The Villages®
Community Development Districts
District 3

Seat 1 - Steffan Franklin, Supervisor
Seat 2 - Bill Ray, Chairman
Seat 3 - Terry Biddle, Supervisor
Seat 4 - Tilman Dean, Supervisor
Seat 5 - Gail Lazenby, Vice Chairman

Monthly Board Meetings are held at:
District Office Board Room
984 Old Mill Run The Villages, FL 32162
The Villages, Florida 32162

AGENDA

March 8, 2019
11:00 AM

Notice to Public: Audience Comments on all issues will be received by the Board.

1. Call to Order
   - A. Roll Call
   - B. Pledge of Allegiance
   - C. Observation of Moment of Silence
   - D. Welcome Meeting Attendees
   - E. Audience Comments

NEW BUSINESS:

2. Approval of the Minutes
   Approval of the Minutes for the Meeting held on February 8, 2019.
3. Discussion Item: Operating Policies and Procedures

OLD BUSINESS:

4. Old Business Status Update
   Old Business Status Update - March 8, 2019

INFORMATIONAL ITEMS ONLY:

5. Financial Statements
   Budget to Actual Statements as of January 31, 2019
6. DPM Monthly Report
7. Long-term Investment Portfolio (for information only)
   Long-Term Investment Portfolio Review

REPORTS AND INPUT:

8. District Manager Reports
   - A. AAC After Agenda
   - B. Updated Resident Academy Flyer

C. Ex-parte Communication

D. Reminder: District Government Update Meeting

9. District Counsel Reports

10. Supervisor Comments

11. Adjourn

HOSPITALITY * STEWARDSHIP * CREATIVITY * HARD WORK

NOTICE

Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based. Audio recordings of Board meetings, workshops or public hearings are available for purchase per Florida Statute 119.07 through the District Clerk for $1.00 per CD requested. Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (352) 751-3939 at least five calendar days prior to the meeting.

The Villages®
Community Development Districts
District 3

AGENDA REQUEST

TO:	Board of Supervisors Village Community Development District 3
FROM:	Jennifer McQueary, District Clerk
DATE:	3/8/2019
SUBJECT:	**Approval of the Minutes**

ISSUE: Approval of the Minutes for the Meeting held on February 8, 2019.

ANALYSIS/INFORMATION: Staff requests approval of the Minutes from the Meeting held on February 8, 2019.

STAFF RECOMMENDATION: Staff recommends approval of the Minutes from the Meeting held on February 8, 2019.

MOTION: Motion to approve the Minutes for the Meeting held on February 8, 2019.

ATTACHMENTS:

Description	Type
2-8-19 Minutes	Cover Memo

MINUTES OF MEETING
VILLAGE COMMUNITY
DEVELOPMENT DISTRICT NO. 3

The Meeting of the Board of Supervisors of the Village Community Development District No. 3 was held on Friday, February 8, 2019 at 11:00 a.m. in the District Office Large Conference Room, 984 Old Mill Run, The Villages, Florida, 32162.

Board members present and constituting a quorum:

Bill Ray	Chairman
Gail Lazenby	Vice Chairman
Tilman Dean	Supervisor
Steffan Franklin	Supervisor
Terry Biddle	Supervisor

Staff Present:

Richard Baier	District Manager
Kenny Blocker	Assistant District Manager
Valerie Fuchs	District Counsel
Sam Wartinbee	District Property Management Director
Barbara Kays	Budget Director
Anne Hochsprung	Finance Director
Carrie Duckett	Director of Resident Services and Communication
Brittany Wilson	Director of Technology and Board Support Services
Candice Harris	Deputy District Clerk
Julie Kulas	Administrative Assistant

FIRST ORDER OF BUSINESS: Call to Order

A. Roll Call

Chairman Ray called the meeting to order at 11:28 a.m. and stated for the record that all Supervisors were present representing a quorum.

B. Pledge of Allegiance

The Chairman led the Pledge of Allegiance.

C. Observation of a Moment of Silence

The Board and residents in attendance observed a moment of silence acknowledging those who have served our Country and community.

D. Welcome Meeting Attendees

The Board welcomed all those residents in attendance.

E. Audience Comments

No audience comments were received.

SECOND ORDER OF BUSINESS: Approval of the Minutes

On MOTION by Gail Lazenby, seconded by Tilman Dean, with all in favor, the Board approved the Minutes for the Meeting held on January 11, 2019.

THIRD ORDER OF BUSINESS: Acceptance of Audit Report for Fiscal Year 2017/2018

Anne Hochsprung, Finance Director, advised that Purvis Gray & Company, the District's Auditor, have completed the audit report for Fiscal Year 2017/2018 and reviewed the Statement of Activities as well as the Balance Sheet of Governmental Funds with the Board. The following items were highlighted from the Fiscal Year 2017/2018 audit:

- The assets of the District exceeded its liabilities as of September 30, 2018 by $17,092,910 (net position). Of this amount, $1,722,426 of unrestricted net position may be used to meet the District's ongoing obligations to residents and creditors.
- The District's total net position decreased by $575,676. This decrease in net position resulted primarily from depreciation expenses for all capital assets of $625,195, which reflects the using up over time of the value of capital assets previously acquired, to allow for the planning of the timely replacement of renovation of those assets, when required. The annual decrease in net position resulting from depreciation expense reflects the need of the District in future years to increase its budgetary allocation to build new assets or repair or upgrade existing assets as the assets continue to age.

- The District's total long-term debt decreased by $670,826 during the current Fiscal Year. The decrease relates to principal payments made on outstanding revenue bonds during the year ending September 30, 2018.
- At the close of the Fiscal Year, the District's governmental funds reported combined fund balances of $1,953,605, a net decrease of $35,484. Of the total, $774,124 is available for spending at the District's discretion as unassigned fund balance.
- At the end of the Fiscal Year, unassigned fund balance of the General Fund was $774,124 or 63.5 percent of total General Fund annual expenditures, a healthy contingency for unexpected expenditures.
- Special assessments are shown as assessments receivable. At the fund level, there is an offsetting line item for unavailable revenue pertaining to assessment due in future years, which is deferred inflow of resources. Assessments receivable decreased by $662,328 during the year and has a September 30, 2018 balance of $3,299,040.

Helen Painter with Purvis & Gray, the District's Auditors, advised an unmodified opinion has been issued and believes that the financial statements are fairly presented in accordance with generally accepted accounting principles and are free from material mistakes. Ms. Painter thanked Staff for their cooperation in providing all necessary documents to them for the completion of their audit. The Board thanked the auditors for the report provided.

Supervisor Biddle referred to page 16, paragraph 2 advising of a scrivener's error which referenced District 2 and requested that the report be corrected to reflect District 3. Staff advised that the correction would be made.

On MOTION by Terry Biddle, seconded by Gail Lazenby, with all in favor, the Board accepted the Village Community Development District No. 3 Fiscal Year 2017/2018 Audit.

FOURTH ORDER OF BUSINESS: Approval of FY 19/20 Budget Calendar

Barbara Kays, Budget Director, advised that the District's tentative Fiscal Year 2019/2020 budget calendar has been provided and advised that a Budget Workshop has been scheduled for

Monday, May 20, 2019 at 11:00 a.m. in the District Office Large Conference Room to include a review of the Fiscal Year 2019/2020 recommended budget by line-item detail, capital improvement plan updates, and discuss the proposed maintenance assessment rates. Ms. Kays stated approval of the Proposed Budget will occur during the regular Board meeting on June 14, 2019 in the District Office Large Conference Room, and the Public Hearing to adopt the Final Budget is scheduled to occur at the regular Board meeting on September 13, 2019 in the District Office Large Conference Room.

On MOTION by Gail Lazenby, seconded by Tilman Dean, with all in favor, the Board approved the Fiscal Year 2019/2020 Budget Calendar.

FIFTH ORDER OF BUSINESS: Architectural Review Manual

Candy Dennis, Community Standards Manager, advised that during the January meeting Staff presented proposed revisions to the Architectural Review Manual for consideration. During the Board Meetings additional revisions were identified for the language pertaining to pavers, driveway painting for patio villas, front door and garage door painting for courtyard and patio villas and providing the necessary language for gate movement and adjusting of a sidewalk when corner/end lot courtyard villas construct a golf cart addition, which have been indicated in blue. Ms. Dennis stated that Staff is requesting that the Board approve the proposed revisions to the Architectural Review Manual.

On MOTION by Gail Lazenby, seconded by Tilman Dean, with all in favor, the Committee recommended approval of the proposed revisions to the Architectural Review Manual.

SIXTH ORDER OF BUSINESS: Operating Policies and Procedures

Brittany Wilson, Director of Technology and Board Support Services, advised that a draft of the Operating Policies and Procedures was provided to the Board via email and as an attachment to the agenda package. Staff has conducted a review of the District's existing Policies and Procedures, Statutory requirements, Operating Policies and Procedures from other governmental entities and existing policies that the Board has adopted throughout the years, which have been incorporated into the document presented. Ms. Wilson advised that Staff has highlighted those areas where options have

been provided to the Board for consideration and are requesting that the Board review the document and provide comments to Staff to be incorporated prior to the March Board Meeting. Once the Operating Policies and Procedures have been finalized, Staff will move forward with the advertisement process for the Board to hold a Public Hearing to adopt the Rule.

SEVENTH ORDER OF BUSINESS: Award of BID # 19B-002 Multi-Modal Path Tunnel Guide Sign Project

Kenny Blocker, Assistant District Manager, advised that Staff is requesting the Board award Invitation to Bid (ITB) #19B-002 Multi-Modal Path Tunnel Guide Sign Projects. The services will consist of tunnel guide sign projection, removal, installation and repair services on a specific project on an as needed basis.

On MOTION Terry Biddle, seconded by Gail Lazenby, with all in favor, the Board awarded the District #3 portion of ITB #19B-002 to Central Florida Street Signs, LLC for the Multi-Modal Path Tunnel Guide Sign Project utilizing the total project pricing reflected on Exhibit A in the amount of $2,440.90 for the unit pricing indicated in Exhibit B for as needed signage projects; and authorized the Chairman/Vice Chairman to sign the Agreement.

EIGHTH ORDER OF BUSINESS: Old Business Status Update

There were no Old Business items to be addressed.

NINTH ORDER OF BUSINESS: Financial Statements

The Financial Statements as of December 31, 2018 were provided as information to the Board.

TENTH ORDER OF BUSINESS: DPM Monthly Report

The District Property Management (DPM) Monthly Report was provided as information to the Board.

ELEVENTH ORDER OF BUSINESS: District Manager Reports

A. AAC After Agenda

Mr. Baier provided the following highlights from the Amenity Authority Committee (AAC) meeting held on February 6, 2019:

- The Committee approved an expenditure of $15,000 for engineering costs to prepare the re-design of the Del Mar Gate second inbound lane.
- The Committee approved proceeding with the installation of eight (8) aquatic access lifts (AALs) at pools north of CR 466 that do not currently have one.
- The Committee approved including a $6.5 million placeholder for design/construction/ renovation of The Villages of Marion recreation center and amenities. Any reconstruction or renovation to Paradise Recreation Center will be addressed at a later date.

Mr. Baier advised there will be a public meeting held in April at which time an update of District activities will be provided to the Supervisors and Committee members.

TWELFTH ORDER OF BUSINESS: District Counsel Reports

There were no District Counsel Reports.

THIRTEENTH ORDER OF BUSINESS: Supervisor Comments

Supervisor Dean inquired if "no parking" notices could be placed at the postal facilities when events are taking place at the Polo Field. Mr. Baier advised that if a public safety issue was to occur, residents should contact Sumter County Sheriff's Office (SCSO) to address those concerns. With regards to the District property, Staff can coordinate with Customer Service and Community Watch to have the notices put up.

FOURTEENTH ORDER OF BUSINESS: Adjourn

The meeting was adjourned at 12:04 p.m.

On MOTION by Gail Lazenby, seconded by Tilman Dean, with all in favor, the Meeting was adjourned.

Richard J. Baier	Bill Ray
Secretary	Chairman

The Villages®
Community Development Districts
District 3

AGENDA REQUEST

TO:	Board of Supervisors Village Community Development District 3
FROM:	Richard J. Baier, District Manager
DATE:	2/7/2019
SUBJECT:	**Discussion Item: Operating Policies and Procedures**

ISSUE:

ANALYSIS/INFORMATION:

STAFF RECOMMENDATION:

MOTION:

ATTACHMENTS:

Description	Type
Draft Operating Policy	Cover Memo

DRAFT GENERAL AND PROCEDURAL RULES
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1.1 General Introduction.

1) The Village Community Development District No. X (the "District") was created pursuant to the provisions of Chapter 190, Florida Statutes, to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these Rules of Procedure (the "Rules") is to describe the general operations of the District. Any conflict or need for clarification arising out of the following Rules shall be resolved, where applicable, by law. Any amendments to the Rules shall be administratively prepared and adopted by the Board of Supervisors. These Rules are adopted to guide the District through its primary operations and functions. They are designed to provide the structure needed to conduct District business while also maintaining the flexibility needed to efficiently and effectively carry out the public business as circumstances may dictate.

2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.

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1.2 Standards of Civil Discourse.

1) The District encourages citizen participation in the democratic process and recognizes and protects the right of freedom of speech afforded to all. As the Board conducts the business of the District, rules of civility shall apply. District Board Supervisors, Staff members, and members of the public are to respectfully communicate. Persons shall speak only when recognized by the Board Chair and, at that time, refrain from engaging in personal attacks or derogatory or offensive language. Outbursts will not be tolerated and those who do not conduct themselves in a respectful and lawful manner shall be subject to removal. It shall be the responsibility of each individual to demonstrate civility.

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1.3 Board of Supervisors; District Manager, Officers, and Voting.

1) Board of Supervisors. The Board of Supervisors of the District (the "Board") shall exercise the powers granted to the District. The Board shall consist of five members. Members of the Board must be residents of Florida and citizens of the United States. Qualified Board Supervisors must reside in the District.

2) District Manager. The Board shall employ a District Manager. The District Manager shall have charge and supervision of the works of the district and shall be responsible for preserving and maintaining any improvement or facility constructed or erected pursuant to the provisions of state statutes, for maintaining and operating the equipment owned by the District, and for performing such other duties as may be prescribed within the legal purview of the Board.

3) Term of Supervisors. Board Supervisors shall hold office pursuant to Section 190.006, Florida Statutes. If, during the term of office of any Board Supervisor(s), one or more vacancies occur, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the unexpired term(s).

   a. Options for Filling Vacancies

      i. Application Process for Vacancy

         1. Vacancy will be advertised to residents of the District to solicit qualified applicants.
         2. A special meeting will be scheduled to conduct applicant interviews.
         3. A bank of questions will be developed by the District Manager for random selection during the interviews.
         4. At the completion of interviews, the Board will utilize a ballot to cast their vote for the respective applicants which shall be signed by each Board Supervisor; individual ballot results will be announced by the District Clerk.
         5. Applicant with the majority vote will be sworn into office following a formal nomination and majority vote by the Board.

      ii. Recommended replacement by outgoing supervisor.

4) Compensation. In accordance with Section 190.006, Florida Statutes, each Board Supervisor is entitled to receive an amount not to exceed $200 per meeting of the Board of Supervisors, not to exceed $4,800 annually.

5) Vacancies; Quorum. Three members of the Board physically present in the same location shall constitute a quorum for the purposes of conducting its business and exercising its powers and for all other purposes. When a quorum is not present, the meeting shall be cancelled in accordance with the Board's established policy. However, if three or more vacancies occur at the same time, a quorum is not necessary to fill the vacancies. Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in these Rules or required by State Statutes.

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6) Officers. At any Board meeting held after each election where the newly elected members take office, the Board may select a chair, vice chair, treasurer and secretary. Such selection may be deferred to subsequent meetings. The District Manager shall serve as secretary and treasurer.

   a. The chair must be a member of the Board. If the chair resigns from that office or ceases to be a member of the Board, the Board shall select a chair to serve the remaining portion of the term, after filling the board vacancy. The chair may be authorized to sign checks and warrants for the District, countersigned by the treasurer or other persons authorized by the Board. The chair may convene and conduct all meetings of the Board. In the event the chair is unable to attend a meeting, the vice chair or other member of the Board may convene and conduct the meeting.

      i. **Options for Selection of a Board Chair**

         1. Nomination and majority vote by Board following a general election
         2. Rotation of seats
         3. Annual or bi-annual review

   b. The vice chair shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. If the vice chair resigns from that office or ceases to be a member of the Board, the Board shall select a vice chair to serve the remainder of the term, after filling the Board vacancy.

      i. **Options for Selection of Vice Chair**

         1. Nomination and majority vote by Board following a general election
         2. Rotation of seats
         3. Annual or bi-annual review

7) Committees. The Board may establish committees of the District or provide representation on established committees by formal motion referencing this Rule, either on a permanent or temporary basis, to perform specifically-designated functions. Committees may include individuals who are not members of the Board, but must be a property owner who maintains permanent residency in the District. Committee representation shall be reviewed annually at the October Board Meeting following the beginning of a new fiscal year. Committee representation will be determined by nomination and majority vote by the Board.

8) Record Book. The District shall keep a permanent record book entitled "Record of Proceedings of the Village Community Development District No. X," in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, bonds and corporate acts.

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9) Meetings. The Board shall establish a schedule of regular meetings and may also meet upon call of the chair or three Board Supervisors. Nothing herein shall prevent the Board from holding other meetings as it deems necessary or from canceling any regularly scheduled meetings. A previously noticed regular meeting may be canceled, provided that notice of cancellation shall be given in substantially the same manner as notice for the meeting or in such other manner as may provide substantially equivalent notice of cancellation. Meetings will be cancelled in accordance with the Board's policy adopted via resolution. All meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes.

10) Voting Conflict of Interest. The Board shall comply with Section 112.3143, Florida Statutes, so as to ensure the proper disclosure of conflicts of interests on matters coming before the Board for a vote. Nothing in this Rule shall prohibit the Board Supervisor with a voting conflict of interest from voting on a matter. For the purposes of this section, "voting conflict of interest" shall be governed by Chapters 112 and 190, Florida Statutes, as amended from time to time.

    a. When a Board Supervisor knows that he/she has a conflict of interest on a matter coming before the Board, the member should notify the Board's secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes of the meeting. The Board Supervisor may then vote. The Board's secretary shall prepare a memorandum of voting conflict which shall then be signed by the Board Supervisor that had the conflict.

    b. If a Board Supervisor inadvertently votes on a matter and later learns he or she has a conflict thereon, the member shall immediately notify the Board's secretary. Within fifteen days (15) days of the notification, the member shall file the appropriate memorandum of voting conflict which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The memorandum shall immediately be provided to other Board Supervisors and shall be read publicly at the next meeting held subsequent to the filing of the written memorandum. The Board Supervisor's vote shall be unaffected by this filing.

11) Board Supervisor Conduct. No individual Board Supervisor shall direct the District Manager to perform extensive research, take action on a policy matter, or make representations on behalf of the Board without formal direction from the collective Board of Supervisors at a regularly scheduled Board meeting. Nothing precludes a Board Supervisor from initiating individual correspondence pertaining to the seat they currently hold. Nothing in this Rule is to be construed to limit or restrict a Board Supervisor from acting in his or her official capacity from coordinating with the District Manager in answering or responding to correspondence or communications relative to the business of the District.

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1.4 Public Information and Inspection of Records.

1) Public Records. All District public records within the meaning of Chapter 119, Florida Statutes, and not otherwise restricted by law, including the "Record of Proceedings of the Village Community Development District No. X," may be copied or inspected at the offices of the District Manager during regular business hours.

2) Copies. The custodian of public records upon request shall furnish a copy or a certified copy of a record for a fee as authorized by Florida Statute Chapter 119. Copies of public records shall be made available to the requesting person at a charge of $ .15 per page if not more than 8-1/2 by 14 inches, and for copies in excess of that size at a charge not to exceed the actual cost of reproduction. Certified copies of public records shall be made available at a charge of $1.00 per page. If the nature or volume of public records requested to be inspected, examined or copied is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance, a special service charge, which shall be reasonable and based on the actual cost incurred, may be charged in addition to the actual cost of duplication.

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1.5 Meetings and Workshops.

1) Meetings and Workshops. All meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida State Statutes.

2) Notice. Except in emergencies, or as otherwise required by State Statutes, at least seven (7) days public notice shall be given of any meeting or workshop of the Board of Supervisors. Public notice shall be given by publication in a newspaper of general circulation in the District and shall state:

    a. The date, time, and place of the meeting or workshop;
    b. A brief description of the nature, subjects and purposes of the meeting or workshop;
    c. The address where persons may obtain a copy of the agenda;
    d. The notice shall state that if a person decides to seek review of any official decision made at the Board meeting, a record of the proceedings will be required and the person intending to appeal will need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence necessary for the appeal.
    e. When a previously noticed meeting is canceled, notice of cancellation shall be given in substantially the same manner as notice for the meeting or in any manner that will give adequate notice of cancellation.

3) Agenda. The District Manager shall prepare a notice of the meeting or workshop and an agenda. The agenda shall be available to the public in the offices of the District Manager prior to each regularly scheduled meeting or workshop and on the website. Minutes shall be taken, and reviewed and approved by the Board at a subsequent meeting. In accordance with State Statutes, the agenda and available supporting documentation will be available electronically seven days in advance of the meeting.

4) Agenda Format.
    a. Call to Order
        i. Roll Call
        ii. Pledge of Allegiance
        iii. Observation of Moment of Silence
        iv. Welcome Meeting Attendees
        v. Audience Comments
    b. Consent Agenda
    c. New Business
    d. Old Business
    e. Public Hearings
    f. Informational Items Only
    g. Reports and Input
        i. District Manager Reports
        ii. District Counsel Reports
        iii. Supervisor Comments

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iv. Adjourn

5) Oath of Office. At the next regularly scheduled meeting following an election, newly elected Board Supervisors shall take and subscribe to the oath of office as prescribed by Section 876.05 of Florida State Statutes. The oath of office shall be administered by the District Clerk immediately following the call to order of the meeting.

6) Procedures for Including Items on Agenda. Items to be included on the agenda may be submitted by an individual Board Supervisor and will be addressed under the "Supervisor Comments" section of the agenda for discussion purposes; if formal action is desired, the item will be presented on the agenda at the following regularly scheduled Board Meeting. In order for an item to be included on the agenda, a request must be submitted to the District Manager no later than 10 business days in advance of the next regularly scheduled meeting.

7) Consent Agenda. Content of items on the consent agenda shall be limited to routine items that normally do not require discussion such as the minutes, resolutions, payment requests and reports from committees, etc. During the reading of the consent agenda, any Board Supervisor, the District Manager, or member of the public, may pull an item for separate discussion.

8) Resolutions. An enacted resolution is an internal legislative act that is a formal statement of policy concerning matters of special or temporary character. Board action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired. All resolutions shall be reduced to writing.

9) Motions. An enacted motion is a form of action taken by the Board to direct that a specific action be taken on behalf of the District. A motion, once approved and entered into the record, is the equivalent of a Resolution in those instances where a resolution is not required by law. All motions shall be made and seconded before debate.
   a. A motion is to be worded in a concise, unambiguous, and complete form.
   b. No speech is to be made in reference to a motion when it is introduced. There will be no debate until a motion has been seconded and, if requested by a Board Supervisor, the question stated by the Board Chair or District Clerk.
   c. When the question has been stated, it is before the Board and mover is entitled to the floor.

10) Reconsideration of Action Previously Taken**.** A motion to reconsider shall be allowed at any time by any Board Supervisor who voted on the prevailing side, during a meeting, except when a motion on some other subject is pending.

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11) Rescinding Action Previously Taken. Board action may be rescinded by a majority vote if the motion to reconsider is made by a Board Supervisor who voted on the prevailing side. After a motion to reconsider has been adopted by a majority vote, any Board Supervisor may move to rescind action previously taken.

12) Roll Call Vote. Roll call votes will be conducted at the prerogative of the Board Chair, or at the District Manager's request to the Board Chair.

13) Public Comment. The Board shall conduct public comment in accordance with Florida State Statutes. Members of the audience making public comment shall approach the microphone, state their name and address for the record, and address all comments to the Board Chair. The following Public Participation Policy was adopted by the Board of Supervisors via a Resolution and shall apply to meetings of District boards or committees as provided herein unless otherwise required by State Statutes;

   a. Citizen's Rights
      i. Right to be Heard: Members of the public shall be given a reasonable opportunity to be heard on a proposition before a District board except as provided for below. Public input shall generally be limited to three (3) minutes for each speaker and a total of thirty (30) minutes for public comment relating to any particular proposition, with the Board Chair having the option to allow additional time for good cause shown after consideration of the circumstances.
      ii. Group or Faction Representatives: At meetings in which a large number of individuals are in attendance, the Board Chair may ask for a show of hands to identify individuals who wish to address the board. If a large number of individuals wish to be heard, the Board Chair may require individuals to complete speaker cards that include the individual's name, address, the proposition on which they wish to be heard, the individual's positon on the proposition (i.e., "for," "against," or "undecided"). In the event large groups or factions of individuals desire to speak (i.e., consisting of more than five individuals), the Board Chair may require each group or faction to designate a representative to speak on behalf of such group or faction but shall allow such representative at least ten minutes to address the board.
   b. This right does not apply to;
      i. An official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the board to act;

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ii. An official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;
iii. A meeting that is exempt from §286.011; or
iv. A meeting during which the board is acting in a quasi-judicial capacity. This paragraph does not affect the right of a person to be heard as otherwise provided by law.

14) Public Hearings/ Quasi-Judicial Hearings
   a. Order of Testimony
      i. The Board Chair shall announce the Public Hearing and ask staff to review the subject of the public hearing.
      ii. The Board Chair shall than open the public hearing and receive comment from anyone in attendance.
      iii. Persons wishing to provide comment shall approach the microphone, state name and address for the record, and make his/her comments.
      iv. Comments shall be limited to the subject of the public hearing only.
      v. Upon determination of no additional public comment, the Board Chair shall close the Public Hearing and restrict discussion to members of the Board and staff.
      vi. Upon completion of the discussion, the Board Chair shall entertain such action as the Board may desire.
   b. Ex- Parte Communication
      i. Board Supervisors become subject to additional constitutional and statutory prohibitions when conducting quasi-judicial proceedings. When a Board acts in a quasi-judicial capacity, its Board Supervisors are prohibited from receiving ex-parte communications. This means a Board Supervisor cannot receive information or participate in communications about such matter without providing notice and opportunity for the other party to be heard at the same time. If a Board Supervisor conducts ex-parte (i.e. one-on-one) communications they could be accused of violating an individual's constitutional right to due process of law.

15) Receipt of Notice. Persons wishing to receive, by mail, notices or agendas of meetings, may advise the District Manager or secretary at the Board's office. Such persons shall furnish a mailing address in writing and may be required to pay the cost of copying and mailing.

16) Emergency Meeting. The chair, or the vice-chair if the chair is unavailable, may convene an emergency meeting of the Board without first having complied with Subsections (1), (2), and (3), to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to notify all Board Supervisors of an emergency meeting 24 hours in advance. Reasonable efforts may include telephone notification. After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, the time, date, and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation

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in the District. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.

17) Budget Hearing; Budget Amendment. Notice of hearing on the annual budget(s) shall be in accordance with Section 190.008, Florida Statutes. Once adopted in accordance with Section 190.008, Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board. The District Manager may authorize transfers not to exceed $10,000 for the Village Community Development District No. X. If it is necessary to transfer a balance that exceeds the authorized amounts for approval by the District Manager, then it is required to receive approval by the Board. A budget resolution is required for approval by the Board if the budget total will change. In the case of an emergency expenditure affecting the health, safety or welfare of the District, its residents, or landowners, such expenditures must be approved in advance by the District Manager.

18) Continuances. Any meeting of the Board or any item or matter included on the agenda or coming before the Board at a noticed meeting may be continued without re-notice or re-advertising provided that the continuance is to a specified date, time and location publicly announced at the Board meeting where the item or matter came before the Board.

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1.6 Rulemaking Proceedings.

1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to the applicable provisions of Chapter 120, Florida Statutes, and these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District.

2) Notice of Rule Development. Except when the intended action is the repeal of a rule, the District shall provide notice of the development of proposed rules by publication of a notice of rule development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by paragraph (3). The notice of rule development shall indicate the subject area to be addressed by rule development, provide a short, plain explanation of the purpose and effect of the proposed rule, cite the specific legal authority for the proposed rule, and a statement of how a person may promptly obtain a copy of any preliminary draft, if available. All rules should be drafted in accordance with Chapter 120, F.S.

3) Notice of Proceedings and Proposed Rules. Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, setting forth a short, plain explanation of the purpose and effect of the proposed action; a reference to the specific rulemaking authority pursuant to which the rule is adopted; and a reference to the section or subsection of the Florida Statutes or the Laws of Florida being implemented, interpreted, or made specific. The notice shall include a summary of the District's statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2), and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within 21 days after publication of the notice. The notice must state the procedure for requesting a public hearing on the proposed rule unless one is otherwise scheduled. Except when the intended action is the repeal of a rule, the notice shall include a reference both to the date on which and to the place where the notice of rule development that is required by subsection (2) appeared.

    a. The notice shall be published in a newspaper of general circulation in the District not less than 28 days prior to the intended action. The proposed rule shall be available for inspection and copying by the public at the time of the publication of notice.

    b. The notice shall be mailed to all persons named in the proposed rule. Any person may file a written request with the District Manager or secretary at the Board's office to receive notice by mail of District proceedings to adopt, amend or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing. Notice will then be mailed to all persons whom, at least 14 days prior to such mailing, have made requests of the district for advance notice of its proceedings.

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4) Rule Development Workshops. Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the Board Chair must explain in writing why a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.

5) Petitions to Initiate Rulemaking. All petitions for the initiation of rulemaking proceedings pursuant to Section 120.54(7), Florida Statutes, must contain the name, address, and telephone number of the Petitioner, specific action requested, specific reason for adoption, amendment, or repeal, the date submitted, and shall specify the text of the proposed rule and the facts showing that the Petitioner is regulated by the District or has a substantial interest in the rule or action requested. Petitions to initiate rulemaking shall be filed with the District. The Board shall then act on the petition in accordance with Section 120.54(7), Florida Statutes (1999), except that copies of the petition shall not be sent to the Administrative Procedures Committee, and notice may be given in a newspaper of general circulation in the county in which the District is located.

6) Rulemaking Materials. After the publication of the notice to initiate rulemaking, the Board shall make available for public inspection and shall provide, upon request and payment of cost of copies, the following materials:

   a. The text of the proposed rule, or any amendment or repeal of any existing rules;
   b. A detailed written statement of the facts and circumstances justifying the proposed rule;
   c. A copy of the statement of estimated regulatory costs if required by Section 120.541; and
   d. The published notice.

7) Rulemaking Proceedings - No Hearing. When no hearing is requested and the Board chooses not to initiate a hearing on its own, or if the rule relates exclusively to organization, practice or procedure, the Board may direct the proposed rule be filed with the District Office no less than twenty-eight (28) days following notice. Such direction may be given by the Board either before initiating the rule-adoption process or after the expiration of the twenty-one (21) days during which affected persons may request a hearing.

8) Rulemaking Proceedings - Hearing. If the proposed rule does not relate exclusively to organization, practice or procedure, the District shall provide (upon request) a public hearing for the presentation of evidence, argument and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay or disruption of the proceedings. Any affected person may request a hearing within twenty-one (21) days after the date of publication of the notice of intent to adopt, amend or repeal a rule.

9) Request for a Public Hearing. A request for a public hearing shall be in writing and shall specify how the person requesting the public hearing would be affected by the proposed rule. The request shall be submitted to the District within 21 days after notice of intent to

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adopt, amend, or repeal the rule is published as required by law, in accordance with the procedure for submitting requests for public hearing stated in the notice of intent to adopt, amend, or repeal the rule.

a. If the notice of intent to adopt, amend, or repeal a rule did not notice a public hearing and the District determines to hold a public hearing, the District shall publish notice of a public hearing in a newspaper of general circulation within the District at least 7 days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing.

b. Written statements may be submitted by any person within a specified period of time prior to or following the public hearing. All timely submitted written statements shall be considered by the District and made a part of the rulemaking record.

10) Emergency Rule Adoption. The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of emergency rules shall be published as soon as practical in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District and otherwise complies with these provisions

11) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54, Florida Statutes.

12) Variances and Waivers. Variances and waivers from District rules may be granted subject to the provisions and limitations contained in Section 120.542, Florida Statutes.

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1.7 Decisions Determining Substantial Interests.

1) Conduct of Proceedings. Proceedings may be held by the District in response to a written request submitted by a substantially affected person within fourteen (14) days after written notice or published notice of District action or notice of District intent to render a decision. Notice of both action taken by the District and the District's intent to render a decision shall state the time limit for requesting a hearing and shall reference the District's procedural rules. If a hearing is held, the Board Chair shall designate any member of the Board (including the Chair), District Manager, District General Counsel, or other person to conduct the hearing.

    a. The person conducting the hearing may:

        i. Administer oaths and affirmations;

        ii. Rule upon offers of proof and receive relevant evidence;

        iii. Regulate the course of the hearing, including any prehearing matters;

        iv. Enter orders;

        v. Make or receive offers of settlement, stipulation, and adjustment.

    b. The person conducting the hearing shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action.

    c. The District shall issue a final order within forty-five (45) days:

        i. After the hearing is concluded, if conducted by the Board;

        ii. After a recommended order is submitted to the Board and mailed to all parties, if the hearing is conducted by persons other than the Board; or

        iii. After the Board has received the written and oral material it has authorized to be submitted, if there has been no hearing.

2) Eminent Domain. After determining the need to exercise the power of eminent domain pursuant to Subsection 190.11(11), Florida Statutes, the District shall follow those procedures prescribed in Chapters 73 and 74, Florida Statutes. Prior to exercising the power of eminent domain, the District shall:

    a. Adopt a resolution identifying the property to be taken;

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i. If the property is beyond the boundaries of the District, obtain approval by resolution of the governing body of the county if taking will occur in an unincorporated area, or of the municipality if the taking will occur within the municipality.

1.8 Purchasing Policies and Procedures.

1) The Village Community Development District No. X's purchasing policies and procedures will be conducted in accordance with the authority given in Chapter 190 of Florida State Statutes and all other applicable laws.

1.9 Effective Date.

1) These Rules shall be effective _____, 2019, except that no election of officers required by these Rules shall be required until after the next regular election for the Board of Supervisors.

Specific Authority:
Chapter 190, F.S. and other applicable laws

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The Villages®
Community Development Districts
District 3

AGENDA REQUEST

TO:	Board of Supervisors Village Community Development District 3
FROM:	District Staff
DATE:	3/8/2019
SUBJECT:	**Old Business Status Update**

ISSUE: Old Business Status Update - March 8, 2019

ANALYSIS/INFORMATION:

STAFF RECOMMENDATION:

MOTION:

ATTACHMENTS:

Description	Type
Old Business Status Update	Cover Memo

Village Community Development District No. 3
"Old Business" Status Update

Item(s) to be addressed by Staff	Action Taken	Status Update (if applicable)	Completed (√)	Date Item Identified
No items to be addressed.				
Non-District 3 Item(s)				
No items to be addressed.				
Staff will provide future FEMA updates as they become available.				

Updated 2/26/2019

The Villages®
Community Development Districts
District 3

AGENDA REQUEST

TO:	Board of Supervisors Village Community Development District 3
FROM:	Anne Hochsprung, Finance Director
DATE:	3/8/2019
SUBJECT:	**Financial Statements**

ISSUE: Budget to Actual Statements as of January 31, 2019

ANALYSIS/INFORMATION:

STAFF RECOMMENDATION:

MOTION:

ATTACHMENTS:

Description	Type
Budget to Actual	Cover Memo
Cash Sheet	Cover Memo

VILLAGE COMMUNITY DEVELOPMENT DISTRICT #3
OPERATING BUDGET
BUDGET TO ACTUAL STATEMENT AS OF: January 31, 2019 (Unaudited)
Four (4) Months of Operations- 33.33% of Year

Account Number	Description of Account		Annual Budget	Actual Information: Current Month Actual	Actual Information: Year-to-Date Actual	Year-to-Date Variance	Percent of Annual Budget	Footnotes
	REVENUES:					**Over/(Under)**		
325211	Net Maintenance Assessments		$ 1,331,353	$ 63,182	$ 1,228,259	$ (103,094)	92.26%	A
337401	Sumter Co Road Agreement		31,172	-	7,793	(23,379)	25.00%	
341917	Insurance Reimbursement		-	330	330	330	0.00%	B
341999	Miscellaneous Revenue		-	-	412	412	0.00%	C
361102	Interest Income Cash Equiv		8,500	2,649	6,213	(2,287)	73.09%	D
361105	Interest Income Tax Collector		700	865	865	165	123.57%	E
	Total Revenues:		**$ 1,371,725**	**$ 67,026**	**$ 1,243,872**	**$ (127,853)**	**90.68%**	
361306	Unrealized Gain or Loss- FLGIT		-	3,485	5,725	5,725	0.00%	F
361307	Unrealized Gain or Loss- LTP		-	(11,613)	(23,238)	(23,238)	0.00%	F
361309	FLFITUnrealized Gain/Loss		-	285	(184)	(184)	0.00%	D
361409	FLFIT Realized Gain/Loss		-	1,472	5,590	5,590	0.00%	D
361404	FMIvT Realized Gain/Loss		-	9	9	9	0.00%	G
381002	Transfer In-Debt Service		35,185	-	-	(35,185)	0.00%	
	Total Available Resources:		**$ 1,406,910**	**$ 60,664**	**$ 1,231,774**	**$ (175,136)**	**87.55%**	
	EXPENDITURES:					**Under/(Over)**		
511111	Executive Salaries		$ 16,000	$ 1,000	$ 4,000	$ 12,000	25.00%	
511211	Social Security Taxes		992	62	248	744	25.00%	
511212	Medicare Taxes		232	15	58	174	25.00%	
511241	Worker's Compensation		44	31	49	(5)	111.36%	H
	Subtotal Personnel Services		**17,268**	**1,108**	**4,355**	**12,913**	**25.22%**	
513311	VCCDD Management Fees		178,344	14,862	59,448	118,896	33.33%	
513312	Engineering Fees		12,100	567	567	11,533	4.69%	
514313	Legal Services		7,000	804	1,454	5,546	20.77%	
513314	Tax Collector Fees		27,737	1,264	24,565	3,172	88.56%	A
519316	Deed Compliance Services		36,307	3,026	12,099	24,208	33.32%	
513318	Technology Services		5,094	425	1,694	3,400	33.25%	
519319	Other Professional Services		14,883	1,296	1,577	13,306	10.60%	
	Subtotal Professional Services		**281,465**	**22,244**	**101,404**	**180,061**	**36.03%**	
513322	Auditing Services		9,500	-	2,375	7,125	25.00%	
	Subtotal Accounting Services		**9,500**	**-**	**2,375**	**7,125**	**25.00%**	
513343	Systems Management Support		1,485	19	56	1,429	3.77%	
513344	Payroll Services		162	-	-	162	0.00%	
513349	Misc Contractual Services		-	1,972	3,419	(3,419)	0.00%	I
	Subtotal Other Contractual Services		**1,647**	**1,991**	**3,475**	**(1,828)**	**210.99%**	
513412	Postage		100	-	-	100	0.00%	
	Subtotal Comm & Freight Services		**100**	**-**	**-**	**100**	**0.00%**	
541431	Electricity		174,049	13,884	52,375	121,674	30.09%	
539434	Irrigation Water		19,961	2,195	7,985	11,976	40.00%	
	Subtotal Utilities Services		**194,010**	**16,079**	**60,360**	**133,650**	**31.11%**	
539442	Equipment Rental		1,000	-	-	1,000	0.00%	
500442	**Subtotal Rentals & Leases**		**1,000**	**-**	**-**	**1,000**	**0.00%**	
513451	Casualty & Liability Insurance		6,820	-	5,895	925	86.44%	J
	Subtotal Insurance		**6,820**	**-**	**5,895**	**925**	**86.44%**	
539461	Equipment Maintenance		1,000	-	-	1,000	0.00%	
539462	Building/Structure Maintenance	**	132,292	307	34,797	97,495	26.30%	
539463	Landscape Maint. Recurring		443,387	33,087	132,347	311,040	29.85%	
539464	Landscape Maint.NonRecurring		110,000	3,603	3,603	106,397	3.28%	
539468	Irrigation Repair		29,794	2,870	6,330	23,464	21.25%	
539469	Other Maintenance		97,860	5,493	13,163	84,697	13.45%	
	Subtotal Repair & Maintenance Services		**814,333**	**45,360**	**190,240**	**624,093**	**23.36%**	
513471	Printing & Binding		500	-	30	470	6.00%	
	Subtotal Printing & Binding		**500**	**-**	**30**	**470**	**6.00%**	
513493	Permits and Licenses		250	175	175	75	70.00%	K
513497	Legal Advertising		2,200	-	211	1,989	9.59%	
513499	Miscellaneous Current Charges		500	-	-	500	0.00%	
	Subtotal Other Current Charges		**2,950**	**175**	**386**	**2,564**	**13.08%**	
539522	Operating Supplies		1,500	-	-	1,500	0.00%	
	Subtotal Operating Supplies		**1,500**	**-**	**-**	**1,500**	**0.00%**	
	Subtotal Operating Expenditures		**$ 1,331,093**	**$ 86,957**	**$ 368,520**	**$ 962,573**	**27.69%**	
539633	Capital Outlay Expenditures- Infrastructure		$ 487,322	$ -	-	487,322	0.00%	
	Subtotal Non-operating Expenditures		**$ 487,322**	**$ -**	**$ -**	**$ 487,322**	**0.00%**	
517730	Miscellaneous Bond Expenses		**$ -**	-	$ 10	$ (10)	0.00%	L
581911	Transfers to General R & R		100,000	8,333	33,336	66,664	33.34%	
	Subtotal Transfers		**$ 100,000**	**$ 8,333**	**$ 33,346**	**$ 66,654**	**33.35%**	
	Total Expenditures		**$ 1,918,415**	**$ 95,290**	**$ 401,866**	**$ 1,516,549**	**20.95%**	
369901	**Change in Unreserved Net Position**		**$ (511,505)**	**$ (34,626)**	**$ 829,908**	**$ 1,341,413**		

Change in Net Assets indicates a budget addition of $32,759 to Capital Project Phase II and reductions in Capital Project Phase I of $38,165, Reduction in General R&R $446,731, and a reduction in Working Capital $59,368

VILLAGE COMMUNITY DEVELOPMENT DISTRICT #3
OPERATING BUDGET
BUDGET TO ACTUAL STATEMENT AS OF: January 31, 2019 (Unaudited)
Four (4) Months of Operations- 33.33% of Year

Fund Balance Analysis:	Balance Forward 09/30/18	Current Month Actual	Year to Date Actual	Current Balance
Unassigned	$ 774,124	$ (34,626)	$ 829,908	$ 1,604,032
Restricted Cap PhI	62,792	-	-	62,792
Restricted Cap PhII	69,891			69,891
Committed R&R - Cart Paths	21,392			21,392
Committed R&R - General	729,202	8,333	33,336	762,538
Committed R&R - Villa Roads	197,708	-	-	197,708
Total Fund Balance	**$ 1,855,109**	**$ (26,293)**	**$ 863,244**	**$ 2,718,353**

Footnotes:

A: Net Maintenance Assessment Revenue is paid to the District by Sumter County and is received from the payment of property tax bills. The bills are mailed on November 1 and the first payments begin to arrive in late November. The Tax Collector deducts a 2% fee for collection services.

B: PGIT Insurance reimbursement

C: Miscellaneous Revenue includes the annual electric reimbursement.

D: Interest Income includes monthly interest from CFB, our depository bank, and investments with Florida Cooperative Liquid Assets Security System (FLCLASS), and Florida Fixed Income Trust (FLFIT).

Month	CFB	FLCLASS	FLFIT
Sep-18	1.43%	2.22%	2.56%
Oct-18	1.64%	2.29%	2.58%
Nov-18	1.64%	2.41%	2.64%
Dec-18	1.73%	2.51%	2.69%
Jan-19	1.89%	2.63%	2.76%

E: Quarterly interest income from Sumter County Tax Collector.

F: The Unrealized gain/loss and rate of return for FLGIT and LTIP will not be available until next month.

Month	FLGIT	LTIP
Sep-18	0.00%	-0.35%
Oct-18	0.96%	-63.06%
Nov-18	3.37%	12.39%
Dec-18	6.73%	-53.31%
Jan-19	--	--

G: FMIvT conducted an audit and determined the District was owed additional realized gain.

H: Annual workers compensation insurance payment was made in October.

I: Expenditures are for Administrative services provided by Disaster Law and Consulting, LLC to assist with FEMA matters related to Hurricane Irma.

J: Liability and property insurance premiums for the fiscal year were paid in October.

K: Annual Special District fee for the State of Florida was incurred in the month of January.

L: The unbudgeted expenditure is related to county recording fees ($10 per property) for Release of Lien on the bond for those remaining homeowners that made the final payment for the 2012 Bond Series. Additional releases will be processed in the upcoming months.

** **2017-18 Carryforward and 2018-19 Budget Amendment**

Working Capital	-	12,000
Building/Structure Maintenance	+	12,000

The Villages®
Community Development Districts
District 3

CASH AND INVESTMENT SUMMARY
AS OF JANUARY 31, 2018

Fund Code	Account Name	Bank	Balance as of 10/01/18	Current Balance	Reconciled Yes/No
	GENERAL FUND				
001	Cash Operating Acct	CFB	191,275.70	197,090.12	Yes
001	FLCLASS	FLCLASS	198,340.97	1,036,793.91	Yes
	Sub-total Cash & Cash Equivalents		**389,616.67**	**1,233,884.03**	
001	Cash-FL-FIT	FLFIT	631,363.13	636,769.58	Yes
001	FLGIT	FLGIT	618,782.70	624,507.56	Yes
001	Long Term Investment	USB	274,333.96	251,095.60	Yes
	Sub-total Investments		**1,524,479.79**	**1,512,372.74**	
	TOTAL - General		**1,914,096.46**	**2,746,256.77**	
201	Revenue Fund 2012	USB	3,251.66	317,090.88	Yes
201	Principal PrePay 2012	USB	9,260.73	4,261.30	Yes
202	Revenue Fund 2013	USB	45,363.02	262,900.12	Yes
202	Principal PrePay 2013	USB	40,390.82	19,560.51	Yes
	TOTAL - Debt service		**98,266.23**	**603,812.81**	
	Grand Totals		**2,012,362.69**	**3,350,069.58**	

The Villages®
Community Development Districts
District 3

AGENDA REQUEST

TO:	Board of Supervisors Village Community Development District 3
FROM:	DPM Staff
DATE:	3/8/2019
SUBJECT:	**DPM Monthly Report**

ISSUE:

ANALYSIS/INFORMATION:

STAFF RECOMMENDATION:

MOTION:

ATTACHMENTS:

Description	Type
DPM Report	Cover Memo

The Villages®
Community Development Districts
Property Management

District 3

March 2019

LANDSCAPE

New Projects: N/A
Prior Month Project Status:
1. Replanting several spots along BVB at multiple villa signs

Completed Projects: N/A
General Maintenance:
1. Regular Monthly Maintenance
    - Mowing
    - Edging
    - Trimming
    - Weeding
2. DPM continues to mow and create SOP furrow rows around the perimeter of the water retention areas. The height of cut has been raised to slow down water sheet flow and capture any nutrients that may wash from surrounding properties.

WALLS/FENCES & HARDSCAPES

New Projects: N/A
Prior Month Project Status: N/A
Completed Projects:
1. Painting of the Villa Berea wall completed

General Maintenance: N/A

ROADWAYS

New Projects: N/A
Prior Month Project Status: N/A
Completed Projects: N/A
General Maintenance: N/A

MISCELLANEOUS ITEMS

New Projects: N/A
Projects In Progress: N/A
Completed Projects: N/A
General Maintenance: N/A

The Villages®
Community Development Districts
District 3

AGENDA REQUEST

TO: Board of Supervisors
Village Community Development District 3

FROM: Anne Hochsprung, Finance Director

DATE: 3/8/2019

SUBJECT: **Long-term Investment Portfolio (for information only)**

ISSUE:
Long-Term Investment Portfolio Review

ANALYSIS/INFORMATION:
The Investment Advisory Committee met with PFM Advisors on February 5, 2019 to review the annual cash flow analysis. The analysis is performed annually to determine the appropriate allocation of cash, cash equivalents and investments in the Long Term Investment Portfolio (LTIP). As previously defined by the Board, the balance in the LTIP should be 15% of the total cash and investment portfolio, net of the short term allocation. Based on this analysis, the IAC recommended a net $4 million increase to the LTIP across all Districts combined to be reevaluated every quarter and deposited ratably over the next four quarters, beginning April 1, 2019.

Total cash and investments on hand in District 3 as of September 30, 2018 were $1,914,097, of which $208,140 should be in the LTIP. As of September 30, 2018, the LTIP balance exceeds the threshold established.

STAFF RECOMMENDATION:
No additional funds should be invested in the LTIP per the following analysis:

District Name	Recommended LTIP Balance (15%)	LTIP Balance as of September 30, 2018	Total Add'l Funds to Deposit	Adjusted LTIP Balance	April 1 Qtrly Installment
District #3	$ 208,140	$ 274,334	$ -	$ 274,334	$ -

MOTION:
No action.

The Villages®
Community Development Districts
District 3

AGENDA REQUEST

TO: Board of Supervisors
Village Community Development District 3

FROM:

DATE: 3/8/2019

SUBJECT: **AAC After Agenda**

ISSUE:

ANALYSIS/INFORMATION:

STAFF RECOMMENDATION:

MOTION:

ATTACHMENTS:

Description	Type
AAC After Agenda	Cover Memo

District 1 - Carl Bell
District 2 - Ann Forrester, Chairman
District 3 - John Wilcox, Vice Chairman
District 4 - Don Deakin
Lady Lake/Lake Co. - Lowell Barker
VCCDD Board - Gary Moyer

Amenity Authority Committee
Monthly Board Meetings are held at:
Savannah Regional Recreation Center
Ashley Wilkes Room 1545 Buena Vista Blvd. The Villages, FL 32162
The Villages, Florida 32162

AFTER AGENDA

March 6, 2019
9:00 AM

Notice to Public: Audience Comments on all issues will be received by the Board.
The District Board welcomes participation during public meetings; however, in order to conduct business in an orderly fashion the Board of Supervisors requests you limit your comments to three (3) Minutes. If you have a general comment that is not included as an item on the agenda please come before the Board during the Audience Comments portion of the meeting. If your comment pertains to a specific on the agenda, the Chairman or Vice-Chairman will request public comments when the item is addressed. Thank you for attending the meeting and for your interest in your local government.

1. Call to Order

   A. Roll Call – All present

   B. Pledge of Allegiance

   C. Observation of Moment of Silence

   D. Welcome Meeting Attendees

   E. Audience Comments – No audience comments were received.

NEW BUSINESS:

2. Approval of the Minutes

   Approval of the Minutes for the Meeting held on February 6, 2019 and the Workshop held on January 23, 2019. – The Committee approved and no discussion occurred.

3. Award of BID #19B-003 Roof Replacements at Various Recreation Centers

   Review and approval to present a recommendation to award of Invitation to Bid (ITB) #19B-003 Roof Replacements at Various Recreation Centers to the Village Center Community Development District Board (VCCDD). – Following Staff overview, the Committee approved.

4. Request to Declare Nova Sports USA as the Standardized Product of use for Shuffleboard Court Resurfacing Projects at Recreation Centers.

   Review and approval to present request to declare and approve Nova Sports USA as the Standardized Product of use for Shuffleboard Court Resurfacing Projects at District Recreation Centers to the Village Center Community Development District Board (VCCDD). – The Committee approved and no discussion occurred.

5. Termination of RFP #17P-023 VCCDD and SLCDD Professional Janitorial Services

   Standardization of janitorial contracts is desired as is the increased scope of services to meet the District's service expectations. – Following Staff overview, the Committee approved.

6. Quit Claim Deed between The Villages of Lake-Sumter, Inc. to Village Center Community Development District

   To acquire property from The Villages of Lake Sumter, Inc. for the construction of a new Air Gun Range. – Following Staff overview, the Committee approved. The Committee requested a "thank you" letter be prepared for Chairman signature and sent to the Developer.

7. Shay Gate Bathroom Addition

   Shay Gate House is the only staffed gate with no restroom facility – The Committee tabled the item to allow Staff the opportunity to review technology options for an unmanned gate

8. Update regarding The Villages Community Development District First Responder themed Recreation Center (previously First Baptist Church).

   Status update on current progress and information regarding the previous First Baptist Church located in The Villages of Marion, now First Responder themed Recreation Center. – Staff provided the Committee with an overview of the progress. The Committee approved new name to "First Responders Recreation Center".

   - Lt. Siemer provided an overview of an article recently published re: statistics in The Villages.

OLD BUSINESS:

9. Capital Projects Update

   The Capital Projects Update will be provided to the Committee at the meeting.

   - Church Property on CR 42: resident survey will be presented to the AAC at the April 10th meeting. AAC directed Staff at the January workshop to include a $6.5 million placeholder for design and renovation of the recreation center. Once survey results are reviewed, AAC will make necessary decisions regarding scope/design and updated cost estimates.
   - Del Mar Gate: At the January workshop AAC authorized expenditure of $15,000 for Staff to proceed with redesign of a second entry lane at the Del Mar Gate.
   - Aquatic Access Lifts: AAC directed Staff at the January workshop to proceed with purchase and installation of Aquatic Access Lifts at the last eight pools,

north of CR 466 which are not equipped with a lift. Estimated cost is $80,000 for purchase of lifts and approximately $4,000 in annual maintenance.

- Paradise Recreation Center: At the January workshop, Staff presented and reviewed the scope, design and budget of the project. AAC directed Staff to delay the project until the Villages of Marion recreation center was further along, which will allow the completion of the new recreation center to provide additional space when the Paradise Recreation Center is closed for renovation.

10. Old Business Status Update

    Old Business Status Update - March 6, 2019

    - Staff will review dates for a future workshop re: First Responders Recreation Center following the April meeting.

INFORMATIONAL ITEMS ONLY:

11. VCCDD Financial Statements

    A. VCCDD Budget to Actuals as of January 31, 2019
    B. Interest Allocation as of January 31, 2019

12. RAD Fund: Capital Projects Work Plan

    Fiscal Year 2018-19 RAD Fund: Capital Projects Work Plan - March

13. Architectural Review Committee Alternate Member

    Alternate member to the Architectural Review Committee (ARC).

REPORTS AND INPUT:

14. District Manager Reports

    A. Updated Resident Academy Flyer

    B. Reminder: District Government Update Meeting

15. District Counsel Reports – There were no District Counsel Reports.
    - Staff addressed the Committee requesting approval of the standardization of Aquatic Access Lifts. The Committee approved.

16. Supervisor Comments

17. Adjourn – The meeting was adjourned at 10:41 a.m.

The Villages®
Community Development Districts
District 3

AGENDA REQUEST

TO:	Board of Supervisors Village Community Development District 3
FROM:	District Staff
DATE:	3/6/2019
SUBJECT:	**Updated Resident Academy Flyer**

ISSUE:

ANALYSIS/INFORMATION:

STAFF RECOMMENDATION:

MOTION:

ATTACHMENTS:

Description	Type
Resident Academy Flyer	Cover Memo

Resident ACADEMY

You are invited!

Join us at an upcoming Resident Academy.
An interactive program to learn about your local government.

- Help alleviate the confusion, questions and misinformation that exists regarding the responsibilities and functions of The Villages® Community Development Districts.
- Learn all about the history and benefits of special districts.
- Have the opportunity to tour the North Sumter Utility Plant.
- Obtain information on the following District departments – The Villages Fire Rescue, Property Management, Customer Service, Community Standards, Community Watch, Recreation & Parks, Executive Golf, Budget, Utilities, Finance and MORE!

Updated Format • Updated Information • No Waiting List

Choose from 3 convenient dates in 2019 to fit your active lifestyle
Registration begins Thursday, February 28th.

April 29 • 12:30p.m. - 5:30p.m. • Rohan Recreation Center

July 29 • 12:30p.m. - 5:30p.m. • Rohan Recreation Center

November 13 • 8a.m. - 1p.m. • Savannah Center

www.DistrictGov.org

CLICK ON **www.DistrictGov.org** FOR MORE!

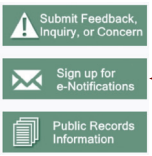
Resident ACADEMY

Easy Registration

- Register online at www.DistrictGov.org by clicking on the 'Resident Academy' link.
- Register in person at the District Customer Service Center or at any Regional Recreation Center.
- For assistance, contact the District Customer Service Center at (352) 753-4508.

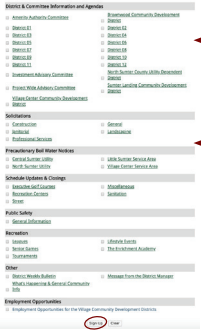
To keep up with what's happening, make sure you are signed up to receive e-Notifications! By signing up for these email notifications, we will notify you of future opportunities and other helpful community information. Need help signing up? Contact us at (352) 753-4508 for assistance.

Follow these 4 simple steps to sign up for e-Notifications



1. On the main page of www.DistrictGov.org click on 'Sign up for e-Notifications'

2. Enter your information



3. Choose the specific notifications you would like to receive and click 'Sign Up'

4. Check your email and confirm

For additional information or to request an accommodation, please contact the District Customer Service Center at (352) 753-4508.

The Villages®
Community Development Districts

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The Villages®
Community Development Districts
District 3

AGENDA REQUEST

TO:	Board of Supervisors Village Community Development District 3
FROM:	Richrd J. Baier, District Manager
DATE:	3/6/2019
SUBJECT:	**Ex-parte Communication**

ISSUE:

ANALYSIS/INFORMATION:

STAFF RECOMMENDATION:

MOTION:

ATTACHMENTS:

Description	Type
District Handout	Cover Memo

The Villages®
Community Development Districts

GOVERNMENT IN THE SUNSHINE

- Florida's Government in the Sunshine Law, commonly referred to as the Sunshine Law, provides a right of access to governmental proceedings at both the state and local levels.
- The law is equally applicable to elected and appointed board and has been applied to any gathering of two or more members of the same board to discuss matters which will foreseeably come before that board for action.
- Three basic requirements of Chapter 286.011 of the Florida State Statutes are:
  - Meetings of public boards or commissions must be open to the public;
  - Reasonable notice of such meetings must be given; and
  - Minutes of the meetings must be taken.

PUBLIC RECORDS

- District documents are public records and must be provided upon request.
- The Florida Supreme Court has determined that public records are all materials made or received by an agency in connection with official business which are used to perpetuate, communicate or formalize knowledge.
- They are not limited to traditional written documents. Tapes, photographs, films and sound recordings are also considered public records subject to inspection unless a statutory exemption exists.
- Each type of public record document has its own retention period.

EX-PARTE COMMUNICATIONS

- Florida law prohibits the Board of Supervisors from communicating with residents about Deed Compliance or Architectural Review issues/cases. Please contact the Community Standards Department directly at deedcompliance@districtgov.org to report any concerns you might have or by phone: 352-751-3912.

The Villages®
Community Development Districts
District 3

AGENDA REQUEST

TO:	Board of Supervisors Village Community Development District 3
FROM:	Richard J. Baier, District Manager
DATE:	3/6/2019
SUBJECT:	**Reminder: District Government Update Meeting**

ISSUE:A District Government Update Meeting will be held on Friday, April 5, 2019 from 9:00 to 11:00 am. at the Rohan Regional Recreation Center in the Colony Cottage and Laurel Manor Rooms.

ANALYSIS/INFORMATION:

STAFF RECOMMENDATION:

MOTION: