

LIBERTY COVE

COMMUNITY DEVELOPMENT

DISTRICT

July 27, 2022

BOARD OF SUPERVISORS

PUBLIC HEARING &

REGULAR MEETING

AGENDA

Liberty Cove Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013

July 20, 2022

Board of Supervisors
Liberty Cove Community Development District

Dear Board Members:

The Board of Supervisors of the Liberty Cove Community Development District will hold a Public Hearing and a Regular Meeting on July 27, 2022 at 1:00 P.M., at the Nassau County Chamber of Commerce, 961687 Gateway Blvd., Suite 101-G, Fernandina Beach, Florida 32034. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Public Hearing on Adoption of Fiscal Year 2022/2023 Budget
 - A. Affidavit of Publication
 - B. Consideration of Resolution 2022-12, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2022, and Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date
4. Consideration of Fiscal Year 2022/2023 Funding Agreement
5. Consideration of Resolution 2022-11, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023 and Providing for an Effective Date
6. Consideration of Resolution 2022-04, Designating the Primary Administrative Office and Principal Headquarters of the District; Designating the Location of the Local District Records Office; and Providing an Effective Date
7. Update: Letter to County Regarding 20-Year Stormwater Management Needs Analysis
8. Acceptance of Unaudited Financial Statements as of June 30, 2022
9. Approval of May 25, 2022 Regular Meeting Minutes

ATTENDEES:

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

10. Staff Reports

- A. District Counsel: *Kutak Rock LLP*
- B. District Engineer (Interim): *Prosser, Inc.*
- C. District Manager: *Wrathell, Hunt and Associates, LLC*
 - I. 0 Registered Voters in District as of April 15, 2022
 - II. NEXT MEETING DATE: TBD
 - o QUORUM CHECK

GREGORY MATOVINA	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
MATT ROBERTS	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
CHRIS WOOD	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
BRENDAN MORAN	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
WILLIAM R HOWELL, II	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

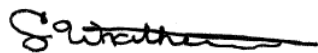
11. Board Members' Comments/Requests

12. Public Comments

13. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 719-8675 or Ernesto Torres at (904) 295-5714.

Sincerely,



Craig Wrathell
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE

CALL-IN NUMBER: 1-888-354-0094

PARTICIPANT PASSCODE: 782 134 6157

LIBERTY COVE
COMMUNITY DEVELOPMENT DISTRICT

3A

NEWS-LEADER
Published Weekly
P.O. Box 16766 (904) 261-3696
Fernandina Beach, Nassau County, Florida 32035

STATE OF FLORIDA
COUNTY OF NASSAU:

Before the undersigned authority personally appeared
Foy R. Maloy, Jr.

Who on oath says that (s)he is the Publisher of the
Fernandina Beach News-Leader, a weekly newspaper published at
Fernandina Beach in Nassau County, Florida; that the attached copy
of the advertisement, being a Legal Notice in the matter of

NOTICE OF PUBLIC HEARING
ADOPTION OF FISCAL YEAR

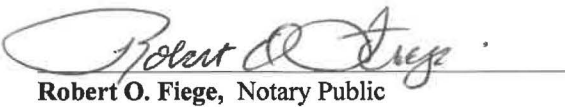
Was published in said newspaper in the issue(s) of

07/06/2022 07/13/22
Ad # 712688

Affiant further says that the said News-Leader is
a newspaper published at Fernandina Beach, in said Nassau
County, Florida and that the said newspaper has heretofore been
continuously published in said Nassau County, Florida, each week
and has been entered as second-class mail matter at the post office
in Fernandina Beach in said Nassau County, Florida, for a period of
one year preceding the first publication of the attached copy of
advertisement; and Affiant further says that (s)he has neither paid
nor promised any person, firm or corporation any discount,
rebate, commission or refund for the purpose of securing this
advertisement for publication in the said newspaper.



Sworn to and subscribed to before me
This 19th day of May, A.D. 2022



Robert O. Fiege, Notary Public

 Personally Known



LIBERTY COVE COMMUNITY DEVELOPMENT DISTRICT NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2022/2023 BUDGET; AND NOTICE OF REGULAR BOARD OF SUPERVISORS MEETING.

The Board of Supervisors (Board) of the Liberty Cove Community Development District (District) will hold a public hearing on July 27, 2022 at 1:00 p.m., at Nassau County Chamber of Commerce, 961687 Gateway Blvd., Suite 101-G, Fernandina Beach, Florida 32034 for the purpose of hearing comments and objections on the adoption of the proposed budget (Proposed Budget) for the fiscal year beginning October 1, 2022 and ending September 30, 2023 (Fiscal Year 2022/2023). A regular board meeting of the District will also be held at that time where the Board may consider any other business that may properly come before it. A copy of the agenda and Proposed Budget may be obtained at the offices of the District Manager, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, (877) 276-0889 (District Managers Office), during normal business hours.

The public hearing and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. The public hearing and meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Managers Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Managers Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearing or meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

District Manager
FNL 2T 07-06-13-2022
#712688

LIBERTY COVE
COMMUNITY DEVELOPMENT DISTRICT

3B

RESOLUTION 2022-12

THE ANNUAL APPROPRIATION RESOLUTION OF THE LIBERTY COVE IMPROVEMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022, AND ENDING SEPTEMBER 30, 2023; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Liberty Cove Improvement District (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 2018-183, Laws of Florida, and being situated entirely within the Nassau County, Florida; and

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“Board”) of the Liberty Cove Improvement District (“District”) a proposed budget (“Proposed Budget”) for the fiscal year beginning on October 1, 2022 and ending September 30, 2023 (“Fiscal Year 2022/2023”); and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Chapter 2018-183(6)(4)(c), Laws of Florida; and

WHEREAS, the Board set the date for a public hearing thereon and caused notice of such public hearing to be given by publication; and

WHEREAS, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

WHEREAS, Chapter 2018-183(6)(4)(b), Laws of Florida, requires that the Board, by passage of the Annual Appropriation Resolution, adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE LIBERTY COVE IMPROVEMENT DISTRICT:

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The Proposed Budget, attached hereto as **Exhibit “A,”** as amended by the Board, is hereby adopted in accordance with the provisions of Chapter 2018-183(6)(4)(b), Laws of Florida (“Adopted Budget”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the Liberty Cove Improvement District for the Fiscal Year Ending September 30, 2023.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption, and shall remain on the website for at least two (2) years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2022/2023, the sum of \$101,096 to be raised by the levy of assessments and otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	<u>\$101,096</u>
TOTAL ALL FUNDS	\$101,096

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2022/2023 or within sixty (60) days following the end of the Fiscal Year 2022/2023 may amend its Adopted Budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.

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

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this Section 3 and Section 189.016, *Florida Statutes*, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget under subparagraphs c. and d. above are posted on the District’s website within five (5) days after adoption and remain on the website for at least (2) years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 27th day of July, 2022.

Attest:

**LIBERTY COVE IMPROVEMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Fiscal Year 2022/2023 Budget

**LIBERTY COVE
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2023**

**LIBERTY COVE
COMMUNITY DEVELOPMENT DISTRICT
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**LIBERTY COVE
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2023**

	Fiscal Year 2022				Proposed Budget FY 2023
	Adopted Budget FY 2022	Actual through 3/31/2022	Projected through 9/30/2022	Total Actual & Projected	
REVENUES					
Landowner contribution	\$96,290	\$ 56,090	\$ 69,443	\$ 125,533	\$ 101,096
Total revenues	<u>96,290</u>	<u>56,090</u>	<u>69,443</u>	<u>125,533</u>	<u>101,096</u>
EXPENDITURES					
Professional & administrative					
Supervisors	-	1,938	2,130	4,068	4,306
Management/accounting/recording	48,000	24,000	24,000	48,000	48,000
Legal	25,000	2,500	22,500	25,000	25,000
Engineering	2,000	-	2,000	2,000	2,000
Audit	5,000	-	5,000	5,000	5,000
Arbitrage rebate calculation*	500	-	500	500	500
Dissemination agent*	1,000	-	1,000	1,000	1,000
Trustee*	5,000	-	5,000	5,000	5,500
Telephone	200	100	100	200	200
Postage	500	19	481	500	500
Printing & binding	500	250	250	500	500
Legal advertising	1,500	952	548	1,500	1,500
Annual special district fee	175	-	175	175	175
Insurance	5,500	5,000	-	5,000	5,500
Contingencies/bank charges	500	274	226	500	500
Website hosting & maintenance	705	1,680	-	1,680	705
Website ADA compliance	210	-	210	210	210
Total expenditures	<u>96,290</u>	<u>36,713</u>	<u>64,120</u>	<u>100,833</u>	<u>101,096</u>
Excess/(deficiency) of revenues over/(under) expenditures	-	19,377	5,323	24,700	-
Fund balance - beginning (unaudited)	-	(24,700)	(5,323)	(24,700)	-
Fund balance - ending (projected)	-	(5,323)	-	-	-
Unassigned	-	(5,323)	-	-	-
Fund balance - ending	<u>\$ -</u>	<u>\$ (5,323)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

*These items will be realized when bonds are issued

***These items will be realized when the CDD takes ownership of the related assets.

**LIBERTY COVE
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES	<u>FY 2022</u>
Professional & administrative	
Supervisors	\$ 4,306
Statutorily set at \$200 for each meeting of the Board of Supervisors not to exceed \$4,800 for each fiscal year.	
Management/accounting/recording	48,000
Wrathell, Hunt and Associates, LLC (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.	
Legal	25,000
General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.	
Engineering	2,000
The District's Engineer will provide construction and consulting services, to assist the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.	
Audit	5,000
Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.	
Arbitrage rebate calculation*	500
To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.	
Dissemination agent*	1,000
The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt & Associates serves as dissemination agent.	
Telephone	200
Telephone and fax machine.	
Postage	500
Mailing of agenda packages, overnight deliveries, correspondence, etc.	
Printing & binding	500
Letterhead, envelopes, copies, agenda packages	
Legal advertising	1,500
The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.	
Annual special district fee	175
Annual fee paid to the Florida Department of Economic Opportunity.	
Insurance	5,500
The District will obtain public officials and general liability insurance.	
Contingencies/bank charges	500
Bank charges and other miscellaneous expenses incurred during the year and automated AP routing etc.	
Website hosting & maintenance	705
Website ADA compliance	210
Total expenditures	<u><u>\$ 101,096</u></u>

LIBERTY COVE
COMMUNITY DEVELOPMENT DISTRICT

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**LIBERTY COVE COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2022/2023 BUDGET FUNDING AGREEMENT**

This Agreement ("**Agreement**") is made and entered into this 27th day of July, 2022, by and between:

Liberty Cove Community Development District, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, and with an address of c/o Wrathell, Hunt & Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 ("**District**"), and

Liberty Cove Nassau, LLC, a Florida limited liability company, and the developer of the lands in the District ("**Developer**") with a mailing address of 12443 San Jose Blvd., Suite 504, Jacksonville, Florida 32223.

RECITALS

WHEREAS, the District was established for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure; and

WHEREAS, the District, pursuant to Chapter 190, Florida Statutes, is authorized to levy such taxes, special assessments, fees and other charges as may be necessary in furtherance of the District's activities and services; and

WHEREAS, Developer presently is developing the majority of all real property ("**Property**") within the District, which Property will benefit from the timely construction and acquisition of the District's facilities, activities and services and from the continued operations of the District; and

WHEREAS, the District is adopting its general fund budget for Fiscal Year 2022, which year concludes on September 30, 2022; and

WHEREAS, this general fund budget, which the parties recognize may be amended from time to time in the sole discretion of the District, is attached hereto and incorporated herein by reference as **Exhibit A**; and

WHEREAS, the District has the option of levying non-ad valorem assessments on all land, including the Property owned by the Developer, that will benefit from the activities, operations and services set forth in the Fiscal Year 2020 budget, or utilizing such other revenue sources as may be available to it; and

WHEREAS, in lieu of levying assessments on the Property, the Developer is willing to provide such funds as are necessary to allow the District to proceed with its operations as described in **Exhibit A**; and

WHEREAS, the Developer agrees that the activities, operations and services provide a special and peculiar benefit equal to or in excess of the costs reflected on **Exhibit A** to the Property; and

WHEREAS, the Developer has agreed to enter into this Agreement in lieu of having the District levy and collect any non-ad valorem assessments as authorized by law against the Property located within the District for the activities, operations and services set forth in **Exhibit A**;

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

1. **FUNDING.** The Developer agrees to make available to the District the monies ("**Funding Obligation**") necessary for the operation of the District as called for in the budget attached hereto as **Exhibit A** (and as **Exhibit A** may be amended from time to time pursuant to Florida law, but subject to the Developer's consent to such amendments to incorporate them herein), within thirty (30) days of written request by the District. The funds shall be placed in the District's general checking account. These payments are made by the Developer in lieu of taxes, fees, or assessments which might otherwise be levied or imposed by the District. Nothing contained herein shall constitute or be construed as a waiver of the District's right to levy assessments in the event of a funding deficit.

2. **ENTIRE AGREEMENT.** This instrument shall constitute the final and complete expression of the agreement among the parties relating to the subject matter of this Agreement. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both of the parties hereto.

3. **AUTHORIZATION.** The execution of this Agreement has been duly authorized by the appropriate body or official of all parties hereto, each party has complied with all of the requirements of law, and each party has full power and authority to comply with the terms and provisions of this instrument.

4. **ASSIGNMENT.** This Agreement may be assigned, in whole or in part, by either party only upon the written consent of the other. Any purported assignment without such consent shall be void.

5. **DEFAULT.** A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which shall include, but not be limited to, the right of damages, injunctive relief and specific performance.

6. **ENFORCEMENT.** In the event that any party is required to enforce this Agreement by court proceedings or otherwise, then the parties agree that the prevailing party shall be

entitled to recover from the other all costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings.

7. **THIRD PARTY BENEFICIARIES.** This Agreement is solely for the benefit of the formal parties herein and no right or cause of action shall accrue upon or by reason hereof, to or for the benefit of any third party not a formal party hereto. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the parties hereto any right, remedy or claim under or by reason of this Agreement or any provisions or conditions hereof; and all of the provisions, representations, covenants and conditions herein contained shall inure to the sole benefit of and shall be binding upon the parties hereto and their respective representatives, successors and assigns.

8. **CHOICE OF LAW.** This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of Florida.

9. **ARM'S LENGTH.** This Agreement has been negotiated fully among the parties as an arm's length transaction. The parties participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the parties are each deemed to have drafted, chosen and selected the language, and the doubtful language will not be interpreted or construed against any party.

10. **EFFECTIVE DATE.** The Agreement shall be effective after execution by the parties hereto.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the parties execute this Agreement the day and year first written above.

**LIBERTY COVE COMMUNITY
DEVELOPMENT DISTRICT**

Chair/Vice Chair, Board of Supervisors

LIBERTY COVE NASSAU, LLC

By: _____
Its: _____

Exhibit A: Fiscal Year 2022/2023 General Fund Budget

Exhibit A

Fiscal Year 2022/2023 General Fund Budget

LIBERTY COVE
COMMUNITY DEVELOPMENT DISTRICT

5

RESOLUTION 2022-11

A RESOLUTION OF THE LIBERTY COVE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIMES AND LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT FOR FISCAL YEAR 2022/2023 AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Liberty Cove Community Development District ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Nassau County, Florida; and

WHEREAS, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District's regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located.

WHEREAS, the Board desires to adopt the Fiscal Year 2022/2023 meeting schedules attached as **Exhibit A**, respectively.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE LIBERTY COVE COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. ADOPTING REGULAR MEETING SCHEDULE. Regular meetings of the District's Board shall be held during Fiscal Year 2022/2023 as provided on the schedule attached hereto as **Exhibit A**.

SECTION 2. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 27th day of July, 2022.

Attest:

**LIBERTY COVE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

LIBERTY COVE COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2022/2023 MEETING SCHEDULE

LOCATION

*Nassau County Chamber of Commerce, 961687 Gateway Blvd., Suite 101-G
Fernandina Beach, Florida 32034*

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October __, 2022	Regular Meeting	__:__ A/PM
November __, 2022	Regular Meeting	__:__ A/PM
December __, 2022	Regular Meeting	__:__ A/PM
January __, 2023	Regular Meeting	__:__ A/PM
February __, 2023	Regular Meeting	__:__ A/PM
March __, 2023	Regular Meeting	__:__ A/PM
April __, 2023	Regular Meeting	__:__ A/PM
May __, 2023	Regular Meeting	__:__ A/PM
June __, 2023	Regular Meeting	__:__ A/PM
July __, 2023	Regular Meeting	__:__ A/PM
August __, 2023	Regular Meeting	__:__ A/PM
September __, 2023	Regular Meeting	__:__ A/PM

LIBERTY COVE
COMMUNITY DEVELOPMENT DISTRICT

6

RESOLUTION 2022-04

A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE LIBERTY COVE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE PRIMARY ADMINISTRATIVE OFFICE AND PRINCIPAL HEADQUARTERS OF THE DISTRICT; DESIGNATING THE LOCATION OF THE LOCAL DISTRICT RECORDS OFFICE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Liberty Cove Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Nassau County, Florida; and

WHEREAS, the District desires to designate its primary administrative office as the location where the District’s public records are routinely created, sent, received, maintained, and requested, for the purposes of prominently posting the contact information of the District’s Record’s Custodian in order to provide citizens with the ability to access the District’s records and ensure that the public is informed of the activities of the District in accordance with Chapter 119, *Florida Statutes*; and

WHEREAS, the District also desires to specify the location of the District’s principal headquarters for the purpose of establishing proper venue under the common law home venue privilege applicable to the District; and

WHEREAS, the District is statutorily required to designate a local district records office location for the purposes of affording citizens the ability to access the District’s records, promoting the disclosure of matters undertaken by the District, and ensuring that the public is informed of the activities of the District in accordance with Chapter 119 and Section 190.006(7), *Florida Statutes*.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE LIBERTY COVE COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The District’s primary administrative office for purposes of Chapter 119, *Florida Statutes*, shall be located at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431.

SECTION 2. The District’s principal headquarters for purposes of establishing proper venue shall be located within Nassau County, Florida.

SECTION 3. The District’s local records office shall be located at _____.

SECTION 4. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 27th day of July, 2022.

ATTEST:

**LIBERTY COVE COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

LIBERTY COVE

COMMUNITY DEVELOPMENT DISTRICT

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Liberty Cove Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013

May 27, 2022

Clay County Public Works Department
Attn: Teresa Gardner
5 Esplanade Avenue
Green Cove Springs, FL 32043

Re: Stormwater Management Needs Analysis
(Chapter 2021-194, Laws of Florida/HB53)

Dear Public Works Director:

The Liberty Cove Community Development District Board of Supervisors ("District") is hereby advising you that it currently has no applicable facilities or programs subject to the needs analysis under sections 403.9301 and 403.9302 and, accordingly, will not be submitting a report for the current reporting period deadline in June 2022. The new law requiring special districts that either own or operate stormwater management systems to create a 20-year needs analysis ("Needs Analysis") of such system(s), with the first analysis due to Clay County by June 30, 2022. Pursuant to its establishing ordinance and Section 190.012(1)(f), Florida Statutes, the District does not and/or will not own and/or operate a stormwater management system prior to the June 30, 2022, submission deadline.

The District acknowledges and agrees that, upon transfer of a stormwater system from the construction to operation phase, the District will perpetually operate, maintain and fund the stormwater system and intends to fund such operational and maintenance activities through the annual levy of maintenance special assessments as authorized under Section 190.021(3), *Florida Statutes*. Moreover, the District agrees that, upon transfer of a stormwater system, the District will create and submit a Needs Analysis of such system(s).

Should you require additional communications regarding this matter, please contact Ernesto J. Torres, torrese@whhassociates.com or at (904) 295-5714.

Sincerely,


Craig Wrathell
District Manager

cc: Chairperson, Board of Supervisors
District Engineer
District Counsel

LIBERTY COVE

COMMUNITY DEVELOPMENT DISTRICT

8

**LIBERTY COVE
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
JUNE 30, 2022**

**LIBERTY COVE
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2022**

	General Fund	Debt Service Fund	Total Governmental Funds
	<u> </u>	<u> </u>	<u> </u>
ASSETS			
Cash	\$ 6,645	\$ -	\$ 6,645
Due from Landowner	14,353	-	14,353
Total assets	<u>\$ 20,998</u>	<u>\$ -</u>	<u>\$ 20,998</u>
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts payable	\$ 13,707	\$ -	\$ 13,707
Due to Landowner	-	7,827	7,827
Accrued wages payable	1,000	-	1,000
Tax payable	291	-	291
Landowner advance	6,000	-	6,000
Total liabilities	<u>20,998</u>	<u>7,827</u>	<u>28,825</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred receipts	14,353	-	14,353
Total deferred inflows of resources	<u>14,353</u>	<u>-</u>	<u>14,353</u>
Fund balances:			
Restricted for:			
Debt service	-	(7,827)	(7,827)
Unassigned	(14,353)	-	(14,353)
Total fund balances	<u>(14,353)</u>	<u>(7,827)</u>	<u>(22,180)</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 20,998</u>	<u>\$ -</u>	<u>\$ 20,998</u>

**LIBERTY COVE
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED JUNE 30, 2022**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
REVENUES				
Landowner contribution	\$ -	\$ 61,413	\$ 96,290	64%
Total revenues	<u>-</u>	<u>61,413</u>	<u>96,290</u>	64%
EXPENDITURES				
Professional & administrative				
Supervisors	-	2,584	-	N/A
Management/accounting/recording	4,000	36,000	48,000	75%
Legal	433	3,774	25,000	15%
Engineering	-	-	2,000	0%
Audit*	-	-	5,000	0%
Arbitrage rebate calculation*	-	-	500	0%
Dissemination agent*	-	-	1,000	0%
Trustee*	-	-	5,000	0%
Telephone	16	150	200	75%
Postage	47	66	500	13%
Printing & binding	42	375	500	75%
Legal advertising	-	952	1,500	63%
Annual special district fee	-	-	175	0%
Insurance	-	5,000	5,500	91%
Contingencies/bank charges	-	275	500	55%
Website hosting & maintenance	-	1,680	705	238%
Website ADA compliance	-	210	210	100%
Total professional & administrative	<u>4,538</u>	<u>51,066</u>	<u>96,290</u>	53%
Excess/(deficiency) of revenues over/(under) expenditures	(4,538)	10,347	-	
Fund balances - beginning	(9,815)	(24,700)	-	
Fund balances - ending	<u>\$ (14,353)</u>	<u>\$ (14,353)</u>	<u>\$ -</u>	

*These items will be realized when bonds are issued.

**LIBERTY COVE
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND
FOR THE PERIOD ENDED JUNE 30, 2022**

	Current Month	Year To Date
REVENUES	<u>\$ -</u>	<u>\$ -</u>
Total revenues	<u>-</u>	<u>-</u>
 EXPENDITURES		
Debt service		
Cost of issuance	-	3,739
Total debt service	<u>-</u>	<u>3,739</u>
 Excess/(deficiency) of revenues over/(under) expenditures	 - -	 (3,739)
 Fund balances - beginning	 <u>(7,827)</u>	 <u>(4,088)</u>
Fund balances - ending	<u><u>\$ (7,827)</u></u>	<u><u>\$ (7,827)</u></u>

LIBERTY COVE
COMMUNITY DEVELOPMENT DISTRICT

9

DRAFT

**MINUTES OF MEETING
LIBERTY COVE
COMMUNITY DEVELOPMENT DISTRICT**

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The Board of Supervisors of the Liberty Cove Community Development District held a Regular Meeting on May 25, 2022, at 1:00 P.M., at the Nassau County Chamber of Commerce, 961687 Gateway Blvd., Suite 101-G, Fernandina Beach, Florida 32034.

Present at the meeting were:

Gregory Matovina	Chair
Chris Wood	Vice Chair
Matt Roberts	Assistant Secretary

Also present were:

Craig Wrathell	District Manager
Wes Haber (via telephone)	District Counsel
Neal Brockmeier	District Engineer

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Wrathell called the meeting to order at 1:05 p.m. Supervisors Matovina, Wood and Roberts were present, in person. Supervisors Moran and Howell were not present.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

Consideration of Resolution 2022-10, Approving a Proposed Budget for Fiscal Year 2022/2023 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements, Addressing Severability; and Providing an Effective Date

40 Mr. Wrathell presented Resolution 2022-10. He reviewed the proposed Fiscal Year 2023
41 budget, which was identical to the Fiscal Year 2022 budget, except Supervisors’ fees were
42 added. The intent is to issue bonds later this year.

43 The following was made to the proposed Fiscal Year 2023 budget:

44 Page 2, 2nd Column: Change “FY 2022” to FY 2023”

45

46 **On MOTION by Mr. Matovina and seconded by Mr. Roberts, with all in favor,**
47 **Resolution 2022-10, Approving a Proposed Budget for Fiscal Year 2022/2023, as**
48 **amended, and Setting a Public Hearing Thereon Pursuant to Florida Law for**
49 **July 27, 2022, at 1:00 P.M., at the Nassau County Chamber of Commerce,**
50 **961687 Gateway Blvd., Suite 101-G, Fernandina Beach, Florida 32034;**
51 **Addressing Transmittal, Posting and Publication Requirements, Addressing**
52 **Severability; and Providing an Effective Date, was adopted.**

53

54

55 **FOURTH ORDER OF BUSINESS**

Consideration of Resolution 2022-11,
Designating Dates, Times and Locations for
Regular Meetings of the Board of
Supervisors of the District for Fiscal Year
2022/2023 and Providing for an Effective
Date

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62 This item was deferred.

63

64 **FIFTH ORDER OF BUSINESS**

Consideration of FMSbonds, Inc.,
Agreement for Underwriter Services and
Rule G-17 Disclosure Letter

65

66

67

68 Mr. Wrathell presented the FMSbonds, Inc. (FMS) Agreement for Underwriter Services
69 and Rule G-17 Disclosure Letter. The Underwriter’s fee is 1.5% of the par amount of bonds
70 issued.

71

72 **On MOTION by Mr. Matovina and seconded by Mr. Wood, with all in favor, the**
73 **FMSbonds, Inc., Agreement for Underwriter Services and Rule G-17 Disclosure**
74 **Letter, was approved.**

75

76

77 **SIXTH ORDER OF BUSINESS** **Update: Stormwater Management Needs**
78 **Analysis**

79
80 Mr. Wrathell gave an overview of new legislation requiring local governments to submit
81 a 20-Year Stormwater Management Needs Analysis Report. In lieu of a Report, a letter will be
82 submitted to the County acknowledging the requirement and explaining that the CDD will not
83 own or operate any stormwater facilities as of June 30, 2022 but will comply with the
84 requirement once it does.

85
86 **SEVENTH ORDER OF BUSINESS** **Consideration of Resolution 2022-04,**
87 **Designating the Primary Administrative**
88 **Office and Principal Headquarters of the**
89 **District; Designating the Location of the**
90 **Local District Records Office; and Providing**
91 **an Effective Date**

92
93 This item was deferred.

94
95 **EIGHTH ORDER OF BUSINESS** **Consideration of Resolution 2022-05,**
96 **Adopting the Annual Meeting Schedule for**
97 **Fiscal Year 2021/2022 and Providing for an**
98 **Effective Date**

99
100 This item was deferred.

101
102 **NINTH ORDER OF BUSINESS** **Acceptance of Unaudited Financial**
103 **Statements as of April 30, 2022**

104
105 Mr. Wrathell presented the Unaudited Financial Statements as of April 30, 2022

106
107 **On MOTION by Mr. Matovina and seconded by Mr. Roberts, with all in favor,**
108 **the Unaudited Financial Statements as of April 30, 2022, were accepted.**

109
110
111 **TENTH ORDER OF BUSINESS** **Approval of March 1, 2022 Public Hearing**
112 **and Regular Meeting Minutes**

113

114 Mr. Wrathell presented the March 1, 2022 Public Hearing and Regular Meeting Minutes.

115

116 **On MOTION by Mr. Matovina and seconded by Mr. Wood, with all in favor, the**
117 **March 1, 2022 Public Hearing and Regular Meeting Minutes, as presented,**
118 **were approved.**

119

120

121 **ELEVENTH ORDER OF BUSINESS**

Staff Reports

122

123 **A. District Counsel: *Kutak Rock LLP***

124 There was no report.

125 **B. District Engineer (Interim): *Prosser, Inc.***

126 There was no report.

127 **C. District Manager: *Wrathell, Hunt and Associates, LLC***

- 128 • **NEXT MEETING DATE: TBD**

- 129 ○ **QUORUM CHECK**

130 The next will be on July 27, 2022.

131

132 **TWELFTH ORDER OF BUSINESS**

Board Members' Comments/Requests

133

134 A Board Member asked about the process to hear public comments during a public
135 hearing. Mr. Wrathell explained that public comments must be opened and closed during a
136 public hearing.

137

138 **THIRTEENTH ORDER OF BUSINESS**

Public Comments

139

140 There were no public comments.

141

142 **FOURTEENTH ORDER OF BUSINESS**

Adjournment

143

144 There being nothing further to discuss, the meeting adjourned.

145

146 **On MOTION by Mr. Matovina and seconded by Mr. Wood, with all in favor, the**
147 **meeting adjourned at 1:17 p.m.**

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Secretary/Assistant Secretary

Chair/Vice Chair

LIBERTY COVE
COMMUNITY DEVELOPMENT DISTRICT

10CI



- 904.491.7500
- 96135 Nassau Place, Suite 3
Yulee, FL 32097
- info@votenassaufl.gov
www.VoteNassaufl.gov

April 15, 2022

Ms. Daphne Gilyard
Director of Administrative Services
2300 Glades Road, Suite 410W
Boca Raton, FL 33431

RE: Liberty Cove Community Development District

Dear Ms. Gilyard,

In accordance with FS 190.006, we are providing you with the following information that as of April 15, 2022, there are 0 registered voters within Liberty Cove Community Development District's boundaries.

Should you have questions, please do not hesitate to contact us.

Sincerely,

Janet H. Adkins
Nassau County Supervisor of Elections

Para solicitar este documento en español, llame a nuestra oficina al 904.491.7500