

Longleaf Pine Community Development District

3501 Quadrangle Boulevard, Suite 270, Orlando, FL 32817; Phone 407-723-5900; Fax 407-723-5901

www.longleafpinecdd.com

The following is the Agenda for the meeting of the **Board of Supervisors** for the Longleaf Pine Community Development District, scheduled to be held **Thursday, April 18, 2024, at 2:00 p.m. at the 680 Crosswater Parkway, Ponte Vedra, Florida 32081**. The following is the proposed agenda for this meeting.

Call in number: 1-844-621-3956

Passcode: 2536 634 0209 #

Join online: <https://pfmccd.webex.com/join/carvalhov>

BOARD OF SUPERVISORS' MEETING AGENDA

- Roll Call to Confirm Quorum
- Public Comment Period

Administrative Matters

1. Consideration of the Minutes of the October 19, 2023, Board of Supervisors Meeting

General Business Matters

2. Consideration of Resolution 2024-02, Election of Officers
3. Consideration of Resolution 2024-03, Designating the Authorized Signatories for the District's Bank Account(s)
4. Consideration of Resolution 2024-04, Designating a Date, Time, and Location for the 2024 Landowner's Meeting *[date of November 5, 2024]*
5. Consideration of Resolution 2024-05, Approving a Preliminary Budget for Fiscal Year 2025 and Setting a Public Hearing Date *[suggested date of July 11, 2024]*
6. Ratification of Payment Authorizations # 64 – 72
7. Ratification of Requisition # 61
8. Review of District Financial Statements

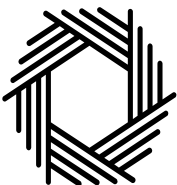
Other Business

Staff Reports

District Counsel
District Engineer
District Manager

Supervisor Requests and Audience Comments

Adjournment



pfm

**LONGLEAF PINE
COMMUNITY DEVELOPMENT DISTRICT**

Minutes of the October 19, 2023,
Board of Supervisors Meeting

MINUTES OF MEETING

**LONGLEAF PINE COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS MEETING**

Thursday, October 19, 2023, at 2:00 p.m.

**680 Crosswater Parkway
Ponte Vedra, FL 32081**

Board Members present at roll call in person or via phone:

Kelly White	Chairperson
James Stowers	Vice Chairperson
Andy Hagan	Assistant Secretary

Also, Present in person or via phone:

Vivian Carvalho	District Manager-PFM Group Consulting LLC	
Jennifer Glasgow	PFM Group Consulting LLC	(via phone)
Jorge Jimenez	PFM Group Consulting LLC	(via phone)
Katie Buchanan	District Counsel-Kutak Rock LLP	(via phone)
Mike Veazey	Project Manager - ICI Homes	

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

The meeting was called to order at 2:00 p.m. Ms. Carvalho proceeded with roll call and confirmed quorum to proceed with the meeting. Those in attendance are outlined above.

Public Comment Period

There were no public comments.

SECOND ORDER OF BUSINESS

Administrative Matters

**Consideration of the Minutes of
the July 20, 2023, Board of
Supervisors Meeting**

The Board reviewed the minutes.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board approved the Minutes of the July 20, 2023, Board of Supervisors Meeting.

THIRD ORDER OF BUSINESS

General Business Matters

Review and Acceptance of the FY 2022 Audit

Ms. Carvalho noted that the Audit has been reviewed by staff.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board accepted the FY 2022 Audit.

Consideration of the FY 2023 Audit Engagement Letter

Ms. Carvalho presented the Audit Engagement Letter to the Board.

ON MOTION by Mr. Hagan, seconded by Ms. White, with all in favor, the Board approved the FY 2023 Audit Engagement Letter.

Consideration of Resolution 2024-01, Adopting an Amended Budget for FY 2023

Ms. Carvalho noted that some line items needed to be amended, but the overall budget does not change.

ON MOTION by Ms. White, seconded by Mr. Hagan, with all in favor, the Board approved Resolution 2024-01, Adopting an Amended Budget for FY 2023.

Ratification of FY 2024 DM Fee Agreement

Ms. Carvalho noted that the increase has already been included in the Budget.

ON MOTION by Mr. Hagan, seconded by Mr. Stowers, with all in favor, the Board ratified the FY 2024 DM Fee Agreement.

Ratification of Payment Authorizations # 44 – 53

Ms. Carvalho noted that these items have already been approved.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board ratified Payment Authorizations # 44 – 53.

Ratification of Requisitions # 46 – 56

Ms. Carvalho noted that these items have already been approved.

ON MOTION by Mr. Hagan, seconded by Mr. Stowers, with all in favor, the Board ratified Requisitions Nos. # 46 – 56.

Review of District Financial Statements

The Board reviewed the District Financials as of September 30, 2023.

FOURTH ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – Ms. Buchanan announced her firm, Kutak Rock’s, resignation from representation for Longleaf Pine CDD as of December 1, 2023.

District Engineer – No report.

District Manager – Ms. Carvalho stated that the District had received an engagement letter from Cobb Cole.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board approved the engagement letter from Cobb Cole for District Counsel Services.

She stated that the next meeting is scheduled for January 18, 2024, at 2:00 p.m.

**Audience Comments and
Supervisors Requests**

There were no supervisor requests at this time.

FIFTH ORDER OF BUSINESS

Adjournment

Ms. Carvalho requested a motion to adjourn the meeting.

ON MOTION by Mr. Stowers, seconded by Ms. White, with all in favor, the October 19, 2023, Board of Supervisors’ Meeting of Longleaf Pine CDD was adjourned at 2:09 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

**LONGLEAF PINE
COMMUNITY DEVELOPMENT DISTRICT**

Resolution 2024-02,
Election of Officers

RESOLUTION 2024-02

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
LONLEAF PINE COMMUNITY DEVELOPMENT DISTRICT ELECTING
THE OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN
EFFECTIVE DATE**

WHEREAS, the LONLEAF PINE COMMUNITY DEVELOPMENT DISTRICT (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, pursuant to Section 190.006(6), Florida Statutes, as soon as practicable after each election or appointment to the Board of Supervisors (the "Board"), the Board shall organize by electing one of its members as chair and by electing a secretary, and such other officers as the Board may deem necessary.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS
OF THE LONLEAF PINE COMMUNITY DEVELOPMENT DISTRICT:**

- Section 1. _____ is elected Chair.
- Section 2. _____ is elected Vice Chair.
- Section 3. _____ is elected Secretary.

_____ is elected Assistant Secretary.
_____ is elected Assistant Secretary.
_____ is elected Assistant Secretary.
_____ is elected Assistant Secretary.
- Section 4. Amanda Lane _____ is elected Treasurer.
- Section 5. Jennifer Glasgow _____ is elected as Assistant Treasurer.
Rick Montejano _____ is elected as Assistant Treasurer.
Verona Griffith _____ is elected as Assistant Treasurer.
Amy Champagne _____ is elected as Assistant Treasurer.
- Section 6. All resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.
- Section 7. This resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 18TH DAY of APRIL 2024

ATTEST

**LONLEAF PINE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice-Chair

**LONGLEAF PINE
COMMUNITY DEVELOPMENT DISTRICT**

Resolution 2024-03,
Designating the Authorized Signatories for
the District's Bank Account(s)

RESOLUTION 2024-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LONGLEAF PINE COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING THE DISTRICT MANAGER TO DESIGNATE THE AUTHORIZED SIGNATORIES FOR THE DISTRICT'S OPERATING BANK ACCOUNT(S); AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Longleaf Pine Community Development District ("District") is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, and located in St. Johns County, Florida; and

WHEREAS, the Board of Supervisors of the District ("Board") has previously established a checking account on behalf of the District; and

WHEREAS, pursuant to Chapter 190, *Florida Statutes*, the funds of the District shall be disbursed by warrant or check signed by the Treasurer and by such other person as may be authorized by the Board; and

WHEREAS, the Board has, pursuant to Resolution 2024-02, elected a Chair, Secretary, Treasurer and Assistant Treasurer(s) for the District; and

WHEREAS, the District Board desires to authorize signatories for the operating bank accounts(s).

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

1. The Chair, Secretary, Treasurer and Assistant Treasurer(s) are hereby designated as authorized signatories for the operating bank account(s) of the District.
2. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED this 18th day of April 2024.

ATTEST:

**LONGLEAF PINE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair

**LONGLEAF PINE
COMMUNITY DEVELOPMENT DISTRICT**

Resolution 2024-04,
Designating a Date, Time, and Location for
the 2024 Landowner's Meeting
[date of November 5, 2024]

RESOLUTION 2024-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF LONGLEAF PINE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, TIME AND LOCATION FOR A LANDOWNERS' MEETING; PROVIDING FOR PUBLICATION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Longleaf Pine Community Development District ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within St. Johns County, Florida; and

WHEREAS, the District's Board of Supervisors ("**Board**") is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by provisions of Chapter 286, Florida Statutes; and

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

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

Section 1. In accordance with Section 190.006(2), Florida Statutes, the meeting of the landowners to elect three (3) supervisors of the District, shall be held on November ____, 2024, at _____ .m. at _____.

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

Section 3. Pursuant to Section 190.006(2)(b), Florida Statutes, the landowners' meeting and election has been announced by the Board at its April 18, 2024, meeting. A sample notice of landowners' meeting and election, proxy, ballot form and instructions were presented at such meeting and are attached hereto as **Exhibit A**. Such documents are available for review and copying during normal business hours at the District's Local Records Office located at _____ and the office of the District Manager, PFM Group Consulting, LLC, Inc., 3501 Quadrangle Boulevard, Suite 270, Orlando, FL 32817.

Section 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 18TH DAY OF APRIL 2024.

ATTEST:

LONGLEAF PINE COMMUNITY DEVELOPMENT DISTRICT

Secretary / Assistant Secretary

By: _____
Its: _____

NOTICE OF LANDOWNERS' MEETING AND ELECTION AND MEETING OF THE BOARD OF SUPERVISORS OF THE LONGLEAF PINE COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given to the public and all landowners within Longleaf Pine Community Development District (the "**District**"), containing approximately 528 acres in St. Johns County, Florida, advising that a meeting of landowners will be held for the purpose of electing three (3) persons to the District Board of Supervisors. Immediately following the landowners' meeting there will be convened a meeting of the Board of Supervisors for the purpose of considering certain matters of the Board to include election of certain District officers, and other such business which may properly come before the Board.

DATE: _____
TIME: _____
PLACE: _____

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager, 3501 Quadrangle Boulevard, Suite 270, Orlando, FL 32817. At said meeting each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District, for each person to be elected to the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner's proxy. At the landowners' meeting, the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

The landowners' meeting and the Board of Supervisors meeting are open to the public and will be conducted in accordance with the provisions of Florida law. One or both of the meetings may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for these meetings may be obtained from 3501 Quadrangle Boulevard, Suite 270, Orlando, FL 32817. There may be an occasion where one or more supervisors will participate in the meeting by telephone.

Any person requiring special accommodations to participate in these meetings is asked to contact the District Office at (407) 723-5900 at least 48 hours before the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service at (800) 955-8770 for aid in contacting the District Office.

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

Vivian Carvalho
District Manager
Run Date(s): _____ & _____

PUBLISH: ONCE A WEEK FOR 2 CONSECUTIVE WEEKS, THE LAST DAY OF PUBLICATION TO BE NOT FEWER THAN 14 DAYS OR MORE THAN 28 DAYS BEFORE THE DATE OF ELECTION.

**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF
LONGLeAF PINE COMMUNITY DEVELOPMENT DISTRICT
FOR THE ELECTION OF SUPERVISORS**

DATE OF LANDOWNERS' MEETING: _____

TIME: _____

LOCATION: _____

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

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

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

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

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

LANDOWNER PROXY

**LONGLEAF PINE COMMUNITY DEVELOPMENT DISTRICT
ST. JOHNS COUNTY, FLORIDA
LANDOWNERS' MEETING – _____**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints _____ (**"Proxy Holder"**) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the Longleaf Pine Community Development District to be held at _____, on November ____, 2024, at _____ am., and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners' meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners' meeting prior to the Proxy Holder's exercising the voting rights conferred herein.

Printed Name of Legal Owner

Signature of Legal Owner

Date

<u>Parcel Description</u>	<u>Acreage</u>	<u>Authorized Votes</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

Total Number of Authorized Votes: _____

NOTES: Pursuant to Section 190.006(2)(b), Florida Statutes, a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).

OFFICIAL BALLOT
LONGLEAF PINE COMMUNITY DEVELOPMENT DISTRICT
ST. JOHNS COUNTY, FLORIDA
LANDOWNERS' MEETING - _____

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

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the Longleaf Pine Community Development District and described as follows:

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

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel.] [If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

or

Attach Proxy.

I, _____, as Landowner, or as the proxy holder of _____ (Landowner) pursuant to the Landowner's Proxy attached hereto, do cast my votes as follows:

NAME OF CANDIDATE	NUMBER OF VOTES
Seat 3. _____	_____
Seat 4. _____	_____
Seat 5. _____	_____

Date: _____

Signed: _____

Printed Name: _____

**LONGLEAF PINE
COMMUNITY DEVELOPMENT DISTRICT**

Resolution 2024-05,
Approving a Preliminary Budget
for Fiscal Year 2025 and
Setting a Public Hearing Date
[suggested date of July 11, 2024]

RESOLUTION 2024-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LONGLEAF PINE COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2024/2025 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Longleaf Pine Community Development District (“**District**”) prior to June 15, 2024, a proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2024 and ending September 30, 2025 (“**Fiscal Year 2024/2025**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2024/2025 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

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

DATE: _____

HOUR: _____

LOCATION: _____

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL-PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to St. Johns County at least sixty (60) days prior to the hearing set above.

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

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

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

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

PASSED AND ADOPTED THIS 18TH DAY OF APRIL 2024.

ATTEST:

**LONGLEAF PINE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

By: _____
Its: _____

Exhibit A: Fiscal Year 2024/2025 Proposed Budget (*provided under separate cover*)

Exhibit A
Fiscal Year 2024/2025 Proposed Budget
(provided under separate cover)

**LONGLEAF PINE
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorizations # 64 – 72

**LONGLEAF PINE
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 064
12/21/2023

Item No.	Vendor	Invoice Number	General Fund FY 2024
1	VGlobalTech Monthly Website Fee: December 2023	5688	\$ 160.00
TOTAL			\$ 160.00

Venessa Ripoll

Kelley White
Board Member

Please Return To:
Longleaf Pine CDD
c/o PFM Group Consulting, LLC
3501 Quadrangle Blvd. Ste. 270
Orlando, FL 32817-8329

**LONGLEAF PINE
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 065

1/8/2024

Item No.	Vendor	Invoice Number	General Fund FY 2024
1	Kutak Rock District Counsel Through 11/30/23	3329092	\$ 1,280.00
2	PFM Group Consulting District Management Fee: January 2024	DM-01-2024-29	\$ 2,291.67
3	Tree Amigos Landscape Maintenance: December 2023	202093	\$ 2,487.46
TOTAL			\$ 6,059.13

Venessa Ripoll

Board Member

Please Return To:
Longleaf Pine CDD
c/o PFM Group Consulting, LLC
3501 Quadrangle Blvd. Ste. 270
Orlando, FL 32817-8329

**LONGLEAF PINE
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 066

1/12/2024

Item No.	Vendor	Invoice Number	General Fund FY 2024
1	Jacksonville Daily Record Legal Advertising on 01/11/24	24-00009J	\$ 86.00
TOTAL			\$ 86.00

Vivian Carvalho

Kelley White
Board Member

Please Return To:
Longleaf Pine CDD
c/o PFM Group Consulting, LLC
3501 Quadrangle Blvd. Ste. 270
Orlando, FL 32817-8329

**LONGLEAF PINE
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 067

1/19/2024

Item No.	Vendor	Invoice Number	General Fund FY 2024
1	The Lake Doctors Lake Maintenance: December 2023	1842636	\$ 580.00
2	VGlobalTech Quarter 4 ADA Audit	5747	\$ 300.00
	Monthly Website Fee: January 2024	5796	\$ 160.00
TOTAL			\$ 1,040.00

Vivian Carvalho
Secretary / Assistant Secretary

Kelley White
Board Member

Please Return To:
Longleaf Pine CDD
c/o PFM Group Consulting, LLC
3501 Quadrangle Blvd. Ste. 270
Orlando, FL 32817-8329

**LONGLEAF PINE
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 068
2/2/2024

Item No.	Vendor	Invoice Number	General Fund FY 2024
1	The Lake Doctors Lake Maintenance: January 2024	1845512	\$ 580.00
2	Tree Amigos Landscape Maintenance: January 2024	202299	\$ 2,487.46
TOTAL			\$ 3,067.46

Vivian Carvalho

Secretary / Assistant Secretary

Kelley White

Chairman / Vice Chairman

Please Return To:
Longleaf Pine CDD
c/o PFM Group Consulting, LLC
3501 Quadrangle Blvd. Ste. 270
Orlando, FL 32817-8329

**LONGLEAF PINE
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 069
2/16/2024

Item No.	Vendor	Invoice Number	General Fund FY 2024
1	PFM Group Consulting District Management Fee: February 2024	DM-02-2024-29	\$ 2,291.67
TOTAL			\$ 2,291.67

Venessa Ripoll
Secretary / Assistant Secretary

Kelly White
Chairman / Vice Chairman

Please Return To:
Longleaf Pine CDD
c/o PFM Group Consulting, LLC
3501 Quadrangle Blvd. Ste. 270
Orlando, FL 32817-8329

**LONGLEAF PINE
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 070
2/23/2024

Item No.	Vendor	Invoice Number	General Fund FY 2024
1	The Lake Doctors Lake Maintenance: February 2024	1853628	\$ 580.00
TOTAL			\$ 580.00

Vivian Carvalho

Secretary / Assistant Secretary

Kerry White

Chairman / Vice Chairman

Please Return To:
Longleaf Pine CDD
c/o PFM Group Consulting, LLC
3501 Quadrangle Blvd. Ste. 270
Orlando, FL 32817-8329

**LONGLEAF PINE
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 071
3/1/2024

Item No.	Vendor	Invoice Number	General Fund FY 2024
1	Grau and Associates Audit FYE 09/30/2023	25290	\$ 3,000.00
2	PFM Group Consulting District Management Fee: March 2024	DM-03-2024-29	\$ 2,291.67
3	Tree Amigos Landscape Maintenance: February 2024	202583	\$ 2,487.46
4	VGlobalTech Monthly Website Fee: February 2024 Monthly Website Fee: March 2024	5862 5943	\$ 160.00 \$ 160.00
TOTAL			\$ 8,099.13

Venessa Ripoll
Secretary / Assistant Secretary

Kerry White
Chairman / Vice Chairman

Please Return To:
Longleaf Pine CDD
c/o PFM Group Consulting, LLC
3501 Quadrangle Blvd. Ste. 270
Orlando, FL 32817-8329

**LONGLEAF PINE
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 072
3/8/2024

Item No.	Vendor	Invoice Number	General Fund FY 2024
1	The Lake Doctors Lake Maintenance: March 2024	1871906	\$ 580.00
TOTAL			\$ 580.00

Venessa Ripoll
Secretary / Assistant Secretary

Kelly White
Chairman / Vice Chairman

Please Return To:
Longleaf Pine CDD
c/o PFM Group Consulting, LLC
3501 Quadrangle Blvd. Ste. 270
Orlando, FL 32817-8329

**LONGLEAF PINE
COMMUNITY DEVELOPMENT DISTRICT**

Requisition #61

EXHIBIT D

**FORM OF REQUISITION
LONLEAF PINE COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2022**

The undersigned, a Responsible Officer of the Longleaf Pine Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank Trust Company, National Association, as trustee (the "Trustee"), dated as of May 24, 2022, as supplemented by that certain First Supplemental Trust Indenture dated as of May 24, 2022 (collectively, the Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: 61
- (B) Name of Payee: DUNN & ASSOCIATES, INC.
- (C) Amount Payable: \$341.25
- (D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): Phase 3 Construction Administration
- (E) Amount, if any, that is used for a Deferred Cost:
- (F) Fund or Account from which disbursement to be made: 2022 Acquisition and Construction Account

The undersigned hereby certifies that:

- 1. obligations in the stated amount set forth above have been incurred by the Issuer,

or

 this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;
- 2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund;
- 3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;

4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered, or other appropriate documentation of costs paid, with respect to which disbursement is hereby requested are on file with the Issuer.

**LONGLEAF PINE COMMUNITY
DEVELOPMENT DISTRICT**

By: Kuey White
Responsible Officer

**CONSULTING ENGINEER'S APPROVAL
FOR NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement for other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

Vincent J. Dunn
Consulting Engineer

**LONGLEAF PINE
COMMUNITY DEVELOPMENT DISTRICT**

District Financial Statements

Longleaf Pine CDD
Statement of Financial Position
As of 2/29/2024

	General Fund	Debt Service Fund	Capital Projects Fund	Long Term Debt Group	Total
<u>Assets</u>					
<u>Current Assets</u>					
General Checking Account	\$340,430.24				\$340,430.24
Assessments Receivable	51,143.70				51,143.70
Assessments Receivable		\$418,596.04			418,596.04
Due From Other Funds		204,449.95			204,449.95
Debt Service Reserve Series 2022		317,500.00			317,500.00
Revenue Series 2022		11,341.67			11,341.67
Acquisition/Construction 2022 Series			\$1,764,731.02		1,764,731.02
Total Current Assets	<u>\$391,573.94</u>	<u>\$951,887.66</u>	<u>\$1,764,731.02</u>	<u>\$0.00</u>	<u>\$3,108,192.62</u>
<u>Investments</u>					
Amount Available in Debt Service Funds				\$328,841.67	\$328,841.67
Amount To Be Provided				8,906,158.33	8,906,158.33
Total Investments		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$9,235,000.00</u>	<u>\$9,235,000.00</u>
Total Assets	<u><u>\$391,573.94</u></u>	<u><u>\$951,887.66</u></u>	<u><u>\$1,764,731.02</u></u>	<u><u>\$9,235,000.00</u></u>	<u><u>\$12,343,192.62</u></u>
<u>Liabilities and Net Assets</u>					
<u>Current Liabilities</u>					
Accounts Payable	\$142,985.12				\$142,985.12
Deferred Revenue	51,143.70				51,143.70
Deferred Revenue		\$666,171.04			666,171.04
Retainage Payable			\$302,415.87		302,415.87
Total Current Liabilities	<u>\$194,128.82</u>	<u>\$666,171.04</u>	<u>\$302,415.87</u>	<u>\$0.00</u>	<u>\$1,162,715.73</u>
<u>Long Term Liabilities</u>					
Revenue Bonds Payable - Long-Term				\$9,235,000.00	\$9,235,000.00
Total Long Term Liabilities		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$9,235,000.00</u>	<u>\$9,235,000.00</u>
Total Liabilities	<u><u>\$194,128.82</u></u>	<u><u>\$666,171.04</u></u>	<u><u>\$302,415.87</u></u>	<u><u>\$9,235,000.00</u></u>	<u><u>\$10,397,715.73</u></u>
<u>Net Assets</u>					
Net Assets - General Government	\$121,891.75				\$121,891.75
Current Year Net Assets - General Government	75,553.37				75,553.37
Net Assets, Unrestricted		\$321,040.19			321,040.19
Current Year Net Assets, Unrestricted		(35,323.57)			(35,323.57)
Net Assets, Unrestricted			\$1,461,270.46		1,461,270.46
Current Year Net Assets, Unrestricted			26,544.69		26,544.69
Net Assets - General Government			(25,500.00)		(25,500.00)
Total Net Assets	<u><u>\$197,445.12</u></u>	<u><u>\$285,716.62</u></u>	<u><u>\$1,462,315.15</u></u>	<u><u>\$0.00</u></u>	<u><u>\$1,945,476.89</u></u>
Total Liabilities and Net Assets	<u><u>\$391,573.94</u></u>	<u><u>\$951,887.66</u></u>	<u><u>\$1,764,731.02</u></u>	<u><u>\$9,235,000.00</u></u>	<u><u>\$12,343,192.62</u></u>

Longleaf Pine CDD
Statement of Activities (YTD)
As of 2/29/2024

	General Fund	Debt Service Fund	Capital Projects Fund	Long Term Debt Group	Total
Revenues					
On-Roll Assessments	\$74,875.88				\$74,875.88
Off-Roll Assessments	47,725.42				47,725.42
On-Roll Assessments		\$213,228.96			213,228.96
Inter-Fund Group Transfers In		(6,952.75)			(6,952.75)
Inter-Fund Transfers In			\$6,952.75		6,952.75
Total Revenues	\$122,601.30	\$206,276.21	\$6,952.75	\$0.00	\$335,830.26
Expenses					
Public Officials Insurance	\$2,340.00				\$2,340.00
Trustee Services	2,693.76				2,693.76
Management	11,458.35				11,458.35
Disclosure Agent	1,250.00				1,250.00
District Counsel	2,808.00				2,808.00
Assessment Administration	10,000.00				10,000.00
Postage & Shipping	31.89				31.89
Legal Advertising	160.00				160.00
Web Site Maintenance	940.00				940.00
Dues, Licenses, and Fees	175.00				175.00
Fountains	245.00				245.00
General Liability Insurance	2,860.00				2,860.00
Lake Maintenance	2,900.00				2,900.00
Landscaping Maintenance & Material	9,949.84				9,949.84
Interest Payments		\$247,575.00			247,575.00
Engineering			\$11,178.88		11,178.88
Total Expenses	\$47,811.84	\$247,575.00	\$11,178.88	\$0.00	\$306,565.72
Other Revenues (Expenses) & Gains (Losses)					
Interest Income	\$763.91				\$763.91
Interest Income		\$5,975.22			5,975.22
Interest Income			\$30,770.82		30,770.82
Total Other Revenues (Expenses) & Gains (Losses)	\$763.91	\$5,975.22	\$30,770.82	\$0.00	\$37,509.95
Change In Net Assets	\$75,553.37	(\$35,323.57)	\$26,544.69	\$0.00	\$66,774.49
Net Assets At Beginning Of Year	\$121,891.75	\$321,040.19	\$1,435,770.46	\$0.00	\$1,878,702.40
Net Assets At End Of Year	\$197,445.12	\$285,716.62	\$1,462,315.15	\$0.00	\$1,945,476.89

Longleaf Pine CDD
 Budget to Actual
 For the Period Ending 2/29/24

	Year To Date			FY 2024 Adopted Budget
	Actual	Budget	Variance	
<u>Revenues</u>				
Assessments	\$ 122,601.30	\$ 72,393.75	\$ 50,207.55	\$ 173,745.00
Interest Income	763.91	-	763.91	-
Net Revenues	\$ 123,365.21	\$ 72,393.75	\$ 50,971.46	\$ 173,745.00
<u>General & Administrative Expenses</u>				
Public Officials' Insurance	\$ 2,340.00	\$ 1,031.25	\$ 1,308.75	\$ 2,475.00
Trustee Services	2,693.76	2,500.00	193.76	6,000.00
District Management	11,458.35	11,458.33	0.02	27,500.00
Engineering	-	3,645.83	(3,645.83)	8,750.00
Disclosure Agent	1,250.00	2,083.33	(833.33)	5,000.00
District Counsel	2,808.00	3,645.83	(837.83)	8,750.00
Assessment Administration	10,000.00	4,166.67	5,833.33	10,000.00
Reamortization	-	104.17	(104.17)	250.00
Audit	-	1,583.33	(1,583.33)	3,800.00
Arbitrage	-	416.67	(416.67)	1,000.00
Legal Advertising	160.00	625.00	(465.00)	1,500.00
Office Miscellaneous	31.89	208.33	(176.44)	500.00
Dues, Licenses, and Fees	175.00	72.92	102.08	175.00
Web Site Maintenance	940.00	1,300.00	(360.00)	3,120.00
Meeting Room	-	208.33	(208.33)	500.00
Landscape Maintenance	9,949.84	14,000.00	(4,050.16)	33,600.00
Landscape Improvements	-	833.33	(833.33)	2,000.00
Contingency	-	2,083.33	(2,083.33)	5,000.00
Irrigation Repairs & Maintenance	-	833.33	(833.33)	2,000.00
Utilites	-	10,000.00	(10,000.00)	24,000.00
General Insurance	2,860.00	1,260.42	1,599.58	3,025.00
Total General & Administrative Expenses	\$ 44,666.84	\$ 62,060.42	\$ (17,393.58)	\$ 148,945.00
<u>Neighborhood Expenses</u>				
Maintenance of Trees/Wetlands	\$ -	\$ 416.67	\$ (416.67)	\$ 1,000.00
Lake Maintenance	2,900.00	9,500.00	(6,600.00)	22,800.00
Fountain Maintenance	245.00	416.67	(171.67)	1,000.00
Total Neighborhood Expenses	\$ 3,145.00	\$ 10,333.34	\$ (7,188.34)	\$ 24,800.00
Total Expenses	\$ 47,811.84	\$ 72,393.75	\$ (24,581.91)	\$ 173,745.00
Net Income (Loss)	\$ 75,553.37	\$ -	\$ 75,553.37	\$ -