

Sunny Hills Units 12-15 Dependent District

12051 Corporate Boulevard, Orlando, FL 32817
Phone: 407-382-3256; Fax: 407-382-3254

The following is the proposed agendas for the Landowners' Meeting, the Auditor Selection Committee and Board of Supervisors' meetings of the **Sunny Hills Units 12-15 Dependent District** ("District") scheduled to be held at **the Sunny Hills Community Center, 4083 Challenger Rd., Sunny Hills, Florida on Monday, February 19, 2018 at 1:30 pm CST / 2:30 pm EST**. A quorum will be confirmed prior to the start of the Meeting.

For those unable to attend in person, the call-in information for the meeting is as follows:

Number: 1-877-864-6450
Passcode: 933751

LANDOWNERS' MEETING AGENDA

- Call to Order
- Appointment of Chairperson for the Purpose of Conducting the Landowners' Meeting
- Determination of Number of Voting Units Represented or Assigned by Proxy
- Acceptance of Nominations for the Board of Supervisors
- Casting of Ballots
- Ballot Tabulations and Announcement of Election Results
- Adjournment

AUDITOR SELECTION COMMITTEE MEETING AGENDA

- Call to Order & Roll Call
 - A. Review of Auditing Services Proposal from CRI
 - B. Ranking of Auditing Services Proposal
- Adjournment

BOARD OF SUPERVISOR'S MEETING AGENDA

Organizational Matters

- Call to Order & Roll Call
- Oaths of Office
- Public Comment Period *[for any members of the public desiring to speak on any proposition before the Board]*
 1. Swearing in Newly Elected Supervisors
 2. Consideration of the Minutes of the June 23, 2017 Auditor Selection Committee and Board of Supervisors Meeting

**SUNNY HILLS UNITS 12-15
DEPENDENT DISTRICT**

Proxy & Ballot

LANDOWNER PROXY
LANDOWNER'S MEETING – FEBRUARY 19, 2018

SUNNY HILLS UNITS 12-15 DEPENDENT DISTRICT
WASHINGTON COUNTY, FLORIDA

KNOW ALL PERSONS BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints:

Proxy Holder

For and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the **Sunny Hills Units 12-15 Dependent District** to be held at the Sunny Hills Community Center, 4083 Challenger Road, Sunny Hills, Florida on **February 19, 2018 at 1:30 PM CST**, and at any continuances or adjournments thereof, according to the number of acres of un-platted land and/or platted lots owned by the undersigned landowner which the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing which may be considered at said meeting including, but not limited to, the election of members of the Governing Board. Said Proxy Holder may vote in accordance with their discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the annual meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the annual meeting prior to the Proxy Holder exercising the voting rights conferred herein.

Spring Ridge Development, LLC
A Florida limited liability company

By: _____
James Zboril, Manager and Vice-President

Date _____

Parcel Description

Authorized Votes*

See the attached Exhibit "A" _____

6,411

Total Number of Authorized Votes:

6,411

*Pursuant to Washington County Ordinance 2009-05, a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto.

Please note that a particular real property is entitled to only one vote for each eligible acre of lands or fraction thereof; two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property. If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto. (e.g., bylaws, corporate resolution, etc.). If votes for more than one parcel are to be cast, each parcel must be listed or described.

OFFICIAL BALLOT

**SUNNY HILLS UNITS 12-15
DEPENDENT DISTRICT
WASHINGTON COUNTY, FLORIDA
LANDOWNERS' MEETING, FEBRUARY 19, 2018**

For Election (1 Board Member): Seat 1, which shall carry a three (3) year term.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the Sunny Hills Units 12-15 Dependent District and described as follows:

Parcel Description

See the attached Exhibit "A"

Authorized Votes*

6,411

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel.] [If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

Or

Attach Proxy,

I, _____, as Landowner, or as the proxy holder of Spring Ridge Development, LLC (Landowner) pursuant to the Landowner's Proxy attached hereto, do cast my votes as follows:

<u>SEAT NUMBER</u>	<u>NAME OF CANDIDATE</u>	<u>NUMBER OF VOTES</u>
1	_____	6,411

Date: _____

Signed: _____

Printed Name: _____

**SUNNY HILLS UNITS 12-15
DEPENDENT DISTRICT**

Auditing Services Proposal
from
Carr Riggs & Ingram

CRI

Helping You Shine
by Illuminating Solutions



professional services

PROPOSAL FOR

Sunny Hills Units 12-15
Dependent District

September 8, 2017

PROPOSER

Carr, Riggs & Ingram, LLC
500 Grand Boulevard, Suite 210
Miramar Beach, FL 32550
(850) 837-3141



CRI CARR
RIGGS &
INGRAM
CPAs and Advisors

CRlcpa.com

SUBMITTED BY

K. Alan Jowers
Engagement Partner
AJowers@cricpa.com

Stephen Riggs, IV
Concurring Partner
SCRiggs@cricpa.com



Dear Audit Selection Committee:

Carr, Riggs & Ingram, LLC (CRI) appreciates the opportunity to propose on auditing services to Sunny Hills Units 12-15 Dependent District (the "District"). We are genuinely excited about the prospect of continuing to serve you and strengthening our long-term relationship. We pride ourselves on knowing our clients and illuminating solutions by providing innovative **IDEAS** to move them from compliance to providing them a competitive advantage.

I **vestment in You.** We believe in developing long-term, mutually beneficial relationships and quickly demonstrating value with a fee structure and service solutions that provide immediate and continued savings. Our investment starts on "Day 1" as your assigned team begins with our proven, streamlined process that minimizes your time and disruption during the service provider change and continues throughout the relationship.

D **edicated Team.** CRI's team consists of more than 1,600 professionals, which allows us to tailor your service team by aligning their industry, service, and specialty skills with your needs. Our dedicated teams deliver the highest level of business acumen and knowledge to your organization; our commitment to consistent staffing allows you to maximize savings and remain focused on your needs.

E **quilibrium.** CRI delivers big firm expertise with small firm service. Of approximately 45,000 public accounting firms in the United States, CRI currently ranks among the top 25. Additionally, as a part of PrimeGlobal, an association of independent accounting firms, we have access to international resources as – and when – needed. Leveraging these resources while maintaining local decision-making authority means that simplified solutions are only a phone call away. And we believe that's the best of both worlds for our clients.

A **ctive Partner Participation.** Collectively, our partners deliver expertise derived from more than 6,200 years of business experience. With this level of talent, we thoughtfully choose a partner that aligns with your business' needs and industry. Our hands-on, working partners "show up" to convey our genuine commitment to your success. They strive to earn trusted advisor roles by digging in, proactively learning your business, and producing long-term value for you.

S **implified Solutions.** Our 400 different cumulative partner certifications is an impressive statistic, success is measured by translating complex concepts into client solutions. While accounting is the language of business, we're here to decipher the jargon and help you make educated decisions. CRInnovate embraces agility and invention. The **CRI vSTAR™ process**, our inaugural initiative delivering a virtual audit, is designed to provide you with maximized efficiencies, reduced workload, and an improved experience.



We have enjoyed being your business partner the past six years, and we welcome the opportunity to continue demonstrating the same teamwork, expertise, and responsiveness that have made us one of the fastest growing public accounting firms in the United States over the past ten years. Please contact me with any questions. Again, we appreciate your consideration.

Sincerely,

K. Alan Jowers, CPA
Engagement Partner



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UNDERSTANDING & MEETING YOUR NEEDS

From the RFP, we understood your team to express the following needs, requests, and/or issues. We've detailed our proposed solutions below and are happy to discuss other related projects as they arise and upon request.

NEEDS & ISSUES		SOLUTIONS & SERVICES
Technical	The District is required to have independent audits performed on its financial statements.	Perform external audit services in accordance with auditing standards generally accepted in the United States of America (GAAS), in order to express an opinion on the District's financial statements.
Relational	The District's Board of Supervisors and management expect open and continuous communication with their CPA firm in order to avoid surprise findings at the end of the audit.	<ul style="list-style-type: none">• Communicate contemporaneously and directly with management regarding the results of our procedures.• Anticipate and respond to concerns of management and/or the Audit Committee (if/when formed).



YOUR SERVICES & FEES

We value creating mutually-rewarding, long-term relationships with our clients. Our goal is to provide high quality, responsive service that yields returns far greater than your investment in our professional fees. Please find below our proposal of fees to provide the requested services for the upcoming three respective fiscal years.

SERVICE	CRI FEES		
	2017	2018	2019
Perform external audit services in accordance with auditing standards generally accepted in the United States of America (GAAS)	\$4,250	\$4,350	\$4,500

UNIQUE SAVINGS OPPORTUNITY WITH CRI

CRI offers the unique opportunity to utilize the **CRI vSTAR™ process**, our virtual audit process that combines minimal hardware, collaborative software, and cameras to allow us to perform all or part of our audit engagement virtually and in real time. **CRI vSTAR™ clients** will enjoy reduced or eliminated travel costs – which translates into savings.

If the District requests additional services outside of this proposal, professional fee hourly rates are as follows, but may be negotiated depending on the project request:

CLASSIFICATION	HOURLY RATE
Partner	\$225
Manager	\$140
Senior	\$100
Staff	\$80
IT Specialist	\$200
Fraud Specialist	\$200

Our professional fees are based on the key assumptions that Sunny Hills Units 12-15 Dependent District will:

- Ensure that the predecessor’s work papers will be made available for timely review.
- Make available documents and work papers for review at Sunny Hills Units 12-15 Dependent District’s headquarters location, although we may choose to review at alternate locations.
- Prepare certain schedules and analyses and provide supporting documents as requested.
- Assist us in obtaining an understanding of the accounting systems of the District.
- Not experience a significant change in business operations or financial reporting standards.



Text CRI to 66866 to receive CRI News and Alerts.

100,000
Clients in all 50 states
plus Canada, Mexico, Puerto Rico, and overseas military installations

25+
Markets

3
Divisions of CRI

- AUDITWERX
SOC reporting & IT assurance
- CRI CAPITAL ADVISORS
investment banking
- LEVEL FOUR
wealth management

8
Professional Organization Memberships

- American Institute of Certified Public Accountants (AICPA) Alliance for CPA firms
- AICPA Private Companies Practice Section
- Center for Audit Quality (CAQ)
- Employee Benefit Plan Audit Quality Center of the AICPA
- Governmental Audit Quality Center of the AICPA
- Information Systems Audit and Control Association (ISACA)
- Institute of Internal Auditors (IIA)
- Public Company Accounting Oversight Board (PCAOB)

9
Office Locations in States

1997
Year Founded

1,600+
Professionals

20
Years of Consistent Year-Over-Year Growth (since formation)

400+
Partner Designations

31 are different

CPA	Cr.FA	CIE
AEP	CFE	CMPE
ABV	(fraud)	CMA
AES	CFF	CTGA
CCA	CGAP	CVA
CCIFP	CGFM	CGMA
CEPA	CRISC	CAM
CFE	CGEIT	FAHM
(financial)	CISA	MCP
CFP	CISSP	MCSE
CFSA	CITP	PFS

Professional Association

PrimeGlobal

MORE ABOUT PRIMEGLOBAL

300 firms in 85 countries with more than 850 offices, 20,000 people

250+
Partners

6,200+
Partner Years of Experience

Top 25 CPA Firm in the U.S.

CRI CARR RIGGS & INGRAM
CPAs and Advisors
CRIcpa.com



During the 7 years we have worked with Carr, Riggs & Ingram, I have found that their team has tremendous expertise in local government financial operations. They have demonstrated a keen understanding of our risks and worked with our city officials to develop sensible solutions to mitigate those risks. Moreover, they have provided us with a number of suggested "best practices" in day-to-day operations and have helped document the way we do things. I can say without question that Carr, Riggs & Ingram has truly made a measurable difference for the City of Moultrie and its finance department. I would recommend them for any work for which they are under consideration.

– Gary McDaniel, Finance Director
 City of Moultrie, Georgia



RELEVANT EXPERIENCE

CRI delivers a depth of resources that ensures our understanding of your challenges and innovative solutions for overcoming them. Our governmental team’s 1,100+ years of combined experience is derived from providing audit and accounting outsourcing services to a client base that includes:

- 420+ governmental entity clients across the South totaling approximately \$22 billion in total revenues,
- Perform single audits for approximately 30% of all governmental clients, and
- Municipality clients of up to \$550 million in total revenues.

We parlay this vast experience and derived best practices into proven solutions that benefit you. Below we share specific, relevant client references; we encourage you to consult with them.

RELATIONSHIP	TIMELINE	SERVICE DESCRIPTION	RELEVANT POINTS TO CONSIDER
Rizzetta & Company Shawn Wildermuth 3434 Colwell Avenue Suite 200 Tampa, FL 33614 813.933.5571	2006 – Present	Annual Financial Statement Audits of Multiple CDDs	<ul style="list-style-type: none"> • Client service experience • Responsiveness to client needs • Long-term relationship • CDD management co.
GMS, LLC Dave DeNagy 14785 Old St. Augustine Road, Suite 4 Jacksonville, FL 32258 904.288.9130	2006 – Present	Annual Financial Statement Audits of Multiple CDDs	<ul style="list-style-type: none"> • Client service experience • Responsiveness to client needs • Long-term relationship • CDD management co.
Wrathell, Hunt & Associates, LLC Jeffrey Pinder 2300 Glades Road Suite 410W Boca Raton, FL 33431 561.571.0010	2006 – Present	Annual Financial Statement Audits of Multiple CDDs	<ul style="list-style-type: none"> • Client service experience • Responsiveness to client needs • Long-term relationship • CDD management co.
Fishkind & Associates Jennifer Glasgow 12051 Corporate Blvd. Orlando, FL 32817 407.382.3256	2007 – Present	Annual Financial Statement Audits of Multiple CDDs	<ul style="list-style-type: none"> • Client service experience • Responsiveness to client needs • Long-term relationship • CDD management co.



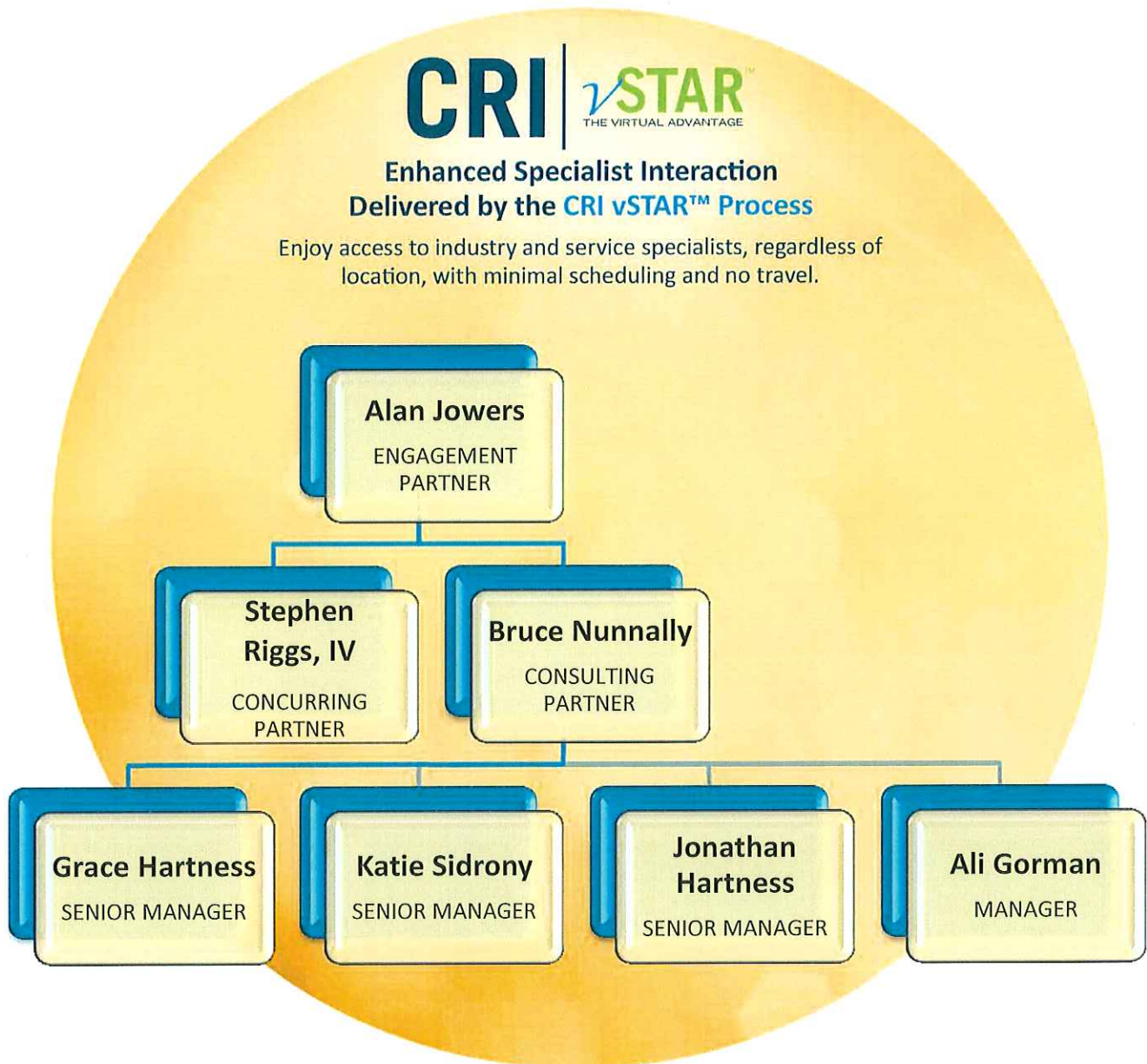
For an example of our team’s expertise, watch a CRI video blog by partner Brian Barksdale discussing [Government-Wide Statement of Activities](#). Just snap this QR code with your mobile phone to download or visit CRIcpa.com to view one of our 100+ videos.



YOUR SOLUTION TEAM

We have assembled a team of professionals who will ensure the highest level of personal dedication and professional excellence to you. Our team delivers exceptional services through a balanced blend of skills (service-driven, industry-specific, technical, and business) and experience that we know are important to you.

Brief profiles of each member of the team identified below follow on subsequent pages.



YOUR SOLUTION TEAM



K. Alan Jowers
Engagement Partner

(850) 837-3141 phone

AJowers@cricpa.com

Representative Clients

- Santa Rosa County District School Board
- City of Crestview, Florida
- Okaloosa Gas District
- Santa Rosa Island Authority
- Okaloosa County District School Board
- Celebration Community Development District
- Hammock Bay Community Development District
- Amelia National Community Development District

Experience

Alan has over 20 years' experience in public accounting, primarily on financial statement assurance engagements. His practice includes audits, reviews and compilations of local governmental entities, condominium and homeowner associations, non-profit organizations and nonpublic companies. He currently has direct engagement responsibility for over 50 audits of local governmental entities, including cities, county school boards, utility districts and Florida community development districts.

Alan is licensed to practice as a certified public accountant in Florida and Georgia. He is a member of the Board of Directors of the Florida Institute of Certified Public Accountants (FICPA). In addition, he is a member of the FICPA's State and Local Governmental Committee and is a past chair of its Common Interest Realty Association Committee. He is also active in the Panhandle Chapter of the Florida Governmental Finance Officers Association (FGFOA) and is a former member of the FGFOA's statewide Technical Resource Committee.

Education, Licenses & Certifications

- Masters of Accountancy, University of Alabama
- BS, Accounting, Florida State University
- Certified Public Accountant

Professional Affiliations

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA) – member of the Board of Governors
- Governmental Finance Officers Association (GFOA)
- Florida Governmental Finance Officers Association (FGFOA) – member of Technical Resource Committee



Stephen Riggs, IV
Concurring Partner

(850) 837-3141 phone

SCRiggs@cricpa.com

Representative Clients

- Bainebridge CDD
- CFM CDD
- Gramercy Farms CDD
- Heritage Harbour North CDD
- River Hall CDD
- Tern Bay CDD
- Waterlefe CDD
- City of Key West, Florida – Internal Audit and Forensic
- Okaloosa County Sheriff's Office
- Bahama Conch Community Land Trust – Internal Audit and Forensic

Experience

Stephen has over 13 years accounting and audit experience, including three years with the international public accounting firm, Ernst & Young, LLP. His experience includes numerous clients in industries including governmental, not-for-profit, healthcare, SEC and privately held corporations.

Stephen is licensed to practice as a certified public accountant in Florida. He is a member of the State and local Governmental section of the Florida Institute of Certified Public Accountants and exceeds all continuing professional education requirements related to *Government Auditing Standards*.

He is currently a partner on engagements for many special districts in the State of Florida, including community development districts, fire districts and school districts. In addition to his public accounting experience, Stephen has served on the Board of Directors for a Community Development District and a non-profit organization.

Education, Licenses & Certifications

- Masters of Accountancy, University of West Florida
- BA, Economics, University of Florida
- Certified Public Accountant

Professional Affiliations

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)
- Past President, Emerald Coast Chapter of Florida Institute of Certified Public Accountants (FICPA)



Bruce Nunnally
Consulting Partner

(850) 837-3141 phone

BNunnally@cricpa.com

Representative Clients

- Okaloosa County Schools
- Pinellas County Schools
- Santa Rosa County School District
- City of Destin
- Destin Fire Control District
- North Bay Fire District
- Ocean City – Wright Fire Control District
- Mid Bay Bridge Authority
- Florida Community Services Corp.

Experience

Bruce Nunnally has over 30 years of public accounting experience, including over 10 years with the international public accounting firm, Ernst & Young, LLP.

Currently, Bruce serves as **Engagement Partner on 8 significant governmental audit engagements** which encompass 50% of his client responsibility time. Bruce has extensive experience in reviewing financial and internal controls of governmental entities, and serves as **technical reviewer on over 50 governmental audits**.

Bruce is a **nationally sought-after lecturer** and serves as an instructor of accounting and auditing issues for the American Institute of Certified Public Accountants. He has presented accounting and auditing continuing education classes for a quarter of the top 30 CPA firms in the U.S. Before Bruce was recognized as a national speaker, he was awarded by the Florida Institute of Certified Public Accountants as the “Outstanding Discussion Leader” in 2000.

Bruce has been a partner with CRI since its inception.

Education, Licenses & Certifications

- BS, Accounting, summa cum laude, Harding University
- Certified Public Accountant

Professional Affiliations

- American Institute of Certified Public Accountants (AICPA)
- AICPA Technical Issues Committee – Government Section
- Florida Institute of Certified Public Accountants (FICPA)
- Government Finance Officers Association (GFOA)
- Florida Government Finance Officers Association (FGFOA)



Grace Hartness
Senior Manager

(850) 837-3141 phone

GHartness@cricpa.com

Representative Service Areas

- Community Development Districts
- Condominium and Homeowner Associations
- Utility Services
- School Districts
- County and Local Governments
- Non-Profit Organizations

Experience

Grace has over 10 years accounting and audit experience with CRI. She has worked on several major construction companies, government entities, community development districts, condominium and homeowner associations and non-profit organizations. In addition, she has been involved in special audit projects for the Miami-Dade Airport Authority.

Grace is licensed to practice as a certified public accountant in Florida and exceeds all continuing professional education requirements related to Government Auditing Standards. In addition, Grace fluently speaks several languages including French and Arabic.

Grace currently supervises engagements for many special districts in the State of Florida including community development districts and school districts. She is active in our firm's condominium and homeowner association practice.

Grace started with CRI in August 2006, upon completion of her master's degree, and was promoted to manager in 2011.

Education, Licenses & Certifications

- MAcc, Accounting, University of West Florida
- Certified Public Accountant
- Community Association Manager (CAM), Licensed in Florida

Professional Affiliations

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)
- Accounting & Financial Women's Alliance (AFWA)

YOUR SOLUTION TEAM



Katie Sidrony
Senior Manager

(850) 837-3141 phone

KSidrony@cricpa.com

Representative Service Areas

- Community Development Districts
- Condominium and Homeowner Associations
- County and Local Governments
- Non-Profit Organizations
- Privately-held corporations

Experience

Katie has over 10 years accounting and audit experience with CRI. She is in-charge of fieldwork on audits of clients in a variety of industries including governmental entities, condominium and homeowner associations, non-profit organizations and privately-held corporations.

Katie is licensed to practice as a certified public accountant in Florida. She is a member of the Florida Institute of Certified Public Accountants and exceeds all continuing professional education requirements related to Government Auditing Standards.

Katie currently supervises engagements for many special districts in the State of Florida including community development districts, fire districts, utility districts and school districts. She is active in our firm's condominium and homeowner association practice.

Education, Licenses & Certifications

- Master of Business Administration, Troy University
- BSBA, Professional Accountancy, University of West Florida
- Certified Public Accountant
- Community Association Manager (CAM), Licensed in Florida

Professional Affiliations

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)

YOUR SOLUTION TEAM



Jonathan Hartness
Senior Manager

(850) 837-3141 phone

JHartness@cricpa.com

Representative Service Areas

- Community Development Districts
- Condominium and Homeowner Associations
- Non-Profit Organizations

Experience

Jonathan has over nine years auditing and accounting experience with CRI. He is an audit manager with primary responsibility for fieldwork and reporting on audits of clients in a variety of industries including local governments, condominium and homeowner associations, and small businesses. He is currently the audit manager for approximately 20 community development districts and works with several CDD management companies in the State of Florida.

Jonathan is licensed to practice as a Certified Public Accountant in Florida. He is a member of the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants. He exceeds all continuing professional education requirements related to *Government Auditing Standards*.

Jonathan currently supervises engagements for many governmental entities in the State of Florida including community development districts. He is active in our firm's governmental industry line as well as our condominium and homeowner association practice. Jonathan is an integral part of our community development district practice.

Education, Licenses & Certifications

- MAcc, Accounting, University of West Florida
- Certified Public Accountant
- Community Association Manager (CAM), Licensed in Florida

Professional Affiliations

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)



Ali Gorman
Manager

(850) 837-3141 phone

AGorman@cricpa.com

Representative Service Areas

- Community Development Districts
- Condominium and Homeowner Associations
- Utility Services
- School Districts
- County and Local Governments
- Non-Profit Organizations

Experience

Ali has over nine years auditing and accounting experience in both the Tallahassee and Destin offices of CRI. She is an audit manager with primary responsibility for fieldwork and reporting on audits of clients in a variety of industries including local governmental and non-profit entities as well as financial institutions and commercial businesses. She is currently the audit manager for over 25 community development districts, and works with several CDD management companies in the State of Florida.

Ali is licensed to practice as a Certified Public Accountant in Florida. She is a member of the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants. She exceeds all continuing professional education requirements related to *Government Auditing Standards*.

Ali currently supervises engagements for many governmental entities in the State of Florida including community development districts, municipalities, utility districts, and other special governments. She is active in our firm's governmental industry line as well as the condominium and homeowner association practice. In addition, Ali has accumulated experience throughout her career in Federal and Florida Single Audit Acts compliance monitoring and auditing. Ali has performed many single audits of federal grants under OMB Circular A-133.

Education, Licenses & Certifications

- BS, Accounting, Florida State University
- Certified Public Accountant
- Community Association Manager (CAM), Licensed in Florida

Professional Affiliations

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)
- Governmental Finance Officers Association (GFOA)



DELIVERING QUALITY TO YOU



DELIVERING QUALITY TO YOU



AUDIT METHODOLOGY

Our audit, tax, consulting, and client accounting services documentation is maintained electronically. Compliance with our methodology is regularly reviewed and evaluated as part of our internal quality program, which is further discussed in this section under **INTERNAL QUALITY CONTROL REVIEWS AND EXTERNAL REVIEWS**. Comprehensive policies and procedures governing all of our practices and addressing professional and regulatory standards and implementation issues are constantly updated for new professional developments and emerging issues. See Pages 23 - 26 for a more detailed description of the relevant approach and methodology.

ENGAGEMENT QUALITY REVIEW PARTNER (CONCURRING PARTNER)

Each audit has an assigned engagement quality review (EQR) partner with the appropriate experience. This role is one of the most important elements of our quality assurance process, as it provides for a timely, independent review of all key accounting and auditing issues. The EQR partner also reviews the financial statements and related supporting documentation—including the disclosures—to evaluate their fair presentation under accounting principles generally accepted in the United States of America (GAAP).

INTERNAL QUALITY CONTROL REVIEWS AND EXTERNAL REVIEWS

Experienced partners and professional staff of our firm conduct quality control reviews of our audits. Our partners' work is reviewed annually, and the inspection process includes periodic testing of the effectiveness of our quality controls and a continuous improvement program.

Peer reviews are performed every three years by another independent public accounting firm. The most recent review of our firm was performed in 2013 by EideBailly, whose report was the most favorable possible.

In addition, we are registered with the PCAOB and our 2006, 2009, and 2012 PCAOB external inspection reports were also the most favorable possible—no audit deficiencies. The 2012 PCAOB report can be viewed at [http://pcaobus.org/Inspections/Reports/Documents/2013 Carr Riggs Ingram LLC.pdf](http://pcaobus.org/Inspections/Reports/Documents/2013_Carr_Riggs_Ingram_LLC.pdf).



THE CRI vSTAR™ PROCESS

FREQUENTLY ASKED QUESTIONS

Is the CRI vSTAR™ process secure?

Yes. Three points of focus are:

1. All sessions are encrypted using TLS.
2. All recordings are maintained on encrypted CRI recordings.
3. It eliminates your need to potentially supply user credentials to your auditor.

What are the set-up requirements?

Internet connection and installation of the GoToMeeting App (license provided by CRI) plus:

- For group meetings, TV or projector with HDMI input plus approximately 20 minutes for CRI vSTAR™ kit set-up.


- For one-to-one meetings, a device with sound – and preferably a camera.

How does session scheduling work for the CRI vSTAR™ process?


The process utilizes widely accepted calendaring tools – such as Microsoft Outlook – to schedule audit procedures.

REASONS TO CHOOSE

CRI'S VIRTUAL SMART TECH AUDITS & REVIEWS

- 


1 INCREASES TIME EFFICIENCIES

Efficiently scheduled procedures and testing reduce the time your team is "on hold." Technology effectively serves clients with multiple locations and/or remote employees.
- 


2 REDUCES TRAVEL COSTS

Virtually performed procedures minimize travel costs.
- 

3 ENHANCES SPECIALIST INTERACTION

Enjoy access to industry and service specialists, regardless of location, with minimal scheduling and no travel.
- 

4 MINIMIZES CLIENT TRAINING CRI STAFF

CRI staff members can access prior years' virtual audit recordings for training.
- 

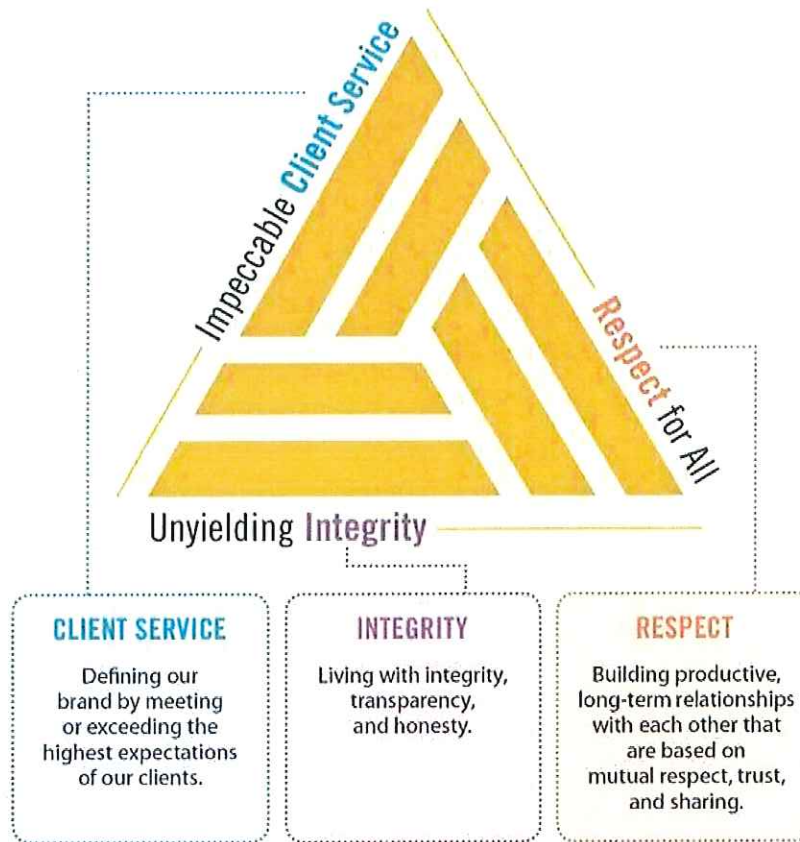
5 EASES EVIDENCE GATHERING BURDEN

Evidence (e.g. screen shots) from walk-throughs and other procedures are captured, mitigating your "homework."



SHARING CRI'S VALUES WITH YOU

We are proud of our hands-on, service-centric, and results-oriented approach. Combining that approach with quality controls and superior talent allows us to help you achieve your goals and strengthen your management systems and processes. This approach is further emphasized through our three core values which guide our team's behavior and function as the foundation for interactions with our clients and each other.





TRANSITIONING YOU

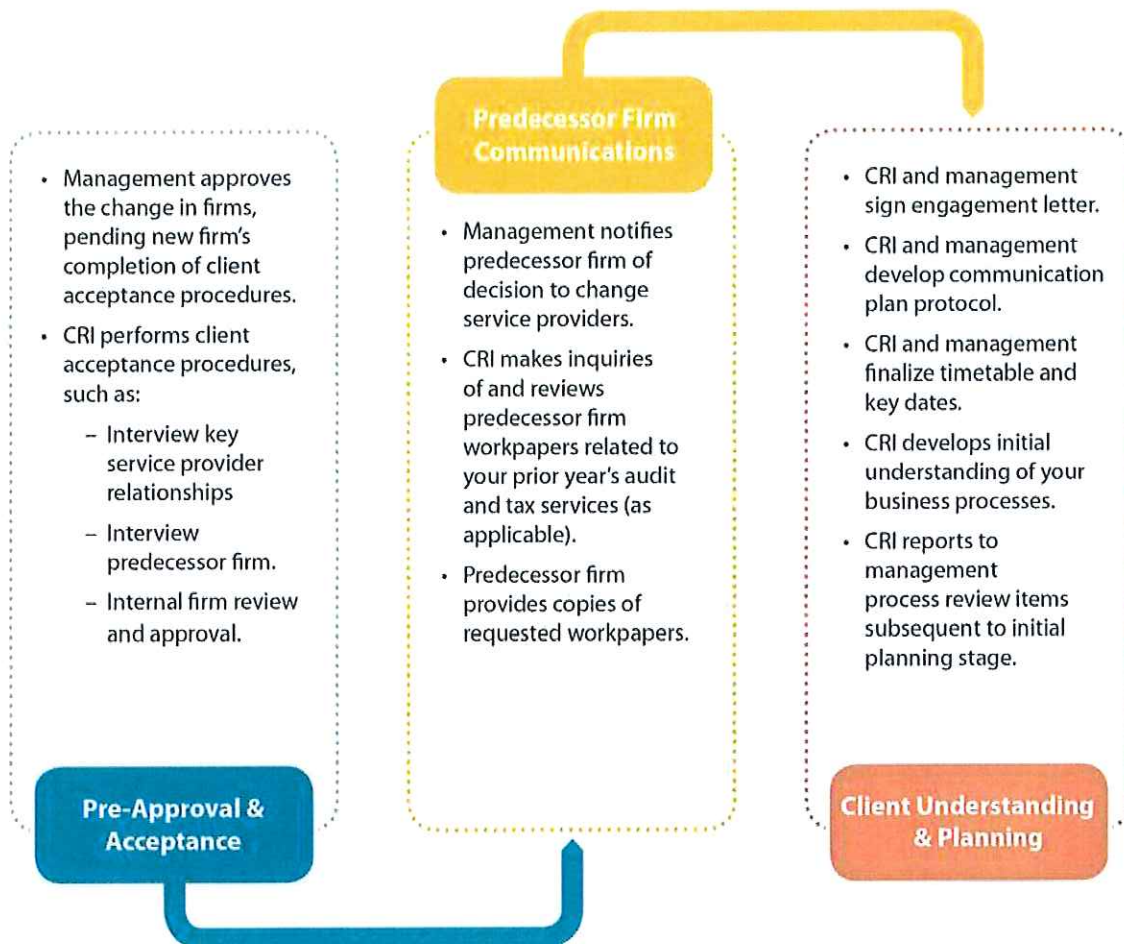
When choosing to change firms, the time involved in working with new accounting professionals is often a concern. CRI's well-defined efficient, seamless transition process is designed to:

- Provide you with value from the very first encounter,
- Avoid interruption of service,
- Minimize disruption and investment of management's time,
- Raise the standard of service, and
- Establish ongoing channels of communication with Sunny Hills Units 12-15 Dependent District's management.

The transition plan is comprised of the following key activities and can occur within approximately two weeks, depending on the availability of the parties involved:

"As a CPA and former auditor myself, I know that changing auditors can often be difficult and time consuming due to learning curves and new processes. Fortunately, I quickly found that CRI's partners and staff make the transition simple and relatively painless. The significant involvement of the firm's partners is one of the main reasons for this result. CRI's partners are responsive to our needs and professionally handle the entire engagement from beginning to end."

*Ed Oliphant, Chief Financial Officer
Regional Transportation Authority*



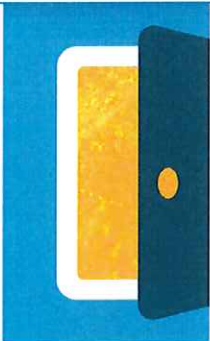


JOINING OUR CONVERSATION



WEBSITE

CRI shines a light on best practices via thousands of articles, videos, informative charts, and descriptive testimonials. With sections dedicated to illuminating insights by industries and services, our easy-to-navigate website highlights trending topics that detail new standards, changing regulations, and other current business topics. From cybersecurity to the new revenue recognition standard, we are ready to proactively answer your questions.



CRInsights

CRInsights are your doorway to in-depth yet down-to-earth explanations of complex topics. We understand that just because a topic makes perfect sense to a CPA doesn't mean that it should to our clients.

- The Busy CFO & Controller's Toolkit for Successfully Implementing the New Revenue Recognition Standard
- 6 Key Ways to Strengthen Your Cybersecurity Posture
- Back to Basics: 5 Key Financial Considerations for Construction Companies
- The Not-for-Profit's Guide to Fraud Prevention



NEWSLETTER

Our team is dedicated to keeping our clients informed, and we prove it by creating a custom monthly e-newsletter with widely-applicable topics. The articles are designed to help you improve your business and personal finances. Popular topics include:

- 3 Things To Improve Business Operations Immediately
- Financial Statement Audits Aren't Designed to Identify Fraud
- Are You a Big "Phish?" Protect from Cybersecurity Whaling Attacks
- You Might Have Money Hiding In Plain Sight

[Sign up at CRIcpa.com.](http://CRIcpa.com)



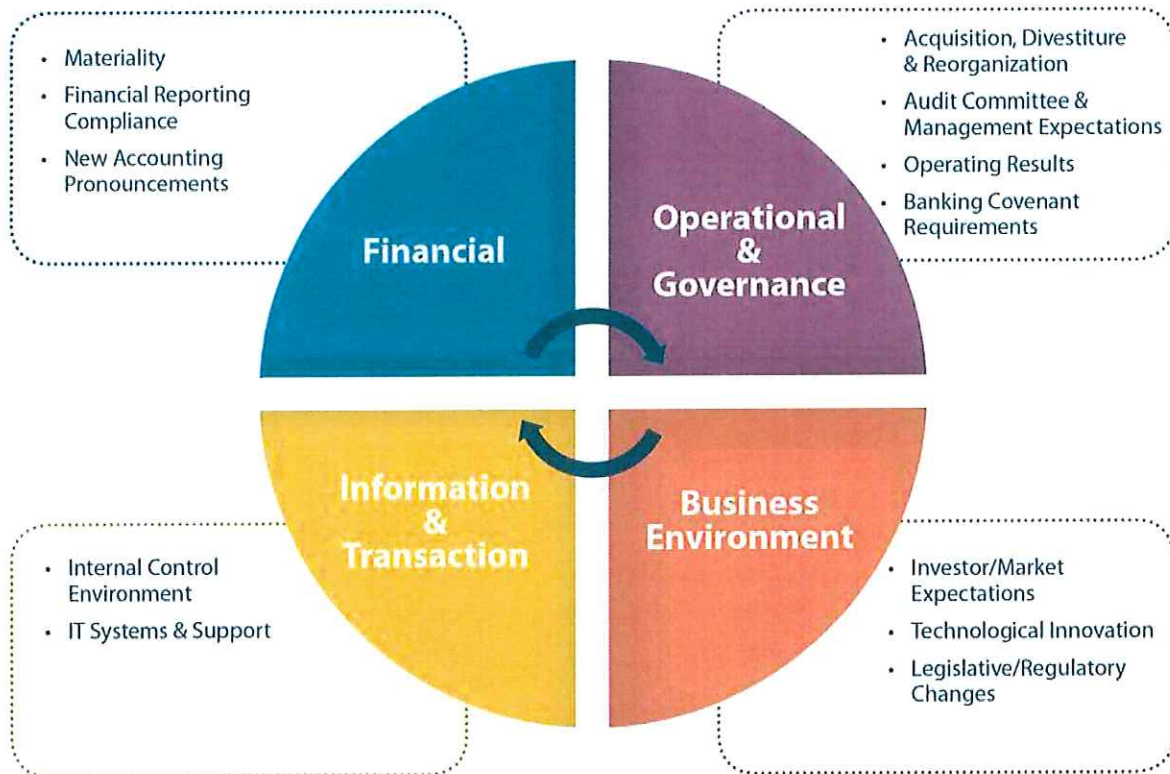
CRI AUDIT FRAMEWORK

Our proposed services require a coordinated effort between us and Sunny Hills Units 12-15 Dependent District's team. Planning and continual communication are essential to developing the appropriate procedures, working collaboratively to resolve any identified issues, and meeting your timelines.

CRI's audit approach occurs within a framework of our client's business and industry; therefore, we assess risk by:

- Understanding management's perspectives and goals, and
- Considering business conditions and threats that could prevent management from achieving its business objectives.

We assess risks in the following areas:



CRI AUDIT FRAMEWORK



Our ultimate intent is to drill down from these broad risks to specific financial reporting risks. We understand both these risks and management’s processes and procedures for mitigating them (i.e. internal controls) in order to develop our procedures to carry out our audit responsibilities.

Although our audits are conducted through a structured, risk-based model, we focus on understanding the client’s needs, requirements, and expectations. We work collaboratively with management and the Audit Committee (or similar function) to develop a communication and work plan to continuously improve client service, by doing so we help in moving your team from simple **compliance** to providing you with a **competitive advantage**.

In planning, we concentrate on “key risks,” (items with a greater risk of a material misstatement, a material weakness in internal controls, or other matters resulting in the issuance of an inappropriate audit report). We focus on “material” items (i.e. those items that would be important to the user of your financial statements). When evaluating materiality of identified misstatements, certain quantitative and qualitative factors must be considered—which may include:

- Impact on operating trends (revenue/income, expenses, net income, etc).
- Nature of the misstatement (i.e., did the misstatement result from an unlawful transaction?).
- Impact on liquidity, capital/surplus, earnings capacity, etc.
- Impact to loan covenants and contractual and regulatory requirements.

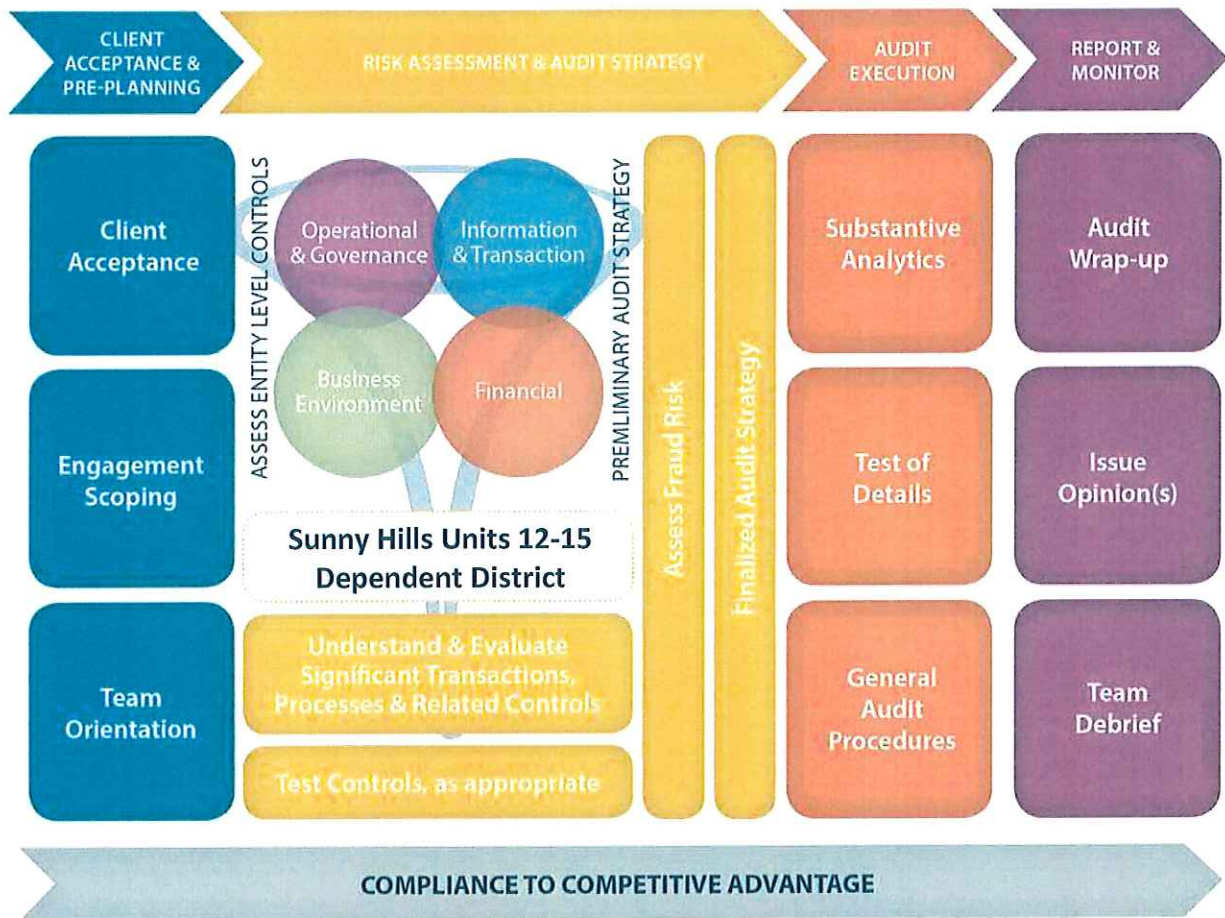
Consistent communication is a key to completion of the audit. By ensuring constant involvement, we are in a better position to respond to your issues timely and efficiently. Therefore, we plan to meet with your management to:

- Set-up the audit by reviewing the mapping of Sunny Hills Units 12-15 Dependent District’s financial information (financial statements and notes) to significant processes and IT systems to ensure that all significant account balances, transactions, procedures, and systems are tested as deemed necessary.
- Discuss ongoing changes—specifically new accounting pronouncements and key business transactions in their early stages, enabling us to agree on the resolution of various complex business issues on a timely basis.



CRI AUDIT APPROACH

Our audit approach is a four stage approach, as depicted in the summary below. Our client acceptance and risk assessment procedures (as noted on the previous page) occur during detailed conversations and observations with your team. The results of those procedures allow us to tailor an audit program to your specific risks and needs. We then execute the audit, report the results, and evaluate continuous improvement opportunities for ongoing service and benefit to you.





CRI AUDIT APPROACH

Stage 1: Client Acceptance & Pre-planning

- Perform client acceptance procedures where necessary.
- Collaborate with management to agree to expectations and scope.
- Assign appropriate staff to engagement based on client needs and assessed risk.

Stage 2: Risk Assessment & Audit Strategy

- Interview client personnel and others, as necessary to understand client-specific objectives and risks.
- Assess environmental and other external risks and potential impact on the audit planning.
- Assess entity level controls including: control environment, risk assessment, information & communication, and monitoring controls.
- Assess management's fraud and IT risk assessment models. Develop independent fraud and IT risk assessment.
- Assess IT General Computer (ITGC) controls, such as IT Environment, Developing & Delivering IT, and Operating IT & Monitoring IT.
- Assess materiality.
- Perform preliminary analytical procedures.
- Map financial statements to significant transactions, processes, IT systems and related controls.
- Develop understanding of significant processes and related controls.
- Determine existence of/reliance on SSAE 16 (formerly SAS 70(s)).
- Test controls including ITGC, as and if deemed appropriate. Tests will include a mix of:
 - inquiry,
 - observation,
 - examination and
 - re-performance.
- Determine reliance on Internal Audit, if applicable (e.g. controls or detailed tests).
- Determine reliance on specialist(s), if applicable (e.g. valuations, pension costs, etc.).
- Finalize risk assessments and develop final audit strategy.

Stage 3: Audit Execution

- Where possible, develop detailed analytical procedures to use as substantive tests to reduce tests of details. Examples include:
 - ratio analysis,
 - regression analysis,
 - trend analysis,
 - predictive tests or
 - reasonableness tests.
- Where possible utilize Computer-Assisted Audit Techniques (CAATs), such as IDEA or ACL to automate testing for more coverage and less disruption to the client.
- Where possible, perform targeted testing (also known as "coverage" testing) of account balances to tests large portions of account balances.
- Perform tests of details, including sampling, if applicable or necessary.
- Perform general audit procedures, as and if applicable, such as tests related to:
 - commitments and contingencies,
 - legal letters,
 - management representations,
 - reviews of Board minutes,
 - related party transactions,
 - debt covenants and
 - going concern.
- Perform other tests for compliance such as Yellow Book or Single Audit Tests.

Stage 4: Report & Monitor

- Continually monitor the audit and provide feedback as agreed during scoping or more frequently, as deemed appropriate.
- Conclude the audit (i.e. issue opinions and/or reports).
- Develop and present required communications, including management letter comments.
- Perform an internal team de-briefing to identify areas for improvement.
- Welcome the opportunity for an external de-briefing with our clients to improve.



APPENDIX A – PEER REVIEW



System Review Report

January 31, 2014

To the Partners of Carr, Riggs & Ingram, LLC
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Carr, Riggs & Ingram, LLC (the firm) applicable to non-SEC issuers in effect for the year ended June 30, 2013. 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. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. 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. 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. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*; audits of employee benefit plans, and audits performed under FDICIA.

In our opinion, the system of quality control for the accounting and auditing practice of Carr, Riggs & Ingram, LLC applicable to non-SEC issuers in effect for the year ended June 30, 2013, 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*. Carr, Riggs & Ingram, LLC has received a peer review rating of *pass*.

Eide Bailly LLP

www.eidebailly.com

800 Nicollet Mall, Ste. 1300 | Minneapolis, MN 55402-7033 | T 612.253.6500 | F 612.253.6600 | EOE



APPENDIX B – RFP DOCUMENTS

SUNNY HILLS UNITS 12-15 DEPENDENT DISTRICT REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES

The Sunny Hills Units 12-15 Dependent District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2017, with an option for two (2) additional annual renewals. The District is a local unit of special-purpose government created under Chapter 189, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in the Washington County, Florida and has an operating budget of approximately \$38,500. The final contract will require that, among other things, the audit for Fiscal Year 2017 be completed no later than June 20, 2018.

Each auditing entity submitting a proposal must be authorized to do business in Florida; hold all applicable state and federal professional licenses in good standing, including but not limited to a license under Chapter 473, Florida Statutes; and be qualified to conduct audits in accordance with "Government Auditing Standards," as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

Proposal packages, which include additional qualification requirements, evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

Proposers must provide three (3) copies of their proposal and one (1) electronic copy (CD or flash drive) to Jennifer Walden, District Manager, located at 12051 Corporate Boulevard, Orlando, Florida 32817, in an envelope marked on the outside "Auditing Services – Sunny Hills Units 12-15 Dependent District." Proposals must be received by September 8, 2017, at 3:00 p.m., at the office of the District Manager. Please direct all questions regarding this Request for Proposals to the District Manager, who can be reached at (407) 382-3256.

Any protest regarding the terms of this Notice, or the proposal packages on file with the District Manager, must be filed in writing at the offices of the District Manager within seventy-two (72) calendar hours (excluding weekends) after publication of this Notice. 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 Notice or proposal package provisions.

Sunny Hills Units 12-15 Dependent District
Jennifer Walden, District Manager

RUN DATE: 8/2/17



APPENDIX B – RFP DOCUMENTS

SUNNY HILLS UNITS 12-15 DEPENDENT DISTRICT REQUEST FOR PROPOSALS

District Auditing Services for Fiscal Year 2017
Washington County, Florida

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than September 8, 2017, at 3:00 p.m., at the offices of the District Manager, Fishkind & Associates, Inc., located at 12051 Corporate Boulevard, Orlando, Florida 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 (CD or flash drive) 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 – Sunny Hills Units 12-15 Dependent 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.



APPENDIX B – RFP DOCUMENTS

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.

APPENDIX B – RFP 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.

**Sunny Hills Units 12-15 Dependent District
Auditor Selection - Manager Recommended Rankings**

Criteria	Possible Points	Carr Riggs Ingram	CRI Rec. Points
Ability of Personnel	20.0	Qualified, Multiple CPAs on Staff	20.0
Proposer's Experience	20.0	Extensive CDD Experience	20.0
Understanding of Scope of Work	20.0	Sufficient	20.0
Ability to Furnish Required Services	20.0	Capable	20.0
Price for Services for Three Years	20.0	\$4,250 + \$4,350 + \$4,500 = \$13,100	20
Total	100.0		100.0

**SUNNY HILLS UNITS 12-15
DEPENDENT DISTRICT**

Swearing in Elected Officials

**SUNNY HILLS UNITS 12-15
DEPENDENT DISTRICT
BOARD OF SUPERVISORS
OATH OF OFFICE**

I, _____, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF THE SUNNY HILLS UNITS 12-15 DEPENDENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF _____

The foregoing oath was administered before me this ___ day of _____, 2018, by _____, who personally appeared before me, and is personally known to me or has produced _____ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of Sunny Hills Units 12-15 Dependent District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

Notary Public, State of Florida

Print Name: _____

Commission No.: _____ Expires: _____

**SUNNY HILLS UNITS 12-15
DEPENDENT DISTRICT**

Consideration of the Minutes of the June 23,
2017 Auditor Selection Committee and Board of
Supervisors Meeting

MINUTES OF MEETING

***SUNNY HILLS UNITS 12-15
DEPENDENT DISTRICT
Board of Supervisors' Meeting
Friday, June 23, 2017
Sunny Hills Community Center
4083 Challenger Blvd
Sunny Hills, FL 32428
1:30 p.m. CST / 2:30 p.m. EST***

Present and constituting a quorum:

Jim Town	Board Member
Larry Kaufmann	Board Member

Also present were:

Jennifer Walden	Fishkind & Associates, Inc.
Christi Blyseth	Fishkind & Associates, Inc.
Joe MacLaren	Fishkind & Associates, Inc. (via phone)
Tucker Mackie	Hopping Green & Sams (via phone)
Gary Hartman	Public

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

The Sunny Hills Units 12-15 Dependent District Board of Supervisor's Meeting was called to order at approximately 1:30 p.m. CST / 2:30 p.m. EST and the roll was called. The persons in attendance are outlined above.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no public comments.

THIRD ORDER OF BUSINESS

**Announcement of the Date, Time
and Location of the Annual
Landowner's Election**

Ms. Walden stated that the District is required to announce the date, time and location of the annual Landowner's Election Meeting and suggested the meeting be held on Friday, November 17, 2017

at 1:30 p.m. CST at this location. The District will also hold an Auditor Selection Committee Meeting and Board of Supervisors' Meeting at the same time. The Board agreed to this date and time.

FOURTH ORDER OF BUSINESS

Swearing in Newly Elected Supervisor - Tabled

Ms. Walden noted that Mr. Ralph Ireland was not present so this item will be tabled until the next meeting.

FIFTH ORDER OF BUSINESS

Consideration of the Minutes of the September 6, 2016 Board of Supervisors' Meeting and the November 18, 2016 Landowner's Election

The Board Members reviewed the minutes of the September 6, 2016 Board of Supervisors' Meeting and the November 18, 2016 Landowner's Election.

On Motion by Mr. Town, second by Mr. Kaufmann, with all in favor, the Board of Supervisors for the Sunny Hills Units 12-15 Dependent District approved the minutes of the September 6, 2016 Board of Supervisors' Meeting and the November 18, 2016 Landowner's Election.

SIXTH ORDER OF BUSINESS

Letter from Supervisor of Elections – Washington County

Ms. Walden explained that the letter states that there are 0 registered voters within the District boundaries. No action from the Board is required.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2017-01, Canvassing and Certifying the Results of the Landowner's Election

Ms. Walden explained that Resolution 2017-01 stipulates that Mr. Ralph Ireland was elected by 6,411 votes for a 3-year term.

On Motion by Mr. Kaufmann, second by Mr. Town, with all in favor, the Board of Supervisors for the Sunny Hills Units 12-15 Dependent District approved Resolution 2017-01, Canvassing and Certifying the Results of the Landowner's Election.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2017-02, Appointing District Officers

Ms. Walden stated that the Board needs to update the District Officers by approving Resolution 2017-02. The current slate of officers are as follows: Mr. Kaufmann is Chairman, Jim Town is Vice-Chairman, Mr. MacLaren is Secretary, Ms. Walden and Mr. Ireland are Assistant Secretaries, Dr. Fishkind is Treasurer and Ms. Ranchurejee is Assistant Treasurer. Ms. Walden asked to substitute Ms. Ranchurejee with Ms. Glasgow.

On Motion by Mr. Kaufmann, second by Mr. Town, with all in favor, the Board of Supervisors for the Sunny Hills Units 12-15 Dependent District approved Resolution 2017-02, Appointing District Officers with appointing Mr. Larry Kaufmann as Chairman, Mr. Jim Town as Vice-Chairman, Mr. MacLaren as Secretary, Ms. Jennifer Walden and Mr. Ralph Ireland as Assistant Secretaries, Dr. Hank Fishkind as Treasurer and Ms. Glasgow as Assistant Treasurer, as amended.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2017-03, Approving an Annual Budget for the District's 2018 Fiscal Year (Beginning October 1, 2017)

Ms. Walden stated that the budget is the same as last year at a total of \$38,500.00. Dr. Fishkind proposed an increase in the District Management fee from \$7,500.00 to \$10,000.00. Mr. Town had not yet received a reply from Mr. Ireland through Ms. Mackie's about the Management fee increase. Mr. MacLaren stated that he sent an email to Mr. Ireland to check with him to be sure it was ok and noted that it would not take effect until October 1, 2017. Mr. MacLaren recommended approval of the budget, with the increased fee. However, the Developer will not be billed until he hears back from Mr. Ireland.

On Motion by Mr. Town, second by Mr. Kaufmann, with all in favor, the Board of Supervisors for the Sunny Hills Units 12-15 Dependent District approved Resolution 2017-03, Approving an Annual Budget for Fiscal Year 2018 in the amount of \$38,500.00, subject to confirmation of the fee increase.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2017-04, Adopting Prompt Payment Policies and Procedures

Ms. Mackie explained that this resolution is the result of a recent legislative change to the prompt payment policies, included in the Florida Statutes. Ms. Mackie suggested that the Board adopt the resolution which sets forth the prompt payment policies that this District would follow, in the event it has entered into a contract with a vendor, subject to prompt payment. If the District were to ever be challenged on it, this resolution is evidence that the District is following its policy.

On Motion by Mr. Kaufmann, second by Mr. Town, with all in favor, the Board of Supervisors for the Sunny Hills Units 12-15 Dependent District adopted Resolution 2017-04, Adopting Prompt Payment Policies and Procedures.

ELEVENTH ORDER OF BUSINESS

Consideration of Fiscal Year 2017-2018 Funding Agreement

The Board reviewed the Fiscal Year 2017-2018 Funding Agreement. Ms. Walden noted that this agreement is with the Spring Ridge Development, LLC to fund the budget that was approved in Resolution 2017-03.

On Motion by Mr. Town, second by Mr. Kaufmann, with all in favor, the Board of Supervisors for the Sunny Hills Units 12-15 Dependent District approved the Fiscal Year 2017-2018 Funding Agreement.

TWELFTH ORDER OF BUSINESS

Ratification of Fiscal Year 2016 Audit Engagement Letter

Ms. Walden explained that the Fiscal Year 2016 Audit Engagement Letter has already been approved and the cost matches what was in the budget for this item. So, the Board just needs to ratify the item.

On Motion by Mr. Town, second by Mr. Kaufmann, with all in favor, the Board of Supervisors for the Sunny Hills Units 12-15 Dependent District ratified the Fiscal Year 2016 Audit Engagement Letter.

THIRTEENTH ORDER OF BUSINESS

Review of Fiscal Year 2016 Audit

Ms. Walden noted that the Fiscal Year 2016 audit was considered a standard and clean audit. There were no deficiencies in internal controls that were considered material weaknesses in the accounting. Ms. Mackie added that she had reviewed the audit and her comments were included in the version in the packet.

On Motion by Mr. Kaufmann, second by Mr. Town, with all in favor, the Board of Supervisors for the Sunny Hills Units 12-15 Dependent District accepted the Fiscal Year 2016 Audit.

FOURTEENTH ORDER OF BUSINESS

Appointment of Auditor Selection Committee

Ms. Walden explained that the Board needs to appoint an Auditor Selection Committee to select an Auditor and the Board can appoint itself as the Auditor Selection Committee if they choose.

On Motion by Mr. Kaufmann, second by Mr. Town, with all in favor, the Board of Supervisors for the Sunny Hills Units 12-15 Dependent District appointed the three current Board Members as the Auditor Selection Committee.

FIFTEENTH ORDER OF BUSINESS

**Ratification of Funding Requests
2016-13 – 2016-20 and 2017-01 –
2017-09**

Ms. Walden explained that these had been previously submitted and approved by the Chairman and now need to be ratified.

On Motion by Mr. Town, second by Mr. Kaufmann, with all in favor, the Board of Supervisors for the Sunny Hills Units 12-15 Dependent District Ratified Funding Requests 2016-13 – 2016-20 and 2017-01 – 2017-09.

SIXTEENTH ORDER OF BUSINESS

Review of Statements of the District's Financial Position

The Board reviewed the updated financials. Mr. Town said that the District's asset is not being amortized and asked if the District is losing anything down the road if it takes a few more years to activate the District. Mr. MacLaren will investigate. There was no action required by the Board.

SEVENTEETH ORDER OF BUSINESS

Staff Reports

Attorney – No Report

Manager – No Report

EIGHTEENTH ORDER OF BUSINESS

Supervisor's Requests and/or Audience Comments

Mr. Kaufmann said that the Board had talked about asking Mr. Town to check the area to see if there were any homesteaders. Mr. Town stated that he had sent him an email with individuals who had their own operations and suggested contracting for drone surveillance. Mr. Kaufmann asked him to find the drone proposal and resend. There was no other business to discuss.

NINETEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Kaufmann, seconded by Mr. Town, with all in favor, the June 23, 2017 Sunny Hills Units 12-15 Dependent District Board Meeting was adjourned.

Secretary/Assistant Secretary

Chairperson/Vice-Chairperson

MINUTES OF MEETING

***SUNNY HILLS UNITS 12-15
DEPENDENT DISTRICT
Auditor Selection Committee Meeting
Friday, June 23, 2017
Sunny Hills Community Center
4083 Challenger Blvd
Sunny Hills, FL 32428
1:30 p.m. CST / 2:30 p.m. EST***

Present and constituting a quorum:

Jim Town	Committee Member
Larry Kaufmann	Committee Member

Also present were:

Jennifer Walden	Fishkind & Associates, Inc.
Christi Blyseth	Fishkind & Associates, Inc.
Joe MacLaren	Fishkind & Associates, Inc. (via phone)
Tucker Mackie	Hopping Green & Sams (via phone)
Gary Hartman	Public

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

The Sunny Hills Units 12-15 Dependent District Auditor Selection Committee Meeting was called to order at approximately 1:30 p.m. CST / 2:30 p.m. EST and the roll was called. The persons in attendance are outlined above.

SECOND ORDER OF BUSINESS

Review and Approval of Audit Documents

- a) Audit RFP Notice**
- b) Instruction to Proposers**
- c) Evaluation Criteria – with and without price**

Ms. Walden presented the RFP ad as well as the RFP documents for the Committee’s approval. She added that the evaluation criteria in the packet includes both with and without price. District Staff recommends that the committee choose the evaluation criteria to include price.

On Motion by Mr. Kaufmann, second by Mr. Town, with all in favor, the Auditor Selection Committee for the Sunny Hills Units 12-15 Dependent District approved the RFP Documents and included price for the evaluation criteria.

THIRD ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Town, seconded by Mr. Kaufmann, with all in favor, the June 23, 2016 Sunny Hills Units 12-15 Dependent District Auditor Selection Committee Meeting was adjourned.

Secretary/Assistant Secretary

Chairperson/Vice-Chairperson

**SUNNY HILLS UNITS 12-15
DEPENDENT DISTRICT**

Resolution 2018-01,
Canvassing and Certifying the Results of the
Landowner's Election

RESOLUTION 2018-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SUNNY HILLS UNIT 12-15 DEPENDENT DISTRICT CANVASSING AND CERTIFYING THE RESULTS OF THE LANDOWNERS ELECTION OF SUPERVISORS HELD PURSUANT TO WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS ORDINANCE 2006-12, AS AMENDED BY ORDINANCE 2009-5, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Sunny Hills Units 12-15 Dependent District (hereinafter the “District”) was established by Ordinance No. 2006-12 of the Board of County Commissioners of Washington County, Florida (as further amended by Ordinance No. 2009-5; together, the “Ordinance”) pursuant to the Uniform Special District Accountability Act of 1989, Chapter 189, Florida Statutes, and is validly existing under the Constitution and laws of the State of Florida; and

WHEREAS, pursuant to the Ordinance, a landowners meeting is required to be held annually for the purpose of electing one (1) supervisor of the District to a three (3) year term; and

WHEREAS, such landowners meeting was held on February 19, 2018, the Minutes of which are attached hereto as **Exhibit A**, and at which the below recited persons were duly elected by virtue of the votes cast in his/her favor; and

WHEREAS, the Board of Supervisors of the District, by means of this Resolution, desires to canvas the votes and declare and certify the results of said election.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SUNNY HILLS UNIT 12-15 DEPENDENT DISTRICT:

SECTION 1. The following persons are found, certified, and declared to have been duly elected as Supervisors of and for the District, having been elected by the votes cast in his/her favor as shown:

_____ Seat _____ Votes

SECTION 2. In accordance with the Ordinance, and by virtue of the number of votes cast for the Supervisor, the above-named person is declared to have been elected for the following terms of office:

_____Supervisor_____ 3 Year Term

SECTION 3. This resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 19th day of February, 2018.

ATTEST:

**SUNNY HILLS UNITS 12-15
DEPENDENT DISTRICT**

Print Name: _____
Secretary/Assistant Secretary

Chairperson/Vice-Chairperson

**SUNNY HILLS UNITS 12-15
DEPENDENT DISTRICT**

Resolution 2018-02,
Appointing District Officers

RESOLUTION 2018-02

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
THE SUNNY HILLS UNITS 12-15 DEPENDENT
DISTRICT APPOINTING OFFICERS OF SUNNY HILLS
UNITS 12-15 DEPENDENT DISTRICT**

WHEREAS, SUNNY HILLS UNITS 12-15 DEPENDENT DISTRICT (hereinafter the "District") is a dependent special district pursuant to Chapter 189, Florida Statutes, being situated entirely within Washington County, Florida; and

WHEREAS, the Board of Supervisors of the District desires to appoint officers of the;

**NOW, THEREFORE, BE IT RESOLVED BY THE DISTRICT
BOARD OF THE SUNNY HILLS UNITS 12-15 DEPENDENT
DISTRICT:**

1. _____ is appointed Chairman
2. _____ is appointed Vice Chairman
3. _____ is appointed Secretary
4. _____ is appointed Assistant Secretary
5. _____ is appointed Assistant Secretary
6. _____ is appointed Treasurer
7. _____ is appointed Assistant Treasurer

Adopted this 19th day of February, 2018.

Chairman/Vice Chairman

Secretary/ Assistant Secretary

**SUNNY HILLS UNITS 12-15
DEPENDENT DISTRICT**

Review of Auditor Selection Committee
Rankings & Selection of Auditor

**Sunny Hills Units 12-15 Dependent District
Auditor Selection - Manager Recommended Rankings**

Criteria	Possible Points	Carr Riggs Ingram	CRI Rec. Points
Ability of Personnel	20.0	Qualified, Multiple CPAs on Staff	20.0
Proposer's Experience	20.0	Extensive CDD Experience	20.0
Understanding of Scope of Work	20.0	Sufficient	20.0
Ability to Furnish Required Services	20.0	Capable	20.0
Price for Services for Three Years	20.0	\$4,250 + \$4,350 + \$4,500 = \$13,100	20
Total	100.0		100.0

**SUNNY HILLS UNITS 12-15
DEPENDENT DISTRICT**

Ratification of Funding Requests 2017-09 –
2017-14 and 2018-01 - 2018-04

SUNNY HILLS UNITS 12-15 DEPENDENT DISTRICT

12051 Corporate Boulevard, Orlando, FL 32817

(407) 382-3256

Funding Request FY17-9

5/19/2017

Item No.	Payee	Invoice Number	General Fund
1	Carr Riggs & Ingram Final Billing - FY16 Audit	16278758	\$ 500.00
2	Hopping Green & Sams Legal Services through 03.31.2017	93301	\$ 377.96
3	Fishkind & Associates, Inc. DM and Website Fees - 2017.04	20443	\$ 700.00
	DM and Website Fees - 2017.05	20620	\$ 744.20
TOTAL			\$ 2,322.16



CRI CARR
RIGGS &
INGRAM

CPAs and Advisors

500 Grand Boulevard, Suite 210

Miramar Beach, FL 32550

850-837-3141

Federal ID 72-1396621

Sunny Hills Units 12-15 Dependent District
c/o Fishkind & Associates
12051 Corporate Blvd.
Orlando, FL 32817

Invoice No. 16278758 (include on check)
Date 04/27/2017
Client No. 20-04256.000

Professional services rendered as follows:

Final billing on audit of financial statements as of September 30, 2016.	\$ 4,250.00
Progress Applied	<u>(3,750.00)</u>
Current Amount Due	<u>\$ 500.00</u>

Cyma
5.15.17
601-051-3000-32-01
PR FY17-01

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
2,250.00	2,000.00	0.00	0.00	0.00	4,250.00

We accept most major credit cards. Please complete the following information or contact our office to submit your payment over the phone.

Invoice Date: 04/27/2017 Client No: 20-04256
Invoice Number: 16278758 Total Amount Due: \$ 500.00 Sunny Hills Units 12-15 Dependent District

Name as it appears on card: _____

Billing Address: _____

Card # _____ Exp Date: _____ Security # _____

Payment Amount: _____ Signature: _____

Carr, Riggs & Ingram, LLC reserves the right to assess finance charges on past due balances up to the maximum amount allowed under State law.

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

===== STATEMENT =====

April 18, 2017

Sunny Hills Unit 12-15 Depend
Fishkind & Associates, Inc
12051 Corporate Blvd.
Orlando, FL 32817

Bill Number 93301
Billed through 03/31/2017

General Counsel
SUNHLS 00001 TFM

FOR PROFESSIONAL SERVICES RENDERED

03/01/17	JLG	Prepare response to auditor letter.	0.70 hrs
03/21/17	TFM	Review FY 2016 Audit and confer with Malhotra regarding same.	1.00 hrs
03/28/17	TFM	Confer with Walden.	0.30 hrs
Total fees for this matter			\$375.50

DISBURSEMENTS

Document Reproduction	2.00
Postage	0.46
Total disbursements for this matter	\$2.46

MATTER SUMMARY

Gillis, Jennifer L. - Legal Assistant	0.70 hrs	100 /hr	\$70.00
Mackie, A.Tucker Frazee	1.30 hrs	235 /hr	\$305.50

TOTAL FEES	\$375.50
TOTAL DISBURSEMENTS	\$2.46

TOTAL CHARGES FOR THIS MATTER **\$377.96**

BILLING SUMMARY

Gillis, Jennifer L. - Legal Assistant	0.70 hrs	100 /hr	\$70.00
Mackie, A.Tucker Frazee	1.30 hrs	235 /hr	\$305.50

TOTAL FEES	\$375.50
TOTAL DISBURSEMENTS	\$2.46

TOTAL CHARGES FOR THIS BILL **\$377.96**

*Cums
4-28-17
FR F417-9
001-051-3000-31-08*

Hopping Green & Sams

Attorneys and Counselors

April 20, 2017

Sunny Hills Unit 12-15 Dependent District
c/o Fishkind & Associates, Inc.
12051 Corporate Blvd.
Orlando, Florida 32817

**Re: Sunny Hills Units 12-15 Dependent District
SUNHLS/001 – Bill Number 93301 – General Counsel**

Dear District Manager:

Enclosed please find our billing statement for services rendered and expenses incurred on behalf of Sunny Hills Unit 12-15 Dependent District through the month of March 2017.

If you have any questions, please feel free to call.

Sincerely,

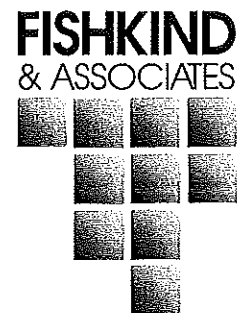


Tucker F. Mackie

TFM/kgb

Enclosure

Fishkind & Associates, Inc.
 12051 Corporate Blvd.
 Orlando, FL 32817



Invoice

Invoice #:	20443
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4/17/2017

Sunny Hills District Management
 c/o Fishkind & Associates, Inc.
 12051 Corporate Blvd
 Orlando, FL 32817

File: SunnyHillsDM

Services:	Amount
District Management Fee: April 2017 <i>bot-051-3000-31-02</i>	625.00
Website Fee <i>bot-051-3000-49-11</i>	75.00
<p style="text-align: center;"><i>Cyng 4-28-17 FR 417-9</i></p>	

Please include the invoice
 number on your remittance
 and submit to:

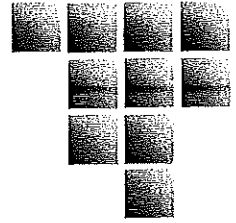
Fishkind & Associates, Inc.
 12051 Corporate Blvd.
 Orlando, FL 32817
 Ph: 407-382-3256
 Fax: 407-382-3254
 www.fishkind.com

Balance Due

\$700.00

Fishkind & Associates, Inc.
 12051 Corporate Blvd.
 Orlando, FL 32817

FISHKIND
 & ASSOCIATES



Invoice

Sunny Hills District Management
 c/o Fishkind & Associates, Inc.
 12051 Corporate Blvd
 Orlando, FL 32817

Invoice #:	20620
5/16/2017	

File: SunnyHillsDM

Services:	Amount
District Management Fee: May 2017	625.00
Website	75.00
Postage	20.71
UPS	23.49
<p><i>001-051-3000-31-02</i> <i>001-051-3000-49-11</i> <i>001-051-3000-42-01</i> <i>001-051-3000-42-01</i></p>	
<p><i>ayms</i> <i>5/19/17</i> <i>For FY17-9</i></p>	

Please include the invoice
 number on your remittance
 and submit to:
Fishkind & Associates, Inc.
 12051 Corporate Blvd.
 Orlando, FL 32817
 Ph: 407-382-3256
 Fax: 407-382-3254
 www.fishkind.com

Balance Due \$744.20

Account Summary Report

Date Range: March 1, 2017 to March 31, 2017

Meter Group: All Meters

Meter 1W00 - 1376638 OLD at ORLANDO, FL

Meter 4W00 - 0347354 at ORLANDO, FL

Meter Details

Location	Meter Name	Model	Serial Number	PbP Account Number	Status	Last transaction	Status Flag
ORLANDO, FL	4W00 - 0347354	4W00	0347354	24978470	Active	Apr 12, 2017	
ORLANDO, FL	1W00 - 1376538 OLD	1W00	1376538	24978470	Inactive	Feb 9, 2017	

Account Summary

Account	Sub Account	Pieces	Total Charged
Sweetwater Creek CDD		41	\$18,860

Grand Total **\$18,860**

Account Summary Report

Date Range: Jan 1, 2017 to Jan 31, 2017

Meter Group: All Meters

Meter 1W00 - 1376538 OLD at ORLANDO, FL

Meter 4W00 - 0347354 at ORLANDO, FL

Meter Details

Location	Meter Name	Model	Serial Number	PBP Account Number	Status	Last transaction	Status Flag
ORLANDO, FL	4W00 - 0347354	4W00	0347354	24978470	Active	Apr 12, 2017	
ORLANDO, FL	1W00 - 1376538 OLD	1W00	1376538	24978470	Inactive	Feb 9, 2017	

Account Summary

Account	Sub Account	Pieces	Total Charged
Sunny Hills		4	\$1.850
Grand Total			\$1.850

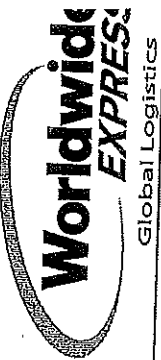
Invoice No 1704026356
 Invoice Date 04/05/2017
 Account No W20389987/1Y9R28
 Account FISHKIND & ASSOCIATES

Invoice Detail

UPS No: 1Z1Y9R281399450282
 Pickup Date 03/27/2017
 Service Level Next Day Air Saver
 Weight 1 lb
 Zone 132
 Payer Shipper

Shipper FISHKIND & ASSOCIATES
 12051 CORPORATE BLVD
 ORLANDO
 FL 32817
 Receiver TAVISTOCK DEVELOPMENT
 COMPANY
 6900 TAVISTOCK LAKES BLVD.
 200
 ORLANDO
 FL 32827
 JOANNA FLYNN

Bill Reference: Somerset Park & Sunny Hills CDD
 Somerset Park & Sunny Hills CDD 1 count



Billing		List Price	Discount
Freight		29.48	23.1
Fuel Surcharge		1.34	1.0
Total		30.82	24.65
Sub Total		30.82	24.65

24.65 / 2
 23.33

UPS No: 1Z1Y9R280390790306

Pickup Date 04/06/2017
Service Level Commercial Ground
Weight 1 lb
Zone 003
Payer Shipper

Shipper
FISHKIND & ASSOCIATES
12051 CORPORATE BLVD
ORLANDO
FL 32817

Receiver
AUDITOR GENERAL
CLAUDE PEPPER BUILDING,
ROOM 401
111 WEST MADISON STREET
TALLAHASSEE
FL 32399
LOCAL GOVERNMENT AUD

Freight 13.21 10.57

Fuel Surcharge 0.74 0.59

Total 13.95 11.16

Sub Total 13.95 11.16

Bill Reference: Sunny Hills Units 12-15

- Carrier has audited this shipment and it has been reweighed from its tendered weight of 1-lbs

Sunny Hills Units 12-15 2 1 count

SUNNY HILLS UNITS 12-15 DEPENDENT DISTRICT

12051 Corporate Boulevard, Orlando, FL 32817

(407) 382-3256

Funding Request FY17-10

6/21/2017

Item No.	Payee	Invoice Number	General Fund
1	Washington County News Legal Ad - Notice of Board of Supervisors Meeting	32364	\$ 112.96
2	Hopping Green & Sams Legal Services through 05.31.2017	94296	\$ 211.50
3	Fishkind & Associates, Inc. DM and Website Fees - 2017.06	20809	\$ 700.92
TOTAL			\$ 1,025.38

INVOICE

Washington County News
Holmes County Times-Advertiser

1364 N. Railroad Ave.
P.O. Box 627
Chipley, FL 32428
(850) 638-0212

112 E. Virginia Ave.
P.O. Box 67
Bonifay, FL 32425
(850) 547-9414

32364

SOLD TO

Sunny Hills Units 12-15

DATE 6-5-17

CUSTOMER ID CUSTOMER P.O. SALES REP. ID

5306902

DESCRIPTION AMOUNT

*Notice of Board of Sup. Meeting
& Auditor Sel. Comm. Meeting*

TAX

SUB TOTAL

DEPOSIT

TOTAL

120.00

Received by

WASHINGTON COUNTY NEWS • HOLMES COUNTY TIMES-ADVERTISER • WEEKLY ADVERTISER

Less Credit (6.04)

Total Due: \$ 112.96



Gatehouse Media
Northwest Florida
Tax ID 47-2464860
TEL: (866) 470-7133
FAX: (863) 802-7825

Advertising Invoice

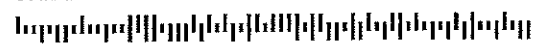
INVOICE DATE	INVOICE NO.
5/28/2017	5306902-0517

Location ID WCN Balance Due \$6.04CR

7 - 7

SUNNY HILLS UNITS 12-15
ATTN: AMANDA LANE
12051 CORPORATE BLVD
ORLANDO FL 32817-1450

REMIT TO: Gatehouse Media,
Northwest Florida
P.O. Box 102801
Atlanta, GA 30368-2801



100530690200000006047

TO ASSURE PROPER CREDIT - PLEASE RETURN TOP PORTION WITH REMITTANCE - ENTER ACCOUNT NUMBER ON YOUR CHECK

ACCOUNT NUMBER	CURRENT	PAST DUE 31-60 DAYS	PAST DUE 61-90 DAYS	PAST DUE 91-OVER	
5306902	\$0.00	\$0.00	\$6.04CR	\$0.00	
DATE	REF #	DESCRIPTION	UNITS	RATE	AMOUNT
05/01/17	AGING	* Balance Forward *			6.04-

Important! Please make note of our NEW payment remittance address. To ensure prompt posting of your payment, it is important that you use this NEW address.

PREVIOUS BALANCE	NEW CHARGES	CREDITS	BALANCE DUE
\$6.04CR	\$0.00	\$0.00	\$6.04CR

Questions regarding this invoice should call:

Tel: (866) 470-7133
Fax: (863) 802-7825



Elizabeth Q Malhotra

From: Jennifer Walden
Sent: Friday, June 9, 2017 10:47 AM
To: Elizabeth Q Malhotra
Subject: FW: Sunny Hills Legal Notice

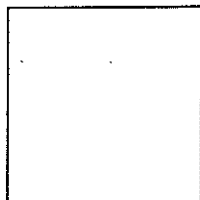
FYI – see below

~ Jennifer

From: Taylor, Brenda [mailto:btaylor@chipleypaper.com]
Sent: Friday, June 9, 2017 10:41 AM
To: Jennifer Walden <jenniferw@fishkind.com>
Subject: Re: Sunny Hills Legal Notice

Yes we are. We were owned by Halifax, & they were bought by Gatehouse Media. The hand written invoice that has Washington County News is what I send with the ad proof. The last ad you did was \$119.00 that just ran on 6/7.

For some reason there has been a credit on this account of \$6.04 so amount owed is \$112.96.



Brenda Taylor
Office Manager
Washington County News / Holmes County Times
p: 850-638-0212 f: 850-638-4601
a: 1364 N. Railroad Ave., Chipley, FL 32428
s: chipleypaper.com e: btaylor@chipleypaper.com

On Fri, Jun 9, 2017 at 9:26 AM, Jennifer Walden <jenniferw@fishkind.com> wrote:

Hi Brenda,

I was hoping you could help me out with an item.

Are you related to Halifax Media Group? The reason I'm asking is because it appears we are receiving invoices from them as well as from Washington County News. Upon further review, it appears both invoices have the same account number and same cost. Are these two invoices for the same charge?

Any assistance you can provide would be appreciated. Thanks!

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

===== STATEMENT =====

June 19, 2017

Sunny Hills Unit 12-15 Depend
Fishkind & Associates, Inc
12051 Corporate Blvd.
Orlando, FL 32817

Bill Number 94296
Billed through 05/31/2017

General Counsel

SUNHLS 00001 TFM

FOR PROFESSIONAL SERVICES RENDERED

05/01/17	TFM	Review meeting notices and minutes and confer with Walden regarding same.	0.90 hrs
Total fees for this matter			\$211.50

MATTER SUMMARY

Mackie, A.Tucker Frazee	0.90 hrs	235 /hr	\$211.50
-------------------------	----------	---------	----------

TOTAL FEES	\$211.50
------------	----------

TOTAL CHARGES FOR THIS MATTER	\$211.50
--------------------------------------	-----------------

BILLING SUMMARY

Mackie, A.Tucker Frazee	0.90 hrs	235 /hr	\$211.50
-------------------------	----------	---------	----------

TOTAL FEES	\$211.50
------------	----------

TOTAL CHARGES FOR THIS BILL	\$211.50
------------------------------------	-----------------

Please include the bill number on your check.

Hopping Green & Sams

Attorneys and Counselors

June 19, 2017

Sunny Hills Unit 12-15 Dependent District
c/o Fishkind & Associates, Inc.
12051 Corporate Blvd.
Orlando, Florida 32817

**Re: Sunny Hills Units 12-15 Dependent District
SUNHLS/001 – Bill Number 94296 – General Counsel**

Dear District Manager:

Enclosed please find our billing statement for services rendered and expenses incurred on behalf of Sunny Hills Unit 12-15 Dependent District through the month of May 2017.

If you have any questions, please feel free to call.

Sincerely,

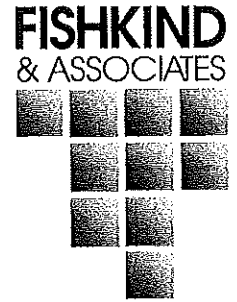


Tucker F. Mackie

TFM/kgH

Enclosure

Fishkind & Associates, Inc.
12051 Corporate Blvd.
Orlando, FL 32817



Sunny Hills District Management
c/o Fishkind & Associates, Inc.
12051 Corporate Blvd
Orlando, FL 32817

Invoice

Invoice #:	20809
6/15/2017	

File: SunnyHillsDM

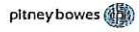
Services:	Amount
District Management Fee: June 2017	625.00
Website	75.00
Postage	0.92

**Please include the invoice
number on your remittance
and submit to:**

**Fishkind & Associates, Inc.
12051 Corporate Blvd.
Orlando, FL 32817
Ph: 407-382-3256
Fax: 407-382-3254
www.fishkind.com**

Balance Due

\$700.92



Account Summary Report

Date Range: May 1, 2017 to May 31, 2017

Meter Group: All Meters

Meter 1W00 - 1376538 OLD at ORLANDO, FL

Meter 4W00 - 0347354 at ORLANDO, FL

Meter Details

Location	Meter Name	Serial Number	PbP Account Number
ORLANDO, FL	4W00 - 0347354	0347354	24978470
ORLANDO, FL	1W00 - 1376538 OLD	1376538	24978470

Account Summary

Account	Sub Account	Pieces	Total Charged
Sunny Hills		2	\$0.920
	Grand Total	2	\$0.920

SUNNY HILLS UNITS 12-15 DEPENDENT DISTRICT

12051 Corporate Boulevard, Orlando, FL 32817

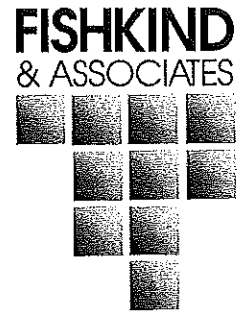
(407) 382-3256

Funding Request FY17-11

7/27/2017

Item No.	Payee	Invoice Number	General Fund
1	Fishkind & Associates, Inc. DM and Website Fees - 2017.07	20990	\$ 910.52
TOTAL			\$ 910.52

Fishkind & Associates, Inc.
 12051 Corporate Blvd.
 Orlando, FL 32817



Invoice

Invoice #:	20990
7/17/2017	

Sunny Hills District Management
 c/o Fishkind & Associates, Inc.
 12051 Corporate Blvd
 Orlando, FL 32817

File: SunnyHillsDM

Services:	Amount
District Management Fee: July 2017	625.00
Website	75.00
Car Rental	66.71
Parking	3.21
Fuel	3.27
Copies	129.75
Postage	7.58

Please include the invoice number on your remittance and submit to:

Fishkind & Associates, Inc.
12051 Corporate Blvd.
Orlando, FL 32817
 Ph: 407-382-3256
 Fax: 407-382-3254
 www.fishkind.com

Balance Due \$910.52

Reimbursable by Dist? Y N

FISHKIND & ASSOCIATES, INC.
Expense Report

Account Code _____ Employee Name JENNIFER WALDEN

Travel to: SUNNY HILLS UNITS 12 TO 15 DEPENDENT DISTRICT

Purpose of trip/meeting: JUNE 2017 MEETING

	Date	Vendor/Notes	Company Cr.Card	Personal Exp.
Airfare		Attach itinerary and/or boarding pass.	-----	
Hotel				
Meals				
Meals				
Meals				
Car rental	<u>6/23/17</u>	<u>HERTZ</u>	<u>\$ 166.74</u>	
Parking	<u>6/23/17</u>	<u>AIRPORT</u>		<u>\$ 3.21</u>
Tolls				
Mileage		_____ miles @ \$.535/mile	-----	
Mileage		_____ miles @ \$.535/mile	-----	
Fuel	<u>6/23/17</u>	<u>EXXON</u>	<u>\$ 3.27</u>	
Other				
Other				
TOTALS			<u>\$ 70.01</u>	<u>\$ 3.21</u>

Attach receipt for all credit card charges.

Personal expenses will be reimbursed only if receipt is attached (exc. mileage).

Employee signature Jennifer L. Walden

For accounting use only:			
<input type="checkbox"/> Recorded in client file.			Batch
	Airfare		
	Auto-related		
	Lodging		
	Meals		

EXXON EXPRESS PAY

EXPRESS LANE #795
FG12137086001
13435 HWY 77
SOUTHPORT , FL
32409
06/23/2017 27462116
04:08:57 PM

XXXXXXXXXXXX4272
Visa
INVOICE 082913
AUTH 023092

PUMP# 4
Regular 1.4400
PRICE/GAL \$2.269

FUEL TOTAL \$ 3.27

CREDIT \$ 3.27

Customer-activated Purchase/Capture
Site #: 000000004779005
Shift Number 1
Sequence Number 02077
Suspended
APPROVED 023092



N.W. FL Beaches Intl Airport
Republic Parking
(850)636-8971

F/C #01 A Payment No.00040773
T/D #02 Ticket No.013742
Cashier ID #101 Dorothy
Entry Time 06/23/2017 (Fri) 12:00
Paid Time 06/23/2017 (Fri) 12:46
Parking Time 0:46
Parking Fee Rate B \$3.21

TAX(Included) \$0.21
TaxI 7.00 % \$0.21
Cash Amount \$3.21

Total \$3.21

Drive Safe
Have A wonderful Day

Hertz Rental Record# 523559654



JEN WALDEN

Vehicle: 2017 ELANTRA
License:FL EVQB68
Lot:
Rental Rate* 1 @ \$ 43.00 per day T \$ 43.00
*Includes Unlimited Miles
Additional Products
Frequent Flyer Surcharge T \$.00
Fuel Responsibility Starting Level (FULL 8/8)
You agree to replace fuel used or pay a refuelling charge of
\$ 9.99 per gallon OR \$.357 per mile driven.
Service Charges/Taxes
CONCESSION FEE RECOVERY 25.53 % T \$ 11.36
CFC & FL SRC T \$ 6.52
ENERGY SURCHARGE T \$ 1.49
Tax 7.000% On Est. Taxable Ttl \$ 62.37 \$ 4.37
ADJUSTMENTS

TOTAL ESTIMATED CHARGE \$ 66.74

Credit Card Authorization Amount \$ 267.00
Rented by The Hertz Corporation
Vehicle: 01489 / 2157329 LocNum: FLPAN16 / 0142416
Miles Out: 5426 Plan: 4469 Class: C
Rental Location: SHELTAIR AVIATION SERVIC
Rental Time: 06/23/17 at 11:52 AM
Return Location: SHELTAIR AVIATION SERVIC
Return Time: 06/24/17 at 11:30 AM

Rental Extensions/Changes 1-800-654-4174
Emergency Road Service 1-800-654-5060

For Explanation of Charges: WWW.HERTZ.COM/CHARGEEXPLAINED
This estimate assumes you will rent and return at the locations and times indicated, and that you will not exceed any mileage limitations.
Rental Rate subject to increase if You return Car more than 24 hours before or 24 hours after scheduled Return Time. Late returns may be subject to extra hour and/or extra day charges.
Charges indicated as **** will be calculated at return.
Taxable charges are preceded by a "T".
523559654

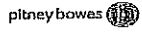
Copy Count

Account: Sunny Hills

Amount of Copies: 865

Total \$: 129.75

Month JUNE



Account Summary Report

Date Range: June 1, 2017 to June 30, 2017
Meter Group: All Meters
Meter 1W00 - 1376538 OLD at ORLANDO, FL
Meter 4W00 - 0347354 at ORLANDO, FL

Meter Details

Location	Meter Name	Serial Number	PhP Account Number
ORLANDO, FL	4W00 - 0347354	0347354	24978470
ORLANDO, FL	1W00 - 1376538 OLD	1376538	24978470

Account Summary

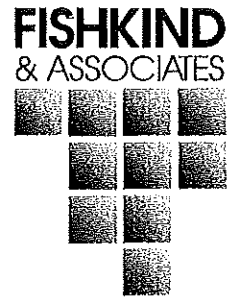
Account	Sub Account	Pieces	Total Charged
Sunny Hills		1	\$7.580
Grand Total:			\$7.580

SUNNY HILLS UNITS 12-15 DEPENDENT DISTRICT
12051 Corporate Boulevard, Orlando, FL 32817
(407) 382-3256

Funding Request FY17-12
8/22/2017

Item No.	Payee	Invoice Number	General Fund
1	Fishkind & Associates, Inc. DM and Website Fees - 2017.08	21173	\$ 708.02
2	Hopping Green & Sams Legal Services through 06.30.2017	95220	\$ 839.00
3	Washington County News Legal Ad - Request for Proposals	32985	\$ 145.00
TOTAL			\$ 1,692.02

Fishkind & Associates, Inc.
12051 Corporate Blvd.
Orlando, FL 32817



Invoice

Sunny Hills District Management
c/o Fishkind & Associates, Inc.
12051 Corporate Blvd
Orlando, FL 32817

Invoice #:	21173
8/15/2017	

File: SunnyHillsDM

Services:	Amount
District Management Fee: Aug 2017	625.00
Website Fee	75.00
Conference Calls	8.02

**Please include the invoice
number on your remittance
and submit to:
Fishkind & Associates, Inc.
12051 Corporate Blvd.
Orlando, FL 32817
Ph: 407-382-3256
Fax: 407-382-3254
www.fishkind.com**

Balance Due

\$708.02

MODERATOR 7637040 - Jennifer Walden

LOCATION Orlando, FL

BILLING REF# 1
BILLING REF# 4

BILLING REF# 2
BILLING REF# 3

CONF. NO	COST CENTER	CONF. DATE	CONF. TITLE / NAME / ANI	TIME	SERVICE	ACCESS TYPE	PERSONS	UNITS	RATE	CHARGE	TAX	CALL TOTAL
3590390		06/08/2017	8502227500	2:58PM - 3:38PM	GLOBALMEET@AUDIO	TOLL FREE	1	40	0.09/MIN	3.60	0.79	
		06/08/2017	4073823256	2:58PM - 3:37PM	GLOBALMEET@AUDIO	TOLL FREE	1	39	0.09/MIN	3.51	0.77	
		06/08/2017	4076444068	2:59PM - 3:02PM	GLOBALMEET@AUDIO	TOLL FREE	1	3	0.09/MIN	0.27	0.06	
		06/08/2017	4076444068	3:00PM - 3:37PM	GLOBALMEET@AUDIO	TOLL FREE	1	37	0.09/MIN	3.33	0.73	13.06
3590390		06/08/2017	8502227500	3:36PM - 4:46PM	GLOBALMEET@AUDIO	TOLL FREE	1	70	0.09/MIN	6.30	1.39	
		06/08/2017	4076444068	3:37PM - 5:09PM	GLOBALMEET@AUDIO	TOLL FREE	1	92	0.09/MIN	8.28	1.83	

CONF. NO	COST CENTER	CONF. DATE	CONF. TITLE / NAME / ANI	TIME	SERVICE	ACCESS TYPE	PERSONS	UNITS	RATE	CHARGE	TAX	CALL TOTAL				
3590390		06/08/2017	8502227500	4:43PM - 5:09PM	GLOBALMEET@AUDIO	TOLL FREE	1	26	0.09/MIN	2.34	0.51	20.65				
		06/20/2017	8502227500	2:48PM - 4:57PM	GLOBALMEET@AUDIO	TOLL FREE	1	129	0.09/MIN	11.61	2.56					
		06/20/2017	4073138281	2:54PM - 4:57PM	GLOBALMEET@AUDIO	TOLL FREE	1	123	0.09/MIN	11.07	2.44					
		06/20/2017	4074544403	4:26PM - 4:54PM	GLOBALMEET@AUDIO	TOLL FREE	1	28	0.09/MIN	2.52	0.56					
		06/20/2017	4074544403	4:52PM - 4:57PM	GLOBALMEET@AUDIO	TOLL FREE	1	5	0.09/MIN	0.45	0.10	31.31				
3590390		06/21/2017	2392614455	12:44PM - 1:37PM	GLOBALMEET@AUDIO	TOLL FREE	1	53	0.09/MIN	4.77	1.05					
		06/21/2017	4073823256	12:56PM - 1:37PM	GLOBALMEET@AUDIO	TOLL FREE	1	41	0.09/MIN	3.69	0.82	10.33				
		06/23/2017	8502227500	2:25PM - 2:50PM	GLOBALMEET@AUDIO	TOLL FREE	1	25	0.09/MIN	2.25	0.50					
		06/23/2017	4072565503	2:27PM - 2:52PM	GLOBALMEET@AUDIO	TOLL FREE	1	25	0.09/MIN	2.25	0.50					
		06/23/2017	4074327441	2:29PM - 2:52PM	GLOBALMEET@AUDIO	TOLL FREE	1	23	0.09/MIN	2.07	0.45	3.02				
		06/30/2017		7:59PM	IMET PLUS - MONTHLY	TOLL FREE	1	1	29.00/EACH	29.00	0.00	29.00				
TOTAL PRE-TAX										97.31	TOTAL STATE TAX/OTHER		0.00	TOTAL MODERATOR CHARGES		USD\$112.37

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

===== STATEMENT =====

July 31, 2017

Sunny Hills Unit 12-15 Depend
Fishkind & Associates, Inc
12051 Corporate Blvd.
Orlando, FL 32817

Bill Number 95220
Billed through 06/30/2017

General Counsel

SUNHLS 00001 TFM

FOR PROFESSIONAL SERVICES RENDERED

06/01/17	TFM	Prepare FY 2018 budget documents.	0.10 hrs
06/05/17	SRS	Draft budget documents.	0.80 hrs
06/05/17	DGW	Draft annual budget documents.	1.00 hrs
06/06/17	DGW	Disseminate annual budget documents.	0.10 hrs
06/16/17	TFM	Confer with MacLaren regarding public records request and review same.	0.60 hrs
06/23/17	TFM	Prepare for and attend board meeting by phone; follow-up from meeting.	1.30 hrs
06/26/17	TFM	Follow-up from meeting.	0.20 hrs
06/28/17	SSW	Research implementation of Senate Bill 80 amending public records law; prepare memorandum regarding same.	0.10 hrs
Total fees for this matter			\$839.00

MATTER SUMMARY

Wilbourn, David - Paralegal	1.10 hrs	125 /hr	\$137.50
Sandy, Sarah R.	0.80 hrs	205 /hr	\$164.00
Warren, Sarah S.	0.10 hrs	205 /hr	\$20.50
Mackie, A.Tucker Frazee	2.20 hrs	235 /hr	\$517.00
TOTAL FEES			\$839.00

TOTAL CHARGES FOR THIS MATTER

\$839.00

BILLING SUMMARY

Wilbourn, David - Paralegal	1.10 hrs	125 /hr	\$137.50
Sandy, Sarah R.	0.80 hrs	205 /hr	\$164.00

Warren, Sarah S.	0.10 hrs	205 /hr	\$20.50
Mackie, A.Tucker Frazee	2.20 hrs	235 /hr	\$517.00

TOTAL FEES \$839.00

TOTAL CHARGES FOR THIS BILL \$839.00

Please include the bill number on your check.

Hopping Green & Sams

Attorneys and Counselors

August 2, 2017

Sunny Hills Unit 12-15 Dependent District
c/o Fishkind & Associates, Inc.
12051 Corporate Blvd.
Orlando, Florida 32817

**Re: Sunny Hills Units 12-15 Dependent District
SUNHLS/001 – Bill Number 95220 – General Counsel**

Dear District Manager:

Enclosed please find our billing statement for services rendered and expenses incurred on behalf of Sunny Hills Unit 12-15 Dependent District through the month of June 2017.

If you have any questions, please feel free to call.

Sincerely,



Tucker F. Mackie

TFM/kgH

Enclosure

Lisa -
Please pay

INVOICE

1364 N. Railroad Ave.
P.O. Box 627
Chipley, FL 32428
(850) 638-0212

112 E. Virginia Ave.
P.O. Box 67
Bonifay, FL 32425
(850) 547-9414

Washington County News
Holmes County Times-Advertiser

32985

SOLD TO

Sunny Hills units 12-15

DATE 7/27/17

CUSTOMER ID	CUSTOMER P.O.	SALES REP ID
5306902		

DESCRIPTION	AMOUNT
Request for Proposals	
TAX	
SUB TOTAL	
DEPOSIT	
TOTAL	\$145

Received by

Run Date
August 2, 2017

WASHINGTON COUNTY NEWS • HOLMES COUNTY TIMES-ADVERTISER • WEEKLY ADVERTISER

SUNNY HILLS UNITS 12-15 DEPENDENT DISTRICT

12051 Corporate Boulevard, Orlando, FL 32817

(407) 382-3256

Funding Request FY17-13

8/31/2017

PLEASE RUSH

Item No.	Payee	Invoice Number	General Fund
1	Egis Insurance Advisors, LLC Renewal - Public Officials and Employment Practices Liability	5994	\$ 2,995.00
TOTAL			\$ 2,995.00

INVOICE



Sunny Hills Units 12-15 Dependent District
 c/o Fishkind & Associates, Inc.
 12051 Corporate Blvd
 Orlando, FL 32817

Customer	Sunny Hills Units 12-15 Dependent District 188
Date	08/28/2017
Customer Service	Kristina Rudez
Page	1 of 1

Payment Information	
Invoice Summary	2,995.00
Payment Amount	
Payment for:	Invoice#5994
100117129	

Thank You

Please detach and return with payment



Customer: Sunny Hills Units 12-15 Dependent District

Invoice	Effective	Transaction	Description	Amount
5994	10/01/2017	Renew policy	Policy #100117129 10/01/2017-10/01/2018 Florida Insurance Alliance POL & EPLI - Renew policy Due Date: 9/27/2017	2,995.00
Total				2,995.00

Thank You

*FOR PAYMENTS SENT OVERNIGHT:
 Egis Insurance Advisors LLC, Fifth Third Wholesale Lockbox, Lockbox #234021, 4900 W. 95th St Oaklawn, IL 60453*

Remit Payment To: Egis Insurance Advisors, LLC Lockbox 234021 PO Box 84021 Chicago, IL 60689-4002	(321)320-7665	Date
	cbilner@egisadvisors.com	08/28/2017



PREMIUM SUMMARY

Sunny Hills Units 12-15 Dependent District
c/o Fishkind & Associates, Inc.
12051 Corporate Blvd
Orlando, FL 32817

Term: October 1, 2017 to October 1, 2018

Quote Number: 100117129

PREMIUM BREAKDOWN

Property (Including Scheduled Inland Marine)	Not Included
Crime	Not Included
Automobile Liability	Not Included
Hired Non-Owned Auto	Not Included
Auto Physical Damage	Not Included
General Liability	Not Included
Public Officials and Employment Practices Liability	\$2,995
TOTAL PREMIUM DUE	\$2,995

IMPORTANT NOTE

Defense Cost - Outside of Limit, Does Not Erode the Limit for General Liability, Public Officials Liability, and Employment related Practices Liability.

Deductible does not apply to defense cost. Self-Insured Retention does apply to defense cost.

Additional Notes:

(None)

SUNNY HILLS UNITS 12-15 DEPENDENT DISTRICT
12051 Corporate Boulevard, Orlando, FL 32817
(407) 382-3256

Funding Request FY18-1
10/31/2017

Item No.	Payee	Invoice Number	General Fund
1	Fishkind & Associates, Inc. DM and Website Fees - 2017.10 Postage - 2017.09	21521 21521	\$ 700.00 \$ 0.92
2	Department of Economic Opportunity FY2017/2018 District Fees	70868	\$ 175.00
3	Gatehouse Media/WCN Legal Ad - 10.25.17	5306902-1017	\$ 351.04
TOTAL			\$ 1,226.96

Fishkind & Associates, Inc.
 12051 Corporate Blvd.
 Orlando, FL 32817



Sunny Hills District Management
 c/o Fishkind & Associates, Inc.
 12051 Corporate Blvd
 Orlando, FL 32817

Invoice

Invoice #:	21521
10/17/2017	

File: SunnyHillsDM

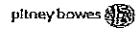
Services:	Amount
District Management Fee: Oct 2017	625.00
Website Fee	75.00
Postage	0.92
<i>001-051-3000-31-02</i>	828.33
<i>49-11</i>	
<i>42-01</i>	

Gym
9.30.17
10.20.17
FR. F418-1

Please include the invoice number on your remittance and submit to:
Fishkind & Associates, Inc.
 12051 Corporate Blvd.
 Orlando, FL 32817
 Ph: 407-382-3256
 Fax: 407-382-3254
 www.fishkind.com

Balance Due

~~\$900.25~~
 700.92



Account Summary Report

Date Range: Sept 1, 2017 to Sept 30, 2017
Meter Group: All Meters
Meter 1W00 - 1376538 OLD at ORLANDO, FL
Meter 4W00 - 0347354 at ORLANDO, FL

Meter Details

Location	Meter Name	Serial Number	PBP Account Number
ORLANDO, FL	4W00 - 0347354	0347354	24978470
ORLANDO, FL	1W00 - 1376538 OLD	1376538	24978470

Account Summary

Account	Sub Account	Pieces	Total Charged
Sunny Hills		2	\$0.920
	Grand Total		\$0.920

Florida Department of Economic Opportunity, Special District Accountability Program
FY 2017/2018 Special District Fee Invoice and Update Form
 Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Invoice No.: 70868			Date Invoiced: 10/02/2017
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/04/2017: \$175.00

STEP 1: Review the following information, make changes directly on the form, and sign and date:

1. Special District's Name, Registered Agent's Name, and Registered Office Address:



Sunny Hills Units 12-15 Dependent District
 Ms. Tucker Mackie
 Hopping Green & Sams, P.A.
 119 South Monroe Street, Suite 300
 Tallahassee, FL 32301

- 2. Telephone: (850) 222-7500
- 3. Fax: (850) 224-8551
- 4. Email: TuckerM@hgslaw.com
- 5. Status: Dependent
- 6. Governing Body: Elected
- 7. Website Address: sunnyhillsunits12to15dd.com
- 8. County(ies): Washington
- 9. Function(s): Municipal-Type Services and Improvements
- 10. Boundary Map on File: 01/02/2007
- 11. Creation Document on File: 11/03/2006
- 12. Date Established: 08/14/2006
- 13. Creation Method: Local Ordinance
- 14. Local Governing Authority: Washington County
- 15. Creation Document(s): County Ordinances 2006-12 and 2009-5
- 16. Statutory Authority: Section 189.02, Florida Statutes
- 17. Authority to Issue Bonds: Yes
- 18. Revenue Source(s): Other
- 19. Most Recent Update: 10/06/2016

I do hereby certify that the information above (changes noted if necessary) is accurate and complete as of this date.

Registered Agent's Signature: *Tucker Mackie* Date 10/6/17

STEP 2: Pay the annual fee or certify eligibility for the zero fee:

- a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at www.Floridajobs.org/SpecialDistrictFee or by check payable to the Department of Economic Opportunity.
- b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **ALL** of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.
 - 1. ___ This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
 - 2. ___ This special district is in compliance with the reporting requirements of the Department of Financial Services.
 - 3. ___ This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2015/2016 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

Department Use Only: Approved: _____ Denied: _____ Reason: _____

STEP 3: Make a copy of this form for your records.

STEP 4: Mail this form and payment (if paying by check) to the Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124. Direct any questions to (850) 717-8430.

Rick Scott
GOVERNOR



Cissy Proctor
EXECUTIVE DIRECTOR

FLORIDA DEPARTMENT OF
ECONOMIC OPPORTUNITY

To: All Special District Registered Agents
From: Jack Gaskins Jr., Special District Accountability Program
Date: October 2, 2017
Subject: Fiscal Year 2017/2018 Annual Special District Fee and Update
Post-Marked Due Date is December 4, 2017

This memo contains the instructions for complying with the annual fee and update requirement using the enclosed combined *Fiscal Year 2017/2018 Annual Special District Fee Invoice and Update Form* (the "form"). To avoid a \$25 late fee, the payment must be post-marked or paid online by **December 4, 2017**.

The Purpose of the Annual Fee

Chapter 189, Florida Statutes (the Uniform Special District Accountability Act), requires the Florida Department of Economic Opportunity's Special District Accountability Program (the "Program"), to perform a number of duties and responsibilities as they relate to special districts. The Legislature does not appropriate general revenue to pay the costs involved. Instead, section 189.018, Florida Statutes, requires the Program to collect an annual fee from each special district. The annual fee remains at \$175 per special district, unless the special district certifies that it is eligible for a zero fee. For more information about the Program and the annual fee, see www.FloridaJobs.org/SpecialDistricts.

The Purpose of Reviewing and Updating the Special District's Profile

One of the Program's responsibilities is to continuously maintain specific information about each special district and make it publically available through the *Official List of Special Districts Online* (www.FloridaJobs.org/OfficialList). More than 685 state and local agencies use this list to coordinate activities with special districts, classify and compile financial information and monitor Florida's 1,685-plus active special districts. Therefore, it is important for each registered agent to annually review the special district's profile to determine if anything needs to be corrected or updated.

Reminders

Each newly created special district must have an official website by the end of the first full fiscal year after its creation. All other special districts should already be maintaining a website. If your special district's official website address is not listed on the enclosed form, please provide it. For more information about website requirements, please visit www.FloridaJobs.org/SDWebsites#Req.

The *Florida Special District Handbook Online* (www.FloridaJobs.org/SpecialDistrictHandbook) covers general operating procedures, such as reporting requirements, for all types of special districts. The Program encourages each special district to review this handbook regularly to help ensure compliance with state accountability standards.

CUMA
10/20/17
001-051-2000 - 54-1
FR 11/18-1

(TURN OVER FOR INSTRUCTIONS)

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399
850.245.7105 | www.floridajobs.org
www.twitter.com/FLDEO | www.facebook.com/FLDEO

An equal opportunity employer/program. Auxiliary aids and service are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711.



Gatehouse Media
 Northwest Florida
 Tax ID 47-2464860
 TEL: (866) 470-7133
 FAX: (863) 802-7825

Advertising Invoice

INVOICE DATE	INVOICE NO.
10/29/2017	5306902-1017

Location ID WCN Balance Due \$351.04

7 - 12

SUNNY HILLS UNITS 12-15
 ATTN: AMANDA LANE
 12051 CORPORATE BLVD
 ORLANDO FL 32817-1450

REMIT TO: Gatehouse Media,
 Northwest Florida
 P.O. Box 102801
 Atlanta, GA 30368-2801



100530690200000351046

TO ASSURE PROPER CREDIT - PLEASE RETURN TOP PORTION WITH REMITTANCE - ENTER ACCOUNT NUMBER ON YOUR CHECK

ACCOUNT NUMBER	CURRENT	PAST DUE 31-60 DAYS	PAST DUE 61-90 DAYS	PAST DUE 91-OVER
5306902	\$342.50	\$0.00	\$8.54	\$0.00

DATE	REF #	DESCRIPTION	UNITS	RATE	AMOUNT
09/25/17	AGING	* Balance Forward *			8.54
10/25/17	34823908	4110-WCN Legal Line 10-3417 NOTICE OF LANDOWNERS'	330.00		340.00
10/29/17	10964556	9999-NH FINANCE CHARGES			2.50

Important! Please make note of our NEW payment Remittance address. To ensure prompt posting of your payment, it is important that you use this NEW address.

PREVIOUS BALANCE	NEW CHARGES	CREDITS	BALANCE DUE
\$8.54	\$342.50	\$0.00	\$351.04

Questions regarding this invoice should call:

Tel: (866) 470-7133
 Fax: (863) 802-7825



INVOICE

Washington County News
Holmes County Times-Advertiser

1364 N. Railroad Ave.
P.O. Box 627
Chipley, FL 32428
(850) 638-0212

112 E. Virginia Ave.
P.O. Box 67
Bonifay, FL 32425
(850) 547-9414

29175

SOLE TO

Sunny Hills Units 12-15 Dependent District

DATE 10-12-17

CUSTOMER ID CUSTOMER P.O. SALES REP ID

5306902

DESCRIPTION AMOUNT

Notice of Landowner's Meeting
Runs Oct 18 + 25, 2017

TAX

SUB TOTAL

DEPOSIT

TOTAL

340.00

Received by

WASHINGTON COUNTY NEWS • HOLMES COUNTY TIMES-ADVERTISER • WEEKLY ADVERTISER

anna

10-25-17

001-051-3000-48-01

FR FULL-1

SUNNY HILLS UNITS 12-15 DEPENDENT DISTRICT

12051 Corporate Boulevard, Orlando, FL 32817

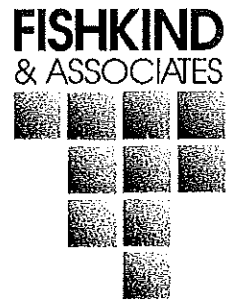
(407) 382-3256

Funding Request FY17-14

9/27/2017

Item No.	Payee	Invoice Number	General Fund
1	Fishkind & Associates, Inc. DM and Website Fees - 2017.09	21341	\$ 700.00
TOTAL			\$ 700.00

Fishkind & Associates, Inc.
12051 Corporate Blvd.
Orlando, FL 32817



Invoice

Invoice #:	21341
9/18/2017	

Sunny Hills District Management
c/o Fishkind & Associates, Inc.
12051 Corporate Blvd
Orlando, FL 32817

File: SunnyHillsDM

Services:	Amount
District Management Fee: Sept 2017	625.00
Website Fee	75.00

**Please include the invoice
number on your remittance
and submit to:**

**Fishkind & Associates, Inc.
12051 Corporate Blvd.
Orlando, FL 32817
Ph: 407-382-3256
Fax: 407-382-3254
www.fishkind.com**

Balance Due

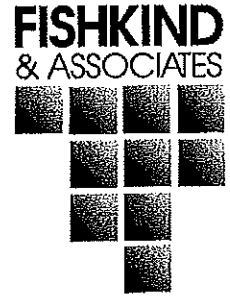
\$700.00

SUNNY HILLS UNITS 12-15 DEPENDENT DISTRICT
12051 Corporate Boulevard, Orlando, FL 32817
(407) 382-3256

Funding Request FY18-1
10/31/2017

Item No.	Payee	Invoice Number	General Fund
1	Fishkind & Associates, Inc. DM and Website Fees - 2017.10 Postage - 2017.09	21521 21521	\$ 700.00 \$ 0.92
2	Department of Economic Opportunity FY2017/2018 District Fees	70868	\$ 175.00
3	Gatehouse Media/WCN Legal Ad - 10.25.17	5306902-1017	\$ 351.04
TOTAL			\$ 1,226.96

Fishkind & Associates, Inc.
 12051 Corporate Blvd.
 Orlando, FL 32817



Invoice

Sunny Hills District Management
 c/o Fishkind & Associates, Inc.
 12051 Corporate Blvd
 Orlando, FL 32817

Invoice #:	21521
10/17/2017	

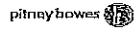
File: SunnyHillsDM

Services:	Amount
District Management Fee: Oct 2017	625.00
Website Fee	75.00
Postage	0.92
<i>Handwritten:</i> 001-051-3000 - 31-02	828.33
<i>Handwritten:</i> 49-11	
<i>Handwritten:</i> 42-01	
<i>Handwritten:</i> Gym	
<i>Handwritten:</i> 9.20.17	
<i>Handwritten:</i> 10.20.17	
<i>Handwritten:</i> FR F418-1	

Please include the invoice number on your remittance and submit to:
Fishkind & Associates, Inc.
 12051 Corporate Blvd.
 Orlando, FL 32817
 Ph: 407-382-3256
 Fax: 407-382-3254
 www.fishkind.com

Balance Due

~~\$900.25~~
 700.92



Account Summary Report

Date Range: Sept 1, 2017 to Sept 30, 2017
Meter Group: All Meters
Meter 1W00 - 1376538 OLD at ORLANDO, FL
Meter 4W00 - 0347354 at ORLANDO, FL

Meter Details

Location	Meter Name	Serial Number	Pub/Account Number
ORLANDO, FL	4W00 - 0347354	0347354	24978470
ORLANDO, FL	1W00 - 1376538 OLD	1376538	24978470

Account Summary

Account	Sub Account	Pieces	Total Charged
Sunny Hills		2	\$0.920
	Grand Total		\$0.920

Florida Department of Economic Opportunity, Special District Accountability Program
FY 2017/2018 Special District Fee Invoice and Update Form
 Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Invoice No.: 70868			Date Invoiced: 10/02/2017
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/04/2017: \$175.00

STEP 1: Review the following information, make changes directly on the form, and sign and date:

1. Special District's Name, Registered Agent's Name, and Registered Office Address:



Sunny Hills Units 12-15 Dependent District
 Ms. Tucker Mackie
 Hopping Green & Sams, P.A.
 119 South Monroe Street, Suite 300
 Tallahassee, FL 32301

- 2. Telephone: (850) 222-7500
- 3. Fax: (850) 224-8551
- 4. Email: TuckerM@hgslaw.com
- 5. Status: Dependent
- 6. Governing Body: Elected
- 7. Website Address: sunnyhillsunits12to15dd.com
- 8. County(ies): Washington
- 9. Function(s): Municipal-Type Services and Improvements
- 10. Boundary Map on File: 01/02/2007
- 11. Creation Document on File: 11/03/2006
- 12. Date Established: 08/14/2006
- 13. Creation Method: Local Ordinance
- 14. Local Governing Authority: Washington County
- 15. Creation Document(s): County Ordinances 2006-12 and 2009-5
- 16. Statutory Authority: Section 189.02, Florida Statutes
- 17. Authority to Issue Bonds: Yes
- 18. Revenue Source(s): Other
- 19. Most Recent Update: 10/06/2016

I do hereby certify that the information above (changes noted if necessary) is accurate and complete as of this date.

Registered Agent's Signature: *Tucker Mackie* Date 10/6/17

STEP 2: Pay the annual fee or certify eligibility for the zero fee:

- a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at www.Floridajobs.org/SpecialDistrictFee or by check payable to the Department of Economic Opportunity.
- b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **ALL** of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.
 - 1. This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
 - 2. This special district is in compliance with the reporting requirements of the Department of Financial Services.
 - 3. This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2015/2016 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

Department Use Only: Approved: _____ Denied: _____ Reason: _____

STEP 3: Make a copy of this form for your records.

STEP 4: Mail this form and payment (if paying by check) to the Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124. Direct any questions to (850) 717-8430.

Rick Scott
GOVERNOR



Cissy Proctor
EXECUTIVE DIRECTOR

FLORIDA DEPARTMENT of
ECONOMIC OPPORTUNITY

To: All Special District Registered Agents

From: Jack Gaskins Jr., Special District Accountability Program

Date: October 2, 2017

Subject: Fiscal Year 2017/2018 Annual Special District Fee and Update
Post-Marked Due Date is December 4, 2017

This memo contains the instructions for complying with the annual fee and update requirement using the enclosed combined *Fiscal Year 2017/2018 Annual Special District Fee Invoice and Update Form* (the "form"). To avoid a \$25 late fee, the payment must be post-marked or paid online by **December 4, 2017**.

The Purpose of the Annual Fee

Chapter 189, Florida Statutes (the Uniform Special District Accountability Act), requires the Florida Department of Economic Opportunity's Special District Accountability Program (the "Program"), to perform a number of duties and responsibilities as they relate to special districts. The Legislature does not appropriate general revenue to pay the costs involved. Instead, section 189.018, Florida Statutes, requires the Program to collect an annual fee from each special district. The annual fee remains at \$175 per special district, unless the special district certifies that it is eligible for a zero fee. For more information about the Program and the annual fee, see www.FloridaJobs.org/SpecialDistricts.

The Purpose of Reviewing and Updating the Special District's Profile

One of the Program's responsibilities is to continuously maintain specific information about each special district and make it publically available through the *Official List of Special Districts Online* (www.FloridaJobs.org/OfficialList). More than 685 state and local agencies use this list to coordinate activities with special districts, classify and compile financial information and monitor Florida's 1,685-plus active special districts. Therefore, it is important for each registered agent to annually review the special district's profile to determine if anything needs to be corrected or updated.

Reminders

Each newly created special district must have an official website by the end of the first full fiscal year after its creation. All other special districts should already be maintaining a website. If your special district's official website address is not listed on the enclosed form, please provide it. For more information about website requirements, please visit www.FloridaJobs.org/SDWebsites#Req.

The *Florida Special District Handbook Online* (www.FloridaJobs.org/SpecialDistrictHandbook) covers general operating procedures, such as reporting requirements, for all types of special districts. The Program encourages each special district to review this handbook regularly to help ensure compliance with state accountability standards.

Cuma
10.20.17
801-051-2000 - 54-01
FR FY18-1

(TURN OVER FOR INSTRUCTIONS)

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399
850.245.7105 | www.floridajobs.org
[www.twitter.com/FLDEO](https://twitter.com/FLDEO) | www.facebook.com/FLDEO

An equal opportunity employer/program. Auxiliary aids and service are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711.



Gatehouse Media
 Northwest Florida
 Tax ID 47-2464860
 TEL: (866) 470-7133
 FAX: (863) 802-7825

Advertising Invoice

INVOICE DATE	INVOICE NO.
10/29/2017	5306902-1017

Location ID WCN Balance Due \$351.04

7 - 12

SUNNY HILLS UNITS 12-15
 ATTN: AMANDA LANE
 12051 CORPORATE BLVD
 ORLANDO FL 32817-1450



REMIT TO: Gatehouse Media,
 Northwest Florida
 P.O. Box 102801
 Atlanta, GA 30368-2801

100530690200000351046

TO ASSURE PROPER CREDIT - PLEASE RETURN TOP PORTION WITH REMITTANCE - ENTER ACCOUNT NUMBER ON YOUR CHECK

ACCOUNT NUMBER	CURRENT	PAST DUE 31-60 DAYS	PAST DUE 61-90 DAYS	PAST DUE 91-OVER
5306902	\$342.50	\$0.00	\$8.54	\$0.00

DATE	REF #	DESCRIPTION	UNITS	RATE	AMOUNT
09/25/17	AGING	* Balance Forward *			8.54
10/25/17	34823908	4110-WCN Legal Line 10-3417 NOTICE OF LANDOWNERS'	330.00		340.00
10/29/17	10964556	9999-NH FINANCE CHARGES			2.50

Important! Please make note of our NEW payment Remittance address. To ensure prompt posting of your payment, it is important that you use this NEW address.

PREVIOUS BALANCE	NEW CHARGES	CREDITS	BALANCE DUE
\$8.54	(\$342.50)	\$0.00	\$351.04

Questions regarding this invoice should call:

Tel: (866) 470-7133

Fax: (863) 802-7825



INVOICE

Washington County News
Holmes County Times-Advertiser

1364 N. Railroad Ave.
P.O. Box 627
Chipley, FL 32428
(850) 638-0212

112 E. Virginia Ave.
P.O. Box 67
Bonifay, FL 32425
(850) 547-9414

29175

SOLD TO

Sunny Hills Units 12-15 Dependent District

DATE 10-12-17

CUSTOMER ID CUSTOMER PO SALES REP ID

5306902

DESCRIPTION AMOUNT

Notice of Landowner's Meeting
Runs Oct 18 + 25, 2017

TAX

SUB TOTAL

DEPOSIT

TOTAL

340.00

Received by

WASHINGTON COUNTY NEWS • HOLMES COUNTY TIMES-ADVERTISER • WEEKLY ADVERTISER

anna

10-25-17

001-051-3000-48-01

FR Full-1

SUNNY HILLS UNITS 12-15 DEPENDENT DISTRICT

12051 Corporate Boulevard, Orlando, FL 32817

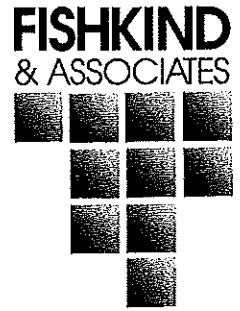
(407) 382-3256

Funding Request FY18-2

11/29/2017

Item No.	Payee	Invoice Number	General Fund
1	Fishkind & Associates, Inc. DM and Website Fees - 2017.11	21698	\$ 700.00
TOTAL			\$ 700.00

Fishkind & Associates, Inc.
12051 Corporate Blvd.
Orlando, FL 32817



Invoice

Invoice #:	21698
11/16/2017	

Sunny Hills District Management
c/o Fishkind & Associates, Inc.
12051 Corporate Blvd
Orlando, FL 32817

File: SunnyHillsDM

Services:	Amount
District Management Fee: Nov 2017	625.00
Website Fee	75.00

**Please include the invoice
number on your remittance
and submit to:**

**Fishkind & Associates, Inc.
12051 Corporate Blvd.
Orlando, FL 32817
Ph: 407-382-3256
Fax: 407-382-3254
www.fishkind.com**

Balance Due

\$700.00

SUNNY HILLS UNITS 12-15 DEPENDENT DISTRICT

12051 Corporate Boulevard, Orlando, FL 32817

(407) 382-3256

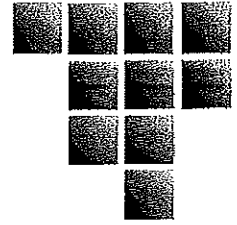
Funding Request FY18-3

12/21/2017

Item No.	Payee	Invoice Number	General Fund
1	Fishkind & Associates, Inc. DM and Website Fees - 2017.12	21889	\$ 783.88
		TOTAL	\$ 783.88

Fishkind & Associates, Inc.
 12051 Corporate Blvd.
 Orlando, FL 32817

FISHKIND
 & ASSOCIATES



Invoice

Invoice #:	21889
12/15/2017	

Sunny Hills District Management
 c/o Fishkind & Associates, Inc.
 12051 Corporate Blvd
 Orlando, FL 32817

File: SunnyHillsDM

Services:	Amount
District Management Fee: Dec 2017	625.00
Website Fee	75.00
Copies	82.50
Postage	1.38

@01-051-3000-31-02
 49-11
 47-01
 42-01

**Please include the invoice
 number on your remittance
 and submit to:**

Fishkind & Associates, Inc.
 12051 Corporate Blvd.
 Orlando, FL 32817
 Ph: 407-382-3256
 Fax: 407-382-3254
 www.fishkind.com

Balance Due

\$783.88

Copy Count

Account: Sunny Hills

Amount of Copies: 550

Total \$: 82.50

Month: November

Account Summary Report

Date Range: Nov 1, 2017 to Nov 30th, 2017

Meter Group: All Meters

Meter 1W00 - 1376538 OLD at ORLANDO, FL

Meter 4W00 - 0347354 at ORLANDO, FL

Meter Details

Location	Meter Name	Serial Number	PbP Account Number
ORLANDO, FL	4W00 - 0347354	0347354	24978470
ORLANDO, FL	1W00 - 1376538 OLD	1376538	24978470

Account Summary

Account	Sub Account	Pieces	Total Charged
Sunny Hills			\$1.380
	Grand Total		\$1.380

SUNNY HILLS UNITS 12-15 DEPENDENT DISTRICT

12051 Corporate Boulevard, Orlando, FL 32817

(407) 382-3256

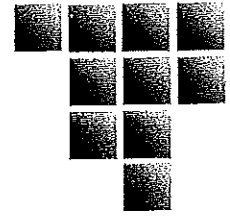
Funding Request FY18-4

1/26/2018

Item No.	Payee	Invoice Number	General Fund
1	Fishkind & Associates, Inc. DM Fees & Reimb. - 2018.01	22045	\$ 700.46
2	Hopping Green & Sams Legal Services thru 10.31.2017	97228	\$ 138.00
	Legal Services thru 11.30.2017	97887	\$ 557.50
3	Gatehouse Media/WCN Legal Ad - 12.06.17	5306902-1217	\$ 339.50
		TOTAL	\$ 1,735.46

Fishkind & Associates, Inc.
12051 Corporate Blvd.
Orlando, FL 32817

FISHKIND
& ASSOCIATES



Invoice

Invoice #:	22045
1/15/2018	

Sunny Hills District Management
c/o Fishkind & Associates, Inc.
12051 Corporate Blvd
Orlando, FL 32817

File: SunnyHillsDM

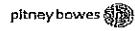
Services:	Amount
District Management Fee: Jan 2018	625.00
Website Fee	75.00
Postage	0.46

**Please include the invoice
number on your remittance
and submit to:**

**Fishkind & Associates, Inc.
12051 Corporate Blvd.
Orlando, FL 32817
Ph: 407-382-3256
Fax: 407-382-3254
www.fishkind.com**

Balance Due

\$700.46



Account Summary Report

Date Range: Dec 1, 2017 to Dec 31st, 2017
Meter Group: All Meters
Meter 1W00 - 1376538 OLD at ORLANDO, FL
Meter 4W00 - 0347354 at ORLANDO, FL

Meter Details

Location	Meter Name	Serial Number	PhP Account Number
ORLANDO, FL	4W00 - 0347354	0347354	24978470
ORLANDO, FL	1W00 - 1376538 OLD	1376538	24978470

Account Summary

Account	Sub Account	Pieces	Total Charged
Sunny Hills		1	\$0.460
Grand Total			\$0.460

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

===== STATEMENT =====

November 30, 2017

Sunny Hills Unit 12-15 Depend
Fishkind & Associates, Inc
12051 Corporate Blvd.
Orlando, FL 32817

Bill Number 97228
Billed through 10/31/2017

General Counsel

SUNHLS 00001 TFM

FOR PROFESSIONAL SERVICES RENDERED

07/31/17	JBC	Analyze records retention rules update; prepare memorandum regarding same.	0.10 hrs
10/13/17	TFM	Confer with Walden; review meeting advertisement.	0.50 hrs
Total fees for this matter			\$138.00

MATTER SUMMARY

Cooksey, Jennings B.	0.10 hrs	205 /hr	\$20.50
Mackie, A.Tucker Frazee	0.50 hrs	235 /hr	\$117.50
TOTAL FEES			\$138.00

TOTAL CHARGES FOR THIS MATTER

\$138.00

BILLING SUMMARY

Cooksey, Jennings B.	0.10 hrs	205 /hr	\$20.50
Mackie, A.Tucker Frazee	0.50 hrs	235 /hr	\$117.50
TOTAL FEES			\$138.00

TOTAL CHARGES FOR THIS BILL

\$138.00

Please include the bill number on your check.

Hopping Green & Sams

Attorneys and Counselors

December 4, 2017

Sunny Hills Unit 12-15 Dependent District
c/o Fishkind & Associates, Inc.
12051 Corporate Blvd.
Orlando, Florida 32817

**Re: Sunny Hills Units 12-15 Dependent District
SUNHLS/001 – Bill Number 97228 – General Counsel**

Dear District Manager:

Enclosed please find our billing statement for services rendered and expenses incurred on behalf of Sunny Hills Unit 12-15 Dependent District through the month of October 2017.

If you have any questions, please feel free to call.

Sincerely,



Tucker F. Mackie

TFM/ugh

Enclosure

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

===== STATEMENT =====

December 29, 2017

Sunny Hills Unit 12-15 Depend
Fishkind & Associates, Inc
12051 Corporate Blvd.
Orlando, FL 32817

Bill Number 97887
Billed through 11/30/2017

General Counsel

SUNHLS 00001 TFM

FOR PROFESSIONAL SERVICES RENDERED

11/09/17	TFM	Review meeting minutes and agenda and confer with Walden regarding same; confer with Wilbourn regarding landowner election documents.	1.00 hrs
11/09/17	DGW	Draft and disseminate landowner election documents.	0.70 hrs
11/17/17	TFM	Confer with Kaufmann.	0.30 hrs
11/20/17	TFM	Confer with Blyseth; review correspondence received from Attorney General regarding MSBU, research same and respond accordingly.	0.70 hrs
Total fees for this matter			\$557.50

MATTER SUMMARY

Wilbourn, David - Paralegal	0.70 hrs	125 /hr	\$87.50
Mackie, A.Tucker Frazee	2.00 hrs	235 /hr	\$470.00

TOTAL FEES \$557.50

TOTAL CHARGES FOR THIS MATTER \$557.50

BILLING SUMMARY

Wilbourn, David - Paralegal	0.70 hrs	125 /hr	\$87.50
Mackie, A.Tucker Frazee	2.00 hrs	235 /hr	\$470.00

TOTAL FEES \$557.50

TOTAL CHARGES FOR THIS BILL \$557.50

Please include the bill number on your check.

Hopping Green & Sams

Attorneys and Counselors

January 5, 2018

Sunny Hills Unit 12-15 Dependent District
c/o Fishkind & Associates, Inc.
12051 Corporate Blvd.
Orlando, Florida 32817

**Re: Sunny Hills Units 12-15 Dependent District
SUNHLS/001 – Bill Number 97887 – General Counsel**

Dear District Manager:

Enclosed please find our billing statement for services rendered and expenses incurred on behalf of Sunny Hills Unit 12-15 Dependent District through the month of November 2017.

If you have any questions, please feel free to call.

Sincerely,



Tucker F. Mackie

TFM/kgH

Enclosure



Gatehouse Media
 Northwest Florida
 Tax ID 47-2464860
 TEL: (866) 470-7133
 FAX: (863) 802-7825

Advertising Invoice

INVOICE DATE	INVOICE NO.
12/31/2017	5306902-1217

Location ID WCN Balance Due \$339.50

7 - 10

SUNNY HILLS UNITS 12-15
 ATTN: AMANDA LANE
 12051 CORPORATE BLVD
 ORLANDO FL 32817-1450



REMIT TO: Gatehouse Media,
 Northwest Florida
 P.O. Box 102801
 Atlanta, GA 30368-2801

100530690200000339506

TO ASSURE PROPER CREDIT - PLEASE RETURN TOP PORTION WITH REMITTANCE - ENTER ACCOUNT NUMBER ON YOUR CHECK

ACCOUNT NUMBER	CURRENT	PAST DUE 31-60 DAYS	PAST DUE 61-90 DAYS	PAST DUE 91-OVER
5306902	\$339.50	\$0.00	\$0.00	\$0.00

DATE	REF #	DESCRIPTION	UNITS	RATE	AMOUNT
11/27/17	AGING	* Balance Forward *			348.54
12/06/17	34826789	4110-WCN Legal Line 12-3478 Notice of Landowners M	334.00		342.00
12/11/17	733	9100-FF Payment--Thank You 10/25/17 Class Legal Ad			351.04-

Important! Please make note of our NEW Payment Remittance Address. To ensure prompt posting of your payment, it is important that you use this NEW address.

PREVIOUS BALANCE	NEW CHARGES	CREDITS	BALANCE DUE
\$348.54	+ \$342.00	- \$351.04	= \$339.50

Questions regarding this invoice should call:

Tel: (866) 470-7133
 Fax: (863) 802-7825



**SUNNY HILLS UNITS 12-15
DEPENDENT DISTRICT**

Review of Statements of the District's
Financial Position

Sunny Hills Unit 12-15 Depen. District
Statement of Activities
As of 1/31/2018

General

Revenues

Developer Contributions	\$7,440.38
Total Revenues	<u>\$7,440.38</u>

Expenses

Public Officials' Liability Insurance	\$2,995.00
Management	2,500.00
District Counsel	695.50
Postage & Shipping	1.84
Copies	82.50
Legal Advertising	690.54
Web Site Maintenance	300.00
Dues, Licenses, and Fees	175.00
Total Expenses	<u>\$7,440.38</u>

Other Revenues (Expenses) & Gains (Losses)

Interest Income	\$0.04
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$0.04</u>

Change In Net Assets \$0.04

Net Assets At Beginning Of Year \$282.05

Net Assets At End Of Year \$282.09

Sunny Hills Unit 12-15 Depen. District
Statement of Financial Position
As of 1/31/2018

General

Assets

Current Assets

General Checking Account	\$282.09
Accounts Receivable - Due from Developer	2,435.46
Total Current Assets	\$2,717.55

Total Assets	\$2,717.55
---------------------	-------------------

Liabilities and Net Assets

Current Liabilities

Accounts Payable	\$2,435.46
Total Current Liabilities	\$2,435.46

Total Liabilities	\$2,435.46
--------------------------	-------------------

Net Assets

Net Assets, Unrestricted	(\$4,537.99)
Net Assets - General Government	4,820.04
Current Year Net Assets - General Government	0.04

Net Assets, Unrestricted	
Net Assets, Unrestricted	
Total Net Assets	\$282.09

Total Liabilities and Net Assets	\$2,717.55
---	-------------------

Sunny Hills Unit 12-15 Depen. District
Budget to Actual
For the Month Ending 01/31/2018

	YTD Actual	YTD Budget	YTD Variance	FY 2018 Adopted Budget
<u>Revenues</u>				
Developer Contributions	\$ 7,440.38	\$ 12,833.33	\$ (5,392.95)	\$ 38,500.00
Net Revenues	\$ 7,440.38	\$ 12,833.33	\$ (5,392.95)	\$ 38,500.00
<u>General & Administrative Expenses</u>				
Supervisor Fees	\$ -	\$ 333.33	\$ (333.33)	\$ 1,000.00
Public Officials' Liability Insurance	2,995.00	1,098.33	1,896.67	3,295.00
Management	2,500.00	3,333.33	(833.33)	10,000.00
Engineering	-	666.67	(666.67)	2,000.00
District Counsel	695.50	3,333.33	(2,637.83)	10,000.00
Audit	-	1,500.00	(1,500.00)	4,500.00
Travel and Per Diem	-	1,000.00	(1,000.00)	3,000.00
Telephone	-	8.33	(8.33)	25.00
Postage & Shipping	1.84	166.67	(164.83)	500.00
Copies	82.50	33.33	49.17	100.00
Legal Advertising	690.54	200.00	490.54	600.00
Miscellaneous	-	35.00	(35.00)	105.00
Website Maintenance	300.00	300.00	-	900.00
Contingency	-	166.67	(166.67)	500.00
Office Supplies	-	100.00	(100.00)	300.00
Dues, Licenses, and Fees	175.00	58.33	116.67	175.00
Total General & Administrative Expenses	\$ 7,440.38	\$ 12,333.33	\$ (4,892.95)	\$ 37,000.00
<u>Capital Projects Expenses</u>				
District Counsel	\$ -	\$ 333.33	\$ (333.33)	\$ 1,000.00
Contingency	-	166.67	(166.67)	500.00
Total Capital Projects Expenses	\$ -	\$ 500.00	\$ (500.00)	\$ 1,500.00
Total Expenses	\$ 7,440.38	\$ 12,833.33	\$ (5,392.95)	\$ 38,500.00
Net Income (Loss)	\$ -	\$ -	\$ -	\$ -