also present were:

George Flint	District Manager
Kristen Trucco	District Counsel
Amanda Udstad	Interim Engineer

FIRST ORDER OF BUSINESS

Roll Call

Mr. Flint called the meeting to order and called the roll. Four Board members were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. Flint: There are no members of the public here to provide comment.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Administration of Oaths of Office to Newly Elected Supervisors

Mr. Flint: Just prior to the Board meeting we had a landowner election. At this time we need to administer oaths to the newly elected Supervisors. As citizens of the State of Florida and of the United States of America and as an officer of Knightsbridge Community Development District and a recipient of public funds as such officer, do you hereby solemnly swear or affirm that you will support the Constitution of the United States and of the State of Florida.

Mr. Bonin: I do.

Mr. Morgan: I do.

Mr. Lantrip: I do.

Mr. Greene: I do.

Mr. Flint: Steve, since you are already on a Board, you have already filed the Form 1 financial disclosure form. So, when you get that next June, you will get an update every year. You will just want to write in Knightsbridge on that form.

Mr. Greene: Do I need to give you the copy that I turned it in?

Mr. Flint: No, I don't need it. As long as you file it with the Supervisor of Elections within 30 days of the last meeting.

B. Consideration of Resolution 2023-01 Canvassing and Certifying the Results of Landowner's Election

Mr. Flint: The Board sits as the canvassing Board for purposes of certifying the elections. You have Resolution 2023-01 in your agenda. We will insert into that resolution and the blanks, Rob Bonin with 20 votes, Adam Morgan with 20 votes, Logan Lantrip with 19 votes, Harry Kaplan with 19 votes, and Steve Greene with 19 votes. Any questions on the resolution? If not, is there a motion to approve it?

Mr. Morgan: I will make a motion.

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, Resolution 2023-01 Canvassing and Certifying the Results of Landowner's Election, was approved.
--

**Mr. Harry Kaplan joined the meeting in person at this time.*

Mr. Flint: I need to do the oath of office for you Mr. Kaplan. As a citizen of the State of Florida and of the United States of America and as an officer of Knightsbridge Community Development District and a recipient of public funds as such officer, do you hereby solemnly swear or affirm that you will support the Constitution of the United States and of the State of Florida.

Mr. Kaplan: Yes, I do.

Mr. Flint: Did you get the disclosure forms at the last meeting?

Mr. Kaplan: I was not at the last meeting.

Ms. Trucco: Have you ever served on a CDD Board?

Mr. Kaplan: No, this is my first one.

Ms. Trucco: You are considered a locally elected government official under the Florida law, which means that you are subject to the Sunshine Law, Public Records Law, and Ethics Law.

The Sunshine Law, you can't discuss any item that could foreseeably become before this Board or CDD business with another Board of Supervisor outside one of these publicly noticed meetings. My office will be sending you an eval with an informational packet. If you have any questions, reach out to me or George. I will chat with you more after the meeting about specifics.

Mr. Flint: I will go over that with you after the meeting. There are some forms that must be filled out.

C. Election of Officers

D. Consideration of Resolution 2023-02 Electing Officers

Mr. Flint: You have Resolution 2023-02 in your agenda. Currently Mr. Morgan is Chair, Mr. Bonin is Vice Chair, and the other three Board members are Assistant Secretaries. I am Secretary, Ms. Jill Burns is Treasurer, and Katie Costa is Assistant Treasurer.

Mr. Morgan: I will make a motion to accept.

On MOTION by Mr. Morgan, seconded by Mr. Greene, with all in favor, Resolution 2023-02 Electing Officers as slated above, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the August 1, 2022 Meeting

Mr. Flint: Next you have approval of the minutes from the August 1, 2022 meeting. Did the Board have any comments or corrections to those?

Mr. Morgan: They all look correct. I will make a motion to accept.

On MOTION by Mr. Morgan, seconded by Mr. Lantrip, with all in favor, the Minutes of the August 1, 2022 Meeting, were approved as presented.

FIFTH ORDER OF BUSINESS

Public Hearings

A. Rules of Procedure

i. Consideration of Resolution 2023-03 Adopting the District's Rules of Procedure

Mr. Flint: Next we have some public hearings. The first one is to consider the District's rules of procedure. We will go ahead and open the public hearing for the rules of procedure. At your organizational meeting the Board authorized us to advertise a rule hearing. We provided 29- and 28-day notices required by the statutes. In your agenda you've got the proposed rules of procedure. Those are pretty much standard in what you would see in your other Community

Development District's. For the record, there are no members of the public here to provide comment or testimony, so we will bring it back to the Board. Are there any questions on the proposed rules or the resolution? Hearing none,

Mr. Morgan: I will make a motion to approve.

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, Resolution 2023-03 Adopting the District's Rules of Procedure, was approved.

Mr. Flint: We will close the rule hearing and we will open the hearing to consider the uniform method of collection.

B. Uniform Method of Collection

i. Consideration of Resolution 2023-04 Expressing the District's Intent to Utilize the Uniform Method of Collection

Mr. Flint: Next you have Resolution 2023-04, which expresses the District's intent to utilize the uniform method of collection. Under Chapter 197, we are required to hold a public hearing on the uniform collection method. There were four consecutive notices that were placed in the paper weekly. This allows us to use the tax bill as the collection method for the O&M and debt assessments. For the record, there are no members of the public here to provide comment or testimony. We will bring it back to the Board. Are there any questions or comments on the resolution? Hearing none,

On MOTION by Mr. Morgan, seconded by Mr. Greene, with all in favor, Resolution 2023-04 Expressing the District's Intent to Utilize the Uniform Method of Collection, was approved.

C. Fiscal Year 2022 & Fiscal Year 2023 Budgets

i. Consideration of Resolution 2022-35 Adopting the Fiscal Years 2022 & 2023 Budgets and Relating to the Annual Appropriations

Mr. Flint: We will close the uniform public hearing and we will open the public hearing to consider the adoption of the Fiscal Year 2022 and the Fiscal Year 2023 budgets. At the organizational meeting, you approved proposed budgets and set today as the public hearing to consider the final adoption of the budgets. Attached to the resolution is the proposed budget and it covers both fiscal years. For FY2022, we have prorated the expenses based on from August to September. It also includes a one-time cost for creation of the District's ADA compliant website.

For FY2023 budget and these are both administrative budgets and contemplate that the District would enter in to funding agreements with the developer in lieu of assessing.

Mr. Morgan: I will make a motion to approve.

Mr. Flint: For the record, there are no members of the public here.

On MOTION by Mr. Morgan, seconded by Mr. Greene, with all in favor, Resolution 2022-35 Adopting the Fiscal Years 2022 & 2023 Budgets and Relating to the Annual Appropriations, was approved.

Mr. Flint: We will close the budget hearings and we will move on to financing matters.

SIXTH ORDER OF BUSINESS

Financing Matters

A. Consideration of Engineer's Report

Mr. Flint: We have the engineer's report dated August 1, 2022. This report defines and describes the types of improvements and estimated cost of public improvements that could be financed by the District. This engineer's report describes the proposed development program, the categories of infrastructure that the District is eligible to finance. We've got on table 2 the estimated cost of improvements by phase totaling \$24,889,529. Table 3 describes the infrastructure, who would finance it, who would maintain it, and who would own it and then there are some exhibits. We would ask the Board to approve the engineer's report subject to legal descriptions being incorporated separately for Phase 1 and Phase 2. Right now, the legal description in the report is for the entire boundaries of the District. The assessment process that we are proposing to go through would only be on Phase 1 because that is all that Lennar owns right now.

Mr. Morgan: You just need a motion to approve this?

Mr. Flint: A motion to approve the report subject to revision of the legal descriptions and any other minor changes that are necessary.

Mr. Morgan: I will make a motion to approve.

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, Engineer's Report Subject to Revision of the Legal Descriptions and Other Minor Changes Necessary, was approved.

Mr. Flint: We will have the date of the report changed to today. When we send that report out, it will be dated October 3rd.

B. Consideration of Master Assessment Methodology Report

Mr. Flint: The assessment methodology right now is prepared assuming that we were going to place a master lien over the entire project. I would ask that it be approved subject to it only covering Phase 1 improvements and then the legal description for Phase 1 would be attached to this.

Mr. Morgan: We are going to do a separate assessment methodology for Phase 1 and Phase 2?

Mr. Flint: Right.

Mr. Morgan: That means there will be two separate bond issuances?

Mr. Flint: No, there will be one. Right now, we are only placing a lien on what Lennar owns and that is Phase 1. When they take down Phase 2 next year, we will do another assessment process. We plan to just do one bond issue that covers both assessment areas.

Mr. Morgan: The bond issuance will be done after we own Phase 2?

Mr. Flint: Right, that is the plan.

Mr. Morgan: I am good with that. I will make a motion to approve.

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, the Master Assessment Methodology Report, was approved.

Mr. Flint: This methodology will be revised to only cover Phase 1 and the date will stay the same October 3rd.

C. Consideration of Resolution 2023-06 Declaring Special Assessments

Mr. Flint: Next you have two resolutions. The first resolution declares the District's intent to levy assessments. The engineer's report and the methodology would be attachments to this, and we would fill the blanks in on the resolution accordingly. The next resolution sets the public hearing where you would actually levy assessments. It needs to be at least 30 days out. Our recommendation would be that you do it at your December meeting to allow us the time to do the mailed notice and that would be December 5th. Let's take Resolution 2023-06 first, did the Board have any questions on that resolution?

Mr. Morgan: No, I will make a motion to accept.

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, Resolution 2023-06 Declaring Special Assessments, was approved.

D. Consideration of Resolution 2023-07 Setting a Public Hearing for Special Assessments

Mr. Flint: Resolution 2023-07 would set the hearing for December 5th at 2:00 p.m. in this location. Is there a motion to approve that resolution?

Mr. Morgan: I will make a motion.

On MOTION by Mr. Morgan, seconded by Mr. Greene, with all in favor, Resolution 2023-07 Setting a Public Hearing for Special Assessments on December 5, 2022 at 2:00 p.m., was approved.

Mr. Flint: We will do the 30-day mailed notice, the 21- and 14-day ads, and hold the public hearing at your December 5th meeting.

SEVENTH ORDER OF BUSINESS

Authorization to Re-Issue Engineering RFQ

Mr. Flint: Item seven is reissuing the engineering RFQ. At the organizational meeting, you authorized us to issue the RFQ for engineering services. Unfortunately we received no responses, so we are asking the Board to authorize us to go ahead and re-issue.

Mr. Morgan: I will make a motion.

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, Authorization to Re-Issue Engineering RFQ, was approved.

EIGHTH ORDER OF BUSINESS

Discussion of Pending Plat Conveyances

Mr. Flint: Pending plats and conveyances, anything Kristen?

Ms. Trucco: Not that I am aware of.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Flint: Staff reports, anything?

Ms. Trucco: No updates from me, thank you.

B. Engineer

Mr. Flint: Engineer's report, anything Amanda?

Ms. Udstad: Nothing other than I will revise the report.

C. District Manager's Report

Mr. Flint: I don't have anything additional to report. We are waiting on funding to be able to open the bank account. We don't have any financials at this point.

TENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Supervisor's Requests

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS

Adjournment

Mr. Flint: Is there a motion to adjourn?

Mr. Morgan: I will make a motion.

On MOTION by Mr. Morgan, seconded by Mr. Greene, with all in favor, the meeting was adjourned.
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Secretary/Assistant Secretary

Chairman/Vice Chairman

MINUTES OF MEETING
KNIGHTSBRIDGE
COMMUNITY DEVELOPMENT DISTRICT

The Landowner's meeting of the Board of Supervisors of the Knightsbridge Community Development District was held Monday, October 3, 2022 at 2:00 p.m. at the Oasis Club at ChampionsGate at 1520 Oasis Club Blvd., ChampionsGate, Florida.

Present were:

Adam Morgan
Rob Bonin
Logan Lantrip
Steve Greene
George Flint
Kristen Trucco
Amanda Udstad

FIRST ORDER OF BUSINESS

Determination of Number of Voting Units Represented

Mr. Flint stated that he had been provided a landowner proxy from Mark McDonald with Lennar naming Adam Morgan as the proxy holder representing 40.55 acres or 49 votes.

SECOND ORDER OF BUSINESS

Call to Order

Mr. Flint called the meeting to order.

THIRD ORDER OF BUSINESS

Election of Chairman for the Purpose of Conducting Landowners' Meeting

Mr. Flint was elected as Chairperson to conduct the Landowners' meeting.

FOURTH ORDER OF BUSINESS

Nominations for the Positions of Supervisor (5)

Mr. Flint stated that they had five seats that were up for election. He stated that Mr. Morgan had provided him with his ballot nominating Adam Morgan, Rob Bonin, Logan Lantrip, Steve Greene, and Harry Kaplan.

FIFTH ORDER OF BUSINESS

Casting of Ballots

Mr. Flint stated that he had received the ballot casting 20 votes for Mr. Bonin, 20 votes for Mr. Morgan, 19 votes for Mr. Lantrip, 19 votes for Mr. Kaplan, and 19 votes for Mr. Greene.

SIXTH ORDER OF BUSINESS

**Tabulation of Ballots and Announcement
of Results**

Mr. Flint noted that as a result of the votes casted, Mr. Bonin and Mr. Morgan would serve 4-year terms and Mr. Lantrip, Mr. Kaplan, and Mr. Greene would serve 2-year terms.

SEVENTH ORDER OF BUSINESS

Adjournment

Mr. Flint adjourned the meeting.

SECTION VII

SECTION C

SECTION 1

Knightsbridge
Community Development District

Unaudited Financial Reporting
September 30, 2022



Table of Contents

1	<hr/>	Balance Sheet
2	<hr/>	General Fund
3	<hr/>	Month to Month

Knightsbridge

Community Development District

Combined Balance Sheet

September 30, 2022

	<i>General Fund</i>	
Assets:		
Due from Developer	\$	25,000
Total Assets	\$	25,000
Liabilities:		
Accounts Payable	\$	16,137
Total Liabilites	\$	16,137
Fund Balance:		
Unassigned	\$	8,863
Total Fund Balances	\$	8,863
Total Liabilities & Fund Balance	\$	25,000

Knightsbridge
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending September 30, 2022

	Adopted	Prorated Budget	Actual	
	Budget	Thru 09/30/22	Thru 09/30/22	Variance
Revenues:				
Developer Contributions	\$ 41,676	\$ 41,676	\$ 25,000	\$ (16,676)
Total Revenues	\$ 41,676	\$ 41,676	\$ 25,000	\$ (16,676)
Expenditures:				
<u>General & Administrative:</u>				
Supervisor Fees	\$ 2,000	\$ 2,000	\$ -	\$ 2,000
FICA Expenditures	\$ 153	\$ 153	\$ -	\$ 153
Engineering	\$ 2,500	\$ 2,500	\$ -	\$ 2,500
Attorney	\$ 4,167	\$ 4,167	\$ 4,062	\$ 105
Management Fees	\$ 6,667	\$ 6,667	\$ 6,667	\$ 0
Information Technology	\$ 300	\$ 300	\$ -	\$ 300
Website Maintenance	\$ 1,950	\$ 1,950	\$ -	\$ 1,950
Telephone	\$ 50	\$ 50	\$ -	\$ 50
Postage & Delivery	\$ 500	\$ 500	\$ 1	\$ 499
Insurance	\$ 5,000	\$ 5,000	\$ 836	\$ 4,164
Printing & Binding	\$ 500	\$ 500	\$ 43	\$ 457
Legal Advertising	\$ 15,000	\$ 15,000	\$ 4,527	\$ 10,473
Other Current Charges	\$ 2,500	\$ 2,500	\$ -	\$ 2,500
Office Supplies	\$ 104	\$ 104	\$ 0	\$ 104
Travel Per Diem	\$ 110	\$ 110	\$ -	\$ 110
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ -	\$ 175
Total Expenditures	\$ 41,676	\$ 41,676	\$ 16,137	\$ 25,539
Excess (Deficiency) of Revenues over Expenditures	\$ -		\$ 8,863	
Fund Balance - Beginning	\$ -		\$ -	
Fund Balance - Ending	\$ -		\$ 8,863	

Knightsbridge
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Developer Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	25,000	\$ -	25,000
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	25,000	\$ -	25,000
Expenditures:													
<u>General & Administrative:</u>													
Supervisor Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
FICA Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Attorney	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	831	2,312	920	4,062
Management Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,333	3,333	6,667
Information Technology	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Website Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Postage & Delivery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1	1
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	836	836
Printing & Binding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	43	43
Legal Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	526	4,001	4,527
Other Current Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0
Travel Per Diem	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Dues, Licenses & Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	831	6,172	9,134	16,137
Excess Revenues (Expenditures)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(831)	18,828	(9,134)	8,863

SECTION 2

Knightsbridge
Community Development District

Fiscal Year 2023
Funding Request #2
October 31, 2022

Bill to: Lennar Homes

General Fund
FY2023

1	Department of Economic Opportunity Invoice #87589 - FY2023 Special District Fee	\$	175.00
2	EGIS Insurance Advisors, LLC Invoice #17177 - FY2023 Insurance Policy	\$	5,000.00
3	Governmental Management Services - Central Florida Invoice #3 - Management Fees October 2022	\$	3,644.16
4	Adam Morgan Supervisor Fees - Board of Supervisors Meeting 10/03/22	\$	215.30
5	Rob Bonin Supervisor Fees - Board of Supervisors Meeting 10/03/22	\$	215.30
6	Steve Greene Supervisor Fees - Board of Supervisors Meeting 10/03/22	\$	215.30
7	Logan Lantrip Supervisor Fees - Board of Supervisors Meeting 10/03/22	\$	215.30
8	Harry Kaplan Supervisor Fees - Board of Supervisors Meeting 10/03/22	\$	215.30

Total: \$ **9,895.66**

Please make check payable to:

Knightsbridge Community Development District
6200 Lee Vista Blvd, Suite 300
Orlando, FL 32822

Florida Department of Economic Opportunity, Special District Accountability Program
FY 2022/2023 Special District Fee Invoice and Update Form
Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Invoice No.: 87589			Date Invoiced: 10/13/2022
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/12/2022: \$175.00

STEP 1: Review the following information, make changes directly on the form, and sign and date:

1. Special District's Name, Registered Agent's Name, and Registered Office Address:



Knightsbridge Community Development District

Ms. Jan Albanese Carpenter
Latham, Luna, Eden and Beaudine, LLP
201 South Orange Avenue, Suite 1400
Orlando, FL 32801

2. Telephone: (407) 481-5800
3. Fax: (407) 481-5801
4. Email: jcarpenter@lathamluna.com
5. Status: Independent
6. Governing Body: Elected
7. Website Address: knightsbridgecdd.com
8. County(ies): Osceola
9. Function(s): Community Development
10. Boundary Map on File: 10/12/2022
11. Creation Document on File: 10/12/2022
12. Date Established: 07/19/2022
13. Creation Method: Local Ordinance
14. Local Governing Authority: City of Kissimmee
15. Creation Document(s): City Ordinance 22-15
16. Statutory Authority: Chapter 190, Florida Statutes
17. Authority to Issue Bonds: Yes
18. Revenue Source(s): Assessments
19. Most Recent Update: 10/13/2022

I do hereby certify that the information above (changes noted if necessary) is accurate and complete as of this date.

Registered Agent's Signature: _____ Date _____

STEP 2: Pay the annual fee or certify eligibility for the zero fee:

a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at www.Floridajobs.org/SpecialDistrictFee or by check payable to the Department of Economic Opportunity.

b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **ALL** of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.

- 1.____ This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
- 2.____ This special district is in compliance with the reporting requirements of the Department of Financial Services.
- 3.____ This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2020/2021 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

Department Use Only: Approved:____ Denied: ____ Reason:_____

STEP 3: Make a copy of this form for your records.

STEP 4: Mail this form and payment (if paying by check) to the Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124. Direct any questions to (850) 717-8430.



INVOICE

Customer	Knightsbridge Community Development District
Acct #	1263
Date	09/21/2022
Customer Service	Kristina Rudez
Page	1 of 1

Knightsbridge Community Development District
c/o Government Management Services, LLC
219 E Livingston St
Orlando, FL 32801

Payment Information	
Invoice Summary	\$ 5,000.00
Payment Amount	
Payment for:	Invoice#17177
100122932	

Thank You

Please detach and return with payment



Customer: Knightsbridge Community Development District

RECEIVED SEP 21 2022

Invoice	Effective	Transaction	Description	Amount
17177	10/01/2022	Renew policy	Policy #100122932 10/01/2022-10/01/2023 Florida Insurance Alliance General Liability - Renew policy Due Date: 9/21/2022 1-4 310.513.460	5,000.00
				Total
				\$ 5,000.00

Thank You

FOR PAYMENTS SENT OVERNIGHT:
Bank of America Lockbox Services, Lockbox 748555, 6000 Feldwood Rd. College Park, GA 30349

Remit Payment To: Egis Insurance Advisors	(321)233-9939	Date
P.O. Box 748555		09/21/2022
Atlanta, GA 30374-8555	sclimer@egisadvisors.com	

GMS-Central Florida, LLC1001 Bradford Way
Kingston, TN 37763**Invoice**

Invoice #: 3

Invoice Date: 10/1/22

Due Date: 10/1/22

Case:

P.O. Number:

Bill To:Knightsbridge CDD
219 E. Livingston St.
Orlando, FL 32801

RECEIVED

OCT 14 2022

Description	Hours/Qty	Rate	Amount
Management Fees - October 2022		3,333.33	3,333.33
American Express - Statement Closing 8/2/22 - Orlando Sentenial, Staples		310.83	310.83
1-1			
Total			\$3,644.16
Payments/Credits			\$0.00
Balance Due			\$3,644.16

Attendance Confirmation
for
BOARD OF SUPERVISORS

RECEIVED

OCT 07 2022

District Name: Knightsbridge CDD

Board Meeting Date: October 3, 2022

	<i>Name</i>	<i>In Attendance Please ✓</i>	<i>Fee Involved Yes / No</i>
1	Adam Morgan	✓	Yes (\$200)
2	Rob Bonin	✓	Yes (\$200)
3	Steve Greene (Oath)	✓	Yes (\$200)
4	Logan Lantrip	✓	Yes (\$200)
5	Harry Kaplan	✓	Yes / No (\$200)

The supervisors present at the above referenced meeting should be compensated accordingly.

Approved for Payment:


District Manager Signature

10/5/22
Date

****RETURN SIGNED DOCUMENT TO DISTRICT ACCOUNTANT****

AUDIT COMMITTEE MEETING

SECTION III

SECTION A

**KNIGHTSBRIDGE COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

Annual Audit Services for Fiscal Year 2022
Osceola County, Florida

INSTRUCTIONS TO PROPOSE

SECTION 1. DUE DATE. Sealed proposals must be received no later than **Monday, November 28, 2022, at 2:00 P.M.**, at the offices of District Manager, located at 219 E. Livingston Street, Orlando, FL 32801. Proposals will be publicly opened at that time.

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

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

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

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

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

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

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

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

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

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

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

- A. List position or title of all personnel to perform work on the District audit. Include resumes for each person listed: list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal for Fiscal Year 2022, 2023, 2024, 2025 and 2026. The District intends to enter into five (5) separate one-year agreements.
- E. Provide a proposed schedule for performance of audit.

SECTION 13. PROTESTS. Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after the receipt of the documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid plans, specifications or contract documents.

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

AUDITOR SELECTION EVALUATION CRITERIA

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

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

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

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

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

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

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

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

5. *Price.* (20 Points)

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

SECTION B

**KNIGHTSBRIDGE
COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

The Knightsbridge Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the Fiscal Year ending September 30, 2022, with an option for four additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Osceola County and has a general administrative operating fund.

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

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

Proposers must provide one (1) hard copy and one (1) electronic copy of their proposal to GMS - CF, LLC, District Manager, 219 E. Livingston Street, Orlando, FL 32801, telephone (407) 841-5524, in an envelope marked on the outside "**Auditing Services - Knightsbridge Community Development District.**" Proposals must be received by **Monday, November 28, 2022, 2:00 P.M.**, at the office of the District Manager. Please direct all questions regarding this Notice to the District Manager.

George S. Flint
Governmental Management Services - Central Florida, LLC
District Manager