*Knightsbridge*
*Community Development District*

*Agenda*

*March 6, 2023*

# AGENDA

# *Knightsbridge*
## *Community Development District*

**219 E. Livingston Street, Orlando, Florida 32801**
**Phone: 407-841-5524 – Fax: 407-839-1526**

February 27, 2023

Board of Supervisors
Knightsbridge Community
Development District

Dear Board Members:

The meeting of the Board of Supervisors of the Knightsbridge Community Development District will be held **Monday, March 6, 2023 at 2:00 p.m. at the Oasis Club at ChampionsGate, 1520 Oasis Club Blvd., ChampionsGate, FL 33896.** Following is the advance agenda for the regular meeting:

1. Roll Call
2. Public Comment Period
3. Approval of Minutes of the February 6, 2023 Meeting
4. Consideration of Uniform Collection Agreement with Osceola County Property Appraiser
5. Consideration of Data Sharing and Usage Agreement with Osceola County Property Appraiser
6. Staff Reports
    A. Attorney
    B. Engineer
    C. District Manager's Report
        i. Approval of Check Register
        ii. Balance Sheet and Income Statement
        iii. Ratification of Funding Request #6
7. Other Business
    A. Discussion of Pending Plat Conveyances
    B. Status of Permit Transfers
8. Supervisor's Requests
9. Adjournment

The balance of the agenda will be discussed at the meeting. In the meantime, if you should have any questions, please contact me.

Sincerely,

George S. Flint
District Manager

Cc: Jan Carpenter, District Counsel
Davie Reid, District Engineer

Enclosures

# 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, February 6, 2023 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 |
| Steve Greene | Assistant Secretary |
| Harry Kaplan | Assistant Secretary |
| Nicole Henley | Assistant Secretary |

Also present were:

| | |
|---|---|
| George Flint | District Manager |
| Kristen Trucco | District Counsel |
| Amanda Udstad | District Engineer |
| Alan Scheerer | Field Manager |

**FIRST ORDER OF BUSINESS** **Roll Call**

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

**SECOND ORDER OF BUSINESS** **Public Comment Period**

Mr. Flint: There are no members of the public other than Board members and staff here.

**THIRD ORDER OF BUSINESS** **Approval of Minutes of the December 5, 2022 Board of Supervisors Meeting and Acceptance of the Minutes of the December 5, 2022 Audit Committee Meeting**

Mr. Flint: Next you have approval of the December 5, 2022 meeting minutes and acceptance of the December 5, 2022 Audit Committee meeting minutes.

Mr. Morgan: Everything looks correct. I make a motion to accept.

> On MOTION by Mr. Morgan, seconded by Mr. Kaplan, with all in favor, the Minutes of the December 5, 2022 Board of Supervisors Meeting were approved, and the Minutes of the December 5, 2022 Audit Committee Meeting, were accepted.

**FOURTH ORDER OF BUSINESS** **Consideration of Professional Engineering Services Agreement with Hamilton Engineering and Surveying, LLC**

Mr. Flint: The Board appointed Hamilton as the interim then issued an RFQ for engineering services and selected Hamilton as the District's engineer as a result of that process. This is just the agreement coming back to you to approve.

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

> On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, the Professional Engineering Services Agreement with Hamilton Engineering and Surveying, LLC, was approved.

**FIFTH ORDER OF BUSINESS** **Consideration of Resolution 2023-10 Approving the Conveyance of Real Property and Improvements – Tract LS-1 Phase 1**

Mr. Flint: Next is Resolution 2023-10 approving the conveyance of real property for Tract LS-1 Phase 1.

Ms. Trucco: Yes, what we have here is a resolution approving the conveyance of lift station Tract LS-1 Phase 1. I have been told by the developer that the tract is nearly complete. There is still going to be a fence that is going to go up and then once that fence construction is done, we are going to order a survey, which is a requirement of Tohopekaliga Water Authority. Once that is done, we can proceed with recording the deed, but we wanted to get these conveyance documents teed up and approved by the Board in advance of that so that we can get them over to Toho for their review so that there is not a delay once the tract is ready to go. I will briefly go through the conveyance documents that are attached to the resolution. The first is a warranty deed, which transfers the real property tract from the developer to the District and then there is also a deed that is going to transfer the tract from the District to Toho. Then we have a bill of sale, same thing one from the developer to the CDD and one from the CDD to Toho and that is going to transfer the infrastructure improvements on the lift station. There is an agreement regarding taxes and owner's affidavit from Lennar Homes, LLC basically assuring that there are no outstanding taxes and no

encumbrances on the property that would prohibit us from transferring the tract and then simultaneously transferring it to Toho. As part of this process, we order a title commitment and are required to issue a title policy, so we go through the title work and history pretty extensively on these lift station tracts to satisfy Toho's requirement. That is just one additional step that we don't take with ordinary conveyances, but we do with these lift station conveyances. There is also an LLC affidavit as a requirement of Toho basically assuring Lennar is an LLC within the state of Florida and has not been a party in any bankruptcy proceeding and there is some incumbency language here about who is authorized to sign on behalf of Lennar. Then we have affidavit of nonforeign status, this is a requirement of Toho's also that is unique to them. This is just assuring that Lennar is a United States entity. It is not a foreign person and so there doesn't need to be additional withholding with respect to this conveyance to satisfy tax law. Finally, we have a certificate of the District engineer, this is required anytime the CDD transfers property just that the engineer has reviewed the conveyances and finds that it is in accordance with the original development plans for the CDD including the engineer's report and that the tract has been approved by all necessary governmental agencies for the transfer. Like I said, the tract is not entirely complete yet, but we wanted to get this resolution before the Board to have these conveyance documents approved in substantially final form subject to District counsel and District engineer sign off.

Mr. Morgan: Very good.

Ms. Trucco: I'm sorry. That was a little long-winded on that one.

Mr. Morgan: It was a lot of documents. I will make a motion to approve.

> On MOTION by Mr. Morgan, seconded by Mr. Greene, with all in favor, Resolution 2023-10 Approving the Conveyance of Real Property and Improvements – Tract LS-1 Phase 1 subject to District Counsel and District Engineer Sign Off, was approved in substantially final form.

**SIXTH ORDER OF BUSINESS** **Consideration of Uniform Method of Collection Agreement with Osceola County Tax Collector**

Mr. Flint: Next is the agreement with the Osceola County Tax Collector to use the tax bill as the collection method for the data and O&M assessments. This is required under the statutes

and the fees that are included are dictated by the statutory language. This is consistent with the agreements we see in other Districts.

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

> On MOTION by Mr. Morgan, seconded by Ms. Henley, with all in favor, the Uniform Method of Collection Agreement with Osceola County Tax Collector, was approved.

**SEVENTH ORDER OF BUSINESS** **Consideration of Agreement with DiBartolomeo, McBee, Hartley & Barnes, P.A. to Provide Auditing Services for the Fiscal Years 2023-2027**

Mr. Flint: The next agreement is with DiBartolomeo, McBee, Hartley & Barnes. You all followed the statutory process to select an independent auditor and selected DiBartolomeo, McBee, Hartley & Barnes. When we bid it out, we asked for five years of pricing with the intent that we would enter into annual engagements. It looks like their agreement is actually a five-year agreement, so I would suggest you approve it subject to it being modified to just be an annual engagement for the first year. The first year is Fiscal Year 2023, which doesn't end until September 30th of this year. They are not auditing last year, their first audit would be the current year we are in. I prefer it be approved subject to that modification. If for some reason they don't agree, I can bring it back.

Mr. Morgan: Ok, I will make a motion to approve based on the change in engagement.

> On MOTION by Mr. Morgan, seconded by Mr. Kaplan, with all in favor, the Agreement with DiBartolomeo, McBee, Hartley & Barnes, P.A. to Provide Auditing Services for the Fiscal Years 2023-2027 subject to the engagement letter being for one year, was approved.

**EIGHTH ORDER OF BUSINESS** **Discussion of Pending Plat Conveyances**

Mr. Flint: Any pending plats and conveyances to discuss?

Mr. Morgan: We just went over it.

Mr. Bonin: The permit transfers, that will be something that needs to happen pretty soon. The ponds are built. I think we basically just have to sod them. The outfall structures are complete, so as far as Hamilton's concern, we can start teeing up the documents to transfer that to the District in the next 30 to 45 days.

Mr. Flint: Okay, that sounds good.

Mr. Morgan: That is something that we need to tell Pat to follow up on too.

Mr. Bonin: Yes.

**NINTH ORDER OF BUSINESS Staff Reports**

**A. Attorney**

Mr. Flint: Staff reports, anything else Kristen?

Ms. Trucco: The only other update was that the final judgement for the bond validation was entered into by the judge this morning. That is good news. George attended that hearing, thank you for that. We will be able to move forward with the bond issuance now.

Mr. Morgan: Very good.

Mr. Bonin: When are we targeting that?

Ms. Trucco: There is a period, I believe it is a 20-day period.

Mr. Flint: It's a 30-day.

Ms. Trucco: 30-day period that they have to appeal, so we have to wait.

Mr. Bonin: From what day?

Mr. Flint: Today.

Mr. Bonin: After that you can issue bonds?

Ms. Trucco: Correct.

Mr. Bonin: Alright.

Mr. Flint: Do you know the status of the take down of the second phase?

Mr. Bonin: It's going to probably not occur in February.

Mr. Flint: Okay.

Mr. Bonin: It's going to push out a little bit.

Mr. Flint: I think the idea was that we did the assessment process on what we are calling Assessment Area 1, which is what Lennar currently owns. Then, once you take down the balance of the project, we'll do the assessment process for that and then we'll issue one bond issue. The timing will be impacted by the acquisition.

Mr. Bonin: Okay, then we'll have to circle up because that closing is not happening.

Mr. Flint: Okay, it's quick.

Mr. Bonin: In the timeframe that was initially laid out.

Mr. Flint: We may want to look at whether we do two bond issues.

Mr. Bonin: Yes, I will chat with Mark on that today and Brian as well.

Mr. Flint: Okay, let us know. It's a little bit small on what you currently own for a stand-alone bond issue, but we've done them that small before.

Mr. Bonin: Yes, rates are favorable right now.

Mr. Flint: They are getting better.

Mr. Bonin: We ought to take that into consideration.

**B. Engineer**

Mr. Flint: Any questions for the engineer? Hearing none, we will move on to the next item.

**C. District Manager's Report**

**i. Approval of Check Register**

Mr. Flint: District manager's report, you have the check register from October 1st through December 31st for $35,112.65. Were there any questions?

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

> On MOTION by Mr. Morgan, seconded by Ms. Henley, with all in favor, the Check Register, was approved.

**ii. Balance Sheet and Income Statement**

Mr. Flint: You have the unaudited financials. No action required on those. If there are any questions, we can discuss those.

**iii. Ratification of Funding Requests #4 – #5**

Mr. Flint: We have ratification of Funding Requests #4 and #5. These are for operating expenses. #4 totals $13,834.52 and #5 totals $5,309.36.

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

> On MOTION by Mr. Morgan, seconded by Ms. Henley, with all in favor, Funding Requests #4 - #5, were ratified.

**TENTH ORDER OF BUSINESS Other Business**

Mr. Flint: Was there any other business or Supervisor's requests? Hearing none, I will move on to the next item.

**ELEVENTH ORDER OF BUSINESS Supervisor's Requests**

There being none, the next item followed.

**TWELFTH ORDER OF BUSINESS** **Adjournment**

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

| |
|---|
| On MOTION by Mr. Morgan, seconded by Ms. Henley, with all in favor, the meeting was adjourned at 2:12 p.m. |

_____ _____

Secretary/Assistant Secretary Chairman/Vice Chairman

# SECTION IV

# AGREEMENT

**THIS AGREEMENT** is made and entered into this 2nd day of February 2023, by and between Knightsbridge Community Development District (CDD), and **Katrina S. Scarborough, Osceola County Property Appraiser** (Property Appraiser), who understand and agree as follows:

## WITNESSETH

**Whereas,** Knightsbridge CDD has declared its intent to use the uniform method of collecting non-ad valorem assessment as authorized by section 197.3631, Florida Statutes (2015), pursuant to the method provided for in sections 197.3632 and 197.3635, Florida Statutes (2015).

**Whereas,** section 197.3632(2), Florida Statutes (2015), requires that a written agreement be entered into between Knightsbridge CDD and Property Appraiser providing for reimbursement by Knightsbridge CDD of the necessary administrative costs incurred by the Property Appraiser under section 197.3632.

**Now Therefore** the parties agree that:

1. The Property Appraiser shall perform those services specified in section 197.3632, to be performed by a property appraiser for the benefit of Knightsbridge CDD. In performing those services, the Property Appraiser may obtain the assistance of Osceola County.

2. Knightsbridge CDD shall reimburse the Property Appraiser for all necessary administrative costs incurred providing such services, including any administrative costs incurred by Osceola County at the request of the Property Appraiser as set forth in section 197.3632(2).

3. Administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming as prescribed in section 197.3632(2). Knightsbridge CDD also agrees to hold the Property Appraiser

harmless for any and all costs, court costs, and attorney's fees resulting from or arising from any and all challenges, both administrative and judicial, which the Property Appraiser may be required to defend involving the imposition and/or levy of non-ad valorem assessment. All such administrative costs and additional costs, court costs, and attorney's fees incurred by the Property Appraiser in both administrative and judicial challenges shall be paid to the Property Appraiser within fifteen (15) days of the presentment of a statement or invoice setting forth the amount due and the reason therefore.

4. This Agreement is the minimum necessary to implement the law and will be amended as necessary from time to time to clarify or supplement the provisions hereof.

5. The parties hereto agree that the Property Appraiser, by executing this Agreement and agreeing to assist Knightsbridge CDD in the collection of non-ad valorem assessments, does not warrant either the legal efficacy or validity of any levies made by Knightsbridge CDD as non-ad valorem assessments, or the correctness of the amount of the levy or charge imposed against the parcels of property to be subject to the levy, or any individual parcel subject to said levy.

6. The parties agree that any errors made in the amount of the levy or imposition or any other errors of omission or commission regardless of the nature or cause of same, shall be processed and corrected exclusively and solely by Knightsbridge CDD and that the Property Appraiser shall not be responsible for same. The parties further agree that all requests or claims made by any affected property owner for correction shall be processed exclusively by Knightsbridge CDD and shall be filed with Knightsbridge CDD, or its designee, provided that its designee shall not be the Property Appraiser.

7. The term of this Agreement shall commence with the 2023 non-ad valorem assessment rolls of Knightsbridge CDD and shall continue and extend uninterrupted from year to year from the effective date as indicated below unless a notice of discontinuance shall be issued by any party. A notice of discontinuance shall be in writing and shall be delivered not less than ninety (90) days in advance of the commencement of the next fiscal year of Knightsbridge CDD save and except during those years when Knightsbridge CDD in timely fashion notifies the Tax Collector and the Property Appraiser that it needs to collect and enforce the assessment pursuant to other provisions of law.

8. The parties to this Agreement agree to consult and cooperate as necessary and practical for the efficient and timely listing, preparation, submissions, certification, collection and enforcement against delinquencies of Knightsbridge CDD non-ad valorem or special assessment rolls and levies, including provision by Knightsbridge CDD to the other parties of any staff assistance reasonably necessary and required to effect the purposes of this Agreement.

9. The parties shall perform all their obligations under this Agreement in accordance with good faith and prudent practice.

10. This Agreement constitutes the entire agreement between the parties with respect to the subject matter contained herein and may not be amended, modified or discontinued, unless otherwise provided in this Agreement, except in writing and signed by all the parties hereto. Should any provision of this Agreement be declared to be invalid, the remaining provisions of this Agreement shall remain in full force and effect, unless such provision found to be invalid alter substantially the benefits of the Agreement for either of the parties or renders the statutory and regulatory obligations unperformable.

11. This Agreement shall be governed by the laws of the State of Florida.

12. Written notice shall be given to the parties at the following address, or such other place or person as each of the parties shall designate by similar notice:

a. Knightsbridge CDD: 219 E. Livingston Street
Orlando, FL 32801

b. Property Appraiser: 2505 E. Irlo Bronson Memorial Highway
Kissimmee, Florida 34744-4909

**In Witness Where of** the parties have hereunto set their hand and seals and such of them as are corporations have caused these presents to be signed by their duly authorized officers.

**ATTEST:**

By: _____

As authorized for execution by the
_____ of Knightsbridge CDD
at its _____ regular meeting

**WITNESSES:**

**Knightsbridge CDD**

By: _____

**OSCEOLA COUNTY PROPERTY APPRAISER:**

Katrina S. Scarborough, CFA, CCF, MCF
Osceola County Property Appraiser

# SECTION V

KATRINA S. SCARBOROUGH, CFA, CCF, MCF
OSCEOLA COUNTY PROPERTY APPRAISER

**Knightsbridge CDD**

This Data Sharing And Usage Agreement, hereafter referred to as "Agreement," establishes the terms and conditions under which the **Knightsbridge CDD**, hereafter referred to as agency, can acquire and use Osceola County Property Appraiser (OCPA) data that is exempt from Public Records disclosure as defined in FS 119.071.

Please note the referenced statute has amended as of October 1, 2021. The paragraph below reflects the changes.

The confidentiality of personal identifying and location information including: names, mailing address, or any other descriptive property information that may reveal identity or home address pertaining to parcels owned by individuals that have received exempt/confidential status, hereafter referred to as confidential personal identifying and location information, **will be protected as follows:**

1. The **agency** will not release confidential personal identifying and location information that may reveal identifying and location information of individuals exempted from Public Records disclosure.
2. The **agency** will not present the confidential personal identifying and location information in the results of data analysis (including maps) in any manner that would reveal personal identifying and location information of individuals exempted from Public Records disclosure.
3. The **agency** shall comply with all State laws and regulations governing the confidentiality of personal identifying and location information that is the subject of this Agreement.
4. The **agency** shall ensure any employee granted access to confidential personal identifying and location information is subject to the terms and conditions of this Agreement.
5. The **agency** shall ensure any third party granted access to confidential personal identifying and location information is subject to the terms and conditions of this Agreement. Acceptance of these terms must be provided in writing to the **agency** by the third party before personal identifying and location information is released.
6. The terms of this Agreement shall commence on **January 1, 2023** and shall run until **December 31, 2023**, the date if signature by the parties notwithstanding. **This Agreement shall not automatically renew.** A new agreement will be provided annually for the following year.

IN WITNESS THEREOF, both the Osceola County Property Appraiser, through its duly authorized representative, and the **agency**, through its duly authorized representative, have hereunto executed this Data Sharing and Usage Agreement as of the last below written date.

---

| **OSCEOLA COUNTY PROPERTY APPRAISER** | **Knightsbridge CDD** |
|---|---|
| Signature:_____ | Signature:_____ |
| Print: Katrina S. Scarborough | Print:_____ |
| Date:_____ | Title:_____ |
| | Date:_____ |

**Please returned signed original copy, no later than March 31, 2023.**

**2505 E IRLO BRONSON MEMORIAL HWY**
**KISSIMMEE, FL 34744**
**(407) 742-5000**
**INFO@PROPERTY-APPRAISER.ORG • PROPERTY-APPRAISER.ORG**

# SECTION VI

# SECTION C

# SECTION 1

# Knightsbridge
# Community Development District

**Summary of Check Register**

January 1, 2023 thru January 31, 2023

| Fund | Date | Check No.'s | | Amount |
|---|---|---|---|---|
| General Fund | 1/6/23 | 14 - 16 | $ | 7,500.59 |
| | 1/25/23 | 17 | $ | 300.00 |
| | | **Total Amount** | **$** | **7,800.59** |

*** CHECK DATES 01/01/2023 - 01/31/2023 ***
KNIGHTSBRIDGE - GENERAL FUND
BANK A GENERAL FUND

| CHECK DATE | VEND# | .....INVOICE..... DATE | INVOICE | ...EXPENSED TO... YRMO | DPT ACCT# SUB SUBCLASS | VENDOR NAME | STATUS | AMOUNT | ....CHECK..... AMOUNT | # |
|---|---|---|---|---|---|---|---|---|---|---|
| 1/06/23 | 00001 | 12/01/22 | 5 | 202212 | 310-51300-34000 | | * | 3,333.33 | | |
| | | | MANAGEMENT FEES - DEC 22 | | | | | | | |
| | | 12/01/22 | 5 | 202212 | 310-51300-51000 | | * | .27 | | |
| | | | OFFICE SUPPLIES | | | | | | | |
| | | 12/01/22 | 5 | 202212 | 310-51300-42000 | | * | 71.34 | | |
| | | | POSTAGE | | | | | | | |
| | | 12/01/22 | 5 | 202212 | 310-51300-42500 | | * | 37.95 | | |
| | | | COPIES | | | | | | | |
| | | | | | | GOVERNMENTAL MANAGEMENT SERVICES- | | | 3,442.89 | 000014 |
| 1/06/23 | 00003 | 12/09/22 | 107265 | 202211 | 310-51300-31500 | | * | 2,307.70 | | |
| | | | MTG/REPORT/REVIEW/AGENDA | | | | | | | |
| | | | | | | LATHAM, LUNA, EDEN & BEAUDINE LLP | | | 2,307.70 | 000015 |
| 1/06/23 | 00006 | 11/22/22 | 822 | 202211 | 310-51300-35200 | | * | 1,750.00 | | |
| | | | WEBSITE CREATION | | | | | | | |
| | | | | | | BBM AMERICA DBA REALIGN WEB DESIGN | | | 1,750.00 | 000016 |
| 1/25/23 | 00001 | 9/01/22 | 7 | 202209 | 310-51300-35100 | | * | 150.00 | | |
| | | | INFO TECHNOLOGY - AUG 22 | | | | | | | |
| | | 9/01/22 | 7 | 202209 | 310-51300-35100 | | * | 150.00 | | |
| | | | INFO TECHNOLOGY - SEP 22 | | | | | | | |
| | | | | | | GOVERNMENTAL MANAGEMENT SERVICES- | | | 300.00 | 000017 |

TOTAL FOR BANK A 7,800.59

TOTAL FOR REGISTER 7,800.59

# SECTION 2

# Knightsbridge

## Community Development District

## Unaudited Financial Reporting

*January 31, 2023*

GMS

# Table of Contents

1 Balance Sheet

2 General Fund

3 Month to Month

# Knightsbridge

## Community Development District

### Combined Balance Sheet

### January 31, 2023

| | | *General Fund* |
|---|---|---|
| **Assets:** | | |
| Cash: | | |
| Operating Account | $ | 8,158 |
| Due from Developer | $ | 5,309 |
| **Total Assets** | **$** | **13,468** |
| **Liabilities:** | | |
| Accounts Payable | $ | 5,373 |
| **Total Liabilites** | **$** | **5,373** |
| **Fund Balance:** | | |
| Unassigned | $ | 8,094 |
| **Total Fund Balances** | **$** | **8,094** |
| Total Liabilities & Fund Balance | $ | 13,468 |

# Knightsbridge

## Community Development District

### General Fund

### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending January 31, 2023

| | Adopted Budget | Prorated Budget Thru 01/31/23 | Actual Thru 01/31/23 | Variance |
|---|---|---|---|---|
| **Revenues:** | | | | |
| Developer Contributions | $ 143,178 | $ 35,326 | $ 35,326 | $ - |
| **Total Revenues** | **$ 143,178** | **$ 35,326** | **$ 35,326** | **$ -** |
| **Expenditures:** | | | | |
| ***General & Administrative:*** | | | | |
| Supervisor Fees | $ 12,000 | $ 4,000 | $ 3,600 | $ 400 |
| FICA Expenditures | $ 918 | $ 306 | $ 275 | $ 31 |
| Engineering | $ 15,000 | $ 5,000 | $ - | $ 5,000 |
| Attorney | $ 25,000 | $ 8,333 | $ 5,326 | $ 3,007 |
| Annual Audit | $ 4,000 | $ - | $ - | $ - |
| Assessment Administration | $ 5,000 | $ - | $ - | $ - |
| Arbitrage | $ 450 | $ - | $ - | $ - |
| Dissemination | $ 5,000 | $ - | $ - | $ - |
| Trustee Fees | $ 4,050 | $ - | $ - | $ - |
| Management Fees | $ 40,000 | $ 13,333 | $ 13,333 | $ 0 |
| Information Technology | $ 1,800 | $ 600 | $ 600 | $ - |
| Website Maintenance | $ 1,200 | $ 400 | $ 1,950 | $ (1,550) |
| Telephone | $ 300 | $ 100 | $ - | $ 100 |
| Postage & Delivery | $ 1,000 | $ 333 | $ 141 | $ 192 |
| Insurance | $ 5,000 | $ 5,000 | $ 5,000 | $ - |
| Printing & Binding | $ 1,000 | $ 333 | $ 66 | $ 267 |
| Legal Advertising | $ 15,000 | $ 5,257 | $ 5,257 | $ - |
| Other Current Charges | $ 5,000 | $ 1,667 | $ 70 | $ 1,597 |
| Office Supplies | $ 625 | $ 208 | $ 1 | $ 207 |
| Travel Per Diem | $ 660 | $ 220 | $ - | $ 220 |
| Dues, Licenses & Subscriptions | $ 175 | $ 175 | $ 175 | $ - |
| **Total Expenditures** | **$ 143,178** | **$ 45,267** | **$ 35,795** | **$ 9,471** |
| **Excess (Deficiency) of Revenues over Expenditures** | $ - | | $ (469) | |
| **Fund Balance - Beginning** | $ - | | $ 8,563 | |
| **Fund Balance - Ending** | $ - | | $ 8,094 | |

# Knightsbridge

## Community Development District

### Month to Month

| | Oct | Nov | Dec | Jan | Feb | March | April | May | June | July | Aug | Sept | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Revenues:** | | | | | | | | | | | | | |
| Developer Contributions | $ 9,896 | $ 6,287 | $ 13,835 | $ 5,309 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 35,326 |
| **Total Revenues** | **$ 9,896** | **$ 6,287** | **$ 13,835** | **$ 5,309** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 35,326** |
| **Expenditures:** | | | | | | | | | | | | | |
| ***General & Administrative:*** | | | | | | | | | | | | | |
| Supervisor Fees | $ - | $ 1,600 | $ 1,000 | $ 1,000 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 3,600 |
| FICA Expenditures | $ - | $ 122 | $ 77 | $ 77 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 275 |
| Engineering | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| Attorney | $ 1,855 | $ 2,308 | $ 1,100 | $ 64 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 5,326 |
| Annual Audit | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| Assessment Administration | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| Arbitrage | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| Dissemination | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| Trustee Fees | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| Management Fees | $ 3,333 | $ 3,333 | $ 3,333 | $ 3,333 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 13,333 |
| Information Technology | $ 150 | $ 150 | $ 150 | $ 150 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 600 |
| Website Maintenance | $ - | $ 1,750 | $ 100 | $ 100 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 1,950 |
| Telephone | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| Postage & Delivery | $ - | $ 4 | $ 71 | $ 66 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 141 |
| Insurance | $ 5,000 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 5,000 |
| Printing & Binding | $ - | $ 19 | $ 38 | $ 10 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 66 |
| Legal Advertising | $ 702 | $ 4,556 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 5,257 |
| Other Current Charges | $ - | $ - | $ 35 | $ 35 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 70 |
| Office Supplies | $ - | $ 0 | $ 0 | $ 1 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 1 |
| Travel Per Diem | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| Dues, Licenses & Subscriptions | $ 175 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 175 |
| **Total Expenditures** | **$ 11,214** | **$ 13,842** | **$ 5,904** | **$ 4,835** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 35,795** |
| Excess Revenues (Expenditures) | $ (1,319) | $ (7,555) | $ 7,930 | $ 474 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ (469) |

# SECTION 3

# Knightsbridge
## Community Development District

**FY23 Funding Request #6**
**February 17, 2023**

Bill to: Lennar

| | | | **General Fund FY2023** |
|---|---|---|---|
| 1 | **Governmental Management Services - CF**<br>Invoice #9 - Management Fees - February 2023 | $ | 3,601.83 |
| 2 | **Adam Morgan**<br>Supervisor Fees - Board of Supervisors Meeting 02/06/23 | $ | 215.30 |
| 3 | **Rob Bonin**<br>Supervisor Fees - Board of Supervisors Meeting 02/06/23 | $ | 215.30 |
| 4 | **Steve Greene**<br>Supervisor Fees - Board of Supervisors Meeting 02/06/23 | $ | 215.30 |
| 5 | **Nicole Henley**<br>Supervisor Fees - Board of Supervisors Meeting 02/06/23 | $ | 215.30 |
| 6 | **Harry Kaplan**<br>Supervisor Fees - Board of Supervisors Meeting 02/06/23 | $ | 215.30 |
| | **Total:** | **$** | **4,678.33** |

Please make check payable to:

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

**GMS-Central Florida, LLC**
1001 Bradford Way
Kingston, TN 37763

# Invoice

**Invoice #:** 9
**Invoice Date:** 2/1/23
**Due Date:** 2/1/23
**Case:**
**P.O. Number:**

**Bill To:**

Knightsbridge CDD
219 E. Livingston St.
Orlando, FL 32801

RECEIVED FEB 0 8 2023

| Description | Hours/Qty | Rate | Amount |
|---|---|---|---|
| Management Fees - February 2023 | | 3,333.33 | 3,333.33 |
| Website Administration - February 2023 | | 100.00 | 100.00 |
| Information Technology - February 2023 | | 150.00 | 150.00 |
| Office Supplies | | 0.42 | 0.42 |
| Postage | | 8.19 | 8.19 |
| American Express Statement Closing 12/2/2022 - USPS | | 9.89 | 9.89 |

| | |
|---|---|
| **Total** | $3,601.83 |
| **Payments/Credits** | $0.00 |
| **Balance Due** | $3,601.83 |

# Attendance Confirmation
for
# BOARD OF SUPERVISORS

**District Name:** Knightsbridge CDD

**Board Meeting Date:** February 6, 2023

| | *Name* | *In Attendance Please √* | *Fee Involved Yes / No* |
|---|---|---|---|
| 1 | Adam Morgan | ✓ | Yes ($200) |
| 2 | Rob Bonin | ✓ | Yes ($200) |
| 3 | Steve Greene | ✓ | Yes ($200) |
| 4 | Nicole Henley | ✓ | Yes ($200) |
| 5 | Harry Kaplan | ✓ | Yes ($200) |

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

**Approved for Payment:**

**District Manager Signature** **Date** 2/6/23

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