

***Tranquility  
Community Development District***

***Agenda***

***May 8, 2024***

# AGENDA

# *Tranquility*

## *Community Development District*

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219 East Livingston Street, Orlando, Florida 32801

Phone: 407-841-5524 – Fax: 407-839-1526

May 1, 2024

Dear Board Members:

The regular meeting of the Board of Supervisors of **Tranquility Community Development District** will be held **Wednesday, May 8, 2024 at 2:00 PM at 5445 S. Washington Ave. Floor, Titusville, FL 37780**. Following is the advance agenda for the meeting:

### **Board of Supervisors Meeting**

1. Roll Call
2. Public Comment Period
3. Approval of Minutes of the November 8, 2023 Audit Committee and Board of Supervisors Meetings
4. Consideration of Resolution 2024-02 Approving the Fiscal Year 2025 Proposed Budget and Setting a Public Hearing
5. Consideration of Resolution 2024-03 Setting Date, Time and Location of Landowners' Election and Meeting
6. Ratification of Fiscal Year 2023 Audit Engagement Letter
7. Staff Reports
  - A. Attorney
    - i. Review of Reminder Memo Regarding Florida Laws for Public Officials
  - B. Engineer
  - C. District Manager's Report
    - i. Balance Sheet and Income Statement
    - ii. Ratification of Funding Requests No. 17- 22
    - iii. Presentation of Registered Voters- 0
8. Other Business
9. Supervisors Requests
10. Adjournment

# MINUTES

**MINUTES OF MEETING  
TRANQUILITY  
COMMUNITY DEVELOPMENT DISTRICT**

The Audit Committee meeting of the Board of Supervisors of the Tranquility Community Development District was held on Wednesday, **November 8, 2023** at 2:00 p.m. at 5445 S. Washington Ave. Floor, Titusville, Florida.

Present and constituting a quorum were:

Gary Allen Jr.	Chairman
Kenneth Belshe <i>by phone</i>	
William Livingston <i>by phone</i>	
David Lusby	
Clint Smith	

Also, present were:

Jeremy LeBrun	GMS, Manager
David Rothman <i>by phone</i>	Bryant Miller Olive, PA

*The following is a summary of the discussions and actions taken at the November 8, 2023 Tranquility Community Development District's Audit Committee Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. LeBrun called the meeting to order at 2:00 p.m. Three Board members were in attendance in person and two via Zoom constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. LeBrun stated that there were only Board members and staff in attendance.

**THIRD ORDER OF BUSINESS****Approval of Minutes of October 11, 2023  
Audit Committee Meeting**

Mr. LeBrun presented the minutes from the October 11, 2023 Audit Committee Meeting and asked for any comments, questions, or corrections. Hearing no changes, there was a motion of approval.

On MOTION by Mr. Smith, seconded by Mr. Livingston, with all in favor, the Minutes of the October 11, 2023 Audit Committee Meeting, were approved.

**FOURTH ORDER OF BUSINESS****Review of Proposals and Tally of Audit  
Committee Members Rankings****A. Grau & Associates****B. DiBartolomeo, McBee, Hartley & Barnes**

Mr. LeBrun stated that at the last meeting the Board had approved the selection criteria and authorized staff to send out an RFP for Fiscal Year 2023 auditing services. Two proposals were received from Grau & Associates and DiBartolomeo, McBee, Hartley & Barnes. The Board was provided an audit committee ranking sheet where they went through and scored the proposals together. After discussion, the Board Grau & Associates at 98 points and DMHB at 92 points and decided to move award the contract to Grau & Associates. The Board made a motion to accept the rankings.

On MOTION by Mr. Livingston, seconded by Mr. Smith, with all in favor, Review of Proposals and Tally of Audit Committee Members Rankings and Accepting Grau & Associates as the #1 Ranking, was approved.

**FIFTH ORDER OF BUSINESS****Adjournment**

Mr. LeBrun asked for a motion to adjourn the Audit Committee Meeting.

On MOTION by Mr. Smith, seconded by Mr. Lusby, with all in favor, the meeting was adjourned.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

**MINUTES OF MEETING  
TRANQUILITY  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Tranquility Community Development District was held on Wednesday, **November 8, 2023** at 2:00 p.m. at 5445 S. Washington Ave. Floor, Titusville, Florida.

Present and constituting a quorum were:

Gary Allen Jr.	Chairman
Kenneth Belshe <i>by phone</i>	Vice Chairman
William Livingston <i>by phone</i>	Assistant Secretary
David Lusby	Assistant Secretary
Clint Smith	Assistant Secretary

Also, present were:

Jeremy LeBrun	GMS, Manager
David Rothman <i>by phone</i>	Bryant Miller Olive, PA

*The following is a summary of the discussions and actions taken at the November 8, 2023 Tranquility Community Development District's Regular Board of Supervisor's Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. LeBrun called the meeting to order at 2:00 p.m. Three Board members were in attendance in person and two via phone constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. LeBrun stated that there were only Board members and staff in attendance.

**THIRD ORDER OF BUSINESS****Approval of Minutes of the October 11, 2023  
Board of Supervisors Meeting**

Mr. LeBrun presented the minutes of the October 11, 2023 Board of Supervisor's meeting and asked for any comments, corrections, or questions. Hearing none, he asked for a motion of approval.

On MOTION by Mr. Livingston, seconded by Mr. Smith, with all in favor, the Minutes of the October 11, 2023 Board of Supervisors meeting, were approved.

**FOURTH ORDER OF BUSINESS****Consideration of Resolution 2024-01  
Appointing an Assistant Secretary**

Mr. LeBrun presented the resolution to the Board and stated that this resolution will appoint him as the assistant secretary allowing him to work on the Districts behalf for the Board.

On MOTION by Mr. Smith, seconded by Mr. Lusby, with all in favor, Resolution 2024-01 Appointing an Assistant Secretary, was approved.

**FIFTH ORDER OF BUSINESS****Acceptance of Ranking of the Audit  
Committee and Authorizing Staff to Send a  
Notice of Intent to Award Number 1 Ranked  
Firm**

Mr. LeBrun noted that the Audit Committee Meeting that met previously to the Board of Supervisor's Meeting ranked Grau & Associates number 1 and this motion will accept that ranking and authorize staff to send a notice of intend to award to that firm for auditing services.

On MOTION by Mr. Lusby, seconded by Mr. Smith, with all in favor, Acceptance of Ranking of the Audit Committee and Authorizing Staff to Send a Notice of Intent to Award #1 Ranked Firm Grau & Associates, was approved.

**SIXTH ORDER OF BUSINESS****Staff Reports****A. Attorney**

There being no comments, the next item followed.

**B. Engineer**

There being no comments, the net item followed.

**C. District Manager's Report**

**i. Balance Sheet and Income Statement**

Mr. LeBrun presented the unaudited financials. He noted first is the balance sheet and income statement that was provided in the agenda package. He stated no action is required by the Board.

**ii. Ratification of Funding Requests No. 12-16**

Mr. LeBrun presented funding requests No. 12-16 and stated that these have already been executed and that they were just looking for a motion of ratification.

On MOTION by Mr. Smith, seconded by Mr. Allen, with all in favor, Funding Requests No. 12-16, were ratified.
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**SEVENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Supervisors Requests**

There being no comments, the next item followed.

**NINTH ORDER OF BUSINESS**

**Adjournment**

Mr. LeBrun asked for a motion to adjourn the meeting.

On MOTION by Mr. Smith, seconded by Mr. Lusby, with all in favor, the meeting was adjourned.
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Secretary/Assistant Secretary

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Chairman/Vice Chairman

## SECTION IV

## RESOLUTION 2024-02

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TRANQUILITY COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET(S) 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 Tranquility Community Development District (“**District**”) prior to June 15, 2024, proposed budget(s) (“**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 TRANQUILITY 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: August 14, 2024  
HOUR: 2:00 PM  
LOCATION: 5445 S. Washington Ave.  
Titusville, FL 32780

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT(S).** The District Manager is hereby directed to submit a copy of the Proposed Budget to the local general-purpose governments at least 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 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 8<sup>th</sup> DAY OF MAY, 2024.**

ATTEST:

**TRANQUILITY COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary / Assistant Secretary

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Chair/Vice Chair, Board of Supervisors

**Exhibit A:** Proposed Budget

***Tranquility***  
***Community Development District***

***Proposed Budget***  
***FY2025***



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**1** General Fund

**2-4** General Fund Narrative

# Tranquility

## Community Development District

### Proposed Budget

### General Fund

Description	Adopted Budget FY2024	Actuals Thru 3/31/24	Projected Next 6 Months	Total Thru 9/30/24	Proposed Budget FY2025
<b><u>Revenues</u></b>					
Developer Contributions	\$ 140,021	\$ 22,905	\$ 63,775	\$ 86,680	\$ 142,891
<b>Total Revenues</b>	<b>\$ 140,021</b>	<b>\$ 22,905</b>	<b>\$ 63,775</b>	<b>\$ 86,680</b>	<b>\$ 142,891</b>
<b><u>Expenditures</u></b>					
<b><u>General &amp; Administrative</u></b>					
Supervisor Fees	\$ 12,000	\$ 1,000	\$ 2,200	\$ 3,200	\$ 12,000
FICA Expense	\$ 900	\$ 77	\$ 168	\$ 245	\$ 900
Engineering	\$ 15,000	\$ 1,150	\$ 7,500	\$ 8,650	\$ 15,000
Attorney	\$ 25,000	\$ -	\$ 12,500	\$ 12,500	\$ 25,000
Annual Audit	\$ 6,000	\$ 3,200	\$ -	\$ 3,200	\$ 6,000
Assessment Administration	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Arbitrage	\$ 450	\$ -	\$ -	\$ -	\$ 450
Dissemination	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Trustee Fees	\$ 4,071	\$ -	\$ -	\$ -	\$ 4,071
Management Fees	\$ 40,000	\$ 20,000	\$ 20,000	\$ 40,000	\$ 42,500
Information Technology	\$ 1,800	\$ 900	\$ 900	\$ 1,800	\$ 1,890
Website Maintenance	\$ 1,200	\$ 600	\$ 600	\$ 1,200	\$ 1,260
Telephone	\$ 300	\$ -	\$ -	\$ -	\$ 300
Postage & Delivery	\$ 1,000	\$ 16	\$ 500	\$ 516	\$ 1,000
Insurance	\$ 5,500	\$ 5,200	\$ -	\$ 5,200	\$ 5,720
Printing & Binding	\$ 1,000	\$ 3	\$ 500	\$ 503	\$ 1,000
Legal Advertising	\$ 10,000	\$ 445	\$ 6,000	\$ 6,445	\$ 10,000
Other Current Charges	\$ 5,000	\$ 233	\$ 2,500	\$ 2,733	\$ 5,000
Office Supplies	\$ 625	\$ 1	\$ 313	\$ 313	\$ 625
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ -	\$ 175	\$ 175
<b>Total Expenditures</b>	<b>\$ 140,021</b>	<b>\$ 33,000</b>	<b>\$ 53,680</b>	<b>\$ 86,680</b>	<b>\$ 142,891</b>
<b>Excess Revenues/(Expenditures)</b>	<b>\$ -</b>	<b>\$ (10,094)</b>	<b>\$ 10,094</b>	<b>\$ -</b>	<b>\$ -</b>

# Tranquility

## Community Development District

### General Fund Budget

#### **Revenues:**

##### **Developer Contributions**

The District will enter into a funding agreement with the Developer to fund the General Fund expenditures for the Fiscal Year.

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#### **Expenditures:**

##### **General & Administrative:**

##### **Supervisor Fees**

Chapter 190, Florida Statutes, allows for each Board member to receive \$200 per meeting, not to exceed \$4,800 per year paid to each Supervisor for the time devoted to District business and meetings.

##### **FICA Expense**

Represents the Employer's share of Social Security and Medicare taxes withheld from Board of Supervisor checks.

##### **Engineering**

The District's engineer, Honeycutt & Associates, Inc provides general engineering services to the District, e.g. attendance and preparation for monthly board meetings, review invoices and various projects as directed by the Board of Supervisors and the District Manager.

##### **Attorney**

The District's legal counsel, Cob Cole, provides general legal services to the District, e.g. attendance and preparation for meetings, preparation and review of agreements, resolutions, etc. as directed by the Board of Supervisors and the District Manager.

##### **Annual Audit**

The District is required by Florida Statutes to arrange for an independent audit of its financial records on an annual basis.

##### **Assessment Administration**

The District will contract to levy and administer the collection of non-ad valorem assessment on all assessable property within the District. Governmental Management Services – Central Florida, LLC provides these services.

##### **Arbitrage**

The District will contract with an independent certified public accountant to annually calculate the District's Arbitrage Rebate Liability on an anticipated bond issuance.

# **Tranquility**

## **Community Development District**

### **General Fund Budget**

#### Dissemination

The District is required by the Security and Exchange Commission to comply with Rule 15c2-12(b)(5) which relates to additional reporting requirements for unrated bond issues. This cost is based upon an anticipated bond issuance. Governmental Management Services – Central Florida, LLC provides these services.

#### Trustee Fees

The District will incur trustee related costs with the issuance of its' issued bonds.

#### Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services-Central Florida, LLC. The services include but are not limited to, recording and transcription of board meetings, administrative services, budget preparation, all financial reports, annual audits, etc.

#### Information Technology

Represents various cost of information technology for the District such as video conferencing, cloud storage and servers, positive pay implementation and programming for fraud protection, accounting software, tablets for meetings, Adobe, Microsoft Office, etc. Governmental Management Services – Central Florida, LLC provides these services.

#### Website Maintenance

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc. Governmental Management Services – Central Florida, LLC provides these services.

#### Telephone

Telephone and fax machine.

#### Postage & Delivery

The District incurs charges for mailing of Board meeting agenda packages, overnight deliveries, correspondence, etc.

#### Insurance

The District's general liability and public official's liability insurance coverage is provided by the Florida Insurance Alliance (FIA). FIA 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.

# **Tranquility**

## **Community Development District**

### **General Fund Budget**

#### 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 incurred during the year.

#### Office Supplies

Any supplies that may need to be purchased during the fiscal year, e.g., paper, minute books, file folders, labels, paper clips, etc. Governmental Management Services – Central Florida, LLC provides these services.

#### Dues, Licenses & Subscriptions

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

## SECTION V

## RESOLUTION 2024-03

### A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TRANQUILITY COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, TIME AND LOCATION FOR A LANDOWNERS' MEETING AND ELECTION; PROVIDING FOR PUBLICATION; ESTABLISHING FORMS FOR THE LANDOWNER ELECTION; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

**WHEREAS**, Tranquility 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 Titusville, Brevard County, Florida; and

**WHEREAS**, pursuant to Section 190.006(1), *Florida Statutes*, the District’s Board of Supervisors (“**Board**”) “shall exercise the powers granted to the district pursuant to [Chapter 190, *Florida Statutes*],” and the Board shall consist of five members; and

**WHEREAS**, the District is statutorily required to hold a meeting of the landowners of the District for the purpose of electing Board Supervisors for the District on a date in November established by the Board, which shall be noticed pursuant to Section 190.006(2), *Florida Statutes*.

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

1. **EXISTING BOARD SUPERVISORS; SEATS SUBJECT TO ELECTIONS.**  
The Board is currently made up of the following individuals:

<u>Seat Number</u>	<u>Supervisor</u>	<u>Term Expiration Date</u>
1	William Allen, Jr.	11/2026
2	Kenneth Belshe	11/2026
3	William Livingston	11/2024
4	Clinton Smith	11/2024
5	David Lusby	11/2024

This year, Seat 3, currently held by William Livingston, Seat 4, currently held by Clinton Smith and Seat 5, currently held by David Lusby are subject to a landowner election. The term of office for the successful landowner candidate shall commence upon election and shall be for a four year period.

2. **LANDOWNER’S ELECTION.** In accordance with Section 190.006(2), *Florida Statutes*, the meeting of the landowners to elect Board Supervisor(s) of the District shall be held on the **5<sup>th</sup> day of November 2024, at 2:00 p.m.**, and located at 5445 S. Washington Ave., Titusville, FL 32780.

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

4. **FORMS.** Pursuant to Section 190.006(2)(b), *Florida Statutes*, the landowners' meeting and election have been announced by the Board at its **May 8, 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 office of the District Manager, Governmental Management Services – Central Florida LLC, located at 219 East Livingston Street, Orlando, Florida 32801.

5. **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.

6. **EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

**PASSED AND ADOPTED** this 8th day of May 2024.

**TRANQUILITY  
COMMUNITY DEVELOPMENT  
DISTRICT**

**ATTEST:**

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Secretary/ Asst. Secretary

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Chairperson/ Vice Chairperson

## EXHIBIT A

### NOTICE OF LANDOWNERS' MEETING AND ELECTION AND MEETING OF THE BOARD OF SUPERVISORS OF THE TRANQUILITY COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given to the public and all landowners within Tranquility Community Development District ("**District**") the location of which is generally described as comprising a parcel or parcels of land containing approximately 345.9 acres, located in Titusville, Brevard County, Florida, advising that a meeting of landowners will be held for the purpose of electing three (3) persons to the District's Board of Supervisors ("**Board**", and individually, "**Supervisor**"). Immediately following the landowners' meeting there will be convened a meeting of the Board 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:  
HOUR:  
LOCATION:

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager, Governmental Management Services – Central Florida LLC, 219 East Livingston Street, Orlando, Florida 32801 Ph: (407) 841-5524 ("**District Manager's Office**"). 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 meeting are open to the public and will be conducted in accordance with the provisions of Florida law. One or both of the meetings may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for these meetings may be obtained from the District Manager's Office. There may be an occasion where one or more supervisors will participate by telephone.

Any person requiring special accommodations to participate in these meetings is asked to contact the District Manager's Office, at least 48 hours before the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's 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.

District Manager  
Run Date(s): \_\_\_\_\_ & \_\_\_\_\_

**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF  
TRANQUILITY 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. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, 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 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 in a landowner seat for a four year period. The term of office for the successful landowner 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**

**TRANQUILITY COMMUNITY DEVELOPMENT DISTRICT  
TITUSVILLE, BREVARD 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 Tranquility Community Development District to be held at **[Location]**, **[Address]**, on **[Election Date]**, at **[Time]**, 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

**Parcel Description**

**Acreage**

**Authorized Votes**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[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. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. 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.).

## SECTION VI



# Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

951 Yamato Road • Suite 280  
Boca Raton, Florida 33431  
(561) 994-9299 • (800) 299-4728  
Fax (561) 994-5823  
[www.graucpa.com](http://www.graucpa.com)

November 27, 2023

Board of Supervisors  
Tranquility Community Development District  
219 East Livingston Street  
Orlando, FL 32801

We are pleased to confirm our understanding of the services we are to provide Tranquility Community Development District, City of Titusville, Florida ("the District") for the fiscal year ended September 30, 2023 with an option for four (4) additional annual renewals. 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 Tranquility Community Development District as of and for the fiscal year ended September 30, 2023 with an option for four (4) additional annual renewals. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes.

Accounting principles 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

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that information:

- 1) Compliance with FL Statute 218.39 (3) (c)

## 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 relating 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 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 cash or other 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.

Furthermore, Grau & Associates agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, Florida Statutes. Auditor acknowledges that the designated public records custodian for the District is the District Manager ("Public Records Custodian"). Among other requirements and to the extent applicable by law, Grau & Associates shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if Auditor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Grau & Associate's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by Grau & Associates, Grau & Associates shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

**IF GRAU & ASSOCIATES HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE PUBLIC RECORDS CUSTODIAN AT: C/O GOVERNMENTAL MANAGEMENT SERVICES – CENTRAL FLORIDA LLC, 219 EAST LIVINGSTON STREET ORLANDO, FLORIDA 32801, OR RECORDREQUEST@GMSCFL.COM, PH: (407) 841-5524.**

This agreement provides for a contract period of one (1) year with the option of four (4) additional, one-year renewals upon the written consent of both parties. Our fee for these services will not exceed \$3,200 for the September 30, 2023 audit. The fees for the fiscal years 2024, 2025, 2026 and 2027 will not exceed \$3,300, \$3,400, \$3,500 and \$3,600, 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, which requires the District to submit its annual audit to the Auditor General no later than nine (9) months after the end of the audited fiscal year, 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.

The District has the option to terminate this agreement with or without cause by providing thirty (30) days written notice of termination to Grau & Associates. Upon any termination of this agreement, Grau & Associates shall be entitled to payment of all work and/or services rendered up until the effective termination of this agreement, subject to whatever claims or off-sets the District may have against Grau & Associates.

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 2023 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Tranquility Community Development District and believe this letter accurately summarizes the terms of our engagement and, with any addendum, if applicable, is the complete and exclusive statement of the agreement between Grau & Associates and the District with respect to the terms of the engagement between the parties. 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 Tranquility Community Development District.

By: Jeremy LeBrun

Title: District Manager

Date: 11/27/23



**FICPA Peer Review Program**  
Administered in Florida  
by The Florida Institute of CPAs



Peer Review  
Program

**AICPA Peer Review Program**  
Administered in Florida  
by the Florida Institute of CPAs

**March 17, 2023**

**Antonio Grau**  
**Grau & Associates**  
**951 Yamato Rd Ste 280**  
**Boca Raton, FL 33431-1809**

**Dear Antonio Grau:**

It is my pleasure to notify you that on March 16, 2023, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2025. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

*FICPA Peer Review Committee*

Peer Review Team  
FICPA Peer Review Committee

850.224.2727, x5957

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 594791

## SECTION VII

# SECTION A

# SECTION 1

# **Ethics Training Requirements**

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As of January 1, 2024, all Board Supervisors of Florida Community special districts are required to complete four (4) hours of ethics training each year that addresses at a minimum, s. 8, Art. II of the State Constitution, the Code of Ethics for Public Officers and Employees, and the public records and public meetings laws of Florida. The purpose of this email is to notify you of free, on-demand resources available to Board Supervisors to satisfy this requirement. Further information regarding the requisite training is available on the Florida Commission on Ethics' ("COE") website.

## **Free Training Resources**

The COE has produced several free, online training tutorials that will satisfy the ethics component of the annual training. The on-demand videos are available at the link below. Further, the website provides additional links to resources that Supervisors can access to complete the training requirements.

Florida Commission on Ethics Training Resources -  
<https://ethics.state.fl.us/Training/Training.aspx>

Please note that the COE-produced content only provides free training for the ethics component of the annual training. However, the Office of the Attorney General of the State of Florida offers a free, two-hour online audio course that covers the Sunshine Law and Public Records Act components of the requisite training. The on-demand audio course is available at the link below.

Office of the Attorney General Training Resources –  
<https://www.myfloridalegal.com/open-government/training>

## **Compliance**

Each year when Supervisors complete the required financial disclosure form (Form 1 Statement of Financial Interests), Supervisors must mark a box confirming that he or she has completed the ethics training requirements. At this time there is no requirement to submit a certificate; however, the COE advises that Supervisors keep a record of all trainings completed (including date and time of completion), in the event Supervisors are ever asked to provide proof of completion. The training is a calendar year requirement and corresponds to the form year. So, Supervisors will not report their 2024 training until they fill out their Form 1 for the 2025 year.

We have received multiple inquiries as to whether Board Supervisors are required to annually file Form 6 in addition to Form 1. Currently, Board Supervisors continue to be exempt from the requirement to file Form 6.

Finally, with respect to the annual filing of Form 1, beginning this year the Commission on Ethics will be requiring electronic submission of Form 1. Filers, including Board Supervisors, should be receiving an email directly from the Commission on Ethics, providing detailed information about the electronic filing process and the upcoming deadline of July 1, 2024. Note the submission of the forms will no longer be handled through county Supervisor of Election's offices.

# SECTION C

# SECTION 1

***Tranquility***  
***Community Development District***

***Unaudited Financial Reporting***  
***March 31, 2024***



# Table of Contents

1	<hr/>	Balance Sheet
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**Tranquility**  
**Community Development District**  
**Combined Balance Sheet**  
**March 31, 2024**

	<i>General Fund</i>	<i>Capital Projects Fund</i>	<i>Totals Governmental Funds</i>
<b>Assets:</b>			
<u>Cash:</u>			
Operating Account	\$ 4,348	\$ -	\$ 4,348
<b>Total Assets</b>	<b>\$ 4,348</b>	<b>\$ -</b>	<b>\$ 4,348</b>
<b>Liabilities:</b>			
Accounts Payable	\$ 3,585	\$ -	\$ 3,585
<b>Total Liabilites</b>	<b>\$ 3,585</b>	<b>\$ -</b>	<b>\$ 3,585</b>
<b>Fund Balance:</b>			
Unassigned	\$ 763	\$ -	\$ 763
<b>Total Fund Balances</b>	<b>\$ 763</b>	<b>\$ -</b>	<b>\$ 763</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 4,348</b>	<b>\$ -</b>	<b>\$ 4,348</b>

**Tranquility**  
**Community Development District**  
**General Fund**

**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending March 31, 2024**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 03/31/24	Thru 03/31/24	Variance
<b><u>Revenues:</u></b>				
Developer Contributions	\$ 140,021	\$ 22,905	\$ 22,905	\$ -
<b>Total Revenues</b>	<b>\$ 140,021</b>	<b>\$ 22,905</b>	<b>\$ 22,905</b>	<b>\$ -</b>
<b><u>Expenditures:</u></b>				
<b><u>General &amp; Administrative:</u></b>				
Supervisor Fees	\$ 12,000	\$ 6,000	\$ 1,000	\$ 5,000
FICA Expense	\$ 900	\$ 450	\$ 77	\$ 374
Engineering	\$ 15,000	\$ 7,500	\$ 1,150	\$ 6,350
Attorney	\$ 25,000	\$ 12,500	\$ -	\$ 12,500
Annual Audit	\$ 6,000	\$ 3,200	\$ 3,200	\$ -
Assessment Administration	\$ 5,000	\$ -	\$ -	\$ -
Arbitrage	\$ 450	\$ -	\$ -	\$ -
Dissemination	\$ 5,000	\$ -	\$ -	\$ -
Trustee Fees	\$ 4,071	\$ -	\$ -	\$ -
Management Fees	\$ 40,000	\$ 20,000	\$ 20,000	\$ 0
Information Technology	\$ 1,800	\$ 900	\$ 900	\$ -
Website Maintenance	\$ 1,200	\$ 600	\$ 600	\$ -
Telephone	\$ 300	\$ 150	\$ -	\$ 150
Postage & Delivery	\$ 1,000	\$ 500	\$ 16	\$ 484
Insurance	\$ 5,500	\$ 5,500	\$ 5,200	\$ 300
Printing & Binding	\$ 1,000	\$ 500	\$ 3	\$ 497
Legal Advertising	\$ 10,000	\$ 5,000	\$ 445	\$ 4,555
Other Current Charges	\$ 5,000	\$ 2,500	\$ 233	\$ 2,267
Office Supplies	\$ 625	\$ 313	\$ 1	\$ 312
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
<b>Total Expenditures</b>	<b>\$ 140,021</b>	<b>\$ 65,788</b>	<b>\$ 33,000</b>	<b>\$ 32,788</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>		<b>\$ (10,094)</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 10,857</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 763</b>	

**Tranquility**  
Community Development District  
Month to Month

	Oct		Nov		Dec		Jan		Feb		March		April		May		June		July		Aug		Sept		Total	
<b>Revenues:</b>																										
Developer Contributions	\$	-	\$	7,349	\$	3,822	\$	4,945	\$	3,200	\$	3,589	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	22,905
Total Revenues	\$	-	\$	7,349	\$	3,822	\$	4,945	\$	3,200	\$	3,589	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	22,905
<b>Expenditures:</b>																										
<b><i>General &amp; Administrative:</i></b>																										
Supervisor Fees	\$	400	\$	600	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	1,000
FICA Expense	\$	31	\$	46	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	77
Engineering	\$	-	\$	-	\$	-	\$	1,150	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	1,150
Attorney	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Annual Audit	\$	-	\$	-	\$	-	\$	-	\$	3,200	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	3,200
Assessment Administration	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Arbitrage	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Dissemination	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Trustee Fees	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Management Fees	\$	3,333	\$	3,333	\$	3,333	\$	3,333	\$	3,333	\$	3,333	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	20,000
Information Technology	\$	150	\$	150	\$	150	\$	150	\$	150	\$	150	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	900
Website Maintenance	\$	100	\$	100	\$	100	\$	100	\$	100	\$	100	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	600
Telephone	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Postage & Delivery	\$	1	\$	5	\$	4	\$	-	\$	5	\$	1	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	16
Insurance	\$	5,200	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	5,200
Printing & Binding	\$	-	\$	1	\$	2	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	3
Legal Advertising	\$	233	\$	212	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	445
Other Current Charges	\$	38	\$	38	\$	38	\$	38	\$	40	\$	40	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	233
Office Supplies	\$	0	\$	0	\$	0	\$	-	\$	0	\$	0	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	1
Dues, Licenses & Subscriptions	\$	175	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	175
Total Expenditures	\$	9,661	\$	4,486	\$	3,627	\$	4,772	\$	6,829	\$	3,625	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	33,000
Excess (Deficiency) of Revenues over Expenditures	\$	(9,661)	\$	2,864	\$	195	\$	174	\$	(3,629)	\$	(36)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	(10,094)

## SECTION 2

**Tranquility**  
Community Development District

**Funding Request #17**  
**November 1,2023**

Bill to: Carolina Holdings, LLC

	Payee	General Fund FY2023	General Fund FY2024
1	<b>Florida Department Economic Opportunity</b> Inv # 89490 - Special District Fee-FY24		\$ 175.00
2	<b>Florida Today Communications</b> Inv # 0005941975 - LEGAL ADVERT ACCT:734169 - September 2023	\$ 195.86	
3	<b>GMS</b> Invoice # 20--Management Fees - October 2023		\$ 3,584.65
		\$ 195.86	\$ 3,759.65
		<b>Total</b>	<b>\$ 3,955.51</b>

Please make check payable to:

**Tranquility Community Development District**  
6200 Lee Vista Blvd, Suite 300  
Orlando, FL 32822

# Florida Department of Economic Opportunity, Special District Accountability Program

## Fiscal Year 2023 - 2024 Special District State Fee Invoice and Profile Update

Required by sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Date Invoiced: 10/02/2023				Invoice No: 89490
Annual Fee: \$175.00	1st Late Fee: \$0.00	2nd Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/01/2023: \$175.00

**STEP 1:** Review the following profile and make any needed changes.

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

001747

**Tranquility Community Development District**

Mr. Mark Watts

Cobb and Cole

231 North Woodland Boulevard

DeLand, Florida 32720



- 2. Telephone:** 386-736-7700 Ext:
- 3. Fax:** 386-944-7966
- 4. Email:** Mark.Watts@CobbCole.com
- 5. Status:** Independent
- 6. Governing Body:** Elected
- 7. Website Address:** www.tranquilitycdd.com
- 8. County(ies):** Brevard
- 9. Special Purpose(s):** Community Development
- 10. Boundary Map on File:** 03/24/2022
- 11. Creation Document on File:** 03/24/2022
- 12. Date Established:** 02/22/2022
- 13. Creation Method:** Local Ordinance
- 14. Local Governing Authority:** City of Titusville
- 15. Creation Document(s):** City Ordinance 4-2022
- 16. Statutory Authority:** Chapter 190, Florida Statutes
- 17. Authority to Issue Bonds:** Yes
- 18. Revenue Source(s):** Assessments

**STEP 2:** Sign and date to certify accuracy and completeness.

By signing and dating below, I do hereby certify that the profile above (changes noted if necessary) is accurate and complete:

Registered Agent's Signature: *Mark Watts* Date 10/6/23

**STEP 3:** Pay the annual state fee or certify eligibility for zero annual fee.

**a. Pay the Annual Fee:** Pay the annual fee online by following the instructions at [www.Floridajobs.org/SpecialDistrictFee](http://www.Floridajobs.org/SpecialDistrictFee) or by check payable to the Florida Department of Economic Opportunity.

**b. Or, Certify Eligibility for the Zero Fee:** By initialing both of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **BOTH** of the following statements and those on any submissions to the Department are true, correct, complete, and made in good faith. I understand that any information I give may be verified.

1. ☐ This special district is not a component unit of a general purpose local government as determined by the special district and its Certified Public Accountant; and,
2. ☐ This special district is in compliance with its Fiscal Year 2023 - 2024 Annual Financial Report (AFR) filing requirement with the Florida Department of Financial Services (DFS) and that AFR reflects \$3,000 or less in annual revenues or, is a special district not required to file a Fiscal Year 2023 - 2024 AFR with DFS and has included an income statement with this document verifying \$3,000 or less in revenues for the current fiscal year.

Department Use Only: Approved: ☐ Denied: ☐ Reason: \_\_\_\_\_

**STEP 4:** Make a copy of this document for your records.

**STEP 5:** Mail this document and payment (if paying by check) to the Florida Department of Economic Opportunity, Bureau of Budget Management, 107 East Madison Street, MSC #120, Tallahassee, FL 32399-4124. Direct questions to (850) 717-8430.



FLORIDA TODAY COMMUNICATIONS

The Eagle | The Reporter

001-11

310-513-480

Legal Advert Acct: 734169

ACCOUNT NAME		ACCOUNT #	PAGE #
Tranquility CDD		734169	1 of 1
INVOICE #	BILLING PERIOD	PAYMENT DUE DATE	
0005941975	Sep 1- Sep 30, 2023	October 20, 2023	
PREPAY (Memo Info)	UNAPPLIED (Included in amt due)	TOTAL CASH AMT DUE*	
\$0.00	\$0.00	\$431.21	

**BILLING ACCOUNT NAME AND ADDRESS**

Tranquility Cdd  
Stacie Vanderbilt  
219 E. Livingston St.  
Orlando, FL 32801-1508



**Terms and Conditions:** Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited.

All funds payable in US dollars.

BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or smb@ccc.gannett.com

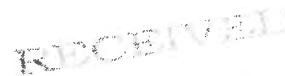
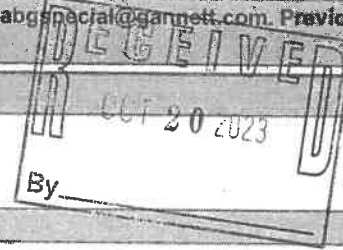
FEDERAL ID 20-3918856

To sign-up for E-mailed invoices and online payments please contact abg@special@gannett.com. Previous account number: 0005941975

Date	Description	Amount
9/1/23	Balance Forward	\$682.51
9/29/23	PAYMENT- THANK YOU (Front Desk)	-\$447.16

**Package Advertising:**

Start-End Date	Description	PO Number	Package Cost
9/29/23-9/29/23	0005836411 Ad#5836411		\$195.86



As an incentive for customers, we provide a discount off the total invoice cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and Save!

Total Cash Amount Due	\$431.21
Service Fee 3.99%	\$17.21
*Cash/Check/ACH Discount	-\$17.21
*Payment Amount by Cash/Check/ACH	\$431.21
Payment Amount by Credit Card	\$448.42

**PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT**

ACCOUNT NAME		ACCOUNT NUMBER		INVOICE NUMBER		AMOUNT PAID
Tranquility CDD		734169		0005941975		
CURRENT DUE	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120+ DAYS PAST DUE	UNAPPLIED PAYMENTS	TOTAL CASH AMT DUE*
\$195.86	\$235.35	\$0.00	\$0.00	\$0.00	\$0.00	\$431.21
<b>REMITTANCE ADDRESS</b> (Include Account# & Invoice# on check)  Florida Today P.O. Box 677592 Dallas, TX 75267-7592						<b>TOTAL CREDIT CARD AMT DUE</b> \$448.42
<b>TO PAY WITH CREDIT CARD PLEASE FILL OUT BELOW:</b> <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMEX  Card Number _____ Exp Date ____/____/____ CVV Code _____ Signature _____ Date _____						

00007341690000000000000059419750004312110282

C.

**GMS-Central Florida, LLC**

1001 Bradford Way  
Kingston, TN 37763

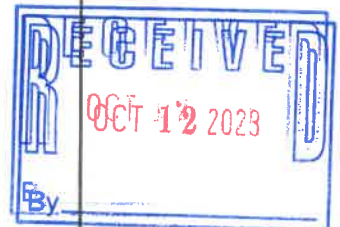
**Invoice**

Invoice #: 20  
Invoice Date: 10/1/23  
Due Date: 10/1/23  
Case:  
P.O. Number:

**Bill To:**

Tranquility CDD  
219 E Livingston St.  
Orlando, FL 32801

Description	Hours/Qty	Rate	Amount
Management Fees - October 2023 310-513-340		3,333.33	3,333.33
Website Administration - October 2023 310-513-332		100.00	100.00
Information Technology - October 2023 310-513-351		150.00	150.00
Office Supplies 310-513-510		0.06	0.06
Postage 310-513-420		1.26	1.26



<b>Total</b>	<b>\$3,584.65</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$3,584.65</b>



The first part of the paper discusses the importance of understanding the local context in which a project is implemented. This includes a thorough analysis of the social, economic, and cultural factors that may influence the success or failure of the intervention. The authors argue that a one-size-fits-all approach is often ineffective, and that tailoring the program to the specific needs and characteristics of the community is essential for achieving sustainable results.

In the second section, the authors present a detailed description of the intervention itself. They outline the theoretical framework that informs the program, the specific activities and components that make up the intervention, and the methods used to deliver the program. This section provides a clear and comprehensive overview of the project, allowing readers to understand the scope and nature of the work being undertaken.

The third part of the paper focuses on the evaluation of the intervention. The authors describe the methods used to collect and analyze data, and present the results of the evaluation. They discuss the strengths and limitations of the program, and provide evidence to support their conclusions. This section is crucial for understanding the impact of the intervention and for informing future research and practice.

Finally, the authors conclude the paper by summarizing their findings and discussing the implications for practice. They emphasize the importance of ongoing monitoring and evaluation, and the need for flexibility and adaptability in the face of changing circumstances. They also highlight the potential for the intervention to be scaled up and replicated in other contexts, and provide recommendations for future research and practice.

**Tranquility**  
Community Development District

**Funding Request #18**  
**November 15,2023**

Bill to: Carolina Holdings, LLC

<b>Payee</b>		<b>General Fund</b>
		<b>FY2024</b>
<b>1</b>	<b>Governmental Management Services</b>	
	Invoice # 21 - Management - November 2023	\$ 3,589.46
		\$ 3,589.46
<b>Total</b>		<b>\$ 3,589.46</b>

Please make check payable to:

**Tranquility Community Development District**  
6200 Lee Vista Blvd, Suite 300  
Orlando, FL 32822

**GMS-Central Florida, LLC**†  
1001 Bradford Way  
Kingston, TN 37763

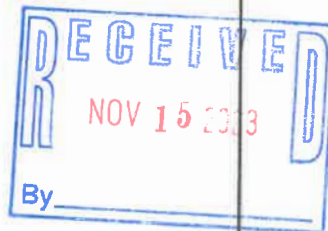
# Invoice

**Bill To:**

Tranquility CDD  
219 E Livingston St.  
Orlando, FL 32801

Invoice #: 21  
Invoice Date: 11/1/23  
Due Date: 11/1/23  
Case:  
P.O. Number:

Description	Hours/Qty	Rate	Amount
Management Fees - November 2023 340		3,333.33	3,333.33
Website Administration - November 2023 352		100.00	100.00
Information Technology - November 2023 351		150.00	150.00
Office Supplies 610		0.21	0.21
Postage 420		4.57	4.57
Copies 425		1.35	1.35



<b>Total</b>	<b>\$3,589.46</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$3,589.46</b>



**Tranquility**  
Community Development District

**Funding Request #19**  
**Decemnr 13,2023**

Bill to: Carolina Holdings, LLC

<b>Payee</b>		<b>General Fund</b>
		<b>FY2024</b>
<b>1</b>	<b>Gannett Florida Local IQ</b>	
	Invoice # 0005988007-Annual Audit Services Meeting -October 2023	\$ 233.10
<b>2</b>	<b>Governmental Management Services</b>	
	Invoice # 22 - Management - December 2023	\$ 3,588.94
		\$ 3,822.04
<b>Total</b>		<b>\$ 3,822.04</b>

Please make check payable to:

**Tranquility Community Development District**  
6200 Lee Vista Blvd, Suite 300  
Orlando, FL 32822



Florida  
GANNETT

ACCOUNT NAME		ACCOUNT #	PAGE #
Tranquility CDD		1126116	1 of 1
INVOICE #	BILLING PERIOD	PAYMENT DUE DATE	
0005988007	Oct 1- Oct 31, 2023	November 20, 2023	
PREPAY (Memo Info)	UNAPPLIED (Included in amt due)	TOTAL CASH AMT DUE*	
\$0.00	\$0.00	\$428.96	

**BILLING ACCOUNT NAME AND ADDRESS**

Tranquility Cdd  
Stacie Vanderbilt  
219 E. Livingston St.  
Orlando, FL 32801-1508



Legal Entity: Gannett Media Corp.

**Terms and Conditions:** Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited.

All funds payable in US dollars.

BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or [smb@ccc.gannett.com](mailto:smb@ccc.gannett.com)

FEDERAL ID 47-2390983

To sign-up for E-mailed invoices and online payments please contact [abgspecial@gannett.com](mailto:abgspecial@gannett.com). Previous account number: 734169

Date	Description	Amount
10/1/23	Balance Forward	\$431.21
10/11/23	PAYMENT - THANK YOU	-\$235.35

**Package Advertising:**

Start-End Date	Order Number	Description	PO Number	Package Cost
10/13/23	9400059	Auditing Services - Tranquility Community Development District	Audit RFP	\$233.10

RECEIVED  
NOV 25 2023

As an incentive for customers, we provide a discount off the total invoice cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and Save!

Total Cash Amount Due	\$428.96
Service Fee 3.99%	\$17.12
*Cash/Check/ACH Discount	-\$17.12
*Payment Amount by Cash/Check/ACH	\$428.96
Payment Amount by Credit Card	\$446.08

**PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT**

ACCOUNT NAME		ACCOUNT NUMBER		INVOICE NUMBER		AMOUNT PAID
Tranquility CDD		1126116		0005988007		
CURRENT DUE	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120+ DAYS PAST DUE	UNAPPLIED PAYMENTS	TOTAL CASH AMT DUE*
\$233.10	\$195.86	\$0.00	\$0.00	\$0.00	\$0.00	\$428.96
REMITTANCE ADDRESS (Include Account# & Invoice# on check)				TO PAY WITH CREDIT CARD PLEASE FILL OUT BELOW:		TOTAL CREDIT CARD AMT DUE
Gannett Florida LocaliQ PO Box 631244 Cincinnati, OH 45263-1244				<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMEX		\$446.08
				Card Number _____		
				Exp Date ____ / ____ / ____ CVV Code _____		
				Signature _____ Date _____		

0001126116000000000000059880070004289667177



Florida  
GANNETT

PO Box 531244 Cincinnati, OH 45263-1244

# **PROOF OF PUBLICATION**

Brittany Brookes  
Stacie Vanderbilt  
Tranquility CDD  
219 E Livingston ST  
Orlando FL 32801-1508

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Advertising Representative of the Florida Today, a daily newspaper published in Brevard County, Florida; that the attached copy of advertisement, being a Legal Ad in the matter of Govt Bids & Proposals, was published on the publicly accessible website of Brevard County, Florida, or in a newspaper by print in the issues of, on:

10/13/2023

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 10/13/2023

Legal Clerk

Notary, State of WI, County of Brown

5/19/27

My commission expires

Publication Cost: \$233.10

Order No: 9400059

# of Copies:

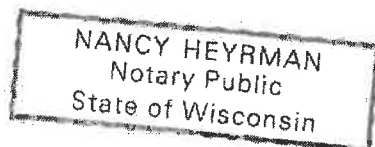
Customer No: 1126116

1

PO #: Audit RFP

**THIS IS NOT AN INVOICE!**

Please do not use this form for payment remittance.



Ad#9400059 10/13/2023  
TRANQUILITY COMMUNITY  
DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS FOR  
ANNUAL AUDIT SERVICES

The Tranquility Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2023, with an option for four (4) additional annual renewals. The District is a local unit of special purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing and maintaining public infrastructure. The District is located in Titusville, Florida. The District currently has an operating budget of approximately \$140,021. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2023, be completed no later than June 1, 2024. Each auditing entity submitting a proposal must be authorized to do business in Florida; hold all applicable state and federal professional licenses in good standing, including but not limited to a license under Chapter 473, Florida Statutes, and be qualified to conduct audits in accordance with "Government Auditing Standards", as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida law and particularly section 218.39, Florida Statutes, and the rules of the Florida Auditor General. Proposal package, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below. Proposers must provide one (1) original hard copy and one (1) electronic copy of their proposal to Governmental Management Services - Central Florida, LLC. Attn: Jeremy LeBrun, District Manager, 219 East Livingston Street, Orlando, Florida 32801, in an envelope marked on the outside "Auditing Services - Tranquility Community Development District." Proposals must be received by 5:00 PM on Monday, October 30, 2023, at the office address listed above. Proposals received after this time will not be eligible for consideration. Please direct all questions regarding this Notice to the District Manager who can be reached at (407) 841-5524.

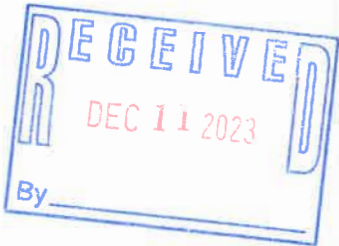
**GMS-Central Florida, LLC #1**  
1001 Bradford Way  
Kingston, TN 37763

# Invoice

**Bill To:**

Tranquility CDD  
219 E Livingston St.  
Orlando, FL 32801

**Invoice #:** 22  
**Invoice Date:** 12/1/23  
**Due Date:** 12/1/23  
**Case:**  
**P.O. Number:**

Description	Hours/Qty	Rate	Amount
Management Fees - December 2023 340		3,333.33	3,333.33
Website Administration - December 2023 352		100.00	100.00
Information Technology - December 2023 351		150.00	150.00
Office Supplies 310		0.18	0.18
Postage 420		3.78	3.78
Copies 425		1.65	1.65
			

<b>Total</b>	<b>\$3,588.94</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$3,588.94</b>



**Tranquility**  
Community Development District

**Funding Request #20**  
**January 19,2024**

Bill to: Carolina Holdings, LLC

<b>Payee</b>		<b>General Fund</b>
		<b>FY2024</b>
<b>1</b>	<b>Gannett Florida Local IQ</b> Invoice # 0006064298 Notice of Audit Meeting - November 2023	\$ 211.79
<b>2</b>	<b>Governmental Management Services</b> Invoice # 23 - Management - January 2024	\$ 3,583.33
<b>3</b>	<b>Honeycutt &amp; Associates, Inc.</b> Invoice # 25082-3CDD Attend CDD Meeting	\$ 1,150.00
		\$ 4,945.12
<b>Total</b>		<b>\$ 4,945.12</b>

Please make check payable to:


**Tranquility Community Development District**  
6200 Lee Vista Blvd, Suite 300  
Orlando, FL 32822

## Florida

**GANNETT #1**

310-613-480

<b>ACCOUNT NAME</b>		<b>ACCOUNT #</b>	<b>PAGE #</b>
Tranquility CDD		1126116	1 of 1
<b>INVOICE #</b>	<b>BILLING PERIOD</b>	<b>PAYMENT DUE DATE</b>	
0006064298	Nov 1- Nov 30, 2023	December 20, 2023	
<b>PREPAY</b> (Memo info)	<b>UNAPPLIED</b> (included in amt due)	<b>TOTAL CASH AMT DUE*</b>	
\$0.00	\$0.00	\$444.89	

<b>BILLING ACCOUNT NAME AND ADDRESS</b> Tranquility Cdd Stacie Vanderbilt 219 E. Livingston St. Orlando, FL 32801-1508	\$0.00	\$0.00	\$444.89
	<p><b>Legal Entity:</b> Gannett Media Corp.</p> <p><b>Terms and Conditions:</b> Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited.</p> <p><b>All funds payable in US dollars.</b></p>		

**BILLING INQUIRIES/ADDRESS CHANGES** 1-877-736-7612 or [smb@ccc.gannett.com](mailto:smb@ccc.gannett.com)

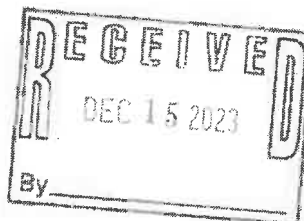
FEDERAL ID 47-2390983

To sign-up for E-mailed invoices and online payments please contact [abgspecial@gannett.com](mailto:abgspecial@gannett.com). Previous account number: 734108

Date	Description	Amount
11/1/23	Balance Forward	
11/20/23	PAYMENT - THANK YOU	\$428.98
		\$185.86

### Package Advertising:

Start-End Date	Order Number	Description	PO Number	Package Cost
11/1/23	9463500	Notice of Audit		\$211.79



RECEIVED

DEC 15 2023

**As an incentive for customers, we provide a discount off the total invoice cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and Save!**

Total Cash Amount Due	\$444.89
Service Fee 3.99%	\$17.75
*Cash/Check/ACH Discount	-\$17.75
*Payment Amount by Cash/Check/ACH	\$444.89
Payment Amount by Credit Card	\$482.64

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

ACCOUNT NAME		ACCOUNT NUMBER		INVOICE NUMBER		AMOUNT PAID
Tranquility CDD		1126115		0006064298		
CURRENT DUE	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120+ DAYS PAST DUE	UNAPPLIED PAYMENTS	TOTAL CASH AMT DUE
\$211.79	\$233.10	\$0.00	\$0.00	\$0.00	\$0.00	\$444.89
REMITTANCE ADDRESS (Include Account # & Invoice# on check)				TO PAY WITH CREDIT CARD PLEASE FILL OUT BELOW:		TOTAL CREDIT CARD AMT DUE
Gannett Florida Local PO Box 631244 Cincinnati, OH 45263-1244				<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMEX		\$462.64
				Card Number _____ Exp Date    /    /    CVV Code _____ Signature    _____    Date _____		

00011261160000000000000060642980004448967173



Florida

GANNETT

PO Box 631244 Cincinnati, OH 45263-1244

**PROOF OF PUBLICATION**

Stacie Vanderbilt  
Tranquility CDD  
219 E Livingston ST  
Orlando FL 32801-1508

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Advertising Representative of the Florida Today, a daily newspaper published in Brevard County, Florida; that the attached copy of advertisement, being a Legal Ad in the matter of Govt Public Notices, was published on the publicly accessible website of Brevard County, Florida, or in a newspaper by print in the issues of, on:

11/01/2023

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 11/01/2023

Legal Clerk

*Kathleen Allen*

Notary, State of WI, County of Brown

1-7-23

My commission expires

Publication Cost: \$211.79

Order No: 9463500

Customer No: 1126116

PO #:

# of Copies:  
-1

**THIS IS NOT AN INVOICE!**

*Please do not use this form for payment remittance.*

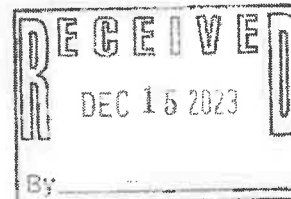
**NOTICE OF AUDITOR SELECTION COMMITTEE MEETING AND REGULAR BOARD OF SUPERVISORS MEETING FOR THE TRANQUILITY COMMUNITY DEVELOPMENT DISTRICT**

Notice is hereby given that the Auditor Selection Committee ("Committee") meeting of the Tranquility Community Development District ("District") will be held on Wednesday, November 7, 2023 at 2:00 p.m. at 5445 S. Washington Ave., Thessville, FL 32780. The Board of Supervisors ("Board") of the Tranquility Community Development District will hold its regular Board meeting immediately following the conclusion of the Auditor Selection Committee Meeting.

A copy of the agenda may be obtained from the District's website: <https://tranquilitycdd.com/> or by contacting the District Manager at 407-841-5324 and providing a telephone and email address during normal business hours. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The meetings may be continued to a date, time, and place to be specified on the record of such meetings.

Any person requiring special accommodations in order to access and participate in the meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the Meetings is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.  
District Manager  
Governmental Management  
Services, Central Florida



KATHLEEN ALLEN  
Notary Public  
State of Wisconsin

**GMS-Central Florida, LLC #1**

1001 Bradford Way  
Kingston, TN 37763

**Invoice****Bill To:**

Tranquility CDD  
219 E Livingston St.  
Orlando, FL 32801

**Invoice #:** 23**Invoice Date:** 1/1/24**Due Date:** 1/1/24**Case:****P.O. Number:**

Description	Hours/Qty	Rate	Amount
Management Fees - January 2024 340		3,333.33	3,333.33
Website Administration - January 2024 362		100.00	100.00
Information Technology - January 2024 361		150.00	150.00
<div data-bbox="748 1203 1073 1434"><div>RECEIVED</div><div>JAN 12 2024</div><div>By _____</div></div>			

**Total** \$3,583.33**Payments/Credits** \$0.00**Balance Due** \$3,583.33



# Honeycutt & #9 Associates, Inc.

ENGINEERS • SURVEYORS • PLANNERS  
32780

3700 S. Washington Avenue Titusville FL

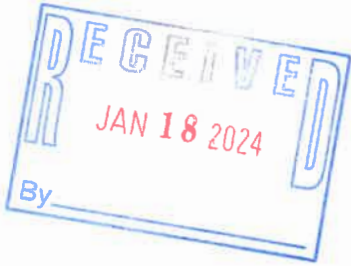
310-513-311

**TO:** TRANQUILITY CDD  
ATTN: GEORGE FLINT  
219 EAST LIVINGSTON STREET  
ORLANDO, FL 32801

**DATE:** Jan 15, 2024

**JOB NUMBER:** 25802  
**INVOICE #:** 25082-3CDD

Fed ID # 59-3409415

DESCRIPTION OF SERVICES PERFORMED	CHARGES
<b>PROFESSIONAL SERVICES FOR:</b> <b>Tranquility CDD</b> <b>Titusville, Florida</b>	
Attend CDD Meetings / respond to CDD request (Dec 2022 - Jan 2024) <u>Principal</u> 5.75 hrs	\$ 1,150.00
<div style="text-align: center;">  </div>	
<b>Amount Due This Invoice</b>	<b>\$ 1,150.00</b>

CLIENT must notify Honeycutt & Associates, Inc. of billing disputes, in writing, within 10 days of receipt of bill. Failure to notify Honeycutt & Associates, Inc. within the prescribed time frame constitutes acceptance of work and of the invoice.

INVOICES PAYABLE UPON RECEIPT. Invoices unpaid after 30 days from invoice date are subject to a 1% late charge.

PLEASE INCLUDE JOB NUMBER ON CHECK



**Tranquility**  
Community Development District

Funding Request #21  
February 5, 2024

Bill to: Carolina Holdings, LLC

Payee		General Fund FY2024	
1	<b>Grau &amp; Associates</b>		
	Invocie # 25187 - Audit FYE 9/30/23	\$	3,200.00
		\$	3,200.00
<b>Total</b>		\$	<b>3,200.00</b>

Please make check payable to:

**Tranquility Community Development District**  
6200 Lee Vista Blvd, Suite 300  
Orlando, FL 32822

## Grau and Associates

951 W. Yamato Road, Suite 280  
Boca Raton, FL 33431-  
www.graucpa.com

Phone: 561-994-9299

Fax: 561-994-5823

*Tranquility Community Development District*  
219 East Livingston Street  
Orlando, FL 32801

Invoice No. 25187  
Date 02/05/2024

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SERVICE	AMOUNT
Audit FYE 09/30/2023	\$ <u>3,200.00</u>
Current Amount Due	\$ <u><u>3,200.00</u></u>

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
3,200.00	0.00	0.00	0.00	0.00	3,200.00

Payment due upon receipt.



**Tranquility**  
Community Development District

Funding Request #22  
March 4, 2024

Bill to: Carolina Holdings, LLC

Payee

General Fund  
FY2024

1	<b>Governmental Management Services</b>		
	Invoice # 24 - Management Fees Feb 2024	\$	3,589.05

\$ 3,589.05

**Total** \$ 3,589.05

Please make check payable to:

**Tranquility Community Development District**  
6200 Lee Vista Blvd, Suite 300  
Orlando, FL 32822

**GMS-Central Florida, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

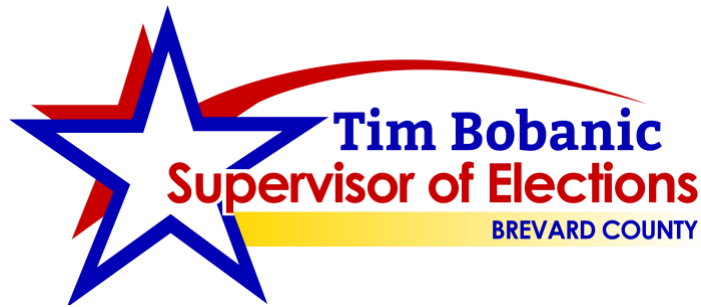
**Invoice #:** 24  
**Invoice Date:** 2/1/24  
**Due Date:** 2/1/24  
**Case:**  
**P.O. Number:**

**Bill To:**

Tranquility CDD  
219 E Livingston St.  
Orlando, FL 32801

Description	Hours/Qty	Rate	Amount
Management Fees - February 2024		3,333.33	3,333.33
Website Administration - February 2024		100.00	100.00
Information Technology - February 2024		150.00	150.00
Office Supplies		0.24	0.24
Postage		5.48	5.48
		<b>Total</b>	<b>\$3,589.05</b>
		<b>Payments/Credits</b>	<b>\$0.00</b>
		<b>Balance Due</b>	<b>\$3,589.05</b>

## SECTION 3



April 18, 2024

Ms. Brittany Brookes, Recording Secretary  
219 East Livingston Street  
Orlando, Florida 32801

RE: Tranquility Community Development District

Dear Ms. Brookes:

I am writing in response to your request of March 29, 2024 for the number of registered voters within the afore-mentioned communities.

Please be advised our records indicate the number of registered voters as of April 15, 2024 are as follows:

Tranquility Community Development District 0

If you need any additional information, or have any questions, please feel free to contact me at 321.290.8683.

Kind regards,

Tim Bobanic

TB/dy

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**Mailing Address**

PO Box 410819  
Melbourne, FL 32941-0819  
Toll Free: (800) 579-4780

**Supervisor of Elections - Titusville**

400 South Street  
Suite 1F  
Titusville, FL 32780-7610  
Telephone: (321) 264-6740  
Fax: (321) 264-6741

**Supervisor of Elections - Viera**

2725 Judge Fran Jamieson Way  
Building C, Suite 105  
Viera, FL 32940-6605  
Telephone: (321) 633-2124  
Fax: (321) 633-2130

**Supervisor of Elections - Melbourne**

1515 Sarno Road  
Building A  
Melbourne, FL 32935-5293  
Telephone: (321) 255-4455  
Fax: (321) 255-4401

**Supervisor of Elections – Palm Bay**

450 Cogan Drive SE  
Palm Bay, FL 32909-6869  
Telephone: (321) 952-6328  
Fax: (321) 952-6332

**(321) 290-VOTE (8683)**  
**VoteBrevard.gov**