

***CEDAR HAMMOCK
Community Development
District***

March 12, 2024 MEETING

***AGENDA PACKAGE
CALL-IN #: 1-646-838-1601
PHONE CONFERENCE ID #: 951092195#***

The meeting will be held at:
Cedar Hammock Clubhouse
8660 Cedar Hammock Boulevard
Naples, Florida 34112



210 NORTH UNIVERSITY DRIVE, SUITE 702
CORAL SPRINGS, FLORIDA 33071

Board of Supervisors

Quentin Greeley, Chairperson
Fred Bally, Vice Chairperson
Don Eliasek, Assistant Secretary
John Martino, Assistant Secretary
Domiano Passalacqua, Assistant Secretary

Justin Faircloth, District Manager
Sam Marshall, District Engineer
Dan Cox, District Counsel

**Meeting Agenda
Cedar Hammock Clubhouse
8660 Cedar Hammock Boulevard, Naples, Florida
March 12, 2024 – 2:00 p.m.
Call in Meeting Number: 1-646-838-1601,
Meeting ID: 951-092-195#**

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- 1. Roll Call**
 - 2. Approval of Agenda**
 - 3. Public Comments on Agenda Items**
 - 4. Old Business**
 - A. SFWMD ERP Permit Transfer Update
 - B. Club Sidewalk Repairs
 - C. Irrigation Status Update
 - 5. New Business**
 - 6. Attorney's Report**
 - A. Discussion of Agreement for Drainage/Stormwater Guidelines
 - 7. Engineer's Report**
 - A. Erosion Restoration Update
 - 8. Manager's Report**
 - A. Approval of the Minutes of the February 13, 2024 Meeting
 - B. Acceptance of the January 2024 Financial Report
 - C. Consideration of Resolution 2024-02, for the 2024 General Election
 - D. Distribution of the Proposed Budget for Fiscal Year 2025 & Consideration of Resolution 2024-03, Approving the Budget & Setting the Public Hearing

District Office:

Inframark, Community Management Services
210 North University Drive, Suite 702
Coral Springs, FL. 33071
(954) 603-0033

Meeting Location:

Cedar Hammock Clubhouse
8660 Cedar Hammock Boulevard
Naples, Florida 34112

- E. Audit Committee Selection Process
 - i. Appointment of Committee Members
 - ii. Establishment of RFP Evaluation Criteria
 - iii. Authorization to Proceed with RFP
 - F. Follow-Up Items
 - i. Lake 14 & 15 Aeration Install Update
 - ii. Bulkhead Pressure Washing Update
 - iii. Roadway Striping Update
- 9. Supervisors' Requests**
- 10. Audience Comments**
- 11. Adjournment**

The next meeting is Tuesday, April 9, 2024 at 2:00 p.m.

District Office:

Inframark, Community Management Services
210 N. University Drive, Suite 702
Coral Springs, Florida 33071
(954) 603-0033

Meeting Location:

Cedar Hammock Clubhouse
8660 Cedar Hammock Boulevard
Naples, Florida 34112

Eighth Order of Business

8A

**MINUTES OF MEETING
CEDAR HAMMOCK
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Cedar Hammock Community Development District was held Tuesday, February 13, 2024 at 2:00 p.m. at the Cedar Hammock Clubhouse, located at 8660 Cedar Hammock Boulevard, Naples, Florida 34112.

Present and constituting a quorum were:

Quentin Greeley	Chairperson
Fred Bally	Vice Chairperson
Don Eliasek	Assistant Secretary
John Martino	Assistant Secretary <i>(Via Phone)</i>
Domiano Passalacqua	Assistant Secretary <i>(Via Phone)</i>

Also present were:

Justin Faircloth	District Manager
Dan Cox	District Counsel
Sam Marshall	District Engineer
Timothy Day	District Manager, Inframark
Jacob Whitlock	Assistant District Manager, Inframark
Todd Legan	Cedar Hammock Golf & Country Club
Steve Shaw	Cedar Hammock Golf & Country Club
Residents	

Following is a summary of the discussions and actions taken.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Faircloth called the meeting to order and called the roll. A quorum was established.

- Mr. Faircloth introduced Mr. Timothy Day, District Manager with Inframark, who will begin assisting with the District and the Southwest Region.

On MOTION by Mr. Greeley, seconded by Mr. Bally, with all in favor, Mr. Passalacqua was authorized to attend the meeting and vote via phone. (3-0)

42 **SECOND ORDER OF BUSINESS** **Approval of Agenda**

43 There being no additions, corrections or deletions,

44

45 On MOTION by Mr. Greeley, seconded by Mr. Eliasek, with all in
46 favor, the agenda was approved as presented. (4-0)

47

48

49 **THIRD ORDER OF BUSINESS** **Public Comments on Agenda Items**

50 Hearing no comments from the audience, the next order of business followed.

51

52 **FOURTH ORDER OF BUSINESS** **Old Business**

53 **A. SFWMD ERP Permit Transfer Update**

- 54 • Mr. Marshall provided an update on efforts by staff in researching the permit. The
- 55 item was requested to be placed on the next agenda.

56

57 **FIFTH ORDER OF BUSINESS** **New Business**

58 **A. Club Sidewalk Repairs**

- 59 • Mr. Legan commenced discussion regarding sidewalk needs.

60

61 On MOTION by Mr. Greeley, seconded by Mr. Bally, with all in
62 favor, Supervisor Martino was authorized to attend the meeting and
63 vote via phone. (4-0)

64

- 65 • The Board was in concurrence for Mr. Legan to obtain proposals for the sidewalk
- 66 repairs.

67 **B. Irrigation Status Update**

68

69

70 On MOTION by Mr. Bally, seconded by Mr. Eliasek, with all in
71 favor, the proposal from Regan Technical Solutions, Inc. in the
72 amount of \$8,800 to perform an Aerial Survey Acquisition, Editing
73 and Mainline Tracking, and Ground Penetrating Radar for the
74 irrigation system was approved. (5-0)

75

76 *Mr. Martino and Mr. Passalacqua noted the phone connection was poor. Staff attempted*
77 *various phones to reestablish a good phone connection for those attending remotely.*

78 *The record shall reflect Mr. Martino exited the meeting.*

79 **A. Club Sidewalk Repairs (Continued)**

- 80 • Discussion resumed.

81 On MOTION by Mr. Greeley, seconded by Mr. Eliasek, with all in
82 favor, club staff were authorized to complete sidewalk repairs in an
83 amount not to exceed \$6,000. (4-0)

84
85
86 **SIXTH ORDER OF BUSINESS**

Attorney’s Report

87 **A. Discussion of Agreement for Drainage/Stormwater Guidelines**

- 88 • Mr. Faircloth noted he received a draft Resolution prior to the meeting from Mr.
- 89 Cox. Mr. Cox noted he was facing health concerns which required his focus.
- 90 • The Resolution was discussed, but Mr. Faircloth noted the exhibits referenced had
- 91 not been developed. Drafts were submitted for review by Mr. Cox, but no updates
- 92 were received.

93
94 On MOTION by Mr. Greeley, seconded by Mr. Bally, with all in
95 favor, new Counsel shall be engaged to prepare Stormwater
96 Guidelines in an amount not to exceed \$5,000, and the Chairperson
97 was authorized to approve the new legal firm. (4-0)

- 98
- 99 • Mr. Faircloth will seek interest from other attorneys he has worked with on such
- 100 issues.
- 101 • Mr. Faircloth addressed the need for Supervisors to obtain ethics training by the
- 102 end of the year, and the need to file Form 1 electronically by July 1, 2024. Mr.
- 103 Faircloth will send information regarding these items received from another
- 104 attorney.
- 105 • Mr. Faircloth noted that Supervisors were not required to file Form 6, as he
- 106 understands, from other attorneys.

107
108 **SEVENTH ORDER OF BUSINESS**

Engineer’s Report

109 **A. Cardno, 4th Quarter 2023 Water Use Permit Compliance Report**

- 110 • The report was presented for the Board to review. Mr. Faircloth inquired about the
- 111 status of the pumps. Mr. Legan noted that two flow meters were on order and would
- 112 be installed by Metro PSI once received.

113 **B. Banks Engineering Paver Project Review**

- 114 • Mr. Faircloth noted nothing had been received from Timo Brothers after an inquiry
- 115 and calls to them, other than their final invoice. Mr. Faircloth noted that all Club
- 116 damage costs had been received and would be tallied, and he would contact Timo

117 Brothers to request that the damage repair costs be applied to the outstanding
118 balance.

119 **C. FY 2024 Erosion Restoration Recommendations**

- 120 • Mr. Marshall provided updates on erosion restoration efforts and noted that
- 121 plantings should be considered part of the project. Mr. Faircloth was requested to
- 122 provide firms to Mr. Marshall who could plant littorals. Mr. Marshall noted he was
- 123 going to send out staff one more time to review areas needing work.

124
125 **EIGHTH ORDER OF BUSINESS** **Manager’s Report**

126 **A. Approval of the Minutes of the December 12, 2023 Meeting and January 23,**
127 **2024 Continued Meeting**

128 Mr. Faircloth requested any additions, corrections or deletions to the two sets of minutes.

- 129 • Mr. Greeley noted that *Jacob Whitlock* should be changed to *Justin Faircloth* on
- 130 the January 23, 2024 continued meeting minutes.

131 There being no further additions, corrections or deletions,

132
133 On MOTION by Mr. Greeley, seconded by Mr. Bally, with all in
134 favor, the Minutes of the December 12, 2023 Meeting were
135 approved as presented, and the Minutes of the January 23, 2024
136 Continued Meeting were approved as amended. (4-0)

137
138 **B. Acceptance of the December 2023 Financial Report**

139 There being no comments or questions,

140
141 On MOTION by Mr. Greeley, seconded by Mr. Bally, with all in
142 favor, the December 2023 Financial Report was accepted. (4-0)

143
144 **C. Consideration of FY 2023 Audit Engagement Letter with Berger, Toombs,**
145 **Elam, Gaines & Frank**

146
147
148 On MOTION by Mr. Greeley, seconded by Mr. Eliasek, with all in
149 favor, approval of the Fiscal Year 2023 Audit Engagement Letter
150 with Berger, Toombs, Elam, Gaines & Frank was ratified which had
151 previously been approved under Resolution 2018-02 by the
152 Chairperson. (4-0)

153
154

155 **D. Capital Expense Plan Discussion**
 156 • Mr. Faircloth discussed the FY 2025 budget which would be presented at the March
 157 meeting, and inquired whether there were any further changes. The Board was in
 158 concurrence to increase the assessment by \$100, to be added to the Reserves to
 159 cover costs facing the District.

160 **E. Follow-Up Items**
 161 • Mr. Faircloth provided updates on the Lake 14 & 15 aeration installation, bulkhead
 162 pressure washing, and the Cedar Hammock Boulevard striping project.
 163 • Mr. Faircloth also discussed the March meeting noting that he would be on
 164 vacation. The Board was in concurrence to keep the meeting as scheduled, and
 165 allow the meeting to be managed by Mr. Day with assistance from Mr. Whitlock.

166 **NINTH ORDER OF BUSINESS** **Supervisors' Requests**
 167 Hearing no requests from Supervisors, the next order of business followed.

169 **TENTH ORDER OF BUSINESS** **Audience Comments**
 170 • Residents commented on the planned Stormwater Guidelines and coordination with
 171 the HOA.
 172

173 **ELEVENTH ORDER OF BUSINESS** **Adjournment**
 174 There being no further business,
 175

176
 177

On MOTION by Mr. Bally, seconded by Mr. Eliasek, with all in 178 favor, the meeting was adjourned at 3:39 p.m.

 179
 180
 181
 182
 183
 184

185 _____
 186 Quentin Greeley
 Chairperson

8B

CEDAR HAMMOCK
Community Development District

Financial Report

January 31, 2024

Prepared by:



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CEDAR HAMMOCK
Community Development District

Financial Statements

(Unaudited)

January 31, 2024

Balance Sheet
January 31, 2024

<u>ACCOUNT DESCRIPTION</u>	<u>TOTAL</u>
<u>ASSETS</u>	
Cash - Checking Account	\$ 179,149
Investments:	
Money Market Account	1,110,628
Deposits	1,359
TOTAL ASSETS	\$ 1,291,136
<u>LIABILITIES</u>	
Accounts Payable	\$ -
Accrued Expenses	61,398
TOTAL LIABILITIES	61,398
<u>FUND BALANCES</u>	
Nonspendable:	
Deposits	1,359
Assigned to:	
Operating Reserves	56,511
Reserves - Bridges	29,950
Reserves - Bulkheads	29,950
Reserves - Irrigation System	153,860
Reserves - Lakes	32,700
Reserves - Roadways	185,000
Unassigned:	740,408
TOTAL FUND BALANCES	\$ 1,229,738
TOTAL LIABILITIES & FUND BALANCES	\$ 1,291,136

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2024

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
<u>REVENUES</u>					
Interest - Investments	\$ 24,577	\$ 8,192	\$ 20,427	\$ 12,235	83.11%
Interest - Tax Collector	-	-	360	360	0.00%
Special Assmnts- Tax Collector	446,845	357,476	404,587	47,111	90.54%
Special Assmnts- Discounts	(17,874)	(14,299)	(15,864)	(1,565)	88.75%
Other Miscellaneous Revenues	-	-	4,590	4,590	0.00%
TOTAL REVENUES	453,548	351,369	414,100	62,731	91.30%
<u>EXPENDITURES</u>					
<u>Administration</u>					
ProfServ-Engineering	5,000	1,667	2,515	(848)	50.30%
ProfServ-Legal Services	2,500	833	175	658	7.00%
ProfServ-Mgmt Consulting	44,521	14,840	14,840	-	33.33%
ProfServ-Property Appraiser	8,103	2,701	1,575	1,126	19.44%
ProfServ-Special Assessment	3,411	3,411	3,311	100	97.07%
ProfServ-Web Site Maintenance	761	254	860	(606)	113.01%
Auditing Services	5,000	-	-	-	0.00%
Postage and Freight	900	300	123	177	13.67%
Insurance - General Liability	8,029	8,029	8,303	(274)	103.41%
Printing and Binding	600	200	135	65	22.50%
Legal Advertising	2,575	858	301	557	11.69%
Misc-Bank Charges	100	33	-	33	0.00%
Misc-Assessment Collection Cost	8,937	8,937	7,774	1,163	86.99%
Office Supplies	100	33	-	33	0.00%
Annual District Filing Fee	175	175	175	-	100.00%
Total Administration	90,712	42,271	40,087	2,184	44.19%
<u>Field</u>					
ProfServ-Field Management	1,785	595	595	-	33.33%
Management Services	2,500	833	-	833	0.00%
Contracts-Water Mgmt Services	7,200	2,400	2,400	-	33.33%
Utility - Cameras	1,000	333	-	333	0.00%
Electricity - Wells	5,000	1,667	3,494	(1,827)	69.88%
Electricity - Aerator	4,000	1,333	1,067	266	26.68%
R&M-Lake	3,000	1,000	-	1,000	0.00%
R&M-Plant Replacement	500	167	-	167	0.00%
R&M-Roads	20,000	6,667	8,380	(1,713)	41.90%
R&M Bulkheads	5,000	1,667	-	1,667	0.00%
R&M - Bridges & Cart Paths	5,000	1,667	-	1,667	0.00%
Misc-Contingency	38,745	12,916	27,620	(14,704)	71.29%
Capital Outlay	40,000	13,333	-	13,333	0.00%

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2024

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
Reserves - Irrigation System	153,272	51,091	-	51,091	0.00%
Reserve - Lakes	52,917	17,639	-	17,639	0.00%
Reserve - Roadways	22,917	7,639	107,360	(99,721)	468.47%
Total Field	362,836	120,947	150,916	(29,969)	41.59%
TOTAL EXPENDITURES	453,548	163,218	191,003	(27,785)	42.11%
Excess (deficiency) of revenues					
Over (under) expenditures	-	188,151	223,097	34,946	0.00%
Net change in fund balance	\$ -	\$ 188,151	\$ 223,097	\$ 34,946	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)	1,006,641	1,006,641	1,006,641		
FUND BALANCE, ENDING	\$ 1,006,641	\$ 1,194,792	\$ 1,229,738		

CEDAR HAMMOCK
Community Development District

Supporting Schedules

January 31, 2024

**Non-Ad Valorem Special Assessments
(Collier County Tax Collector - Monthly Collection Distributions)
For the Fiscal Year Ending September 30, 2024**

						HIDE	
						ALLOCATION	ALLOCATION
Date Received	Net Amount Received	(Discount) Amount	Commission Amount	Amount Received	Net Amount Received	Assessments	General Fund Assessments
Assessments Levied For FY 2024					\$ 446,849		\$ 446,849
Allocation %					100%		100%
10/30/23	\$ 2,917	\$ 168	\$ 60	\$ 3,144	\$ 2,917	\$ 3,144	
11/06/23	\$ 5,262	\$ 224	\$ 107	\$ 5,593	\$ 5,262	\$ 5,593	
11/16/23	\$ 43,671	\$ 1,857	\$ 891	\$ 46,419	\$ 43,671	\$ 46,419	
11/20/23	\$ 68,400	\$ 2,908	\$ 1,396	\$ 72,704	\$ 68,400	\$ 72,704	
11/24/23	\$ 42,092	\$ 1,790	\$ 859	\$ 44,741	\$ 42,092	\$ 44,741	
12/06/23	\$ 155,215	\$ 6,599	\$ 3,168	\$ 164,982	\$ 155,215	\$ 164,982	
12/12/23	\$ 33,607	\$ 1,378	\$ 686	\$ 35,671	\$ 33,607	\$ 35,671	
12/22/23	\$ 7,489	\$ 248	\$ 153	\$ 7,890	\$ 7,489	\$ 7,890	
01/10/24	\$ 22,297	\$ 693	\$ 455	\$ 23,445	\$ 22,297	\$ 23,445	
TOTAL	\$ 380,949	\$ 15,864	\$ 7,774	\$ 404,587	\$ 380,949	\$ 404,587	
% COLLECTED					90.54%		90.54%
TOTAL OUTSTANDING					\$ 42,262		\$ 42,262

Cash and Investment Report
January 31, 2024

General Fund

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
Checking Account - Operating	Valley National Bank	Gov't Interest Checking	n/a	5.38%	179,149
Money Market Account	BankUnited	Public Funds MMA	n/a	5.25%	1,110,628
				Total	\$ 1,289,777

Cedar Hammock CDD

Bank Reconciliation

Bank Account No. 2555 Valley National Bank GF
Statement No. 01-24
Statement Date 1/31/2024

G/L Balance (LCY)	179,149.39	Statement Balance	187,051.03
G/L Balance	179,149.39	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>	Subtotal	187,051.03
Subtotal	179,149.39	Outstanding Checks	7,901.64
Negative Adjustments	0.00	Differences	0.00
	<hr/>		
Ending G/L Balance	179,149.39	Ending Balance	179,149.39
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
1/23/2024	Payment	2741	INFRAMARK, LLC	7,571.64	0.00	7,571.64
1/23/2024	Payment	2742	PRISTINE LAKES AND WETLANDS LLC	330.00	0.00	330.00
Total Outstanding Checks.....				7,901.64		7,901.64

CEDAR HAMMOCK COMMUNITY DEVELOPMENT DISTRICT

**Payment Register by Fund
For the Period from 01/01/2024 to 01/31/2024
(Sorted by Check / ACH No.)**

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid	
GENERAL FUND - 001								
CHECK # 2733								
001	01/11/24	BANKS ENGINEERING INC	1263CDD-121	ENGINEERING SERVICE 11/2023	ProfServ-Engineering	531013-51501	\$450.00	
							Check Total	\$450.00
CHECK # 2734								
001	01/11/24	COLLIER COUNTY TAX COLLECTOR	121323	2023 TAX ROLL FIRST POSTAGE BILLING	Tax Collector postage	541006-51301	\$34.14	
							Check Total	\$34.14
CHECK # 2735								
001	01/11/24	DANIEL H. COX, P.A.	11332	PROFESSIONAL SERVICE 11/2023	ProfServ-Legal Services	531023-51401	\$175.00	
							Check Total	\$175.00
CHECK # 2736								
001	01/11/24	FEDEX	8-344-97804	SERVICE FOR 12/5/2023	Postage and Freight	541006-51301	\$27.44	
							Check Total	\$27.44
CHECK # 2737								
001	01/11/24	INNERSYNC STUDIO LTD	21869	WEBSITE HOSTING 1st QUARTER SERVICE	WEBSITE HOSTING QUARTERLY SERVICE	549915-51301	\$388.13	
							Check Total	\$388.13
CHECK # 2738								
001	01/11/24	RMA GEOLOGIC CONSULTANTS, INC	23-526-7	DEC 2023DATA COLLECTIONS AND REPORTING SVCS	Contracts-Water Mgmt Services	534047-53901	\$600.00	
							Check Total	\$600.00
CHECK # 2739								
001	01/23/24	BANKS ENGINEERING INC	1263CDD-120	10/2023 MEETING PREPARATION	ProfServ-Engineering	531013-51501	\$1,295.00	
							Check Total	\$1,295.00
CHECK # 2740								
001	01/23/24	BENTLEY ELECTRIC CO OF NAPLES FL INC	2023-894	Install 60-amp metered electric service on a concr	Capital Outlay	564043-53901	\$3,600.00	
							Check Total	\$3,600.00
CHECK # 2741								
001	01/23/24	INFRAMARK, LLC	104953	10/2023 VARIABLE CHARGES	10/2023 POSTAGE	541006-51301	\$1.26	
001	01/23/24	INFRAMARK, LLC	104953	10/2023 VARIABLE CHARGES	10/2023 COPIES	547001-51301	\$87.75	
001	01/23/24	INFRAMARK, LLC	104953	10/2023 VARIABLE CHARGES	11/2023 WEB ADMIN	549915-51301	\$25.48	
001	01/23/24	INFRAMARK, LLC	105365	11/2023 VARIABLE CHARGES	Postage and Freight	541006-51301	\$5.04	
001	01/23/24	INFRAMARK, LLC	105365	11/2023 VARIABLE CHARGES	Printing and Binding	547001-51301	\$0.15	
001	01/23/24	INFRAMARK, LLC	107013	12/2023 MANAGEMENT SERVICE	Management Services for the Month of: December 202	531027-51301	\$3,710.08	
001	01/23/24	INFRAMARK, LLC	107013	12/2023 MANAGEMENT SERVICE	Management Services for the Month of: December 202	531016-53901	\$148.75	
001	01/23/24	INFRAMARK, LLC	107013	12/2023 MANAGEMENT SERVICE	Postage Management Services for the Month of: Dece	541006-51301	\$25.20	
001	01/23/24	INFRAMARK, LLC	107013	12/2023 MANAGEMENT SERVICE	Copies Management Services for the Month of: Decem	547001-51301	\$1.00	
001	01/23/24	INFRAMARK, LLC	107013	12/2023 MANAGEMENT SERVICE	Management Services for the Month of: December 202	531094-51301	\$63.42	
001	01/23/24	INFRAMARK, LLC	107013	12/2023 MANAGEMENT SERVICE	Assessment Roll Service	549070-51301	\$3,311.00	
001	01/23/24	INFRAMARK, LLC	107013	12/2023 MANAGEMENT SERVICE	Management Services for the Month of: December 202	549915-51301	\$192.51	
							Check Total	\$7,571.64
CHECK # 2742								
001	01/23/24	PRISTINE LAKES AND WETLANDS LLC	1046	SOD REPLACING	Sod Replacing at Cedar Hammock	549900-53901	\$330.00	
							Check Total	\$330.00
CHECK # 2743								
001	01/23/24	RMA GEOLOGIC CONSULTANTS, INC	23-526-8	JAN 2024 COLLECTION AND REPORTING SVCS	Contracts-Water Mgmt Services	534047-53901	\$600.00	
							Check Total	\$600.00

CEDAR HAMMOCK COMMUNITY DEVELOPMENT DISTRICT

**Payment Register by Fund
For the Period from 01/01/2024 to 01/31/2024
(Sorted by Check / ACH No.)**

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid	
CHECK # DD0321								
001	01/14/24	FPL - ACH	010324-94271 ACH	ACCT #91615-94271 PRD 12/02/23-01/03/24	Electricity - Aerator	543051-53901	\$72.90	
							Check Total	<u>\$72.90</u>
CHECK # DD0322								
001	01/14/24	FPL - ACH	010324-27409 ACH	ACCT #87833-27409 PRD 12/02/23-01/03/24	ACCT #91615-94271 PRD 12/02/23-01/03/24	543050-53901	\$249.47	
							Check Total	<u>\$249.47</u>
CHECK # DD0323								
001	01/14/24	FPL - ACH	010324-92574 ACH	ACCT 356324-92574 PRD 12/02/23-01/03/24	ACCT #91615-94271 PRD 12/02/23-01/03/24	543051-53901	\$46.69	
							Check Total	<u>\$46.69</u>
CHECK # DD0324								
001	01/14/24	FPL - ACH	010324-82379 ACH	ACCT #75595-62379 PRD 12/02/23-01/03/24	Electricity - Aerator	543051-53901	\$77.14	
							Check Total	<u>\$77.14</u>
CHECK # DD0325								
001	01/14/24	FPL - ACH	010324-25561 ACH	ACCT #14237-25561 PRD 12/02/23-01/03/24	Electricity - Aerator	543051-53901	\$78.55	
							Check Total	<u>\$78.55</u>
CHECK # DD0326								
001	01/14/24	FPL - ACH	010324-52583 ACH	ACCT #24773-52583 PRD 12/02/23-01/03/24	Electricity - Wells	543050-53901	\$1,028.85	
							Check Total	<u>\$1,028.85</u>
							Fund Total	<u>\$16,624.95</u>

Total Checks Paid	\$16,624.95
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8C

RESOLUTION 2024-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CEDAR HAMMOCK COMMUNITY DEVELOPMENT DISTRICT CONFIRMING THE DISTRICT’S USE OF THE COLLIER COUNTY SUPERVISOR OF ELECTIONS TO CONTINUE CONDUCTING THE DISTRICT’S ELECTION OF SUPERVISORS IN CONJUNCTION WITH THE GENERAL ELECTION.

WHEREAS, the Cedar Hammock 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 Collier County, Florida; and

WHEREAS, the Board of Supervisors of the Cedar Hammock Community Development District (hereinafter the “Board”) seeks to implement Section 190.006(3)(A)(2)(c), Florida Statutes and to instruct the Collier County Supervisor of Elections (the “Supervisor”) to conduct the District’s General Elections.

WHEREAS, the Supervisor has requested the District adopt a Resolution confirming the District’s use of the Supervisor for the purpose of conducting the District’s future supervisor elections in conjunction with the General Election; and

WHEREAS, the District desires to continue to use the Supervisor for the purpose of conducting the District’s supervisor elections in conjunction with the General Election.

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

Section 1. The Board is currently made up of the following individuals: John Martino, Don Eliasek, Vacant, Fred Bally and Quentin Greeley

Section 2. The term of office for each member of the Board is as follows:

<u>Supervisor</u>	<u>Seat</u>	<u>Term (Including Expiration Date)</u>
John Martino	Seat 1	11/2026
Don Eliasek	Seat 2	11/2026
Vacant	Seat 3	11/2026
Fred Bally	Seat 4	11/2024
Quentin Greeley	Seat 5	11/2024

Section 3. Seat 4, currently held by Fred Bally, and Seat 5, currently held by Quentin Greeley are scheduled for the General Election in November 2024.

Section 4. Pursuant to Section 190.006(8), Florida Statutes, members of the Board shall be entitled to receive for his or her services an amount not to exceed \$200 per meeting of the Board, not to exceed \$4,800 per year per member.

Section 5. The term of office for the individuals to be elected to the Board in the November 2024 General Election is four years.

Section 6. The new Board members shall assume office on the second Tuesday following their election.

Section 7. The District hereby instructs the Supervisor to continue conducting the District's elections in conjunction with the General Election. The District understands that it will be responsible to pay for its proportionate share of the General Election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor.

PASSED AND ADOPTED THIS 12TH DAY OF MARCH, 2024

ATTEST:

**CEDAR HAMMOCK COMMUNITY
DEVELOPMENT DISTRICT**

Justin Faircloth
Secretary

Quentin Greeley
Chairperson

8D

Cedar Hammock
Community Development District

Annual Operating and Debt Service Budget

Fiscal Year 2025

Proposed Budget
3/5/2024

Prepared by:



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Cedar Hammock
Community Development District

Operating Budget
Fiscal Year 2025

Summary of Revenues, Expenditures and Changes in Fund Balances

<i>ACCOUNT DESCRIPTION</i>	ADOPTED BUDGET FY 2024	ACTUAL THRU 1/31/24	PROJECTED FEB - 9/30/2024	TOTAL PROJECTED FY 2024	ANNUAL BUDGET FY 2025
REVENUES					
Interest - Investments	\$ 24,577	\$ 20,427	\$ 4,150	\$ 24,577	\$ 24,577
Interest - Tax Collector	-	360	-	360	-
Special Assmnts- Tax Collector	446,845	404,587	42,258	446,845	526,632
Special Assmnts- Discounts	(17,874)	(15,864)	-	(15,864)	(21,065)
Other Miscellaneous Revenues	-	4,590	-	4,590	-
TOTAL REVENUES	\$ 453,548	\$ 414,100	\$ 46,408	\$ 460,508	\$ 530,143
EXPENDITURES					
Administrative					
ProfServ-Engineering	\$ 5,000	\$ 7,186	\$ -	\$ 7,186	\$ 5,000
ProfServ-Legal Services	2,500	175	2,325	2,500	2,500
ProfServ-Mgmt Consulting	44,521	14,840	29,681	44,521	45,856
ProfServ-Property Appraiser	6,103	1,575	4,528	6,103	6,103
ProfServ-Special Assessment	3,411	3,311	100	3,411	3,513
ProfServ-Web Site Maintenance	761	279	482	761	784
Auditing Services	5,000	-	5,000	5,000	5,000
Postage and Freight	900	123	777	900	927
Insurance - General Liability	8,029	8,303	-	8,303	8,270
Printing and Binding	600	135	465	600	618
Legal Advertising	2,575	301	2,274	2,575	2,575
Miscellaneous Services	-	-	-	-	-
Misc-Bank Charges	100	-	100	100	100
Misc-Assessment Collection Cost	8,937	7,774	1,163	8,937	10,533
Misc-Contingency	-	-	-	-	(1,874)
Misc-Web Hosting	2,000	-	2,000	2,000	2,000
Office Supplies	100	-	100	100	100
Annual District Filing Fee	175	175	-	175	175
Total Administrative	\$ 90,712	\$ 44,177	\$ 48,994	\$ 93,172	\$ 92,180

Summary of Revenues, Expenditures and Changes in Fund Balances

<i>ACCOUNT DESCRIPTION</i>	ADOPTED BUDGET FY 2024	ACTUAL THRU 1/31/24	PROJECTED FEB - 9/30/2024	TOTAL PROJECTED FY 2024	ANNUAL BUDGET FY 2025
Field					
ProfServ-Field Management	\$ 1,785	\$ 595	\$ 1,190	\$ 1,785	1,839
Management Services	2,500	-	2,500	2,500	2,575
Contracts-Water Mgmt Services	7,200	2,400	4,800	7,200	7,200
Utility - Cameras	1,000	-	1,000	1,000	1,000
Electricity - Wells	5,000	3,494	1,506	5,000	5,000
Electricity - Aerator	4,000	1,067	2,933	4,000	4,000
R&M-Lake	3,000	-	3,000	3,000	3,000
R&M-Roads	20,000	8,380	11,620	20,000	20,000
R&M-Plant Replacement	500	-	500	500	500
R&M Bulkheads	5,000	-	5,000	5,000	5,000
R&M - Bridges & Cart Paths	5,000	-	5,000	5,000	5,000
Misc-Contingency	38,745	28,201	10,544	38,745	38,745
Capital Outlay	40,000	-	40,000	40,000	40,000
Reserves - Irrigation System	153,272	-	153,272	153,272	178,272
Reserve - Lakes	52,917	-	52,917	52,917	77,917
Reserve - Roadways	22,917	107,360	-	107,360	47,917
Total Field	\$ 362,836	\$ 151,497	\$ 295,781	\$ 447,278	\$ 437,963
TOTAL EXPENDITURES	\$ 453,547	\$ 195,674	\$ 344,776	\$ 540,450	\$ 530,143
Excess (deficiency) of revenues	\$ 0	\$ 218,426	\$ (298,368)	\$ (79,942)	\$ -
Net change in fund balance	\$ 0	\$ 218,426	\$ (298,368)	\$ (79,942)	\$ -
FUND BALANCE, BEGINNING	\$ 1,006,641	\$ 1,006,641	\$ 1,225,067	\$ 1,006,641	\$ 926,699
FUND BALANCE, ENDING	\$ 1,006,641	\$ 1,225,067	\$ 926,699	\$ 926,699	\$ 926,699

Exhibit "A"
Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2025	\$ 926,699
Net Change in Fund Balance - Fiscal Year 2025	-
Reserves - Fiscal Year 2025 Additions	304,105
Total Funds Available (Estimated) - FY 2025	1,230,803

ALLOCATION OF AVAILABLE FUNDS

Assigned Fund Balance

Operating Reserve - First Quarter Operating Capital		56,510 ⁽¹⁾
Reserves - Bridges (Prior Year)		29,950 ⁽²⁾
Reserves - Bulkhead (Prior Year)		29,950 ⁽²⁾
Reserves - Irrigation (Prior Year)	153,860 ⁽²⁾	
Reserves - Irrigation FY 2024	153,272 ⁽³⁾	
Reserves - Irrigation FY 2025	<u>178,272</u>	485,404
Reserves - Lakes (Prior Year)	40,000	
Reserves - Lakes FY 2024	52,917 ⁽³⁾	
Reserves - Lakes FY 2025	<u>77,917</u>	170,833
Reserves - Roadways (Prior Year)	185,000 ⁽²⁾	
Reserves - Roadways FY 2024	22,917 ⁽³⁾	
Reserves - Roadways FY 2025	<u>47,917</u>	255,833

Total Allocation of Available Funds	1,028,479
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Total Unassigned (undesignated) Cash	<u>\$ 202,324</u>
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Notes

- (1) Represents approximately 3 months of operating expenditures.
- (2) Ties to Motion to assign fund balance as of 09.30.23.
- (3) Ties to Adopted Budget FY24.

Budget Narrative
Fiscal Year 2025

REVENUES

Interest Investments

The District earns interest on the monthly average collected balance for their operating accounts, money market accounts and certificates of deposits.

Special Assessments - Tax Collector

The District will levy a Non-Ad Valorem assessment on all sold and platted parcels within the District in order to pay for the operating expenditures during the Fiscal Year.

Special Assessments - Discounts

Per Section 197.162, Florida Statutes, discounts are allowed for early payment of assessments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

EXPENDITURES

Administrative

Prof Service - Engineering

The District's engineer will be providing general engineering services to the District, i.e., attendance and preparation for monthly board meetings, review invoices, etc.

Prof Service - Legal Services

The District's legal counsel will be providing general legal services to the District, i.e., attendance & preparation for monthly meetings, review operating & maintenance contracts, etc.

Prof Service - Management Consulting

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Inframark Infrastructure Management Services. These services are further outlined in Exhibit "A" of the Management Agreement.

Prof Service - Property Appraiser

The Property Appraiser provides the District with a listing of the legal description of each property parcel within the District boundaries, and the names and addresses of the owners of such property. The District reimburses the Property Appraiser for necessary administrative costs incurred to provide this service. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The budget for property appraiser costs was based on 1.5% of gross assessments.

Budget Narrative
Fiscal Year 2025

EXPENDITURES

Administrative (cont'd)

Prof Service - Special Assessment

The District's Collection Agent will be providing financial services which include the collection of prepaid assessments, maintenance of District's assessment roll and levying the annual operating and maintenance assessments.

Prof Service – Web Site Maintenance

Inframark Infrastructure Management Services oversees the District's email accounts and provides assistance to Campus Suite regarding the website, as necessary, as well as ADA Compliance Fees.

Auditing Services

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm.

Postage and Freight

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

Insurance - General Liability

The District's General Liability & Public Officials Liability Insurance policy is with The Florida League of Cities, Inc. The Florida League of Cities, Inc. specializes in providing insurance coverage to governmental agencies.

Printing & Binding

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

Legal Advertising

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

Misc - Bank Charges

Bank fees that may be incurred during the year.

Misc-Assessment Collection Costs

The District reimburses the Tax Collector for necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming.

The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The budget for collection costs was based on a maximum of 2% of the anticipated assessment collections.

Budget Narrative
Fiscal Year 2025

EXPENDITURES

Administrative (cont'd)

Misc – Web Hosting

The District incurs expenses to maintain and renew their website domain and email accounts.

Office Supplies

Miscellaneous office supplies required for the preparation of agenda packages.

Annual District Filing Fee

The District is required to pay an annual fee of \$175 to the Dept of Economic Opportunity Div.

Field Services

Prof Service – Field Management

Inframark Infrastructure Management Services inspects the District's assets and provides two reports per year.

Management Services

Project Management Expenses incurred from the field manager for the bulkhead/bridges restoration project.

Contracts – Water Mgmt Services

Professional services for environmental permit compliance related to the water use permit.

Utility – Cameras

Costs associated with the District's gate cameras.

Electricity - Wells

FPL provides electrical services for the District's pumps at the following addresses:

- 8684 Cedar Hammock Circle - Well #4 Meter KL35128
- 3639 Cedar Hammock Court – Well #6 Meter ACD4996

Electricity - Aerators

FPL provides electrical services for the District's pumps at the following addresses:

- 3826 Wax Myrtle Run – Meter ACD4234
- 8892 Cedar Hammock Blvd – Meter ACD4976
- 3766 Buttonwood Way – Meter ACD8387

Budget Narrative
Fiscal Year 2025

EXPENDITURES

Administrative (cont'd)

R&M - Lake

Repair and maintenance expenses related to lakes including washout repairs and erosion.

R&M – Roads

Repair and maintenance expenses related to roads.

R&M – Plant Replacement

Replace landscape plantings at pumps.

R&M – Bulkheads

Repair and maintenance expenses related to bulkheads.

R&M – Bridges

Repair and maintenance expenses related to the bridges.

Misc-Contingency

Any current year Field expenditure that may not have been provided for in the budget.

Capital Outlay

Funds set aside for future Capital projects.

Reserves:

Reserve - Irrigation

Funds to be set aside for future bridge expenditures as determined by the BOS.

Reserve - Lakes

Funds to be set aside for future lake expenditures as determined by the BOS.

Reserve - Roadways

Funds to be set aside for future roadway expenditures as determined by the BOS.

Cedar Hammock

Community Development District

Supporting Budget Schedules

Fiscal Year 2025

**Assessment Summary
Fiscal Year 2025 vs. Fiscal Year 2024**

ASSESSMENT ALLOCATION					
Product	General Fund			Percent Change	Units
	FY 2025	FY 2024			
Single Family	\$ 659.11	\$ 559.26		17.85%	65
2 Story	\$ 659.11	\$ 559.26		17.85%	228
4 Story	\$ 659.11	\$ 559.26		17.85%	330
Duplex	\$ 659.11	\$ 559.26		17.85%	176
					799

RESOLUTION 2024-03

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
THE CEDAR HAMMOCK COMMUNITY DEVELOPMENT
DISTRICT APPROVING THE BUDGET FOR FISCAL
YEAR 2025 AND SETTING A PUBLIC HEARING
THEREON PURSUANT TO FLORIDA LAW**

WHEREAS, the District Manager has heretofore prepared and submitted to the Board a proposed operating and/or debt service budget for Fiscal Year 2025; a copy of which is attached hereto, and

WHEREAS, the Board of Supervisors has considered said proposed budget and desires to set the required public hearing thereon;

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CEDAR HAMMOCK COMMUNITY DEVELOPMENT DISTRICT;

1. The budget proposed by the District Manager for Fiscal Year 2025 is hereby approved as the basis for conducting a public hearing to adopt said budget.

2. A public hearing on said approved budget is hereby declared and set for the following date, hour and place:

Date: Tuesday, May 14, 2024
Hour: 2:00 p.m.
Place: Cedar Hammock Clubhouse
8660 Cedar Hammock Boulevard
Naples, Florida 34112

Notice of this public hearing shall be published in the manner prescribed in Florida Law.

Adopted this 12^h day of March 2024.

Quentin Greely
Chairperson

Justin Faircloth
Secretary

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AUDITOR SELECTION EVALUATION CRITERIA

1. *Ability of Personnel.* (20 Points)

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing workload; proposed staffing levels, etc.)

2. *Proposer's Experience.* (20 Points)

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation, of respondent, etc.)

3. *Understanding of Scope of Work.* (20 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. *Ability to Furnish the Required Services.* (20 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required (E.g., the existence of any natural disaster plan for business operations).

5 *Price.* (20 Points)

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.

**CEDAR HAMMOCK
COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Year 2024 with Four Optional One-Year
Renewals
Collier County, Florida**

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Electronic proposals must be received no later than 11:00 a.m. on Friday, May 3, 2024 by the Offices of the District Manager, Inframark, Attention: _____.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified, and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit an electronic version of the Proposal Documents, and other requested attachments at the time and to the email address indicated herein. The email should be titled “Auditing Services – Cedar Hammock Community Development District” on the subject line.

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the “Proposal Documents”).

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in Section 768.28, Florida Statutes, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal
- E. Must perform the audit fieldwork at the office where the District records are maintained.

SECTION 13. PROTESTS. Any protest regarding the Proposal Documents, must be filed in writing, at the Offices of the District Manager, within seventy-two (72) hours after the receipt of the proposed contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid contract award.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.