

**SUNSTONE
COMMUNITY DEVELOPMENT
DISTRICT**

REGULAR MEETING

SEPTEMBER 11, 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
Bryn Radcliff, District Manager
Vivek Babbar, District Counsel
Tonja Stewart, District Engineer

Audit Committee & Regular Meeting Agenda

Wednesday, September 11, 2024, at 1:30 p.m.

The Audit Committee & Regular Meetings of Sunstone Community Development District will be held on **September 11, 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: 247 504 995 236
Passcode: i5pLoQ

Call in (audio only) +1 646-838-1601
Phone Conference ID: 914 382 891#

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

AUDIT COMMITTEE & REGULAR MEETINGS OF THE BOARD OF SUPERVISORS

- 1. CALL TO ORDER/ROLL CALL**
- 2. RECESS TO AUDIT COMMITTEE MEETING**
- 3. AUDIT COMMITTEE MEETING**
 - A. Open the Audit Committee Meeting
 - B. Evaluate and Rank the Audit Proposals
 - i. *Grau & Associates*
 - C. Finalize the Ranking and Consideration of Audit Committee Recommendation
 - D. Close the Audit Committee Meeting
- 4. RETURN AND PROCEED TO REGULAR MEETING**
- 5. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS**
- 6. BUSINESS ITEMS**
 - A. Consideration of Audit Committee Recommendations and Evaluation
 - B. Consideration of Resolution 2024-05; Special Districts Performance Measures & Standards- HB7013
 - C. General Matters of the District
- 7. CONSENT AGENDA**
 - A. Approval of Minutes of the July 10, 2024; Public Hearing & Regular Meeting
 - B. Consideration of Operation and Maintenance Expenditures August 2024
 - C. Acceptance of the Financials and Approval of the Check Register for August 2024
- 8. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
- 9. BOARD OF SUPERVISORS REQUESTS AND COMMENTS**
- 10. PUBLIC COMMENTS**
- 11. ADJOURNMENT**



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Proposal to Provide Financial Auditing Services:

SUNSTONE

Community Development District

Proposal Due: September 4, 2024
2:00pm

Submitted to:

Sunstone
Community Development District

Submitted by:

Antonio J. Grau, Partner
Grau & Associates
951 Yamato Road, Suite 280
Boca Raton, Florida 33431

Tel (561) 994-9299
(800) 229-4728

Fax (561) 994-5823

tgrau@graucpa.com

www.graucpa.com



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Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

September 4, 2024

Sunstone Community Development District

Re: Request for Proposal for Professional Auditing Services for the fiscal year ended September 30, 2024-2026.

Grau & Associates (Grau) welcomes the opportunity to respond to the Sunstone Community Development District's (the "District") Request for Proposal (RFP), and we look forward to working with you on your audit. We are an energetic and robust team of knowledgeable professionals and are a recognized leader of providing services to Community Development Districts. As one of Florida's few firms to primarily focus on government, we are especially equipped to provide you an effective and efficient audit.

Government audits are at the core of our practice: **95% of our work is performing audits for local governments and of that 98% are for special districts.** With our significant experience, we are able to increase efficiency, to provide immediate and continued savings, and to minimize disturbances to your operations.

Why Grau & Associates:

Knowledgeable Audit Team

Grau is proud that the personnel we assign to your audit are some of the most seasoned auditors in the field. Our staff performs governmental engagements year-round. When not working on your audit, your team is refining their audit approach for next year's audit. Our engagement partners have decades of experience and take a hands-on approach to our assignments, which all ensures a smoother process for you.

Servicing your Individual Needs

Our clients enjoy personalized service designed to satisfy their unique needs and requirements. Throughout the process of our audit, you will find that we welcome working with you to resolve any issues as swiftly and easily as possible. In addition, due to Grau's very low turnover rate for our industry, you also won't have to worry about retraining your auditors from year to year.

Developing Relationships

We strive to foster mutually beneficial relationships with our clients. We stay in touch year round, updating, collaborating and assisting you in implementing new legislation, rules and standards that affect your organization. We are also available as a sounding board and assist with technical questions.

Maintaining an Impeccable Reputation

We have never been involved in any litigation, proceeding or received any disciplinary action. Additionally, we have never been charged with, or convicted of, a public entity crime of any sort. We are financially stable and have never been involved in any bankruptcy proceedings.

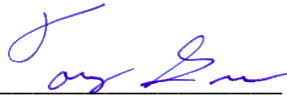
Complying With Standards

Our audit will follow the Auditing Standards of the AICPA, Generally Accepted Government Auditing Standards, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida, and any other applicable federal, state and local regulations. We will deliver our reports in accordance with your requirements.

This proposal is a firm and irrevocable offer for 90 days. We certify this proposal is made without previous understanding, agreement or connection either with any previous firms or corporations offering a proposal for the same items. We also certify our proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action, and was prepared in good faith. Only the person(s), company or parties interested in the project as principals are named in the proposal. Grau has no existing or potential conflicts and anticipates no conflicts during the engagement. Our Federal I.D. number is 20-2067322.

We would be happy to answer any questions or to provide any additional information. We are genuinely excited about the prospect of serving you and establishing a long-term relationship. Please do not hesitate to call or email either of our Partners, Antonio J. Grau, CPA (tgrau@graucpa.com) or David Caplivski, CPA (dcaplivski@graucpa.com) at 561.994.9299. We thank you for considering our firm's qualifications and experience.

Very truly yours,
Grau & Associates



Antonio J. Grau

Firm Qualifications



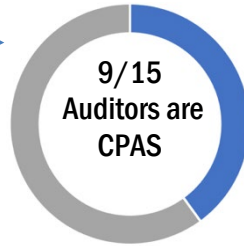
Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Grau's Focus and Experience

Our Team



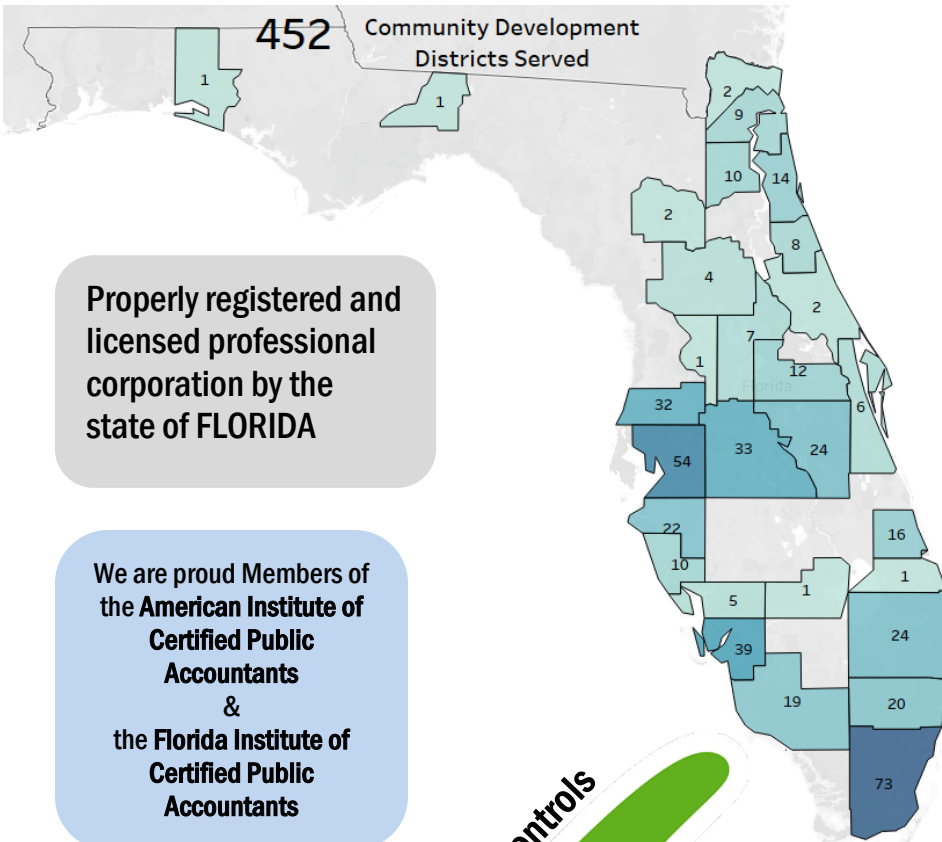
3 Partners
11 Professional Staff
2 Administrative Professionals



2005

Year founded

Services Provided



Properly registered and licensed professional corporation by the state of FLORIDA

We are proud Members of the American Institute of Certified Public Accountants & the Florida Institute of Certified Public Accountants

Quality Controls

- ⇒ External quality review program: consistently receives a pass
- ⇒ Internal: ongoing monitoring to maintain quality



AICPA | FICPA | GFOA | FASD | FGFOA

See next page for report and certificate



Florida Institute of Certified Public Accountants

FICPA Peer Review Program
Administered in Florida
by The Florida Institute of CPAs



Peer Review
Program

AICPA Peer Review Program
Administered in Florida
by the Florida Institute of CPAs

March 17, 2023

Antonio Grau
Grau & Associates
951 Yamato Rd Ste 280
Boca Raton, FL 33431-1809

Dear Antonio Grau:

It is my pleasure to notify you that on March 16, 2023, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2025. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

FICPA Peer Review Committee

Peer Review Team
FICPA Peer Review Committee

850.224.2727, x5957

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 594791

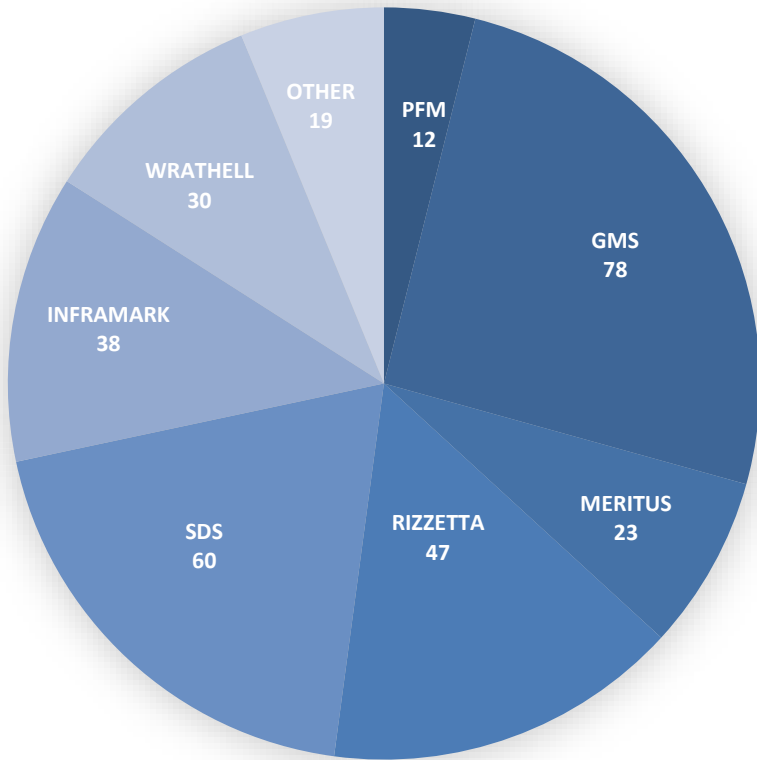
119 S Monroe Street, Suite 121 | Tallahassee, FL 32301 | 850.224.2727, in Florida | www.ficpa.org

Firm & Staff Experience



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

GRAU AND ASSOCIATES COMMUNITY DEVELOPMENT DISTRICT EXPERIENCE BY MANAGEMENT COMPANY



Profile Briefs:

Antonio J GRAU, CPA (Partner)

*Years Performing Audits: 35+
CPE (last 2 years): Government Accounting, Auditing: 24 hours; Accounting, Auditing and Other: 56 hours
Professional Memberships: AICPA, FICPA, FGFOA, GFOA*

David Caplivski, CPA (Partner)

*Years Performing Audits: 13+
CPE (last 2 years): Government Accounting, Auditing: 24 hours; Accounting, Auditing and Other: 64 hours
Professional Memberships: AICPA, FICPA, FGFOA, FASD*

“Here at Grau & Associates, staying up to date with the current technological landscape is one of our top priorities. Not only does it provide a more positive experience for our clients, but it also allows us to perform a more effective and efficient audit. With the every changing technology available and utilized by our clients, we are constantly innovating our audit process.”

- Tony Grau

“Quality audits and exceptional client service are at the heart of every decision we make. Our clients trust us to deliver a quality audit, adhering to high standards and assisting them with improvements for their organization.”

- David Caplivski

YOUR ENGAGEMENT TEAM

Grau's client-specific engagement team is meticulously organized in order to meet the unique needs of each client. Constant communication within our solution team allows for continuity of staff and audit team.

The Certified Information Technology Professional (CITP) Partner will bring a unique blend of IT expertise and understanding of accounting principles to the financial statement audit of the District.

An advisory consultant will be available as a sounding board to advise in those areas where problems are encountered.



The assigned personnel will work closely with the partner and the District to ensure that the financial statements and all other reports are prepared in accordance with professional standards and firm policy. Responsibilities will include planning the audit; communicating with the client and the partners the progress of the audit; and determining that financial statements and all reports issued by the firm are accurate, complete and are prepared in accordance with professional standards and firm policy.

The Engagement Partner will participate extensively during the various stages of the engagement and has direct responsibility for engagement policy, direction, supervision, quality control, security, confidentiality of information of the engagement and communication with client personnel. The engagement partner will also be involved directing the development of the overall audit approach and plan; performing an overriding review of work papers and ascertain client satisfaction.



Antonio 'Tony' J. Grau, CPA

Partner

Contact: tgrau@graucpa.com | (561) 939-6672

Experience

For over 30 years, Tony has been providing audit, accounting and consulting services to the firm's governmental, non-profit, employee benefit, overhead and arbitrage clients. He provides guidance to clients regarding complex accounting issues, internal controls and operations.

As a member of the Government Finance Officers Association Special Review Committee, Tony participated in the review process for awarding the GFOA Certificate of Achievement in Financial Reporting. Tony was also the review team leader for the Quality Review of the Office of Management Audits of School Board of Miami-Dade County. Tony received the AICPA advanced level certificate for governmental single audits.

Education

University of South Florida (1983)
Bachelor of Arts
Business Administration

Clients Served (partial list)

(>300) Various Special Districts, including:

- | | |
|--|--|
| Bayside Improvement Community Development District | St. Lucie West Services District |
| Dunes Community Development District | Ave Maria Stewardship Community District |
| Fishhawk Community Development District (I, II, IV) | Rivers Edge II Community Development District |
| Grand Bay at Doral Community Development District | Bartram Park Community Development District |
| Heritage Harbor North Community Development District | Bay Laurel Center Community Development District |
| | |
| Boca Raton Airport Authority | |
| Greater Naples Fire Rescue District | |
| Key Largo Wastewater Treatment District | |
| Lake Worth Drainage District | |
| South Indian River Water Control | |

Professional Associations/Memberships

American Institute of Certified Public Accountants Florida Government Finance Officers Association
Florida Institute of Certified Public Accountants Government Finance Officers Association Member
City of Boca Raton Financial Advisory Board Member

Professional Education (over the last two years)

| <u>Course</u> | <u>Hours</u> |
|------------------------------------|---|
| Government Accounting and Auditing | 32 |
| Accounting, Auditing and Other | <u>41</u> |
| Total Hours | <u>73</u> (includes of 4 hours of Ethics CPE) |



David Caplivski, CPA/CITP, Partner
 Contact : dcaplivski@graucpa.com / 561-939-6676

Experience

| | | |
|-------------------|----------------|--------------|
| Grau & Associates | Partner | 2021-Present |
| Grau & Associates | Manager | 2014-2020 |
| Grau & Associates | Senior Auditor | 2013-2014 |
| Grau & Associates | Staff Auditor | 2010-2013 |

Education

Florida Atlantic University (2009)
 Master of Accounting
 Nova Southeastern University (2002)
 Bachelor of Science
 Environmental Studies

Certifications and Certificates

Certified Public Accountant (2011)
 AICPA Certified Information Technology Professional (2018)
 AICPA Accreditation COSO Internal Control Certificate (2022)

Clients Served (partial list)

| | |
|---|--|
| (>300) Various Special Districts | Hispanic Human Resource Council |
| Aid to Victims of Domestic Abuse | Loxahatchee Groves Water Control District |
| Boca Raton Airport Authority | Old Plantation Water Control District |
| Broward Education Foundation | Pinetree Water Control District |
| CareerSource Brevard | San Carlos Park Fire & Rescue Retirement Plan |
| CareerSource Central Florida 403 (b) Plan | South Indian River Water Control District |
| City of Lauderhill GERS | South Trail Fire Protection & Rescue District |
| City of Parkland Police Pension Fund | Town of Haverhill |
| City of Sunrise GERS | Town of Hypoluxo |
| Coquina Water Control District | Town of Hillsboro Beach |
| Central County Water Control District | Town of Lantana |
| City of Miami (program specific audits) | Town of Lauderdale By-The-Sea Volunteer Fire Pension |
| City of West Park | Town of Pembroke Park |
| Coquina Water Control District | Village of Wellington |
| East Central Regional Wastewater Treatment Fac. | Village of Golf |
| East Naples Fire Control & Rescue District | |

Professional Education (over the last two years)

| <u>Course</u> | <u>Hours</u> |
|------------------------------------|--|
| Government Accounting and Auditing | 24 |
| Accounting, Auditing and Other | 64 |
| Total Hours | <u>88</u> (includes 4 hours of Ethics CPE) |

Professional Associations

Member, American Institute of Certified Public Accountants
Member, Florida Institute of Certified Public Accountants
Member, Florida Government Finance Officers Association
Member, Florida Association of Special Districts

References



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

We have included three references of government engagements that require compliance with laws and regulations, follow fund accounting, and have financing requirements, which we believe are similar to the District.

Dunes Community Development District

| | |
|---------------------------|--|
| Scope of Work | Financial audit |
| Engagement Partner | Antonio J. Grau |
| Dates | Annually since 1998 |
| Client Contact | Darrin Mossing, Finance Director 475 W. Town Place, Suite 114 St. Augustine, Florida 32092 904-940-5850 |

Two Creeks Community Development District

| | |
|---------------------------|---|
| Scope of Work | Financial audit |
| Engagement Partner | Antonio J. Grau |
| Dates | Annually since 2007 |
| Client Contact | William Rizzetta, President 3434 Colwell Avenue, Suite 200 Tampa, Florida 33614 813-933-5571 |

Journey's End Community Development District

| | |
|---------------------------|---|
| Scope of Work | Financial audit |
| Engagement Partner | Antonio J. Grau |
| Dates | Annually since 2004 |
| Client Contact | Todd Wodraska, Vice President 2501 A Burns Road Palm Beach Gardens, Florida 33410 561-630-4922 |

Specific Audit Approach



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

AUDIT APPROACH

Grau's Understanding of Work Product / Scope of Services:

We recognize the District is an important entity and we are confident our firm is eminently qualified to meet the challenges of this engagement and deliver quality audit services. ***You would be a valued client of our firm and we pledge to commit all firm resources to provide the level and quality of services (as described below) which not only meet the requirements set forth in the RFP but will exceed those expectations.*** Grau & Associates fully understands the scope of professional services and work products requested. Our audit will follow the Auditing Standards of the AICPA, *Generally Accepted Government Auditing Standards*, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida and any other applicable Federal, State or Local regulations. **We will deliver our reports in accordance with your requirements.**

Proposed segmentation of the engagement

Our approach to the audit engagement is a risk-based approach which integrates the best of traditional auditing techniques and a total systems concept to enable the team to conduct a more efficient and effective audit. The audit will be conducted in three phases, which are as follows:



Phase I - Preliminary Planning

A thorough understanding of your organization, service objectives and operating environment is essential for the development of an audit plan and for an efficient, cost-effective audit. During this phase, we will meet with appropriate personnel to obtain and document our understanding of your operations and service objectives and, at the same time, give you the opportunity to express your expectations with respect to the services that we will provide. Our work effort will be coordinated so that there will be minimal disruption to your staff.

During this phase we will perform the following activities:

- » Review the regulatory, statutory and compliance requirements. This will include a review of applicable federal and state statutes, resolutions, bond documents, contracts, and other agreements;
- » Read minutes of meetings;
- » Review major sources of information such as budgets, organization charts, procedures, manuals, financial systems, and management information systems;
- » Obtain an understanding of fraud detection and prevention systems;
- » Obtain and document an understanding of internal control, including knowledge about the design of relevant policies, procedures, and records, and whether they have been placed in operation;
- » Assess risk and determine what controls we are to rely upon and what tests we are going to perform and perform test of controls;
- » Develop audit programs to incorporate the consideration of financial statement assertions, specific audit objectives, and appropriate audit procedures to achieve the specified objectives;
- » Discuss and resolve any accounting, auditing and reporting matters which have been identified.

Phase II – Execution of Audit Plan

The audit team will complete a major portion of transaction testing and audit requirements during this phase. The procedures performed during this period will enable us to identify any matter that may impact the completion of our work or require the attention of management. Tasks to be performed in Phase II include, but are not limited to the following:

- » Apply analytical procedures to further assist in the determination of the nature, timing, and extent of auditing procedures used to obtain evidential matter for specific account balances or classes of transactions;
- » Perform tests of account balances and transactions through sampling, vouching, confirmation and other analytical procedures; and
- » Perform tests of compliance.

Phase III - Completion and Delivery

In this phase of the audit, we will complete the tasks related to year-end balances and financial reporting. All reports will be reviewed with management before issuance, and the partners will be available to meet and discuss our report and address any questions. Tasks to be performed in Phase III include, but are not limited to the following:

- » Perform final analytical procedures;
- » Review information and make inquiries for subsequent events; and
- » Meeting with Management to discuss preparation of draft financial statements and any potential findings or recommendations.

You should expect more from your accounting firm than a signature in your annual financial report. Our concept of truly responsive professional service emphasizes taking an active interest in the issues of concern to our clients and serving as an effective resource in dealing with those issues. In following this approach, we not only audit financial information with hindsight but also consider the foresight you apply in managing operations.

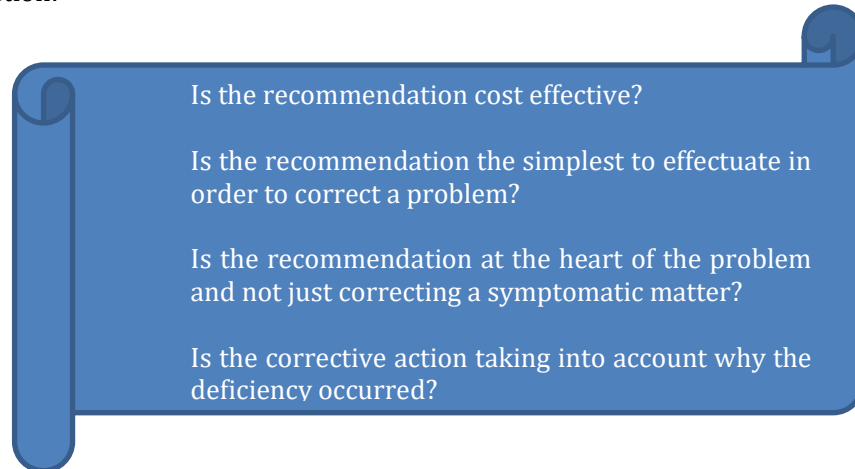
Application of this approach in developing our management letter is particularly important given the increasing financial pressures and public scrutiny facing today's public officials. We will prepare the management letter at the completion of our final procedures.

In preparing this management letter, we will initially review any draft comments or recommendations with management. In addition, we will take necessary steps to ensure that matters are communicated to those charged with governance.

In addition to communicating any recommendations, we will also communicate the following, if any:

- » Significant audit adjustments;
- » Significant deficiencies or material weaknesses;
- » Disagreements with management; and
- » Difficulties encountered in performing the audit.

Our findings will contain a statement of condition describing the situation and the area that needs strengthening, what should be corrected and why. Our suggestions will withstand the basic tests of corrective action:



To assure full agreement with facts and circumstances, we will fully discuss each item with Management prior to the final exit conference. This policy means there will be no “surprises” in the management letter and fosters a professional, cooperative atmosphere.

Communications

We emphasize a continuous, year-round dialogue between the District and our management team. We regularly communicate through personal telephone calls and electronic mail throughout the audit and on a regular basis.

Our clients have the ability to transmit information to us on our secure client portal with the ability to assign different staff with separate log on and viewing capability. This further facilitates efficiency as all assigned users receive electronic mail notification as soon as new information has been posted into the portal.

Cost of Services



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Our proposed all-inclusive fees for the financial audit for the fiscal years ended September 30, 2024-2026 are as follows:

| <u>Year Ended September 30,</u> | <u>Fee</u> |
|---------------------------------|------------------------|
| 2024 | \$3,500 |
| 2025 | \$3,600 |
| 2026 | <u>\$3,700</u> |
| TOTAL (2024-2026) | <u>\$10,800</u> |

The above fees are based on the assumption that the District maintains its current level of operations. Should conditions change or Bonds are issued the fees would be adjusted accordingly upon approval from all parties concerned.

Supplemental Information



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

PARTIAL LIST OF CLIENTS

| SPECIAL DISTRICTS | Governmental Audit | Single Audit | Utility Audit | Current Client | Year End |
|--|---------------------------|---------------------|----------------------|-----------------------|-----------------|
| Boca Raton Airport Authority | ✓ | ✓ | | ✓ | 9/30 |
| Captain's Key Dependent District | ✓ | | | ✓ | 9/30 |
| Central Broward Water Control District | ✓ | | | ✓ | 9/30 |
| Coquina Water Control District | ✓ | | | ✓ | 9/30 |
| East Central Regional Wastewater Treatment Facility | ✓ | | ✓ | | 9/30 |
| Florida Green Finance Authority | ✓ | | | | 9/30 |
| Greater Boca Raton Beach and Park District | ✓ | | | ✓ | 9/30 |
| Greater Naples Fire Control and Rescue District | ✓ | ✓ | | ✓ | 9/30 |
| Green Corridor P.A.C.E. District | ✓ | | | ✓ | 9/30 |
| Hobe-St. Lucie Conservancy District | ✓ | | | ✓ | 9/30 |
| Indian River Mosquito Control District | ✓ | | | | 9/30 |
| Indian Trail Improvement District | ✓ | | | ✓ | 9/30 |
| Key Largo Wastewater Treatment District | ✓ | ✓ | ✓ | ✓ | 9/30 |
| Lake Asbury Municipal Service Benefit District | ✓ | | | ✓ | 9/30 |
| Lake Padgett Estates Independent District | ✓ | | | ✓ | 9/30 |
| Lake Worth Drainage District | ✓ | | | ✓ | 9/30 |
| Loxahatchee Groves Water Control District | ✓ | | | | 9/30 |
| Old Plantation Control District | ✓ | | | ✓ | 9/30 |
| Pal Mar Water Control District | ✓ | | | ✓ | 9/30 |
| Pinellas Park Water Management District | ✓ | | | ✓ | 9/30 |
| Pine Tree Water Control District (Broward) | ✓ | | | ✓ | 9/30 |
| Pinetree Water Control District (Wellington) | ✓ | | | | 9/30 |
| Port of The Islands Community Improvement District | ✓ | | ✓ | ✓ | 9/30 |
| Ranger Drainage District | ✓ | ✓ | | ✓ | 9/30 |
| Renaissance Improvement District | ✓ | | | ✓ | 9/30 |
| San Carlos Park Fire Protection and Rescue Service District | ✓ | | | ✓ | 9/30 |
| Sanibel Fire and Rescue District | ✓ | | | ✓ | 9/30 |
| South Central Regional Wastewater Treatment and Disposal Board | ✓ | | | | 9/30 |
| South-Dade Venture Development District | ✓ | | | ✓ | 9/30 |
| South Indian River Water Control District | ✓ | ✓ | | ✓ | 9/30 |
| South Trail Fire Protection & Rescue District | ✓ | | | ✓ | 9/30 |
| Spring Lake Improvement District | ✓ | | | ✓ | 9/30 |
| St. Lucie West Services District | ✓ | | ✓ | ✓ | 9/30 |
| Sunrise Lakes Phase IV Recreation District | ✓ | | | ✓ | 9/30 |
| Sunshine Water Control District | ✓ | | | ✓ | 9/30 |
| Sunny Hills Units 12-15 Dependent District | ✓ | | | ✓ | 9/30 |
| West Villages Independent District | ✓ | | | ✓ | 9/30 |
| Various Community Development Districts (452) | ✓ | | | ✓ | 9/30 |
| TOTAL | 490 | 5 | 4 | 484 | |

ADDITIONAL SERVICES

CONSULTING / MANAGEMENT ADVISORY SERVICES

Grau & Associates also provide a broad range of other management consulting services. Our expertise has been consistently utilized by Governmental and Non-Profit entities throughout Florida. Examples of engagements performed are as follows:

- Accounting systems
- Development of budgets
- Organizational structures
- Financing alternatives
- IT Auditing
- Fixed asset records
- Cost reimbursement
- Indirect cost allocation
- Grant administration and compliance

ARBITRAGE

The federal government has imposed complex rules to restrict the use of tax-exempt financing. Their principal purpose is to eliminate any significant arbitrage incentives in a tax-exempt issue. We have determined the applicability of these requirements and performed the rebate calculations for more than 150 bond issues, including both fixed and variable rate bonds.

73

Current
Arbitrage
Calculations

We look forward to providing Sunstone Community Development District with our resources and experience to accomplish not only those minimum requirements set forth in your Request for Proposal, but to exceed those expectations!

**For even more information on Grau & Associates
please visit us on www.graucpa.com.**

SUNSTONE COMMUNITY DEVELOPMENT DISTRICTS

District Office • 2005 Pan Am Circle • Suite 300 • Tampa, Florida 33607

September 11, 2024

To: Sunstone CDD – Audit Committee
Audit Committee Selection Process

As noted above, we suggest appointing the entire Board as the Committee. This will allow for an easy quorum and the Committee can meet before or during the regular Board meeting. You may, however, appoint as few as two persons such as the District manager (“Manager”) and the Board Chairman.

Consider the following:

1. At a regular Board meeting, have the Board, by motion, appoint the Committee members. The Board should designate one person as the Chair of the committee.
2. If you have already advertised a meeting of the Committee, you may have the Committee meeting during or after the regular Board meeting.
3. You cannot have a Committee meeting until you publicly notice the meeting of the Committee, either within the same published notice as the regular meeting or separately.

After you have provided notice, you may convene the Committee meeting. The purpose of the meeting will be to select the criteria by which responses to the RFP will be evaluated and announce publicly that the District is soliciting proposals. The actions to be taken by the Committee include:

1. Selection of the criteria by which proposals will be evaluated. You are statutorily required to consider: (a) ability of personnel; (b) experience; and (c) ability to furnish the required services. Additional criteria, such as price, should be determined by the Committee.
2. Determination of the date, time, and location that the RFP will be required to be received by the District. While there is no exact time required for this RFP to be out, it should be at least two weeks to give firms an opportunity to put together a proposal.
3. Public announcement of the opportunity to provide auditing services. Such announcement must include, at minimum: (a) a brief description of the audit and (b) how interested firms can apply for consideration (where they can obtain an RFP). The Manager will then publish the notice of the RFP. A sample notice is attached.
4. Provide interested firms, through the Manager, an RFP that must include information on how proposals are to be evaluated and other information necessary to enable interested firms to respond.

At the date, time, and location announced in the RFP, the Manager must open the proposals and read them aloud. The Manager should then evaluate them for completeness. There should be the proper number of copies, the correct documents, and all should be properly completed. The Manager should then schedule, or have already scheduled, a meeting of the Committee. The following is an outline of that process:

1. The Committee meeting should be noticed. The published notice of the Committee meeting may be with the same published notice as the regular Board meeting but must specifically state that the audit Committee will be meeting. A separate published notice of just the Committee meeting may also be used.
2. The Committee will evaluate the proposals that are determined complete (responsive) and will rank them in accordance with the evaluation criteria established by the Committee and adjourn.
3. The Committee Chairman will make a report to the Board, at a properly noticed Board meeting, the ranking assigned by the Committee to the responses to the RFP.
4. If compensation is a criteria on the Evaluation Criteria Sheet, the Board shall negotiate a contract with the highest ranked firm or it must document in its public record the reason for not selecting the highest ranked qualified firm. If compensation is not a criteria on the Evaluation Criteria Sheet, the Board will then authorize staff to enter into negotiations with the firms in order of ranking or as directed.

After successful negotiations, staff must return to the Board for authorization to enter into a contract with one of the auditing firms. The Contract must meet the following criteria:

It must, as a minimum, include provisions that:

1. Specify the services to be provided and fees, or other compensation for such services;
2. Require that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the Contract
3. Specify the contract period, including renewals and conditions, under which the Contract may be terminated or renewed.

An engagement letter that contains the above provisions and that is signed and executed by both parties can be used to satisfy the requirements of a written contract. It is our recommendation that the Contract provide for only two (2) annual renewals.

In summation, you must do the following:

1. The Board must appoint an audit committee.
2. The Committee meeting must be noticed.
3. The Committee must establish the RFP evaluation criteria which must include (a) ability of personnel, (b) experience, and (c) ability to furnish the required services.
4. The Committee must issue the RFP in compliance with the above criteria.
5. The Committee must evaluate and rank the proposals to the RFP in accord with evaluation criteria.
6. The Board must select the firm to negotiate with.
7. The Board must approve the Contract, as negotiated, that meets the above criteria.

**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 2024-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SUNSTONE COMMUNITY DEVELOPMENT DISTRICT ADOPTING GOALS, OBJECTIVES, AND PERFORMANCE MEASURES AND STANDARDS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING 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, effective July 1, 2024, the Florida Legislature adopted House Bill 7013, codified as Chapter 2024-136, Laws of Florida (“HB 7013”) and creating Section 189.0694, Florida Statutes; and

WHEREAS, pursuant to HB 7013 and Section 189.0694, Florida Statutes, beginning October 1, 2024, the District shall establish goals and objectives for the District and create performance measures and standards to evaluate the District’s achievement of those goals and objectives; and

WHEREAS, the District Manager has prepared the attached goals, objectives, and performance measures and standards and presented them to the Board of the District; and

WHEREAS, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution the attached goals, objectives and performance measures and standards.

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

SECTION 1. The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Resolution.

SECTION 2. The District Board of Supervisors hereby adopts the goals, objectives and performance measures and standards as provided in **Exhibit A**. The District Manager shall take all actions to comply with Section 189.0694, Florida Statutes, and shall prepare an annual report regarding the District’s success or failure in achieving the adopted goals and objectives for consideration by the Board of the District.

SECTION 3. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 4. This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 11th day of September 2024.

ATTEST:

**SUNSTONE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair, Board of Supervisors

Exhibit A: Performance Measures/Standards and Annual Reporting

Exhibit A

Memorandum

To: Board of Supervisors

From: District Management

Date: September 11, 2024

RE: HB7013 – Special Districts Performance Measures and Standards

To enhance accountability and transparency, new regulations were established for all special districts, by the Florida Legislature, during its 2024 legislative session. Starting on October 1, 2024, or by the end of the first full fiscal year after its creation (whichever comes later), each special district must establish goals and objectives for each program and activity, as well as develop performance measures and standards to assess the achievement of these goals and objectives. Additionally, by December 1 each year (initial report due on December 1, 2025), each special district is required to publish an annual report on its website, detailing the goals and objectives achieved, the performance measures and standards used, and any goals or objectives that were not achieved.

District Management has identified the following key categories to focus on for Fiscal Year 2025 and develop statutorily compliant goals for each:

- Community Communication and Engagement
- Infrastructure and Facilities Maintenance
- Financial Transparency and Accountability

Additionally, special districts must provide an annual reporting form to share with the public that reflects whether the goals and objectives were met for the year. District Management has streamlined these requirements into a single document that meets both the statutory requirements for goal/objective setting and annual reporting.

The proposed goals/objectives and the annual reporting form are attached as exhibit A to this memo. District Management recommends that the Board of Supervisors adopt these goals and objectives to maintain compliance with HB7013 and further enhance its commitment to the accountability and transparency of the District.

Exhibit A:
Goals, Objectives, and Annual Reporting Form

**Sunstone Community Development District (“District”)
Performance Measures/Standards & Annual Reporting Form**

October 1, 2024 – September 30, 2025

1. Community Communication and Engagement

Goal 1.1: Public Meetings Compliance

Objective: Hold at least twelve regular Board of Supervisor (“Board”) meetings per year to conduct District-related business and discuss community needs.

Measurement: Number of public Board meetings held annually as evidenced by meeting minutes and legal advertisements.

Standard: A minimum of twelve Board meetings were held during the fiscal year.

Achieved: Yes No

Goal 1.2: Notice of Meetings Compliance

Objective: Provide public notice of each meeting in accordance with Florida Statutes, using at least two communication methods.

Measurement: Timeliness and method of meeting notices as evidenced by posting to the District’s website, publishing in local newspaper of general circulation, and or via electronic communication.

Standard: 100% of meetings were advertised in accordance with Florida Statutes on at least two mediums (e.g., newspaper, District website, electronic communications).

Achieved: Yes No

Goal 1.3: Access to Records Compliance

Objective: Ensure that meeting minutes and other public records are readily available and easily accessible to the public by completing monthly District website checks.

Measurement: Monthly website reviews will be completed to ensure meeting minutes and other public records are up to date as evidenced by District Management’s records.

Standard: 100% of monthly website checks were completed by District Management or third party vendor.

Achieved: Yes No

2. Infrastructure and Facilities Maintenance

Goal 2.1: Field Management and/or District Management Site Inspections Objective: Field manager and/or district manager will conduct inspections per District Management services agreement to ensure safety and proper functioning of the District’s infrastructure.

Measurement: Field manager and/or district manager visits were successfully completed per management agreement as evidenced by field manager and/or district manager’s reports, notes or other record keeping method.

Standard: 100% of site visits were successfully completed as described within District Management services agreement

Achieved: Yes No

Goal 2.2: District Infrastructure and Facilities Inspections

Objective: District Engineer will conduct an annual inspection of the District’s infrastructure and related systems.

Measurement: A minimum of one inspection completed per year as evidenced by district engineer's report related to District's infrastructure and related systems.

Standard: Minimum of one inspection was completed in the fiscal year by the District's engineer.

Achieved: Yes No

3. Financial Transparency and Accountability

Goal 3.1: Annual Budget Preparation

Objective: Prepare and approve the annual proposed budget by June 15 and final budget was adopted by September 30 each year. *(or other deadline, as appropriate)*

Measurement: Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as evidenced by meeting minutes and budget documents listed on the District's website and/or within District records.

Standard: 100% of budget approval & adoption were completed by the statutory deadlines and posted to the District's website.

Achieved: Yes No

Goal 3.2: Financial Reports

Objective: Publish to the District's website the most recent versions of the following documents: Annual audit, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.

Measurement: Annual audit, previous years' budgets, and financials are accessible to the public as evidenced by corresponding documents on the District's website.

Standard: District's website contains 100% of the following information: Most recent annual audit, most recent adopted/amended fiscal year budget, and most recent agenda package with updated financials.

Achieved: Yes No

Goal 3.3: Annual Financial Audit

Objective: Conduct an annual independent financial audit per statutory requirements and publish the results to the District's website for public inspection, and transmit to the State of Florida.

Measurement: Timeliness of audit completion and publication as evidenced by meeting minutes showing Board approval and annual audit is available on the District's website and transmitted to the State of Florida.

Standard: Audit was completed by an independent auditing firm per statutory requirements and results were posted to the District's website and transmitted to the State of Florida.

Achieved: Yes No

SIGNATURES:

Chair/Vice Chair: _____

Date: _____

Printed Name: _____

Sunstone Community Development District

District Manager: _____

Date: _____

Printed Name: _____

Sunstone Community Development District

**MINUTES OF MEETING
SUNSTONE
COMMUNITY DEVELOPMENT DISTRICT**

The Public Hearing, Audit Committee and regular meeting of the Board of Supervisors of Sunstone Community Development District was held on Wednesday July 10, 2024 and called to order at 1:34 p.m. at the Marion Baysinger Memorial County Library located at 756 W. Broad Street, Groveland Florida 34736.

Present and constituting a quorum were:

| | |
|-------------------|-------------------------------------|
| Carlos de la Ossa | Chairperson <i>(via phone)</i> |
| Nicholas Dister | Vice Chairperson <i>(via phone)</i> |
| Kyle Smith | Assistant Secretary |
| Albert Viera | Assistant Secretary |
| Mike Rainer | Assistant Secretary |

Also present were:

| | |
|----------------|-------------------------------------|
| Angie Grunwald | District Manager <i>(via phone)</i> |
| Bryan Radcliff | Assistant Secretary |
| Vivek Babbar | District Counsel <i>(via phone)</i> |

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

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Radcliff called the meeting to order, and a quorum was established.

SECOND ORDER OF BUSINESS

Public Comment on Agenda Items

There being none, the next order of business followed.

THIRD ORDER OF BUSINESS

Recess to Public Hearing

Mr. Radcliff requested the Board recess to public hearing.

FOURTH ORDER OF BUSINESS

**Public Hearing on Adopting Fiscal Year
2025 Final Budget**

A. Open Public Hearing on Adopting Fiscal Year 2025 Final Budget

| |
|---|
| On MOTION by Mr. Smith seconded by Mr. Viera, with all in favor, the Public Hearing on adopting Fiscal Year 2025 Final Budget, was opened. 5-0 |
|---|

B. Staff Presentations

C. Public Comments

There being none, the next item followed.

D. Consideration of Resolution 2024-03, Adopting Final Fiscal Year 2025 Budget

On MOTION by Mr. Viera seconded by Mr. Smith, with all in favor, Resolution 2024-03, Adopting Final Fiscal Year 2025 Budget, was adopted. 5-0

i. Consideration of Developer Funding Agreement FY 2025

On MOTION by Mr. Viera seconded by Mr. Smith, with all in favor, the Developer Funding Agreement for Fiscal Year 2025, was approved in substantial form. 5-0

E. Close Public Hearing on Adopting Fiscal Year 2025 Final Budget

On MOTION by Mr. Viera seconded by Mr. Rainer, with all in favor, the Public Hearing on Adopting Fiscal Year 2025 Final Budget, was closed. 5-0

FIFTH ORDER OF BUSINESS

Recess to Audit Committee Meeting

- A. Appointing an Audit Committee**
- B. Appoint Chairperson**

On MOTION by Mr. Viera seconded by Mr. Smith, with all in favor, the Board will serve as the Audit Committee with Bryan Radcliff as Chairperson, as discussed. 5-0

C. Selection of Criteria for Evaluation of Proposals

- Mr. Radcliff presented the criteria for evaluation of proposals. Discussion ensued.

D. Determine the Date, Time, and Location RFP Required

i. Consider Notice of Request for Proposals for Audit Services

- During the next meeting scheduled for Wednesday, August 14, 2024, at 1:30 p.m. at the Marion Baysinger Memorial County Library located at 756 W. Broad Street, Groveland, Florida 34736, all submissions will be reviewed, and an auditor will be chosen, as agreed.

E. Consider sending RFPS to Interested Firms

- Mr. Radcliff discussed sending RFPs to interested firms.

F. Determine the date of the next Committee Meeting

- The next Audit Committee meeting is scheduled for Wednesday, August 14, 2024 at 1:30 p.m. as agreed.

G. Close Audit Committee Meeting

On MOTION by Mr. Rainer seconded by Mr. Smith, with all in favor, the Audit Committee Meeting, was closed. 5-0

SIXTH ORDER OF BUSINESS **Return to Regular Meeting**
Mr. Radcliff requested the Board return to regular meeting.

SEVENTH ORDER OF BUSINESS **Business Items**
A. Consideration of Resolution 2024-04, Redesignating Officers
The following persons were elected to the offices shown:

- Carlos de la Ossa Chairperson
- Nick Dister Vice Chairperson
- Brian Lamb Secretary
- Eric Davidson Treasurer
- Bryan Radcliff Assistant Secretary
- Kyle Smith Assistant Secretary
- Michael Rainer Assistant Secretary
- Albert Viera Assistant Secretary

On MOTION by Mr. Viera seconded by Mr. Smith, with all in favor, Resolution 2024-04, Redesignating Officers replacing Angie Grunwald with Bryan Radcliff as an Assistant Secretary, was adopted, as outlined above. 5-0

B. General Matters of the District
There being none, the next order of business followed.

EIGHTH ORDER OF BUSINESS **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

On MOTION by Mr. Viera seconded by Mr. Smith, with all in favor, the Consent Agenda, was approved. 5-0

NINTH ORDER OF BUSINESS **Staff Reports**
A. District Counsel
B. District Engineer
C. District Manager

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

TENTH ORDER OF BUSINESS

Board of Supervisors' Requests and Comments

There being none, the next order of business followed.

ELEVENTH ORDER OF BUSINESS

Public Comments

There being none, the next order of business followed.

TWELFTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Viera seconded by Mr. Smith, with all in favor, the meeting was adjourned at 1:40 .pm. 5-0

Bryan Radcliff
District Manager

Chairperson/Vice Chairperson

SUNSTONE CDD
Summary of Operations and Maintenance Invoices

| Vendor | Invoice Date | Invoice/Account Number | Amount | Invoice Total | Comments/Description |
|--|--------------|------------------------|-------------------|-------------------|--------------------------------|
| Monthly Contract | | | | | |
| INFRAMARK LLC | 8/2/2024 | #130371 | \$0.64 | \$0.64 | JULY 2024 POSTAGE MGMNT SVCS |
| INFRAMARK LLC | 7/31/2024 | #129932 | \$0.64 | \$0.64 | JUNE 2024 POSTAGE MGMNT SVC |
| INFRAMARK LLC | 7/31/2024 | #128886 | \$375.00 | | JULY 2024 ACCOUNTING SVCS |
| INFRAMARK LLC | 7/31/2024 | #128886 | \$166.67 | | JULY 2024 ADMIN SVCS |
| INFRAMARK LLC | 7/31/2024 | #128886 | \$1,166.67 | | JULY 2024 DISTRICT MANAGER |
| INFRAMARK LLC | 7/31/2024 | #128886 | \$100.00 | | JULY 2024 FINANCIAL & REVENUE |
| INFRAMARK LLC | 7/31/2024 | #128886 | \$100.00 | | JULY 2024 RECORDIUNG SECRETARY |
| INFRAMARK LLC | 7/31/2024 | #128886 | \$16.67 | | JULY 2024 RENTAL & LEASES |
| INFRAMARK LLC | 7/31/2024 | #128886 | \$25.00 | | JULY 2024 TECH/DATA STORAGE |
| INFRAMARK LLC | 7/31/2024 | #128886 | \$50.00 | \$2,000.01 | JULY 2024 WESITE ADMIN |
| INFRAMARK LLC | 8/2/2024 | #130523 | \$375.00 | | AUG 2024 ACCOUNTING SVCS |
| INFRAMARK LLC | 8/2/2024 | #130523 | \$166.67 | | AUG 2024 ADMIN SVCS |
| INFRAMARK LLC | 8/2/2024 | #130523 | \$1,166.67 | | AUG 2024 DISTRICT MANAGER |
| INFRAMARK LLC | 8/2/2024 | #130523 | \$100.00 | | AUG2024 FINANCIAL & REVENUE |
| INFRAMARK LLC | 8/2/2024 | #130523 | \$100.00 | | AUG 2024 RECORDIUNG SECRETARY |
| INFRAMARK LLC | 8/2/2024 | #130523 | \$16.67 | | AUG 2024 RENTAL & LEASES |
| INFRAMARK LLC | 8/2/2024 | #130523 | \$25.00 | | AUG 2024 TECH/DATA STORAGE |
| INFRAMARK LLC | 8/2/2024 | #130523 | \$50.00 | \$2,000.01 | AUG 2024 WESITE ADMIN |
| Monthly Contract Subtotal | | | \$4,001.30 | \$4,001.30 | |
| Regular Services | | | | | |
| GANNETT MEDIA CORP. F/K/A GANNETT CO. INC. | 6/30/2024 | 0006522961 | \$321.58 | \$321.58 | AD SERVICES |
| GANNETT MEDIA CORP. F/K/A GANNETT CO. INC. | 7/31/2024 | 0006586966 | \$321.58 | \$321.58 | AD SERVICES |
| LAKE COUNTY PROPERTY APPRAISER | 7/11/2024 | 2024NONAD025 | \$50.00 | \$50.00 | NON-AD VALOREM |
| STRALEY ROBIN VERICKER | 8/15/2024 | 25145 | \$465.00 | \$465.00 | PROF SVCS THRU JULY 2024 |
| Regular Services Subtotal | | | \$1,158.16 | \$1,158.16 | |
| TOTAL | | | \$5,159.46 | \$5,159.46 | |

Sunstone Community Development District

Financial Statements
(Unaudited)

Period Ending
August 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 August 31, 2024

(In Whole Numbers)

| <u>ACCOUNT DESCRIPTION</u> | <u>TOTAL</u> |
|--|-----------------|
| <u>ASSETS</u> | |
| Cash - Operating Account | \$ 9,726 |
| TOTAL ASSETS | \$ 9,726 |
| | |
| <u>LIABILITIES</u> | |
| Accounts Payable | \$ 15,293 |
| TOTAL LIABILITIES | 15,293 |
| | |
| <u>FUND BALANCES</u> | |
| Unassigned: | (5,567) |
| TOTAL FUND BALANCES | (5,567) |
| | |
| TOTAL LIABILITIES & FUND BALANCES | \$ 9,726 |

SUNSTONE COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending August 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 |
|---|-----------------------------|------------------------|-----------------------------|--|
| <u>REVENUES</u> | | | | |
| Special Assmnts- CDD Collected | \$ 165,785 | \$ 27,631 | \$ (138,154) | 16.67% |
| Developer Contribution | - | 4,331 | 4,331 | 0.00% |
| TOTAL REVENUES | 165,785 | 31,962 | (133,823) | 19.28% |
| <u>EXPENDITURES</u> | | | | |
| <u>Administration</u> | | | | |
| P/R-Board of Supervisors | 1,000 | 1,800 | (800) | 180.00% |
| ProfServ-Construction | 3,000 | - | 3,000 | 0.00% |
| ProfServ-Engineering | 9,500 | - | 9,500 | 0.00% |
| ProfServ-Info Technology | 300 | 3,775 | (3,475) | 1258.33% |
| ProfServ-Recording Secretary | 1,200 | 1,100 | 100 | 91.67% |
| District Counsel | 9,500 | 1,618 | 7,882 | 17.03% |
| Administrative Services | 2,250 | 2,383 | (133) | 105.91% |
| District Manager | 12,500 | 12,833 | (333) | 102.66% |
| Accounting Services | 6,000 | 4,125 | 1,875 | 68.75% |
| Website Compliance | 1,800 | 1,500 | 300 | 83.33% |
| Postage, Phone, Faxes, Copies | 500 | 4 | 496 | 0.80% |
| Rentals & Leases | 300 | 183 | 117 | 61.00% |
| Public Officials Insurance | 2,500 | - | 2,500 | 0.00% |
| Legal Advertising | 3,500 | 643 | 2,857 | 18.37% |
| Bank Fees | 200 | - | 200 | 0.00% |
| Financial & Revenue Collections | 1,750 | 1,100 | 650 | 62.86% |
| Meeting Expense | 4,000 | 4,000 | - | 100.00% |
| Website Administration | 1,200 | - | 1,200 | 0.00% |
| Miscellaneous Expenses | 250 | 50 | 200 | 20.00% |
| Office Expense | 100 | - | 100 | 0.00% |
| Dues, Licenses, Subscriptions | 175 | 2,747 | (2,572) | 1569.71% |
| Total Administration | 61,525 | 37,861 | 23,664 | 61.54% |
| <u>Electric Utility Services</u> | | | | |
| Electricity - General | 1,500 | - | 1,500 | 0.00% |
| Electricity - Streetlights | 30,000 | - | 30,000 | 0.00% |
| Total Electric Utility Services | 31,500 | - | 31,500 | 0.00% |
| <u>Stormwater Control</u> | | | | |
| 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% |
| Total Stormwater Control | 20,000 | - | 20,000 | 0.00% |

SUNSTONE COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending August 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 |
|--|-----------------------------|------------------------|-----------------------------|--|
| <u>Other Physical Environment</u> | | | | |
| 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% |
| Total Other Physical Environment | 44,260 | - | 44,260 | 0.00% |
| <u>Parks and Recreation</u> | | | | |
| ProfServ-Field Management | 4,500 | - | 4,500 | 0.00% |
| Dog Waste Station Supplies | 1,500 | - | 1,500 | 0.00% |
| Total Parks and Recreation | 6,000 | - | 6,000 | 0.00% |
| <u>Contingency</u> | | | | |
| Misc-Contingency | 2,500 | - | 2,500 | 0.00% |
| Total Contingency | 2,500 | - | 2,500 | 0.00% |
| TOTAL EXPENDITURES | 165,785 | 37,861 | 127,924 | 22.84% |
| Excess (deficiency) of revenues | | | | |
| Over (under) expenditures | - | (5,899) | (5,899) | 0.00% |
| FUND BALANCE, BEGINNING (OCT 1, 2023) | | 332 | | |
| FUND BALANCE, ENDING | | \$ (5,567) | | |

Bank Account Statement

Sunstone CDD

Bank Account No. 7289
Statement No. 24_08
Statement Date 08/31/2024

| | | | |
|-----------------------------|----------|-----------------------------|----------|
| GL Balance (LCY) | 9,726.20 | Statement Balance | 9,796.51 |
| GL Balance | 9,726.20 | Outstanding Deposits | 0.00 |
| Positive Adjustments | 0.00 | | |
| | | | |
| Subtotal | 9,726.20 | Subtotal | 9,796.51 |
| Negative Adjustments | 0.00 | Outstanding Checks | -70.31 |
| | | | |
| Ending G/L Balance | 9,726.20 | Ending Balance | 9,726.20 |

| Posting Date | Document Type | Document No. | Description | Amount | Cleared Amount | Difference |
|-----------------------------------|---------------|--------------|-------------------------|--------|----------------|------------|
| Checks | | | | | | |
| 08/01/2024 | Payment | 15041 | Check for Vendor V00009 | -64.53 | -64.53 | 0.00 |
| Total Checks | | | | -64.53 | -64.53 | 0.00 |
| Outstanding Checks | | | | | | |
| 08/24/2023 | Payment | 15009 | Check for Vendor V00014 | | | -70.31 |
| Total Outstanding Checks | | | | | | -70.31 |
| Outstanding Deposits | | | | | | |
| Total Outstanding Deposits | | | | | | |