

*Westwood/OCC Community
Development District*

Agenda

April 12, 2022

AGENDA

Westwood/OCC

Community Development District

219 E. Livingston Street, Orlando, Florida 32801

Phone: 407-841-5524 – Fax: 407-839-1526

April 5, 2022

Board of Supervisors
Westwood/OCC
Community Development District

Dear Board Members:

The meeting of the Board of Supervisors of the Westwood/OCC Community Development District will be held **Tuesday, April 12, 2022 at 10:00 a.m. at the Offices of GMS-CF, 219 E. Livingston Street, Orlando, FL 32801.** Following is the advance agenda for the meeting:

1. Roll Call
2. Public Comment Period
3. Approval of Minutes of the January 11, 2022 Meeting
4. Consideration of Resolution 2022-02 Designating a Date, Time and Location for a Landowners' Meeting and Election
5. Consideration of Resolution 2022-03 Approving the Proposed Fiscal Year 2023 Budget and Setting a Public Hearing
6. Staff Reports
 - A. Attorney
 - i. Presentation of Memorandum Regarding Best Practices for Responding to Public Records Requests
 - B. Engineer
 - C. District Manager's Report
 - i. Balance Sheet and Income Statement
 - ii. Ratification of Funding Requests #23-30
7. Supervisor's Requests
8. Adjournment

The second order of business is the Public Comment Period where the public has an opportunity to be heard on propositions coming before the Board as reflected on the agenda, and any other items.

The third order of business is the approval of the minutes of the January 11, 2022 meeting. The minutes are enclosed for your review.

The fourth order of business is the consideration of resolution 2022-02 designating a date, time and location for the Landowner's meeting and election. A copy of the resolution is enclosed for review.

The fifth order of business is the consideration of Resolution 2022-03 approving the proposal Fiscal Year 2023 budget and setting a public hearing. The resolution is enclosed for review.

The sixth order of business is Staff Reports. Sub-Section 1 of the Attorney's report includes the presentation of a Memorandum regarding the best practices for responding to public records requests. A copy of the memorandum is enclosed for your review. Sub-Section 1 of the District's Manager's Report includes the balance sheet and income statement for review and Sub-Section 2 is the ratification of Funding Requests #23 - #30. The funding requests and supporting invoices are enclosed for your review.

The balance of the agenda will be discussed at the meeting. In the meantime, if you should have any questions, please contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'G. Flint', with a stylized flourish at the end.

George S. Flint
District Manager

Cc: Michael Eckert, District Counsel
Rey Malave, District Engineer
Ken Artin, Bond Counsel
Brett Sealy, Underwriter

Enclosures

MINUTES

**MINUTES OF MEETING
WESTWOOD/OCC
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Westwood/OCC Community Development District was held Tuesday, **January 11, 2022** at 10:00 a.m. at the Offices of GMS-CF, LLC, 219 E. Livingston Street, Orlando, Florida.

Present and constituting a quorum:

Randall Greene *by phone*
Duane Owen
Andrew Gorrill
Thomas Franklin

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary

Also present were:

George Flint
Lindsay Whalen *by phone*
Rey Malavè *by phone*

District Manager, GMS
District Counsel
District Engineer

FIRST ORDER OF BUSINESS

Roll Call

Mr. Flint called the roll. Three Supervisors were present at the meeting, and one attended by phone constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. Flint: There are no members of the public here to provide comments.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the July 13, 2021
Meeting**

Mr. Flint: You have approval of the minutes of the July 13, 2021 Board meeting. Did the Board have any comments or corrections? Hearing none, I would ask for a motion to approve.

On MOTION by Mr. Franklin, seconded by Mr. Greene, with all in favor, the Minutes of the July 13, 2021 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Ratification of Agreement with Grau & Associates to Provide Auditing Services for the Fiscal Year 2021

Mr. Flint: This is for the year that just ended on October 30th, 2021. It's for a not-to-exceed of \$3,000, which is consistent with their proposal. I executed that when we last met in July, and in an effort to get the audit started timely I went ahead and signed the engagement letter. I am asking the Board to ratify that action.

On MOTION by Mr. Franklin, seconded by Mr. Greene, with all in favor, Agreement with Grau & Associates to Provide Auditing Services for the Fiscal Year 2021, was ratified.

FIFTH ORDER OF BUSINESS

Ratification of Joint Letter from Hopping, Green & Sams and Kutak Rock LLP Regarding District Counsel Representation

Mr. Flint: Lindsey, do you want to present that?

Ms. Whalen: Sure, I'd be happy to. I am filling in for Mike Eckert who had a time conflict with this meeting today, but I think that most of you are aware our entire practice group transferred from Hopping, Green & Sams to the law firm of Kutak Rock, which is a public finances Special District firm, in November. We were required by Florida law to send you this letter asking you to direct us as your representation to authorize maintenance of your client files. As you can see, that was previously executed directing the representation to be transitioned to Kutak Rock as of November 18th. So, the first thing that we will do is take the ratification of that transition letter, and the next thing that we will get into that we will present at the same time is our engagement letter, which is substantially the same exact rate that you were paying at Hopping, Green & Sams. Functionally, what this means to you all and to the District is not really much. We have new firm members and new email addresses, but otherwise the presentation is the same. I'd be happy to answer any questions, otherwise we are just asking for a ratification of the transition letter as well as the approval of the engagement agreement at the same time.

On MOTION by Mr. Greene, seconded by Mr. Franklin, with all in favor, the Joint Letter from Hopping, Green & Sams and Kutak Rock LLP Regarding District Counsel Representation, was ratified.

SIXTH ORDER OF BUSINESS

**Ratification of Retention and Fee Agreement
with Kutak Rock LLP**

On MOTION by Mr. Greene, seconded by Mr. Franklin, with all in favor, the Retention and Fee Agreement with Kutak Rock LLP, was ratified.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2022-01
Adopting Prompt Payment Policies and
Procedures**

Mr. Flint: This policy is already in place, but there have been some statutory changes that resulted in the need to amend the policy.

Ms. Whalen: You guys already have a prompt payment policy that you've adopted in compliance with Florida law, but the District is required to maintain the policy, so we adopted a policy that says we will follow the law. There were some changes to that in the last legislative session that were minor in nature, just regarding some provisions as well as the interest rate that is charged to the District for construction invoices. This is a housekeeping item to update existing policies to track those two small changes to make sure that we are operating a policy that is complying with the law.

On MOTION by Mr. Franklin, seconded by Mr. Gorrill, with all in favor, Resolution 2022-01 Adopting Prompt Payment Policies and Procedures, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

i. Presentation of Memo for Wastewater and Stormwater Needs Analysis

Mr. Flint: We have a memo from District Counsel regarding some new reporting requirements as a result of the last legislative session. There is a memo in your agenda.

Ms. Whalen: There were some changes to the Florida statutes in the last legislative session which requires a stormwater needs analysis. Once the District has the stormwater system in place,

it will be necessary that the District complete this. It will be almost identical to the public facilities report that the District is already required to complete.

Mr. Greene: At this point, would we submit nothing?

Ms. Whalen: You can submit a report if you'd like to, but the position I was taking was that the requirement to submit a report is only required if you have infrastructure in the ground that is completed and in operation. Until you hit that trigger, no reporting is required.

Mr. Flint: Lindsey's interpretation is a good one economically. Anything else on the report?

Ms. Whalen: No that would be it.

B. Engineer

Mr. Flint: Rey, anything from to report at this point?

Mr. Malavè: No, nothing to report at this time.

C. District Manager's Report

i. Balance Sheet and Income Statement

Mr. Flint: You have the unaudited financial statements in your agenda. Those are through the end of November. There is no action required on these. If you have any questions, we can discuss them. We are operating under a streamlined budget with no significant activity at this point.

ii. Ratification of Funding Request #21 – #22

Mr. Flint: Funding request #21 is for \$4,677.87. Funding request #22 is \$718.75. Are there any questions on the funding request? Hearing none,

On MOTION by Mr. Greene, seconded by Mr. Gorrill, with all in favor, Funding Requests #21-#22, were ratified.

iii. Consideration of Funding Request #27

Mr. Flint: Funding request #27 is for \$2,264.28. Are there any questions on the funding request? Hearing none,

On MOTION by Mr. Greene, seconded by Mr. Gorrill, with all in favor, Funding Request #27, was ratified.

NINTH ORDER OF BUSINESS

Supervisors' Requests

Mr. Flint: Randall do we have an update on the project?

Mr. Greene: We are waiting on the Coronavirus situation to see what happens. I'm hoping in the next 60 days I will have some direction on it.

TENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Gorrill seconded by Mr. Greene, with all in favor, the meeting was adjourned.
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Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION IV

RESOLUTION 2022-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WESTWOOD/OCC COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, TIME AND LOCATION FOR A LANDOWNERS' MEETING AND ELECTION; PROVIDING FOR PUBLICATION; ESTABLISHING FORMS FOR THE LANDOWNER ELECTION; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, Westwood/OCC 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 Orange County, Florida; and

WHEREAS, pursuant to Section 190.006(1), *Florida Statutes*, the District's Board of Supervisors ("**Board**") "shall exercise the powers granted to the district pursuant to [Chapter 190, *Florida Statutes*]," and the Board shall consist of five members; and

WHEREAS, the District is statutorily required to hold a meeting of the landowners of the District for the purpose of electing Board Supervisors for the District on the first Tuesday in November, which shall be noticed pursuant to Section 190.006(2), *Florida Statutes*.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WESTWOOD/OCC COMMUNITY DEVELOPMENT DISTRICT:

1. **EXISTING BOARD SUPERVISORS; SEATS SUBJECT TO ELECTIONS.** The Board is currently made up of the following individuals:

<u>Seat Number</u>	<u>Supervisor</u>	<u>Term Expiration Date</u>
1	Randall Greene	November 2024
2	Duane "Rocky" Owen	November 2024
3	Dewitt "Dutch" Holt, III	November 2022
4	Andrew Gorrill	November 2022
5	Thomas Franklin	November 2022

This year, Seat 3, currently held by Dewitt "Dutch" Holt, III, Seat 4, currently held by Andrew Gorrill, and Seat 5, currently held by Thomas Franklin are subject to election by landowners in November 2022. The two candidates receiving the highest number of votes shall be elected for a term of four (4) years. The candidate receiving the next highest number of votes shall be elected for a term of two (2) years. The term of office for each successful candidate shall commence upon election.

2. **LANDOWNER'S ELECTION.** In accordance with Section 190.006(2), *Florida Statutes*, the meeting of the landowners to elect Board Supervisor(s) of the District shall be held on the 1st day of November 2022, at _____ a/p.m., and located at _____.

3. **PUBLICATION.** The District's Secretary is hereby directed to publish notice of the landowners' meeting and election in accordance with the requirements of Section 190.006(2), *Florida Statutes*.

4. **FORMS.** Pursuant to Section 190.006(2)(b), *Florida Statutes*, the landowners' meeting and election have been announced by the Board at its _____, 2022 meeting. A

sample notice of landowners' meeting and election, proxy, ballot form and instructions were presented at such meeting and are attached hereto as **Exhibit A**. Such documents are available for review and copying during normal business hours at the office of the District Manager, Governmental Management Services – Central Florida, LLC, located at 219 East Livingston Street, Orlando, Florida 32801.

5. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

6. **EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2022.

**WESTWOOD/OCC COMMUNITY
DEVELOPMENT DISTRICT**

ATTEST:

CHAIRMAN / VICE CHAIRMAN

SECRETARY / ASST. SECRETARY

EXHIBIT A

NOTICE OF LANDOWNERS' MEETING AND ELECTION AND MEETING OF THE BOARD OF SUPERVISORS OF THE WESTWOOD/OCC COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given to the public and all landowners within Westwood/OCC Community Development District ("**District**") the location of which is generally described as comprising a parcel or parcels of land containing approximately 20 acres, located southwest of International Drive, north of the Central Florida Parkway, and east of Interstate 4, in Orange County, Florida, advising that a meeting of landowners will be held for the purpose of electing three (3) person/people to the District's Board of Supervisors ("**Board**", and individually, "**Supervisor**"). Immediately following the landowners' meeting there will be convened a meeting of the Board for the purpose of considering certain matters of the Board to include election of certain District officers, and other such business which may properly come before the Board.

DATE: November 1, 2022
TIME: _____
PLACE: _____

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager, 219 East Livingston Street, Orlando, Florida 32801, Ph: (877) 855-5251 ("**District Manager's Office**"). At said meeting each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person to be elected to the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner's proxy. At the landowners' meeting the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

The landowners' meeting and the Board meeting are open to the public and will be conducted in accordance with the provisions of Florida law. One or both of the meetings may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for these meetings may be obtained from the District Manager's Office. There may be an occasion where one or more supervisors will participate by telephone.

Any person requiring special accommodations to participate in these meetings is asked to contact the District Manager's Office, at least 48 hours before the hearing. 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 Manager's Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that such person will need a record of the 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 the appeal is to be based.

George Flint
District Manager
Run Date(s): _____ & _____

PUBLISH: ONCE A WEEK FOR 2 CONSECUTIVE WEEKS, THE LAST DAY OF PUBLICATION TO BE NOT FEWER THAN 14 DAYS OR MORE THAN 28 DAYS BEFORE THE DATE OF ELECTION, IN A NEWSPAPER WHICH IS IN GENERAL CIRCULATION IN THE AREA OF THE DISTRICT

**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF
WESTWOOD/OCC COMMUNITY DEVELOPMENT DISTRICT
FOR THE ELECTION OF SUPERVISORS**

DATE OF LANDOWNERS' MEETING: **Tuesday, November 1, 2022**

TIME: _____ .M.

LOCATION:

Pursuant to Chapter 190, *Florida Statutes*, and after a Community Development District ("**District**") has been established and the landowners have held their initial election, there shall be a subsequent landowners' meeting for the purpose of electing members of the Board of Supervisors ("**Board**") every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), *Florida Statutes*.

A landowner may vote in person at the landowners' meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each position on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners' meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board that is open for election for the upcoming term.

This year, three (3) seats on the Board will be up for election by landowners. The two candidates receiving the highest number of votes shall be elected for a term of four (4) years. The candidate receiving the next highest number of votes shall be elected for a term of two (2) years. The term of office for each successful candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.

LANDOWNER PROXY

**WESTWOOD/OCC COMMUNITY DEVELOPMENT DISTRICT
ORANGE COUNTY, FLORIDA
LANDOWNERS' MEETING – NOVEMBER 1, 2022**

KNOW ALL MEN 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 Westwood/OCC Community Development District to be held at _____, on November 1, 2022, at _____ a/p.m., and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her 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 landowners' meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners' meeting prior to the Proxy Holder's exercising the voting rights conferred herein.

Printed Name of Legal Owner

Signature of Legal Owner

Date

Parcel Description

Acreage

Authorized Votes

[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.]

Total Number of Authorized Votes:

NOTES: Pursuant to Section 190.006(2)(b), *Florida Statutes*, a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, 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.).

OFFICIAL BALLOT
WESTWOOD/OCC COMMUNITY DEVELOPMENT DISTRICT
ORANGE COUNTY, FLORIDA
LANDOWNERS' MEETING - NOVEMBER 1, 2022

For Election (3 Supervisors): The two (2) candidates receiving the highest number of votes will each receive a four (4) year term, and the one (1) candidate receiving the next highest number of votes will receive a two (2) year term, with the term of office for the successful candidates commencing upon election.

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 Westwood/OCC Community Development District and described as follows:

<u>Description</u>	<u>Acreage</u>
_____	_____
_____	_____
_____	_____

[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 _____ (Landowner) pursuant to the Landowner's Proxy attached hereto, do cast my votes as follows:

SEAT #	NAME OF CANDIDATE	NUMBER OF VOTES
2		
4		
5		

Date: _____

Signed: _____

Printed Name: _____

SECTION V

RESOLUTION 2022-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WESTWOOD/OCC COMMUNITY DEVELOPMENT DISTRICT APPROVING THE PROPOSED BUDGET FOR FISCAL YEAR 2022/2023 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW AND PROVIDING FOR A SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Westwood/OCC Community Development District (the “District”) was established by Ordinance No. 2021-10, adopted by the County Commission of Orange County, Florida, effective as of July 23, 2019; and

WHEREAS, the District Manager has prepared and submitted to the Board of Supervisors of the Westwood/OCC Community Development District (the “Board”) the proposed budget for Fiscal Year 2022/2023, which commences on October 1, 2022 and concludes September 30, 2023; and

WHEREAS, the Board has considered the proposed budget and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WESTWOOD/OCC COMMUNITY DEVELOPMENT DISTRICT:

1. PROPOSED BUDGET APPROVED. The proposed budget prepared by the District Manager for Fiscal Year 2022/2023 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said proposed budget.

2. SETTING A PUBLIC HEARING. A public hearing on said approved proposed budget is hereby declared and set for the following date, hour and location:

DATE: July 12, 2022

HOUR: 10:00 AM

LOCATION: Offices of GMS-CF, LLC
219 E. Livingston Street
Orlando, FL 32801

3. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENTS. The District Manager is hereby directed to submit a copy of the Proposed Budget to Orange County at least 60 days prior to the hearing set above.

4. POSTING OF PROPOSED BUDGET. In accordance with section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two (2) days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. PUBLICATION OF NOTICE. Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 12th day of April, 2022.

ATTEST:

**WESTWOOD/OCC COMMUNITY
DEVELOPMENT DISTRICT**

Assistant Secretary/Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: FY 2022/2023 Proposed Budget

Exhibit A
FY 2022/2023 Proposed Budget

[See attached]

Westwood OCC
Community Development District

Proposed Budget
FY2023



Table of Contents

1 General Fund

2-4 General Fund Narrative

Westwood/OCC

Community Development District

Proposed Budget General Fund

Description	Adopted Budget FY2022	Actuals Thru 2/28/22	Projected Next 7Months	Projected Thru 9/30/22	Proposed Budget FY2023
<u>Revenues</u>					
Developer Contributions	\$ 94,019	\$ 17,668	\$ 52,644	\$ 70,313	\$ 94,357
Total Revenues	\$ 94,019	\$ 17,668	\$ 52,644	\$ 70,313	\$ 94,357
<u>Expenditures</u>					
<i><u>Administrative</u></i>					
Supervisor Fees	\$ 12,000	\$ 800	\$ 7,000	\$ 7,800	\$ 12,000
FICA Expense	\$ 918	\$ 46	\$ 536	\$ 581	\$ 918
Engineering	\$ 12,000	\$ 255	\$ 7,000	\$ 7,255	\$ 12,000
Attorney	\$ 25,000	\$ 587	\$ 14,583	\$ 15,170	\$ 25,000
Annual Audit	\$ 2,900	\$ -	\$ 2,900	\$ 2,900	\$ 2,900
Management Fees	\$ 25,000	\$ 10,417	\$ 14,583	\$ 25,000	\$ 25,000
Information Technology	\$ 800	\$ 333	\$ 467	\$ 800	\$ 800
Website Maintenance	\$ 400	\$ 167	\$ 233	\$ 400	\$ 400
Telephone	\$ 300	\$ -	\$ 175	\$ 175	\$ 300
Postage	\$ 1,000	\$ 4	\$ 583	\$ 588	\$ 1,000
Printing & Binding	\$ 1,000	\$ 5	\$ 583	\$ 589	\$ 1,000
Insurance	\$ 5,776	\$ 5,435	\$ -	\$ 5,435	\$ 6,114
Legal Advertising	\$ 5,000	\$ -	\$ 2,917	\$ 2,917	\$ 5,000
Other Current Charges	\$ 1,600	\$ 175	\$ 266	\$ 441	\$ 1,600
Office Supplies	\$ 150	\$ 0	\$ 88	\$ 88	\$ 150
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ -	\$ 175	\$ 175
Total Expenditures	\$ 94,019	\$ 18,399	\$ 51,914	\$ 70,313	\$ 94,357
Excess Revenues/(Expenditures)	\$ -	\$ (730)	\$ 730	\$ -	\$ -

Westwood/OCC
Community Development District
GENERAL FUND BUDGET

REVENUES:

Developer Contributions

The District will enter into a Funding Agreement with the Developer to fund the General Fund expenditures for the Fiscal Year.

EXPENDITURES:

Administrative:

Supervisor Fees

Chapter 190, Florida Statutes, allows for each Board member to receive \$200 per meeting, not to exceed \$4,800 per year paid to each Supervisor for the time devoted to District business and meetings. The amount is based on 5 supervisors attending 12 meetings during the fiscal year.

FICA Expense

Represents the Employer's share of Social Security and Medicare taxes withheld from Board of Supervisor checks.

Engineering

The District's engineer, Dewberry Engineers, Inc., will be providing general engineering services to the District, e.g. attendance and preparation for monthly board meetings, review of invoices and requisitions, preparation and review of contract specifications and bid documents, and various projects assigned as directed by the Board of Supervisors and the District Manager.

Attorney

The District's legal counsel, Kutak Rock, LLP will be providing general legal services to the District, e.g. attendance and preparation for monthly meetings, preparation and review of agreements and resolutions, and other research assigned as directed by the Board of Supervisors and the District Manager.

Annual Audit

The District is required by Florida Statutes to arrange for an independent audit of its financial records on an annual basis.

Management Fees

The District has contracted with Governmental Management Services-Central Florida, LLC to provide Management, Accounting and Recording Secretary Services for the District. The services include, but not limited to, recording and transcription of board meetings, budget preparation, all financial reporting, annual audit, etc.

Westwood/OCC
Community Development District
GENERAL FUND BUDGET

Information Technology

Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc. Governmental Management Services – Central Florida, LLC provides these systems.

Website Maintenance

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc. Governmental Management Services – Central Florida, LLC provides these services.

Telephone

Telephone and fax machine.

Postage

Mailing of agenda packages, overnight deliveries, correspondence, etc.

Printing & Binding

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes etc.

Insurance

The District's general liability and public officials liability insurance coverage is provided by Florida Insurance Alliance (FIA). FIA specializes in providing insurance coverage to governmental agencies.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings, public hearings, etc in a newspaper of general circulation.

Other Current Charges

Bank charges and any other miscellaneous expenses incurred during the year.

Westwood/OCC
Community Development District
GENERAL FUND BUDGET

Office Supplies

Miscellaneous office supplies.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Florida Department of Economic Opportunity for \$175. This is the only expense under this category for the District.

SECTION VI

SECTION A

SECTION 1

MEMORANDUM

TO: District Manager

FROM: Michael C. Eckert

DATE: March 29, 2022

RE: Best Practices for Responding to Public Records Requests

Over the past few months, we have seen an uptick in public records requests. While public records requests can be frustrating for all parties for a variety of reasons, it is important for a community development district to follow the law and to implement best practices. This will help the public receive the information they are seeking in a consistent and timely manner, while at the same time providing protection for the District should litigation over a public records request arise. Please keep in mind that the law regarding public records requests continues to evolve. In addition, this memorandum is not comprehensive and additional issues will invariably arise which will require further analysis. If at any time you have questions, please contact our office for guidance.

A few reminders on public records are in order.

1. A public records request does not have to be in writing.
2. A public records request does not have to be signed.
3. A public records request does not have to provide the name of the person requesting the records.
4. You cannot require the requestor to show identification.
5. You should not ask the requestor the purpose of the request, unless it is necessary to understand what records they are seeking.
6. You should not respond to a public records request by referring a person to a website in lieu of providing the requested record.
7. There is no obligation for you or the District to create a new record in response to a request.
8. There is no obligation for you or the District to answer questions in response to a request.
9. Public records requests occasionally seek records that should not be, or are not permitted to be, produced under Florida law. If you have any question regarding whether a document requested is “*exempt*” or “*exempt and confidential*” under Florida law, seek legal guidance from our office before production.

Based on current Florida law, below are some best practices that we encourage your office to implement and follow.

Initiation of Process

A public records request is received by a supervisor, a member of district staff, a district employee, or a contractor to the district.

Step One (all supervisors, staff, district employees and contractors)

Immediately send or communicate the request to the District Secretary or their designee for a coordinated and consistent response.

Step Two (District Secretary or their designee)

Acknowledge in writing that the request has been received. This step should be completed without delay.

Example: The District is in receipt of your public records request dated _____ . Your request will be processed in accordance with the District's Rules and Policies and Florida law.

Step Three (District Secretary or their designee)

Determine whether the request is seeking paper copies or electronic records.

Step Four (District Secretary or their designee)

Determine whether the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance. If the time to respond is in excess of 15 minutes, it is presumed to require extensive use of information technology resources or extensive clerical or supervisory assistance.

Step Five (District Secretary or their designee)

If the nature or volume of records requested does not require extensive use of information technology resources or extensive clerical or supervisory assistance, contact each District staff member or Board member who may have responsive records and assemble the requested records and move to step 6A.

If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, do not assemble the records at this time and move to step 6B.

Step 6A (District Secretary or their designee)

Review the assembled records to determine if there is any information that is included in the records that is exempt, or confidential and exempt, under Florida public records laws. If the records are clearly not exempt, or confidential and exempt, under Florida public records laws, provide the records to the requestor. If there is a question as to whether the records contain

information that is exempt, or confidential and exempt, under Florida public records laws, please forward the request and responsive records to District Counsel for review. After you hear back from District Counsel as to what records may be produced, produce the records. If any documents requested are not to be produced because they are exempt, or confidential and exempt, District Counsel will provide you with something in writing to deliver to the requestor which references the specific statutory basis for the withholding of the records. If paper records are requested, you should collect the copy charges from the requestor before providing the records. The amounts you can charge for copies and certified copies is set forth on Exhibit A hereto. Please ensure that you maintain a record of the date, time and manner in which you produced the records. *This is the final step when the request does not involve extensive use of information technology resources or extensive clerical or supervisory assistance.*

Step 6B (District Secretary or their designee)

When the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, you will need to estimate the special service fee that will be charged to process the request. You will also need to estimate the amount to be charged for paper copies, if requested. Understand that the special service charge is applicable to staff time spent responding to the request. Each staff member should be requested to provide their hourly rate for a special service fee (as calculated above) and an estimate of the time necessary for them to respond to the request. Board members should not charge for their time responding to public records requests. The special service charge must be based on the hourly wage (and benefits) of the person or persons responding to the request. In addition, the rate to be charged should be the rate for the person with the lowest hourly wage (and benefits) that is competent to respond to the request.

Example: If a recording secretary is paid \$40,000 a year and his or her benefits are valued at \$10,000 per year, works 50 weeks a year at 40 hours per week, that is a total of 2000 hours. \$50,000 total compensation and benefits divided by 2000 hours equals a special service charge of \$25 per hour.

Step 7 (District Secretary or their designee)

After you have spoken with all staff members who may have responsive records and determined the estimated special service fee, contact the requestor in writing to inform the requestor of the estimate and request payment before the response is compiled. This is a very important step in the process to complete with accuracy and consistency.

Example: Dear [Requestor]:

Below you will find the special service charge estimate for production of the records you have requested. A special service charge is necessary due to the fact that the nature and volume of the records requested will require extensive clerical and supervisory assistance to fully respond to the requests. [Responsive records could include notes, correspondence, emails,

meeting minutes, audio meeting recordings, agreements, drafts, reports, etc. over approximately the past _____ years.]

The estimate below assumes you want copies emailed to you and not paper copies. If you are requesting paper copies, there will be an additional duplication charge. Please clarify if you want paper copies.

Estimated Special Service Charge:

District Administrative

\$_____ (estimated _____ hours @ \$_____ per hour)

District Manager

\$_____ (estimated _____ hours @ \$_____ per hour)

District Engineer

\$_____ (estimated _____ hours @ \$_____ per hour)

Paralegal

\$_____ (estimated _____ hours @ \$_____ per hour)

Legal Counsel

\$_____ (estimated _____ hours @ \$_____ per hour)

Total Estimated Charge: \$_____

A check for the estimated charge should be made payable to the _____ Community Development District and mailed to the following:

[INSERT DISTRICT MANAGER ADDRESS]

Upon receipt of your payment, we will begin the process of gathering the documents and reviewing applicable exemptions. If our estimate is higher than our actual expenses, we will refund the difference. If our actual costs are higher than our estimate, we will provide the additional charges to you and we will expect prompt payment.

Please confirm you want the documents sent by electronic mail to: _____.

[You have requested that your public records request be treated as continuing. Such is inconsistent with Florida law and the request will not

be treated by the District as continuing. See Florida Attorney General Informal Opinion to Worch, June 15, 1995.

[In relation to the transcripts of shade sessions held on _____, _____, and _____
[DISTRICT MANAGER: INSERT SHADE SESSION MEETING DATES FOR THE LITIGATION], for separate and independent reasons, the records you requested are exempt and confidential under sections 286.011(8) and 119.07(1)(d) of the Florida Statutes. Such records remain exempt and confidential until the conclusion of the litigation or adversarial administrative proceedings, meaning a suit has been dismissed with prejudice or the statute of limitations has run. This position is based on Florida Attorney General Opinion 94-33. Therefore, these transcripts are not being produced.]

For questions, please contact _____ @
_____. (_____) - _____

Step 8 (District Secretary or their designee)

Collect the special service charge estimate.

Step 9 (District Secretary or their designee)

Compile the requested records from all District staff and board members. Inform all staff members to keep track of their time spent responding to the request in tenth or quarter hour increments.

Step 10 (District Secretary or their designee)

Review the assembled records to determine if there is any information that is included in the records that is exempt, or confidential and exempt, under Florida public records laws. If the records are clearly not exempt, or confidential and exempt, under Florida public records laws, provide the records to the requestor. If there is a question as to whether the records contain information that is exempt, or confidential and exempt, under Florida public records laws, please forward the request and responsive records to District Counsel for review.

Step 11 (District Secretary or their designee)

After you hear back from District Counsel, compare the amount of the estimated special service charge to the amount of time actually expended responding to the request. If the estimated special service charge proves to be too high, provide a refund to the requestor. If the estimated special service charge proves to be too low, contact the requestor and seek the balance of the special service charge due. If the person refuses to pay, contact District Counsel for further instructions prior to producing the records.

Step 12 (District Secretary or their designee)

Produce the records. Please ensure that you maintain a record of the date, time and manner in which you produced the records.

Exhibit A

Excerpt from Rule of Procedure 1.2(2) (Most recent Kutak Rock version)

- (2) Public Records. District public records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business of the District. All District public records not otherwise restricted by law may be copied or inspected at the District Manager's office during regular business hours. Certain District records can also be inspected and copied at the District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules is appointed as the District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.
- (3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.
- (4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of \$0.15 per page for one-sided copies and \$0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar (\$1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature or volume of the public records to be inspected or copied. The charge may include the labor

costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word “extensive” shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars (\$25.00), then, prior to commencing work on the request, the District will inform the person making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce the requested records. After the request has been fulfilled, additional payments or credits may be due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

- (5) Records Retention. The Secretary of the District shall be responsible for retaining the District’s records in accordance with applicable Florida law.
- (6) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.

SECTION C

SECTION 1

Westwood/OCC
Community Development District

Unaudited Financial Reporting
February 28, 2022



Table of Contents

1	<hr/>	Balance Sheet
2	<hr/>	General Fund
3	<hr/>	Month to Month

Westwood/OCC
Community Development District
Combined Balance Sheet
February 28, 2022

	<i>General Fund</i>	<i>Totals Governmental Funds</i>
Assets:		
<u>Cash:</u>		
Operating Account	\$ 6,617	\$ 6,617
Due From Developer	\$ 3,204	\$ 3,204
Total Assets	\$ 9,822	\$ 9,822
Liabilities:		
Accounts Payable	\$ 2,914	\$ 2,914
Total Liabilities	\$ 2,914	\$ 2,914
Fund Balances:		
Unassigned	\$ 6,908	\$ 6,908
Total Fund Balances	\$ 6,908	\$ 6,908
Total Liabilities & Fund Balance	\$ 9,822	\$ 9,822

Westwood/OCC
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending February 28, 2022

	Adopted	Prorated Budget	Actual	
	Budget	Thru 02/28/22	Thru 02/28/22	Variance
<u>Revenues</u>				
Developer Contributions	\$ 94,019	\$ 18,399	\$ 17,668	\$ (730)
Total Revenues	\$ 94,019	\$ 18,399	\$ 17,668	\$ (730)
<u>Expenditures:</u>				
<u>General & Administrative:</u>				
Supervisor Fees	\$ 12,000	\$ 5,000	\$ 800	\$ 4,200
FICA Expense	\$ 918	\$ 383	\$ 46	\$ 337
Engineering	\$ 12,000	\$ 5,000	\$ 255	\$ 4,745
Attorney	\$ 25,000	\$ 10,417	\$ 587	\$ 9,830
Annual Audit	\$ 2,900	\$ -	\$ -	\$ -
Management Fees	\$ 25,000	\$ 10,417	\$ 10,417	\$ 0
Information Technology	\$ 800	\$ 333	\$ 333	\$ (0)
Website Maintenance	\$ 400	\$ 167	\$ 167	\$ 0
Telephone	\$ 300	\$ 125	\$ -	\$ 125
Postage	\$ 1,000	\$ 417	\$ 4	\$ 412
Printing & Binding	\$ 1,000	\$ 417	\$ 5	\$ 411
Insurance	\$ 5,776	\$ 5,776	\$ 5,435	\$ 341
Legal Advertising	\$ 5,000	\$ 2,083	\$ -	\$ 2,083
Other Current Charges	\$ 1,600	\$ 667	\$ 175	\$ 492
Office Supplies	\$ 150	\$ 63	\$ 0	\$ 62
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Total Expenditures	\$ 94,019	\$ 41,438	\$ 18,399	\$ 23,039
Excess Revenues (Expenditures)	\$ -		\$ (730)	
Fund Balance - Beginning	\$ -		\$ 7,638	
Fund Balance - Ending	\$ -		\$ 6,908	

Westwood/OCC
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
Revenues													
Developer Contributions	\$ 7,793	\$ 2,184	\$ 2,264	\$ 2,223	\$ 3,204	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	17,668
Total Revenues	\$ 7,793	\$ 2,184	\$ 2,264	\$ 2,223	\$ 3,204	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	17,668
Expenditures:													
General & Administrative:													
Supervisor Fees	\$ -	\$ -	\$ -	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	800
FICA Expense	\$ -	\$ -	\$ -	\$ 46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	46
Engineering	\$ -	\$ -	\$ -	\$ 255	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	255
Attorney	\$ 79	\$ 40	\$ 152	\$ 316	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	587
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Management Fees	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	10,417
Information Technology	\$ 67	\$ 67	\$ 67	\$ 67	\$ 67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	333
Website Maintenance	\$ 33	\$ 33	\$ 33	\$ 33	\$ 33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	167
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Postage	\$ -	\$ 0	\$ 2	\$ -	\$ 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	4
Printing & Binding	\$ -	\$ -	\$ -	\$ -	\$ 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5
Insurance	\$ 5,435	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,435
Legal Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Other Current Charges	\$ 30	\$ 30	\$ 38	\$ 38	\$ 38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	175
Office Supplies	\$ -	\$ 0	\$ 0	\$ -	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	175
Total Expenditures	\$ 7,902	\$ 2,253	\$ 2,376	\$ 3,638	\$ 2,229	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	18,399
Excess Revenues (Expenditures)	\$ (109)	\$ (70)	\$ (111)	\$ (1,415)	\$ 975	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(730)

SECTION 2

Westwood/OCC

Community Development District

Funding Request #23

August 27, 2021

Payee		General Fund FY2021	
1	Dewberry Engineers Inc Inv# 1998519 - General Engineering Services - July 2021	\$	250.00
2	Governmental Management Services-CF, LLC Inv# 16 - Management Fees - August 2021	\$	3,053.39
3	Hopping Green & Sams Inv #119831 - December 2020	\$	75.00
	Inv #124603 - July 2021	\$	212.75
		\$	3,591.14
Total:		\$	3,591.14

Please make check payable to:

Westwood/OCC CDD
6200 Lee Vista Boulevard Suite 300
Orlando FL, 32822

INVOICE



Dewberry®

Please remit to: DEWBERRY ENGINEERS INC.
P.O. Box 821824
Philadelphia, PA 19182-1824
(703)849-0100 TIN: 13-0746510

Bill To: WESTWOOD/OCC CDD
135 W. CENTRAL BLVD, SUITE 320
ORLANDO FL 32801

Invoice #: 1998519
Invoice Date: 8/23/2021
Due Date: 9/22/2021
Client #: 325345
Contract #: 50119132
Batch #: 3069653

Dewberry Project: 50119131 Westwood OCC CDD Master
Master agreement

310-513-311

Work Performed Thru Period Ending 7/30/2021

Job: 50119132 Westwood/OCC CDD WA#1

TIME & MATERIAL BILLING

Task ID Task Description
T001 GENERAL ENGINEERING SERVICES

Description
ENGINEER IX

Prev Amount Billed \$ 8,865.00

CURRENT PERIOD BILLING

Hours	Rate	Amount
1.00	250.000	\$ 250.00
TOTAL HOURLY LABOR	1.00	\$ 250.00
TOTAL FOR T001		\$ 250.00

TOTAL FOR JOB: 50119132 \$ 250.00

TOTAL INVOICE AMOUNT DUE \$ 250.00
BY 9/22/2021

Please Reference Invoice Number with Payment

RECEIVED
AUG 28 2021

NOTE: Dewberry will not ask our clients to update any banking information via email. Please call Richard Goldstein directly at 703.849.0219 to request or verify our banking information or account number.

This invoice is due and payable within 30 days of the invoice date. Any questions pertaining to the above should be brought to the attention of Dewberry immediately. Thank you.

This invoice accurately reflects the terms and conditions of our agreement and the amount hereon is correct.
REINARDO MALAVE DAVILA

Dewberry complies with Section 202 of Executive Order 11246 as amended by Executive Order 11375.

GMS-Central Florida, LLC1001 Bradford Way
Kingston, TN 37763**Invoice****Invoice #:** 16**Invoice Date:** 8/1/21**Due Date:** 8/1/21**Case:****P.O. Number:****Bill To:**Westwood OCC CDD
219 E. Livingston St.
Orlando, FL 32801

1

Description	Hours/Qty	Rate	Amount
Management Fees - August 2021 31-513-34		2,916.67	2,916.67
Information Technology - August 2021 351		100.00	100.00
Office Supplies 51		15.09	15.09
Postage 42		20.73	20.73
Copies 425		0.90	0.90
<div>RECEIVED</div>			
Total			\$3,053.39
Payments/Credits			\$0.00
Balance Due			\$3,053.39

Hopping Green & Sams

Attorneys and Counselors

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

STATEMENT

January 22, 2021

Westwood/OCC CDD
Governmental Management Services-Central FL, LLC
c/o George Flint
1408 Hamlin Avenue, Unit E
St. Cloud, FL 34771

Bill Number 119831
Billed through 12/31/2020

3

31-513-315

RECEIVED

JAN 18 2021

General Counsel

WOCDD 00001 MCE

FOR PROFESSIONAL SERVICES RENDERED

12/30/20	MCE	Review e-verify new law and impact on district.	0.20 hrs
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Total fees for this matter	\$75.00
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MATTER SUMMARY

Eckert, Michael C.	0.20 hrs	375 /hr	\$75.00
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TOTAL FEES	\$75.00
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TOTAL CHARGES FOR THIS MATTER	\$75.00
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BILLING SUMMARY

Eckert, Michael C.	0.20 hrs	375 /hr	\$75.00
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TOTAL FEES	\$75.00
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TOTAL CHARGES FOR THIS BILL	\$75.00
-----------------------------	---------

Please include the bill number with your payment.

Hopping Green & Sams

Attorneys and Counselors

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

===== STATEMENT =====

August 18, 2021

Westwood/OCC CDD
Governmental Management Services-Central FL, LLC
c/o George Flint
1408 Hamlin Avenue, Unit E
St. Cloud, FL 34771

Bill Number 124603
Billed through 07/31/2021

RECEIVED

AUG 18 2021

General Counsel

WOCDD 00001 MCE

FOR PROFESSIONAL SERVICES RENDERED

07/12/21	LMG	Review agenda package.	0.30 hrs
07/13/21	LMG	Prepare for and attend board meeting; follow-up from same.	0.50 hrs
Total fees for this matter			\$212.00

MATTER SUMMARY

Gentry, Lauren M.	0.80 hrs	265 /hr	\$212.00
TOTAL FEES			\$212.00
INTEREST CHARGE ON PAST DUE BALANCE			\$0.75
TOTAL CHARGES FOR THIS MATTER			\$212.75

BILLING SUMMARY

Gentry, Lauren M.	0.80 hrs	265 /hr	\$212.00
TOTAL FEES			\$212.00
INTEREST CHARGE ON PAST DUE BALANCE			\$0.75
TOTAL CHARGES FOR THIS BILL			\$212.75

Please include the bill number with your payment.

the 1990s, the number of people in the UK who are employed in the public sector has increased by 1.5 million, from 2.5 million in 1980 to 4 million in 1995. The public sector has also become an important employer of women, with 60% of public sector employees being women in 1995.

There are a number of reasons why the public sector has become an important employer of women. One reason is that the public sector has a high proportion of women in the lower grades of the hierarchy, which is why it has become an important employer of women. Another reason is that the public sector has a high proportion of women in the higher grades of the hierarchy, which is why it has become an important employer of women.

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Westwood/OCC

Community Development District

Funding Request #24

September 30, 2021

Payee		General Fund FY2021	
1	Governmental Management Services-CF, LLC Inv# 25 - Management Fees - September 2021	\$	3,018.83
2	Egis Insurance & Risk Advisors Inv# 14317 FY22 Florida Insurance	\$	5,435.00
		\$	8,453.83
Total:		\$	8,453.83

Please make check payable to:

Westwood/OCC CDD

6200 Lee Vista Boulevard Suite 300

Orlando FL, 32822

GMS-Central Florida, LLC
1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 25
Invoice Date: 9/1/21
Due Date: 9/1/21
Case:
P.O. Number:

RECEIVED

Bill To:
Westwood OCC CDD
219 E. Livingston St.
Orlando, FL 32801

Description	Hours/Qty	Rate	Amount
Management Fees - September 2021	31-513-34	2,916.67	2,916.67
Information Technology - September 2021	351	100.00	100.00
Office Supplies	510	0.12	0.12
Postage	420	2.04	2.04
Total			\$3,018.83
Payments/Credits			\$0.00
Balance Due			\$3,018.83



INVOICE

PK27

Customer	Westwood/OCC Community Development District
Acct #	974
Date	09/10/2021
Customer Service	Kristina Rudez
Page	1 of 1

Westwood/OCC Community Development District
c/o Government Management Services, LLC
219 E Livingston St
Orlando, FL 32801

Payment Information	
Invoice Summary	\$ 5,435.00
Payment Amount	
Payment for:	Invoice#14317
100121444	

Thank You

Please detach and return with payment

Customer: Westwood/OCC Community Development District

FY22 GEN. INS

Invoice	Effective	Transaction	Description	Amount
14317	10/01/2021	Renew policy	Policy #100121444 10/01/2021-10/01/2022 Florida Insurance Alliance Package - Renew policy Due Date: 9/10/2021	5,435.00
				Total
				\$ 5,435.00

RECEIVED

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

(321)233-9939

Date

Lockbox 234021 PO Box 84021

Chicago, IL 60689-4002

sclimer@egisadvisors.com

09/10/2021

the 1990s, the number of people in the UK who are employed in the public sector has increased by 1.5 million, from 2.5 million in 1980 to 4 million in 1995. The public sector has also become an important employer of women, with 55% of public sector employees being women in 1995, compared with 45% in 1980.

There are a number of reasons why the public sector has become an important employer of women. One reason is that the public sector has a high proportion of jobs that are traditionally held by women, such as teaching, nursing, and social work. Another reason is that the public sector has a high proportion of jobs that are part-time or flexible, which are more likely to be held by women.

There are also a number of reasons why the public sector has become an important employer of women in the 1990s. One reason is that the public sector has a high proportion of jobs that are in the health and social care sectors, which are traditionally held by women. Another reason is that the public sector has a high proportion of jobs that are in the education sector, which is also traditionally held by women.

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Westwood/OCC

Community Development District

Funding Request #25

October 21, 2021

	Payee		General Fund
1	Florida Department of Economic Opportunity Inv# 85486 Special District Fee FY22	\$	175.00
2	Governmental Management Services-CF, LLC Inv# 26 - Management Fees - Oct 2021	\$	2,183.33
3	Orlando Sentinel Inv# 042874260000 - Legal Advertising - Sep 2021	\$	260.00
		\$	2,618.33
	Total:	\$	2,618.33

Please make check payable to:

Westwood/OCC CDD

6200 Lee Vista Boulevard Suite 300

Orlando FL 32822

Florida Department of Economic Opportunity, Special District Accountability Program
FY 2021/2022 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.: 85486			Date Invoiced: 10/01/2021
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/02/2021: \$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:



Westwood / OCC Community Development District

Mr. Michael C. Eckert
 Hopping Green and Sams, P.A.
 119 South Monroe Street, Suite 300
 Tallahassee, FL 32301

2. Telephone: (850) 222-7500
 3. Fax: (850) 224-8551
 4. Email: michaelc@hgsllaw.com
 5. Status: Independent
 6. Governing Body: Elected
 7. Website Address: ~~www.westwoodocc.com~~ www.westwoodocc.com
 8. County(ies): Orange
 9. Function(s): Community Development
 10. Boundary Map on File: 09/03/2019
 11. Creation Document on File: 09/03/2019
 12. Date Established: 07/23/2019
 13. Creation Method: Local Ordinance
 14. Local Governing Authority: Orange County
 15. Creation Document(s): County Ordinance 2019-10
 16. Statutory Authority: Chapter 190, Florida Statutes
 17. Authority to Issue Bonds: Yes
 18. Revenue Source(s): Agreement, Assessments
 19. Most Recent Update: 10/12/2020

RECEIVED

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

Registered Agent's Signature: [Signature] Date 10/12/21

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 2019/2020 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.

1001 Bradford Way
Kingston, TN 37763

Invoice #: 26
Invoice Date: 10/1/21
Due Date: 10/1/21
Case:
P.O. Number:

Westwood OCC CDD
219 E. Livingston St.
Orlando, FL 32801

RECEIVED

Total	\$2,183.33
Payments/Credits	\$0.00
Balance Due	\$2,183.33

Invoice & Summary

Billed Account Name: Westwood/Occ Cdd
Billed Account Number: CU80057447
Invoice Number: 042874260000
Amount: \$260.00
Billing Period: 09/01/21 - 09/30/21
Due Date: 10/30/21

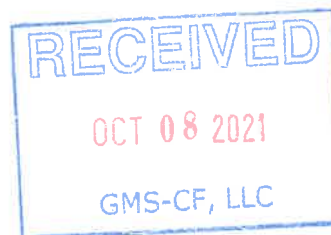
INVOICE/SUMMARY

Page 1 of 2

Invoice & Summary Details

Date	Invoice Reference #	Description	Ad Size/Units	Rate	Gross Amount	Total
Current Activity						
09/24/21	OSC42874260	Classified Listings, Online Orlando Sentinel 7047340				260.00
Total Current Advertising						260.00

RECEIVED



Total: \$260.00

Account Summary

Current	1-30	31-60	61-90	91+	Unapplied Amount
260.00	0.00	0.00	0.00	0.00	0.00



Please detach and return this portion with your payment.

Remittance Section

Billed Period: 09/01/21 - 09/30/21
Billed Account Name: Westwood/Occ Cdd
Billed Account Number: CU80057447
Invoice Number: 042874260000

Return Service Requested

3616001499 PRESORT 1499 1 MB 0.482 P1C8



WESTWOOD/OCC CDD
STACIE VANDERBILT
219 E. LIVINGSTON STREET STE 320
ORLANDO FL 32801-1508

For questions regarding this billing, or change of address notification, please contact Customer Care:

Orlando Sentinel
PO Box 100608
Atlanta, GA 30384-0608



Orlando Sentinel

Published Daily
ORANGE County, Florida

Sold To:

Westwood/OCC CDD - CU80057447
219 E. Livingston Street
Orlando, FL 32801

Bill To:

Westwood/OCC CDD - CU80057447
219 E. Livingston Street
Orlando, FL 32801

**State Of Illinois
County Of Cook**

Before the undersigned authority personally
appeared

Jeremy Gates, who on oath says that he or
she is an Advertising Representative of the
ORLANDO SENTINEL, a DAILY
newspaper published at the ORLANDO
SENTINEL in ORANGE County, Florida;
that the attached copy of advertisement,
being a Legal Notice in the matter of 11200-
Misc. Legal, . was published in said
newspaper in the issues of Sep 24, 2021.

Affiant further says that the said ORLANDO
SENTINEL is a newspaper Published in said
ORANGE County, Florida, and that the said
newspaper has heretofore been continuously
published in said ORANGE County, Florida,
each day and has been entered as periodicals
matter at the post office in ORANGE County,
Florida, in said ORANGE County, Florida, fo



Signature of Affiant

Jeremy Gates

Name of Affiant

Sworn to and subscribed before me on this 26 day of September, 2021,
by above Affiant, who is personally known to me (X) or who has produced identification ().



Signature of Notary Public



Name of Notary, Typed, Printed, or Stamped

7047340

NOTICE OF MEETINGS WESTWOOD/OCC COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Westwood/OCC Community Development District will hold its regularly scheduled public meetings for the Fiscal Year 2022 at the Offices of GMS-CF, LLC, 219 E. Livingston Street, Orlando, FL 32801, at 10:00 a.m. on the second Tuesday of the month as follows:

October 12, 2021
November 9, 2021
December 14, 2021
January 11, 2022
February 8, 2022
March 8, 2022
April 12, 2022
May 10, 2022
June 14, 2022
July 12, 2022
August 9, 2022
September 13, 2022

The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. A copy of the agenda for a particular meeting may be obtained by contacting the office of the District Manager at 219 E. Livingston Street, Orlando, Florida 32801, (407) 841-5524.

A meeting may be continued to a date, time and place to be specified on the record at that meeting. There may be occasions when one or more Supervisors, staff or other individuals will participate by telephone.

Any person requiring special accommodations at a meeting because of a disability or physical impairment should contact the District Office at (407) 841-5524 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at (800) 955-8770 for aid in contacting the District Office.

Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the 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.

George S. Flint
Governmental Management Services -
Central Florida, LLC
District Manager

OS7047340

9/24/21

7047340

the 1990s, the number of people in the UK who are employed in the public sector has increased by 1.5 million, from 2.5 million in 1980 to 4 million in 1995. The public sector has also become an important employer of women, with 55% of public sector employees being women in 1995, compared with 45% in 1980.

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Westwood/OCC

Community Development District

Funding Request #26

November 19, 2021

Payee		General Fund	
1	Governmental Management Services-CF, LLC Inv# 27 - Management Fees - Nov 2021	\$	2,183.51
		\$	2,183.51
Total:		\$	2,183.51

Please make check payable to:

Westwood/OCC CDD
6200 Lee Vista Boulevard Suite 300
Orlando FL, 32822

GMS-Central Florida, LLC
1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 27
Invoice Date: 11/1/21
Due Date: 11/1/21
Case:
P.O. Number:

Bill To:
Westwood OCC CDD
219 E. Livingston St.
Orlando, FL 32801

1

Description	Hours/Qty	Rate	Amount
Management Fees - November 2021	31-513-34	2,083.33	2,083.33
Website Administration - November 2021	352	33.33	33.33
Information Technology - November 2021	351	66.67	66.67
Office Supplies	510	0.03	0.03
Postage	420	0.15	0.15
Total			\$2,183.51
Payments/Credits			\$0.00
Balance Due			\$2,183.51

the 1990s, the number of people in the UK with a mental health problem has increased by 50% (Mental Health Act 1983).

There is a growing awareness of the need to improve the lives of people with mental health problems. The Department of Health (1999) has set out a vision of a new mental health system, which will be based on the following principles: (1) people with mental health problems should be treated as individuals; (2) people with mental health problems should be given the opportunity to participate in decisions about their care; (3) people with mental health problems should be given the opportunity to live in the community; (4) people with mental health problems should be given the opportunity to work and study; (5) people with mental health problems should be given the opportunity to live a full and active life.

The Department of Health (1999) has also set out a vision of a new mental health system, which will be based on the following principles: (1) people with mental health problems should be treated as individuals; (2) people with mental health problems should be given the opportunity to participate in decisions about their care; (3) people with mental health problems should be given the opportunity to live in the community; (4) people with mental health problems should be given the opportunity to work and study; (5) people with mental health problems should be given the opportunity to live a full and active life.

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Westwood/OCC

Community Development District

Funding Request #27
December 20, 2021

	Payee		General Fund
1	Governmental Management Services-CF, LLC Inv# 28 - Management Fees - Dec 2021	\$	2,185.28
2	Hopping Green & Sams Inv #126017 - Oct 2021	\$	79.00
		\$	2,264.28
		Total:	\$ 2,264.28

Please make check payable to:

Westwood/OCC CDD
6200 Lee Vista Boulevard Suite 300
Orlando FL, 32822

GMS-Central Florida, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice**Invoice #:** 28**Invoice Date:** 12/1/21**Due Date:** 12/1/21**Case:****P.O. Number:****Bill To:**

Westwood OCC CDD
219 E. Livingston St.
Orlando, FL 32801

RECEIVED

1

Description	Hours/Qty	Rate	Amount
Management Fees - December 2021	31-513-34	2,083.33	2,083.33
Website Administration - December 2021	352	33.33	33.33
Information Technology - December 2021	351	66.67	66.67
Office Supplies	51	0.06	0.06
Postage	42	1.89	1.89
Total			\$2,185.28
Payments/Credits			\$0.00
Balance Due			\$2,185.28

Hopping Green & Sams

Attorneys and Counselors

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

===== STATEMENT =====

November 17, 2021

Westwood/OCC CDD
Governmental Management Services-Central FL, LLC
c/o George Flint
1408 Hamlin Avenue, Unit E
St. Cloud, FL 34771

Bill Number 126017
Billed through 11/12/2021

General Counsel
WOCDD 00001

oct 21
MCE

3
31-513-315

RECEIVED

11-12-2021

FOR PROFESSIONAL SERVICES RENDERED

10/12/21	MCE	Prepare Department of Economic Opportunity's special district fee invoice and update form; arrange for distribution.	0.20 hrs
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Total fees for this matter	\$79.00
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MATTER SUMMARY

Eckert, Michael C.	0.20 hrs	395 /hr	\$79.00
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TOTAL FEES	\$79.00
------------	---------

TOTAL CHARGES FOR THIS MATTER	<u>\$79.00</u>
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BILLING SUMMARY

Eckert, Michael C.	0.20 hrs	395 /hr	\$79.00
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TOTAL FEES	\$79.00
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TOTAL CHARGES FOR THIS BILL	<u>\$79.00</u>
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Please include the bill number with your payment.

Hopping Green & Sams

Attorneys and Counselors

November 19, 2021

Via E-Mail

George Flint, District Manager
Governmental Management Services-Central Florida
1408 Hamlin Avenue, Unit E
St. Cloud, Florida 34771

Re: Westwood/OCC Community Development District
Hopping Green & Sams ("HGS") Final Invoices

Dear George:

Attached is HGS's invoice for work performed in October and November. Effective as of November 15, 2021, the special district practice group has transitioned to the law firm of Kutak Rock LLP.

After 40 years, Hopping Green & Sams, PA has ceased the practice of law and this will be HGS's final invoices.

Please let us know if you have any questions regarding the attached. Otherwise, please remit payment within thirty (30) days of your receipt of this letter. It was a pleasure serving as your counsel under HGS; and we look forward to our continued representation with Kutak Rock.

Sincerely,

Michael C. Eckert

MCE:lk

Attachment

cc: invoices@gmscfl.com

the 1990s, the number of people in the UK who are aged 65 and over has increased by 1.5 million (1990–1999) and is projected to increase by a further 1.5 million by 2010 (Office for National Statistics, 2000).

There is a growing awareness of the need to address the health care needs of the ageing population. The Department of Health (1999) has set out a strategy for the future of health care for older people. The strategy is based on the following principles:

- The health care system should be able to meet the needs of older people in a timely and effective manner.
- The health care system should be able to meet the needs of older people in a cost-effective manner.
- The health care system should be able to meet the needs of older people in a way that is consistent with the values and beliefs of older people.

The strategy also sets out a number of key objectives for the health care system to achieve by 2010:

- To ensure that older people have access to the health care services they need.
- To ensure that older people receive the best possible quality of care.
- To ensure that older people are able to live independently for as long as possible.

The strategy also sets out a number of key actions for the health care system to take in order to achieve these objectives:

- To improve the health care system's ability to meet the needs of older people.
- To improve the health care system's ability to meet the needs of older people in a cost-effective manner.
- To improve the health care system's ability to meet the needs of older people in a way that is consistent with the values and beliefs of older people.

The strategy also sets out a number of key actions for the health care system to take in order to achieve these objectives:

- To improve the health care system's ability to meet the needs of older people.
- To improve the health care system's ability to meet the needs of older people in a cost-effective manner.
- To improve the health care system's ability to meet the needs of older people in a way that is consistent with the values and beliefs of older people.

Westwood/OCC
Community Development District

Funding Request #28
January 20, 2022

	Payee		General Fund
1	Governmental Management Services-CF, LLC Inv# 29 - Management Fees - Jan 2022	\$	2,183.33
2	Kutak Rock LLP Inv #2975231 - General Counsel - Nov 2021	\$	39.50
		\$	2,222.83
		Total:	\$ 2,222.83

Please make check payable to:

Westwood/OCC CDD
6200 Lee Vista Boulevard Suite 300
Orlando FL, 32822

GMS-Central Florida, LLC1001 Bradford Way
Kingston, TN 37763**Invoice**

Invoice #: 29

Invoice Date: 1/1/22

Due Date: 1/1/22

Case:

P.O. Number:

Bill To:Westwood OCC CDD
219 E. Livingston St.
Orlando, FL 32801

1

Description	Hours/Qty	Rate	Amount
Management Fees - January 2022 31-513-34		2,083.33	2,083.33
Website Administration - January 2022 352		33.33	33.33
Information Technology - January 2022 351		66.67	66.67
<div>RECEIVED JAN 11 2022</div>			
Total			\$2,183.33
Payments/Credits			\$0.00
Balance Due			\$2,183.33

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

December 16, 2021

RECEIVED

DEC 22 2021

Paid CK62
Put FR
ask w-9
1/5

Check Remit To:
Kutak Rock LLP
PO Box 30057
Omaha, NE 68103-1157

Wire Transfer Remit To:
ABA #104000016
First National Bank of Omaha
Kutak Rock LLP
A/C # 24690470
Reference: Invoice No. 2975231
Client Matter No. 23123-1

Mr. George Flint
Westwood/OCC CDD
Governmental Management Services - Central Florida
Unit E
1408 Hamlin Avenue
St. Cloud, FL 34771

9

Invoice No. 2975231
23123-1

Re: General Counsel Nov 21

31-513-315

For Professional Legal Services Rendered

11/23/21	M. Eckert	0.10	39.50	Review and forward public records request
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TOTAL HOURS 0.10

TOTAL FOR SERVICES RENDERED \$39.50

TOTAL CURRENT AMOUNT DUE \$39.50

the 1990s, the number of people in the UK with a mental health problem has increased by 50% (Mental Health Foundation 2000). The prevalence of mental health problems in the UK is estimated to be 10% (Mental Health Foundation 2000).

There is a growing awareness of the need to address the needs of people with mental health problems. The UK government has set out a strategy for mental health care (Department of Health 1999). The strategy aims to improve the lives of people with mental health problems by providing them with the support and services they need. The strategy also aims to reduce the stigma and discrimination that people with mental health problems often experience.

One of the key challenges in mental health care is how to provide support and services to people with mental health problems in a way that is effective and sustainable. This is a complex task, as there are many different types of mental health problems and people with mental health problems have different needs. However, there are some key principles that can guide the development of mental health services.

First, it is important to ensure that people with mental health problems are given the opportunity to participate in decisions about their care. This means involving them in the development of their care plans and in the choice of services they receive. Second, it is important to provide people with mental health problems with the support and services they need to live their lives as fully as possible. This may include providing them with medication, therapy, and other services.

Third, it is important to ensure that people with mental health problems are given the opportunity to live in the community. This means providing them with the support and services they need to live independently and to participate in the activities of everyday life. Fourth, it is important to ensure that people with mental health problems are given the opportunity to work and to study. This means providing them with the support and services they need to develop their skills and to find employment or education.

Finally, it is important to ensure that people with mental health problems are given the opportunity to live in a safe and supportive environment. This means providing them with the support and services they need to live in a safe and supportive environment. This may include providing them with housing, food, and other basic needs. It also means providing them with the support and services they need to live in a safe and supportive environment.

These are some of the key principles that can guide the development of mental health services. By following these principles, we can ensure that people with mental health problems are given the support and services they need to live their lives as fully as possible. This is a goal that we should all strive to achieve.

Westwood/OCC

Community Development District

Funding Request #29

February 16, 2022

	Payee		General Fund
1	Governmental Management Services-CF, LLC Inv# 30 - Management Fees - Feb 2022	\$	2,191.13
2	Kutak Rock LLP Inv #2979979 - General Counsel - Dec 2021	\$	152.00
3	Attendance Confirmation for Board of Supervisors Randall Greene - Jan 11, 2022 Duane "Rocky" Owen - Jan 11, 2022 Andrew Gorrill - Jan 11, 2022 Thomas Franklin - Jan 11, 2022	\$ \$ \$ \$	215.30 215.30 215.30 215.30
		\$	3,204.33
		Total:	\$ 3,204.33

Please make check payable to:

Westwood/OCC CDD
6200 Lee Vista Boulevard Suite 300
Orlando FL, 32822

GMS-Central Florida, LLC
1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 30
Invoice Date: 2/1/22
Due Date: 2/1/22
Case:
P.O. Number:

Bill To:

Westwood OCC CDD
219 E. Livingston St.
Orlando, FL 32801

Description	Hours/Qty	Rate	Amount
Management Fees - February 2022	31.513.34	2,083.33	2,083.33
Website Administration - February 2022	352	33.33	33.33
Information Technology - February 2022	351	66.67	66.67
Office Supplies	51	0.12	0.12
Postage	42	2.28	2.28
Copies	425	5.40	5.40
Total			\$2,191.13
Payments/Credits			\$0.00
Balance Due			\$2,191.13

KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

January 19, 2022

Check Remit To:Kutak Rock LLP
PO Box 30057
Omaha, NE 68103-1157**Wire Transfer Remit To:**ABA #104000016
First National Bank of Omaha
Kutak Rock LLP
A/C # 24690470
Reference: Invoice No. 2979979
Client Matter No. 23123-1Mr. George Flint
Westwood/OCC CDD
Governmental Management Services - Central Florida
Unit E
1408 Hamlin Avenue
St. Cloud, FL 347719
31-513-315Invoice No. 2979979
23123-1

Re: General Counsel

For Professional Legal Services Rendered

12/03/21	K. Haber	0.30	67.50	Prepare prompt payment policy and resolution
12/23/21	M. Eckert	0.10	39.50	Draft amended and restated prompt payment policies and corresponding resolution due to legislative changes
12/27/21	K. Haber	0.20	45.00	Revise prompt payment policy and resolution; forward documents to Mr. Westwood

TOTAL HOURS 0.60

TOTAL FOR SERVICES RENDERED \$152.00

TOTAL CURRENT AMOUNT DUE \$152.00

the 1990s, the number of people in the UK who are aged 65 and over has increased by 1.5 million, and the number of people aged 75 and over has increased by 1.2 million (Office of National Statistics 1999).

There is a growing awareness of the need to develop services to meet the needs of older people, and the importance of the role of the community in this. The Department of Health (1999) has identified the need to develop services to meet the needs of older people, and the importance of the role of the community in this.

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Westwood/OCC

Community Development District

Funding Request #30

March 9, 2022

	Payee		General Fund
1	Dewberry Engineers, Inc Inv# 2078357 - Engineering Fees - Jan 2022	\$	255.00
2	Governmental Management Services-CF, LLC Inv# 31 - Management Fees - Mar 2022	\$	2,191.09
3	Kutak Rock LLP Inv #3009710 - General Counsel - Jan 2022	\$	316.00
		\$	2,762.09
		Total:	\$ 2,762.09

Please make check payable to:

Westwood/OCC CDD

6200 Lee Vista Boulevard Suite 300

Orlando FL, 32822

INVOICE



Dewberry®

Please remit to: DEWBERRY ENGINEERS INC.
P.O. Box 821824
Philadelphia, PA 19182-1824
(703)849-0100 TIN: 13-0746510

Bill To: WESTWOOD/OCC CDD
135 W. CENTRAL BLVD, SUITE 320
ORLANDO FL 32801

Invoice #: 2078357
Invoice Date: 2/16/2022
Due Date: 3/18/2022
Client #: 325345
Contract #: 50119132
Batch #: 3121040

Dewberry Project: 50119131 Westwood OCC CDD Master
Master agreement

31,513.31

Work Performed Thru Period Ending 1/28/2022

Job: 50119132 Westwood/OCC CDD WA#1

TIME & MATERIAL BILLING

Task ID

Task Description

T001

GENERAL ENGINEERING SERVICES

Description

ENGINEER IX

Prev Amount Billed \$ 9,115.00

CURRENT PERIOD BILLING

Hours	Rate	Amount
1.00	255.000	\$ 255.00
TOTAL HOURLY LABOR	1.00	\$ 255.00
TOTAL FOR T001		\$ 255.00

TOTAL FOR JOB: 50119132 \$ 255.00

TOTAL INVOICE AMOUNT DUE \$ 255.00
BY 3/18/2022

Please Reference Invoice Number with Payment

NOTE: Dewberry will not ask our clients to update any banking information via email. Please call Richard Goldstein directly at 703.849.0219 to request or verify our banking information or account number.

This invoice is due and payable within 30 days of the invoice date. Any questions pertaining to the above should be brought to the attention of Dewberry immediately. Thank you.

This invoice accurately reflects the terms and conditions of our agreement and the amount hereon is correct.
REINARDO MALAVE DAVILA

Dewberry complies with Section 202 of Executive Order 11246 as amended by Executive Order 11375.

Invoice

Bill To:
Westwood OCC CDD
219 E. Livingston St.
Orlando, FL 32801

Description	Hours/Qty	Rate	Amount
Management Fees - March 2022	31.513.34	2,083.33	2,083.33
Website Administration - March 2022	33.2	33.33	33.33
Information Technology - March 2022	35.1	66.67	66.67
Office Supplies	5.1	0.03	0.03
Postage	4.2	0.53	0.53
Copies	42.5	7.20	7.20
Total			\$2,191.09
Payments/Credits			\$0.00
Balance Due			\$2,191.09

KUTAK ROCK LLP
TALLAHASSEE, FLORIDA
Telephone 404-222-4600
Facsimile 404-222-4654

Federal ID 47-0597598

February 17, 2022

RECEIVED
FEB 22 2022

Check Remit To:
Kutak Rock LLP
PO Box 30057
Omaha, NE 68103-1157

Wire Transfer Remit To:
ABA #104000016
First National Bank of Omaha
Kutak Rock LLP
A/C # 24690470
Reference: Invoice No. 3009710
Client Matter No. 23123-1

Mr. George Flint
Westwood/OCC CDD
Governmental Management Services - Central Florida
Unit E
1408 Hamlin Avenue
St. Cloud, FL 34771

Invoice No. 3009710
23123-1

Re: General Counsel Jan 22

9
21,513.315

For Professional Legal Services Rendered

01/10/22	L. Whelan	0.30	118.50	Prepare for January board meeting
01/11/22	L. Whelan	0.50	197.50	Attend board meeting and follow-up from same

TOTAL HOURS 0.80

TOTAL FOR SERVICES RENDERED \$316.00

TOTAL CURRENT AMOUNT DUE \$316.00

UNPAID INVOICES:

January 19, 2022 Invoice No. 2979979

152.00-IR#29

TOTAL DUE \$468.00