



Rizzetta & Company

Southaven Community Development District

**Board of Supervisors' Meeting
May 3, 2023**

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

www.southavencdd.org

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

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

Board of Supervisors	Richard Fetter	Chairman
	Roger Giddens	Chairman
	Bob Monk	Assistant Secretary
	Don Boerema	Assistant Secretary
	Jim Alexander	Assistant Secretary
District Manager	Melissa Dobbins	Rizzetta & Company, Inc.
District Counsel	Jonathan Johnson	Kutak Rock, LLP
	Katie Buchanan	Kutak Rock, LLP
District Engineer	Scott Lockwood	England-Thims & Miller, Inc.

All cellular phones must be placed on mute while in the meeting room.

The Audience Comments portion, **on Agenda Items Only**, will be held at the beginning of the meeting. The Audience Comments portion of the agenda, **on General Items**, will be held at the end of the meeting. During these portions of the agenda, audience members may make comments on matters that concern the District (CDD) and will be limited to a total of three (3) minutes to make their comments.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (239) 936-0913. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY)

1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which 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

**Board of Supervisors
Southaven Community
Development District**

April 26, 2023

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Southaven Community Development District will be held on **May 3, 2023 at 10:00 a.m.** at the Markland Amenity Center located at 61 Clarissa Lane St. Augustine, FL 32095. The following is the agenda for this 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 February 1, 2023Tab 1
 - B. Ratification of the Operations and Maintenance Expenditures for January, February and March 2023.....Tab 2
- 4. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. Landscape and Maintenance (under separate cover)
 - D. General Manager ReportTab 3
 1. Amenity Update
 2. Field Update
 3. Clearwaters Lake Management Report
 - E. District Manager
- 5. BUSINESS ITEMS**
 - A. Consideration of Hallco Preventative Maintenance ProposalTab 4
 - B. Consideration of Lighted Entrance Gate Arm and Surge Protection Proposal.....Tab 5
 - C. Consideration of Street Sweeping ProposalTab 6
 - D. Review of Janitorial ServicesTab 7
 - E. Consideration of Resolution 2023-03; Approving FY 2023/24 Proposed Budget and Setting the Public Hearing.....Tab 8
- 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

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 **February 1, 2023 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:

Richard Fetter	Board Supervisor, Chairman
Roger Giddens	Board Supervisor, Vice Chairman
Bob Monk	Board Supervisor, Assistant Secretary
Don Boerema	Board Supervisor, Assistant Secretary
Jim Alexander	Board Supervisor, Assistant Secretary

Also present were:

Melissa Dobbins	District Manager, Rizzetta & Company, Inc.
Katie Buchanan	District Counsel, Kutak Rock, LLC
Dana Harden	Regional Manager, Vesta
Lisa Licata	Amenity Manager, Vesta
Rodney Hicks	Brightview Landscape
Steve McAvoy	Brightview Landscape

Audience in attendance.

FIRST ORDER OF BUSINESS**Call to Order**

Ms. Dobbins called the meeting to order at 10:03 a.m. and read roll call.

SECOND ORDER OF BUSINESS**Audience Comments on Agenda Items**

There were no audience comments.

THIRD ORDER OF BUSINESS**Consideration of the Minutes of the
Regular Meeting held on December 7,
2022**

On a motion by Mr. Boerema, seconded by Mr. Alexander with all in favor, the Board approved the Minutes of the Regular Meeting held on December 7, 2022 for Southaven Community Development District.

FOURTH ORDER OF BUSINESS**Ratification of the Operations and
Maintenance Expenditures for
November and December 2022**

Ms. Licata updated the board that Comcast service has been reduced to only providing cable service now to the district. The Board also requested staff to investigate surge protectors.

On a motion by Mr. Giddens, seconded by Mr. Monk, with all in favor, the Board ratified Operations and Maintenance Expenditures for November 2022 in the amount of \$96,992.68, and December 2022 in the amount of \$24,687.28, for Southaven Community Development District.

FIFTH ORDER OF BUSINESS**Consideration of LLS Tax Solutions –
2016 Series Arbitrage Engagement
Letter**

On a motion by Mr. Monk, seconded by Mr. Boerema, with all in favor, the Board approved the LLS Tax Solutions 2016 Series Arbitrage Engagement Letter, for Southaven Community Development District.

SIXTH ORDER OF BUSINESS**STAFF REPORTS****A. District Counsel**

Ms. Buchanan updated the Board that she sent a parking agreement template to the POA attorney and is waiting for a response. She also is working with staff to finalize a Poolsure Agreement and giving the vendor push back on specific terms that they are wanting in the agreement. The Board approved Mr. Monk to review the final form of the agreement prior to execution.

B. District Engineer

Ms. Licata updated the Board that she reviewed the French drain failure matter adjacent to International Parkway with the District Engineer. The Board directed staff to remove the drain if not needed and to fix the repair subject to the District Engineer's review.

C. Landscape and Maintenance

The Board reviewed multiple proposals from Brightview. After discussion, the Board approved Entrance Area 6 for \$6,212.69, Entrance Area 13 for \$5,190.77, Dumpster Area Enhancement for \$2,322.66 and Sod Replacement for \$1,940.58.

On a motion by Mr. Monk, seconded by Mr. Boerema, with all in favor, the Board approved Entrance Area 6 for \$6,212.69, Entrance Area 13 for \$5,190.77, Dumpster Area Enhancement for \$2,322.66 and Sod Replacement for \$1,940.58, for Southaven Community Development District.

81
82 D. General Manager Report

83 Ms. Licata updated the Board that the square payment option is now operational.
84 After discussion, the Board approved to modify the current policies to eliminate
85 cash and checks.
86

On a motion by Mr. Boerema, seconded by Mr. Monk, with all in favor, the Board approved the amended payment policies, for Southaven Community Development District.

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88 The Board also confirmed that staff are authorized to use the facilities during their
89 off hours.

90
91 After discussion, the Board directed staff to send out an E-Blast to inform
92 residents they can use the pool deck during Food Truck events and to remind
93 them to yield to school busses.

94
95 The Board requested District Counsel to send a follow up letter to the resident
96 with the fire pit on District property. It was further stated that the POA did approve
97 this resident's ARC application to relocate the fire pit but the POA has not
98 received any further update from the resident when that work will start.
99

100 The Board discussed a matter regarding a possible District event that would be
101 held off District property, but due to liability and the need for additional insurance
102 the Board gave a consensus all District events need to be held in District
103 property.
104

105 E. District Manager

106 Ms. Dobbins stated the District did receive an insurance claim check for lightning
107 damage in the amount of \$4,489.00 and a check from Hines for their split share
108 of the dumpster installation in the amount of \$10,055.00.

109
110 Ms. Dobbins also reviewed the latest financials and said that she will reach out to
111 the board soon to schedule a budget workshop in April.
112

113
114 **SEVENTH ORDER OF BUSINESS**

**Consideration of Proposals for
Entrance Painting (under separate
cover)**

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117 On a motion by Mr. Boerema, seconded by Mr. Giddens, with all in favor, the Board approved the Taylor Signature Painting (Exhibit A) proposal for Entrance Painting with primer in the amount of \$4,000.00 , for Southaven Community Development District.

EIGHTH ORDER OF BUSINESS**Consideration of Entrance Gate
Preventative Maintenance Renewal**

On a motion by Mr. Monk, seconded by Mr. Alexander, with all in favor, the Board approved the Sunbelt renewal proposal in the amount of \$6,921.00, for Southaven Community Development District.

NINTH ORDER OF BUSINESS**Audience Comments and Supervisor
Requests**

Audience requested for the Board to review tennis lights, had questions about possible bond refinance options and how someone may want to donate or contribute to the District.

It was asked if soil testing is done, which Ms. Licata stated that Brightview does do testing.

No supervisor Comments.

TENTH ORDER OF BUSINESS**Adjournment**

On a motion by Mr. Boerema, seconded by Mr. Monk, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 1:04 p.m. for Southaven Community Development District.

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Secretary/Assistant Secretary

Chairman/Vice Chairman

DRAFT

Exhibit A



DATE: December 20, 2022

**TO: Lisa Licata
Re: Markland
61 Clarissa Ln
St. Augustine, FL
32095**

STANDARDS:

1. All surfaces shall be cleaned, scraped, sanded, sealed or otherwise properly prepared as needed prior to paint application.
2. All cracks shall be caulked, as needed, by removing all loose and deteriorated sealant, cleaning joints, then re-caulking.
3. All bare stucco, wood & metal shall be primed using the appropriate primer, as needed, to ensure proper adhesion.
4. One or two finish coats will be applied by either brush, roller or sprayer.
5. Cracks and voids in masonry 1/16" or less shall be filled or patched. Cracks and voids in masonry greater than 1/16" shall be cut out to form a "V" install backing rod if necessary. Then bridge the crack using patching material to match existing texture as close as possible.
6. Deteriorated stucco shall be removed and re-surfaced as needed with a high strength mortar and applied to match existing texture as close as possible. (Not to exceed 5 sq. ft of repair.)
7. A walk-through will be scheduled before or upon completion to ensure customer satisfaction.
8. Any variations from the scope or alterations requiring extra labor or material will be performed only upon written order and billed in addition to the sum disclosed in this estimate.



Scope of Work

Entrance gates (2) and fence between gates:

Set up, cover up and clean up
Lightly sand to promote adhesion and wipe down with denatured alcohol to remove dust
Apply two coats Coronado MultApply semi-gloss in black to gates

Total cost of project: \$1,450.00. Your price includes all paint, sundries, labor and materials needed for work, as outlined in the Scope of Work.

Entrance mini wall and columns (include Markland signs 2)

Option 1: no primer

Set up, cover up and clean up
Repair cracks, and spot prime as required
Apply two coats Sherwin Williams SuperPaint Exterior satin to walls and columns
Apply two coats Coronado MultApply semi-gloss to signs
Colors to match existing

Total cost of project: \$1,620.00. Your price includes all paint, sundries, labor and materials needed for work, as outlined in the Scope of Work.

Entrance mini wall and columns (include Markland signs 2)

Option 2: include primer

Set up, cover up and clean up
Repair cracks
Apply one coat Benjamin Moore UltraSpec Masonry Sealer to walls and columns
Apply two coats Sherwin Williams SuperPaint Exterior satin to walls and columns
Apply two coats Coronado MultApply semi-gloss to signs
Colors to match existing

Total cost of project: \$2,300.00. Your price includes all paint, sundries, labor and materials needed for work, as outlined in the Scope of Work.



Option to include pressure washing:

Set up, cover up and clean up

Exterior surfaces shall be pressure washed to remove dirt, mildew and surface contaminants

Total cost of project: \$250.00. Your price includes all paint, sundries, labor and materials needed for work, as outlined in the Scope of Work.

Timing: The work will be scheduled to commence between February and March 2023. We will confirm the date as we get closer to the start date.

Payment Schedule: 25% upon signing of contract and remainder due upon completion.
This estimate is good for 30 days

We look forward to working with you on this particular project and for many years to come. If you have any questions, concerns or would like clarification, please do not hesitate to call me.

Agreed and entered into this ____ day of _____ 2022, by the duly authorized representative for each party to this proposal – contract.

Taylor Signature Painting

Owner

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 January 2023 Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2023 through January 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$133,232.87**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Southaven Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2023 Through January 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
AT&T	ACH	323860823 12/22 Autopay 287	Internet & Phone Services 12/22	\$ 308.06
BrightView Landscape Services, Inc.	100102	8150005	Stake Up Downed Tree 10/22	\$ 4,347.86
BrightView Landscape Services, Inc.	100102	8150009	Stake Up Downed Tree 10/22	\$ 1,531.58
BrightView Landscape Services, Inc.	100102	8154506	Install Soil Mix 10/22	\$ 239.49
BrightView Landscape Services, Inc.	100103	8174500	Irrigation Maintenance 11/22	\$ 1,353.47
BrightView Landscape Services, Inc.	100103	8175295	Pine Tree Removal 11/22	\$ 2,240.00
BrightView Landscape Services, Inc.	100103	8193654	Landscape Maintenance 12/22	\$ 13,930.00
BrightView Landscape Services, Inc.	100121	8231046	Landscape Maintenance 01/23	\$ 13,930.00
BrightView Landscape Services, Inc.	100126	8169606	Irrigation Repairs 11/22	\$ 1,616.60
Clear Waters, Inc.	100104	128592	Pond Maintenance 12/22	\$ 803.50
Clear Waters, Inc.	100127	127867	Pond Maintenance 11/22	\$ 803.50
Clear Waters, Inc.	100127	129376	Pond Maintenance 01/23	\$ 803.50
COMCAST	ACH	8495 74 140 1213297 01/23 Auto Pay	Wireless Telephone Services 01/23	\$ 739.59

Southaven Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2023 Through January 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount	
Danielle Corgan	100128	Corgan012123	Area Rental Deposit Refund 01/23	\$	200.00
England, Thims & Miller, Inc.	100093	0205796	Engineering Services 11/22	\$	512.50
England, Thims & Miller, Inc.	100122	0206291	Engineering Services 01/23	\$	140.00
Epic Pools & Hardscape Construction, Inc.	100094	40913	Pool Maintenance 12/22	\$	495.00
First Coast Franchising	100113	JAK12220453B	Janitorial Services 12/22	\$	419.23
First Coast Franchising	100123	JAK01230348	Janitorial Services 01/23	\$	545.00
Fitness on Demand	100124	27117	Fitness Maintenance Services 01/23	\$	199.95
Florida Power & Light Company	ACH	Monthly Summary 01/23 Autopay 287	Electric Services 01/23	\$	3,263.86
Hidden Eyes, LLC	100106	722321	Alarm Monitoring Services 01/23	\$	4,187.62
Hidden Eyes, LLC	100129	723468	Alarm Monitoring Services 02/23	\$	4,187.62
Kathleen Kissel	100130	Kissel012123	Area Rental Deposit Refund 01/23	\$	500.00
Kutak Rock, LLP	100095	3141444	Legal Services 11/22	\$	2,077.14
Kutak Rock, LLP	100114	3156139	Legal Services 11/22	\$	1,130.00

Southaven Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2023 Through January 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
MacClellan Construction LLC	100131	1107	12'X20' Concrete Pad Installation 12/22	\$ 20,860.00
Pacetti Plumbing, Inc.	100096	9771	Replace Urinal Diaphragms 10/22	\$ 280.00
Poolsure	100107	131295611137	Water Management Seasonal Billing Rate 12/22	\$ 481.14
Rizzetta & Company, Inc.	100092	INV0000074665	District Management Fees 01/23	\$ 3,556.16
Rizzetta & Company, Inc.	100118	INV0000074873	Dissemination Services FY 22-23	\$ 6,000.00
Sheila Blake	100132	Blake011423	Deposit Refund 01/23	\$ 500.00
Smith Electrical, Inc.	100115	20703	Replace GFI on Center Island 12/22	\$ 299.47
Smith Electrical, Inc.	100115	20759	Replace Ballast in Gym Light 12/22	\$ 227.47
Southaven CDD	DC 012023	DC 012023	Debit Card Replenishment	\$ 835.10
Southaven CDD	DC 012423	DC 012423	Debit Card Replenishment	\$ 937.37
Southaven CDD	DC 012623	DC 012623	Debit Card Replenishment	\$ 575.84
St Johns County Tax Collector	100097	Property Tax Postage 12/22	Property Tax Postage 12/22	\$ 117.46
St Johns Utility Department	ACH	Monthly Summary 12/22	Utility Services 12/22	\$ 5,528.34

Southaven Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2023 Through January 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Sunbelt Gated Access Systems of Florida, LLC	100098	00001588	Gate Maintenance 10/22	\$ 185.00
Sunbelt Gated Access Systems of Florida, LLC	100116	00001735	Gate Maintenance 12/22	\$ 960.00
Synergy Florida	100125	367496	Service Call to Updated NetGear Password 12/22	\$ 475.00
The Ledger / News Chief/ CA Florida Holdings, LLC	100108	0005096360	Legal Advertising 11/22	\$ 108.80
Tracy Glynn	100099	Glynn 113022	Rental Refund 11/22	\$ 500.00
Treeco	100109	8654	Trimming Limbs 12/22	\$ 425.00
Treeco	100109	8655	Trimming Limbs 12/22	\$ 775.00
Treeco	100109	8660	Trimming Limbs 12/22	\$ 675.00
Turner Pest Control, LLC	100110	19972434	Pest Control Services 11/22	\$ 77.18
Turner Pest Control, LLC	100110	20507547	Pest Control Services 12/22	\$ 77.18
Vesta Property Services, Inc.	100111	405260	Management & Maintenance Services 12/22	\$ 12,724.83
Vesta Property Services, Inc.	100117	406333	Billable Mileage 12/22	\$ 42.50
Vesta Property Services, Inc.	100119	406203	Management & Maintenance Services 01/23	\$ 12,724.83

Southaven Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2023 Through January 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
VGlobal Tech	100100	4521	Quarterly ADA & WCAG Audit 12/22	\$ 400.00
VGlobal Tech	100100	4539	Quarterly ADA & WCAG Audit 12/22	\$ 300.00
VGlobal Tech	100120	4642	Quarterly ADA & WCAG Audit 01/23	\$ 300.00
Waste Management Inc. of Florida	ACH	0025408-4032-5	Waste Services 01/23	\$ 150.13
Wayne Automatic Fire Sprinklers, Inc.	100112	1010207	Quarterly Sprinkler Inspection 12/22	\$ 1,279.00
William C. Gillespie	100101	093	Santa Meet & Greet 12/22	\$ <u>350.00</u>
Report Total				\$ <u><u>133,232.87</u></u>

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

February 2023

Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2023 through February 28, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$64,943.41**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Southaven Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2023 Through February 28, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Ancient City Janitorial LLC	100156	1166	Carpet Cleaning 02/23	\$ 540.00
APC Powder Coating LLC	100134	5790	Powder Coating Bench & Re-Sling Chase Lounge 08/22	\$ 1,725.00
AT&T	ACH	322343089 01/23 Autopay 287	Internet & Phone Services 01/23	\$ 150.57
AT&T	ACH	323860823 01/23 Autopay 287	Internet & Phone Services 01/23	\$ 310.75
BrightView Landscape Services, Inc.	100136	8248396	Sump Removal & Sod Install 01/23	\$ 519.40
BrightView Landscape Services, Inc.	100136	8248398	Stake Up Leaning Tree 01/23	\$ 659.56
BrightView Landscape Services, Inc.	100148	8268575	Landscape Maintenance 02/23	\$ 13,930.00
COMCAST	ACH	8495 74 140 1213297 02/23 Autopay	Wireless Telephone Services 02/23	\$ 763.59
Dustin Bradley Humbert	100137	230576	Live Entertainment 11/22	\$ 400.00
Egis Insurance Advisors, LLC	100157	18002	Policy #100122672 10/1/22 - 10/1/23 Add Dumpster Enclosure	\$ 80.00
Florida Power & Light Company	ACH	Monthly Summary 02/23 Autopay 287	Electric Services 02/23	\$ 3,312.48
Hidden Eyes, LLC	100150	724523	Alarm Monitoring Services 02/23	\$ 4,187.62
Kutak Rock, LLP	100145	3169924	Legal Services 12/22	\$ 3,194.18
LLS Tax Solutions, Inc.	100138	002913	Arbitrage Rebate Calculation S2016A-1 & 2	\$ 500.00

Southaven Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2023 Through February 28, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Pia Geisselmaier	100154	Geisselmaier021923	Deposit Refund 02/23	\$ 200.00
Poolsure	100139	131295611653	Water Management Seasonal Billing Rate 01/23	\$ 697.65
Rizzetta & Company, Inc.	100133	INV0000075300	District Management Fees 02/23	\$ 3,556.16
Smith Electrical, Inc.	100140	20883	Installed 4 LED Light Fixtures & Controllers 01/23	\$ 2,289.92
Southeast Fitness Repair	100141	101077	Repair to Pully Machine	\$ 170.00
St Johns Utility Department	ACH	Monthly Summary 01/23 Autopay 287	Water-Sewer Services 01/23	\$ 3,703.09
Sunbelt Gated Access Systems of Florida, LLC	100142	72796	Gate Maintenance 12/22	\$ 6,921.00
The Ledger / News Chief/ CA	100146	0005260536	Legal Advertising 01/23	\$ 85.68
Florida Holdings, LLC	100143	20607775	Pest Control Services 01/23	\$ 84.90
Turner Pest Control, LLC	100155	20714306	Pest Control Services 02/23	\$ 84.90
Vesta Property Services, Inc.	100144	405465	Billable Mileage 11/22	\$ 42.50
Vesta Property Services, Inc.	100144	406578	Pressure Washing Services 01/23	\$ 3,622.00
Vesta Property Services, Inc.	100147	407418	Billable Mileage 01/23	\$ 42.50
Vesta Property Services, Inc.	100151	406716	Management & Maintenance Services 02/23	\$ 12,724.83

Southaven Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2023 Through February 28, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Waste Management Inc. of Florida	ACH	0026434-4032-0 Autopay 287	Waste Services 02/23	\$ 150.13
Wayne Automatic Fire Sprinklers, Inc.	100152	1022265	Quarterly Sprinkler Inspection 01/23	<u>\$ 295.00</u>
Report Total				<u><u>\$ 64,943.41</u></u>

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 March 2023 Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from March 1, 2023 through March 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$67,638.58**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Southaven Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2023 Through March 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
AT&T	ACH	322343089 02/23	Internet & Phone Services 02/23	\$ 150.57
AT&T	ACH	Autopay 287 32886823 02/23 Autopay	Internet & Phone Services 02/23	\$ 310.75
Axe Champs	100179	287 000047	Yard Game Event 03/23	\$ 500.00
BrightView Landscape Services, Inc.	100158	8286058	Irrigation Repairs 02/23	\$ 844.87
BrightView Landscape Services, Inc.	100159	8282595	Irrigation Repairs 02/23	\$ 803.10
BrightView Landscape Services, Inc.	100160	8280716	Irrigation Repairs 02/23	\$ 552.84
BrightView Landscape Services, Inc.	100161	8284497	Irrigation Repairs 02/23	\$ 759.24
BrightView Landscape Services, Inc.	100171	8292082	Clubhouse Stump Grinding 02/23	\$ 210.00
BrightView Landscape Services, Inc.	100175	8323769	Dumpster Area Enhancement 03/23	\$ 2,322.66
BrightView Landscape Services, Inc.	100176	8323770	Sod Replacement 03/23	\$ 1,940.58
BrightView Landscape Services, Inc.	100177	8323774	Irrigation Repairs 03/23	\$ 888.60
BrightView Landscape Services, Inc.	100178	8323775	Replace Plants 03/23	\$ 11,827.98
BrightView Landscape Services, Inc.	100182	8318396	Landscaping Services 03/23	\$ 13,930.00
First Coast Franchising	100162	JAK02230339	Janitorial Services 02/23	\$ 545.00

Southaven Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2023 Through March 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
First Coast Franchising	100183	JAK03230331	Janitorial Services 03/23	\$ 545.00
Fitness on Demand	100174	29878	Fitness Maintenance Services 03/23	\$ 229.00
Florida Power & Light Company	ACH	Monthly Summary 03/23 Autopay 287	Electric Services 03/23	\$ 3,234.48
Kenneth Baxley	100180	03252023	Yard Games Event 03/23	\$ 375.00
Kutak Rock, LLP	100163	3183180	Legal Services 01/23	\$ 1,333.50
Myrdith Investments LLC	100164	1528	Pressure Washing 02/23	\$ 1,000.00
OnSight Industries LLC	100165	002-23-334855-1	Fix 3 Leaning Street Signs 02/23	\$ 495.00
Poolsure	100170	131295612368	Water Management Seasonal Billing Rate 02/23	\$ 697.65
Poolsure	100181	131295613025	Water Management Seasonal Billing Rate 03/23	\$ 697.65
Rizzetta & Company, Inc.	100169	INV0000078013	District Management Fees 03/23	\$ 3,556.16
Southaven CDD	DC 032323	DC 032323	Debit Card Replenishment	\$ 1,712.29
St Johns Utility Department	ACH	Monthly Summary 02/23 Autopay 287	Utility Services 02/23	\$ 3,375.44
Sunbelt Gated Access Systems of Florida, LLC	100166	72834	Gate Maintenance 02/23	\$ 621.00
Turner Pest Control, LLC	100185	61750356	Pest Control Services 03/23	\$ 84.90

Southaven Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2023 Through March 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Vesta Property Services, Inc.	100184	407681	Management & Maintenance Services 03/23	\$ 12,724.83
VGlobal Tech	100167	4718	Quarterly ADA & WCAG Audit 02/23	\$ 300.00
VGlobal Tech	100172	4799	ADA & WCAG Audit 03/23	\$ 400.00
VGlobal Tech	100186	4812	ADA & WCAG Audit 03/23	\$ 300.00
Vicky Oakes Supervisor of Elections	100173	2023-04	2022 General Elections	\$ 55.83
Village Key & Alarm, Inc.	100168	401877	Remove TV Sensors 02/23	\$ 125.00
Waste Management Inc. of Florida	ACH	0028248-4032-2 Autopay 287	Waste Services 03/23	\$ <u>189.66</u>
Report Total				\$ <u>67,638.58</u>

Tab 3



General Manager Report
Southaven CDD Meeting
May 3rd, 2023

Date of Report: May 3rd, 2023

Submitted by: Lisa Licata

○ ***Amenity Center***

- Revenue (see report)
- Amazon Presentation (via Zoom)
- Fitness on Demand Subscription-Wellness studio room
- Surge Protection for Manor House \$24.95/month
- Marquis sign update from POA
- Notary services, district to pay for Lisa
- Move forward with Mailbox numbers
- Update on painting prices
- Update on Square fees (see report)
- Update on Driver's License Kiosk

○ ***Field Ops Updates***

- Benches moved and added to cement pads at Lake
- Installed a new pvc bollard at entry
- Installed a new urinal flush valve
- Installed a new faucet in outside Men's Bathroom
- Cabanas were pressure washed
- Tennis court Pavilion was pressure washed
- Window in Meeting room was replaced by Pella (under warranty)
- Sinking wall, Sidewalk safety issue and column at Manor house all repaired
- Stained 5 Adirondak chairs for Fire pit
- Installing Solar Cam for Fire pit area

Lake Management Report

Job: Markland (Southhaven CDD)

Date: 3-9-23

Technician: S Johnson

Equipment: Skiff

Weather: Partly cloudy

Lake ID:

1. Torpedo grass



2. Bacopa



Tab 4

Hallco Heating & Air LLC
2745 Industry Center Rd STE8
St Augustine, FL 32084



PROPOSAL

Presented to:

Vesta (Markland Manor House)
3434 Colwell Ave, Suite 200
Tampa, FL 33614

Job # 1085
Proposal # P-1085-1
Technician
Issue Date Mar 26 2023

Customer Contact:

H: (904) 217-8732
E: llicata@vestapropertyservices.com

Location Address:

Markland Manor House
Markland Manor House
St Augustine, FL 32092

Your Price: \$0.00

Description	Qty	Price
	Your Price	\$0.00

Review and Sign

Recommended Maintenance Plan:

Commercial Maintenance Plan 4

Contract Length: 1 Year
Service: 4 Service Visits

\$2,840.00/year
Call to sign up
today!

Proposal Notes:

Our Annual Maintenance Plan includes four visits per year so that we can help maintain your systems and keep everything in peak condition throughout the year!

*Plan Includes checking all amps, pressures, DT's.

*Cleaning both the indoor and outdoor systems/coils.

(If coils have to be removed for chemical cleaning there will be additional charges)

*Flushing and cleaning all drain lines.

(Service calls for clogged drain lines will have no charge if quarterly maintenance is up to date. If drain line is intentionally/maliciously broke, damaged, or any alteration ie; double trapped drain lines due to pvc moved inside or outside. Hallco Heating & Air will charge accordingly)

*No part replacements/repairs will be performed without proper quoting and acceptance from owner/management. If there is no one to approve part/repair, there will be an additional charge to return and replace/repair said part/repair.

*Contract will be paid after each Quarterly PM. Will give 10% Discount and 1/2 off Service Calls for Commercial Maintenance Contracts paid in full on First Quarter Maintenance.

Unless otherwise requested, QPM will be billed Quarterly and due once said QPM has been completed.

*Billed Quarterly Maintenance 4 System @ 710.00 (this does not include repairs)

Customer Approval:

☐ **I accept this proposal and agree to the terms and conditions.**

Contract Terms:

I agree to the work as specified above. I have the authority to order the work outlined above which has been satisfactory completed. I agree that Hallco Heating & Air LLC retains title to equipment/materials furnished until final payment is made. Purchaser agrees to pay all reasonable cost of collection if not paid as agreed. Unpaid balance will accrue interest at the rate of 18% APR. If payment is not made as agreed, Hallco Heating & Air LLC can remove said equipment/materials at Hallco Heating & Air LLC expense. Any damage resulting from said removal shall not be the responsibility of Hallco Heating & Air LLC. Buyer agrees to pay all costs and reasonable attorney's if this proposal is placed in the hands of an attorney for collection. Hallco Heating & Air LLC shall not be held responsible for any types of growth and or water damages that may occur from neglect or any types of natural causes. Proper maintenance MUST be completed by a licensed HVAC contractor. Maintenance and maintenance related failures of said equipment are NOT covered under any type of labor warranty.

Hallco Heating & Air LLC
CAC1820968

Tab 5

MARKLAND

Markland
60 Harkness Court
St. Augustine, FL 32095
Tel: 217-8732
Contact: Lisa Licata



**Sunbelt Gated Access
Systems of Florida**
9774 Florida Mining Blvd West
Ste 701
Jacksonville, FL 32257
United States
Tel: 904-354-7060
E-mail: service@sunbeltsys.com

Q805
Quote is Pending

QUOTE DETAILS

SCHEDULED	
CURRENT PRICE	\$1,840.00
JOB LEAD	CREW

PURCHASE ORDER #:

QUOTE DESCRIPTION

Add surge suppression to 3 barrier gates and 2 sets of swing gates. Includes grounding rods.
--

WORK DETAILS

TASKS

NAME	DESCRIPTION	UNIT PRICE	QTY	PRICE
REPAIR LABOR	Repair Labor			
CON-GRD-ROD-GAL	Ground Rod, Galvanized; 8' x 0.55" Diameter	\$20.00	5	\$100.00
DTK-120HW	Ditek Parallel AC Surge Protector; 120VAC Protection	\$105.00	5	\$525.00
OSC-FIRSTCOAST	Base Charge for Onsite Service Call - Baker, Clay, Nassau or St Johns County; Covers Travel, Truck and First 1/2 Hour Labor on Site	\$200.00	1	\$200.00
REPAIR LABOR	Repair Labor Hour Charges	\$145.00	7	\$1,015.00
WARRANTY - 30	WARRANTY: Thirty (30) days from date of acceptance by owner or beginning of constructive use of equipment, whichever shall come first, parts & workmanship only. Warranty excludes acts of god, misuse and abuse.	\$0.00	1	\$0.00

\$1,840.00

Net: \$1,840.00

Net Labor: \$0.00

Tax: \$0.00

Total: \$1,840.00

By ordering any of our services, you agree to be bound by these terms & conditions: All work to be completed in a workmanlike manner according to standard practices; Estimates and/or proposals for work are valid for thirty (30) days from date of estimate; Contract acceptance requires a signed estimate and may require a deposit, otherwise payment terms are COD or due upon completion; Any alteration or deviation from the said specifications involving extra costs will be done only upon a written change order and the costs will become an extra charge over and above the original estimate; The estimate does not include additional labor which may be required should unforeseen problems arise after the work has started and Sunbelt Gated Access Systems reserves the right to amend any information without prior notice. WARRANTY: Thirty (30) days from date of acceptance by owner or beginning of constructive use of equipment, whichever shall come first, parts & workmanship only unless noted otherwise

FLORIDA CONTRACTORS LICENSE ES12000933

MARKLAND

Markland
60 Harkness Court
St. Augustine, FL 32095
Tel: 217-8732
Contact: Lisa Licata



**Sunbelt Gated Access
Systems of Florida**
9774 Florida Mining Blvd West
Ste 701
Jacksonville, FL 32257
United States
Tel: 904-354-7060
E-mail: service@sunbeltsys.com

Q809
Quote is Pending

QUOTE DETAILS

SCHEDULED	
CURRENT PRICE	\$1,145.00
JOB LEAD	CREW

PURCHASE ORDER #:

QUOTE DESCRIPTION

Install LED light kit on existing arm (one that was just replaced)
--

WORK DETAILS

TASKS

NAME	DESCRIPTION	UNIT PRICE	QTY	PRICE
REPAIR LABOR	Repair Labor			
DK-1601-235	Reverse Edge Hardware Kit for Octagonal Arm	\$570.00	1	\$570.00
DK-8080-096	Reverse Edge 12 Ft. + Red/Grn LED for Octagonal Arm	\$575.00	1	\$575.00
WARRANTY - 30	WARRANTY: Thirty (30) days from date of acceptance by owner or beginning of constructive use of equipment, whichever shall come first, parts & workmanship only. Warranty excludes acts of god, misuse and abuse.	\$0.00	1	\$0.00

\$1,145.00

Net:	\$1,145.00
Net Labor:	\$0.00
Tax:	\$0.00
Total:	\$1,145.00

By ordering any of our services, you agree to be bound by these terms & conditions: All work to be completed in a workmanlike manner according to standard practices; Estimates and/or proposals for work are valid for thirty (30) days from date of estimate; Contract acceptance requires a signed estimate and may require a deposit, otherwise payment terms are COD or due upon completion; Any alteration or deviation from the said specifications involving extra costs will be

QUOTE - Q809

done only upon a written change order and the costs will become an extra charge over and above the original estimate; The estimate does not include additional labor which may be required should unforeseen problems arise after the work has started and Sunbelt Gated Access Systems reserves the right to amend any information without prior notice. WARRANTY: Thirty (30) days from date of acceptance by owner or beginning of constructive use of equipment, whichever shall come first, parts & workmanship only unless noted otherwise

FLORIDA CONTRACTORS LICENSE ES12000933

Tab 6



Service Agreement

(Company) agrees to perform the work described in this service agreement according to the specific terms and conditions contained herein.

Property Location

Name:

Street:

City:

State:

Zip Code:

Phone:

Fax:

Property Contact:

Email:

Phone:

Billing Info

Name:

Street:

City:

State:

Zip Code:

Phone:

Fax:

Ordered By:

Email:

Phone:

Service Details and Fees

Hourly Sweeping Service

Per Hour:

Hour Minimum:

Portal to Portal:

OT Per Hour:

Scheduled Sweeping Service

Service Frequency:

Sweeps Per Term:

Per Sweep:

OT Per Hour:

Per Curb Mile Sweeping Service

Per Curb Mile:

Per Cycle:

Miles Per Cycle:

Contract Term:

Start Date:

Additional Fees

Disposal Fee:

Variable Energy Charge (VEC)*:

Environmental, Health & Safety Charge (EHSC)*:

Mobilization Fee:

*For details, please visit www.sweepingcorp.com/vec/ or www.sweepingcorp.com/ehsc.

The Company shall provide equipment, labor, fuel, and any other materials necessary to complete the required work. The Company will clean an area seven (7) ft. wide from the curb, barrier or paved shoulder edge. No cleaning operation shall be conducted when there are climatic conditions present or forecast that would make such an operation ineffectual or dangerous. Company's service is based on removal of a regular day-to-day build-up of material and debris. Any excessive, out of the ordinary, or unusual build-up or residue of any dirt, debris or material is not covered by the price quoted in this agreement under the hourly rate.

Special Instructions / Comments Additional Space on Last Page, if Needed

Authorized Signatures

The undersigned individual signing this Service Agreement on behalf of the Customer acknowledges that he or she has read and understands the terms and conditions of this Agreement and that he or she has the authority to execute this Agreement on behalf of the Customer.

Customer

Signature:

Print Name:

Title:

Date:

Company Representative

Signature:

Print Name:

Title:

Date:

Terms and Conditions

NOTICE: ANY ACCEPTANCE OF COMPANY'S OFFER IS EXPRESSLY LIMITED TO ACCEPTANCE OF THESE TERMS AND CONDITIONS AND COMPANY EXPRESSLY OBJECTS TO ANY ADDITIONAL OR CHANGED TERMS PROPOSED BY CUSTOMER. NO OTHER TERMS AND CONDITIONS OF ANY FORM SHALL MODIFY THESE, EVEN IF SIGNED BY COMPANY. ANY ORDER TO PERFORM WORK OR COMPANY'S PERFORMANCE OF THE WORK SHALL EXPLICITLY CONSTITUTE CUSTOMER'S AGREEMENT TO THESE TERMS AND CONDITIONS.

1) Definitions: "Customer" means the entity to which the Company is

providing Services under the Agreement. "Agreement" means either (i) the contract agreement signed by both parties for the Services; or (ii) the purchase order signed by Customer and

accepted by Company in writing, together with these Terms and Conditions. "Company" means the Sweeping Corporation of

America entity providing Services under the Agreement.

2) Services Rendered: Customer grants exclusive rights to Company to

furnish all labor, equipment, and services necessary for the performance of the service ("Service") in conformance with the

standards of service set forth in this Agreement and Customer agrees to make payments as provided in the Agreement.

3) Coverage and Term of Agreement. This Agreement shall control and

govern all Services provided by Company as of its effective date. The effective date and initial term of this Agreement shall start on

the date on which Service under this Agreement commences and shall continue for a term of twelve (12) months. Thereafter, it shall

automatically renew for successive twelve (12) month terms unless either party gives written notice of termination to the other at least

sixty (60) days before the end of the then current term.

4) Standards of Service: Services shall be performed in accordance with

best management practices of the Company. Obstructions or debris, including but not limited to accumulations of leaves, silt,

compacted dirt, and similar debris will be removed as part of the customary and ordinary service under this Agreement. If he

Company, at its sole discretion, determines that such removal constitutes extra work from that contemplated under this

Agreement, the Company shall, for additional compensation consistent with the fee schedule provided with this Agreement

("compensation schedule"), perform extra services as may be required to provide the requisite service. The cost to perform extra

services shall be as set forth in the compensation schedule. Services shall be performed to prevent litter, leaves, sand, dirt and

debris from being swept into any street side drainage inlets contiguous to or within the designated work area. Customer

represents and warrants that all materials to be collected by Company are nonhazardous waste and recyclables. Nothing in this

Agreement shall convey on the Company the status of "generator". Any waste swept and collected from the designated work area by

Company shall remain the waste of the Customer and it is agreed that Company under no circumstances shall be deemed to have

generated the waste. The Company shall dispose of all waste within the Customer's dumpster and Customer

hereby authorizes the use of its dumpster for that purpose, unless

otherwise stated on the front of this Agreement. Any waste that cannot be disposed of in the Customer's dumpster shall be disposed of in accordance with the compensation schedule.

5) Warranties. Except as otherwise provided herein, Company makes no express or implied warranties, including but not limited to,

implied warranties of merchantability or fitness for a service. All are expressly disclaimed.

6) Time and Performance. Upon acceptance by Customer, Company

shall commence performance within the time frame specified by Company or, in the absence of a specified time frame, shall

commence work within a reasonable time and pursue such with reasonable diligence until completed if a scheduled sweeping is not

possible due to inclement weather or other unforeseen occurrences, Company shall endeavor to perform the services

when the weather or circumstances permit.

7) Clean Up. Company agrees to remove from the Customer's

premises any Company equipment.

8) Payment. Customer shall pay Company for Services rendered

monthly in accordance with the compensation schedule and invoice received. Unless otherwise agreed by the parties in writing,

Customer shall pay Company for services within ten (10) days from the invoice date. Company may charge late fees and interest, not

to exceed the maximum rate allowed by applicable law, on all amounts past due. In the event a payment is not made when due,

Company, at its sole option, may terminate the Agreement on notice to the Customer and recover all past due amounts.

9) Suspension. If any amount due from Customer is not paid within

sixty (60) days of the date of the Company's invoice, Company may, with or without notice, suspend service without terminating the

contract, until the Customer has paid all amounts owed to Company.

10) Rate Adjustments. Customer agrees that it shall pay Company for

any increase in costs due to an escalation in energy costs. These

surcharges shall be referred to as "energy" on the compensation

schedule. Customer also agrees that it shall pay Company for

increased rates due to increases in Company's costs because of

changes in local, state or federal law, rules, ordinances or

regulations applicable to Company's operations or services or

because of increases in taxes, fees, costs or other governmental

charges. These charges shall be referred to as "environmental" on the compensation schedule. The energy/environmental recovery fee(s) shall be shown on the customer invoice.

- 11) Damage to Pavement. Company shall not be responsible for any damages to the Customer's pavement or accompanying subsurface, curbing or other driving surfaces resulting from the Company's Services.
- 12) Independent Contractor. Nothing contained in this Agreement shall be construed to constitute Customer as a partner, employee, or agent of Company, nor shall either party have any authority to bind the other in any respect. It is intended that Company shall, in all instances, be and remain an independent contractor responsible for its own actions and for its own agents, employees and representatives.
- 13) Indemnity. Customer shall defend, hold harmless and indemnify the Company, its officers, directors, members, affiliates, employees, or contractors from and against any and all damage to persons, property or both (including death) or other liabilities (including, but not limited to, investigation and reasonable legal expenses) resulting from the Customer's (or its employees, invitees or subcontractors) negligence or misconduct, violation of law or breach of this Agreement.
- 14) Termination. This Agreement may only be terminated by the Customer by providing written notice of Company's breach of the Agreement and, only after providing a right to cure the breach and, Company fails to cure the breach within 30 days of written notice. Except as otherwise provided in this Agreement, the termination shall have no effect upon the rights of the parties prior or existing transactions and any liabilities. Upon termination, Company shall wind down its work in progress in a safe manner, protective of Customer and Company owned or operated property, and Customer and Company shall work in good faith to close out any service in an expeditious manner.
- 15) Assignability. This agreement is binding and shall inure to the benefit of all successors and assigns. This Agreement, and any duties hereunder and any retention of Company subject to this Agreement may be assigned in whole or in part, without the mutual written consent of the parties to this Agreement.
- 16) Notice. Any notice to be given under this Agreement by either party to the other shall be in writing and personally delivered or mailed to the other party at its address as set forth above or to such successor addresses as the parties may designate by notice pursuant to this provision.

- 17) Entire Agreement. This Agreement shall constitute the entire agreement between the parties and shall govern the relationship of the parties notwithstanding any previous written agreement and/or any previous or subsequent oral understandings or agreements.
- 18) No Waiver. No waiver of any provision or condition of this Agreement shall be implied or imputed by reason of a party's failure to complain or to seek remedies because of any previous breach or violation.
- 19) Severability. If any clause or provision of this Agreement is found by a court of competent jurisdiction to be invalid or unenforceable, the balance of this Agreement shall be enforced as the written agreement of the parties.
- 20) Credit History. Customer represents and warrants that it has the financial means to meet its obligations under this Agreement, and Customer hereby agrees that Company may, at any time, investigate the credit history of Customer.
- 21) Disputes, Remedies. Except for claims by the Company for collection of fees, the parties' knowingly and voluntarily agree that the any controversy arising between them shall be resolved by binding arbitration under the rules of the American Arbitration Association, and judgement on the award may be entered by any court having jurisdiction. Under no circumstances shall either party be liable to the other for loss of profits or revenues, or for any indirect, special, incidental, consequential or punitive damages, whether in contract, tort and any theory of liability.
- 22) Attorneys' fees, Jury Waiver and Jurisdiction and Venue. The parties agree that if Company files a lawsuit to collect any money due and payable under this Agreement, in any suit brought, Company shall be entitled to recover its reasonable costs and attorneys' fees. Each party, to the extent permitted by law, knowingly, voluntarily, and intentionally waives its right to a trial by jury in any action or other legal proceeding arising out of or relating to this Agreement. Customer and Company agree to personal jurisdiction and venue in Cuyahoga County, Ohio and neither Company nor Customer shall object or oppose personal jurisdiction or venue if the lawsuit is filed in Cuyahoga County, Ohio.
- 23) Excused Performance. Neither party to this Agreement shall be liable for its failure to perform or delay in performance due to contingencies beyond its reasonable control, including but not limited to, unsafe conditions, weather, strikes, riots, compliance with laws or governmental orders, fires, or acts of God

Special Instructions / Comments Continued...

Tab 7

From: Roy Alaimo <ra@servicemasterbyacj.com>
Sent: Monday, March 06, 2023 11:56 AM
To: Lisa Licata <llicata@vestapropertyservices.com>
Cc: Eric Arms <earms@servicemasterbyacj.com>
Subject: Markland Quote

Lisa,

I hope this email finds you well. Thank you for the opportunity to quote the cleaning services for Markland. As a homeowner in this community, my wife and I take great pride in the Manor house. The Manor House was one of the major selling points in purchasing a home in the Markland community.

I give you my word, if you choose our company, you will get the very best service. We take pride in our home community.

The weekly service will be on Monday, Wednesday, and Fridays at a time that will work best for you. We are probably looking at 2.5 to 3 hours per visit. Your cost for the monthly service will be around \$859 a month.

We spend a good amount of time on the floors and we will include our disinfecting process as well. Cleaning will consist of vacuuming, mopping, (floor spot mop cleaning) dusting, wiping down all surfaces, replacing trash, inside of windows, filling needs such as towels/soap, deep clean bathrooms, deep clean kitchen, gym clean, and rugs.

It is our desire to build a lasting relationship with you to ensure a clean and healthy environment for employees and residents.

ServiceMaster has been the leading janitorial provider in the U.S. since 1947 and I believe what sets ServiceMaster apart is the proven track record of satisfied customers we have established. We will work diligently to provide a clean, safe, healthy environment for your facility.

Please contact me directly should you require further information.

Roy Alaimo

ServiceMaster Janitorial By Ancient City, Co-Owner



Main - 904-535-9531

Cell – 904-806-5863

Email -ra@servicemasterbyacj.com

Website - www.servicemasterbyacj.com

Address - 52 Tuscan Way, Suite 202-187

Saint Augustine, FL 32092

ORDINARY TASKS. EXTRAORDINARY SERVICE.....



AMENDMENT TO MAINTENANCE AGREEMENT

REGION: Jacksonville

DATE: 2/15/2023

CLIENT: SOUTHAVEN COMMUNITY DEVELOPMENT

CONTACT: LISA LICATA

NAME OF COMPANY: _____

TELEPHONE: (904) 315-5171

BUILDING NAME: _____

FAX: _____

ADDRESS: 61 CLARISSA LANE

FRANCHISEE: YES MADAM CREEKSIDE SOLUTION, LLC.

ST. AUGUSTINE, FL 32095

ACCOUNT #: 505079

ORIGINAL CONTRACT DATE: 5/25/2022

NEW PRICE: \$ 845.00 per month

OLD PRICE: \$ 545.00 per month

AMOUNT INCREASED/DECREASED: \$ 300.00 per month

REASON FOR INCREASE/DECREASE: (Attach copy of revised cleaning schedule.)

1. INCREASING BILLING DUE TO INFLATION AND CURRENT COMPANY MINIMUM BILLING STANDARDS

2. _____

3. _____

ALL OTHER TERMS AND CONDITIONS TO REMAIN THE SAME.

EFFECTIVE DATE: _____

CLIENT:

JANI-KING:

AUTHORIZED SIGNATURE

Cristina Torres

AUTHORIZED SIGNATURE

DATE: _____

DATE: 2/15/2023

Tab 8

RESOLUTION 2023-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2023/2024 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the Southaven Community Development District ("**District**") prior to June 15, 2023, a proposed budget ("**Proposed Budget**") for the fiscal year beginning October 1, 2023 and ending September 30, 2024 ("**Fiscal Year 2023/2024**"); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2023/2024 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: _____, 2023

HOUR: ____:____.m.

LOCATION: Markland Amenity Center
61 Clarissa Lane
St. Augustine, Florida 32084

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to St. Johns County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

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

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 3rd DAY OF MAY 2023.

ATTEST:

**SOUTHAVEN COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

Chairperson / Vice Chairperson, Board of
Supervisors

Exhibit A: Fiscal Year 2023/2024 Proposed Budget

Exhibit A

Fiscal Year 2023/2024 Proposed Budget



Rizzetta & Company

Southaven Community Development District

www.southavencdd.org

Proposed Budget for Fiscal Year 2023/2024

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Rizzetta & Company

Proposed Budget
Southaven Community Development District
General Fund
Fiscal Year 2023/2024

	Chart of Accounts Classification	Actual YTD through 03/31/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Budget Increase (Decrease) vs 2022/2023	Comments
1								
2	REVENUES							
3								
4	Special Assessments							
5	Tax Roll*	\$ 745,966	\$ 770,132	\$ 770,132	\$ -	\$ 872,039	\$ 101,907	All units on tax roll.
6	Other Miscellaneous Revenues							
7	Insurance Proceeds	\$ 4,489	\$ 4,489	\$ -	\$ 4,489	\$ -	\$ -	Reimbursement towards Synergy Repairs - Included in Line 85
8	Rentals, Access/Decals, Events	\$ 6,791	\$ 13,582	\$ 12,000	\$ 1,582	\$ 12,000	\$ -	Per YTD Average
9								
10	TOTAL REVENUES	\$ 757,246	\$ 788,203	\$ 782,132	\$ 6,071	\$ 884,039	\$ 101,907	
13								
14	EXPENDITURES - ADMINISTRATIVE							
15								
16	Financial & Administrative							
17	Administrative Services	\$ 2,864	\$ 5,728	\$ 5,728	\$ -	\$ 5,957	\$ 229	
18	District Management	\$ 7,956	\$ 15,912	\$ 15,912	\$ -	\$ 16,548	\$ 636	
19	District Engineer	\$ 652	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ -	
20	Disclosure Reports	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	\$ 6,000	\$ -	2 Bonds
21	Trustees Fees	\$ 4,500	\$ 5,500	\$ 7,000	\$ 1,500	\$ 5,500	\$ (1,500)	
22	Assessment Roll Certification	\$ 5,304	\$ 5,304	\$ 5,304	\$ -	\$ 5,516	\$ 212	
23	Financial & Revenue Collections	\$ 1,910	\$ 3,819	\$ 3,819	\$ -	\$ 3,972	\$ 153	
24	Accounting Services	\$ 8,007	\$ 16,015	\$ 16,015	\$ -	\$ 16,655	\$ 640	
25	Auditing Services	\$ 3,800	\$ 3,800	\$ 3,800	\$ -	\$ 3,800	\$ -	
26	Arbitrage Rebate Reports	\$ 500	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	2 Bonds
27	Public Officials Liability Insurance	\$ 2,864	\$ 2,864	\$ 3,200	\$ 336	\$ 3,200	\$ -	
28	Legal Advertising	\$ 195	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ -	YTD Average
29	Dues, Licenses & Fees	\$ 175	\$ 175	\$ 175	\$ -	\$ 175	\$ -	
30	Miscellaneous Fees	\$ 380	\$ 500	\$ 500	\$ -	\$ 500	\$ -	
31	ADA Website Hosting, Maintenance, Remediation & Backup	\$ 3,260	\$ 6,490	\$ 6,490	\$ -	\$ 6,490	\$ -	
32	Legal Counsel							
33	District Counsel	\$ 11,959	\$ 20,000	\$ 15,000	\$ (5,000)	\$ 15,000	\$ -	
34								
35	Administrative Subtotal	\$ 60,326	\$ 98,607	\$ 95,443	\$ (3,164)	\$ 95,813	\$ 370	
36								
37	EXPENDITURES - FIELD OPERATIONS							
38								
39	Security Operations							
40	Access Control/Security Camera & Repair	\$ 25,144	\$ 50,251	\$ 50,183	\$ (68)	\$ 50,251	\$ 68	Access Control/Envera Contract
41	Gate Phone	\$ 813	\$ 1,626	\$ 2,940	\$ 1,314	\$ 2,000	\$ (940)	Per New Service Agreement
42	Guard & Gate Facility Maintenance & Repair	\$ 6,652	\$ 11,000	\$ 11,000	\$ -	\$ 11,000	\$ -	Includes Sunbelt PM Service, Funds for Readers & Decals
43	Electric Utility Services							
44	Utility Services - Amenity, Gatehouse/Entry & Parks	\$ 7,481	\$ 14,962	\$ 15,000	\$ 38	\$ 15,000	\$ -	
45	Street Lights	\$ 10,843	\$ 21,686	\$ 20,000	\$ (1,686)	\$ 24,000	\$ 4,000	FPL 25% Increase
46	Garbage/Solid Waste Control Services							

**Proposed Budget
Southaven Community Development District
General Fund
Fiscal Year 2023/2024**

	Chart of Accounts Classification	Actual YTD through 03/31/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Budget Increase (Decrease) vs 2022/2023	Comments
47	Garbage - Recreation Facility	\$ 962	\$ 1,924	\$ 1,680	\$ (244)	\$ 2,300	\$ 620	Per new rate - Service back to 12 months
48	Water-Sewer Combination Services							
49	Utility Services - Potable (Amenity, Gatehouse & Pool)	\$ 6,146	\$ 12,292	\$ 11,000	\$ (1,292)	\$ 12,000	\$ 1,000	Per YTD Average
50	Water - Reuse Irrigation (Parks, Entry & Amenity)	\$ 20,744	\$ 41,488	\$ 30,500	\$ (10,988)	\$ 42,000	\$ 11,500	Per YTD Average
51	Stormwater Control							
52	Aquatic Pond Maintenance	\$ 4,018	\$ 9,642	\$ 9,642	\$ -	\$ 9,642	\$ -	
53	Other Physical Environment							
54	General Liability & Property Insurance	\$ 27,629	\$ 27,629	\$ 30,200	\$ 2,571	\$ 35,000	\$ 4,800	Per Early Estimates
55	Entry & Walls Maintenance	\$ 1,000	\$ 2,000	\$ 3,500	\$ 1,500	\$ 40,000	\$ 36,500	Front Wall Painting Project
56	Landscape & Irrigation Maintenance Contract	\$ 83,580	\$ 167,160	\$ 167,160	\$ -	\$ 169,351	\$ 2,191	Per Agreement - 7 months of higher rate
57	Landscape Replacement & Misc. Services	\$ 30,214	\$ 35,000	\$ 35,000	\$ -	\$ 45,000	\$ 10,000	YTD Included \$6K Dead Tree Removal and \$6K Hurricane Tree Stake Up Services
58	Irrigation Repairs	\$ 6,819	\$ 10,000	\$ 2,000	\$ (8,000)	\$ 5,000	\$ 3,000	
59	Road & Street Facilities							
60	Street Light & Park Decorative Light Maintenance	\$ 2,590	\$ 5,180	\$ 2,000	\$ (3,180)	\$ 3,500	\$ 1,500	YTD Average
61	Parking Lot/Roadway Repair & Maintenance	\$ -	\$ 500	\$ 1,000	\$ 500	\$ 12,000	\$ 11,000	Increase for Needed Repairs
62	Maintenance & Maintenance (Common Areas)	\$ -	\$ 1,500	\$ 2,500	\$ 1,000	\$ 1,500	\$ (1,000)	
63	Street Sign Repair & Replacement	\$ 495	\$ 990	\$ 2,500	\$ 1,510	\$ 1,000	\$ (1,500)	YTD Average
64	Parks & Recreation							
65	Amenity Management Staffing Contract (On-Site Management & Maintenance Services)	\$ 76,519	\$ 153,038	\$ 152,698	\$ (340)	\$ 160,332	\$ 7,634	Increase Per Vesta - Due to Insurance Cost and Ability to Provide Potential Salary Adjustments
66	Amenity Facility - Maintenance & Repair	\$ 7,886	\$ 15,772	\$ 12,000	\$ (3,772)	\$ 15,000	\$ 3,000	YTD Average
67	Amenity Facility & Janitorial Service, Supplies & Equipment	\$ 6,540	\$ 13,080	\$ 13,000	\$ (80)	\$ 15,000	\$ 2,000	Per Janitorial Agreement
68	Furniture Repair & Replacement	\$ 3,450	\$ 3,450	\$ 3,000	\$ (450)	\$ 3,000	\$ -	
69	HVAC Maintenance & Repair	\$ -	\$ 500	\$ 3,000	\$ 2,500	\$ 3,000	\$ -	
70	Pool Chemicals	\$ 3,714	\$ 7,428	\$ 5,350	\$ (2,078)	\$ 8,400	\$ 3,050	Per Agreement
71	Pool Permits	\$ -	\$ 350	\$ 350	\$ -	\$ 350	\$ -	
72	Elevator Maintenance & Permit	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ -	
73	Fitness - On Demand Subscription	\$ 1,458	\$ 1,916	\$ 2,400	\$ 484	\$ -	\$ (2,400)	Discontinuing Subscription
74	Fitness Equipment Maintenance & Repairs	\$ 759	\$ 1,518	\$ 2,500	\$ 982	\$ 2,500	\$ -	
75	Telephone, Internet & Cable (Amenity Center)	\$ 6,057	\$ 10,530	\$ 8,100	\$ (2,430)	\$ 8,100	\$ -	
76	Pest & Termite Bond	\$ 736	\$ 1,472	\$ 1,500	\$ 28	\$ 1,500	\$ -	
77	Security System Monitoring Services & Maintenance	\$ 350	\$ 700	\$ 2,000	\$ 1,300	\$ 1,000	\$ (1,000)	

**Proposed Budget
Southaven Community Development District
General Fund
Fiscal Year 2023/2024**

	Chart of Accounts Classification	Actual YTD through 03/31/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Budget Increase (Decrease) vs 2022/2023	Comments
78	Tennis & Basketball Court Maintenance & Supplies	\$ -	\$ -	\$ 500	\$ 500	\$ 500	\$ -	
79	Dog Waste Station Supplies & Maintenance	\$ 411	\$ 822	\$ 2,500	\$ 1,678	\$ 2,000	\$ (500)	YTD Actuals
80	Special Events							
81	Holiday Lights	\$ 4,886	\$ 4,886	\$ 5,000	\$ 114	\$ 5,000	\$ -	
82	Special Events	\$ 4,924	\$ 6,000	\$ 4,000	\$ (2,000)	\$ 4,000	\$ -	
83	Contingency							
84	Capital Improvements	\$ 10,805	\$ 21,610	\$ 25,000	\$ 3,390	\$ 25,000	\$ -	
85	Misc. Contingency	\$ 10,611	\$ 16,733	\$ 42,986	\$ 26,253	\$ 50,000	\$ 7,014	Continue to Build Operating Reserves
88								
89	Field Operations Subtotal	\$ 374,236	\$ 677,635	\$ 686,689	\$ 9,054	\$ 788,226	\$ 101,537	
90								
93	TOTAL EXPENDITURES	\$ 434,562	\$ 776,242	\$ 782,132	\$ 5,890	\$ 884,039	\$ 101,907	
94								
95	EXCESS OF REVENUES OVER	\$ 322,684	\$ 11,961	\$ -	\$ 11,961	\$ -	\$ -	
96								

Southaven Community Development District
Debt Service
Fiscal Year 2023/2024

4

Chart of Accounts Classification	Series 2015A-1	Series 2016A-1	Budget for 2023/2024
REVENUES			
Special Assessments			
Net Special Assessments ⁽¹⁾	\$222,386.30	\$306,794.88	\$529,181.18
TOTAL REVENUES	\$222,386.30	\$306,794.88	\$529,181.18
EXPENDITURES			
Administrative			
Financial & Administrative			
Debt Service Obligation	\$222,386.30	\$306,794.88	\$529,181.18
Administrative Subtotal	\$222,386.30	\$306,794.88	\$529,181.18
TOTAL EXPENDITURES	\$222,386.30	\$306,794.88	\$529,181.18
EXCESS OF REVENUES OVER EXPENDITURES	\$0.00	\$0.00	\$0.00

St Johns County Collection Costs (2%) and Early Payment Discounts (4%)

6.0%

Gross assessments

\$562,480.00

⁽¹⁾ Maximum Annual Debt Service less any Prepaid Assessments Received

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 2023/2024 O&M & DEBT SERVICE ASSESSMENT SCHEDULE

2023/2024 O&M Budget		\$872,039.00
St. John's County Collection Cost:	2%	\$18,554.02
Early Payment Discounts:	4%	\$37,108.04
2023/2024 Total:		\$927,701.06
2022/2023 O&M Budget		\$770,132.00
2023/2024 O&M Budget		\$872,039.00
Total Difference:		\$101,907.00

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2022/2023	2023/2024	\$	%
Series 2015A-1 Debt Service - Single Family 58'	\$1,800.00	\$1,800.00	\$0.00	0.00%
Operations/Maintenance - Single Family 58'	\$2,236.82	\$2,533.04	\$296.22	13.24%
Total	\$4,036.82	\$4,333.04	\$296.22	7.34%
Series 2015A-1 Debt Service - Single Family 73'	\$1,800.00	\$1,800.00	\$0.00	0.00%
Operations/Maintenance - Single Family 73'	\$2,297.64	\$2,601.71	\$304.07	13.23%
Total	\$4,097.64	\$4,401.71	\$304.07	7.42%
Series 2015A-1 Debt Service - Single Family 73' Partial	\$1,080.00	\$1,080.00	\$0.00	0.00%
Operations/Maintenance - Single Family 73'	\$2,297.64	\$2,601.71	\$304.07	13.23%
Total	\$3,377.64	\$3,681.71	\$304.07	9.00%
Series 2015A-1 Debt Service - Single Family 93'	\$2,100.00	\$2,100.00	\$0.00	0.00%
Operations/Maintenance - Single Family 93'	\$2,377.17	\$2,691.50	\$314.33	13.22%
Total	\$4,477.17	\$4,791.50	\$314.33	7.02%
Series 2015A-1 Debt Service - Single Family 93' Partial	\$1,400.00	\$1,400.00	\$0.00	0.00%
Operations/Maintenance - Single Family 93'	\$2,377.17	\$2,691.50	\$314.33	13.22%
Total	\$3,777.17	\$4,091.50	\$314.33	8.32%
Series 2016A-1 Debt Service - Single Family 63'	\$1,800.00	\$1,800.00	\$0.00	0.00%
Operations/Maintenance - Single Family 63'	\$2,257.87	\$2,556.81	\$298.94	13.24%
Total	\$4,057.87	\$4,356.81	\$298.94	7.37%
Series 2016A-1 Debt Service - Single Family 73'	\$1,800.00	\$1,800.00	\$0.00	0.00%
Operations/Maintenance - Single Family 73'	\$2,297.64	\$2,601.71	\$304.07	13.23%
Total	\$4,097.64	\$4,401.71	\$304.07	7.42%
Series 2016A-1 Debt Service - Single Family 83'	\$2,100.00	\$2,100.00	\$0.00	0.00%
Operations/Maintenance - Single Family 83'	\$2,337.40	\$2,646.61	\$309.21	13.23%
Total	\$4,437.40	\$4,746.61	\$309.21	6.97%
Series 2016A-1 Debt Service - Single Family 93'	\$2,100.00	\$2,100.00	\$0.00	0.00%
Operations/Maintenance - Single Family 93'	\$2,377.17	\$2,691.50	\$314.33	13.22%
Total	\$4,477.17	\$4,791.50	\$314.33	7.02%

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2023/2024 O&M & DEBT SERVICE ASSESSMENT SCHEDULE

TOTAL O&M BUDGET		\$872,039.00
COLLECTION COSTS @	2%	\$18,554.02
EARLY PAYMENT DISCOUNTS @	4%	\$37,108.04
TOTAL O&M ASSESSMENT		<u>\$927,701.06</u>

UNITS ASSESSED				\$101,928.72					\$703,545.74					\$122,226.60					PER LOT ANNUAL ASSESSMENT			
LOT SIZE	O&M	SERIES 2015A-1 DEBT SERVICE ⁽¹⁾	SERIES 2016A-1 DEBT SERVICE ⁽¹⁾	EAU FACTOR	TOTAL EAU's	% TOTAL EAU's	TOTAL BUDGET	PER UNIT ASSESSMENT	EAU FACTOR	TOTAL EAU's	% TOTAL EAU's	TOTAL BUDGET	PER UNIT ASSESSMENT	EAU FACTOR	TOTAL EAU's	% TOTAL EAU's	TOTAL BUDGET	PER UNIT ASSESSMENT	TOTAL O&M	2015A-1 DEBT SERVICE ⁽²⁾	2016A-1 DEBT SERVICE ⁽²⁾	TOTAL ⁽³⁾
Phase 1																						
Single Family 58'	28	28	0	1.00	28.00	7.89%	\$8,039.45	\$287.12	1.00	28.00	7.89%	\$55,490.93	\$1,981.82	1.00	28.00	6.05%	\$7,394.87	\$264.10	\$2,533.04	\$1,800.00	\$0.00	\$4,333.04
Single Family 73'	83	58	0	1.00	83.00	23.38%	\$23,831.22	\$287.12	1.00	83.00	23.38%	\$164,490.98	\$1,981.82	1.26	104.58	22.60%	\$27,619.83	\$332.77	\$2,601.71	\$1,800.00	\$0.00	\$4,401.71
Single Family 73' (Partial)	1	1	0	1.00	1.00	0.28%	\$287.12	\$287.12	1.00	1.00	0.28%	\$1,981.82	\$1,981.82	1.26	1.26	0.27%	\$332.77	\$332.77	\$2,601.71	\$1,080.00	\$0.00	\$3,681.71
Single Family 93'	49	37	0	1.00	49.00	13.80%	\$14,069.04	\$287.12	1.00	49.00	13.80%	\$97,109.13	\$1,981.82	1.60	78.40	16.94%	\$20,705.63	\$422.56	\$2,691.50	\$2,100.00	\$0.00	\$4,791.50
Single Family 93' (Partial)	3	2	0	1.00	3.00	0.85%	\$861.37	\$287.12	1.00	3.00	0.85%	\$5,945.46	\$1,981.82	1.60	4.80	1.04%	\$1,267.69	\$422.56	\$2,691.50	\$1,400.00	\$0.00	\$4,091.50
Phase 2																						
Single Family 63'	80	0	72	1.00	80.00	22.54%	\$22,969.85	\$287.12	1.00	80.00	22.54%	\$158,545.52	\$1,981.82	1.09	87.20	18.84%	\$23,029.73	\$287.87	\$2,556.81	\$0.00	\$1,800.00	\$4,356.81
Single Family 73'	39	0	31	1.00	39.00	10.99%	\$11,197.80	\$287.12	1.00	39.00	10.99%	\$77,290.94	\$1,981.82	1.26	49.14	10.62%	\$12,977.99	\$332.77	\$2,601.71	\$0.00	\$1,800.00	\$4,401.71
Single Family 83'	34	0	31	1.00	34.00	9.58%	\$9,762.19	\$287.12	1.00	34.00	9.58%	\$67,381.85	\$1,981.82	1.43	48.62	10.51%	\$12,840.66	\$377.67	\$2,646.61	\$0.00	\$2,100.00	\$4,746.61
Single Family 93'	38	0	36	1.00	38.00	10.70%	\$10,910.68	\$287.12	1.00	38.00	10.70%	\$75,309.12	\$1,981.82	1.60	60.80	13.14%	\$16,057.43	\$422.56	\$2,691.50	\$0.00	\$2,100.00	\$4,791.50
TOTAL COMMUNITY	355	126	170		355.00	100.00%	\$101,928.72			355.00	100%	\$703,545.74			462.80	100%	\$122,226.60					
LESS: St. John's County Collection Costs (2%) and Early Payment Discount (4%)							(\$6,115.72)					(\$42,212.74)					(\$7,333.60)					
Net Revenue to be Collected							\$95,813.00					\$661,333.00					\$114,893.00					

⁽¹⁾ Reflects the number of total lots with Series 2015A-1 and 2016A-1 debt outstanding. There have been 38 (thirty-eight) 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 2023 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.



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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.



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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.



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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.



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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.



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