



Rizzetta & Company

# **Southaven Community Development District**

---

**Board of Supervisors' Meeting  
May 6, 2026**

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

[www.southavencdd.org](http://www.southavencdd.org)

# SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

Markland Amenity Center, 61 Clarissa Lane St. Augustine, FL 32095  
[www.southavencdd.org](http://www.southavencdd.org)

<b>Board of Supervisors</b>	Richard Fetter Bob Monk Donna Reed Jorge Iturralde Michael Langer	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Lesley Gallagher Melissa Dobbins	Rizzetta & Company, Inc. Rizzetta & Company, Inc.
<b>District Counsel</b>	Katie Buchanan	Kutak Rock, LLP
<b>District Engineer</b>	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](http://www.southavencdd.org)

Board of Supervisors  
**Southaven Community  
Development District**

**April 29, 2026**  
**Rev.05.04.2026**

## **REVISED FINAL AGENDA**

Dear Board Members:

The **regular** meeting of the Board of Supervisors of the Southaven Community Development District will be held on **May 6, 2026, at 10:00 a.m.**, at the Markland Amenity Center located at 61 Clarissa Lane St. Augustine, FL 32095.

### **CALL TO ORDER/ROLL CALL**

- 1. PLEDGE OF ALLEGIENCE**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**

- A. Consideration of the Minutes of the Board of Supervisors' Special Meeting held on April 15, 2026..... Tab 1
- B. Consideration of the Minutes of the Board of Supervisors' Continued Special Meeting held on April 21, 2026 ..... Tab 2
- C. Ratification of Operations and Maintenance Expenditures for March 2026 ..... Tab 3

### **4. STAFF REPORTS**

- A. District Counsel
- B. District Engineer ..... Tab 4
  1. Consideration of Annual Engineer Report Proposal
- C. Landscape and Maintenance Reports ..... Tab 5
  1. February, March and April Reports
- D. General Manager Report..... Tab 6
  1. Amenity Manager Report
  2. Lake Management Reports
    - i. March and April Reports
- E. District Manager ..... Tab 7**
  - 1. Presentation of Registered Voter Count**

### **5. BUSINESS ITEMS**

- A. Consideration of Greenery Landscape Enhancement Proposals ..... Tab 8
- B. Ratification of Lighting Repair..... Tab 9
- C. Consideration of Janitorial Services Proposal ..... Tab 10**
- D. Consideration of Grau & Associates FY 2026 Audit Engagement Letter..... Tab 11
- E. Consideration of Resolution 2026-06; Redesignating Assistant Treasurer ..... Tab 12
- F. Consideration of Resolution 2026-07; Setting Public Hearing for Revised Rules of Procedure..... Tab 13
- G. Presentation of Fiscal Year 2026-2027 Proposed Budget..... Tab 14**
  1. Consideration of Resolution 2026-08; Approving Proposed Budget and Setting a Public Hearing

H. Ratification of Series 2026-1 and Series 2026-2 Trustee and MMF Letters ..... Tab 15  
I. Resolution 2026-09; Ratification of Sale of Series 2026-1  
– 2015 Refunding Bonds ..... Tab 16  
J. Resolution 2026-10; Ratification of Sale of Series 2026-2  
– 2016 Refunding Bonds ..... Tab 17

**7. AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**

**8. ADJOURNMENT**

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

Very truly yours,

*Lesley Gallagher*

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 **special** meeting of the Board of Supervisors of Southaven Community Development District was held **April 15, 2026, 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:

Bob Monk	<b>Board Supervisor, Vice Chairman</b>
Michael Langer	<b>Board Supervisor, Assistant Secretary</b>
Donna Reed	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Lesley Gallagher	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Katie Buchanan	<b>District Counsel, Kutak Rock LLP</b>
Lisa Licata	<b>General Manager, Vesta</b>
Kayla Connell	<b>Manager Financial Services, Rizzetta &amp; Co. (via phone)</b>
Misty Taylor	<b>Bond Counsel, Bryant Miller Olive PA</b>
Kendall Haan	<b>MBS Capital Markets LLC (via phone)</b>
Brett Sealy	<b>MBS Capital Markets LLC (via phone)</b>

Audience present.

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER**

Mr. Monk called the meeting to order at 10:04 a.m.

**SECOND ORDER OF BUSINESS**

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

50 **THIRD ORDER OF BUSINESS**

**AUDIENCE COMMENTS ON  
AGENDA ITEMS**

51  
52  
53 None.

54 **FOURTH ORDER OF BUSINESS**

**BUSINESS ADMINISTRATION**

- 55 **A. Consideration of the Minutes of the Board of Supervisors’**
- 56 **Continued Meeting held on January 30, 2026**
- 57
- 58
- 59 **B. Consideration of the Minutes of the Board of Supervisors’**
- 60 **Regular Meeting held on February 4, 2026**
- 61
- 62
- 63 **C. Consideration of the Minutes of the Audit Committee Meeting**
- 64 **held February 4, 2026**
- 65
- 66
- 67 **D. Consideration of the Minutes of the Board of Supervisors’**
- 68 **Continued Regular Meeting held on February 18, 2026**
- 69
- 70
- 71
- 72 **E. Consideration of the Minutes of the Board of Supervisors’**
- 73 **Continued Audit Meeting held on February 18, 2026**
- 74
- 75
- 76 **F. Consideration of the Minutes of the Board of Supervisors’ Special**
- 77 **Meeting held on March 25, 2026**
- 78

On a motion by Mr. Monk, seconded by Mr. Langer, with all in favor, the Board approved the Minutes of the Board of Supervisors’ Continued Meeting held on January 30, 2026, the Minutes of the Board of Supervisors’ Regular Meeting held on February 4, 2026, the Minutes of the Audit Committee Meeting held February 4, 2026, the Minutes of the Board of Supervisors’ Continued Regular Meeting held on February 18, 2026, the Minutes of the Board of Supervisors’ Continued Audit Meeting held on February 18, 2026, and the Minutes of the Board of Supervisors’ Special Meeting held on March 25, 2026, for the Southaven Community Development District.

79 **FIFTH ORDER OF BUSINESS**

**RATIFICATION OF OPERATIONS AND  
MAINTENANCE EXPENDITURES FOR  
JANUARY AND FEBRUARY 2026**

80  
81  
82  
83  

On a motion by Mr. Monk, seconded by Ms. Reed, with all in favor, the Board ratified the Operation and Maintenance Expenditures for January 2026 in the amount of \$61,448.39 and for February 2026 in the amount of \$71,270.53 , for the Southaven Community Development District.

84  
85  
86  
87

88 **SIXTH ORDER OF BUSINESS**

88 **CONSIDERATION OF MATTERS**  
89 **RELATING TO THE SERIES 2015 AND**  
90 **SERIES 2016 BOND REFUNDING**

91  
92 Ms. Buchanan provided an overview of the bond-related items on this agenda and that Ms.  
93 Connell will review how the assessments have been modified and Ms. Taylor will review the  
94 bonds.

95  
96 **i. Final Series 2026-1 and 2026-2 Refunding Results**

97  
98  
99 Mr. Sealy reviewed the MBS updated presentation (Exhibit A).

100  
101  
102 **ii. Supplemental Special Assessment Allocation Report,**  
103 **Series 2026-1 and 2026-2 dated April 15, 2026**

104  
105 Ms. Connell reviewed the Supplemental Special Assessment Allocation Report for Series  
106 2026-1 and Series 2026-2 dated April 15, 2026 including maturity dates and tables including  
107 sources and uses of funds.

108  
109  
110 **iii. Resolution 2026-02, Approving the Sale, Issuance and**  
111 **Terms of Sale of the Capital Improvement Revenue and**  
112 **Refunding Bonds, Series 2026-1**

113  
114 Ms. Taylor reviewed resolution 2026-02 for series 2026-1.

115  
116 On a motion by Mr. Monk, seconded by Mr. Langer, with all in favor, the Board adopted  
Resolution 2026-02, Approving the Sale, Issuance and Terms of Sale of the Capital  
Improvement Revenue and Refunding Bonds, Series 2026-1 , for the Southaven  
Community Development District.

117  
118  
119 **iv. Resolution 2026-03, Approving the Sale, Issuance and**  
120 **Terms of Sale of the Capital Improvement Revenue and**  
121 **Refunding Bonds, Series 2026-2**

122  
123 Ms. Taylor then reviewed Resolution 2026-03 for series 2026-2.

124  
125 On a motion by Mr. Monk, seconded by Ms. Reed, with all in favor, the Board adopted  
Resolution 2026-03, Approving the Sale, Issuance and Terms of Sale of the Capital  
Improvement Revenue and Refunding Bonds, Series 2026-2 , for the Southaven  
Community Development District.

129 **v. Resolution 2026-04, Setting forth the Specific Terms of**  
130 **the District's Capital Improvement Revenue**  
131 **Refunding Bond, Series 2026-1**  
132

133  
134 Ms. Buchanan reviewed Resolution 2026-04 which included the Supplemental Special  
135 Assessment Allocation Report, Series 2026-1 and 2026-2 dated April 15, 2026 previously  
136 reviewed as an exhibit.  
137

On a motion by Mr. Monk, seconded by Mr. Langer, with all in favor, the Board adopted Resolution 2026-04, Setting forth the Specific Terms of the District's Capital Improvement Revenue Refunding Bond, Series 2026-1 , for the Southaven Community Development District.

138  
139  
140 **vi. Resolution 2026-05, Setting forth the Specific Terms of**  
141 **the District's Capital Improvement Revenue**  
142 **Refunding Bond, Series 2026-2**  
143

144 Ms. Buchanan reviewed Resolution 2026-05 which Supplemental Special Assessment  
145 Allocation Report, Series 2026-1 and 2026-2 dated April 15, 2026 previously reviewed would  
146 be included as an exhibit.  
147  
148

On a motion by Mr. Monk, seconded by Ms. Reed, with all in favor, the Board adopted Resolution 2026-05, Setting forth the Specific Terms of the District's Capital Improvement Revenue Refunding Bond, Series 2026-2 , for the Southaven Community Development District.

149  
150  
151 **SEVENTH ORDER OF BUSINESS**

**STAFF REPORTS**

152  
153  
154 **A. District Counsel**  
155

156 No report.  
157

158  
159  
160 **B. District Engineer**  
161

162  
163 Not present.  
164

165  
166  
167 **C. District Manager**  
168

169  
170 No report.  
171

**EIGHTH ORDER OF BUSINESS**

**AUDIENCE COMMENTS AND  
SUPERVISOR REQUESTS**

**SUPERVISORS**

No Supervisor Comments.

**AUDIENCE**

No Audience Comments.

**NINETH ORDER OF BUSINESS**

**DISCUSSION REGARDING THE  
FISCAL YEAR 2026/2027 PROPOSED  
BUDGET**

This item was tabled.

**TENTH ORDER OF BUSINESS**

**ADJOURNMENT**

On a motion by Mr. Monk, seconded by Mr. Langer with all in favor, at 10:36 a.m. the Board continued the meeting for the Discussion of Fiscal Year 2026-27 Proposed Budget /Workshop until April 21, 2026 at 11:30 a.m., for the Southaven Community Development District.

172  
173  
174  
175  
176  
177  
178  
179  
180  
181  
182  
183  
184  
185  
186  
187  
188  
189  
190  
191  
192  
193  
194  
195  
196  
  
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

---

Secretary/Assistant Secretary

---

Chairman/Vice Chairman

DRAFT

# **Exhibit A**

**MBS Capital Markets, LLC Refunding Results Report is on File at the District Office and Available Upon Request**

## **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 **April 21, 2026, at 11:30 a.m.** held at the Markland Amenity Center located at 61 Clarissa Lane, St. Augustine, Florida 32095.

Present and constituting a quorum:

Richard Fetter	<b>Board Supervisor, Chairman</b>
Bob Monk	<b>Board Supervisor, Vice Chairman</b>
Michael Langer	<b>Board Supervisor, Assistant Secretary</b>
Donna Reed	<b>Board Supervisor, Assistant Secretary</b>
Jorge Iturralde	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Lesley Gallagher	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Katie Buchanan	<b>District Counsel, Kutak Rock LLP – (<i>joined meeting in progress by phone</i>)</b>
Lisa Licata	<b>General Manager, Vesta</b>
Dan Fagen	<b>Vesta</b>

Audience present.

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER**

Mr. Fetter called the meeting to order at 11:30 a.m.

**SECOND ORDER OF BUSINESS**

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was not recited. Mr. Fetter explained that the purpose of this continued portion of the meeting was the fiscal year 2026/27 budget discussion/workshop.

51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
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

**THIRD ORDER OF BUSINESS**

**AUDIENCE COMMENTS ON  
AGENDA ITEMS**

Public comments were heard on the potential O&M increase for properties that have paid their bonds off.

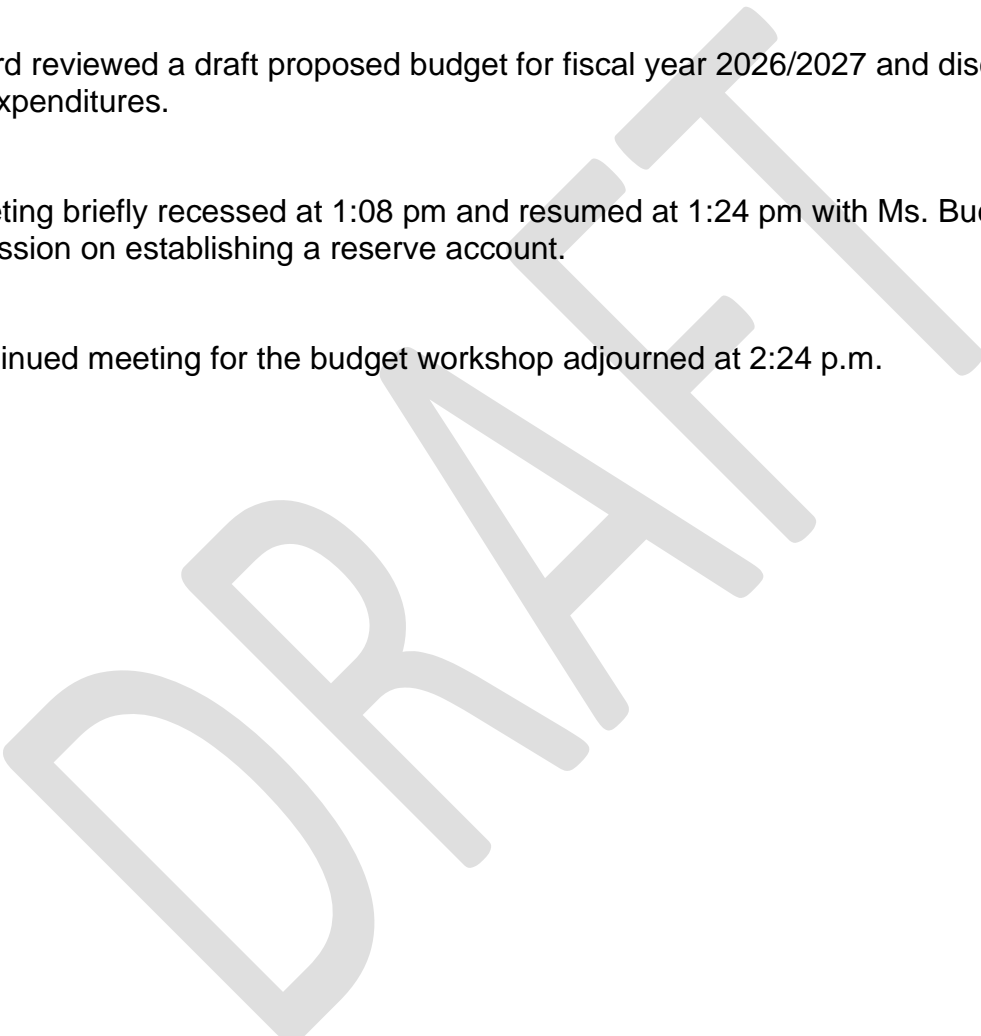
**FOURTH ORDER OF BUSINESS**

**DISCUSSION REGARDING THE  
FISCAL YEAR 2026/2027 PROPOSED  
BUDGET (WORKSHOP)**

The board reviewed a draft proposed budget for fiscal year 2026/2027 and discussed potential capital expenditures.

The meeting briefly recessed at 1:08 pm and resumed at 1:24 pm with Ms. Buchanan joining for discussion on establishing a reserve account.

The continued meeting for the budget workshop adjourned at 2:24 p.m.



101  
102  
103  
104  
105  
106  
107  
108  
109  
110  
111  
112  
113  
114  
115  
116  
117  
118

---

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 March 2026 Presented For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from March 1, 2026 through March 31, 2026. This does not include expenditures previously approved by the Board.

The total items being presented:                    **\$52,338.34**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# Southaven Community Development District

## Paid Operation & Maintenance Expenditures

March 1, 2026 Through March 31, 2026

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
All Pro Asphalt	300231	14-2-9509	Parking Lot Repair 02/26	\$ 6,500.00
Ancient City Janitorial LLC	300238	2681	Janitorial Services 03/26	\$ 859.00
AT&T	31626	322343089-022126 ACH	Phone & Internet Services 03/26	\$ 167.47
AT&T	30526	323860823-021226 ACH	Internet & Phone Services 02/26	\$ 270.72
COMCAST	31026	8495741401213297- 021726 ACH	Phone Services 02/26	\$ 384.30
Egis Insurance Advisors, LLC	300232	31710	Liability Insurance 10/25-10/26	\$ 612.00
Florida Department of Revenue	031826-2	6580192295959-031726	Sales & Use Tax 02/26	\$ 46.42
Florida Power & Light Company	32526	0539926444-031326	Electric Services 02/26	\$ 30.80
Florida Power & Light Company	32526	2396585172-031326	Street Lights 02/26	\$ 2,100.34
Florida Power & Light Company	32526	2936844030-031326	Street Lights 02/26	\$ 39.14
Florida Power & Light Company	32526	3005756139-031326	Electric Services 02/26	\$ 85.01

# Southaven Community Development District

## Paid Operation & Maintenance Expenditures

March 1, 2026 Through March 31, 2026

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Florida Power & Light Company	32526	3111413393-031326	Electric Services 02/26	\$ 31.18
Florida Power & Light Company	32526	6452877167-031326	Electric Services 02/26	\$ 868.14
Florida Power & Light Company	32526	9246030044-031326	Electric Services 02/26	\$ 31.43
Florida Power & Light Company	32526	9779789537-031326	Electric Services 02/26	\$ 37.44
Otis Elevator Company	300230	TAJ18396001	Maintenance & Repairs 02/26	\$ 375.00
Rizzetta & Company, Inc.	300229	INV000017452	District Management Fees 03/26	\$ 4,127.09
Smith Electrical, Inc.	300233	40424	Street Lights 03/26	\$ 410.00
Southeast Fitness Repair	300239	2545	Fitness Equipment Maintenance & Repair 02/26	\$ 167.18
St Johns Utility Department	31826	559802132013-021626	Water Services 02/26	\$ 756.27
St Johns Utility Department	31826	ACH 559802132336-021626	Water Services 02/26	\$ 87.22
St Johns Utility Department	31826	ACH 559802132338-021626	Water Services 02/26	\$ 55.94

# Southaven Community Development District

## Paid Operation & Maintenance Expenditures

March 1, 2026 Through March 31, 2026

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
St Johns Utility Department	31826	559802132340-021626	Water Services 02/26	\$ 38.03
		ACH		
St Johns Utility Department	31826	559802132342-021626	Water Services 02/26	\$ 567.56
		ACH		
St Johns Utility Department	31826	559802132378-021626	Water Services 02/26	\$ 748.37
		ACH		
St Johns Utility Department	31826	559802132379-021626	Water Services 02/26	\$ 130.81
		ACH		
St Johns Utility Department	031826-1	559802133630-021626	Water Services 02/26	\$ 12.46
		ACH		
St Johns Utility Department	31826	559802134615-021626	Water Services 02/26	\$ 37.38
		ACH		
St Johns Utility Department	31826	559802135720-021626	Water Services 02/26	\$ 323.67
		ACH		
St Johns Utility Department	31826	559802135721-021626	Water Services 02/26	\$ 251.79
		ACH		
St Johns Utility Department	031826-4	559802135954-021626	Water Services 02/26	\$ 16.76
St Johns Utility Department	31826	559802135956-021626	Water Services 02/26	\$ 29.39
		ACH		
St Johns Utility Department	31826	559802135958-021626	Water Services 02/26	\$ 78.25
		ACH		

# Southaven Community Development District

## Paid Operation & Maintenance Expenditures

March 1, 2026 Through March 31, 2026

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
St Johns Utility Department	31826	559802135959-021626	Water Services 02/26	\$ 62.40
		ACH		
St Johns Utility Department	031826-1	559802135961-021626	Water Services 02/26	\$ 12.46
		ACH		
St Johns Utility Department	31826	559802139106-021626	Water Services 02/26	\$ 62.59
		ACH		
The Greenery of North Florida, Inc.	300234	805243	Landscape Maintenance 03/26	\$ 13,850.00
Turner Pest Control, LLC	300235	621957080	Pest Control 03/26	\$ 93.00
Valley National Bank	32626	CC022826-287	Credit Card Expenses 02/26	\$ 2,808.42
Vesta Property Services, Inc.	300236	431045	Management Services 03/26	\$ 14,451.25
Waste Management Inc. of Florida	031826-3	9778379-2224-3	ACH Waste Disposal Services 03/26	\$ 306.66
Wayne Automatic Fire Sprinklers, Inc.	300237	1292798	Sprinkler Inspection 02/26	\$ 65.00
William C. Gillespie	300240	006	Special Events 04/26	\$ <u>350.00</u>
<b>Report Total</b>				<b>\$ <u>52,338.34</u></b>

# Tab 4



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

## ***2027 ANNUAL ENGINEER'S REPORT***

*For the*  
***Southaven CDD***  
**St Johns County, FL**

Yuro & Associates will prepare the Annual Engineers Report in general compliance with Section 9.21 of the Master Trust Indenture for the Southaven CDD.


This effort will include a physical site inspection of all District Owned elements, including Security Gate, Gate House, Amenity Center, Playground Areas, Entry Features, Decorative Wall, Berms & Landscaping, Roads, Pocket Parks & Stormwater Facilities. We will coordinate with staff as necessary and will provide a signed & sealed copy of the 2027 Annual Engineers Report to the District for your records.

We propose to complete the above referenced scope of work for a **lump sum fee of \$2,050<sup>00</sup>**

Accepted By:

\_\_\_\_\_  
Date

*Southaven CDD*

 4/7/2026  
\_\_\_\_\_  
Date

Michael J. Yuro, P.E.  
*Yuro & Associates, LLC*

## **Tab 5**

**Dear Southaven CDD,**

As part of our ongoing commitment to providing exceptional landscape maintenance services, I am pleased to provide our latest Client Communication Report. During my recent visit to your property, I was able to assess the following areas of recent accomplishment on your property.

In this report, you will find a high-level overview of our recent accomplishments on your property, including the completion of specific projects and any notable highlights that showcase the beauty and health of your landscape. We also provide insights into ongoing tasks, giving you a clear picture of our continuous efforts to maintain and enhance your outdoor spaces.

Moreover, we have identified several opportunities that could further elevate the aesthetic and functional value of your property. These suggestions are carefully curated based on our expert assessment and your unique landscape needs, aiming to deliver the best possible outcomes for your environment.

As your trusted advisor, my goal is to ensure transparent and effective communication, offering you peace of mind that your landscape is in capable hands. Should you have any questions or wish to discuss any aspect of the report, please do not hesitate to reach out to me directly.

Thank you for your continued trust in our services. We look forward to working together to create and maintain a landscape that exceeds your expectations.

Warm regards,  
William Allen Flannery, CRM



## Client Communication Report

Markland

Reported On:  
**February 13, 2026**

Report By:  
**William Allen Flannery**

Property Size:  
**20.13 Acres**

Property Name:  
**Southaven CDD (Markland), 61 Clarissa Ln, St. Augusti...**

## Client Communication Report

### ACCOMPLISHMENTS

1. Our production team has been doing an excellent job keeping them clean, neatly skirted, and trimmed back from sidewalks and pathways. This targeted grooming maintains their natural, graceful form while eliminating any overhang that could create tripping hazards—ensuring both aesthetic appeal and safety for everyone who walks through the area. We'll continue this light, regular maintenance to keep everything looking sharp and hazard-free.
2. Our production team has recently completed targeted treatment for fire ants in the landscape areas where they were identified. The team applied ant bait in the affected zones to effectively control and reduce the fire ant population. This work helps protect your lawn, plantings, and outdoor spaces from further disruption. Attached is a copy of our completed internal work order.
3. Just wanted to give a quick shout-out to our production team for their fantastic work on the long stretch of ornamental grasses. They've done an outstanding job clearing out all the random plant material (what some might call weeds) that was popping up, getting everything under control, and keeping the beds looking nice, uniform, and well-maintained.
4. Over the past couple of months, our production team has really dialed in their detailing and pruning skills. Your shrubs are looking incredibly well-taken-care-of right now – crisp shapes, clean lines, healthy foliage, and that uniform, polished appearance across the beds. This is exactly the high standard we aim for every time! We're also excited to share that we've been testing plant growth regulators (PGRs) on shrubs this past October/November, and we're already seeing the fruits of our labor. The treated areas are holding their form beautifully with less wild growth. We'll apply another round later in the year during the growing season. This helps keep the shrubs in a nice, uniform shape by controlling those fast-growing shoots, while encouraging denser, lusher growth deeper inside the plants for fuller, more vibrant foliage overall.

### RECOMMENDATIONS FOR PROPERTY ENHANCEMENTS

1. The long stretch leading to the dog park has some ornamental grasses that have failed and aren't looking their best. To fix this and give the area a durable, attractive upgrade, we're recommending re-landscaping with Coontie and dwarf palmettos – tough Florida natives that thrive in our North Florida conditions, stay low-maintenance, evergreen, and create a clean, natural look with great texture and definition. I've attached a rendering to give you a clear idea of what this could look like along the path – fresh mulched beds, lush green accents, and seamless integration with the surroundings. This would be an optional enhancement beyond standard maintenance, but it's a long-term win for appearance and ease. Let me know your thoughts – happy to provide a quote, adjust the plan, or discuss details

### NOTES TO OWNER/CLIENT

1. Just a quick heads-up: our team has noticed fire ant beds appearing in some areas of the property. Our production crew will be addressing these promptly with a targeted treatment to eliminate the mounds and reduce the risk to residents, pets, and foot traffic. We'll monitor closely and re-treat as necessary to keep things under control. If you spot any additional mounds
2. Quick update: our team has started applying a specialized slow-release fertilizer focused on root development, timed perfectly while the turf is dormant. We've paired it with a pre-emergent herbicide to help prevent weed seeds from germinating as we head into spring. This combo strengthens root systems for better drought and traffic tolerance while keeping weed pressure low—all in one efficient pass. We expect to wrap up the application this week.
3. During our recent check of the pocket park, we observed that one tree is in poor health (showing notable decline in canopy and overall condition). We recommend removing it to maintain the area's neat appearance and long-term health of the space. If you'd like to replace it with a suitable new tree, we're

happy to provide a quote for both removal and replacement options—just let us know your preference so we can proceed accordingly. Other than the poor performing tree, the rest of the Park is in good shape

## 1. ACCOMPLISHMENTS

Created On February 09, 2026 by William Allen Flannery  Created On Site

Our production team has been doing an excellent job keeping them clean, neatly skirted, and trimmed back from sidewalks and pathways. This targeted grooming maintains their natural, graceful form while eliminating any overhang that could create tripping hazards—ensuring both aesthetic appeal and safety for everyone who walks through the area.

We'll continue this light, regular maintenance to keep everything looking sharp and hazard-free.

Note Attachments







## 2. ACCOMPLISHMENTS

Created On February 12, 2026 by William Allen Flannery

Our production team has recently completed targeted treatment for fire ants in the landscape areas where they were identified. The team applied ant bait in the affected zones to effectively control and reduce the fire ant population. This work helps protect your lawn, plantings, and outdoor spaces from further disruption. Attached is a copy of our completed internal work order.



### Note Attachments

Created Date/By	Comment
02/11/26 01:34:19 PM CHRISTIAN WARREN	Changes Status   'Open' to 'Completed'
02/11/26 01:34:07 PM CHRISTIAN WARREN	

### 3. ACCOMPLISHMENTS

Created On February 12, 2026 by William Allen Flannery  Created On Site

Just wanted to give a quick shout-out to our production team for their fantastic work on the long stretch of ornamental grasses. They've done an outstanding job clearing out all the random plant material (what some might call weeds) that was popping up, getting everything under control, and keeping the beds looking nice, uniform, and well-maintained.



#### Note Attachments



#### 4. ACCOMPLISHMENTS

Created On February 12, 2026 by William Allen Flannery  Created On Site

Over the past couple of months, our production team has really dialed in their detailing and pruning skills. Your shrubs are looking incredibly well-taken-care-of right now – crisp shapes, clean lines, healthy foliage, and that uniform, polished appearance across the beds. This is exactly the high standard we aim for every time!

We're also excited to share that we've been testing plant growth regulators (PGRs) on shrubs this past October/November, and we're already seeing the fruits of our labor. The treated areas are holding their form beautifully with less wild growth.

We'll apply another round later in the year during the growing season. This helps keep the shrubs in a nice, uniform shape by controlling those fast-growing shoots, while encouraging denser, lusher growth deeper inside the plants for fuller, more vibrant foliage overall.



Note Attachments





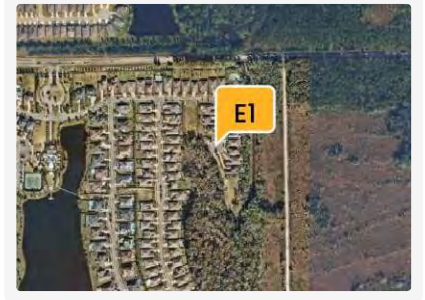
## 1. RECOMMENDATIONS FOR PROPERTY ENHANCEMENT

Created On February 12, 2026 by William Allen Flannery  Created On Site

The long stretch leading to the dog park has some ornamental grasses that have failed and aren't looking their best. To fix this and give the area a durable, attractive upgrade, we're recommending re-landscaping with Coontie and dwarf palmettos – tough Florida natives that thrive in our North Florida conditions, stay low-maintenance, evergreen, and create a clean, natural look with great texture and definition.

I've attached a rendering to give you a clear idea of what this could look like along the path – fresh mulched beds, lush green accents, and seamless integration with the surroundings.

This would be an optional enhancement beyond standard maintenance, but it's a long-term win for appearance and ease. Let me know your thoughts – happy to provide a quote, adjust the plan, or discuss details



Note Attachments



## 1. NOTES TO OWNER/CLIENT

Created On February 09, 2026 by William Allen Flannery  Created On Site

Just a quick heads-up: our team has noticed fire ant beds appearing in some areas of the property.

Our production crew will be addressing these promptly with a targeted treatment to eliminate the mounds and reduce the risk to residents, pets, and foot traffic.

We'll monitor closely and re-treat as necessary to keep things under control. If you spot any additional mounds



### Note Attachments



## 2. NOTES TO OWNER/CLIENT

Created On February 09, 2026 by William Allen Flannery  Created On Site

Quick update: our team has started applying a specialized slow-release fertilizer focused on root development, timed perfectly while the turf is dormant. We've paired it with a pre-emergent herbicide to help prevent weed seeds from germinating as we head into spring.

This combo strengthens root systems for better drought and traffic tolerance while keeping weed pressure low—all in one efficient pass. We expect to wrap up the application this week.



### Note Attachments



### 3. NOTES TO OWNER/CLIENT

Created On February 12, 2026 by William Allen Flannery  Created On Site

During our recent check of the pocket park, we observed that one tree is in poor health (showing notable decline in canopy and overall condition).

We recommend removing it to maintain the area's neat appearance and long-term health of the space. If you'd like to replace it with a suitable new tree, we're happy to provide a quote for both removal and replacement options—just let us know your preference so we can proceed accordingly.

Other than the poor performing tree, the rest of the Park is in good shape



Note Attachments





---

Enhancing People’s Lives Through Beautiful Landscapes



## sou.pdf

Created On:  
**March 26, 2026**

Property Size:  
**20.13 Acres**

Report By:  
**William Allen Flannery**

No. of Notes:  
**17**



[Property Map](#)

## C1 CCR - Cover Letter Details

Created On March 06, 2026 by William Allen Flannery

Tags Client Details Client Details



[Open Note on Map](#)

### 1. CCR - Cover Letter Details

#### 1.a. Customer Name

Markland

## A1 CCR - Accomplishments

Created On March 06, 2026 by William Allen Flannery

Tags Accomplishment Accomplishment



[Open Note on Map](#)

### 1. CCR - Accomplishments

#### 1.a. Accomplishment

Our team has done an excellent job cleaning up some of the ornamental grasses at the Clubhouse area

#### Note Attachments



## N1 CCR - Notes to Owner/Client

Created On March 11, 2026 by William Allen Flannery

Tags Note Note



[Open Note on Map](#)

### 1. CCR - Notes to Owner/Client

#### 1.a. Notes to Owner/Client

As we move closer into the spring season, we are beginning to see signs of the turf greening up across the property. This is a great sign that the landscape is starting to come out of dormancy after the cooler temperatures.

We're excited to see everything begin to wake up and fill back in. Over the coming weeks, the property should continue to green up and regain its full, vibrant appearance as we move further into the growing season.

#### Note Attachments



## A2 CCR - Accomplishments

Created On March 11, 2026 by William Allen Flannery Created On Site

Tags Accomplishment Accomplishment



[Open Note on Map](#)

### 1. CCR - Accomplishments

#### 1.a. Accomplishment

The dog park area continues to remain in good condition. The turf is not showing any signs of oversaturation, and the landscape beds are looking clean and well maintained.

Overall, this area is holding up nicely and continues to present well. We will continue to monitor it and maintain its appearance as the season progresses.

#### Note Attachments



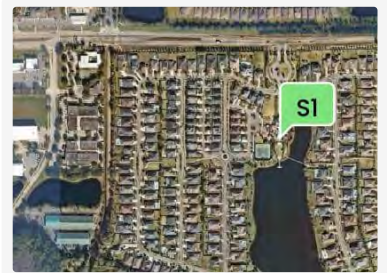
## S1 Maintenance Site Assessment

Created On March 11, 2026 by Eric Wyrick

 Created On Site

Tags  Site Assessment

 Site Assessment



[Open Note on Map](#)

### 1. Maintenance Site Assessment

1.a. Safety  
None

1.b. Turf Rating  
3 out of 5

1.c. Shrub and Tree Rating  
4 out of 5

1.d. Seasonal Color Rating  
None

1.e. Bed Detail Rating  
4 out of 5

1.f. **Pinestraw/Mulch Rating**  
3 out of 5

**N2 CCR - Notes to Owner/Client**

Created On March 13, 2026 by William Allen Flannery

Tags Note Note



[Open Note on Map](#)

**1. CCR - Notes to Owner/Client**

1.a. **Notes to Owner/Client**

We are preparing for the approved sod enhancement. We are expecting to start this work at the end of March. Attached is the project for your reference

Note Attachments

 Siteecon\_881592\_69aaddel883f4611b4060f7f\_69b40c94b56a256da1668dfc\_CD7DC618-0F1F-4BF7-BF2A-9118215DEDD9\_File.pdf

**N3 CCR - Notes to Owner/Client**

Created On March 17, 2026 by William Allen Flannery

Tags Note Note



[Open Note on Map](#)

**1. CCR - Notes to Owner/Client**

1.a. **Notes to Owner/Client**

Attached is this month's irrigation inspection report. We are preparing to receive the valve for Latrobe and the soil for Haas soon. Additionally, our irrigation team are planning to take a closer look at the wiring issue at the Dog Park on March 20.

Note Attachments

 Siteecon\_881592\_69aaddel883f4611b4060f7f\_69b949d68f168ecdc3fd9711\_189FDDF8-FCA9-4B88-85C6-745A3E035C9D\_File.pdf

### A3 CCR - Accomplishments

Created On March 17, 2026 by William Allen Flannery

Created On Site

Tags Accomplishment Accomplishment



[Open Note on Map](#)

## 1. CCR - Accomplishments

### 1.a. Accomplishment

Hooray!! our new spring flowers are here and they are very beautiful. We are so excited for this new rotation..

#### Note Attachments



### A4 CCR - Accomplishments

Created On March 17, 2026 by William Allen Flannery

Created On Site

Tags Accomplishment Accomplishment



[Open Note on Map](#)

## 1. CCR - Accomplishments

### 1.a. Accomplishment

Here are some more beautiful pictures of our new flower rotation

#### Note Attachments



**MI CCR - Maintenance Item**

Created On March 17, 2026 by William Allen Flannery

 Created On Site

Tags ● Maintenance Item

Maintenance Item



[Open Note on Map](#)

## 1. CCR - Maintenance Item

### 1.a. Maintenance Item

I wanted to provide a quick update on this area. Our team is continuing to work on reducing as much of the existing grass as possible to give the jasmine a better opportunity to establish and outcompete it.

We completed the first herbicide treatment about two weeks ago and have already seen some progress. Our plan is to follow up with a second treatment very soon to continue pushing the grass back and help the jasmine fill in more effectively.

3-20-26 update: we are planning to apply a follow up treatment for these jasmine beds next week

Note Attachments



## N4 CCR - Notes to Owner/Client

Created On March 17, 2026 by William Allen Flannery

Created On Site

Tags Note Note



[Open Note on Map](#)

### 1. CCR - Notes to Owner/Client

#### 1.a. Notes to Owner/Client

As we move into the spring season, we are beginning to notice the turf starting to green up in several areas of the community. It's always exciting to see the landscape waking up after the cooler months, and this is a great sign that the growing season is getting underway.

We look forward to seeing the rest of the community follow suit as temperatures continue to warm and the turf continues to respond.

#### Note Attachments



## A5 CCR - Accomplishments

Created On March 20, 2026 by William Allen Flannery

Tags ● Accomplishment ● Accomplishment



[Open Note on Map](#)

### 1. CCR - Accomplishments

#### 1.a. Accomplishment

Spring has sprung! Our production team are working hard to deal with the spring flush of new weeds that are starting to emerge. Here are a couple of photos of what our team has been up to.

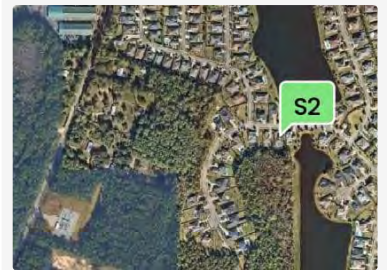
#### Note Attachments



## S2 Maintenance Site Assessment

Created On March 23, 2026 by Eric Wyrick

Tags ● Site Assessment ● Site Assessment



[Open Note on Map](#)

### 1. Maintenance Site Assessment

1.a. Safety  
None

1.b. Turf Rating  
3 out of 5

1.c. Shrub and Tree Rating  
4 out of 5

- 1.d. Seasonal Color Rating  
4 out of 5
- 1.e. Bed Detail Rating  
4 out of 5
- 1.f. Pinestraw/Mulch Rating  
3 out of 5

## A6 CCR - Accomplishments

Created On March 23, 2026 by William Allen Flannery

 Created On Site

Tags ● Accomplishment Accomplishment



[Open Note on Map](#)

### 1. CCR - Accomplishments

#### 1.a. Accomplishment

The Sod project is underway! The team should be finished up by the end of the day

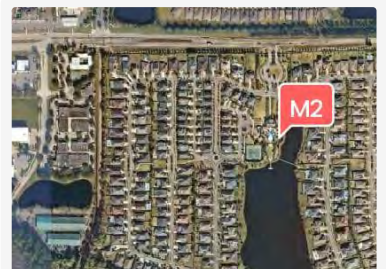
#### Note Attachments



## M2 CCR - Maintenance Item

Created On March 24, 2026 by William Allen Flannery

Tags ● Maintenance Item Maintenance Item



[Open Note on Map](#)

### 1. CCR - Maintenance Item

**1.a. Maintenance Item**

There is a flush of weeds that have been identified underneath some of the shrubs and ornamental grasses at the clubhouse that our production team will work on addressing ASAP.

Note Attachments



**M3 CCR - Maintenance Item**

Created On March 24, 2026 by William Allen Flannery

Created On Site

Tags Maintenance Item Maintenance Item



[Open Note on Map](#)

**1. CCR - Maintenance Item**

**1.a. Maintenance Item**

We will ask our production team to look for low hanging mistletoe that we can reach and remove it

Note Attachments



## A7 CCR - Accomplishments

Created On March 26, 2026 by William Allen Flannery

Tags ● Accomplishment Accomplishment



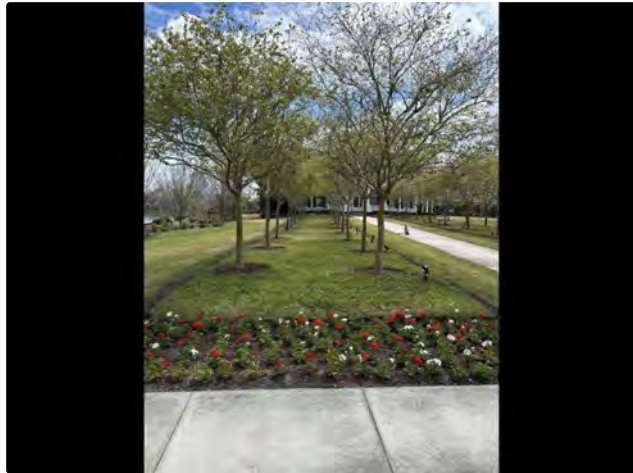
[Open Note on Map](#)

### 1. CCR - Accomplishments

#### 1.a. Accomplishment

Our team has been very busy with spring cleaning!

#### Note Attachments



End of Report



## April .pdf

Created On:  
**April 07, 2026**

Property Size:  
**20.13 Acres**

Report By:  
**William Allen Flannery**

No. of Notes:  
**10**



[Property Map](#)

## C1 CCR - Cover Letter Details

Created On April 03, 2026 by William Allen Flannery

Tags Client Details



[Open Note on Map](#)

### 1. CCR - Cover Letter Details

#### 1.a. Customer Name

Markland

## N1 Untitled note

Created On April 03, 2026 by William Allen Flannery

Tags Note

Our team have applied ant bait in select parks. park E between Bronson and Haas, also in some of the ornamental grasses on the north end by the viburnum.



[Open Note on Map](#)

**M1 Our production team have identified issues with the dog park. Dog park and extra space behind dog park edged and string trimmed. Grass cut sprayed beds.**

Created On April 03, 2026 by William Allen Flannery

Tags Maintenance Item



[Open Note on Map](#)

#### Note Attachments





## S1 Maintenance Site Assessment

Created On April 03, 2026 by Eric Wyrick

Tags Site Assessment



[Open Note on Map](#)

### 1. Maintenance Site Assessment

- 1.a. Safety  
None
- 1.b. Turf Rating  
3 out of 5
- 1.c. Shrub and Tree Rating  
3 out of 5

- 1.d. Seasonal Color Rating  
4 out of 5
- 1.e. Bed Detail Rating  
3 out of 5
- 1.f. Pinestraw/Mulch Rating  
3 out of 5
- 1.g. Additional situations / findings and general comments  
None

**1** Now that temperatures are ideal, we have completed a selective herbicide treatment for the jasmine beds in front of The Manor House

Created On April 03, 2026 by William Allen Flannery



[Open Note on Map](#)

Note Attachments



Created Date/By	Comment
04/03/26 07:30:31 AM ERIC WYRICK	Changes Status   'Open' to 'Completed'
04/03/26 07:30:29 AM ERIC WYRICK	Will continue to treat throughout the season.

**2** Our production teams have been working on a nice spring mow, can't wait to see the turf start to green back up!

Created On April 03, 2026 by William Allen Flannery



[Open Note on Map](#)

Note Attachments



**3** Our team have completed a nice job with a fresh spring maintenance mow!

Created On April 03, 2026 by William Allen Flannery



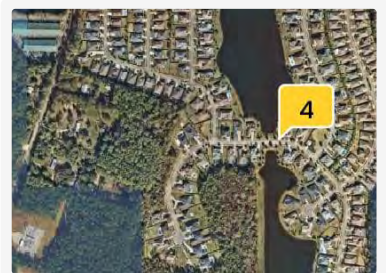
[Open Note on Map](#)

Note Attachments



**4** Our production team have completed turf maintenance at the two ponds.

Created On April 03, 2026 by William Allen Flannery



[Open Note on Map](#)

Note Attachments



**6** An issue with flowers is being looked into. It appears there may be a water coverage problem. This has been brought to the attention of the Irrigation team to address

Created On April 06, 2026 by William Allen Flannery

 Created On Site



[Open Note on Map](#)

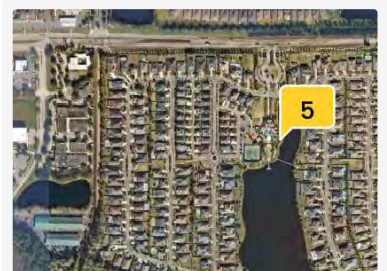
Note Attachments



**5** Our production team will be working their way toward the back section of the Manor house. Part of the goal is to go after vines, and weeds in the ornamental grasses, along with reducing the height of selected grasses along the waters edge that are simply too tall, we would like to have a nice view of the water.

Created On April 06, 2026 by William Allen Flannery

 Created On Site



[Open Note on Map](#)

Note Attachments



---

End of Report



## April.pdf

Created On:  
**April 22, 2026**

Property Size:  
**20.13 Acres**

Report By:  
**William Allen Flannery**

No. of Notes:  
**8**



[Property Map](#)

## 1 Markland

Created On April 21, 2026 by William Allen Flannery



[Open Note on Map](#)

## M1 CCR - Maintenance Item

Created On April 21, 2026 by William Allen Flannery

Created On Site

Tags Maintenance Item



[Open Note on Map](#)

### 1. CCR - Maintenance Item

#### 1.a. Maintenance Item

With a new flush of bed weeds, our production team will be working through treating with herbicides.

#### Note Attachments

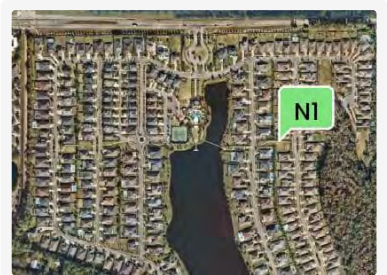


## NI CCR - Notes to Owner/Client

Created On April 21, 2026 by William Allen Flannery

Created On Site

Tags Note



[Open Note on Map](#)

### 1. CCR - Notes to Owner/Client

**1.a. Notes to Owner/Client**

We have identified two valve box covers that will be replaced by our Irrigation team

Note Attachments



**N2 CCR - Notes to Owner/Client**

Created On April 21, 2026 by William Allen Flannery

Tags ● Note



[Open Note on Map](#)

**1. CCR - Notes to Owner/Client**

**1.a. Notes to Owner/Client**

We are working on getting some more water to the turf area. When Jorge goes through drought like we are in now, it tends to go dormant, but the nice thing about zoysia is it recovers just like Bermuda does. With the increased watering it will bounce back soon.

Note Attachments



### N3 CCR - Notes to Owner/Client

Created On April 21, 2026 by William Allen Flannery

 Created On Site

Tags ● Note



[Open Note on Map](#)

## 1. CCR - Notes to Owner/Client

### 1.a. Notes to Owner/Client

We are working on a proposal to clear out the culvert pipe at the entrance. Once we have what we need, we will submit that for you.

#### Note Attachments



### N4 CCR - Notes to Owner/Client

Created On April 21, 2026 by William Allen Flannery

 Created On Site

Tags ● Note



[Open Note on Map](#)

## 1. CCR - Notes to Owner/Client

### 1.a. Notes to Owner/Client

Here is another example of drought stress in the zoysia. Our Irrigation team is on site now making adjustments for the irrigation system. As noted in a previous note, with a little more frequent watering, zoysia will bounce back fairly quick

#### Note Attachments



## **AI** CCR - Accomplishments

Created On April 21, 2026 by William Allen Flannery

 Created On Site

Tags ● Accomplishment



[Open Note on Map](#)

### 1. CCR - Accomplishments

#### 1.a. Accomplishment

Our team is doing a very nice job here, keeping the Mulch bed clean and the hedgerow pruned

#### Note Attachments



**E1 CCR – Property Enhancement**

Created On April 21, 2026 by William Allen Flannery

Created On Site

Tags **Enhancement Opportunity**



[Open Note on Map](#)

## 1. CCR – Property Enhancement

### 1.a. Recommendations for Property Enhancement

We have a dead magnolia tree that needs to be replaced. We will put together a cost proposal for this work.

#### Note Attachments



End of Report

## **Tab 6**

# Markland



*General Manager Report  
Southaven CDD Meeting  
May 6<sup>th</sup>, 2026*

Date of Report: May 6<sup>th</sup>, 2026

Submitted by: Lisa Licata

---

- **Amenity Center**
  - Revenue (see report)
  - Third Treadmill Life Fitness \$3400(board discussion)
  - No Trespassing Signs (board action)
  - Fishing policies discussion
  - Addendum for additional services be taken out of the Landscape contract (board direction)

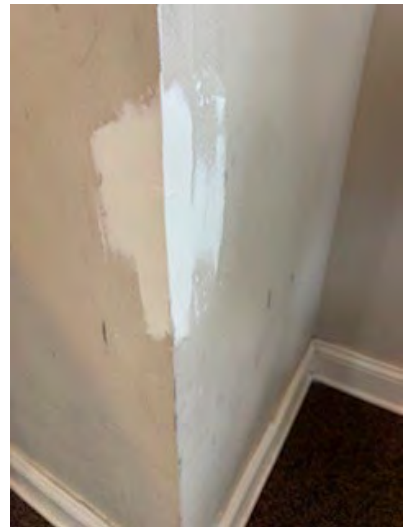
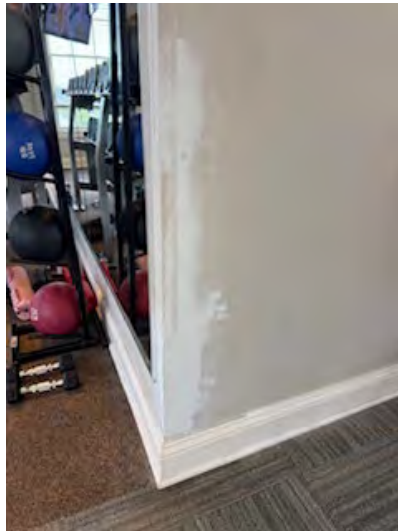


# Markland



Field Ops Report Southaven CDD

Date Submitted: May 6<sup>th</sup>, 2026      Submitted by: Lisa Licata



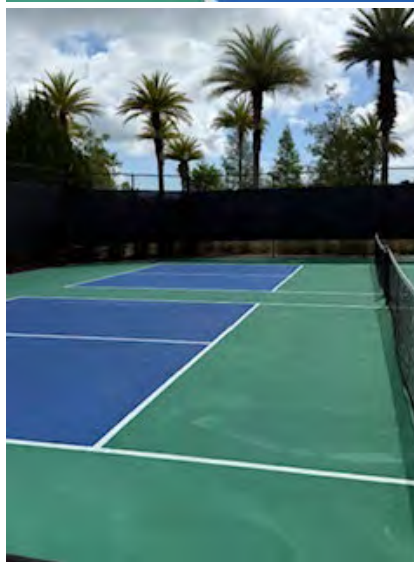
# Markland



were also sanded and repainted.

Lots of patchwork in the gym. These areas

Markland



windscreens in the pickleball/tennis courts.

Hung all brand new

# Markland



Pressure washing around the Manor house has begun. The bridge and firepit area have been done.

The rest of the Manor house sidewalks will be done by May 8<sup>th</sup>.

Replaced the sensor for the women's room sink.



*Markland*



<b>Row Labels</b>	<b>Sum of Amt</b>
<b>Barcode</b>	<b>\$660</b>
<b>Pool Pavilion</b>	<b>\$200</b>
<b>Security Card</b>	<b>\$30</b>
<b>Social Room &amp; Meeting Room</b>	<b>\$1,500</b>
<b>(blank)</b>	<b>\$550</b>
Ben Glynn	\$550
<b>Grand Total</b>	<b>\$2,940</b>

Revenue amount ending February-  
\$4120

Revenue from February to May 1-  
\$2940

Fiscal year to date total is \$7060.

\$12000- \$7060- remaining balance  
\$4940

## **Lake Management Report**

**Job:** Markland (Southaven CDD)

**Date:** 03/11/26

**Technician:** E McCammack

**Equipment:** Skiff & Backpack

**Weather:** Clear

**Lake ID:**

1. Grasses
  2. Grasses
- D1. Grasses, misc. weeds
- D2. Grasses, misc. weeds







## Lake Management Report

Markland CDD

First Visit: 4/8/26

Weather: Rainy

Technician: Elliot McCammack

Equipment Used: Hand

Lake #1: Inspect

Lake #2: Bio-Zyme





Markland CDD

Second Visit: 4/27/26

Weather:

Technician: Elliot McCammack

Equipment Used:

Lake #1: Grasses, Submersed Weeds

Lake #2: Submersed Weeds



## **Tab 7**

**Vicky Oakes**  
St. Johns County Supervisor of Elections

APR 17 2026

April 15, 2026

Joseph M. Sarmiento

Attn: Lesley Gallagher, District Manager

Request for Registered Voter Totals, Southaven CDD

---

This letter is in response to your request for Registered Voter Totals for the Southaven Community Development District (CDD). As of 04/15/2026, the total number of active registered voters in Southaven CDD is 786. If you have any further questions, please feel free to contact me.

Regards,



Joseph M. Sarmiento  
GIS Elections Services Specialist

for

Vicky Oakes, St. Johns County Supervisor of Elections

904-823-2238

jsarmiento@votesjc.gov

# Tab 8

# Work Order Proposal



**Proposal Date:** 4/24/2026  
**Proposal Work Order #:** 91008  
**Prepared By:** ALLEN FLANNERY

**Property Name:** Southaven CDD  
**Address:** 61 Clarissa Lane, Saint Augustine, FL 32095  
**Client Contact:** Lisa Licata Llicata@vestapropertyservices.com  
**Client Phone #:**

## Entrance Drainpipe Jetting Project

Culvert Drain Cleaning & Opening Restoration: JAX Hydro-Jetters LLC proposes to perform professional hydro-jetting and clearing services for two culvert drains connected to a single drainline. Both culvert openings are currently obstructed by soil, vegetation, and overgrowth, restricting proper drainage and requiring restoration prior to jetting.

The following work will be performed:

Expose & Re-Establish Culvert Openings

Dig out and remove overgrowth, vegetation, and soil blocking the mouth of each culvert.

Re-establish proper access to both culvert inlets to allow for full jetting and inspection.

Hydro-Jetting of Culvert Drainline

Utilize high-pressure hydro-jetting equipment to clear sediment, debris, and organic buildup throughout the shared drainline.

Restore optimal water flow through both culverts and the connecting line.

Perform a full system flush to confirm improved drainage.

Final Verification

Conduct visual confirmation of restored flow.

Provide recommendations for preventative maintenance if needed

Warranty

JAX Hydro-Jettors LLC provides a 6-month warranty on drain flow for the serviced culverts and connected drainline.

This warranty covers re-clearing of the same line if flow issues reoccur due to natural sediment buildup or incomplete clearing.

Warranty does not cover structural defects, collapsed pipe, root intrusion, foreign objects, or damage caused by external factors.

Disclaimer

All work will be performed under normal working conditions with reasonable access to the culvert openings and drainline.

Any unforeseen conditions—such as structural damage, buried obstructions, inaccessible sections, or safety hazards—may require additional work at an adjusted cost.

Client will be notified before any additional charges are incurred.

DESCRIPTION	QTY	SIZE	TOTAL PRICE
<b>Culvert Clean out</b>			<b>\$1,416.67</b>
Miscellaneous - Subcontractor			
<b>Total for Work Order #91008</b>			<b>\$1,416.67</b>



## 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. 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. If 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.

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.

16. Enhancement Installation Warranty - The Greenery Inc. warrants that enhancement installations are completed in a manner appropriate to the scope of work, site conditions, and materials specified within the approved enhancement proposal. Plant material is warranted for thirty (30) days from the date of installation, and hardscape, irrigation modifications, and structural enhancements are warranted for ninety (90) days. Warranty coverage will continue while The Greenery Inc. remains the contracted maintenance provider for the property and is responsible for routine maintenance and irrigation oversight. This warranty applies to installation workmanship and plant viability under normal growing conditions and excludes losses resulting from extreme weather, water shortage, acts of nature, vandalism, improper irrigation or site conditions outside of The Greenery Inc.'s control, third-party activity, or interruption or cancellation of maintenance services. Warranted plant material, when applicable, will be replaced one (1) time from the original installation, with replacements scheduled during the appropriate planting season.

**Property Name:** Southaven CDD  
**Address:** 61 Clarissa Lane, Saint Augustine, FL 32095  
**Client Contact:** Lisa Licata Llicata@vestapropertyservices.com  
**Client Phone #:**

**Proposal Date:** 4/24/2026  
**Proposal Work Order #:** 91008  
**Prepared By:** ALLEN FLANNERY

**Total:** \$1,416.67  
**Deposit Amount (50%):** \$708.34

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 ALLEN FLANNERY  
Date ALLEN FLANNERY  
4/24/2026  
**The Greenery, Inc.**

By \_\_\_\_\_  
Date \_\_\_\_\_

# Work Order Proposal



**Proposal Date:** 4/23/2026  
**Proposal Work Order #:** 90910  
**Prepared By:** ALLEN FLANNERY

**Property Name:** Southaven CDD  
**Address:** 61 Clarissa Lane, Saint Augustine, FL 32095  
**Client Contact:** Lisa Licata Llicata@vestapropertyservices.com  
**Client Phone #:**

## Magnolia Replacement

This proposal is that is completely dead.

Scope: Safely remove existing dead magnolia, including root ball in accordance with the industry standards. Amend the soil, install new magnolia with tree straps and finish off with fresh mulch.

DESCRIPTION	QTY	SIZE	UNIT PRICE	EXT PRICE	TOTAL PRICE
<b>Site Prep, Debris Disposal, Amendments, &amp; Clean-Up</b>					<b>\$533.76</b>
Site Prep	1.00	LS	\$133.08	\$133.08	
Disposal/Refuse	1.00	LS	\$267.24	\$267.24	
Soil Amendments	1.00	CY	\$133.44	\$133.44	
<b>Magnolia Tree</b>					<b>\$2,081.31</b>
Tree Staking >4"cal	1.00	EA	\$93.53	\$93.53	
Magnolia 'Bracken's Brown Beauty' - 12'-14"	1.00	14-16 FT	\$1,987.78	\$1,987.78	
<b>Bagged Mulch</b>					<b>\$71.36</b>
Bagged Mulch	5.00	EA	\$14.27	\$71.36	
<b>Total for Work Order #90910</b>					<b>\$2,686.43</b>







# 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. 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.

16. Enhancement Installation Warranty - The Greenery Inc. warrants that enhancement installations are completed in a manner appropriate to the scope of work, site conditions, and materials specified within the approved enhancement proposal. Plant material is warranted for thirty (30) days from the date of installation, and hardscape, irrigation modifications, and structural enhancements are warranted for ninety (90) days. Warranty coverage will continue while The Greenery Inc. remains the contracted maintenance provider for the property and is responsible for routine maintenance and irrigation oversight. This warranty applies to installation workmanship and plant viability under normal growing conditions and excludes losses resulting from extreme weather, water shortage, acts of nature, vandalism, improper irrigation or site conditions outside of The Greenery Inc.'s control, third-party activity, or interruption or cancellation of maintenance services. Warranted plant material, when applicable, will be replaced one (1) time from the original installation, with replacements scheduled during the appropriate planting season.

**Property Name:** Southaven CDD  
**Address:** 61 Clarissa Lane, Saint Augustine, FL 32095  
**Client Contact:** Lisa Licata Llicata@vestapropertyservices.com  
**Client Phone #:**

**Proposal Date:** 4/23/2026  
**Proposal Work Order #:** 90910  
**Prepared By:** ALLEN FLANNERY

Total: \$2,686.43  
Deposit Amount (50%): \$1,343.21

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 ALLEN FLANNERY  
ALLEN FLANNERY  
Date 4/23/2026  
The Greenery, Inc.

By \_\_\_\_\_  
Date \_\_\_\_\_

## **Tab 9**

Smith Electrical Inc.  
 PO Box 9023  
 St Augustine, FL 32085

# Estimate

Estimate #	Date
Markland	2/19/2026

Name / Address
Southaven CDD PO Box 32414 Charlotte, NC 28232 llicata@vestapropertyservices.com

Item	Description	Qty	Rate	Total
Quote	#1 Supply and install (2) LED decorative pole light fixtures (2) LED dome can trims Bucket truck needed		5,887.59	5,887.59
Notes				
Quote	Replacement parts for pole light fixtures #2 Supply and install (2) drivers, (2) LED boards for existing pole light fixtures. and (2) LED dome can trims		3,479.77	3,479.77



All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any variation or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owners to carry fire, tornado and other necessary insurance.

**Total** \$9,367.36

Signature \_\_\_\_\_

Phone #	Fax #	E-mail	Web Site
9048290899	904-829-0259	smithelectric08@gmail.com	staugustineelectric.com

# **Tab 10**



# Custom solutions. *Reliable Service.*

We keep your needs in mind while  
our expertise is at work

---

**PREPARED FOR:**

Vesta Property Services - Markland Amenity  
Center  
Lisa Licata

61 Clarissa Lane  
St Augustine, Florida 32095

*Markland*

**DEAR LISA,**

Thank you for the opportunity to offer you a proposal to be your commercial cleaning partner. It is our desire to build a lasting relationship with Vesta Property Services – Markland Amenity Center to help ensure a clean and healthy environment for your employees and customers.

With over 70 years of experience, ServiceMaster Clean has been dedicated to excellence. What sets us apart is our commitment to providing custom cleaning solutions and reliable service so you can build your business in a clean, healthy and safe environment.

As a proud franchise owner of the ServiceMaster network, we will work diligently to provide professional cleaning services that keep your needs in mind while our expertise is at work.

Information on your scope of work and pricing is included in this proposal. Please contact me directly if you need additional information at [earms@servicemasterbyacj.com](mailto:earms@servicemasterbyacj.com).

Sincerely,

Eric Arms  
Owner  
ServiceMaster Janitorial by Ancient City

(904)887-0925  
[earms@servicemasterbyacj.com](mailto:earms@servicemasterbyacj.com)

St. Augustine, Florida 32095

ServiceMaster Janitorial by Ancient City is an independently owned and operated franchise licensed to serve you by ServiceMaster Clean<sup>®</sup>.

# About Us

---

In 1929, Marion E. Wade founded ServiceMaster as a mothproofing company based in Chicago, IL. Just 23 years later, the business expanded to include franchised carpet cleaning services.

Now, more than 70 years later, ServiceMaster Clean continues to be dedicated to excellence. More than 400 of its franchise locations across the United States and Canada serve various industries, including healthcare, education, and industrial facilities.

Our franchise provides commercial cleaning services to St Augustine and the surrounding areas. Because we are locally owned, we are well positioned to fully staff your cleaning needs, which includes customer service representatives, building inspectors, day/night managers, project crews and housekeepers. We manage various site locations with single and multi-use facilities.

## PEACE OF MIND

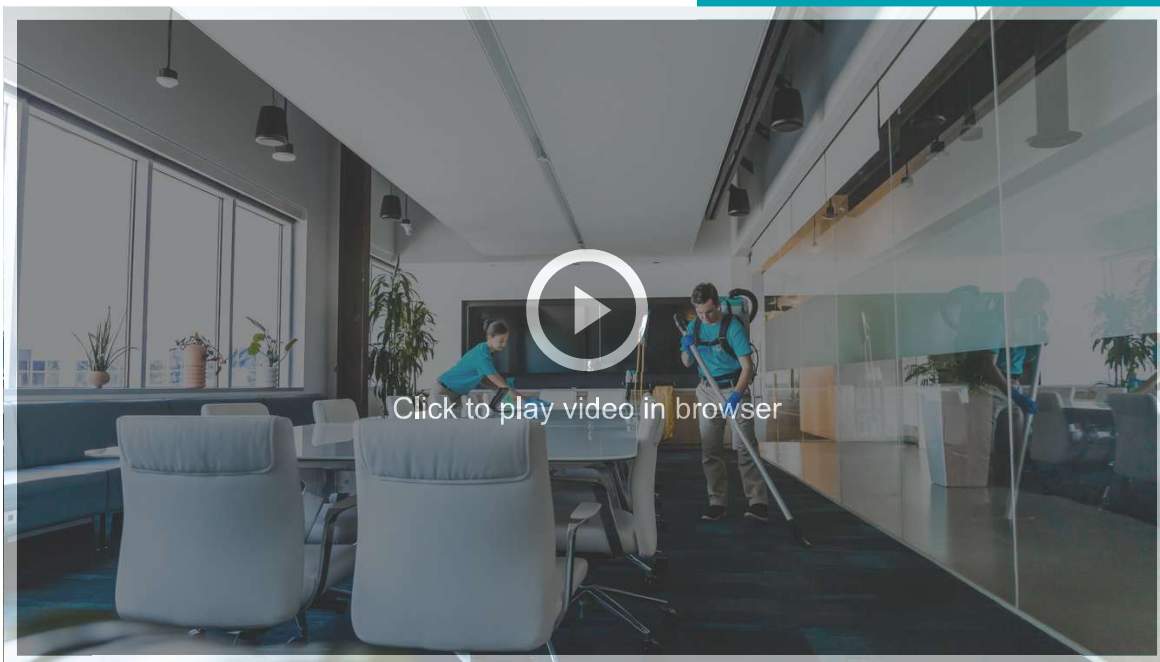
Our cleaning professionals provide consistent and reliable service to improve patient and employee satisfaction.

## PROFESSIONALISM

Our cleaning procedures follow current industry standards to prevent the spread of infection in your facility.

## PERSONALIZATION

We create a custom cleaning schedule based on your business hours and needs.



# Our People

---

For our franchise to staff your facility properly, we use a very detailed recruitment plan. Our selection process involves security checks. Successful candidates are then matched with position descriptions. New employees attend an orientation and initial training seminar to familiarize them with the company and ServiceMaster products, procedures, equipment, and expectations. This training is accomplished via a series of demonstrations and virtual training modules. On-site, on-the-job training is then accomplished on the first day/night of service.

A continuing education program is implemented with formal training sessions held on topics such as the Job Safety Skill Review, Bloodborne Pathogen, and Customer Service.

As a leader in the business community, it is our responsibility to help employees develop professionally. We provide our employees with ongoing opportunities to learn new skills and advance within our company. Expectations are clearly expressed and merit is rewarded through our system of incentives and awards.

By motivating our team to fulfill their own potential and by treating them with respect, we develop their confidence and ability to contribute to the community, thereby enhancing their professional performance.

## Meet the owner

Eric Arms has owned a ServiceMaster Clean franchise since 2022. Their professional leadership and operational efficiency consistently deliver exceptional results.

Based in St. Augustine and serving surrounding areas, Eric Arms is proud to serve their community, helping to ensure that each business has a clean and safe facility for their employees and customers.



# Our Services

## CAPTURE AND REMOVAL SYSTEM

ServiceMaster's patented Capture and Removal Cleaning system combines powerful products and advanced technologies to create one of the most efficient and effective cleaning processes available today.

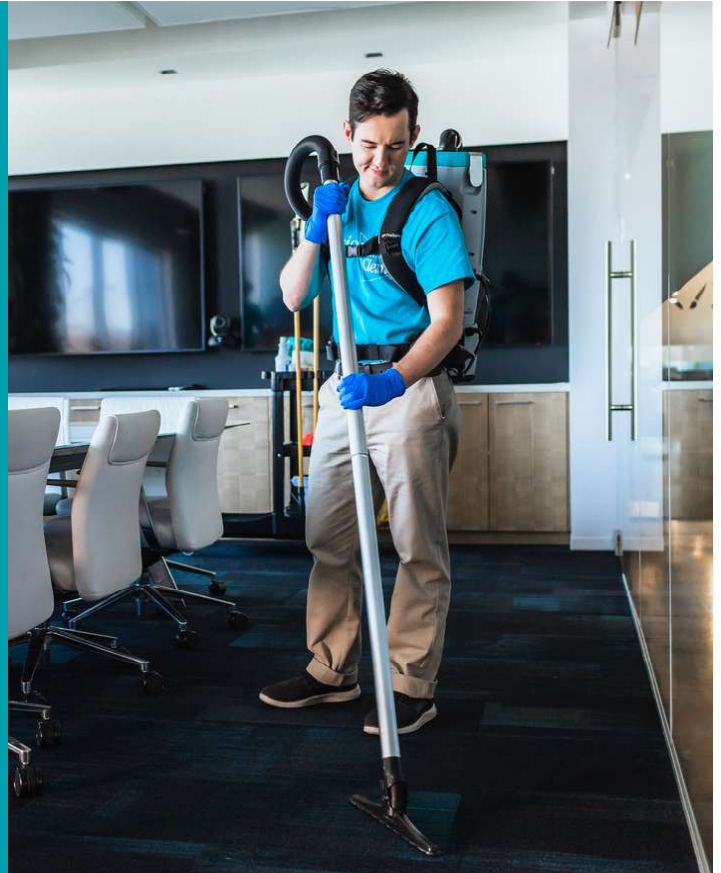
Our patented process reduces cleaning time by up to 25% and traps 55% more airborne particles than conventional cleaning. The results are better indoor air quality and efficient cleaning that increases productivity among your faculty and staff, reduces student absences, and provides a healthier environment for everyone.



## SPECIALTY CLEANING PROGRAMS

ServiceMaster Clean offers a wide range of specialty cleaning services for every type of facility. Whether it's a one-time deep clean or recurring specialty service, we can customize our services to your needs.

- Carpet Cleaning and Maintenance
- Hard-Surface Floors Cleaning
- Tile and Grout Cleaning
- Upholstery Furniture
- Office Cubical/Fabric Dividers
- Construction Cleaning
- Wall Cleaning



# Task Schedule

Services will be provided 2 days per week during business hours.

<b>OFFICES AND COMMON AREAS</b>	<b>DAILY</b>	<b>WEEKLY</b>	<b>MONTHLY</b>
Empty and reline waste baskets	X		
Clean and sanitize fountains/water coolers	X		
Spot clean desks	X		
Disinfect all high-frequency touch points with EPA approved disinfectant	X		
Spot clean interior partition glass, switch-plates, door kick plates, door-push plates	X		
Dust mop and/or vacuum hard surface floors	X		
Vacuum all carpet	X		
Dust visible filing cabinets, bookcases and shelves	X		
Dust window blinds		X	
Dust all horizontal surfaces to hand height (70 inches) including sills, ledges, moldings, shelves, picture frames, ducts, radiators, etc.		X	
<b>RESTROOMS AND BREAKROOMS</b>	<b>DAILY</b>	<b>WEEKLY</b>	<b>MONTHLY</b>
Clean, disinfect, and polish all fixtures, including toilet bowls urinals and sinks	X		
Disinfect all high-frequency touch points	X		
Clean all glass mirrors	X		
Disinfect doors, frames, light-switches, kick and pull plates, handles and interior glass	X		
Mop floors with disinfectant	X		
<b>QUALITY CONTROL SERVICES</b>	<b>DAILY</b>	<b>WEEKLY</b>	<b>MONTHLY</b>
Notify building contact of any irregularity (i.e. defective plumbing, unlocked doors, lights left on, inventory requirements, restroom supplies)	X		
Turn off all lights except those to be left on, close windows and lock all doors, report evacuation of building to security organizations	X		
Customer service visits			X

# Routine Task Schedule

Services will be provided 2 days per week during business hours.

	DAILY	WEEKLY	MONTHLY	ANNUALLY
Trash and spot clean	X			
Damp mop	X			
Vacuum floor	X			
Disinfect surfaces	X			
Restroom cleaning	X			
Breakroom cleaning	X			
Refill supplies (paper/soap)	X			
Mop/disinfect hard surface floors	X			
Window cleaning		X		
Vacuum dust	X			

## DAILY CLEANING SCHEDULE

<p><b>Entrances</b></p> <p><b>Waiting Areas</b></p> <p><b>Hallways</b></p> <p><b>Offices</b></p> <p><b>Conference Rooms</b></p> <p><b>Breakrooms</b></p> <p><b>Common Areas</b></p>	<ul style="list-style-type: none"> <li>• Trash and spot clean             <ul style="list-style-type: none"> <li>◦ Empty all trash receptacles and move to collection point, replace liners as necessary</li> </ul> </li> <li>• Damp Mop             <ul style="list-style-type: none"> <li>◦ Thoroughly sweep, mop and disinfect all hard surface floors</li> </ul> </li> <li>• Vacuum carpeted areas</li> <li>• Disinfect Surfaces in breakrooms—all high touch points             <ul style="list-style-type: none"> <li>◦ Door handles, faucets, light switches etc.</li> <li>◦ Non-porous horizontal surfaces—sinks, counters, eating areas, etc.</li> </ul> </li> <li>• Clean fingerprints and smudges from entrance glass and entry doors</li> <li>• Report maintenance issues in log book</li> </ul>
---	--

<p><b>Restrooms</b></p>	<ul style="list-style-type: none"> <li>• Empty trash receptacles and wash, if necessary</li> <li>• Disinfect all high touch surfaces             <ul style="list-style-type: none"> <li>◦ Door handle, partition handles, light switches</li> </ul> </li> <li>• Clean dispensers, mirrors and fixtures</li> <li>• Clean and disinfect sinks, toilets, toilet seats and urinals</li> <li>• Spot clean walls and partitions removing smudges and marks</li> <li>• Restock paper products and hand soap</li> <li>• Sweep and mop floor with disinfectant</li> </ul>
-------------------------	--

<b>Production Area Dock</b>	<ul style="list-style-type: none"> <li>• Remove trash and debris</li> <li>• Sweep and vacuum floors</li> <li>• Clean and sanitize equipment</li> <li>• Wipe down surfaces</li> </ul>
-----------------------------	--

## WEEKLY CLEANING SCHEDULE

<ul style="list-style-type: none"> <li>• Clean corner to corner all interior entryway glass door</li> <li>• Clean exterior of microwaves and refrigerators</li> <li>• Thoroughly dust all horizontal and vertical surfaces in non-patient areas <ul style="list-style-type: none"> <li>◦ Air vents, tops of doors, frames, ceiling corners, wall art</li> </ul> </li> <li>• Clean and disinfect exterior of restroom trash receptacles</li> <li>• Polish restroom dispensers, mirrors, and sinks</li> <li>• Thoroughly clean and disinfect restroom partitions and walls around toilets and urinals</li> </ul>
--

Upon request, and for an additional charge, ServiceMaster Janitorial by Ancient City will procure such supplies on client's behalf.

### Additional Services Quoted Upon Request:

<b>Carpet</b>	Spot Removal, Low Moisture Carpet Cleaning, Hot Water Extraction
<b>Hard Surface Floors</b>	Scrub and Finish, Strip and Refinish
<b>Upholstery and Workstations</b>	Vacuum partitions, Spot Removal, Extraction Cleaning
<b>Windows</b>	Outside of windows, window coverings, awnings and canopies, high-touch surfaces in multistory atrium area
<b>Lighting</b>	Cleaning of lights and light fixtures
<b>Exterior Cleaning</b>	Pressure washing
<b>Supply Procurement</b>	Paper Products, hand soap, trash can liners, dispensers and containers, products and disinfectants, other consumables

# Quote

<b>AMENITY CENTER CLEANING SERVICE - Performed 2 day per week</b>		<b>Subtotal</b>
<b>Recurring Cleaning Services - 2 days per week</b> The subtotal is based on your request for services and audit of your spaces. This is an ongoing monthly service charge.		\$649/Month
<b>SPECIALTY SERVICE ADD-ONS</b>		
<input type="checkbox"/> <b>One-Time Carpet Cleaning</b> A one-time carpet cleaning is great for a space reopening, a seasonal cleaning, a clean-up after a spill or mess, or simply to bring life back into your space.		\$0
<input type="checkbox"/> <b>One-Time Hard Surface Floor Cleaning</b> Hard-surface floors include linoleum, vinyl, concrete and more. Keep your floors strong and clean with preventative and maintenance care.		\$0
<input type="checkbox"/> <b>One-Time Window Cleaning</b> Let the sunshine in your facility. Whether as part of spring cleaning or to remove pollen or dirt, window cleaning will help your facility shine from the inside out.		\$0
<b>TOTAL</b>		<b>\$0</b>

**Plus Any Applicable Sales Tax**

**NOTES:**

- Billing based upon 3 days per week service.
- This proposal expires on May 30, 2026.
- This ServiceMaster franchise will provide a new price list annually commencing (1) year from effective date and reserves the right to increase pricing based on the then-current Consumer Price Index ("CPI") or other mutually agreed prices. Provided, however, this ServiceMaster franchise shall have the right to further adjust prices at any time due to regulatory changes by providing forty-five (45) days written notice. Upon delivery to the Customer of each updated ServiceMaster Fee price list(s), the price increase(s) or reduction(s) included therein shall be effective immediately.
- This local ServiceMaster franchise will provide a certificate of insurance. This proposal is a starting point for handling your cleaning needs. The frequency of service and/or scope of services can be altered to better suit your facility.

# Next Steps

1. Please review this proposal in detail prior to signing. We want to ensure you are 100% comfortable with everything presented.
2. This proposal expires on May 30, 2026.
3. We will provide a certificate of insurance. This proposal is a starting point for handling your cleaning needs. The frequency of service and/or scope of services can be altered to better suit your facility.
4. If any questions at all, please contact me at [earms@servicemasterbyacj.com](mailto:earms@servicemasterbyacj.com) for clarification or further discussion of the proposal.
5. Once you are ready to proceed, please sign below. Once signed, you will receive an email with the completed proposal for your records.
6. We will be in touch shortly with details in moving forward with this service.

  
2026-04-30 16:31:41 (GMT)

---

**Eric Arms** ServiceMaster  
Janitorial by Ancient City

 SIGNATURE  
Lisa Licata

---

**Lisa Licata** Vesta Property Services - Markland  
Amenity Center





## Commercial Priority Response Program

ServiceMaster Recovery Management (SRM) has been a leader in commercial disaster restoration for over 30 years, providing comprehensive recovery services across the U.S. and Canada from 400 locations. Our customized recovery programs cater to the specific requirements of each property, making SRM a trusted partner in your recovery today and preparation for tomorrow. Available 24/7/365, ensuring rapid, reliable restoration for disasters of any scale.

### Program Benefits

<b>Pre-Approved Pricing:</b>	A pre-approved pricing schedule is always in place before you ever utilize our services.
<b>Severe Weather Mobile App:</b>	From hurricane tracking with potential property impacts to regional rain events, wildfires, polar vortex reports, and more, this app will allow you to receive customized weather alerts right to your cell phone.
<b>Customized Loss Reporting:</b>	Our team of large loss specialists has managed large loss projects in 27 countries worldwide.
<b>Proactive Response To Your Loss:</b>	As an SRM recover client, you'll receive preferred status to our array of services, resources and response capabilities.
<b>24/7/365 Emergency Response:</b>	We have emergency responders located in 90% of U.S. zip codes, along with 21 international partner locations.
<b>Unparalleled Resources:</b>	We're an industry leading disaster recovery company. Our nationwide resources, equipment and manpower assures you that we can handle disasters of any size.
<b>One Touch Solution:</b>	From initial emergency response to total reconstruction services, SRM is the single-source solution for all your recovery needs.
<b>Advanced Equipment And Resource Stagin:</b>	By having the ability to provide power, water and sanitation services in addition to implementing pre-loss preventative measures, SRM truly is a recovery partner you can rely on.

**Secure Your Business's Future Today.** Don't wait for disaster to strike. Enroll in our Pre-Loss Plan now and ensure your business is prepared for anything.

ServiceMaster Clean services are provided by independently owned and operated franchises. Prices and services vary by location. © 2025 ServiceMaster Clean/Restore SPE LLC. All rights reserved.



## SRM Services

ServiceMaster Recovery Management (SRM) provides global recovery solutions including content restoration, environmental services, construction services and more. Here are the services you can expect from SRM:

### Recovery Services

- ▶ Water & Storm Restoration
- ▶ Fire & Smoke Restoration
- ▶ Reconstruction Electronics & Equipment
- ▶ Mold Remediation
- ▶ Content & Document Restoration
- ▶ Biohazard Clean-up
- ▶ CAT Mobilization
- ▶ Customized Progress Reporting

## Ancillary Services

ServiceMaster Recovery Management also offers a full range of ancillary services that provide solutions to any need for assistance. If you experience interruptions to your business due to the unexpected, such as plumbing malfunctions or the loss of lighting/electricity, your trusted partners at SRM have the solution.

### Ancillary Services

- ▶ Portable Lighting
- ▶ Portable Restrooms
- ▶ Versatile Trailers
- ▶ ADA Compliant Equipment
- ▶ HVAC Control
- ▶ Fuel Delivery & Bulk Storage
- ▶ Temporary Power
- ▶ Temporary Fencing
- ▶ Potable & Non-Potable Water
- ▶ Handwashing Stations
- ▶ Duct Cleaning
- ▶ Environmental Safety & Protocol
- ▶ Food & Waste Disposal
- ▶ Store De-Branding
- ▶ Dumpsters

### Peace of Mind Starts Here.

Enroll in our Pre-Loss Program today and ensure your business is always ready for the unexpected.

**Ask to Learn More About the Commercial Priority Response Program.**

ServiceMaster Clean services are provided by independently owned and operated franchises. Prices and services vary by location.  
© 2025 ServiceMaster Clean/Restore SPE LLC. All rights reserved.

# **Tab 11**



# Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

1001 Yamato Road ▪ Suite 301  
Boca Raton, Florida 33431  
(561) 994-9299 ▪ (800) 299-4728  
Fax (561) 994-5823  
www.graucpa.com

February 25, 2026

To Board of Supervisors  
Southaven Community Development District  
3434 Colwell Ave, Suite 200  
Tampa FL 33614

We are pleased to confirm our understanding of the services we are to provide Southaven Community Development District, St. Johns County, Florida ("the District") for the fiscal year ended September 30, 2026, with an option for four (4) additional annual renewals. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Southaven Community Development District as of and for the fiscal year ended September 30, 2026, with an option for four (4) additional annual renewals. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes.

Accounting principles generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary comparison schedule

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that information:

- 1) Compliance with FL Statute 218.39 (3) (c)

## **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement and the District shall pay Grau & Associates for work and/or services actually rendered up until the effective termination of this agreement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

**Examination Objective**

The objective of our examination is the expression of an opinion as to whether the District is in compliance with Florida Statute 218.415 in accordance with Rule 10.556(10) of the Auditor General of the State of Florida. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and will include tests of your records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our examination of the District's compliance. The report will include a statement that the report is intended solely for the information and use of management, those charged with governance, and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the District's compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement and the District shall pay Grau & Associates for work and/or services actually rendered up until the effective termination of this agreement.

**Other Services**

We will assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

**Management Responsibilities**

Management is responsible for compliance with Florida Statute 218.415 and will provide us with the information required for the examination. The accuracy and completeness of such information is also management's responsibility. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. In addition, you will be required to make certain representations regarding compliance with Florida Statute 218.415 in the management representation letter. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for designing, implementing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

#### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Grau & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grau & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law. The District agrees to notify Grau & Associates of any public record request it receives that involves audit documentation.

Our fee for these services will not exceed \$3,200 for the September 30, 2026 audit, unless there is a change in activity by the District which results in additional audit work or if additional Bonds are issued. The fees for the fiscal years 2027, 2028, 2029 and 2030 will not exceed \$3,300, \$3,400, \$3,500 and \$3,600 respectively, unless there is a change in activity by the District which results in additional audit work or if additional Bonds are issued. Any changes to the fees specified in this paragraph will be mutually agreed upon by Grau & Associates and the District.

We will complete the audit within prescribed statutory deadlines, with the understanding that your employees will provide information needed to perform the audit on a timely basis.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices will be submitted in sufficient detail to demonstrate compliance with the terms of this agreement. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment after such 60-day period, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for reasonable out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a mutually determined new fee estimate.

The District has the option to terminate this agreement with or without cause by providing thirty (30) days written notice of termination to Grau & Associates. Upon any termination of this agreement, Grau & Associates shall be entitled to payment of all work and/or services rendered up until the effective termination of this agreement, subject to whatever claims or off-sets the District may have against Grau & Associates.

Nothing in this agreement shall be deemed as a waiver of the District's sovereign immunity or the District's limits of liability as set forth in Section 768.28, Florida Statutes, or other applicable legal requirements, and nothing in this agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under such limitations of liability or by operation of law.

In all matters relating to this agreement, Grau & Associates shall be acting as an independent contractor. Neither Grau & Associates nor any of its personnel are employees of the District under the meaning or application of any legal requirement. Grau & Associates shall not have any authority to assume or create any obligation, express or implied, on behalf of the District and Grau & Associates shall have no authority to represent the District as an agent, employee, or in any other capacity, unless otherwise set forth in this agreement.

Amendments to and waivers of the provisions contained in this agreement may be made only by an instrument in writing which is executed by both Grau & Associates and the District.

This agreement shall be governed by and construed in accordance with the laws of the State of Florida without reference to the principles of conflict of laws.

Grau & Associates understands and agrees that all documents of any kind provided to and by the District in connection with this Agreement may be public records, and, accordingly, Grau & Associates agrees to comply with all applicable legal requirements in handling such records, including, but not limited to, Section 119.0701, Florida Statutes. Grau & Associates acknowledges that the designated public records custodian for the District is Melissa Dobbins ("Public Records Custodian"). Among other requirements and to the extent applicable by law, Grau & Associates shall (1) keep and maintain public records required by the District; (2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes; (3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by applicable legal requirement for the duration of the term of this agreement and following the term of this agreement if Grau & Associates does not transfer the records to the Public Records Custodian of the District; and (4) upon completion of the services contemplated by this agreement, transfer to the District, at no cost to the District, all public records in Grau & Associates' possession or, alternatively, keep, maintain, and meet all applicable legal requirements for retaining public records. When such public records are transferred by Grau & Associates, Grau & Associates shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

**IF GRAU & ASSOCIATES HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, *FLORIDA STATUTES*, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (813) 994-1001, [INFO@RIZZETTA.COM](mailto:INFO@RIZZETTA.COM), OR AT 3434 COLWELL AVENUE, SUITE 200, TAMPA, FLORIDA 33614.**

Grau & Associates agrees to comply with Section 20.055(5), Florida Statutes, and to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to Section 20.055, Florida Statutes.

We will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2025 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Southaven Community Development District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Grau & Associates



---

Antonio J. Grau

RESPONSE:

This letter correctly sets forth the understanding of Southaven Community Development District.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



Peer Review  
Program

Administered in Florida  
by the Florida Institute of CPAs

---

November 18, 2025

Antonio Grau  
Grau & Associates  
1001 W. Yamato Road, Suite 301  
Boca Raton, FL 33431-4403

Dear Antonio Grau:

It is my pleasure to notify you that on November 18, 2025, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2028. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

*FICPA Peer Review Committee*

Peer Review Team  
FICPA Peer Review Committee  
paul@ficpa.org  
850.224.2727, x5957

cc: Daniel Hevia, David Caplivski

Firm Number: 900004390114

Review Number: 616829

## **Tab 12**

**RESOLUTION 2026-06**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT REAPPOINTING AN ASSISTANT TREASURER OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

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

WHEREAS, the Board of Supervisors (hereinafter the “Board”) previously appointed **Shawn Wildermuth** as an Assistant Treasurer pursuant to Resolution 2025-01; and

WHEREAS, the Board now desires to remove **Shawn Wildermuth** as Assistant Treasurer and appoint **Susan Garcia** to the position.

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

**Section 1.** Shawn Wildermuth is removed as Assistant Treasurer.

**Section 2.** **Susan Garcia** is appointed as Assistant Treasurer.

**Section 3.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 6<sup>th</sup> DAY OF MAY, 2026.**

**SOUTHAVEN COMMUNITY  
DEVELOPMENT DISTRICT**

---

**CHAIRMAN/VICE CHAIRMAN**

**ATTEST:**

---

**SECRETARY/ASSISTANT SECRETARY**

## **TAB 13**

**RESOLUTION 2026-07**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE DATE, TIME AND PLACE OF PUBLIC HEARING AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING RULES OF PROCEDURE; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the Southaven Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

**WHEREAS**, the Board of Supervisors of the District (the "Board") is authorized by Section 190.011(5), *Florida Statutes*, to adopt rules and orders pursuant to Chapter 120, *Florida Statutes*.

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

**SECTION 1.** A Public Hearing will be held to adopt Rules of Procedure on \_\_\_\_\_, 2026, at \_\_\_\_\_ .m., at \_\_\_\_\_.

**SECTION 2.** The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

**SECTION 3.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 6<sup>th</sup> day of May, 2026.

ATTEST:

**SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**TAB 14**



Rizzetta & Company

# **Southaven Community Development District**

[www.southavencdd.org](http://www.southavencdd.org)

---

## **Proposed Budget for Fiscal Year 2026/2027**

## Table of Contents

	<u>Page</u>
<b>General Fund Budget for Fiscal Year 2026/2027</b>	<b>1</b>
<b>Reserve Fund Budget for Fiscal Year 2026/2027</b>	<b>4</b>
<b>Debt Service Fund Budget for Fiscal Year 2026/2027</b>	<b>5</b>
<b>Assessments Charts for Fiscal Year 2026/2027</b>	<b>6</b>
<b>General Fund Budget Account Category Descriptions</b>	<b>8</b>
<b>Reserve Fund Budget Account Category Descriptions</b>	<b>15</b>
<b>Debt Service Fund Budget Account Category Descriptions</b>	<b>16</b>



Rizzetta & Company









**SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT**

**Debt Service**

Fiscal Year 2026/2027

Chart of Accounts Classification	Series 2026-1	Series 2026-2	Budget for 2026/2027
<b>REVENUES</b>			
Special Assessments			
Net Special Assessments <sup>(1)</sup>	\$176,335.42	\$236,132.34	\$412,467.76
<b>TOTAL REVENUES</b>	<b>\$176,335.42</b>	<b>\$236,132.34</b>	<b>\$412,467.76</b>
<b>EXPENDITURES</b>			
<b>Administrative</b>			
Debt Service Obligation	\$176,335.42	\$236,132.34	\$412,467.76
<b>Administrative Subtotal</b>	<b>\$176,335.42</b>	<b>\$236,132.34</b>	<b>\$412,467.76</b>
<b>TOTAL EXPENDITURES</b>	<b>\$176,335.42</b>	<b>\$236,132.34</b>	<b>\$412,467.76</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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

6.0%

**GROSS ASSESSMENTS**

**\$438,795.49**

**Notes:**

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

<sup>(1)</sup> Maximum Annual Debt Service less any Prepaid Assessments Received

**SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2026/2027 O&M & DEBT SERVICE ASSESSMENT SCHEDULE**

<b>2026/2027 O&amp;M Budget:</b>		\$1,072,290.00	<b>2025/2026 O&amp;M Budget:</b>	\$968,613.00
<b>St. John's County Collection Costs:</b>	2%	\$22,814.68	<b>2026/2027 O&amp;M Budget:</b>	\$1,072,290.00
<b>Early Payment Discounts:</b>	4%	\$45,629.36		
<b>2026/2027 Total:</b>		<b>\$1,140,734.04</b>	<b>Total Difference:</b>	<b>\$103,677.00</b>

Lot Size	Assessment Breakdown	Per Unit Annual Assessment Comparison		Proposed Increase / Decrease	
		2025/2026	2026/2027	\$	%
<b>Single Family 58' (Phase 1)</b>	Series 2026-1 Debt Service	\$1,800.00	\$1,450.57	-\$349.43	-19.41%
	Operations/Maintenance	\$2,821.82	\$3,147.62	\$325.80	11.55%
	<b>Total</b>	<b>\$4,621.82</b>	<b>\$4,598.19</b>	<b>-\$23.63</b>	<b>-0.51%</b>
<b>Single Family 73' (Phase 1)</b>	Series 2026-1 Debt Service	\$1,800.00	\$1,450.57	-\$349.43	-19.41%
	Operations/Maintenance	\$2,891.02	\$3,203.89	\$312.87	10.82%
	<b>Total</b>	<b>\$4,691.02</b>	<b>\$4,654.46</b>	<b>-\$36.56</b>	<b>-0.78%</b>
<b>Single Family 73' Partial (Phase 1)</b>	Series 2026-1 Debt Service	\$1,080.00	\$870.34	-\$209.66	-19.41%
	Operations/Maintenance	\$2,891.02	\$3,203.89	\$312.87	10.82%
	<b>Total</b>	<b>\$3,971.02</b>	<b>\$4,074.23</b>	<b>\$103.21</b>	<b>2.60%</b>
<b>Single Family 93' (Phase 1)</b>	Series 2026-1 Debt Service	\$2,100.00	\$1,692.33	-\$407.67	-19.41%
	Operations/Maintenance	\$2,981.52	\$3,277.47	\$295.95	9.93%
	<b>Total</b>	<b>\$5,081.52</b>	<b>\$4,969.80</b>	<b>-\$111.72</b>	<b>-2.20%</b>
<b>Single Family 93' Partial (Phase 1)</b>	Series 2026-1 Debt Service	\$1,400.00	\$1,128.22	-\$271.78	-19.41%
	Operations/Maintenance	\$2,981.52	\$3,277.47	\$295.95	9.93%
	<b>Total</b>	<b>\$4,381.52</b>	<b>\$4,405.69</b>	<b>\$24.17</b>	<b>0.55%</b>
<b>Single Family 63' (Phase 2)</b>	Series 2026-2 Debt Service	\$1,800.00	\$1,395.58	-\$404.42	-22.47%
	Operations/Maintenance	\$2,845.77	\$3,167.10	\$321.33	11.29%
	<b>Total</b>	<b>\$4,645.77</b>	<b>\$4,562.68</b>	<b>-\$83.09</b>	<b>-1.79%</b>
<b>Single Family 73' (Phase 2)</b>	Series 2026-2 Debt Service	\$1,800.00	\$1,395.58	-\$404.42	-22.47%
	Operations/Maintenance	\$2,891.02	\$3,203.89	\$312.87	10.82%
	<b>Total</b>	<b>\$4,691.02</b>	<b>\$4,599.47</b>	<b>-\$91.55</b>	<b>-1.95%</b>
<b>Single Family 83' (Phase 2)</b>	Series 2026-2 Debt Service	\$2,100.00	\$1,628.18	-\$471.82	-22.47%
	Operations/Maintenance	\$2,936.27	\$3,240.68	\$304.41	10.37%
	<b>Total</b>	<b>\$5,036.27</b>	<b>\$4,868.86</b>	<b>-\$167.41</b>	<b>-3.32%</b>
<b>Single Family 93' (Phase 2)</b>	Series 2026-2 Debt Service	\$2,100.00	\$1,628.18	-\$471.82	-22.47%
	Operations/Maintenance	\$2,981.52	\$3,277.47	\$295.95	9.93%
	<b>Total</b>	<b>\$5,081.52</b>	<b>\$4,905.65</b>	<b>-\$175.87</b>	<b>-3.46%</b>

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2026/2027 O&M & DEBT SERVICE ASSESSMENT SCHEDULE

<b>TOTAL O&amp;M BUDGET</b>		<b>\$1,072,290.00</b>
COLLECTION COSTS @	2%	\$22,814.68
EARLY PAYMENT DISCOUNTS @	4%	\$45,629.36
<b>TOTAL O&amp;M ASSESSMENT</b>		<b>\$1,140,734.04</b>

<b>TOTAL EQUALIZED O&amp;M BUDGET</b>		<b>\$978,140.00</b>
COLLECTION COSTS @	2%	\$20,811.49
EARLY PAYMENT DISCOUNTS @	4%	\$41,622.98
<b>TOTAL EQUALIZED O&amp;M ASSESSMENT</b>		<b>\$1,040,574.47</b>

<b>TOTAL STRATIFIED O&amp;M BUDGET</b>		<b>\$94,150.00</b>
COLLECTION COSTS @	2%	\$2,003.19
EARLY PAYMENT DISCOUNTS @	4%	\$4,006.38
<b>TOTAL STRATIFIED O&amp;M ASSESSMENT</b>		<b>\$100,159.57</b>

UNITS ASSESSED			
LOT SIZE	O&M	SERIES 2026-1 DEBT SERVICE <sup>(1)</sup>	SERIES 2026-2 DEBT SERVICE <sup>(1)</sup>
<b>Phase 1</b>			
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
<b>Phase 2</b>			
Single Family 63'	80	0	72
Single Family 73'	39	0	31
Single Family 83'	34	0	31
Single Family 93'	38	0	35
<b>TOTAL COMMUNITY</b>	<b>355</b>	<b>124</b>	<b>169</b>

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%	\$82,073.48	\$2,931.20
1.00	83.00	23.38%	\$243,289.24	\$2,931.20
1.00	1.00	0.28%	\$2,931.20	\$2,931.20
1.00	49.00	13.80%	\$143,628.59	\$2,931.20
1.00	3.00	0.85%	\$8,793.59	\$2,931.20
1.00	80.00	22.54%	\$234,495.65	\$2,931.20
1.00	39.00	10.99%	\$114,316.63	\$2,931.20
1.00	34.00	9.58%	\$99,660.65	\$2,931.20
1.00	38.00	10.70%	\$111,385.44	\$2,931.20
	<b>355.00</b>	<b>100.00%</b>	<b>\$1,040,574.47</b>	

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%	\$6,059.78	\$216.42
1.26	104.58	22.60%	\$22,633.29	\$272.69
1.26	1.26	0.27%	\$272.69	\$272.69
1.60	78.40	16.94%	\$16,967.40	\$346.27
1.60	4.80	1.04%	\$1,038.82	\$346.27
1.09	87.20	18.84%	\$18,871.90	\$235.90
1.26	49.14	10.62%	\$10,634.92	\$272.69
1.43	48.62	10.51%	\$10,522.38	\$309.48
1.60	60.80	13.14%	\$13,158.39	\$346.27
	<b>462.80</b>	<b>100.00%</b>	<b>\$100,159.57</b>	

PER LOT ANNUAL ASSESSMENT			
O&M	SERIES 2026-1 DEBT SERVICE <sup>(2)</sup>	SERIES 2026-2 DEBT SERVICE <sup>(2)</sup>	TOTAL <sup>(3)</sup>
\$3,147.62	\$1,450.57	\$0.00	\$4,598.19
\$3,203.89	\$1,450.57	\$0.00	\$4,654.46
\$3,203.89	\$870.34	\$0.00	\$4,074.23
\$3,277.47	\$1,692.33	\$0.00	\$4,969.80
\$3,277.47	\$1,128.22	\$0.00	\$4,405.69
\$3,167.10	\$0.00	\$1,395.58	\$4,562.68
\$3,203.89	\$0.00	\$1,395.58	\$4,599.47
\$3,240.68	\$0.00	\$1,628.18	\$4,868.86
\$3,277.47	\$0.00	\$1,628.18	\$4,905.65

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

(\$62,434.47)

(\$5,649.00)

Net Revenue to be Collected:

\$978,140.00

\$94,510.57

<sup>(1)</sup> Reflects the number of total lots with Series 2026-1 and 2026-2 debt outstanding including 40 (forty) Series 2026-1 prepayments and 22 (twenty-two) Series 2026-2 prepayments.  
<sup>(2)</sup> Annual debt service assessment per lot adopted in connection with the Series 2026-1 and Series 2026-2 bond issues. Annual assessment includes principal, interest, St. John's County collection costs and early payment discount costs.  
<sup>(3)</sup> Annual assessment that will appear on November 2026 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. The second way is by Off Roll collection.

**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 services 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/or annual disclosure reports, as required in the District's Continuing Disclosure Agreement(s), 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 maintain the assessment roll and annually levy a Non-Ad Valorem assessment for operating and debt service expenses.

**Financial Consulting & Revenue Collections:** Services include investment administration of the District's bank and trust accounts, if applicable, ongoing banking analyses, and related consulting services to support prudent cash management in compliance with applicable statutory requirements. However, the firm does not serve as a Municipal Advisor and does not provide investment advice. The firm also provides comprehensive billing, collection, and reporting of District assessments to fund debt service and operations, including direct billings, funding requests and owner inquiries. This line item also includes the fees incurred for a Collection Agent to collect the funds for the principal and interest payment for any bond-related collection needs. These funds are collected as prescribed in the Trust Indentures. The Collection Agent also 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, 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.

**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 fees 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.

**Streetlights:** The District may have expenditures relating to streetlights throughout the community. These may be restricted to main arterial roads or in some cases to all streetlights 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. The second way is by Off Roll collection.

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

**RESOLUTION 2026-08**  
**[FY 2027 BUDGET APPROVAL RESOLUTION]**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET(S) FOR FY 2027; SETTING A PUBLIC HEARING THEREON AND DIRECTING PUBLICATION; ADDRESSING TRANSMITTAL AND POSTING REQUIREMENTS; ADDRESSING SEVERABILITY AND EFFECTIVE DATE.**

**WHEREAS**, for the fiscal year beginning October 1, 2026, and ending September 30, 2027 (“**FY 2027**”), the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Southaven Community Development District (“**District**”) prior to June 15, 2026, the proposed budget(s) attached hereto as **Exhibit A (“Proposed Budget”)**; and

**WHEREAS**, the Board now desires to set the required public hearing on the Proposed Budget.

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

**1. PROPOSED BUDGET APPROVED.** The Proposed Budget attached hereto as **Exhibit A** is hereby approved preliminarily.

**2. SETTING A PUBLIC HEARING; DIRECTING PUBLICATION.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, time, and location, and District staff is directed to provide notice of the same in accordance with Florida law:

DATE: \_\_\_\_\_  
TIME: \_\_\_\_\_  
LOCATION: Markland Amenity Center located at 61 Clarissa Lane St. Augustine, FL 32095

**3. TRANSMITTAL TO LOCAL GENERAL PURPOSE GOVERNMENT; POSTING OF PROPOSED BUDGET.** The District Manager is hereby directed to (i) submit a copy of the Proposed Budget to the applicable local general-purpose government(s) at least 60 days prior to its adoption, and (ii) post the approved Proposed Budget on the District’s website in accordance with Chapter 189, Florida Statutes.

**4. SEVERABILITY; EFFECTIVE DATE.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof. This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 6<sup>th</sup> DAY OF MAY, 2026.**

ATTEST:

**SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**Exhibit A:** Proposed Budget

**Exhibit A**  
FY 2027 Proposed Budget

**Will be attached as Approved Proposed Budget**

## **TAB 15**



April 17, 2026

Southaven Community Development District  
C/O Rizzetta & Company  
2806 N. 5<sup>th</sup> St., Unit 403  
St. Augustine, FL 32804

RE: \$2,247,000 Southaven Community Development District (St. John County, Florida) Special Assessment Refunding Bond, Series 2026-1 (2015 Refunding)

This letter will confirm your instructions to Hancock Whitney Bank to invest available funds for the captioned bond issue in the Goldman Sachs Government Fund #466 money market fund on an automatic cash sweep basis. The funds have the highest ratings available from Standard & Poor's and Moody's.

You can view the fact sheet and prospectus for the fund which describes the fees and investments associated with the money market fund on the internet at the following web link: <http://www.goldmansachs.com>

For providing certain reporting and recordkeeping services to the fund, Hancock Whitney Bank may receive a fee from the general revenues of the fund's advisor. This will have no impact on an investor's net rate of return after expenses described in the prospectus.

Please sign and return a copy of this letter in the envelope provided. If we do not receive your response within 10 days of the date of this letter, your consent will be deemed to have been given and remain in effect until revoked in writing by you. If you should need any additional information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Stephen P. Edwards".

Stephen P. Edwards  
Vice President

My signature below authorizes Hancock Whitney Bank to invest funds in the Goldman Sachs Government Fund #466 money market fund.

\_\_\_\_\_  
Authorized Borrower Representative

\_\_\_\_\_  
Date



April 17, 2026

Southaven Community Development District  
C/O Rizzetta & Company  
2806 N. 5th St., Unit 403  
St. Augustine, FL 32804

RE: \$2,247,000 Southaven Community Development District (St. John County, Florida) Special Assessment Refunding Bond, Series 2026-1 (2015 Refunding)

Thank you for the opportunity to serve as Trustee for the above referenced bond issues. The fees are as follows:

Trustee Acceptance Fee (One Time)	\$2,000.00 (paid at closing)
Escrow Acceptance Fee (One Time)	\$250.00 (paid at closing)
Trustee Annual Fee (paid in arrears)	\$2,500.00 (paid at closing)

Extraordinary Services and Fees

If required to perform unusual or extra services, including default services, litigation, reasonable Compensation commensurate with the services, time, work, responsibility and any legal expenses incurred will be charged.

Please feel free to contact me should you have any questions on the above or if you need additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Stephen P. Edwards'.

Stephen P. Edwards  
Vice President

By: \_\_\_\_\_



April 17, 2026

Southaven Community Development District  
C/O Rizzetta & Company  
2806 N. 5<sup>th</sup> St., Unit 403  
St. Augustine, FL 32804

RE: \$3,201,000 Southaven Community Development District (St. John County, Florida) Special Assessment Refunding Bond, Series 2026-2 (2016 Refunding)

This letter will confirm your instructions to Hancock Whitney Bank to invest available funds for the captioned bond issue in the Goldman Sachs Government Fund #466 money market fund on an automatic cash sweep basis. The funds have the highest ratings available from Standard & Poor's and Moody's.

You can view the fact sheet and prospectus for the fund which describes the fees and investments associated with the money market fund on the internet at the following web link: <http://www.goldmansachs.com>

For providing certain reporting and recordkeeping services to the fund, Hancock Whitney Bank may receive a fee from the general revenues of the fund's advisor. This will have no impact on an investor's net rate of return after expenses described in the prospectus.

Please sign and return a copy of this letter in the envelope provided. If we do not receive your response within 10 days of the date of this letter, your consent will be deemed to have been given and remain in effect until revoked in writing by you. If you should need any additional information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Stephen P. Edwards".

Stephen P. Edwards  
Vice President

My signature below authorizes Hancock Whitney Bank to invest funds in the Goldman Sachs Government Fund #466 money market fund.

\_\_\_\_\_  
Authorized Borrower Representative

\_\_\_\_\_  
Date



April 17, 2026

Southaven Community Development District  
C/O Rizzetta & Company  
2806 N. 5th St., Unit 403  
St. Augustine, FL 32804

RE: \$3,201,000 Southaven Community Development District (St. John County, Florida) Special Assessment Refunding Bond, Series 2026-2 (2016 Refunding)

Thank you for the opportunity to serve as Trustee for the above referenced bond issues. The fees are as follows:

Trustee Acceptance Fee (One Time)	\$2,000.00 (paid at closing)
Escrow Acceptance Fee (One Time)	\$250.00 (paid at closing)
Trustee Annual Fee (paid in arrears)	\$2,500.00 (paid at closing)

Extraordinary Services and Fees

If required to perform unusual or extra services, including default services, litigation, reasonable Compensation commensurate with the services, time, work, responsibility and any legal expenses incurred will be charged.

Please feel free to contact me should you have any questions on the above or if you need additional information.

Sincerely,

A handwritten signature in blue ink that reads 'Stephen P. Edwards'.

Stephen P. Edwards  
Vice President

By: \_\_\_\_\_

# **Tab 16**

**RESOLUTION 2026-09**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT RATIFYING, CONFIRMING, AND APPROVING THE SALE OF THE SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT SPECIAL ASSESSMENT REFUNDING BOND, SERIES 2026-1 (2015 REFUNDING); RATIFYING, CONFIRMING, AND APPROVING THE ACTIONS OF THE CHAIRMAN, VICE CHAIRMAN, TREASURER, SECRETARY, ASSISTANT SECRETARIES, AND ALL DISTRICT STAFF REGARDING THE SALE AND CLOSING OF THE SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT SPECIAL ASSESSMENT REFUNDING BOND, SERIES 2026-1 (2015 REFUNDING); DETERMINING SUCH ACTIONS AS BEING IN ACCORDANCE WITH THE AUTHORIZATION GRANTED BY THE BOARD; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Southaven Community Development District (“District”), is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

**WHEREAS**, the District previously adopted resolutions authorizing the issuance and the negotiated sale of bonds within the scope of Chapter 190, *Florida Statutes*, including its Special Assessment Refunding Bond, Series 2026-1 (2015 Refunding), in the par amount of \$2,247,000 (“Series 2026-1 Refunding Bond”); and

**WHEREAS**, the District closed on the sale of the Series 2026-1 Refunding Bond on April 17, 2026; and

**WHEREAS**, as prerequisites to the issuance of the Series 2026-1 Refunding Bond, the Chairman, Vice Chairman, Treasurer, Assistant Secretaries, and District Staff including the District Manager, District Financial Advisor, and District Counsel were required to execute and deliver various documents (“Closing Documents”); and

**WHEREAS**, the District desires to ratify, confirm, and approve all actions of the District Chairman, Vice Chairman, Treasurer, Assistant Secretaries, and District Staff in connection with closing the sale of the Series 2026-1 Refunding Bond.

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

**SECTION 1.** The sale, issuance, and closing of the Series 2026-1 Refunding Bond is in the best interests of the District.

**SECTION 2.** The issuance and sale of the Series 2026-1 Refunding Bond, the adoption of resolutions relating to such bonds, the agreements entered into with respect to the issuance of such bonds, and all actions taken in the furtherance of the closing on such bonds, are hereby declared and affirmed as being in the best interests of the District and are hereby ratified, approved, and confirmed.

**SECTION 3.** The actions of the Chairman, Vice Chairman, Treasurer, Secretary, Assistant Secretaries, and all District Staff in finalizing the closing and issuance of the Series 2026-1 Refunding Bond, including the execution and delivery of the Closing Documents, and such other certifications or other documents required for the closing on the Series 2026-1 Refunding Bond, are determined to be in accordance with the prior authorizations of the Board and are hereby ratified, approved, and confirmed in all respects.

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

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

**PASSED AND ADOPTED** this 6<sup>th</sup> day of May, 2026.

ATTEST:

**SOUTHAVEN COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chairperson, Board of Supervisors

# **Tab 17**

**RESOLUTION 2026-10**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT RATIFYING, CONFIRMING, AND APPROVING THE SALE OF THE SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT SPECIAL ASSESSMENT REFUNDING BOND, SERIES 2026-2 (2016 REFUNDING); RATIFYING, CONFIRMING, AND APPROVING THE ACTIONS OF THE CHAIRMAN, VICE CHAIRMAN, TREASURER, SECRETARY, ASSISTANT SECRETARIES, AND ALL DISTRICT STAFF REGARDING THE SALE AND CLOSING OF THE SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT SPECIAL ASSESSMENT REFUNDING BOND, SERIES 2026-2 (2016 REFUNDING); DETERMINING SUCH ACTIONS AS BEING IN ACCORDANCE WITH THE AUTHORIZATION GRANTED BY THE BOARD; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Southaven Community Development District (“District”), is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

**WHEREAS**, the District previously adopted resolutions authorizing the issuance and the negotiated sale of bonds within the scope of Chapter 190, *Florida Statutes*, including its Special Assessment Refunding Bond, Series 2026-2 (2016 Refunding), in the par amount of \$3,201,000 (“Series 2026-2 Refunding Bond”); and

**WHEREAS**, the District closed on the sale of the Series 2026-2 Refunding Bond on April 17, 2026; and

**WHEREAS**, as prerequisites to the issuance of the Series 2026-2 Refunding Bond, the Chairman, Vice Chairman, Treasurer, Assistant Secretaries, and District Staff including the District Manager, District Financial Advisor, and District Counsel were required to execute and deliver various documents (“Closing Documents”); and

**WHEREAS**, the District desires to ratify, confirm, and approve all actions of the District Chairman, Vice Chairman, Treasurer, Assistant Secretaries, and District Staff in connection with closing the sale of the Series 2026-2 Refunding Bond.

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

**SECTION 1.** The sale, issuance, and closing of the Series 2026-2 Refunding Bond is in the best interests of the District.

**SECTION 2.** The issuance and sale of the Series 2026-2 Refunding Bond, the adoption of resolutions relating to such bonds, the agreements entered into with respect to the issuance of such bonds, and all actions taken in the furtherance of the closing on such bonds, are hereby declared and affirmed as being in the best interests of the District and are hereby ratified, approved, and confirmed.

**SECTION 3.** The actions of the Chairman, Vice Chairman, Treasurer, Secretary, Assistant Secretaries, and all District Staff in finalizing the closing and issuance of the Series 2026-2 Refunding Bond, including the execution and delivery of the Closing Documents, and such other certifications or other documents required for the closing on the Series 2026-2 Refunding Bond, are determined to be in accordance with the prior authorizations of the Board and are hereby ratified, approved, and confirmed in all respects.

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

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

**PASSED AND ADOPTED** this 6<sup>th</sup> day of May, 2026.

ATTEST:

**SOUTHAVEN COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chairperson, Board of Supervisors