

***Bonita Village
Community Development District***

March 14, 2018

Bonita Village

Community Development District

5385 N. Nob Hill Road, Sunrise, Florida 33351
Phone: 954-721-8681 - Fax: 954-721-9202

March 6, 2018

**Board of Supervisors
Bonita Village
Community Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of **Bonita Village Community Development District** is scheduled for **March 14, 2018 at 1:00 p.m. at 27901 Bonita Village Blvd., Social Room, Bonita Springs, Florida 34134**. Following is the advance agenda:

1. Oath of Office for Newly Elected Supervisors at the Landowners Meeting held November 8, 2017 (Seat #1 and Seat #3)
2. Roll Call
3. Organizational Matters
 - A. Consideration of **Resolution #2018-01** Canvassing and Certifying Results of Landowners Election
 - B. Consideration of Appointment of Supervisor to Fill Unexpired Term of Office - Seat #5 (11/2019)
 - C. Oath of Office for Newly Appointed Supervisor
 - D. Consideration of **Resolution #2018-02** Electing Officers
4. Approval of the Minutes of the August 9, 2017 Meeting
5. Consideration of **Resolution #2018-03** Approving the Proposed Fiscal Year 2019 Budget and Setting the Public Hearing
6. Ratification of Engagement Letter with Grau & Associates to perform the Audit for Fiscal Year Ending September 30, 2017
7. Acceptance of Audit for Fiscal Year Ending September 30, 2017
8. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Manager
9. Financial Reports
 - A. Approval of Check Run Summary
 - B. Balance Sheet and Income Statement
10. Supervisors Requests and Audience Comments
11. Adjournment

Meetings are open to the public and may be continued to a time, date and place certain. For more information regarding this CDD please visit the website: <http://www.bonitavillagecdd.com>

RESOLUTION 2018-02

A RESOLUTION ELECTING OFFICERS OF THE BONITA VILLAGE COMMUNITY DEVELOPMENT DISTRICT

WHEREAS, the Board of Supervisors of the **Bonita Village Community Development District** at a regular business meeting following the landowners meeting held on **November 08, 2017** desires to elect the below recited persons to the offices specified.

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

1. The following persons were elected to the offices shown, to wit:

_____	Chairman
_____	Vice Chairman
_____	Treasurer
_____	Secretary
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

PASSED AND ADOPTED THIS ____ DAY OF _____.

Chairman / Vice Chairman

Secretary / Assistant Secretary

**MINUTES OF MEETING
BONITA VILLAGE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Bonita Village Community Development District was held on August 9, 2017 at 1:00 p.m. at 27901 Bonita Village Blvd., Social Room, Bonita Springs, Florida.

Present and constituting a quorum were:

Thomas Runyon	Chairman
Barbara Rich	Vice Chairman
Jan Ruhstorfer	Assistant Secretary

Also present were:

Paul Winkeljohn	District Manager
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FIRST ORDER OF BUSINESS Roll Call

Mr. Winkeljohn called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS Organizational Matters

- A. Consideration of Appointment of Supervisor to Fill Unexpired Term of Office – Seat #5 (11/2017)
- B. Oath of Office for Newly Appointed Supervisor
- C. Election of Officers

These items were tabled until a future meeting.

**THIRD ORDER OF BUSINESS Approval of the Minutes of the
May 10, 2017 Meeting**

Mr. Winkeljohn: The minutes from the May 10th meeting have been circulated.

If those are in order I would ask for a motion to approve them.

On MOTION by Mr. Runyon seconded by Ms. Rich with all in favor the Minutes of the May 10, 2017 Meeting were approved.

**FOURTH ORDER OF BUSINESS Public Hearing to Adopt the
Fiscal Year 2018 Budget**

A. Motion to Open the Public Hearing

Mr. Winkeljohn: Today is our annual public hearing to adopt the budget. First thing I need is a motion to open the public hearing.

On MOTION by Ms. Rich seconded by Mr. Runyon with all in favor the public hearing was opened.

B. Public Comment and Discussion

Mr. Winkeljohn: At this time we would take public comment and discussion on the budget, but seeing no members of the public, we can close the public comment portion of the public hearing and move on to the resolutions.

C. Consideration of Resolution #2017-02 Annual Appropriation Resolution

Mr. Winkeljohn: Resolution #2017-02 Annual Appropriation Resolution. The resolution adopts the same budget we proposed a few months ago. We have pretty standard anticipated expenses and we have been contracting that through the HOA and property manager and things seem to be right in line so I have no reason not to keep our assessments and maintenance level as-is unless anyone sees a reason to make a change. We are generating a little more than a year's revenue in the reserves so that is a good start for reserves. I wouldn't be opposed to keeping that and growing that a little bit because if you had to do a major repair, you either get it from there or have to assess the property owners. Hearing no comments or questions, Resolution #2017-02 is recommended for approval by motion.

On MOTION by Ms. Rich seconded by Ms. Ruhstorfer with all in favor Resolution #2017-02 the Annual Appropriation Resolution was approved.

D. Consideration of Resolution #2017-03 Levy of Non Ad Valorem Assessments

Mr. Winkeljohn: To collect the revenue we use Resolution #2017-03, which is the assessment method on the tax roll.

Mr. Runyon: Under field, under storm drain maintenance there are two categories. You have the maintenance, which we know is the inspections, routine cleaning, and so forth, but you also have contingency. Is that contingency for something like if we have an event and have to have somebody come in? Is it for just in case we need something?

Mr. Winkeljohn: Yes. More-so that. We know in the field that we have the storm drain system that we know about, but there are other things we don't know about and don't have specifics in case something falls over we pick it up. It also is a way to balance the budget a little bit. You can see that we lowered it so it serves two purposes. Any other questions? If not, Resolution #2017-03 is the collection method and how we use the tax roll. Is there a motion to approve that?

On MOTION by Mr. Runyon seconded by Ms. Rich with all in favor Resolution #2017-03 Levy of Non Ad Valorem Assessments was approved.

E. Motion to Close the Public Hearing

Mr. Winkeljohn: And with that a motion to close the public hearing.

On MOTION by Ms. Rich seconded by Ms. Ruhstorfer with all in favor the public hearing was closed.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There not being any report, the next item followed.

B. Engineer

There not being any report, the next item followed.

C. Manager

1) Consideration of Proposed Fiscal Year 2018 Meeting Schedule

Mr. Winkeljohn: The big item I always have annually is to publish our fiscal year meeting schedule. We only meet when necessary, we have meetings scheduled for each month. If this date and time still works for everyone, we can approve it by motion.

On MOTION by Ms. Ruhstorfer seconded by Ms. Rich with all in favor the proposed fiscal year 2018 meeting schedule and was approved as-presented.

2) **Discussion of Financial Disclosure Report from the Commission on Ethics**
Mr. Winkeljohn: Omer is the only one who still needs to send his financial disclosure form so if anyone talks to him, remind him to do so. He got fined once so he knows what it is all about.

SIXTH ORDER OF BUSINESS Financial Reports

- A. Approval of Check Run Summary
- B. Balance Sheet and Income Statement

Mr. Winkeljohn: Under the financial reports, we have the check run and balance sheet and income statement, nothing of note or unusual there that I know of, so I would advise approving those.

On MOTION by Ms. Ruhstorfer seconded by Mr. Runyon with all in favor, the Check Run Summary and the Balance Sheet and Income Statement were approved.

**SEVENTH ORDER OF BUSINESS Supervisors Requests and
Audience Comments**

There not being any, the next item followed.

EIGHTH ORDER OF BUSINESS Adjournment

Mr. Winkeljohn: Then just a motion to adjourn the meeting would be in order.

On MOTION by Ms. Rich seconded by Mr. Runyon with all in favor, the Meeting was adjourned.

Secretary / Assistant Secretary

Chairman / Vice Chairman

RESOLUTION 2018-03

A RESOLUTION OF THE BONITA VILLAGE COMMUNITY DEVELOPMENT DISTRICT APPROVING THE DISTRICT'S PROPOSED BUDGET FOR FISCAL YEAR 2019 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW

WHEREAS, the District Manager has prepared the proposed budget for the Fiscal Year 2019; and

WHEREAS, the Board of Supervisors approves the proposed budget for purpose of submitting said budget to the local governing authorities not less than 60 days prior to the public hearing date in accordance with Chapter 190.008(b), Florida Statutes; and

WHEREAS, the Board of Supervisors desires to set the public hearing date;

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

1. The proposed budget for Fiscal Year 2019 is hereby approved for the purpose of 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: _____

Hour: _____

Place: _____

Notice of public hearing shall be published in accordance with Florida Law.

Adopted this ____ day of _____, 2018.

Chairman/Vice Chairman

Secretary/Assistant Secretary

***Proposed Budget
Fiscal Year 2019***

***Bonita Village Community
Development District***

March 14, 2018



**Bonita Village
Community Development District**

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Budget

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Budget Narrative

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Bonita Village
Community Development District

General Fund
FY 2019

<u>Description</u>	<u>Adopted Budget FY 2018</u>	<u>Actual Thru 2/28/2018</u>	<u>Projected Next 7 Months</u>	<u>Projected thru 9/30/2018</u>	<u>Proposed Budget FY 2019</u>
Revenues					
Maintenance Assessments	\$61,363	\$24,782	\$36,581	\$61,363	\$61,363
State Board - Interest	\$0	\$632	\$885	\$1,517	\$1,204
Unassigned Fund Balance	\$5,034	\$0	\$0	\$0	(\$0)
Total Revenues	\$66,397	\$25,414	\$37,466	\$62,880	\$62,567
Expenditures					
<i>Administrative</i>					
Engineering	\$4,500	\$750	\$3,000	\$3,750	\$4,500
Attorney	\$4,500	\$1,532	\$2,145	\$3,677	\$4,500
Annual Audit	\$3,200	\$3,200	\$0	\$3,200	\$3,300
Management Fees	\$25,000	\$10,417	\$14,583	\$25,000	\$25,000
Website Compliance	\$500	\$208	\$292	\$500	\$500
Telephone	\$100	\$0	\$20	\$20	\$50
Postage	\$500	\$4	\$267	\$271	\$350
Insurance	\$6,356	\$5,778	\$0	\$5,778	\$6,356
Printing & Binding	\$500	\$19	\$281	\$300	\$400
Legal Advertising	\$1,659	\$763	\$896	\$1,659	\$1,661
Other Current Charges	\$600	\$277	\$388	\$664	\$675
Office Supplies	\$100	\$0	\$30	\$30	\$100
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$175	\$175
Administrative Expenditures	\$47,690	\$23,123	\$21,902	\$45,025	\$47,567
<i>Field</i>					
Storm Drain Maintenance	\$15,000	\$0	\$15,000	\$15,000	\$15,000
Contingency	\$3,707	\$0	\$2,855	\$2,855	\$0
Field Expenditures	\$18,707	\$0	\$17,855	\$17,855	\$15,000
TOTAL EXPENDITURES	\$66,397	\$23,123	\$39,757	\$62,880	\$62,567
Unassigned Fund Balance	\$0	\$2,291	(\$2,291)	(\$0)	\$0

Description	Units/Acres	Rate	Total (Gross)
Platted Units	80	\$340.00	\$27,200.00
Undeveloped Land	10.797	\$3,527.07	\$38,080.00
Total			\$65,280.00
		Less Discounts/Collection Fees (6%)	\$61,363.20

Bonita Village
Community Development District
GENERAL FUND BUDGET

REVENUES:

Maintenance Assessments

The District will levy a Non-Ad Valorem assessment on all the platted lots within the District to pay all of the operating expenses for the Fiscal Year in accordance with the adopted budget.

EXPENDITURES:

Administrative:

Engineering Fees

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.

Attorney

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

Annual Audit

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm. Per Section 218.39 of the Florida Statutes, each special district with total revenues or expenditures in excess of \$100,000 OR any special district with revenue or expenses between \$50,000 and \$100,000 that has not been subject to a financial audit in the 2 preceding fiscal years must perform an independent annual audit.

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services – South Florida, LLC.

Bonita Village
Community Development District
GENERAL FUND BUDGET

Telephone

Telephone and fax machine.

Postage

Mailing of agenda packages, overnight deliveries, correspondence, etc

Insurance

The District's General Liability & Public Officials Liability Insurance policy is with Florida Insurance Alliance. FIA specializes in providing insurance coverage to governmental agencies. The amount is based upon similar Community Development Districts.

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.

Other Current Charges

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

Office Supplies

Miscellaneous office supplies.

Dues, Licenses & Subscriptions

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

Bonita Village
Community Development District
GENERAL FUND BUDGET

Website Compliance

Per section 189.069 F.S, all Districts must have a website by October 1, 2015 to provide detailed information on the CDD as well as links to useful websites regarding Compliance issues. This website will be maintained by GMS-SF, LLC and updated as required by the statute.

Field:

Storm Drain Maintenance

District will hire an on-site person to handle weekly inspections, logging and maintenance of the storm drain system. Costs associated with this are as follows:

•Site Visits and Staff Supervision	\$3,200
•Vacuum and Disposal	\$2,800
•Storm event cleaning	\$1,800
•Inspections & Cleaning (\$15/hr @ 10 hr per week)	\$7,200

Contingency

Represents any future un-budgeted expenditures the District may need to make during the Fiscal Year.



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

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September 1, 2017

Board of Supervisors
Attn: Patti Powers
Bonita Village Community Development District
5385 N. Nob Hill Road
Sunrise, FL 33351

We are pleased to confirm our understanding of the services we are to provide Bonita Village Community Development District, City of Bonita Springs County, Florida (the "District") for the fiscal year ended September 30, 2017. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Bonita Village Community Development District as of and for the fiscal year ended September 30, 2017. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes. This letter serves to renew our agreement and establish the terms and fee for the 2017 audit.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary comparison schedule.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Examination Objective

The objective of our examination is the expression of an opinion as to whether the District is in compliance with Florida Statute 218.415 in accordance with Rule 10.556(10) of the Auditor General of the State of Florida. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and will include tests of your records and other procedures we consider necessary to enable us to express such an opinion. We will issue a

written report upon completion of our examination of the District's compliance. The report will include a statement that the report is intended solely for the information and use of management, those charged with governance, and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the District's compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

Other Services

We will assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for compliance with Florida Statute 218.415 and will provide us with the information required for the examination. The accuracy and completeness of such information is also management's responsibility. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. In addition, you will be required to make certain representations regarding compliance with Florida Statute 218.415 in the management representation letter. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for designing, implementing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to using the audit's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Grau & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grau & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law. The District agrees to notify Grau & Associates of any public record request it receives that involves audit documentation.

Our fee for these services will not exceed \$3,200 for the September 30, 2017 audit, respectively, unless there is a change in activity by the District which results in additional audit work or if Bonds are issued.

We will complete the audit within prescribed statutory deadlines, with the understanding that your employees will provide information needed to perform the audit on a timely basis.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices will be submitted in sufficient detail to demonstrate compliance with the terms of this agreement. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate.

This agreement may be renewed each year thereafter subject to the mutual agreement by both parties to all terms and fees. The fee for each annual renewal will be agreed upon separately.

We will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2016 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Bonita Village Community Development District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Grau & Associates



Antonio J. Grau

RESPONSE:

This letter correctly sets forth the understanding of Bonita Village Community Development District.

By: 

Title: Treasurer

Date: 1/29/18



PEER REVIEW PROGRAM

is proud to present this

Certificate of Recognition

to

Grau & Associates

For having a system of quality control for its accounting and auditing practice in effect for the year ended June 30, 2016 which has been designed to meet the requirements of the quality control standards for an accounting and auditing practice established by the AICPA and which was complied with during the year then ended to provide the firm with reasonable assurance of conforming with professional standards.

A handwritten signature in cursive script, reading "Anita Ford", written over a horizontal line.

Anita Ford, Chair
AICPA Peer Review Board
2016

Bonita Village Community Development District

Summary of Invoices

March 14, 2018

Fund	Date	Check No.s	Amount
General	8/17/17	411-413	\$ 2,294.75
General	9/21/17	414-417	\$ 14,985.45
General	11/3/17	418-422	\$ 4,247.95
General	11/15/17	423-425	\$ 2,770.70
General	12/20/17	426-427	\$ 2,342.82
General	3/2/18	428-431	\$ 8,969.04
Total Invoices for Approval			\$ 35,610.71

*** CHECK DATES 08/01/2017 - 03/05/2018 ***

BONITA VILLAGE - GENERAL FUND
BANK A BONITA VILLAGE GF

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
8/17/17	00004	8/08/17	5-889-79	201708 310-51300-42000	DELIVERIES THRU-8/2/17 FEDEX	*	84.30	84.30	000411
8/17/17	00001	9/01/17	147	201708 310-51300-34000	MANAGEMENT FEES-AUG 17	*	2,083.33		
		8/01/17	147	201708 310-51300-35101	WEBSITE ADMIN-AUG 17	*	41.67		
		8/01/17	147	201708 310-51300-42500	COPIES-AUG 17	*	.45		
					GOVERNMENTAL MANAGEMENT SERVICES -			2,125.45	000412
8/17/17	00005	7/27/17	WGC-1203	201707 310-51300-31500	JUL 17-LEGAL SERVICES LEWIS, LONGMAN & WALKER, P.A.	*	85.00	85.00	000413
9/21/17	00015	8/23/17	5901	201708 300-15500-10000	FY 2018 INSURANCE EGIS INSURANCE ADVISORS, LLC	*	5,778.00	5,778.00	000414
9/21/17	00001	9/01/17	148	201709 310-51300-34000	SEPT 17 - MGMT FEES	*	2,083.33		
		9/01/17	148	201709 310-51300-35101	SEPT 17 - WEBSITE ADMIN	*	41.67		
		9/01/17	148	201709 310-51300-42500	SEPT 17 - COPIES	*	57.45		
					GOVERNMENTAL MANAGEMENT SERVICES -			2,182.45	000415
9/21/17	00005	9/15/17	120803	201708 310-51300-31500	AUG 2017 - LEGAL SERVICES LEWIS, LONGMAN & WALKER, P.A.	*	425.00	425.00	000416
9/21/17	00020	8/29/17	303	201708 320-53800-46100	2 ADD STORM DRAIN INSPECT	*	4,400.00		
		9/19/17	309	201709 320-53800-46100	1 ADD STORM DRAIN INSPECT	*	2,200.00		
					SUN VILLAGE MANAGEMENT			6,600.00	000417
11/03/17	00003	10/02/17	70772	201710 310-51300-54000	SPECIAL DISTRICT FEE FY18 DEPARTMENT OF ECONOMIC OPPORTUNITY	*	175.00	175.00	000418
11/03/17	00001	10/02/17	149	201710 310-51300-34000	OCT 17 - MGMT FEES	*	2,083.33		
		10/02/17	149	201710 310-51300-35101	OCT 17 - WEBSITE ADMIN	*	41.67		

BONV BONITA VILLAGE IARAUJO

BONITA VILLAGE - GENERAL FUND
 BANK A BONITA VILLAGE GF

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
10/02/17		149		201710 310-51300-42000			*	.50		
			OCT 17 - POSTAGE							
10/02/17		149		201710 310-51300-42500			*	14.40		
			OCT 17 - COPIES							
GOVERNMENTAL MANAGEMENT SERVICES -									2,139.90	000419
11/03/17	00017	10/25/17	3117-01-3RD QTR	201709 310-51300-31100		ENGINEER SVCS	*	750.00		
JR EVANS ENGINEERING									750.00	000420
11/03/17	00005	10/12/17	WGC-1213 SEPT 2017 -	201709 310-51300-31500		LEGAL SERVICE	*	85.00		
LEWIS, LONGMAN & WALKER, P.A.									85.00	000421
11/03/17	00014	9/05/17	1735189	201709 310-51300-48000		NOTICE OF MTG DATES FY18	*	335.05		
		10/04/17	1778444	201710 310-51300-48000		NOTICE OF LO & REG MTG	*	763.00		
NAPLES DAILY NEWS									1,098.05	000422
11/15/17	00001	11/01/17	150	201711 310-51300-34000		NOV 17 - MGMT FEES	*	2,083.33		
		11/01/17	150	201711 310-51300-35101		NOV 17 - WEBSITE ADMIN	*	41.67		
		11/01/17	150	201711 310-51300-42500		NOV 17 - COPIES	*	1.20		
GOVERNMENTAL MANAGEMENT SERVICES -									2,126.20	000423
11/15/17	00010	11/06/17	7761	201711 310-51300-49000		2017 NON AD VALOREM ROLL	*	92.00		
LEE COUNTY PROPERTY APPRAISER OFF									92.00	000424
11/15/17	00005	11/06/17	WGC-1216	201710 310-51300-31500		OCT 17 - LEGAL SERVICES	*	552.50		
LEWIS, LONGMAN & WALKER, P.A.									552.50	000425
12/20/17	00001	12/01/17	151	201712 310-51300-34000		DEC 17 - MGMT FEES	*	2,083.33		
		12/01/17	151	201712 310-51300-35101		DEC 17 - WEBSITE ADMIN	*	41.67		
		12/01/17	151	201712 310-51300-42000		DEC 17 - POSTAGE	*	3.22		
		12/01/17	151	201712 310-51300-42500		DEC 17 - COPIES	*	2.10		
GOVERNMENTAL MANAGEMENT SERVICES -									2,130.32	000426

BONV BONITA VILLAGE IARAUJO

*** CHECK DATES 08/01/2017 - 03/05/2018 ***

BONITA VILLAGE - GENERAL FUND
BANK A BONITA VILLAGE GF

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
12/20/17	00005	12/06/17	WGC-1220 NOV 17 -	201711 310-51300-31500	LEGAL SERVICES	*	212.50	212.50	000427
					LEWIS, LONGMAN & WALKER, P.A.				
3/02/18	00001	1/02/18	152	201801 310-51300-34000		*	2,083.33		
					JAN 18 - MGMT FEES				
		1/02/18	152	201801 310-51300-35101		*	41.67		
					JAN 18 - WEBSITE ADMIN				
		1/02/18	152	201801 310-51300-42500		*	.30		
					JAN 18 - COPIES				
		2/01/18	153	201802 310-51300-34000		*	2,083.33		
					FEB 18 - MGMT FEES				
		2/01/18	153	201802 310-51300-35101		*	41.67		
					FEB 18 - WEBSITE ADMIN				
		2/01/18	153	201802 310-51300-51000		*	.08		
					FEB 18 - OFFICE SUPPLIES				
		2/01/18	153	201802 310-51300-42000		*	.46		
					FEB 18 - POSTAGE				
		2/01/18	153	201802 310-51300-42500		*	1.20		
					FEB 18 - COPIES				
					GOVERNMENTAL MANAGEMENT SERVICES -			4,252.04	000428
3/02/18	00011	2/01/18	16250 FY2017	201801 310-51300-32200	AUDIT FEES	*	3,200.00		
					GRAU AND ASSOCIATES			3,200.00	000429
3/02/18	00017	12/30/17	3117-01- 4TH QTR	201712 310-51300-31100	2017-ENGINEER SVC	*	750.00		
					JR EVANS ENGINEERING			750.00	000430
3/02/18	00005	1/08/18	WGC-1225 DEC 2017 -	201712 310-51300-31500	LEGAL SERVICES	*	340.00		
		2/09/18	WGC-1229 JAN 2018 -	201801 310-51300-31500	LEGAL SERVICES	*	427.00		
					LEWIS, LONGMAN & WALKER, P.A.			767.00	000431
							TOTAL FOR BANK A	35,610.71	
							TOTAL FOR REGISTER	35,610.71	

Bonita Village
Community Development District
Tax Collections
Fiscal Year Ending September 30, 2018

									\$65,280.00
Date Received	Collection Period	Gross Tax Received	Discounts/ Penalties	Commissions	Interest	Net Amount Received			General Fund
11/15/2017	10/01/17-10/31/17	\$ 416.70	\$ 18.20	\$ -	\$ -	\$ 398.50			\$ 398.50
11/30/2017	11/01/17-11/15/17	\$ 9,180.00	\$ 367.20	\$ 65.32	\$ -	\$ 8,747.48			\$ 8,747.48
12/15/2017	11/16/17-11/30/17	\$ 12,920.00	\$ 516.80	\$ 65.32	\$ -	\$ 12,337.88			\$ 12,337.88
12/29/2017	12/01/17-12/15/17	\$ 1,360.00	\$ 47.60	\$ -	\$ -	\$ 1,312.40			\$ 1,312.40
1/16/2018	12/16/17-12/31/17	\$ 340.00	\$ 10.20	\$ -	\$ -	\$ 329.80			\$ 329.80
2/15/2018	01/01/18-01/31/18	\$ 1,700.00	\$ 44.20	\$ -	\$ -	\$ 1,655.80			\$ 1,655.80
TOTALS		\$ 25,916.70	\$ 1,004.20	\$ 130.64	\$ -	\$ 24,781.86			\$ 24,781.86

Gross Amount Collected

40%

BONITA VILLAGE
COMMUNITY DEVELOPMENT DISTRICT

BALANCE SHEET
February 28, 2018

	<u>General Fund</u>
<u>ASSETS:</u>	
CASH	\$70,485
STATE BOARD	\$101,908
	<hr/>
TOTAL ASSETS	<u><u>\$172,393</u></u>
 <u>LIABILITIES:</u>	
ACCOUNTS PAYABLE	\$8,969
 <u>FUND EQUITY AND OTHER CREDITS:</u>	
ASSIGNED	\$126,231
UNASSIGNED	\$37,193
	<hr/>
TOTAL LIABILITIES & FUND EQUITY & OTHER CREDITS	<u><u>\$172,393</u></u>

BONITA VILLAGE
COMMUNITY DEVELOPMENT DISTRICT

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending February 28, 2018

<u>Description</u>	<u>ADOPTED BUDGET</u>	<u>PRORATED BUDGET THRU 02/28/2018</u>	<u>ACTUAL THRU 02/28/2018</u>	<u>VARIANCE</u>
<u>Revenues</u>				
Maintenance Assessments	\$61,363	\$24,782	\$24,782	\$0
State Board - Interest	\$0	\$0	\$632	\$632
Total Revenues	\$61,363	\$24,782	\$25,414	\$632
<u>Expenditures</u>				
<i>Administrative</i>				
Engineering	\$4,500	\$1,875	\$750	\$1,125
Attorney	\$4,500	\$1,875	\$1,532	\$343
Annual Audit	\$3,200	\$3,200	\$3,200	\$0
Management Fees	\$25,000	\$10,417	\$10,417	\$0
Website Compliance	\$500	\$208	\$208	(\$0)
Telephone	\$100	\$42	\$0	\$42
Postage	\$500	\$208	\$4	\$204
Printing & Binding	\$500	\$208	\$19	\$189
Insurance	\$6,356	\$6,356	\$5,778	\$578
Legal Advertising	\$1,659	\$691	\$763	(\$72)
Other Current Charges	\$600	\$250	\$277	(\$27)
Office Supplies	\$100	\$42	\$0	\$42
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Total Administrative	\$47,690	\$25,547	\$23,123	\$2,424
<i>Field</i>				
Storm Drain Maintenance	\$15,000	\$15,000	\$0	\$15,000
Contingency	\$3,707	\$1,545	\$0	\$1,545
Total Field	\$18,707	\$16,545	\$0	\$16,545
Total Expenditures	\$66,397	\$42,092	\$23,123	\$18,968
Excess Revenues/(Expenditures)	(\$5,034)		\$2,291	
Beginning Fund Balance	\$5,034		\$161,134	
Ending Fund Balance	\$0		\$163,424	