

*Knightsbridge  
Community Development District*

*Agenda*

*June 17, 2024*

# AGENDA

# *Knightsbridge*

## *Community Development District*

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219 E. Livingston Street, Orlando, Florida 32801

Phone: 407-841-5524 – Fax: 407-839-1526

June 10, 2024

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, June 17, 2024 at 10:00 a.m., or as shortly thereafter as reasonably possible, 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 May 20, 2024 Meeting
4. Staff Reports
  - A. Attorney
    - i. Memorandum Regarding Recently Enacted Legislation
  - B. Engineer
    - i. Discussion of Pending Plat Conveyances
    - ii. Status of Permit Transfers
  - C. District Manager's Report
    - i. Approval of Check Register
    - ii. Balance Sheet and Income Statement
    - iii. Form 1 Filing Reminder – Due July 1<sup>st</sup>
  - D. Field Manager's Report
5. Other Business
6. Supervisor's Requests
7. 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*

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, May 20, 2024 at 10:00 a.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
Josmin Martinez <i>by phone</i>	Assistant Secretary
Michelle Dudley <i>by phone</i>	Appointed as Assistant Secretary

Also present were:

George Flint	District Manager
Kristen Trucco	District Counsel
Dave Reid <i>by phone</i>	District Engineer
Alan Scheerer	Field Manager

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Flint called the meeting to order and called the roll. There were three Board members present in person and two via Zoom constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. Flint: The next item is public comment. We just have Board and staff here, no public comments.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Acceptance of Resignation of Nicole Henley and Appointment of Individual to Fulfill the Board Vacancy with a Term Ending November 2024**

Mr. Flint: We have an open seat. Nicole submitted her resignation and her seat has a term ending November 2024. Is there a motion to accept Nicole's resignation?

On MOTION by Mr. Morgan, seconded by Mr. Greene, with all in favor, Accepting the Resignation of Nicole Henley, was approved.
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Mr. Flint: Are there any nominations to fill that vacancy?

Mr. Morgan: I make a motion to nominate Michelle Dudley.

On MOTION by Mr. Morgan, seconded by Mr. Greene, with all in favor, Appointing Michelle Dudley to Fulfill the Board Vacancy with a Term Ending November 2024, was approved.

**B. Administration of Oath of Office of Newly Appointed Board Member**

Mr. Flint: Is Michelle on the phone?

Ms. Dudley: Yes sir, I am.

Mr. Flint: Congratulations. We will swear you in at the next meeting.

**C. Consideration of Resolution 2024-09 Electing an Assistant Secretary**

Mr. Flint: I think Nicole was an Assistant Secretary. Do you want to make Michelle one as well? If so, we've prepared resolution 2024-09.

On MOTION by Mr. Morgan, seconded by Mr. Greene, with all in favor, Resolution 2024-09 Electing Michelle Dudley as an Assistant Secretary, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the April 15, 2024 Meeting**

Mr. Flint: You have the minutes from the April 15, 2024 meeting. Were there any comments, corrections, or changes to those?

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, the Minutes of the April 15, 2024 Meeting, were approved, as presented.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-08 Approving the Proposed Fiscal Year 2025 Budget and Setting a Public Hearing**

Mr. Flint: We're recommending your August 19, 2024 meeting at 10:00 a.m. in this location for the hearing and then attached to the resolution is the proposed budget. This is pretty much a build out. We only have Phase 1 in here to be assessed, but we have expenses for Phase 1 and Phase 2. Right now we're showing the difference being covered through a developer contribution. We don't really know the timing of when all those expenses are going to come on, so we've

included the full expense, but just showing a developer contribution. The developer would be responsible for the actual cost, not the budget. Do we know the timing of a Phase 2 plat?

Mr. Bonin: It gets approved tomorrow with the city commission tomorrow on consent, so we can record it.

Mr. Flint: When do we think we start selling homes in Phase 2?

Mr. Bonin: In Phase 2? Probably in the next 90 days.

Mr. Morgan: Really? First quarter.

Mr. Bonin: Yeah. I mean, we started everything in phase one.

Mr. Flint: We need to include the Phase 2 units.

Mr. Bonin: We're going to start pre selling probably right around July.

Mr. Morgan: Okay, good deal.

Mr. Flint: Sounds like we need to include the Phase 2 units as being assessed then. If there's any other comments or questions on the budget, we can discuss that, but I would suggest the Board approve the budget subject to the Phase 2 units being included. Again, you're not adopting the final version of this today, but I think we need to include the Phase 2 and notice Phase 2, as far as the mailed notice goes if they're going to be assessed.

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, Resolution 2024-08 Approving the Proposed Fiscal Year 2025 Budget and Setting a Public Hearing, was approved subject to including the Phase 2 units.

## **SIXTH ORDER OF BUSINESS**

### **Amendment to Interlocal Agreement with City of Kissimmee Regarding Golden Knight Blvd.**

Mr. Flint: Item six is an amendment to the Interlocal Agreement between the city and the CDD regarding Golden Knight Boulevard. I think the City agreed to take responsibility.

Ms. Trucco: Right, the city agreed to take ownership of Golden Knight Boulevard with the condition that the CDD maintained the landscaping at Golden Knight Boulevard. You'll recall that we had to go to the city for an Interlocal Agreement since Golden Knight Boulevard is outside the boundary of the CDD. Originally, we went and got an Interlocal Agreement from them stating that the CDD will take ownership and maintain that boulevard. Now that has changed, so we need to do an amended Interlocal Agreement with the city. The City Attorney has approved the concept, so I'm putting the first draft of the agreement on the agenda for your review. Then once I have

your approval, then it will go to the city council meeting at their July 2<sup>nd</sup> Council meeting for approval. One thing I did want to run past you all is as far as the CDD would be, this agreement allows you to maintain the landscaping on the boulevard. Is it the intent of the Board for that to include irrigation, fertilization, pest control?

Mr. Bonin: Yes.

Ms. Trucco: So if you look at paragraph three in there on page two, it states that. I just want to make sure that looks good to everyone.

Mr. Bonin: It looks good.

Ms. Trucco: Depending on the City's review, I'd like to see if we could get a motion to approve this in substantial final form subject to any comments that the City is requiring that the Board is okay with. I would also ask to delegate authority to one of the Supervisors to sign off on that in case we don't have a meeting in between.

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, the Amendment to Interlocal Agreement with City of Kissimmee Regarding Golden Knight Blvd. and Delegating Authority to the Vice Chairman to Approve the Final Version, was approved in substantial final form.

## **SEVENTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Mr. Flint: Staff reports, Kristen.

Ms. Trucco: I have no other updates for the Board. We have worked out this submitted restated agreement. Then we're also going through the map that Dave created for the CDD showing the different HOA parcels versus CDD parcels. We have to make sure there's no other conveyances or acknowledgements that we need from the developer with regard to tract ownerships. That's all I have for the Board today.

#### **B. Engineer**

##### **i. Discussion of Pending Plat Conveyances**

##### **ii. Status of Permit Transfers**

Mr. Flint: Dave are you still on?

Mr. Reid: I'm not familiar with the platform in a permit transfer. I have to get with Jimmy and find out if all the certs have been done. Other than that I don't have anything else.



**C. District Manager's Report**

**i. Approval of Check Register**

Mr. Flint: You have approval of the check register for the general fund from April 10<sup>th</sup> through May 10<sup>th</sup> totaling \$12,914.01. Are there any questions on those?

Mr. Morgan: They all look good.

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

**ii. Balance Sheet and Income Statement**

Mr. Flint: You have the unaudited financials through February. If there are any questions, we can discuss those.

**iii. Presentation of Number of Registered Voters – 1**

Mr. Flint: You have one registered voter in the District as of April 15<sup>th</sup> of this year.

**iv. Designation of November 5, 2024 as the Landowners' Meeting Date**

Mr. Flint: We are asking that you designate November 5, 2024 as your landowners' meeting date. This meeting is required to be held on the first Tuesday in November.

On MOTION by Mr. Morgan, seconded by Mr. Bonin, with all in favor, Designating November 5, 2024 as the Landowners' Meeting Date, was approved.

**D. Field Manager's Report**

Mr. Flint: Field manager's report.

Mr. Scheerer: Yeah, not a lot to report. As you know, we're just keeping an eye on Golden Knight Boulevard and construction sweeping tends to end up into the landscape bed sometimes. So we're keeping an eye on that. I don't know which other way for them to push that dirt that comes out of there.

Mr. Morgan: They should be using a vac truck.

Mr. Scheerer: Well, they're not. They are using a brush sweeper.

Mr. Morgan: I'll swing by there.

Mr. Scheerer: Dirt is getting piled up into the landscaping. We don't want to end up with a dirt pile and more money spent on that. We're keeping an eye on the playground and the ponds. Other than that, I think everything's going well.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Supervisor's Requests**

There being no comments, the next item followed.

**NINTH ORDER OF BUSINESS**

**Adjournment**

Mr. Morgan: I make a motion to adjourn.

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

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Chairman/Vice Chairman

## SECTION IV

# SECTION A

# SECTION 1



LATHAM, LUNA,  
EDEN & BEAUDINE, <sup>LLP</sup>  
ATTORNEYS AT LAW

MICHAEL J. BEAUDINE  
JAN ALBANESE CARPENTER  
DANIEL H. COULTOFF  
SARAH M. DINON  
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JUSTIN M. LUNA  
LORI T. MILVAIN  
BENJAMIN R. TAYLOR  
CHRISTINA Y. TAYLOR  
KRISTEN E. TRUCCO  
DANIEL A. VELASQUEZ

**To:** CDD Board of Supervisors

**From:** District Counsel (Jan Albanese Carpenter, Esq., Jay E. Lazarovich, Esq. and Kristen E. Trucco, Esq.)

**Re:** Recently Enacted Legislation (2024)

**Date:** May 31, 2024

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We are providing you with information about new legislation which affects special districts in the State of Florida. House Bill ("HB") 7013 was recently signed into law and will go into effect July 1, 2024.

HB 7013 creates a requirement for special districts, including community development districts ("CDDs"), to prepare and publish a report of goals/objectives, performance measurement standards for such goals/objectives and the results of such goals/objectives. Specifically, **by October 1, 2024**, or by the end of the first full fiscal year after the establishment of a special district, whichever is later, "each special district **must** establish goals and objectives for each program and activity undertaken by the district, as well as performance measures and standards to determine if the district's goals and objectives are being achieved." **By December 1 of each year thereafter** (beginning December 1, 2025), an annual report must be prepared and published on the district's website describing the goals and objectives achieved or failed to be achieved, as well as the performance measures and standards used by the district to make that determination. *District Managers should prepare draft goals/objectives and performance measures and standards for review and adoption by CDD boards at or before the CDD's September board meeting. Boards may ultimately decide to tailor those goals and objectives, as well as the measurement standards for each goal, to their specific CDD.*

HB 7013 also repealed Section 190.047, *Florida Statutes*, which, among other things, required CDDs to hold a referendum at a general election on the question of whether to incorporate after certain requirements were met by the CDD. Effective July 1, 2024, CDDs will no longer be required to conduct such a referendum.

HB 7013 added a number of other provisions that are applicable to special districts. However, CDDs were specifically excluded from those provisions in the text of the new legislation. More detail on the new provisions that do not apply to CDDs is available upon request. Please feel free to contact the District Manager or our office should you have any questions on this new legislation or any other CDD requirements.

*Thank you.*

# SECTION C

# SECTION 1



Knightsbridge  
Community Development District

Summary of Check Register

April 1, 2024 to April 30, 2024

Fund	Date	Check No.'s	Amount
General Fund	4/2/24	66	\$ 1,400.90
	4/5/24	67	\$ 4,000.00
	4/15/24	68	\$ 4,850.11
	4/19/24	69	\$ 2,188.90
Total Amount			\$ 12,439.91

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
4/02/24	00008	1/29/24 023073.0 031 FR#1	202403 300-20700-10100		*	1,400.90	
MADDEN, MOORHEAD & STOKES LLC							1,400.90 000066
4/05/24	00010	4/02/24 18153 LANDSCAPE MAINT APR24	202404 320-53800-46200		*	4,000.00	
FRANK POLLY SOD, INC							4,000.00 000067
4/15/24	00001	4/01/24 24 MANAGEMENT FEES APR24	202404 310-51300-34000		*	3,333.33	
		4/01/24 24 WEBSITE ADMIN APR24	202404 310-51300-35200		*	100.00	
		4/01/24 24 INFORMATION TECH APR24	202404 310-51300-35100		*	150.00	
		4/01/24 24 OFFICE SUPPLIES APR24	202404 310-51300-51000		*	.24	
		4/01/24 24 POSTAGE APR24	202404 310-51300-42000		*	5.14	
		4/01/24 24 COPIES APR24	202404 310-51300-42500		*	11.40	
		4/01/24 26 FIELD MANAGEMENT APR24	202404 320-53800-34000		*	1,250.00	
GOVERNMENTAL MANAGEMENT SERVICES-							4,850.11 000068
4/19/24	00003	4/15/24 124184 GENERAL COUNSEL MAR24	202403 310-51300-31500		*	1,456.40	
		4/15/24 124187 CONVEYANCES MAR24	202403 310-51300-31500		*	732.50	
LATHAM, LUNA, EDEN & BEAUDINE LLP							2,188.90 000069
TOTAL FOR BANK A						12,439.91	
TOTAL FOR REGISTER						12,439.91	

## SECTION 2

***Knightsbridge***  
***Community Development District***

***Unaudited Financial Reporting***  
***April 30, 2024***



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**Knightsbridge**  
**Community Development District**  
**Combined Balance Sheet**  
**April 30, 2024**

	<i>General Fund</i>	<i>Capital Projects Fund</i>	<i>Total Governmental Funds</i>
<b>Assets:</b>			
<u><b>Cash:</b></u>			
Operating Account	\$ 74,717	\$ -	\$ 74,717
Due from Capital	\$ 3,819	\$ -	\$ 3,819
Due from Developer	\$ -	\$ 540	\$ 540
<b>Total Assets</b>	<b>\$ 78,536</b>	<b>\$ 540</b>	<b>\$ 79,076</b>
<b>Liabilities:</b>			
Accounts Payable	\$ 1,005	\$ -	\$ 1,005
Due to General Fund	\$ -	\$ 3,819	\$ 3,819
Contracts Payable	\$ -	\$ 540	\$ 540
<b>Total Liabilites</b>	<b>\$ 1,005</b>	<b>\$ 4,359</b>	<b>\$ 5,364</b>
<b>Fund Balance:</b>			
Unassigned	\$ 77,531	\$ -	\$ 77,531
<b>Total Fund Balances</b>	<b>\$ 77,531</b>	<b>\$ (3,819)</b>	<b>\$ 73,712</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 78,536</b>	<b>\$ 540</b>	<b>\$ 79,076</b>

**Knightsbridge**  
**Community Development District**  
**General Fund**

**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending April 30, 2024**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/24	Thru 04/30/24	Variance
<b><u>Revenues:</u></b>				
Assessments	\$ 151,677	\$ 151,677	\$ 151,959	\$ 281
Developer Contributions	\$ 264,083	\$ 5,200	\$ 5,200	\$ -
<b>Total Revenues</b>	<b>\$ 415,760</b>	<b>\$ 156,877</b>	<b>\$ 157,159</b>	<b>\$ 281</b>
<b><u>Expenditures:</u></b>				
<b><u>General &amp; Administrative:</u></b>				
Supervisor Fees	\$ 12,000	\$ 7,000	\$ 3,600	\$ 3,400
FICA Expenditures	\$ 918	\$ 536	\$ 275	\$ 260
Engineering	\$ 10,000	\$ 5,833	\$ 1,868	\$ 3,965
Attorney	\$ 20,000	\$ 11,667	\$ 11,716	\$ (49)
Annual Audit	\$ 5,000	\$ -	\$ -	\$ -
Assessment Administration	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Arbitrage	\$ 900	\$ -	\$ -	\$ -
Dissemination	\$ 7,000	\$ -	\$ -	\$ -
Trustee Fees	\$ 8,142	\$ -	\$ -	\$ -
Management Fees	\$ 40,000	\$ 23,333	\$ 23,333	\$ -
Information Technology	\$ 1,800	\$ 1,050	\$ 1,050	\$ -
Website Maintenance	\$ 1,200	\$ 700	\$ 700	\$ -
Telephone	\$ 300	\$ 175	\$ -	\$ 175
Postage & Delivery	\$ 1,000	\$ 583	\$ 70	\$ 513
Insurance	\$ 5,750	\$ 5,750	\$ 5,200	\$ 550
Copies	\$ 1,000	\$ 583	\$ 33	\$ 550
Legal Advertising	\$ 5,000	\$ 2,917	\$ 4,162	\$ (1,245)
Other Current Charges	\$ 2,500	\$ 1,458	\$ 283	\$ 1,175
Property Appraiser	\$ -	\$ -	\$ 295	\$ (295)
Office Supplies	\$ 625	\$ 365	\$ 2	\$ 363
Travel Per Diem	\$ 660	\$ 385	\$ -	\$ 385
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
<b>Total General &amp; Administrative</b>	<b>\$ 128,970</b>	<b>\$ 67,510</b>	<b>\$ 57,763</b>	<b>\$ 9,747</b>

**Knightsbridge**  
**Community Development District**  
**General Fund**

**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending April 30, 2024**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/24	Thru 04/30/24	Variance
<b><u>Operations &amp; Maintenance</u></b>				
<b>Field Expenditures</b>				
Property Insurance	\$ 10,000	\$ -	\$ -	\$ -
Field Management	\$ 15,000	\$ 8,750	\$ 6,250	\$ 2,500
Landscape Maintenance	\$ 119,700	\$ 69,825	\$ 18,000	\$ 51,825
Landscape Replacement	\$ 10,000	\$ 5,833	\$ -	\$ 5,833
Pond Maintenance	\$ 8,026	\$ 4,682	\$ -	\$ 4,682
Streetlights	\$ 53,064	\$ 30,954	\$ -	\$ 30,954
Electric	\$ 10,000	\$ 5,833	\$ -	\$ 5,833
Water	\$ 30,000	\$ 17,500	\$ 3,886	\$ 13,614
Sidewalk & Asphalt Maintenance	\$ 10,000	\$ 5,833	\$ -	\$ 5,833
Irrigation Repairs	\$ 6,000	\$ 3,500	\$ -	\$ 3,500
General Repairs & Maintenance	\$ 5,000	\$ 2,917	\$ -	\$ 2,917
Stormwater Maintenance	\$ 5,000	\$ 2,917	\$ -	\$ 2,917
Field Contingency	\$ 5,000	\$ 2,917	\$ -	\$ 2,917
<b>Total Operations &amp; Maintenance</b>	<b>\$ 286,790</b>	<b>\$ 161,461</b>	<b>\$ 28,136</b>	<b>\$ 133,325</b>
<b>Total Expenditures</b>	<b>\$ 415,760</b>	<b>\$ 228,971</b>	<b>\$ 85,899</b>	<b>\$ 143,072</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>		<b>\$ 71,260</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 6,271</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 77,531</b>	



**Knightsbridge**  
**Community Development District**  
**Capital Projects Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending April 30, 2024**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/24	Thru 04/30/24	Variance
<b>Revenues:</b>				
Developer Advancements	\$ -	\$ -	\$ 1,941	\$ 1,941
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,941</b>	<b>\$ 1,941</b>
<b>Expenditures:</b>				
Capital Outlay	\$ -	\$ -	\$ 1,941	\$ (1,941)
Capital Outlay - Cost of Issuance	\$ -	\$ -	\$ 3,819	\$ (3,819)
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,760</b>	<b>\$ (5,760)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (3,819)</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (3,819)</b>	

**Knightsbridge**  
Community Development District  
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>Revenues:</b>													
Assessments	\$ -	\$ -	\$ 151,806	\$ 152	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 151,959
Developer Contributions	\$ 5,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,200
<b>Total Revenues</b>	<b>\$ 5,200</b>	<b>\$ -</b>	<b>\$ 151,806</b>	<b>\$ 152</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 157,159</b>
<b>Expenditures:</b>													
<b><u>General &amp; Administrative:</u></b>													
Supervisor Fees	\$ 600	\$ -	\$ 2,000	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,600
FICA Expenditures	\$ 46	\$ -	\$ 153	\$ -	\$ -	\$ 77	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275
Engineering	\$ 401	\$ 268	\$ 542	\$ -	\$ 553	\$ -	\$ 105	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,868
Attorney	\$ 5,963	\$ (152)	\$ 937	\$ 298	\$ 1,581	\$ 2,189	\$ 900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,716
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assessment Administration	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Arbitrage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dissemination	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trustee Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Management Fees	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,333
Information Technology	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,050
Website Maintenance	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage & Delivery	\$ 4	\$ 30	\$ 1	\$ -	\$ 25	\$ 5	\$ 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70
Insurance	\$ 5,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,200
Printing & Binding	\$ -	\$ -	\$ -	\$ 2	\$ 1	\$ 19	\$ 11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33
Legal Advertising	\$ -	\$ -	\$ -	\$ 2,081	\$ 2,081	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,162
Other Current Charges	\$ 46	\$ 39	\$ 38	\$ 38	\$ 41	\$ 40	\$ 41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 283
Property Appraiser	\$ -	\$ -	\$ -	\$ -	\$ 295	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 295
Office Supplies	\$ 0	\$ 0	\$ 0	\$ -	\$ 1	\$ 0	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2
Travel Per Diem	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
<b>Total General &amp; Administrative</b>	<b>\$ 21,019</b>	<b>\$ 3,768</b>	<b>\$ 7,254</b>	<b>\$ 6,003</b>	<b>\$ 8,161</b>	<b>\$ 6,913</b>	<b>\$ 4,646</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 57,763</b>

**Knightsbridge**  
Community Development District  
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b><u>Operations &amp; Maintenance</u></b>													
<b>Field Expenditures</b>													
Property Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Field Management	\$ -	\$ -	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ -	\$ -	\$ -	\$ -	\$ -	6,250
Landscape Maintenance	\$ -	\$ -	\$ 2,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	18,000
Landscape Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Pond Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Streetlights	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Electric	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Water	\$ -	\$ -	\$ 1,319	\$ 527	\$ 768	\$ 607	\$ 665	\$ -	\$ -	\$ -	\$ -	\$ -	3,886
Sidewalk & Asphalt Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Irrigation Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
General Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Stormwater Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Field Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Total Operations &amp; Maintenance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,569</b>	<b>\$ 5,777</b>	<b>\$ 6,018</b>	<b>\$ 5,857</b>	<b>\$ 5,915</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 28,136</b>
<b>Total Expenditures</b>	<b>\$ 21,019</b>	<b>\$ 3,768</b>	<b>\$ 11,823</b>	<b>\$ 11,780</b>	<b>\$ 14,178</b>	<b>\$ 12,770</b>	<b>\$ 10,561</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 85,899</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$ (15,819)</b>	<b>\$ (3,768)</b>	<b>\$ 139,983</b>	<b>\$ (11,627)</b>	<b>\$ (14,178)</b>	<b>\$ (12,770)</b>	<b>\$ (10,561)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 71,260</b>

**Knightsbridge**  
**Community Development District**  
**Special Assessment Receipt Schedule**  
**Fiscal Year 2024**

Gross Assessment \$ 161,358.58 \$ 161,358.58  
Net Assessments \$ 151,677.07 \$ 151,677.07

**ON ROLL ASSESSMENTS**

<i>Date</i>	<i>Distribution</i>	<i>Gross Amount</i>	<i>Commissions</i>	<i>Discount/Penalty</i>	<i>Interest</i>	<i>Net Receipts</i>	100.00% <i>O&amp;M Portion</i>	100.00% <i>Total</i>
12/11/23	ACH	\$161,358.58	(\$3,227.18)	(\$6,325.05)	\$0.00	\$151,806.35	\$151,806.35	\$151,806.35
1/31/24	ACH	\$0.00	\$0.00	\$0.00	\$152.41	\$152.41	\$152.41	\$152.41
<b>TOTAL</b>	<b>\$</b>	<b>161,358.58</b>	<b>\$ (3,227.18)</b>	<b>\$ (6,325.05)</b>	<b>\$ 152.41</b>	<b>\$ 151,958.76</b>	<b>\$151,958.76</b>	<b>\$ 151,958.76</b>

<b>100%</b>	<b>Net Percent Collected</b>
<b>0</b>	<b>Balance Remaining to Collect</b>

## SECTION 3

# 2023 Form 1 Instructions

## Statement of Financial Interests

### Notice

The annual Statement of Financial Interest is due July 1, 2024. If the annual form is not submitted via the electronic filing system created and maintained by the Commission September 3, 2024, an automatic fine of \$25 for each day late will be imposed, up to a maximum penalty of \$1,500. Failure to file also can result in removal from public office or employment. [s. 112.3145, F.S.]

In addition, failure to make any required disclosure constitutes grounds for and may be punished by one or more of the following: disqualification from being on the ballot, impeachment, removal or suspension from office or employment, demotion, reduction in salary, reprimand, or a civil penalty not exceeding \$10,000. [s. 112.317, F.S.]

### When To File:

**Initially**, each local officer/employee, state officer, and specified state employee must file **within 30 days** of the date of his or her appointment or of the beginning of employment. Appointees who must be confirmed by the Senate must file prior to confirmation, even if that is less than 30 days from the date of their appointment.

**Candidates** must file at the same time they file their qualifying papers.

**Thereafter**, file by July 1 following each calendar year in which they hold their positions.

**Finally**, file a final disclosure form (Form 1F) within 60 days of leaving office or employment. Filing a CE Form 1F (Final Statement of Financial Interests) does not relieve the filer of filing a CE Form 1 if the filer was in his or her position on December 31, 2023.

### Who Must File Form 1

1. Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.
2. Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding those required to file full disclosure on Form 6 as well as members of solely advisory bodies, but including judicial nominating commission members; Directors of Enterprise Florida, Scripps Florida Funding Corporation, and Career Source Florida; and members of the Council on the Social Status of Black Men and Boys; the Executive Director, Governors, and senior managers of Citizens Property Insurance Corporation; Governors and senior managers of Florida Workers' Compensation Joint Underwriting Association; board members of the Northeast Fla. Regional Transportation Commission; board members of Triumph Gulf Coast, Inc; board members of Florida Is For Veterans, Inc.; and members of the Technology Advisory Council within the Agency for State Technology.
3. The Commissioner of Education, members of the State Board of Education, the Board of Governors, the local Boards of Trustees and Presidents of state universities, and the Florida Prepaid College Board.
4. Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file Form 6.
5. Appointed members of the following boards, councils, commissions, authorities, or other bodies of county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; community college or junior college district boards of trustees; boards having the power to enforce local code provisions; boards of adjustment; community redevelopment agencies; planning or zoning boards having the power to recommend, create, or modify land planning or zoning within a political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, and except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; pension or retirement boards empowered to invest pension or retirement funds or determine entitlement to or amount of pensions or other retirement benefits, and the Pinellas County Construction Licensing Board.
6. Any appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.
7. Persons holding any of these positions in local government: county or city manager; chief administrative employee or finance director of a county, municipality, or other political subdivision; county or municipal attorney; chief county or municipal building inspector; county or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding \$35,000 for the local governmental unit.

8. Officers and employees of entities serving as chief administrative officer of a political subdivision.
9. Members of governing boards of charter schools operated by a city or other public entity.
10. Employees in the office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.
11. The following positions in each state department, commission, board, or council: Secretary, Assistant or Deputy Secretary, Executive Director, Assistant or Deputy Executive Director, and anyone having the power normally conferred upon such persons, regardless of title.
12. The following positions in each state department or division: Director, Assistant or Deputy Director, Bureau Chief, and any person having the power normally conferred upon such persons, regardless of title.
13. Assistant State Attorneys, Assistant Public Defenders, criminal conflict and civil regional counsel, and assistant criminal conflict and civil regional counsel, Public Counsel, full-time state employees serving as counsel or assistant counsel to a state agency, administrative law judges, and hearing officers.
14. The Superintendent or Director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.
15. State agency Business Managers, Finance and Accounting Directors, Personnel Officers, Grant Coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$35,000.
16. The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.
17. Each member of the governing body of a "large-hub commercial service airport," as defined in Section 112.3144(1)(c), Florida Statutes, except for members required to comply with the financial disclosure requirements of s. 8, Article II of the State Constitution.

**ATTACHMENTS:** A filer may include and submit attachments or other supporting documentation when filing disclosure.

**PUBLIC RECORD:** The disclosure form is a public record and is required by law to be posted to the Commission's website. Your Social Security number, bank account, debit, charge, and credit card numbers, mortgage or brokerage account numbers, personal identification numbers, or taxpayer identification numbers are not required and should not be included. If such information is included in the filing, it may be made available for public inspection and copying unless redaction is required by the filer, without any liability to the Commission. If you are an active or former officer or employee listed in Section 119.071, F.S., whose home address or other information is exempt from disclosure, the Commission will maintain that confidentiality *if you submit a written and notarized request.*

**QUESTIONS** about this form or the ethics laws may be addressed to the Commission on Ethics, Post Office Drawer 15709, Tallahassee, Florida 32317-5709; physical address: 325 John Knox Road, Building E, Suite 200, Tallahassee, FL 32303; telephone (850) 488-7864.

## Instructions for Completing Form 1

### Primary Sources of Income

[Required by s. 112.3145(3)(b)1, F.S.]

This section is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose any public salary or public position(s). The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded \$2,500 of gross income received by you in your own name or by any other person for your use or benefit.

"Gross income" means the same as it does for income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, social security, distributive share of partnership gross income, and alimony if considered gross income under federal law, but not child support.

Examples:

- If you were employed by a company that manufactures computers and received more than \$2,500, list the name of the company, its address, and its principal business activity (computer manufacturing).
- If you were a partner in a law firm and your distributive share of partnership gross income exceeded \$2,500, list the name of the firm, its address, and its principal business activity (practice of law).
- If you were the sole proprietor of a retail gift business and your gross income from the business exceeded \$2,500, list the name of the business, its address, and its principal business activity (retail gift sales).
- If you received income from investments in stocks and bonds, list each individual company from which you derived more than \$2,500. Do not aggregate all of your investment income.

- If more than \$2,500 of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.
- If more than \$2,500 of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

## Secondary Sources of Income

[Required by s. 112.3145(3)(b)2, F.S.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. It is not for reporting income from second jobs. That kind of income should be reported in "Primary Sources of Income," if it meets the reporting threshold. You will not have anything to report unless, during the disclosure period:

1. You owned (either directly or indirectly in the form of an equitable or beneficial interest) more than 5% of the total assets or capital stock of a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); **and**,
2. You received more than \$5,000 of your gross income during the disclosure period from that business entity.

If your interests and gross income exceeded these thresholds, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, and the source's principal business activity.

Examples:

- You are the sole proprietor of a dry cleaning business, from which you received more than \$5,000. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).
- You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the above thresholds. List each tenant of the mall that provided more than 10% of the partnership's gross income and the tenant's address and principal business activity.

## Real Property

[Required by s. 112.3145(3)(b)3, F.S.]

In this part, list the location or description of all real property in Florida in which you owned directly or indirectly at any time during the disclosure period in excess of 5% of the property's value. You are not required to list your residences. You should list any vacation homes if you derive income from them.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you own more than 5% of a partnership or corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more accurate fair market value.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. A street address should be used, if one exists.

## Intangible Personal Property

[Required by s. 112.3145(3)(b)3, F.S.]

Describe any intangible personal property that, at any time during the disclosure period, was worth more than \$10,000 and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you (including, but not limited to, loans made as a candidate to your own campaign), Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts in which you have an ownership interest. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product contained in a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CDs and savings accounts with the same bank. Property owned as tenants by the entirety or as joint tenants with right of survivorship, including bank accounts owned in such a manner, should be valued at 100%. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number found on the lease document).

## Liabilities

[Required by s. 112.3145(3)(b)4, F.S.]



List the name and address of each creditor to whom you owed more than \$10,000 at any time during the disclosure period. The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments. You are not required to list the amount of any debt. You do not have to disclose credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" and are jointly liable or jointly and severally liable, then it is not a contingent liability.

### **Interests in Specified Businesses**

[Required by s. 112.3145(7), F.S.]

The types of businesses covered in this disclosure include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies, utility companies, entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

Disclose in this part the fact that you owned during the disclosure period an interest in, or held any of certain positions with the types of businesses listed above. You must make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list the name of the business, its address and principal business activity, and the position held with the business (if any). If you own(ed) more than a 5% interest in the business, indicate that fact and describe the nature of your interest.

### **Training Certification**

[Required by s. 112.3142, F.S.]

If you are a Constitutional or elected municipal officer appointed school superintendent, a commissioner of a community redevelopment agency created under Part III, Chapter 163, whose service began on or before March 31 of the year for which you are filing, you are required to complete four hours of ethics training which addresses Article II, Section 8 of the Florida Constitution, the Code of Ethics for Public Officers and Employees, and the public records and open meetings laws of the state. You are required to certify on this form that you have taken such training.

CE FORM 1 - Effective: April 11, 2024

Incorporated by reference in Rules 34-8.001(2) and 34-8.202(1), F.A.C