

***Woodlands Section 9
Community Development District***

December 9, 2025

Woodlands Section 9

Community Development District

Agenda

Tuesday
December 9, 2025
4:00 p.m

Seat 1: Lindsay Foster – (C.)	
Seat 2: John Lonergan – (V.C.)	
Seat 3: Janet Trump – (A.S.)	
Seat 4: Albani Belandria – (A.S.)	
Seat 5: Landon Massel – (A.S.)	

699 N Federal Hwy, Suite #450,
Fort Lauderdale, FL
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Meeting ID: 250 733 128 743 and Passcode: gHnsGt
1 872-240-4685 and Phone Conference ID: 294 253 9#

1. Roll Call
2. Approval of the Minutes of July 8, 2025 Meeting – **Page 3**
3. Ratification of E-Verify System Memorandum of Understanding for Employees – **Page 10**
4. **Appointment of Audit Selection Committee – Page 27**
Audit Selection Committee Meeting:
 - A. **Opening Audit Selection Committee Meeting**
 - B. **Roll Call**
 - C. **Selection of Criteria for Evaluation**
 - D. **Authorizing of RFP**
 - E. **Adjournment**
5. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Manager – Final Approval of the FY2024 – FY2025 Report Performance Measures and Standards – **Page 31**
6. Financial Reports
 - A. Funding Requests **#9, #10 & #11 – Page 35**
 - B. Acceptance of Unaudited Financials – **Page 38**
7. Supervisors Requests and Audience Comments
8. Adjournment

Meetings are open to the public and may be continued to a time, date and place certain. For more information regarding this CDD please visit the website: <https://www.woodlandssection9cdd.com>

**MINUTES OF MEETING
WOODLANDS SECTION 9
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Woodlands Section 9 Community Development District was held on Tuesday, July 8, 2025 at 4:00 p.m. at 515 E. Las Olas Blvd., Fort Lauderdale, Florida 33301

Present and constituting a quorum were:

Janet Trump
Albani Belandria
Landon Massel

Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Ginger Wald
Andrew Gill
Ryan Wheeler

District Counsel
District Manager
District Engineer (by phone)

FIRST ORDER OF BUSINESS

Roll Call

Mr. Gill called the meeting to order and stated we have a quorum.

SECOND ORDER OF BUSINESS

**Approval of the Minutes of the
April 8, 2025 Meeting**

Mr. Gill: Item No. 2 on the agenda is approval of the minutes of the April 8, 2025 meeting and those minutes are included in your packet. Are there any additions, deletions or corrections? Hearing none, I'll ask for a motion to approve them.

On MOTION by Mr. Massel seconded by Ms. Trump with all in favor, the Minutes of April 8, 2025 Meeting were approved.

THIRD ORDER OF BUSINESS

**Public Hearing to Adopt the
Fiscal Year 2026 Budget**

A. Motion to Open the Public Hearing

Mr. Gill: Item No. 3 is the public hearing to adopt the fiscal year 2026 budget, I'll first need a motion to open the public hearing.

On MOTION by Mr. Massel seconded by Ms. Trump with all in favor, opening the Public Hearing was approved.

B. Public Comment and Discussion

C. Consideration of Resolution #2025-09 Adopting the Final Fiscal Year 2026 Budget

Mr. Gill: First and foremost, there are no members of the public here in person or on the phone, so we can move down to resolution #2025-09, and this resolution adopts the fiscal year 2026 budget that was previously presented to the Board and approved. I have provided hard copies of the budget but, it's also in your packet as well. There have been no additional changes from when this budget was previously approved by the Board, it's also developer funded at this point and there are no assessments.

Ms. Wald: Well, there are assessments, they're just not provided on the tax roll.

Mr. Gill: Ok, thank you for that clarification Ginger. So, as I said before the budget has administrative costs and we also included field expenditures which may or may not be utilized and needed this next fiscal year but, we approved those numbers so you would have them. Are there any questions?

Mr. Massel: No.

Mr. Gill: Ok, so if there are no questions, what I'm looking for is a motion to adopt resolution #2025-09 and this resolution will adopt your final fiscal year 2026 budget.

On MOTION by Ms. Trump seconded by Mr. Massel with all in favor, Resolution #2025-09 adopting the final Fiscal Year 2026 Budget was approved.

D. Consideration of Developer's Funding Agreement

Mr. Gill: Next is item 3D, and this is consideration of the developer's funding agreement, and this agreement details how the District will be funded, it's developer funded as I said earlier, and not paid for by assessments through the homeowners, and this developer funding agreement states that in the budget for fiscal year 2025 and 2026 which will be paid for by the developer. Are there any questions?

Mr. Massel: No.

Mr. Gill: Ok, so I'll ask for a motion to approve the developer's funding agreement.

On MOTION by Ms. Trump seconded by Ms. Belandria with all in favor, accepting the Developer Funding Agreement was approved.

Mr. Gill: And we just had Ryan Wheeler, District engineer just joined the meeting, Ryan, can you hear us?

Mr. Wheeler: Yes, I can.

Mr. Gill: No, problem, we're moving down to item 3E right now on the agenda.

E. Motion to Close the Public Hearing

Mr. Gill: Any other questions from the Board? If not, I'll ask for a motion to close this public hearing.

On MOTION by Mr. Massel seconded by Ms. Trump with all in favor, closing the Public Hearing was approved.

FOURTH ORDER OF BUSINESS

Staff Reports

Mr. Gill: Next up is staff reports, District attorney, Ginger.

A. Attorney – Memorandum – 2025 Legislative Update

Ms. Wald: Yes, so in your packet is our 2025 legislative update, a lot of the items that we thought were going to go through didn't so it's limited this year. The first one is dealing with the definition of public officer for public records exemption, didn't add anybody new for CDD Board members but, it did add new folks who are spouses or children of certain public officers such as, the Governor, Lieutenant Governor, Attorney General, and so on and so forth, and therefore, if we have a situation where we have somebody that is under that exemption then we would make sure that if a public records request came in that those items would be protected. Number two is dealing with a CDD being able to require stricter bond rating requirements which we don't do, as for investment policies but, other local governments have and if that is something that the CDD wanted to look into we would know what to do, so that has changed. The third is probably the most important, it's dealing with the rulemaking process, now we've already adopted our rules of procedures so we're good to go for a while but, as we proceed down the path of going ahead and building the infrastructure and proceeding forward and we want to have rules and regulations regarding the recreational center it has changed, and so it is a longer time

period we have to now provide that original notice for 90 days before we can adopt the rule and we have to have additional advertisement requirements but, that's going to be down the road for you folks in this CDD. The fourth one that's on here is, you no longer can fabricate that you are a member of the armed forces or that you have certain ranking in the armed forces, or won some award, and it's called the stolen valor provision but, it does provide for ethics penalties, so the Commission on Ethics could go against you as a public officer and actually penalize you for doing that, and nobody here has that so we don't have to worry about you folks. Number five is interesting, so number five we have added, CDDs normally do not proceed forward with platting but, developer funded CDDs do, and also specifically related thereto CDDs are requested to sign off on certain plats. What this law does is expedite the process for someone to apply for the plats dealing with cities and counties and how the cities and counties now must respond in a timely manner to any revisions. It's very interesting, the new requirements, it went into effect on July 1st, so my recommendation is to review it and you would be able to use it to your benefit potentially if cities, and in this case when we're dealing with the city and the county too, if they do not proceed forward with this law, so this could be helpful for you for this CDD and potentially for others or other local government matters. Number six is dealing with change orders and the requirements for changes orders by contractors it's speeds up the timeline and this is a trend that we've been seeing in the last few years so, it's just some additional steps that we need to make sure when change orders come in that they're addressed quickly. That actually already is done because we have wonderful Mr. Ryan Wheeler on the phone and he would make sure that this is complied with so those are done, and that's basically it. We were hoping that another legislative item that was put forth but, it didn't happen, in any case, was removing those performance measurers and standards but, that didn't happen. So, maybe that will come up next year so we're going to have to do that again, we will need to do that by December 1st to say whether we met them and then before October 1st of this year to have new ones which can be the same ones that we already have but, they will have to be completed. If anybody wants copies of the actual Florida Laws themselves you can look them up on the website or you contact us and we can send them to you. That's all I have.

Mr. Gill: Thank you Ginger. Are there any questions for Ginger?

Mr. Massel: No.

B. Engineer

Mr. Gill: Moving on to District engineer, any updates or reports for us Ryan?

Mr. Wheeler: No updates but, obviously I was aware of that bill and we'll adhere to that for the review and the deadline that is required by the new law.

Mr. Gill: Ok, thank you. Any questions for Ryan?

Mr. Massel: No.

Mr. Gill: Ok.

C. Manager

1) Number of Registered Voters in the District – 0

2) Consideration of Proposed Fiscal Year 2026 Meeting Schedule

3) Form 1 Financial Disclosure Due July 1, 2025

4) Reminder to Complete Annual Ethics Training by December 31, 2025

5) Consideration of 2025 Performance Measures and Standards as Required by Florida Statute 189.0694

Mr. Gill: Moving on to District manager, I have a few things to report, the first section requires that state the number of register voters in the District, and apparently we expected there are zero, so just stating that on the record. Next is, we need to determined what our meeting schedule will be for the upcoming fiscal year from October 1, 2025 until September 30, 2026. Currently we meet the second Tuesday of each month at 4:00 p.m. and I know we'll be moving to your offices, we can keep the schedule if that works for you all.

Mr. Massel: I didn't think we wanted to move to my office.

Ms. Trump: Yes, we talked about it last time I think.

Ms. Wald: It's up to you guys.

Ms. Trump: But it doesn't matter, whatever.

Ms. Wald: It's your choice.

Mr. Massel: Ok, I guess we'll get back to you on that, is that alright, or do we need to decide that now?

Ms. Wald: Well, you're going to have a meeting next month or then month after.

Mr. Gill: Yes, we're going to have it in August or September for the potential bonds.

Ms. Wald: And we can adopt it then.

Ms. Gill: Yes.

Mr. Massel: Ok, let's do that.

Mr. Gill: Ok, we'll confirm, so we'll postpone this.

Ms. Wald: It doesn't matter.

Mr. Gill: Right.

Ms. Wald: Or you can just adopt the dates and you can that you will provide the determination of the location to Andrew by September.

Mr. Gill: Ok, so I'll ask for a motion authorizing that, so I'm looking for a motion to authorize communication with Landon Massel to determine what the actual location will be for the meetings, but right now we have them set for the second Tuesday of the month.

Mr. Massel: I think the time and date work, the location may change.

Ms. Wald: That's fine, you'll have time before your advertisement.

Mr. Gill: Yes.

Mr. Massel: Ok, so do you need the motion?

Mr. Gill: Yes.

On MOTION by Ms. Trump seconded by Ms. Belandria with all in favor, accepting the proposed Fiscal Year 2026 Meeting Schedule, location TBD at a later date with London Massel was approved.

Mr. Gill: Next it Form 1 disclosure which was due July 1st and everyone has filed so you all are good. Next is the reminder to complete your annual ethics training, it's required by the end of this year, December 31, 2025. If you haven't completed that I can send you the links for that, and if you have any questions you can reach out to me for that. Lastly, as Ginger mentioned, the performance measures and standards, previously the Board approved a set of performance measures and standards that the Board has met and we'll be able to state that you've achieved each one of those. We've also re-included those same performances measures and standards for the next fiscal year and if those are fine with you or we can additional ones but, for now we can keep them as is. So, if that's fine with the Board, I'm looking for a motion to accept the performance measures and standards as presented in your packet.

On MOTION by Mr. Massel seconded by Ms. Trump with all in favor, accepting the Performance Measures and Standards as required by Florida Statute 189.0694 was approved.

FIFTH ORDER OF BUSINESS

Financial Reports

A. Funding Request #7 & #8

B. Acceptance of Unaudited Financials

Mr. Gill: Moving to financial reports which is on page 43 of your packet, we have funding request #7 and #8 for your review and approval.

On MOTION by Mr. Massel seconded by Ms. Belandria with all in favor, Funding Request #7 & #8 was approved.

Mr. Gill: Then last is the acceptance of the unaudited financials through June 30, 2025, I'm looking for a motion to accept those.

On MOTION by Mr. Massel seconded by Ms. Trump with all in favor, the Unaudited Financials were approved.

SIXTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Mr. Gill: Supervisor's requests and audience comments, there are no members of the public present in person or on the phone. Are there any Supervisor's requests?

Mr. Massel: No.

Ms. Trump: No.

SEVENTH ORDER OF BUSINESS

Adjournment

Mr. Gill: I'll ask for a motion to adjourn.

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

Secretary /Assistant Secretary

Chairman / Vice Chairman



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THE E-VERIFY MEMORANDUM OF UNDERSTANDING FOR EMPLOYERS

ARTICLE I PURPOSE AND AUTHORITY

The parties to this agreement are the Department of Homeland Security (DHS) and (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify. Woodlands Section 9 Community Development District

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

ARTICLE II RESPONSIBILITIES

A. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:
 - a. Notice of E-Verify Participation
 - b. Notice of Right to Work
2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.
3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the employer is separated from the company or no longer needs access to E-Verify.



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4. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.
 5. The Employer agrees that any Employer Representative who will create E-Verify cases will complete the E-Verify Tutorial before that individual creates any cases.
 - a. The Employer agrees that all Employer representatives will take the refresher tutorials when prompted by E-Verify in order to continue using E-Verify. Failure to complete a refresher tutorial will prevent the Employer Representative from continued use of E-Verify.
 6. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:
 - a. If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.
 - b. If an employee presents a DHS Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document), or U.S. Passport or Passport Card to complete Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The Employer will use the photocopy to verify the photo and to assist DHS with its review of photo mismatches that employees contest. DHS may in the future designate other documents that activate the photo screening tool.
- Note:** Subject only to the exceptions noted previously in this paragraph, employees still retain the right to present any List A, or List B and List C, document(s) to complete the Form I-9.
7. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.
 8. The Employer agrees that, although it participates in E-Verify, the Employer has a responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the anti-discrimination requirements of section 274B of the INA with respect to Form I-9 procedures.
 - a. The following modified requirements are the only exceptions to an Employer's obligation to not employ unauthorized workers and comply with the anti-discrimination provision of the INA: (1) List B identity documents must have photos, as described in paragraph 6 above; (2) When an Employer confirms the identity and employment eligibility of newly hired employee using E-Verify procedures, the Employer establishes a rebuttable presumption that it has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of that employee; (3) If the Employer receives a final nonconfirmation for an employee, but continues to employ that person, the Employer must notify DHS and the Employer is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) If the Employer continues to employ an employee after receiving a final nonconfirmation, then the Employer is subject to a rebuttable presumption that it has knowingly



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employed an unauthorized alien in violation of section 274A(a)(1)(A); and (5) no E-Verify participant is civilly or criminally liable under any law for any action taken in good faith based on information provided through the E-Verify.

b. DHS reserves the right to conduct Form I-9 compliance inspections, as well as any other enforcement or compliance activity authorized by law, including site visits, to ensure proper use of E-Verify.

9. The Employer is strictly prohibited from creating an E-Verify case before the employee has been hired, meaning that a firm offer of employment was extended and accepted and Form I-9 was completed. The Employer agrees to create an E-Verify case for new employees within three Employer business days after each employee has been hired (after both Sections 1 and 2 of Form I-9 have been completed), and to complete as many steps of the E-Verify process as are necessary according to the E-Verify User Manual. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability.

10. The Employer agrees not to use E-Verify for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use that this MOU or the E-Verify User Manual does not authorize.

11. The Employer must use E-Verify for all new employees. The Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. Employers who are Federal contractors may qualify for exceptions to this requirement as described in Article II.B of this MOU.

12. The Employer agrees to follow appropriate procedures (see Article III below) regarding tentative nonconfirmations. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending. Further, when employees contest a tentative nonconfirmation based upon a photo mismatch, the Employer must take additional steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

13. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo mismatch, does not establish, and should not be interpreted as, evidence that the employee is not work authorized. In any of such cases, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status



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(including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, withholding pay, refusing to assign the employee to a Federal contract or other assignment, or otherwise assuming that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo mismatch or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 (customer service) or 1-888-897-7781 (worker hotline).

14. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA as applicable by not discriminating unlawfully against any individual in hiring, firing, employment eligibility verification, or recruitment or referral practices because of his or her national origin or citizenship status, or by committing discriminatory documentary practices. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the immigration-related unfair employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

15. The Employer agrees that it will use the information it receives from E-Verify only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords), to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

16. The Employer agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at E-Verify@uscis.dhs.gov. Please use "Privacy Incident – Password" in the subject line of your email when sending a breach report to E-Verify.

17. The Employer acknowledges that the information it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)). Any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

18. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, which includes permitting DHS, SSA, their contractors and other agents, upon



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reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a prompt and accurate manner to DHS requests for information relating to their participation in E-Verify.

19. The Employer shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Employer shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your E-Verify services and any claim to that effect is false.

20. The Employer shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.

21. The Employer agrees that [E-Verify trademarks](#) and logos may be used only under license by DHS/USCIS (see [M-795 \(Web\)](#)) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Employer's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.

22. The Employer understands that if it uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

B. RESPONSIBILITIES OF FEDERAL CONTRACTORS

1. If the Employer is a Federal contractor with the FAR E-Verify clause subject to the employment verification terms in Subpart 22.18 of the FAR, it will become familiar with and comply with the most current version of the E-Verify User Manual for Federal Contractors as well as the E-Verify Supplemental Guide for Federal Contractors.

2. In addition to the responsibilities of every employer outlined in this MOU, the Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801). Once an employee has been verified through E-Verify by the Employer, the Employer may not create a second case for the employee through E-Verify.

- a. An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to verify employment eligibility of new hires using E-Verify. The Employer must verify those employees who are working in the United States, whether or not they are assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within three business days after the hire date. Once enrolled in E-Verify as a Federal contractor, the Employer must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.



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b. Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to begin verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within three business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within three business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must begin verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

c. Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), state or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency under a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. Employers in this category must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

d. Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to verify existing staff following DHS procedures and begin

E-Verify verification of all existing employees within 180 days after the election.

e. The Employer may use a previously completed Form I-9 as the basis for creating an E-Verify case for an employee assigned to a contract as long as:

- i. That Form I-9 is complete (including the SSN) and complies with Article II.A.6,
- ii. The employee's work authorization has not expired, and
- iii. The Employer has reviewed the Form I-9 information either in person or in communications with the employee to ensure that the employee's Section 1, Form I-9 attestation has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen).

f. The Employer shall complete a new Form I-9 consistent with Article II.A.6 or update the previous Form I-9 to provide the necessary information if:

- i. The Employer cannot determine that Form I-9 complies with Article II.A.6,
- ii. The employee's basis for work authorization as attested in Section 1 has expired or changed, or
- iii. The Form I-9 contains no SSN or is otherwise incomplete.

Note: If Section 1 of Form I-9 is otherwise valid and up-to-date and the form otherwise complies with



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Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired after completing Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.A.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual.

g. The Employer agrees not to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU or to authorize verification of any existing employee by any Employer that is not a Federal contractor based on this Article.

3. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

C. RESPONSIBILITIES OF SSA

1. SSA agrees to allow DHS to compare data provided by the Employer against SSA's database. SSA sends DHS confirmation that the data sent either matches or does not match the information in SSA's database.
2. SSA agrees to safeguard the information the Employer provides through E-Verify procedures. SSA also agrees to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security numbers or responsible for evaluation of E-Verify or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).
3. SSA agrees to provide case results from its database within three Federal Government work days of the initial inquiry. E-Verify provides the information to the Employer.
4. SSA agrees to update SSA records as necessary if the employee who contests the SSA tentative nonconfirmation visits an SSA field office and provides the required evidence. If the employee visits an SSA field office within the eight Federal Government work days from the date of referral to SSA, SSA agrees to update SSA records, if appropriate, within the eight-day period unless SSA determines that more than eight days may be necessary. In such cases, SSA will provide additional instructions to the employee. If the employee does not visit SSA in the time allowed, E-Verify may provide a final nonconfirmation to the employer.

Note: If an Employer experiences technical problems, or has a policy question, the employer should contact E-Verify at 1-888-464-4218.

D. RESPONSIBILITIES OF DHS

1. DHS agrees to provide the Employer with selected data from DHS databases to enable the Employer to conduct, to the extent authorized by this MOU:
 - a. Automated verification checks on alien employees by electronic means, and



Company ID Number: 2767097

- b. Photo verification checks (when available) on employees.
2. DHS agrees to assist the Employer with operational problems associated with the Employer's participation in E-Verify. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.
3. DHS agrees to provide to the Employer with access to E-Verify training materials as well as an E-Verify User Manual that contain instructions on E-Verify policies, procedures, and requirements for both SSA and DHS, including restrictions on the use of E-Verify.
4. DHS agrees to train Employers on all important changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials.
5. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in E-Verify. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.
6. DHS agrees to issue each of the Employer's E-Verify users a unique user identification number and password that permits them to log in to E-Verify.
7. DHS agrees to safeguard the information the Employer provides, and to limit access to such information to individuals responsible for the verification process, for evaluation of E-Verify, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security numbers and employment eligibility, to enforce the INA and Federal criminal laws, and to administer Federal contracting requirements.
8. DHS agrees to provide a means of automated verification that provides (in conjunction with SSA verification procedures) confirmation or tentative nonconfirmation of employees' employment eligibility within three Federal Government work days of the initial inquiry.
9. DHS agrees to provide a means of secondary verification (including updating DHS records) for employees who contest DHS tentative nonconfirmations and photo mismatch tentative nonconfirmations. This provides final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

ARTICLE III

REFERRAL OF INDIVIDUALS TO SSA AND DHS

A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by E-Verify. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case.



Company ID Number: 2767097

The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. After a tentative nonconfirmation, the Employer will refer employees to SSA field offices only as directed by E-Verify. The Employer must record the case verification number, review the employee information submitted to E-Verify to identify any errors, and find out whether the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security number, or any other corrected employee information that SSA requests, to SSA for verification again if this review indicates a need to do so.
4. The Employer will instruct the employee to visit an SSA office within eight Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.
5. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.
6. The Employer agrees not to ask the employee to obtain a printout from the Social Security Administration number database (the Numident) or other written verification of the SSN from the SSA.

B. REFERRAL TO DHS

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.
2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation.
4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will instruct the



Company ID Number: 2767097

employee to contact DHS through its toll-free hotline (as found on the referral letter) within eight Federal Government work days.

5. If the Employer finds a photo mismatch, the Employer must provide the photo mismatch tentative nonconfirmation notice and follow the instructions outlined in paragraph 1 of this section for tentative nonconfirmations, generally.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo mismatch, the Employer will send a copy of the employee's Form I-551, Form I-766, U.S. Passport, or passport card to DHS for review by:

- a. Scanning and uploading the document, or
- b. Sending a photocopy of the document by express mail (furnished and paid for by the employer).

7. The Employer understands that if it cannot determine whether there is a photo match/mismatch, the Employer must forward the employee's documentation to DHS as described in the preceding paragraph. The Employer agrees to resolve the case as specified by the DHS representative who will determine the photo match or mismatch.

8. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

9. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

ARTICLE IV SERVICE PROVISIONS

A. NO SERVICE FEES

1. SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

ARTICLE V MODIFICATION AND TERMINATION

A. MODIFICATION

1. This MOU is effective upon the signature of all parties and shall continue in effect for as long as the SSA and DHS operates the E-Verify program unless modified in writing by the mutual consent of all parties.

2. Any and all E-Verify system enhancements by DHS or SSA, including but not limited to E-Verify checking against additional data sources and instituting new verification policies or procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes.



Company ID Number: 2767097



B. TERMINATION

1. The Employer may terminate this MOU and its participation in E-Verify at any time upon 30 days prior written notice to the other parties.
2. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU, and thereby the Employer's participation in E-Verify, with or without notice at any time if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established E-Verify procedures and/or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect the performance of its contractual responsibilities. Similarly, the Employer understands that if it is in a state where E-Verify is mandatory, termination of this by any party MOU may negatively affect the Employer's business.
3. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such cases, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, then that Employer will remain an E-Verify participant, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.
4. The Employer agrees that E-Verify is not liable for any losses, financial or otherwise, if the Employer is terminated from E-Verify.

ARTICLE VI PARTIES

- A. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.
- B. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.
- C. The Employer may not assign, directly or indirectly, whether by operation of law, change of control or merger, all or any part of its rights or obligations under this MOU without the prior written consent of DHS, which consent shall not be unreasonably withheld or delayed. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations herein is void.
- D. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.



Company ID Number: 2767097



E. The Employer understands that its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to, Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

F. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively. The Employer understands that any inaccurate statement, representation, data or other information provided to DHS may subject the Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

To be accepted as an E-Verify participant, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 1-888-464-4218.



Company ID Number: 2767097

Approved by:

Employer Woodlands Section 9 Community Development District	
Name (Please Type or Print) Kelly Adams	Title
Signature Electronically Signed	Date 08/06/2025
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 08/06/2025



Company ID Number: 2767097

Information Required for the E-Verify Program

Information relating to your Company:

Company Name	Woodlands Section 9 Community Development District
Company Facility Address	5385 N Nob Hill Rd Sunrise, FL 33351
Company Alternate Address	1001 Bradford Way Kingston, TN 37763
County or Parish	BROWARD
Employer Identification Number	993802193
North American Industry Classification Systems Code	925
Parent Company	
Number of Employees	5 to 9
Number of Sites Verified for	1 site(s)



Company ID Number: 2767097



Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

FL	1
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Company ID Number: 2767097

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name	Kelly Adams
Phone Number	8657177700201
Fax	
Email	kadams@amstnn.com



Company ID Number: 2767097



This list represents the first 20 Program Administrators listed for this company.

Woodlands Section 9 Community Development District
Request for Proposals for Annual Audit Services

The Woodlands Section 9 Community Development District hereby requests proposals for annual financial auditing services. The proposals must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2025, 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 Broward County and is approximately 276.5 acres in area. The District currently has an operating budget of approximately \$87,925.

The auditing entity submitting a proposal must be duly licensed under Chapter 473, Florida Statutes and be qualified to conduct audits in accordance with "Governmental Auditing Standards", as adopted by the Florida Board of Accountancy. The Audit shall be conducted in accordance with Florida Law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

Proposal packages, which include additional qualification requirements, evaluation criteria and instructions to proposers are available from the District's Manager at the address and telephone number listed below.

Proposers must provide (1) electronic copy emailed to RFP@GMSSE.COM and one (1) hardcopy of their proposal to Woodlands Section 9 Community Development District, Attn: District Manager, 5385 N Nob Hill Road, Sunrise, Florida 33351, Telephone (954) 721-8681, in an envelope marked on the outside "Auditing Services, Woodlands Section 9 Community Development District." Proposals must be received by 11:00 am. On November 25, 2025, at the offices listed above. Please direct all questions regarding this notice to the Treasurer, Patti Powers at (954) 721-8681.

Patti Powers
Treasurer

**WOODLANDS SECTION 9 COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Year 2025
Broward County, Florida**

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than 11:00 am, November 25, 2025, at the offices of District Manager, located at 5385 N Nob Hill Road, Sunrise, FL 33351. Proposals will be publicly opened at that time.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances, and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit (1) hardcopy and (1) electronic copy of the Proposal Documents, and other requested attachments at the time and place indicated herein. Hardcopy shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services – Woodlands Section 9 Community Development District" on the face of it. Electronic copy shall be emailed to RFP@gmssf.com

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the "Proposal Documents").

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District, Woodlands Section 9 CDD, has the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal, plus the lump sum cost of four (4) annual renewals.

SECTION 13. PROTESTS. Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after the receipt of the proposed contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid contract award.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

ON 9 COMMUNITY DEVELOPMENT DISTRICT AUDITOR SELECTION EVALUATION CRITERIA

1. Ability of Personnel. (20 Points)

(E.g., geographic location of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.)

2. Proposer's Experience. (20 Points)

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other or current Community Development District(s) in other contracts; character, integrity, reputation of Proposer, etc.)

3. *Understanding of Scope of Work.* (20 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. *Ability to Furnish the Required Services.* (20 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.

5. Price. (20 Points)

Points will be awarded based upon the lowest total proposal for rendering the services and the reasonableness of the proposal.



Memorandum

To: Board of Supervisors

From: District Management

Date: October 1, 2025

RE: HB7013 – Special Districts Performance Measures and Standards

This final report is submitted in compliance with recent legislative requirements established by the Florida Legislature during its 2024 session to enhance accountability and transparency for all special districts.

District Management had identified the following focus areas with statutorily compliant goals for the Fiscal Year 2025:

- Community Communication and Engagement
- Infrastructure and Facilities Maintenance
- Financial Transparency and Accountability

In addition, a standardized annual reporting form was created to serve both the goal-setting and yearly reporting statutory requirements.

The goals, objectives, performance measures, and standards discussed herein represent the adopted framework by the Board of Supervisors to maintain compliance with House Bill 7013 and demonstrate the District's ongoing commitment to transparency and public accountability.

This report details the accomplishments for the Fiscal Year 2025, confirming that all goals and objectives were met, outlines the performance measures and standards employed and the District Engineer's yearly infrastructure condition assessment.

District Management recommends this report be accepted as the official and final Annual Report required under Florida Statutes Section 189.0694 and related provisions.

Andrew J. Gill
District Manager
GMS-SF

WOODLANDS SECTION 9 COMMUNITY
DEVELOPMENT DISTRICT
2024-2025 REPORT – PERFORMANCE MEASURES
AND STANDARDS

Exhibit A:
Goals, Objectives, and Annual Reporting Form



Andrew J. Gill
District Manager
GMS-SF

Woodlands Section 9 Community Development District

Performance Measures & Standards – Annual Report

Reporting Period: October 1, 2024 – September 30, 2025

1. Community Communication and Engagement

Goal 1.1: Public Meetings Compliance

The District satisfied statutory requirements by holding regular Board meetings as scheduled, despite some cancellations, with more than three meetings conducted during the Fiscal Year.

Meeting Dates:

October 08, 2024 – Cancelled

November 12, 2024 – Cancelled

December 10, 2024 - Held

January 14, 2025 – Cancelled

February 11, 2025 - Held

March 11, 2025 - Held

April 08, 2025 - Held

May 13, 2025 – Cancelled

June 10, 2025 – Cancelled

July 08, 2025 - Held

August 12, 2025 – Cancelled

September 09, 2025 – Cancelled

Result: Standard achieved.

Goal 1.2: Notice of Meetings Compliance

All meetings were properly noticed on the District's website and via local newspaper, in compliance with Florida Statutes.

Result: Standard achieved.

Goal 1.3: Access to Records Compliance

Monthly website reviews were performed, and minutes and public records remain current and available.

Result: Standard achieved.

2. Infrastructure and Facilities Maintenance

Goal 2.1: Field/District Management Site Inspections

Management conducted site inspections per the District Management Services Agreement.

Result: Standard achieved.

Andrew J. Gill

District Manager

GMS-SF

Goal 2.2: District Engineer Inspections

Because no infrastructure has been built to date, the District Engineer was not required to complete an annual infrastructure inspection or submit a report.

Result: N/A

3. Financial Transparency and Accountability**Goal 3.1: Annual Budget Preparation**

The proposed FY2025 budget was approved before June 15, and the final adopted before September 30, with both posted online.

Result: Standard achieved.

Goal 3.2: Financial Reports

The District website includes the latest annual audit, current budget, and financials as required.

Result: Standard achieved.

Goal 3.3: Annual Financial Audit

The annual independent audit done by Grau and Associates was not necessary as the District was recently formed. The District is currently in the process of obtaining proposals for auditor services for an audit for the current Fiscal Year.

Result: N/A

Overall Determination

The Woodlands Section 9 Community Development District met all Performance Measures and Standards for Fiscal Year 2024-2025. Required meetings, transparency efforts, infrastructure maintenance, and financial protocols were fulfilled.

Chair/Vice Chair: _____

Date: _____

Print Name: _____

Woodlands Section 9 Community Development District

District Manager: _____

Date: _____

Print Name: _____

Woodlands Section 9 Community Development District

Andrew J. Gill
District Manager
GMS-SF

Woodlands Section 9

Community Development District

Funding Request #9

August 12, 2025

PAYEE		GENERAL FUND	
1	Billing, Cochran, Lyles, Mauro & Ramsey, PA Inv# 194009 - General Counsel (Jun 2025)	\$	500.00
2	GMS-South Florida, LLC Inv# 17 - Management Fees & Expenses (Jul 2025)	\$	3,166.66
TOTAL		\$	3,666.66

Please make check payable to:

Woodlands Section 9 Community Development District
5385 N Nob Hill Road
Sunrise, FL 33351

Woodlands Section 9

Community Development District

Funding Request #10

October 30, 2025

PAYEE		GENERAL FUND	
1	Billing, Cochran, Lyles, Mauro & Ramsey, PA		
	Inv# 194464 - General Counsel (Jul 2025)	\$	690.00
	Inv# 194960 - General Counsel (Aug 2025)	\$	500.00
	Inv# 195497 - General Counsel (Sep 2025)	\$	500.00
2	Egis Insurance Advisors		
	Inv# 30365 - FY2026 Insurance	\$	5,000.00
3	FloridaCommerce		
	Inv# 93806 - Special District Fee FY26	\$	175.00
4	GMS-South Florida, LLC		
	Inv# 18 - Management Fees & Expenses (Aug 2025)	\$	3,344.29
	Inv# 19 - Management Fees & Expenses (Sep 2025)	\$	3,168.14
	Inv# 20 - Management Fees & Expenses (Oct 2025)	\$	3,166.66
TOTAL		\$	16,544.09

Please make check payable to:

Woodlands Section 9 Community Development District
5385 N Nob Hill Road
Sunrise, FL 33351

Woodlands Section 9

Community Development District

Funding Request #11

December 9, 2025

PAYEE		GENERAL FUND	
1	Billing, Cochran, Lyles, Mauro & Ramsey, PA Inv# 195928 - General Counsel (Oct 2025)	\$	500.00
2	GMS-South Florida, LLC Inv# 22 - Management Fees & Expenses (Nov 2025)	\$	3,166.66
TOTAL		\$	3,666.66

Please make check payable to:

Woodlands Section 9 Community Development District
5385 N Nob Hill Road
Sunrise, FL 33351

Woodlands Section 9
Community Development District

Unaudited Financial Reporting
October 31, 2025



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4	<hr/>	Month to Month
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Woodlands Section 9

Community Development District

Combined Balance Sheet

October 31, 2025

	General Fund	
Assets:		
<u>Cash:</u>		
Operating Account	\$	6,066
Due from Developer		15,486
Total Assets	\$	21,552
Liabilities:		
Accounts Payable	\$	15,036
Due to Developer		-
Total Liabilities	\$	15,036
Fund Balance:		
Unassigned		(19,484)
Total Fund Balances	\$	6,516
Total Liabilities & Fund Balance	\$	21,552

Woodlands Section 9
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending October 31, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/25	Thru 10/31/25	Variance
Revenues:				
Developer Contributions	\$ 1,145,225	\$ 95,435	\$ 15,036	\$ (80,400)
Total Revenues	\$ 1,145,225	\$ 95,435	\$ 15,036	\$ (80,400)
Expenditures:				
<u>General & Administrative:</u>				
Engineering	\$ 10,000	\$ 833	\$ -	\$ 833
Attorney	12,000	1,000	500	500
Annual Audit	5,000	417	-	417
Assessment Administration	2,500	208	-	208
Arbitrage Rebate	550	46	-	46
Dissemination Agent	2,500	208	-	208
Trustee Fees	5,000	417	-	417
Management Fees	36,000	3,000	3,000	-
Information Technology	1,000	83	83	0
Website Maintenance	1,000	83	83	0
Telephone	200	17	-	17
Postage & Delivery	750	63	-	63
Insurance General Liability	6,500	6,500	5,000	1,500
Printing & Binding	1,000	83	-	83
Legal Advertising	2,000	167	-	167
Other Current Charges	750	63	55	8
Dues, Licenses & Subscriptions	175	175	175	-
Contingency	1,000	83	-	83
Total General & Administrative	\$ 87,925	\$ 13,446	\$ 8,897	\$ 4,549

Woodlands Section 9
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending October 31, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/25	Thru 10/31/25	Variance
<u>Operations & Maintenance</u>				
Field Expenditures				
Field Management Fees	\$ 63,000	\$ 5,250	\$ -	\$ 5,250
Security	111,000	9,250	-	9,250
Fire and Security System Monitoring	500	42	-	42
Telephone	10,800	900	-	900
Water and Sewer	19,000	1,583	-	1,583
Electric	105,000	8,750	-	8,750
Pest Control	12,000	1,000	-	1,000
Other Maintenance	10,000	833	-	833
Irrigation Pumps Maintenance	30,000	2,500	-	2,500
Community Landscape Maintenance	336,000	28,000	-	28,000
Field Mowing Services for Open Spaces	108,000	9,000	-	9,000
Annuals Rotations	10,000	833	-	833
Fertilization	38,000	3,167	-	3,167
Pruning/Trimming/Clean Up/Tree Removals	22,000	1,833	-	1,833
Lake Maintenance	42,000	3,500	-	3,500
Fountain Maintenance	14,000	1,167	-	1,167
Drainage Maintenance	26,000	2,167	-	2,167
Road Maintenance	20,000	1,667	-	1,667
Pressure Cleaning	36,000	3,000	-	3,000
Electrical Repair	28,000	2,333	-	2,333
Gate Repairs	16,000	1,333	-	1,333
Subtotal Field Expenditures	\$ 1,057,300	\$ 88,108	\$ -	\$ 88,108
Total Operations & Maintenance	\$ 1,057,300	\$ 88,108	\$ -	\$ 88,108
Total Expenditures	\$ 1,145,225	\$ 101,554	\$ 8,897	\$ 92,658
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ (6,119)	\$ 6,139	\$ 12,258
Net Change in Fund Balance	\$ -	\$ (6,119)	\$ 6,139	\$ 12,258
Fund Balance - Beginning	\$ -		\$ 377	
Fund Balance - Ending	\$ -		\$ 6,516	

Woodlands Section 9
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Developer Contributions	\$ 15,036	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	15,036
Total Revenues	\$ 15,036	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	15,036
Expenditures:													
General & Administrative:													
Supervisor Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
PR-FICA	-	-	-	-	-	-	-	-	-	-	-	-	-
Engineering	-	-	-	-	-	-	-	-	-	-	-	-	-
Attorney	500	-	-	-	-	-	-	-	-	-	-	-	500
Annual Audit	-	-	-	-	-	-	-	-	-	-	-	-	-
Assessment Administration	-	-	-	-	-	-	-	-	-	-	-	-	-
Arbitrage Rebate	-	-	-	-	-	-	-	-	-	-	-	-	-
Dissemination Agent	-	-	-	-	-	-	-	-	-	-	-	-	-
Trustee Fees	-	-	-	-	-	-	-	-	-	-	-	-	-
Management Fees	3,000	-	-	-	-	-	-	-	-	-	-	-	3,000
Information Technology	83	-	-	-	-	-	-	-	-	-	-	-	83
Website Maintenance	83	-	-	-	-	-	-	-	-	-	-	-	83
Telephone	-	-	-	-	-	-	-	-	-	-	-	-	-
Postage & Delivery	-	-	-	-	-	-	-	-	-	-	-	-	-
Insurance General Liability	5,000	-	-	-	-	-	-	-	-	-	-	-	5,000
Printing & Binding	-	-	-	-	-	-	-	-	-	-	-	-	-
Legal Advertising	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Current Charges	55	-	-	-	-	-	-	-	-	-	-	-	55
Dues, Licenses & Subscriptions	175	-	-	-	-	-	-	-	-	-	-	-	175
Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-
Total General & Administrative	\$ 8,897	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	8,897
Operations & Maintenance													
Field Expenditures													
Field Management Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Security	-	-	-	-	-	-	-	-	-	-	-	-	-
Fire and Security System Monitoring	-	-	-	-	-	-	-	-	-	-	-	-	-
Telephone	-	-	-	-	-	-	-	-	-	-	-	-	-
Water and Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-
Electric	-	-	-	-	-	-	-	-	-	-	-	-	-
Pest Control	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
Irrigation Pumps Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
Community Landscape Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
Field Mowing Services for Open Spaces	-	-	-	-	-	-	-	-	-	-	-	-	-
Annuals Rotations	-	-	-	-	-	-	-	-	-	-	-	-	-
Fertilization	-	-	-	-	-	-	-	-	-	-	-	-	-
Pruning/Trimming/Clean Up/Tree Removals	-	-	-	-	-	-	-	-	-	-	-	-	-
Lake Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
Fountain Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
Drainage Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
Road Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
Pressure Cleaning	-	-	-	-	-	-	-	-	-	-	-	-	-
Electrical Repair	-	-	-	-	-	-	-	-	-	-	-	-	-
Gate Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Operations & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Expenditures	\$ 8,897	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	8,897
Excess (Deficiency) of Revenues over Expenditures	\$ 6,139	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	6,139
Net Change in Fund Balance	\$ 6,139	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	6,139