



Rizzetta & Company

Southaven Community Development District

**Board of Supervisors' Meeting
August 6, 2025**

**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.southavencdd.org

Board of Supervisors	Richard Fetter Bob Monk Donna Reed Jorge Iturralde Michael Langer	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Melissa Dobbins	Rizzetta & Company, Inc.
District Counsel	Jonathan Johnson Katie Buchanan	Kutak Rock, LLP Kutak Rock, LLP
District Engineer	Mike Yuro	Yuro and Associates

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**

July 30, 2025

FINAL AGENDA

Dear Board Members:

The **regular** meeting of the Board of Supervisors of the Southaven Community Development District will be held on **August 6, 2025, at 10:00 a.m.**, at the Markland Amenity Center located at 61 Clarissa Lane St. Augustine, FL 32095.

- 1. CALL TO ORDER/ROLL CALL**
- 2. PLEDGE OF ALLEGIENCE**
- 3. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Meeting held on May 7, 2025 Tab 1
 - B. Consideration of the Minutes of the Continued BOS' Meeting held on June 4, 2025..... Tab 2
 - C. Ratification of Operations and Maintenance Expenditures for April, May and June 2025..... Tab 3
- 5. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - 1.) Ratification of 2025 Annual District Engineer Report..... Tab 4
 - C. Landscape and Maintenance Report Tab 5
 - 1.) Consideration of Clean up Enhancement Proposal
 - 2.) Consideration of Street Sweeping Proposal
 - D. General Manager Report Tab 6
 - 1.) Amenity & Field Updates
 - i.) Discussion Regarding Reimbursement Request
 - 2.) Lake Management Reports
 - E. District Manager
- 6. BUSINESS ITEMS**
 - A. Consideration of Entrance Gate Virtual Access Control Proposals Tab 7
 - B. Consideration of Resolution 2025-07; Setting Date, Time & Location of FY 26 Regular Meetings..... Tab 8
 - C. Public Hearing on Fiscal Year 2025/2026 Budget Tab 9
 - 1.) Consideration of Resolution 2025-08; Adopting FY 2025/2026 Budget
 - D. Public Hearing on Special Assessments Tab 10
 - 1.) Consideration of Resolution 2025-09; Imposing Special Assessments
- 7. AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
- 8. ADJOURNMENT**

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

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

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 **May 7, 2025, at 10:00 a.m.** held at the Markland Amenity Center located at 61 Clarissa Lane, St. Augustine, Florida 32095.

Present and constituting a quorum:

Richard Fetter	Board Supervisor, Chairman
Bob Monk	Board Supervisor, Vice Chairman
Michael Langer	Board Supervisor, Assistant Secretary
Donna Read	Board Supervisor, Assistant Secretary
Jorge Iturralde	Board Supervisor, Assistant Secretary

Also present were:

Melissa Dobbins	District Manager, Rizzetta & Company, Inc.
Katie Buchanan	District Counsel, Kutak Rock LLP
Mike Yuro	District Engineer, Yuro & Associates
Lisa Licata	General Manager, Vesta Property Services
Allen Flannery	The Greenery, Landscape Representative

Audience in attendance.

FIRST ORDER OF BUSINESS

CALL TO ORDER

Mr. Fetter called the meeting to order at 10:01 a.m.

SECOND ORDER OF BUSINESS

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

AUDIENCE COMMENTS ON AGENDA ITEMS

There were no audience comments.

50
51
52
53
54

FOURTH ORDER OF BUSINESS

**CONSIDERATION OF THE MINUTES
OF THE BOARD OF SUPERVISORS'
MEETING HELD
ON FEBRUARY 5, 2025**

On a motion by Mr. Monk, seconded by Mr. Iturralde, with all in favor, the Board approved the minutes of the Board of Supervisors' meeting held on February 5, 2025, for the Southaven Community Development District.

55
56
57
58
59

FIFTH ORDER OF BUSINESS

**CONSIDERATION OF THE MINUTES
OF THE WORKSHOP HELD
APRIL 2, 2025**

On a motion by Mr. Langer, seconded by Mr. Monk, with all in favor, the Board approved the minutes of the workshop held on April 2, 2025, for the Southaven Community Development District.

60
61
62
63
64
65

SIXTH ORDER OF BUSINESS

**RATIFICATION OF OPERATIONS AND
MAINTENANCE EXPENDITURES FOR
JANUARY, FEBRUARY &
MARCH 2025**

On a motion by Mr. Fetter, seconded by Mr. Iturralde, with all in favor, the Board ratified the operation and maintenance expenditures for January 2025, in the amount of \$52,632.76, February 2025, in the amount of \$91,445.28, and March 2025, in the amount of \$102,144.38, for the Southaven Community Development District.

66
67
68
69
70

SEVENTH ORDER OF BUSINESS

**ACCEPTANCE OF ARBITRAGE
REBATE REPORT SERIES 2016A-1 &
SERIES 2016A-2**

On a motion by Mr. Fetter, seconded by Mr. Monk, with all in favor, the Board accepted the arbitrage rebate report, Series 2016A-1 and Series 2016A-2, for the Southaven Community Development District.

71
72
73
74
75

EIGHTH ORDER OF BUSINESS

**ACCEPTANCE OF AUDITED
FINANCIAL STATEMENT ENDING
SEPTEMBER 30, 2024**

On a motion by Mr. Fetter, seconded by Mr. Monk, with all in favor, the Board accepted the audited financial statement ending September 30, 2024, for the Southaven Community Development District.

76
77
78

79
80
81

NINETH ORDER OF BUSINESS

**ACCEPTANCE OF RESIGNATION OF
DON BOEREMA**

On a motion by Mr. Monk, seconded by Mr. Fetter, by majority vote, Mr. Langer opposed, the Board accepted Don Boerema's resignation from Seat #5, for the Southaven Community Development District.

82
83
84
85

TENTH ORDER OF BUSINESS

APPOINTMENT OF VACANT SEAT #5

On a motion by Mr. Fetter, seconded by Mr. Iturralde, with all in favor, the Board appointed Donna Reed to Seat #5, for the Southaven Community Development District.

86
87
88

1.) OATH OF OFFICE

Ms. Dobbins administered the oath of office to Ms. Reed.

89
90
91
92
93
94

ELEVENTH ORDER OF BUSINESS

**CONSIDERATION OF RESOLUTION
2025-05 TO REASSIGN ASSISTANT
SECRETARY**

On a motion by Mr. Fetter, seconded by Mr. Iturralde, with all in favor, the Board approved Resolution 2025-05 to Reassign Donna Reed as Assistant Secretary, for the Southaven Community Development District.

95
96
97

TWELFTH ORDER OF BUSINESS

STAFF REPORTS

A. District Counsel

Ms. Buchanan stated that the variance application the board discussed previously still needs to be finalized. After discussion the board requested that the final format come back to the August meeting for final approval.

Ms. Licata introduced Mr. Burroughs, resident at 194 Bronson, who requested the board's approval to widen his driveway apron, which would then extend into the sidewalk (CDD improvement), at the end of his driveway. After discussion, the board requested that Mr. Burroughs also get approval from the POA and the County for his modification request.

100
101
102
103
104
105
106
107
108

On a motion by Mr. Fetter, seconded by Mr. Langer, with all in favor, the Board approved the Variance Request at 194 Bronson to widen the driveway apron and modify the CDD sidewalk, subject to the POA and County's approval, for the Southaven Community Development District.

109
110
111
112
113
114

Ms. Buchanan also reviewed the matter regarding a sewer lateral line that services 222 Aspinwall Pkwy that needs repair. Ms. Buchanan stated due to the life expectancy of a typical sewer line, the district should consider the possibility that there is a construction or product defect which caused the failure. She also stated after further research it was indicated that the last pay application for this construction work was paid in August of 2018, which may still be within the

115 time for this to be covered under the contractor's warranty. After discussion, the board directed
116 Counsel to send a letter to the contractor, A.J. Johns, Inc., informing them of this repair and
117 possible defect and request they repair it as soon as possible. In the meantime, the board
118 requested Mr. Yuro review other possible repair options.
119

120
121 **B. District Engineer**

122
123 **1.) REVIEW FRONT EXIT DRAINAGE REPAIR PROPOSALS**

124
125 After discussion, the board tabled this matter and directed Mr. Yuro to review with
126 the county to first determine if this repair would be their responsibility.
127

128 **2.) CONSIDERATION OF DISTRICT ENGINEER ANNUAL REPORT PROPOSAL**
129

On a motion by Mr. Fetter, seconded by Mr. Iturralde, with all in favor, the Board approved the District Engineer's Annual Report Proposal in the amount \$1,850.00, for the Southaven Community Development District.

130
131 **C. Landscape and Maintenance Report**

132
133 **1.) CONSIDERATION OF TREE REMOVAL PROPOSAL**

134
135 The board authorized Mr. Monk to work with the District Engineer to review tree
136 replacement requirements and to review best tree options for possible
137 replacements.
138

139 **2.) CONSIDERATION OF AERATION & TOPDRESSING PROPOSAL**

140
141 The board authorized moving forward with only the aeration services at this time.
142

On a motion by Mr. Fetter, seconded by Mr. Monk, with all in favor, the Board approved aeration services only in the amount of \$269.26 per The Greenery's proposal, for the Southaven Community Development District.

143
144 **3.) CONSIDERATION OF STREET SWEEPING PROPOSAL**

145
146 The board authorized a one-time service and will review setting up on-going
147 service at the August meeting. The board requested Ms. Licata to send an e-
148 blast out to the community to remind residents to keep landscape debris out of
149 the street gutters.
150

On a motion by Mr. Monk, seconded by Mr. Iturralde, with all in favor, the Board approved The Greenery Street Sweeping proposal in the amount of \$951.62, for the Southaven Community Development District.

D. General Manager Report

Ms. Licata updated the board that a resident has requested that no live music get played during rentals on pool deck. After discussion, the board took no additional action at this time.

Ms. Licata updated the board that she was working with the POA and the County to have an agreement signed between the County and the CDD for traffic enforcement which is required for the POA to start patrolling streets, since the roads are owned by the CDD.

On a motion by Mr. Fetter, seconded by Mr. Monk, with all in favor, the Board authorized Ms. Licata to work with the County to circulate an updated Traffic Enforcement Agreement with the District and authorized the Chair or Vice-Chairman to execute, for the Southaven Community Development District.

- 1.) MAY REVENUE REPORT
- 2.) LAKE MANAGEMENT REPORT

E. District Manager

- 1.) PRESENTATION OF REGISTERED VOTER COUNTS

THIRTEENTH ORDER OF BUSINESS

DISCUSSION REGARDING LATERAL SEWER LINE REPAIR

After further discussion, the board decided they will continue this meeting to a future date to be able to review a response from the contractor and/or possible proposals for the repair.

FOURTEENTH ORDER OF BUSINESS

PRESENTATION OF THE FISCAL YEAR 2025-2026 PROPOSED BUDGET

The board reviewed the proposed budget as presented. Mr. Monk stated he is still reviewing other options for virtual services at the entrance gate which could impact the budget for next year. The board added \$50,000 to contingency for possible projects like; pool repairs/resurfacing, tree replacements, Manor House painting and drainage repairs at entrance. The board also requested a cover letter to be included with the official mailed notice to homeowners making them aware of the reasons behind the potential increase. The board approved setting the public hearing to be held on their August 6, 2025, meeting date and time.

- 1.) CONSIDERATION OF RESOLUTION 2025-06 TO APPROVE FY 26 PROPOSED BUDGET AND SET PUBLIC HEARING

On a motion by Mr. Monk, seconded by Mr. Fetter, with all in favor, the Board adopted Resolution 2025-06, Approving the Fiscal Year 2025/2026 Proposed Budget and Setting the Public Hearing, for the Southaven Community Development District.

197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213

214
215
216
217
218
219
220
221
222
223
224
225
226
227
228
229
230
231
232
233
234
235
236
237
238
239

FIFTEENTH ORDER OF BUSINESS

**AUDIENCE COMMENTS AND
SUPERVISOR REQUESTS**

AUDIENCE COMMENTS:

The were no comments from the audience.

SUPERVISOR REQUESTS:

Mr. Fetter recommended that going forward Mr. Yuro should be included when reviewing construction proposals and confirming the work was done correctly.

SIXTEENTH ORDER OF BUSINESS

ADJOURNMENT

On a motion by Mr. Monk, seconded by Mr. Langer, with all in favor, the Board continued the meeting to June 4, 2025, at 10:00 a.m., for the Southaven Community Development District.

240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257

Secretary/Assistant Secretary

Chairman/Vice Chairman

DRAFT

Tab 2

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 **continued** meeting of the Board of Supervisors of Southaven Community Development District was held **June 4, 2025, at 10:00 a.m.** held at the Markland Amenity Center located at 61 Clarissa Lane, St. Augustine, Florida 32095.

Present and constituting a quorum:

Richard Fetter	Board Supervisor, Chairman
Bob Monk	Board Supervisor, Vice Chairman
Michael Langer	Board Supervisor, Assistant Secretary

Also present were:

Melissa Dobbins	District Manager, Rizzetta & Company, Inc.
Katie Buchanan	District Counsel, Kutak Rock LLP (via speaker)
Mike Yuro	District Engineer, Yuro & Associates
Lisa Licata	General Manager, Vesta Property Services

Audience in attendance.

FIRST ORDER OF BUSINESS

CALL TO ORDER

SECOND ORDER OF BUSINESS

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

AUDIENCE COMMENTS ON AGENDA ITEMS

There were no audience comments.

FOURTH ORDER OF BUSINESS

FURTHER DISCUSSION REGARDING LATERAL SEWER LINE REPAIR

Ms. Buchanan updated the board that she received correspondence from AJ Johns, the contractor, and they will be reviewing the repair the week of June 7th. They will document the work, and the cause of the pipe break and notify the CDD. AJ Johns will fix the repair, but if the pipe break was due to something other than AJ John's original work, then they do expect to be reimbursed. Board discussion ensued.

50
51
52
53

The board directed Mr. Yuro to be present when AJ Johns is on-site reviewing the cause of the break. The board also approved up to \$75,000 to reimburse AJ Johns if it was documented and confirmed the break was not due to the contractor's work.

On a motion by Mr. Fetter, seconded by Mr. Monk, with all in favor, the Board authorized the District Engineer to be present during AJ Johns review of the repair and if the cause of the break was not due to AJ Johns original work the Chair is authorized to finalize an agreement not to exceed \$75,000 with AJ Johns to make repairs, for the Southaven Community Development District.

54
55
56
57

FIFTH ORDER OF BUSINESS

AUDIENCE COMMENTS AND SUPERVISOR REQUESTS

AUDIENCE COMMENTS:

58
59
60
61
62
63

Mr. Yuro updated the board that he believes the entrance drainage issue is the county's responsibility. He suggests holding off on any further approval to fix the drainage until he reviews with the county. He noted that there was a lot of rain recently and there wasn't any standing water.

SUPERVISOR REQUESTS:

64
65
66
67
68
69

Mr. Fetter requested that the amenity sound system have it set up where the max volume is controlled.

SIXTEENTH ORDER OF BUSINESS

ADJOURNMENT

70
71

On a motion by Mr. Fetter, seconded by Mr. Monk, with all in favor, the Board adjourned the meeting at 10:45 a.m., for the Southaven Community Development District.

72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90

91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108

Secretary/Assistant Secretary

Chairman/Vice Chairman

DRAFT

Tab 3

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 2025 Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2025 through April 30, 2025. This does not include expenditures previously approved by the Board.

The total items being presented: **\$65,086.31**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Southaven Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2025 Through April 30, 2025

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Ancient City Janitorial LLC	300037	2222	Janitorial Services 04/25	\$ 859.00
AT&T	20250414-1	322343089 03/25 ACH	Internet & Phone Services 03/25	\$ 167.24
AT&T	20250401-1	323860823 03/25 ACH	Internet & Phone Services 03/25	\$ 243.53
B & S Signs, Inc.	300038	250390-1	Sign Repair & Maintenance 03/25	\$ 351.35
Clear Waters, Inc.	300045	151005	Pond Maintenance 04/25	\$ 820.00
COMCAST	20250411-1	8495 74 140 1213297 03/25 ACH	Wireless Telephone Services 03/25	\$ 371.42
Florida Department of Revenue	20250417-1	65-8019229595-9 03/25 ACH	65-8019229595-9 Sales & Use Tax 03/25	\$ 64.69
Florida Power & Light Company	20250423-1	Monthly Summary 03/25 ACH 287	Electric Services 03/25	\$ 3,091.53
Gannett Florida LocaliQ	300030	0007038352	Account# 765268 Legal Advertising 03/25	\$ 74.08
Hidden Eyes, LLC	300029	749995	Gate Monitoring 02/25	\$ 4,187.62
Hidden Eyes, LLC	300051	751120	Gate Monitoring 03/25	\$ 4,187.62
Justin Reams	300031	041225 Balloon	Easter Event 04/25	\$ 600.00
Kutak Rock, LLP	300032	3550240	Legal Services 02/25	\$ 2,925.28

Southaven Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2025 Through April 30, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	300028	INV0000098350	District Management Fees 04/25	\$ 3,802.33
Smith Electrical, Inc.	300033	33391	Landscape Light Fixture 04/25	\$ 633.92
Smith Electrical, Inc.	300039	33404	Landscape Light Fixture 04/25	\$ 435.00
Southaven CDD	DC040725	DC040725	Debit Card Replenishment 04/07/25	\$ 1,659.47
Southeast Fitness Repair	300042	1039	Semi-Annual Preventative Maintenance 03/25	\$ 330.00
Southeast Fitness Repair	300043	1055	Service Call - Treadmill 03/25	\$ 212.50
St Johns Utility Department	20250518-1	Monthly Summary 03/25 ACH 287	Water Services 03/25	\$ 3,425.55
The Greenery of North Florida, Inc.	300040	779645	Landscape Maintenance 04/25	\$ 13,850.07
Treeco	300046	11066	Dead Tree Removal 04/25	\$ 1,200.00
Turner Pest Control, LLC	300035	620400529	Pest Control Services 03/25	\$ 90.07
Turner Pest Control, LLC	300047	620522230	Pest Control Services 04/25	\$ 90.07
Vesta Property Services, Inc.	300048	425492	Management & Staffing Services 04/25	\$ 13,895.00
Vesta Property Services, Inc.	300044	425517	Pressure Washing Services 03/25	\$ 5,252.10

Southaven Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2025 Through April 30, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Vesta Property Services, Inc.	300036	425906	Billable Mileage 03/25	\$ 36.85
VGlobal Tech	300049	7202	ADA Website Maintenance 04/25	\$ 175.00
Waste Management Inc. of Florida	20250415-1	9729716-2224-6 ACH	Waste Disposal Services 04/25	\$ 293.02
Wayne Automatic Fire Sprinklers, Inc.	300050	1212187	Extinguisher Certification Inspection 04/25	\$ 257.00
William C. Gillespie	300034	005	Easter Bunny 04/25	\$ 350.00
Yuro & Associates, LLC	300041	3744	Engineering Services 03/25	<u>\$ 1,155.00</u>
Report Total				<u>\$ 65,086.31</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

May 2025

Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from May 1, 2025 through May 31, 2025. This does not include expenditures previously approved by the Board.

The total items being presented: **\$49,984.12**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Southaven Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2025 Through May 31, 2025

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Ancient City Janitorial LLC	300054	2265	Janitorial Services 05/25	\$ 859.00
AT&T	20250514-1	322343089 04/25 ACH	Internet & Phone Services 04/25	\$ 167.30
AT&T	20250506-1	323860823 04/25 ACH	Internet & Phone Services 04/25	\$ 243.63
Bold City Seal Services, LLC	300053	2707	Grind Existing Pavement 04/25	\$ 825.00
Bouncers, Slides and More, Inc.	300063	05302025.22	School's Out Event 05/25	\$ 600.00
Clear Waters, Inc.	300065	151802	Pond Maintenance 05/25	\$ 820.00
COMCAST	20250512-1	8495 74 140 1213297 04/25 ACH	Wireless Telephone Services 04/25	\$ 371.42
Division of Hotels and Restaurants	20250505-1	License #103254 File #176634 FY24-25 ACH	License #103254 File #176634 05/25	\$ 75.00
Florida Department of Revenue	20250514-2	65-8019229595-9 04/25 ACH	65-8019229595-9 Sales & Use Tax 04/25	\$ 75.68
Florida Power & Light Company	20250528-1	Monthly Summary 04/25 ACH 287	Electric Services 04/25	\$ 3,145.86
Gannett Florida LocaliQ	300055	0007091173	Account# 765268 Legal Advertising 04/25	\$ 83.60

Southaven Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2025 Through May 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Hancock Bank	300056	43391	Trustee Fee S2015 11/01/24 - 05/01/25	\$ 2,750.00
LLS Tax Solutions, Inc.	300057	003706	Special Assessment Bond Series 2015A- & 2015A-2 03/25	\$ 500.00
Rizzetta & Company, Inc.	300052	INV0000098884	District Management Fees 05/25	\$ 3,802.33
Smith Electrical, Inc.	300058	33506	Fix the Back Lawn Lights 04/25	\$ 435.00
Southaven CDD	DC051225	DC051225	Debit Card Replenishment 05/12/25	\$ 434.45
St Johns Utility Department	20250519-1	Monthly Summary 04/25 ACH 287	Water Services 04/25	\$ 4,186.03
Sunbelt Gated Access Systems of Florida, LLC	300064	74430	Gate Repair 04/25	\$ 1,783.56
Synergy Florida	300059	393566	Service Call - Gym TV's 04/25	\$ 335.00
The Greenery of North Florida, Inc.	300060	782695	Landscape Maintenance 05/25	\$ 13,850.07
Turner Pest Control, LLC	300066	620647082	Pest Control Services 05/25	\$ 90.07
Vesta Property Services, Inc.	300067	426051	Management & Staffing Services 05/25	\$ 13,895.00

Southaven Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2025 Through May 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Vesta Property Services, Inc.	300061	426701	Billable Mileage 04/25	\$ 23.10
VGlobal Tech	300068	7276	ADA Website Maintenance 05/25	\$ 175.00
Waste Management Inc. of Florida	20250516-1	9734009-2224-9 ACH	Waste Disposal Services 05/25	\$ 293.02
Yuro & Associates, LLC	300062	3771	Engineering Services 04/25	<u>\$ 165.00</u>
Report Total				<u>\$ 49,984.12</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 June 2025 Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from June 1, 2025 through June 30, 2025. This does not include expenditures previously approved by the Board.

The total items being presented: **\$55,048.10**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Southaven Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2025 Through June 30, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Ancient City Janitorial LLC	300076	2316	Janitorial Services 06/25	\$ 859.00
AT&T	20250612-1	322343089 05/25 ACH	Internet & Phone Services 05/25	\$ 167.30
AT&T	20250602-1	323860823 05/25 ACH	Internet & Phone Services 05/25	\$ 243.63
Coastal Pool Care, LLC	300086	257701	Pool Repair 06/25	\$ 195.00
COMCAST	20250611-1	8495 74 140 1213297 05/25 ACH	Wireless Telephone Services 05/25	\$ 371.42
Farm to You Revue, LLC	300071	250811	Deposit - Barnyard Petting Farm 11/25	\$ 375.00
Florida Department of Health in St. Johns County	300072	55-BID-7918216	Permit #55-60-1656278 Swimming Pools 06/25	\$ 350.00
Florida Department of Revenue	20250611-2	65-8019229595-9 05/25 ACH	65-8019229595-9 Sales & Use Tax 05/25	\$ 87.83
Florida Power & Light Company	20250624-1	Monthly Summary 05/25 ACH 287	Electric Services 05/25	\$ 3,028.07
Hallco Heating & Air LLC dba John D. Hall	300073	33116229	HVAC Filter Replacements 05/25	\$ 20.00
Hidden Eyes, LLC	300077	752536	Gate Monitoring 04/25	\$ 1,459.33
Hidden Eyes, LLC	300078	754231	Gate Monitoring 05/25	\$ 4,187.62
Kutak Rock, LLP	300074	3579141	Legal Services 03/25	\$ 428.50

Southaven Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2025 Through June 30, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Marines Castro	300087	3868	Removal/Inspection/Repair/Reinstall Pavers 06/25	\$ 2,625.00
Matthew Verdi	300079	3	Tree Removal 06/25	\$ 2,000.00
Rizzetta & Company, Inc.	300069	INV0000099661	District Management Fees 06/25	\$ 3,802.33
Smith Electrical, Inc.	300080	33704	Replace Weather Proof Receptacle 06/25	\$ 208.97
Southeast Fitness Repair	300070	1313	Service Call - Treadmill 02/25	\$ 185.00
St Johns Utility Department	20250618-1	Monthly Summary 05/25 ACH 287	Water Services 05/25	\$ 5,330.24
The Greenery of North Florida, Inc.	300081	785170	Landscape Maintenance 06/25	\$ 13,850.07
Turner Pest Control, LLC	300082	620764303	Pest Control Services 06/25	\$ 90.07
Vesta Property Services, Inc.	300075	426790	Management & Staffing Services 06/25	\$ 13,895.00
Vesta Property Services, Inc.	300075	427092	Billable Mileage 05/25	\$ 13.20
VGlobal Tech	300083	7357	ADA Website Maintenance 06/25	\$ 175.00
Waste Management Inc. of Florida	202500617-1	9738437-2224-8 ACH	Waste Disposal Services 06/25	\$ 293.02

Southaven Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2025 Through June 30, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Wayne Automatic Fire Sprinklers, Inc.	300084	1230219	Quarterly Sprinkler Inspection 06/25	\$ 65.00
Yuro & Associates, LLC	300085	3805	Engineering Services 05/25	<u>\$ 742.50</u>
Report Total				<u>\$ 55,048.10</u>

Tab 4



- Civil Engineering
- Land Surveying & Mapping
- Permitting
- ADA Consulting

June 27, 2025

Melissa Dobbins– *District Manager*
Southaven Community Development District
c/o Rizzetta & Company, Inc.
3434 Colwell Avenue, Suite 200
Tampa, FL 33614

**Reference: 2025 Consulting Engineering Report
Southaven Community Development District**

In accordance with Section 9.21 of the Master Trust Indenture, we have completed the annual review of the Southaven Community Development District project constructed to date. This report is based on limited field review completed on June 4th, 2025, and is not intended to be exhaustive or comprehensive, but rather is intended to evaluate District owned & operated facilities to ensure they are being maintained in good condition. These facilities include all roadways within the District boundaries, the Amenity & Recreation facilities, Security Gate, Guard House, Entrance Signage, Landscaping & the Stormwater System. The result of our inspection is on the following pages.





- Civil Engineering
- Land Surveying & Mapping
- Permitting
- ADA Consulting

2025 Engineers Report
Page 2 of 6

ENTRANCE SIGNAGE, DECORATIVE WALL & LANDSCAPING



We have inspected the front entrance signage, decorative wall, and landscaping and have found them to be in generally good condition, routinely maintained and in good working order. We did note a low spot holding water behind the wall in the area where JEA forcemain & water mains are located. JEA confirmed there are no issues with the utility lines and indicated that the low spot has been there for a long time. Staff is working on a solution to eliminate the standing water.

SECURITY GATES, GATE HOUSE AND ASSOCIATED LANDSCAPING



We have inspected the security gates, gatehouse and associated landscaping and have found them to be in generally good condition, routinely maintained and in good working order. No engineering issues were identified at this time.



- Civil Engineering
- Land Surveying & Mapping
- Permitting
- ADA Consulting

2025 Engineers Report
Page 3 of 6

AMENITY CENTER & RECREATION FACILITIES



We have inspected the amenity center & associated recreational facilities, including the indoor gym, indoor meeting and eating facilities, pool, outdoor seating, floating dock, pedestrian bridge, ball courts and playground. We have found them to be in generally good condition, routinely maintained and in good working order with no engineering related issues of concern.



- Civil Engineering
- Land Surveying & Mapping
- Permitting
- ADA Consulting

POCKET PARKS AND GREEN SPACES



We have inspected the multiple green spaces and pocket parks and have found them to be in generally good condition, routinely maintained and in good working order with no engineering related issues to report.

ROAD RIGHT OF WAY & LANDSCAPING



We have inspected the internal road right of ways, including the pavement, sidewalk and curb & gutters. These elements appear to be well maintained and in working order. Several areas throughout the community are showing signs of wear & cracking, and although we didn't note any immediate concerns we would suggest monitoring these areas for possible resurfacing when the condition worsens. Additionally, there is a berm experiencing erosion at the end of Aspinwall Pkwy. In our opinion this looks like a homeowner issue that resulted from fence installation, but we would recommend monitoring of the situation to ensure it doesn't impact District property.



- Civil Engineering
- Land Surveying & Mapping
- Permitting
- ADA Consulting

2025 Engineers Report
Page 5 of 6

STORM WATER MANAGEMENT FACILITIES



We have inspected the two interconnected storm water management facilities number 1 and 2. The pond banks appear to be stable and sufficiently sodded/grassed. The control structure for these facilities is on the far south end of the neighborhood. It is in good condition and appears to be functioning as designed, and the adjacent ditch that the control structure discharges to is clear and in good condition. The storm water management facilities are in generally good condition, routinely maintained and in good working order. We did note one inlet near the tennis courts that still has filter fabric on it and recommend having that fabric removed.



- Civil Engineering
- Land Surveying & Mapping
- Permitting
- ADA Consulting

2025 Engineers Report
Page 6 of 6

CONSERVATION / PRESERVATION AREAS

The Conservation areas do not appear to be disturbed. Conservation / Preservation areas should continue to be left undisturbed from any activities or improvements from the CDD or from residents.

If you have any questions or require any additional information, please do not hesitate to call.

Sincerely,

Michael J. Yuro, P.E.
President
P.E. License No. 65247



THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY:

ON THE DATE ADJACENT TO THE SEAL

**PRINTED COPIES OF THIS DOCUMENT ARE NOT
CONSIDERED SIGNED AND SEALED AND THE SIGNATURE
MUST BE VERIFIED ON ANY ELECTRONIC COPIES.**

Tab 5

Overview:

The Client Communication Reports for Southaven CDD (Markland) dated May 19, May 27, June 6, June 9, June 18, June 27, July 3, July 10, July 18, and July 24, 2025, provide a comprehensive overview of recent landscape maintenance accomplishments, ongoing tasks, and opportunities to enhance the aesthetic and functional value of the property. These reports reflect our commitment to delivering exceptional landscape maintenance services and maintaining transparent communication to meet and exceed community expectations.

Key Accomplishments:

1. Turf Health at Amenity Clubhouse (May 19): The turf surrounding the amenity clubhouse is notably green and healthy, enhancing the area's appearance and reflecting successful maintenance efforts.
2. Pool Deck Landscaping (May 19): The plant material around the pool deck is well-maintained, contributing to a clean and inviting atmosphere.
3. Back Lawn Improvement (May 19): The back lawn area has shown significant improvement, appearing lush and green, enhancing the overall aesthetic.
4. Tennis Court Area Turf and Beds (May 19): The turf on the backside of the tennis court area is dark and vibrant, with landscape beds appearing clean and nearly weed-free, adding to the appeal.
5. Mulch Application (June 6): A fresh layer of mulch has been applied across most of the community, significantly enhancing the polished look of beds and common areas. The project is ongoing, with remaining sections to be completed soon.
6. Park Enhancements (June 9): The parks are thriving with bright green turf and fresh mulch, bringing vibrancy to these spaces.
7. Restored Landscaping (June 9): A previously neglected area has been restored, with the team bringing it back to standard, resulting in a healthier and well-maintained appearance.
8. Tennis Court Area Enhancement (June 18): The back area near the tennis court is in excellent condition, with fresh mulch and vibrant green grass enhancing the overall appearance, thanks to the landscape team's efforts.
9. Entrance Landscaping (June 18): The landscape at the entrance is in excellent condition, with fresh, well-maintained mulch and thriving flowers adding vibrant color and a welcoming atmosphere.

10. Entrance Boulevard Swale (June 27): The swale along the entrance boulevard has been trimmed and cleaned, now in good condition.
11. Pruning Efforts (June 27): Pruning has been completed along the entrance, around large shrubs near the tennis court, and in the courtyard behind the pool area, including branches covering lighting fixtures, resulting in a polished appearance.
12. Pool Deck Palm Tree Pruning (July 3, July 10): The palm trees around the pool deck have been pruned, significantly enhancing the area's aesthetic appeal.
13. Tennis Court Path Safety (July 3, July 10): Ornamental grasses near the tennis court walking path have been trimmed, improving safety for users.
14. Park Pruning (July 3, July 10): The park is in great overall condition, with impressive pruning work enhancing its appearance and appeal.
15. Street Sweeping (July 3, July 10): Street sweeping services are being performed to maintain the cleanliness and appearance of the area.
16. Turf Health at Ponds (July 3, July 10): Noticeable improvements in the health of the turf at both pond areas have been observed, reflecting effective maintenance efforts.
17. Irrigation Adjustments (July 10): Additional irrigation runtime was added two weeks prior to address turf stress, leading to positive recovery. The second program was discontinued as the turf stabilized, with ongoing monitoring planned.
18. Flower Rotation (July 10, July 24): The flower rotation completed on July 18, 2025, introduced vibrant colors and thoughtful arrangements, enhancing the landscape's welcoming and beautiful display.
19. Irrigation Inspection and Repairs (July 18): Irrigation inspections for Southaven have been completed, with all necessary repairs made. Irrigation frequency was adjusted due to standing water, with entrance areas now irrigated for 2 days and other areas reduced to 3 days.
20. Park AA Turf Health (July 24): Recent rainfall has resulted in thriving, vibrant green grass in Park AA, supported by significant efforts from the irrigation team.

Maintenance Items and Opportunities for Improvement:

1. May 19, 2025:

- Declining Lilies: Lilies in a small bed are in decline and will be removed by the production team during the next scheduled visit.

- Dallas Grass Removal: Ongoing manual removal of Dallas grass is underway to improve turf health and appearance.

- Weed Control Needs: Additional weed control is needed around the park, communicated to the production crew for upcoming visits.

- Volunteer Palm at Mail Kiosk: A volunteer palm behind the mail kiosk will be removed to maintain a clean landscape.

2. May 27, 2025:

- Grass Clippings on Median Island: Grass clippings found between ornamental grasses on a median island along Latrobe Avenue will be removed by the production crew.

- Dry Conditions at Warden Lane Park: Dry conditions at Warden Lane Park have been reported to the irrigation team for assessment and resolution.

- Elm Tree Monitoring: Two elm trees on the second median island on Latrobe Avenue (near Aspin Parkway) show fewer signs of decline than others. Continued monitoring is recommended.

3. June 6, 2025:

- Jasmine and Weed Control at Clubhouse: The jasmine groundcover in front of the clubhouse is healthy, allowing for selective herbicide application to target grassy weeds, to be scheduled soon.

- Trimming Along International Golf Parkway: Low areas along International Golf Parkway require trimming, to be addressed during the week's maintenance.

- Ornamental Grasses Near Dog Park: Detail work is needed for ornamental grasses near Renwick by the dog park, assigned to the production team.

- Turf at Dog Park Parking Lot: The turf near the dog park parking lot remains rough. It will be monitored through mid to late July, with potential turf replacement recommended if recovery is insufficient.

4. June 9, 2025:

- Dallas Grass Spots: A few remaining spots of Dallas grass have been identified, and the production crew will use manual tools for removal.

- Oak Tree Evaluation: An evaluation by a certified arborist is being arranged for at least one oak tree behind 359 Renwick Parkway, with further recommendations to follow based on the findings.

5. June 18, 2025:

- Irrigation Head at Exit Gate: A work ticket has been created for the irrigation team to cap off an irrigation head at the exit gate of trees and shrubs, with work set to start soon.
- Dallas Grass at Westcot Ponds: A flush of Dallas grass has been identified at the two ponds on Westcot, and the production crew will remove it during their next visit.
- Shrubs Over Light Fixtures: Shrubs growing over palm tree light fixtures have been noted, and a work order has been created for the production team to address this issue promptly.

6. June 27, 2025:

- Irrigation Hot Spot Near Tennis Court: An irrigation hot spot near the tennis court area has been identified, and a work order has been created for the irrigation department to address it.
- New Herbicide for Dallas Grass: The plant health science team has begun using a new herbicide targeting Dallas grass, with ongoing monitoring of its efficacy and updates to follow.

7. July 3, 2025:

- Shrub Pruning at Park: Shrub pruning tasks at the park remain incomplete and have been assigned to the production team for prompt attention to maintain top condition.
- Pond Area Pruning Issue: Strong pruning has been noted in the pond area (not the turf area), likely due to the short holiday work week. This has been communicated to the production team for resolution as soon as possible.

8. July 10, 2025:

- Shrub Pruning at Park: Shrub pruning tasks at the park remain incomplete, and the production team has been notified to address them promptly to ensure the park remains in top condition.
- Pond Area Mowing Delay: The long stretch along the pond has not been mowed, likely due to the short holiday work week. This issue has been communicated to the production team for resolution as soon as possible.
- Elm Tree Replacement Proposal: A proposal to replace elm trees at Haas with swamp oaks has been completed and attached for review, awaiting feedback from the client.

9. July 24, 2025:

- Entrance Area Deficiencies: Deficiencies and detailing tasks at the entrance area have been observed and communicated to the production team for prompt attention to meet high standards.

- Mowing and Edging Issues: A slight decline in mowing and edging quality has been noted, and the production team has been informed to address this promptly.

- Weed Growth in Park AA: Recent rainfall has spurred new weed growth in Park AA, which has been communicated to the production team for action.

Work Order Proposal



Proposal Date: 7/24/2025
Proposal Work Order #: 76870
Prepared By: WILLIAM FLANNERY

Property Name: Southaven CDD
Address: 61 Clarissa Lane, Saint Augustine, FL 32095
Client Contact: Melissa Dobbins mdobbins@rizzetta.com
Client Phone #: 904-436-6270 ext 0034

Clean up Enhancement

Proposal for Landscape Cleanup – Entrance Exit Side

We propose performing a landscape cleanup along the exit side of the entrance to the neighborhood by removing and disposing of dead plant material. The scope of work includes the following:

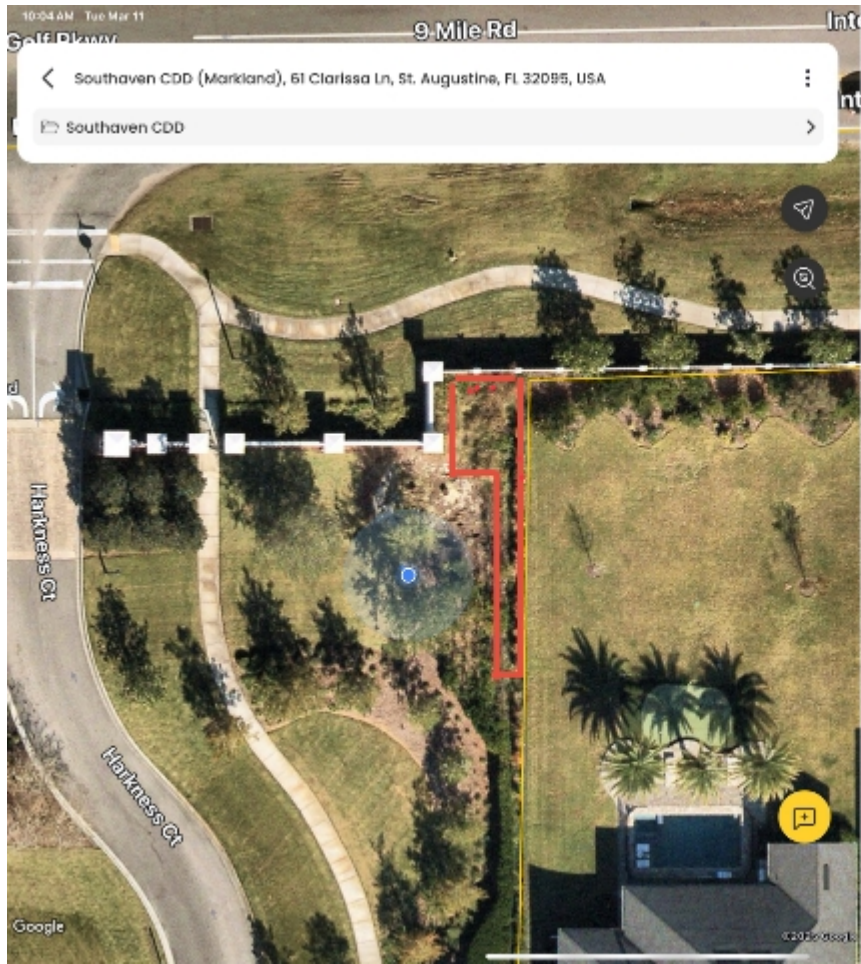
- **Site Assessment:**
 - Inspect the area to identify all dead plant material that needs removal.
- **Plant Material Removal:**
 - Carefully remove dead plants, shrubs, and debris.
- **Debris Disposal:**
 - Collect and properly dispose of all removed plant material off-site.
- **Final Cleanup:**
 - Rake and clear any remaining debris to leave the area neat and well-maintained.

DESCRIPTION	QTY	SIZE	UNIT PRICE	EXT PRICE	TOTAL PRICE
Site Prep, Debris Disposal, Amendments, Equipment & Clean-Up					\$1,354.36
Site Prep	1.00	LS	\$1,064.82	\$1,064.82	
Disposal/Refuse	1.00	LS	\$289.54	\$289.54	
Pinestraw & Mulch					\$466.00
Hardwood Mulching	4.50	CY	\$103.56	\$466.00	









10:04 AM Tue Mar 11
9 Mile Rd
Southaven CDD (Markland), 61 Clarissa Ln, St. Augustine, FL 32085, USA
Southaven CDD


Back to notes

MI Created Just now by William Allen Flannery

CCR - Maintenance Item

1. CCR - Maintenance Item

Created on Site



Assignees Maintenance Item

Add a comment...

TERMS & CONDITIONS

1. **Plant Guarantee.** The Greenery, Inc. guarantees all plantings we supply and install for one year that are covered under an automated irrigation system and maintained under a continuous maintenance agreement by the Greenery, Inc.. This guarantee does not apply to plants that are lost due to abuse, vandalism, animals, fire, lightning, hail, vehicular damage, freeze, neglect, nor Acts of God.
2. **Exclusions.** Transplanted materials, annuals and flowers, plants in pots and planters, and all types of Sod are EXCLUDED from the Plant Guarantee.
3. **Deer.** Damage to or loss of plants due to deer is not covered by any guarantee, expressed or implied. The Greenery, Inc. makes every effort to use deer resistant material; however, due to the increase in their population and their changing habits, the Greenery, Inc. is not responsible for any resultant damage.
4. **Tree Work.** Stumps from tree removal will be cut to within approximately twelve inches above ground level. Stump grinding or removal is not included unless otherwise specified in this proposal. Wood will be left on the premises where lowered and dropped and will be cut into firewood length (approximately 16 to 24 inches lengthwise) unless specified otherwise in this proposal. Splitting, moving or hauling of wood or wood chips will be performed only if specifically stated in this proposal.
5. **Utility Locates.** The Greenery Inc. will call in the utility locates before starting the job. It is the responsibility of the Client/Owner to call in any private utilities that are outside normal location utilities. The Greenery Inc. is not responsible for damage to underground irrigation lines, wiring, pipes, utilities, invisible fencing, or lighting systems whose locations are not properly marked.
6. **Irrigation Pricing.** The existing automated irrigation system is checked at new landscaping areas, adjusted for proper coverage and broken heads and nozzles are replaced as needed. Irrigation adjustments, repairs and additions are billed on a Labor and Materials basis. Labor Rate is \$ 75 / hour. Any irrigation prices included in this bid are an estimation only.
7. **New Construction Irrigation Installation.** Sleeves under roads and sidewalks must be accurately marked and no deeper than 4 feet below surface grade. A water source must be provided by Client/Owner/Developer prior to commencement of irrigation installation. Any temporary irrigation pipe that needs to be installed to access water source, will be billed in addition. The connection of the backflow device to the water meter is the responsibility of the Client/Owner.
8. **Drainage.** Any drainage installation is meant to improve conditions, but does not guarantee a complete elimination of issues. Standing water, puddling, saturated soils and washouts may still occur. Additional work may be needed after initial work is completed. Standing water for up to 48 hours after a significant rainfall is typical for the Lowcountry.
9. **Access to Jobsite.** Client/Owner is to provide all utilities to perform the work. Client/Owner will 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 owner makes the site available for the performance of the work.
10. **Invoicing.** Client/Owner will make payment to Contractor within fifteen (15) days upon receipt of invoice. In the event that the completion of work requires more than thirty (30) days, a progress bill will be presented by month end and will be paid within fifteen (15) days upon receipt of invoice.
11. **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 the 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 and/or certified landscape architectural design services are not included in this agreement and are not provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Owner. If the Client/Owner must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Client/Owner directly to the designer involved.
12. **Promotional Clause.** The client hereby assigns the Contractor the irrevocable and unrestricted right to use and publish photographs of the work performed for editorial, trade, advertising, educational and any other purpose in any manner and medium; to alter the same without restriction; and to copyright the same without restriction. The Client releases all

claim to profits that may arise from use of images.

13. Payment. All unpaid balances over 30 days from date of invoice will be subject to the maximum finance charge allowable by law. The Greenery will 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 Client/Owner. 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 30 days after billing. Failure to make payment when due for completed work may result in a mechanic's lien on the title of your property. Credit card payments are subject to a 3% processing fee.

14. A 50% deposit of the total project cost is required to initiate the work. Please refer to the work order number when making your payment. Upon receipt of the deposit, we will confirm the schedule and begin preparing for the installation.

Property Name: Southaven CDD
Address: 61 Clarissa Lane, Saint Augustine, FL 32095
Client Contact: Melissa Dobbins mdobbins@rizzetta.com
Client Phone #: 904-436-6270 ext 0034

Proposal Date: 7/24/2025
Proposal Work Order #: 76870
Prepared By: WILLIAM FLANNERY

Total: \$1,820.36
Deposit Amount (50%): \$910.18

By WILLIAM FLANNERY
Date WILLIAM FLANNERY
7/24/2025
The Greenery, Inc.

By _____
Date _____

Work Order Proposal



Property Name: Southaven CDD
Address: 61 Clarissa Lane, Saint Augustine, FL 32095
Client Contact: Melissa Dobbins mdobbins@rizzetta.com
Client Phone #: 904-436-6270 ext 0034

Proposal Date: 6/23/2025
Proposal Work Order #: 80875
Prepared By: WILLIAM FLANNERY

Quarterly street sweeping

Scope of Work – Street Sweeping Services (performed once a quarter)

Our team will provide a full day of street sweeping services to enhance the cleanliness and appearance of the designated areas. The scope of work includes:

- Deployment of a professional operator with a commercial-grade street sweeper.
- Systematic sweeping of streets, curbs, and gutters to remove dirt, debris, and organic matter.
- Collection and proper disposal of all debris collected during the sweeping process.
- Focus on high-traffic areas and any additional locations as requested.
- Final inspection to ensure a thorough and effective cleaning.

This service will be completed within one full working day, optimizing efficiency while maintaining the highest level of cleanliness. Let us know if you have any specific areas of concern or additional requests.

DESCRIPTION	QTY	SIZE	UNIT PRICE	EXT PRICE	TOTAL PRICE
Street Sweeping					\$951.62
Street Sweeping	634,416.00	SF	\$0.00	\$951.62	
Total for Work Order #80875					\$951.62

TERMS & CONDITIONS

1. **Plant Guarantee.** The Greenery, Inc. guarantees all plantings we supply and install for one year that are covered under an automated irrigation system and maintained under a continuous maintenance agreement by the Greenery, Inc.. This guarantee does not apply to plants that are lost due to abuse, vandalism, animals, fire, lightning, hail, vehicular damage, freeze, neglect, nor Acts of God.
2. **Exclusions.** Transplanted materials, annuals and flowers, plants in pots and planters, and all types of Sod are EXCLUDED from the Plant Guarantee.
3. **Deer.** Damage to or loss of plants due to deer is not covered by any guarantee, expressed or implied. The Greenery, Inc. makes every effort to use deer resistant material; however, due to the increase in their population and their changing habits, the Greenery, Inc. is not responsible for any resultant damage.
4. **Tree Work.** Stumps from tree removal will be cut to within approximately twelve inches above ground level. Stump grinding or removal is not included unless otherwise specified in this proposal. Wood will be left on the premises where lowered and dropped and will be cut into firewood length (approximately 16 to 24 inches lengthwise) unless specified otherwise in this proposal. Splitting, moving or hauling of wood or wood chips will be performed only if specifically stated in this proposal.
5. **Utility Locates.** The Greenery Inc. will call in the utility locates before starting the job. It is the responsibility of the Client/Owner to call in any private utilities that are outside normal location utilities. The Greenery Inc. is not responsible for damage to underground irrigation lines, wiring, pipes, utilities, invisible fencing, or lighting systems whose locations are not properly marked.
6. **Irrigation Pricing.** The existing automated irrigation system is checked at new landscaping areas, adjusted for proper coverage and broken heads and nozzles are replaced as needed. Irrigation adjustments, repairs and additions are billed on a Labor and Materials basis. Labor Rate is \$ 75 / hour. Any irrigation prices included in this bid are an estimation only.
7. **New Construction Irrigation Installation.** Sleeves under roads and sidewalks must be accurately marked and no deeper than 4 feet below surface grade. A water source must be provided by Client/Owner/Developer prior to commencement of irrigation installation. Any temporary irrigation pipe that needs to be installed to access water source, will be billed in addition. The connection of the backflow device to the water meter is the responsibility of the Client/Owner.
8. **Drainage.** Any drainage installation is meant to improve conditions, but does not guarantee a complete elimination of issues. Standing water, puddling, saturated soils and washouts may still occur. Additional work may be needed after initial work is completed. Standing water for up to 48 hours after a significant rainfall is typical for the Lowcountry.
9. **Access to Jobsite.** Client/Owner is to provide all utilities to perform the work. Client/Owner will 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 owner makes the site available for the performance of the work.
10. **Invoicing.** Client/Owner will make payment to Contractor within fifteen (15) days upon receipt of invoice. In the event that the completion of work requires more than thirty (30) days, a progress bill will be presented by month end and will be paid within fifteen (15) days upon receipt of invoice.
11. **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 the 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 and/or certified landscape architectural design services are not included in this agreement and are not provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Owner. If the Client/Owner must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Client/Owner directly to the designer involved.
12. **Promotional Clause.** The client hereby assigns the Contractor the irrevocable and unrestricted right to use and publish photographs of the work performed for editorial, trade, advertising, educational and any other purpose in any manner and medium; to alter the same without restriction; and to copyright the same without restriction. The Client releases all

claim to profits that may arise from use of images.

13. Payment. All unpaid balances over 30 days from date of invoice will be subject to the maximum finance charge allowable by law. The Greenery will 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 Client/Owner. 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 30 days after billing. Failure to make payment when due for completed work may result in a mechanic's lien on the title of your property. Credit card payments are subject to a 3% processing fee.

14. A 50% deposit of the total project cost is required to initiate the work. Please refer to the work order number when making your payment. Upon receipt of the deposit, we will confirm the schedule and begin preparing for the installation.

15. The pricing outlined in this proposal is valid for 60 days from the date of issue. After this period, the proposal may be subject to revision based on market conditions and material costs.

Property Name: Southaven CDD
Address: 61 Clarissa Lane, Saint Augustine, FL 32095
Client Contact: Melissa Dobbins mdobbins@rizzetta.com
Client Phone #: 904-436-6270 ext 0034

Proposal Date: 6/23/2025
Proposal Work Order #: 80875
Prepared By: WILLIAM FLANNERY

Total: \$951.62
Deposit Amount (50%): \$475.81

The pricing outlined in this proposal is valid for 60 days from the date of issue. After this period, the proposal may be subject to revision based on market conditions and material costs.

By WILLIAM FLANNERY
Date WILLIAM FLANNERY
6/23/2025
The Greenery, Inc.

By _____
Date _____

Tab 6



*General Manager Report
Southaven CDD Meeting
August 6th, 2025*

Date of Report: August 6th, 2025

Submitted by: Lisa Licata

- **Amenity Center**
 - Revenue (see report)
 - Update on Traffic Study(light)
 - Volume Max-pool deck
 - Signs at Pool(Discussion and board decision)
 - Access for Tennis courts, plus signage (discussion and board decision)
 - Guaranteed Lap lane times announced.



Markland



Field Ops Report Southaven CDD

Date Submitted: August 6th, 2025

Submitted by: Lisa Licata



Markland

Weekly cleanings of the porches due to the bug attraction to our doors and windows.

Main focus on a weekly basis has been to clean up after the storms. Pat will blow off all of the sidewalks after the storms since the landscape crew is only here two days a week.

Pat does a daily sweep around the neighborhood for trash in the swells out front, and all common areas including the entrance bushes next to the sidewalks.

Dog stations and trash cans are emptied and refilled twice a week.

Pool is cleaned daily during the summer!

Pool deck is straightened daily, furniture and left behind items and then blown off twice a week.



Row Labels	Sum of Amt
Barcode	\$840
Pool Pavilion	\$300
Security Card	\$90
Social Room & Meeting Room	\$1,800
(blank)	\$600
Steve Ferguson	\$600
Meeting Room	\$75
Grand Total	\$3,705

May to July revenue is \$3705, \$600 was sponsorship money that went to special events so total is \$3105.

Fiscal YTD is \$9715.

Revenue goal is \$12000-\$9715= \$2285 balance.

Lake Management Report

Job: Markland (Southaven CDD)

Date: 6/12/25

Technician: E McCammack

Equipment: Skiff

Weather: Clear

Lake ID:

1. Grasses
2. Grasses



Lake Management Report

Job: Markland (Southaven CDD)

Date: 6/21/25

Technician: E McCammack

Equipment: Skiff

Weather: Clear

Lake ID:






1. Clear
2. Clear

D1 & D2- Grasses



Tab 7

Southaven Community Development District
Board of Supervisors: Gate & Security Access Vendor Selection

				
Upfront Hardware Costs	\$0	\$0	\$38,316	\$24,406
Monthly Subscription Fee	\$4,188	\$4,363	\$934	\$875
Yearly Subscription Fee	\$50,251	\$52,361	\$11,211	\$10,500
Rate Lock	No	No	3 Years	No
Google Review	1.3 ★☆☆☆☆ 81 reviews	4.8 ★★★★★ 3,907 reviews	4.8 ★★★★★ 416 reviews	3.7 ★★★★★ 270 reviews
App Store Review	★★★★★ 4.7 • 8.8K Ratings Free	★★★★★ 3.8 • 148 Ratings Free	#59 in Productivity ★★★★★ 4.8 • 74.3K Ratings	★★★★★ 1.9 • 323 Ratings Free
5 Year Price (Including Upfront Hardware)	\$251,255	\$261,806	\$94,371	\$76,906
5 Year Savings	\$0	\$(10,551)	\$156,884	\$174,349
Warranty (does NOT include gate arms)		Repairs due to normal wear & tears on equipment installed	Year 1: 6-Months on Labor, 1-Year on Parts or Manufacturer warranty Year 2+: Can add on \$160/month (CCTV Maintenance Plan + Access Control Maintenance Plan)	Year 1: Included Year 2+: \$340 for 1 st hr and \$115/ hr after 1 st hour + plus parts.
Bob's Pick 		<p>Weighing both the costs along with the features, ButterflyMX is clearly the top pick.</p> <p>They are a technology-first company that got into security access control. Where the other companies are access control companies that are trying to work in the newer technology.</p> <p>The people behind the company have been great to work with and per the google company reviews and extensive app reviews I feel they will provide the best support!</p>		

ESTIMATE

Trinity Security LLC
13593 Osprey Point Dr
Jacksonville, FL 32224

alex@trinityjax.com
+1 (904) 885-0268



Bill to
Markland
61 Clarissa Ln
St. Augustine, FL 32095

Ship to
Markland
61 Clarissa Ln
St. Augustine, FL 32095

Estimate details

Estimate no.: 2041-188
Estimate date: 04/23/2025
Expiration date: 09/24/2025

PO: The Vista
Job Description: Gate/Camera system
upgrade
Job Location: 61 Clarissa Ln

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Gate system	CellGate cellular cloud entry system WXL, Direct burial wiring & pedestal included. (For the gate)	1	\$6,900.00	\$6,900.00
2.		Additional	Wiegand cellular expansion module 4 doors max (For the clubhouse 3 doors)	1	\$2,580.00	\$2,580.00
3.		Additional	Updated Cellgate cellular cloud service monthly fee. Quote is per 350 homes \$675 per month for main entry system, 3 Pool doors \$25 a month, Add bluetooth to 3 weigand readers \$175 per month for a grand total of \$875 billed directly from Cellgate to Markland	0	\$875.00	\$0.00
4.		NVR	16CH 4K NVR Recorder with 16TB hard drive and built in Ai. For Guard House and Clubhouse	2	\$1,198.00	\$2,396.00
5.		Camera	4K Camera with built in Ai (Guard gate cameras must be replaced to have Ai features)	7	\$249.00	\$1,743.00
6.		Additional	Camera junction boxes	7	\$23.00	\$161.00
7.		Camera	License plate camera 5mp Ai built in	2	\$699.00	\$1,398.00
8.		Additional	Wire/acessories	1	\$450.00	\$450.00
9.						

	Labor	Labor to install. Test all the wiring, remove old telephone entry system and replace with new, Install new wiring for Cellgate system, Program in-ground loops, connect barcode scanner into Cellgate, convert database, Install new camera system and license plate camera, train customer	1	\$6,900.00	\$6,900.00
10.	Additional	Halo Readers with built in bluetooth. (Optional with keypad)	3	\$691.00	\$2,073.00
11.	Labor	Additional labor to replace existing readers for 3 of the gates at the pool	1	\$680.00	\$680.00
12.		Financing available with "Navitas Credit"			
Total					\$25,281.00

Note to customer

Internet service is required at the gate for the camera system. We will test all the existing wiring and if any found bad may result in additional cost and will notify prior doing work. There is no system out there that offers instant notification when their guests use pin code or QR codes however if they use entry system to call resident that is the only notification they will have. Cellgate is working on this request and most likely will come out in the near future. Gates will be programmed to open after 30 sec. Financing available with "Navitas Credit"

Expiry date 09/24/2025

Accepted date

Accepted by

ButterflyMX

Property access made simple





20,000+
Properties

1,500,000+
Apartments

40,000+
Five-star ratings

The features you'll love:

- ✓ **Powerful access control** at every door and gate
- ✓ **Remote door & gate management**
- ✓ **Mobile app** to open doors and manage access
- ✓ **Video calling**
- ✓ **Time- and date-stamped audit trails**
- ✓ **Visitor Passes** to grant secure access to guests
- ✓ **Delivery PINs** for seamless courier access
- ✓ **Elevator Controls** for floor-specific access
- ✓ **Smart Lock integrations** for unit-level access control
- ✓ **Intuitive & durable hardware**
- ✓ **Leading property management software integrations**
- ✓ **Amenity reservations** from the app
- ✓ **Custom intercom branding**
- ✓ **Telephone entry compatibility**
- ✓ **Automatic feature updates** for software
- ✓ **Customer support** for residents and staff



Company Address 44 West 28th Street, 4th Floor, New York, NY 10001

Created Date Jul 24, 2025

Opportunity Name Markland (Southaven CDD)

Quote Number elqeXLTb35SXkJL9

Prepared By Jack Macnee

Name Lisa Licata

Email jack.macnee@butterflymx.com

Phone 904.436.5700

Email llicata@vestapropertyservices.com

Bill To Name Markland

Bill To 2001 International Golf Pkwy, Saint Augustine, FL

Product	List Price	Sales Price	Quantity	Terms (Yrs)	Total Price	Discount %	Item Description
Software Subscription (Multi-Family)	\$42	\$27	353	1	\$9,531	35.71%	Intercom software (per unit)
Reader Software Subscription	\$240	\$180	6	1	\$1,080	25.75%	Access reader software (per reader)
Guardhouse Station (Intercom)	\$1,200	\$600	1	1	\$600	50%	Guardhouse PC software (flat rate)

Annual Subscription \$11,211

Annual Software Subscription Pricing Includes:

1. ButterflyMX platform maintenance, uptime and hosting
2. 12 months of stored door transactions with time date stamped photos in a searchable cloud based database
3. ButterflyMX platform updates including new features
4. Support and compatibility with current and future smart devices and mobile/tablet operating systems
5. On boarding & training for property managers
6. 16 hour daily live technical support
7. 24/7 remote monitoring of software and hardware

Software Services Include:

1. **Implementation Services** - Includes setup of the Services and initial training for property manager.
2. **Support and Maintenance** - Provider shall provide the Services support and maintenance services set forth in the Property Management Software during the Subscription Term. Does not include maintenance of the hardware Products.

Installation Services:

Installation services will be billed directly by third party, unless ButterflyMX provides installation services.



This Order Form is entered into pursuant to the Standard Terms and Conditions available online at (the "Terms").

Signatures

Accepted & Agreed "Subscriber"	
Name	Lisa Licata
Title	General Manager
Signature	
Date	

Accepted & Agreed ButterflyMX Inc. "Provider"	
Name	Jack Macnee
Title	Sales Director
Signature	
Date	



BUTTERFLYMX - ORDER FORM TERMS

Standard Terms and Conditions. This Order Form is governed by the Terms located at: <https://butterflymx.com/property-management-software/>]. By executing this Order Form, Customer is (i) acknowledging that Customer has read and understood the Terms, and (ii) agreeing to be bound by the terms and conditions set forth in the Terms. Capitalized terms used but not defined herein have the definitions set forth in the Terms.

Term and Termination. The initial term of Customer's subscription to the Services under this Order Form will be one year starting on the date that the Provider's software is activated at the Customer's site ("Initial Term"). Customer's subscription will automatically renew for successive one-year periods (each, a "Renewal Term") unless either party notifies the other party in writing of its intent not to renew at least thirty (30) days prior to the expiration of the then-current term. Either party may terminate Customer's subscription to the Services under this Order Form for convenience upon 90 days' written notice to the other party.

Fees and Payment. Customer is responsible for providing complete and accurate billing and contact information to Provider and notifying Provider of any changes to such information. If Customer provides credit card information to Provider, Customer authorizes Provider to charge such credit card for all Services listed in this Order Form for the Initial Term and any Renewal Term(s). Such charges will be made in advance, either annually or in accordance with any different billing frequency stated in this Order Form. If this Order Form specifies that payment will be by a method other than a credit card, Provider will invoice Customer in advance and otherwise in accordance with this Order Form. Unless otherwise stated in the Order Form, invoiced fees are due within [thirty] days from the invoice date. Any fees that are not paid when due will accrue interest at 1.5% per month, or at the highest rate permissible by law, whichever is lower. Except as otherwise specified herein or in the Terms, fees are based on Services subscriptions purchased and not actual usage and payment obligations are non-cancelable and fees paid are non-refundable.

Taxes. The fees are exclusive of any applicable sales, use, gross receipts, excise, value-added, personal property, or other similar taxes, which will be separately itemized and payable by Customer. If Provider has the legal obligation to pay or collect any taxes that Customer is responsible for, the appropriate amount will be invoiced to Customer and paid accordingly.

Disputes. Customer may dispute an invoice by providing Provider with written notice to invoices@butterflymx.com and the relevant documentation or information evidencing the error that gave rise to the dispute within thirty days of the invoice date. If Customer does not notify Provider within this timeframe, Customer waives its right to dispute such invoice. Notwithstanding any disputes, Customer will pay any undisputed amount of an invoice on or before the due date. In the event of dispute, the parties will use commercially reasonable efforts to promptly resolve it. Provider can suspend Customer's access to the Services until all undisputed amounts that are due have been paid.

ButterflyMX

Property access made simple





20,000+
Properties

1,500,000+
Apartments

40,000+
Five-star ratings

The features you'll love:

- ✓ **Powerful access control** at every door and gate
- ✓ **Remote door & gate management**
- ✓ **Mobile app** to open doors and manage access
- ✓ **Video calling**
- ✓ **Time- and date-stamped audit trails**
- ✓ **Visitor Passes** to grant secure access to guests
- ✓ **Delivery PINs** for seamless courier access
- ✓ **Elevator Controls** for floor-specific access
- ✓ **Smart Lock integrations** for unit-level access control
- ✓ **Intuitive & durable hardware**
- ✓ **Leading property management software integrations**
- ✓ **Amenity reservations** from the app
- ✓ **Custom intercom branding**
- ✓ **Telephone entry compatibility**
- ✓ **Automatic feature updates** for software
- ✓ **Customer support** for residents and staff



Company Address 44 West 28th Street, 4th Floor, New York, NY 10001

Created Date Jul 25, 2025

Opportunity Name Markland (Southaven CDD)

Quote Number sdLzwFnzzrCpt0Lk

Prepared By Jack Macnee

Name Lisa Licata

Email jack.macnee@butterflymx.com

Phone 904.436.5700

Email llicata@vestapropertyservices.com

Bill To Name Markland

Bill To 2001 International Golf Pkwy, Saint Augustine, FL

Product	List Price	Sales Price	Quantity	Terms (Yrs)	Total Price	Discount %	Item Description
Software Subscription (Multi-Family)	\$42	\$27	353	3	\$28,593	35.71%	Intercom software (per unit)
Reader Software Subscription	\$240	\$180	6	3	\$3,240	25.75%	Access reader software (per reader)
Guardhouse Station (Intercom)	\$1,200	\$600	1	3	\$1,800	50%	Guardhouse PC software (flat rate)

Annual Subscription \$11,211

Additional Terms: Annual software subscription rate is locked in for the first three years.

Annual Software Subscription Pricing Includes:

1. ButterflyMX platform maintenance, uptime and hosting
2. 12 months of stored door transactions with time date stamped photos in a searchable cloud based database
3. ButterflyMX platform updates including new features
4. Support and compatibility with current and future smart devices and mobile/tablet operating systems
5. On boarding & training for property managers
6. 16 hour daily live technical support
7. 24/7 remote monitoring of software and hardware

Software Services Include:

1. **Implementation Services** - Includes setup of the Services and initial training for property manager.
2. **Support and Maintenance** - Provider shall provide the Services support and maintenance services set forth in the Property Management Software during the Subscription Term. Does not include maintenance of the hardware Products.

Installation Services:

Installation services will be billed directly by third party, unless ButterflyMX provides installation services.



This Order Form is entered into pursuant to the Standard Terms and Conditions available online at (the "Terms").

Signatures

Accepted & Agreed "Subscriber"	
Name	Lisa Licata
Title	General Manager
Signature	
Date	

Accepted & Agreed ButterflyMX Inc. "Provider"	
Name	Jack Macnee
Title	Sales Director
Signature	
Date	



BUTTERFLYMX - ORDER FORM TERMS

Standard Terms and Conditions. This Order Form is governed by the Terms located at: [\[https://butterflymx.com/property-management-software/\]](https://butterflymx.com/property-management-software/). By executing this Order Form, Customer is (i) acknowledging that Customer has read and understood the Terms, and (ii) agreeing to be bound by the terms and conditions set forth in the Terms. Capitalized terms used but not defined herein have the definitions set forth in the Terms.

Term and Termination. The initial term of Customer's subscription to the Services under this Order Form will be one year starting on the date that the Provider's software is activated at the Customer's site ("Initial Term"). Customer's subscription will automatically renew for successive one-year periods (each, a "Renewal Term") unless either party notifies the other party in writing of its intent not to renew at least thirty (30) days prior to the expiration of the then-current term. Either party may terminate Customer's subscription to the Services under this Order Form for convenience upon 90 days' written notice to the other party.

Fees and Payment. Customer is responsible for providing complete and accurate billing and contact information to Provider and notifying Provider of any changes to such information. If Customer provides credit card information to Provider, Customer authorizes Provider to charge such credit card for all Services listed in this Order Form for the Initial Term and any Renewal Term(s). Such charges will be made in advance, either annually or in accordance with any different billing frequency stated in this Order Form. If this Order Form specifies that payment will be by a method other than a credit card, Provider will invoice Customer in advance and otherwise in accordance with this Order Form. Unless otherwise stated in the Order Form, invoiced fees are due within [thirty] days from the invoice date. Any fees that are not paid when due will accrue interest at 1.5% per month, or at the highest rate permissible by law, whichever is lower. Except as otherwise specified herein or in the Terms, fees are based on Services subscriptions purchased and not actual usage and payment obligations are non-cancelable and fees paid are non-refundable.

Taxes. The fees are exclusive of any applicable sales, use, gross receipts, excise, value-added, personal property, or other similar taxes, which will be separately itemized and payable by Customer. If Provider has the legal obligation to pay or collect any taxes that Customer is responsible for, the appropriate amount will be invoiced to Customer and paid accordingly.

Disputes. Customer may dispute an invoice by providing Provider with written notice to invoices@butterflymx.com and the relevant documentation or information evidencing the error that gave rise to the dispute within thirty days of the invoice date. If Customer does not notify Provider within this timeframe, Customer waives its right to dispute such invoice. Notwithstanding any disputes, Customer will pay any undisputed amount of an invoice on or before the due date. In the event of dispute, the parties will use commercially reasonable efforts to promptly resolve it. Provider can suspend Customer's access to the Services until all undisputed amounts that are due have been paid.



Virtual Guard Proposal

Markland Owners Association

61 Clarissa Lane
St Augustine, FL 32092
+19043155171

Prepared by:

Paula Peirce
Commercial Account Executive
ppeirce@safetouch.com
904-815-2987



Florida EF-20002049/ EC-13003427
Georgia LVA004188
South Carolina BAC.14000
Texas B29747701



Why Safetouch

At Safetouch, we challenge conventional thinking in everything we do. We believe that thinking differently inspires innovation and creativity, enabling us to design and create innovative customized security and technology solutions that are durable, reliable, and user friendly.

We pride ourselves on our responsiveness, attention to detail, and customer service. We listen to your needs, collaborate ideas, and work to develop unique value-added solutions that meet today's most demanding requirements.

About Us

We are a Premier Security Solutions & Technology Integration Company Founded in 2005

Nationally recognized as a 2022 Top-100 Systems Integrator by SDM Magazine

Created our Proprietary Virtual Security Guard Service in 2012

We Customize State-of-the-Art Solutions that meet YOUR Specific Needs

Licensed, Bonded, Insured, and State Certified Security & Alarm Contractor

Customer-Centric Business Culture Providing YOU with Exceptional Customer Service

Industry Leading A+ Better Business Bureau Rating and a 4.9 Google Rating

Panasonic Diamond Level Security Solutions Provider

What We Do

- Access Cards & Fobs
- Access Control Systems
- AV Systems
- Electronic Meeting Room Scheduler
- Digital Signage
- Guest Wi-Fi
- Low Voltage Cabling
- Music & Sound Distribution
- Monitored Surveillance Systems
- Security Systems
- Surveillance Systems
- Virtual Security Guard Service



Summary of Qualifications

Securiteam is now part of Safetouch Security..

- Securiteam's main office and monitoring center is in Tampa, FL
- Safetouch's main monitoring center is located in Jacksonville FL
- Office Locations:
 - Jacksonville, Tallahassee, Tampa, Orlando, Palm Beach and Georgia
- Licensed, Bonded, Insured and State Certified Security and Fire Alarm Contractors
- \$2 Million Liability Insurance policy
- A+ rating by the BBB
- 24/7/365 live tech support
- Listed in the top 100 Security Integrator's in the country

Key Personnel



Paula Peirce – Commercial Account Executive

- 9+ Years of Commercial Security, Life Safety and Video Surveillance industry experience
- FASA BASA Certified 2015 - 2025 – Security & Fire Alarm
- Business Development Professional 25+ years
- Computer-Aided Design trained



Markland Owners Association Virtual Guard Proposal

Virtual Guard System

- 1 Virtual Security Guard Kiosk Video and Intercom
- 1 Proptia Scanner Securiteam Kit (IP/UDP)
- 1 Securiteam LPS NUC Server for VSG Service
- 1 220 Series Single-WAN Multi-Gigabit VPN Router
- 1 Araknis 220 Series Websmart Gigabit Switch with Partial PoE
- 1 Web Relay
- 1 2N Main Unit
- 1 2N I/O Module for IP Verso
- 1 Labor on item
- 1 2N Extension Cable for IP Verso
- 1 2N Verso Double Frame
- 1 2N Double Box for Installation
- 3 Axis 2MP License Plate Camera, 10.9-29mm Lens
- 1 SMART Series 16-Channel 16PoE 4TB NVR Bundle with Turing Bridge
- 5 SMART 4MP TwilightVision IR Turret IP Camera 2.8mm
- 1 SMART Series Turret & Fixed Dome Junction Box, White
- 1 SMART Series Turret & Fixed Dome Wall Mount, White
- 1 Minuteman rack mount UPS
- 1 WattBox IP Power Conditioner
- 1 Tripp Lite Surge Protector Power Strip
- 1 Web Relay
- 1 Loop Detector for Gate Controllers
- 1 Base Module Activation (Per Organization)
- 1 License Plate Recognition Module Activation (Per Server)
- 3 LPR OCR License Key Activation (Per LPR Camera)
- 1 Kiosk Scanner Systems Activation (per Kiosk)
- 1 Virtual Guard Module Activation (Per Organization)
- 1 System Programming
- 1 24-Hour Virtual Security Guard Service Monthly

** Recurring service charges not included in the total install price.*

Project Summary

Securiteam ONE Plus *\$0 up front installation fee*

Total number of homes: 355

Service Hours covered for Virtual Guard Service - 24/7

36-month - \$4,363.43 60-Month - \$4,106.66

NOTE: Taking over the existing Emerge system for Access Control on site.

Safetouch (8 Cameras)

*** Recurring service charges not included in the total install price**

Securiteam ONE Plus Plan Includes:

***System equipment and installation**

***Repair service labor**

***Defective parts replaced**

***Remote diagnostics & troubleshooting**

***Repairs due to normal wear & tears on equipment installed**

***Average response time 24 hours**

NOTE: Taking over the existing Access Control Emerge System No warranty on this existing system. All door readers, hardware and tags for the gate can be reutilized.

*****Installation and/or service taxes not included, if applicable. *****

Installation and/or service tax not included, if applicable.

** Recurring service charges not included in the total install price.*

Tab 8

RESOLUTION 2025-07

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 2025/2026, 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 the 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 2025/2026 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 6th DAY OF AUGUST, 2025

**SOUTHAVEN COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN / VICE CHAIRMAN

ATTEST:

SECRETARY / ASST. SECRETARY

EXHIBIT "A"

**BOARD OF SUPERVISORS MEETING DATES
SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2025/2026**

October 1, 2025

December 3, 2025

February 4, 2026

May 6, 2026

August 5, 2026

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

Tab 9



Rizzetta & Company

Southaven Community Development District

www.southavencdd.org

Approved Proposed Budget for Fiscal Year 2025/2026

Table of Contents

	<u>Page</u>
General Fund Budget for Fiscal Year 2025/2026	1
Debt Service Fund Budget for Fiscal Year 2025/2026	3
Assessments Charts for Fiscal Year 2025/2026	4
General Fund Budget Account Category Descriptions	6
Reserve Fund Budget Account Category Descriptions	12
Debt Service Fund Budget Account Category Descriptions	13



Rizzetta & Company

Proposed Budget Southaven Community Development District General Fund Fiscal Year 2025/2026							
Chart of Accounts Classification	Actual YTD through 06/30/25	Projected Annual Totals 2024/2025	Annual Budget for 2024/2025	Projected Budget variance for 2024/2025	Budget for 2025/2026	Budget Increase (Decrease) vs 2024/2025	
50 Utility - Street Lights	\$ 16,837	\$ 22,449	\$ 23,802	\$ 1,353	\$ 24,500	\$ 698	
51 Garbage/Solid Waste Control Services							
52 Garbage - Recreation Facility	\$ 2,622	\$ 3,496	\$ 3,000	\$ (496)	\$ 3,500	\$ 500	
53 Water-Sewer Combination Services							
54 Utility - Reclaimed Irrigation (Parks, Entry & Amenity)	\$ 25,837	\$ 38,449	\$ 42,000	\$ 3,551	\$ 46,000	\$ 4,000	
55 Utility - Water & Sewer (Amenity, Gatehouse & Pool)	\$ 12,600	\$ 16,800	\$ 12,000	\$ (4,800)	\$ 12,000	\$ -	
56 Stormwater Control							
57 Aquatic Pond Maintenance	\$ 7,380	\$ 9,840	\$ 9,840	\$ -	\$ 10,037	\$ 197	
58 Other Physical Environment							
59 Entry & Walls Maintenance	\$ -	\$ 1,000	\$ 5,000	\$ 4,000	\$ 5,000	\$ -	
60 General Liability & Property Insurance	\$ 36,470	\$ 36,470	\$ 39,000	\$ 2,530	\$ 39,000	\$ -	
61 Irrigation Repairs	\$ 2,224	\$ 2,965	\$ 10,000	\$ 7,035	\$ 10,000	\$ -	
62 Landscape & Irrigation Maintenance Contract	\$ 125,050	\$ 166,601	\$ 165,000	\$ (1,601)	\$ 166,201	\$ 1,201	
63 Landscape Replacement & Misc. Services	\$ 18,025	\$ 25,000	\$ 25,000	\$ -	\$ 25,000	\$ -	
64 Road & Street Facilities							
65 Maintenance & Repairs (Common Areas)	\$ 34	\$ 500	\$ 1,500	\$ 1,000	\$ 1,500	\$ -	
66 Parking Lot/Roadway Repair & Maintenance	\$ 6,232	\$ 10,000	\$ 12,000	\$ 2,000	\$ 12,000	\$ -	
67 Street Light & Park Decorative Light Maintenance	\$ 532	\$ 709	\$ 3,500	\$ 2,791	\$ 3,500	\$ -	
68 Street Sign Repair & Replacement	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	
69 Parks & Recreation							
70 Amenity Facility - Maintenance & Repair	\$ 12,886	\$ 17,181	\$ 15,000	\$ (2,181)	\$ 15,000	\$ -	
71 Amenity Facility Janitorial Service, Supplies & Equipment	\$ 9,446	\$ 12,595	\$ 15,000	\$ 2,405	\$ 15,000	\$ -	
72 Amenity Management Staffing Contract	\$ 125,270	\$ 167,027	\$ 166,745	\$ (282)	\$ 173,415	\$ 6,670	
73 Common Area Pressure Washing	\$ 5,252	\$ 5,252	\$ 6,000	\$ 748	\$ 6,000	\$ -	
74 Dog Waste Station Supplies & Maintenance	\$ 712	\$ 1,600	\$ 2,000	\$ 400	\$ 2,000	\$ -	
75 Elevator Maintenance & Permit	\$ 450	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ -	
76 Fitness Equipment Maintenance & Repairs	\$ 940	\$ 2,200	\$ 2,500	\$ 300	\$ 2,500	\$ -	
77 Furniture Repair & Replacement	\$ 3,406	\$ 3,406	\$ 4,000	\$ 594	\$ 4,000	\$ -	
78 HVAC Maintenance & Repair	\$ -	\$ 2,000	\$ 3,000	\$ 1,000	\$ 3,000	\$ -	
79 Pest & Termite Bond	\$ 1,315	\$ 1,981	\$ 1,750	\$ (231)	\$ 1,750	\$ -	
80 Pool Permits	\$ 350	\$ 350	\$ 350	\$ -	\$ 350	\$ -	
81 Pool Services - Chemicals	\$ 8,911	\$ 8,911	\$ 9,000	\$ 89	\$ 9,500	\$ 500	
82 Security System Monitoring Services & Maintenance	\$ 598	\$ 797	\$ 1,000	\$ 203	\$ 1,500	\$ 500	
83 Telephone, Internet & Cable (Amenity Center)	\$ 5,524	\$ 7,365	\$ 8,500	\$ 1,135	\$ 8,000	\$ (500)	
84 Tennis & Basketball Court Maintenance & Supplies	\$ 221	\$ 295	\$ 500	\$ 205	\$ 500	\$ -	
85 Special Events							
86 Holiday Lights	\$ 5,045	\$ 5,045	\$ 5,000	\$ (45)	\$ 5,000	\$ -	
87 Special Events	\$ 3,160	\$ 4,213	\$ 5,000	\$ 787	\$ 5,000	\$ -	
88 Contingency							
89 Capital Improvements	\$ 3,650	\$ 3,650	\$ 25,000	\$ 21,350	\$ 25,000	\$ -	
90 Misc. Contingency	\$ 64,142	\$ 64,142	\$ 88,816	\$ 24,674	\$ 165,000	\$ 76,184	
91							
92 Field Operations Subtotal	\$ 562,354	\$ 721,779	\$ 793,054	\$ 71,275	\$ 883,504	\$ 90,450	
93							
94 TOTAL EXPENDITURES	\$ 640,117	\$ 820,429	\$ 884,039	\$ 63,610	\$ 980,613	\$ 96,574	
95							
96 EXCESS OF REVENUES OVER EXPENDITURES	\$ 268,951	\$ 91,337	\$ -	\$ 91,337	\$ -	\$ -	

Comments
Per YTD Average
Occasional Overage Fees
Per YTD Average
Per New Agreement
Budget Estimates
Per New Agreement
Reduce? - Est from Last Yr for Entrance Enhancements, Aeration, Mistletoe, Washout. Proj Include Add'l Treatments
Annual Road Patch Work and/or Street Sweeping
Per Agreement
Pool Furniture Budget
Increase Est
YTD - Leg Press
Projections - Tree Replacements/Entrance Drainage/Pool Repair and Resurfacing & Building Reserves

Southaven Community Development District

Debt Service

Fiscal Year 2025/2026

Chart of Accounts Classification	Series 2015A-1	Series 2016A-1	Budget for 2025/2026
REVENUES			
Special Assessments			
Net Special Assessments ⁽¹⁾	\$218,999.42	\$304,819.20	\$523,818.62
TOTAL REVENUES	\$218,999.42	\$304,819.20	\$523,818.62
EXPENDITURES			
Administrative			
Debt Service Obligation	\$218,999.42	\$304,819.20	\$523,818.62
Administrative Subtotal	\$218,999.42	\$304,819.20	\$523,818.62
TOTAL EXPENDITURES	\$218,999.42	\$304,819.20	\$523,818.62
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

\$556,780.00

Notes:

Tax Roll Collection Costs for St. Johns County are 6.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

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

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2025/2026 O&M & DEBT SERVICE ASSESSMENT SCHEDULE

2025/2026 O&M Budget:		\$968,613.00	2024/2025 O&M Budget:	\$872,039.00
St. John's County Collection Costs:	2%	\$20,608.79	2025/2026 O&M Budget:	\$968,613.00
Early Payment Discounts:	4%	\$41,217.57		
2025/2026 Total:			Total Difference:	

Lot Size	Assessment Breakdown	Per Unit Annual Assessment Comparison		Proposed Increase / Decrease	
		2024/2025	2025/2026	\$	%
<i>Single Family 58' (Phase 1)</i>	Series 2015A-1 Debt Service	\$1,800.00	\$1,800.00	\$0.00	0.00%
	Operations/Maintenance	\$2,533.04	\$2,821.82	\$288.78	11.40%
	Total	\$4,333.04	\$4,621.82	\$288.78	6.66%
<i>Single Family 73' (Phase 1)</i>	Series 2015A-1 Debt Service	\$1,800.00	\$1,800.00	\$0.00	0.00%
	Operations/Maintenance	\$2,601.71	\$2,891.02	\$289.31	11.12%
	Total	\$4,401.71	\$4,691.02	\$289.31	6.57%
<i>Single Family 73' Partial (Phase 1)</i>	Series 2015A-1 Debt Service	\$1,080.00	\$1,080.00	\$0.00	0.00%
	Operations/Maintenance	\$2,601.71	\$2,891.02	\$289.31	11.12%
	Total	\$3,681.71	\$3,971.02	\$289.31	7.86%
<i>Single Family 93' (Phase 1)</i>	Series 2015A-1 Debt Service	\$2,100.00	\$2,100.00	\$0.00	0.00%
	Operations/Maintenance	\$2,691.50	\$2,981.52	\$290.02	10.78%
	Total	\$4,791.50	\$5,081.52	\$290.02	6.05%
<i>Single Family 93' Partial (Phase 1)</i>	Series 2015A-1 Debt Service	\$1,400.00	\$1,400.00	\$0.00	0.00%
	Operations/Maintenance	\$2,691.50	\$2,981.52	\$290.02	10.78%
	Total	\$4,091.50	\$4,381.52	\$290.02	7.09%
<i>Single Family 63' (Phase 2)</i>	Series 2016A-1 Debt Service	\$1,800.00	\$1,800.00	\$0.00	0.00%
	Operations/Maintenance	\$2,556.81	\$2,845.77	\$288.96	11.30%
	Total	\$4,356.81	\$4,645.77	\$288.96	6.63%
<i>Single Family 73' (Phase 2)</i>	Series 2016A-1 Debt Service	\$1,800.00	\$1,800.00	\$0.00	0.00%
	Operations/Maintenance	\$2,601.71	\$2,891.02	\$289.31	11.12%
	Total	\$4,401.71	\$4,691.02	\$289.31	6.57%
<i>Single Family 83' (Phase 2)</i>	Series 2016A-1 Debt Service	\$2,100.00	\$2,100.00	\$0.00	0.00%
	Operations/Maintenance	\$2,646.61	\$2,936.27	\$289.66	10.94%
	Total	\$4,746.61	\$5,036.27	\$289.66	6.10%
<i>Single Family 93' (Phase 2)</i>	Series 2016A-1 Debt Service	\$2,100.00	\$2,100.00	\$0.00	0.00%
	Operations/Maintenance	\$2,691.50	\$2,981.52	\$290.02	10.78%
	Total	\$4,791.50	\$5,081.52	\$290.02	6.05%

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT
F SCAL YEAR 2025 2026 O&M & DEBT SERVICE ASSESSMENT SCHEDULE

TOTAL O&M BUDGET		\$968,613.00
COLLECTION COSTS @ 2%		\$20,608.79
EARLY PAYMENT DISCOUNTS @ 4%		\$41,217.57
TOTAL O&M ASSESSMENT		\$1,030,439.36

TOTAL EQUALIZED O&M BUDGET		\$852,825.00
COLLECTION COSTS @ 2%		\$18,145.21
EARLY PAYMENT DISCOUNTS @ 4%		\$36,290.43
TOTAL EQUALIZED O&M ASSESSMENT		\$907,260.64

TOTAL STRATIFIED O&M BUDGET		\$115,788.00
COLLECTION COSTS @ 2%		\$2,463.57
EARLY PAYMENT DISCOUNTS @ 4%		\$4,927.15
TOTAL STRATIFIED O&M ASSESSMENT		\$123,178.72

UN TS ASSESSED			
LOT SIZE	O&M	SERIES 2015A-1 DEBT SERVICE ⁽¹⁾	SERIES 2016A-1 DEBT SERVICE ⁽¹⁾
Phase 1			
Single Family 58'	28	27	0
Single Family 73'	83	57	0
Single Family 73' (Partial)	1	1	0
Single Family 93'	49	37	0
Single Family 93' (Partial)	3	2	0
Phase 2			
Single Family 63'	80	0	72
Single Family 73'	39	0	31
Single Family 83'	34	0	31
Single Family 93'	38	0	35
TOTAL COMMUNITY	355	124	169

ALLOCATION OF EQUALIZED COSTS				
EAU FACTOR	TOTAL EAU's	% TOTAL EAU's	TOTAL FIELD BUDGET	EQUALIZED FIELD PER LOT
1.00	28.00	7.89%	\$71,558.59	\$2,555.66
1.00	83.00	23.38%	\$212,120.09	\$2,555.66
1.00	1.00	0.28%	\$2,555.66	\$2,555.66
1.00	49.00	13.80%	\$125,227.52	\$2,555.66
1.00	3.00	0.85%	\$7,666.99	\$2,555.66
1.00	80.00	22.54%	\$204,453.10	\$2,555.66
1.00	39.00	10.99%	\$99,670.89	\$2,555.66
1.00	34.00	9.58%	\$86,892.57	\$2,555.66
1.00	38.00	10.70%	\$97,115.22	\$2,555.66
	355.00	100.00%	\$907,260.64	

ALLOCATION OF STRATIFIED FIELD COSTS				
EAU FACTOR	TOTAL EAU's	% TOTAL EAU's	TOTAL FIELD BUDGET	STRATIFIED FIELD PER LOT
1.00	28.00	6.05%	\$7,452.47	\$266.16
1.26	104.58	22.60%	\$27,834.98	\$335.36
1.26	1.26	0.27%	\$335.36	\$335.36
1.60	78.40	16.94%	\$20,866.92	\$425.86
1.60	4.80	1.04%	\$1,277.57	\$425.86
1.09	87.20	18.84%	\$23,209.13	\$290.11
1.26	49.14	10.62%	\$13,079.09	\$335.36
1.43	48.62	10.51%	\$12,940.69	\$380.61
1.60	60.80	13.14%	\$16,182.51	\$425.86
	462.80	100.00%	\$123,178.72	

PER LOT ANNUAL ASSESSMENT			
O&M	SERIES 2015A-1 DEBT SERVICE ⁽²⁾	SERIES 2016A-1 DEBT SERVICE ⁽²⁾	TOTAL ⁽³⁾
\$2,821.82	\$1,800.00	\$0.00	\$4,621.82
\$2,891.02	\$1,800.00	\$0.00	\$4,691.02
\$2,891.02	\$1,080.00	\$0.00	\$3,971.02
\$2,981.52	\$2,100.00	\$0.00	\$5,081.52
\$2,981.52	\$1,400.00	\$0.00	\$4,381.52
\$2,845.77	\$0.00	\$1,800.00	\$4,645.77
\$2,891.02	\$0.00	\$1,800.00	\$4,691.02
\$2,936.27	\$0.00	\$2,100.00	\$5,036.27
\$2,981.52	\$0.00	\$2,100.00	\$5,081.52

LESS: St. John's County Collection Costs (2%) and Early Payment Discount (4%):

(\$51,169.50)

(\$6,947.28)

Net Revenue to be Collected:

\$856,091.14

\$116,231.44

⁽¹⁾ Reflects the number of total lots with Series 2015A-1 and 2016A-1 debt outstanding including 40 (forty) Series 2015A-1 prepayments and 21 (twenty-one) 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 2025 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.



Rizzetta & Company

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.



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.



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.



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 a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.



RESOLUTION 2025-08
[FY 2026 APPROPRIATION RESOLUTION]

THE ANNUAL APPROPRIATION RESOLUTION OF THE SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET(S) FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025, AND ENDING SEPTEMBER 30, 2026; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, for the fiscal year beginning October 1, 2025, and ending September 30, 2026 (“**FY 2026**”), the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Southaven Community Development District (“**District**”) prior to June 15, 2025, proposed budget(s) (“**Proposed Budget**”) 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 general-purpose government(s) 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 on the Proposed Budget 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 in accordance with Section 189.016, *Florida Statutes*; 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.

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

SECTION 1. BUDGET

- a. 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.

- b. 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, 2026.”

- c. The Adopted Budget shall be posted by the District Manager on the District’s official website in accordance with Section 189.016, *Florida Statutes* and shall remain on the website for at least two (2) years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for FY 2026, the sum(s) set forth in **Exhibit A** 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 as set forth in **Exhibit A**.

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within FY 2026 or within 60 days following the end of the FY 2026 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 this paragraph c. are posted on the District’s website in accordance with Section 189.016, *Florida Statutes*, and remain on the website for at least two (2) years.

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

PASSED AND ADOPTED THIS 6TH DAY OF AUGUST, 2025.

ATTEST:

**SOUTHAVEN COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

Chair / Vice Chair, Board of Supervisors

Exhibit A: FY 2026 Budget

Exhibit A

The adopted Fiscal Year 2025/2026 Budget will be attached

Tab 10

RESOLUTION 2025-09
[FY 2026 ASSESSMENT RESOLUTION]

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR FUNDING FOR THE FY 2026 ADOPTED BUDGET(S); PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS, INCLUDING BUT NOT LIMITED TO PENALTIES AND INTEREST THEREON; 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, located in [County] 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, for the fiscal year beginning October 1, 2025, and ending September 30, 2026 ("**FY 2026**"), the Board of Supervisors ("**Board**") of the District has determined to undertake various operations and maintenance and other activities described in the District's budget ("**Adopted Budget**"), attached hereto as **Exhibit A**; and

WHEREAS, pursuant to Chapter 190, *Florida Statutes*, the District may fund the Adopted Budget through the levy and imposition of special assessments on benefitted lands within the District and, regardless of the imposition method utilized by the District, under Florida law the District may collect such assessments by direct bill, tax roll, or in accordance with other collection measures provided by law; and

WHEREAS, in order to fund the District's Adopted Budget, the District's Board now desires to adopt this Resolution setting forth the means by which the District intends to fund its Adopted Budget.

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

1. **FUNDING.** The District's Board hereby authorizes the funding mechanisms for the Adopted Budget as provided further herein and as indicated in the Adopted Budget attached hereto as **Exhibit A** and the assessment roll attached hereto as **Exhibit B ("Assessment Roll")**.

2. **OPERATIONS AND MAINTENANCE ASSESSMENTS.**

a. **Benefit Findings.** 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 is shown in **Exhibit A** and **Exhibit B** and is hereby found to be fair and reasonable.

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

PASSED AND ADOPTED this 6th day of August, 2025.

ATTEST:

**SOUTHAVEN COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

By: _____

Its: _____

Exhibit A: Budget
Exhibit B: Assessment Roll

Exhibit A

The adopted Fiscal Year 2025/2026 Budget will be attached

Exhibit B

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