



Rizzetta & Company

Bridgewater North Community Development District

**Board of Supervisors' Meeting
January 10, 2023**

**District Office:
2806 N. Fifth Street, Unit 403
St. Augustine, Florida 32084
(904) 436-6270**

BRIDGEWATER NORTH COMMUNITY DEVELOPMENT DISTRICT

Offices of DR Horton, 4220 Race Track Road, St. Johns, FL 32259
www.bridgewaternorthcdd.org

Board of Supervisors	Robert Porter Sarah Wicker Bradley England James Teagle Chris Williams	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Melissa Dobbins	Rizzetta & Company, Inc.
District Counsel	Katie Buchanan	Kutak Rock, LLP
District Engineer	Timothy Adkinson	Adkinson Engineering

All cellular phones must be placed on mute while in the meeting room.

The Audience Comments portion, **on Agenda Items Only**, will be held at the beginning of the meeting. The Audience Comments portion of the agenda, **on General Items**, will be held at the end of the meeting. During these portions of the agenda, audience members may make comments on matters that concern the District (CDD) and will be limited to a total of three (3) minutes to make their comments.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (239) 936-0913. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/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.

BRIDGEWATER NORTH COMMUNITY DEVELOPMENT DISTRICT

District Office · St. Augustine, Florida · (904) 436-6270
Mailing Address · 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.bridgewaternorthcdd.org

Board of Supervisors
Bridgewater North Community
Development District

January 3, 2023

AGENDA

Dear Board Members:

The **regular** meeting of the Board of Supervisors of the Bridgewater North Community Development District will be held on **January 10, 2023 at 10:30 a.m.** at the Offices of DR Horton located at 4220 Race Track Road, St Johns, FL 32259. The following is the agenda for the meeting.

REGULAR MEETING

1. **CALL TO RODER/ROLL CALL**
2. **PUBLIC COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Regular Board of Supervisors' Meeting held on August 23, 2022..... Tab 1
 - B. Ratification of Operation & Maintenance Expenditures for July, August, September, October and November 2022.....Tab 2
 - C. Ratification of Requisitions.....Tab 3
 1. Account Series 2022; CR 1, 2, 3, 4-5, 6-10, 11-13
4. **STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. Landscape Report.....Tab 4
 - D. District Manager
5. **BUSINESS ITEMS**
 - A. Consideration of Resolution 2023-01; Amending Records Retention Policy.....Tab 5
 - B. Update on Landscape Maintenance
 - C. Review Amenity and Field Maintenance Proposal
6. **AUDIENCE COMMENTS AND SUPERVISOR REQUEUST**
7. **ADJOURNMENT**

Very truly yours,
Melissa Dobbins
Melissa Dobbins

Tab 1

MEETING MINUTES

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

**BRIDGEWATER NORTH
COMMUNITY DEVELOPMENT DISTRICT**

The **regular** meeting of the Board of Supervisors of the Bridgewater North Community Development District was held on **August 23, 2022 at 10:00 a.m.** at the Offices of DR Horton - Jacksonville located at 4220 Race Track Road, St. Johns FL, 32259. Following is the agenda for the meeting.

Robert Porter	Board Supervisor, Chairman
Sarah Wicker	Board Supervisor, Vice Chairman (via speakerphone)
Brad England	Board Supervisor, Assistant Secretary
James Teagle	Board Supervisor, Assistant Secretary
	(joined in progress)
Chris Williams	Board Supervisor, Assistant Secretary

Also present were:

Melissa Dobbins	Regional District Manager, Rizzetta & Company, Inc.
Katie Buchanan	District Counsel, Hopping Green & Sams
	(via speakerphone)
Tim Adkinson	Interim Engineer, Adkinson Eng., P.A.
	(via speakerphone)

There were no audience members present.

FIRST ORDER OF BUSINESS

Call to Order

Mr. Porter called the meeting to order at 10:00 a.m.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

No audience present.

THIRD ORDER OF BUSINESS

Consideration of Minutes of the Board of Supervisors' Meeting held on May 24, 2022.

<p>On a motion by Mr. Williams, seconded by Mr. England with all in favor, the Board approved the Minutes of Meeting from the Board of Supervisors' Meeting held on May 24, 2022 for Bridgewater North Community Development District.</p>
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FOURTH ORDER OF BUSINESS

Consideration of Operation & Maintenance Expenditures for May and June 2022

On a motion by Mr. Williams, seconded by Mr. England, with all in favor, the Board approved Operation and Maintenance Expenditures for May 2022 in the amount of \$7,256.96, and June 2022 in the amount of \$8,604.44, for Bridgewater North Community Development District.

Mr. Teagle joined the meeting.

FIFTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel
Ms. Buchannan presented the Construction Advance Funding Agreement (Exhibit A). Discussion ensued.

On a motion by Mr. Williams, seconded by Mr. England, with all in favor, the Board approved the Construction Advance Funding Agreement in substantial form, for Bridgewater North Community Development District.

Ms. Buchannan also gave updates on large acquisitions that were being worked on and would be paid for through bond proceeds. These contracts would include Half, Bent, Earthworks, Smith Electric and Adkinson.

On a motion by Mr. Teagle, seconded by Mr. Williams, with all in favor, the Board authorized the chair to execute the acquisitions for the Board to ratify, for Bridgewater North Community Development District.

- B. District Engineer
No report.
- C. District Manager
Ms. Dobbins updated the Board that the budget mailed notice was sent out. She also updated the Board that the Landscape and Irrigation Maintenance was bid out and Brightview's agreement is on the agenda to be ratified.

SIXTH ORDER OF BUSINESS

Ratification of Brightview Agreement for Landscape and Irrigation Maintenance

Ms. Dobbins noted their scope includes Phase 1A at this time but does have a cost and scope for Phase 1B when ready.

On a motion by Mr. Teagle, seconded by Mr. Williams, with all in favor, the Board ratified the Brightview Agreement for Landscape and Irrigation Maintenance, for Bridgewater North Community Development District.

SEVENTH ORDER OF BUSINESS

Public Hearing on Rules and Rates

On a motion by Mr. Teagle, seconded by Mr. Williams, with all in favor, the Board opened the public hearing on Rules and Rates, for Bridgewater North Community Development District.

No audience present.

On a motion by Mr. Teagle, seconded by Mr. Williams, with all in favor, the Board closed the public hearing on Rules and Rates, for Bridgewater North Community Development District.

1. Consideration of Resolution 2022-08; Adopting Rules and Rates

On a motion by Mr. Teagle, seconded by Mr. Williams, with all in favor, the Board adopted Resolution 2022-08; Adopting Rules and Rates, for Bridgewater North Community Development District.

EIGHTH ORDER OF BUSINESS

Consideration of Amenity Facilities Policies

After discussion, the Board set the age limits per facility as the following: Playground - 10 years old, Gym – 16 years old, Pool - 14 years old, and removed the age limit for the general area.

On a motion by Mr. Teagle, seconded by Mr. Williams, with all in favor, the Board approved the Amenity Facilities Policies as amended, for Bridgewater North Community Development District.

NINTH ORDER OF BUSINESS

Public Hearing on FY 2022-2023 Budget

On a motion by Mr. Teagle, seconded by Mr. Williams, with all in favor, the Board opened the public hearing on FY 2022-2023 Budget, for Bridgewater North Community Development District.

No audience present.

On a motion by Mr. Teagle, seconded by Mr. Williams, with all in favor, the Board closed the public hearing on FY 2022-2023 Budget, for Bridgewater North Community Development District.

1. Consideration of Resolution 2022-09; Adopting FY 2022-2023 Budget

On a motion by Mr. Teagle, seconded by Mr. Williams, with all in favor, the Board adopted Resolution 2022-09; Adopting FY 2022-2023 Budget, for Bridgewater North Community Development District.

TENTH ORDER OF BUSINESS

Public Hearing on FY 2022-2023 Assessments

On a motion by Mr. Teagle, seconded by Mr. Williams, with all in favor, the Board opened the public hearing on FY 2022-2023 Assessments, for Bridgewater North Community Development District.

No audience present.

On a motion by Mr. Teagle, seconded by Mr. Williams, with all in favor, the Board closed the public hearing on FY 2022-2023 Assessments, for Bridgewater North Community Development District.

1. Consideration of Resolution 2022-10; Imposing Special Assessments

On a motion by Mr. Teagle, seconded by Mr. Williams, with all in favor, the Board adopted Resolution 2022-10; Imposing Special Assessments, for Bridgewater North Community Development District.

ELEVENTH ORDER OF BUSINESS

Acceptance of Third Addendum – Contract for Professional District Service

On a motion by Mr. Teagle, seconded by Mr. Williams, with all in favor, the Board approved the Third Addendum – Contract for Professional District Service, for Bridgewater North Community Development District.

TWELFTH ORDER OF BUSINESS

Consideration of Resolution 2022-11; Setting Date, Time, and Location of FY 2022/2023 Regular Meetings

On a motion by Mr. Teagle, seconded by Mr. Williams, with all in favor, the Board adopted Resolution 2022-11; Setting Date, Time and Location for FY 2022/2023 Regular Meetings, for Bridgewater North Community Development District.

THIRTEENTH ORDER OF BUSINESS

**Supervisor Request and
Audience Comments**

Ms. Dobbins requested the Board authorized the Chair to approve the FY 2022/2023 Insurance proposal that will come in prior to the next meeting.

On a motion by Mr. Teagle, seconded by Mr. Williams, with all in favor, the Board authorized the Chair to approve the FY 2022/2023 Insurance proposal, for Bridgewater North Community Development District.

No audience present.

FOURTEENTH ORDER OF BUSINESS

Adjournment

On a motion by Mr. Teagle, seconded by Mr. Williams, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 10:18 a.m. at for Bridgewater North Community Development District.

Secretary / Assistant Secretary

Chairman / Vice Chairman

**ADVANCE FUNDING AGREEMENT BETWEEN
BRIDGEWATER NORTH COMMUNITY DEVELOPMENT DISTRICT AND FORESTAR
(USA) REAL ESTATE GROUP INC.**

THIS AGREEMENT is effective as of March 10, 2022, and entered into by and between:

BRIDGEWATER NORTH COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, and located in St. Johns County, Florida ("District"), and

FORESTAR (USA) REAL ESTATE GROUP INC., a Delaware corporation and the owner lands within the District ("Landowner").

RECITALS

WHEREAS, the District was established by ordinance adopted by the County Commission of St. Johns County, Florida, for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure; and

WHEREAS, the Landowner is the owner of certain lands located within the boundaries of the District ("Development") upon which the District's improvements have been or will be made; and

WHEREAS, the Landowner has entered into various contracts (together, "Construction Contracts") relating to improvements to the Development which are included in the District's Capital Improvement Plan and are described in detail on **Exhibit A**; and

WHEREAS, the Construction Contracts include design, permitting, and construction costs relating to the master roadway, water and sewer, stormwater and amenity center improvements serving the Development (collectively, "Project"); and

WHEREAS, the Construction Contracts may include both private development being conducted for the benefit of Landowner as well as public infrastructure improvements within the scope of the Project; and

WHEREAS, the Landowner will remain responsible for the paying the cost of the work outside of the Project ("Developer Project"); and

WHEREAS, Landowner has assigned or will assign the Construction Contracts to the District, but the Landowner desires to continue to advance fund the cost of the Project, provided that the Landowner shall then request reimbursement for the cost of the Project from the District, and the District shall reimburse the Landowner for the cost of the Project from funds available through the issuance of the Bridgewater North Community Development District Capital Improvement Revenue Bonds, Series 2022 ("Series 2022 Bonds").

NOW, THEREFORE, in consideration of the recitals, agreements, and mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties, the parties agree as follows:

1. INCORPORATION OF RECITALS. The recitals stated above are true and correct and by this reference are incorporated herein as a material part of this Agreement.

2. FUNDING. Landowner agrees to advance fund the cost of the Project as required by the Construction Contracts, provided that the Landowner shall then request reimbursement for the cost of the Project from the District, and the District shall reimburse the Landowner for the cost of the Project from funds available through the issuance of the Series 2022 Bonds.

3. REPAYMENT. The parties agree that the funds provided by Landowner for the Project will be properly reimbursable from proceeds of the Series 2022 Bonds; provided, however, that in the event bond counsel engaged in connection with the District's issuance of bonds providing such financing determines that any such monies advanced or expenses incurred are not properly reimbursable for any reason, including, but not limited to federal tax restrictions imposed on tax-exempt financing, the District shall not be obligated to reimburse such monies advanced or expenses incurred.

4. DEFAULT. A default by either party to this Agreement shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of actual damages, injunctive relief and/or specific performance, but shall exclude, in any event, consequential, incidental, special or punitive damages.

5. ENFORCEMENT OF AGREEMENT. In the event that either party is required to enforce this Agreement by court proceedings or otherwise, then the prevailing party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings.

6. AGREEMENT. This Agreement shall constitute the final and complete expression of the agreement between the parties relating to the specific subject matter of this Agreement.

7. AMENDMENTS. 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.

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

9. NOTICES. All notices, requests, consents and other communications hereunder ("Notices") shall be in writing and shall be delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the parties, as follows:

A. If to District: Bridgewater North Community Development District
2806 North Fifth Street, Unit 403
St. Augustine, Florida 32084
Attn: District Manager

With a copy to: Kutak Rock LLP
107 W. College Avenue
Tallahassee, Florida 32301
Attn: Katie S. Buchanan

B. If to Landowner: Forestar (USA) Real Estate Group Inc.
14785 Old St. Augustine Rd., Suite 300
Jacksonville, FL 32258
Attn: Sarah Wicker

Except as otherwise provided herein, any Notice shall be deemed received only upon actual delivery at the address set forth herein. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the parties may deliver Notice on behalf of the party he/she represents. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the parties and addressees set forth herein.

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

11. ASSIGNMENT. Neither party may assign this Agreement or any monies to become due hereunder without the prior written approval of the other party.

12. CONTROLLING LAW. This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of Florida.

13. EFFECTIVE DATE. This Agreement shall be effective March 10, 2022.

14. PUBLIC RECORDS. Landowner understands and agrees that all documents of any kind provided to the District or to District staff in connection with the work contemplated under

this Agreement are public records and are treated as such in accordance with Florida law and the District's Record Retention Schedule.

15. COUNTERPARTS. This Agreement may be executed in one or more counterparts which, when taken together, shall constitute one and the same instrument.

[Signature page follows.]

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

Attest:

**BRIDGEWATER NORTH COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Witness:

FORESTAR (USA) REAL ESTATE GROUP INC.

Print Name: _____

Sarah Wicker, Vice-President

Exhibit A: Construction Contracts

EXHIBIT A

Florida Independent Contractor Agreement for Professional Services dated November 11, 2021, between Forestar (USA) Real Estate Group Inc. and Burnham Construction, Inc. (Phase 1A, 1B, and 1C), as amended

Florida Independent Contractor Agreement for Professional Services dated October 2, 2020, between Forestar (USA) Real Estate Group Inc. and Adkinson Engineering, P.A., as amended

Florida Independent Contractor Agreement for Land Development (Fixed Price Award), dated November 11, 2021, between Forestar (USA) Real Estate Group Inc. and Bent Construction, LLC, as amended

Florida Independent Contractor Agreement for Land Development (Fixed Price Award), dated March 10, 2022, between Forestar (USA) Real Estate Group Inc. and Earthworks of Florida, LLC

Tab 2

BRIDGEWATER NORTH COMMUNITY DEVELOPMENT DISTRICT

District Office · St Augustine, FL 32084
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

Operation and Maintenance Expenditures July 2022 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from July 1, 2022 through July 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$5,907.79**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Bridgewater North Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2022 Through July 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Kutak Rock, LLP	1064	3068604	Legal Services 05/22	\$ 1,807.79
Rizzetta & Company, Inc.	1065	INV0000069357	District Management Fees 07/22	<u>\$ 4,100.00</u>
Report Total				<u>\$ 5,907.79</u>

BRIDGEWATER NORTH COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ST AUGUSTINE, FL 32084

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.BRIDGEWATERNORTHCCDD.ORG

Operation and Maintenance Expenditures August 2022 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from August 1, 2022 through August 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$4,484.38**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Bridgewater North Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2022 Through August 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Innersync Studio/Campus Suite	100001	20589	Website & Compliance Services - Q4 FY21-22	\$ 384.38
Rizzetta & Company, Inc.	100000	INV0000070176	District Management Services 08/22	\$ <u>4,100.00</u>
Report Total				\$ <u>4,484.38</u>

BRIDGEWATER NORTH COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ST AUGUSTINE, FL 32084

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.BRIDGEWATERNORTHCCDD.ORG

Operation and Maintenance Expenditures September 2022 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2022 through September 30, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$4,845.64**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Bridgewater North Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2022 Through September 30, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Kutak Rock, LLP	100003	3082876	Legal Services 06/22	\$ 570.00
Phil Lentsch	100004	35268	Book Copy 08/22	\$ 33.40
Rizzetta & Company, Inc.	100002	INV0000070832	District Management Fees 09/22	\$ 4,100.00
The Ledger / News Chief/ CA Florida Holdings, LLC	100005	4771401	Legal Advertising 07/22	\$ <u>142.24</u>
Report Total				\$ <u><u>4,845.64</u></u>

BRIDGEWATER NORTH COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ST AUGUSTINE, FL 32084

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.BRIDGEWATERNORTHCCDD.ORG

Operation and Maintenance Expenditures October 2022 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2022 through October 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$20,398.95**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Bridgewater North Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2022 Through October 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
BrightView Landscape Services, Inc.	100006	8036919	Additional Site Clean Up 08/22	\$ 989.33
BrightView Landscape Services, Inc.	100006	8078142	Landscape Maintenance 08/22	\$ 1,590.00
Egis Insurance Advisors, LLC	100007	17097	General Liability/Property/POL Insurance 10/01/22 - 10/01/23	\$ 5,979.00
Florida Department of Economic Opportunity	100013	87460	Special District Fee FY 22/23	\$ 175.00
Innersync Studio - Campus Suite	100012	20866	Website Services 10/22	\$ 384.38
Kutak Rock, LLP	100008	3097051	Legal Services 07/22	\$ 976.50
Rizzetta & Company, Inc.	100011	INV0000071785	District Management Fees 10/22	\$ 4,300.00
Rizzetta & Company, Inc.	100010	INV0000071932	Assessment Roll Annual	\$ 5,250.00
The Ledger / News Chief/ CA Florida Holdings, LLC	100009	4846874	Legal Advertising 08/22	\$ 754.74
Report Total				\$ 20,398.95

BRIDGEWATER NORTH COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ST AUGUSTINE, FL 32084

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.BRIDGEWATERNORTHCCDD.ORG

Operation and Maintenance Expenditures November 2022 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2022 through November 30, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$3,037.40**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Bridgewater North Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2022 Through November 30, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Florida Power & Light Company	100014	67067-724112 04/22-10/22	Electric Services 04/22-10/22	\$ 2,405.40
Florida Power & Light Company	100014	67067-724112 11/22 Deposit	Electric Services 11/22	\$ 632.00
Report Total				<u><u>\$ 3,037.40</u></u>

Tab 3

BRIDGEWATER NORTH COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE – 3434 COLWELL AVENUE SUITE 200 – TAMPA, FLORIDA 33614

March 29, 2022

U.S. BANK NATIONAL ASSOCIATION
Bridgewater North CDD Series 2022
Corporate Trust Services
Attention: Barry Knack
60 Livingston Avenue
Saint Paul, MN 55107

RE: **Series 2022 Construction Account**
Requisition for Payment

Dear Trustee:

Below please find a table detailing the enclosed requisition(s) ready for payment from the Districts Acquisition/Construction Trust Accounts.

PLEASE EXPEDITE PAYMENT TO THE PAYEE(S) VIA WIRE:

REQ. NO.	PAYEE	AMOUNT	ACCOUNT
CR 1	Forestar (USA) Real Estate Group, Inc.	\$4,766,537.66	S2022

If you have any questions regarding this request, please do not hesitate to call me at (904) 429-0034. Thank you for your prompt attention to this matter.

Sincerely,
BRIDGEWATER NORTH COMMUNITY
DEVELOPMENT DISTRICT
Melissa Dobbins
Regional District Manager

BRIDGEWATER NORTH COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE – 3434 COLWELL AVENUE SUITE 200 – TAMPA, FLORIDA 33614

May 20, 2022

U.S. BANK NATIONAL ASSOCIATION
Bridgewater North CDD Series 2022
Corporate Trust Services
Attention: Barry Knack
60 Livingston Avenue
Saint Paul, MN 55107

RE: **Series 2022 Construction Account**
Requisition for Payment

Dear Trustee:

Below please find a table detailing the enclosed requisition(s) ready for payment from the Districts Acquisition/Construction Trust Accounts.

PLEASE EXPEDITE PAYMENT TO THE PAYEE(S) VIA USPS:

REQ. NO.	PAYEE	AMOUNT	ACCOUNT
CR 2	Kutak Rock, LLP	\$4,045.50	S2022

If you have any questions regarding this request, please do not hesitate to call me at (904) 429-0034. Thank you for your prompt attention to this matter.

Sincerely,
BRIDGEWATER NORTH COMMUNITY
DEVELOPMENT DISTRICT

Melissa Dobbins
Regional District Manager

BRIDGEWATER NORTH COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE – 3434 COLWELL AVENUE SUITE 200 – TAMPA, FLORIDA 33614

June 10, 2022

U.S. BANK NATIONAL ASSOCIATION
Bridgewater North CDD Series 2022
Corporate Trust Services
Attention: Barry Knack
60 Livingston Avenue
Saint Paul, MN 55107

RE: **Series 2022 Construction Account**
Requisition for Payment

Dear Trustee:

Below please find a table detailing the enclosed requisition(s) ready for payment from the Districts Acquisition/Construction Trust Accounts.

PLEASE EXPEDITE PAYMENT TO THE PAYEE(S) VIA USPS:

REQ. NO.	PAYEE	AMOUNT	ACCOUNT
CR 3	Kutak Rock, LLP	\$877.50	S2022

If you have any questions regarding this request, please do not hesitate to call me at (904) 429-0034. Thank you for your prompt attention to this matter.

Sincerely,
BRIDGEWATER NORTH COMMUNITY
DEVELOPMENT DISTRICT

Melissa Dobbins
Regional District Manager

BRIDGEWATER NORTH COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE – 3434 COLWELL AVENUE SUITE 200 – TAMPA, FLORIDA 33614

October 20, 2022

U.S. BANK NATIONAL ASSOCIATION
Bridgewater North CDD Series 2022
Corporate Trust Services
Attention: Barry Knack
60 Livingston Avenue
Saint Paul, MN 55107

RE: **Series 2022 Construction Account**
Requisition for Payment

Dear Trustee:

Below please find a table detailing the enclosed requisition(s) ready for payment from the Districts Acquisition/Construction Trust Accounts.

PLEASE EXPEDITE PAYMENT TO THE PAYEE(S) VIA USPS:

REQ. NO.	PAYEE	AMOUNT	ACCOUNT
CR 4	Adkinson Engineering	\$372.78	S2022
CR 5	Kutak Rock, LLP	\$3,094.50	S2022

If you have any questions regarding this request, please do not hesitate to call me at (904) 429-0034. Thank you for your prompt attention to this matter.

Sincerely,
BRIDGEWATER NORTH COMMUNITY
DEVELOPMENT DISTRICT

Melissa Dobbins
Regional District Manager

BRIDGEWATER NORTH COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE – 3434 COLWELL AVENUE SUITE 200 – TAMPA, FLORIDA 33614

September 27, 2022

U.S. BANK NATIONAL ASSOCIATION
Bridgewater North CDD Series 2022
Corporate Trust Services
Attention: Barry Knack
60 Livingston Avenue
Saint Paul, MN 55107

RE: **Series 2022 Construction Account**
Requisition for Payment

Dear Trustee:

Below please find a table detailing the enclosed requisition(s) ready for payment from the Districts Acquisition/Construction Trust Accounts.

PLEASE EXPEDITE PAYMENT TO THE PAYEE(S) VIA WIRE:

REQ. NO.	PAYEE	AMOUNT	ACCOUNT
CR 6	Forestar (USA) Real Estate Group, Inc.	\$375,489.54	S2022
CR 7	Forestar (USA) Real Estate Group, Inc.	\$892,994.54	S2022
CR 8	Forestar (USA) Real Estate Group, Inc.	\$1,058,075.12	S2022
CR 9	Forestar (USA) Real Estate Group, Inc.	\$416,707.51	S2022
CR 10	Forestar (USA) Real Estate Group, Inc.	\$427,783.15	S2022

If you have any questions regarding this request, please do not hesitate to call me at (904) 429-0034. Thank you for your prompt attention to this matter.

Sincerely,
BRIDGEWATER NORTH COMMUNITY
DEVELOPMENT DISTRICT

Melissa Dobbins
Regional District Manager

BRIDGEWATER NORTH COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE – 3434 COLWELL AVENUE SUITE 200 – TAMPA, FLORIDA 33614

December 08, 2022

U.S. BANK NATIONAL ASSOCIATION
Bridgewater North CDD Series 2022
Corporate Trust Services
Attention: Barry Knack
60 Livingston Avenue
Saint Paul, MN 55107

RE: **Series 2022 Construction Account**
Requisition for Payment

Dear Trustee:

Below please find a table detailing the enclosed requisition(s) ready for payment from the Districts Acquisition/Construction Trust Accounts.

PLEASE EXPEDITE PAYMENT TO THE PAYEE(S) AS FOLLOWS:

A. ADKINSON AND KUTAK ROCK VIA USPS

B. FORESTAR VIA WIRE

REQ. NO.	PAYEE	AMOUNT	ACCOUNT
CR 11	Adkinson Engineering	\$1,320.00	S2022
CR 12	Forestar (USA) Real Estate Group, Inc.	\$720,167.60	S2022
CR 13	Kutak Rock, LLP	\$8,959.50	S2022

If you have any questions regarding this request, please do not hesitate to call me at (904) 429-0034. Thank you for your prompt attention to this matter.

Sincerely,
BRIDGEWATER NORTH COMMUNITY
DEVELOPMENT DISTRICT

Melissa Dobbins
Regional District Manager

Tab 4

Service Communication Report

Property Name: Bridgewater

Date: 11/16/2022

The following landscape maintenance services were performed on your property today.
 If you have any questions about your service please call us at:

Grounds Maintenance Customer Service (904)-292-0716

Turf		Landscape Beds		Fertilization		Pest Control	
Mowing	yes	Pruning		Turf		Turf	Trees
Edging		Hedging		Trees			
Curbs		Weeding	yes	Shrubs			
Beds		Trees		Annuals		Shrubs	Fire Ants
Line Trim		Pruning					
		Palms					
		Pruning					
Irrigation		Planting		Clean Up		Other Services Performed	
Inspect		Annuals		Trash	Yes		
Adjust		Shrubs		Leaves &			
Repair		Mulch		Debris	Yes		

Comments, Areas Which Require Special Attention Or Work:

picked up trash / debris

mow /hand pull weeds

Service Provided By: 

Tab 5

MEMORANDUM

TO: Bridgewater North Community Development District

FROM: Katie S. Buchanan

DATE: January 10, 2023

RE: Retention Requirements for Transitory Messages and Electronic Records Updates

On May 26, 2021, the District approved Resolution 2021-13, adopting a policy relating to the retention and disposition of its public records. The District’s Record Retention Policy currently remains in full force and effect. In order to ensure the District’s record retention practices remain economically feasible and technologically practical, we are offering some clarification regarding the retention period for records of short-term value. Additionally, we propose modifications to designate the electronic record as the official record of the district and allow for disposal of paper duplicate copies unless prohibited by any law, rule or ordinance.

According to the *General Records Schedule for State and Local Government Agencies* (“GS1-SL”)¹ with which all community development districts must comply, records retention requirements “apply to records regardless of the format in which they reside.”² This means that electronic communications, which include emails, instant messages, text messages, multimedia messages, chat messages, social networking, voicemail/ voice messaging, or other communications via electronic messaging technology or device, must be retained in accordance with the applicable section of the GS1-SL. Retention periods for electronic communications “are determined by the content, nature, and purpose of records, and are set based on their legal, fiscal, administrative, and historical values, regardless of the format in which they reside or the method by which they are transmitted.”³

Electronic communications “created primarily to communicate information of short-term value” may fall under the Transitory Messages schedule set forth in GS1-SL.⁴ Transitory Messages do not “formalize or perpetuate knowledge and do not set policy, establish guidelines or

¹ Incorporated by reference in Rule 1B-24.003(1)(a), F.A.C.

² *General Records Schedule for State and Local Government Agencies*, Section V, Electronic Records.

³ *Id.* at Records Retention Schedules, Electronic Communications.

⁴ *Id.* at Records Retention Schedules, Transitory Messages, Item #146.

procedures, certify a transaction, or become a receipt.” Examples of Transitory Messages include, but are not limited to:

- reminder messages (“don’t forget the upcoming meeting”);
- email messages with short-lived or no administrative value (“thank you”)
- telephone messages lacking content (“Ms. Smith called – please return her call”);
- recipient copies of announcements of District sponsored events (“daily events email”); and,
- news releases received by the District strictly for informational purposes and unrelated to District programs or activities.

The retention requirement for Transitory Messages is “[r]etain until obsolete, superseded or administrative value is lost.”⁵ For example, an email message notifying employees of an upcoming meeting would only have value until the meeting has been attended or the employee receiving the message has marked the date and time in the calendar, at which time the message could be disposed of. In other words, an electronic communication intended for short-term value does not need to be retained once it is no longer needed. Unlike most other public records, the District may dispose of a transitory message once it is obsolete, superseded, or has lost its administrative value without having to document the disposition of the record, unless the record has been microfilmed or scanned and will serve as the record copy.⁶

⁵ *Id.*

⁶ *See* Rule 1B-24.003(9)(d), F.A.C.

RESOLUTION 2023-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF BRIDGEWATER NORTH COMMUNITY DEVELOPMENT DISTRICT ADOPTING CERTAIN AMENDMENTS TO THE DISTRICT'S RECORD RETENTION POLICY; ADDRESSING CONFLICTS AND SEVERABILITY; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, Chapter 190, Florida Statutes, authorizes the Bridgewater North Community Development District ("**District**") to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of district business; and

WHEREAS, on May 26, 2021, the Board of Supervisors of the Bridgewater North Community Development District ("**Board**"), adopted Resolution 2021-13 providing for the adoption of the District's Record Retention Policy ("**Policy**"); and

WHEREAS, the Policy requires the District "retain all public records relating to District business until the Board of Supervisors amends the Records Retention Policy to address the disposition of the same"; and

WHEREAS, the Board finds that it is in the best interest of the District to amend the Record Retention Policy as described in more detail in paragraph 2 below; and

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

1. CONFLICTS. This Resolution is intended to amend, in part, Resolution 2021-13, which remains in full force and effect except as otherwise provided herein. All terms of Resolution 2021-13 that are not amended by this Resolution apply as if those terms were fully set forth herein. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.

2. AMENDMENT. The Records Retention Policy is hereby amended by inserting the language indicated in single underlined text (indicated textually in the same manner as the following example: underlined text) and by deleting the language indicated by strikethrough text (indicated textually in the same manner as the following example: ~~stricken text~~) as set forth herein:

The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), Florida Statutes, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, Florida Statutes, and the General Records Schedules established by the Division. However, the District hereby extends the minimum retention

guidelines contained in the General Records Schedules so that the District will retain all public records relating to District business until the Board of Supervisors amends the Records Retention Policy to address the disposition of the same. Notwithstanding the foregoing, the District shall retain Transitory Messages until the Transitory Message is obsolete, superseded or administrative value is lost in accordance with the General Records Schedule for State and Local Government Agencies, Item #146, as incorporated by reference in Rule 1B-24.003(1)(a), Florida Administrative Code. The District hereby determines the electronic record shall be considered the official record of all public records relating to District business and any paper originals are designated as duplicates which may be disposed of unless prohibited by any law, rule or ordinance. To the extent the above statute, rules, or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment does not permit the disposition of District records without further action of the Board. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

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

4. EFFECTIVE DATE. This Resolution shall take effect as of January 10, 2023.

Introduced, considered favorably, and adopted this 10th day of January 2023.

ATTEST:

**BRIDGEWATER NORTH COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors