



Rizzetta & Company

Southaven Community Development District

**Board of Supervisors' Meeting
August 3, 2022**

**District Office:
St Augustine, Florida
(904) 436-6270**

www.southavencdd.org

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT AGENDA

Markland Amenity Center, 61 Clarissa Lane St. Augustine, FL 32095

District Board of Supervisors	Walter O'Shea Kevin Jund Bob Monk Roger Giddens Richard Fetter	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Melissa Dobbins	Rizzetta & Company, Inc.
District Counsel	Jonathan Johnson Katie Buchanan	Kutak Rock, LLC Kutak Rock, LLC
District Engineer	Scott Lockwood	England-Thims & Miller, Inc.

**All Cellular phones and pagers must be turned off while in the meeting room.
The District Agenda is comprised of five different sections:**

The **regular** meeting will begin promptly at **10:00 a.m.** with the first section which is called **Audience Comments on Agenda Items**. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING.** The second section is called **Business Administration**. The Business Administration section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The third section is called **Staff Reports**. This section allows the District Manager, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The fourth section is called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. If any member of the audience would like to speak on one of the business items, they will need to register with the District Manager prior to the presentation of that agenda item. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (904) 436-6270 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The final section is called **Supervisor Requests and Audience Comments**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs and provides members of the audience the opportunity to comment on matters of concern to them that were not addressed during the meeting.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (904) 436-6270, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, who can aid you in contacting the District Office.

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

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

District Office · St. Augustine, Florida · (904) 436-6270
Mailing Address · 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.southavencdd.org

July 27, 2022

**Board of Supervisors
Southaven Community
Development District**

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Southaven Community Development District will be held on **Wednesday, August 3, 2022 at 10:00 a.m.** at the Markland Amenity Center located at 61 Clarissa Lane St. Augustine, FL 32095. The following is the tentative agenda for this regular meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Meeting held on May 4, 2022.....Tab 1
 - B. Ratification of the Operations and Maintenance Expenditures for April, May, and June 2022.....Tab 2
- 4. BUSINESS ITEMS**
 - A. Public Hearing on Rules and Rates
 1. Consideration of Resolution 2022-07; Rules and Rates.....Tab 3
 - B. Consideration of Synergy Proposal.....Tab 4
 - C. Consideration of Renewal Proposal from Vesta.....Tab 5
 - D. Public Hearing on FY 2022/23 Budget
 1. Consideration of Resolution 2022-08; Adopting FY 2022/2023 Budget.....Tab 6
 - E. Public Hearing on Special Assessments
 1. Consideration of Resolution 2022-09; Imposing Special Assessments.....Tab 7
 - F. Consideration of Resolution 2022-10; Setting Date, Time and Location of Regular FY 2022/23 Meetings.....Tab 8
 - G. Acceptance of Third Addendum – Contract for Professional District Services.....Tab 9
- 5. STAFF REPORTS**
 - A. District Counsel
 1. Update on Parking Enforcement
 - B. District Engineer
 1. Ratification of Stormwater Needs Analysis.....Tab 10
 2. Ratification of Annual Engineer Report.....Tab 11
 - C. Landscape and Maintenance
 1. Brightview Landscape Report.....Tab 12
 - i. Consideration of Hurricane Pre-Authorization

- 2. Consideration of Brightview Landscape Proposals.....Tab 13
 - i. Swale Trenching
 - ii. Drainage Installation along Sidewalks
 - iii. Removal of Dead Plants at Entrance
 - iv. Ornamental Grass Replacement
- D. Amenity Management
 - 1. Amenity Manager Report.....Tab 14
 - 2. Field Manager Report.....Tab 15
- E. District Manager

6. AUDIENCE COMMENTS AND SUPERVISOR REQUESTS

7. ADJOURNMENT

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at 904-436-6270.

Very truly yours,

Melissa Dobbins

Melissa Dobbins

District Manager

Tab 1

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that 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.

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

The **regular** meeting of the Board of Supervisors of Southaven Community Development District was held **Wednesday, May 4, 2022 at 10:00 a.m.** held at the Markland Amenity Center located at 61 Clarissa Lane, St. Augustine, Florida 32095. Following is the agenda for the meeting.

Present and constituting a quorum:

Walter O'Shea	Board Supervisor, Chairman
Kevin Jund	Board Supervisor, Vice Chairman
Richard Fetter	Board Supervisor, Assistant Secretary (via speakerphone)
Roger Giddens	Board Supervisor, Assistant Secretary

Also present were:

Melissa Dobbins	District Manager, Rizzetta & Company, Inc.
Katie Buchanan	District Counsel, Kutak Rock, LLC
Scott Lockwood	District Engineer, ETM (via speakerphone)
Dan Fagen	Director of Facility Operations, Vesta
Lisa Licata	Amenity Manager, Vesta
Johnnie Verdell	Field Manager, Vesta
Steve McAvoy	Brightview Landscaping

Audience in attendance.

FIRST ORDER OF BUSINESS

Call to Order

Ms. Dobbins called the meeting to order at 10:02 a.m. and read roll call.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

Audience commented on budget, fees regarding cleaning for events, curb repairs the developer is still monitoring, and fiscal year end projections.

THIRD ORDER OF BUSINESS

Consideration of the Minutes of the Regular Meeting held on February 2, 2022

On a motion by Mr. Jund, seconded by Mr. O'Shea, with all in favor, the Board approved the Minutes of the Regular Meeting held on February 2, 2022 for Southaven Community Development District.

FOURTH ORDER OF BUSINESS

Consideration of the Minutes of the Workshop Held on April 19, 2022

On a motion by Mr. Jund, seconded by Mr. Giddens, with all in favor, the Board approved the Minutes of the Workshop held on April 19, 2022 for Southaven Community Development District.

FIFTH ORDER OF BUSINESS

Ratification of the Operations and Maintenance Expenditures for January, February, and March 2022

On a motion by Mr. O'Shea, seconded by Mr. Giddens, with all in favor, the Board ratified Operations and Maintenance Expenditures for January 2022 in the amount of \$60,410.93, February 2022 in the amount of \$41,070.15, and March 2022 in the amount of \$53,912.15 for Southaven Community Development District.

SIXTH ORDER OF BUSINESS

Acceptance of Audit for Fiscal Year End September 30, 2021 as Presented by McDirmitt Davis

On a motion by Mr. Giddens, seconded by Mr. O'Shea, with all in favor, the Board accepted the Audit for Fiscal Year ending September 30, 2022 for Southaven Community Development District.

SEVENTH ORDER OF BUSINESS

Consideration Resignation of Board Supervisor Guy Kindig

On a motion by Mr. Jund, seconded by Mr. O'Shea, with all in favor, the Board accepted the Resignation of Guy Kindig from Seat #2 effective April 30, 2022 for Southaven Community Development District.

EIGHTH ORDER OF BUSINESS

Appoint of Board Supervisor to fill Seat 2

After the Board heard from interested candidates that were present at the meeting and who are already running for the Board through the general election process, the Board appointed Bob Monk to fill seat #2, which has a term that expires in November 2024. Melissa noted she would give Mr. Monk his oath after the conclusion of the meeting.

On a motion by Mr. O'Shea, seconded by Mr. Giddens, with all in favor, the Board appointed Bob Monk to fill seat #2 which has a term that expires on in November 2024 for Southaven Community Development District.

NINTH ORDER OF BUSINESS

**Consideration of Resolution 2022-05;
Reassigning Assistant Secretary**

The Board appointed Bob Monk to replace Guy Kindig as Assistant Secretary

On a motion by Mr. O'Shea, seconded by Mr. Jund, with all in favor, the Board adopted Resolution 2022-05 Reassigning Assistant Secretary for Southaven Community Development District.

TENTH ORDER OF BUSINESS

STAFF REPORTS

- A. District Counsel
Ms. Buchanan spoke to the Board regarding Reedy Creek Improvement District and how this decision to dissolve this District will have no impact on CDD Special Districts.
- B. District Engineer
 - 1. Consideration of Work Authorization No. 14, General Engineering Services

On a motion by Mr. O'Shea, seconded by Mr. Jund, with all in favor, the Board approved ETM's Work Authorization No.14 for Southaven Community Development District.

2. Update on Stormwater Analysis Report

Mr. Lockwood reviewed a draft Stormwater Management Plan for the Board to consider, which he would then include as part of the District's Stormwater Analysis Report. After discussion the Board approved the Stormwater Management Plan in substantial form, authorizing the Chair to approve in final form.

On a motion by Mr. O'Shea, seconded by Mr. Jund, with all in favor, the Board approved the Stormwater Management Plan in substantial form, authorizing the Chair to approve in final form for Southaven Community Development District.

Mr. Lockwood updated the Board that he is close to finalizing the Stormwater Analysis Report, which is due by the end of June. Since the Board does not meet again until August the Board authorized the Chair to review and approve the report in final form for submittal, which will then be brought back to the Board for ratification.

On a motion by Mr. Jund, seconded by Mr. Giddens, with all in favor, the Board authorized the Chair to review and approve the Stormwater Analysis Report in final form for submittal, which will then be brought back to the Board for ratification for Southaven Community Development District.

3. Update on 2022 Annual District Engineer Report

Mr. Lockwood updated the Board he is working on the District's Annual Report, which is due to the Trustee by July 1st. After discussion, the Board authorized the Chair to review and approve in final form for submittal, which will be brought back to the Board for ratification.

On a motion by Mr. Jund, seconded by Mr. O'Shea, with all in favor, the Board authorized the Chair to review and approve the 2022 Annual District Engineer Report in final form for submittal, which will then be brought back to the Board for ratification for Southaven Community Development District.

C. Landscape Report

1. Consideration of Warden L Pocket Park Enhancement

Mr. McAvoy reviewed proposal under tab 8 and broke out the cost. The Board and staff reviewed concerns regarding proper irrigation coverage. He noted the irrigation was being inspected first to make sure there is full coverage. Mr. McAvoy also confirmed there will be a 1 year warranty.

On a motion by Mr. O'Shea, seconded by Mr. Giddens, with all in favor, the Board approved Brightview's proposal with a not to exceed limit of \$23,354.00 which would include an additional \$3,000.00 for irrigation coverage issues subject to approval by Supervisor Fetter for Southaven Community Development District.

D. Amenity Report and Field Maintenance

1. Discussing Fitness Rower

Ms. Licata reviewed her report and brought to the Board's attention the following topics that have come to her recently.

i.) Request to move park benches to go around the pond. Board directed staff to review location with the District Engineer and to get a cost as an alternative item from the contractor that would pour the dumpster pad.

2. Rower Water Tank – She noted that this tank has a leak, but the cost to repair is only a couple hundred less than a brand new one rower machine. Discussion ensued.

On a motion by Mr. Fetter, seconded by Mr. Giddens, with all in favor, the Board approved staff to purchase a new water fitness rower at a not to exceed limit of \$1,500.00 for Southaven Community Development District.

3. Enforcement of No Parking on CDD roadways. It was noted for the CDD to be able to enforce towing. No Towing signs would need to be placed very frequently throughout the community, not just at the entry or exit of roads. The Board took no further action.

4. HOA updated the CDD that a resident made alterations to their property, including removing the CDD sidewalk at the end of their driveway unauthorized. The Board was in agreement that the HOA can require this resident to put back the sidewalk per their enforcement powers.

5. A residents contractor left a huge amount of tree debris after a tree was removed from behind their home. This debris was left on easement/sidewalk of Park AA, which left dirt on the sidewalk and damage to the sod. The Board asked staff to monitor the dirt to see if the next heavy rain would remove it and how the sod looks after work was completed for the park enhancement. The Board also requested staff to inform the resident that this area will be monitored, but the CDD still reserves the right to hold them accountable for damages.

E. Field Management

Johnnie reviewed his report under tab 10 and noted items he was able to fix without having to sub out to a vendor.

F. District Manager Report

1. Presentation of Registered Voter Count

Ms. Dobbins reviewed last financial information with the Board. She also noted that the district did receive a credit of \$23.50 from Hopping for an invoice discrepancy. She noted that the District received \$162.42 in revenue sharing for Vesta programs that ran during the first quarter of the fiscal year. Ms. Dobbins updated the Board that Vesta staff now have district debit cards per the Board's approval.

ELEVENTH ORDER OF BUSINESS

**Consideration of Additional
Staffing/Janitorial Services**

The Board reviewed options for either additional staff or janitorial services.

On a motion by Mr. O'Shea, seconded by Mr. Giddens, with all in favor, the Board approved Jani-King's three (3) day a week proposal for the amount of \$545.00 per month for Southaven Community Development District.
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TWELFTH ORDER OF BUSINESS

**Consideration of MacClellan
Dumpster Pad Proposal**

The Board reviewed proposal for dumpster location. Mr. Giddens and Mr. Fetter asked Mr. O'Shea if Hines would consider contributing to this project since many see it as an oversight to the design of the facility. After discussion Mr. O'Shea noted he will have Southaven Land Associates contribute to 50% of the cost of the project for the dumpster.

On a motion by Mr. O'Shea, seconded by Mr. Giddens, with all in favor, the Board approved MacClellan's proposal in the amount of \$19,030.00 subject to half the cost to be paid by Southaven Land Associates; in addition the Board approved MacClellan providing an alternate option to pour concrete slabs for 2 benches to be installed around the pond subject to Supervisor Gidden's approval for Southaven Community Development District.

THIRTEENTH ORDER OF BUSINESS

**Presentation for Proposed Budget for
Fiscal Year 2022/2023 –
Consideration of Resolution 2022-06;
Approving a Proposed Budget and
Setting a Public Hearing Theron**

Discussion ensued regarding items within the budget that could be further reviewed. Board also requested Vesta to bring detail back to the Board to justify their proposed increase for FY 2023. The Board also requested Vesta to send then their maintenance checklist for the Board to review further.

On a motion by Mr. O'Shea, seconded by Mr. Kindig, with all in favor, the Board adopted Resolution 2022-06 Approving FY 22/23 Proposed Budget and Setting Public Hearing for Southaven Community Development District.

FOURTEENTH ORDER OF BUSINESS

Discussion of Rental Rates and Policies

Discussion ensued regarding the number of rentals staff is experiencing, possibly capping the amount of attendees and setting fees higher to cover cost.

On a motion by Mr. Jund, seconded by Mr. O'Shea, with all in favor, the Board directed staff to set a \$500 fee maximum CAP for each rental area and for staff to set a Public Hearing on rates and fees for the August meeting for Southaven Community Development District.

FIFTEENTH ORDER OF BUSINESS

**Consideration of Sunbelt Gate Access
Systems of Florida Proposal
for LED Gate Arms**

Ms. Licata discussed the proposal under tab 17. The Board took no further action at this time, but request Ms. Licata to research how this gate would impact the District's gate preventative maintenance agreement and what type of warranty comes with it.

SIXTEENTH ORDER OF BUSINESS

Consideration of POA Marquee Sign Request

The Board discussed and reviewed the location options provided by the POA for their marquee sign. The POA also agreed that the district can include their meeting information on the marquee sign.

On a motion by Mr. O'Shea, seconded by Mr. Jund, by majority vote, Supervisor Fetter opposed, the Board Approved for the POA to install their Marquee Sign at location 1 within the options the POA provided, for Southaven Community Development District.

SEVENTEENTH ORDER OF BUSINESS

Audience Comments and Supervisor Requests

There were no supervisor requests

Audience members had comments regarding the meeting schedule times.

Audience members had a request for further consideration regarding No Parking options. District Counsel noted she would try to reach out to the POA attorney to review the matter together.

EIGHTEENTH ORDER OF BUSINESS

Adjournment

On a motion by Mr. Jund, seconded by Mr. O'Shea, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 12:55 p.m. for Southaven Community Development District.

Secretary/Assistant Secretary

Chairman/Vice Chairman

DRAFT

Tab 2

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA 32084

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.SOUTHAVENCDD.ORG

Operation and Maintenance Expenditures

April 2022

Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2022 through April 30, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$56,767.99**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Southaven Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2022 Through April 30, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
BrightView Landscape Services, Inc	002575	7842243	Cut down 2 trees 03/22	\$ 630.00
Clear Waters, Inc.	002581	122314	Lake Management 04/22	\$ 803.50
Comcast	2022041322-1	8495741401210954	Wireless Telephone Services 04/22	\$ 227.99
Comcast	2022041322-1	8495741401213297	Wireless Telephone Services 04/22	\$ 676.43
Community Advisors, LLC	002569	1384	Reserve Analysis 03/22	\$ 2,800.00
England-Thims & Miller, Inc.	002582	0202519	Engineering Services 04/22	\$ 3,996.50
Florida Power & Light	2022042622-1	FPL Summary 03/22	FPL Summary 03/22	\$ 2,816.08
Hidden Eyes LLC dba Envera Systems	002586	713829	Alarm Monitoring Services 05/22	\$ 4,061.62
Kim Hickox	002577	040822	Rental Deposit Refund 04/22	\$ 500.00
Kutak Rock, LLP	002578	3024477	Legal Services 02/22	\$ 1,464.00
McDermitt Davis & Company, LLC.	002570	51581	Audit Services FY 20/21	\$ 3,800.00
Newagetutors LLC BBA Global Tech	002579	3783	Website ADA Compliance 04/22	\$ 300.00
Poolsure	002571	131295605784	Water Management 04/22	\$ 445.50

Southaven Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2022 Through April 30, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Poolsure	002583	131295606182	Filter and Tile Cleaner 04/22	\$ 38.80
Rizzetta & Company, Inc.	002572	INV0000067047	District Management Fees 04/22	\$ 3,498.25
Smith Electrical, Inc.	002587	19128	GFI Repairs 04/22	\$ 254.00
St Johns Utility Department	002580	SJC Utility Summary 03/22	St Johns County Utility Summary 03/22	\$ 2,363.43
St Johns Utility Department	002588	SJC Utility Summary 04/22	St Johns County Utility Summary 04/22	\$ 2,172.89
Synergy Florida	002584	358949	AV Services Labor 03/22	\$ 275.00
Tracy Glenn	002576	041022	Rental Deposit Refund 04/22	\$ 500.00
Turner Pest Control LLC	002589	17495472	Monthly Pest Control 04/22	\$ 77.18
Vesta Property Services, Inc.	002585	397307	Amenity Management / General Facility Maint / Pool	\$ 11,595.66
Vesta Property Services, Inc.	002585	397938	Reimburse Purchases 03/22	\$ 1,872.90
Vesta Property Services, Inc.	002585	398006	Billable Mileage 03/22	\$ 57.15
Village Key & Alarm, Inc.	002573	396549	Checked TV alignment 03/22	\$ 140.00
Waste Management Inc. of Florida	2022042622-2	0015813-4032-8	Waste Disposal Services 04/22	\$ 32.79

Southaven Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2022 Through April 30, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Yellowstone Landscape	002574	JAX 321599	Monthly Landscape Maintenance 02/22	\$ 11,368.32
Report Total				<u>\$ 56,767.99</u>

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

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Operation and Maintenance Expenditures

May 2022

Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from May 1, 2022 through May 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$63,631.38**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Southaven Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2022 Through May 31, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Ace Winn LLC	2590	42522	Music Firepit Friday 04/22	\$ 400.00
Andre Salgado dba Northeast FL Inflatables LLC	2610	10987	Bounce House Rental 05/22	\$ 150.00
BrightView Landscape Services, Inc	2614	7875431	Monthly Exterior Maintenance 05/22	\$ 13,930.00
BrightView Landscape Services, Inc	2604	7877942	Battery replacement 04/22	\$ 340.00
Bryan McGuinness	2608	51422	Rental Deposit Refund 05/22	\$ 500.00
Clear Waters, Inc.	2615	123083	Lake Management 05/22	\$ 803.50
Comcast	2022053122-1	8495741401210950	Wireless Telephone Services 05/22	\$ 226.92
Comcast	2022053122-1	8495741401213290	Wireless Telephone Services 05/22	\$ 675.14
England-Thims & Miller, Inc.	2605	202845	Engineering Services 04/22	\$ 1,406.25
England-Thims & Miller, Inc.	2605	202846	Engineering Services 04/22	\$ 1,435.00
First Coast Fire & Safety Equipment	2620	8379051822	Extinguisher Recharge 05/22	\$ 349.65

Southaven Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2022 Through May 31, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
First Coast Zerorez, LLC dba Zerorez of Jacksonville	2603	95360	Carpet and Chair Cleaning 05/22	\$ 912.00
Florida Power & Light	2022053122-2	FPL Summary 04/22	FPL Summary 04/22	\$ 2,787.85
Hancock Bank	2606	38911	Trustee Fee 11/02/2021 - 05/01/2022	\$ 2,000.00
Hidden Eyes LLC dba Envera Systems	2595	714394	Alarm Monitoring Services of Additional Homes 04/22	\$ 54.00
Hidden Eyes LLC dba Envera Systems	2616	714823	Alarm Monitoring Services 06/22	\$ 4,088.62
Kutak Rock, LLP	2597	3040174	Legal Services 03/22	\$ 588.00
Lindsey Meeusen	2621	Meeusen 052122	Rental Deposit Refund 05/22	\$ 100.00
LLS Tax Solutions Inc.	2607	2660	Arbitrage Rebate Calculation 2015A- 1 & 2	\$ 500.00
Lori Fetter	2596	43022	Rental Deposit Refund 04/22	\$ 500.00
Margarita Man of St. Augustine LLC	2591	4252022	Rental for event 04/25/2022	\$ 300.00
Newagetutors LLC BBA Global Tech	2601	3861	Website ADA Compliance 05/22	\$ 300.00

Southaven Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2022 Through May 31, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Otis Elevator Company	2611	TAJ21559001	Elevator Test 03/22	\$ 275.00
Poolsure	2598	131295606338	Water Management Seasonal Billing Rate 05/22	\$ 445.50
Rizzetta & Company, Inc.	2592	INV0000067839	District Management Fees 05/22	\$ 3,498.25
Smith Electrical, Inc.	2593	19163	Installed New Light 04/22	\$ 288.69
Smith Electrical, Inc.	2622	19388	Repaired Light in Restroom 05/22	\$ 459.88
Sunbelt Gated Access Systems of Florida, LLC.	2599	1119	Repair barrier arm 04/22	\$ 209.00
Sunbelt Gated Access Systems of Florida, LLC.	2599	1120	Repaired Reflector Post, Reinstalled Barrier Arm 04/22	\$ 352.00
Synergy Florida	2623	360817	AV Services Labor 05/22	\$ 195.00
The St. Augustine Record Dept 1261	2609	111036	Legal Advertising 04/22	\$ 85.27
Vanessa Ajayi	2619	Ajayi 052122	Rental Deposit Refund 05/22	\$ 100.00
Vesta Property Services, Inc.	2594	394780	Amenity Management / General Facility Maint / Pool Svc 02/22	\$ 11,595.66

Southaven Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2022 Through May 31, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Vesta Property Services, Inc.	2618	398343	Amenity Management / General Facility Maint / Pool Svc 05/22	\$ 11,595.66
Vesta Property Services, Inc.	2600	398898	Billable Mileage 04/22	\$ 34.65
Vesta Property Services, Inc.	2612	398986	Reimburse Purchases 04/22	\$ 1,722.04
Village Key & Alarm, Inc.	2624	397384	Transmitters Battery Replacement 05/22	\$ 145.00
Waste Management Inc. of Florida	2022053122-3	0017009-4032-1	Waste Disposal Services 05/22	\$ 141.20
Wayne Automatic Fire Sprinklers, Inc.	2602	961116	Annual Fire Extinguisher Qtrly Inspection 04/22	\$ 76.65
Wayne Automatic Fire Sprinklers, Inc.	2613	962422	Quarterly Sprinkler Inspection 05/22	<u>\$ 65.00</u>
Report Total				<u><u>\$ 63,631.38</u></u>

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

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MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.SOUTHAVENCDD.ORG

Operation and Maintenance Expenditures

June 2022

Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from June 1, 2022 through June 30, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$60,946.36**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Southaven Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2022 Through June 30, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
BrightView Landscape Services, Inc	2643	7922921	Monthly Exterior Maintenance 06/22	\$ 13,930.00
BrightView Landscape Services, Inc	2643	7946704	Landscape Enhancement 06/22	\$ 22,078.90
Clear Waters, Inc.	2644	123876	Lake Management 06/22	\$ 803.50
Comcast	2022061522-1	8495741401210950	Wireless Telephone Services 06/22	\$ 226.92
Comcast	2022061522-1	8495741401213290	Wireless Telephone Services 06/22	\$ 675.14
Dept of Business & Professional Regulation	2629	103254 2022	Certificate Renewal For Elevator - License Number 103254	\$ 75.00
Disclosure Services, LLC	2636	6	Amortization Schedule Series 2016A-1 5-1-22	\$ 500.00
Disclosure Services, LLC	2645	7	Amortization Schedule S2015A-1	\$ 100.00
Eason Enterprises, Inc dba Southeast Fitness Repair	2649	17671	Semi-Annual Maintenance 06/22	\$ 350.00
Eason Enterprises, Inc dba Southeast Fitness Repair	2649	18052	Install Bumper 06/22	\$ 58.24
Ellen Lowe	2633	Lowe 060522	Rental Deposit Refund 06/22	\$ 200.00

Southaven Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2022 Through June 30, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
England-Thims & Miller, Inc.	2637	203007	Engineering Services 05/22	\$ 864.35
England-Thims & Miller, Inc.	2637	203008	Engineering Services 05/22	\$ 512.50
Feliza Jensen	2631	Jensen 060622	Rental Deposit Refund 06/22	\$ 500.00
Florida Department of Health in St. Johns County	2630	55-BID-5914460	Pool Permit #55-60-1656278 2022/2023	\$ 350.00
Florida Power & Light	2022062722-1	FPL Summary 05/22	FPL Summary 05/22	\$ 2,910.51
Hidden Eyes LLC dba Envera Systems	2625	715368	Alarm Monitoring Services 05-06/22	\$ 36.00
Hidden Eyes LLC dba Envera Systems	2638	715835	Alarm Monitoring Services 07/22	\$ 4,106.62
Hidden Eyes LLC dba Envera Systems	2646	716565	Add Res 06 - 07/22	\$ 36.00
Kutak Rock, LLP	2632	3054488	Legal Services 04/22	\$ 957.00
Newagetutors LLC BBA Global Tech	2635	3936	Quarterly Audits 06/22	\$ 400.00
Newagetutors LLC BBA Global Tech	2635	3949	Website ADA Compliance 06/22	\$ 300.00

Southaven Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2022 Through June 30, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Poolsure	2627	131295606839	Water Management Flat Billing Rate 06/22	\$ 481.14
Rizzetta & Company, Inc.	2640	INV0000068682	District Management Fees 06/22	\$ 3,498.25
St Johns Utility Department	2634	SJC Utility Summary 05/22	St Johns County Utility Summary 05/22	\$ 4,645.18
Steve Lundy	2626	Lundy 052822	Rental Deposit Refund 05/22	\$ 500.00
The St. Augustine Record Dept 1261	2639	3415771	Legal Advertising 05/22	\$ 67.32
Turner Pest Control LLC	2628	17626897	Monthly Pest Control 05/22	\$ 77.18
Turner Pest Control LLC	2641	18097600	Monthly Pest Control 06/22	\$ 77.18
Vesta Property Services, Inc.	2642	399886	Reimburse Purchases 05/22	\$ 1,488.23
Waste Management Inc. of Florida	2022061522-2	0018089-4032-2	Waste Disposal Services 06/22	<u>\$ 141.20</u>
Report Total				<u><u>\$ 60,946.36</u></u>

Tab 3

RESOLUTION 2022-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT ADOPTING AMENITY RATES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Southaven Community Development District (“District”) is a local unit of special purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated in St. Johns County, Florida; and

WHEREAS, Chapters 120 and 190, *Florida Statutes*, authorize the District to adopt rules, rates, charges and fees to govern the administration of the District and defray costs of operation and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, the Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution certain amenity rates (“Amenity Rates”), attached hereto as **Exhibit A** for immediate use and application; and

WHEREAS, the Board finds that the imposition of fees for utilization of the amenity facilities and related services is necessary in order to provide for the expenses associated with the operation and maintenance of the recreation facilities and is in the best interests of the District; and

WHEREAS, the Board finds that the fee structure outlined in **Exhibit A** is just and equitable having been based upon (i) the amount of service furnished; and, (ii) other factors affecting the use of the facilities furnished; and

WHEREAS, the Board has complied with applicable Florida law concerning rule development and adoption.

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

SECTION 1. The attached Amenity Rates, attached hereto as **Exhibit A**, are hereby adopted pursuant to this resolution as necessary for the conduct of District business. These Amenity Rates shall stay in full force and effect until such time as they are otherwise amended by the Board.

SECTION 2. The fees in **Exhibit A** are just and equitable and have been based upon (i) the amount of service furnished; and (ii) other factors affecting the use of the facilities furnished.

SECTION 3. Fees for use of the District's recreation facilities and services are adopted in accordance with **Exhibit A** for the purpose of providing revenues to maintain the operation and maintenance of the facilities, and are hereby ratified, approved and confirmed.

SECTION 4. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 5. This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 3rd day of August, 2022.

ATTEST:

**SOUTHAVEN COMMUNITY
DEVELOPMENT DISTRICT**

Print Name: _____
Secretary/Assistant Secretary

Chairperson

Exhibit A: Amenity Rates

Exhibit A:
Amenity Rates

Meeting Room Only	Rental Fee (Max CAP): \$500.00	Deposit (Max CAP): \$500.00
Meeting Room & Social Room	Rental Fee (Max CAP): \$500.00	Deposit (Max CAP): \$500.00
Fire Pit Area	Rental Fee (Max CAP): \$500.00	Deposit (Max CAP): \$500.00
Pool Pavilion	Rental Fee (Max CAP): \$500.00	Deposit (Max CAP): \$500.00

Tab 4

Audio • Video • Security Control • Outdoor Living

Prepared for:

MARKLAND RESIDENT'S CLUB
61 CLARISSA LANE
SOUTHAVEN CDD
ST. AUGUSTINE, FL 32095 USA



Prepared by: **MIKE FISCHER**

Account No.: 27773

Markland Amenities Update



Synergy Florida
Phone: (813) 664-0770
Fax: (813) 664-0589
3230 Parkside Center Circle
Tampa, FL 33619



Quote
No.: 61772
Date: 5/11/2022

Prepared for:

MARKLAND RESIDENT'S CLUB
61 CLARISSA LANE
SOUTHAVEN CDD
ST. AUGUSTINE, FL 32095 USA

Prepared by: Mike Fischer

Account No.: 27773

Scope of Work

Client _____ Date _____

By signing, client agrees that the above Scope of Work is all-inclusive and accurately describes the job to be completed. The quote includes the installation of listed equipment only. Synergy is not responsible for the performance or compatibility of equipment, cables, or furniture supplied by others. Additional parts and labor needed to complete the install would be an additional charge and sold separately of this quote. Any additional work will be approved by client and Synergy, and will be paid for at time of order. Return trips needed to complete the ordered services for having to reinstall equipment due to furniture not being present, or to the install of client-supplied items not present at time of scheduled appointment, will be billable. Billable rate for labor is \$120/hour. Unless otherwise stated in the scope of work, this proposal includes only basic programming of listed equipment. Any additional programming, including but not limited to; custom control scenes, multi-room scenes, Alexa skills, voice commands, or other similar types of programming will be billed at \$160 per hour in 15 minute increments.

Synergy Florida

Phone: (813) 664-0770

Fax: (813) 664-0589

3230 Parkside Center Circle

Tampa, FL 33619



No.: 61772
Date: 5/11/2022

Qty	Item ID	Description	Total
1	C4-T4IW10-WH	Control4® T4 Series 10" In-Wall Touchscreen (White)	\$1,513.95
7	ES-LS-SAT-4-BRN	Episode® Landscape Series Satellite Speaker with 4 in. Woofer (Dark Brown - Each)	\$2,064.65
7	ES-LS-STAKE-12	Episode® Stake Mount for Landscape Series Satellite Speakers (Each	\$113.12
4.00	Finish:Labor	Finish:Labor	\$480.00
4.00	Labor Second Person Rate	Labor Rate for second person installs	\$400.00
1.00	Misc2	Project Management, system design, and consumable parts.	\$49.00

Synergy Florida
Phone: (813) 664-0770
Fax: (813) 664-0589
3230 Parkside Center Circle
Tampa, FL 33619



Quote
No.: 61772
Date: 5/11/2022

Project Summary

Material:	\$3,740.72
Installation:	\$880.00
Sub Total:	\$4,620.72
Your Total:	\$4,620.72

Synergy Florida
Phone: (813) 664-0770
Fax: (813) 664-0589
3230 Parkside Center Circle
Tampa, FL 33619



No.: 61772
Date: 5/11/2022

Prices are valid through 6/10/2022 12:00:00AM

Mike Fischer, mike.fischer@synergyfl.com

Date: 5/11/2022

PRODUCT AND SERVICE PLANS

1. **Parasol Network/Audio/Video Device Protection- Remote Assistance Service** can investigate and fix common home audio & video system problems

Service plan choices - Entire initials Buyer Accepts _____ Buyer Declines _____

2. **Centricity Television Protection Plan** 100% parts and labor protection for your selected television purchases

Service plan choices - Entire initials Buyer Accepts _____ Buyer Declines _____

Payment Schedule

Payment Schedule:

Amount:

100% Deposit - Due Upon Contract Signature

\$4,620.72

Deposit Payment Method:

Amount: \$4,620.72

*** Brand Source financing available with 12 months deferred interest for orders over \$599**

Credit Card #: _____ Exp Month: _____ Exp Year: _____ CVV# _____

Billing Address:

Street: _____

City: _____ State: _____ Zip: _____

Name On Card: _____

Accepted by: _____

Date: _____

Synergy Florida
Phone: (813) 664-0770
Fax: (813) 664-0589
3230 Parkside Center Circle
Tampa, FL 33619



Quote
No.: 61772
Date: 5/11/2022

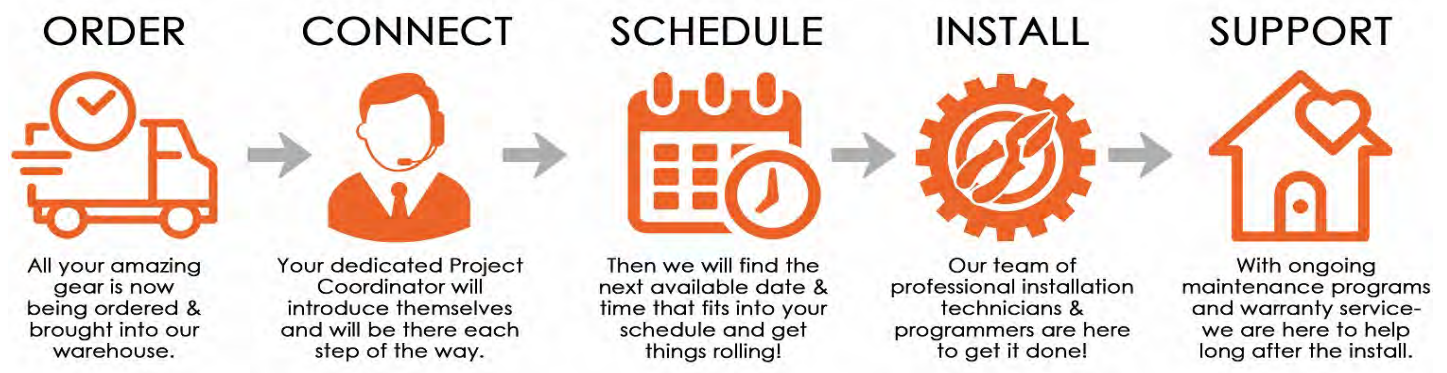
Prepared for:

Prepared by: Mike Fischer

MARKLAND RESIDENT'S CLUB
61 CLARISSA LANE
SOUTHAVEN CDD
ST. AUGUSTINE, FL 32095 USA

Account No.: 27773

SO WHAT'S NEXT...



At Synergy, we pride ourselves on offering our customers responsive, competent and excellent service.

Here are the important contacts for your projects, should you need them:

Synergy Project Coordinator

Direct Line (813) 644-8282

Tampa E-mail: tampaav@synergyfl.com

Orlando E-mail: orlandoav@synergyfl.com

Jacksonville E-mail: jacksonvilleav@synergyfl.com

Synergy Project Manager

Direct Line (904) 229-7786

Thank you again, and we look forward to serving you.

Synergy Florida
Phone: (813) 664-0770
Fax: (813) 664-0589
3230 Parkside Center Circle
Tampa, FL 33619



Quote
No.: 61772
Date: 5/11/2022

Synergy Florida General Terms & Conditions

- A. Statement of Work - The general project description is contained in the attached document and related documents. Client signature below represents approval of the above sales order and authorizes Synergy FI to order materials. Accordingly, client agrees to pay for the materials referenced above including all labor required to install the materials. This Proposal expires 30 days following the date stated on the top of this agreement. Proposals do not include tax, unless otherwise indicated.
- B. Payment - Payments will be made according to the payment schedule, with a 100% deposit due at contract and all funds paid in full with a signed completion agreement. Equipment will not be ordered until the equipment deposit has been submitted. These times are subject to the lead-times required for the ordered equipment to be delivered. Since Synergy FI will, if possible, open, test and burn-in equipment before delivery, all components must be paid for before delivery to job site. Payment is due immediately upon invoicing and any unpaid balance beyond 10 days after invoicing of completed tasks as outlined, shall bear interest payable at a rate of 1.5% per month simple interest.
- C. Time With respect to schedule completion, if Synergy FI is delayed at any time in the progress of the work by owner change orders, fire, acts of God or other causes beyond Synergy FI's control, the completion schedule for the work or affected parts of the work shall be extended by the same amount of the time caused by the delay.
- D. Retro Fit - If job is of a retro-fit/remodel nature on an existing structure, and scope of work exceeds time estimated to complete because of unforeseen circumstances, owner agrees to a per hour rate for all extra labor involved in completing the job.
- E. Owner Furnished Equipment must be in good operational condition and such items are not covered in the Synergy warranty. Items found to be defective and necessary for the operation of the system will need to be replaced at additional costs. Items not made available to Synergy at the time of installation will require additional labor and travel charges will be incurred.
- F. Related work - The costs associated with any related work or materials, including, but not limited to electrical, drywall, painting, cabinets are not included unless specifically documented in the proposal. Synergy is not responsible for any painting, drywall repair, underground trenching or laying or supplying of conduit for outside wiring.
- G. Revocation - Payments may not be revoked by the client or the clients' bank or credit card company. Any disputes due to legal claims will be settled in Hillsborough County court and the liable party will be responsible for all recovery fees including court and lawyer costs. Final payment shall be due immediately following completion of the project. Synergy will hold owner harmless with respect to claims of subcontractors and suppliers.
- H. Insurance - Synergy shall purchase and maintain such insurance necessary to protect from claims under workers compensation and from any damage to the owner's property resulting from the conduct of this contract.
- I. Change Orders - The owner may order changes, additions, or modifications without invalidating the contract. Such changes must be in writing and signed by the owner. Change Orders shall be paid in full upon acceptance of change and shall not alter the contract's payment schedule.
- J. Availability - Given the ever-changing world of electronics, occasionally the model listed on the proposal may be unavailable or discontinued. Synergy reserves the right to substitute a similar model or brand that meets or exceeds the original unit.
- K. Cancelled Orders - All orders cancelled after equipment orders have been placed with the manufacturer are subject to cancellation and /or restock fees including freight charges if equipment has already shipped. Equipment that has been installed and is not in a new, resalable condition is not returnable for credit. Custom orders or changes are not eligible for credit. A 20% restocking fee applies to all returned items and equipment.
- L. Instruction - Synergy will provide an adequate initial tutorial on your new system. If additional instruction is requested, Synergy will provide an additional 30 min. training (on-site or remote), at no charge, within 30 days of completion of the original completion.
- M. Additional Equipment - Due to the nature of electronic systems and their interaction with 3rd party equipment or systems - Any items or equipment required to make a technology system operate efficiently or effectively, that was not purchased by the client, listed on the scope of work, or otherwise sold to the client, may be purchased at an additional charge and not considered a liability unto Synergy to furnish.
- N. Authorized Adult - Service / Installation work will be scheduled for a time when the homebuyer or designated Authorized Adult agrees to be present. Synergy technicians will not enter or remain in the residence without the Authorized Adult. If the Authorized Adult is not present at the residence at the scheduled time, a trip charge may be incurred.
- O. Warranty - Contractor warranties all installation workmanship involved for 90 days. Synergy offers optional on-site technical support services at contracted rates, to assist in the return / servicing of the manufacturer-warranted equipment. All accounts must be current and paid in full before warranty work can be scheduled.
- P. Premium Service Plans, with guaranteed Repair / Replacement, no hidden costs or deductibles, and nationwide service area, are available for up to 5 years.

I hereby acknowledge these terms & conditions and agree to pay the cost of services as specified above.

Accepted by: _____

Date: _____

Tab 5

Southaven Community Development District

Vesta Property Services, Inc.
Property Management Services
FY'23

Markland



Vesta Property Services, Inc.
245 Riverside Avenue, Suite 250
Jacksonville, Florida 32204
(904) 355-1831

I. PROPOSED SERVICES

The District's detailed scope of work is outlined as follows:

A. Management Services

- Facility
- Lifestyle
- Field Operations

B. Maintenance Services

- Swimming Pool Maintenance
- Amenity and Gate House Maintenance
- Common Grounds Maintenance

II. Management Services

The **General Manager** shall have the responsibilities of overseeing the community in regard to all CDD assets and Lifestyle events. Duties include:

1. Act as the point of contact for residents, vendors and contracted service providers for all matters related to onsite operations.
2. Issue "Welcome Packages" to new residents, which may include amenity use policies, amenity access cards, mailbox keys, entry bar code decals, website and contact numbers, and other useful information.
3. Track issuance of amenity area access cards and entry bar codes including an up-to-date list of residents' contact information.
4. Monitor the use and condition of the facilities to ensure safe operations and consistent enforcement of District policies.
5. Identify and resolve issues on behalf of the District and/or its residents.
6. Coordinate, plan, advertise and execute special events and activities for residents at the direction of the District.
7. Provide oversight of all District owned assets and common grounds.
8. Hold all CDD service providers accountable to their contract at a high standard of performance. Report deficiencies to the District Manager.

III. Maintenance Services

A. Pool Maintenance

1. Provide all necessary services to maintain pool facilities as required by Chapter 64E-9.004(13), FAC. (The pool has a sand filtration system.)
2. Conduct all necessary tests of pool chemicals as required and maintain levels established in Chapter 64E-9.004(d). Operate filtration and recirculation systems and clean all strainers.
3. Maintain proper pool level and filtration rates.
4. Manually skim, brush, and vacuum pools as necessary.
5. Inspect and document that all systems are maintained in proper working condition weekly.

6. Advise the community of any necessary repairs, cleaning, or replacement items required due to “normal wear & tear,” “acts of God,” or vandalism

B. Manor House and Gate House Maintenance

1. Clean all outdoor structures.
2. Blow off all walkways and pool deck regularly.
3. Remove debris and trash in and around the facility.
4. Clean soffits, ceiling fans, light fixtures and all outdoor ceiling surfaces.
5. Remove spider webs, wasps’ nests, mud daubers, etc.
6. Inspect and document fitness equipment condition regularly.
7. Monitor the condition of all doors, fencing, and gates.
8. Replace inside/outside lights and AC filters as needed.
9. Inspect and document lighting, audio systems, security cameras and access controls and ADA lift are functioning properly on a regular basis.
10. Inspect and document condition of playground equipment weekly.
11. Spot clean interior of the Manor House.

C. Common Grounds Maintenance

1. Removal of naturally occurring and construction debris from the following areas:
 - a. Right-of-ways
 - b. Community entrance areas
 - c. Walking paths
 - d. Preserves
 - e. Community Parks
 - f. Storm drains and washouts
2. Empty trash cans
3. Remove animal waste stations

D. Utility Vehicle Rental

Used for common grounds maintenance duties including trash and debris removal. The vehicle is provided twice weekly and available for additional cleaning upon approval from the board. Fuel is to be provided by the District.

IV. Annual Fee

All services including use of the Vesta owned Utility Vehicle
\$152,698

V. Other

A. Insurance:

Vesta shall carry general liability coverage of at least \$1,000,000, including employer’s liability coverage of \$250,000.00, as well as professional liability insurance.

Vesta shall be responsible for all necessary insurance payments (including workman’s compensation), payroll taxes, and the provision of various benefits on behalf of its staff.

B. Uniforms:

Staff shall wear company uniforms, provided by Vesta

C. Mileage:

Any mileage incurred offsite for the benefit of the community such as acquiring parts or supplies for repairs or in an effort to avoid delivery fees, shall be billable to the District. Mileage will be reimbursed consistent with the IRS rate. A mileage report will be submitted with the invoice stating the date, miles, and purpose.

D. Storm preparation and recovery:

Additional hours incurred for the purposes of preparing the facility for extreme weather conditions or recovery after a storm event are billable at a rate of \$29.00 hourly. This service will not be provided without the consent of the District Manager.

E. Revenue Share:

Vesta shall remit 10% of all revenue generated by Vesta sponsored activities such as fitness classes and swim lessons.

F. Terms:

1. Vesta shall invoice once monthly.
2. Invoices shall be paid net thirty (30) days upon receipt.
3. Residents shall pay an hourly rate identified by Vesta for staffed, private rentals of the amenities and district sponsored events.

Tab 6

RESOLUTION 2022-08

THE ANNUAL APPROPRIATION RESOLUTION OF THE SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT ("DISTRICT") RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022 AND ENDING SEPTEMBER 30, 2023; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2022, submitted to the Board of Supervisors ("**Board**") of the Southaven Community Development District ("**District**") proposed budget ("**Proposed Budget**") for the fiscal year beginning October 1, 2022 and ending September 30, 2023 ("**Fiscal Year 2022/2023**") along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District's website at least two days before the public hearing; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

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

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District's Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The Proposed Budget, attached hereto as **Exhibit A**, as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* ("**Adopted Budget**"), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Budget for the Southaven Community Development District for the Fiscal Year Ending September 30, 2023."
- d. The Adopted Budget shall be posted by the District Manager on the District's official website within thirty (30) days after adoption and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2022/2023, the sum of \$_____ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$ _____
DEBT SERVICE FUND SERIES 2015A-1	\$ _____
DEBT SERVICE FUND SERIES 2016A-1	\$ _____
TOTAL ALL FUNDS	\$ _____

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2022/2023, or within 60 days following the end of the Fiscal Year 2022/2023, may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.
- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. above are posted on the District's website within 5 days after adoption and remain on the website for at least 2 years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 3rd DAY OF August, 2022.

ATTEST:

**SOUTHAVEN COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

By: _____

Its: _____

Exhibit A: Fiscal Year 2022/2023 Budget



Rizzetta & Company

Southaven Community Development District

www.southavencdd.org

Approved Proposed Budget for Fiscal Year 2022/2023

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Debt Service Fund Budget Account Category Descriptions	13



Rizzetta & Company

Proposed Budget
Southaven Community Development District
General Fund
Fiscal Year 2022/2023

	Chart of Accounts Classification	Actual YTD through 05/31/22	Projected Annual Totals 2021/2022	Annual Budget for 2021/2022	Projected Budget variance for 2021/2022	Budget for 2022/2023	Budget Increase (Decrease) vs 2021/2022	Comments
1								
2	REVENUES							
3								
4	Special Assessments							
5	Tax Roll*	\$ 729,575	\$ 739,172	\$ 739,172	\$ -	\$ 770,132	\$ 30,960	All units on tax roll.
6	Other Miscellaneous Revenues							
7	Rentals, Access/Decals, Events	\$ 8,320	\$ 12,480	\$ -	\$ 12,480	\$ 12,000	\$ 12,000	(New Line)
8								
9	TOTAL REVENUES	\$ 737,895	\$ 751,652	\$ 739,172	\$ 12,480	\$ 782,132	\$ 42,960	
12								
13	EXPENDITURES - ADMINISTRATIVE							
14								
15	Financial & Administrative							
16	Administrative Services	\$ 3,672	\$ 5,508	\$ 5,508	\$ -	\$ 5,728	\$ 220	
17	District Management	\$ 10,200	\$ 15,300	\$ 15,300	\$ -	\$ 15,912	\$ 612	
18	District Engineer	\$ 9,020	\$ 10,000	\$ 2,000	\$ (8,000)	\$ 4,000	\$ 2,000	
19	Disclosure Reports	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	\$ 6,000	\$ -	2 Bonds
20	Trustees Fees	\$ 4,958	\$ 7,000	\$ 7,000	\$ -	\$ 7,000	\$ -	
21	Assessment Roll Certification	\$ 5,100	\$ 5,100	\$ 5,100	\$ -	\$ 5,304	\$ 204	
22	Financial & Revenue Collections	\$ 2,448	\$ 3,672	\$ 3,672	\$ -	\$ 3,819	\$ 147	
23	Accounting Services	\$ 10,266	\$ 15,399	\$ 15,399	\$ -	\$ 16,015	\$ 616	
24	Auditing Services	\$ 3,800	\$ 3,800	\$ 3,800	\$ -	\$ 3,800	\$ -	
25	Arbitrage Rebate Reports	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	2 Bonds
26	Public Officials Liability Insurance	\$ 2,664	\$ 2,664	\$ 2,800	\$ 136	\$ 3,200	\$ 400	
27	Legal Advertising	\$ 323	\$ 1,500	\$ 1,000	\$ (500)	\$ 1,500	\$ 500	YTD Average
28	Dues, Licenses & Fees	\$ 175	\$ 175	\$ 175	\$ -	\$ 175	\$ -	
29	Miscellaneous Fees	\$ 129	\$ 750	\$ 500	\$ (250)	\$ 500	\$ -	
	ADA Website Hosting, Maintenance, Remediation & Backup	\$ 4,600	\$ 6,760	\$ 6,760	\$ -	\$ 6,490	\$ (270)	
30	Legal Counsel							
32	District Counsel	\$ 5,678	\$ 12,000	\$ 15,000	\$ 3,000	\$ 15,000	\$ -	
33								
34	Administrative Subtotal	\$ 70,033	\$ 96,628	\$ 91,014	\$ (5,614)	\$ 95,443	\$ 4,429	
35								
36	EXPENDITURES - FIELD OPERATIONS							
37								
38	Security Operations							
39	Entry Gate Access System & Maintenance	\$ 32,444	\$ 48,666	\$ 50,183	\$ 1,517	\$ 50,183	\$ -	Based on 355 Homes
40	Gate Phone	\$ 1,750	\$ 2,625	\$ 1,800	\$ (825)	\$ 2,940	\$ 1,140	Per Upgraded Agreement
41	Guard House Access and Gate Maintenance and Repairs	\$ 11,243	\$ 12,000	\$ 11,000	\$ (1,000)	\$ 11,000	\$ -	Includes PM Service, Funds for Readers & Decals
42	Electric Utility Services							
43	Utility Services - Amenity, Gatehouse/Entry & Parks	\$ 9,071	\$ 13,607	\$ 14,000	\$ 394	\$ 15,000	\$ 1,000	
44	Street Lights	\$ 12,870	\$ 19,305	\$ 19,500	\$ 195	\$ 20,000	\$ 500	Per FPL Est.
45	Garbage/Solid Waste Control Services							
46	Garbage - Recreation Facility	\$ 279	\$ 945	\$ 1,150	\$ 205	\$ 1,680	\$ 530	Per New Rate/Vendor; Projections included 4 month hold
47	Water-Sewer Combination Services							
48	Utility Services - Potable (Amenity, Gatehouse & Pool)	\$ 6,813	\$ 10,220	\$ 10,000	\$ (220)	\$ 11,000	\$ 1,000	
49	Water - Reuse Irrigation (Parks, Entry & Amenity)	\$ 18,476	\$ 27,714	\$ 30,500	\$ 2,786	\$ 30,500	\$ -	
50	Stormwater Control							
51	Aquatic Pond Maintenance	\$ 6,428	\$ 9,642	\$ 9,360	\$ (282)	\$ 9,642	\$ 282	Per Approved Increase
52	Other Physical Environment							
53	General Liability & Property Insurance	\$ 25,121	\$ 25,121	\$ 26,277	\$ 1,156	\$ 30,200	\$ 3,923	Inflationary Adjustment Est.
54	Entry & Walls Maintenance	\$ 3,011	\$ 3,500	\$ 2,500	\$ (1,000)	\$ 3,500	\$ 1,000	
55	Landscape & Irrigation Maintenance Contract	\$ 98,632	\$ 154,352	\$ 170,000	\$ 15,648	\$ 167,160	\$ (2,840)	New Scope Includes Annual Grass Cutbacks & Mulch Removal

Proposed Budget
Southaven Community Development District
General Fund
Fiscal Year 2022/2023

	Chart of Accounts Classification	Actual YTD through 05/31/22	Projected Annual Totals 2021/2022	Annual Budget for 2021/2022	Projected Budget variance for 2021/2022	Budget for 2022/2023	Budget Increase (Decrease) vs 2021/2022	Comments
56	Landscape Replacement & Misc. Services	\$ 2,980	\$ 26,000	\$ 35,000	\$ 9,000	\$ 35,000	\$ -	Need More Drainage Repairs? Sod Replacement? Tree Removals?
57	Irrigation Repairs	\$ 340	\$ 510	\$ 2,000	\$ 1,490	\$ 2,000	\$ -	
58	Road & Street Facilities							
59	Street Light & Park Decorative Light Maintenance	\$ 2,297	\$ 3,446	\$ 1,000	\$ (2,446)	\$ 2,000	\$ 1,000	YTD Average
60	Roadway and Parking Lot Repair & Maintenance	\$ 55	\$ 500	\$ 1,000	\$ 500	\$ 1,000	\$ -	
61	Common Area Repair & Maintenance	\$ 59	\$ 1,500	\$ 4,000	\$ 2,500	\$ 2,500	\$ (1,500)	
62	Street Sign Repair & Maintenance	\$ 560	\$ 840	\$ 2,500	\$ 1,660	\$ 2,500	\$ -	
63	Parks & Recreation							
64	Amenity Management Staffing Contract (On-Site Management & Maintenance Services)	\$ 93,055	\$ 139,148	\$ 139,148	\$ -	\$ 152,698	\$ 13,550	Vesta Revised Proposed Increase
65	Facility - Maintenance & Repair	\$ 7,099	\$ 10,649	\$ 10,000	\$ (649)	\$ 12,000	\$ 2,000	
66	Facility Office/Janitorial Supplies & Equipment	\$ 4,876	\$ 12,782	\$ 3,000	\$ (9,782)	\$ 13,000	\$ 10,000	Projection and Proposed - Include Additional Janitorial Service
67	Facility Furniture Repair & Replacement	\$ 3,529	\$ 4,000	\$ 3,000	\$ (1,000)	\$ 3,000	\$ -	
68	Facility HVAC Maintenance & Repair	\$ 10,402	\$ 10,402	\$ 13,000	\$ 2,598	\$ 3,000	\$ (10,000)	Projections Included 2 New Units
69	Pool Chemicals	\$ 3,753	\$ 5,630	\$ 4,950	\$ (680)	\$ 5,350	\$ 400	
70	Pool Permits	\$ -	\$ 350	\$ 350	\$ -	\$ 350	\$ -	
71	Elevator Maintenance & Permit	\$ 275	\$ 1,900	\$ 3,000	\$ 1,100	\$ 3,000	\$ -	
72	Fitness - On Demand Subscription	\$ 1,800	\$ 2,400	\$ 2,400	\$ -	\$ 2,400	\$ -	
73	Fitness Equipment Maintenance & Repairs	\$ 85	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ -	
74	Amenity - Telephone, Internet & Cable	\$ 4,672	\$ 7,008	\$ 7,200	\$ 192	\$ 8,100	\$ 900	Per Upgraded Agreement
75	Pest & Termite Bond	\$ 1,531	\$ 2,297	\$ 3,840	\$ 1,544	\$ 1,500	\$ (2,340)	Removed Snake Treatment
76	Amenity Security Camera System - Maintenance & Repairs	\$ 145	\$ 1,000	\$ 2,000	\$ 1,000	\$ 2,000	\$ -	
77	Access Control Supplies	\$ 140	\$ 500	\$ 500	\$ -	\$ -	\$ (500)	Included in Line 66
78	Tennis & Basketball Court Maintenance & Supplies	\$ 613	\$ 920	\$ 500	\$ (420)	\$ 500	\$ -	
79	Dog Waste Station Supplies	\$ 1,488	\$ 2,232	\$ 1,000	\$ (1,232)	\$ 2,500	\$ 1,500	YTD Actuals
80	Special Events							
81	Holiday Lights	\$ 4,887	\$ 4,887	\$ 5,000	\$ 113	\$ 5,000	\$ -	
82	Special Events	\$ 6,307	\$ 10,000	\$ 10,000	\$ -	\$ 4,000	\$ (6,000)	
83	Contingency							
84	Capital Improvements	\$ -	\$ 20,000	\$ 10,000	\$ (10,000)	\$ 25,000	\$ 15,000	Lite Up Gate Arms/Park Upgrade/Dumpster Site
85	Misc. Contingency	\$ 4,399	\$ 4,399	\$ 35,000	\$ 30,601	\$ 42,986	\$ 7,986	Building Operating Reserves
88								
89	Field Operations Subtotal	\$ 381,485	\$ 603,494	\$ 648,158	\$ 44,665	\$ 686,689	\$ 38,531	
90								
93	TOTAL EXPENDITURES	\$ 451,518	\$ 700,122	\$ 739,172	\$ 39,051	\$ 782,132	\$ 42,960	
94								
95	EXCESS OF REVENUES OVER EXPENDITURES	\$ 286,377	\$ 51,531	\$ -	\$ 51,531	\$ -	\$ -	
96								

Southaven Community Development District
Debt Service
Fiscal Year 2022/2023

Chart of Accounts Classification	Series 2015A-1	Series 2016A-1	Budget for 2022/2023
REVENUES			
Special Assessments			
Net Special Assessments	\$223,703.42	\$308,488.32	\$ 532,191.74
TOTAL REVENUES	\$ 223,703.42	\$ 308,488.32	\$ 532,191.74
EXPENDITURES			
Administrative			
Financial & Administrative			
Debt Service Obligation	\$223,703.42	\$308,488.32	\$532,191.74
Administrative Subtotal	\$ 223,703.42	\$ 308,488.32	\$ 532,191.74
TOTAL EXPENDITURES	\$ 223,703.42	\$ 308,488.32	\$ 532,191.74
EXCESS OF REVENUES OVER EXPENDITURES	\$0.00	\$0.00	\$0.00

Collection and Discount % applicable to the county:

6.0%

Gross assessments

\$ 565,680.00

Notes:

Collection Costs for St. John's County and Early Payment Discount is 6.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

Southaven Community Development District

FISCAL YEAR 2022/2023 O&M & DEBT SERVICE ASSESSMENT SCHEDULE

2022/2023 O&M Budget		\$770,132.00
St. John's County Collection Cost:	2%	\$16,385.79
Early Payment Discounts:	4%	\$32,771.57
2022/2023 Total:		\$819,289.36

2021/2022 O&M Budget	\$739,172.00
2022/2023 O&M Budget	\$770,132.00

Total Difference: **\$30,960.00**

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2021/2022	2022/2023	\$	%
Series 2015A-1 Debt Service - Single Family 58'	\$1,800.00	\$1,800.00	\$0.00	0.00%
Operations/Maintenance - Single Family 58'	\$2,145.04	\$2,236.82	\$91.78	4.28%
Total	\$3,945.04	\$4,036.82	\$91.78	2.33%
Series 2015A-1 Debt Service - Single Family 73'	\$1,800.00	\$1,800.00	\$0.00	0.00%
Operations/Maintenance - Single Family 73'	\$2,205.01	\$2,297.64	\$92.63	4.20%
Total	\$4,005.01	\$4,097.64	\$92.63	2.31%
Series 2015A-1 Debt Service - Single Family 73' Partial	\$1,080.00	\$1,080.00	\$0.00	0.00%
Operations/Maintenance - Single Family 73'	\$2,205.01	\$2,297.64	\$92.63	4.20%
Total	\$3,285.01	\$3,377.64	\$92.63	2.82%
Series 2015A-1 Debt Service - Single Family 93'	\$2,100.00	\$2,100.00	\$0.00	0.00%
Operations/Maintenance - Single Family 93'	\$2,283.43	\$2,377.17	\$93.74	4.11%
Total	\$4,383.43	\$4,477.17	\$93.74	2.14%
Series 2015A-1 Debt Service - Single Family 93' Partial	\$1,400.00	\$1,400.00	\$0.00	0.00%
Operations/Maintenance - Single Family 93'	\$2,283.43	\$2,377.17	\$93.74	4.11%
Total	\$3,683.43	\$3,777.17	\$93.74	2.54%
Series 2016A-1 Debt Service - Single Family 63'	\$1,800.00	\$1,800.00	\$0.00	0.00%
Operations/Maintenance - Single Family 63'	\$2,165.80	\$2,257.87	\$92.07	4.25%
Total	\$3,965.80	\$4,057.87	\$92.07	2.32%
Series 2016A-1 Debt Service - Single Family 73'	\$1,800.00	\$1,800.00	\$0.00	0.00%
Operations/Maintenance - Single Family 73'	\$2,205.01	\$2,297.64	\$92.63	4.20%
Total	\$4,005.01	\$4,097.64	\$92.63	2.31%
Series 2016A-1 Debt Service - Single Family 83'	\$2,100.00	\$2,100.00	\$0.00	0.00%
Operations/Maintenance - Single Family 83'	\$2,244.22	\$2,337.40	\$93.18	4.15%
Total	\$4,344.22	\$4,437.40	\$93.18	2.14%
Series 2016A-1 Debt Service - Single Family 93'	\$2,100.00	\$2,100.00	\$0.00	0.00%
Operations/Maintenance - Single Family 93'	\$2,283.43	\$2,377.17	\$93.74	4.11%
Total	\$4,383.43	\$4,477.17	\$93.74	2.14%

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2022/2023 O&M & DEBT SERVICE ASSESSMENT SCHEDULE

TOTAL O&M BUDGET		\$770,132.00
COLLECTION COSTS @	2%	\$16,385.79
EARLY PAYMENT DISCOUNTS @	4%	<u>\$32,771.57</u>
TOTAL O&M ASSESSMENT		<u>\$819,289.36</u>

				\$101,535.11			\$609,493.62			\$108,260.64							
PLATTED	UNITS ASSESSED			ALLOCATION OF EQUALIZED ADMIN COSTS			ALLOCATION OF EQUALIZED FIELD COSTS			ALLOCATION OF STRATIFIED FIELD COSTS			PER LOT ANNUAL ASSESSMENT				
	LOT SIZE	O&M	SERIES 2015A-1 DEBT SERVICE ⁽¹⁾	SERIES 2016A-1 DEBT SERVICE ⁽¹⁾	EAU FACTOR	TOTAL BUDGET	PER UNIT ASSESSMENT	EAU FACTOR	TOTAL BUDGET	PER UNIT ASSESSMENT	EAU FACTOR	TOTAL BUDGET	PER UNIT ASSESSMENT	TOTAL O&M	2015A-1 DEBT SERVICE ⁽³⁾	2016A-1 DEBT SERVICE ⁽³⁾	TOTAL ⁽³⁾
Phase 1																	
Single Family 58'	28	28	28	0	1.00	\$8,008.40	\$286.01	1.00	\$48,072.74	\$1,716.88	1.00	\$6,549.91	\$233.93	\$2,236.82	\$1,800.00	\$0.00	\$4,036.82
Single Family 73'	83	58	58	0	1.00	\$23,739.19	\$286.01	1.00	\$142,501.32	\$1,716.88	1.26	\$24,463.91	\$294.75	\$2,297.64	\$1,800.00	\$0.00	\$4,097.64
Single Family 73' (Partial)	1	1	1	0	1.00	\$286.01	\$286.01	1.00	\$1,716.88	\$1,716.88	1.26	\$294.75	\$294.75	\$2,297.64	\$1,080.00	\$0.00	\$3,377.64
Single Family 93'	49	37	37	0	1.00	\$14,014.70	\$286.01	1.00	\$84,127.29	\$1,716.88	1.60	\$18,339.75	\$374.28	\$2,377.17	\$2,100.00	\$0.00	\$4,477.17
Single Family 93' (Partial)	3	3	3	0	1.00	\$858.04	\$286.01	1.00	\$5,150.65	\$1,716.88	1.60	\$1,122.84	\$374.28	\$2,377.17	\$1,400.00	\$0.00	\$3,777.17
Phase 2																	
Single Family 63'	80	0	0	72	1.00	\$22,881.15	\$286.01	1.00	\$137,350.67	\$1,716.88	1.09	\$20,398.29	\$254.98	\$2,257.87	\$0.00	\$1,800.00	\$4,057.87
Single Family 73'	39	0	0	32	1.00	\$11,154.56	\$286.01	1.00	\$66,958.45	\$1,716.88	1.26	\$11,495.09	\$294.75	\$2,297.64	\$0.00	\$1,800.00	\$4,097.64
Single Family 83'	34	0	0	31	1.00	\$9,724.49	\$286.01	1.00	\$58,374.04	\$1,716.88	1.43	\$11,373.45	\$334.51	\$2,337.40	\$0.00	\$2,100.00	\$4,437.40
Single Family 93'	38	0	0	36	1.00	\$10,868.55	\$286.01	1.00	\$65,241.57	\$1,716.88	1.60	\$14,222.66	\$374.28	\$2,377.17	\$0.00	\$2,100.00	\$4,477.17
TOTAL COMMUNITY	355	127	171			\$101,535.11			\$609,493.62			\$108,260.64					
LESS: St. John's County Collection Costs (2%) and Early Payment Discount (4%)						\$6,092.11			\$36,569.62			\$6,495.64					
Net Revenue to be Collected						\$95,443.00			\$572,924.00			\$101,765.00					

⁽¹⁾ Reflects the number of total lots with Series 2015A-1 and 2016A-1 debt outstanding. There have been 37 (thirty-seven) Series 2015A-1 prepayments and 20 (twenty) Series 2016A-1 prepayments.

⁽²⁾ Annual debt service assessment per lot adopted in connection with the Series 2015A-1 and Series 2016A-1 bond issues. Annual assessment includes principal, interest, St. John's County collection costs and early payment discount costs.

⁽³⁾ Annual assessment that will appear on November 2022 St. John's County property tax bill. Amount shown includes all applicable collection costs. Property owner is eligible for a discount of up to 4% if paid early.

GENERAL FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Interest Earnings: The District may earn interest on its monies in the various operating accounts.

Tax Roll: The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

Off Roll: For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

Developer Contributions: The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

Event Rental: The District may receive monies for event rentals for such things as weddings, birthday parties, etc.

Miscellaneous Revenues: The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

Facilities Rentals: The District may receive monies for the rental of certain facilities by outside sources, for such items as office space, snack bar/restaurants etc.



EXPENDITURES – ADMINISTRATIVE:

Supervisor Fees: The District may compensate its supervisors within the appropriate statutory limits of \$200.00 maximum per meeting within an annual cap of \$4,800.00 per supervisor.

Administrative Services: The District will incur expenditures for the day to today operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles and phone calls.

District Management: The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These service include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

District Engineer: The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

Disclosure Report: The District is required to file quarterly and annual disclosure reports, as required in the District's Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

Trustee's Fees: The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

Assessment Roll: The District will contract with a firm to prepare, maintain and certify the assessment roll(s) and annually levy a non-ad valorem assessment for operating and debt service expenses.

Financial & Revenue Collections: Services of the Collection Agent include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. The Collection Agent also maintains and updates the District's lien book(s) annually and provides for the release of liens on property after the full collection of bond debt levied on particular properties.

Accounting Services: Services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

Auditing Services: The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.



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Arbitrage Rebate Calculation: The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

Travel: Each Board Supervisor and the District Staff are entitled to reimbursement for travel expenses per Florida Statutes 190.006(8).

Public Officials Liability Insurance: The District will incur expenditures for public officials' liability insurance for the Board and Staff.

Legal Advertising: The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

Bank Fees: The District will incur bank service charges during the year.

Dues, Licenses & Fees: The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

Miscellaneous Fees: The District could incur miscellaneous throughout the year, which may not fit into any standard categories.

Website Hosting, Maintenance and Email: The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

District Counsel: The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

EXPENDITURES - FIELD OPERATIONS:

Deputy Services: The District may wish to contract with the local police agency to provide security for the District.

Security Services and Patrols: The District may wish to contract with a private company to provide security for the District.

Electric Utility Services: The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

Street Lights: The District may have expenditures relating to street lights throughout the community. These may be restricted to main arterial roads or in some cases to all street lights within the District's boundaries.

Utility - Recreation Facility: The District may budget separately for its recreation and or amenity electric separately.

Gas Utility Services: The District may incur gas utility expenditures related to district operations at its facilities such as pool heat etc.

Garbage - Recreation Facility: The District will incur expenditures related to the removal of garbage and solid waste.

Solid Waste Assessment Fee: The District may have an assessment levied by another local government for solid waste, etc.

Water-Sewer Utility Services: The District will incur water/sewer utility expenditures related to district operations.

Utility - Reclaimed: The District may incur expenses related to the use of reclaimed water for irrigation.

Aquatic Maintenance: Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

Fountain Service Repairs & Maintenance: The District may incur expenses related to maintaining the fountains within throughout the Parks & Recreational areas

Lake/Pond Bank Maintenance: The District may incur expenditures to maintain lake banks, etc. for the ponds and lakes within the District's boundaries, along with planting of beneficial aquatic plants, stocking of fish, mowing and landscaping of the banks as the District determines necessary.

Wetland Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

Mitigation Area Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various mitigation areas by other governmental entities.

Aquatic Plant Replacement: The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

General Liability Insurance: The District will incur fees to insure items owned by the District for its general liability needs

Property Insurance: The District will incur fees to insure items owned by the District for its property needs

Entry and Walls Maintenance: The District will incur expenditures to maintain the entry monuments and the fencing.

Landscape Maintenance: The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

Irrigation Maintenance: The District will incur expenditures related to the maintenance of the irrigation systems.

Irrigation Repairs: The District will incur expenditures related to repairs of the irrigation systems.

Landscape Replacement: Expenditures related to replacement of turf, trees, shrubs etc.

Field Services: The District may contract for field management services to provide landscape maintenance oversight.

Miscellaneous Fees: The District may incur miscellaneous expenses that do not readily fit into defined categories in field operations.

Gate Phone: The District will incur telephone expenses if the District has gates that are to be opened and closed.

Street/Parking Lot Sweeping: The District may incur expenses related to street sweeping for roadways it owns or are owned by another governmental entity, for which it elects to maintain.

Gate Facility Maintenance: Expenses related to the ongoing repairs and maintenance of gates owned by the District if any.

Sidewalk Repair & Maintenance: Expenses related to sidewalks located in the right of way of streets the District may own if any.

Roadway Repair & Maintenance: Expenses related to the repair and maintenance of roadways owned by the District if any.

Employees - Salaries: The District may incur expenses for employees/staff members needed for the recreational facilities such as Clubhouse Staff.

Employees - P/R Taxes: This is the employer's portion of employment taxes such as FICA etc.

Employee - Workers' Comp: Fees related to obtaining workers compensation insurance.

Management Contract: The District may contract with a firm to provide for the oversight of its recreation facilities.

Maintenance & Repair: The District may incur expenses to maintain its recreation facilities.

Facility Supplies: The District may have facilities that required various supplies to operate.



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Gate Maintenance & Repairs: Any ongoing gate repairs and maintenance would be included in this line item.

Telephone, Fax, Internet: The District may incur telephone, fax and internet expenses related to the recreational facilities.

Office Supplies: The District may have an office in its facilities which require various office related supplies.

Clubhouse - Facility Janitorial Service: Expenses related to the cleaning of the facility and related supplies.

Pool Service Contract: Expenses related to the maintenance of swimming pools and other water features.

Pool Repairs: Expenses related to the repair of swimming pools and other water features.

Security System Monitoring & Maintenance: The District may wish to install a security system for the clubhouse

Clubhouse Miscellaneous Expense: Expenses which may not fit into a defined category in this section of the budget

Athletic/Park Court/Field Repairs: Expense related to any facilities such as tennis, basketball etc.

Trail/Bike Path Maintenance: Expenses related to various types of trail or pathway systems the District may own, from hard surface to natural surfaces.

Special Events: Expenses related to functions such as holiday events for the public enjoyment

Miscellaneous Fees: Monies collected and allocated for fees that the District could incur throughout the year, which may not fit into any standard categories.

Miscellaneous Contingency: Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.

Capital Outlay: Monies collected and allocated for various projects as they relate to public improvements.



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RESERVE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Reserve Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Reserve Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Tax Roll: The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

Off Roll: For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

Developer Contributions: The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

Miscellaneous Revenues: The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

EXPENDITURES:

Capital Reserve: Monies collected and allocated for the future repair and replacement of various capital improvements such as club facilities, swimming pools, athletic courts, roads, etc.

Capital Outlay: Monies collected and allocated for various projects as they relate to public improvements.



Rizzetta & Company

DEBT SERVICE FUND BUDGET **ACCOUNT CATEGORY DESCRIPTION**

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Special Assessments: The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

EXPENDITURES – ADMINISTRATIVE:

Bank Fees: The District may incur bank service charges during the year.

Debt Service Obligation: This would be a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.



Rizzetta & Company

Tab 7

RESOLUTION 2022-09

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2022/2023; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Southaven Community Development District ("**District**") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District is located in St. Johns County, Florida ("**County**"); and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

WHEREAS, the Board of Supervisors ("**Board**") of the District hereby determines to undertake various operations and maintenance and other activities described in the District's budget ("**Adopted Budget**") for the fiscal year beginning October 1, 2022 and ending September 30, 2023 ("**Fiscal Year 2022/2023**"), attached hereto as **Exhibit "A"** and incorporated by reference herein; and

WHEREAS, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

WHEREAS, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2022/2023; and

WHEREAS, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector ("**Uniform Method**"), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

WHEREAS, it is in the best interests of the District to adopt the Assessment Roll of the Southaven Community Development District ("**Assessment Roll**") attached to this Resolution as **Exhibit "B"** and incorporated as a material part of this Resolution by this reference, and to certify the Assessment Roll to the County Tax Collector pursuant to the Uniform Method; and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

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

SECTION 1. BENEFIT & ALLOCATION FINDINGS. The Board hereby finds and determines that the provision of the services, facilities, and operations as described in **Exhibit "A"** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands, as shown in **Exhibits "A" and "B,"** is hereby found to be fair and reasonable.

SECTION 2. ASSESSMENT IMPOSITION. Pursuant to Chapters 190 and 197, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District, and in accordance with **Exhibits "A" and "B."** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the "maximum rate" authorized by law for operation and maintenance assessments.

SECTION 3. COLLECTION. The collection of the operation and maintenance special assessments and previously levied debt service assessments shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as indicated on **Exhibits "A" and "B."** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

SECTION 4. ASSESSMENT ROLL. The Assessment Roll, attached to this Resolution as **Exhibit "B,"** is hereby certified to the County Tax Collector and shall be collected by the County

Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

SECTION 5. ASSESSMENT ROLL AMENDMENT. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

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

SECTION 7. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

PASSED AND ADOPTED this 3rd day of August 2022.

ATTEST:

**SOUTHAVEN COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

Chair / Vice Chair, Board of Supervisors

Exhibit A: Budget

Exhibit B: Assessment Roll

Exhibit A
Budget

Exhibit B
Assessment Roll

The Assessment Roll is maintained in the District's official records and is available upon request. Certain Exempt information may be redacted prior to release in compliance with Chapter 119, FL Statutes.

Tab 8

RESOLUTION 2022-10

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIME AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT, FOR FISCAL YEAR 2022/2023, AND PROVIDING FOR AN EFFECTIVE DATE

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

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

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

WHEREAS, the Board is statutorily required to file annually, with the local governing authority or authorities a schedule of its regular meetings; and

WHEREAS, the District is required by Florida law to prepare an annual schedule of its regular public meetings which designates the date, time, and location of the District's meetings.

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

1. The Fiscal Year 2022/2023 annual public meeting schedule attached hereto and incorporated by reference herein as Exhibit A is hereby approved and will be published and filed in accordance with Section 189.015(1), Florida Statutes.
2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 3rd DAY OF AUGUST, 2022.

**SOUTHAVEN COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN / VICE CHAIRMAN

ATTEST:

SECRETARY / ASST. SECRETARY

EXHIBIT "A"
BOARD OF SUPERVISORS MEETING DATES
SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2022/2023

October 5, 2022

December 7, 2022

February 1, 2023

May 3, 2023

August 2, 2023

All meetings will convene at 10:00 a.m. and will be held at the Markland Amenity Center, located at 61 Clarissa Lane St. Augustine, FL 32095.

Tab 9

THIRD ADDENDUM TO THE CONTRACT FOR PROFESSIONAL DISTRICT SERVICES

This Third Addendum to the Contract for Professional District Services (this “**Addendum**”), is made and entered into as of the 1st day of October, 2022 (the “**Effective Date**”), by and between **Southaven Community Development District**, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, located in St. Johns County, Florida (the “**District**”), and **Rizzetta & Company, Inc.**, a Florida corporation (the “**Consultant**”).

RECITALS

WHEREAS, the District and the Consultant entered into the Contract for Professional District Services dated October 1, 2018 (the “**Contract**”), incorporated by reference herein; and

WHEREAS, the District and the Consultant desire to amend **Exhibit B** - Schedule of Fees of the Fees and Expenses, section of the Contract as further described in this Addendum; and

WHEREAS, the District and the Consultant each has the authority to execute this Addendum and to perform its obligations and duties hereunder, and each party has satisfied all conditions precedent to the execution of this Addendum so that this Addendum constitutes a legal and binding obligation of each party hereto.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Consultant agree to the changes to amend **Exhibit B** - Schedule of Fees attached.

The amended **Exhibit B** - Schedule of Fees are hereby ratified and confirmed. All other terms and conditions of the Contract remain in full force and effect.

IN WITNESS WHEREOF the undersigned have executed this Addendum as of the Effective Date.

(Remainder of this page is left blank intentionally)

Therefore, the Consultant and the District each intend to enter this Addendum, understand the terms set forth herein, and hereby agree to those terms.

ACCEPTED BY:

RIZZETTA & COMPANY, INC.

BY: _____

PRINTED NAME: William J. Rizzetta

TITLE: President

DATE: _____

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

BY: _____

PRINTED NAME: _____

TITLE: Chairman/Vice Chairman

DATE: _____

ATTEST:

Vice Chairman/Assistant Secretary
Board of Supervisors

Print Name

Exhibit B – Schedule of Fees

EXHIBIT B
Schedule of Fees

STANDARD ON-GOING SERVICES:

Standard On-Going Services will be billed in advance monthly pursuant to the following schedule:

	MONTHLY	ANNUALLY
Management:	\$1,326.00	\$15,912
Administrative:	\$477.33	\$5,728
Accounting:	\$1,334.58	\$16,015
Financial & Revenue Collections:	\$318.25	\$3,819
Assessment Roll ⁽¹⁾		\$5,304
Total Standard On-Going Services:	\$3,456.17	\$46,778

(1) Assessment Roll is paid in one lump-sum after the roll is completed (October).

ADDITIONAL SERVICES:	FREQUENCY	RATE
Extended and Continued Meetings	Hourly	\$ 175
Additional Meetings (includes meeting prep, attendance and drafting of minutes)	Hourly	\$ 175
Estoppel Requests (billed to requestor):		
One Lot (on tax roll)	Per Occurrence	\$ 100
Two+ Lots (on tax roll)	Per Occurrence	\$ 125
One Lot (direct billed by the District)	Per Occurrence	\$ 100
Two–Five Lots (direct billed by the District)	Per Occurrence	\$ 150
Six-Nine Lots (direct billed by the District)	Per Occurrence	\$ 200
Ten+ Lots (direct billed by the District)	Per Occurrence	\$ 250
Long Term Bond Debt Payoff Requests	Per Occurrence	\$ 100/Lot
Two+ Lots	Per Occurrence	Upon Request
Short Term Bond Debt Payoff Requests &		
Long Term Bond Debt Partial Payoff Requests		
One Lot	Per Occurrence	\$ 125
Two – Five Lots	Per Occurrence	\$ 200
Six – Ten Lots	Per Occurrence	\$ 300
Eleven – Fifteen Lots	Per Occurrence	\$ 400
Sixteen+ Lots	Per Occurrence	\$ 500
Special Assessment Allocation Report	Per Occurrence	Upon Request
True-Up Analysis/Report	Per Occurrence	Upon Request
Re-Financing Analysis	Per Occurrence	Upon Request
Bond Validation Testimony	Per Occurrence	Upon Request
Bond Issue Certifications/Closing Documents	Per Occurrence	Upon Request
Electronic communications/E-blasts	Per Occurrence	Upon Request
Special Information Requests	Hourly	Upon Request
Amendment to District Boundary	Hourly	Upon Request
Grant Applications	Hourly	Upon Request
Escrow Agent	Hourly	Upon Request
Continuing Disclosure/Representative/Agent	Annually	Upon Request
Community Mailings	Per Occurrence	Upon Request
Response to Extensive Public Records Requests	Hourly	Upon Request
Litigation Support Services	Hourly	Upon Request

PUBLIC RECORDS REQUESTS FEES:

Public Records Requests will be billed hourly to the District pursuant to the current hourly rates shown below:

JOB TITLE:	HOURLY RATE:
Senior Manager	\$ 52.00
District Manager	\$ 40.00
Accounting & Finance Staff	\$ 28.00
Administrative Support Staff	\$ 21.00

Tab 10

Southaven CDD Storm Water Need Analysis - Limitations and Assumptions

Project Name:	Southaven Community Development District	Date:	6/6/2022
Project Location:	International Golf Parkway 1 mile east of I-95	Etm Job No.	E 13-158
Project City / State:	St. Johns County, Florida		

Storm Water Need Analysis Limitations and Assumptions:

England, Thims & Miller, Inc. (ETM) drafted a portion of the storm water need analysis based on limited information. This information includes, when available, approved Engineering Plans and Permits that were issued by St. Johns County Development Services and the St. Johns River Water Management District. Since, this is a Community Development District (CDD) that was phased there are numerous approved Plans and Permits.

ETM did not conduct an exhaustive search of the regulating documents for this project due to a limited scope and budget. The intent is to provide estimates sufficient to respond to the Storm Water Need Analysis as required by the State of Florida's Office of Economic & Demographic Research. This level of accuracy was confirmed during the State of Florida's Webinars regarding the Storm Water Need Analysis.

Due to the nature of the analysis for this project, there are many assumptions and limitations required. It should be noted that the intent is to provide the State of Florida with a proposed budget for Storm Water Needs for the next 20 years. Due to the assumptions and limitations, this analysis should not be relied upon for any use other than the fulfillment by the CDD to fill out the State of Florida's Storm Water Need Analysis forms.

Assumptions / Limitations:

1. Generally there will be no major replacements required of storm water infrastructure that exceeds 5% of the maintenance budget in any given year.
2. The CDD Boundary will not be revised or expanded during the 20 year period designated in this analysis.
3. Maintenance budget figures are as provided by the District Manager.
4. No survey or field work was performed to determine the details of the storm water management system; including lengths of culverts or ditches.
5. Generalized data were obtained from various engineering plans that were prepared for the development of the CDD infrastructure.
6. Projections of the maintenance budget numbers based on optional growth rate schedules spreadsheet provided by the State of Florida Department of Economic and Demographic Research.



England - Thims & Miller, Inc.

14775 Old St. Augustine Rd., Jacksonville, Fl. 32258

Phone (904) 265-3163 Reg No: 2584

Tab 11

ENGINEER'S 2022 ANNUAL REPORT

FOR THE SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

ST. JOHNS COUNTY, FLORIDA

PREPARED FOR:

**BOARD OF SUPERVISORS
SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT**

PREPARED BY



Engineers – Planners – Surveyors – Landscape Architects
14775 Old St. Augustine Road
Jacksonville, Florida 32258
Certificate of Authorization Number: 2584

ETM Job Number: E 13-158-05

Date: June 6, 2022

Table of Contents and Engineer's Signature Page

Project Name: **SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT**
Project Location: Adjacent to Southerly Rw of International Golf Parkway and east of Francis Road
Project City / State: St. Johns County, Florida
Programs used: Microsoft Word and Excel 2016, AutoCAD C3D 2019
Etm Job No. E 13-158-05

TABLE OF CONTENTS:

<u>Sections</u>	<u>Item</u>
A	Table of Contents and Engineer's Signature Page
B	Location Map
C	Master Site Plan
D	Amenity Center Site Plan
E	General Information
F	Project Background
G	Public Agency Ownership
H	Entrance Signage, Decorative Wall And Associated Landscaping:
I	Security Gates, Gate House And Associated Landscaping:
J	Amenity Center (Manor House) And Recreational Facilities:
K	Pockets Parks And Associated Landscaping:
L	Road Right Of Ways And Associated Landscaping:
M	Storm Water Management Facilities:
N	Long Term Maintenance:
O	Conservation / Preservation Areas
P	Public Facilities
Q	Project Photographs

Portion of pages or sections of this report signed and sealed by Engineer
Sections A-P Only



Digital Signature
Scott Jordan
Lockwood, P.E.
2022.06.06
15:36:24 -04'00'

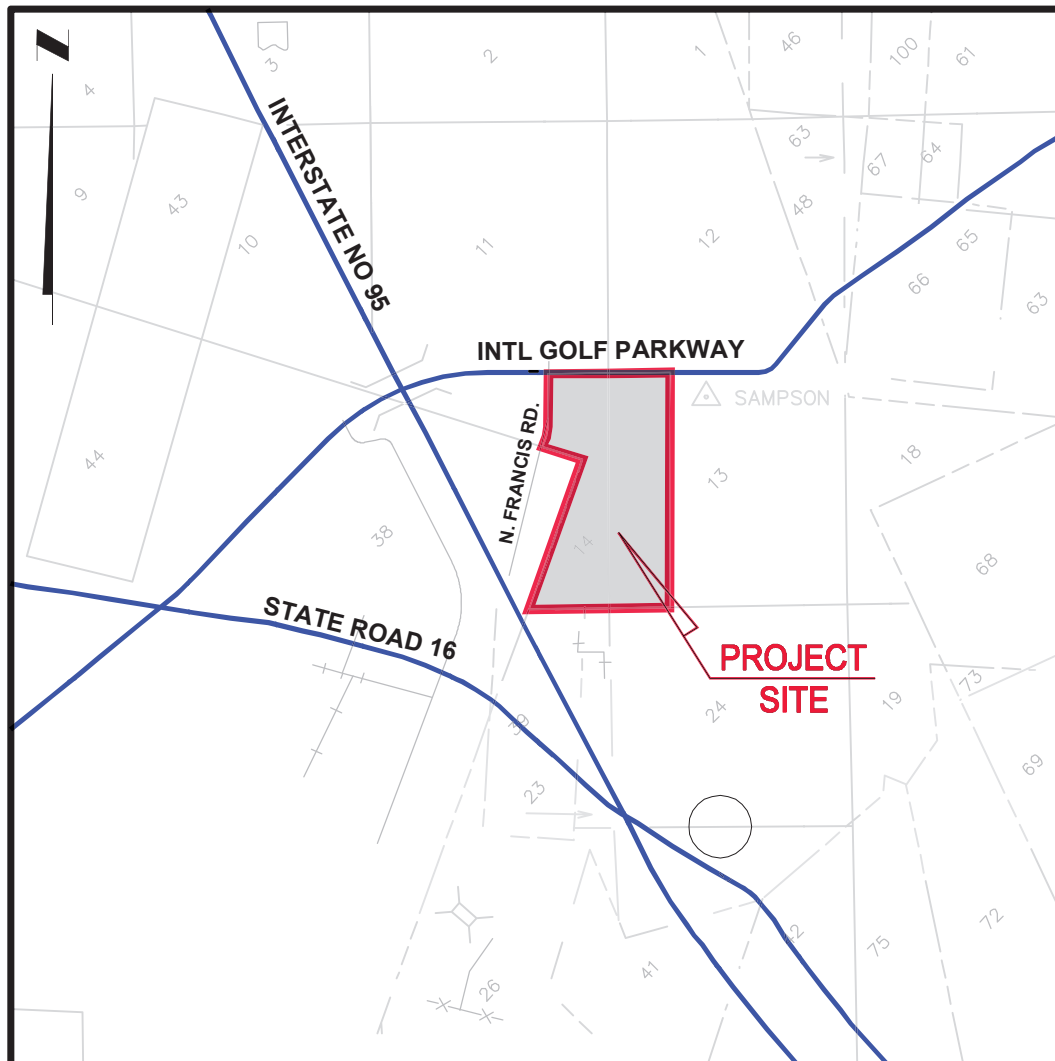


14775 Old St. Augustine Rd., Jacksonville, FL 32258
Phone (904) 265-3163 Reg. No: 2584
Lockwoods@etminc.com (904) 265-3163

Scott Jordan Lockwood, P.E.
P.E. No. 68426

Notes:

1. This document is prepared in for use by the Southaven Community Development District, St. Johns County Florida and it is not intended for any other agency or third party use.
2. This document has been Digitally signed and sealed, printed copies of this document are not considered signed and sealed and signature must be verified on any electronic copies.



LOCATION MAP

N.T.S.

SECTION 13 & 14, TOWNSHIP 6 SOUTH, RANGE 28 EAST



VISION - EXPERIENCE - RESULTS
ENGLAND - THIMS & MILLER, INC.

14775 Old St. Augustine Road, Jacksonville, FL 32258
TEL: (904) 642-8990, FAX: (904) 646-9485
CA - 00002584 LC - 0000316

LOCATION MAP EXHIBIT 1

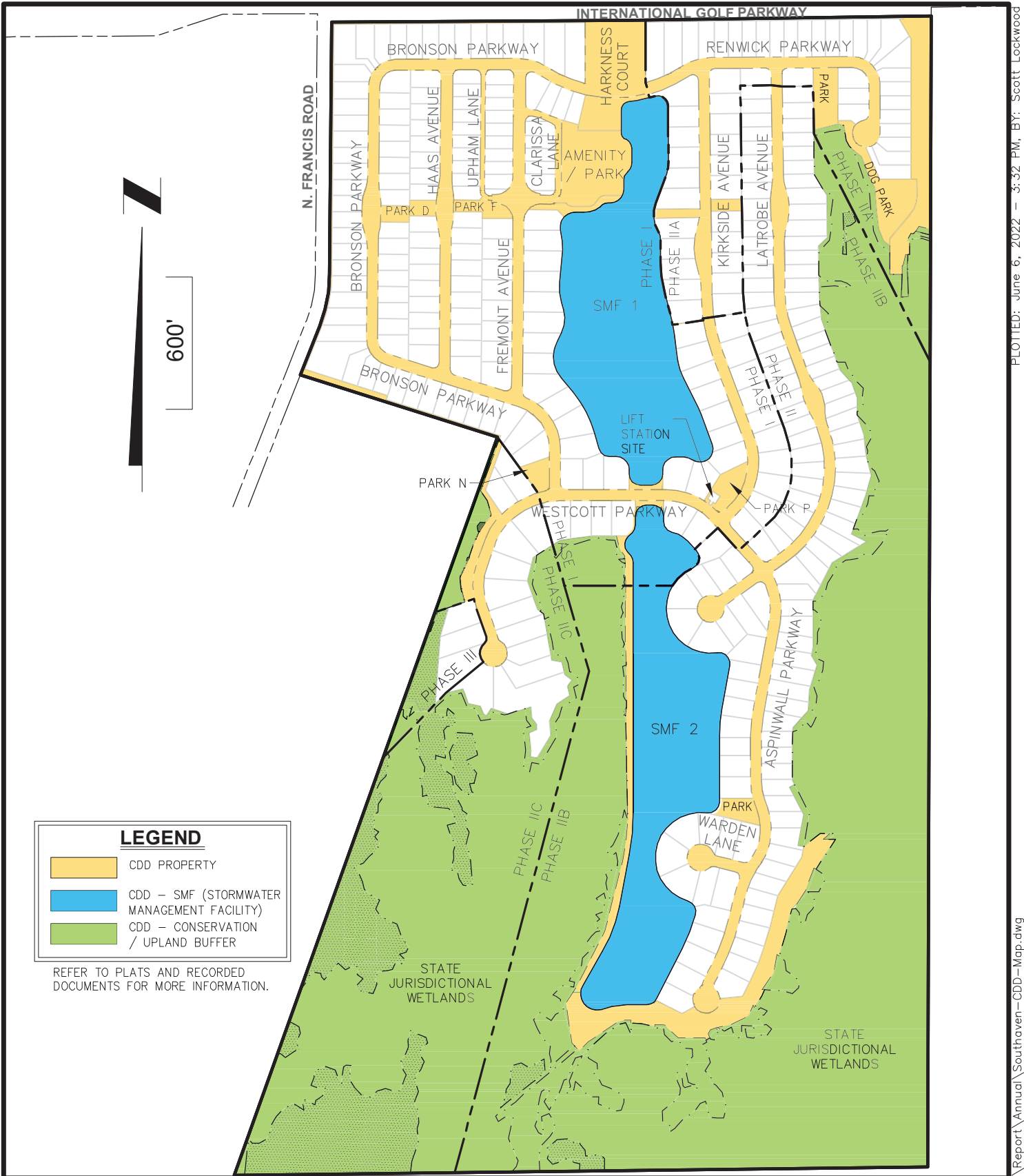
**SOUTHAVEN PUD
FOR SOUTHAVEN CDD
ST. JOHNS COUNTY, FLORIDA**

ETM NO. 13-158-05

DRAWN BY: S. Lockwood

DATE: 6-6-2020

DRAWING NO. 1 of 1



VISION - EXPERIENCE - RESULTS
ENGLAND - THIMS & MILLER, INC.

14775 Old St. Augustine Road, Jacksonville, FL 32258
TEL: (904) 642-8990, FAX: (904) 646-9485
CA - 00002584 LC - 0000316

MASTER SITE PLAN

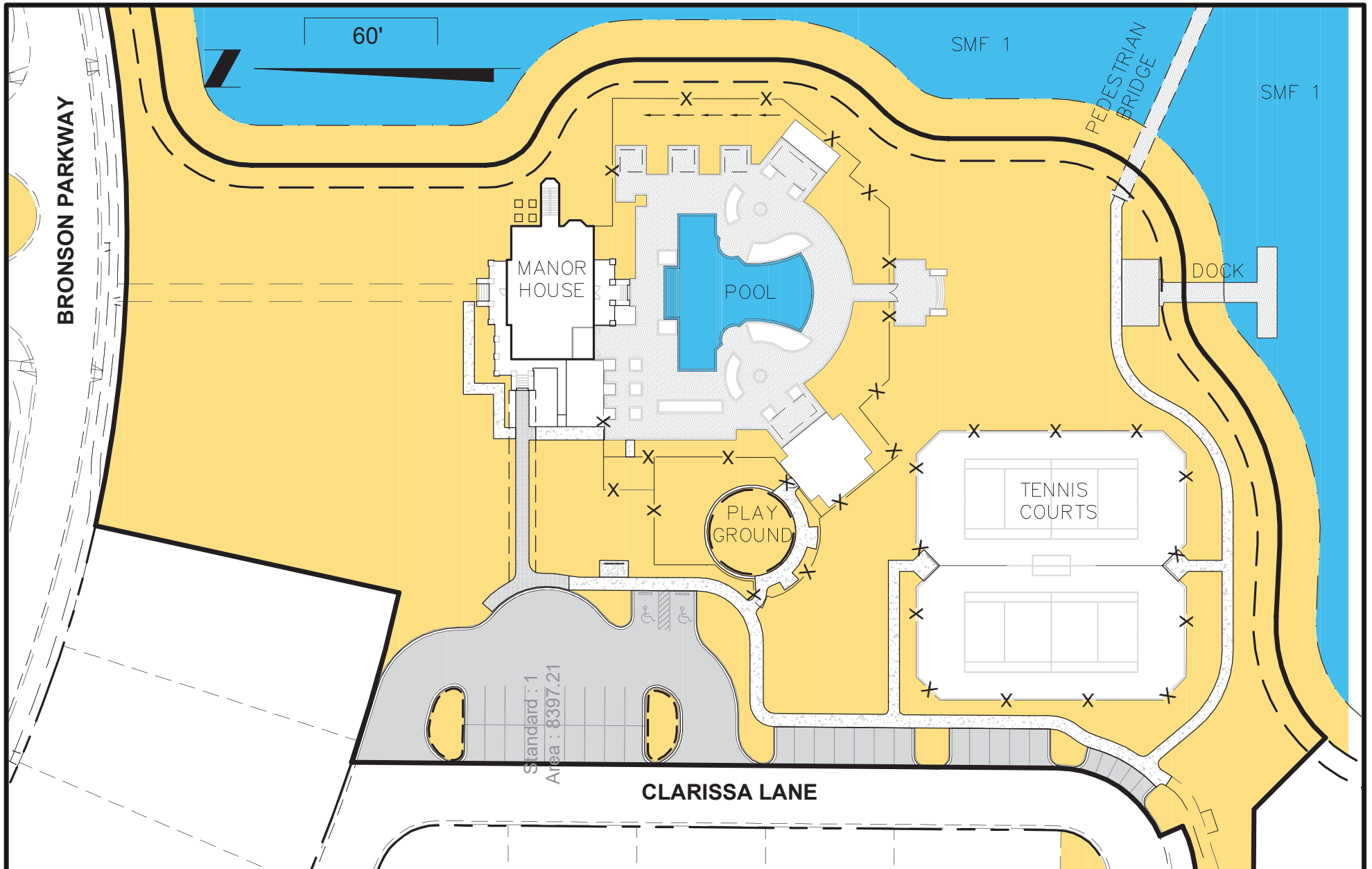
**FOR SOUTHAVEN COMMUNITY
DEVELOPMENT DISTRICT
ST. JOHNS COUNTY, FLORIDA**

ETM NO. E 13-158-10

DRAWN BY: S. Lockwood

DATE: 6-6-2022

DRAWING NO. 1 of 1



ETM

VISION - EXPERIENCE - RESULTS
ENGLAND - THIMS & MILLER, INC.

14775 Old St. Augustine Road, Jacksonville, FL 32258
TEL: (904) 642-8990, FAX: (904) 646-9485
CA - 00002584 LC - 0000316

AMENITY AREA SITE MAP

**FOR SOUTHAVEN COMMUNITY
DEVELOPMENT DISTRICT
ST. JOHNS COUNTY, FLORIDA**

ETM NO. E 13-158-10

DRAWN BY: S. Lockwood

DATE: 6-6-2022

DRAWING NO. 1 of 1

E. GENERAL INFORMATION:

This Annual Report is prepared in general compliance with Section 9.21 of the Master Trust Indenture for the Southaven Community Development District (“CDD” or the “District”). ETM (England, Thims & Miller, Inc) performed a site review on April 27 & 29, 2022. Based on this limited field review, we found that the CDD owned facilities generally appeared to be in good condition and appeared to be well maintained and operational at the time of our site visit. It should be noted that because this report is based on limited field review only, that it is not intended to be exhaustive or comprehensive, but only an annual review to of the District owned, and operated facilities to verify if these facilities appeared to be well maintained and in good condition. Currently at the time of this report, the District owns and maintains improvements within Phases I, IIA, IIB and IIC. A map showing the CDD owned facilities is included with this report.

F. PROJECT BACKGROUND:

The Southaven CDD is located in St. Johns County, Florida (“County”), south of International Golf Parkway (IGP) and east of North Francis Road. The overall project is approximately 314 acres+/- and the land within the District is wholly located within the Southaven PUD – St. Johns County Ordinance No. 2014-21 (the “Development”). The authorized land uses within the District allows for residential development as well as open space and recreational amenities. The Southaven PUD approval provides for the development of 355 single family lots, an amenity center and neighborhood parks.

G. PUBLIC AGENCY OWNERSHIP:

The following improvements are currently owned and maintained by other Public Agencies as follows:

- A. Offsite turn lane and road improvements within International Golf Parkway are owned and maintained by the St. Johns County.
- B. The onsite and offsite potable water distribution system, reuse water distribution system, sanitary sewer collection system within public right of ways and utility easements are owned and maintained by St. Johns County Utility Department
- C. Electric facilities within public right of ways and power line easements are owned and maintained by the Florida Power and Light (FPL).
- D. The following onsite and offsite utilities located within the public rights of way are owned and maintained by the following entities. Gas mains are owned and maintained by TECO gas, Fiber optic cables are owned and maintained by either AT&T or Comcast.

H. ENTRANCE SIGNAGE, DECORATIVE WALL, AND ASSOCIATED LANDSCAPING:

The District owned improvements include a large entry monument with project signage, a decorative wall and associated landscaping. The entry monument is located at the intersection of International Golf Parkway with Harkness Court (project entrance). The decorative precast wall runs parallel with International Golf Parkway on both sides of Harkness Court along most of the project frontage adjacent to International Golf Parkway. The project improvements also include landscaping along International Golf Parkway right of way at the project entrance on both sides of Harkness Court as well as landscaping that is located adjacent to the wall that runs along International Golf Parkway. Based on limited field review, these improvements appeared to be in good condition and appeared to be well maintained. Therefore, we recommend ongoing maintenance, as may be required throughout the year.

I. SECURITY GATES, GATE HOUSE AND ASSOCIATED LANDSCAPING:

The District owned improvements include security gates (entry and exit), a Gate house with associated parking area and the associated landscaping. The Gate house, located within the Harkness Court right of way, can be manned by security personnel to register visitors and deliveries as may be required from time to time. Adjacent to the gate house is a bypass lane for people that have entry passes that are read by a card reader and automatic lift gate. Past the gate house is an entry gate and exit gate that were open at the time of our field review. Also, adjacent to the gate house is a parking area for the security personnel and the associated entry landscaping and lighting within Harkness Court right of way. Based on limited field review, these improvements appeared to be in good condition and appeared to be well maintained. Therefore, we recommend ongoing maintenance, as may be required throughout the year.

J. AMENITY CENTER (MANOR HOUSE) AND RECREATIONAL FACILITIES:

The District owned recreational improvements for this project include an Amenity Center (Manor House) with associated parking areas, an indoor fitness area with workout equipment, indoor eating and meeting areas, outdoor seating areas, restroom facilities, pool, fire pit with seating area, tennis courts, fenced play scape area, detailed landscaping, lighting and a floating dock within Storm Water Management Facility Number 1. Based on limited field review, these improvements appeared to be well maintained and in good condition. Therefore, we recommend ongoing maintenance as may be required throughout the year.

K. POCKETS PARKS AND ASSOCIATED LANDSCAPING:

The District owned improvements include several small grassed park areas and several linear walking parks located throughout the project. The parks include sidewalks, hardscape, benches, landscaping, lighting, and other improvements. Based on this limited field review, these improvements appeared to be in good condition and appeared to be well maintained. Therefore, we recommend ongoing maintenance, as may be required throughout the year.

L. ROAD RIGHT OF WAYS AND ASSOCIATED LANDSCAPING:

Southaven CDD is a gated community, therefore all internal road right of ways are owned and maintained by the District. Some of these rights of ways include landscape islands, brick pavers, hardscape, curb, gutter, pavement, signage, lighting, and landscape features. Also included is a roundabout located at the intersection of Fremont Avenue at Upham Lane / Clarissa Lane. It is our understanding, that during home building that there were a number of areas where the curb and pavement was damaged that were scattered throughout the development. Moreover, it is our understanding, that the homebuilders are expected to repair these damaged areas. Based on limited field review these road rights of way generally appeared to be in good shape and well maintained. Generally, the project has been well maintained, however; overtime the roadway striping has faded or is missing. Therefore, it is recommended to repaint most of the striping; especially in Phase I, which is the oldest section. In order to maintain the roadway system in good condition we recommend ongoing maintenance, as may be required throughout the year to ensure that the structures are functioning properly.

M. STORM WATER MANAGEMENT FACILITIES:

The District owned improvements include two interconnected Storm Water Management Facilities (Smfs) Numbers 1 and 2. These Smfs are interconnected via a storm water pipe under Westcott Parkway and are used for storage, attenuation, and treatment of storm water throughout the project. The control structure for these Smfs is located on the southerly end of Smf No. 2. This structure attenuates flow and sets the normal water levels for both Smf No. 1 and 2. Based on this limited field review, Smf No.1 and Smf No. 2 generally appeared to be in good shape and functioning properly. It should be noted that 25' unobstructed drainage easement between lots 311 and 312 has a wrought iron fence the spans the easement. This fencing will make access to the banks of Smf 2 more difficult in the future. In order to maintain these facilities, we recommend ongoing maintenance for the storm water management facilities as may be required throughout the year to ensure that this system is functioning properly.

N. LONG TERM MAINTENANCE:

In general, it appears that the District owned facilities are well maintained and generally in good condition. However, it should be noted that our field review was not exhaustive or comprehensive but is based on our limited field review (04-27-2022). As a Civil Engineering Consultant Firm, we do not have expertise in the maintenance and operation of the recreational facilities as well as the other CDD owned and operated facilities. Therefore, we recommend that the District Manager and the CDD Board consult to determine the best approach to operate and maintain these facilities. Moreover, it should be anticipated that over the life of these facilities, items such as, but not limited to: roofing, pavement, curb, gutter, striping, signage, sidewalks, recreational equipment, etc. will need to be either repaired or replaced over time. Therefore, we recommend that the District Manager and the CDD Board set aside monies or look for alternative sources of capital, such as: refinancing bonds and / or issuing new long-term bonds, as may be needed over the life of the project for maintenance, repair and or replacement of these facilities over time as may be required. The appropriate amount of monies should be determined by the District Manager and the CDD Board, as soon as possible, so that each year a fund is established for this purpose. Furthermore, as a Civil Engineering Consultant Firm, we do not have expertise to advise the CDD Board for the appropriate amount of insurance coverage or the insurance rates that should be paid. Therefore, we recommend the District Manager and the CDD Board work with an insurance company or some other insurance expert to determine the appropriate coverage and rates that will work for this project. Finally, we recommend ongoing maintenance as may be required throughout the year to ensure that the District owned facilities, equipment, etc. are functioning properly.

O. CONSERVATION / PRESERVATION AREAS:

The District owned conservation areas / preservation areas throughout the project. These areas are lands that were required to be preserved by various agencies, including but not limited to the Army Corps of Engineers, the St. Johns River Water Management District, and St. Johns County. These areas are natural with many trees and heavy overgrowth; therefore, these areas were not reviewed. However, we recommend ongoing maintenance and removal of dead trees as may be required throughout the year.

P. PUBLIC FACILITIES:

Pursuant to Florida Statutes Chapter 189.08 (F.A.C), Each independent special district shall submit to each local general-purpose government in which it is located the public facilities report and an annual notice of any changes. This report shall include each public facility and its current capacity.

Storm Water Management Facilities

The Storm Water Management Facilities (Smfs) which have been constructed for years are shown on the Site Map included in this report. These Smfs serve to provide treatment and attenuation for the entire project and operate at the capacity required by the St. Johns River Water Management District. Furthermore, no replacements or expansions are anticipated in the next seven years.

Amenity Center

The Amenity Center has a number of facilities listed below. This Amenity Center has been completed for years and as of the date of this report there are no expansions or replacements of facilities anticipated in the next seven years.

The Amenity Center generally consists of the following improvements:

- Clubhouse Area, Kitchen facilities, Office Management Area
- Adult Pool
- Gym Facilities
- Kids Playground Area
- Tennis Courts
- Parking Lot, Sidewalk / walking path
- Landscape, Lighting, and Irrigation
- Fire Pit, Dock facilities, Pedestrian Bridge over Smf 2.

Maximum Occupancy as provided by the Southaven's Amenity Manager (6-6-22) are as follows:

Clubhouse:	70 people
Gym Facilities:	26 people

Maximum Bathing Load of the Pools:	
Adult Pool	Maximum Bathing Load 50

Entry Area and Security Gate (manned) and Decorative Wall with Landscaping

The Entrance has a Security Gate (manned at times) with a bypass lane, also there is a decorative wall along International Golf Parkway (IGP) and associated landscaping. These features have been completed for years and as of the date of this report there are no expansions or replacements anticipated in the next seven years.

Linear Parks, Parks and Landscape / Irrigation (scattered throughout project)

Linear Parks, Parks, Landscape Areas and Irrigation for this project have been completed for years ongoing maintenance and as of the date of this report there are no expansions or replacements anticipated in the next seven years with the exception of replacing plants as may be required on an ongoing basis.

Q. - PROJECT PHOTOGRAPHS



Aerial of Markland CDD (By Aerial Innovations) (February 2022)



Project Entrance / Signage / Wall / Landscaping (At International Golf Parkway and Harkness Court) (4-27-22)



Gate House and Entrance Roadway (Harkness Court) (4-27-22)



Manor House (Amenity Center) (4-27-22)



Manor House Living Area (Amenity Center) (4-29-22)



Manor House Dining and Meeting Space (Amenity Center) (4-29-22)



Manor House Kitchen and Dining Area (4-29-22)



Manor House Fitness Studio (Amenity Center) (4-29-22)



Manor House Fitness Area (Amenity Center) (4-29-22)



Manor House Pool and Patio Area (Amenity Center) (4-29-22)



Manor House Pool Area (Amenity Center) (4-29-22)



Manor House Lawn (Amenity Center) (4-29-22)



Manor House Fire Pit and Dock (Amenity Center) (4-29-22)



Manor House Pedestrian Bridge (Amenity Center) (4-29-22)



Manor House Tennis Courts (Amenity Center) (4-29-22)



Manor House Children's Playground Area (Amenity Center) (4-29-22)



Linear Pocket Park (Tract F) Adjacent to Upham Lane (4-27-22)



Linear Pocket Park (Tract D) Adjacent to Hass Avenue (4-27-22)



Linear Pocket Park (Tract D) Adjacent to Bronson Parkway (4-27-22)



Open Space Adjacent to Westcott Parkway (4-27-22)



Park (Tract N) Adjacent to Westcott and Bronson Parkway (4-27-22)



Park (Tract P) Adjacent to Kirkside Avenue and Westcott Parkway (4-27-22)



Park Adjacent to Aspinwall Parkway (4-27-22)



Linear Pocket Park to Pedestrian Bridge Adjacent to Kirkside Avenue (4-27-22)



Linear Pocket Park Adjacent to Kirkside Avenue (4-27-22)



Linear Pocket Park Adjacent to Latrobe Avenue (4-27-22)



Park Adjacent to Renwick Parkway (4-27-22)



Dog Park (4-27-22)



Harkness Court (Exit Roadway) (4-27-22)



Renwick Parkway at Harkness Court and Bronson Parkway (4-27-22)



Bronson Parkway at Harkness Court and Renwick Parkway (4-27-22)



Fremont Avenue at Bronson Parkway (4-27-22)



Clarissa Lane at Renwick Parkway (Striping fading) (4-27-22)



Fremont Avenue – Roundabout at Clarissa and Upham Lane (Striping fading) (4-27-22)



Fremont Avenue at Bronson Parkway Lane (Striping fading) (4-27-22)



Upham Lane at Bronson Parkway Lane (Striping fading) (4-27-22)



Haas Avenue at Bronson Parkway Lane (Striping fading) (4-27-22)



Haas Avenue at Bronson Parkway Lane (Striping fading) (4-27-22)



Bronson Parkway (4-27-22)



Bronson Parkway at Freemont Avenue Lane (Striping fading) (4-27-22)



Westcott Parkway (4-27-22)



Bronson Parkway at Westcott Parkway Lane (Striping fading) (4-27-22)



Kirkside Avenue at Westcott Parkway and Aspinwall Parkway Lane (Striping fading) sddddd(4-27-22)



Latrobe Avenue at Aspinwall Parkway Lane (Striping fading) (4-27-22)



Latrobe Avenue at Aspinwall Parkway (4-27-22)



Aspinwall Parkway at Latrobe Avenue (4-27-22)



Warden Lane at Aspinwall Parkway Lane (Striping fading) (4-27-22)



Aspinwall Parkway (4-27-22)



Kirkside Avenue (4-27-22)



Kirkside Avenue at Renwick Parkway (4-27-22)



Renwick Parkway at Kirkside Avenue (4-27-22)



Latrobe Avenue at Renwick Parkway (4-27-22)



Latrobe Avenue (4-27-22)



Renwick Parkway (4-27-22)



Lift Station Site (4-27-22)



Storm Water Management Facility 1 (4-27-22)



Storm Water Management Facility 2 (4-27-22)



Storm Water Management Facility 2 Control Structure and Overflow Spillway (4-27-22)



Drainage Ditch Adjacent to Storm Water Management Facility 2 (4-27-22)



Drainage Ditch Adjacent to Dog Park (4-27-22)



Drainage Ditch at International Golf Parkway (4-27-22)



Roadway Striping fading on Roadways (4-27-22)

Tab 12



Southaven Quarterly Report 7-25-22

Maintenance Items

- 1) Mowing, line trimming, and blow of debris is being completed on weekly basis. (Weather Permitting)
- 2) Edging of hard and soft surfaces are being completed on a weekly rotation.
- 3) Shrub trimming rotations are being completed on a weekly rotation.
- 4) Weed control- hard and soft surfaces are being sprayed on a weekly rotation.
- 5) Trash and debris are removed weekly while on site.
- 6) We are cycling through the property pruning low hanging limbs weekly.

- 7) Summer Annuals have been installed and we have scheduled a liquid fertilizer and Fungicide application to promote the health of annuals.
- 8) Agrowpro Turf Application was applied on 7-12-22. The target for this application was to improve the overall health of the turf. Post-emergent herbicides were applied to start killing nutsedges present in 10-14 days. Contact insect control was applied for turf destroying insects including ants. Expect to see results in 2-3 weeks. Application was watered in 24-48 hrs after application to get best results.
- 9) Over the top applications have been applied to help with weed control in Jasmine and lirioppe beds.
- 10) Plant material has been fertilized as needed throughout the property.
- 11) Insecticides have been applied to Crinum Lilly around pool area to help control grasshoppers.

12) Irrigation system repairs have been completed and is being monitored weekly due to heavy rains.

Southaven CDD

Let Us Help You Weather the Storm.



Hurricane season is upon us again. No matter what Mother Nature may bring, your BrightView team is looking out for you. To ensure we're able to provide you with a swift, seamless response following severe weather, we recommend the following:

► Pre Authorize Post Storm Clean up

Pre-authorization of hurricane clean up services allows us to immediately begin work post storm, getting you back to business as usual as soon as possible. Learn more below about the action plan we mobilize on your behalf, and indicate your authorization with a signature on the next page.

► Keep Us Apprised of Your Insurance Requirements

Let us know of any special needs or requirements your insurance carrier may have for documenting damages or corrective actions resulting from a storm. Our team will help make your job easier by taking photo documentation of representative damage and journaling manpower, equipment and the work provided in our repairs.

► Let us Know How to Reach You

Previous years' storms have shown us how vulnerable communications can be during and after severe weather. Please update your contact information below so we can keep you apprised during emergency response situations.

► Prepare Your Trees

Most maintenance contracts cover tree pruning to provide traffic clearance, but this doesn't prepare trees for hurricanes or excessive wind. Dramatically reduce the risk of damage and injury by structurally pruning weak or dead branches and opening canopies to reduce resistance. Schedule an assessment with our certified arborists to ensure your trees are ready.



Have Peace Of Mind With Pre-Authorized Storm Clean-Up.

Your BrightView team's action plan proactively addresses your needs in an

emergency situation. With pre-authorized clean-up, we're on the ground canvassing your property to assess damage as soon as the storm passes and quickly dispatching the appropriate landscape and tree care services teams to address any issues, prioritizing safety first:

- Vehicle access is cleared, allowing emergency personnel access.
- Debris from structural dwellings that may pose immediate risk is cleared.
- Plant material that may have a chance of surviving is replanted.
- Hazardous damaged limbs remaining in trees are trimmed and removed.
- Tree limbs, rootballs, or large wood debris remaining on the ground is chipped and removed.
- Final restoration of any remaining damages or losses resulting from the storm is performed.

To expedite clean-up efforts, we leverage our national resources to bring in additional teams from outside the area. Normal maintenance operations can typically resume the following week for all but the most severely debris-impacted properties. If you would like to pre-approve BrightView to perform clean-up operations as detailed above, sign where indicated. Our emergency rates are also listed for your review. Dump expenses range based on the material, size and

weight.

Contact Us Today:

Steve McAvoy

Approval for Clean-up Services:

Signature

Property Name

Print Name / Title

Date

Emergency Contact Numbers:

Name

Phone

Name

Phone

2022 Hurricane Price List

904-859-5704 Steve.McAvoy@Brightview.Com

www.brightview.com

General Labor
.....
\$90/Hour

Chipper &
Truck.....
.....\$180/ Hour

Loader & Truck
.....
\$215/Hour

Climber&Groundsman 2-
man crew
.....
\$195/Hour

Dump Fees (if necessary)
.....
To Be Quoted

Stumps
.....
Varies by Size

Additional Services May
Be Needed..... To Be
Quoted

TAB 13

Proposal for Extra Work at Southaven CDD

Property Name	Southaven CDD	Contact	Lisa Licata
Property Address	61 Clarissa Lane St. Augustine, FL 32095	To	Rizzetta & Company Inc
		Billing Address	2806 N Fifth St Unit 403 St. Augustine, FL 32084
Project Name	Southaven- swale trenching		
Project Description	Enhancement		

Scope of Work

QTY	UoM/Size	Material/Description	Total
Swale trenching			\$989.33
1.00	LUMP SUM	Mobilization and labor to trench swale washout area	

For internal use only

SO# 7876620
JOB# 460800009
Service Line 130

Total Price \$989.33

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
2270 Dobbs Rd, St Augustine, FL 32086 ph. fax

TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales tax where applicable on material supplied.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall indemnify the Customer and its agents and employees from and against any third-party liabilities that arise out of Contractor's work to the extent such liabilities are adjudicated to have been caused by Contractor's negligence or willful misconduct. Contractor shall not be liable for any damage that occurs from Acts of God defined as those caused by windstorm, hail, fire, flood, earthquake, hurricane and freezing, etc. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
7. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
8. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
9. **Access to Jobsite:** Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
10. **Payment Terms:** Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing.
11. **Termination:** This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
12. **Assignment:** The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
13. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

14. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

15. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to, concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting Underground Service Alert to locate underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
16. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboriculture) standards will require a signed waiver of liability.

Acceptance of this Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY.

Customer

Signature _____ Title **Facility Manager**

Signature **Lisa Licata** Date **July 23, 2022**

BrightView Landscape Services, Inc. "Contractor"

Signature _____ Title **Account Manager**

Signature **Steve McAvoy** Date **July 23, 2022**

Job #: 460800009

SO #: 7876620

Proposed Price \$989.33

Exclusions And Qualifications

Personnel/ Working Hours	<ul style="list-style-type: none">This Proposal is based upon personnel working normal daytime hours, 8 hour work day, 40 hour work week. Proposal excludes working in an ineffective manner (rain, unsafe working conditions, etc.)BrightView is an open shop contractor, non-signatory to any labor agreements.This Proposal is based on non-prevailing wage and non-union labor rates.This proposal is based on performing the work in one continuous operation and includes one mobilization of equipment, tools and resources to and from site.
Utilities, Traffic Control, and Permitting	<ul style="list-style-type: none">BrightView excludes any permits or applicable fees in this proposal. Permits and fees, if required, are to be supplied and paid for by others including street closure and traffic control plans.Permanent or temporary Water meter fees, permits, installation and cost for water not included in proposal.BrightView Landscape Maintenance, Inc. is not responsible for underground or overhead utilities or their re-routing.BrightView is not responsible for unmarked private utilities.A minimum of (48) hour notice prior to mobilization must be provided for proper underground utility marking, etc. in public areas.The owner shall be responsible for identifying and marking all underground utilities within in the work site.BrightView shall accept no responsibility for damage to any unmarked underground utilities.
Scope of Work/ Project Specifications	<ul style="list-style-type: none">No import or export soils are provided for in this proposal except as noted in the scope of work. All planting spoils to be used on-site.Equipment access roads and level crane pads are to be provided at the time of installation and approved by BrightView prior to mobilization.Any and all concrete or asphalt cutting, demolition, removal and replacement to be performed by others.Hardscape, electrical, surveying, metal work or waterproofing or any other scope not specified in this proposal are excluded.No demolition work is provided for in this proposal except as noted in the scope of work.BrightView will receive the site clean and free of weeds and construction debris and in finish graded condition (plus or minus 1/10th foot)Site is to be readily accessible by smooth bucket skip loader, forklift, and workmen with hand tools, semi-truck and trailer.Cutting, patching or penetration of planter walls is excluded. Coring of structures has not been included. All necessary penetrations into existing planters, sealing of these penetrations, etc. to be by others.Waterproofing, protection boards, and topping slabs shall be completed, in place and tested by others prior to mobilization.Specified plant materials are subject to availability at the time of construction.
Irrigation	<ul style="list-style-type: none">BrightView shall be given sufficient notice to place irrigation sleeves prior to paving, curbing or wall footings being poured.No hardscape (asphalt, concrete, etc.) cutting for purposes of installing irrigation piping, wires, etc. is provided in this proposal.Irrigation to be taken from provided point of connection. Water meter installation excluded.Irrigation to be installed per plan. Any necessary irrigation modifications to be billed at time and materials.Power (110v) P.O.C. for irrigation controller will be provided by the others.BrightView will warranty the irrigation system, with regards to material and workmanship for (90) days post-installation.
Warranty	<ul style="list-style-type: none">BrightView shall Warranty all shrubs, ground cover and vines for a period of (90) days. Specimen trees for a period of one (1) year.Warranty does not extend beyond the natural life cycle of the plant material. (E.G. annual color, perennials, biennials, etc.)



Proposal for Extra Work at Southaven CDD

Property Name	Southaven CDD	Contact	Lisa Licata
Property Address	61 Clarissa Lane St. Augustine, FL 32095	To Billing Address	Rizzetta & Company Inc 2806 N Fifth St Unit 403 St. Augustine, FL 32084
Project Name	Southaven - Drainage Install along Sidewalks		
Project Description	Enhancement		

Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
Fermont Ave				Subtotal \$2,460.25
1.00	LUMP SUM	Mobilization,Labor to dig trench for drainage. Connect all connections. Rebury and grade area. Cut out section of curb to allow for proper drainage. Remove and dispose of debris	\$1,187.20	\$1,187.20
1.00	EACH	12" Catch Basin Box (4 way w/ connection, 3 open 1 closed)	\$322.50	\$322.50
2.00	EACH	4" EZ Flow	\$258.00	\$516.00
2.00	EACH	4" cap	\$17.20	\$34.40
1.00	EACH	PVC to Corrugated Pipe- includes PVC	\$113.95	\$113.95
1.00	EACH	N12 corrugated pipe 5'	\$45.58	\$45.58
1.00	LUMP SUM	Pipe Tape	\$22.79	\$22.79
0.50	YARD	white river rock installed	\$410.22	\$205.11
1.00	EACH	bag of concrete mix	\$12.72	\$12.72
Renwick Pkwy				Subtotal \$2,443.05
1.00	LUMP SUM	Mobilization,Labor to dig trench for drainage. Connect all connections. Rebury and grade area. Cut out section of curb to allow for proper drainage. Remove and dispose of debris	\$1,187.20	\$1,187.20
1.00	EACH	12" Catch Basin Box (4 way w/ connection, 2 open 2 closed)	\$322.50	\$322.50
2.00	EACH	4" EZ Flow	\$258.00	\$516.00
1.00	EACH	4" cap	\$17.20	\$17.20
1.00	EACH	N12 corrugated pipe 5'	\$45.58	\$45.58
1.00	EACH	PVC to Corrugated Pipe- includes PVC	\$113.95	\$113.95
1.00	LUMP SUM	Pipe Tape	\$22.79	\$22.79
0.50	YARD	white river rock installed	\$410.22	\$205.11
1.00	EACH	bag of concrete mix	\$12.72	\$12.72
Latrobe Ave				Subtotal \$4,765.68
1.00	LUMP SUM	Mobilization,Labor to dig trench for drainage. Connect all connections. Rebury and grade area. Cut out section of curb to allow for proper drainage. Remove and dispose of debris	\$1,780.80	\$1,780.80

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
2270 Dobbs Rd, St Augustine, FL 32086 ph. fax

Proposal for Extra Work at Southaven CDD

2.00	EACH	12" Catch Basin Box (4 way w/ connection, 3 open 1 closed)	\$322.50	\$645.00
5.00	EACH	4" EZ Flow	\$258.00	\$1,290.00
2.00	EACH	4" cap	\$17.20	\$34.40
1.00	EACH	N12 corrugated pipe 5'	\$45.58	\$45.58
1.00	EACH	PVC to Corrugated Pipe- includes PVC	\$113.95	\$113.95
1.00	LUMP SUM	Pipe Tape	\$22.79	\$22.79
1.00	YARD	white river rock installed	\$820.44	\$820.44
1.00	EACH	bag of concrete mix	\$12.72	\$12.72

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SO# 7874377
JOB# 460800009
Service Line 130

Total Price \$9,668.98

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
2270 Dobbs Rd, St Augustine, FL 32086 ph. fax

TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales tax where applicable on material supplied.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall indemnify the Customer and its agents and employees from and against any third-party liabilities that arise out of Contractor's work to the extent such liabilities are adjudicated to have been caused by Contractor's negligence or willful misconduct. Contractor shall not be liable for any damage that occurs from Acts of God defined as those caused by windstorm, hail, fire, flood, earthquake, hurricane and freezing, etc. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
7. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
8. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
9. **Access to Jobsite:** Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
10. **Payment Terms:** Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing.
11. **Termination:** This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
12. **Assignment:** The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
13. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

14. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

15. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to, concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting Underground Service Alert to locate underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
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Customer

Signature _____ Title **Facility Manager**

Signature **Lisa Licata** Date **July 23, 2022**

BrightView Landscape Services, Inc. "Contractor"

Signature _____ Title **Account Manager**

Signature **Steve McAvoy** Date **July 23, 2022**

Job #: 460800009

SO #: 7874377

Proposed Price \$9,668.98

Exclusions And Qualifications

Personnel/ Working Hours	<ul style="list-style-type: none">This Proposal is based upon personnel working normal daytime hours, 8 hour work day, 40 hour work week. Proposal excludes working in an ineffective manner (rain, unsafe working conditions, etc.)BrightView is an open shop contractor, non-signatory to any labor agreements.This Proposal is based on non-prevailing wage and non-union labor rates.This proposal is based on performing the work in one continuous operation and includes one mobilization of equipment, tools and resources to and from site.
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Scope of Work/ Project Specifications	<ul style="list-style-type: none">No import or export soils are provided for in this proposal except as noted in the scope of work. All planting spoils to be used on-site.Equipment access roads and level crane pads are to be provided at the time of installation and approved by BrightView prior to mobilization.Any and all concrete or asphalt cutting, demolition, removal and replacement to be performed by others.Hardscape, electrical, surveying, metal work or waterproofing or any other scope not specified in this proposal are excluded.No demolition work is provided for in this proposal except as noted in the scope of work.BrightView will receive the site clean and free of weeds and construction debris and in finish graded condition (plus or minus 1/10th foot)Site is to be readily accessible by smooth bucket skip loader, forklift, and workmen with hand tools, semi-truck and trailer.Cutting, patching or penetration of planter walls is excluded. Coring of structures has not been included. All necessary penetrations into existing planters, sealing of these penetrations, etc. to be by others.Waterproofing, protection boards, and topping slabs shall be completed, in place and tested by others prior to mobilization.Specified plant materials are subject to availability at the time of construction.
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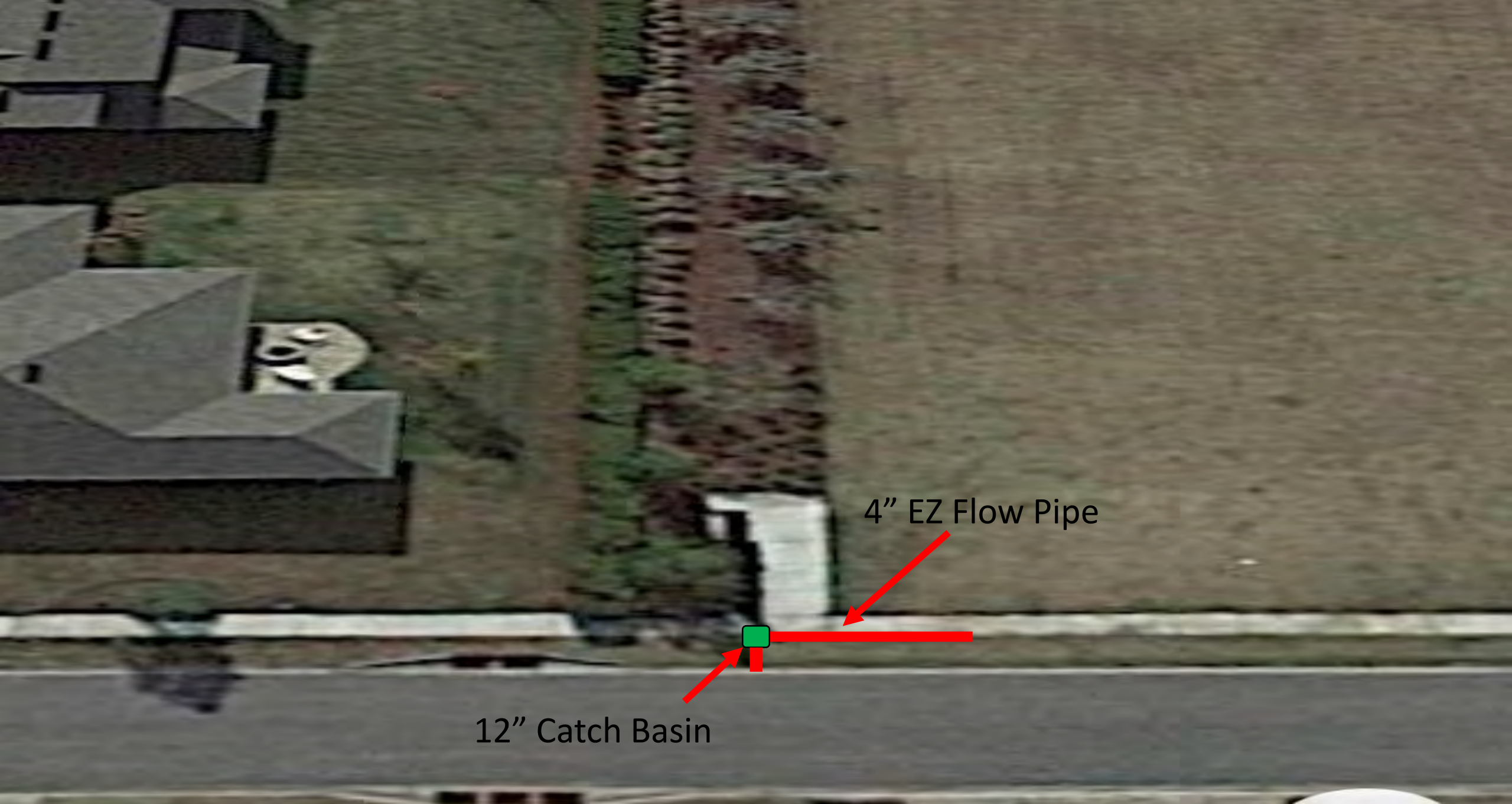
12" Catch Basin

4" EZ Flow Pipe



4" EZ flow pipe

12" Catch Basin



4" EZ Flow Pipe

12" Catch Basin

Proposal for Extra Work at Southaven CDD

Property Name	Southaven CDD	Contact	Lisa Licata
Property Address	Lattera Links Cir St Augustine, FL 32092	To	Rizzetta & Company Inc
		Billing Address	2806 N Fifth St Unit 403 St. Augustine, FL 32084
Project Name	Southaven- Entrance Plant Removal		
Project Description	enhancement		

Scope of Work

Quote is good for 30 days

QTY	UoM/Size	Material/Description	Unit Price	Total
Southaven- entrance plant removal			Subtotal	\$4,197.60
1.00	LUMP SUM	Mobilization, labor to remove dead and declining plants located at the entrance, rough grade, and dispose of green waste.	\$4,197.60	\$4,197.60

For internal use only

SO# 7872851
JOB# 460800009
Service Line 130

Total Price \$4,197.60

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
2270 Dobbs Rd, St Augustine, FL 32086 ph. fax

TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. Work Force: Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. License and Permits: Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. Taxes: Contractor agrees to pay all applicable taxes, including sales tax where applicable on material supplied.
5. Insurance: Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. Liability: Contractor shall indemnify the Customer and its agents and employees from and against any third-party liabilities that arise out of Contractor's work to the extent such liabilities are adjudicated to have been caused by Contractor's negligence or willful misconduct. Contractor shall not be liable for any damage that occurs from Acts of God defined as those caused by windstorm, hail, fire, flood, earthquake, hurricane and freezing, etc. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
7. Subcontractors: Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
8. Additional Services: Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
9. Access to Jobsite: Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
10. Payment Terms: Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing.
11. Termination: This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
12. Assignment: The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
13. Disclaimer: This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

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Signature **Lisa Licata** Date **July 19, 2022**

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Signature _____ Title **Account Manager**

Signature **Steve McAvoy** Date **July 19, 2022**

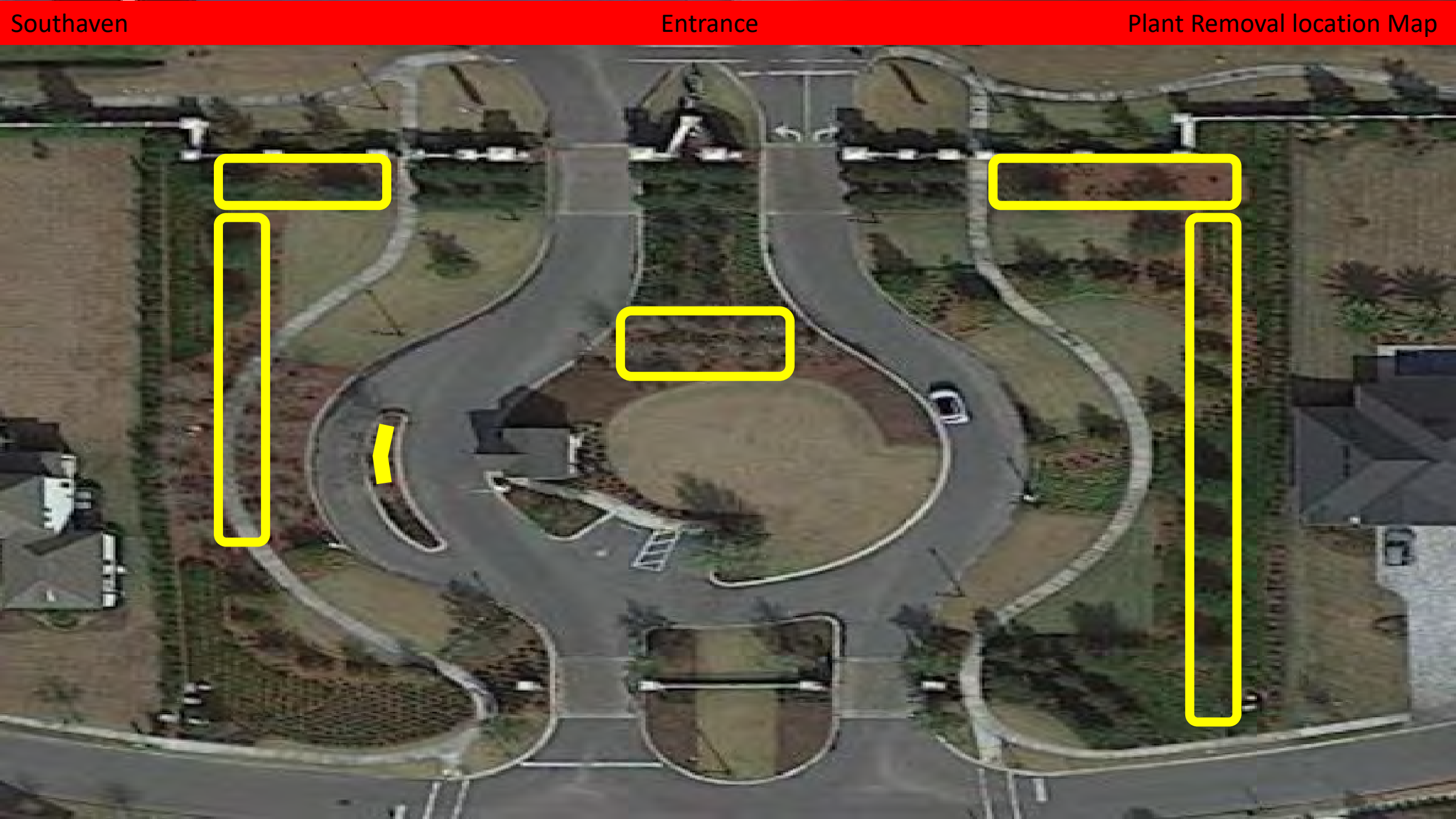
Job #: **460800009**

SO #: **7872851**

Proposed Price **\$4,197.60**

Exclusions And Qualifications

Personnel/ Working Hours	<ul style="list-style-type: none">This Proposal is based upon personnel working normal daytime hours, 8 hour work day, 40 hour work week. Proposal excludes working in an ineffective manner (rain, unsafe working conditions, etc.)BrightView is an open shop contractor, non-signatory to any labor agreements.This Proposal is based on non-prevailing wage and non-union labor rates.This proposal is based on performing the work in one continuous operation and includes one mobilization of equipment, tools and resources to and from site.
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Southaven

Entrance

Plant Removal location Map

Proposal for Extra Work at Southaven CDD

Property Name	Southaven CDD	Contact	Lisa Licata
Property Address	61 Clarissa Lane St. Augustine, FL 32095	To	Rizzetta & Company Inc
		Billing Address	2806 N Fifth St Unit 403 St. Augustine, FL 32084
Project Name	Southaven- Ornamental grass replacement located Northeast of Manor in front of lake on Renwick Pkwy		
Project Description	Enhancement		

Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
Ornamental grass replacement			Subtotal	\$1,757.04
1.00	LUMP SUM	Mobilization, labor to remove plant material, rough grade, and dispose of green waste.	\$534.24	\$534.24
30.00	EACH	Cord grass 3 gal plants installed	\$23.22	\$696.65
20.00	EACH	Bales of pine straw installed	\$14.86	\$297.19
1.00	LUMP SUM	Irrigation Modifications and adjustments	\$228.96	\$228.96

For internal use only

SO# 7872886
JOB# 460800009
Service Line 130

Total Price \$1,757.04

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2270 Dobbs Rd, St Augustine, FL 32086 ph. fax

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Signature _____ Title **Facility Manager**

Signature **Lisa Licata** Date **July 19, 2022**

BrightView Landscape Services, Inc. "Contractor"

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Signature **Steve McAvoy** Date **July 19, 2022**

Job #: 460800009

SO #: 7872886

Proposed Price: \$1,757.04

Exclusions And Qualifications

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TAB 14



Amenity Manager Report
Southaven CDD Meeting
August 3rd, 2022

Date of Report: August 3rd, 2022

Submitted by: Lisa Licata

○ ***Upcoming Events***

- Saturday, August 20th- Blood Drive

○ ***Concluded Event***

- Friday, May 6th- Fiesta Friday
- Saturday, June 25th- Blood Drive
- Sunday, July 3rd- Golf Cart Parade

○ ***Amenity Center***

- I have 343 families registered at the Manor House of which 342 are living in Markland.
- AT&T proposal
- Manor House was pressure washed on June 20th
- Swim lessons will continue through September on Saturdays from 9am-1pm
- Jani King started Wednesday, June 8th M, W, F nights at 10pm
- Have decided to hold off on buying a new rower. Old one is working with the seal for now. Would like to get more life out of it.
- Have an estimate added to the dumpster proposal for two concrete pads for benches. Discussion on wanting new benches or moving some of the current ones.
- Sunbelt information on PM and LED arms

Markland



*Vesta*TM

Vested in your community.



*Vesta*TM

Vested in your community.

TAB 15



Field Ops Report

Southaven CDD

Date Submitted: August 3rd, 2022

Submitted by: Lisa Licata



Storm Drain Cleaning

Markland



Pet Station Replacement



Pool Shower Replaced

Markland



Guard Shack Softwash

- Replaced some Gym ceiling tiles
- Replaced toilet handle in women's restroom
- Replaced sensor probes for pool chemical station