

**SUNSTONE  
COMMUNITY DEVELOPMENT  
DISTRICT**

**PUBLIC HEARING, AUDIT  
COMMITTEE & REGULAR  
MEETINGS**

**JULY 10, 2024**

**AGENDA PACKAGE**



2005 PAN AM CIRCLE SUITE 300  
TAMPA, FL 33607

# Sunstone Community Development District

Board of Supervisors  
Carlos de la Ossa, Chairman  
Nick Dister, Vice Chairman  
Kyle Smith, Assistant Secretary  
Albert Viera, Assistant Secretary  
Mike Rainer, Assistant Secretary

District Staff  
Brian Lamb, District Secretary  
Angie Grunwald, District Manager  
John Vericker, District Counsel  
Tonja Stewart, District Engineer

## Public Hearing, Audit Committee & Regular Meeting Agenda

Wednesday, July 10, 2024, at 1:30 p.m.

The Public Hearing, Audit Committee & Regular Meetings of Sunstone Community Development District will be held on **July 10, 2024, at 1:30 p.m. at the Marion Baysinger Memorial County Library located at 756 W Broad St, Groveland, FL 34736**. Please let us know at least 24 hours in advance if you are planning to call into the meeting. Following is the Agenda for the Meeting:

**Microsoft Teams meeting; [Join the meeting now](#)**

**Meeting ID: 281 646 069 422**

**Passcode: Fdjtxy**

**Call in (audio only) +1 646-838-1601**

**Phone Conference ID: 320 577 1#**

*All cellular phones and pagers must be turned off during the meeting.*

### **PUBLIC HEARING, AUDIT COMMITTEE & REGULAR MEETINGS OF THE BOARD OF SUPERVISORS**

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT ON AGENDA ITEMS** (*Each individual has the opportunity to comment and is limited to three (3) minutes for such comment*)
- 3. RECESS TO PUBLIC HEARING**
- 4. PUBLIC HEARING ON ADOPTING FISCAL YEAR 2025 FINAL BUDGET**
  - A. Open Public Hearing on Adopting Fiscal Year 2025 Final Budget
  - B. Staff Presentations
  - C. Public Comments
  - D. Consideration of Resolution 2024 - 03; Adopting Final Fiscal Year 2025 Budget
    - i. Consideration of Developer Funding Agreement FY 2025
  - E. Close Public Hearing on Adopting Fiscal Year 2025 Final Budget
- 5. RECESS TO AUDIT COMMITTEE MEETING**
  - A. Appointing an Audit Committee
  - B. Appoint Chairman
  - C. SELECTION OF CRITERIA FOR EVALUATION OF PROPOSALS
  - D. DETERMINE THE DATE, TIME, AND LOCATION RFP REQUIRED
    - i. Consider Notice of Request for Proposals for Audit Services
  - E. CONSIDER SENDING RFPs TO INTERESTED FIRMS
  - F. DETERMINE THE DATE OF THE NEXT COMMITTEE MEETING
  - G. CLOSE AUDIT COMMITTEE MEETING

**6. RETURN TO REGULAR MEETING**

**7. BUSINESS ITEMS**

A. Consideration of Resolution 2024 – 04; Redesignating Officers

B. General Matters of the District

**8. CONSENT AGENDA**

A. Approval of Minutes of the May 08, 2024; Regular Meeting

B. Consideration of Operation and Maintenance Expenditures April – May 2024

C. Acceptance of the Financials and Approval of the Check Register for April – May 2024

**9. STAFF REPORTS**

A. District Counsel

B. District Engineer

C. District Manager

**10. BOARD OF SUPERVISORS REQUESTS AND COMMENTS**

**11. PUBLIC COMMENTS**

**12. ADJOURNMENT**

## RESOLUTION 2024-03

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SUNSTONE COMMUNITY DEVELOPMENT DISTRICT ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025; APPROVING THE FORM OF A BUDGET FUNDING AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager submitted, prior to June 15<sup>th</sup>, to the Board of Supervisors (“**Board**”) of the Sunstone Community Development District (“**District**”) a proposed budget for the next ensuing budget year (“**Proposed Budget**”), along with an explanatory and complete financial plan for each fund, pursuant to the provisions of Sections 189.016(3) and 190.008(2)(a), Florida Statutes;

**WHEREAS**, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District at least 60 days prior to the adoption of the Proposed Budget pursuant to the provisions of Section 190.008(2)(b), Florida Statutes;

**WHEREAS**, the Board held a duly noticed public hearing pursuant to Section 190.008(2)(a), Florida Statutes;

**WHEREAS**, the District Manager posted the Proposed Budget on the District’s website at least 2 days before the public hearing pursuant to Section 189.016(4), Florida Statutes;

**WHEREAS**, the Board is required to adopt a resolution approving a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year pursuant to Section 190.008(2)(a), Florida Statutes;

**WHEREAS**, the Proposed Budget projects the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year; and

**WHEREAS**, **EPG Sunstone Development, LLC**, a Florida limited liability company (“**Developer**”), as the developer of certain lands within the District, has agreed to fund the FY 2024-2025 Budget as shown in the revenues line item of the FY 2024-2025 Budget pursuant to a budget funding agreement.

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:**

#### **Section 1. Budget**

- a.** That the Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s records office, and hereby approves certain amendments thereto, as shown below.
- b.** That the Proposed Budget as amended by the Board attached hereto as **Exhibit A**, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), Florida Statutes, and incorporated herein by reference; provided, however, that the comparative figures contained in the adopted budget may be subsequently revised as deemed

necessary by the District Manager to reflect actual revenues and expenditures for fiscal year 2023-2024 and/or revised projections for fiscal year 2024-2025.

- c. That the adopted budget, as amended, shall be maintained in the office of the District Manager and at the District's records office and identified as "The Budget for the Sunstone Community Development District for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025".
- d. The final adopted budget shall be posted by the District Manager on the District's website within 30 days after adoption pursuant to Section 189.016(4), Florida Statutes.

**Section 2. Appropriations.** There is hereby appropriated out of the revenues of the District, for the fiscal year beginning October 1, 2024, and ending September 30, 2025, the sum of **\$165,785.00** which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year.

**Section 3. Budget Amendments.** Pursuant to Section 189.016(6), Florida Statutes, the District at any time within the fiscal year or within 60 days following the end of the fiscal year may amend its budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.
- c. Any other budget amendments shall be adopted by resolution and be consistent with Florida law. This includes increasing any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and making the corresponding change to appropriations or the unappropriated balance.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this section and Section 189.016, Florida Statutes, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget(s) under subparagraph c. above are posted on the District's website within 5 days after adoption pursuant to Section 189.016(7), Florida Statutes.

**Section 4. Approving the Form of a Budget Funding Agreement with Developer.** The Budget Funding Agreement between the District and Developer attached hereto as **Exhibit B** is hereby approved in substantial form. The Chair or the Vice-Chair of the Board are hereby authorized and directed to execute and deliver said agreement on behalf of and in the name of the District. The Secretary or any Assistant Secretary of the Board are hereby authorized to attest such execution. Any additions, deletions or modifications may be made and approved by the Chair or the Vice-Chair and their execution of the agreement shall be conclusive evidence of such approval.

**Section 5. Effective Date.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

**Passed and Adopted on July 10, 2024.**

Attested By:

**Sunstone Community  
Development District**

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

\_\_\_\_\_  
Chair of the Board of Supervisors

**Exhibit A: FY 2024-2025 Adopted Budget**

**Exhibit B: Form of Budget Funding Agreement with Developer**

Sunstone  
Community Development District

***Annual Operating and Debt Service Budget***

**Fiscal Year 2025**

Preliminary Budget

Prepared by:



Sunstone  
Community Development District

**Budget Overview**

Fiscal Year 2025



Sunstone  
Community Development District

**Operating Budget**

Fiscal Year 2025

**Table of Contents**

**OPERATING BUDGET**

General Fund

Summary of Revenues, Expenditures and Changes in Fund Balances .....	1
Exhibit A - Allocation of Fund Balances .....	2
Budget Narrative .....	3 - 4

**SUPPORTING BUDGET SCHEDULES**

2024-2025 Non-Ad Valorem Assessment Summary .....	5
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**Summary of Revenues, Expenditures and Changes in Fund Balances**  
General Fund  
Fiscal Year 2025 Budget

<i><b>ACCOUNT DESCRIPTION</b></i>	<b>ADOPTED</b>	<b>TOTAL</b>	<b>ANNUAL</b>
	<b>BUDGET</b>	<b>PROJECTED</b>	<b>BUDGET</b>
	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>
<b>REVENUES</b>			
Interest - Investments	\$ -	\$ -	\$ -
Operations & Maintenance Assmts - On Roll	165,785	165,785	-
Special Assmnts- CDD Collected	-	27,631	-
Developer Contributions	-	4,331	165,785
Other Miscellaneous Revenues	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 165,785</b>	<b>\$ 197,747</b>	<b>\$ 165,785</b>
<b>EXPENDITURES</b>			
<b>Financial and Administrative</b>			
Supervisor Fees	\$ 1,000	\$ 1,000	\$ 3,000
Onsite Staff	-	-	-
District Management	12,500	12,500	25,000
Field Management	4,500	4,500	-
Administration	2,250	2,250	4,500
Recording Secretary	1,200	1,200	2,400
Construction Accounting	3,000	3,000	9,000
Financial/Revenue Collections	1,750	1,750	1,200
Rental and Leases	300	300	600
Data Storage	-	-	-
Accounting Services	6,000	6,000	9,000
Dissemination Agent/Reporting	-	-	4,200
Website Admin Services	1,200	1,200	1,200
District Engineer	9,500	9,500	9,500
District Counsel	9,500	9,500	9,500
Trustees Fees	-	-	6,500
Auditing Services	-	-	6,000
Postage, Phone, Faxes, Copies	500	500	500
Mailings	-	-	-
Legal Advertising	3,500	3,500	3,500
Bank Fees	200	200	200
Dues, Licenses & Fees	175	175	175
Onsite Office Supplies	100	100	100
Website ADA Compliance	1,800	1,800	1,800
Disclosure Report	-	-	-
Misc Admin	250	250	250
Meeting Expense	4,000	4,000	\$ 4,000
ProfServ-Info Technology	300	3,650	\$ 600
<b>Total Financial and Administrative</b>	<b>\$ 63,525</b>	<b>\$ 66,875</b>	<b>\$ 102,725</b>
<b>Insurance</b>			
General Liability	\$ 3,200	\$ 3,200	\$ 3,200
Public Officials Insurance	2,500	2,500	2,500
Property & Casualty Insurance	12,500	12,500	-
<b>Total Insurance</b>	<b>\$ 18,200</b>	<b>\$ 18,200</b>	<b>\$ 5,700</b>

<b>Utility Services</b>			
Electric Utility Services	\$ 1,500	\$ 1,500	\$ 1,500
Street Lights	30,000	30,000.0000	30,000
<b>Total Utility Services</b>	<b>\$ 31,500</b>	<b>\$ 31,500</b>	<b>\$ 31,500</b>
<b>Amenity</b>			
Pool Monitor	\$ -	\$ -	\$ -
Dog Waste Station Service and Supplies	1,500	1,500	-
Entrance Monuments, Gates, Walls R&M	1,500	1,500	-
<b>Total Amenity</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 10,000</b>
<b>Landscape and Pond Maintenance</b>			
Landscape Maintenance - Contract	\$ 60	\$ 60	\$ 6,680
Landscaping - R&M	1,000	1,000	-
Landscaping - Mulch	7,500	7,500	-
Landscaping - Annuals	7,500	7,500	-
Landscaping - Plant Replacement Program	5,000	5,000	-
Irrigation Maintenance	6,000	6,000	-
Waterway Management Program	7,500	7,500	-
R&M-Stormwater System	7,500	7,500	-
Annual Stormwater Report	5,000	-	-
<b>Total Landscape and Pond Maintenance</b>	<b>\$ 47,060</b>	<b>\$ 42,060</b>	<b>\$ 13,360</b>
<b>Contingency</b>			
Contingency Fund	2,500	2,500	2,500
<b>Total Contingency</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 165,785</b>	<b>\$ 164,135</b>	<b>\$ 165,785</b>

**Budget Narrative**  
Fiscal Year 2025

**REVENUES**

**Interest-Investments**

The District earns interest on its operating accounts.

**Operations & Maintenance Assessments – On Roll**

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District to pay for the operating expenditures during the Fiscal Year. The collection will be provided by the Tax Collector pursuant to Section 197.3632, Florida Statutes, which is the Uniform Collection Methodology.

**Developer Contributions**

The district will direct bill and collect non-ad valorem assessments on assessable property in order to pay for the debt service expenditures during the fiscal year.

**Other Miscellaneous Revenues**

Additional revenue sources not otherwise specified by other categories.

**Special Assessments-Discounts**

Per Section 197.162, Florida Statutes, discounts are allowed for early payment of assessments only when collected by the Tax Collector. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

**EXPENDITURES**

**Financial and Administrative**

**Supervisor Fees**

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting at which they are in attendance. The amount for the Fiscal Year is based upon four supervisors attending 14 meetings.

**Onsite Staff**

The district may incur expenses for employees or other staff members needed for recreational facilities such as clubhouse staff.

**District Management**

The District retains the services of a consulting manager, who is responsible for the daily administration of the District's business, including any and all financial work related to the Bond Funds and Operating Funds of the District, and preparation of the minutes of the Board of Supervisors. In addition, the District Manager prepares the Annual Budget(s), implements all policies of the Board of Supervisors and attends all meetings of the Board of Supervisors.

**Field Management**

The District has a contract with Inframark Infrastructure Management Services. for services in the administration and operation of the Property and its contractors.

**Administration**

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Inframark Infrastructure Management Services.

**Budget Narrative**  
Fiscal Year 2025

**EXPENDITURES**

**Financial and Administrative** (continued)

**Recording Secretary**

Inframark provides recording services with near verbatim minutes.

**Construction Accounting**

Accounting services as described within the Accounting Services but specifically regarding construction.

**Financial/Revenue Collections**

Service includes all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments. This line item also includes the fees incurred for a collection agent to collect the funds for the principal and interest payment for its short-term bond issues and any other bond related collection needs. These funds are collected as prescribed in the Trust Indenture. The Collection Agent also provides for the release of liens on property after the full collection of bond debt levied on particular properties.

**Rentals and Leases**

The anticipated cost of rental expenses including but not limited to renting meeting room space for district board meetings.

**Data Storage**

Cost of server maintenance and technical support for CDD related IT needs.

**Accounting Services**

Services including the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

**Dissemination Agent/Reporting**

The District is required by the Securities and Exchange Commission to comply with rule 15c2-12(b)-(5), which relates to additional reporting requirements for unrelated bond issues. The budgeted amount for the fiscal year is based on standard fees charged for this service.

**Website Administration Services**

The cost of web hosting and regular maintenance of the District's website by Inframark Management Services.

**District Engineer**

The District's engineer provides general engineering services to the District, i.e., attendance and preparation for board meetings when requested, review of invoices, and other specifically requested assignments.

**District Counsel**

The District's attorney provides general legal services to the District, i.e., attendance and preparation for Board meetings, review of contracts, agreements, resolutions, and other research as directed or requested by the BOS District Manager.

**Trustee Fees**

The District pays US Bank an annual fee for trustee services on the Series 2014 and Series 2015 Bonds. The budgeted amount for the fiscal year is based on previous year plus any out-of-pocket expenses.

**Budget Narrative**  
Fiscal Year 2025

**EXPENDITURES**

**Financial and Administrative** (continued)

**Auditing Services**

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is an estimate based on prior year costs.

**Postage, Phone, Faxes, Copies**

This item refers to the cost of materials and service to produce agendas and conduct day-to-day business of the District.

**Mailings**

Copies used in the preparation of agenda packages, required mailings, and other special projects.

**Professional Services – Arbitrage Rebate**

The District is required to annually calculate the arbitrage rebate liability on its Series 2013A and 2020 bonds.

**Legal Advertising**

The District is required to advertise various notices for monthly Board meetings and other public hearings in the newspaper of general circulation.

**Bank Fees**

This represents the cost of bank charges and other related expenses that are incurred during the year.

**Dues, Licenses and Fees**

This represents the cost of the District's operating license as well as the cost of memberships in necessary organizations.

**Onsite Office Supplies**

This represents the cost of supplies used to prepare agenda packages, create required mailings, and perform other special projects. The budget for this line item also includes the cost for supplies in the District office.

**Website ADA Compliance**

Cost of maintaining district website's compliance with the Americans with Disabilities Act of 1990.

**Disclosure Report**

On a quarterly and annual basis, disclosure of relevant district information is provided to the Muni Council, as required within the bond indentures.

**Annual Stormwater Report**

Cost to produce annual report on CDD stormwater infrastructure.

**Miscellaneous Administrative**

All other administrative costs not otherwise specified above.

**Budget Narrative**  
Fiscal Year 2025

**EXPENDITURES**

**Insurance**

**Insurance-General Liability**

The District's General Liability & Public Officials Liability Insurance policy is with Egis Insurance Advisors, LLC. The budgeted amount allows for a projected increase in the premium.

**Public Officials Insurance**

The District will incur expenditures for public officials' liability insurance for the Board and Staff and may incur a 10% premium increase.

**Property & Casualty Insurance**

The District will incur fees to insure items owned by the district for its property needs.

**Deductible**

District's share of expenses for insured property when a claim is filed.

**EXPENDITURES**

**Utility Services**

**Electric Utility Services**

Electricity for accounts with the local Utilities Commissions for the swim club, parks, and irrigation. Fees are based on historical costs for metered use.

**Streetlights**

Local Utility Company charges electricity usage (maintenance fee). The budget is based on historical costs.

**Lighting Replacement**

Cost of replacing defective lights and bulbs in CDD facilities.

**Decorative Light Maintenance**

Cost of replacement and repair of decorative lighting fixtures.

**Amenity Internet**

Internet service for clubhouse and other amenity locations.

**Water/Waste**

The District charges each new water/sewer system customer an Accrued Guaranteed Revenue Fee (AGRF) for wastewater service in accordance with the adopted rate schedule.

**Gas**

Cost of natural gas for CDD facilities. Regular fuel costs (automobile etc.)

**Facility A/C & Heating R&M**

Cost of repairs and regular maintenance of Air Conditioning and central heating of CDD facilities.

**Utilities – Other**

Utility expenses not otherwise specified in above categories.



**Budget Narrative**  
Fiscal Year 2025

**EXPENDITURES**

**Amenity**

**Pool Monitor**

Cost of staff members to facilitate pool safety services.

**Janitorial – Contract**

Cost of janitorial labor for CDD Facilities.

**Janitorial Supplies/Other**

Cost of janitorial supplies for CDD Facilities.

**Garbage Dumpster – Rental and Collection**

Cost of dumpster rental and trash collection at CDD facilities.

**Amenity Pest Control**

Cost of exterminator and pesticides at CDD amenities and facilities.

**Amenity R&M**

Cost of repairs and regular maintenance of CDD amenities.

**Amenity Furniture R&M**

Cost of repairs and maintenance to amenity furniture.

**Access Control R&M**

Cost of repairs and maintenance to electronic locks, gates, and other security fixtures.

**Key Card Distribution**

Cost of providing keycards to residents to access CDD Facilities.

**Recreation/Park Facility Maintenance**

Cost of upkeep and repairs to all parks and recreation facilities in the CDD

**Athletic Courts and Field Maintenance**

Cost of upkeep and repairs for athletic fields and courts (ex. Basketball Courts) on CDD property.

**Park Restroom Maintenance**

Upkeep and cleaning of park restrooms on CDD property.

**Playground Equipment and Maintenance**

Cost of acquisition and upkeep of playground equipment for CDD parks.

**Clubhouse Office Supplies**

Cost of supplies for clubhouse clerical duties (pens, paper, ink, etc.)

**Clubhouse IT Support**

Cost of IT services and for clubhouse operational needs.

**Dog Waste Station Service & Supplies**

Cost of cleaning and resupplying dog waste stations.

**Budget Narrative**  
Fiscal Year 2025

**EXPENDITURES**

**Amenity (Continued)**

**Entrance Monuments, Gates, Walls R&M**

Cost of repairs and regular maintenance for entryways, walls, and gates.

**Sidewalk, Pavement, Signage R&M**

Cost of repairs and regular maintenance to sidewalks, pavements, and signs.

**Trail/Bike Path Maintenance**

Cost of upkeep to bike paths and trails on CDD property.

**Boardwalk and Bridge Maintenance**

Cost of upkeep for boardwalks and bridges on CDD property.

**Pool and Spa Permits**

Cost of permits required for CDD pool and spa operation as required by law.

**Pool Maintenance – Contract**

Cost of Maintenance for CDD pool facilities.

**Pool Treatments & Other R&M**

Cost of chemical pool treatments and similar such maintenance.

**Security Monitoring Services**

Cost of CDD security personnel and equipment.

**Special Events**

Cost of holiday celebrations and events hosted on CDD property.

**Community Activities**

Cost of recreational events hosted on CDD property.

**Holiday Decorations**

Cost of decorations for major holidays (i.e., Christmas)

**Miscellaneous Amenity**

Amenity Expenses not otherwise specified.

**EXPENDITURES**

**Landscape and Pond Maintenance**

**R&M – Stormwater System**

Cost of repairs and regular maintenance to the CDD's stormwater and drainage infrastructure.

**Landscape Maintenance - Contract**

Landscaping company to provide maintenance consisting of mowing, edging, trimming, blowing, fertilizing, and applying pest and disease control chemicals to turf throughout the District.

**Landscaping - R&M**

Cost of repairs and regular maintenance to landscaping equipment.

**Budget Narrative**  
Fiscal Year 2025

**EXPENDITURES**

**Landscape and Pond Maintenance (Continued)**

**Landscaping – Plant Replacement Program**

Cost of replacing dead or damaged plants throughout the district.

**Irrigation Maintenance**

Purchase of irrigation supplies. Unscheduled maintenance consists of major repairs and replacement of system components including weather station and irrigation lines.

**Aquatics – Contract**

Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

**Wetlands Maintenance and Monitoring**

Cost of upkeep and protection of wetlands on CDD property.

**Aquatics – Plant Replacement**

The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

**Waterway Management Program**

Cost of maintaining waterways and rivers on district property.

**Debris Cleanup**

Cost of cleaning up debris on district property.

**Wildlife Control**

Management of wildlife on district property.

**EXPENDITURES**

**Contingency/Reserves**

**Contingency**

Funds set aside for projects, as determined by the district's board.

**Capital Improvements**

Funding of major projects and building improvements to CDD property.

**R&M Other Reserves**

The board may set aside monetary reserves for necessary for maintenance projects as needed.

**FY 2024-2025 Operations and Maintenance  
Budget Funding Agreement  
(Sunstone Community Development District)**

This FY 2024-2025 Operations and Maintenance Budget Funding Agreement (this “**Agreement**”) is made and entered into as of July 10, 2024, between the **Sunstone Community Development District**, a local unit of special-purpose government, established pursuant to Chapter 190, Florida Statutes (the “**District**”), whose mailing address is 2005 Pan Am Circle, Suite 300, Tampa, Florida 33607 and **EPG Sunstone Development, LLC**, a Florida limited liability company, whose mailing address is 111 S. Armenia Avenue, Tampa, Florida 33609 (collectively, the “**Developer**”).

**Recitals**

**WHEREAS**, the District was established for the purpose of providing, preserving, operating, and maintaining infrastructure improvements, facilities, and services to the lands within the District;

**WHEREAS**, the District is adopting its budget for fiscal year 2024-2025 as attached hereto as **Exhibit A** (the “**FY 2024-2025 Budget**”), which commences on October 1, 2024, and concludes on September 30, 2025;

**WHEREAS**, the District has the option of levying non-ad valorem assessments on all lands that will benefit from the activities set forth in the FY 2024-2025 Budget, and/or utilizing such other revenue sources as may be available to it;

**WHEREAS**, the District is willing to allow the Developer to provide such funds as are necessary to allow the District to proceed with its activities as described the FY 2024-2025 Budget so long as payment is timely provided;

**WHEREAS**, the Developer presently owns certain property within the District as reflected on the assessment roll on file with the District Manager (the “**Property**”);

**WHEREAS**, the Developer agrees that the activities of the District described in the FY 2024-2025 Budget provide a special and peculiar benefit to the Property that is equal to or in excess of the expenses reflected in the FY 2024-2025 Budget; and

**WHEREAS**, the Developer has agreed to enter into this Agreement in addition to the non-ad valorem special assessments allocated to the Property to fund the activities of the District as set forth in the FY 2024-2025 Budget.

**Operative Provisions**

Now, therefore, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which are hereby acknowledged, the parties agree as follows:

- 1. Funding Obligations.** From time to time during the 2024-2025 fiscal year, the Developer agrees to make available to the District the aggregate sum of up to \$ \_\_\_\_\_ in accordance with the FY 2024-2025 Budget as such expenses are incurred by the District. Such payments shall be made within 30 days of written request for funding by the District. All funds provided hereunder shall be placed in the District's general operating account.

**2. FY 2024-2025 Operations and Maintenance Reports, Budget Reports and Budget Amendments.** Each month during FY 2024-2025, the Developer shall provide the District Manager with a written report on the projected additions to the completed and developed phases within the District during FY 2024-2025. The District Manager shall provide the Developer with a monthly written report with the actual expenses for the previous month and anticipated expenses and operational activities for the remainder of the year based on current District operations and additional maintenance responsibilities which may be added during FY 2024-2025. The District and Developer agree that the FY 2024-2025 Budget shall be revised at the end of the 2024-2025 fiscal year to reflect the actual expenditures of the District for the period beginning on October 1, 2024 and ending on September 30, 2025. The Developer shall not be responsible for any additional costs other than those costs provided for in the FY 2024-2025 Budget. However, if the actual expenditures of the District are less than the amount shown in the FY 2024-2025 Budget, the Developer's funding obligations under this Agreement shall be reduced by that amount.

**3. Right to Lien Property.**

- a. The District shall have the right to file a continuing lien (“**Lien**”) upon the Property for all payments due and owing under this Agreement and for interest thereon, and for reasonable attorneys’ fees, paralegals’ fees, expenses and court costs incurred by the District incident to the collection of funds under this Agreement or for enforcement of this Lien. In the event the Developer sells any portion of the Property after the execution of this Agreement, the Developer’s rights and obligations under this Agreement shall remain the same, provided however that the District shall only have the right to file a Lien upon the remaining Property owned by the Developer.
- b. The Lien shall be effective as of the date and time of the recording of a “Notice of Lien for the FY 2024-2025 Budget” in the public records of the county, stating among other things, the description of the real property and the amount due as of the recording of the Notice, and the existence of this Agreement.
- c. The District Manager, in its sole discretion, is hereby authorized by the District to file the Notice on behalf of the District, without the need of further Board action authorizing or directing such filing. At the District Manager’s direction, the District may also bring an action at law against the record title holders to the Property to pay the amount due under this Agreement, may foreclose the Lien against the Property in any manner authorized by law, or may levy special assessments for the Lien amount and certify them for collection by the tax collector.

**4. Default.** A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which shall include, but not be limited to, the right to seek specific performance of the Developer’s payment obligations under this Agreement, but shall not include special, consequential, or punitive damages.

**5. Enforcement and Attorney Fees.** In the event either party is required to enforce this Agreement, then the prevailing party shall be entitled to all fees and costs, including reasonable attorney’s fees and costs, from the non-prevailing party.

**6. Governing Law and Venue.** This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of Florida with venue in the county where the District is located.

7. **Interpretation.** This Agreement has been negotiated fully between the parties as an arm's length transaction. The parties participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the parties are each deemed to have drafted, chosen and selected the language, and the doubtful language will not be interpreted or construed against any party.
8. **Termination of Agreement.** The Agreement shall be effective upon execution by both parties hereto and shall remain in force until the end of the 2024-2025 fiscal year on September 30, 2025. The lien and enforcement provisions of this Agreement shall survive its termination, until all payments due under this Agreement are paid in full.
9. **Third Parties.** This Agreement is solely for the benefit of the parties hereto and no right or cause of action shall accrue upon or by reason hereof, to or for the benefit of any third party not a formal party hereto. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the parties hereto any right, remedy or claim under or by reason of this Agreement or any provisions or conditions hereof; and all of the provisions, representations, covenants and conditions herein contained shall inure to the sole benefit of and shall be binding upon the parties hereto and their respective representatives, successors and assigns.
10. **Amendments.** Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both of the parties hereto.
11. **Assignment.** This Agreement may be assigned, in whole or in part, by either party only upon the written consent of the other, which consent shall not be unreasonably withheld.
12. **Authority.** The execution of this Agreement has been duly authorized by the appropriate body or official of all parties hereto, each party has complied with all the requirements of law, and each party has full power and authority to comply with the terms and provisions of this instrument.
13. **Entire Agreement.** This instrument shall constitute the final and complete expression of this Agreement between the parties relating to the subject matter of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

**EPG Sunstone Development, LLC,**  
a Florida limited liability company

**Sunstone Community  
Development District**

By: Eisenhower Management, Inc.  
a Florida corporation  
as Its Manager

\_\_\_\_\_  
Name: \_\_\_\_\_  
Chair/Vice-Chair of the Board of Supervisors

\_\_\_\_\_  
Nicholas Dister  
Vice President

**Exhibit A: FY 2024-2025 Budget**

**AUDITOR SELECTION  
EVALUTION CRITERIA (PRICE FACTORED IN)**

***1. Ability of Personnel***

**(20 points)**

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

***2. Proposer's Experience***

**(20 points)**

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

***3. Timeline***

**(20 points)**

Points will be awarded based upon the proposers timeline of the completion of the services requested.

***4. Ability to Furnish the Required Services***

**(20 points)**

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

***5. Price***

**(20 points)**

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

**RESOLUTION 2024-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS DESIGNATING THE OFFICERS OF SUNSTONE COMMUNITY DEVELOPMENT DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Sunstone Community Development District (the “District”), is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

**WHEREAS**, the Board of Supervisors now desires to designate the Officers of the District per F.S. 190.006(6).

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

1. The following persons are elected to the offices shown, to wit:

<u>Carlos de la Ossa</u>	Chairman
<u>Nick Dister</u>	Vice Chairman
<u>Brian Lamb</u>	Secretary
<u>Eric Davidson</u>	Treasurer
<u>Bryan Radcliff</u>	Assistant Secretary
<u>Kyle Smith</u>	Assistant Secretary
<u>Michael Rainer</u>	Assistant Secretary
<u>Albert Viera</u>	Assistant Secretary

2. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 10TH DAY OF JULY 2024.**

**ATTEST:**

**SUNSTONE COMMUNITY  
DEVELOPMENT DISTRICT**

Name: \_\_\_\_\_  
Secretary/ Assistant Secretary

Name: \_\_\_\_\_  
Chair/ Vice Chair of the Board of Supervisors



**MINUTES OF MEETING  
SUNSTONE  
COMMUNITY DEVELOPMENT DISTRICT**

1  
2 The regular meeting of the Board of Supervisors of Sunstone Community Development  
3 District was held on Wednesday May 8, 2024 and called to order at 1:31 p.m. at the Marion  
4 Baysinger Memorial County Library located at 756 W Broad Street, Groveland Florida 34736.

5  
6 Present and constituting a quorum were:

7  
8 Carlos de la Ossa Chairperson  
9 Kyle Smith Assistant Secretary  
10 Mike Rainer Assistant Secretary  
11 Albert Viera Assistant Secretary

12  
13 Also present were:

14  
15 Angie Grunwald Assistant Secretary  
16 Tonja Stewart District Engineer

17  
18 *The following is a summary of the discussions and actions taken.*

19  
20 **FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

21 Ms. Grunwald called the meeting to order, and a quorum was established.

22  
23 **SECOND ORDER OF BUSINESS**

**Public Comment on Agenda Items**

24 There being none, the next order of business followed.

25  
26 **THIRD ORDER OF BUSINESS**

**Business Items**

27 **A. Consideration of Resolution 2024 – 01, Redesignating Officers**

- 28 • The following persons were elected:

29 Brian Lamb Secretary  
30 Eric Davidson Treasurer  
31 Angie Grunwald Assistant Secretary

32  
33 On MOTION by Mr. de la Ossa seconded by Mr. Viera, with all in favor,  
34 Resolution 2024–01, Redesignating Officers, was adopted. 4-0

35  
36 **B. Consideration of Resolution 2024–02, Approving Fiscal Year 2025 Proposed  
37 Budget & Setting Public Hearing**

38  
39 On MOTION by Mr. de la Ossa seconded by Mr. Rainer, with all in  
40 favor, Resolution 2024–02, Approving Fiscal Year 2025 Proposed  
41 Budget & Setting Public Hearing for Wednesday, July 10, 2024 at 1:30  
42 p.m. at the Marion Baysinger Memorial County Library #756 West Broad  
43 Street Groveland, Florida 34736, was adopted. 4-0  
44

45 **C. Announcement of Qualified Electors**

46 Ms. Grunwald advised the Board that as of April 15, 2024 there were no qualified electors.

47  
48 **D. Ratification of Uniform Collection Agreement Between Lake County Property**  
49 **Appraiser & CDD**

50  
51 On MOTION by Mr. de la Ossa seconded by Mr. Viera, with all in favor,  
52 Uniform Collection Agreement with Lake County Property Appraiser,  
53 was ratified. 4-0

54  
55 **E. Ratification of Non-Disclosure Information Agreement Between Lake County**  
56 **Property Appraiser & CDD**

57  
58 On MOTION by Mr. de la Ossa seconded by Mr. Viera, with all in favor,  
59 Non-Disclosure Information Agreement with Lake County Property  
60 Appraiser, was ratified. 4-0

61  
62 **F. General Matters of the District**

63 There being none, the next order of business followed.

64  
65 **FOURTH ORDER OF BUSINESS** **Consent Agenda**

- 66 **A. Approval of Minutes of the July 12, 2023, Landowners' Election**
- 67 **B. Approval of Minutes of the July 12, 2023, Public Hearings & Regular Meeting**
- 68 **C. Approval of Minutes of the August 10, 2023, Public Hearing & Regular Meeting**
- 69 **D. Consideration of Operation and Maintenance Expenditures July, August, October,**
- 70 **November 2023**
- 71 **E. Consideration of Operation and Maintenance Expenditures January – March 2024**
- 72 **F. Acceptance of the Financials and Approval of the Check Register August –**
- 73 **December 2023**
- 74 **G. Acceptance of the Financials and Approval of the Check Register for January -**
- 75 **March 2024**

76  
77 On MOTION by Mr. de la Ossa seconded by Mr. Viera, with all in favor,  
78 the Consent Agenda, was approved. 4-0

79  
80 **FIFTH ORDER OF BUSINESS** **Staff Reports**

- 81 **A. District Counsel**
- 82 **B. District Engineer**
- 83 **C. District Manager**

84 There being no reports, the next order of business followed.

85  
86 **SIXTH ORDER OF BUSINESS** **Board of Supervisors' Requests and**  
87 **Comments**

- 88 • The Board requested Ms. Stewart to have a report ready for review at June meeting.

89  
90 **SEVENTH ORDER OF BUSINESS** **Adjournment**

91 There being no further business,

92  
93  
94  
95  
96  
97  
98  
99  
100

On MOTION by Mr. de la Ossa seconded by Mr. Viera all in favor, the meeting was adjourned. 4-0

\_\_\_\_\_  
Angie Grunwald  
District Manager

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

<b>SUNSTONE CDD</b> <b>Summary of Operations and Maintenance Invoices</b>
--

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
<b>Monthly Contract</b>				
INFRAMARK	122143	\$2,000.01		DISTRICT INVOICE APRIL 2024
<b>Monthly Contract Subtotal</b>		<b>\$2,000.01</b>		
<b>Variable Contract</b>				
<b>Variable Contract Subtotal</b>		<b>\$0.00</b>		
<b>Utilities</b>				
<b>Utilities Subtotal</b>		<b>\$0.00</b>		
<b>Regular Services</b>				
EGIS INSURANCE ADVISORS	22051	\$2,507.00		INSURANCE POLICY 04/01/24-10/01/24
STRALEY ROBIN VERICKER	24489	\$140.00		GENERAL CONSULTING - PROFESSIONAL SERVICES THRU - 03/31/24
<b>Regular Services Subtotal</b>		<b>\$2,647.00</b>		
<b>Additional Services</b>				
<b>Additional Services Subtotal</b>		<b>\$0.00</b>		
<b>TOTAL</b>		<b>\$4,647.01</b>		

Approved (with any necessary revisions noted):

\_\_\_\_\_  
Signature:

Title (Check one):

Chariman    Vice Chariman    Assistant Secretary



# INVOICE

2002 West Grand Parkway North  
Suite 100  
Katy, TX 77449

**INVOICE#**  
#122143

**DATE**  
4/3/2024

**CUSTOMER ID**  
C4836

**NET TERMS**  
Net 30

**PO#**

**DUE DATE**  
5/3/2024

**BILL TO**  
Sunstone Community Development  
District  
2005 Pan Am Cir Ste 300  
Tampa FL 33607-6008  
United States

Services provided for the Month of: April 2024

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Accounting Services	1	Ea	375.00		375.00
Administration	1	Ea	166.67		166.67
District Management	1	Ea	1,166.67		1,166.67
Financial & Revenue Collection	1	Ea	100.00		100.00
Recording Secretary	1	Ea	100.00		100.00
Rental & Leases	1	Ea	16.67		16.67
Technology/Data Storage	1	Ea	25.00		25.00
Website Maintenance / Admin	1	Ea	50.00		50.00
<b>Subtotal</b>					<b>2,000.01</b>

<b>Subtotal</b>	\$2,000.01
<b>Tax</b>	\$0.00
<b>Total Due</b>	\$2,000.01

Remit To : Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778

To pay by Credit Card, please contact us at 281-578-4299, 9:00am - 5:30pm EST, Monday – Friday. A surcharge fee may apply.

To pay via ACH or Wire, please refer to our banking information below:

Account Name: INFRAMARK, LLC

ACH - Bank Routing Number: 111000614 / Account Number: 912593196

Wire - Bank Routing Number: 021000021 / SWIFT Code: CHASUS33 / Account Number: 912593196

Please include the Customer ID and the Invoice Number on your form of payment.

# INVOICE



<b>Customer</b>	Sunstone Community Development District
<b>Acct #</b>	1494
<b>Date</b>	04/11/2024
<b>Customer Service</b>	Christina Wood
<b>Page</b>	1 of 1

**Sunstone Community Development District**  
 c/o Inframark  
 2005 Pan Am Cr. Suite 300  
 Tampa, FL 33607

Payment Information	
<b>Invoice Summary</b>	\$ 2,507.00
<b>Payment Amount</b>	
<b>Payment for:</b>	Invoice#22051
1001231099	

**Thank You**

Please detach and return with payment



Customer: Sunstone Community Development District

Invoice	Effective	Transaction	Description	Amount
22051	04/01/2024	New business	Policy #1001231099 04/01/2024-10/01/2024 Florida Insurance Alliance  Package - New business Due Date: 4/11/2024	2,507.00

<b>Total</b>
\$ 2,507.00

**Thank You**

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

<b>Remit Payment To: Egis Insurance Advisors</b> P.O. Box 748555 Atlanta, GA 30374-8555	(321)233-9939	<b>Date</b>
	sclimer@egisadvisors.com	04/11/2024

# Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400

Federal Tax Id. - 20-1778458

Sunstone Community Development District  
2005 Pan Am Circle, Suite 300  
Tampa, FL 33607

April 16, 2024

Client: 001606

Matter: 000001

Invoice #: 24489

Page: 1

RE: General

For Professional Services Rendered Through March 31, 2024

## SERVICES

Date	Person	Description of Services	Hours	Amount
3/25/2024	LB	REVIEW MEETING DATES FOR FY 2024/2025 BUDGET; PREPARE CORRESPONDENCE TO DISTRICT MANAGER RE SAME.	0.2	\$35.00
3/28/2024	LB	REVIEW MEETING DATES; CORRESPONDENCE FROM AND TO DISTRICT MANAGER RE FY 2024/2025 BUDGET MEETING AND PUBLIC HEARING DATES; PREPARE DRAFT RESOLUTION APPROVING PROPOSED BUDGET AND SETTING PUBLIC HEARING DATE.	0.6	\$105.00
Total Professional Services			0.8	\$140.00

April 16, 2024  
Client: 001606  
Matter: 000001  
Invoice #: 24489

Page: 2

---

Total Services	\$140.00	
Total Disbursements	\$0.00	
Total Current Charges		\$140.00
Previous Balance		\$35.00
<i>Less Payments</i>		<i>(\$35.00)</i>
<b>PAY THIS AMOUNT</b>		<b>\$140.00</b>

**Trust Balance** **\$2,411.88**

*Please Include Invoice Number on all Correspondence*



<b>SUNSTONE CDD</b> <b>Summary of Operations and Maintenance Invoices</b>
--

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
<b>Monthly Contract</b>				
INFRAMARK	100152	\$2,167.47		DISTRICT INVOICE - AUGUST 2023
INFRAMARK	101143	\$2,000.01	\$4,167.48	DISTRICT INVOICE - SEPTEMBER 2023
<b>Monthly Contract Subtotal</b>		<b>\$4,167.48</b>		
<b>Variable Contract</b>				
ALBERTO VIERA	AV 050824	\$200.00		SUPERVISOR FEE - 05/08/24
CARLOS DE LA OSSA	CDLO 050824	\$200.00		SUPERVISOR FEE - 05/08/24
KYLE SMITH	KS 050824	\$200.00		SUPERVISOR FEE - 05/08/24
MICHAEL TODD RAINER	MR 050824	\$200.00		SUPERVISOR FEE - 05/08/24
<b>Variable Contract Subtotal</b>		<b>\$800.00</b>		
<b>Utilities</b>				
		<b>\$0.00</b>		
<b>Utilities Subtotal</b>		<b>\$0.00</b>		
<b>Regular Services</b>				
ADA SITE COMPLIANCE	3278	\$1,500.00		COMPLIANCE
STRALEY ROBIN VERICKER	24663	\$240.00		PROFESSIONAL SERVICE - APRIL 30,2024
<b>Regular Services Subtotal</b>		<b>\$1,740.00</b>		
<b>Additional Services</b>				
		<b>\$0.00</b>		
<b>Additional Services Subtotal</b>		<b>\$0.00</b>		
<b>TOTAL</b>		<b>\$6,707.48</b>		

Approved (with any necessary revisions noted):

<b>SUNSTONE CDD</b> <b>Summary of Operations and Maintenance Invoices</b>
--

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description

Signature: \_\_\_\_\_

Title (Check one):

Chariman    Vice Chariman    Assistant Secretary



# INVOICE

2002 West Grand Parkway North  
Suite 100  
Katy, TX 77449

**INVOICE#**

#100152

**DATE**

8/28/2023

**BILL TO**

Sunstone Community Development  
District  
2005 Pan Am Cir Ste 300  
Tampa FL 33607-6008  
United States

**CUSTOMER ID**

C4836

**NET TERMS**

Net 30

**PO#****DUE DATE**

9/27/2023

Services provided for the Month of: August 2023

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Administration	1	Ea	166.67		166.67
District Management	1	Ea	1,166.66		1,166.66
Accounting Services	1	Ea	375.00		375.00
Financial & Revenue Collection	1	Ea	100.00		100.00
Recording Secretary	1	Ea	100.00		100.00
Technology/Data Storage	1	Ea	25.00		25.00
Website Maintenance / Admin	1	Ea	50.00		50.00
Rental & Leases	1	Ea	16.66		16.66
Eric Davidson 6-12-23 DNH*GODADDY.COM : Client emails \$214.92	1	Ea	167.48		167.48
<b>Subtotal</b>					<b>2,167.47</b>

<b>Subtotal</b>	\$2,167.47
<b>Tax</b>	\$0.00
<b>Total Due</b>	\$2,167.47

Remit To : Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778

To pay by Credit Card, please contact us at 281-578-4299, 9:00am - 5:30pm EST, Monday – Friday. A surcharge fee may apply.

To pay via ACH or Wire, please refer to our banking information below:

Account Name: INFRAMARK, LLC

ACH - Bank Routing Number: 111000614 / Account Number: 912593196

Wire - Bank Routing Number: 021000021 / SWIFT Code: CHASUS33 / Account Number: 912593196

Please include the Customer ID and the Invoice Number on your form of payment.



# INVOICE

2002 West Grand Parkway North  
Suite 100  
Katy, TX 77449

**INVOICE#**

#101143

**DATE**

9/5/2023

**BILL TO**

Sunstone Community Development  
District  
2005 Pan Am Cir Ste 300  
Tampa FL 33607-6008  
United States

**CUSTOMER ID**

C4836

**NET TERMS**

Net 30

**PO#****DUE DATE**

10/5/2023

Services provided for the Month of: **September 2023**

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Administration	1	Ea	166.67		166.67
District Management	1	Ea	1,166.67		1,166.67
Accounting Services	1	Ea	375.00		375.00
Financial & Revenue Collection	1	Ea	100.00		100.00
Recording Secretary	1	Ea	100.00		100.00
Technology/Data Storage	1	Ea	25.00		25.00
Website Maintenance / Admin	1	Ea	50.00		50.00
Rental & Leases	1	Ea	16.67		16.67
<b>Subtotal</b>					<b>2,000.01</b>

<b>Subtotal</b>	\$2,000.01
<b>Tax</b>	\$0.00
<b>Total Due</b>	\$2,000.01

**Remit To : Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778**

*To pay by Credit Card, please contact us at 281-578-4299, 9:00am - 5:30pm EST, Monday – Friday. A surcharge fee may apply.*

*To pay via ACH or Wire, please refer to our banking information below:*

*Account Name: INFRAMARK, LLC*

*ACH - Bank Routing Number: 111000614 / Account Number: 912593196*

*Wire - Bank Routing Number: 021000021 / SWIFT Code: CHASUS33 / Account Number: 912593196*

*Please include the Customer ID and the Invoice Number on your form of payment.*

**SUNSTONE CDD**

**MEETING DATE: May 8<sup>th</sup> 2024**

AV 050824

<b>SUPERVISORS</b>	<b>CHECK IF IN ATTENDANCE</b>	<b>STATUS</b>	<b>PAYMENT AMOUNT</b>
Nicholas Dister		Accept	\$200
Carlos de la Ossa	✓	Accept	\$200
Kyle Smith	✓	Accept	\$200
Albert Viera	✓	Accept	\$200
Mike Rainer	✓	Accept	\$200

DMS Staff Signature Angie Grunwald

**SUNSTONE CDD**

**MEETING DATE: May 8<sup>th</sup> 2024**

CDLO 050824

<b>SUPERVISORS</b>	<b>CHECK IF IN ATTENDANCE</b>	<b>STATUS</b>	<b>PAYMENT AMOUNT</b>
Nicholas Dister		Accept	\$200
Carlos de la Ossa	✓	Accept	\$200
Kyle Smith	✓	Accept	\$200
Albert Viera	✓	Accept	\$200
Mike Rainer	✓	Accept	\$200

DMS Staff Signature Angie Grunwald

**SUNSTONE CDD**

**MEETING DATE: May 8<sup>th</sup> 2024**

KS 050824

<b>SUPERVISORS</b>	<b>CHECK IF IN ATTENDANCE</b>	<b>STATUS</b>	<b>PAYMENT AMOUNT</b>
Nicholas Dister		Accept	\$200
Carlos de la Ossa	✓	Accept	\$200
Kyle Smith	✓	Accept	\$200
Albert Viera	✓	Accept	\$200
Mike Rainer	✓	Accept	\$200

DMS Staff Signature Angie Grunwald

**SUNSTONE CDD**

**MEETING DATE: May 8<sup>th</sup> 2024**

MR 050824

<b>SUPERVISORS</b>	<b>CHECK IF IN ATTENDANCE</b>	<b>STATUS</b>	<b>PAYMENT AMOUNT</b>
Nicholas Dister		Accept	\$200
Carlos de la Ossa	✓	Accept	\$200
Kyle Smith	✓	Accept	\$200
Albert Viera	✓	Accept	\$200
Mike Rainer	✓	Accept	\$200

DMS Staff Signature Angie Grunwald



**ADA Site Compliance**  
 6400 Boynton Beach Blvd 742721  
 Boynton Beach, FL 33474  
 accounting@adasitecompliance.com



# Invoice

BILL TO
Sunstone CDD

SHIP TO
Sunstone CDD

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
3278	05/11/2024	\$1,500.00	05/25/2024	14	

DESCRIPTION	QTY/HRS	RATE	AMOUNT
For Sunstone CDD: new, compliant and accessible website, quarterly software-based audits, customized accessibility policy, Compliance Shield, and two hours of annual tech support.	1	1,500.00	1,500.00

BALANCE DUE

**\$1,500.00**

# Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400

Federal Tax Id. - 20-1778458

Sunstone Community Development District  
2005 Pan Am Circle, Suite 300  
Tampa, FL 33607

May 17, 2024

Client: 001606

Matter: 000001

Invoice #: 24663

Page: 1

RE: General

For Professional Services Rendered Through April 30, 2024

## SERVICES

Date	Person	Description of Services	Hours	Amount
4/15/2024	VKB	REVIEW AND REVISE RESOLUTION ADOPTING PRELIMINARY BUDGET AND SETTING PUBLIC HEARING FOR FINAL BUDGET ADOPTION.	0.2	\$75.00
4/15/2024	LB	FINALIZE RESOLUTION APPROVING PROPOSED BUDGET AND SETTING PUBLIC HEARING FOR FY 2024-2025; PREPARE CORRESPONDENCE TO DISTRICT MANAGER RE SAME.	0.3	\$52.50
4/16/2024	JMV	PREPARE ELECTION MEMO FOR DISTRICT MANAGER.	0.3	\$112.50
Total Professional Services			0.8	\$240.00

May 17, 2024

Client: 001606

Matter: 000001

Invoice #: 24663

Page: 2

Total Services	\$240.00	
Total Disbursements	\$0.00	
Total Current Charges		\$240.00
Previous Balance		\$140.00
<i>Less Payments</i>		<i>(\$140.00)</i>
<b>PAY THIS AMOUNT</b>		<b>\$240.00</b>

<b>Trust Balance</b>	<b>\$2,411.88</b>
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*Please Include Invoice Number on all Correspondence*

# Sunstone Community Development District

Financial Statements  
(Unaudited)

Period Ending  
April 30, 2024

Prepared by:



2005 Pan Am Circle ~ Suite 300 ~ Tampa, Florida 33607  
Phone (813) 873-7300 ~ Fax (813) 873-7070

**SUNSTONE COMMUNITY DEVELOPMENT DISTRICT**

**Balance Sheet**

As of April 30, 2024

*(In Whole Numbers)*

<u>ACCOUNT DESCRIPTION</u>	<u>TOTAL</u>
<b><u>ASSETS</u></b>	
Cash - Operating Account	\$ 16,730
<b>TOTAL ASSETS</b>	<b>\$ 16,730</b>
<b><u>LIABILITIES</u></b>	
Accounts Payable	\$ 2,142
<b>TOTAL LIABILITIES</b>	<b>2,142</b>
<b><u>FUND BALANCES</u></b>	
Unassigned:	14,588
<b>TOTAL FUND BALANCES</b>	<b>14,588</b>
 <b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	 <b>\$ 16,730</b>

**SUNSTONE COMMUNITY DEVELOPMENT DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending April 30, 2024  
General Fund (001)  
*(In Whole Numbers)*

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>REVENUES</u></b>				
Special Assmnts- CDD Collected	\$ 165,785	\$ 27,631	\$ (138,154)	16.67%
Developer Contribution	-	4,331	4,331	0.00%
<b>TOTAL REVENUES</b>	<b>165,785</b>	<b>31,962</b>	<b>(133,823)</b>	<b>19.28%</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
P/R-Board of Supervisors	1,000	-	1,000	0.00%
ProfServ-Construction	3,000	-	3,000	0.00%
ProfServ-Engineering	9,500	-	9,500	0.00%
ProfServ-Info Technology	300	3,675	(3,375)	1225.00%
ProfServ-Recording Secretary	1,200	700	500	58.33%
District Counsel	9,500	198	9,302	2.08%
Administrative Services	2,250	1,517	733	67.42%
District Manager	12,500	8,167	4,333	65.34%
Accounting Services	6,000	2,625	3,375	43.75%
Website Compliance	1,800	-	1,800	0.00%
Postage, Phone, Faxes, Copies	500	2	498	0.40%
Rentals & Leases	300	117	183	39.00%
Public Officials Insurance	2,500	-	2,500	0.00%
Legal Advertising	3,500	-	3,500	0.00%
Bank Fees	200	-	200	0.00%
Financial & Revenue Collections	1,750	700	1,050	40.00%
Meeting Expense	4,000	4,000	-	100.00%
Website Administration	1,200	-	1,200	0.00%
Miscellaneous Expenses	250	-	250	0.00%
Office Expense	100	-	100	0.00%
Dues, Licenses, Subscriptions	175	175	-	100.00%
<b>Total Administration</b>	<b>61,525</b>	<b>21,876</b>	<b>39,649</b>	<b>35.56%</b>
<b><u>Electric Utility Services</u></b>				
Electricity - General	1,500	-	1,500	0.00%
Electricity - Streetlights	30,000	-	30,000	0.00%
<b>Total Electric Utility Services</b>	<b>31,500</b>	<b>-</b>	<b>31,500</b>	<b>0.00%</b>
<b><u>Stormwater Control</u></b>				
R&M-Stormwater System	7,500	-	7,500	0.00%
R&M-Wetland Monitoring	7,500	-	7,500	0.00%
Annual Stormwater Report	5,000	-	5,000	0.00%
<b>Total Stormwater Control</b>	<b>20,000</b>	<b>-</b>	<b>20,000</b>	<b>0.00%</b>

**SUNSTONE COMMUNITY DEVELOPMENT DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending April 30, 2024  
General Fund (001)  
*(In Whole Numbers)*

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>Other Physical Environment</u></b>				
Insurance - General Liability	3,200	-	3,200	0.00%
Insurance -Property & Casualty	12,500	-	12,500	0.00%
Landscape - Annuals	7,500	-	7,500	0.00%
Landscape - Mulch	7,500	-	7,500	0.00%
Landscape Maintenance	60	-	60	0.00%
Entry/Gate/Walls Maintenance	1,500	-	1,500	0.00%
Plant Replacement Program	5,000	-	5,000	0.00%
Landscape Miscellaneous	1,000	-	1,000	0.00%
Irrigation Maintenance	6,000	-	6,000	0.00%
<b>Total Other Physical Environment</b>	<b>44,260</b>	<b>-</b>	<b>44,260</b>	<b>0.00%</b>
<b><u>Parks and Recreation</u></b>				
ProfServ-Field Management	4,500	-	4,500	0.00%
Dog Waste Station Supplies	1,500	-	1,500	0.00%
<b>Total Parks and Recreation</b>	<b>6,000</b>	<b>-</b>	<b>6,000</b>	<b>0.00%</b>
<b><u>Contingency</u></b>				
Misc-Contingency	2,500	-	2,500	0.00%
<b>Total Contingency</b>	<b>2,500</b>	<b>-</b>	<b>2,500</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>165,785</b>	<b>21,876</b>	<b>143,909</b>	<b>13.20%</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	10,086	10,086	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>		<b>4,502</b>		
<b>FUND BALANCE, ENDING</b>		<b>\$ 14,588</b>		

# Bank Account Statement

Sunstone CDD

Bank Account Statement: Bank Account No.: 7289, Statement No.: 04\_24

Currency Code

<b>Statement Date</b>	04/30/24	<b>Statement Balance</b>	16,799.81
<b>Balance Last Statement</b>	16,834.81	<b>Outstanding Bank Transactions</b>	0.00
<b>Statement Ending Balance</b>	16,799.81	<b>Subtotal</b>	16,799.81
		<b>Outstanding Checks</b>	-70.31
<b>G/L Balance at 04/30/24</b>	16,729.50	<b>Bank Account Balance</b>	16,729.50

Transaction Date	Type	Document No.	Description	Value Date	Applied Entries	Applied Amount	Statement Amount
<b>Statement No.</b>	<b>04_24</b>						
03/26/24	Bank Account Ledger Entry	15027	Check for Vendor V00006		1	-35.00	-35.00
<b>Total</b>						<b>-35.00</b>	<b>-35.00</b>

## Outstanding Payments

Posting Date	Document Type	Document No.	Description	Statement Amount
	<b>Quantity</b>	<b>0</b>		
<b>Total</b>				

## Outstanding Checks

Posting Date	Document Type	Check No.	Description	Statement Amount
08/24/23	Payment	15009	Check for Vendor V00014	-70.31
<b>Quantity</b>				<b>1</b>
<b>Total</b>				<b>-70.31</b>



# Sunstone Community Development District

Financial Statements  
(Unaudited)

Period Ending  
May 31, 2024

Prepared by:



2005 Pan Am Circle ~ Suite 300 ~ Tampa, Florida 33607  
Phone (813) 873-7300 ~ Fax (813) 873-7070

**SUNSTONE COMMUNITY DEVELOPMENT DISTRICT**

**Balance Sheet**

As of May 31, 2024

*(In Whole Numbers)*

<u>ACCOUNT DESCRIPTION</u>	<u>TOTAL</u>
<b><u>ASSETS</u></b>	
Cash - Operating Account	\$ 13,788
<b>TOTAL ASSETS</b>	<b>\$ 13,788</b>
<b><u>LIABILITIES</u></b>	
Accounts Payable	\$ 4,247
Accounts Payable - Other	2,001
<b>TOTAL LIABILITIES</b>	<b>6,248</b>
<b><u>FUND BALANCES</u></b>	
Unassigned:	7,540
<b>TOTAL FUND BALANCES</b>	<b>7,540</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 13,788</b>

**SUNSTONE COMMUNITY DEVELOPMENT DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending May 31, 2024  
General Fund (001)  
*(In Whole Numbers)*

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>REVENUES</u></b>				
Special Assmnts- CDD Collected	\$ 165,785	\$ 27,631	\$ (138,154)	16.67%
Developer Contribution	-	4,331	4,331	0.00%
<b>TOTAL REVENUES</b>	<b>165,785</b>	<b>31,962</b>	<b>(133,823)</b>	<b>19.28%</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
P/R-Board of Supervisors	1,000	800	200	80.00%
ProfServ-Construction	3,000	-	3,000	0.00%
ProfServ-Engineering	9,500	-	9,500	0.00%
ProfServ-Info Technology	300	3,700	(3,400)	1233.33%
ProfServ-Recording Secretary	1,200	800	400	66.67%
District Counsel	9,500	438	9,062	4.61%
Administrative Services	2,250	1,734	516	77.07%
District Manager	12,500	9,334	3,166	74.67%
Accounting Services	6,000	3,000	3,000	50.00%
Website Compliance	1,800	1,500	300	83.33%
Postage, Phone, Faxes, Copies	500	2	498	0.40%
Rentals & Leases	300	134	166	44.67%
Public Officials Insurance	2,500	-	2,500	0.00%
Legal Advertising	3,500	-	3,500	0.00%
Bank Fees	200	-	200	0.00%
Financial & Revenue Collections	1,750	800	950	45.71%
Meeting Expense	4,000	4,000	-	100.00%
Website Administration	1,200	-	1,200	0.00%
Miscellaneous Expenses	250	-	250	0.00%
Office Expense	100	-	100	0.00%
Dues, Licenses, Subscriptions	175	2,682	(2,507)	1532.57%
<b>Total Administration</b>	<b>61,525</b>	<b>28,924</b>	<b>32,601</b>	<b>47.01%</b>
<b><u>Electric Utility Services</u></b>				
Electricity - General	1,500	-	1,500	0.00%
Electricity - Streetlights	30,000	-	30,000	0.00%
<b>Total Electric Utility Services</b>	<b>31,500</b>	<b>-</b>	<b>31,500</b>	<b>0.00%</b>
<b><u>Stormwater Control</u></b>				
R&M-Stormwater System	7,500	-	7,500	0.00%
R&M-Wetland Monitoring	7,500	-	7,500	0.00%
Annual Stormwater Report	5,000	-	5,000	0.00%
<b>Total Stormwater Control</b>	<b>20,000</b>	<b>-</b>	<b>20,000</b>	<b>0.00%</b>

**SUNSTONE COMMUNITY DEVELOPMENT DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending May 31, 2024  
General Fund (001)  
*(In Whole Numbers)*

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>Other Physical Environment</u></b>				
Insurance - General Liability	3,200	-	3,200	0.00%
Insurance -Property & Casualty	12,500	-	12,500	0.00%
Landscape - Annuals	7,500	-	7,500	0.00%
Landscape - Mulch	7,500	-	7,500	0.00%
Landscape Maintenance	60	-	60	0.00%
Entry/Gate/Walls Maintenance	1,500	-	1,500	0.00%
Plant Replacement Program	5,000	-	5,000	0.00%
Landscape Miscellaneous	1,000	-	1,000	0.00%
Irrigation Maintenance	6,000	-	6,000	0.00%
<b>Total Other Physical Environment</b>	<b>44,260</b>	<b>-</b>	<b>44,260</b>	<b>0.00%</b>
<b><u>Parks and Recreation</u></b>				
ProfServ-Field Management	4,500	-	4,500	0.00%
Dog Waste Station Supplies	1,500	-	1,500	0.00%
<b>Total Parks and Recreation</b>	<b>6,000</b>	<b>-</b>	<b>6,000</b>	<b>0.00%</b>
<b><u>Contingency</u></b>				
Misc-Contingency	2,500	-	2,500	0.00%
<b>Total Contingency</b>	<b>2,500</b>	<b>-</b>	<b>2,500</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>165,785</b>	<b>28,924</b>	<b>136,861</b>	<b>17.45%</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	3,038	3,038	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>		<b>4,502</b>		
<b>FUND BALANCE, ENDING</b>		<b>\$ 7,540</b>		

# Bank Account Statement

Sunstone CDD

Bank Account Statement: Bank Account No.: 7289, Statement No.: 05\_24

Currency Code

<b>Statement Date</b>	05/31/24	<b>Statement Balance</b>	13,858.04
<b>Balance Last Statement</b>	16,799.81	<b>Outstanding Bank Transactions</b>	0.00
<b>Statement Ending Balance</b>	13,858.04	<b>Subtotal</b>	13,858.04
		<b>Outstanding Checks</b>	-70.31
<b>G/L Balance at 05/31/24</b>	13,787.73	<b>Bank Account Balance</b>	13,787.73

Transaction Date	Type	Document No.	Description	Value Date	Applied Entries	Applied Amount	Statement Amount
<b>Statement No. 05_24</b>							
05/09/24	Bank Account Ledger Entry	15028	Check for Vendor V00003		1	-2,001.77	-2,001.77
05/09/24	Bank Account Ledger Entry	15029	Check for Vendor V00006		1	-140.00	-140.00
05/13/24	Bank Account Ledger Entry	15030	Check for Vendor V00007		1	-200.00	-200.00
05/13/24	Bank Account Ledger Entry	15031	Check for Vendor V00008		1	-200.00	-200.00
05/13/24	Bank Account Ledger Entry	15032	Check for Vendor V00009		1	-200.00	-200.00
05/13/24	Bank Account Ledger Entry	15033	Check for Vendor V00010		1	-200.00	-200.00
<b>Total</b>						<b>-2,941.77</b>	<b>-2,941.77</b>

## Outstanding Payments

Posting Date	Document Type	Document No.	Description	Statement Amount
<b>Quantity</b>				<b>0</b>
<b>Total</b>				

## Outstanding Checks

Posting Date	Document Type	Check No.	Description	Statement Amount
08/24/23	Payment	15009	Check for Vendor V00014	-70.31
<b>Quantity</b>				<b>1</b>
<b>Total</b>				<b>-70.31</b>