Knightsbridge Community Development District

Agenda

May 1, 2023

AGENDA

Knightsbridge Community Development District

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

April 24, 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, May 1, 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 March 6, 2023 Meeting
- 4. Consideration of Resolution 2023-11 Approving the Proposed Fiscal Year 2024 Budget and Setting a Public Hearing
- 5. 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 #7
- 6. Other Business
 - A. Discussion of Pending Plat Conveyances
 - B. Status of Permit Transfers
- 7. Supervisor's Requests
- 8. 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, March 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
Tricole Heiney	1 Issistant 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. All five members of the Board are here and we have a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

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

THIRD ORDER OF BUSINESS

Approval of Minutes of the February 6, 2023 Meeting

Mr. Flint: Next you have approval of the minute from February 6, 2023, did the Board have any comments or corrections to those?

Mr. Morgan: Those look accurate.

March 6, 2023 Knightsbridge CDD

On MOTION by Mr. Morgan, seconded by Ms. Henley, with all in favor, the Minutes of the February 6, 2023 Meeting, were approved as presented.

FOURTH ORDER OF BUSINESS

Consideration of Uniform Collection Agreement with Osceola County Property Appraiser

Mr. Flint: This is required to use the tax bill to collect the assessments. This is the standard form of agreement. Any questions on the agreement? If not, is there a motion to approve it?

On MOTION by Mr. Morgan, seconded by Ms. Henley, with all in favor, the Uniform Collection Agreement with Osceola County Property Appraiser, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Data Sharing and Usage Agreement with Osceola County Property Appraiser

Mr. Flint: There is also a Data Sharing and Usage Agreement that the property appraiser requires indicating that we will keep any information that is confidential, confidential.

On MOTION by Mr. Morgan, seconded by Mr. Greene, with all in favor, the Data Sharing and Usage Agreement with Osceola County Property Appraiser, was approved.

SIXTH ORDER OF BUSINESS Staff Reports

A. Attorney

Mr. Flint: Staff reports, Kristen?

Ms. Trucco: I have no updates to report.

B. Engineer

Mr. Flint: Amanda, anything?

Ms. Udstad: No.

C. District Manager's Report

i. Approval of Check Register

March 6, 2023 Knightsbridge CDD

Mr. Flint: You have approval of the check register for the month of January, checks 14-17 for \$7,800.59. Any questions on the check register? If not, is there a motion to approve it?

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

ii. Balance Sheet and Income Statement

Mr. Flint: You have the unaudited financials through January 31st. If the Board has any questions, we can discuss those. There is no action required.

iii. Ratification of Funding Request #6

Mr. Flint: This was sent to the developer under the funding agreement and includes District management and Board compensation that totals \$4,678.33. Any questions on it? If not, is there a motion to ratify?

On MOTION by Mr. Morgan, seconded by Mr. Kaplan, with all in favor, Funding Request #6, was ratified.

SEVENTH ORDER OF BUSINESS Other Business

Mr. Flint: Any pending plats or conveyances or permit transfers that need to be discussed?

Mr. Bonin: We have a TOHO lift station transfer.

Ms. Trucco: Okay.

Mr. Bonin: Same thing, plats done. This is Pat on this one. The plat is done but the lift station is not completely turned over yet. It is sitting the same but it is Tohopekaliga Water Authority.

Ms. Trucco: Okay, so we can send those over for review.

Mr. Bonin: Yes.

Ms. Trucco: Okay, I will copy you on those.

Mr. Bonin: Permit transfers were still under construction.

EIGHTH ORDER OF BUSINESS Supervisor's Requests

Mr. Flint: Anything else the Board wanted to discuss that was not on the agenda?

March 6, 2023 Knightsbridge CDD

NINTH 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.

Chairman/Vice Chairman

Secretary/Assistant Secretary

SECTION IV

RESOLUTION 2023-11

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KNIGHTSBRIDGE COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2023/2024 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE KNIGHTSBRIDGE 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. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: August 7, 2023

HOUR: 1:30 p.m.

LOCATION: Oasis Club at ChampionsGate

1520 Oasis Club Blvd. ChampionsGate, FL 33896

- 3. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT. The District Manager is hereby directed to submit a copy of the Proposed Budget to Osceola County and City of Kissimmee, at least 60 days prior to the hearing set above.
- 4. **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 2, and shall remain on the website for at least 45 days.

- 5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.
- 6. **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.
- 7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 1ST DAY OF MAY, 2023.

ATTEST:	KNIGHTSBRIDGE COMMUNITY DEVELOPMENT DISTRICT
	By:
Secretary/Assistant Secretary	Its:

This item will be provided under separate cover

SECTION V



SECTION 1

Knightsbridge Community Development District

Summary of Check Register

February 1, 2023 thru March 31, 2023

Fund	Date	Check No.'s	Amount
General Fund	2/8/23	18 - 19	\$ 5,309.36
	3/10/23	20	\$ 3,601.83
		Total Amount	\$ 8,911.19

AP300R *** CHECK DATES	YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER 02/01/2023 - 03/31/2023 *** KNIGHTSBRIDGE - GENERAL FUND BANK A GENERAL FUND	RUN 4/24/23	PAGE 1
CHECK VEND# DATE	INVOICEEXPENSED TO VENDOR NAME STATUS DATE INVOICE YRMO DPT ACCT# SUB SUBCLASS	AMOUNT	CHECK AMOUNT #
2/08/23 00001	1/01/23 6 202301 310-51300-34000 *	3,333.33	
	MANAGEMENT FEES - JAN 23 1/01/23 6 202301 310-51300-51000 * OFFICE SUPPLIES	.75	
	1/01/23 6 202301 310-51300-42000 * POSTAGE	65.70	
	1/01/23 6 202301 310-51300-42500 *	9.90	
	1/01/23 8 202301 310-51300-35100 *	600.00	
	INFO TECHNOLOGY OCT-JAN23 1/01/23 8 202301 310-51300-35200 * WEBSITE ADMIN DEC-JAN23	200.00	
	WEBSITE ADMIN DEC-JAN23 GOVERNMENTAL MANAGEMENT SERVICES-		4,209.68 000018
2/08/23 00003	1/12/23 107376 202212 310-51300-31500 *	1,099.68	
	LATHAM, LUNA, EDEN & BEAUDINE LLP		1,099.68 000019
3/10/23 00001	2/01/23 9	3,333.33	
	MANAGEMENT FEES - FEB 23 2/01/23 9 202302 310-51300-35200 *	100.00	
	WEBSITE ADMIN - FEB 23 2/01/23 9 202302 310-51300-35100 *	150.00	
	INFO TECHNOLOGY - FEB 23 2/01/23 9	.42	
	OFFICE SUPPLIES 2/01/23 9 202302 310-51300-42000 * POSTAGE	8.19	
	2/01/23 9 202302 310-51300-42000 *	9.89	
	USPS GOVERNMENTAL MANAGEMENT SERVICES-		3,601.83 000020
	TOTAL FOR BANK A	8,911.19	

KNIB KNIGHTSBRIDGE MBYINGTON

TOTAL FOR REGISTER

8,911.19

SECTION 2

Knightsbridge

Community Development District

Unaudited Financial Reporting

March 31, 2023



Table of Contents

1	Balance Sheet
2	General Fund
3	Month to Month

Knightsbridge

Community Development District

Combined Balance Sheet

March 31, 2023

	G	General
		Fund
Assets:		
Cash:	ф	0.450
Operating Account	\$	8,158
Due from Developer	\$	5,146
Total Assets	\$	12 204
Total Assets		13,304
Liabilities:		
Accounts Payable	\$	4,069
Total Liabilites	\$	4,069
Fund Balance:		
Unassigned	\$	9,235
	.	0.00=
Total Fund Balances	\$	9,235
Total Liabilities & Fund Balance	\$	13,304
Total Babilities & Palla Balairee	Ψ	10,001

Knightsbridge

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2023

	Adopted	Pro	ated Budget		Actual		
	Budget	Thr	u 03/31/23	Thi	ru 03/31/23		Variance
Revenues:							
Developer Contributions	\$ 143,178	\$	45,150	\$	45,150	\$	-
Total Revenues	\$ 143,178	\$	45,150	\$	45,150	\$	-
Expenditures:							
General & Administrative:							
Supervisor Fees	\$ 12,000	\$	6,000	\$	4,600	\$	1,400
FICA Expenditures	\$ 918	\$	459	\$	352	\$	107
Engineering	\$ 15,000	\$	7,500	\$	-	\$	7,500
Attorney	\$ 25,000	\$	12,500	\$	5,697	\$	6,803
Annual Audit	\$ 4,000	\$	-	\$	-	\$	-
Assessment Administration	\$ 5,000	\$	-	\$	-	\$	-
Arbitrage	\$ 450	\$	-	\$	-	\$	-
Dissemination	\$ 5,000	\$	-	\$	-	\$	-
Trustee Fees	\$ 4,050	\$	-	\$	-	\$	-
Management Fees	\$ 40,000	\$	20,000	\$	20,000	\$	0
Information Technology	\$ 1,800	\$	900	\$	900	\$	-
Website Maintenance	\$ 1,200	\$	600	\$	2,150	\$	(1,550)
Telephone	\$ 300	\$	150	\$	-	\$	150
Postage & Delivery	\$ 1,000	\$	500	\$	164	\$	336
Insurance	\$ 5,000	\$	5,000	\$	5,000	\$	-
Copies	\$ 1,000	\$	500	\$	113	\$	388
Legal Advertising	\$ 15,000	\$	5,257	\$	5,257	\$	-
Other Current Charges	\$ 5,000	\$	2,500	\$	70	\$	2,430
Office Supplies	\$ 625	\$	313	\$	2	\$	311
Travel Per Diem	\$ 660	\$	330	\$	-	\$	330
Dues, Licenses & Subscriptions	\$ 175	\$	175	\$	175	\$	-
Total Expenditures	\$ 143,178	\$	62,684	\$	44,479	\$	18,205
Excess (Deficiency) of Revenues over Expenditures	\$ -			\$	671		
Fund Balance - Beginning	\$ -			\$	8,563		
Fund Balance - Ending	\$	÷		\$	9,235	÷	

Knightsbridge Community Development District

Month to Month

Revenues: Developer Contributions Total Revenues Expenditures:	\$ \$	9,896 9,896	\$	6,287	\$ 13,8														
Total Revenues				6,287	\$ 13,8														
	\$	9,896	¢			35 \$	5,309	\$	4,678 \$	5,146	\$	- \$	- \$	- \$	- \$	- \$	-	\$ 45,	5,15
Synanditures			٠	6,287	\$ 13,8	35 \$	5,309	\$	4,678 \$	5,146	\$	- \$	- \$	- \$	- \$	- \$	-	\$ 45,	5,15
Appenditures.																			
General & Administrative:																			
Supervisor Fees	\$	-	\$	1,600	\$ 1,0	00 \$	1,000	\$	- \$	1,000	\$	- \$	- \$	- \$	- \$	- \$	-	\$ 4,	4,60
FICA Expenditures	\$	-	\$	122	\$	77 \$	77	\$	- \$	77	\$	- \$	- \$	- \$	- \$	- \$	-	\$	35
Engineering	\$	-	\$	-	\$	- \$	-	\$	- \$	-	\$	- \$	- \$	- \$	- \$	- \$	-	\$	
Attorney	\$	1,855	\$	2,308	\$ 1,1	00 \$	64	\$	371 \$	-	\$	- \$	- \$	- \$	- \$	- \$	-	\$ 5,	5,69
Annual Audit	\$	-	\$	-	\$	- \$	-	\$	- \$	-	\$	- \$	- \$	- \$	- \$	- \$	-	\$	
Assessment Administration	\$	-	\$	-	\$	- \$	-	\$	- \$	-	\$	- \$	- \$	- \$	- \$	- \$	-	\$	
Arbitrage	\$	-	\$	-	\$	- \$	-	\$	- \$	-	\$	- \$	- \$	- \$	- \$	- \$	-	\$	
Dissemination	\$	-	\$	-	\$	- \$	-	\$	- \$	-	\$	- \$	- \$	- \$	- \$	- \$	-	\$	
Trustee Fees	\$	-	\$	-	\$	- \$	-	\$	- \$	-	\$	- \$	- \$	- \$	- \$	- \$	-	\$	
Management Fees	\$	3,333	\$	3,333	\$ 3,3	33 \$	3,333	\$	3,333 \$	3,333	\$	- \$	- \$	- \$	- \$	- \$	-	\$ 20,	0,000
Information Technology	\$	150	\$	150	\$ 1	50 \$	150	\$	150 \$	150	\$	- \$	- \$	- \$	- \$	- \$	-	\$	900
Website Maintenance	\$	-	\$	1,750	\$ 1	00 \$	100	\$	100 \$	100	\$	- \$	- \$	- \$	- \$	- \$	-	\$ 2,	2,150
Telephone	\$	-	\$	-	\$	- \$	-	\$	- \$	-	\$	- \$	- \$	- \$	- \$	- \$	-	\$	
Postage & Delivery	\$	-	\$	4	\$	71 \$	66	\$	18 \$	5	\$	- \$	- \$	- \$	- \$	- \$	-	\$	164
Insurance	\$	5,000	\$	-	\$	- \$	-	\$	- \$	-	\$	- \$	- \$	- \$	- \$	- \$	-	\$ 5	5,000
Printing & Binding	\$	-	\$	19	\$	38 \$	10	\$	- \$	46	\$	- \$	- \$	- \$	- \$	- \$	-	\$	113
Legal Advertising	\$	702	\$	4,556	\$	- \$	-	\$	- \$	-	\$	- \$	- \$	- \$	- \$	- \$	-	\$ 5	5,257
Other Current Charges	\$	-	\$	-	\$	35 \$	35	\$	- \$	-	\$	- \$	- \$	- \$	- \$	- \$	-	\$	70
Office Supplies	\$	-	\$	0	\$	0 \$	1	\$	0 \$	0	\$	- \$	- \$	- \$	- \$	- \$	-	\$	2
Travel Per Diem	\$	-	\$	-	\$	- \$	-	\$	- \$	-	\$	- \$	- \$	- \$	- \$	- \$	-	\$	
Dues, Licenses & Subscriptions	\$	175	\$	-	\$	- \$	-	\$	- \$	-	\$	- \$	- \$	- \$	- \$	- \$	-	\$	175
Total Expenditures	\$	11,214	\$	13,842	\$ 5,9	04 \$	4,835	\$	3,973 \$	4,711	\$	- \$	- \$	- \$	- \$	- \$	•	\$ 44	4,479
Excess Revenues (Expenditures)	\$	(1,319)	*	(7,555)	* 50	30 \$	474	*	706 \$	435	*	- \$	- \$	- \$	- \$	- \$	-	*	671

SECTION 3

Knightsbridge Community Development District

FY23 Funding Request #7 March 23, 2023

Bill to:	T	Ma	i Cli 23, 2023
BIII to:	Lennar	Ge	neral Fund FY2023
1	Governmental Management Services - CF		
	Invoice #10 - Management Fees - March 2023	\$	3,634.27
2	Latham, Luna, Eden & Beaudine LLP		
	Invoice #109371 - General Counsel - January 2023	\$	64.00
	Invoice #110049 - General Counsel - February 2023	\$	370.96
3	Adam Morgan		
	Supervisor Fees - Board of Supervisors Meeting 03/06/23	\$	215.30
4	Rob Bonin		
	Supervisor Fees - Board of Supervisors Meeting 03/06/23	\$	215.30
5	Steve Greene		
	Supervisor Fees - Board of Supervisors Meeting 03/06/23	\$	215.30
6	Nicole Henley		
	Supervisor Fees - Board of Supervisors Meeting 03/06/23	\$	215.30
7	Harry Kaplan		
	Supervisor Fees - Board of Supervisors Meeting 03/06/23	\$	215.30
	m		.
	Total:	\$	5,145.73

Please make check payable to:

Knightsbridge Community Development District

6200 Lee Vista Blvd, Suite 300 Orlando, FL 32822

1001 Bradford Way Kingston, TN 37763

Invoice

Invoice #: 10

Invoice Date: 3/1/23

Due Date: 3/1/23

Case:

P.O. Number:

Bill To:

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

310.61300

등요 [불화장 시시] (20) 및 조리장 보이지 내 [시글 [시] (2) [10] (2) (2) (10] (2) (10] (2) (2) (2) (2)			
Description	Hours/Qty	Rate	Amount
anagement Fees - March 2023 3400 0		3,333.33	3,333.33
/ebsite Administration - MArch 2023 35300		100.00	100.00
Vebsite Administration - MArch 2023 35300 formation Technology - MArch 2023 35100 ffice Supplies 51000		150.00	150.00
ffice Supplies 51000		0.33	0.33
ostage 42000 opies 42500		4.56 46.05	4.56 46.05

Total	\$3,634.27
Payments/Credits	
Balance Due	\$3,634.27



201 S. ORANGE AVE, STE 1400 POST OFFICE BOX 3353 ORLANDO, FLORIDA 32801

February 3, 2023

Invoice #:

109371

Federal ID #:59-3366512

Knightsbridge CDD c/o GMS-CFL, LLC 219 East Livingston Street Orlando, FL 32801

310 - 51300 - 31500

Matter ID: 10120-001

General

For Professional Services Rendered:

\$64.00 * 1/30/2023 Review of pending task list regarding upcoming Board of Supervisors' meeting and 0.20 email correspondence to the District Manager regarding same. **Total Professional Services:** 0.20 \$64.00

Total \$64.00 ' Previous Balance

\$1,099.68 e⁰

Payments & Credits

<u>Date</u> Type Notes **Amount** Payments & Credits \$0.00

> \$1,163.68 **Total Due**



201 S. ORANGE AVE, STE 1400 POST OFFICE BOX 3353 ORLANDO, FLORIDA 32801

March 7, 2023

Invoice #: 110049 Federal ID #:59-3366512

Knightsbridge CDD c/o GMS-CFL, LLC 219 East Livingston Street Orlando, FL 32801

RECEIVED

General

Matter ID: 10120-001

310 · δ13 - 315.

2/3/2023	JEL	Reviewed minutes/task list for Board of Supervisors' meeting	0.10	\$22.00
2/6/2023	KET	Review of Agenda in preparation of Board of Supervisors' meeting.	0.90	\$288.00
Total Profe	ssional S	nal Services: 1.00		\$310.00

For Disbursements Incurred:

1/26/2023	Payment disbursement sent to fedex (8-024-12883) sent to The Honorable Margaret H. Schreiber W/Osceola County Courthouse; from Jennifer Eden, Esq. W/LLEB; 01/26/23.	\$25.67
2/6/2023	Payment disbursement sent to Kristen E. Trucco for travel to and from board meeting on 02.06.2023 for Kristen E. Trucco	\$9.40
2/7/2023	Payment disbursement to Fedex, Invoice# (8-031-65013); Sender: Daniel H. Coultoff, Esq. W/LLEB; Recipient: Judge Margaret Schreiber W/Osceola County Courthouse. Sent 1/31/23 Delivered 2/1/23	\$25.89

Total Disbursements Incurred:

\$60.96

\$370.96

Previous Balance

\$64.00

Payments & Credits

Date Type Notes **Amount** \$0.00

Total

Payments & Credits **Total Due**

\$434.96

Attendance Confirmation for BOARD OF SUPERVISORS

District Name:	Knightsbridge CDD	
Board Meeting Date:	March 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

3 C 23

RETURN SIGNED DOCUMENT TO DISTRICT ACCOUNTANT