

**TOUCHSTONE
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
PUBLIC HEARINGS & REGULAR MEETING
DECEMBER 14, 2017**

**TOUCHSTONE
COMMUNITY DEVELOPMENT DISTRICT AGENDA
THURSDAY, DECEMBER 14, 2017
9:00 A.M.**

The offices of Lennar Homes
4600 W. Cypress Street Suite 200 Tampa, FL 33607

District Board of Supervisors	Chairman	Brady Lefere
	Vice-Chairman	Laura Coffey
	Assistant Secretary	Paulo Beckert
	Assistant Secretary	Becky Wilson
	Assistant Secretary	Michael Ragan

District Manager	Meritus	Brian Lamb
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District Attorney	Straley Robin Vericker	John Vericker
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District Engineer	Landmark Engineering	Todd C. Amaden
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All cellular phones and pagers must be turned off while in the meeting room

The District Agenda is comprised of four different sections:

The meeting will begin at **9:00 a.m.**

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 397-5120, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same 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.

December 14, 2017

Touchstone Community Development District

Dear Board Members:

The Public Hearings & Regular Meeting of Touchstone Community Development District will be held on **December 14, 2017 at 9:00 a.m.** at the offices of Lennar Homes located at 4600 W. Cypress Street, Suite 200 Tampa, FL 33607. Following is the Agenda for the Meeting:

Call In Number: 1-866-906-9330

Access Code: 4863181

PUBLIC HEARINGS & REGULAR MEETING OF THE BOARD OF SUPERVISORS

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT ON AGENDA ITEMS**
- 3. PUBLIC HEARING ON PROPOSED FISCAL YEAR 2018 BUDGET**
 - A. Open Public Hearing on Proposed Fiscal Year 2018 Budget
 - B. Staff Presentations
 - C. Public Comment
 - D. Close Public Hearing on Proposed Fiscal Year 2018 Budget
 - E. Consideration of Resolution 2018-30; Adopting Fiscal Year 2018 Budget.....Tab 01
- 4. PUBLIC HEARING ON ADOPTING UNIFORM RULES OF PROCEDURE**
 - A. Open the Public Hearing on Adopting Uniform Rules of Procedure
 - B. Staff Presentations
 - C. Public Comment
 - D. Close the Public Hearing on Adopting Uniform Rules of Procedure
 - E. Consideration of Resolution 2018-31; Adopting Uniform Rules of Procedure..... Tab 02
- 5. BUSINESS ITEMS**
 - A. Consideration of Developer Funding Agreement Tab 03
- 6. CONSENT AGENDA**
 - A. Consideration of the Landowners Election and Public Hearing Meeting Minutes
November 09, 2017.....Tab 04
 - B. Consideration of Operation and Maintenance Expenditures November 2017.....Tab 05
 - C. Review of Financial Statements Month Ending October 31, 2017.....Tab 06
- 7. STAFF REPORTS**
 - A. District Counsel
 - B. District Manager
 - C. District Engineer
- 8. BOARD SUPERVISOR COMMENTS & REQUESTS**
- 9. PUBLIC COMMENTS**
- 10. ADJOURNMENT**

Sincerely,

Brian Lamb, CEO
Meritus

RESOLUTION 2018-30

THE ANNUAL APPROPRIATION RESOLUTION OF THE TOUCHSTONE COMMUNITY DEVELOPMENT DISTRICT (THE “DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017, AND ENDING SEPTEMBER 30, 2018; APPROVING A DEVELOPER FUNDING AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager submitted to the Board of Supervisors (the “Board”) a proposed budget for the next ensuing budget year, consistent with the provisions of Section 190.008(2)(a), Florida Statutes; and

WHEREAS, at least sixty (60) days prior to the adoption of the proposed annual budget and any proposed long-term financial plan or program of the District for future operations (the “Proposed Budget”), the District Manager 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 Section 190.008(2)(b), Florida Statutes; and

WHEREAS, the Board set December 14, 2017, as the date for a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), Florida Statutes;

WHEREAS, Section 190.008(2)(a), Florida Statutes, requires that, prior to October 1, of each year, the District Board by passage of the Annual Appropriation Resolution shall 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;

WHEREAS, in order to fully fund the Budget, the Board desires to approve the Developer Funding Agreement attached in **Exhibit “A”**.

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

Section 1. Budget

- a. That the Board of Supervisors has reviewed the District Manager’s Proposed Budget, a copy of which is on file with the office of the District Treasurer, the office of the Recording Secretary, and the District Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. That the District Managers Proposed Budget, as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), Florida Statutes, 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 for Fiscal Year 2016/2017 and/or revised projections for fiscal year 2017/2018.
- c. That the adopted budget, as amended, shall be maintained in the office of the District Treasurer and the District Recording Secretary and identified as “The Budget for Touchstone Community Development District for the Fiscal Year Ending September 30, 2018,” as Adopted by the Board of Supervisors on December 14, 2017.

Section 2. Appropriations

There is hereby appropriated out of the revenues of the Touchstone Community Development District, for the fiscal year beginning October 1, 2017, and ending September 30, 2018, the sum of \$_____ to be raised by a Developer Funding Agreement, which sum is deemed by the Board of Supervisors 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	\$_____
DEBT SERVICE FUND	\$_____
TOTAL ALL FUNDS	\$_____

Section 3. Supplemental Appropriations

The Board may authorize by resolution, supplemental appropriations or revenue changes for any lawful purpose from funds on hand or estimated to be received within the fiscal year as follows:

- a. Board may authorize a transfer of the unexpended balance or portion thereof of any appropriation item.
- b. Board may authorize an appropriation from the unappropriated balance of any fund.
- c. Board may increase any revenue or income budget amount to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.

The District Manager and Treasurer shall have the power within a given fund to authorize the transfer of any unexpended balance of any appropriation item or any portion thereof, provided such transfers do not exceed Ten Thousand (\$10,000) Dollars or have the effect of causing more than 10% of the total appropriation of a given program or project to be transferred previously approved transfers included. Such transfer shall not have the effect of causing a more than \$10,000 or 10% increase, previously approved transfers included, to the original budget appropriation for the receiving program. The District Manager or Treasurer must establish administrative procedures which require information on the request forms proving that such transfer requests comply with this section.

Section 4. Developer Funding Agreement

The Developer Funding Agreement attached as **Exhibit “A”** is hereby approved in order to fund the budget for Fiscal Year 2017/2018.

Introduced, considered favorably, and adopted this 14th day of December, 2017.

ATTEST

**TOUCHSTONE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/ Assistant Secretary
Print Name: _____

Chair/ Vice Chair
Print Name: _____

2018



TOUCHSTONE

COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2018

PROPOSED ANNUAL OPERATING BUDGET

DECEMBER 14, 2017



TOUCHSTONE

COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2018

PROPOSED ANNUAL OPERATING BUDGET

TABLE OF CONTENTS

<u>SECTION</u>	<u>DESCRIPTION</u>	<u>PAGE</u>
I.	BUDGET INTRODUCTION	1
II.	PROPOSED OPERATING BUDGET	2
III.	GENERAL FUND 001 DESCRIPTIONS.....	3
IV.	SCHEDULE OF ANNUAL ASSESSMENTS	5

DECEMBER 14, 2017

TOUCHSTONE COMMUNITY DEVELOPMENT DISTRICT

BUDGET INTRODUCTION

Background Information

The Touchstone Community Development District is a local special purpose government authorized by Chapter 190, Florida Statutes, as amended. The Community Development District (CDD) is an alternative method for planning, financing, acquiring, operating and maintaining community-wide infrastructure in master planned communities. The CDD **also is a mechanism that provides a “solution” to the State’s needs for delivery of capital infrastructure to service projected growth without overburdening other governments and their taxpayers. CDDs represent a major advancement in Florida’s effort to manage its growth effectively and efficiently.** This allows the community to set a higher standard for construction along with providing a long-term solution to the operation and maintenance of community facilities.

The following report represents the District budget for Fiscal Year 2018, which begins on October 1, 2017. The District budget is organized by fund to segregate financial resources and ensure that the segregated resources are used for their intended purpose, and the District has established the following funds.

<u>Fund Number</u>	<u>Fund Name</u>	<u>Services Provided</u>
001	General Fund	Operations and Maintenance of Community Facilities Financed by Non-Ad Valorem Assessments
200	Debt Service Fund	Collection of Special Assessments for Debt Service on the Series 2015 Capital Improvement Revenue Bonds
201	Debt Service Fund	Collection of Special Assessments for Debt Service on the Series 2017 Capital Improvement Revenue Bonds

Facilities of the District

The District’s existing facilities include storm-water management (lake and water control structures), wetland preserve areas, street lighting, landscaping, entry signage, entry features, irrigation distribution facilities, recreational center, parks, pool facility, tennis courts and other related public improvements.

Maintenance of the Facilities

In order to maintain the facilities, the District conducts hearings to adopt an operating budget each year. This budget includes a detailed description of the maintenance program along with an estimate of the cost of the program. The funding of the maintenance budget is levied as a non-ad valorem assessment on your property by the District Board of Supervisors.

TOUCHSTONE

COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2018 Proposed Operating Budget
REVENUES	
SPECIAL ASSESSMENTS	
Operations & Maintenance Assmts-Off Roll	866,500.00
TOTAL SPECIAL ASSESSMENTS	866,500.00
TOTAL REVENUES	\$866,500.00
EXPENDITURES	
LEGISLATIVE	
Supervisor Fees	0.00
TOTAL LEGISLATIVE	0.00
FINANCIAL & ADMINISTRATIVE	
District Manager	45,000.00
District Engineer	20,000.00
Disclosure Report	5,000.00
Trustees Fees	10,000.00
Auditing Services	6,000.00
Postage, Phone, Faxes, Copies	5,000.00
Public Officials Insurance	5,000.00
Legal Advertising	0.00
Bank Fees	1,000.00
Dues, Licenses & Fees	200.00
Miscellaneous Fees	300.00
TOTAL FINANCIAL & ADMINISTRATIVE	97,500.00
LEGAL COUNSEL	
District Counsel	10,000.00
TOTAL LEGAL COUNSEL	10,000.00
ELECTRIC UTILITY SERVICES	
Electric Utility Services	457,000.00
TOTAL ELECTRIC UTILITY SERVICES	457,000.00
WATER-SEWER COMBINATION SERVICES	
Water Utility Services	25,000.00
TOTAL WATER-SEWER COMBINATION SERVICES	25,000.00
OTHER PHYSICAL ENVIRONMENT	
Waterway Management Services	55,000.00
Property & Casualty Insurance	12,000.00
Landscape Maintenance-Contract	125,000.00
Miscellaneous Landscape	15,000.00
Plant Replacement Program	25,000.00
Irrigation Maintenance	10,000.00
TOTAL OTHER PHYSICAL ENVIRONMENT	242,000.00
ROAD & STREET FACILITIES	
Pavement and Drainage Repairs & Maintenance	35,000.00
TOTAL ROAD & STREET FACILITIES	35,000.00
TOTAL EXPENDITURES	\$866,500.00
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES	\$0.00

FISCAL YEAR 2018

PROPOSED ANNUAL OPERATING BUDGET

TOUCHSTONE

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND 001

FINANCIAL & ADMINISTRATIVE

District Manager

The District retains the services of a consulting manager, who is responsible for the daily administration of the District's business, including any and all financial work related to the Bond Funds and Operating Funds of the District, and preparation of the minutes of the Board of Supervisors. In addition, the District Manager prepares the Annual Budget(s), implements all policies of the Board of Supervisors, and attends all meetings of the Board of Supervisors.

District Engineer

Consists of attendance at scheduled meetings of the Board of Supervisors, offering advice and consultation on all matters related to the works of the District, such as bids for yearly contracts, operating policy, compliance with regulatory permits, etc.

Disclosure Reporting

On a quarterly and annual basis, disclosure of relevant district information is provided to the Muni Council, as required within the bond indentures.

Trustees Fees

This item relates to the fee assessed for the annual administration of bonds outstanding, as required within the bond indentures.

Auditing Services

The District is required to annually undertake an independent examination of its books, records and accounting procedures. This audit is conducted pursuant to State Law and the Rules of the Auditor General.

Postage, Phone, Fax, Copies

This item refers to the cost of materials and service to produce agendas and conduct day-to-day business of the District.

Public Officials Insurance

The District carries Public Officials Liability in the amount of \$1,000,000.

Legal Advertising

This is required to conduct the official business of the District in accordance with the Sunshine Law and other advertisement requirements as indicated by the Florida Statutes.

Bank Fees

The District operates a checking account for expenditures and receipts.

Dues, Licenses & Fees

The District is required to file with the County and State each year.

Office Supplies

Cost of daily supplies required by the District to facilitate operations.

Website Administration

Cost of maintenance and administration of the District's website

LEGAL COUNSEL

District Counsel

Requirements for legal services are estimated at an annual expenditures on an as needed and also cover such items as attendance at scheduled meetings of the Board of Supervisor's, Contract preparation and review, etc.

TOUCHSTONE

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND 001

ELECTRIC UTILITY SERVICES

Electric Utility Services

This item is for street lights, pool, recreation facility and other common element electricity needs.

GARBAGE/SOLID WASTE CONTROL SERVICES

Garbage Collection

This item is for pick up at the recreation facility and parks as needed.

WATER-SEWER COMBINATION SERVICES

Water Utility Services

This item is for the potable and non-potable water used for irrigation.

OTHER PHYSICAL ENVIRONMENT

Waterway Management System

This item is for maintaining the multiple waterways that compose the District's waterway management system and aids in controlling nuisance vegetation that may otherwise restrict the flow of water.

Property & Casualty Insurance

The District carries \$1,000,000 in general liability and also has sovereign immunity.

Entry & Walls Maintenance

This item is for maintaining the main entry feature and other common area walls.

Landscape Maintenance

The District contracts with a professional landscape firm to provide service through a public bid process. This fee does not include replacement material or irrigation repairs.

Miscellaneous Landscape

This item is for any unforeseen circumstances that may effect the appearance of the landscape program.

Plant Replacement Program

This item is for landscape items that may need to be replaced during the year.

Irrigation Maintenance

Repairs necessary for everyday operation of the irrigation system to ensure its effectiveness.

Pool Maintenance

This item is necessary to contract with a vendor to maintain the pool within state guidelines for public use.

Clubhouse Maintenance

This item provides for operations, maintenance, and supplies to the District's Amenity Center.

TOUCHSTONE

COMMUNITY DEVELOPMENT DISTRICT

SCHEDULE OF ANNUAL ASSESSMENTS

Lot Size	EAU Value	Unit Count	FISCAL YEAR 2018			Assessment Variance from Previous Year ⁽²⁾
			Debt Service Per Unit	O&M Per Unit	Fiscal Year 2018 Total Assessment ⁽¹⁾	
Townhome	0.51	188	\$ 468	\$ 460	\$ 928	\$ -
SF 35'	1.00	290	\$ 910	\$ 894	\$ 1,804	\$ -
SF 40'	1.14	343	\$ 1,040	\$ 1,021	\$ 2,061	\$ -
SF 50'	1.43	177	\$ 1,300	\$ 1,277	\$ 2,577	\$ -
Total		998				

Notations:

⁽¹⁾ Annual assessments are adjusted for collection costs and early payment discounts of 6%.

⁽²⁾ An increase in assessments creates a positive figure; conversely, a decrease in assessments creates a negative figure.

RESOLUTION 2018-31

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOUCHSTONE COMMUNITY DEVELOPMENT DISTRICT ADOPTING UNIFORM RULES OF PROCEDURE, IN KEEPING WITH CHAPTER 120.54(5), FLORIDA STATUTES.

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

WHEREAS, the Board of Supervisors of the District (hereinafter the “**Board**”) is authorized by Section 190.011(5), Florida Statutes, to adopt rules and orders pursuant to Chapter 120, Florida Statutes; and

WHEREAS, in accordance with Section 120.54(5), Florida Statutes, the District must comply with the adoption of Uniform Rules of Procedure as established by the Florida Administration Commission; and

WHEREAS, the District set December 14, 2017, as the date for a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 120.54, Florida Statutes; and

WHEREAS, the District has complied with the rule making process as outlined in Section 120.54, Florida Statutes.

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

Section 1: The Board hereby adopts the Rules of Procedure as attached hereto as **Exhibit “A”**.

Section 2: This resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 14TH DAY OF DECEMBER, 2017.

TOUCHSTONE COMMUNITY DEVELOPMENT DISTRICT

Secretary/ Assistant Secretary
Print Name: _____

Chair/ Vice Chair
Print Name: _____

RULES OF PROCEDURE
TOUCHSTONE COMMUNITY DEVELOPMENT DISTRICT

TABLE OF CONTENTS

1.0	Organization.....	1
1.1	Board of Supervisors: Officers and Voting	1
1.2	Public Information and Inspection of Records	4
1.3	Public Meetings, Hearings, and Workshops	4
2.0	Rulemaking Proceedings	7
3.0	Decisions Determining Substantial Interests	10
4.0	Purchasing, Contracts, Construction and Maintenance	11
4.1	Purchase of Goods, Supplies, and Materials.....	13
4.2	Contracts for Construction of Authorized Project	15
4.3	Contracts for Maintenance Service.....	17
4.4	Purchase of Insurance	19
4.5	Procedure for Purchasing Contractual Services.....	20
4.6	Procedure Under the Consultant’s Competitive Negotiations Act	22
5.0	Bid Protests	25
5.1	Under Consultant’s Competitive Negotiations Act	26
5.2	Contracts Awarded or Bid Documents	27
5.3	Relating to Any Other Award	28
6.0	Design-Build Contract Competitive Proposal Selection Process	29
7.0	District Auditor Selection Procedures	32
8.0	Effective Date	32

**RULES OF PROCEDURE
TOUCHSTONE COMMUNITY DEVELOPMENT DISTRICT**

1.0 General.

- (1) Touchstone Community Development District (“**District**”) was created pursuant to the provisions of Chapter 190, Florida Statutes and was established to provide for ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction.
- (2) The purpose of these Rules of Procedure (“**Rules**”) is to describe the general operations of the District. Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190, Florida Statutes.
- (2) Definitions located within any section of the Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (3) A Rule of the District shall be effective upon adoption by affirmative vote of the Board of Supervisors of the District (the “**Board**”). After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

Specific Authority: s.s. 190.011(5), 120.53(1)(a), Fla. Stat.

Law Implemented: s.s. 190.011(5), 120.53(1)(a), Fla. Stat.

1.1 Board of Supervisors: Officers and Voting.

- (1) Board of Supervisors. The Board shall consist of five (5) members. Members of the Board must be residents of the State of Florida and citizens of the United States of America. The Board shall exercise the powers granted to the District.
 - (a) Board members shall hold office for the term specified by Section 190.006, Florida Statutes. If, during the term of office, any Board Member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s).

- (b) Three (3) members of the Board physically present at the meeting location shall constitute a quorum for the purposes of conducting business and exercising its powers and for all other purposes. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited or abstains from participating in discussion or voting on a particular item. If three (3) or more vacancies occur at the same time, a quorum is not necessary to fill the vacancies. Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in the Rules or required by law.
- (2) Officers. At the first Board meeting held after each election or appointment where the newly elected members take office, the Board shall select a Chair, Vice-Chair, Secretary, Assistant Secretary, and Treasurer.
- (a) The Chair must be a member of the Board. If the Chair resigns from that office or ceases to be a member of the Board, the Board shall select a Chair, after filling the vacancy. The Chair serves at the pleasure of the Board. The Chair or Vice-Chair shall be authorized to sign checks and warrants for the District, countersigned by the Treasurer. The Chair or Vice-Chair shall be authorized to execute agreements, resolutions, and other documents approved by the Board at a Board meeting. The Chair shall convene and conduct all meetings of the Board. In the event the Chair is unable to attend a meeting, the Vice-Chair shall convene and conduct the meeting. The Chair or Vice-Chair may request the District Manager or other district staff to convene and conduct any meeting of the Board.
 - (b) The Vice-Chair shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. If the Vice-Chair resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chair, after filling the Board vacancy. The Vice-Chair serves at the pleasure of the Board.
 - (c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. The District Manager may serve as Secretary.
 - (d) The Treasurer need not be a member of the Board but must be a resident of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3), Florida statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board.

- (e) In the event that both the Chair and Vice-Chair are absent from a Board meeting and a quorum is present, the Board may designate one of its members or a member of District staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions, and other documents approved by the Board at such meeting. In the event that the Chair and Vice-Chair are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.
- (3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, contract negotiations, personnel matters, and budget preparation.
- (4) Record Book. The Board shall keep a permanent record book entitled “Record of Proceedings”, in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates and corporate acts. The Records of Proceedings shall be located at the District Office and shall be available for inspection by the public.
- (5) Meetings. The Board shall establish each fiscal year, an annual schedule of regular meetings, which shall be submitted to the local governing authority. All meetings of the Board and all committee meetings shall be open to the public in accord with the provisions of Chapter 286, Florida Statutes.
- (6) Voting Conflict of Interest. The Board shall comply with Section 112.3143, Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, “voting conflict of interest” shall be governed by Chapters 112 and 190, Florida Statutes, as amended from time to time.
 - (a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board’s Secretary prior to the Board’s discussion on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes. The Board’s Secretary shall prepare a memorandum of voting conflict (Form 8B) which shall then be signed by the Board member, filed with the Board’s Secretary, and attached to the minutes of the meeting within fifteen (15) days of the meeting.
 - (b) If a Board member inadvertently votes on a matter and later learns they have a conflict on the matter, the member shall immediately notify the Board’s Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate memorandum of voting conflict, which

will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The memorandum shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the written memorandum.

Specific Authority: s.s. 190.001, 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.006, 190.007, 112.3143, Fla. Stat.

1.2 Public Information and Inspection of Records.

- (1) Public Records. All District public records within the meaning of Chapter 119, Florida Statutes, and not otherwise restricted by law, including the “Records of Proceedings”, may be copied or inspected at the District 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.
- (2) Copies. Copies of public records shall be made available to the requesting person at the current rate authorized under Section 119.07(4), Florida Statutes. The requesting person may be required to pay for any charges in advance.

Specific Authority: s.s. 190.011(5), 120.53, Fla. Stat.

Law Implemented: s.s. 190.006, 119.07, 120.53, Fla. Stat.

1.3 Public Meetings, Hearings, and Workshops.

- (1) Notice. Except in emergencies, or as otherwise required by Statute or these Rules, at least seven (7) days public notice shall be given of any public meeting, hearing, or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and shall state:
 - (a) The date, time and place of the meeting, hearing, or workshop;
 - (b) A brief description of the nature, subjects and purposes of the meeting, hearing, or workshop;

- (c) The District Office address for the submission of requests for copies of the agenda;
 - (d) Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting, hearing, or workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting, hearing, or workshop by contacting the District Manager. If you are hearing or speech impaired, please contact Florida Relay Service at 711, who can aid you in contacting the District Office.
 - (e) A person who decides to appeal any decision made at the meeting, hearing, or workshop with respect to any matter considered at the meeting, hearing, or workshop 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 the appeal is to be based.
- (2) Agenda. The District Manager, under the guidance of the Chair or Vice-Chair if the Chair is unavailable, shall prepare an agenda of the meeting, hearing, or workshop. The agenda shall be available to the public at least seven (7) days before the meeting, hearing, or workshop except in an emergency. The agenda may be changed before or at the meeting, hearing, or workshop by a vote of the Board.
- (a) The District may, but is not required, to use the following format in preparing its agenda for its regular meetings:

Call to order
 Roll call
 Audience Questions and Comments on Agenda Items
 Review of minutes
 Specific items of old business
 Specific items of new business

Staff reports

- (a) District Counsel
- (b) District Engineer
- (c) District Manager

Supervisor's requests and comments
 Audience Questions and Comments
 Adjournment

- (3) Minutes. The Secretary shall be responsible for keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting.
- (4) Receipt of Notice. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.
- (5) Emergency Meetings. The Chair, or Vice-Chair if the Chair is unavailable, may convene an emergency meeting of the Board without first having complied with subsections (1), (2), (4), and (6) to act on emergency matters that may affect the public health, safety or welfare. Whenever possible, the Chair shall make reasonable efforts to notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, the time, date, and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one major newspaper of general circulation in the District. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.
- (6) Public Comment. The public shall be provided the opportunity to be heard on any proposition that will come before the Board at a meeting. The Board shall set aside a reasonable amount of time for public comment on agenda items, and the time for public comment shall be identified in the agenda. Persons wishing to address the Board should notify the Secretary of the Board prior to the "Audience Comment" section of the agenda. Each person wishing to address the Board will be given a reasonable amount of time for their comments, in the interest of time and fairness to other speakers.
- (7) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Section 190.008, Florida statutes. Once adopted in accord with Section 190.008, Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board. Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.
- (8) Continuances. Any meeting of the Board or any item or matter included on the agenda for a meeting may be continued without re-notice or re-advertising provided that the continuance is to a specified date, time and location publicly announced at the meeting where the item or matter was included on the agenda.
- (9) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members

during the meeting. Approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, and an affirmative vote by the majority of the Board members present. Any Board member, including the Chair, can make or second a motion.

Specific Authority: s.s. 190.005, 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.007, 190.008, 120.53, 286.0105, 286.0114, 120.54, Fla. Stat.

2.0 Rulemaking Proceedings.

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to the applicable provisions of Chapter 120, Florida Statutes, and these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District.
- (2) Notice of Rule Development.
 - (a) Except when the intended action is the repeal of a rule, the District shall provide notice of the development of proposed rules by publication of a notice of rule development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by paragraph (3). The notice of rule development shall indicate the subject area to be addressed by rule development, provide short, plain explanation of the purpose and effect of the proposed rule, cite specific legal authority for the proposed rule, and a statement of how a person may promptly obtain a copy of any preliminary draft, if available. The notice of rule development shall be published at least twenty-nine (29) days prior to the public hearing on the proposed rule.
 - (b) All rules shall be drafted in accord with Chapter 120, Florida Statutes.
- (3) Notice of Proceedings and Proposed Rules.
 - (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, setting forth a short, plain explanation of the purpose and effect of the proposed action; a reference to the specific rulemaking authority pursuant to which the rule is adopted; and a reference to the section or subsection of the Florida Statutes or the Laws of Florida being implemented, interpreted, or made specific. The notice shall include a summary of the District's statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2), Florida Statutes, and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so

in writing within twenty-one (21) days after publication of the notice; and a statement as to whether, based on the statement of the estimated regulatory costs or other information expressly relied upon and described by the District if no statement of regulatory costs is required, the proposed rule is expected to require legislative ratification pursuant to Section 120.541(3). The notice must state the procedure for requesting a public hearing on the proposed rule unless one is otherwise scheduled or required under Florida Statutes. Except when the intended action is the repeal of a rule, the notice must include a reference both to the date on which and to the place where the notice of rule development that is required by subsection (2) appeared.

- (b) The notice shall be published in a newspaper of general circulation in the county in which the District is located not less than twenty-eight (28) days prior to the intended action. The proposed rule shall be available for inspection and copying by the public at the time of the publication of notice.
 - (c) The notice shall be mailed to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice by mail of District proceedings to adopt, amend or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing. Notice will then be mailed to all persons whom, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its proceedings.
- (4) Rule Development Workshops. Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the Board must explain in writing why a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.
- (5) Petitions to Initiate Rulemaking. All petitions for the initiation of rulemaking proceedings pursuant to Section 120.54(7), Florida Statutes, must contain the name, address and telephone number of the Petitioner, specific action requested, specific reason for adoption, amendment, or repeal, the date submitted, and shall specify the text of the proposed rule and the facts showing that the Petitioner is regulated by the District, or has substantial interest in the rulemaking, shall be filed with the District. The Board shall then act on the petition in accordance with Section 120.54(7), Florida Statutes, except that copies of the petition shall not be sent to the Administrative Procedure Committee, and notice may be given in a newspaper of general circulation in the county in which the District is located.

- (6) Rulemaking Materials. After the publication of the notice to initiate rulemaking, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:
- (a) The text of the proposed rule, or any amendment or repeal of any existing rules;
 - (b) A detailed written statement of the facts and circumstances justifying the proposed rule;
 - (c) A copy of the statement of estimated regulatory costs if required by Section 120.541, Florida Statutes; and
 - (d) The published notice.
- (7) Hearing. The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the notice described in section (3) of this Rule, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. The District shall publish notice of the public hearing in a newspaper of general circulation within the District either in the text of the notice described in section (3) of this Rule or in a separate publication at least seven (7) days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.
- (8) Emergency Rule Adoption. The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety or welfare exists which requires immediate action. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of emergency rules shall be published as soon as possible in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District and otherwise complies with these provisions.
- (9) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54, Florida Statutes.
- (10) Variances and Waivers. Variances and waivers from these Rules may be granted to the provisions and limitations contained in Section 120.542, Florida Statutes.

- (11) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be adopted pursuant to Section 190.035, Florida Statutes.

Specific Authority: s.s. 190.011(5), 190.011(15), 120.54, 190.035, Fla. Stat.

Law Implemented: s.s. 120.54, 190.035(2), Fla. Stat.

3.0 Decisions Determining Substantial Interests.

- (1) Conduct of Proceedings. Proceedings may be held by the District in response to a written request submitted by a substantially affected person within fourteen (14) days after written notice or published notice of District action or notice of District intent to render a decision. Notice of both action taken by the District and the District's intent to render a decision shall state the time limit for requesting a hearing and shall reference the District's procedural rules. If a hearing is held, the Chair shall designate any member of the Board (including the Chair), District Manager, District Counsel, or other person to conduct the hearing.

The person conducting the hearing may:

1. Administer oaths and affirmations;
 2. Rule upon offers of proof and receive relevant evidence;
 3. Regulate the course of the hearing, including any prehearing matters;
 4. Enter orders;
 5. Make or receive offers of settlement, stipulation, and adjustment.
- (a) The person conducting the hearing shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action.
- (b) The District shall issue a final order within forty-five (45) days:
1. After the hearing is concluded, if conducted by the Board;
 2. After a recommended order is submitted to the Board and mailed to all parties, if the hearing is conducted by persons other than the Board; or

3. After the Board has received the written and oral material it has authorized to be submitted, if there has been no hearing.
- (2) Eminent Domain. After determining the need to exercise the power of eminent domain pursuant to Subsection 190.11(11), Florida Statutes, the District shall follow those procedures prescribed in Chapters 73 and 74, Florida statutes. Prior to exercising the power of eminent domain, the District shall:
 - (a) Adopt a resolution identifying the property to be taken;
 - (b) If the property is beyond the boundaries of the District, obtain approval by resolution of the governing body of the county if the taking will occur in an unincorporated area, or of the municipality if the taking will occur within the municipality.

Specific Authority: s.s. 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: s.s. 190.011(11), Fla. Stat.

4.0 Purchasing, Contracts, Construction and Maintenance.

- (1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017, Florida Statutes, the following procedures, definitions and rules are outlined for the purchase of professional, construction, maintenance, and contract services, and goods, supplies, materials, and insurance.
- (2) Definitions.
 - (a) “Continuing contract” is a contract for professional services (of a type described above), entered into in accordance with this Rule, between the District and a firm whereby the firm provides professional services for the District for work of a specified nature with no time limitation, except that the contract shall provide a termination clause.
 - (b) “Contractual services” means rendering time and effort rather than furnishing specific goods or commodities. Contractual services do not include legal (including attorneys, paralegals, court reporters and expert witnesses, including appraisers), artistic, auditing, health, or academic program services, or professional services (as defined in Section 287.055(2)(a), Florida Statutes and these Rules) and shall generally be considered the services referenced by Section 287.012(8), Florida Statutes. Contractual services do not include the extension of an existing contract for services if such extension is provided for in the contract terms.

- (c) “Emergency purchases” means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive solicitation would be detrimental to the interests of the District. This includes, but is not limited to, instances where the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.
- (d) “Goods, supplies and materials” do not include printing, insurance, advertising, or legal notices.
- (e) “Invitation to Bid” is a written solicitation for sealed bids with the title, date and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, evaluation criteria, and provides for a manual signature of an authorized representative.
- (f) “Lowest Responsible bid/proposal” means, in the sole discretion of the Board, the bid or proposal (i) is submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements and with the integrity and reliability to assure good faith performance, (ii) is responsive to the invitation to bid or request for proposal as determined by the Board, and (iii) is the lowest cost to the District. Minor variations in the bid may be waived by the Board. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids may not be modified after opening.
- (g) “Most Advantageous bid/proposal” means, in the sole discretion of the Board, the bid or proposal (i) is submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements and with the integrity and reliability to assure good faith performance, (ii) is responsive to the invitation to bid or request for proposal as determined by the Board, and (iii) is the most advantageous bid or proposal to the District. Minor variations in the bid may be waived by the Board. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids may not be modified after opening.
- (h) “Professional services” means those services within the scope of the practice of architecture, professional engineering, landscape architecture or registered surveying and mapping, as defined by the laws of Florida, or those performed by an architect, professional engineer, landscape architect or registered surveyor and mapper, in connection with the firm’s or individual’s professional employment or practice.

- (i) “Project” means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, or for a planning study activity when the fee for professional services is estimated by the District to exceed the threshold amount provided in Section 287.017, for CATEGORY TWO, as such categories may be amended from time to time by the State of Florida Department of Management Services to reflect inflation or other measures.
- (j) “Purchase” means acquisition by sale, rent, lease, purchase, or installment sale. It does not include transfer, sale or exchange of goods, supplies or materials between the District and any federal, state, regional or local government entity or political subdivision of the state.
- (k) “Request for Proposal” is a written solicitation for sealed proposals with the title, date and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, proposal instructions, work detail analysis and evaluation criteria as necessary.
- (l) “Responsive bid/proposal” means a bid or proposal which conforms in all material respects to the specifications and conditions in the invitation to bid or request for proposal and these Rules, and the cost components of which are appropriately balanced. A bid/proposal is not responsive if the person or firm submitting the bid fails to meet any requirement relating to the qualifications, financial stability, or licensing of the bidder.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.033, Fla. Stat.

4.1 Purchase of Goods, Supplies, and Materials.

- (1) Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, as such category may be amended from time to time, shall be purchased under the terms of these Rules. Contracts for purchases of “goods, supplies, and materials” do not include printing, insurance, advertising or legal notices.
- (2) Procedure. When a purchase of goods, supplies or materials is within the scope of this Rule, the following is appropriate:
 - (a) The Board shall cause to prepare an Invitation to Bid or Request for Proposal, as appropriate.

- (b) The Notice of Invitation to Bid or Request for Proposal shall be advertised at least once in a newspaper of general circulation within the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.
- (c) The District may maintain lists of persons interested in receiving notices of invitations to bid or requests for proposals. Persons who provide their name and address to the District Manager for inclusion on the list shall receive notices by mail.
- (d) Bids or proposals shall be opened at the time and place noted on the Invitation to Bid or Request for Proposal. Bids and proposals shall be evaluated in accordance with the invitation or request and these Rules.
- (e) The Most Advantageous Bid or Proposal shall be accepted; however, the Board shall have the right to reject all bids, either because they are too high or because the Board determines that it is in the best interests of the District. In the event the bids exceed the amount of funds available to be allocated by the District for this purchase, the bids may be rejected. The board may require bidders to furnish performance and/or other bonds with a responsible surety to be approved by the Board.
- (f) Notice of award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, or by hand delivery, or by overnight delivery service, and by posting same in the District Office for seven (7) days.
- (g) If only one response to an Invitation to Bid or Request for Proposal is received, the District may proceed with the procurement of goods, supplies or materials. If no response to an Invitation to Bid or Request for Proposal is received, the District may take whatever steps reasonably necessary in order to proceed with the procurement of goods, supplies, and materials.
- (h) If the District does not receive a response to its competitive solicitation, the District may proceed to purchase such goods, supplies, materials, or construction services in the manner it deems in the best interests of the District.
- (i) The District may make an emergency purchase without complying with these rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.033, Fla. Stat.

4.2 Contracts for Construction of Authorized Project.

- (1) Scope. All contracts for the construction or improvement of any building, structure or other public construction works authorized by Chapter 190, Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20, Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and comply with the bidding procedures of Section 255.20, Florida Statutes, as the same may be amended from time to time. In the event of conflict between these Rules and Section 255.20, Florida statutes, the latter shall control. A project shall not be divided solely to avoid the threshold bidding requirements.

- (2) Procedure.
 - (a) Notice of Invitation to Bid or Request for Proposal shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than \$500,000 must be noticed at least thirty (30) days prior to the date of submittal for bids.

 - (b) The District may maintain lists of persons interested in receiving notices of Invitation to Bid or Requests for Proposals. Persons who provide their name and address to the District Office for inclusion on the list shall receive notices by mail.

 - (c) To be eligible to submit a bid or proposal, a firm or individual must, at the time of receipt of its bid proposal:
 1. Hold all required applicable state professional licenses in good standing.
 2. Hold all required applicable federal licenses in good standing, if applicable.
 3. If the bidder is a corporation, hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes.
 4. Meet any special pre-qualification requirement set forth in the bid/proposal specifications.

Evidence of compliance with these Rules may be submitted with the bid or proposal, if required by the District.

- (d) Bids or proposals shall be opened at the time, date and place noted on the Invitation to Bid or Request for Proposals. Bids or proposals shall be evaluated in accordance with the Invitation to Bid or Request for Proposal and these Rules.
- (e) To assist in the determination of the most advantageous bidder, the District Representative may invite public presentation by firms regarding their qualifications, approach to the project, and ability to perform the contract in all respects.
- (f) In determining the most advantageous bidder, the District Representative may consider, in addition to the factors described in the invitation or request, the following:
 - 1. The ability and adequacy of the professional personnel employed by each bidder or proposer.
 - 2. The past performance of each bidder or proposer for the District and in other professional employment settings.
 - 3. The willingness of each bidder or proposer to meet time and budget requirements.
 - 4. The geographic location of each bidder or proposer's headquarters or office in relation to the project.
 - 5. The recent, current, and project workloads of the bidder or proposer.
 - 6. The volume of work previously awarded to each bidder or proposer.
 - 7. Whether the cost components of each bid or proposal are appropriately balanced.
 - 8. Whether the bidder or proposer is a certified minority business enterprise.
- (g) The Most Advantageous Bid/Proposal shall be accepted; however, the Board shall have the right to reject all bids, either because they are too high or because the Board determines it is in the best interests of the District. The Board may require bidders or proposers to furnish performance bonds and/or other bonds with a responsive surety to be approved by the Board. If the Board receives fewer than three (3) responses to an Invitation to Proposal, the Board, may, in its discretion, re-

advertise for additional bids without rejecting any submitted bid or proposal. In the event the bids exceed the amount of funds available to or allocated by the District for this purchase, the bids may be rejected. Bidders or proposers not receiving a contract award shall not be entitled to recover costs of bid or proposal preparation or submittal from the District.

- (h) Notice of the award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders or proposers by United States Mail, or by hand delivery, or by overnight delivery service, and by posting the same in the District Office for seven (7) days.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.033, 255.0525, Fla. Stat.

4.3 Contracts for Maintenance Service.

- (1) Scope. All contracts for maintenance of any District facility or project shall be let under the terms of these Rules if the cost exceeds the amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, as such category may be amended from time to time by the State of Florida Department of Management Services. The maintenance of these facilities or projects may involve the purchase of contract services and /or goods, supplies or materials as defined herein. Where a contract for maintenance of such facility or project includes goods, supplies or materials and/or contract services, the District may in its sole discretion, award the contract according to the Rules in this subsection in lieu of separately bidding for maintenance, goods, supplies and materials, and contract services. However, a project shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure.
 - (a) Notice of Invitation to Bid or Request for Proposal shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.
 - (b) The District may maintain lists of persons interested in receiving notices of Invitations to Bid or Requests for Proposals. Persons who provide their name and address to the District Office for inclusion on the list shall receive notices by mail.
 - (c) In order to be eligible to submit a bid or proposal, a firm or individual must, at the time of receipt of the bids or proposals:

1. Hold the required applicable state and professional licenses in good standing.
2. Hold all required applicable federal licenses in good standing, if any.
3. Hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes, if the bidder is a corporation.
4. Meet any special pre-qualification requirements set forth in the bid proposal specifications.

Evidence of compliance with these Rules may be submitted with the bid, if required by the District.

- (d) Bids or Proposals shall be opened at the time, date and place noted on the Invitation to Bid or Request for Proposal. Bids and Proposals shall be evaluated in accordance with the Invitation or Request and these Rules.
- (e) To assist in the determination of the Most Advantageous Bid or Proposal, the District Representative may invite public presentation by firms regarding their qualifications, approach to the project, and ability to perform the contract in all respects.
- (f) In determining the Most Advantageous Bid or Proposal, the District Representative may consider, in addition to the factors described in the Invitation or request, the following:
 1. The ability and adequacy of the professional personnel employed by each bidder or proposer.
 2. The past performance of each bidder or proposer for the District and in other professional employment settings.
 3. The willingness of each bidder or proposer to meet time and budget requirements.
 4. The geographic location of each bidder or proposer's headquarters or office in relation to the project.
 5. The recent, current, and project workloads of the bidder or proposer.
 6. The volume of work previously awarded to each bidder or proposer.

7. Whether the cost components of each bid or proposal are appropriately balanced.
 8. Whether the bidder or proposer is a certified minority business enterprise.
- (g) The Most Advantageous Bid or Proposal may be accepted; however, the Board shall have the right to reject all bids or proposals, either because they are too high or because the Board determines it is in the best interests of the District. The Board may require bidders to furnish performance bonds and/or other bonds with a responsive surety to be approved by the Board. If the Board receives fewer than three (3) responses to an Invitation to Proposal, the Board, may, in its discretion, re-advertise for additional bids without rejecting any submitted bid or proposal. In the event the bids or proposals exceed the amount of funds available to or allocated by the District for this purchase, the bids or proposals may be rejected. Bidders or proposers not receiving a contract award shall not be entitled to recover costs of bid or proposal preparation or submittal from the District.
- (h) Notice of the award or intent to award, including rejection of some or all bids or proposals, shall be provided in writing to all bidders or proposers by United States Mail, or by hand delivery, or by overnight delivery service, and by posting the same in the District Office for seven (7) days.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.033, Fla. Stat.

4.4 Purchase of Insurance.

- (1) Scope. The purchase of life, health, accident, hospitalization, legal expense, or annuity insurance, or all or any kind of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by these Rules. Nothing in this Rule shall require the District to purchase insurance.
- (2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:
 - (a) The Board shall cause to be prepared a Notice of Invitation to Bid.
 - (b) Notice of Invitation to Bid may be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least seven

(7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.

- (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. Persons who provide their name and address to the District Office for inclusion on the list shall receive notices by mail.
- (d) Bids shall be opened at the time and place noted in the Invitation to Bid.
- (e) If only one (1) response to an Invitation to Bid is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.
- (f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.
- (g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies which have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, if any, to the District Officers, employees, or their dependents, the geographic location of the company's headquarters and offices in relation to the District, and the ability of the company to guarantee premium stability may be considered. A contract to purchase insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall need of the District, its officers, employees and/or dependents.
- (h) Notice of the award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, or by hand delivery service, or by overnight delivery service, and by posting the same in the District Office for seven (7) days.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 112.08, Fla. Stat.

4.5 Procedure for Purchasing Contractual Services.

- (1) **Scope.** All purchases for contractual services (except for maintenance services) may, but are not required to, be made by competitive Invitation to Bid. If state or federal law prescribes with whom the District must contract, or established the rate of payment, then these Rules shall not apply. A contract involving both

goods, supplies, and materials plus contractual services may, at the discretion of the Board, be treated as a contract for goods, supplies, and materials.

- (2) Procedure. When a purchase of contractual services is within the scope of this Rule (and the District has elected to follow this procedure), the following procedure shall be followed:
- (a) The Board shall cause to be prepared a notice of Invitation to Bid or Request for Proposal, as appropriate.
 - (b) Notice of Invitation to Bid shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.
 - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid or Requests for Proposals. The District shall make a good faith effort to provide written notice, by United States Mail, to persons who provide their names and addresses to the District Office for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with these Rules and shall not be the basis for a protest of any contract award.
 - (d) Bids or proposals shall be opened at the time and place noted on the Invitation to Bid and Request for Proposal. Bids and proposals shall be evaluated in accordance with Invitation to Bid or Request for Proposal and these Rules.
 - (e) If only one (1) response to an Invitation to Bid or Request for Proposal is received, the District may proceed with the procurement for contractual services from such bidder or proposer. If no response to an Invitation to Bid or Request for Proposal is received, the District may take whatever steps are reasonably necessary in order to proceed with the procurement of the needed contractual services.
 - (f) The Board has the right to reject any and all bids or proposals. The reservation regarding the right to reject shall be included in all solicitations and advertisements. If the bids or proposals exceed the amount of funds available to or allocated by the District for this purchase, the bids or proposals may be rejected. Bidders and proposers not receiving a contract award shall not be entitled to recover any costs of bid or proposal preparation or submittal from the District.
 - (g) The Most Advantageous Bid or Proposal may be accepted by the District. The Board may require bidders to furnish bid, performance and/or other bonds with a reasonable surety to be approved by the Board.

- (3) Notice. Notice of contract award, including the rejection of some or all bids or proposals, shall be provided in writing to all bidders or proposers by United States Mail, or by hand delivery, or by overnight delivery, and by posting same in the District Office for seven (7) days.
- (4) Contract Renewal. Renewal of a contract for contractual services shall be in writing and shall be subject to the same terms and conditions set forth in the initial contract, unless otherwise provided in the initial contract. Renewal shall be contingent upon satisfactory performance evaluations by the District.
- (5) Contract Manager and Contract Administrator. The Board may designate a representative to function as contract manager, who shall be responsible for enforcing performance of the contract terms and conditions and serve as the liaison with the contractor. The Board may also designate a representative to function as contract administrator, who shall be responsible for maintaining all contract files and financial information. One person may serve as both contract manager and administrator.
- (6) Emergency Purchase. The District may make an emergency purchase of contractual services without complying with these Rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.
- (7) Continuing Contract. Nothing in this Rule shall prohibit a continuing contract between a firm or an individual and the District.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.033(3), Fla. Stat.

4.6 Procedure Under Consultant's Competitive Negotiations Act.

In order to comply with the requirements of Section 287.055, Florida Statutes (regarding certain types of professional services), the following procedures are outlined for selection of firms or individuals to provide professional services exceeding the thresholds herein described and in the negotiation of such contracts.

- (1) Qualifying Procedures. In order to be eligible to submit a bid or proposal, a firm must, at the time of receipt of the bid or proposal:
 - (a) Hold all required applicable state professional licenses in good standing.
 - (b) Hold all required applicable federal licenses in good standing, if any.

- (c) If the bidder is a corporation, hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes.
- (d) Meet any pre-qualification requirements set forth in the project or bid specifications. Qualification standards may include, but are not limited to, capability and adequacy of personnel, past record, and experience of the bidding entity.

Evidence of compliance with this Rule may be submitted with the bid, if requested by the District.

- (2) Public Announcement. Prior to a public announcement that professional services are required for a project, the Board shall identify the project as meeting the threshold requirement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when professional services are required for a project by publishing a notice providing a general description of the project and method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation in the District and in such other places as the District deems appropriate. The District may maintain lists of persons interested in receiving such notices. These persons are encouraged to submit annually statements of qualifications and performance data. Persons who provide their name and address to the District Manager for inclusion on the list shall receive notices by mail. The Board has the right to reject any and all bids, and such reservation shall be included in the public announcement. Bidders not receiving a contract award shall not be entitled to recover any costs of bid preparation or submittal from the District.

- (3) Competitive Selection.

- (a) The Board shall review and evaluate the data submitted in response to the notice described above regarding qualifications and performance ability, as well as any statements of qualification of file. The Board shall conduct discussions with, and may require public presentation by firms regarding their qualifications, and/or public presentation, select and list the firms, in order of preference, deemed to be the most highly capable and qualified to perform the required professional services, after considering these and other appropriate criteria:
 - 1. The ability and adequacy of the professional personnel employed by each firm.
 - 2. Each firm's past performance for the District in other professional employment settings.

3. The willingness of each firm to meet time and budget requirements.
4. The geographic location of each firm's headquarters or office in relation to the project.
5. The recent, current, and projected workloads of each firm.
6. The volume of work previously awarded to each firm.
7. Whether a firm is a certified minority business enterprise.

Nothing in these Rules shall prevent the District from evaluating and eventually selecting a firm if less than three (3) responses, including responses indicating a desire not to submit a formal bid on a given project, are received.

- (b) If the selection process is administered by a person other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

(4) Competitive Negotiation.

- (a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as the most qualified to perform the required professional services.
- (b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that "wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting." In addition, any professional service contract under which such a certificate is required, shall contain a provision that "the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs."
- (c) Should the District within twenty-one (21) days be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable then unless modified by the Board, negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the

second most qualified firm. If a satisfactory agreement with the second firm cannot be reached within twenty-one (21) days (unless modified by the Board to the contrary) those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.

- (d) Should the District be unable to negotiate a satisfactory agreement with any of the selected firms within twenty-one (21) days (unless modified by the Board to the contrary) additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
 - (e) Once an agreement with a firm or individual is reached, notice of the award or intent to award, including the rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, or by hand delivery, or by overnight delivery service, and by posting same in the District Office for seven (7) days.
- (5) Continuing Contract. Nothing in this Rule shall prohibit a continuing contract between a firm or an individual and the District.
- (6) Emergency Purchase. The District may make an emergency purchase without complying with these Rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.011(3), 287.055, 190.033, Fla. Stat.

5.0 Bid Protests.

Purpose and Scope. In order to comply with Sections 190.033(1) through (3), Florida Statutes, the following procedures and rules are outlined for the protest of any bids or contracts awarded.

Specific Authority: s.s. 120.57, 190 011(5), Fla. Stat.

Law Implemented: s.s. 190.033, Fla. Stat.

5.1 Bid Protests Under the Consultants' Competitive Negotiations Act.

Notwithstanding any other provision in these Rules, the resolution of any protests regarding the decision to solicit or award a contract for a bid or proposal shall be in accordance with this section.

- (1) Notice. The District shall give all bidders written notice of its decision to award or intent to award a contract, including rejection of some or all bids, by United States Mail (which shall be deemed delivered two (2) days after delivery to the U.S. Postal Service), or by certified/registered mail return receipt requested, or by hand delivery, or by overnight delivery service (which shall be deemed delivered by the next business day), and by posting same in the District Office for seven (7) days. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Section 5.3 of the Rules of Touchstone Community Development District shall constitute a waiver of proceedings under those Rules."
- (2) Filing. Any person who is affected adversely by the District's decision or intended decision shall file with the District a notice of protest within seventy-two (72) hours after the posting of the final bid tabulation or after receipt of the notice of the District decision or intended decision, and shall file a formal written protest within seven (7) days after the date of filing of the notice of protest. The notice of protest shall identify the procurement by title and number or any other language that will enable the District to identify it, shall state that the person intends to protest the decision, and shall state with particularity the law and facts upon which the protest is based. With respect to a protest of the specifications contained in an Invitation to Bid or in a Request for Proposals, the notice of protest shall be filed in writing within seventy-two (72) hours after the receipt of the notice of the project plans and specifications (or intended project plans and specifications) in an Invitation to Bid or Request for Proposals, and the formal written protest shall be filed within seven (7) days after the date when notice of protest is filed. Failure to file a notice of protest, or failure to file a formal written protest, shall constitute a waiver of all further proceedings.
- (3) Award Process. Upon a receipt of a notice of protest which has been timely filed, the District shall stop the bid solicitation process (or the contract and award process) until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances which require the continuance of the process without delay in order to avoid immediate and serious danger to the public health, safety, or welfare, the award process may continue.
- (4) Mutual Agreement. The District, on its own initiative or upon the request of a protester, shall provide an opportunity to resolve the protest by mutual agreement between the parties within seven (7) days, excluding Saturdays, Sundays and legal holidays, upon receipt of a formal written request.

- (5) Proceedings. If the subject of a protest is not resolved by mutual agreement, a proceeding shall be conducted in accordance with the procedural guidelines set forth in Section 3.0.

Specific Authority: s.s. 120.57(3), 190.011(5) Fla. Stat.

Law Implemented: s.s. 120.57(3), 190.033, Fla. Stat.

5.2 Protests With Respect To Contracts Awarded Or Bid Documents.

The resolution of any protests regarding Bid Documents or the decision to award a contract for a bid or proposal shall be in accordance with section 5.2.

- (1) Notice. The District shall give all bidders or proposers written notice of a decision to award or to reject all bids by posting the notice in the District Office for seven (7) days, with a copy being provided to all submitting firms by United States Mail (which shall be deemed delivered two (2) days after delivery to the U.S. Postal Service), or by certified/registered mail return receipt requested, or by hand delivery, or by overnight delivery service (which shall be deemed delivered by the next business day). The notice shall include the following statement: “Failure to file a written protest with the District within seventy-two (72) hours following the receipt of notice of the District’s decision to award a contract shall constitute a waiver of any objection to the award of such contract.”

(2) Filing.

- (a) Any firm or person who is affected adversely by a District decision to award a contract shall file with the District a written notice of protest within seventy-two (72) hours after receipt of the notice of the District’s decision, and shall file a formal written protest with the District within seven (7) calendar days after timely filing the initial notice of protest. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt of the District. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object to or protest the District’s decision or contract award. The formal written protest shall state with particularity the facts and law upon which the protest is based.
- (b) With respect to a protest regarding the Bid Documents, including specifications or other requirements contained in an Invitation to Bid or in a Request for Proposals, the notice of protest shall be filed in writing within seventy-two (72) hours after the receipt of the proposed project plans and specifications or other contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to

timely file a formal written protest shall constitute a waiver of any right to object to or protest with respect to the aforesaid plans, specifications or contract documents.

- (3) Award Process. Upon receipt of a timely filed notice of protest, the District shall abate the contract award process until the protest is resolved by final Board action. However, if the District determines particular facts and circumstances require the continuance of the contract award process without delay in order to avoid immediate and serious danger to the public health, safety, or welfare, the contract award process may continue. In such circumstances, the contract awarded shall be conditioned on the outcome of the protest.
- (4) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be posted in the office of the District not less than three (3) calendar days prior to such informal proceeding, with copies being mailed to the protestant and any substantially affected person or parties. Within fifteen (15) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.
- (5) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided above, the District shall schedule a formal hearing to resolve the protest in accordance with the procedural guidelines set forth in Section 3.0.

Specific Authority: s.s. 120.57, 190 011(5), Fla. Stat.

Law Implemented: s.s. 190.033, Fla. Stat.

5.3 Bid Protests Relating to Any Other Award.

Notwithstanding any other provision in these Rules, the resolution of any protests regarding the decision to solicit or award a contract for a bid proposal under Sections 4.1, 4.2, or 4.5 shall be in accordance with Section 5.3.

- (1) Notice. The District shall give all bidders written notice of its decision to award or intent to award a contract, including rejection of some or all bids, by United States Mail (which shall be deemed delivered two (2) days after delivery to the U.S. Postal Service), or by certified/registered mail return receipt requested, or by hand delivery, or by overnight delivery service (which shall be deemed delivered on the next business day), and by posting same in the District Office for seven (7) calendar days.

- (2) Filing. Any person who is adversely affected by the District's decision or intended decision shall file with the District a notice of protest in writing within seventy-two (72) hours after the posting of the final bid tabulation or after receipt of the notice of the District decision or intended decision, and shall file a formal written protest within seven (7) days after the date of filing of the notice of protest. The formal written protest shall state with particularity facts and law upon which the protest is based. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of all further proceedings.
- (3) Award Process. Upon receipt of a notice of protest which has been timely filed, the District shall stop the bid solicitation process or the contract and award process until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances which require the continuance of the process without delay in order to avoid an immediate and serious danger to the public health, safety, or welfare, the award process may continue.
- (4) Mutual Agreement. The District, on its own initiative or upon the request of a protester, shall provide an opportunity to resolve the protest by mutual agreement between the parties within five (5) days, excluding Saturdays, Sundays and legal holidays, of receipt of a formal written protest.
- (5) Hearing. If the subject of a protest is not resolved by mutual agreement, the District shall hold a proceeding in accordance with the procedural guidelines set forth in Section 3.0.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.033, Fla. Stat.

6.0 Design-Build Contract Competitive Proposal Selection Process.

- (1) Scope. The District may utilize design-build contracts for any public construction project for which the Board determines that use of such contracts in the best interest of the District. When letting a design-build contract, the District shall use the following procedure:
 - (a) The District shall utilize a design criteria professional meeting the requirements of Section 287.055(2)(k) when developing a design criteria package, evaluating the responses or bids submitted by design-build firms, and determining compliance of the project construction with the design criteria package. The design criteria professional may be an employee of the District or may be retained using Section 4.6, Procedure Under Consultant's Competitive Negotiations Act.

- (b) A design criteria package for the construction project shall be developed and sealed by the design criteria professional. The package shall include concise, performance-oriented drawings or specifications of the project, and shall include sufficient information to put interested firms on notice of substantially all of the requirements of the project. If the project utilizes existing plans, the design criteria professional shall create a design criteria package by supplementing the plans with project specific requirements, if any. All design criteria packages shall require firms to submit information regarding the qualifications, availability and past work of the firms, including the partners and members thereof.
- (c) The Board, in consultation with the design criteria professional, shall establish the standards and procedures for the evaluation of design-build proposals which may include, but not be limited to, based on price, technical, and design aspects of the project, weighted for the project.
- (d) After the design criteria package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited, pursuant to the design criteria by the following procedure:
 - 1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation in the county in which the District is located. The notice shall allow at least seven (7) days for submittal of proposals, unless the Board, for good cause, determines a shorter period of time is appropriate.
 - 2. The District may maintain qualifications information, including: capabilities, adequacy of personnel, past record, experience, whether the firm is a certified minority business enterprise as defined by the Florida Small Business and Minority Assistance Act of 1985, and other factors, on design-build firms. Such firms shall receive a copy of the request for proposals by mail.
 - 3. In order to be eligible to submit a proposal a firm must, at the time of receipt of the proposals:
 - (a) Hold the required applicable state professional license in good standing, as defined by Section 287.055(2)(h), Florida Statutes;
 - (b) Hold all required applicable federal licenses in good standing, if any;

- (c) Hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes, if the bidder is a corporation;
- (d) Meet any special prequalification requirements set forth in the design criteria package.

Evidence of compliance with these Rules may be submitted with the bid, if required by the District.

- (e) The Board shall select no fewer than three (3) design-build firms as the most qualified, based on the information submitted in the response to the request for proposals, and in consultation with the design criteria professional, shall evaluate their proposals based on the evaluation standards and procedures established prior to the solicitation of requests for proposal.
 - (f) The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards, and shall establish a price which the Board determines to be fair, competitive, and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Failing accord with the second most qualified firm, the Board must terminate negotiations. The Board shall then undertake negotiations with the third firm. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached.
 - (g) After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
 - (h) The design criteria professional shall evaluate the compliance of the project construction with the design criteria package, and shall provide the Board with a report of the same.
- (2) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified design-build firm available at the time. The fact that an emergency purchase has occurred shall be noted in the minutes of the next Board meeting.

Specific Authority: s.s. 190.011(5), Fla. Stat.

Law Implemented: s.s. 190.033, 255.20, Fla. Stat.

7.0 District Auditor Selection Procedures.

Prior to selecting an auditor to conduct the annual financial audit as required in section 218.39, Florida Statutes, the District shall use the auditor selection procedures as required under section 218.391, Florida Statutes.

Specific Authority: s. 190.011(5), Fla. Stat.

Law Implemented: s. 218.391, Fla. Stat.

8.0 Effective Date.

These Rules shall be effective December 14, 2017.

Touchstone Community Development District
Fiscal Year 2017/2018 Funding Agreement

This Agreement is made and entered into as of the 14th day of December, 2017, by and between the **Touchstone Community Development District**, a local unit of special-purpose government, established pursuant to Chapter 190, Florida Statutes, whose mailing address is 2005 Pan Am Circle, Suite 120, Tampa, Florida 33607 (the “**District**”) and **Lennar Homes, LLC**, a Florida limited liability company, authorized to do business in the State of Florida, whose mailing address is 4600 W. Cypress Street, Suite 200, Tampa, Florida 33607 (the “**Owner**”).

Recitals

WHEREAS, the District was established by the Board of County Commissioner of Hillsborough County, Florida, for the purpose of planning, financing, constructing, operating and/or maintaining public 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, the Owner presently owns all real property, as more particularly described in **Exhibit “A”** attached hereto, (the “**Property**”) within the District, which Property will benefit from the continued operations of the District; and

WHEREAS, the District is adopting its general fund budget for the fiscal year 2017/2018, which commences on October 1, 2017, and concludes on September 30, 2018 (the “**Budget**”); and

WHEREAS, in lieu of levying special assessments on the Property, the District is willing to allow the Owner to provide such funds as are necessary to allow the District to proceed with its operations as described in **Exhibits “B”** so long as payment is timely provided; and

WHEREAS, the Owner agrees that the activities, operations and services provide a special and peculiar benefit equal to or in excess of the costs reflected on **Exhibits “B”** to the Property; and

WHEREAS, the Owner has agreed to enter into this Agreement in lieu of having the District levy non ad valorem special assessments as authorized by law against the Property to pay for the activities, operations and services of the District as set forth in **Exhibits “B”**.

Operative Provisions

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 Obligations.** From time to time during the 2017/2018 fiscal year, the Owner agrees to make available to the District the aggregate sum of up to \$_____ in accordance with the Budget attached hereto as **Exhibit “B”** as such expenses are incurred by the District. Such payments shall be made within 30 days of written request for funding by the District. All funds provided hereunder shall be placed in the District's general operating account.

2. **Budget Revisions.** The District and Owner agree that the Budget shall be revised at the end of the 2017/2018 fiscal year to reflect the actual expenditures of the District for the period beginning on October 1, 2017 and ending on September 30, 2018. The Owner shall not be responsible for any additional costs other than those costs provided for in the Budget.

However, if the actual expenditures of the District are less than the amount shown in the Budget, the Owner's funding obligations under this Agreement shall be reduced by that amount.

3. Amendments. This instrument constitutes the final and complete expression of the agreement between 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.

4. Authority. 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 the requirements of law, and each party has full power and authority to comply with the terms and provisions of this instrument.

5. Assignment. This Agreement may be assigned, in whole or in part, by either party only upon the written consent of the other, which consent shall not be unreasonably withheld.

6. 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 to seek specific performance of the Owner's payment obligations under this Agreement, but shall not include special, consequential, or punitive damages.

7. Third Parties. This Agreement is solely for the benefit of the parties hereto 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. Governing Law. This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of Florida with venue in Hillsborough County, Florida.

9. Interpretation. This Agreement has been negotiated fully between 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. Termination of Agreement. The Agreement shall be effective upon execution by both parties hereto and shall remain in force until the end of the 2017/2018 fiscal year on September 30, 2018. The enforcement provisions of this Agreement shall survive its termination, until all payments due under this Agreement are paid in full.

11. Costs and Fees. In the event either party is required to enforce this Agreement, then the prevailing party shall be entitled to all fees and costs, including reasonable attorney's fees and costs, from the non-prevailing party.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the parties have executed this agreement as of the date first written above.

Attest:

**Touchstone Community
Development District**

By: _____
Name: _____
Secretary

By: _____
Name: _____
Chair of the Board of Supervisors

Witnesses:

Lennar Homes, LLC,
a Florida limited liability company

By: _____
Name: _____

By: _____
Name: _____
Title: _____

By: _____
Name: _____

**TOUCHSTONE
COMMUNITY DEVELOPMENT DISTRICT**

November 9, 2017 Minutes of the Landowners Election, Public Hearings, and Regular Meeting

Minutes of the Landowners Election, Public Hearings, and Regular Meeting

The Landowners Election, Public Hearings, and Regular Meeting of the Board of Supervisors for the Touchstone Community Development District was held on **Thursday, November 9, 2017 at 9:00 a.m.** at the offices of Lennar Homes, located at 4600 W. Cypress Street, Suite 200, Tampa, FL 33607.

LANDOWNERS ELECTION

1. CALL TO ORDER/ROLL CALL

Brian Lamb called the Landowners Election of the Touchstone Community Development District to order on **Thursday, November 9, 2017 at 9:00 a.m.**

Board Members Present and Constituting a Quorum:

Brady Lefere	Chairman
Laura Coffey	Vice Chairman
Becky Wilson	Supervisor

Staff Members Present:

Brian Lamb	Meritus	<i>Via Conference Call</i>
Nicole Chamberlain	Meritus	
Vivek Babbar	District Counsel	<i>Via Conference Call</i>

Michael Ragan Lennar Homes

There were no members of the general public in attendance.

2. APPOINTMENT OF MEETING CHAIRMAN

Brian Lamb was appointed the meeting Chairman.

3. ANNOUNCEMENT OF CANDIDATES/CALL FOR NOMINATIONS

Mr. Lefere announced that he was elected as proxy holder to vote on behalf of landowner. Landowner has 221 shares.

4. ELECTION OF SUPERVISORS

48 Mr. Lamb announced that Brady Lefere received 221 votes, Laura Coffey received 221 votes,
49 and Becky Wilson received 220 votes. Michael Ragan received 220 votes, Paulo Beckert
50 received 220 votes. Brady Lefere and Laura Coffey will serve a 4 year-term, and Becky Wilson,
51 Michael Ragan and Paulo Beckert will serve a 2-year term.

52

53 **5. OWNERS' REQUESTS**

54

55 There were no owners' requests.

56

57

58 **PUBLIC HEARINGS AND REGULAR MEETING**

59

60 **1. CALL TO ORDER/ROLL CALL**

61

62 Brian Lamb called the Public Hearings and Regular Meeting of the Board of Supervisors of the
63 Touchstone Community Development District to order on **Thursday, November 9, 2017 at 9:00**
64 **a.m.**

65

66 **Board Members Present and Constituting a Quorum:**

67 Brady Lefere	Chairman
68 Laura Coffey	Vice Chairman
69 Becky Wilson	Supervisor
70 Michael Ragan	Supervisor

71

72 **Staff Members Present:**

73 Brian Lamb	Meritus	<i>Via Conference Call</i>
74 Nicole Chamberlain	Meritus	
75 Vivek Babbar	District Counsel	<i>Via Conference Call</i>

76

77 There were no members of the general public in attendance.

78

79

80

81 **2. PUBLIC COMMENT PERIOD**

82

83 There were no public comments.

84

85

86 **3. OATH OF OFFICE**

87

88 Ms. Chamberlain swore in Supervisors Lefere, Coffey, Wilson, and Ragan, and the Supervisors
89 signed their Oath of Office.

90

91 Mr. Lamb and Mr. Vericker did an overview of the Florida Sunshine Laws with the Board.

92

93

94

95 **4. BUSINESS ITEMS**

96 **A. Consideration of Resolution 2018-26; Canvassing and Certifying the Results of**
97 **the Landowners Election**
98

99 Mr. Lamb reviewed the resolution with the Board. He stated that Seat 1 will be Brady Lefere,
100 Seat 2 will be Laura Coffey, Seat 3 will be Becky Wilson, Seat 4 will be Michael Ragan and Seat
101 5 will be Paulo Beckert. Brady Lefere had 221 and a four-year term, Laura Coffey had 221 and
102 a four-year term, and Becky Wilson, Michael Ragan, and Paulo Beckert had 220 and a two-year
103 term.
104

MOTION TO:	Approve Resolution 2018-26.
MADE BY:	Supervisor Lefere
SECONDED BY:	Supervisor Coffey
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

111
112 **B. Consideration of Resolution 2018-27; Re-Designating Officers**
113

114 Mr. Lamb reviewed the resolution with the Board. The Chair will be Brady Lefere, the Vice
115 Chair will be Laura Coffey, the Secretary will be Brian Lamb, the Treasurer will be Eric
116 Davidson, and all remaining supervisors will be Assistant Secretaries.
117

MOTION TO:	Approve Resolution 2018-27.
MADE BY:	Supervisor Coffey
SECONDED BY:	Supervisor Wilson
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

124
125
126 **5. CONSENT AGENDA**

127 **A. Consideration of the Special Organizational Meeting Minutes October 2, 2017**
128

129 The Board went over the minutes.
130

131 **B. Consideration of the Continued Special Organizational Meeting Minutes**
132 **October 6, 2017**
133

134 The Board went over the minutes.
135
136

137
138
139
140
141
142

MOTION TO:	Approve the Consent Agenda Items 5A-B
MADE BY:	Supervisor Lefere
SECONDED BY:	Supervisor Wilson
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

143
144
145
146
147

6. PUBLIC HEARING ON ADOPTING UNIFORM METHOD OF COLLECTION
A. Open the Public Hearing on Adopting Uniform Method of Collection

148
149
150
151
152
153

MOTION TO:	Open the public hearing.
MADE BY:	Supervisor Lefere
SECONDED BY:	Supervisor Coffey
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

154
155
156
157
158

- B. Staff Presentations**
- C. Public Comments**
- D. Consideration of Resolution 2018-28; Adopting Uniform Method of Collection**

159
160

Mr. Lamb reviewed the resolution with the Board.

161
162
163
164
165
166

MOTION TO:	Approve Resolution 2018-28.
MADE BY:	Supervisor Lefere
SECONDED BY:	Supervisor Wilson
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

167
168
169

E. Close the Public Hearing on Adopting Uniform Method of Collection

170
171
172
173
174
175

MOTION TO:	Close the public hearing.
MADE BY:	Supervisor Lefere
SECONDED BY:	Supervisor Wilson
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

176 **7. PUBLIC HEARING ON IMPOSING SPECIAL ASSESSMENTS**

177 **A. Open the Public Hearing on Imposing Special Assessments**

178
179
180 MOTION TO: Open the public hearing.
181 MADE BY: Supervisor Lefere
182 SECONDED BY: Supervisor Coffey
183 DISCUSSION: None further
184 RESULT: Called to Vote: Motion PASSED
185 4/0 - Motion Passed Unanimously

186
187 **B. Staff Presentations**

188 **C. Public Comments**

189 **D. Consideration of Resolution 2018-29; Imposing Special Assessments**

190
191 Mr. Lamb reviewed the resolution and associated exhibits with the Board.

192
193 MOTION TO: Approve Resolution 2018-29.
194 MADE BY: Supervisor Coffey
195 SECONDED BY: Supervisor Lefere
196 DISCUSSION: None further
197 RESULT: Called to Vote: Motion PASSED
198 4/0 - Motion Passed Unanimously

199 **E. Close the Public Hearing on Imposing Special Assessments**

200
201 MOTION TO: Close the public hearing.
202 MADE BY: Supervisor Lefere
203 SECONDED BY: Supervisor Wilson
204 DISCUSSION: None further
205 RESULT: Called to Vote: Motion PASSED
206 4/0 - Motion Passed Unanimously

207
208 **8. STAFF REPORTS**

209 **A. District Counsel**

210
211 Bond Validation Hearing is scheduled for January 23, 2018 at 1:30pm. A meeting will need to
212 happen after January 23rd to approve the Delegation Resolution and associated documents so
213 bonds can be issued as soon as possible.

214
215 **B. District Manager**

216 **C. District Engineer**

217
218 There were no further reports from District staff.

219
220
221

222 **9. BOARD SUPERVISORS' COMMENTS & REQUESTS**

223
224

There were no board member comments.

225
226
227

10. PUBLIC COMMENTS

228
229

There were no public comments.

230
231
232

11. ADJOURNMENT

233
234

MOTION TO:	Adjourn.
MADE BY:	Supervisor Lefere
SECONDED BY:	Supervisor Coffey
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion Passed Unanimously

235
236
237
238
239
240
241

242 **Please note the entire meeting is available on disc.*

243

244 **These minutes were done in summary format.*

245

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

250

251 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly**
252 **noticed meeting held on _____.**

253

254

255

256 _____
Signature

257

258

259 _____
Printed Name

260

261 **Title:**

262 **Secretary**

263 **Assistant Secretary**

264

265

266

267

268

269

270

271

272

273

274

275

Signature

Printed Name

Title:

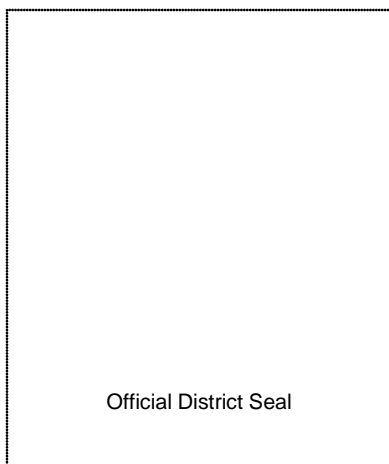
Chairman

Vice Chairman

Recorded by Records Administrator

Signature

Date



Touchstone Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
Monthly Contract				
Monthly Contract Sub-Total		\$ 0.00		
Variable Contract				
Straley Robin Vericker	SRV101117	\$ 2,150.00		Bond Validation Costs - 10/11/2017
Straley Robin Vericker	14886	3,821.00		Professional Services - thru 10/15/17
Straley Robin Vericker	15150	1,910.56	\$ 7,881.56	Professional Services - thru 11/15/17
Variable Contract Sub-Total		\$ 7,881.56		
Utilities				
Utilities Sub-Total		\$ 0.00		
Regular Services				
Regular Services Sub-Total		\$ 0.00		
Additional Services				
Alphagraphics	696855	\$ 20.30		Deposit Only Stamp S844 - 11/06/2017
Alphagraphics	696821	35.00	\$ 55.30	Established Stamp 11/15/2017
DEO	71238	175.00		Special District Fee - 10-02-17
Meritus Districts	8138	2,190.96		Reimburse for Tampa Bay Times Account Balance - 10/25/2017
Meritus Districts	8140	2,150.00	\$ 4,340.96	Advance to Straley Robin Vericker/Bond/Publication Fees - 10/24/2017
Tampa Bay Times	511845 081117	424.00		Notice of Public Hearing - 08/11/2017
Tampa Bay Times	511845 081817	420.00		Notice of Public Hearing - 08/18/2017
Tampa Bay Times	511845 082517	420.00		Notice of Public Hearing - 08/25/2017
Tampa Bay Times	530914 092517	488.00		Notice of Special Organizational -

Touchstone Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
				09/24/2017
Tampa Bay Times	166541 093017	18.96		Notice of Public Hearing/Special Organizational - thru 09/24/2017
Tampa Bay Times	539898 101317	1,273.02		Notice of Public Hearing - Special Assessments - 11/09/2017
Tampa Bay Times	539466 102017	386.50		Notice of 2018 Meeting Schedule - 10/20/2017
Tampa Bay Times	539898 102017	1,267.02		Notice of Public Hearing - Special Assessments - 11/09/2017
Tampa Bay Times	542873 102617	956.00		Notice of Landowners Election - 10/26/2017
Tampa Bay Times	542870 110217	1,355.50		Notice of Uniform Method of Collections - 11/02/2017
Tampa Bay Times	544540 111017	276.00		Notice of Rule Making - 11/10/2017
Tampa Bay Times	557171 111517	590.50	\$ 7,875.50	Notice of Rule Procedure - 11/15/2017
Additional Services Sub-Total		\$ 12,446.76		
TOTAL:		\$ 20,328.32		

Approved (with any necessary revisions noted):

Signature

Printed Name

Title (check one):

Chairman Vice Chairman Assistant Secretary

Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400 * Facsimile (813) 223-5043

Federal Tax Id. - 20-1778458

Touchstone Community Development District
2005 Pan Am Circle, Suite 120
Tampa, FL 33607

October 20, 2017
Client: 001492
Matter: 000001
Invoice #: 14886

Page: 1

RE: General

For Professional Services Rendered Through October 15, 2017

SERVICES

Date	Person	Description of Services	Hours
9/18/2017	JMV	REVIEW EMAILS FROM L. COFFEY; REVIEW EMAILS FROM S. SANFORD; REVIEW EMAILS FROM B. LAMB; DRAFT EMAILS; CONFERENCE WITH V. BABBAR; REVIEW REPORT.	2.1
9/20/2017	JMV	REVIEW MEMO RE: CDD ORGANIZATIONAL MEETING; CONFERENCE CALL; REVIEW EMAILS; PREPARE DOCUMENTS.	1.7
9/20/2017	LB	REVIEW EMAIL FROM B. LAMB RE STATUS OF FORMATION AND TIMELINE FOR ORGANIZATIONAL MEETING AND PUBLIC HEARINGS; PREPARE EMAIL TO B. CRUTCHFIELD COORDINATING RESOLUTIONS AND DOCUMENTS NEEDED BY OUR OFFICE FOR THE ORGANIZATIONAL MEETING.	0.3
9/21/2017	LB	WORK ON VARIOUS RESOLUTIONS, RULES OF PROCEDURE, NOTICE OF ESTABLISHMENT AND BUDGET FUNDING AGREEMENT FOR ORGANIZATIONAL MEETING.	3.7
9/26/2017	LB	REVIEW EMAIL FROM N. TAKEMORI WITH ORDINANCE ESTABLISHING THE DISTRICT; PREPARE EMAIL TO B. CRUTCHFIELD TRANSMITTING SAME; WORK ON RESOLUTIONS AND RELATED ORGANIZATIONAL DOCUMENTS FOR BOARD MEETING; PREPARE EMAIL TO J. GASKINS, FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY, FILING THE ORDINANCE AND RELATED INFORMATION FOR THE DISTRICT WITH THE STATE.	0.9
9/27/2017	JMV	REVIEW EMAILS; REVIEW STATUTES; REVISE DOCUMENTS.	2.1

SERVICES

Date	Person	Description of Services	Hours	
9/27/2017	VKB	REVIEW ORDINANCE ESTABLISHING CDD; DRAFT EMAIL TO B. LAMB RE: NEED TO RESCHEDULE MEETING.	0.2	
9/27/2017	LB	FINALIZE RESOLUTIONS AND DOCUMENTS FOR ORGANIZATIONAL MEETING; PREPARE EMAIL TO B. CRUTCHFIELD TRANSMITTING SAME; PREPARE EMAIL TO H. HARRIS TRANSMITTING COPY OF ORDINANCE FOR DUE DILIGENCE RECORDS.	0.5	
10/5/2017	JMV	REVIEW AGENDA AND PREPARE FOR CDD BOARD MEETING; REVIEW ORGANIZATIONAL DOCUMENTS.	1.3	
10/6/2017	JMV	PREPARE FOR AND ATTEND CDD BOARD MEETING.	0.9	
10/9/2017	JMV	REVIEW EMAIL FROM B. CRUTCHFIELD; PREPARE LEGAL NOTICES.	1.1	
10/9/2017	VKB	TELECONFERENCE WITH B. LAMB RE: NOTICES FOR MEETING AND PUBLIC HEARING.	0.2	
10/9/2017	LB	REVIEW EMAILS FROM B. LAMB RE PUBLIC HEARINGS AND CHECKLIST OF ITEMS NEEDED FOR SAME; PREPARE EMAIL TO B. CRUTCHFIELD RE PUBLIC HEARING DATES, RESOLUTIONS AND PUBLICATION NOTICES FOR SAME; EMAILS TO AND FROM B. CRUTCHFIELD RE RESOLUTIONS AND STATUS OF EXECUTED NOTICE OF ESTABLISHMENT.	0.5	
10/13/2017	LB	REVIEW FILE AND PREPARE EMAIL TO B. CRUTCHFIELD RE PUBLIC HEARING DATE FOR BUDGET AND RULES OF PROCEDURE ADOPTION AND REQUEST FOR COPIES OF RESOLUTIONS SETTING SAME.	0.2	
Total Professional Services			15.7	\$3,821.00

PERSON RECAP

Person	Hours	Amount
JMV John M. Vericker	9.2	\$2,806.00
VKB Vivek K. Babbar	0.4	\$100.00
LB Lynn Butler	6.1	\$915.00

October 20, 2017
Client: 001492
Matter: 000001
Invoice #: 14886

Page: 3

Total Services	\$3,821.00	
Total Disbursements	\$0.00	
Total Current Charges		\$3,821.00

PAY THIS AMOUNT		\$3,821.00
------------------------	--	-------------------

Please Include Invoice Number on all Correspondence

Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400 * Facsimile (813) 223-5043

Federal Tax Id. - 20-1778458

Touchstone Community Development District
2005 Pan Am Circle, Suite 120
Tampa, FL 33607

November 20, 2017
Client: 001492
Matter: 000001
Invoice #: 15150

Page: 1

RE: General

For Professional Services Rendered Through November 15, 2017

SERVICES

Date	Person	Description of Services	Hours
10/17/2017	LB	REVIEW EMAIL FROM B. CRUTCHFIELD RE BUDGET HEARING AND ADOPTION OF RULES OF PROCEDURE HEARING DATE; PREPARE DRAFT RESOLUTION ADOPTING RULES OF PROCEDURE, DRAFT RESOLUTION ADOPTING BUDGET AND DRAFT BUDGET FUNDING AGREEMENT; PREPARE DRAFT PUBLICATION NOTICES FOR RULEMAKING AND FOR RULE DEVELOPMENT; PREPARE DRAFT PUBLICATION NOTICE FOR BUDGET HEARING.	2.7
10/18/2017	JMV	PREPARE RESOLUTIONS FOR CDD BOARD MEETING.	2.1
10/18/2017	LB	FINALIZE RESOLUTIONS AND PUBLICATION NOTICES; PREPARE EMAIL TO B. CRUTCHFIELD TRANSMITTING SAME.	0.4
10/19/2017	LB	PREPARE EMAIL TO B. CRUTCHFIELD RE STATUS OF EXECUTION OF NOTICE OF ESTABLISHMENT FOR RECORDING.	0.1
10/26/2017	LB	PREPARE EMAIL TO B. CRUTCHFIELD RE STATUS OF OBTAINING ORIGINAL SIGNED NOTICE OF ESTABLISHMENT FOR RECORDING.	0.1
10/27/2017	LB	REVIEW EXECUTED NOTICE OF ESTABLISHMENT; ATTACH LEGAL TO SAME; PREPARE CORRESPONDENCE TO CLERK OF COURT AND RECORDING FEES TO RECORD NOTICE OF ESTABLISHMENT.	0.4
11/2/2017	JMV	PREPARE RESOLUTION FOR CDD BOARD MEETING.	0.9

SERVICES

Date	Person	Description of Services	Hours	
11/2/2017	LB	REVIEW EMAIL FROM B. CRUTCHFIELD RE FORM OF RESOLUTION FOR UNIFORM METHOD; COMPARISON OF RESOLUTION TO OUR FORM; REVISE RESOLUTION FROM B. CRUTCHFIELD; OFFICE CONFERENCE WITH J. VERICKER RE REVISIONS TO RESOLUTION; PREPARE EMAIL TO B. CRUTCHFIELD TRANSMITTING REVISED RESOLUTION.	0.3	
11/8/2017	VKB	REVIEW AGENDA PACKET; DRAFT EMAIL TO N. CHAMBERLAIN RE: BOARD MEETING.	0.4	
11/9/2017	VKB	PREPARE FOR AND ATTEND LANDOWNER ELECTION MEETING AND BOARD MEETING VIA TELEPHONE.	0.6	
11/13/2017	VKB	REVIEW AND REPLY TO EMAIL FROM N. CHAMBERLAIN.	0.2	
Total Professional Services			8.2	\$1,815.00

PERSON RECAP

Person	Hours	Amount
JMV John M. Vericker	3.0	\$915.00
VKB Vivek K. Babbar	1.2	\$300.00
LB Lynn Butler	4.0	\$600.00

DISBURSEMENTS

Date	Description of Disbursements	Amount
10/27/2017	Clerk, Circuit Court, Hillsborough County- Recording Fees- Recording Fees of Notice of Establishment	\$44.00
10/27/2017	Postage	\$1.86
11/1/2017	XPRESS DELIVERIES, LLC- Courier Service-	\$14.00
11/15/2017	Photocopies (238 @ \$0.15)	\$35.70
Total Disbursements		\$95.56

November 20, 2017
Client: 001492
Matter: 000001
Invoice #: 15150

Page: 3

Total Services	\$1,815.00	
Total Disbursements	\$95.56	
Total Current Charges		\$1,910.56

PAY THIS AMOUNT		\$1,910.56
------------------------	--	-------------------

Please Include Invoice Number on all Correspondence



INVOICE

Invoice Number: 696855
Account Number: 5649
P.O. Number: teresa
Per: TERESA FARLOW
Cont Phone: (813) 397-5120-340
Monday November 06, 2017
Bill Fax:

TOUCHSTONE CDD
2005 PAN AM CIRCLE #120
TAMPA, FL 33607

Item	Description	Quantity	Price
1	DEPOSIT ONLY STAMP S844	1	20.30
Subtotal For All Items			20.30
Shipping - Cust P/U			0.00
Sales Tax			0.00
Subtotal For Invoice			20.30
Invoice Total			\$20.30

Received By: _____

REMIT PAYMENT TO:
ALPHAGRAPHS TAMPA 671
4209 W KENNEDY BLVD
TAMPA, FL 33609-2230

PHONE (813) 289-4663
FAX (813) 287-5733

C. O. D.

THANK YOU FOR CHOOSING ALPHAGRAPHS.

INVOICE

Invoice Number: 696821
Account Number: 5649
P.O. Number: TERESA
Per: TERESA FARLOW
Cont Phone: (813) 397-5120-340
Wednesday November 15, 2017
Bill Fax:

TOUCHSTONE CDD
2005 PAN AM CIRCLE #120
TAMPA, FL 33607

Item	Description	Quantity	Price
1	ESTABLISHED STAMP	1	35.00
Subtotal For All Items			35.00
Shipping - Cust P/U			0.00
Sales Tax			0.00
Subtotal For Invoice			35.00
Invoice Total			\$35.00

Received By: _____

REMIT PAYMENT TO:
ALPHAGRAPHS TAMPA 671
4209 W KENNEDY BLVD
TAMPA, FL 33609-2230

PHONE (813) 289-4663
FAX (813) 287-5733

C. O. D.

THANK YOU FOR CHOOSING ALPHAGRAPHS.

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

Invoice No.: 71238			Date Invoiced: 10/02/2017
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/04/2017: \$175.00

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

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

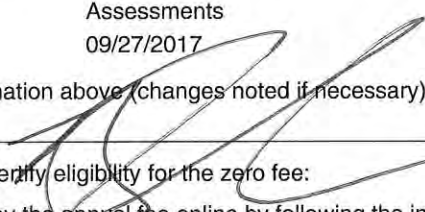


Touchstone Community Development District
 Mr. Brian K. Lamb
 Meritus
 2005 Pan Am Circle, Suite 120
 Tampa, FL 33607

SEP 29 2017

- 2. Telephone: (813) 397-5121
- 3. Fax: (813) 873-7070
- 4. Email: brian.lamb@merituscorp.com
- 5. Status: Independent
- 6. Governing Body: Elected
- 7. Website Address: Not on file - please provide. *www.TouchstoneCDD.com*
- 8. County(ies): Hillsborough
- 9. Function(s): Community Development
- 10. Boundary Map on File: 09/26/2017
- 11. Creation Document on File: 09/26/2017
- 12. Date Established: 09/26/2017
- 13. Creation Method: Local Ordinance
- 14. Local Governing Authority: Hillsborough County
- 15. Creation Document(s): County Ordinance 17-24
- 16. Statutory Authority: Chapter 190, Florida Statutes
- 17. Authority to Issue Bonds: Yes
- 18. Revenue Source(s): Assessments
- 19. Most Recent Update: 09/27/2017

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

Registered Agent's Signature:  Date 10/23/17

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

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

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

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

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

Rick Scott
GOVERNOR



Cissy Proctor
EXECUTIVE DIRECTOR

September 27, 2017

Mr. Brian K. Lamb
Meritus
2005 Pan Am Circle, Suite 120
Tampa, Florida 33607

**Re: Touchstone Community Development District
Established by Hillsborough County Ordinance 17-24**

Dear Mr. Lamb:

Ms. Lynn Butler recently registered the above referenced special district with the Special District Accountability Program and identified you as its registered agent. In accordance with Section 189.061(1), *Florida Statutes*, I have classified the district's status as independent.

All special districts must comply with the requirements of Chapter 189, Florida Statutes, and Rule Chapter 73C-24, Florida Administrative Code. As part of these requirements, please verify and update the information on the enclosed *Special District Fee Invoice and Update Form*, sign and date it, then return it, along with the fee, to the address below by the due date on the form. It is very important that the information on this form be complete and accurate since we must make this information available through the *Official List of Special Districts Online*. As an option, you may pay the fee with a Visa or MasterCard at FloridaJobs.org/SpecialDistrictFee.

Department of Economic Opportunity
Bureau of Budget Management
107 E. Madison Street, MSC 120
Tallahassee, FL 32399-4124

Please visit the *Florida Special District Handbook Online* at FloridaJobs.org/SpecialDistrictHandbook to learn about special district requirements, such as the annual special district fee, website content, and financial reporting to the Department of Financial Services and the Auditor General. If you have any questions, please do not hesitate to call me at (850) 717-8430.

Sincerely,

Jack Gaskins Jr.
Special District Accountability Program

Enc.: Special District Fee Invoice and Update Form

cc: Hillsborough County Clerk (w/o enclosure)

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

Meritus Districts

2005 Pan Am Circle
 Suite 120
 Tampa, FL 33607



Voice: 813-397-5121
 Fax: 813-873-7070

INVOICE

Invoice Number: 8138
 Invoice Date: Oct 25, 2017
 Page: 1

Bill To:
Touchstone CDD 2005 Pan Am Circle Suite 120 Tampa, FL 33607

Ship to:

Customer ID	Customer PO	Payment Terms	
Touchstone CDD		Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Best Way		10/25/17

Quantity	Item	Description	Unit Price	Amount
		10/25/17 payment of Tampa Bay Times account balance by District Management Services		2,190.96
				<i>Adv.</i>

Subtotal	2,190.96
Sales Tax	
Total Invoice Amount	2,190.96
Payment/Credit Applied	
TOTAL	2,190.96

Check/Credit Memo No:

-Ad Proof-

This is the proof of your ad scheduled to run on the dates indicated below. Please proof read carefully if changes are needed,
 please contact us prior to deadline at
 or email at dalmeida@tampabay.com.

<p><i>Date:</i> 10/10/17</p> <p><i>Account #:</i> 166541 <i>Company:</i> TOUCHSTONE</p> <p><i>Contact:</i></p> <p><i>Address:</i> 2005 PAN AM CIRCLE STE 120 TAMPA, FL 33607</p> <p><i>Telephone:</i> (813) 397-5120 <i>Fax:</i> (813) 873-7070 <i>Email:</i> brittany.crutchfield@merituscorp.com</p>	<p><i>Publications:</i> Tampa Bay Times</p> <p><i>Zones or Sections:</i> Tampa Tribune Southeast</p> <p><i>Classification:</i> 0</p>
<p><i>Ad ID:</i> 511845</p> <p><i>Start:</i> 08/11/17 <i>Stop:</i> 09/01/17</p> <p><i>Total Cost:</i> \$1,684.00 <i>Billed Lines:</i> 0.0 <i>Total Depth:</i> 14.0 <i># of Inserts:</i></p> <p><i>Phone #</i> <i>Email:</i> dalmeida@tampabay.com</p>	

Tampa Bay Times
Published Daily

STATE OF FLORIDA } ss
COUNTY OF Hillsborough County

Before the undersigned authority personally appeared **Deirdre Almeida** who on oath says that he/she is **Legal Clerk** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: Special Organization** was published in **Tampa Bay Times: 9/24/17**, in said newspaper in the issues of **Baylink Hillsborough**

Affiant further says the said **Tampa Bay Times** is a newspaper published in Hillsborough County, Florida and that the said newspaper has heretofore been continuously published in said Hillsborough County, Florida, each day and has been entered as a second class mail matter at the post office in said Hillsborough County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid not 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

Signature of Affiant

Sworn to and subscribed before me this 09/24/2017.

Signature of Notary Public

Personally known or produced identification

Type of identification produced _____



NOTICE OF SPECIAL ORGANIZATIONAL MEETING OF THE TOUCHSTONE COMMUNITY DEVELOPMENT DISTRICT

The Special Organizational meeting of the Board of Supervisors (the 'Board') of the Touchstone Community Development District is scheduled to be held on Monday, October 2, 2017, at 11:00 a.m., at the offices of Lennar Homes located at 4600 W. Cypress Street Suite 200 Tampa, FL 33607.

The purpose of the meeting is to consider organizational matters relating to the District; to consider certain operating policies for the conduct of District business; elect certain District officers; consider the appointment of staff including, but not limited to, manager, attorney, and others as deemed appropriate by the Board; to consider the services to be provided by the District and the financing plan for same; and to conduct any other business that may properly come before the Board. The meeting is 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 this meeting may be obtained during normal business hours, seven days prior to the meeting, from Meritus located at 2005 Pan Am Circle, Suite 120, Tampa, Florida 33607; telephone (813) 397-5120.

There may be occasions when one or more Supervisors, Consultants or District Staff will participate by telephone. At the above location there will be a speaker telephone present, so that any person can attend the meeting at the above location and be fully informed of the discussions taking place either in person or by telephone communication.

This meeting may be continued to a date and time certain; if a continuance is required said date and time certain will be announced at the meeting.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in these meetings is asked to advise Meritus at (813) 397-5120, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, for assistance.

A person who decides to appeal any decision of the Board with respect to any matter considered at the meeting, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which such appeal is to be based.

Brian K. Lamb
District Manager

Run Date: Sunday, September 24, 2017

530914

Meritus Districts

2005 Pan Am Circle
Suite 120
Tampa, FL 33607

Voice: 813-397-5121
Fax: 813-873-7070



INVOICE

Invoice Number: 8140
Invoice Date: Oct 27, 2017
Page: 1

Bill To:
Touchstone CDD 2005 Pan Am Circle Suite 120 Tampa, FL 33607

Ship to:

Customer ID	Customer PO	Payment Terms	
Touchstone CDD		Net Due	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Best Way		10/27/17

Quantity	Item	Description	Unit Price	Amount
		10/24/17 advance to Straley Robin Vericker for bond validation fees and publication fees		2,150.00
		Adv.		

Subtotal	2,150.00
Sales Tax	
Total Invoice Amount	2,150.00
Payment/Credit Applied	
TOTAL	2,150.00

Check/Credit Memo No:

Vendor: Straley Robin Vericker
Remitter: DMS, LLC

Check Number: 60904
Check Date: Oct 27, 2017
Check Amount: \$2,150.00

Item to be Paid - Description	Discount Taken	Amount Paid
advance for Touchstone CDD		2,150.00

FOR SECURITY PURPOSES, THE FACE OF THIS DOCUMENT CONTAINS A COLORED BACKGROUND AND MICROPRINTING IN THE BORDER

MERITUS DISTRICTS
2005 PAN AM CIRCLE, SUITE 120
TAMPA, FLORIDA 33607
PH: (813) 397-5121

CI BANK

60904
Oct 27, 2017

PAY Two Thousand One Hundred Fifty and 00/100 Dollars \$ 2,150.00

TO THE ORDER OF
Straley Robin Vericker
1510 W. Cleveland St.
Tampa, FL 33606

60904
311137101853052

Bank It

DISTRICT CHECK REQUEST FORM

Today's Date October 11, 2017

District Name Touchstone CDD

Check Amount \$ 2,150.00

Payable: STRALEY ROBIN VERICKER

Mailing Address 1510 W. Cleveland Street
Tampa, Florida 33606

Check Description Bond Validation Costs

SRV 101117

Special Instructions

(Please attach all support documentation: i.e., invoices, training class applications, etc.)

Approved Signature

DM	_____
Fund	_____
G/L	_____
Object Cd	_____
CK # _____	Date _____

Brittany Crutchfield

From: Lynn Butler <LButler@srvlegal.com>
Sent: Monday, October 09, 2017 9:55 AM
To: Brian K. Lamb
Cc: Brittany Crutchfield; Alexandra Wolfe; John Vericker; Vivek K. Babbar
Subject: Touchstone CDD / Bond Validation Costs

Importance: High

Brian,

John asked if I would request from you a check payable to Straley Robin Vericker for the cost of the filing fees and the publication costs for the bond validation. The estimated fees for both total \$2,150. Can you have a check cut and sent to us asap so that we have these funds available for filing the bond validation complaint and then paying the publication costs once they have been incurred?

Thank you.

Lynn A. Butler

f/k/a Lynn A. Hoodless

Florida Registered Paralegal

1510 W. Cleveland Street

Tampa, Florida 33606

STRALEY ROBIN VERICKER

PH: 813-223-9400

DIRECT: 813-901-4941

FAX: 813-223-5043

Email: lbutler@srvlegal.com

www.srvlegal.com

CONFIDENTIALITY NOTE: The information contained in this transmission is privileged and confidential information intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this transmission in error, do not read it. Please immediately reply to the sender that you have received this communication in error and then delete it. Thank you.

Tampa Bay Times
Published Daily

STATE OF FLORIDA }
COUNTY OF Hillsborough County

Before the undersigned authority personally appeared Deirdre Almeida who on oath says that he/she is Legal Clerk of the Tampa Bay Times a daily newspaper printed in St. Petersburg in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter RE: Special Assessments was published in Tampa Bay Times: 10/13/17, 10/20/17, in said newspaper in the issues of Tampa Tribune Southeast

Affiant further says the said Tampa Bay Times is a newspaper published in Hillsborough County, Florida and that the said newspaper has heretofore been continuously published in said Hillsborough County, Florida, each day and has been entered as a second class mail matter at the post office in said Hillsborough County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she 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

Signature of Affiant

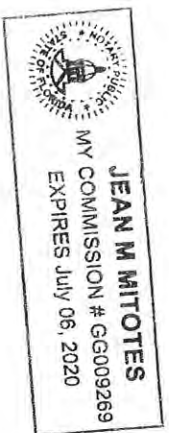
[Handwritten Signature]

Sworn to and subscribed before me this 10/20/2017.

Signature of Notary Public

[Handwritten Signature]

Personally known _____ or produced identification
Type of identification produced _____



NOTICE OF PUBLIC HEARING TO CONSIDER IMPOSITION OF SP
ASSESSMENTS PURSUANT TO SECTION 170.07, FLORIDA STATU
THE TOUCHSTONE COMMUNITY DEVELOPMENT DISTRICT
PURSUANT TO SECTION 197.3632(4)(b), FLORIDA STATUTES, BY THE
TOUCHSTONE COMMUNITY DEVELOPMENT DISTRICT
NOTICE OF REGULAR MEETING OF THE TOUCHSTONE COMMUNITY DEVELOPMENT

The Board of Supervisors ("Board") for the Touchstone Community Development District ("District") will hold public hearing on the proposed Special Assessment for the District for the year ending December 31, 2017, at the District Administration Center, 4999 N. ...

Table with columns: PRODUCT, PER UNIT PER ANNU, PER PRODUCT PER ANNU, % OF EVAL, UNITS, TOTAL PRINCIPAL, ANNUAL ASSESSMENT, TOTAL PRINCIPAL. Includes rows for Downtownly Single Family, Single Family, and TOTAL.

The initial Assessments and Tax Roll will be assigned as follows:
The anticipated per amount of long-term bonds to be borrowed by the District to pay for the public capital infrastructure improvements is \$41,250,000.00 payable in 30 ...

Table with columns: Assessment Roll, ANNUAL ASSESSMENT, TOTAL GROSS ACRES +, ANNUAL ASSESSMENT PER GROSS ACRE, PER PARCEL ASSESSMENTS. Includes sub-totals for Annual Assessment and Total Per Parcel.

Main table with columns: Landowner Name, Parcel ID & Address, Gross Acres, Total Per Parcel For Per Gross Acre, Annual Assessment Per Gross Acre, Total Per Parcel. Lists multiple parcels owned by Lennar Homes LLC.

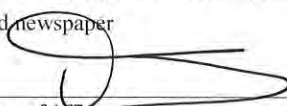
1. The special assessments for all land within the District will be collected by the Hillsborough County Tax Collector public receivers and authorized personnel. ...

Tampa Bay Times
Published Daily

STATE OF FLORIDA } ss
COUNTY OF Hillsborough County

Before the undersigned authority personally appeared **Deirdre Almeida** who on oath says that he/she is **Legal Clerk** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: 2018 Meeting Schedul** was published in **Tampa Bay Times: 10/20/17**, in said newspaper in the issues of **Baylink Hillsborough**

Affiant further says the said **Tampa Bay Times** is a newspaper published in Hillsborough County, Florida and that the said newspaper has heretofore been continuously published in said Hillsborough County, Florida, each day and has been entered as a second class mail matter at the post office in said Hillsborough County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid not 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



Signature of Affiant

Sworn to and subscribed before me this 10/20/2017.



Signature of Notary Public

Personally known _____ or produced identification

Type of identification produced _____



**NOTICE OF REGULAR BOARD MEETING SCHEDULE
FISCAL YEAR 2018
TOUCHSTONE COMMUNITY DEVELOPMENT DISTRICT**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Touchstone Community Development District has scheduled their Regular Board Meetings for Fiscal Year 2018 to be held at Lennar Homes located at 4600 W. Cypress Street Suite 200 Tampa, FL 33607 on the following dates at 9:00 a.m.:

November 09, 2017	9:00 a.m.
December 14, 2017	9:00 a.m.
January 11, 2018	9:00 a.m.
February 08, 2018	9:00 a.m.
March 08, 2018	9:00 a.m.
April 12, 2018	9:00 a.m.
May 10, 2018	9:00 a.m.
June 14, 2018	9:00 a.m.
July 12, 2018	9:00 a.m.
August 09, 2018	9:00 a.m.
September 13, 2018	9:00 a.m.

There may be occasions when one or more Supervisors will participate by telephone. At the above location there will be present a speaker telephone so that interested persons can attend the meeting at the above location and be fully informed of the discussions taking place either in person or by telephone communication.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in these meetings is asked to advise the District Office at (813) 397-5120, at least 48 hours before the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, who can aid you in contacting the District Office.

If any person decides to appeal any decision made by the Board with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made, at his or her own expense, and which record includes the testimony and evidence on which the appeal is based.

Brian Lamb
District Manager

Run Date: 10/20/2017

539466

Tampa Bay Times
Published Daily

STATE OF FLORIDA }
COUNTY OF Hillsborough County

Before the undersigned authority personally appeared Deirdre Almeida who on oath says that he/she is Legal Clerk of the Tampa Bay Times a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter RE: Special Assessments was published in Tampa Bay Times: 10/13/17, 10/20/17, in said newspaper in the issues of Tampa Tribune Southeast

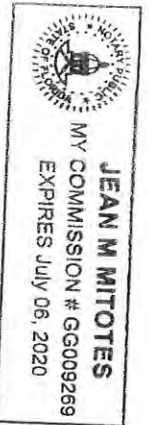
Affiant further says the said Tampa Bay Times is a newspaper published in Hillsborough County, Florida and that the said newspaper has heretofore been continuously published in said Hillsborough County, Florida, each day and has been entered as a second class mail matter at the post office in said Hillsborough County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she 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

Signature of Affiant
[Handwritten Signature]

Sworn to and subscribed before me this 10/20/2017.

Signature of Notary Public
[Handwritten Signature]

Personally known _____ or produced identification
Type of identification produced _____



LEGAL NOTICE
LEGAL NOTICE
NOTICE OF PUBLIC HEARING TO CONSIDER IMPOSITION OF SPECIAL ASSESSMENTS PURSUANT TO SECTION 170.07, FLORIDA STATUTES
THE TOUCHSTONE COMMUNITY DEVELOPMENT DISTRICT
NOTICE OF PUBLIC HEARING TO CONSIDER ADOPTION OF ASSESSMENT RO PURSUANT TO SECTION 197.3632(4)(b), FLORIDA STATUTES, BY THE TOUCHSTONE COMMUNITY DEVELOPMENT DISTRICT

NOTICE OF REGULAR MEETING OF THE TOUCHSTONE COMMUNITY DEVELOPMENT DISTRICT
The Board of Supervisors ("Board") for the Touchstone Community Development District ("District") will hold public hearing to consider the proposed Special Assessment for the Touchstone Community Development District for the year ending 2018. The proposed Special Assessment is \$12,853.80 per acre, or \$12,853.80 per parcel, for the year ending 2018. The proposed Special Assessment is based on the 2017 assessment roll. The proposed Special Assessment is based on the 2017 assessment roll. The proposed Special Assessment is based on the 2017 assessment roll.

Table with columns: PRODUCT, PER UNIT, PER PRODUCT, % OF, UNITS, TOTAL PRINCIPAL, ANNUAL, TOTAL. Rows include Townhomes, Single Family, and TOTAL.

Table with columns: Landowner Name, Parcel ID & Address, Gross Acres, Total Per Debt For Per Gross Area, Annual Assessment Per Gross Area, Total Per Debt. Rows include LENNAR HOMES LLC, LENNAR HOMES LLC, LENNAR HOMES LLC, etc.

Table with columns: Landowner Name, Parcel ID & Address, Gross Acres, Total Per Debt For Per Gross Area, Annual Assessment Per Gross Area, Total Per Debt. Rows include LENNAR HOMES LLC, LENNAR HOMES LLC, LENNAR HOMES LLC, etc.

The special assessments for all land within the District will be collected by the Hillsborough County Tax Collector... The proposed Special Assessment is based on the 2017 assessment roll. The proposed Special Assessment is based on the 2017 assessment roll.

Tampa Bay Times

Published Daily

STATE OF FLORIDA } ss
COUNTY OF Hillsborough County

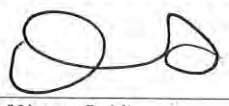
Before the undersigned authority personally appeared **Jean Mitotes** who on oath says that he/she is **Legal Clerk** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: Landowners Election** was published in **Tampa Bay Times: 10/19/17, 10/26/17**, in said newspaper in the issues of **Baylink Hillsborough**

Affiant further says the said **Tampa Bay Times** is a newspaper published in Hillsborough County, Florida and that the said newspaper has heretofore been continuously published in said Hillsborough County, Florida, each day and has been entered as a second class mail matter at the post office in said Hillsborough County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she 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



Signature of Affiant

Sworn to and subscribed before me this 10/26/2017.



Signature of Notary Public

Personally known _____ or produced identification

Type of identification produced _____



NOTICE OF LANDOWNERS' MEETING AND ELECTION TOUCHSTONE COMMUNITY DEVELOPMENT DISTRICT

NOTICE IS HEREBY GIVEN to the public and all landowners within the Touchstone Community Development District ("District"), the location of which is in the unincorporated area of Hillsborough County, Florida, and is approximately bounded on the north by 36th Avenue South, on the east by 78th Street South, on the south by 49th Avenue South, and on the west by 70th Street South. The District currently contains approximately 218.2 acres, is advising that a meeting of the landowners will be held for the purpose of electing five (5) persons to the Board of Supervisors of the District. Immediately following the landowners' meeting there will be convened a meeting of the Board of Supervisors 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 9, 2017
TIME: 9:00 a.m.
PLACE: Lennar Homes
4600 W. Cypress Street Suite 200
Tampa, FL 33607

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager, 2005 Pan Am Circle, Suite 120, Tampa, Florida 33607, telephone number: (813) 397-5120. 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 of Supervisors 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 Office, 2005 Pan Am Circle, Suite 120, Tampa, Florida 33607. There may be an occasion where one or more supervisors will participate by speaker telephone.

Any person requiring special accommodations to participate in these meetings is asked to contact the District Office at (813) 397-5120, at least 48 hours before the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service at 711 for aid in contacting the District 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.

Run Date: 10/19, 10/26/2017

542873

Tampa Bay Times

Published Daily

STATE OF FLORIDA }
COUNTY OF Hillsborough County } ss

Before the undersigned authority personally appeared **Jean Mitotes** who on oath says that he/she is **Legal Clerk** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: Uniform Method of Co** was published in **Tampa Bay Times: 10/19/17, 10/26/17, 11/2/17**. in said newspaper in the issues of **Baylink Hillsborough**

Affiant further says the said **Tampa Bay Times** is a newspaper published in Hillsborough County, Florida and that the said newspaper has heretofore been continuously published in said Hillsborough County, Florida, each day and has been entered as a second class mail matter at the post office in said Hillsborough County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid not 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



Signature of Affiant

Sworn to and subscribed before me this 11/02/2017.



Signature of Notary Public

Personally known _____ or produced identification

Type of identification produced _____



NOTICE BY THE TOUCHSTONE COMMUNITY DEVELOPMENT DISTRICT OF THE DISTRICT'S INTENT TO USE THE UNIFORM METHOD OF COLLECTION OF NON-AD VALOREM ASSESSMENTS

Notice is hereby given that the Touchstone Community Development District ("District") intends to use the method ("Uniform Method") of collecting non-ad valorem assessments established in Section 197.3632, Florida Statutes. The Board of Supervisors of the District will conduct a public hearing on November 9, 2017 at 9:00 a.m., at the offices of Lennar Homes located at 4600 W. Cypress Street Suite 200 Tampa, FL 33607.

The purpose of the public hearing is to consider the adoption of a resolution authorizing the District to use the Uniform Method of collecting non-ad valorem assessments to be levied by the District on properties located in, or to be added to, the District.

The District may levy non-ad valorem assessments for the purpose of financing, acquiring, maintaining and/or operating community development facilities, services and improvements within and without the boundaries of the District, to consist of, among other things, roadway improvements, potable water and sewer facilities, stormwater management facilities and other improvements and any other lawful projects or services of the District.

Owners of the properties to be assessed and other interested parties may appear at the public hearing and be heard regarding the use of the Uniform Method of collecting such non-ad valorem assessments. The District's decision to collect non-ad valorem assessments by any particular method - e.g., by the Uniform Method, direct bill, etc. - in a particular year does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices. This hearing is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The public hearing may be continued to a date, time and location to be specified on the record at the hearing. There may be occasions when one or more Board Supervisors or District Staff will participate by telephone.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in the hearing and/or meeting is asked to contact the District Office at (813) 397-5120, at least 48 hours before the hearing and/or meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1 who can aid you in contacting the District Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the hearing 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.

Brian K. Lamb
District Manager

Run Date: 10/19, 10/26, 11/2/2017

542870

Tampa Bay Times

Published Daily

STATE OF FLORIDA } ss
COUNTY OF Hillsborough County

Before the undersigned authority personally appeared **Deirdre Almeida** who on oath says that he/she is **Legal Clerk** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: Rulemaking** was published in **Tampa Bay Times: 11/10/17**, in said newspaper in the issues of **Baylink Hillsborough**

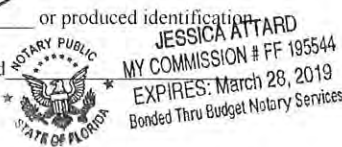
Affiant further says the said **Tampa Bay Times** is a newspaper published in Hillsborough County, Florida and that the said newspaper has heretofore been continuously published in said Hillsborough County, Florida, each day and has been entered as a second class mail matter at the post office in said Hillsborough County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she 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

Signature of Affiant

Sworn to and subscribed before me this 11/10/2017.

Signature of Notary Public

Personally known or produced identification
Type of identification produced



NOTICE OF RULE DEVELOPMENT BY THE TOUCHSTONE COMMUNITY DEVELOPMENT DISTRICT

In accord with Chapters 120 and 190, Florida Statutes, the Touchstone Community Development District ("District") hereby gives notice of its intention to develop Rules of Procedure to govern the operations of the District.

The Rules of Procedure address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

The purpose and effect of the Rules of Procedure are to provide for efficient and effective District operations.

Specific legal authority for the adoption of the proposed Rules of Procedure includes Sections 120.53, 120.53(1)(a), 120.54, 120.57, 120.57(3), 190.001, 190.005, 190.011(5), 190.011(15), 190.033 and 190.035, Florida Statutes (2017). The specific laws implemented in the proposed Rules of Procedure include, but are not limited to, Sections 112.08, 112.3143, 119.07, 120.53, 120.53(1)(a), 120.54, 120.57(3), 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(11), 190.033, 190.033(3), 190.035(2), 218.391, 255.0525, 255.20, 286.0105, 286.0114, 287.017, and 287.055, Florida Statutes (2017).

A copy of the proposed Rules of Procedure may be obtained by contacting the District Manager at 2005 Pan Am Circle, Suite 120, Tampa, Florida 33607, or by calling (813) 397-5120.

Touchstone Community Development District
Brian Lamb, District Manager

Run Date: November 10, 2017

544540

Tampa Bay Times

Published Daily

STATE OF FLORIDA)
COUNTY OF Hillsborough County) ss

Before the undersigned authority personally appeared **Deirdre Almeida** who on oath says that he/she is **Legal Clerk** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: Rule Procedure** was published in **Tampa Bay Times: 11/15/17**, in said newspaper in the issues of **Baylink Hillsborough**

Affiant further says the said **Tampa Bay Times** is a newspaper published in Hillsborough County, Florida and that the said newspaper has heretofore been continuously published in said Hillsborough County, Florida, each day and has been entered as a second class mail matter at the post office in said Hillsborough County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid not 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



Signature of Affiant

Sworn to and subscribed before me this 11/15/2017.



Signature of Notary Public

Personally known _____ or produced identification _____

Type of identification produced _____

NOTICE OF RULEMAKING FOR THE RULES OF PROCEDURE OF THE TOUCHSTONE COMMUNITY DEVELOPMENT DISTRICT

A public hearing will be conducted by the Board of Supervisors of the Touchstone Community Development District on December 14, 2017, at 9:00 a.m. at the offices of Lennar Homes, 4600 W. Cypress Street, Suite 200, Tampa, Florida 33607.

In accord with Chapter 190, Florida Statutes, the Touchstone Community Development District ("the District") hereby gives public notice of its intent to adopt its proposed Rules of Procedure.

The purpose and effect of the Rules of Procedure is to provide for efficient and effective District operations. Prior notice of rule development was published in the Tampa Bay Times on November 15, 2017.

The Rules of Procedure address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as the general operation of the District.

Specific legal authority for the adoption of the proposed Rules of Procedure includes Sections 190.011(5), 190.011(15) and 190.035, Florida Statutes (2016). The specific laws implemented in the Rules of Procedure include, but are not limited to, Sections 120.53, 120.53(1)(a), 120.54, 120.57, 120.57(3), 190.001, 190.005, 190.011(5), 190.011(15), 190.033 and 190.035, Florida Statutes (2017). The specific laws implemented in the proposed Rules of Procedure include, but are not limited to, Sections 112.08, 112.3143, 119.07, 120.53, 120.53(1)(a), 120.54, 120.57(3), 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(11), 190.033, 190.033(3), 190.035(2), 218.391, 255.0525, 255.20, 286.0105, 286.0114, 287.017, and 287.055, Florida Statutes (2017).

Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), Florida Statutes, must do so in writing within twenty one (21) days after publication of this notice.

If requested within twenty-one (21) days of the date of this notice, a hearing will be held at the time, date and place shown below (if not requested this hearing may not be held):

DATE: December 14, 2017
TIME: 9:00 a.m.
PLACE: Offices of Lennar Homes
4600 W. Cypress Street, Suite 200
Tampa, Florida 33607

A request for a public hearing on the District's intent to adopt its proposed Rules of Procedure must be made in writing to the District Manager at 2005 Pan Am Circle, Suite 120, Tampa, Florida 33607, and received within twenty one (21) days after the date of this Notice.

This public hearing may be continued to a date, time, and place to be specified on the record at the hearing. If anyone chooses to appeal any decision of the Board with respect to any matter considered at a public hearing held in response to a request for such a public hearing, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which such appeal is to be based. At the hearing, one or more Supervisors may participate in the public hearing by telephone.

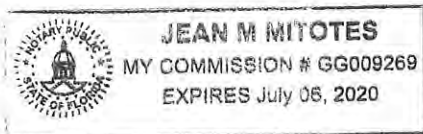
Pursuant to the Americans with Disability Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (813) 397-5120 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, for aid in contacting the District Office.

A copy of the proposed Rules of Procedure may be obtained by contacting the District Manager at 2005 Pan Am Circle, Suite 120, Tampa, Florida 33607, or by calling (813) 397-5120.

Touchstone Community Development District
Brian Lamb, District Manager

Run Date: November 15, 2017

544565



Touchstone Community Development District

Preliminary Financial Statements
(Unaudited)

Period Ending
October 31, 2017



Meritus Districts
2005 Pan Am Circle ~ Suite 120 ~ Tampa, Florida 33607
Phone (813) 873-7300 ~ Fax (813) 873-7070

Touchtstone Community Development District

Balance Sheet

As of 10/31/2017

	<u>General Fund</u>	<u>Total</u>
Assets		
Cash-Operating Account	14,340.96	14,340.96
Due From Developer	<u>0.00</u>	<u>0.00</u>
Total Assets	<u><u>14,340.96</u></u>	<u><u>14,340.96</u></u>
Liabilities		
Accounts Payable	8,398.48	8,398.48
Accounts Payable - Other	<u>0.00</u>	<u>0.00</u>
Total Liabilities	<u><u>8,398.48</u></u>	<u><u>8,398.48</u></u>
Fund Equity & Other Credits		
Fund Balance-Unreserved	12,150.00	12,150.00
Other	<u>(6,207.52)</u>	<u>(6,207.52)</u>
Total Fund Equity & Other Credits	<u><u>5,942.48</u></u>	<u><u>5,942.48</u></u>

Touchtstone Community Development District
Statement of Revenues and Expenditures
001 - General Fund
From 10/1/2017 Through 10/31/2017
(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Contributions & Donations From Private Sources				
Developer Contributions	0	0	0	0 %
Total Revenues	<u>0</u>	<u>0</u>	<u>0</u>	<u>0 %</u>
Expenditures				
Financial & Administrative				
Legal Advertising	0	3,883	(3,883)	0 %
Dues, Licenses & Fees	0	175	(175)	0 %
Office Supplies	0	0	0	0 %
Website Administration	0	0	0	0 %
Legal Counsel				
District Counsel	0	2,150	(2,150)	0 %
Total Expenditures	<u>0</u>	<u>6,208</u>	<u>(6,208)</u>	<u>0 %</u>
Excess of Revenues Over (Under) Expenditures	0	(6,208)	(6,208)	0 %
 Fund Balance, Beginning of Period	 0	 12,150	 12,150	 0 %
 Fund Balance, End of Period	 <u>0</u>	 <u>5,942</u>	 <u>5,942</u>	 <u>0 %</u>

Touchtstone Community Development District
Reconcile Cash Accounts

Summary

Cash Account: 10101 Cash-Operating Account
Reconciliation ID: 10/31/17
Reconciliation Date: 10/31/2017
Status: Locked

Bank Balance	14,340.96
Less Outstanding Checks/Vouchers	0.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	14,340.96
Balance Per Books	<u>14,340.96</u>
Unreconciled Difference	<u><u>0.00</u></u>

Click the Next Page toolbar button to view details.

Touchtstone Community Development District
Reconcile Cash Accounts

Detail

Cash Account: 10101 Cash-Operating Account
Reconciliation ID: 10/31/17
Reconciliation Date: 10/31/2017
Status: Locked

Cleared Deposits

<u>Deposit Number</u>	<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>
	917998	10/26/2017	Devleoper Funding 10/26/17	<u>14,340.96</u>
Cleared Deposits				<u>14,340.96</u>



10/31/2017
 0000

Account Statement

TOUCHSTONE COMMUNITY DEVELOPM
 2005 PAN AM CIR STE 120
 TAMPA FL 33607-2529

Questions? Please call
 1-800-786-8787

Important: Fee Changes.

SunTrust Bank completed an annual review of treasury and payment services pricing. As of January 1, 2018, fees will change for some treasury and payment services, including fees for certain ACH, wire transfer, cash vault, lockbox, and online services. Additional detail will be available in your next statement.

Account Summary	Account Type	Account Number	Statement Period
	PUB FUNDS ANALYZED CHECKING		10/18/2017 - 10/31/2017

Description	Amount	Description	Amount
Beginning Balance	\$0.00	Average Balance	\$14,340.96
Deposits/Credits	\$14,340.96	Average Collected Balance	\$0.96
Checks	\$0.00	Number of Days in Statement Period	14
Withdrawals/Debits	\$0.00		
Ending Balance	\$14,340.96		

Deposits/Credits	Date	Amount	Serial #	Description	Date	Amount	Serial #	Description
	10/31	14,340.96		DEPOSIT				
Deposits/Credits: 1				Total Items Deposited: 1				

Balance Activity History	Date	Balance	Collected Balance	Date	Balance	Collected Balance
	10/18	.00	.00	10/31	14,340.96	.96

The Ending Daily Balances provided do not reflect pending transactions or holds that may have been outstanding when your transactions posted that day. If your available balance wasn't sufficient when transactions posted, fees may have been assessed.

10/31/2017



Account Statement

To change your address, please call 1-800-SUNTRUST (1-800-786-8787). Business clients call 1-800-752-2515

Complete this section to balance this statement to your transaction register.

Month _____ Year _____

Bank Balance Shown on statement \$ _____

Add (+) \$ _____
 Deposits not shown on this statement (if any). _____

Total (+) \$ _____

Subtract (-)
 Checks and other items outstanding but not paid on this statement (if any).

	\$		\$

Total (-) \$ _____

Balance \$ _____

These balances should agree ↑

Your Transaction Register Balance \$ _____

Add (+) \$ _____
 Other credits shown on this statement but not in transaction register. _____

Add (+) \$ _____
 Interest paid (for use in balancing interest-bearing accounts only). _____
 Total (+) \$ _____

Subtract (-) Other debits shown on this statement but not in transaction register.

Service Fees (if any)	\$

Total (-) \$ _____

Balance \$ _____

↑

In Case Of Errors Or Questions About Your Electronic Transfers (ETF)

Telephone us at 800.447.8994, Option 1 or write us at SunTrust Bank, Attention: Fraud Assistance Center, P.O. Box 4418, Mail Code GA-MT-0413, Atlanta, GA 30302 as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared. (1) Tell us your name and account number (if any). (2) Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information. (3) Tell us the dollar amount of the suspected error. We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will credit your account for the amount you think is in error so that you will have the use of the money during the time it takes us to complete our investigation.