

New Port - Tampa Bay Community Development District

3501 Quadrangle Boulevard, Suite 270, Orlando, FL 32817

Phone 407-723-5900

www.newporttampabaycdd.com

The following is the proposed agenda for the Auditor Selection Committee Meeting and Board of Supervisors Meeting of the New Port Tampa Bay Community Development District ("District"), scheduled to be held on **Thursday, October 23, 2025, at 11:00 a.m. at 5120 Marina Way, Tampa, Florida, 33611. The attendance of three Board Members is required to constitute a quorum.**

To attend the meeting by phone, please use the below conference call information:

Call in number: 1-844-621-3956

Passcode: 2539 895 0958 #

PROPOSED AUDITOR SELECTION COMMITTEE MEETING AGENDA

- Call to Order
- Public Comment Period
- 1. **Review of Auditing Services Proposal**
 - a. Grau & Associates
 - b. Berger, Toombs, Elam, Gaines & Frank
- 2. **Ranking of Auditing Services Proposal**
- Adjournment

BOARD OF SUPERVISORS' MEETING AGENDA

Administrative Matters

- Call to Order
- Roll Call to confirm quorum
- Public Comment Period
- 1. **Consideration of Meeting Minutes of the:**
 - A. **July 10, 2025, Board of Supervisors Meeting and Auditor Selection Committee Meeting**
 - B. **July 25, 2025, Board of Supervisors Workshop Meeting**
- 2. **Consideration of Resolution 2026-01, Performance Measures, Standards, and Annual Reporting**
- 3. **Review of Letter from Supervisor of Elections – Hillsborough County**

General Business Matters

- 4. **Review of Updated Westshore Marina**
 - a. Report
 - b. Reserve Expenditure
- 5. **Discussion of Discovered Master Association dues**
corrective measures proposed.
- 6. **Consideration of Recommendation of the Auditor Selection**
- 7. **Ratification of Payment Authorizations Nos. 204 - 212**
- 8. **Review of District Financial Position**

Other Business

- Staff Reports
 - District Counsel
 - District Engineer
 - Traffic Study Updates
 - Inactive Railroad Crossing at Tyson and Westshore
 - District Manager
 - Parking
 - Roundabout Yield Signs
 - Site Manager / Westshore Marina District Master Association Manager
 - HOA Management Transition
 - Maintenance Updates
- Audience Comments
- Supervisors Requests

Adjournment



New Port – Tampa Bay Community Development District

Review of Auditing Services Proposal



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Proposal to Provide Financial Auditing Services:

**NEW PORT TAMPA BAY
COMMUNITY DEVELOPMENT DISTRICT**

Due Date: October 20, 2025
12:00PM

Submitted to:

New Port Tampa Bay
Community Development District
c/o District Manager
3501 Quadrangle Blvd, Suite 270
Orlando, Florida 32817

Submitted by:

Antonio J. Grau, Partner
Grau & Associates
1001 Yamato Road, Suite 301
Boca Raton, Florida 33431

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

Fax (561) 994-5823

tgrau@graucpa.com

www.graucpa.com



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

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Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

October 20, 2025

New Port Tampa Bay Community Development District
c/o District Manager
3501 Quadrangle Boulevard, Suite 270
Orlando, Florida 32817

Re: Request for Proposal for Professional Auditing Services for the fiscal year ended September 30, 2025, with an option for two (2) additional annual renewals.

Grau & Associates (Grau) welcomes the opportunity to respond to New Port Tampa Bay 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

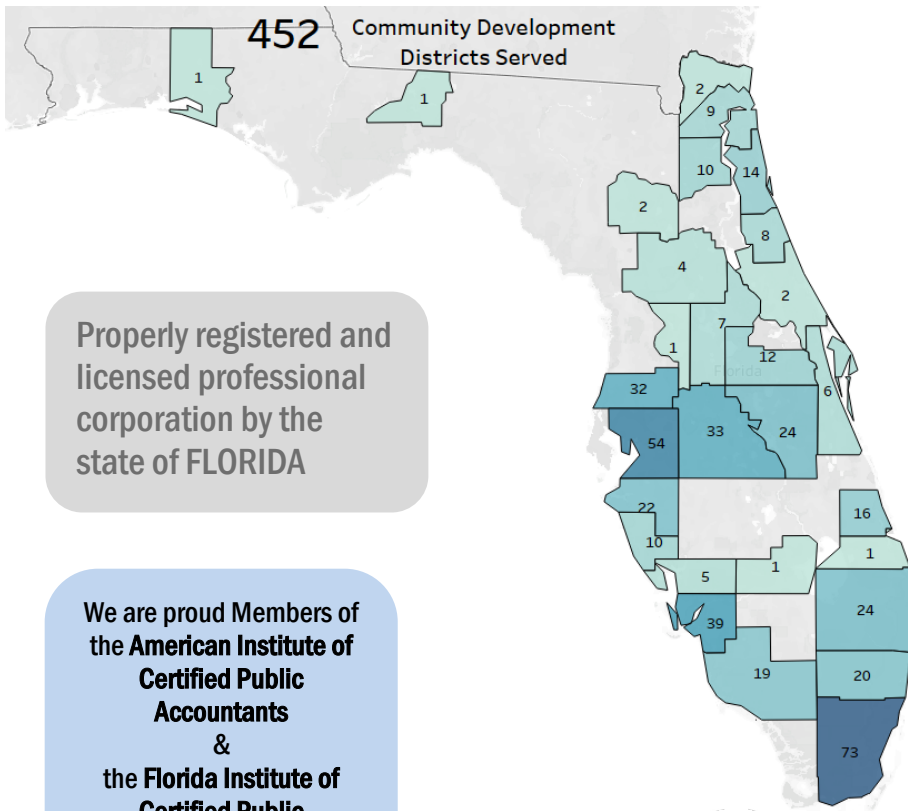


3 Partners
11 Professional Staff
2 Administrative Professionals



2005

Year founded



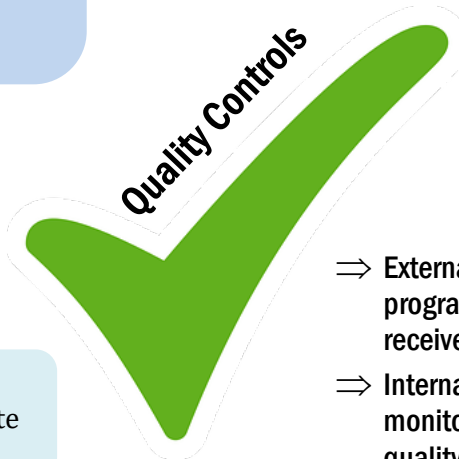
Properly registered and licensed professional corporation by the state of FLORIDA

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

Services Provided



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

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

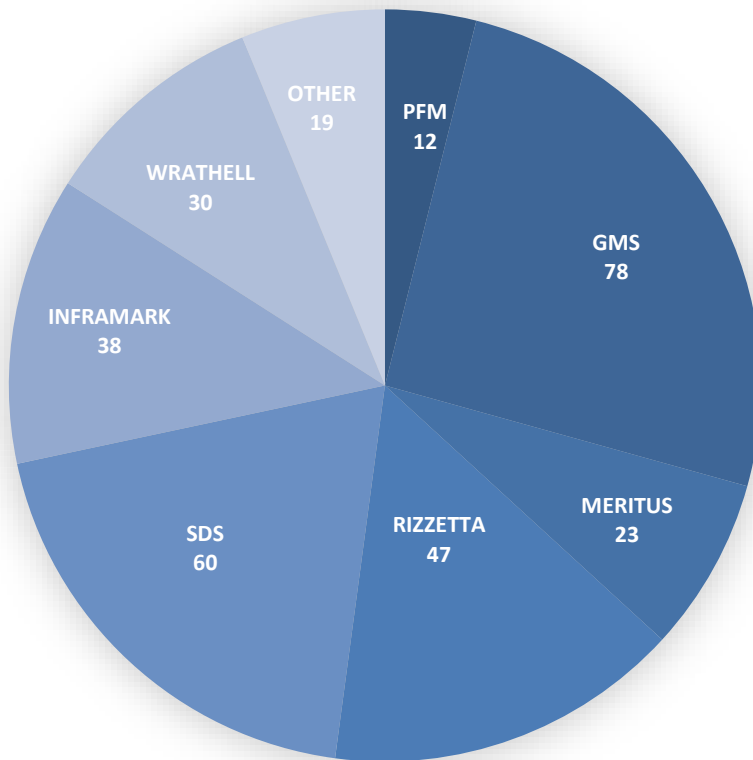
Review Number: 594791

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:

58 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.



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
Dunes Community Development District
Fishhawk Community Development District (I, II, IV)
Grand Bay at Doral Community Development District
Heritage Harbor North Community Development District

St. Lucie West Services District
Ave Maria Stewardship Community District
Rivers Edge II Community Development District
Bartram Park 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 Institute of Certified Public Accountants
City of Boca Raton Financial Advisory Board Member

Florida Government Finance Officers Association
Government Finance Officers Association Member

Professional Education (over the last two years)

Course

Government Accounting and Auditing
Accounting, Auditing and Other
Total Hours

Hours

24
58
82 (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	88 (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:

Is the recommendation cost effective?

Is the recommendation the simplest to effectuate in order to correct a problem?

Is the recommendation at the heart of the problem and not just correcting a symptomatic matter?

Is the corrective action taking into account why the deficiency occurred?

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, 2025-2027 are as follows:

<u>Year Ended September 30,</u>	<u>Fee</u>
2025	\$4,300
2026	\$4,500
2027	<u>\$4,700</u>
TOTAL (2025-2027)	<u>\$13,500</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
Collier Mosquito 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 Farms Water Control 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
Lealman Special Fire Control District	✓			✓	9/30
Loxahatchee Groves Water Control District	✓				9/30
Old Plantation Water 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 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 Improvement District	✓			✓	9/30
Various Community Development Districts (452)	✓			✓	9/30
TOTAL	491	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 New Port Tampa Bay 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.**

**NEW PORT TAMPA BAY
COMMUNITY DEVELOPMENT DISTRICT
PROPOSAL FOR AUDIT SERVICES**

PROPOSED BY:

Berger, Toombs, Elam, Gaines & Frank
CERTIFIED PUBLIC ACCOUNTANTS, PL

600 Citrus Avenue, Suite 200
Fort Pierce, Florida 34950

(772) 461-6120

CONTACT PERSON:

Maritza Stonebraker, CPA, Director

DATE OF PROPOSAL:

October 20, 2025

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Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120 // 461-1155
FAX: 772/468-9278

October 20, 2025

New Port Tampa Bay Community Development District
PFM Group Consulting, LLC
3501 Quadrangle Blvd, Suite 270
Orlando, FL 32817

Dear District Manager:

Thank you very much for the opportunity to present our professional credentials to provide audit services for New Port Tampa Bay Community Development District.

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has assembled a team of governmental and nonprofit specialists second to none to serve our clients. Our firm has the necessary qualifications and experience to serve as the independent auditors for New Port Tampa Bay Community Development District. We will provide you with top quality, responsive service.

Experience

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is a recognized leader in providing services to governmental and nonprofit agencies throughout Florida. We have been the independent auditors for a number of local governmental agencies and through our experience in performing their audits, we have been able to increase our audit efficiency and; therefore, reduce costs. We have continually passed this cost savings on to our clients and will continue to do so in the future. As a result of our experience and expertise, we have developed an effective and efficient audit approach designed to meet or exceed the performance specifications in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and the standards for financial and compliance audits. We will conduct the audit in accordance with auditing standards generally accepted in the United States of America; "Government Auditing Standards" issued by the Comptroller General of the United States; the provisions of the Single Audit Act, Subpart F of Title 2 US Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, with minimal disruption to your operations. Our firm has frequent technical updates to keep our personnel informed and up-to-date on all changes that are occurring within the industry.



Berger, Toombs, Elam,
Gaines & Frank
Certified Public Accountants PL

New Port Tampa Bay Community Development District
October 20, 2025

Our firm is a member of the Government Audit Quality Center, an organization dedicated to improving government audit quality. We also utilize the audit program software of a nationally recognized CPA firm to assure us that we are up to date with all auditing standards and to assist us maintain maximum audit efficiencies.

To facilitate your evaluation of our qualifications and experience, we have arranged this proposal to include a resume of our firm, including our available staff, our extensive prior governmental and nonprofit auditing experience and clients to be contacted.

You need a firm that will provide an efficient, cost-effective, high-quality audit within critical time constraints. You need a firm with the prerequisite governmental and nonprofit experience to perform your audit according to stringent legal and regulatory requirements, a firm that understands the complex nature of community development districts and their unique compliance requirements. You need a firm with recognized governmental and nonprofit specialists within the finance and governmental communities. And, certainly, you need a firm that will provide you with valuable feedback to enhance your current and future operations. Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is that firm. Maritza Stonebraker is the person authorized to make representations for the firm.

Thank you again for the opportunity to submit this proposal to New Port Tampa Bay Community Development District.

Very truly yours,

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

PROFILE OF THE PROPOSER

Description and History of Audit Firm

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is a Treasure Coast public accounting firm, which qualifies as a small business firm, as established by the Small Business Administration (13 CFR 121.38), with offices in Fort Pierce and Stuart. We are a member of the Florida Institute of Certified Public Accountants and the American Institute of Certified Public Accountants. The firm was formed from the merger of Edwards, Berger, Harris & Company (originated in 1972) and McAlpin, Curtis & Associates (originated in 1949). J. W. Gaines and Associates (originated in 1979) merged with the firm in 2004. Our tremendous growth rate experienced over the last 69 years is directly attributable to the firm's unrelenting dedication to providing the highest quality, responsive professional services attainable to its clients.

We are a member of the Private Companies Practice Section (PCPS) of the American Institute of Certified Public Accountants (AICPA) to assure we meet the highest standards. Membership in this practice section requires that our firm meet more stringent standards than standard AICPA membership. These rigorous requirements include the requirement of a triennial peer review of our firm's auditing and accounting practice and annual Continuing Professional Education (CPE) for all accounting staff (whether CPA or non-CPA). For standard AICPA membership, only a quality review is required and only CPAs must meet CPE requirements.

We are also a member of the Government Audit Quality Center ("the Center") of the American Institute of Certified Public Accountants to assure the quality of our government audits. Membership in the Center, which is voluntary, requires our firm to comply with additional standards to promote the quality of government audits.

We have been extensively involved in serving local government entities with professional accounting, auditing and consulting services throughout the entire 69 year history of our firm. Our substantial experience over the years makes us uniquely qualified to provide accounting, auditing, and consulting services to these clients. We are a recognized leader in providing services to governmental and nonprofit agencies on the Treasure Coast and in Central and South Florida, with extensive experience in auditing community development districts and water control districts. We were the independent auditors of the City of Fort Pierce for over 37 years and currently, we are the independent auditors for St. Lucie County since 2002, and for 34 of the 38 years that the county has been audited by CPA firms. Additionally, we have performed audits of the City of Stuart, the City of Vero Beach, Indian River County and Martin County. We also presently audit over 75 Community Development Districts throughout Florida.

Our firm was founded on the belief that we are better able to respond to our clients needs through education, experience, independence, quality control, and personal service. Our firm's commitment to quality is reflected in our endeavor of professional excellence via continuing education, the use of the latest computer technology, professional membership in PCPS and peer review.

We believe our approach to audit engagements, intelligence and innovation teamed with sound professional judgment enables us to explore new concepts while remaining sensitive to the fundamental need for practical solutions. We take pride in giving you the assurance that the personal assistance you receive comes from years of advanced training, technical experience and financial acumen.

Professional Staff Resources

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has a total of 32 professional and administrative staff (including 12 professional staff with extensive experience servicing government entities). The work will be performed out of our Fort Pierce office with a proposed staff of one senior accountant and one or two staff accountants supervised by an audit manager and audit partner. With the exception of the directors of the firm's offices, the professional staff is not specifically assigned to any of our individual offices. The professional and administrative staff resources available to you through Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL are as follows:

	<u>Total</u>
Partners/Directors (CPA's)	7
Managers (1 CPA)	2
Senior/Supervisor Accountants (1 CPA)	3
Staff Accountants	8
Paraprofessional	6
Administrative	<u>6</u>
Total – all personnel	32

Following is a brief description of each employee classification:

Staff Accountant – Staff accountants work directly under the constant supervision of the auditor-in-charge and, are responsible for the various testing of documents, account analysis and any other duties as his/her supervisor believes appropriate. Minimum qualification for a staff accountant is graduation from an accredited university or college with a degree in accounting or equivalent.

Senior Accountant – A senior accountant must possess all the qualifications of the staff accountant, in addition to being able to draft the necessary reports and financial statements, and supervise other staff accountants when necessary.

Managers – A manager must possess the qualifications of the senior accountant, plus be able to work without extensive supervision from the auditor-in-charge. The manager should be able to draft audit reports from start to finish and to supervise the audit team, if necessary.

Partner/Director – The director has extensive governmental auditing experience and acts as the auditor-in-charge. Directors have a financial interest in the firm.

Professional Staff Resources (Continued)

Independence – Independence of the public accounting firm, with respect to the audit client, is the foundation from which the public gains its trust in the opinion issued by the public accounting firm at the end of the audit process. This independence must be in appearance as well as in fact. The public must perceive that the accounting firm is independent of the audit entity to ensure that nothing would compromise the opinion issued by the public accounting firm. **Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is independent of New Port Tampa Bay Community Development District, including its elected officials and related parties, at the date of this proposal, as defined by the following rules, regulations, and standards:

AuSection 220 – Statements on Auditing Standards issued by the American Institute of Certified Public Accountants;

ET Sections 101 and 102 – Code of Professional Conduct of the American Institute of Certified Public Accountants;

Chapter 21A-1, Florida Administrative Code;

Section 473.315, Florida Statutes; and,

Government Auditing Standards, issued by the Comptroller General of the United States.

On an annual basis, all members of the firm are required to confirm, in writing, that they have no personal or financial relationships or holding that would impair their independence with regard to the firm's clients.

Independence is a hallmark of our profession. We encourage our staff to use professional judgment in situations where our independence could be impaired or the perception of a conflict of interest might exist. In the governmental sector, public perception is as important as professional standards. Therefore, the utmost care must be exercised by independent auditors in the performance of their duties.

Ability to Furnish the Required Services

As previously noted in the Profile of the Proposer section of this document, our firm has been in existence for over 74 years. We have provided audit services to some clients for over 30 years continually. Our firm is insured against physical loss through commercial insurance and we also carry liability insurance. The majority of our audit documentation is stored electronically, both on our office network and on each employee laptop or computer assigned to each specific job. Our office computer network is backed up on tape, so in the event of a total equipment loss, we can restore all data as soon as replacement equipment is acquired. In addition, our field laptop computers carry the same data and can be used in the event of emergency with virtually no delay in completing the required services.

GOVERNMENTAL AUDITING EXPERIENCE

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has been practicing public accounting in Florida for 69 years. Our success over the years has been the result of a strong commitment to providing personalized quality service to our clients.

The current members of our firm have performed audits of over 1,100 community development districts, and over 2,100 audits of municipalities, counties and other governmental entities such as the City of Fort Pierce and St. Lucie County.

Our firm provides a variety of accounting, auditing, tax litigation support, and consulting services. Some of the professional accounting, auditing and management consulting services that are provided by our firm are listed below:

- Performance of annual financial and compliance audits, including Single Audits of state and federal financial assistance programs, under the provisions of the Single Audit Act, Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), with minimal disruptions to your operations;
- Performance of special compliance audits to ascertain compliance with the applicable local, state and federal laws and regulations;
- Issuance of comfort letters and consent letters in conjunction with the issuance of tax-exempt debt obligations, including compiling financial data and interim period financial statement reviews;
- Calculation of estimated and actual federal arbitrage rebates;
- Assistance in compiling historical financial data for first-time and supplemental submissions for GFOA Certificate of Achievement for Excellence in Financial Reporting;
- Preparation of indirect cost allocation systems in accordance with Federal and State regulatory requirements;
- Providing human resource and employee benefit consulting;
- Performance of automation feasibility studies and disaster recovery plans;
- Performance feasibility studies concerning major fixed asset acquisitions and utility plant expansion plans (including electric, water, pollution control, and sanitation utilities); and
- Assistance in litigation, including testimony in civil and criminal court.
- Assist clients who utilize QuickBooks software with their software needs. Our Certified QuickBooks Advisor has undergone extensive training through QuickBooks and has passed several exams to attain this Certification.

Continuing Professional Education

All members of the governmental audit staff of our firm, and audit team members assigned to this engagement, are in compliance with the Continuing Professional Education (CPE) requirements set forth in Government Auditing Standards issued by the Comptroller General of the United States. In addition, our firm is in compliance with the applicable provisions of the Florida Statutes that require CPA's to have met certain CPE requirements prior to proposing on governmental audit engagements.

GOVERNMENTAL AUDITING EXPERIENCE (CONTINUED)

The audit team has extensive experience in performing governmental audits and is exposed to intensive and continuing concentration on these types of audits. Due to the total number of governmental audits our team performs, each member of our governmental staff must understand and be able to perform several types of governmental audits. It is our objective to provide each professional employee fifty hours or more of comprehensive continuing professional education each year. This is accomplished through attending seminars throughout Florida and is reinforced through in-house training.

Our firm has made a steadfast commitment to professional education. Our active attendance and participation in continuing professional education is a major part of our objective to obtain the most recent knowledge on issues which are of importance to our clients. We are growing on the reputation for work that our firm is providing today.

Quality Control Program

Quality control requires continuing commitment to professional excellence. **Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is formally dedicated to that commitment.

To ensure maintaining the standards of working excellence required by our firm, we joined the Private Companies Practice Section (PCPS) of the American Institute of Certified Public Accountants (AICPA). To be a participating member firm of this practice section, a firm must obtain an independent Peer Review of its quality control policies and procedures to ascertain the firm's compliance with existing auditing standards on the applicable engagements.

The scope of the Peer Review is comprehensive in that it specifically reviews the following quality control policies and procedures of the participating firm:

- Professional, economic, and administrative independence;
- Assignment of professional personnel to engagements;
- Consultation on technical matters;
- Supervision of engagement personnel;
- Hiring and employment of personnel;
- Professional development;
- Advancement;
- Acceptance and continuation of clients; and,
- Inspection and review system.

We believe that our commitment to the program is rewarding not only to our firm, but primarily to our clients.

The external independent Peer Review of the elements of our quality control policies and procedures performed by an independent certified public accountant, approved by the PCPS of the AICPA, provides you with the assurance that we continue to conform to standards of the profession in the conduct of our accounting and auditing practice.

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Our firm is also a member of Governmental Audit Quality Center (GAQC), a voluntary membership center for CPA firms that perform governmental audits. This center promotes the quality of governmental audits.

Our firm has completed successive Peer Reviews. These reviews included a representative sample of our firm's local governmental auditing engagements. As a result of these reviews, our firm obtained an unqualified opinion on our quality control program and work procedures. On page 34 is a copy of our most recent Peer Review report. It should be noted that we received a pass rating.

Our firm has never had any disciplinary actions by state regulatory bodies or professional organizations.

As our firm performs approximately one hundred audits each year that are reviewed by federal, state or local entities, we are constantly dealing with questions from these entities about our audits. We are pleased to say that any questions that have been raised were minor issues and were easily resolved without re-issuing any reports.

Certificate of Achievement for Excellence in Financial Reporting (CAFR)

We are proud and honored to have been involved with the City of Fort Pierce and the Fort Pierce Utilities Authority when they received their first Certificates of Achievement for Excellence in Financial Reporting for the fiscal years ended September 30, 1988 and 1994, respectively. We were also instrumental in the City of Stuart receiving the award, in our first year of performing their audit, for the year ended September 30, 1999.

We also assisted St. Lucie County, Florida for the year ended September 30, 2003, in preparing their first Comprehensive Annual Financial Report, and St. Lucie County has received their Certificate of Achievement for Excellence in Financial Reporting every year since.

As continued commitment to insuring that we are providing the highest level of experience, we have had at least one employee of our firm serve on the GFOA – Special Review Committee since the mid-1980s. This committee is made up of selective Certified Public Accountants throughout the United States who have demonstrated their high level of knowledge and expertise in governmental accounting. Each committee member attends a special review meeting at the Annual GFOA Conference. At this meeting, the committee reports on the Certificate of Achievement Program's most recent results, future goals, and common reporting deficiencies.

We feel that our previous experience in assisting the City of Fort Pierce, the Fort Pierce Utilities Authority and St. Lucie County obtain their first CAFRs, and the City of Stuart in continuing to receive a CAFR and our firm's continued involvement with the GFOA, and the CAFR review committee make us a valued asset for any client in the field of governmental financial reporting.

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

References

Florida Green Finance Authority
Jeff Walker, Special District Services
(561) 630-4922

South Village Community Development District
Darrin Mossing, Governmental Management
Services LLC
(407) 841-5524

Gateway Community Development
District
Stephen Bloom, Severn Trent Management
(954) 753-5841

Habitat Community Development
District
Cal Teague, Premier District Management
(239) 690-7100 ext 101

In addition to the above, we have the following additional governmental audit experience:

Community Development Districts

Aberdeen Community Development
District

Beacon Lakes Community
Development District

Alta Lakes Community Development
District

Beaumont Community Development
District

Amelia Concourse Community
Development District

Bella Collina Community Development
District

Amelia Walk Community
Development District

Bonnet Creek Community
Development District

Aqua One Community Development
District

Buckeye Park Community
Development District

Arborwood Community Development
District

Candler Hills East Community
Development District

Arlington Ridge Community
Development District

Cedar Hammock Community
Development District

Bartram Springs Community
Development District

Central Lake Community
Development District

Baytree Community Development
District

Channing Park Community
Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Cheval West Community Development District	Evergreen Community Development District
Coconut Cay Community Development District	Forest Brooke Community Development District
Colonial Country Club Community Development District	Gateway Services Community Development District
Connerton West Community Development District	Gramercy Farms Community Development District
Copperstone Community Development District	Greenway Improvement District
Creekside @ Twin Creeks Community Development District	Greyhawk Landing Community Development District
Deer Run Community Development District	Griffin Lakes Community Development District
Dowden West Community Development District	Habitat Community Development District
DP1 Community Development District	Harbor Bay Community Development District
Eagle Point Community Development District	Harbourage at Braden River Community Development District
East Nassau Stewardship District	Harmony Community Development District
Eastlake Oaks Community Development District	Harmony West Community Development District
Easton Park Community Development District	Harrison Ranch Community Development District
Estancia @ Wiregrass Community Development District	Hawkstone Community Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Heritage Harbor Community Development District	Madeira Community Development District
Heritage Isles Community Development District	Marhsall Creek Community Development District
Heritage Lake Park Community Development District	Meadow Pointe IV Community Development District
Heritage Landing Community Development District	Meadow View at Twin Creek Community Development District
Heritage Palms Community Development District	Mediterra North Community Development District
Heron Isles Community Development District	Midtown Miami Community Development District
Heron Isles Community Development District	Mira Lago West Community Development District
Highland Meadows II Community Development District	Montecito Community Development District
Julington Creek Community Development District	Narcoossee Community Development District
Laguna Lakes Community Development District	Naturewalk Community Development District
Lake Bernadette Community Development District	New Port Tampa Bay Community Development District
Lakeside Plantation Community Development District	Overoaks Community Development District
Landings at Miami Community Development District	Panther Trace II Community Development District
Legends Bay Community Development District	Paseo Community Development District
Lexington Oaks Community Development District	Pine Ridge Plantation Community Development District
Live Oak No. 2 Community Development District	Piney Z Community Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Poinciana Community Development District	Sampson Creek Community Development District
Poinciana West Community Development District	San Simeon Community Development District
Port of the Islands Community Development District	Six Mile Creek Community Development District
Portofino Isles Community Development District	South Village Community Development District
Quarry Community Development District	Southern Hills Plantation I Community Development District
Renaissance Commons Community Development District	Southern Hills Plantation III Community Development District
Reserve Community Development District	South Fork Community Development District
Reserve #2 Community Development District	St. John's Forest Community Development District
River Glen Community Development District	Stoneybrook South Community Development District
River Hall Community Development District	Stoneybrook South at ChampionsGate Community Development District
River Place on the St. Lucie Community Development District	Stoneybrook West Community Development District
Rivers Edge Community Development District	Tern Bay Community Development District
Riverwood Community Development District	Terracina Community Development District
Riverwood Estates Community Development District	Tison's Landing Community Development District
Rolling Hills Community Development District	TPOST Community Development District
Rolling Oaks Community Development District	

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Triple Creek Community Development District	Vizcaya in Kendall Development District
TSR Community Development District	Waterset North Community Development District
Turnbull Creek Community Development District	Westside Community Development District
Twin Creeks North Community Development District	WildBlue Community Development District
Urban Orlando Community Development District	Willow Creek Community Development District
Verano #2 Community Development District	Willow Hammock Community Development District
Viera East Community Development District	Winston Trails Community Development District
VillaMar Community Development District	Zephyr Ridge Community Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Other Governmental Organizations

City of Westlake	Office of the Medical Examiner, District 19
Florida Inland Navigation District	Rupert J. Smith Law Library of St. Lucie County
Fort Pierce Farms Water Control District	St. Lucie Education Foundation
Indian River Regional Crime Laboratory, District 19, Florida	Seminole Improvement District
Viera Stewardship District	Troup Indiantown Water Control District

Current or Recent Single Audits.

St. Lucie County, Florida
Early Learning Coalition, Inc.
Gateway Services Community Development District
Healthy Start Coalition

Members of our audit team have acquired extensive experience from performing or participating in over 1,800 audits of governments, independent special taxing districts, school boards, and other agencies that receive public money and utilize fund accounting.

Much of our firm's auditing experience is with compliance auditing, which is required for publicly financed agencies. In this type of audit, we do a financial examination and also confirm compliance with various statutory and regulatory guidelines.

Following is a summary of our other experience, including Auditor General experience, as it pertains to other governmental and fund accounting audits.

Counties

(Includes elected constitutional officers, utilities and dependent taxing districts)

Indian River
Martin
Okeechobee
Palm Beach

Municipalities

City of Port St. Lucie
City of Vero Beach
Town of Orchid

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Special Districts

Bannon Lakes Community Development District
Boggy Creek Community Development District
Capron Trail Community Development District
Celebration Pointe Community Development District
Coquina Water Control District
Diamond Hill Community Development District
Dovera Community Development District
Durbin Crossing Community Development District
Golden Lakes Community Development District
Lakewood Ranch Community Development District
Martin Soil and Water Conservation District
Meadow Pointe III Community Development District
Myrtle Creek Community Development District
St. Lucie County – Fort Pierce Fire District
The Crossings at Fleming Island
St. Lucie West Services District
Indian River County Mosquito Control District
St. John's Water Control District
Westchase and Westchase East Community Development Districts
Pier Park Community Development District
Verandahs Community Development District
Magnolia Park Community Development District

Schools and Colleges

Federal Student Aid Programs – Indian River Community College
Indian River Community College
Okeechobee County District School Board
St. Lucie County District School Board
Indian River School District – Internal Accounts

State and County Agencies

Central Florida Foreign-Trade Zone, Inc. (a nonprofit organization affiliated with the St. Lucie County Board of County Commissioners)
Florida School for Boys at Okeechobee
Indian River Community College Crime Laboratory
Indian River Correctional Institution

FEE SCHEDULE

We propose the fee for our audit services described below to be \$5,000 for the year ended September 30, 2025, \$5,150 for the year ended September 30, 2026, and \$5,300 for the year ended September 30, 2027. In addition, if a bond issuance occurs during the fiscal year, there will be an additional fee per issuance. The fee is contingent upon the financial records and accounting systems of New Port Tampa Bay Community Development District being “audit ready” and the financial activity for the District is not materially increased. If we discover that additional preparation work or subsidiary schedules are needed, we will consult with your authorized representative. We can assist with this additional work at our standard rates should you desire.

SCOPE OF WORK TO BE PERFORMED

If selected as the District's auditors, we will perform a financial and compliance audit in accordance with Section 11.45, Florida Statutes, in order to express an opinion on an annual basis on the financial statements of New Port Tampa Bay Community Development District as of September 30, 2025, 2026, and 2027. The audits will be performed to the extent necessary to express an opinion on the fairness in all material respects with which the financial statements present the financial position, results of operations and changes in financial position in conformity with generally accepted accounting principles and to determine whether, for selected transactions, operations are properly conducted in accordance with legal and regulatory requirements. Reportable conditions that are also material weaknesses shall be identified as such in the Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters. Other (non-reportable) conditions discovered during the course of the audit will be reported in a separate letter to management, which will be referred to in the Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters.

Our audit will be performed in accordance with standards for financial and compliance audits contained in *Government Auditing Standards*, as well as in compliance with rules and regulations of audits of special districts as set forth by the State Auditor General in Chapter 10.550, Local Governmental Entity Audits, and other relevant federal, state and county orders, statutes, ordinances, charter, resolutions, bond covenants, Administrative Code and procedures, or rules and regulations which may pertain to the work required in the engagement.

The primary purpose of our audit will be to express an opinion on the financial statements discussed above. It should be noted that such audits are subject to the inherent risk that errors or irregularities may not be detected. However, if conditions are discovered which lead to the belief that material errors, defalcations or other irregularities may exist or if other circumstances are encountered that require extended services, we will promptly notify the appropriate individual.

Commitment to Quality Service

Personnel Qualifications and Experience

David S. McGuire, CPA, CITP

Director – 31 years experience

Education

- ◆ University of Central Florida, B.A. – Accounting
- ◆ Barry University – Master of Professional Accountancy

Registrations

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy
- ◆ Certified Information Technology Professional (CITP) – American Institute of Certified Public Accountants
- ◆ Certified Not-For-Profit Core Concepts 2018

Professional Affiliations/Community Service

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Associate Member, Florida Government Finance Office Associates
- ◆ Assistant Coach – St. Lucie County Youth Football Organization (1994 – 2005)
- ◆ Assistant Coach – Greater Port St. Lucie Football League, Inc. (2006 – 2010)
- ◆ Board Member – Greater Port St. Lucie Football League, Inc. (2011 – 2017)
- ◆ Treasurer, AIDS Research and Treatment Center of the Treasure Coast, Inc. (2000 – 2003)
- ◆ Board Member/Treasurer, North Treasure Coast Chapter, American Red Cross (2004 – 2010)
- ◆ Member/Board Member of Port St. Lucie Kiwanis (1994 – 2001)
- ◆ President (2014/15) of Sunrise Kiwanis of Fort Pierce (2004 – 2017)
- ◆ St. Lucie District School Board Superintendent Search Committee (2013 – present)
- ◆ Board Member – Phrozen Pharos (2019-2021)

Professional Experience

- ◆ Twenty-eight years public accounting experience with an emphasis on nonprofit and governmental organizations.
- ◆ Audit Manager in-charge on a variety of audit and review engagements within several industries, including the following government and nonprofit organizations:
 - St. Lucie County, Florida
 - 19th Circuit Office of Medical Examiner
 - Troup Indiantown Water Control District
 - Exchange Club Center for the Prevention of Child Abuse, Inc.
 - Healthy Kids of St. Lucie County
 - Mustard Seed Ministries of Ft. Pierce, Inc.
 - Reaching Our Community Kids, Inc.
 - Reaching Our Community Kids - South
 - St. Lucie County Education Foundation, Inc.
 - Treasure Coast Food Bank, Inc.
 - North Springs Improvement District
- ◆ Four years of service in the United States Air Force in computer operations, with a top secret (SCI/SBI) security clearance.

Commitment to Quality Service

Personnel Qualifications and Experience

David S. McGuire, CPA, CITP (Continued)

Director

Continuing Professional Education

- ◆ Mr. McGuire has attended numerous continuing professional education courses and seminars taught by nationally recognized sponsors in the accounting auditing and single audit compliance areas. He has attended courses over the last two years in those areas as follows:

- Not-for-Profit Auditing Financial Results and Compliance Requirements

- Update: Government Accounting Reporting and Auditing

- Annual Update for Accountants and Auditors

Commitment to Quality Service

Personnel Qualifications and Experience

Matthew Gonano, CPA

Director – 14 years total experience

Education

- ◆ University of North Florida, B.B.A. – Accounting
- ◆ University of Alicante, Spain – International Business
- ◆ Florida Atlantic University – Masters of Accounting

Professional Affiliations/Community Service

- ◆ American Institute of Certified Public Accountants
- ◆ Florida Institute of Certified Public Accountants

Professional Experience

- ◆ Senior Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.
- ◆ Performed audits of nonprofit and governmental organizations in accordance with Governmental Accounting Auditing Standards (GAAS)
- ◆ Performed Single Audits of nonprofit organizations in accordance with OMB Circular A-133, Audits of State, Local Governments, and Non-Profit Organizations.

Continuing Professional Education

- ◆ Mr. Gonano has participated in numerous continuing professional education courses.

Commitment to Quality Service

Personnel Qualifications and Experience

Melissa Marlin, CPA

Director – 12 years

Education

- ◆ Indian River State College, A.A. – Accounting
- ◆ Florida Atlantic University, B.B.A. – Accounting

Registrations

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy

Professional Affiliations/Community Service

- ◆ Member of the American Institute of Certified Public Accountants
- ◆ Member of the Florida Institute of Certified Public Accountants
- ◆ Affiliate member of the Government Finance Officers Association

Professional Experience

- ◆ Accountant with over 10 years of experience providing professional services to nonprofit and governmental entities.
- ◆ Performed over 300 audits of nonprofit and governmental organizations in accordance with Governmental Accounting Auditing Standards (GAAS)
- ◆ Performed Single Audits of nonprofit organizations in accordance with 2 CFR Part 200 Subpart F, Uniform Guidance, Audits of State, Local Governments, and Non-Profit Organizations.

Continuing Professional Education

- ◆ Mrs. Marlin participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments in accounting and auditing such as:
 - Governmental Accounting Report and Audit Update
 - Analytical Procedures, FICPA
 - Annual Update for Accountants and Auditors
 - Single Audit Sampling and Other Considerations

Commitment to Quality Service

Personnel Qualifications and Experience

Maritza Stonebraker, CPA

Director – 10 years

Education

- ♦ Indian River State College, B.S. – Accounting

Registrations

- ♦ Certified Public Accountant – State of Florida, State Board of Accountancy

Professional Affiliations/Community Service

- ♦ Member of the American Institute of Certified Public Accountants
- ♦ Member of the Florida Institute of Certified Public Accountants
- ♦ Affiliate of the Government Finance Officers Association

Professional Experience

- ♦ Maritza launched her professional auditing career at Berger, Toombs, Elam, Gaines, & Frank, accumulating over 9 years of expertise in the field
- ♦ Performed over 300 audits of nonprofit and governmental organizations in accordance with Governmental Accounting Auditing Standards (GAAS)
- ♦ Performed Single Audits of nonprofit organizations in accordance with 2 CFR Part 200 Subpart F, Uniform Guidance, Audits of State, Local Governments, and Non-Profit Organizations.

Continuing Professional Education

- ♦ Mrs. Stonebraker participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments in accounting and auditing such as:
 - Governmental Accounting Report and Audit Update
 - Analytical Procedures, FICPA
 - Annual Update for Accountants and Auditors
 - Single Audit Sampling and Other Considerations

Commitment to Quality Service

Personnel Qualifications and Experience

Jonathan Herman, CPA

Director – 12 years

Education

- ◆ University of Central Florida, B.S. – Accounting
- ◆ Florida Atlantic University, MACC

Registrations

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy

Professional Affiliations/Community Service

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Affiliate member Government Finance Officers Association

Professional Experience

- ◆ Over 10 years experience in all phases of public accounting and auditing experience, with a concentration in financial and compliance audits. Mr. Herman has been involved in all phases of the audits listed on the preceding pages.

Continuing Professional Education

- ◆ Has participated in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments. He has attended courses in those areas over the last two years such as:
 - Governmental Accounting Report and Audit Update
 - Annual Update: Government Accounting Reporting and Auditing
 - Annual Update for Accountants and Auditors

Commitment to Quality Service

Personnel Qualifications and Experience

David F. Haughton, CPA

Accounting and Audit Manager – 34 years

Education

- ◆ Stetson University, B.B.A. – Accounting

Registrations

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy

Professional Affiliations/Community Service

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Former Member of Florida Institute of Certified Public Accountants Committee on State and Local Government
- ◆ Affiliate Member Government Finance Officers Association (GFOA) for over 10 years
- ◆ Affiliate Member Florida Government Finance Officers Association (FGFOA) for over 10 years
- ◆ Technical Review – 1997 FICPA Course on State and Local Governments in Florida
- ◆ Board of Directors – Kiwanis of Ft. Pierce, Treasurer – 1994-1999; Vice President – 1999-2001

Professional Experience

- ◆ Twenty-seven years public accounting experience with an emphasis on governmental and nonprofit organizations.
- ◆ State Auditor General's Office – West Palm Beach, Staff Auditor, June 1985 to September 1985
- ◆ Accounting and Audit Manager of Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants PL, responsible for audit and accounting services including governmental and not-for-profit audits.
- ◆ Over 20 years of public accounting and governmental experience, specializing in governmental and nonprofit organizations with concentration in special districts, including Community Development Districts which provide services including water and sewer utilities. Governmental and non-profit entities served include the following:

Counties:

St. Lucie County

Municipalities:

City of Fort Pierce

City of Stuart

Commitment to Quality Service

Personnel Qualifications and Experience

David F. Haughton, CPA (Continued)

Accounting and Audit Manager

Professional Experience (Continued)

Special Districts:

Bluewaters Community Development District
Country Club of Mount Dora Community Development District
Fiddler's Creek Community Development District #1 and #2
Indigo Community Development District
North Springs Improvement District
Renaissance Commons Community Development District
St. Lucie West Services District
Stoneybrook Community Development District
Summerville Community Development District
Terracina Community Development District
Thousand Oaks Community Development District
Tree Island Estates Community Development District
Valencia Acres Community Development District

Non-Profits:

The Dunbar Center, Inc.
Hibiscus Children's Foundation, Inc.
Hope Rural School, Inc.
Maritime and Yachting Museum of Florida, Inc.
Tykes and Teens, Inc.
United Way of Martin County, Inc.
Workforce Development Board of the Treasure Coast, Inc.

- ◆ While with the Auditor General's Office he was on the staff for the state audits of the Martin County School District and Okeechobee County School District.
- ◆ During 1997 he performed a technical review of the Florida Institute of Certified Public Accountants state CPE course on Audits of State and Local Governments in Florida. His comments were well received by the author and were utilized in future updates to the course.

Continuing Professional Education

- ◆ During the past several years, he has participated in numerous professional development training programs sponsored by the AICPA and FICPA, including state conferences on special districts and governmental auditing in Florida. He averages in excess of 100 hours bi-annually of advanced training which exceeds the 80 hours required in accordance with the continuing professional education requirements of the Florida State Board of accountancy and the AICPA Private Companies Practice Section. He has over 75 hours of governmental CPE credit within the past two years.

Commitment to Quality Service

Personnel Qualifications and Experience
--

Paul Daly

Senior Accountant – 14 years

Education

- ◆ Florida Atlantic University, B.S. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Working to attain the requirements to take the Certified Public Accounting (CPA) exam.

Commitment to Quality Service

Personnel Qualifications and Experience
--

Bryan Snyder

Manager – 11 years

Education

- ♦ Florida Atlantic University, B.B.A. – Accounting

Professional Experience

- ♦ Accountant beginning his professional auditing career with Berger, Toombs, Elam, Gaines, & Frank.
- ♦ Mr. Snyder is gaining experience auditing governmental & nonprofit entities.

Continuing Professional Education

- ♦ Mr. Snyder participates in numerous continuing education courses and plans on working to acquire his CPA certificate.
- ♦ Mr. Snyder is currently studying to pass the CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience
--

Tifanee Terrell, CPA

Senior Accountant – 5 years

Education

- ♦ Florida Atlantic University, M.A.C.C. – Accounting

Professional Experience

- ♦ Senior Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ♦ Ms. Terrell participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

Commitment to Quality Service

Personnel Qualifications and Experience
--

Dylan Dixon

Senior Accountant – 4 years

Education

- ♦ Indian River State College, B.S. – Accounting
- ♦ Florida Gulf Coast University, M.S. – Accounting

Professional Experience

- ♦ Senior Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ♦ Mr. Dixon participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ♦ Mr. Dixon is currently studying to pass the CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience
--

Brennen Moore

Staff Accountant – 3 years

Education

- ♦ Indian River State College, B.S. – Accounting

Professional Experience

- ♦ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ♦ Mr. Moore participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

Commitment to Quality Service

Personnel Qualifications and Experience
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Katie Gifford

Staff Accountant – 2 years

Education

- ◆ Indian River State College, B.S. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Ms. Gifford participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

Commitment to Quality Service

Personnel Qualifications and Experience
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Rayna Zicari

Staff Accountant – 2 years

Education

- ◆ Stetson University, B.B.A. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Ms. Zicari participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

Commitment to Quality Service

Personnel Qualifications and Experience
--

Deandre McFadden

Staff Accountant – 1 year

Education

- ◆ Florida Atlantic University, B.S. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Mr. McFadden participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.



6815 Dairy Road
Zephyrhills, FL 33542

813.788.2155
BodinePerry.com

Report on the Firm's System of Quality Control

To the Partners of
Berger, Toombs, Elam, Gaines & Frank, CPAs, PL
and the Peer Review Committee of the Florida Institute of Certified Public Accountants

November 30, 2022

We have reviewed the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL (the firm), in effect for the year ended May 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control, and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, in effect for the year ended May 31, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Berger, Toombs, Elam, Gaines & Frank, CPAs, PLC, has received a peer review rating of *pass*.

Bodine Perry

Bodine Perry

(BERGER_REPORT22)



**NEW PORT TAMPA BAY COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

District Auditing Services for Fiscal Year 2025
Hillsborough County, Florida

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than October 20, 2025, at 12:00 p.m., at the offices of the District Manager, PFM Group Consulting, LLC., located at 3501 Quadrangle Boulevard, Suite 270, Orlando, FL 32817.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Each Proposer shall submit three (3) hard copies and one (1) electronic copy of the Proposal Documents (defined below), and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services – New Port Tampa Bay Community Development District" on the face of it.

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the evaluation criteria and a proposal with all required documentation pursuant to Section 12 of these instructions (the "Proposal Documents").

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a contract or engagement letter with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

SECTION 12. CONTENTS OF PROPOSALS. All proposals shall include the following information in addition to any other requirements of the Proposal Documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Provide three (3) references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person. Identify any work previously conducted for other community development districts.
- D. The lump sum cost of the provision of the services under the proposal, plus the cost of two (2) annual renewals.

SECTION 13. PROTESTS. In accordance with the District's Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after the receipt of the proposed contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid contract award.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation of proposals are presented in the evaluation criteria, contained within the Proposal Documents.

**AUDITOR SELECTION
EVALUATION CRITERIA (WITH PRICE)**

1. Ability of Personnel. (20 Points)

This includes the 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)

This includes 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, reputation, of respondent, etc.

3. Understanding of Scope of Work. (20 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. Ability to Furnish the Required Services. (20 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.

5. Price. (20 Points)

Points will be awarded based upon the lowest total bid for rendering the services and the reasonableness of the proposal.



New Port – Tampa Bay Community Development District

Ranking of Auditing Services Proposal

New Port Tampa Bay CDD

Auditor Selection - Manager Recommended Rankings

Criteria	Possible Points	Grau	Grau Points	Berger Toombs	Berger Toombs Points
Ability of Personnel	20.0	Qualified, Multiple CPAs on Staff	20.0	Qualified, Multiple CPAs on Staff	20.0
Proposer's Experience	20.0	Extensive CDD Experience	20.0	Extensive CDD Experience	20.0
Understanding of Scope of Work	20.0	Sufficient	20.0	Sufficient	20.0
Ability to Furnish Required Services	20.0	Capable	20.0	Capable	20.0
Price for Services for Three Years	20.0	\$4,300 + \$4,500 + \$4,700 = \$13,500	20	\$5,000 + \$5,150 + \$5,300 = \$15,450	17.11111111
Total	100.0		100.0		97.1



New Port – Tampa Bay Community Development District

Consideration of Meeting Minutes of the:

- **July 10, 2025, Board of Supervisors Meeting
and Auditor Selection Committee Meeting**
 - **July 25, 2025, Board of Supervisors
Workshop Meeting**

MINUTES OF MEETING

NEW PORT - TAMPA BAY COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS' MEETING MINUTES

Thursday, July 10, 2025, at 11:00 a.m.

1510 W. Cleveland Street, Tampa, Florida 33606

Board Members in attendance:

Dominique Pickering	Vice Chairperson
Ron Swichkow	Assistant Secretary
Scott Dutton	Assistant Secretary
Don Bodie Jr.	Assistant Secretary

Also present:

Jane Gaarlandt	PFM	
Venessa Ripoll	PFM	(via phone)
Gazmin Kerr	PFM	
Audrey Ryan	PFM	
Vivek Babbar	Straley Robin Vericker	
Chris Bodie	Site Serve	
Craig Carden	Ardurra	(via phone)
Betsy Esquivel	Public	
Alina Coahgard	Public	
Cliffe Laborde	Public	
John L Jones	Public	
Sherry Blanc	Resident	
Andre Blanc	Resident	

FIRST ORDER OF BUSINESS

Administrative Matters

Call to Order and Roll Call

Ms. Gaarlandt called the New Port - Tampa Bay Community Development District Board of Supervisors Meeting to order at 11:00 a.m. Those in attendance are outlined above.

Public Comment Period

Ms. Gaarlandt called for public comments and reviewed the process for public comments, noting the 3-minute time limit.

There were no public comments at this time.

**Consideration of Meeting Minutes
of the April 17, 2025, Board of
Supervisors Meeting**

Ms. Gaarlandt noted the minutes were sent to the Board in advance for review.

On MOTION by Mr. Dutton, seconded by Mr. Bodie Jr., with all in favor, the Board approved the Minutes of the April 17, 2025, Board of Supervisors Meeting.

Consideration of Resolution 2025-03, Adopting the Annual Meeting Schedule for Fiscal Year 2025-2026

Ms. Gaarlandt reviewed the meeting schedule with the Board noting the schedule reflects increased frequency with meetings every other month.

The Board briefly discussed the schedule and quorum for each meeting. It was noted the meetings can be changed and additional meetings can be added as needed.

There was also discussion regarding the location for the meetings. Ms. Gaarlandt noted any location within the county is allowed. It was agreed to change the location for meetings to 5120 Marina Way, Tampa, Florida, 33611.

On MOTION by Mr. Bodie Jr., seconded by Mr. Dutton, with all in favor, the Board approved Resolution 2025-03, Adopting the Annual Meeting Schedule for Fiscal Year 2025 – 2026 with the new meeting location at 5120 Marina Way, Tampa, Florida, 33611 at 11:00 a.m.

**Seating of the Auditor Selection
Committee**

Ms. Gaarlandt noted there will be an Auditor Selection Committee after the Board meeting and recommended the Board seating itself as the Committee.

On MOTION by Mr. Swichkow, seconded by Mr. Bodie Jr., with all in favor, the Board approved the Seating of the Auditor Selection Committee.

SECOND ORDER OF BUSINESS

General Business Matters

Public Hearing on the Adoption of the District's Annual Budget and Levy of O&M Assessments

- **Public Comments and Testimony**
- **Board Comments**
 - A. Consideration of Resolution 2025-04, Adopting the Fiscal Year 2025 Budget and Appropriating Funds**
 - B. Consideration of Resolution 2025-05, Levying O&M Assessments and Certifying an Assessment Roll**

Ms. Gaarlandt called for a motion to open the public hearing. She noted this hearing was noticed per statutory requirements.

On MOTION by Mr. Bodie Jr., seconded by Mr. Swichkow, with all in favor, the Board opened the Public Hearing on the Adoption of the District's Annual Budget and Levy of O&M Assessments.

A resident had a comment regarding the Westshore Marina budget. It was noted that is a separate entity from the CDD.

Mr. Swichkow gave an explanation for the CDD budget increase.

Mr. Jones a resident, had a question regarding the Westshore Master Association. It was noted that the Westshore Master Association is not funded by the CDD, but some of the funds can be directed to Westshore Master Association to maintain infrastructure, if needed.

Mr. Babbar provided an overview of the operating agreement with the Westshore Master Association.

There was discussion regarding the traffic and excessive use of the roadways. There will be a traffic impact study done by the District Engineer, as well as a reserve study done in relation to the roadways.

On MOTION by Mr. Bodie Jr., seconded by Mr. Swichkow, with all in favor, the Board approved Resolution 2025-04, Adopting Fiscal Year 2025 Budget and Appropriating Funds.

There was discussion regarding the assessments and the number of units that were not contributing. Mr. Babbar noted that changing the process of who pays assessments would require a change in the methodology. Any changes to the methodology would have to take place at the preliminary budget meeting in the next fiscal year. Mr. Babbar also noted there is land in those areas of no contribution, but the units are not on-line in those locations. Once those locations are platted, they would then come on the assessment roll, according to the methodology.

There was discussion on what areas are included in the assessments for the O&M budget and Debt Service budget.

There was continued discussion on the methodology. This included discussion on the information for the tax bill of the restaurant. It was noted this could be found online.

The Board would like to have continued discussion on the methodology for the assessments at a future meeting.

On MOTION by Mr. Bodie Jr., seconded by Mr. Swichkow, with all in favor, the Board approved Resolution 2025-05, Levying O&M Assessments and Certifying an Assessment Roll.

A resident had a question regarding assessing the apartments. Mr. Babbar noted that the bond was strictly for the CDD infrastructure.

There was brief discussion regarding the overall use of the park, walkways, and roadways.

The Board reviewed the District Engineer's map breakdown of what entity owns each area. There was discussion of safety issues in some of the areas. It was noted that all findings of ownership can be added to the map. District Management will follow up with the Master Association, as needed, to assure they are fulfilling their obligations in maintaining their areas of ownership.

It was noted there is ongoing communication regarding who owns the area between the railing and the gate. Mr. Babbar noted that under the Operating Agreement, the Master Association would be responsible for a rail installation.

There was lengthy discussion regarding the process for the proposal from Site Serve, in the amount of \$8,500.00, for the ramp at Marina walkway and a grab rail. It was noted the HOA would fund this proposal. According to the previous meeting, the railing is the responsibility of New Port Tampa Holdings LLC. Ardurra would be able to make the final decision of ownership, as they created the maps.

Ms. Blanc noted that the lights on the south side of Tower 1 are out. It was noted this has been addressed and is getting rewired. There was brief discussion regarding the type of lights being used. The Board will make the decision as to what type of lights are installed, if CDD property.

There was continued discussion regarding the various entities and ownership.

On MOTION by Mr. Bodie Jr., seconded by Mr. Swichkow, with all in favor, the Board authorized the Master Association to proceed with the railing if confirmed by the District engineer that the area belongs to the cdd.

On MOTION by Mr. Swichkow, seconded by Mr. Bodie Jr., with all in favor, the Board closed the Public Hearing on the Adoption of the District's Annual Budget and Levy of O&M Assessments.

**Review of Westshore Marina
District Master Association, Inc.
Reserve Study
a. Report
b. Reserve Expenditure**

Ms. Gaarlandt noted this is for information purposes. All questions have been sent to the Reserve Advisor and are awaiting answers.

Ms. Ripoll stated that the Reserve Advisor is requesting a meeting with a representative from the HOA and the CDD. The answers will be brought back before the Board for review. She noted the available dates. The Board requested a workshop.

Mr. Babbar recommended having a continued meeting. There was brief discussion on holding a workshop versus a continued meeting.

The Board agreed to continue the meeting to a virtual workshop on July 25, 2025, at 10:00 a.m. Ms. Ripoll will send out a calendar invite.

**Consideration of Additional
Service Amendment for District
Engineer Services**

1. ASA #1

**2. Inspection Report for
Bridge Street Phase 2 ERP No.
43029777.008**

**• Control Structure
(DS-BSPH2-01) Skimmer**

Ms. Gaarlandt reviewed the cost for the traffic reserve study.

Mr. Carden gave an overview of the amendment and noted once the skimmer is installed, there will need to be certification of the inspection for SWFMD. A proposal has not yet been received for the skimmer. He requested the Board give the Master Association authorization to proceed with the control structure skimmer repair and replacement.

Ms. Gaarlandt noted this is for an additional \$3,500.00.

Mr. Carden noted the traffic study has not started yet. He attempted to get the original traffic study, but was unable to do so. He was able to gather information on the various other surrounding roads.

There was discussion regarding the public records request for previous impact studies or traffic engineering studies. Mr. Carden noted he will send out the information he has to the Board. Now that the traffic light is installed, there can be follow up with the City regarding the impact.

There was also discussion regarding the significant issues and impact of the traffic. The traffic light has not made a difference, as more residents have moved into the area. There are also inactive train tracks causing slowdowns. It was noted there may be an exemption for inactive tracks and possibly a sign that could be requested.

Ms. Gaarlandt recommended having a liaison to work with Mr. Carden.

On MOTION by Mr. Swickow, seconded by Mr. Bodie Jr., with all in favor, the Board authorized Mr. Dutton to work with Mr. Carden on the traffic impact study.

Mr. Swickow will follow up regarding the railroad track removal or possibility of a sign.

On MOTION by Mr. Bodie Jr., seconded by Mr. Swickow, with all in favor, the Board approved the Additional Service Amendment for District Engineer Services, including ASA #1 and the Inspection Report for Bridge Street Phase 2 ERP No. 43029777.008 (Control Structure Skimmer), authorizing the Master Association to proceed with the skimmer repair or replacement.

**Ratification of Payment
Authorizations Nos. 193 – 203**

The Board reviewed the payment authorizations.

Ms. Gaarlandt noted were previously approved and were for ratification only. These are all standard District expenses.

On MOTION by Mr. Bodie Jr., seconded by Mr. Swickow, with all in favor, the Board ratified Payment Authorization Nos. 193 - 203.

**Review of District Financial
Position**

The Board reviewed the District's financial position.

No action was required by the Board.

FOURTH ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – Mr. Babbar gave an update regarding the legislative session bills providing an overview of Senate Bill 108 noting that it is an administrative requirement for rules to be reviewed every 5 years. Two reports are submitted annually on January 1 and April 1 in regard to what rules will be reviewed and what actions will be taken regarding the rules. He will continue to update the Board as needed.

District Engineer –

- **Traffic Study Update**

The traffic study was discussed earlier in the meeting.

Mr. Carden will follow up regarding the ownership of the area for the railing. He will submit the proposal to the Board for the skimmer once received.

District Manager – Ms. Gaarlandt gave an overview of the role of District Management. She noted that the board members have submitted their Form 1 and noted that the Ethics Training is an annual requirement. She will email the links to the Board. The next Board meeting is scheduled to be held on October 16, 2025 at 11:00 a.m. at 5120 Marina Way, Tampa, Florida, 33611. She will send out calendar invites.

Site Manager –

- **Maintenance Updates**

Mr. Chris Bodie gave an overview of the ongoing and completed maintenance projects.

He noted there was a fire in the District that destroyed the power to the lift station and the well. That area has been re-wired, and a new driver installed for the well.

Mr. Chris Bodie also noted various landscaping projects that have taken place, including sod, planting, and mulch. Irrigation has also been completed. He is working on options for the lighting, which he will bring before the Board once received. The bench will be repaired, and dog stations are getting installed.

He noted all broken pavers and broken sidewalk sections are being repaired by the construction company. The light will be repaired as well. He has also requested that the gate be replaced at the fire lane.

Ms. Blanc asked about the Master Association having an input on the mulch being installed. Mr. Chris Bodie will follow up with the HOA to give them the type of mulch being used. He noted the planting is being done in phases and he is researching options beyond planting.

There was brief discussion regarding the maintenance expenses. There was also brief discussion regarding the irrigation issue with Inlet Shore and the various litigation taking place with Lennar.

It was noted the HOA is handling the cost. Ms. Ripoll noted this is still open and she will give updates to the Board.

It was noted there is an irrigation leak outside of the gate on the sidewalk closest to Inlet Shore. Mr. Chris Bodie will follow up.

Ms. Blanc mentioned a no yield sign at the round-about and the safety issue. This can be communicated to the Master Association. It was noted there are yield triangles on the ground. Ms. Gaarlandt will follow up with the District Engineer. There was brief discussion regarding the location.

Ms. Ripoll noted that the spreadsheet for ongoing projects is updated every week and will be sent out to all entities.

**Supervisor Requests and
Audience Comments**

There was discussion regarding parking control, towing, and signage at Marina Point. It was noted the towing company should be installing the signage based on the City requirements. Mr. Babbar recommended having a towing policy in place and adding the CDD and the Master Association to the towing company's additionally insured under insurance. There was also discussion regarding the placement of the towing signs.

On MOTION by Mr. Swichkow, seconded by Mr. Bodie Jr., with all in favor, the Board authorized Mr. Bodie to work with the Marina Association representative to engage with a towing company to create an agreement for parking issues inside the gate on the peninsula.

There was discussion regarding the towing policy. Mr. Babbar recommended bringing the towing policy back to the Board for ratification once the towing company agreement is in place. It was noted that towing can only happen on the private roads. Any towing issues on Bridge Street go through the police department.

Ms. Gaarlandt will forward Mr. Chris Bodie the inspection report related to the skimmer.

There was nothing further to address.

FIFTH ORDER OF BUSINESS

Continuation

It was noted that access information to the virtual workshop will be available online and the link will be on the CDD website.

On MOTION by Mr. Swichkow, seconded by Mr. Bodie Jr., with all in favor, the Board continued the July 10, 2025, Board of Supervisors' Meeting to a virtual workshop, on July 25, 2025, at 10:00 a.m.

Secretary/Assistant Secretary

Chairperson/Vice-Chairperson

MINUTES OF MEETING

NEW PORT - TAMPA BAY COMMUNITY DEVELOPMENT DISTRICT AUDITOR SELECTION COMMITTEE MEETING MINUTES

Thursday, July 10, 2025, at 11:00 a.m.

1510 W. Cleveland Street, Tampa, Florida 33606

Board Members in attendance:

Dominique Pickering	Committee Member
Ron Swichkow	Committee Member
Scott Dutton	Committee Member
Don Bodie Jr.	Committee Member

Also present:

Jane Gaarlandt	PFM	
Venessa Ripoll	PFM	(via phone)
Gazmin Kerr	PFM	
Audrey Ryan	PFM	
Vivek Babbar	Straley Robin Vericker	
Chris Bodie	Site Serve	
Craig Carden	Ardurra	(via phone)
Betsy Esquivel	Public	
Alina Coahgard	Public	
Cliffe Laborde	Public	
John L Jones	Public	
Sherry Blanc	Resident	
Andre Blanc	Resident	

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Ms. Gaarlandt called the meeting to order at 12:33 p.m. and confirmed quorum.

SECOND ORDER OF BUSINESS

Review and Approval of Audit Documents

- **Audit RFP Notice**
- **Instructions to Proposers**
- **Evaluation Criteria – with and without price**

The Board reviewed the audit documents.

Ms. Gaarlandt gave an overview of the audit documents and process and recommended using the evaluation criteria with price, however it is the Board's decision. She also noted that the proposals received in response to the RFP will come before the Board at the October meeting.

On MOTION by Mr. Swichkow, seconded by Mr. Bodie, with all in favor, the Board of the New Port Tampa Bay Development District approved the Audit Documents and Evaluation Criteria with price.

THIRD ORDER OF BUSINESS

Adjournment

There were no further questions or comments.

Ms. Gaarlandt adjourned the Auditor Selection Committee meeting at 12:35 p.m.

Chair/Vice Chair

Secretary/Assistant Secretary

MINUTES OF MEETING

NEW PORT - TAMPA BAY COMMUNITY DEVELOPMENT DISTRICT CONTINUED WORKSHOP MEETING MINUTES

Friday, July 25, 2025, at 10:00 a.m.

Webex Virtual Meeting

Board Members in attendance:

Ron Swickow	Assistant Secretary
Dominic Pickering	Vice Chairperson
Don Bodie	Assistant Secretary

Also present:

Jane Gaarlandt	PFM
Venessa Ripoll	PFM
Gazmin Kerr	PFM
Audrey Ryan	PFM
Helena Gutierrez	Dimasi Burton P.A.
Taylor Bleistein	Reserve Advisors
Marlon Champion	Resident
Sherry Blanc	Resident
Andre Blanc	Resident

FIRST ORDER OF BUSINESS

Administrative Matters

Call to Order and Roll Call

Ms. Ripoll called the New Port - Tampa Bay Community Development District Continued Board of Supervisors Workshop Meeting to order at 10:04 a.m. Those in attendance are outlined above.

Public Comment Period

There were no public comments at this time.

SECOND ORDER OF BUSINESS

Discussion

**Review of Westshore Marina
District Master Association, Inc.
Reserve Study**

- a. Report
- b. Reserve Expenditure

Mr. Swichkow presented the questions and concerns to Mr. Bleistein provided by the supervisors.

There was a discussion regarding the Reserve study starting reserve balance. There was confirmation that the amount should be zero.

Concerns were raised regarding the report not being done in 2020 and what the findings would have been if the report was done at that time.

There was a brief discussion regarding the linear footage of the Seawall.

HOA budgeting for regular maintenance and Sidewalk and Road Repair were discussed.

Discussion ensued regarding the maintenance assessment.

Mr. Bleistein stated he will provide the board with an updated report within 2 weeks.

Ms. Ripoll will distribute to all parties when she receives that report.

THIRD ORDER OF BUSINESS

Adjournment

Ms. Ripoll adjourned the workshop at 10:39 a.m..

Secretary/Assistant Secretary

Chairperson/Vice-Chairperson



New Port – Tampa Bay Community Development District

**Consideration of Resolution 2026-01,
Performance Measures, Standards, and Annual
Reporting**

RESOLUTION 2026-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE NEW PORT TAMPA BAY COMMUNITY DEVELOPMENT DISTRICT ADOPTING GOALS, OBJECTIVES, AND PERFORMANCE MEASURES AND STANDARDS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the New Port Tampa Bay 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, 2025, 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 NEW PORT TAMPA BAY COMMUNITY DEVELOPMENT 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 23rd day of October, 2025.

ATTEST:

**NEW PORT TAMPA BAY COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman, Board of Supervisors

Exhibit A: Performance Measures/Standards and Annual Reporting

Exhibit A:
Goals, Objectives and Annual Reporting Form

**Performance Measures/Standards &
Annual Reporting Form**

October 1, 2025 – September 30, 2026

1. Community Communication and Engagement

Goal 1.1: Public Meetings Compliance

Objective: Hold at least three regular Board of Supervisor meetings per year to conduct CDD 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 three 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 at least seven days in advance, as specified in Section 190.007(1), using at least two communication methods.

Measurement: Timeliness and method of meeting notices as evidenced by posting to CDD website, publishing in local newspaper and via electronic communication.

Standard: 100% of meetings were advertised with 7 days notice per statute on at least two mediums (i.e., newspaper, CDD 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 CDD 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.

Achieved: Yes ☐ No ☐

2. Infrastructure and Facilities Maintenance

Goal 2.1: District Infrastructure and Facilities Inspections

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

Measurement: Inspection completed on an as-needed basis as evidenced by district engineer's report related to district's infrastructure and related systems.

Standard: Inspection completed in the Fiscal Year by the district's engineer, if needed.

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.

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 CDD website and/or within district records.

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

Achieved: Yes ☐ No ☐

Goal 3.2: Financial Reports

Objective: Publish to the CDD 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 CDD's website.

Standard: CDD 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 CDD 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 CDD'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 CDD website and transmitted to the State of Florida.

Achieved: Yes ☐ No ☐

Chair/Vice Chair: _____

Date: _____

Print Name: _____

District Manager: _____

Date: _____

Print Name: _____



New Port – Tampa Bay Community Development District

**Review of Letter from Supervisor of Elections –
Hillsborough County**



April 22, 2025

To whom it may concern,

As per F.S. 190.006, you'll find the number of qualified registered electors for your Community Development District as of April 15, 2025, listed below.

Community Development District	Number of Registered Electors
New Port - Tampa Bay CDD	1175

We ask that you respond to our office with a current list of CDD office holders by **June 1st** and that you update us throughout the year if there are changes. This will enable us to provide accurate information to potential candidates during filing and qualifying periods.

Please note it is the responsibility of each district to keep our office updated with current district information. If you have any questions, please do not hesitate to contact me at (813) 367-8829 or pthomas@votehillsborough.gov.

Respectfully,

Patricia "Patti" Thomas
Administrative Assistant/Candidate Services





New Port – Tampa Bay Community Development District

Review of Updated Westshore Marina District Master Association, Inc. Reserve Study

- **Report**
- **Reserve Expenditure**

Westshore Marina District Master Association, Inc.

Inspected: May 27, 2025 • Revised on: September 3, 2025
Tampa, FL

FULL RESERVE STUDY



WESTSHORE
MARINA DISTRICT

MARINA POINTE



Long-term thinking. Everyday commitment.

Long-term thinking. Everyday commitment.

Westshore Marina District Master Association, Inc.
Tampa, Florida

Dear Board of Directors of Westshore Marina District Master Association, Inc.:

At the direction of the Board that recognizes the need for proper reserve planning, we have conducted a *Full Reserve Study* of Westshore Marina District Master Association, Inc. in Tampa, Florida and submit our findings in this report. The effective date of this study is the date of our visual, noninvasive inspection, May 27, 2025.

This *Full Reserve Study* exceeds the Association of Professional Reserve Analysts (APRA) standards fulfilling the requirements of a “Level I Full Reserve Study.”

An ongoing review by the Board and an Update of this Reserve Study are necessary to ensure an equitable funding plan since a Reserve Study is a snapshot in time. We recommend the Board budget for an Update to this Reserve Study in two- to three-years. We look forward to continuing to help Westshore Marina District Master Association, Inc. plan for a successful future.

As part of our long-term thinking and everyday commitment to our clients, we are available to answer any questions you may have regarding this study.

Respectfully submitted on September 3, 2025 by

Reserve Advisors, LLC

Visual Inspection and Report by: Taylor J. Bleistein, RS¹
Review by: Tamara S. Samhouri, RS, Quality Assurance Engineer
Alan M. Ebert, RS, PRA², Director of Quality Assurance



¹ RS (Reserve Specialist) is the reserve provider professional designation of the Community Associations Institute (CAI) representing America's more than 300,000 condominium, cooperative and homeowners associations.

² PRA (Professional Reserve Analyst) is the professional designation of the Association of Professional Reserve Analysts. Learn more about APRA at <http://www.apra-usa.com>.



NEW TO RESERVE STUDIES?



ACCESS OUR
QUICK START GUIDE



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1. RESERVE STUDY EXECUTIVE SUMMARY

Client: Westshore Marina District Master Association, Inc. (Westshore Marina District)

Location: Tampa, Florida

Reference: 242972

Property Basics: Westshore Marina District Master Association, Inc. is a master association which is responsible for the common elements shared by 1,300 units. The community was built beginning in 2016 and is still currently under construction at the time of our inspection in 2025.

Reserve Components Identified: 11 Reserve Components.

Inspection Date: May 27, 2025.

Funding Goal: The Funding Goal of this Reserve Study is to maintain reserves above an adequate, not excessive threshold during one or more years of significant expenditures. Our recommended Funding Plan recognizes this threshold funding year in 2036 due to the repaving of the asphalt pavement. In addition, the Reserve Funding Plan recommends 2055 year end accumulated reserves of approximately \$1,477,300. We judge this amount of accumulated reserves in 2055 necessary to fund the likely repaving of the asphalt pavement after 2055. These future needs, although beyond the limit of the Cash Flow Analysis of this Reserve Study, are reflected in the amount of accumulated 2055 year end reserves.

Methodology: We use the Cash Flow Method to compute the Reserve Funding Plan. This method offsets future variable Reserve Expenditures with existing and future stable levels of reserve funding. Our application of this method also considers:

- Current and future local costs of replacement
- 2.7% anticipated annual rate of return on invested reserves
- 3.7% future Inflation Rate for estimating Future Replacement Costs

Sources for Local Costs of Replacement: Our proprietary database, historical costs and published sources, i.e., R.S. Means, Incorporated.

Unaudited Cash Status of Reserve Fund:

- \$0 as of December 31, 2025
- The Association did not budget Reserve Contributions in 2025.

Project Prioritization: We note anticipated Reserve Expenditures for the next 30 years in the **Reserve Expenditures** tables and include a **Five-Year Outlook** table following the **Reserve Funding Plan** in Section 3. We recommend the Association prioritize the following projects in the next five years based on the conditions identified:

- Landscape, Partial Replacements
- Asphalt Pavement, Patch Repairs
- Concrete Sidewalks, Partial

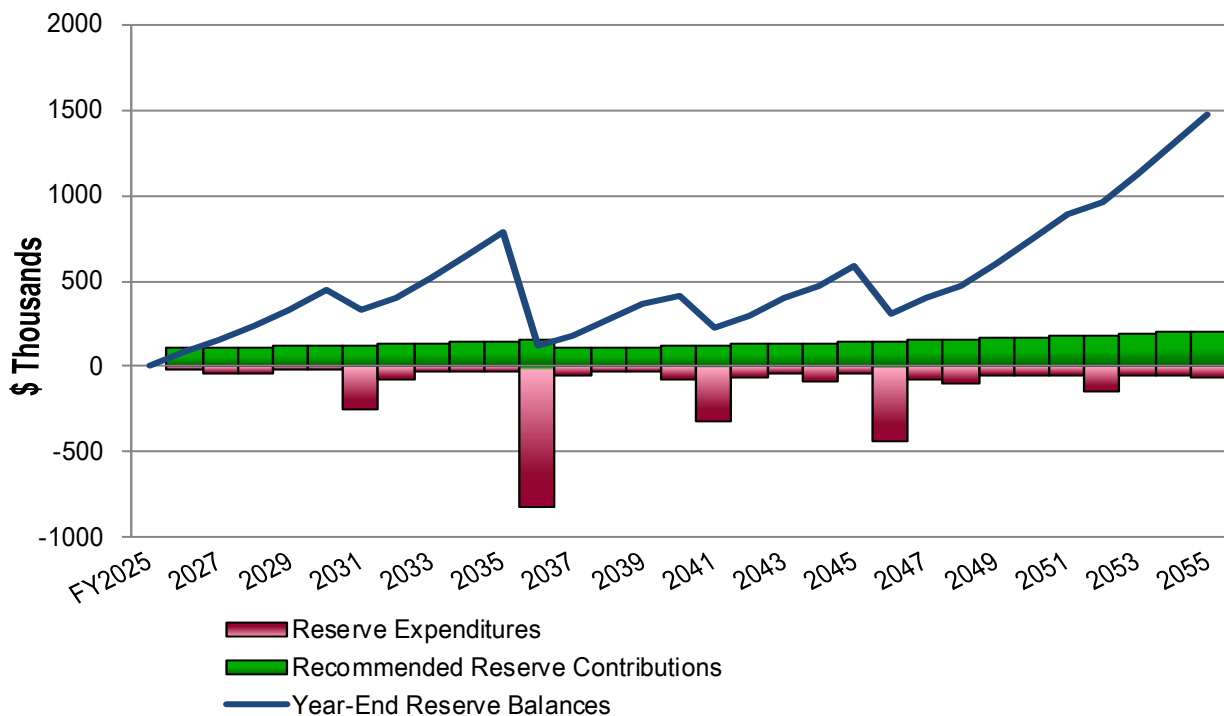
Recommended Reserve Funding: We recommend the following in order to achieve a stable and equitable Cash Flow Methodology Funding Plan:

- Increase Reserve Contributions to \$106,000 in 2026
- Inflationary increases from 2027 through 2036
- Decrease to \$107,300 by 2037 due to fully funding for repaving of the asphalt pavement
- Inflationary increases thereafter through 2055, the limit of this study's Cash Flow Analysis

- Initial adjustment of \$106,000 is equivalent to an average increase of \$6.79 in the monthly contributions per owner.

**Westshore Marina District
Recommended Reserve Funding Table and Graph**

Year	Reserve Contributions (\$)	Reserve Balances (\$)	Year	Reserve Contributions (\$)	Reserve Balances (\$)	Year	Reserve Contributions (\$)	Reserve Balances (\$)
2026	106,000	86,411	2036	152,400	125,073	2046	148,800	308,334
2027	109,900	160,369	2037	107,300	185,037	2047	154,300	398,029
2028	114,000	232,582	2038	111,300	270,329	2048	160,000	472,378
2029	118,200	335,217	2039	115,400	360,876	2049	165,900	604,794
2030	122,600	444,214	2040	119,700	418,238	2050	172,000	745,174
2031	127,100	327,910	2041	124,100	224,701	2051	178,400	893,971
2032	131,800	397,876	2042	128,700	298,653	2052	185,000	955,736
2033	136,700	520,057	2043	133,500	403,036	2053	191,800	1,119,869
2034	141,800	649,703	2044	138,400	468,960	2054	198,900	1,293,555
2035	147,000	787,079	2045	143,500	585,139	2055	206,300	1,477,280





2.RESERVE STUDY REPORT

At the direction of the Board that recognizes the need for proper reserve planning, we have conducted a *Full Reserve Study* of

Westshore Marina District Master Association, Inc.

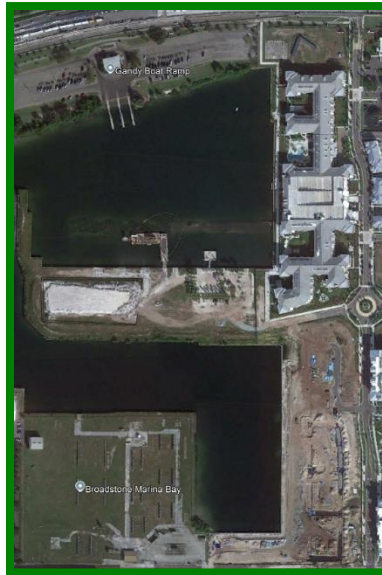
Tampa, Florida

and submit our findings in this report. The effective date of this study is the date of our visual, noninvasive inspection, May 27, 2025.

We present our findings and recommendations in the following report sections and spreadsheets:

- **Identification of Property** - Segregates all property into several areas of responsibility for repair or replacement
- **Reserve Expenditures** - Identifies reserve components and related quantities, useful lives, remaining useful lives and future reserve expenditures during the next 30 years
- **Reserve Funding Plan** - Presents the recommended Reserve Contributions and year-end Reserve Balances for the next 30 years
- **Five-Year Outlook** - Identifies reserve components and anticipated reserve expenditures during the first five years
- **Reserve Component Detail** - Describes the reserve components, includes photographic documentation of the condition of various property elements, describes our recommendations for repairs or replacement, and includes detailed solutions and procedures for replacements for the benefit of current and future board members
- **Methodology** - Lists the national standards, methods and procedures used to develop the Reserve Study
- **Definitions** - Contains definitions of terms used in the Reserve Study, consistent with national standards
- **Professional Service Conditions** - Describes Assumptions and Professional Service Conditions
- **Credentials and Resources**

IDENTIFICATION OF PROPERTY



Our investigation includes Reserve Components or property elements as set forth in your Declaration or which were identified as part of your request for proposed services. The Expenditure tables in Section 3 list the elements contained in this study. Our analysis begins by segregating the property elements into several areas of responsibility for repair and replacement.

Our process of identification helps assure that future boards and the management team understand whether reserves, the operating budget or Owners fund certain replacements and assists in preparation of the annual budget. We derive these segregated classes of property from our review of the information provided by the Association and through conversations with Management and the Board. These classes of property include:

- Reserve Components
- Long-Lived Property Elements
- Operating Budget Funded Repairs and Replacements
- Property Maintained by Others

We advise the Board conduct an annual review of these classes of property to confirm its policy concerning the manner of funding, i.e., from reserves or the operating budget. Reserve Components are defined by CAI as property elements with:

- Westshore Marina District responsibility
- Limited useful life expectancies
- Predictable remaining useful life expectancies
- Replacement cost above a minimum threshold

The following tables depict the items excluded from the Reserve Expenditure plan:

Excluded Components

for
Westshore Marina District
Master Association, Inc.
Tampa, Florida

Operating Budget Components

Repairs normally funded through the Operating Budget and Expenditures less than \$3,200 (These relatively minor expenditures have a limited effect on the recommended Reserve Contributions.)

The operating budget provides money for the repair and replacement of certain Reserve Components. The Association may develop independent criteria for use of operating and reserve funds.

- Retaining Wall, Masonry, Landscape
- Rip-Rap, West Perimeter, Inspections and Partial Replacements¹
- Signage, Street and Traffic
- Site Furniture

¹ Replacement as-needed in lieu of an aggregate replacement

Long-Lived Components

These elements may not have predictable Remaining Useful Lives or their replacement may occur beyond the scope of this study. The operating budget should fund infrequent repairs. Funding untimely or unexpected replacements from reserves will necessitate increases to Reserve Contributions. Periodic updates of this Reserve Study will help determine the merits of adjusting the Reserve Funding Plan.

	Useful Life	Estimated Cost
• Bulkhead, Concrete, Replacement	to 50	N/A
• Pergola, Aluminum	Indeterminate	N/A
• Pipes, Subsurface Utilities	to 85+	N/A
• Rip-Rap, West Perimeter, Complete Replacement	Indeterminate	N/A

Others Responsibility Components

Certain items have been designated as the responsibility of Others to repair or replace.

- Docks, Composite¹
- Pond²
- Sales Center²

¹ Tampa Port Authority

² Marina Pointe East Developer LLC

3. RESERVE EXPENDITURES and FUNDING PLAN

The tables following this introduction present:

Reserve Expenditures

- Line item numbers
- Total quantities
- Quantities replaced per phase (in a single year)
- Reserve component inventory
- Estimated first year of event (i.e., replacement, application, etc.)
- Life analysis showing
 - useful life
 - remaining useful life
- 2025 local cost of replacement
 - Per unit
 - Per phase
 - Replacement of total quantity
- Percentage of future expenditures anticipated during the next 30 years
- Schedule of estimated future costs for each reserve component including inflation

Reserve Funding Plan

- Reserves at the beginning of each year
- Total recommended reserve contributions
- Estimated interest earned from invested reserves
- Anticipated expenditures by year
- Anticipated reserves at year end

Five-Year Outlook

- Line item numbers
- Reserve component inventory of only the expenditures anticipated to occur within the first five years
- Schedule of estimated future costs for each reserve component anticipated to occur within the first five years

The purpose of a Reserve Study is to provide an opinion of reasonable annual Reserve Contributions. Prediction of exact timing and costs of minor Reserve Expenditures typically will not significantly affect the 30-year cash flow analysis. Adjustments to the times and/or costs of expenditures may not always result in an adjustment in the recommended Reserve Contributions.

Financial statements prepared by your association, by you or others might rely in part on information contained in this section. For your convenience, we have provided an electronic data file containing the tables of ***Reserve Expenditures*** and ***Reserve Funding Plan***.

RESERVE EXPENDITURES

Westshore Marina District
Master Association, Inc.
Tampa, Florida

Explanatory Notes:

- 1) 3.7% is the estimated Inflation Rate for estimating Future Replacement Costs.
2) FY2025 is Fiscal Year beginning January 1, 2025 and ending December 31, 2025.

Line Item	Total Quantity	Per Phase Quantity	Units	Reserve Component Inventory	Estimated 1st Year of Event	Life Analysis, Years		Costs, \$			Percentage of Future Expenditures	RUL = 0 FY2025	1 2026	2 2027	3 2028	4 2029	5 2030	6 2031	7 2032	8 2033	9 2034	10 2035	11 2036	12 2037	13 2038	14 2039	15 2040	
						Useful	Remaining	Unit (2025)	Per Phase (2025)	Total (2025)																		
Property Site Elements																												
4.020	17,050	17,050	Square Yards	Asphalt Pavement, Patch Repairs and Striping	2028	3 to 5	3	1.30	22,165	22,165	7.7%				24,717			28,584									38,225	
4.040	17,050	17,050	Square Yards	Asphalt Pavement, Mill and Overlay, Streets	2036	15 to 20	11	17.00	289,850	289,850	13.5%											432,255						
4.100	20	20	Each	Catch Basins, Inspections and Capital Repairs	2036	15 to 20	11	900.00	18,000	18,000	0.8%											26,843						
4.110	10,800	2,700	Linear Feet	Concrete Curbs and Gutters, Partial	2036	to 65	11 to 30+	44.00	118,800	475,200	5.5%											177,167						
4.140	33,200	1,107	Square Feet	Concrete Sidewalks, Partial	2027	to 65	2 to 30+	12.00	13,280	398,400	4.4%		14,281					17,126					20,537					
4.180	4,400	2,200	Square Feet	Concrete Streets, Partial	2036	to 55	11 to 30+	13.00	28,600	57,200	1.3%											42,651						
4.500	1	1	Allowance	Landscape, Partial Replacements	2026	to 1	1	20,000.00	20,000	20,000	34.5%		20,740	21,507	22,303	23,128	23,984	24,872	25,792	26,746	27,736	28,762	29,826	30,930	32,074	33,261	34,491	
4.560	58	58	Each	Light Poles and Fixtures	2041	to 25	16	2,800.00	162,400	162,400	9.1%																	
4.620	6,100	6,100	Square Feet	Pavers, Masonry	2036	15 to 20	11	10.00	61,000	61,000	2.8%											90,970						
4.800	1	1	Allowance	Signage, Renovation	2036	15 to 20	11	18,000.00	18,000	18,000	0.8%											26,843						
Marina Elements																												
8.100	2,300	2,300	Linear Feet	Bulkhead, Concrete, Inspections and Capital Repairs	2031	10 to 15	6	80.00	184,000	184,000	19.4%							228,818										
		1	Allowance	Reserve Study Update with Site Visit	2027	to 2	2	3,200.00	3,200	3,200	0.1%			3,441														
Anticipated Expenditures, By Year (\$3,208,115 over 30 years)												0	20,740	39,230	47,021	23,128	23,984	253,690	71,501	26,746	27,736	28,762	826,556	51,467	32,074	33,261	72,717	

RESERVE EXPENDITURES

				Westshore Marina District Master Association, Inc. Tampa, Florida																							
Line Item	Total Quantity	Per Phase Quantity	Units	Reserve Component Inventory	Estimated 1st Year of Event	Life Analysis, Years		Costs, \$			Percentage of Future Expenditures	16 2041	17 2042	18 2043	19 2044	20 2045	21 2046	22 2047	23 2048	24 2049	25 2050	26 2051	27 2052	28 2053	29 2054	30 2055	
						Useful	Remaining	Unit (2025)	Per Phase (2025)	Total (2025)																	
				Property Site Elements																							
4.020	17,050	17,050	Square Yards	Asphalt Pavement, Patch Repairs and Striping	2028	3 to 5	3	1.30	22,165	22,165	7.7%				44,204				51,119				59,115				
4.040	17,050	17,050	Square Yards	Asphalt Pavement, Mill and Overlay, Streets	2036	15 to 20	11	17.00	289,850	289,850	13.5%																
4.100	20	20	Each	Catch Basins, Inspections and Capital Repairs	2036	15 to 20	11	900.00	18,000	18,000	0.8%																
4.110	10,800	2,700	Linear Feet	Concrete Curbs and Gutters, Partial	2036	to 65	11 to 30+	44.00	118,800	475,200	5.5%																
4.140	33,200	1,107	Square Feet	Concrete Sidewalks, Partial	2027	to 65	2 to 30+	12.00	13,280	398,400	4.4%		24,629				29,535						35,418				
4.180	4,400	2,200	Square Feet	Concrete Streets, Partial	2036	to 55	11 to 30+	13.00	28,600	57,200	1.3%																
4.500	1	1	Allowance	Landscape, Partial Replacements	2026	to 1	1	20,000.00	20,000	20,000	34.5%	35,768	37,091	38,463	39,887	41,362	42,893	44,480	46,126	47,832	49,602	51,437	53,340	55,314	57,361	59,483	
4.560	58	58	Each	Light Poles and Fixtures	2041	to 25	16	2,800.00	162,400	162,400	9.1%	290,433															
4.620	6,100	6,100	Square Feet	Pavers, Masonry	2036	15 to 20	11	10.00	61,000	61,000	2.8%																
4.800	1	1	Allowance	Signage, Renovation	2036	15 to 20	11	18,000.00	18,000	18,000	0.8%																
				Marina Elements																							
8.100	2,300	2,300	Linear Feet	Bulkhead, Concrete, Inspections and Capital Repairs	2031	10 to 15	6	80.00	184,000	184,000	19.4%						394,613										
1 Allowance				Reserve Study Update with Site Visit	2027	to 2	2	3,200.00	3,200	3,200	0.1%																
Anticipated Expenditures, By Year (\$3,208,115 over 30 years)												326,201	61,720	38,463	84,091	41,362	437,506	74,014	97,244	47,832	49,602	51,437	147,873	55,314	57,361	59,483	

RESERVE FUNDING PLAN

CASH FLOW ANALYSIS Westshore Marina District Master Association, Inc. Tampa, Florida		Individual Reserve Budgets & Cash Flows for the Next 30 Years															
		FY2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Reserves at Beginning of Year	(Note 1)	N/A	0	86,411	160,369	232,582	335,217	444,214	327,910	397,876	520,057	649,703	787,079	125,073	185,037	270,329	360,876
Total Recommended Reserve Contributions	(Note 2)	N/A	106,000	109,900	114,000	118,200	122,600	127,100	131,800	136,700	141,800	147,000	152,400	107,300	111,300	115,400	119,700
Estimated Interest Earned, During Year	(Note 3)	N/A	1,151	3,287	5,234	7,563	10,382	10,285	9,668	12,227	15,581	19,138	12,150	4,131	6,066	8,408	10,378
Anticipated Expenditures, By Year		N/A	(20,740)	(39,230)	(47,021)	(23,128)	(23,984)	(253,690)	(71,501)	(26,746)	(27,736)	(28,762)	(826,556)	(51,467)	(32,074)	(33,261)	(72,717)
Anticipated Reserves at Year End		\$0	\$86,411	\$160,369	\$232,582	\$335,217	\$444,214	\$327,910	\$397,876	\$520,057	\$649,703	\$787,079	\$125,073	\$185,037	\$270,329	\$360,876	\$418,238
													(NOTE 5)				

(continued)	Individual Reserve Budgets & Cash Flows for the Next 30 Years, Continued														
	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053	2054	2055
Reserves at Beginning of Year	418,238	224,701	298,653	403,036	468,960	585,139	308,334	398,029	472,378	604,794	745,174	893,971	955,736	1,119,869	1,293,555
Total Recommended Reserve Contributions	124,100	128,700	133,500	138,400	143,500	148,800	154,300	160,000	165,900	172,000	178,400	185,000	191,800	198,900	206,300
Estimated Interest Earned, During Year	8,564	6,971	9,347	11,615	14,041	11,901	9,409	11,594	14,348	17,982	21,834	24,638	27,647	32,147	36,908
Anticipated Expenditures, By Year	(326,201)	(61,720)	(38,463)	(84,091)	(41,362)	(437,506)	(74,014)	(97,244)	(47,832)	(49,602)	(51,437)	(147,873)	(55,314)	(57,361)	(59,483)
Anticipated Reserves at Year End	<u>\$224,701</u>	<u>\$298,653</u>	<u>\$403,036</u>	<u>\$468,960</u>	<u>\$585,139</u>	<u>\$308,334</u>	<u>\$398,029</u>	<u>\$472,378</u>	<u>\$604,794</u>	<u>\$745,174</u>	<u>\$893,971</u>	<u>\$955,736</u>	<u>\$1,119,869</u>	<u>\$1,293,555</u>	<u>\$1,477,280</u>
	(NOTE 4)														

Explanatory Notes:

- 1) Year 2025 ending reserves are projected by Management and the Board as of December 31, 2025; FY2025 starts January 1, 2025 and ends December 31, 2025.
- 2) 2026 is the first year of recommended contributions.
- 3) 2.7% is the estimated annual rate of return on invested reserves
- 4) Accumulated year 2055 ending reserves consider the need to fund for repaving of the asphalt pavement shortly after 2055, and the age, size, overall condition and complexity of the property.
- 5) Threshold Funding Year (reserve balance at critical point).

FIVE-YEAR OUTLOOK

**Westshore Marina District
Master Association, Inc.**
Tampa, Florida

Line Item	Reserve Component Inventory	RUL = 0 FY2025	1 2026	2 2027	3 2028	4 2029	5 2030
<u>Property Site Elements</u>							
4.020	Asphalt Pavement, Patch Repairs and Striping				24,717		
4.140	Concrete Sidewalks, Partial			14,281			
4.500	Landscape, Partial Replacements		20,740	21,507	22,303	23,128	23,984
	Reserve Study Update with Site Visit			3,441			
	Anticipated Expenditures, By Year (\$154,103 over 5 years)	0	20,740	39,230	47,021	23,128	23,984

Alternate

RESERVE EXPENDITURES

Westshore Marina District
Master Association, Inc.
Tampa, Florida

Explanatory Notes:

- 1) 3.7% is the estimated Inflation Rate for estimating Future Replacement Costs.
2) FY2020 is Fiscal Year beginning January 1, 2020 and ending December 31, 2020.

Line Item	Total Quantity	Per Phase Quantity	Units	Reserve Component Inventory	Estimated 1st Year of Event	Life Analysis, Years		Costs, \$		Percentage of Future Expenditures	RUL = 0 FY2020	1 2021	2 2022	3 2023	4 2024	5 2025	6 2026	7 2027	8 2028	9 2029	10 2030	11 2031	12 2032	13 2033	14 2034	15 2035	
						Useful	Remaining	Unit (2025)	Per Phase (2025)																		Total (2025)
Property Site Elements																											
4.020	17,050	17,050	Square Yards	Asphalt Pavement, Patch Repairs and Striping	2028	3 to 5	8	1.30	22,165	22,165	7.6%								29,641					34,278			
4.040	17,050	17,050	Square Yards	Asphalt Pavement, Mill and Overlay, Streets	2036	15 to 20	16	17.00	289,850	289,850	15.0%																
4.100	20	20	Each	Catch Basins, Inspections and Capital Repairs	2036	15 to 20	16	900.00	18,000	18,000	0.9%																
4.110	10,800	2,700	Linear Feet	Concrete Curbs and Gutters, Partial	2036	to 65	16 to 30+	44.00	118,800	475,200	6.1%																
4.140	33,200	1,328	Square Feet	Concrete Sidewalks, Partial	2027	to 65	7 to 30+	12.00	15,936	398,400	4.4%								20,551					24,645			
4.180	4,400	2,200	Square Feet	Concrete Streets, Partial	2036	to 55	16 to 30+	13.00	28,600	57,200	1.5%																
4.500	1	1	Allowance	Landscape, Partial Replacements	2026	to 1	6	20,000.00	20,000	20,000	28.7%							24,872	25,792	26,746	27,736	28,762	29,826	30,930	32,074	33,261	34,491
4.560	58	58	Each	Light Poles and Fixtures	2041	to 25	21	2,800.00	162,400	162,400	10.0%																
4.620	6,100	6,100	Square Feet	Pavers, Masonry	2036	15 to 20	16	10.00	61,000	61,000	3.1%																
4.800	1	1	Allowance	Signage, Renovation	2036	15 to 20	16	18,000.00	18,000	18,000	0.9%																
Marina Elements																											
8.100	2,300	2,300	Linear Feet	Bulkhead, Concrete, Inspections and Capital Repairs	2031	10 to 15	11	80.00	184,000	184,000	21.6%													274,400			
1 Allowance Reserve Study Update with Site Visit 2027 to 2 7 \$3,200.00 3,200 3,200 0.1% 3,441																											
Anticipated Expenditures, By Year (\$3,466,126 over 30 years)												0	0	0	0	0	0	24,872	49,784	56,387	27,736	28,762	304,226	89,852	32,074	33,261	34,491

RESERVE EXPENDITURES

Westshore Marina District
Master Association, Inc.
Tampa, Florida

Line Item	Total Quantity	Per Phase Quantity	Units	Reserve Component Inventory	Estimated 1st Year of Event	Life Analysis, Years		Costs, \$			Percentage of Future Expenditures	16 2036	17 2037	18 2038	19 2039	20 2040	21 2041	22 2042	23 2043	24 2044	25 2045	26 2046	27 2047	28 2048	29 2049	30 2050	
						Useful	Remaining	Unit (2025)	Per Phase (2025)	Total (2025)																	
Property Site Elements																											
4.020	17,050	17,050	Square Yards	Asphalt Pavement, Patch Repairs and Striping	2028	3 to 5	8	1.30	22,165	22,165	7.6%	39,639				45,840			53,010					61,302			
4.040	17,050	17,050	Square Yards	Asphalt Pavement, Mill and Overlay, Streets	2036	15 to 20	16	17.00	289,850	289,850	15.0%	518,362															
4.100	20	20	Each	Catch Basins, Inspections and Capital Repairs	2036	15 to 20	16	900.00	18,000	18,000	0.9%	32,191															
4.110	10,800	2,700	Linear Feet	Concrete Curbs and Gutters, Partial	2036	to 65	16 to 30+	44.00	118,800	475,200	6.1%	212,460															
4.140	33,200	1,328	Square Feet	Concrete Sidewalks, Partial	2027	to 65	7 to 30+	12.00	15,936	398,400	4.4%		29,554				35,441						42,502				
4.180	4,400	2,200	Square Feet	Concrete Streets, Partial	2036	to 55	16 to 30+	13.00	28,600	57,200	1.5%	51,148															
4.500	1	1	Allowance	Landscape, Partial Replacements	2026	to 1	6	20,000.00	20,000	20,000	28.7%	35,768	37,091	38,463	39,887	41,362	42,893	44,480	46,126	47,832	49,602	51,437	53,340	55,314	57,361	59,483	
4.560	58	58	Each	Light Poles and Fixtures	2041	to 25	21	2,800.00	162,400	162,400	10.0%						348,289										
4.620	6,100	6,100	Square Feet	Pavers, Masonry	2036	15 to 20	16	10.00	61,000	61,000	3.1%	109,091															
4.800	1	1	Allowance	Signage, Renovation	2036	15 to 20	16	18,000.00	18,000	18,000	0.9%	32,191															
Marina Elements																											
8.100	2,300	2,300	Linear Feet	Bulkhead, Concrete, Inspections and Capital Repairs	2031	10 to 15	11	80.00	184,000	184,000	21.6%											473,223					
		1	Allowance	Reserve Study Update with Site Visit	2027	to 2	7	\$3,200.00	3,200	3,200	0.1%																
Anticipated Expenditures, By Year (\$3,466,126 over 30 years)												1,030,850	66,645	38,463	39,887	87,202	391,182	79,921	46,126	100,842	49,602	524,660	95,842	116,616	57,361	59,483	

RESERVE FUNDING PLAN

Alternate

CASH FLOW ANALYSIS
Westshore Marina District
Master Association, Inc.
Tampa, Florida

This Alternate Funding Plan is provided at the request of Management and the Board and does not represent the recommendation of Reserve Advisors

		Individual Reserve Budgets & Cash Flows for the Next 30 Years															
		FY2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Reserves at Beginning of Year	(Note 1)	N/A	0	79,762	164,617	254,804	350,568	452,160	534,734	597,837	659,598	755,918	857,750	687,203	733,576	844,116	961,000
Total Recommended Reserve Contributions	(Note 2)	N/A	78,700	81,600	84,600	87,700	90,900	94,300	97,800	101,400	105,200	109,100	113,100	117,300	121,600	126,100	130,800
Estimated Interest Earned, During Year	(Note 3)	N/A	1,062	3,255	5,587	8,064	10,692	13,146	15,086	16,749	18,855	21,494	20,579	18,925	21,015	24,044	27,247
Anticipated Expenditures, By Year		N/A	0	0	0	0	0	(24,872)	(49,784)	(56,387)	(27,736)	(28,762)	(304,226)	(89,852)	(32,074)	(33,261)	(34,491)
Anticipated Reserves at Year End		\$0	\$79,762	\$164,617	\$254,804	\$350,568	\$452,160	\$534,734	\$597,837	\$659,598	\$755,918	\$857,750	\$687,203	\$733,576	\$844,116	\$961,000	\$1,084,555

(continued)

		Individual Reserve Budgets & Cash Flows for the Next 30 Years, Continued														
		2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050
Reserves at Beginning of Year		1,084,555	206,502	281,963	388,024	500,573	573,478	345,740	432,992	562,730	646,595	790,941	464,302	570,239	665,079	829,830
Total Recommended Reserve Contributions		135,600	135,600	135,600	140,600	145,800	151,200	156,800	162,600	168,600	174,800	181,300	188,000	195,000	202,200	209,700
Estimated Interest Earned, During Year		17,197	6,506	8,924	11,836	14,307	12,244	10,373	13,263	16,108	19,148	16,720	13,780	16,455	19,912	24,433
Anticipated Expenditures, By Year		(1,030,850)	(66,645)	(38,463)	(39,887)	(87,202)	(391,182)	(79,921)	(46,126)	(100,842)	(49,602)	(524,660)	(95,842)	(116,616)	(57,361)	(59,483)
Anticipated Reserves at Year End		\$206,502	\$281,963	\$388,024	\$500,573	\$573,478	\$345,740	\$432,992	\$562,730	\$646,595	\$790,941	\$464,302	\$570,239	\$665,079	\$829,830	\$1,004,480
		(NOTE 5)														(NOTE 4)

Explanatory Notes:

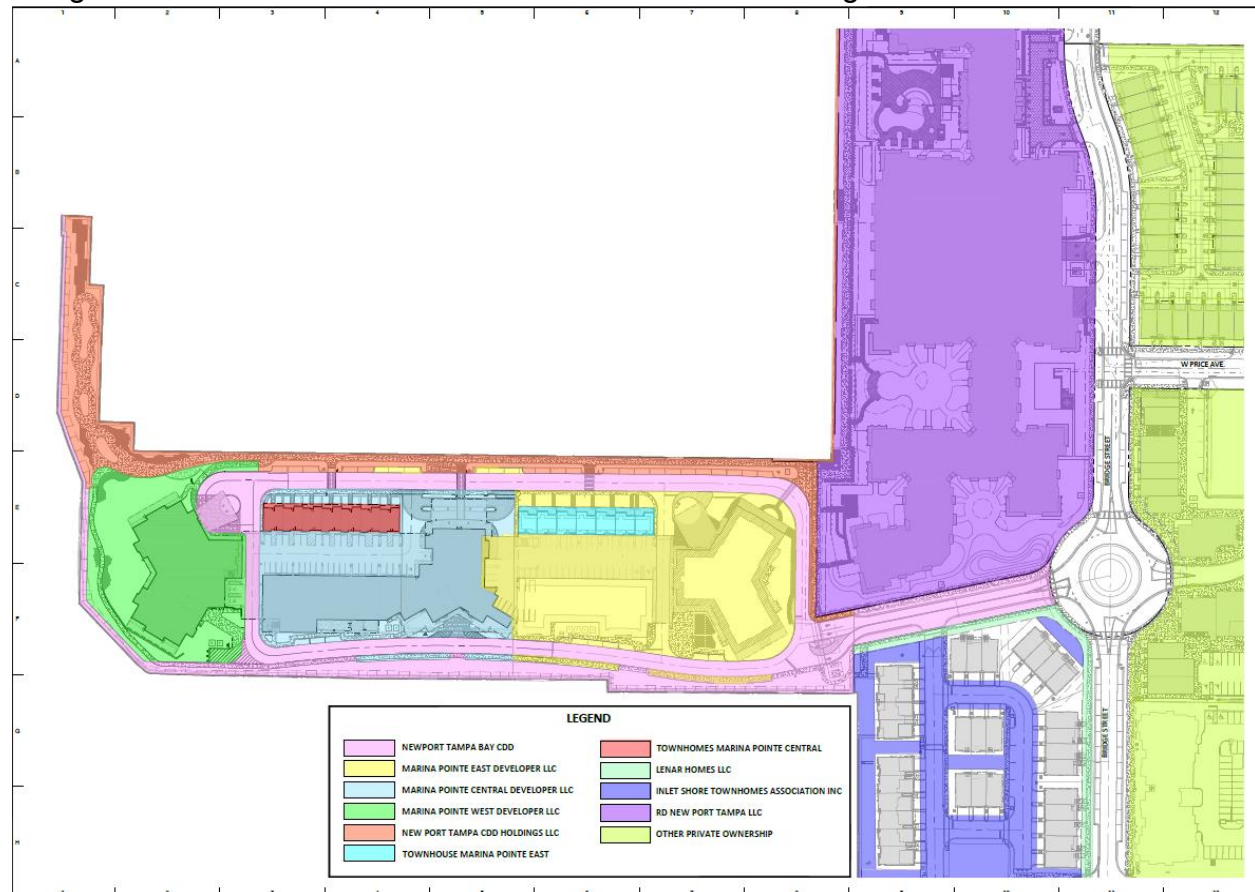
- 1) Year 2020 ending reserves are projected by Management and the Board as of December 31, 2025; FY2020 starts January 1, 2020 and ends December 31, 2020.
- 2) 2021 is the first year of recommended contributions.
- 3) 2.7% is the estimated annual rate of return on invested reserves
- 4) Accumulated year 2050 ending reserves consider the need to fund for repaving of the asphalt pavement shortly after 2050, and the age, size, overall condition and complexity of the property.
- 5) Threshold Funding Year (reserve balance at critical point).

4.RESERVE COMPONENT DETAIL

The Reserve Component Detail of this *Full Reserve Study* includes enhanced solutions and procedures for select significant components. This section describes the Reserve Components, documents specific problems and condition assessments, and may include detailed solutions and procedures for necessary capital repairs and replacements for the benefit of current and future board members. We advise the Board use this information to help define the scope and procedures for repair or replacement when soliciting bids or proposals from contractors. *However, the Report in whole or part is not and should not be used as a design specification or design engineering service.*

Property Site Elements

For the purposes of this Reserve Study, the Association maintains the areas highlighted in pink and orange. In addition to these highlighted areas, the Association also maintains Bridge Street and the roundabout shown in white in the diagram below.



Asphalt Pavement

Line Items: 4.020 and 4.040

Quantity: Approximately 17,050 square yards at the streets. At the time of our inspection the entire quantity of asphalt pavement street was not constructed. We refer to the diagram on Page 4.1 for our measurements of roads that were not yet built at the time of our inspection. Future updates of this Reserve Study will reevaluate the quantities of asphalt pavement shown as more information becomes available.

History:

- Repaving: Original
- Repairs: Original

Condition: Good overall



Pavement overview



Pavement overview



Pavement overview



Pavement overview



Pavement overview



Pavement overview



Pavement overview

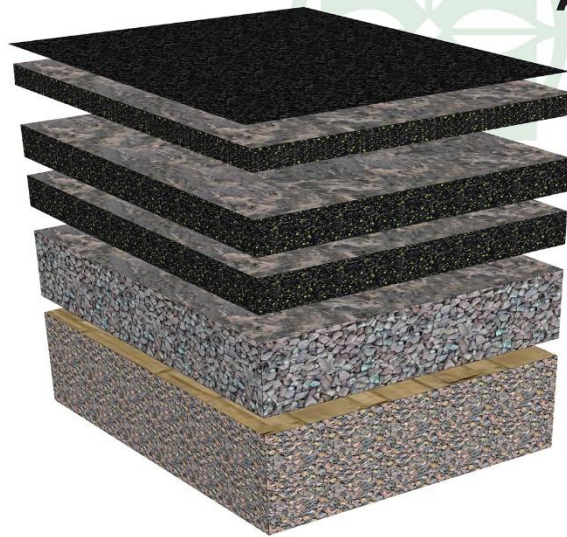


Pavement overview

Useful Life: 15- to 20-years with the benefit of crack repairs events every three- to five-years

Component Detail Notes: Proposals should include mechanically routing and filling all cracks with hot emulsion. Crack repair minimizes the chance of the cracks transmitting through the pavement.

The initial installation of asphalt uses at least two lifts, or two separate applications of asphalt, over the base course. The first lift is the binder course. The second lift is the wearing course. The wearing course comprises a finer aggregate for a smoother more watertight finish. The following diagram depicts the typical components although it may not reflect the actual configuration at Westshore Marina District:



ASPHALT DIAGRAM

Sealcoat or Wearing Surface

Asphalt Overlay Not to Exceed
1.5 inch Thickness per Lift or Layer

Original Pavement Inspected and
milled until sound pavement is found,
usually comprised of two layers

Compacted Crushed Stone or Aggregate Base

**Subbase of Undisturbed
Native Soils** Compacted to
95% dry density

© Reserve Advisors

The manner of repaving is either a mill and overlay or total replacement. A mill and overlay is a method of repaving where cracked, worn and failed pavement is mechanically removed or milled until sound pavement is found. A new layer of asphalt is overlaid atop the remaining base course of pavement. Total replacement includes the removal of all existing asphalt down to the base course of aggregate and native soil followed by the application of two or more new lifts of asphalt. We recommend mill and overlayment on asphalt pavement that exhibits normal deterioration and wear. We recommend total replacement of asphalt pavement that exhibits severe deterioration, inadequate drainage, pavement that has been overlaid multiple times in the past or where the configuration makes overlayment not possible. Based on the apparent visual condition and configuration of the asphalt pavement, we recommend the mill and overlay method of repaving at Westshore Marina District.

Preventative Maintenance Notes: We note the following select recommended preventative maintenance activities to maximize the remaining useful life:

- Annually:
 - Inspect for settlement, large cracks and trip hazards, and ensure proper drainage
 - Repair areas which could cause vehicular damage such as potholes
- As needed:
 - Perform crack repairs and patching

Priority/Criticality: Defer only upon opinion of independent professional or engineer

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. Our cost includes an allowance for patching of up to

two percent (2%) of the pavement. Our cost for milling and overlayment includes area patching of up to ten percent (10%).

Catch Basins

Line Item: 4.100

Quantity: 20 catch basins¹

History: Original

Condition: Good overall



Catch basin

Useful Life: The useful life of catch basins is up to 65 years. However, achieving this useful life usually requires interim capital repairs or partial replacements every 15- to 20-years.

Component Detail Notes: Erosion causes settlement around the collar of catch basins. Left unrepaired, the entire catch basin will shift and need replacement.

Preventative Maintenance Notes: We note the following select recommended preventative maintenance activities to maximize the remaining useful life:

- Annually:
 - Inspect and repair any settlement and collar cracks
 - Ensure proper drainage and inlets are free of debris
 - If property drainage is not adequate in heavy rainfall events, typically bi-annual cleaning of the catch basins is recommended

Priority/Criticality: Defer only upon opinion of independent professional or engineer

¹ We utilize the terminology catch basin to refer to all storm water collection structures including curb inlets.

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. We recommend the Association plan for inspections and capital repairs to the catch basins in conjunction with repaving.

Concrete Curbs and Gutters

Line Item: 4.110

Quantity: Approximately 10,800 linear feet. At the time of our inspection the entire quantity of concrete curbs and gutters was not constructed. We refer to the diagram on Page 4.1 for our measurements of curbs and gutters that were not yet built at the time of our inspection. Future updates of this Reserve Study will reevaluate the quantities of curbs and gutters shown as more information becomes available.

Condition: Good to fair overall with isolated cracks evident.



Concrete curb and gutter



Concrete curb and gutter



Concrete cracks

Useful Life: Up to 65 years although interim deterioration of areas is common

Preventative Maintenance Notes: We note the following select recommended preventative maintenance activities to maximize the remaining useful life:

- Annually:
 - Inspect and repair major cracks, spalls and trip hazards
 - Mark with orange safety paint prior to replacement or repair
 - Repair or perform concrete leveling in areas in immediate need of repair or possible safety hazard

Priority/Criticality: Per Board discretion

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. We estimate that up to 2,700 linear feet of curbs and gutters, or twenty-five percent (25%) of the total, will require replacement during the next 30 years.

Concrete Sidewalks

Line Item: 4.140

Quantity: Approximately 33,200 square feet

Condition: Good to fair overall with cracks evident.



Concrete sidewalk



Concrete sidewalk



Concrete sidewalk



Concrete sidewalk



Concrete sidewalk



Sidewalk cracks



Sidewalk cracks

Useful Life: Up to 65 years although interim deterioration of areas is common

Preventative Maintenance Notes: We note the following select recommended preventative maintenance activities to maximize the remaining useful life:

- Annually:

- Inspect and repair major cracks, spalls and trip hazards
- Mark with orange safety paint prior to replacement or repair
- Repair or perform concrete leveling in areas in immediate need of repair or possible safety hazard

Priority/Criticality: Per Board discretion

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. We estimate that up to 6,640 square feet of concrete sidewalks, or twenty percent (20%) of the total, will require replacement during the next 30 years.

Concrete Streets

Line Item: 4.180

Quantity: Approximately 4,400 square feet

Condition: Good to fair overall with isolated cracks evident.



Concrete streets overview



Street cracks



Concrete streets overview



Concrete streets overview



Street full depth cracks

Useful Life: Up to 55 years although interim deterioration of areas is common

Component Detail Notes: During cold weather, concrete streets contract causing joints to widen which allows for the accumulation of debris. During warm weather, the pavement expands and the joints narrow. Accumulated incompressible debris in the joints produces high compressive stresses at the adjoining faces of the joints. These compressive stresses can cause spalling of the concrete along the joints. In addition, coarse aggregates used in concrete pavement are susceptible to disintegration ("D" cracking) from repeated freeze and thaw cycles. The disintegration and spalling associated with these stresses typically occurs at open, unsealed pavement joints due to moisture and debris accumulation in the joints. For these reasons, we recommend the Association seal all concrete street joints to maximize the useful life of the concrete.

Preventative Maintenance Notes: We note the following select recommended preventative maintenance activities to maximize the remaining useful life:

- Annually:
 - Inspect and repair failed or deteriorated joint sealant as needed
 - Inspect and repair major cracks, spalls and trip hazards
 - Mark with orange safety paint prior to replacement or repair

Priority/Criticality: Per Board discretion

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. We estimate that up to 2,200 square feet of concrete streets, or fifty percent (50%) of the total, will require replacement during the next 30 years.

Landscape

Line Item: 4.500

Component Detail Notes: The Association contains a large quantity of trees, shrubbery and other landscape elements. Replacement of these elements is an ongoing need. Many associations budget for these replacements as normal maintenance. Other associations fund ongoing replacements from reserves. Large amounts of landscape may need replacement due to disease, drought or other forces of nature. If the cost of removal and replacement is substantial, funding from reserves is logical. The Association may also desire to periodically update the appearance of the community through major improvements to the landscape.



Landscape overview



Landscape overview



Landscape overview



Leaning tree

Useful Life: At the request of Management and the Board, we include a landscape allowance for tree removal, tree replacement and tree trimming annually

Priority/Criticality: Per Board discretion

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

Light Poles and Fixtures

Line Item: 4.560

Quantity: 58 aluminum poles with LED light fixtures

History: Original

Condition: Good overall



Light pole and fixture



Light pole and fixtures

Useful Life: Up to 25 years

Preventative Maintenance Notes: We note the following select recommended preventative maintenance activities to maximize the remaining useful life:

- As-needed:
 - Inspect and repair broken or dislodged fixtures, and leaning or damaged poles
 - Replaced burned out bulbs as needed

Priority/Criticality: Per Board discretion

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

Pavers, Masonry

Line Item: 4.620

Quantity: Approximately 6,100 square feet

History: Original

Condition: Good to fair overall with isolated cracks, settlement, and damage evident.



Masonry pavers overview



Masonry pavers overview



Masonry pavers overview



Paver settlement



Paver cracks

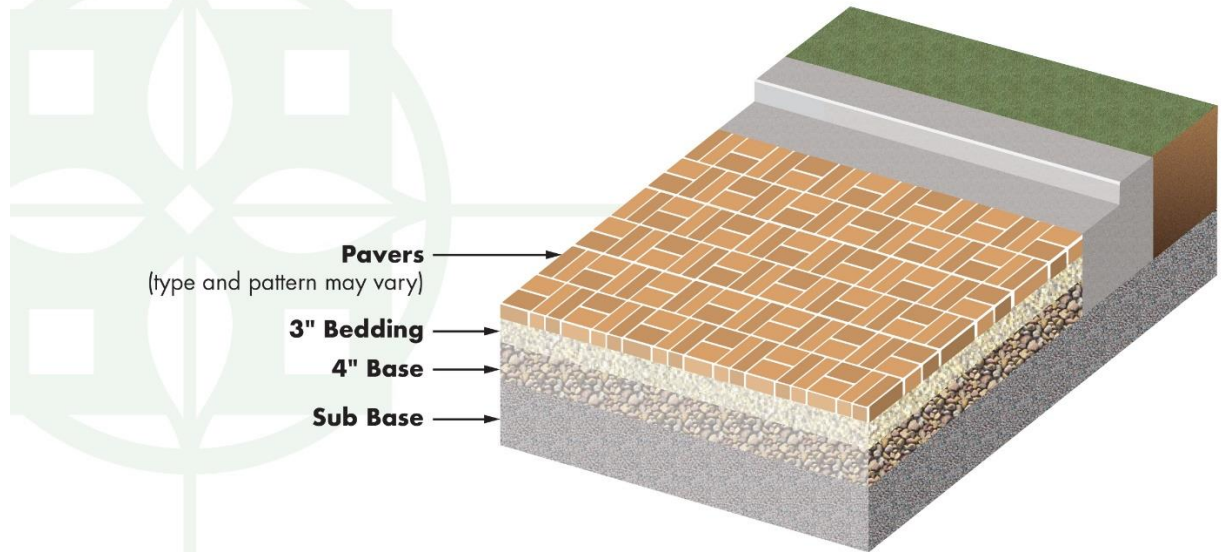


Paver damage

Useful Life: 15- to 20-years

Component Detail Notes: The following diagram depicts the typical components of a masonry paver system although it may not reflect the actual configuration at Westshore Marina District:

MASONRY PAVER DIAGRAM



© Reserve Advisors

Preventative Maintenance Notes: We note the following select recommended preventative maintenance activities to maximize the remaining useful life:

- Annually:
 - Inspect and repair settlement, trip hazards and paver spalls at heavy traffic areas
 - Re-set and/or reseal damaged pavers as necessary
 - Periodically clean and remove overgrown vegetation as needed

Priority/Criticality: Defer only upon opinion of independent professional or engineer

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. We suggest the Association conduct interim resetting and replacement of minor areas of pavers as normal maintenance, funded from the operating budget.

Signage

Line Item: 4.800

Quantity: The property identification signage includes the following elements:

- Light Fixtures
- Letters
- Stucco

History: Original

Condition: Good overall



Entrance monument

Useful Life: 15- to 20-years

Component Detail Notes: Community signage contributes to the overall aesthetic appearance of the property to owners and potential buyers. Renovation or replacement of community signs is often predicated upon the desire to "update" the perceived identity of the community rather than for utilitarian concerns. Therefore, the specific times for replacement or renovation are discretionary.

Preventative Maintenance Notes: We note the following select recommended preventative maintenance activities to maximize the remaining useful life:

- Annually:
 - Inspect and repair damage, vandalism and loose components
 - Verify lighting is working properly
 - Touch-up paint finish applications if applicable

Priority/Criticality: Per Board discretion

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. Our cost for renovation includes repairs to the stucco and replacement of the remaining components listed above.

Marina Elements

Bulkhead, Concrete

Line Item: 8.100

Quantity: Approximately 2,300 linear feet

History: Original to 2019

Conditions: Good to fair overall with concrete cracks evident.



Concrete bulkhead overview



Concrete bulkhead



Wall cracks



Concrete damage

Useful Life: Inspections and capital repairs every 10- to 15-years

Priority/Criticality: Defer only upon opinion of independent professional or engineer

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. Our cost includes allowances for a complete inspection and partial replacement of up to ten percent (10%) of the bulkheads.

Reserve Study Update

An ongoing review by the Board and an Update of this Reserve Study are necessary to ensure an equitable funding plan since a Reserve Study is a snapshot in time. Many variables change after the study is conducted that may result in significant overfunding or underfunding the reserve account. Variables that may affect the Reserve Funding Plan include, but are not limited to:

- Deferred or accelerated capital projects based on Board discretion
- Changes in the interest rates on reserve investments
- Changes in the *local* construction inflation rate
- Additions and deletions to the Reserve Component Inventory
- The presence or absence of maintenance programs
- Unusually mild or extreme weather conditions
- Technological advancements

Periodic updates incorporate these variable changes since the last Reserve Study or Update. The Association can expense the fee for an Update with site visit from the reserve account. This fee is included in the Reserve Funding Plan. We base this budgetary amount on updating the same property components and quantities of this Reserve Study report. We recommend the Board budget for an Update to this Reserve Study every three years. Budgeting for an Update demonstrates the Board's objective to continue fulfilling its fiduciary responsibility to maintain the commonly owned property and to fund reserves appropriately.

5.METHODOLOGY

Reserves for replacement are the amounts of money required for future expenditures to repair or replace Reserve Components that wear out before the entire facility or project wears out. Reserving funds for future repair or replacement of the Reserve Components is also one of the most reliable ways of protecting the value of the property's infrastructure and marketability.

Westshore Marina District can fund capital repairs and replacements in any combination of the following:

1. Increases in the operating budget during years when the shortages occur
2. Loans using borrowed capital for major replacement projects
3. Level monthly reserve assessments annually adjusted upward for inflation to increase reserves to fund the expected major future expenditures
4. Special assessments

We do not advocate special assessments or loans unless near term circumstances dictate otherwise. Although loans provide a gradual method of funding a replacement, the costs are higher than if the Association were to accumulate reserves ahead of the actual replacement. Interest earnings on reserves also accumulate in this process of saving or reserving for future replacements, thereby defraying the amount of gradual reserve collections. We advocate the third method of *Level Monthly Reserve Assessments* with relatively minor annual adjustments. The method ensures that Owners pay their "fair share" of the weathering and aging of the commonly owned property each year. Level reserve assessments preserve the property and enhance the resale value of the homes.

This Reserve Study is in compliance with and exceeds the National standards¹ set forth by the Association of Professional Reserve Analysts (APRA) fulfilling the requirements of a "Level I Full Reserve Study." These standards require a Reserve Component to have a "predictable remaining Useful Life." Estimating Remaining Useful Lives and Reserve Expenditures beyond 30 years is often indeterminate. Long-Lived Property Elements are necessarily excluded from this analysis. We considered the following factors in our analysis:

- The Cash Flow Method to compute, project and illustrate the 30-year Reserve Funding Plan
- Local² costs of material, equipment and labor
- Current and future costs of replacement for the Reserve Components
- Costs of demolition as part of the cost of replacement
- Local economic conditions and a historical perspective to arrive at our estimate of long-term future inflation for construction costs in Tampa, Florida at an annual inflation rate³. Isolated or regional markets of greater

¹ Identified in the APRA "Standards - Terms and Definitions" and the CAI "Terms and Definitions".

² See Credentials for additional information on our use of published sources of cost data.

³ Derived from Marshall & Swift, historical costs and the Bureau of Labor Statistics.

construction (development) activity may experience slightly greater rates of inflation for both construction materials and labor.

- The past and current maintenance practices of Westshore Marina District and their effects on remaining useful lives
- Financial information provided by the Association pertaining to the cash status of the reserve fund and budgeted reserve contribution
- The anticipated effects of appreciation of the reserves over time in accord with a return or yield on investment of your cash equivalent assets. (We did not consider the costs, if any, of Federal and State Taxes on income derived from interest and/or dividend income).
- The Funding Plan excludes necessary operating budget expenditures. It is our understanding that future operating budgets will provide for the ongoing normal maintenance of Reserve Components.

Updates to this Reserve Study will continue to monitor historical facts and trends concerning the external market conditions.

6. CREDENTIALS

HISTORY AND DEPTH OF SERVICE

Founded in 1991, Reserve Advisors is the leading provider of reserve studies, insurance appraisals, developer turnover transition studies, expert witness services, and other engineering consulting services. Clients include community associations, resort properties, hotels, clubs, non-profit organizations, apartment building owners, religious and educational institutions, and office/commercial building owners in 48 states, Canada and throughout the world.

The **architectural engineering consulting firm** was formed to take a leadership role in helping fiduciaries, boards, and property managers manage their property like a business with a long-range master plan known as a Reserve Study.

Reserve Advisors employs the **largest staff of Reserve Specialists** with bachelor's degrees in engineering dedicated to Reserve Study services. Our founders are also founders of Community Associations Institute's (CAI) Reserve Committee that developed national standards for reserve study providers. One of our founders is a Past President of the Association of Professional Reserve Analysts (APRA). Our vast experience with a variety of building types and ages, on-site examination and historical analyses are keys to determining accurate remaining useful life estimates of building components.

No Conflict of Interest - As consulting specialists, our **independent opinion** eliminates any real or perceived conflict of interest because we do not conduct or manage capital projects.

TOTAL STAFF INVOLVEMENT

Several staff members participate in each assignment. The responsible advisor involves the staff through a Team Review, exclusive to Reserve Advisors, and by utilizing the experience of other staff members, each of whom has served hundreds of clients. We conduct Team Reviews, an internal quality assurance review of each assignment, including: the inspection; building component costing; lifing; and technical report phases of the assignment. Due to our extensive experience with building components, we do not have a need to utilize subcontractors.

OUR GOAL

To help our clients fulfill their fiduciary responsibilities to maintain property in good condition.

VAST EXPERIENCE WITH A VARIETY OF BUILDINGS

Reserve Advisors has conducted reserve studies for a multitude of different communities and building types. We've analyzed thousands of buildings, from as small as a 3,500-square foot day care center to a 2,600,000-square foot 98-story highrise. We also routinely inspect buildings with various types of mechanical systems such as simple electric heat, to complex systems with air handlers, chillers, boilers, elevators, and life safety and security systems.

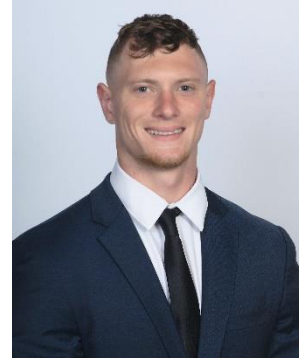
We're familiar with all types of building exteriors as well. Our well-versed staff regularly identifies optimal repair and replacement solutions for such building exterior surfaces such as adobe, brick, stone, concrete, stucco, EIFS, wood products, stained glass and aluminum siding, and window wall systems.

OLD TO NEW

Reserve Advisors' experience includes ornate and vintage buildings as well as modern structures. Our specialists are no strangers to older buildings. We're accustomed to addressing the unique challenges posed by buildings that date to the 1800's. We recognize and consider the methods of construction employed into our analysis. We recommend appropriate replacement programs that apply cost effective technologies while maintaining a building's character and appeal.

TAYLOR J. BLEISTEIN, RS**Responsible Advisor****CURRENT CLIENT SERVICES**

Taylor Bleistein, a Mechanical Engineer, is an Advisor for **Reserve Advisors**. Mr. Bleistein is responsible for the inspection and analysis of the condition of clients' properties, and recommending engineering solutions to prolong the lives of the components. He also forecasts capital expenditures for the repair and/or replacement of the property components and prepares technical reports on assignments. He is responsible for conducting Life Cycle Cost Analyses and Capital Replacement Forecast services and the preparation of Reserve Study Reports for condominiums, townhomes and homeowner associations.



The following is a partial list of clients served by Taylor Bleistein demonstrating his breadth of experiential knowledge of community associations in construction and related buildings systems.

Skypoint Condominium Association This 32 story high-rise in Tampa, Florida was constructed in 2007 and contains 404 units. The condominium maintains four traction elevators, a generator, domestic water and fire pumps, and a fire suppression system, as well as an elevated pool structure which sits atop a seven story garage. The condominium also maintains the curtain wall façade and waterproofing of cantilevered concrete balconies

The Bellamy on Bayshore Owners Association This 20 story high-rise in Tampa, Florida was constructed in 2006 and contains 64 units. The condominium maintains domestic water and fire pumps, traction elevators, a generator and curtain wall sealants and gaskets. The condominium also maintains an extensive elevated pool and plaza deck structure with planters, courtyards with an underlying waterproof membrane protecting the three story garage below

Bayway Isles Point Brittany Four Condominium Corporation A 19 story coastal high-rise located in St. Petersburg, Florida. This 178 unit condominium was constructed in 1970 and consists of traction elevators, domestic water and fire pumps, concrete aggregate panels and retaining brackets, and gemstone water proof coatings on the concrete breezeways

Bayshore Regency Condominium Association Located in Tampa, Florida, this 21 story high-rise constructed in 1988 contains 33 units. The condominium maintains central HVAC cooling and heating system which contains two boilers and a cooling tower. The condominium also maintains an elevated pool and plaza deck structure which contains, planters, a clubhouse and a tennis court which sit atop the multi-story garage.

Orange Acres Ranch Homeowners Association Located in Lake Wales, Florida; this 114 unit co-operative was built in 1985 and converted to a co-operative in 2007. The co-operative maintains a domestic water treatment system which includes water softeners, hydropneumatics storage tanks, valves, and well pumps. The co-operative also maintains a wastewater treatment plant with drainage fields, as well as a clubhouse and pool area.

PRIOR RELEVANT EXPERIENCE

Before joining **Reserve Advisors**, Mr. Bleistein successfully completed the bachelors program in Mechanical Engineering from Hanover College

EDUCATION

Hanover College - B.S. Mechanical Engineering

PROFESSIONAL AFFILIATIONS/DESIGNATIONS

Reserve Specialist (RS) - Community Associations Institute

TAMARA S. SAMHOURI, E.I., RS
Southeast Quality Assurance Engineer



CURRENT CLIENT SERVICES

Tamara Samhouri, a Civil Engineer, is an Advisor for **Reserve Advisors**. Mrs. Samhouri is responsible for the inspection and analysis of the condition of clients' properties, and recommending engineering solutions to prolong the lives of the components. She also forecasts capital expenditures for the repair and/or replacement of the property components and prepares technical reports on assignments. She is responsible for conducting Life Cycle Cost Analyses and Capital Replacement Forecast services and the preparation of Reserve Study Reports for condominiums, townhomes and homeowner associations.

The following is a partial list of clients served by Tamara Samhouri demonstrating her breadth of experiential knowledge of community associations in construction and related buildings systems.

North Lake at Tarpon Springs Homeowners Association Located in Tarpon Springs, Florida, this single family development consists of 122 homes built in 1999. The Association maintains the asphalt pavement street systems, ponds, gates, signage, & a boardwalk and dock assembly.

Talon Bay Property Owners Association This Homeowners Association located in North Port, Florida is comprised of 233 single unit homes. The clubhouse in this community includes a fitness center, kitchen, rest rooms, and a patio leading to a pool deck. The clubhouse and gate house were constructed with stucco façade and a metal roof assembly. The Association maintains asphalt pavement street systems, tennis and shuffleboard courts, and gates.

Lake Highlander Resident Owned Association This Cooperative style development located in Dunedin, Florida is comprised of 293 homes built in the 1960s. The community maintains amenities, such as a laundry room, pool hall, library, office, and clubhouse. The Cooperative maintains the subsurface pipes, electric meter panels, and bridges throughout the community.

Royal Pointe at Majestic Palms Recreation Association and Condominium Associations The Recreation Association is responsible for the elements shared by five condominium buildings. The Recreation Association maintains the pool amenities & asphalt pavement street systems. The Condominium Associations are responsible for their building exteriors comprised of concrete tile roofs, balconies, breezeways, & staircases. The Condominium Associations maintain the building service elements, including life safety systems, & domestic water pumps.

PRIOR RELEVANT EXPERIENCE

Before joining **Reserve Advisors**, Mrs. Samhouri successfully completed the bachelors program in Civil Engineering from The University of South Florida. She has experience as a Transportation Planning Intern at AECOM, the world's premier infrastructure consulting firm, where she gained knowledge on the safety and design of specialized roadway networks. Mrs. Samhouri has an expertise in transportation and geotechnical engineering infrastructure.

EDUCATION

University of South Florida - B.S. Civil Engineering

PROFESSIONAL AFFILIATIONS / DESIGNATIONS

Engineering Intern (E.I.) – Florida, 2021-present

American Society of Civil Engineers (A.S.C.E.) – Florida, 2015-present

Institute of Transportation Engineers (I.T.E.) – Florida, 2015-present

Reserve Specialist (RS) - Community Association Institute (CAI)

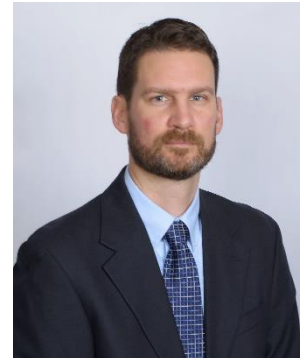


ALAN M. EBERT, P.E., PRA, RS
Director of Quality Assurance

CURRENT CLIENT SERVICES

Alan M. Ebert, a Professional Engineer, is the Director of Quality Assurance for Reserve Advisors. Mr. Ebert is responsible for the management, review and quality assurance of reserve studies. In this role, he assumes the responsibility of stringent report review analysis to assure report accuracy and the best solution for Reserve Advisors' clients.

Mr. Ebert has been involved with thousands of Reserve Study assignments. The following is a partial list of clients served by Alan Ebert demonstrating his breadth of experiential knowledge of community associations in construction and related buildings systems.



Brownsville Winter Haven Located in Brownsville, Texas, this unique homeowners association contains 525 units. The Association maintains three pools and pool houses, a community and management office, landscape and maintenance equipment, and nine irrigation canals with associated infrastructure.

Rosemont Condominiums This unique condominium is located in Alexandria, Virginia and dates to the 1940's. The two mid-rise buildings utilize decorative stone and brick masonry. The development features common interior spaces, multi-level wood balconies and common asphalt parking areas.

Stillwater Homeowners Association Located in Naperville, Illinois, Stillwater Homeowners Association maintains four tennis courts, an Olympic sized pool and an upscale ballroom with commercial-grade kitchen. The community also maintains three storm water retention ponds and a detention basin.

Birchfield Community Services Association This extensive Association comprises seven separate parcels which include 505 townhome and single family homes. This Community Services Association is located in Mt. Laurel, New Jersey. Three lakes, a pool, a clubhouse and management office, wood carports, aluminum siding, and asphalt shingle roofs are a few of the elements maintained by the Association.

Oakridge Manor Condominium Association Located in Londonderry, New Hampshire, this Association includes 104 units at 13 buildings. In addition to extensive roads and parking areas, the Association maintains a large septic system and significant concrete retaining walls.

Memorial Lofts Homeowners Association This upscale high rise is located in Houston, Texas. The 20 luxury units include large balconies and decorative interior hallways. The 10-story building utilizes a painted stucco facade and TPO roof, while an on-grade garage serves residents and guests.

PRIOR RELEVANT EXPERIENCE

Mr. Ebert earned his Bachelor of Science degree in Geological Engineering from the University of Wisconsin-Madison. His relevant course work includes foundations, retaining walls, and slope stability. Before joining Reserve Advisors, Mr. Ebert was an oilfield engineer and tested and evaluated hundreds of oil and gas wells throughout North America.

EDUCATION

University of Wisconsin-Madison - B.S. Geological Engineering

PROFESSIONAL AFFILIATIONS/DESIGNATIONS

Professional Engineering License – Wisconsin, North Carolina, Illinois, Colorado

Reserve Specialist (RS) - Community Associations Institute

Professional Reserve Analyst (PRA) - Association of Professional Reserve Analysts



RESOURCES

Reserve Advisors utilizes numerous resources of national and local data to conduct its Professional Services. A concise list of several of these resources follows:

Association of Construction Inspectors, (ACI) the largest professional organization for those involved in construction inspection and construction project management. ACI is also the leading association providing standards, guidelines, regulations, education, training, and professional recognition in a field that has quickly become important procedure for both residential and commercial construction, found on the web at www.iami.org.

American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc., (ASHRAE) the American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc., devoted to the arts and sciences of heating, ventilation, air conditioning and refrigeration; recognized as the foremost, authoritative, timely and responsive source of technical and educational information, standards and guidelines, found on the web at www.ashrae.org. Reserve Advisors actively participates in its local chapter and holds individual memberships.

Community Associations Institute, (CAI) America's leading advocate for responsible communities noted as the only national organization dedicated to fostering vibrant, responsive, competent community associations. Their mission is to assist community associations in promoting harmony, community, and responsible leadership.

Marshall & Swift / Boeckh, (MS/B) the worldwide provider of building cost data, co-sourcing solutions, and estimating technology for the property and casualty insurance industry found on the web at www.marshallswift.com.

R.S. Means CostWorks, North America's leading supplier of construction cost information. As a member of the Construction Market Data Group, Means provides accurate and up-to-date cost information that helps owners, developers, architects, engineers, contractors and others to carefully and precisely project and control the cost of both new building construction and renovation projects found on the web at www.rsmeans.com.

Reserve Advisors' library of numerous periodicals relating to reserve studies, condition analyses, chapter community associations, and historical costs from thousands of capital repair and replacement projects, and product literature from manufacturers of building products and building systems.

7. DEFINITIONS

Definitions are derived from the standards set forth by the Community Associations Institute (CAI) representing America's 305,000 condominium and homeowners associations and cooperatives, and the Association of Professional Reserve Analysts, setting the standards of care for reserve study practitioners.

Cash Flow Method - A method of calculating Reserve Contributions where contributions to the reserve fund are designed to offset the variable annual expenditures from the reserve fund. Different Reserve Funding Plans are tested against the anticipated schedule of reserve expenses until the desired funding goal is achieved.

Component Method - A method of developing a Reserve Funding Plan with the total contribution is based on the sum of the contributions for individual components.

Current Cost of Replacement - That amount required today derived from the quantity of a *Reserve Component* and its unit cost to replace or repair a Reserve Component using the most current technology and construction materials, duplicating the productive utility of the existing property at current *local* market prices for *materials*, *labor* and manufactured equipment, contractors' overhead, profit and fees, but without provisions for building permits, overtime, bonuses for labor or premiums for material and equipment. We include removal and disposal costs where applicable.

Fully Funded Balance - The Reserve balance that is in direct proportion to the fraction of life "used up" of the current Repair or Replacement cost similar to Total Accrued Depreciation.

Funding Goal (Threshold) - The stated purpose of this Reserve Study is to determine the adequate, not excessive, minimal threshold reserve balances.

Future Cost of Replacement - *Reserve Expenditure* derived from the inflated current cost of replacement or current cost of replacement as defined above, with consideration given to the effects of inflation on local market rates for materials, labor and equipment.

Long-Lived Property Component - Property component of Westshore Marina District responsibility not likely to require capital repair or replacement during the next 30 years with an unpredictable remaining Useful Life beyond the next 30 years.

Percent Funded - The ratio, at a particular point of time (typically the beginning of the Fiscal Year), of the actual (or projected) Reserve Balance to the Fully Funded Balance, expressed as a percentage.

Remaining Useful Life - The estimated remaining functional or useful time in years of a *Reserve Component* based on its age, condition and maintenance.

Reserve Component - Property elements with: 1) Westshore Marina District responsibility; 2) limited Useful Life expectancies; 3) predictable Remaining Useful Life expectancies; and 4) a replacement cost above a minimum threshold.

Reserve Component Inventory - Line Items in *Reserve Expenditures* that identify a *Reserve Component*.

Reserve Contribution - An amount of money set aside or *Reserve Assessment* contributed to a *Reserve Fund* for future *Reserve Expenditures* to repair or replace *Reserve Components*.

Reserve Expenditure - Future Cost of Replacement of a Reserve Component.

Reserve Fund Status - The accumulated amount of reserves in dollars at a given point in time, i.e., at year end.

Reserve Funding Plan - The portion of the Reserve Study identifying the *Cash Flow Analysis* and containing the recommended Reserve Contributions and projected annual expenditures, interest earned and reserve balances.

Reserve Study - A budget planning tool that identifies the current status of the reserve fund and a stable and equitable Funding Plan to offset the anticipated future major common area expenditures.

Useful Life - The anticipated total time in years that a *Reserve Component* is expected to serve its intended function in its present application or installation.



8. PROFESSIONAL SERVICE CONDITIONS

Our Services - Reserve Advisors, LLC ("RA") performs its services as an independent contractor in accordance with our professional practice standards and its compensation is not contingent upon our conclusions. The purpose of our reserve study is to provide a budget planning tool that identifies the current status of the reserve fund, and an opinion recommending an annual funding plan, to create reserves for anticipated future replacement expenditures of the subject property. The purpose of our energy benchmarking services is to track, collect and summarize the subject property's energy consumption over time for your use in comparison with other buildings of similar size and establishing a performance baseline for your planning of long-term energy efficiency goals. The purpose of our Milestone Phase I is to evaluate the structural integrity of the building on the subject property and provide an inspection report summarizing our findings related to structural issues, or lack thereof.

In each case, our inspection and analysis of the subject property is limited to visual observations, is noninvasive and is not meant to nor does it include investigation into statutory, regulatory or code compliance. RA inspects sloped roofs from the ground and inspects flat roofs where safe access (stairs or ladder permanently attached to the structure) is available. Our energy benchmarking services with respect to the subject property is limited to collecting energy and utility data and summarizing such data in the form of an Energy Star Portfolio Manager Report or any other similar report, and hereby expressly excludes any recommendations with respect to the results of such energy benchmarking services or the accuracy of the energy information obtained from utility companies and other third-party sources with respect to the subject property. Our Milestone Phase I inspections are limited to a visual examination of habitable and uninhabitable areas of the building, including the primary structural members and systems. The inspection aims to determine the presence of substantial structural deterioration, and unsafe or dangerous conditions with the structure. The reserve report, Milestone Phase 1 report, and any energy benchmarking report (i.e., any Energy Star Portfolio Manager Report) (including any subsequent revisions thereto pursuant to the terms hereof, collectively, the "Report") are based upon a "snapshot in time" at the moment of inspection. RA may note visible physical defects in the Report. The inspection is made by employees generally familiar with real estate and building construction. Except to the extent readily apparent to RA, RA cannot and shall not opine on the structural integrity of or other physical defects in the property under any circumstances. Without limitation to the foregoing, RA cannot and shall not opine on, nor is RA responsible for, the property's conformity to specific governmental code requirements for fire, building, earthquake, occupancy or otherwise.

RA is not responsible for conditions that have changed between the time of inspection and the issuance of the Report. RA does not provide invasive testing on any mechanical systems that provide energy to the property, nor can RA opine on any system components that are not easily accessible during the inspection. RA does not investigate, nor assume any responsibility for any existence or impact of any hazardous materials, such as asbestos, urea-formaldehyde foam insulation, other chemicals, toxic wastes, environmental mold or other potentially hazardous materials or structural defects that are latent or hidden defects which may or may not be present on or within the property. RA does not make any soil analysis or geological study as part of its services, nor does RA investigate vapor, water, oil, gas, coal, or other subsurface mineral and use rights or such hidden conditions, and RA assumes no responsibility for any such conditions. The Report contains opinions of estimated replacement costs or deferred maintenance expenses and remaining useful lives, which are neither a guarantee of the actual costs or expenses of replacement or deferred maintenance nor a guarantee of remaining useful lives of any property element.

RA assumes, without independent verification, the accuracy of all data provided to it. Except to the extent resulting from RA's willful misconduct in connection with the performance of its obligations under this agreement, you agree to indemnify, defend, and hold RA and its affiliates, officers, managers, employees, agents, successors and assigns (each, an "RA Party") harmless from and against (and promptly reimburse each RA Party for) any and all losses, claims, actions, demands, judgments, orders, damages, expenses or liabilities, including, without limitation, reasonable attorneys' fees, asserted against or to which any RA Party may become subject in connection with this engagement, including, without limitation, as a result of any false, misleading or incomplete information which RA relied upon that was supplied by you or others under your direction, or which may result from any improper use or reliance on the Report by you or third parties under your control or direction or to whom you provided the Report. NOTWITHSTANDING ANY OTHER PROVISION HEREIN TO THE CONTRARY, THE AGGREGATE LIABILITY (IF ANY) OF RA WITH RESPECT TO THIS AGREEMENT AND RA'S OBLIGATIONS HEREUNDER IS LIMITED TO THE AMOUNT OF THE FEES ACTUALLY RECEIVED BY RA FROM YOU FOR THE SERVICES AND REPORT PERFORMED BY RA UNDER THIS AGREEMENT, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE. YOUR REMEDIES SET FORTH HEREIN ARE EXCLUSIVE AND ARE YOUR SOLE REMEDIES FOR ANY FAILURE OF RA TO COMPLY WITH ITS OBLIGATIONS HEREUNDER OR OTHERWISE. RA SHALL NOT BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL, PUNITIVE OR EXEMPLARY DAMAGES OF ANY KIND, INCLUDING, BUT NOT LIMITED TO, ANY LOST PROFITS AND LOST SAVINGS, LOSS OF USE OR INTERRUPTION OF BUSINESS, HOWEVER CAUSED, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), BREACH OF WARRANTY, STRICT LIABILITY OR OTHERWISE, EVEN IF RA HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT WILL RA BE LIABLE FOR THE COST OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES. RA DISCLAIMS ALL REPRESENTATIONS AND WARRANTIES WHATSOEVER, EXPRESS OR IMPLIED OR OF ANY NATURE, WITH REGARD TO THE SERVICES AND THE REPORT, INCLUDING, WITHOUT LIMITATION, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.



Report - RA will complete the services in accordance with the Proposal. The Report represents a valid opinion of RA's findings and recommendations with respect to the reserve study or Milestone Phase I, as applicable, and is deemed complete. RA will consider any additional information made available to RA within 6 months of issuing the Report and issue a revised Report based on such additional information if a timely request for a revised Report is made by you. RA retains the right to withhold a revised Report if payment for services was not tendered in a timely manner. All information received by RA and all files, work papers or documents developed by RA during the course of the engagement shall remain the property of RA and may be used for whatever purpose it sees fit. RA reserves the right to, and you acknowledge and agree that RA may, use any data provided by you in connection with the services, or gathered as a result of providing such services, including in connection with creating and issuing any Report, in a de-identified and aggregated form for RA's business purposes.

Your Obligations - You agree to provide us access to the subject property for an inspection. You agree to provide RA all available, historical and budgetary information, the governing documents, and other information that we request and deem necessary to complete the Report. Additionally, you agree to provide historical replacement schedules, utility bills and historical energy usage files that RA requests and deems necessary to complete the energy benchmarking services, and you agree to provide any utility release(s) reasonably requested by RA permitting RA to obtain any such data and/or information from any utility representative or other third party. You agree to pay actual attorneys' fees and any other costs incurred to collect on any unpaid balance for RA's services.

Use of Our Report and Your Name - Use of the Report is limited to only the purpose stated herein. You acknowledge that RA is the exclusive owner of all intellectual property rights in and relating to the Report. You hereby acknowledge that any use or reliance by you on the Report for any unauthorized purpose is at your own risk and that you will be liable for the consequences of any unauthorized use or distribution of the Report. Use or possession of the Report by any unauthorized third party is prohibited. The Report in whole or in part ***is not and cannot be used as a design specification for design engineering purposes or as an appraisal.*** You may show the Report in its entirety to the following third parties: members of your organization (including your directors, officers, tenants and prospective purchasers), your accountants, attorneys, financial institutions and property managers who need to review the information contained herein, and any other third party who has a right to inspect the Report under applicable law including, but not limited to, any government entity or agency, or any utility companies. Without the written consent of RA, you shall not disclose the Report to any other third party. By engaging our services, you agree that the Report contains intellectual property developed (and owned solely) by RA and agree that you will not reproduce or distribute the Report ***to any party that conducts reserve studies without the written consent of RA.***

RA will include (and you hereby agree that RA may include) your name in our client lists. RA reserves the right to use (and you hereby agree that RA may use) property information to obtain estimates of replacement costs, useful life of property elements or otherwise as RA, in its sole discretion, deems appropriate.

Payment Terms, Due Dates and Interest Charges - The retainer payment for any reserve study, Milestone Phase I inspection, and/or combined services is due upon execution of this agreement and prior to the inspection by RA, and any balance is due net 30 days from the Report shipment date. If only energy benchmarking services are performed by RA, then the retainer payment is due upon execution of this agreement and any balance is due net 30 days from the Report shipment date. In any case, any balance remaining 30 days after delivery of the Report shall accrue an interest charge of 1.5% per month. Unless this agreement is earlier terminated by RA in the event you breach or otherwise fail to comply with your obligations under this agreement, RA's obligations under this agreement shall commence on the date you execute and deliver this agreement and terminate on the date that is 6 months from the date of delivery of the Report by RA. Notwithstanding anything herein to the contrary, each provision that by its context and nature should survive the expiration or early termination of this agreement shall so survive, including, without limitation, any provisions with respect to payment, intellectual property rights, limitations of liability and governing law. We reserve the right to limit or decline refunds in our sole discretion. Refunds vary based on the applicable facts and circumstances.

Miscellaneous – Neither party shall be liable for any failures or delays in performance due to fire, flood, strike or other labor difficulty, act of God, act of any governmental authority, riot, embargo, fuel or energy shortage, pandemic, wrecks or delays in transportation, or due to any other cause beyond such party's reasonable control; provided, however, that you shall not be relieved from your obligations to make any payment(s) to RA as and when due hereunder. In the event of a delay in performance due to any such cause, the time for completion or date of delivery will be extended by a period of time reasonably necessary to overcome the effect of such delay. You may not assign or otherwise transfer this agreement, in whole or in part, without the prior written consent of RA. RA may freely assign or otherwise transfer this agreement, in whole or in part, without your prior consent. This agreement shall be governed by the laws of the State of Wisconsin without regard to any principles of conflicts of law that would apply the laws of another jurisdiction. Any dispute with respect to this agreement shall be exclusively venued in Milwaukee County Circuit Court or in the United States District Court for the Eastern District of Wisconsin. Each party hereto agrees and hereby waives the right to a trial by jury in any action, proceeding or claim brought by or on behalf of the parties hereto with respect to any matter related to this agreement.



New Port – Tampa Bay Community Development District

**Discussion of Discovered Master Association
Dues Assessment errors 2020-2025 and
Corrective Measures Proposed**



New Port – Tampa Bay Community Development District

Consideration of Recommendation of the Auditor Selection Committee



New Port – Tampa Bay Community Development District

**Ratification of Payment Authorizations
Nos. 204 – 2012**

NEW PORT TAMPA BAY
COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization 204
7/3/2025

PAYMENT AUTHORIZATION ONLY - NO FUNDING NEEDED

Invoice No	Supplier	Invoice Date	Property	Invoice Amount
25-01793H	Business Observer (NEW2)	06/27/2025	New Port Tampa Bay CDD	87.50
OE-EXP-07-2025-25	PFM Group Consulting LLC (NEW2)	07/01/2025	New Port Tampa Bay CDD	192.78
7447	VGlobalTech (NEW2)	06/30/2025	New Port Tampa Bay CDD	300.00
7490	VGlobalTech (NEW2)	07/01/2025	New Port Tampa Bay CDD	110.00
Total:				690.28

Assistant Secretary

Signed by:
dominic pickering
807236EC2B804C8...
Chairman / Vice Chairman
7/10/2025

NEW PORT TAMPA BAY
COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization 205
7/11/2025

PAYMENT AUTHORIZATION ONLY - NO FUNDING NEEDED

Invoice No	Supplier	Invoice Date	Property	Invoice Amount
137224	PFM Group Consulting LLC (NEW2)	07/07/2025	New Port Tampa Bay CDD	1,250.00
DM-07-2025-41	PFM Group Consulting LLC (NEW2)	07/01/2025	New Port Tampa Bay CDD	1,333.33
Total:				2,583.33

Assistant Secretary

Signed by:
Dominic Pickering
Chairman / Vice Chairman
7/24/2025

NEW PORT TAMPA BAY
COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization 206
7/21/2025

PAYMENT AUTHORIZATION ONLY - NO FUNDING NEEDED

Invoice No	Supplier	Invoice Date	Property	Invoice Amount
10701-071125	Tampa Electric Company (NEW2)	07/11/2025	New Port Tampa Bay CDD	823.62
23215-071125	Tampa Electric Company (NEW2)	07/11/2025	New Port Tampa Bay CDD	45.83
Total:				869.45

Assistant Secretary

Signed by:
Dominic Pickering
Chairman / Vice Chairman
7/24/2025

NEW PORT TAMPA BAY
COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization 207
8/8/2025

PAYMENT AUTHORIZATION ONLY - NO FUNDING NEEDED

Invoice No	Supplier	Invoice Date	Property	Invoice Amount
137219	PFM Group Consulting LLC (NEW2)	07/07/2025	New Port Tampa Bay CDD	159.71
Total:				159.71

Assistant Secretary

Signed by:
Dominic Pickering
Chairman / Vice Chairman
8/18/2025

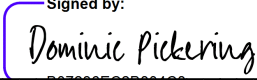
NEW PORT TAMPA BAY
COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization 208
8/15/2025

PAYMENT AUTHORIZATION ONLY - NO FUNDING NEEDED

Invoice No	Supplier	Invoice Date	Property	Invoice Amount
DM-08-2025-42	PFM Group Consulting LLC (NEW2)	08/08/2025	New Port Tampa Bay CDD	1,333.33
10701-081125	Tampa Electric Company (NEW2)	08/11/2025	New Port Tampa Bay CDD	843.79
23215-081125	Tampa Electric Company (NEW2)	08/11/2025	New Port Tampa Bay CDD	45.83
Total:				2,222.95

Assistant Secretary

Signed by:


Chairman / Vice Chairman
9/4/2025

NEW PORT TAMPA BAY
COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization 209
8/29/2025

PAYMENT AUTHORIZATION ONLY - NO FUNDING NEEDED

Invoice No	Supplier	Invoice Date	Property	Invoice Amount
7569	VGlobalTech (NEW2)	08/01/2025	New Port Tampa Bay CDD	110.00
Total:				110.00

Assistant Secretary

Signed by:
Dominic Pickering
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Chairman / Vice Chairman
9/4/2025

NEW PORT TAMPA BAY
COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization 210
9/5/2025

PAYMENT AUTHORIZATION ONLY - NO FUNDING NEEDED

Invoice No	Supplier	Invoice Date	Property	Invoice Amount
PAR-0354214	DoodyCalls of Parrish FL (NEW2)	08/31/2025	New Port Tampa Bay CDD	342.00
27029	Straley Robin Vericker (NEW2)	08/27/2025	New Port Tampa Bay CDD	825.00
7651	VGlobalTech (NEW2)	09/01/2025	New Port Tampa Bay CDD	110.00
Total:				1,277.00

Assistant Secretary

Signed by:
dominic pickering
B07236EC2B004C8...
Chairman / Vice Chairman
9/18/2025

NEW PORT TAMPA BAY
COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization 211
9/12/2025

PAYMENT AUTHORIZATION ONLY - NO FUNDING NEEDED

Invoice No	Supplier	Invoice Date	Property	Invoice Amount
DM-09-2025-42	PFM Group Consulting LLC (NEW2)	09/04/2025	New Port Tampa Bay CDD	1,333.37
26872	Straley Robin Vericker (NEW2)	07/29/2025	New Port Tampa Bay CDD	765.00
10701-091025	Tampa Electric Company (NEW2)	09/10/2025	New Port Tampa Bay CDD	1,013.30
23215-091025	Tampa Electric Company (NEW2)	09/10/2025	New Port Tampa Bay CDD	45.83
Total:				3,157.50

Assistant Secretary

Signed by:
dominic pickering
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Chairman / Vice Chairman
9/18/2025

NEW PORT TAMPA BAY
COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization 212
9/24/2025

PAYMENT AUTHORIZATION ONLY - NO FUNDING NEEDED

Invoice No	Supplier	Invoice Date	Property	Invoice Amount
29045	Egis Insurance Advisors, LLC (NEW2)	09/05/2025	New Port Tampa Bay CDD	8,612.00
Total:				8,612.00

Assistant Secretary

Signed by:
Dominic Pickering
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Chairman / Vice Chairman
9/24/2025



New Port – Tampa Bay Community Development District

Review of District Financial Position



New Port Tampa Bay CDD

September 2025 Financial Package

September 30, 2025

PFM Group Consulting LLC
3501 Quadrangle Blvd
Suite 270
Orlando, FL 32817
407-723-5900



New Port Tampa Bay CDD
Statement of Financial Position
As of 9/30/2025

	General	Debt Service S2021 Bond	Capital Projects	General Long- Term Debt	Total
<u>Assets</u>					
<u>Current Assets</u>					
General Checking Account	\$ 162,170.48				\$ 162,170.48
Prepaid Expenses	10,340.50				10,340.50
Debt Service Reserve Series 2021		\$ 665,971.88			665,971.88
Revenue Series 2021		241,775.69			241,775.69
Acquisition/Construction Series 2021			\$ 73,683.56		73,683.56
Deposits			750.00		750.00
Total Current Assets	<u>\$ 172,510.98</u>	<u>\$ 907,747.57</u>	<u>\$ 74,433.56</u>	<u>\$ -</u>	<u>\$ 1,154,692.11</u>
<u>Investments</u>					
Amount Available in Debt Service Funds				\$ 907,747.57	\$ 907,747.57
Amount To Be Provided				10,002,252.43	10,002,252.43
Total Investments	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,910,000.00</u>	<u>\$ 10,910,000.00</u>
Total Assets	<u><u>\$ 172,510.98</u></u>	<u><u>\$ 907,747.57</u></u>	<u><u>\$ 74,433.56</u></u>	<u><u>\$ 10,910,000.00</u></u>	<u><u>\$ 12,064,692.11</u></u>
<u>Liabilities and Net Assets</u>					
<u>Current Liabilities</u>					
Retainage Payable			\$ 13,262.31		\$ 13,262.31
Total Current Liabilities	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 13,262.31</u>	<u>\$ -</u>	<u>\$ 13,262.31</u>
<u>Long Term Liabilities</u>					
Revenue Bonds Payable - Long-Term				\$ 10,910,000.00	\$ 10,910,000.00
Total Long Term Liabilities	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,910,000.00</u>	<u>\$ 10,910,000.00</u>
Total Liabilities	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 13,262.31</u></u>	<u><u>\$ 10,910,000.00</u></u>	<u><u>\$ 10,923,262.31</u></u>
<u>Net Assets</u>					
Net Assets, Unrestricted	\$ 408,418.13				\$ 408,418.13
Net Assets - General Government	(269,184.88)				(269,184.88)
Current Year Net Assets - General Government	33,277.73				33,277.73
Net Assets, Unrestricted		\$ 681,674.06			681,674.06
Current Year Net Assets, Unrestricted		226,073.51			226,073.51
Net Assets, Unrestricted			\$ (232,486.15)		(232,486.15)
Current Year Net Assets, Unrestricted			15,628.40		15,628.40
Net Assets - General Government			278,029.00		278,029.00
Total Net Assets	<u><u>\$ 172,510.98</u></u>	<u><u>\$ 907,747.57</u></u>	<u><u>\$ 61,171.25</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 1,141,429.80</u></u>
Total Liabilities and Net Assets	<u><u>\$ 172,510.98</u></u>	<u><u>\$ 907,747.57</u></u>	<u><u>\$ 74,433.56</u></u>	<u><u>\$ 10,910,000.00</u></u>	<u><u>\$ 12,064,692.11</u></u>



New Port Tampa Bay CDD
Statement of Activities
As of 9/30/2025

	General	Debt Service S2021 Bond	Capital Projects	General Long- Term Debt	Total
Revenues					
On-Roll Assessments	\$ 95,453.95				\$ 95,453.95
On-Roll Assessments		\$ 224,364.55			224,364.55
Off-Roll Assessments		660,698.93			660,698.93
Inter-Fund Group Transfers In		(29,222.16)			(29,222.16)
Inter-Fund Transfers In			\$ 29,222.16		29,222.16
Total Revenues	<u>\$ 95,453.95</u>	<u>\$ 855,841.32</u>	<u>\$ 29,222.16</u>	<u>\$ -</u>	<u>\$ 980,517.43</u>
Expenses					
Public Officials' Liability Insurance	\$ 2,843.00				\$ 2,843.00
Trustee Services	4,148.38				4,148.38
Management	16,000.00				16,000.00
Disclosure Agent	3,750.00				3,750.00
District Counsel	8,950.00				8,950.00
Assessment Administration	10,000.00				10,000.00
Audit	4,600.00				4,600.00
Postage & Shipping	372.21				372.21
Legal Advertising	926.76				926.76
Web Site Maintenance	2,220.00				2,220.00
Dues, Licenses, and Fees	175.00				175.00
Electric	10,858.36				10,858.36
General Insurance	5,281.00				5,281.00
Principal Payment		\$ 230,000.00			230,000.00
Interest Payments		436,775.02			436,775.02
Capital Expenditures			\$ 16,200.00		16,200.00
Total Expenses	<u>\$ 70,124.71</u>	<u>\$ 666,775.02</u>	<u>\$ 16,200.00</u>	<u>\$ -</u>	<u>\$ 753,099.73</u>
Other Revenues (Expenses) & Gains (Losses)					
Interest Income	\$ 7,948.49				\$ 7,948.49
Interest Income		\$ 37,007.21			37,007.21
Interest Income			\$ 2,606.24		2,606.24
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$ 7,948.49</u>	<u>\$ 37,007.21</u>	<u>\$ 2,606.24</u>	<u>\$ -</u>	<u>\$ 47,561.94</u>
Change In Net Assets	<u>\$ 33,277.73</u>	<u>\$ 226,073.51</u>	<u>\$ 15,628.40</u>	<u>\$ -</u>	<u>\$ 274,979.64</u>
Net Assets At Beginning Of Year	<u>\$ 139,233.25</u>	<u>\$ 681,674.06</u>	<u>\$ 45,542.85</u>	<u>\$ -</u>	<u>\$ 866,450.16</u>
Net Assets At End Of Year	<u><u>\$ 172,510.98</u></u>	<u><u>\$ 907,747.57</u></u>	<u><u>\$ 61,171.25</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 1,141,429.80</u></u>



New Port Tampa Bay CDD
Budget to Actual
For the month ending 09/30/2025

	YTD Actual	YTD Budget	YTD Variance	FY 2025 Adopted Budget	Percentage Spent
<u>Revenues</u>					
On-Roll Assessments	\$ 95,453.95	\$ 93,955.00	\$ 1,498.95	\$ 93,955.00	101.60%
Interest Income	7,948.49	-	7,948.49	-	0.00%
Net Revenues	\$ 103,402.44	\$ 93,955.00	\$ 9,447.44	\$ 93,955.00	110.06%
<u>General & Administrative Expenses</u>					
Public Officials' Liability Insurance	\$ 2,843.00	\$ 3,000.00	\$ (157.00)	\$ 3,000.00	94.77%
Supervisor Fees	-	2,500.00	(2,500.00)	2,500.00	0.00%
Trustee Services	4,148.38	4,150.00	(1.62)	4,150.00	99.96%
Management	16,000.00	16,000.00	-	16,000.00	100.00%
Engineering	-	4,400.00	(4,400.00)	4,400.00	0.00%
Disclosure Agent	3,750.00	5,000.00	(1,250.00)	5,000.00	75.00%
District Counsel	8,950.00	15,000.00	(6,050.00)	15,000.00	59.67%
Assessment Administration	10,000.00	10,000.00	-	10,000.00	100.00%
Reamortization Schedule	-	250.00	(250.00)	250.00	0.00%
Audit	4,600.00	4,600.00	-	4,600.00	100.00%
Legal Advertising	926.76	2,000.00	(1,073.24)	2,000.00	46.34%
Miscellaneous	372.21	2,500.00	(2,127.79)	2,500.00	14.89%
Website Fees	2,220.00	2,580.00	(360.00)	2,580.00	86.05%
Utilities	10,858.36	16,000.00	(5,141.64)	16,000.00	67.86%
Dues, Licenses, and Fees	175.00	175.00	-	175.00	100.00%
General Insurance	5,281.00	5,800.00	(519.00)	5,800.00	91.05%
Total General & Administrative Expenses	\$ 70,124.71	\$ 93,955.00	\$ (23,830.29)	\$ 93,955.00	74.64%
Total Expenses	\$ 70,124.71	\$ 93,955.00	\$ (23,830.29)	\$ 93,955.00	
Net Income (Loss)	\$ 33,277.73	\$ -	\$ 33,277.73	\$ -	



New Port – Tampa Bay Community Development District

Staff Reports



New Port – Tampa Bay Community Development District

District Engineer



New Port – Tampa Bay Community Development District

District Manager



New Port – Tampa Bay Community Development District

**Site Manager / Westshore Marina District Master
Association Manager**

- **HOA Management Transition**
 - **Maintenance Updates**

NAME	CONTACT INFORMATION	DATE OF REPORT	ADDRESS	DESCRIPTION OF ISSUE(S)	Proposal Received	Proposal Approved	Filed by HOA/ Comple	Most Recent Update
Reserve Advisors	taylor.bleistein@reserveadvisors.com	TBD		Reserve Study				Venessa and Chris are meeting on 5/27/25 at 4900 BRIDGE ST. TAMPA, FL 33611
Toby Snively, Esq.	tsnively@orlando-law.com	3/5/2025		Notice of Claim - Westshore Marina District Master Association, Inc. vs. Lennar Homes, LLC				With HOA Attorney
Chris Bodie	chris@siteserveusa.com	1/27/2024	Sunset Park	Damage to benches- Working on getting new benches 6/20/25				On 5/7/24 Approval to move broken bench
Chris Bodie			Sunset Park	proposal for plant replacement		4.17.25	6/20/2025	approved subject to the Oleanders being replaced with Ixoras- Chris to meet with LMP landscaping
Chris Bodie	Sent by Dominic Pickering	4/29/2025	Town Westshore	Sidewalk Cracks West	email of 5.27.25			Scheduled walk on June 2 @ 11am w/ Related Group
Gazmin Kerr		4/17/2025		Add Doggie Stations				Gaz ordering Doggie stations - Delivered 6.25.25
Venessa Ripoll	Ripollv@pfm.com		NPTB	Reserve Study	8.2024	12.12.24		VR meet with Reserve company onsite 5.27.25. Reserve company will send report once completed.
Chris Bodie	chris@siteserveusa.com	25-May	Brigstree	Trimming of Palm Tress	25-May	25-May	25-May	
Chris Bodie	chris@siteserveusa.com	25-Jun		Related Group Chris walked with CDD Board Member - Pavers that needs to be repalced				Meet with Related on 6.2.25
Gazmin Kerr	kerrg@pfm.com	5/30/2025	NPTB	Order placed for Doggy Stations				Ordered through Doody Calls, awaiting the vendor to ship stations
Gazmin Kerr	kerrg@pfm.com	6/10/2025	NPTB	approved qoute to have stations serviced by Doody calls	6.18.25	6.18.25		They come on Tuesday. 7.3.25 Waiting for installation
Chris Bodie	chris@siteserveusa.com	6/18/2025	NPTB	Wires feeding out meter are not working	6.19.25	6.20.25	6/20/2025	6.19.25 Electrician fixed the wires
Chris Bodie	chris@siteserveusa.com	6/11/2025	Bridgestreet	mulching bridge Street	6/27/2025			Mulch scheduled for August /Septmebr - CB is working with Sherry
Chris Bodie	chris@siteserveusa.com	6/20/2025		Sodding the entracne on Gandie and areas along Brigesteet			6/20/2025	
Chris Bodie	chris@siteserveusa.com	3/25/2025	Inlet Shores	Irrigaion was fixed buy Inlet shores			6/14/2025	
Chris Bodie	chris@siteserveusa.com	6/16/2025	Bridgestreet	Trimming of Oaks trees			6/20/2025	
Chris Bodie	chris@siteserveusa.com	25-Jun	Town Westshore	Related fixed broken sidewalks and pavers	25-Jun	25-Jun	25-Jun	Chris meet with Related group and had the group fixed broken areas
Chris Bodie	chris@siteserveusa.com	6/20/2025	Marina Pointe East	broken sprinkler head spewing water into the road in front of the Harbor Homes	6.20.25			Sherry Blanc, and I'm the Board President at Marina Pointe East.
Chris Bodie	chris@siteserveusa.com	6/25/2025	NPTB	Pump Not working- Chris had Accurate Drilling Solutions fix the pump	5.25.25			
Chris Bodie	chris@siteserveusa.com	7/17/2025	NPTB	Stormwater System O&M Inspection				Chris needs to work on Skimmer
Chris Bodie	chris@siteserveusa.com	7/20/2025	Sunset Park	Lights at Sunset Park are not working				Light fixtures have been ordered
Chris Bodie	chris@siteserveusa.com	9/5/2025	Gandy /Bridge St	Signs is down on the corner of Gandy and Bridge Street				
Chris Bodie	chris@siteserveusa.com	9/5/2025	Bridge Street	Down bridge street live oak tree on the right side, the tree growing in crooked				
Chris Bodie	chris@siteserveusa.com	9/5/2025	Tyson	There should be a yield sign at the circle				
BOS Request	Cliffe Laborde cliffe3law@gmail.com	9/5/2025	Bridge Street	Installing speed bump along Bridge Street , Tyson and the circle				
Chris Bodie	Sent by Dominic Pickering	9/29/2025		Gas lanterns broken at the entrance- incorrect laterns	10.1.25			
Chris Bodie	chris@siteserveusa.com	10/6/2025		Adding a Skimmer				Waiting on shipment
Venessa Ripoll	Ripollv@pfm.com	9/25/2025	Westshore	Venessa and Jane tour property with Triad				
Chris Bodie	chris@siteserveusa.com	10/20/2025	Gandy Entrance	Divided Hwy Sign	10.20.25			
Chris Bodie	chris@siteserveusa.com	10/20/2025		Yield Sign at the Round a bout	10.20.25			