

**MINUTES OF MEETING
BELLEHAVEN
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Bellehaven Community Development District held a Regular Meeting and Audit Committee Meeting on October 2, 2025 at 2:00 p.m., at 1415 SW 17th Street, Ocala, Florida 34471.

Present:

Fred C. Armstrong	Chair
Alec Morris (via telephone)	Vice Chair
Chris Armstrong	Assistant Secretary
Tyler Armstrong	Assistant Secretary

Also present:

Chris Conti	District Manager
Jere Earlywine (via telephone)	District Counsel

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Conti called the meeting to order at 2:00 p.m.

Supervisors Fred C. Armstrong, Chris Armstrong, and Tyler Armstrong were present. Supervisor Morris attended via telephone. Supervisor Martin was not present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Recess Regular Meeting/Commencement
of Audit Selection Committee Meeting**

The Regular Meeting recessed and the Audit Selection Committee Meeting commenced.

FOURTH ORDER OF BUSINESS

**Review of Responses to Request for
Proposals (RFP) for Annual Audit Services**

A. Affidavit of Publication

B. RFP Package

These items were included for informational purposes.

C. Respondent(s)

Mr. Conti discussed the qualifications and pricing for each of the following respondents and presented his own Auditor Evaluation Matrix scores and ranking.

I. Berger, Toombs, Elam, Gaines & Frank

Bid: \$4,100 for the year ended September 30, 2025; if a bond issuance occurs in the fiscal year ended September 30, 2025, the fee will be \$5,500.

II. DiBartolomeo, McBee, Hartley & Barnes, P.A.

Bid: \$2,450 for Fiscal Year 2025, \$2,650 for Fiscal Year 2026, and \$2,900 for Fiscal Year 2027, plus an additional mutually agreed upon fee with bond issuance.

Mr. Conti stated that he inquired about the additional “agreed upon fee” with bond issuance and was told it would be an additional \$1,250 with bond issuance.

III. Grau & Associates

Bid: \$3,200 for Fiscal Year 2024 \$3,300 for Fiscal Year 2025, \$3,400 for Fiscal Year 2026, \$3,500 for Fiscal Year 2027, and \$3,600 for Fiscal Year 2028, plus an additional \$1,500 with bond issuance.

D. Auditor Evaluation Matrix/Ranking

The Audit Selection Committee agreed with Mr. Conti’s scores and ranking, as follows:

#1	DiBartolomeo, McBee, Hartley & Barnes, P.A.	100 Points
#2	Grau & Associates	98 Points
#3	Berger, Toombs, Elam, Gaines & Frank	87 Points

On MOTION by Mr. Fred C. Armstrong and seconded by Mr. Morris, with all in favor, accepting Mr. Conti’s scores and ranking as the Audit Selection Committee’s own scores, ranking and recommendation to rank DiBartolomeo, McBee, Hartley & Barnes, P.A., as the #1 ranked respondent to the RFP for Annual Audit Services, was approved.

FIFTH ORDER OF BUSINESS

Termination of Audit Selection Committee Meeting/Reconvene Regular Meeting

The Audit Selection Committee Meeting terminated and the Regular Meeting reconvened.

SIXTH ORDER OF BUSINESS

Consider Recommendation of Audit Selection Committee

- **Award of Contract**

On MOTION by Mr. Fred C. Armstrong and seconded by Mr. Chris Armstrong, with all in favor, accepting the Audit Selection Committee scores, ranking and recommendation ranking DiBartolomeo, McBee, Hartley & Barnes, P.A., as the #1 ranked respondent to the RFP for Annual Audit Services as the Board's own scores and ranking, and awarding the Annual Audit Services Contract to DiBartolomeo, McBee, Hartley & Barnes, P.A., was approved.

SEVENTH ORDER OF BUSINESS

Ratification of Disclosure Technology Services, LLC EMMA® Filing Assistance Software as a Service License Agreement

Mr. Conti presented the Disclosure Technology Services, LLC EMMA® Filing Assistance Software as a Service License Agreement.

Discussion ensued using the software system.

On MOTION by Mr. Chris Armstrong and seconded by Mr. Tyler Armstrong, with all in favor, the Disclosure Technology Services, LLC EMMA® Filing Assistance Software as a Service License Agreement, was ratified.

EIGHTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of August 31, 2025

On MOTION by Mr. Fred C. Armstrong and seconded by Mr. Chris Armstrong, with all in favor, the Unaudited Financial Statements as of August 31, 2025, were accepted.

NINTH ORDER OF BUSINESS

Approval of August 7, 2025 Public Hearing and Regular Meeting Minutes

On MOTION by Mr. Fred C. Armstrong and seconded by Mr. Tyler Armstrong, with all in favor, the August 7, 2025 Public Hearing and Regular Meeting Minutes, as presented, were approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

Mr. Earlywine asked to be kept informed about platting, utilities, etc., as they approach substantial completion. He asked how the project is progressing and when the Board might want to issue its second series of bonds. Mr. Morris stated the project is progressing well; they are close on the plats, and the utility lines and off-site improvements are progressing. Phase 2 is substantially complete. Assessment Area 2 is under design. Regarding issuing bonds, it will likely be a while, possibly another 15 months.

B. District Engineer (Interim): Tillman and Associates Engineering, LLC

There was no District Engineer report.

C. District Manager: Wrathell, Hunt and Associates, LLC

• Discussion/Consideration: District Engineering Services

Mr. Conti stated that a Request for Qualifications (RFQ) for Engineering Services was advertised and there were no responses. If the Board would like, it can award the contract to Tillman and Associates Engineering, LLC, who is the current Interim District Engineer and authorize District Counsel to negotiate an agreement.

On MOTION by Mr. Fred C. Armstrong and seconded by Mr. Tyler Armstrong, with all in favor, awarding the Engineering Services Contract to Tillman and Associates Engineering, LLC, and authorizing District Counsel to negotiate an agreement, was approved.

• NEXT MEETING DATE: November 6, 2025 at 2:00 PM

○ QUORUM CHECK

The November 6, 2025 meeting will be cancelled.

ELEVENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

TWELFTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Fred C. Armstrong and seconded by Mr. Chris Armstrong, with all in favor, the meeting adjourned at 2:13 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair