Durbin Crossing Community Development District

OCTOBER 28, 2019



Durbin Crossing Community Development District

475 West Town Place Suite 114 St. Augustine, Florida 32092 www.durbincrossingcdd.com

October 21, 2019

Board of Supervisors **Durbin Crossing Community Development District**

Dear Board Members:

The Durbin Crossing Community Development District Board of Supervisors Meeting is scheduled for Monday, October 28, 2019 at 6:00 P.M. at the Durbin South Amenity Center, 145 South Durbin Parkway, St. Johns, Florida 32259 Following is the advance agenda for the meeting:

I.

Pledge of Allegiance

- II. Roll Call
- Ш **Audience Comments**
- IV. Affidavits of Publication
- V. Approval of Consent Agenda
 - Approval of Minutes of the September 23, 2019 Meeting
 - В. Balance Sheet and Statement of Revenues & Expenses
 - C. Assessment Receipt Schedule
 - D. Check Register
- VI. Acceptance of the Engagement letter with McDirmit Davis for Preparation of the Fiscal Year 2019 Audit Report
- VII. Public Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure; Consideration of Resolution 2020-01
- VIII. Consideration of Resolution 2020-02, Amending the FY19 General Fund and Capital Reserve Fund Budgets

- IX. Staff Reports
 - A. Down to Earth Landscape
 - B. District Counsel
 - C. District Engineer
 - D. District Manager
 - E. General Manager Report
 - F. Operations Manager Report
- X. Supervisors' Request and Audience Comments
- XI. Next Scheduled Meeting November 18, 2019 at 6:00 p.m. at the Durbin South Amenity Center
- XII. Adjournment

I look forward to seeing you at the meeting. If you have any questions, please feel free to call.

Sincerely,

Daniel Laughlin

Daniel Laughlin District Manager



THE ST. AUGUSTINE RECORD Affidavit of Publication

DURBIN CROSSING / GMS 475 W TOWN PLACE, STE 114

SAINT AUGUSTINE, FL 32092

ACCT: 15654 AD# 0003211831-01

PO#

PUBLISHED EVERY MORNING SUNDAY THROUGH SATURDAY ST. AUGUSTINE AND ST. JOHNS COUNTY, FLORIDA

STATE OF FLORIDA COUNTY OF ST. JOHNS

Before the undersigned authority personally appeared MELISSA RHINEHART who on oath says he/she is an Employee of the St. Augustine Record, a daily newspaper published at St. Augustine in St. Johns County, Florida; that the attached copy of advertisement being a NOTICE OF INTENT in the matter of Amended and Restated Rules of Procedure was published in said newspaper on 09/23/2019.

Affiant further says that the St. Augustine Record is a newspaper published at St. Augustine, in St. Johns County, Florida, and that the said newspaper heretofore has been continuously published in said St. Johns County, Florida each day and has been entered as second class mail matter at the post office in the City of St. Augustine, in said St. Johns County, Florida for a period of one year preceding the first publication of the attached copy of advertisement; and affiant further says the he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission, or refund for the purpose of securing this advertisement for publication in said newspaper.

Sworn to and subscribed before me this who is personally known to me or who has produced as identification



NOTICE OF RULE DEVELOPMENT BY THE DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT

In accord with Chapters 120 and 190, Florida Statutes, the Durbin Crossing Community Development District ("District") hereby gives notice of its intention to develop Amended and Restated Rules of Procedure to govern the operations of the District.

The Amended and Restated Rules of Procedure will address such areas as the

The Amended and Restated Rules of Procedure will address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceduring procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, prequalification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

The purpose and effect of the Amended and Restated Rules of Procedure is to provide for efficient and effective District of the Amended and Restated Rules of Procedure is to provide for efficient and effective District of the Amended and Restated Rules of Procedure is to provide for efficient and effective District of the Amended and Restated Rules of Procedure is to provide for efficient and effective District of the Amended and Restated Rules of Procedure is to provide for efficient and effective District of the Amended and Restated Rules of Procedure is to provide for efficient and effective District of the Amended and Restated Rules of Procedure secondicates and the present complete and the procedure control to the procedure complete and the procedure

and restated Rules of roccourt is to provide for efficient and effective Dis-trict operations and to ensure compli-ance with recent changes to Florida law. The legal authority for the adoption of The legal authority for the adoption of the proposed Amended and Restated Rules of Procedure includes sections 190.011(5), 190.011(15) and 190.035, Florida Statutes (2019). The specific laws implemented in the Amended and Restated Rules of Procedure include, but are not limited to, sections 112.08, 123.2143, 119.2146, 119.2167. 112.3143, 112.31446, 112.3145, 119.07 119.0701, 189.053, 189.069(2)(a)16, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0528, 255.00, 256.010, 286.0113, 286.0114, 287.017, 287.055 and 287.084, Florida Statutes

(2019).
A copy of the proposed Amended and Restated Rules of Procedure may be obtained by contacting the District Man-ager, c/o Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092,

Phone: (904) 940-5850.

Daniel Laughlin, District Manager Durbin Crossing Community Development District 0003211831 September 23, 2019 THE ST. AUGUSTINE RECORD Affidavit of Publication

DURBIN CROSSING / GMS 475 W TOWN PLACE, STE 114

SAINT AUGUSTINE, FL 32092

ACCT: 15654 AD# 0003211835-01

PO#

PUBLISHED EVERY MORNING SUNDAY THROUGH SATURDAY ST. AUGUSTINE AND ST. JOHNS COUNTY. FLORIDA

STATE OF FLORIDA COUNTY OF ST. JOHNS

Before the undersigned authority personally appeared MELISSA RHINEHART who on oath says he/she is an Employee of the St. Augustine Record, a daily newspaper published at St. Augustine in St. Johns County, Florida; that the attached copy of advertisement being a NOTICE OF INTENT in the matter of BOS RULEMAKING NOTICE was published in said newspaper on 09/24/2019.

Affiant further says that the St. Augustine Record is a newspaper published at St. Augustine, in St. Johns County, Florida, and that the said newspaper heretofore has been continuously published in said St. Johns County, Florida each day and has been entered as second class mail matter at the post office in the City of St. Augustine, in said St. Johns County, Florida for a period of one year preceding the first publication of the attached copy of advertisement; and affiant further says the he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission, or refund for the purpose of securing this advertisement for publication in said newspaper.

daSEP 2 4 2019 Sworn to and subscribed before me this

who is personally known to me

or who has produced as identification



NOTICE OF RULEMAKING REGARDING THE AMENDED AND RESTATED RULES OF PROCEDURE OF THE DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT

A public hearing will be conducted by the public hearing will be conducted by the Board of Supervisors of the Durbin Crossing Community Development Dis-trict ("District") on October 28, 2019, at 6:00 p.m. at the Durbin Crossing South Amenity Center, 145 South Durbin Parkway, St. Johns, Florida 22250

Jurish Faraway, 32, 30ms, Frontal 32259.

In accord with Chapters 120 and 190, Florida Statutes, the District hereby gives the public notice of its intent to adopt its proposed Amended and Restated Rules of Procedure. The purpose and effect of the proposed Amended and Restated Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. Prior notice of rule development was published in the St. Augustine Record on September 23, 2019.

The Amended and Restated Rules of Procedure may address such areas as the

The Amended and Restated Rules of Pro-cedure may address such areas as the Board of Supervisors, officers and vot-ing, district offices, public information and inspection of records, policies, pub-lic meetings, hearings and workshops, the purchase including procedure un-der the Consultants Competitive Purchase including procedure un-der the Consultants Competitive Nego-lation Act procedure recording auditor der the Consultants Competitive Nego-itation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, mainte-nance services, contractual services and protests with respect to proceedings, as well as any other area of the general op-eration of the District.

eration of the District.
Specific legal authority for the adoption
of the proposed amended and Restated
Rules of Procedure includes sections
190.011(5), 190.011(15) and 190.035,
Florida Statutes (2019). The specific
laws implemented in the Amended and
Restated Rules of Procedure include,
but are real limited to sections 112.08. Restated Rules of Procedure include, but are not limited to, sections 112.08, 112.31446, 112.31445, 112.31446, 112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a)16, 190.006, 190.007, 190.008, 190.011(3), 190.01(5), 190.013, 190.033, 218.39, 255.05, 218.39, 218.39, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.054, Florida Statutes (2019). A copy of the proposed Amended and

286.011, 286.0113, 286.0114, 287.035 and 287.084, Florida Statutes (2019).

A copy of the proposed Amended and Restated Rules of Procedure may be obtained by contacting the District Manager's Office at Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 or by calling (904) 940-5850.

Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by section 120.541(1). Florida Statutes, must do so in writing within twenty one (21) days after publication of this notice to the District Manager's Office.

This public hearing may be continued to a date, time, and place to be specified on the record at the hearing without additional notice. If anyone chooses to appeal any decision of the Board with respect to any matter considered at a public hearing, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which such appeal is to be based. At the hearing, staff or Supervisors may participate in the public hearing by speaker telephone.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or

requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8771 or 1 800-955-877 for aid in contacting the District Office.

Durbin Crossing Community Development District Daniel Laughlin, District Manager 0003211835 September 24, 2019



A.

Minutes of Meeting Durbin Crossing Community Development District

The regular meeting of the Board of Supervisors of the Durbin Crossing Community Development District was held Monday, September 23, 2019 at 6:00 p.m. at the Durbin South Amenity Center, 145 South Durbin Parkway, Jacksonville, Florida.

Present and constituting a quorum were:

Peter E. Pollicino Chairman
Tim Brownlee Vice Chairman
Sarah Gabel Hall Supervisor
Jason Harrah Supervisor
Debbie Driscoll Supervisor

Also present were:

Daniel Laughlin District Manager

Dave deNagy GMS

Mike Eckert District Counsel

Vesta/Amenity Services Group Stephen Howell Jay King Vesta/Amenity Services Group Margaret Alfano Vesta/Amenity Services Group Danelle DeMarco Vesta/Amenity Services Group Buddy Tate Down to Earth Landscaping Troy Miller Down to Earth Landscaping Mike Wooldridge Down to Earth Landscaping Carlos Gregory Down to Earth Landscaping

The following is a summary of the discussions and actions taken at the September 23, 2019 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS Pledge of Allegiance

Mr. Laughlin called the meeting to order at 6:00 p.m. and led the pledge of allegiance.

SECOND ORDER OF BUSINESS Roll Call

Mr. Laughlin called the roll.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of Minutes of the August 26, 2019 Meeting
- B. Balance Sheet and Statement of Revenues and Expenses
- C. Assessment Receipt Schedule
- D. Check Register

On MOTION by Mr. Brownlee seconded by Mr. Pollicino with four in favor the consent agenda items were approved with amendments to the minutes.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Down to Earth Landscape

Ms. Hall joined the meeting at this time.

Mr. Tate gave a PowerPoint presentation that covered the history of Down to Earth, the transition from R&D to Down to Earth, regional team out of the Maitland office, local team in Jacksonville, issues they have been identified being sod issues, weed areas, aging juniper, winter schedule, communication, permanent crew on weekly basis,

Mr. Pollicino stated we had issued a remedy notice.

Ms. Alfano brought up that even after weekly drive throughs with Down to Earth staff, issues remain, the amenity center does not look good, weeds, the detail work, there are staffing concerns, issues with pond banks and that staff was more unhappy in the last month than happy.

Mr. Howell stated I understand the economy and staffing issues and through all the changes and excuses it continues to be the same, lack of consistency, relocation of the office, and your team has to travel further to get to the job.

Mr. Harrah stated maybe they underbid the contact and if we put out an RFP they can rebid it, they come in with a price they can do the job for.

Mr. Eckert stated from a process standpoint we have a 30-day notice of termination without cause and I recommend you not exercise that today if you are going to go out for an RFP but if

you want to move to have staff prepare and issue an RFP for landscape services consistent with what we did last time in terms of form then I would need advice from the board in terms of how long you want us to leave that on the street.

Mr. Harrah stated in the interim they will continue to do what they are doing.

Mr. Eckert stated yes, they are still under contract. We would not expect any drop off in service because we are paying under the contract, we expect the contract requirements to be met. In terms of how long the RFP is on the street the law requires a minimum of seven days that you provide notice before the bids are due. In my experience for a project this size that is not going to be enough time to get meaningful proposals back. You need to tell me what you think; I would say it is a minimum of 21 days and probably more like 30 is customary.

Mr. Harrah stated we are going to put it on the street, in the event the proposals come in higher than we budgeted and if we want to accept one that is over what we budgeted how do we handle that?

Mr. Eckert stated you would just amend your budget to pull those funds from another line item. As long as you have the money in your budget you can move it around from line item to line item.

This isn't a specific agenda item other than landscape report so you should ask for any comments from the audience before you take any action.

Mr. Chrisp stated the owner's association to which he belongs let R&D go a month and a half ago and went with our own services to do it. You can't mow around the ponds on a daily, weekly or bi-weekly basis, we are getting our area turned around and the grass is high in the front. Today I had to sign for almost \$15,000 of work to be done in my community because they couldn't get stuff done correctly. Something has to change. The trees around the pond haven't been edged or mulched in who knows how long. That is our concern in the townhomes.

On MOTION by Mr. Harrah seconded by Mr. Pollicino with all in favor staff was directed to put out an RFP on the revised landscape project manual and scope of work and to receive proposals 30 days after publication.

B. District Counsel

Mr. Eckert stated the Florida Legislature has concluded their first week of committee meetings. The legislature doesn't have their session the same time each year, every year they do a different two months and this year it is January and February and we have committee meetings all fall. One of the things that has come out of committee is there is the retainage bill we had last year. Right now, we are allowed to withhold 10% retainage on construction contracts until they get to 50% completion then we are allowed to hold 5%. Last year the way it ended up was 5% across the board because they were trying to get it down to 2 ½% and that bill didn't pass. This year it has been filed at 5% across the board, which is still not a lot in the beginning part of a contract, but we will monitor that in case we have construction contracts where we are holding retainage back.

We do anticipate there is going to be some amendment 12 legislation coming out and if you will recall, amendment 12 was that no public employee or officer can get a disproportionate benefit from anything they do or omit to do in public office and we are monitoring that to make sure that it doesn't affect this district because there is an interpretation, which is a broad reading that says that if in fact the district contracts with Verizon for example for phone service and an individual supervisor has a Verizon phone that would be something you voted on to give a benefit to a company you contract with. We are trying to work with the powers that be to refine that to make sure it doesn't have unintended consequences. The ethics commission already decided that it has to be a wrongful intent rather than just knowing and that was a very good development. We will keep you posted on that.

C. District Engineer

There being none, the next item followed.

D. District Manager

There being none, the next item followed.

E. General Manager - Report

Ms. Alfano reviewed the general manager's report, copy of which was included in the agenda package.

It was the consensus of the board to have staff use their judgement on the bicycle fixit station since it is within staff's spending cap.

Ms. Alfano stated we were contacted by UPS with regard to their agreement to house their pods in the back of the parking lot. We did not do that in 2018 due to the parking lot expansion, we did it in 2017 for \$1,000 from October to January. They are requesting October 15th through January 15th and I proposed a \$1,500 charge this year.

On MOTION by Mr. Harrah seconded by Mr. Brownlee with all in favor a license an agreement with UPS to place their pod in the parking lot from October 15, 2019 through January 15, 2020 was approved with Margaret making the request of \$1,500.

Ms. Alfano stated Danelle and I have finalized our revenue numbers for this fiscal year and our revenue sharing for this fiscal year is \$12,848.61 that will come back to the district.

F. Operations Manager - Report

Mr. Howell gave an overview of the field operation manager's report, a copy of which was included in the agenda package.

Mr. Harrah asked what is the timeframe for advertising and receiving bids.

Staff will have the bid package reviewed and ready for publication by the end of the month, send it to the paper, have a pre-bid meeting for potential contractors, it will run for 30 days and receive bids prior to the November 18th meeting at which time a decision will be made.

Mr. Harrah suggested the following changes in scoring criteria: personnel 30 points, experience 40 points, understanding the scope 10 points and price 20 points.

Ms. Alfano read into the record the previous scoring criteria: personnel 25 points and is now 30, experience 30 points and is now 40, understanding scope of work 15 points and is now 10 and price was 30 and is now 20.

Mr. Eckert stated before you take action on the scoring you need to ask for audience comments.

Mr. Chrisp stated to me the understanding of the scope of work needs to be increased because that is going to be the biggest thing they need to know we are looking at. If it is scored at 10 experience and all that stuff doesn't mean anything.

Mr. Rucker stated it was remarkable that a company would send senior management in response to a cure letter and the senior manager didn't know the contents of the cure letter. It would seem when you are considering all the vendors that should be taken into account. I don't know how that fits in your criteria.

Mr. Eckert stated I think you can take that into account under experience and personnel.

Ms. Driscoll suggest experience be 35 and scope of work 15.

On MOTION by Mr. Pollicino seconded by Mr. Harrah with all in favor the scoring for the landscape maintenance contract will be as follows: personnel 30 points, experience 35 points, understanding scope of work 15 points, and price 20 points.

Ms. Alfano stated I will have this document to Mike at the end of business tomorrow.

SEVENTH ORDER OF BUSINESS Supervisor's Requests and Audience Comments

- Mr. Browning asked did we get final approval by the county on the parking lots?
- Mr. Howell stated no, we are still waiting on the trees.
- Mr. Brownlee asked have we gotten any money for the irrigation damage.
- Mr. Howell responded not yet.
- Mr. Brownlee asked has our attorney sent out letters yet?
- Mr. Eckert stated we are happy to send letters. My understanding is that Steve and Michelle have been talking and there is another avenue Steve is going to try to recover that before we send out those letters.

EIGHTH ORDER OF BUSINESS

Next Scheduled Meeting – October 28, 2019 @ 6:00 p.m. at the Durbin South Amenity Center

Mr. Laughlin stated the next scheduled meeting is October 28, 2019 at 6:00 P.M. here at the Durbin South Amenity Center.

On MOTION by Mr. Brownlee seconded by Ms. Driscoll with all in favor the meeting adjourned at 7:20 p.m.

September 23, 2029	Durbin Crossing CDD
Secretary/Assistant Secretary	Chairman/Vice Chairman



Community Development District

Unaudited Financial Reporting

September 30, 2019

Community Development District

Combined Balance Sheet

September 30, 2019

	Ga	Totals		
	General	Debt	Capítal	(Memorandum Only)
	<u> Fund</u>	Servíce	Reserve Fund	<i>FY</i> 19
Assets:				
Cash	\$125,094		\$270,187	\$395,281
Investments:				
<u>Seríes 2006-1</u>				
Remedial Expenditure Account		\$1,091		\$1,091
<u>Series 2017A1</u>				
Reserve		\$1,342,103		\$1,342,103
Interest				\$0
Revenue		\$773,553		\$773,553
Prepayment		\$140,112		\$140,112
Cost of Issuance		\$11,019		\$11,019
Series 2017A2 Term Bond 1				
Reserve		\$132,425		\$132,425
Interest				\$0
Prepayment		\$11,946		\$11,946
<u>Series 2017A2 Term Bond 2</u>				
Reserve		\$40,000		\$40,000
Prepayment		\$5,019		\$5,019
<u>Operations</u>				
Custody Account	\$103,892			\$103,892
Investment - US bank Custody			\$83,151	\$83,151
Investment - SBA			\$932,904	\$932,904
SBA - Renewal and Replacement			\$122,399	\$122,399
Assessment Receivable				\$0
Prepaid Expenses	\$36,901			\$36,901
Total Assets	\$265,886	\$2,457,268	\$1,408,641	\$4,131,796
<u>Liabilities:</u>				
Accounts Payable	\$3,997			\$3,997
Fica Payable				\$0
Due to Capital Reserve				\$0
<u>Fund Balances:</u>				
Restricted for Debt Service		\$2,457,268		\$2,457,268
Non-spendable	\$36,901			\$36,901
Assigned			\$1,408,641	\$1,408,641
Unassigned	\$224,988			\$224,988
Total Liabilities and Fund Equity	\$265,886	\$2,457,268	\$1,408,641	\$4,131,796

Durbin Crossing Community Development District

General Fund

Statement of Revenues & Expenditures For The Period Ending September 30, 2019

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	ADOPTED	BUDGET	ACTUAL	Vantaece
₽₽ `\ ™\ #Π#\$.	BUDGET	9/30/19	9/30/19	VARIANCE
<u>REVENUES:</u>				
Assessments - Tax Roll	1,874,080	1,874,080	\$1,880,749	\$6,669
Assessments - Dírect	62,078	62,078	\$62,079	\$0
Interest Income	\$1,300	\$1,300	\$1,934	\$634
Misc Income	\$22,500	\$22,500	\$54,082	\$31,582
TOTAL REVENUES	\$1,959,958	\$1,959,958	\$1,998,843	\$38,885
EXPENDITURES:				
Administrative				
Supervisor Fees	\$11,000	\$11,000	\$11,000	\$0
FICA Expense	\$842	\$842	\$842	\$1
Assessment Roll Administration	\$5,000	\$5,000	\$5,000	\$0
Engineering Fees	\$9,500	\$9,500	\$17,800	(\$8,300)
Dissemination Fees	\$6,750	\$6,750	\$6,500	\$250
Attorney Fees	\$45,000	\$45,000	\$44,327	\$673
Annual Audit	\$4,000	\$4,000	\$4,000	\$0
Trustee Fees	\$19,000	\$19,000	\$10,775	\$8,225
Arbitrage	\$1,500	\$1,500	\$1,950	(\$450)
Impact Fee Administration	\$15,000	\$15,000	\$15,000	\$0
Management Fees	\$47,000	\$47,000	\$47,000	(\$0)
Information Technology	\$1,600	\$1,600	\$1,600	\$0
Telephone	\$300	\$300	\$251	\$49
Postage	\$1,800	\$1,800	\$1,498	\$302
Printing & Binding	\$1,500	\$1,500	\$1,723	(\$223)
Insurance	\$7,500	\$7,500	\$7,056	\$444
Legal Advertising	\$1,300	\$1,300	\$1,921	(\$621)
Other Current Charges	\$1,350	\$1,350	\$459	\$891
Office Supplies	\$250	\$250	\$139	\$111
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Website Compliance	\$0	\$0	\$2,250	(\$2,250)
Administrative Expenses	\$180,367	\$180,367	\$181,265	(\$898)
<u>Ameníty Center</u>				
Insurance	\$24,750	\$24,750	\$23,954	\$796
Repairs & Replacements	\$57,000	\$57,000	\$77,772	(\$20,772)
Recreational Passes	\$4,000	\$4,000	\$3,150	\$850
Office Supplies	\$5,000	\$5,000	\$6,943	(\$1,943)
Permit Fees	\$2,610	\$2,610	\$3,119	(\$509)
<u>Utílitíes</u>				
Water & Sewer	\$31,000	\$31,000	\$35,658	(\$4,658)
Electríc	\$26,500	\$26,500	\$31,054	(\$4,554)
Website	\$0	\$0	\$295	(\$295)
Cable/Phone/Internet	\$17,000	\$17,000	\$16,437	\$563
Security System	\$17,000 \$560	\$560	\$560	\$303 \$0
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Durbin Crossing Community Development District

General Fund

Statement of Revenues & Expenditures For The Period Ending September 30, 2019

		PRORATED		
	ΑDOPTED	$\mathcal{B}U\mathcal{D}\mathcal{G}\mathcal{E}\mathcal{T}$	ACTUAL	
	BUDGET	9/30/19	9/30/19	VARIANCE
•				
Amenity Center Management Contracts				
Managerial	\$158,700	\$158,700	\$158,700	\$0
Staffing	\$173,250	\$173,250	\$174,366	(\$1,116)
Lífeguards	\$58,000	\$58,000	\$50,420	\$7,580
Refuse Service	\$4,500	\$4,500	\$8,153	(\$3,653)
Pool Chemicals	\$18,810	\$18,810	\$20,330	(\$1,520)
Special Events	\$26,000	\$26,000	\$32,215	(\$6,215)
Pest Control	\$1,800	\$1,800	\$3,890	(\$2,090)
Pressure Washing/Fitness Equip Maint	\$12,000	\$12,000	\$13,769	(\$1,769)
Ameníty Center Expenses	\$621,480	\$621,480	\$660,785	(\$39,305)
Grounds Maintenance				
Electríc	\$5,200	\$5,200	\$4,219	\$981
Water / Reuse	\$200,000	\$200,000	\$313,443	(\$113,443)
Streetlighting	\$71,000	\$71,000	\$69,187	\$1,813
Lake Maintenance	\$52,928	\$52,928	\$53,361	(\$433)
Landscape Maintenance	\$361,620	\$361,620	\$324,409	\$37,212
Landscape Contingency	\$40,000	\$40,000	\$55,584	(\$15,584)
Miscellaneous	\$34,510	\$34,510	\$41,395	(\$6,885)
Fuel	\$1,100	\$1,100	\$1,101	(\$1)
Irrigation Repairs	\$15,000	\$15,000	\$42,622	(\$27,622)
Capital Reserve	\$175,753	\$175,753	\$175,753	\$0
Capítal Outlay *	\$200,000	\$200,000	\$200,000	\$0
Water Quality Monitoring	\$1,000	\$1,000	\$1,500	(\$500)
Grounds Maintenance Expenses	\$1,158,111	\$1,158,111	\$1,282,573	(\$124,462)
TOTAL EXPENDITURES	\$1,959,958	\$1,959,958	\$2,124,624	(\$164,666)
Other Timeneine Sources & Ilses				
Other Financing Sources & Uses				
Interfund Transfer In/(Out)	\$0	\$0	\$150,000	\$150,000
Total Other Financing Sources & Uses	\$0	\$0	\$150,000	\$150,000
EXCESS REVENUES/(EXPENSES)	\$0	\$0	\$24,219	\$24,219
Fund Balance - Beginning	\$0		\$237,669	
Fund Balance - Ending	\$0	_	\$261,889	

Durbin Crossing COMMUNITY DEVELOPMENT DISTRICT

General Fund

Statement of Revenues & Expenditures Fiscal Year 2019

	019												
mg) maguage	Oct	Nov	Дес	Jan	Feb	Mar	Apr	Мау	Jun	Jul	Aug	Sept	Total
<u>REVENUES:</u>													
Assessments - Tax Roll	-	90,544	500,263	1,082,844	51,843	122,407	24,806	-	7,350	692	-	-	1,880,749
Assessments - Dírect	-	16,836	11,758	-	8,377	1,170	-	15,520	-	-	8,418	-	62,079
Interest Income	49	27	26	91	128	325	339	317	278	168	117	69	1,934
Miscelleaneous	812	804	44,323	1,295	625	322	580	610	1,706	1,930	195	880	54,082
Interfund Transfer In	-	150,000	-	-	-	-	-	-	-	-	-	-	150,000
TOTAL REVENUES	861	258,212	556,369	1,084,229	60,973	124,224	25,725	16,447	9,334	2,790	8,731	949	2,148,843
EXPENDITURES:													
ADMINISTRATIVE:													
Supervisor Fees	1,000	1,000	-	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	11,000
FICA Expense	77	77	-	77	77	77	77	77	77	77	77	77	842
Assessment Administration	5,000	-	-	-	-	-	-	-	-	-	-	-	5,000
Engineering Fees	2,289	2,792	-	1,835	388	1,610	3,896	2,905	1,139	-	946	-	17,800
Dissemination Fees	600	500	500	500	500	600	800	500	500	500	500	500	6,500
Attorney Fees	6,931	5,568	2,669	6,176	2,682	6,700	5,724	(3,576)	4,794	2,388	4,272	-	44,327
Annual Audit	· -	-		· -	· -		-	-	· -	4,000	· -		4,000
Trustee Fees	5,000	_	-	-	_	-	5,775	-	-	-	_		10,775
Arbitrage	-	_	-	_	_	-	750	-	-	-	1,200	_	1,950
Impact Fee Administration	3,750	_	-	1,250	_	_	417	4,583	1,250	1,250	1,250	1,250	15,000
Management Fees	3,917	3,917	3,917	3,917	3,917	3,917	3,917	3,917	3,917	3,917	3,917	3,917	47,000
Computer Time	133	133	133	133	133	133	133	133	133	133	133	133	1,600
Telephone	37	16	-	-	-	17	12	9	16	15	51	77	251
Postage	48	99	190	667	69	50	79	106	33	17	57	82	1,498
Printing & Binding	266	155	42	17	136	149	77	98	209	178	128	268	1,723
Insurance	7,056	-	-	_	_	-	-	-	-	-	_	-	7,056
Legal Advertising	85	85	-	85	166	-	81	81	81	709	108	440	1,921
Other Current Charges	-	_	-	-	274	33	70	46	35	-	_		459
Office Supplies	14	15	8	25	9	8	9	9	9	9	15	9	139
Dues, Licenses & Subscriptions	175	-	-	_	-	-	-	-	-	-	_	-	175
Website Compliance	-	-	-	2,250	_	_	-	-	-	-	_	-	2,250
Administrative Expenses	36,378	14,359	7,459	17,932	9,351	14,292	22,816	9,889	13,192	14,192	13,653	7,752	181,265
Insurance	23,954	-	-	-	-	-	_	-	-	-	-	-	23,954
Repairs & Replacements	3,747	6,470	564	3,599	1,126	11,815	4,823	26,172	4,371	7,933	6,389	763	77,772
Recreational Passes	900	-	-	-	, <u>-</u>	900	-	-	1,350	-	-	-	3,150
Office Supplies	291	612	553	862	737	1,270	383	265	1,004	288	678	-	6,943
Permit Fees	354	-	357	1,483	-	, -	-	-	925	-	-	-	3,119
<u>Utilities</u>													
Water & Sewer	2,776	2,637	2,630	3,967	1,745	1,761	1,056	1,400	3,970	5,865	5,319	2,531	35,658
Electric	2,807	3,101	2,599	2,691	2,451	2,153	1,981	2,296	2,561	2,720	2,883	2,811	31,054
Website	-	-	-	-	· -	295	, -	-		-	-	-	295

Durbin Crossing COMMUNITY DEVELOPMENT DISTRICT

General Fund

Statement of Revenues & Expenditures

Físcal Year 2019

				<i>J</i> 63	cui geni 2	019							
Cable/Phone/Internet	0ct 1,377	Nov 1,378	Дес 1,771	Jan 1,388	<i>Feb</i> 979	<i>Мат</i> 1,382	Apr 1,382	<i>Мау</i> 1,983	Jun 1,024	Jul 1,330	Аид 1,415	Sept 1,027	Total 16,437
Security System	1,377	1,378	1,771	1,388	979	1,382	280	1,983	1,024	280	1,415	1,027	560
	-	-	-	-	-	-	200	-	-	200	-	-	560
Management Contracts													
Managerial Staffing	13,225	13,225 15,242	13,225	13,225 14,437	13,225 14,437	13,225	13,225 14,902	13,225	13,225 14,437	13,225 14,437	13,225	13,225 14,437	158,700
Staffing Sifemando	14,437		13,633	14,437		14,437		15,088			14,437		174,366
Lifeguards	-	-	-	-	-	2,630	3,064 294	7,034	13,832	14,749	9,111	-	50,420
Refuse Service Pool Chemicals	514	296	294	291	292	293		1,022	1,386	2,242	616	614	8,153
	1,567	1,567	1,723	1,723	1,723	1,737	1,723	1,723	1,703	1,713	1,713	1,713	20,330
Special Events Pest Control	300	3,608	2,698	867	815	1,453	1,406	5,092	2,627	4,558	8,401	392	32,215
	365	270	145	145	145	145	365	365	945	365	365	270	3,890
Pressure Washing/Fitness Equip Maint	4,975	-	860	4,459	1,013	782	30	-	651	1,000	-	-	13,769
Amenity Center Expenses	71,589	48,407	41,052	49,138	38,688	54,278	44,914	75,666	64,011	70,705	64,553	37,784	660,785
Grounds Maintenance													
Grounus Matmenance Electríc	317	320	329	391	387	352	359	352	360	353	352	346	4,219
Water / Reuse		27,511		28,592	11,141			20,115			41,230	28,194	
streetlighting	35,544	5,806	26,606 5,732	28,592 5,761	5,846	15,898	14,500 5,817	5,732	25,795	38,317	5,709	5,732	313,443
Streetiignting Lake Maintenance	5,743	*	·	*	5,846 4.244	5,732			5,732	5,845	*	,	69,187
	6,052	4,244	4,244	4,244	,	4,869	4,244	4,244	4,244	4,244	4,244	4,244	53,361
Landscape Maintenance	30,135	23,625	30,135	30,135	29,569	30,135	30,135	30,135	30,135	30,135	30,135	-	324,409
Landscape Contingency Miscellaneous	20,611	600	563	200	2,100	3,170	18,605	2,370		6,616	750	-	55,584
	6,495	4,393	2,201	4,442	5,869	2,299	4,383	3,827	2,756	1,664	3,065	-	41,395
Fuel	93	153	-	14	183	52	164	50	217	16	157	-	1,101
Irrigation Repairs	4,821	6,315	2,506	6,355	1,864	2,706	3,104	3,999	800	10,153	-	-	42,622
Capital Reserve	-	-	-	-	-	-	-	175,753	-	-	-	-	175,753
Capital Outlay	-	-	-	-	-	-	-	200,000	-	-	-	-	200,000
Water Quality Monitoring	-	-	-	-	-	-	-	-	-	-	-	1,500	1,500
Grounds Maintenance Expenses	109,811	72,967	72,317	80,133	61,202	65,213	81,311	446,577	70,039	97,343	85,643	40,016	1,282,573
TOTAL EXPENDITURES	217,778	135,732	120,828	147,203	109,242	133,784	149,041	532,132	147,242	182,240	163,849	85,553	2,124,624
EXCESS REVENUES/(EXPENSES)	(216,917)	122,479	435,541	937,026	(48,269)	(9,560)	(123,316)	(515,685)	(137,908)	(179,450)	(155,119)	(84,604)	24,219

Community Development District

Debt Service Fund 2017 A1 & A2

Statement of Revenues & Expenditures For The Period Ending September 30, 2019

		PRORATED		
	$\mathcal{A}\mathcal{D}\mathcal{OPTED}$	BUDGET	ACTUAL	
	BUDGET	9/30/19	9/30/19	VARIANCE
Revenues:				
	#0.000.000	# 0.000.000	#0.000.04 5	* 40.000
Assessments - Tax Roll	\$2,962,688	\$2,962,688	\$2,982,315	\$19,626
Assessments - Dírect	\$109,500	\$109,500	\$94,651	(\$14,849)
Prepayments	\$0	\$0 \$0	\$182,113	\$182,113
Interest Income	\$0	\$0	\$7,978	\$7,978
Total Revenues	\$3,072,188	\$3,072,188	\$3,267,056	\$194,868
<u>Expenditures</u>				
<u>Seríes 2017 A-1</u>				
Interest 11/1	\$626,319	\$626,319	\$626,319	\$0
Special Call 11/1	\$0	\$0	\$15,000	(\$15,000)
Principal 5/1	\$1,445,000	\$1,445,000	\$1,445,000	\$0
Interest 5/1	\$626,319	\$626,319	\$626,053	\$266
Principal 5/1 (Prepayment)	\$0	\$0	\$25,000	(\$25,000)
<u>Seríes 2017 A-2</u>				
Interest 11/1	\$119,809	\$119,809	\$119,269	\$540
Special Call 11/1	\$0	\$0	\$10,000	(\$10,000)
Principal 5/1	\$135,000	\$135,000	\$130,000	\$5,000
Interest 5/1	\$119,272	\$119,272	\$118,988	\$284
Principal 5/1 (Prepayment)	\$0	\$0	\$25,000	(\$25,000)
Total Expenditures	\$3,071,719	\$3,071,719	\$3,140,628	(\$68,910)
Other Sources/(Uses)				
Other Debt Service Cost	\$0	\$0	\$0	\$0
Total Other Sources/(Uses)	\$0	\$0	\$0	\$0
Excess Revenues (Expenditures)	\$470		\$126,428	
Fund Balance - Beginning	\$991,251		\$2,329,749	_
Fund Balance - Ending	\$991,721		\$2,456,177	1
<i>5</i>	+,		, ,,	

Community Development District

Debt Service Fund 2006-1

Statement of Revenues & Expenditures For The Period Ending September 30, 2019

		PRORATED		
	$\mathcal{A}\mathcal{D}\mathcal{OPTED}$	${\cal B}{\cal U}{\cal D}{\cal G}{\cal E}{\cal T}$	\mathcal{ACTUAL}	
	BUDGET	9/30/19	9/30/19	VARIANCE
Revenues:				
Assessments - Dírect	\$33,600	\$33,600	\$917	(\$32,683)
Interest Income	\$0	\$0	\$2,005	\$2,005
Total Revenues	\$33,600	\$33,600	\$2,922	(\$30,678)
<u>Expenditures</u>				
<u>Seríes 2006-1</u>				
Interest 11/1	\$16,800	\$16,800	\$21,263	(\$4,463)
Interest 12/1	\$0	\$0	\$1,562	(\$1,562)
Special Call 11/1	\$0	\$0	\$170,000	(\$170,000)
Special Call 12/6	\$0	\$0	\$315,000	(\$315,000)
Interest 5/1	\$16,800	\$16,800	\$0	\$16,800
Total Expenditures	\$33,600	\$33,600	\$507,824	(\$474,224)
Other Sources/(Uses)				
Other Debt Service Cost	\$0	\$0	(\$15,325)	(\$15,325)
Interfund Transfer In/(Out)	\$0	\$0	(\$4,652)	(\$4,652)
Total Other Sources/(Uses)	\$0	\$0	(\$19,977)	(\$19,977)
Excess Revenues (Expenditures)	\$0		(\$524,879)	
Fund Balance - Beginning	\$0		\$525,971	
Fund Balance - Ending	\$0		\$1,091	

Community Develoment District Capital Reserve Funds Statement of Revenues & Expenditures For The Period Ending September 30, 2019

		PRORATED		
	$\mathcal{A}\mathcal{D}\mathcal{OPTED}$	${\cal B}{\cal U}{\cal D}{\cal G}{\cal E}{\cal T}$	$\mathcal{A}CTU\mathcal{A}L$	
	${\cal B}{\cal U}{\cal D}{\cal G}{\cal E}{\cal T}$	9/30/2019	9/30/2019	VARIANCE
Revenues:				
Capital Reserve Funding - Transfer In	\$175,753	\$175,753	\$375,753	\$200,000
Miscellaneous Revenue/Interest	\$1,000	\$1,000	\$21,898	\$20,898
Impact Fees	\$0	\$0	\$116,003	\$116,003
Total Revenues	\$176,753	\$176,753	\$513,654	\$336,901
<u>Expenditures</u>				
Capital Outlay	\$200,000	\$200,000	\$538,133	(\$338,133)
Repair/Replacements	\$0	\$0	\$52,164	(\$52,164)
Total Expenditures	\$200,000	\$200,000	\$590,297	(\$390,297)
Other Sources/(Uses)				
Interfund Transfer In/(Out)	\$0	\$0	(\$144,235)	(\$144,235)
Total Other Sources/(Uses)	\$0	\$0	(\$144,235)	(\$144,235)
Excess Revenues (Expenditures)	(\$23,247)	(\$23,247)	(\$220,879)	(\$197,632)
Fund Balance - Beginning	\$633,000		\$1,629,520	
Fund Balance - Ending	\$609,753		\$1,408,641	

Community Development District Long Term Debt Report

Series 2017A-1 Special Assessment Refunding Bonds	
Interest Rate: Maturity Date: Reserve Fund Definition: Reserve Fund Requirement: Reserve Fund:	Various 5/1/2037 50% MADS \$1,341,300 \$1,342,103
Bonds outstanding - 3/31/17 Less: May 1, 2017 (Prepayment) Less: May 1, 2018 Less: May 1, 2018 (Prepayment) Less: November 1, 2018 (Prepayment) Less: May 1, 2019 Less: May 1, 2019 (Prepayment)	\$37,825,000 (\$40,000) (\$1,415,000) (\$10,000) (\$15,000) (\$1,445,000) (\$25,000)
Current Bonds Outstanding	\$34,875,000

Series 2017A-2 Special Assessment Refunding Bonds	
Interest Rate:	5.00% -6.25%
Maturity Date:	5/1/2037
Reserve Fund Definition:	50% MADS
Reserve Fund Requirement:	\$172,288
Reserve Fund:	\$172,425
Bonds outstanding - 3/31/17	\$4,580,000
Less: May 1, 2018	(\$130,000)
Less: May 1, 2018 (Prepayment)	(\$170,000)
Less: November 1, 2018 (Prepayment)	(\$10,000)
Less: May 1, 2019	(\$130,000)
Less: May 1, 2019 (Prepayment)	(\$25,000)
Current Bonds Outstanding	\$4,115,000

C.

DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2019 Summary of Series 2017A1-2 & O&M Assessment Receipts

	ASSESSED								
ASSESSED TO	# UNITS ASSESSED	SERIES 2017A1-2 DEBT NET	O&M NET	TOTAL NET ASMTS					
PRG DURBIN LLC VILLAGE CTR T COMM. (1)	44,561	29,572.19	16,765.26	46,337.45					
PALMS PROFESSIONAL PARK LLC S MIXED USE (1)	49,225	32,667.38	18,520.00	51,187.38					
LONGLEAF CENTER LLC R MIXED USE (1)	40,275	26,727.86	15,152.73	41,880.59					
LBRE I LLC V1(1)	13,000	8,627.24	4,891.01	13,518.25					
LBRE I LLC T(1)	5,500	3,649.99	2,069.27	5,719.26					
DURBIN CROSSING STATION T (1)	12,439	8,254.94	4,679.94	12,934.88					
NET ASSESSMENTS DIRECT BILL	165,000	109,499.60	62,078.21	171,577.81					
NET ASSESSMENTS TAX ROLL	7,324	2,971,666.82	1,874,033.57	4,845,700.39					
TOTAL DISTRICT	172,324	3,081,166.42	1,936,111.78	5,017,278.20					

RECEIVED							
				DATE O&M			
SERIES 2017A1-2		TOTAL ASMTS		PAID			
DEBT PAID	O&M PAID	PAID	BALANCE DUE	THROUGH			
29,572.19	16,765.26	46,337.45	-	5/1/2019			
24,500.54	18,520.00	43,020.54	8,166.84	5/1/2019			
20,045.90	15,152.73	35,198.63	6,681.96	5/1/2019			
8,627.24	4,891.01	13,518.25	-	5/1/2019			
3,649.99	2,069.27	5,719.26	-	5/1/2019			
8,254.94	4,679.94	12,934.88	-	5/1/2019			
94,650.80	62,078.21	156,729.01	14,848.80				
2,982,314.85	1,880,748.57	4,863,063.42	(17,363.03)				
3,076,965.65	1,942,826.78	5,019,792.43	(2,514.23)				

DIRECT BILL % COLLECTED	86%	100%	91%
TAX ROLL % COLLECTED	100%	100%	100%
TOTAL % COLLECTED	100%	100%	100%

(1) Bulk land owners are on a payment plan. O&M Installments due 50% due 12/1, 25% due 2/1, and 25% due 5/1. Debt Service is due 75% 4/1 and 25% 9/30

Units include 170,000 square feet of Commercial/Retail/Office

DETAIL OF TAX ROLL RECEIPTS						
ST JOHNS COUNTY DISTRIBUTION	DATE	AMOUNT	DEBT	O&M		
1	11/7/2018	11,232.72	6,888.56	4,344.16		
2	11/19/2018	222,888.32	136,688.15	86,200.17		
3	11/27/2018	238,889.31	146,500.89	92,388.42		
4	12/13/2018	812,000.56	497,966.22	314,034.34		
5	12/27/2018	242,642.08	148,802.31	93,839.77		
INTEREST	1/10/2019	720.28	441.72	278.56		
6	1/28/2019	2,799,195.10	1,716,630.11	1,082,564.99		
7	2/25/2019	134,050.29	82,207.48	51,842.81		
8	3/19/2019	316,508.62	194,101.59	122,407.03		
INTEREST	4/11/2019	8,708.79	5,340.74	3,368.05		
9	4/24/2019	55,432.07	33,994.19	21,437.88		
TAX CERTIFICATES	6/19/2019	2,654.62	1,627.97	1,026.65		
10 (MAY RECEIPTS)	6/24/2019	16,350.83	10,027.29	6,323.54		
INTEREST	7/16/2019	1,789.83	1,097.63	692.20		
			-	-		
TOTAL TAX ROLL RECEIPTS		4,863,063.42	2,982,314.85	1,880,748.57		



Community Development District

Check Run Summary

9/1/2019 thru 9/30/2019

Fund	Date	Check No.		Amount		
General Fund						
Payroll	9/25/19	50601-50605	\$	923.50		
			Sub-	Γotal	\$ 923.50	
Accounts Payable	9/19/19	5264-5282	\$	55,471.07		
-	9/27/19	5283-5313	\$	168,499.37		
			Sub-	Γotal	\$ 223,970.44	
Total					\$ 224,893.94	

^{*} Fedex Invoices available upon request

BR040M-A			ECKS WRITTEN LISTI - GENERAL FUND BA		GENERA	AS OF 9/30/2 L FUND	2019	RUN 10/16/2019	PAGE	1
CHECK#	TYPE	SYSTEM	CHECK DATE	CHECK	AMT	EMP/CUS/VEN#	DESCRIPTION			
050601 050602 050603 050604 050605	R R R R	PR PR PR PR PR	09/25/2019 09/25/2019 09/25/2019 09/25/2019 09/25/2019	18 18	1.70 1.70 1.70 1.70 1.70	14 16 11 13 8	ROBERT T BR DEBBIE DRIS SARAH G HAL JASON S HAR PETER E POL	COLL L RAH		
		BANK '	TOTAL	92	3.50					
		COMPANY '	TOTAL	92	3.50					

ATTENDANCE SHEET

Supervisor Debbie Driscoll Assistant Secretary Peter Pollicino Chairman Sarah Gabel Hall	In Attendance	\$200 \$200
Assistant Secretary Peter Pollicino Chairman		
Peter Pollicino Chairman		\$200
Chairman		\$200
		7
Sarah Gabel Hall		
		\$200
Assistant Secretary		
Tim Brownlee		\$200
Vice Chairman		
Jason Harrah		\$200
Assistant Secretary		

PLEASE RETURN COMPLETED FORM TO BERNADETTE PEREGRINO

AP300R *** CHECK NOS. 005264-005313

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 10/16/19 PAGE 1 DURBIN CROSSING - GENERAL FUND BANK A GENERAL FUND

CHECK VEND# DATE	INV	DICE VENDOR NAME INVOICE YRMO DPT ACCT# SUB SUBCLASS	STATUS	AMOUNT	CHECK
9/13/19 00283	9/01/19	454499 201909 320-53800-46800	*	4,244.00	
		454499 201909 320-53800-46800 SEP LAKE MAINTENANCE AQUATIC SYSTEMS INC.			4,244.00 005264
9/13/19 00050	9/01/19	09012019 201909 320-53800-45300		432.10	
		SEP PHONE/CABLE/INTERNET COMCAST			432.10 005265
				55.92	
9/13/19 00321		PAINT		33.72	
	7/03/19	3439 201907 320-53800-44200 TRASH CAN	*	18.99	
	7/09/19	3444 201907 320-53800-44200	*	19.12	
	7/09/19	NO TRES/PRIV PROP SIGN 3446 201907 320-53800-44200	*	9.56	
	7/11/19	KEY MASTER 3453 201907 320-53800-44200	*	8.95	
		40LB TOP SOIL			
		3457 201907 320-53800-44200 FASTENERS/GLUE/HINGE	*	40.27	
	7/12/19	3458 201907 320-53800-44200 FIREMANS NOZZLE	*	19.99	
	7/17/19	3465 201907 320-53800-44200	*	6.99	
	7/30/19	GORILLA GLUE 3497 201907 320-53800-44200	*	128.77	
		MAINTENANCE SUPPLIES		7.00	
		3498 201907 320-53800-44200 MISC FASTENERS	r	7.28	
		3503 201907 320-53800-44200 MAINTENANCE SUPPLIES	*	296.24	
		CRONIN ACE HARDWARE			612.08 005266
9/13/19 00305	8/20/19	20353 201908 320-53800-46300	*	850.00	
		SHOWROOM FURNITURE EDIC DOOLS & HARDSCADE CONSTRUCTION	r		850 00 005267
		EPIC POOLS & HARDSCAPE CONSTRUCTION			
9/13/19 00021		459 201909 310-51300-34000 SEP MANAGEMENT FEES		3,916.67	
		459 201909 310-51300-35100 SEP INFORMATION TECH	*	133.33	
	9/01/19	459 201909 310-51300-32500	*	1,250.00	
		SEP IMPACT FEE COLLECTION 459 201909 310-51300-31300	*	500.00	
		SEP DISSEMINATION SERVICE 459 201909 310-51300-51000	*	9.39	
		OFFICE SUPPLIES		9.39	

DURB DURBIN CROSS BPEREGRINO

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 10/16/19 PAGE 2 DURBIN CROSSING - GENERAL FUND BANK A GENERAL FUND

CHECK VEND# DATE	INVOICEEXPENSED TO DATE INVOICE YRMO DPT ACCT#	SUB SUBCLASS VENDOR NAME	STATUS	AMOUNT	CHECK
	9/01/19 459 201909 310-51300- POSTAGE	42000	*	81.91	
	9/01/19 459 201909 310-51300- COPIES	42500	*	267.60	
	9/01/19 459 201909 310-51300-		*	77.15	
	TELEPHONE	GOVERNMENTAL MANAGEMENT SERVICES			6,236.05 005268
9/13/19 00153	8/21/19 S-5911 201908 320-53800-		*	1,598.70	
	A/C REPAIR	HOWARD SERVICES INC			1,598.70 005269
9/13/19 00345	8/23/19 20192229 201908 320-53800-		*	850.00	
	HORSE DRAWN WAGON RIDES	JACKSONVILLE CARRIAGE CO LLC			850.00 005270
9/13/19 00346	8/22/19 9132019 201908 320-53800-	45511	*	400.00	
	DOG SHOW	MENESTRELLI ENTERTAINMENT LLC			400.00 005271
9/13/19 00291	9/09/19 3023 201909 320-53800-		*	300.00	
	REPLACE DRINK FILTERS	PHILLIP MCDONALD PLUMBING			300.00 005272
9/13/19 00109	9/01/19 13129558 201909 320-53800-	45510	*	590.27	
	SEP POOL MAINT-NORTH	POOLSURE			590.27 005273
9/13/19 00109	9/01/19 13129558 201909 320-53800-	-45510	*	1,122.91	
	SEP POOL MAINT-SOUTH	POOLSURE			1,122.91 005274
9/13/19 00009	8/05/19 I0320031 201908 310-51300-	48000	*	107.70	
	NOTICE FY20 BUDGET PH	THE ST. AUGUSTINE RECORD			107.70 005275
9/13/19 00179	6/10/19 18012152 201906 320-53800-		*	338.88	
	VINYL SIGNS	STEPHENS ADVERTISING DISPLAYS			338.88 005276
9/13/19 00066	6/24/19 5979261 201906 320-53800-		*	290.00	
	WARRANTY RENEWAL	TURNER PEST CONTROL			290.00 005277
9/13/19 00252	8/31/19 359798 201908 320-53800-	46310	*	110.24	
	AUG BILLABLE MILEAGE	VESTA PROPERTY SERVICES, INC.			110.24 005278

DURB DURBIN CROSS BPEREGRINO

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 10/16/19 PAGE 3 DURBIN CROSSING - GENERAL FUND BANK A GENERAL FUND

CHECK VEND# DATE	INVOICE EXPENSED TO VENDOR NAME DATE INVOICE YRMO DPT ACCT# SUB SUBCLASS	STATUS	AMOUNT	CHECK AMOUNT #
9/13/19 00252	9/01/19 2019-8-1 201908 320-53800-45501	*	9,111.27	
	AUG LIFEGUARD HOURS VESTA PROPERTY SERVICES, INC.			9,111.27 005279
9/13/19 00252	9/01/19 359734 201909 320-53800-45502		6,441.66	
.,,	SEP GENERAL MANAGER 9/01/19 359734 201909 320-53800-45517	*	2,791.66	
	SEP AMENITIES MANAGER		•	
	9/01/19 359734 201909 320-53800-45518 SEP MAINTENANCE MANAGER	*	3,991.66	
	9/01/19 359734 201909 320-53800-45507 SEP JANITORIAL SERVICES	*	1,475.00	
	9/01/19 359734 201909 320-53800-45505	*	2,116.66	
	SEP POOL MAINTENANCE 9/01/19 359734 201909 320-53800-45514	*	804.17	
	SEP EVENTS PLANNER 9/01/19 359734 201909 320-53800-45515	*	4,950.00	
	SEP FACILITY MONITOR		,	
	9/01/19 359734 201909 320-53800-45503 SEP FACILITY ATTENDANT	*	5,091.66	
	VESTA PROPERTY SERVICES, INC.			27,662.47 005280
9/13/19 00053	9/01/19 93963712 201909 320-53800-45508	*	264.30	
	SEP REFUSE-NORTH WASTE MANAGEMENT 9/01/19 93963722 201909 320-53800-45508			264.30 005281
9/13/19 00053	9/01/19 93963722 201909 320-53800-45508	*	350.10	
	SED REFUSE-SOUTH			
	WASTE MANAGEMENT			350.10 005282
9/27/19 00321	8/01/19 3506 201908 320-53800-44200 MALE CONNECTOR/HEX	*	6.90	
	8/06/19 3515 201908 320-53800-44200	*	7.74	
	MISC FASTNERS 8/06/19 3516 201908 320-53800-44200	*	2.29	
	HEAVY ANGLE			
	8/08/19 3517 201908 320-53800-44200 TENT STAKES/CAUTION TAPE	*	18.98	
	8/14/19 3531 201908 320-53800-44200	*	27.56	
	SPACKLE/TAPE/ROLLER PAPRE 8/27/19 3553 201908 320-53800-44200	*	75.30	
	BREAKER/PLAY SAND 8/27/19 3554 201908 320-53800-44200	*	6.99	
	STUDS			
	8/27/19 3555 201908 320-53800-44200 PLAY SAND	*	9.98	
				155.74 005283

DURB DURBIN CROSS BPEREGRINO

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 10/16/19 PAGE 4 DURBIN CROSSING - GENERAL FUND BANK A GENERAL FUND

CHECK VEND# DATE	INVOICEEXPENSED TO DATE INVOICE YRMO DPT ACCT# S	VENDOR NAME SUB SUBCLASS	STATUS	AMOUNT	CHECK
9/27/19 00292	2/08/19 28749 201902 320-53800-4 IRRIGATION REPAIRS	46400	*	416.00	
		DOWN TO EARTH			416.00 005284
9/27/19 00292	2/25/19 30243 201902 320-53800-4		*	554.50	
		DOWN TO EARTH			554.50 005285
9/27/19 00292	2/27/19 30300 201902 320-53800-4 IRRIGATION REPAIRS		*	690.00	
		DOWN TO EARTH			690.00 005286
9/27/19 00292	3/01/19 30539 201903 320-53800-4 IRRIGATION REPAIRS		*	431.00	
	IRRIGATION REPAIRS	DOWN TO EARTH			431.00 005287
9/27/19 00292	4/11/19 33308 201904 320-53800-4		*	180.00	
	STUMP GRIND	DOWN TO EARTH			180.00 005288
9/27/19 00292	4/23/19 35519 201904 320-53800-4		*	1,000.00	
	IRRIGATION REPAIRS	DOWN TO EARTH			1,000.00 005289
9/27/19 00292	5/01/19 35124 201905 320-53800-4	46200	*	30,135.00	
	MAY LANDSCAPE MAINTENANCE				30,135.00 005290
9/27/19 00292	5/16/19 36803 201905 320-53800-4		*	1,362.00	
	IRRIGATION REPAIRS	DOWN TO EARTH			1,362.00 005291
9/27/19 00292	6/01/19 38138 201906 320-53800-4		*	30,135.00	
	JUN LANDSCAPE MAINTENANCE	DOWN TO EARTH			30,135.00 005292
9/27/19 00292	7/01/19 40341 201907 320-53800-4		*		
	JUL LANDSCAPE MAINTENANCE	DOWN TO EARTH			30,135.00 005293
9/27/19 00292	7/12/19 41887 201907 320-53800-4		*	1,562.00	
	IRRIGATION REPAIRS	DOWN TO EARTH			1,562.00 005294
9/27/19 00292	8/01/19 43127 201908 320-53800-4		*		
. ,	AUG LANDSCAPE MAINTENANCE	DOWN TO EARTH		•	30 135 00 005295

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 10/16/19 PAGE 5 DURBIN CROSSING - GENERAL FUND BANK A GENERAL FUND

CHECK VEND# DATE	INVOICEEXPENSED TO DATE INVOICE YRMO DPT ACCT# 5		STATUS	AMOUNT	CHECK
9/27/19 00104	9/12/19 9579 201909 300-15500-1 FY20 ADMIN INSURANCE	10000	*	7,232.00	
	9/12/19 9579 201909 300-15500-3	10000	*	24,669.00	
	FY20 PROPERTY INSURANCE	EGIS INSURANCE ADVISORS, LLC			31,901.00 005296
9/27/19 00047	9/16/19 TC59862 201909 320-53800-	46910	*	1,500.00	
	WATER QUALITY SAMPLING	ENVIRONMENTAL SERVICES, INC			1,500.00 005297
9/27/19 00007	9/06/19 191575 201908 310-51300-3	31100	*	485.00	
	AUG PROFESSIONAL SERVICES	ENGLAND-THIMS & MILLER, INC.			485.00 005298
9/27/19 00007	9/06/19 191576 201908 310-51300-3	31100	*	461.00	
	AUG PROFESSIONAL SERVICES	ENGLAND-THIMS & MILLER, INC.			461.00 005299
9/27/19 00288	8/20/19 191302 201908 320-53800-4		*	247.84	
	LED LIGHT BULBS	LAMP SALES UNLIMITED, INC.			247.84 005300
9/27/19 00288	8/28/19 191639 201908 320-53800-4		*	307.76	
	LED LIGHT BULBS	LAMP SALES UNLIMITED, INC.			307.76 005301
9/27/19 00291	9/17/19 3039 201909 320-53800-4		*	292.00	
	LEAK REPAIR POOL PUMP	PHILLIP MCDONALD PLUMBING			292.00 005302
9/27/19 00291	9/17/19 3047 201909 320-53800-4				
	OVERLOAD ON DRINKIN FNTN	PHILLIP MCDONALD PLUMBING			171.00 005303
9/27/19 00098	8/30/19 110089 201909 320-53800-4			495.00	
	EVENT 9/13/19	PROGRESSIVE ENTERTAINMENT INC			495.00 005304
9/27/19 00108	4/23/19 10824A 201904 320-53800-4			30.00	
	CABLE WORKOUT EQUIPMENT	SOUTHEAST FITNESS REPAIR			30.00 005305
9/27/19 00066	9/13/19 6070936 201909 320-53800-4			65.00	
. ,	SEP PEST CONTROL - NORTH				65.00 005306

AP300R *** CHECK NOS. 005264-005313

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 10/16/19 PAGE 6 DURBIN CROSSING - GENERAL FUND BANK A GENERAL FUND

CHECK VEND# DATE	INVOICEEXPENSED TO VENDOR NAME DATE INVOICE YRMO DPT ACCT# SUB SUBCLASS	STATUS	AMOUNT	CHECK
9/27/19 00066	9/13/19 6070937 201909 320-53800-45513	*	80.00	
	SEP PEST CONTROL-SOUTH TURNER PEST CONTROL			80.00 005307
	9/13/19 6078921 201909 320-53800-45513	*	125.00	
	TURNER PEST CONTROL			125.00 005308
9/27/19 99999	9/2//19 VOID 201909 000-00000-00000	С	.00	
	VOID CHECK ******INVALID VENDOR NUMBER***	* * * *		.00 005309
9/27/19 99999	9/27/19 VOID 201909 000-00000-00000	C	.00	
	VOID CHECK ******INVALID VENDOR NUMBER***	* * * *		.00 005310
9/27/19 99999	9/27/19 VOID 201909 000-00000-00000	C	.00	
	VOID CHECK *****INVALID VENDOR NUMBER***	* * * *		.00 005311
9/27/19 99999	9/27/19 VOID 201909 000-00000-00000	C	.00	
	VOID CHECK *****INVALID VENDOR NUMBER***	* * * *		.00 005312
9/27/19 00252	8/31/19 360605 201908 320-53800-45511 DURBIN CROSSING APP	*	396.00	
	8/31/19 360605 201908 320-53800-44600 LEGAL PADS	*	20.31	
	8/31/19 360605 201908 320-53800-46300 NAPKINS	*	31.56	
	8/31/19 360605 201908 320-53800-46600 LEGAL PADS	*	31.58	
	8/31/19 360605 201908 320-53800-46300 TOILET PAPER	*	131.58	
	8/31/19 360605 201908 320-53800-46300 ODOR ELIMINATOR	*	145.29	
	8/31/19 360605 201908 320-53800-46600 LEGAL PADS	*	20.31	
	8/31/19 360605 201908 320-53800-46600 LEGAL PADS	*	21.93	
	8/31/19 360605 201908 320-53800-45511 PICTURE FRAMES	*	48.35	
	8/31/19 360605 201908 320-53800-44600 TAPE/COPY PAPER/NOTE PADS	*	312.91	
	8/31/19 360605 201908 320-53800-44600 LABELS/SHARPIE/BATTERIES	*	109.75	

AP300R *** CHECK NOS. 005264-005313 DURBIN CROSSING - GENERAL FUND BANK A GENERAL FUND

CHECK DATE	VEND#II DATE	NVOICE VENDOR NAME INVOICE YRMO DPT ACCT# SUB SUBCLASS	STATUS	AMOUNT	CHECK
	8/31/3	19 360605 201908 320-53800-45511	*	12.51	
	8/31/3	19 360605 201908 320-53800-45511	*	155.99	
	8/31/3	19 360605 201908 320-53800-45511	*	129.99-	
	8/31/2	19 360605 201908 320-53800-45511 VARN FOR CRAFTS	*	3.69	
	8/31/2	INVOICE YRMO DPT ACCT# SUB SUBCLASS 19 360605	*	5.30	
	8/31/2	19 360605 201908 320-53800-45511 BAMBOO SKEWERS FOR EVENT	*	6.65	
	8/31/3	19 360605 201908 320-53800-44600 MUSIC SUBSCRIPTION	*	9.99	
	8/31/3	L9 360605 201908 320-53800-46310	*	10.74	
	8/31/3	L9 360605 201908 320-53800-45511 BACK TO SCHOOL BASH	*	13.15	
	8/31/3	L9 360605 201908 320-53800-46300 MAINTENANCE BOXS	*	13.19	
	8/31/3	19 360605 201908 320-53800-45511 RESIDENT APPRECIATION	*	14.83	
	8/31/3	19 360605 201908 320-53800-44600 OFFICE SUPPLIES	*	14.96	
	8/31/3	19 360605 201908 320-53800-46310 FUEL	*	16.07	
	8/31/3	19 360605 201908 320-53800-45511 PAINT	*	18.68	
	8/31/3	19 360605 201908 320-53800-46310 FUEL	*	20.00	
	8/31/3	19 360605 201908 320-53800-45511 SPECIAL EVENTS DICOR	*	20.61	
	8/31/1	19 360605 201908 320-53800-44600 OFFICE SUPPLIES	*	21.22	
	8/31/1	19 360605 201908 320-53800-45511 BACK TO SCHOOL BASH	*	22.44	
		19 360605 201908 320-53800-46300 MAINTENANCE STORAGE BOXS	*	26.61	
		19 360605 201908 320-53800-45511 BACK TO SCHOOL BASH	*	28.48	
	-, - ,	FUEL 19 360605	*	30.55	
		19 360605 201908 320-53800-45511 SWIM SCHOOL GRADUATION	*	33.17	
	8/31/	19 360605 201908 320-53800-45511 SPECIAL EVENT DECOR	*	34.97	

AP300R *** CHECK NOS. 005264-005313 DURBIN CROSSING - GENERAL FUND BANK A GENERAL FUND

CHECK VEND# NATION NATIO	CHECK DATE	VEND#IN DATE	IVOICEEX	PENSED TO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	Sī	TATUS	AMOUNT	CHECK AMOUNT	
## STAIN STATE OF SCHOOL BASE STATE OF STATE OF STATE OF STATE OF SCHOOL BASE STATE SCHOOL BASE STATE SCHOOL BASE STATE SCHOOL BASE SCHOOL BASE STATE SCHOOL BASE SCHOOL SCHOOL BASE SCHOOL BASE SCHOOL SCH		8/31/1	.9 360605 20190	8 320-53800-4551	1			*	34.99		
8/31/19 360605 201908 320-53800-46501 WARNING LIGHT KURDYTA 8/31/19 360605 201908 320-53800-45511 SPECIAL EVENT DECKOR 8/31/19 360605 201908 320-53800-44600 COMPUTER PROTECTION 8/31/19 360605 201908 320-53800-44600 8/31/19 360605 201908 320-53800-44600 8/31/19 360605 201908 320-53800-44501 8/31/19 360605 201908 320-53800-44501 8/31/19 360605 201908 320-53800-44501 8/31/19 360605 201908 320-53800-44501 8/31/19 360605 201908 320-53800-44501 8/31/19 360605 201908 320-53800-44501 8/31/19 360605 201908 320-53800-44501 8/31/19 360605 201908 320-53800-44501 8/31/19 360605 201908 320-53800-45511 8/31/19 360605 201908 320-53800-455		8/31/1	9 360605 20190	1 LABOR DAY 18 320-53800-4551	1			*	35.14		
8/31/19 360605 201908 320-53800-44500 39.99		8/31/1	.9 360605 20190	18 320-53800-4630	0			*	37.44		
## SPECT DESTRICT SAME Section Section		8/31/1	.9 360605 20190	18 320-53800-4551	1			*	38.78		
## S3.1/19 366605 201908 320-53800-44501		8/31/1	.9 360605 20190	18 320-53800-4460	0			*	39.99		
### SCHOOL		8/31/1	.9 360605 20190	8 320-53800-4551	1			*	53.12		
S		8/31/1	.9 360605 20190	DL BASH 18 320-53800-4460	0			*	54.00		
## 12.28 ## 12.28		8/31/1	.9 360605 20190	8 320-53800-4551	1			*	67.22		
LOCK LATCH FOR GATES		8/31/1	BACK TO SCHOO 9 360605 20190	DL BASH 08 320-53800-4420	0			*	72.28		
CONSTANT CONTACT 8/31/19 360605 201908 320-53800-45511		8/31/1	LOCK LATCH FC 9 360605 20190	R GATES 18 320-53800-4460	0			*	95.00		
BACK TO SCHOOL BASH 8/31/19 360605 201908 320-53800-45511		8/31/1	CONSTANT CONT 9 360605 20190	ACT 8 320-53800-4551	1			*	101.01		
MAINTENANCE CART 8/31/19 360605 201908 320-53800-45511		8/31/1	BACK TO SCHOO 9 360605 20190	DL BASH 18 320-53800-4630	0			*	109.12		
BACK TO SCHOOL BASH 8/31/19 360605 201908 320-53800-45511		8/31/1	MAINTENANCE C 9 360605 20190	CART 18 320-53800-4551	1			*	136.69		
## BACK TO SCHOOL BASH 147.29		8/31/1	BACK TO SCHOO 9 360605 20190	DL BASH 18 320-53800-4551	1			*	144.34		
## STORY TIME SUPPLIES 8/31/19 360605 201908 320-53800-45511 **** PELAY RACE GAMES 8/31/19 360605 201908 320-53800-45511 **** PELAY RACE GAMES 8/31/19 360605 201908 320-53800-44200 **** CHILD LOCKS/GATE CLOSER 8/31/19 360605 201908 320-53800-45511 **** BACK TO SCHOOL BASH 8/31/19 360605 201908 320-53800-46600 PRINT HEAD NORTH PRINTER 8/31/19 360605 201908 320-53800-45511 **** CHOC FOUNTAIN LABOR DAY 8/31/19 360605 201908 320-53800-45511 **** CHOC FOUNTAIN LABOR DAY 8/31/19 360605 201908 320-53800-45511 **** CHOC FOUNTAIN LABOR DAY 8/31/19 360605 201908 320-53800-45511 **** BACK TO SCHOOL BASH 8/31/19 360605 201908 320-53800-45511 **** PESIDENT APPRECIATION ***** VESTA PROPERTY SERVICES, INC. ***** 508.25		8/31/1	BACK TO SCHOO 9 360605 20190	DL BASH 18 320-53800-4551	1			*	147.29		
SWIM SCHOOL GRADUATION 8/31/19 360605 201908 320-53800-45511		8/31/1	STORY TIME SU 9 360605 20190	JPPLIES 18 320-53800-4551	1			*	198.34		
RELAY RACE GAMES 8/31/19 360605 201908 320-53800-44200		8/31/1	SWIM SCHOOL G 9 360605 20190	RADUATION 18 320-53800-4551	1			*	222.10		
CHILD LOCKS/GATE CLOSER 8/31/19 360605 201908 320-53800-45511		8/31/1	RELAY RACE GA 9 360605 20190	MES 08 320-53800-4420	0			*	241.54		
BACK TO SCHOOL BASH 8/31/19 360605 201908 320-53800-46600		8/31/1	CHILD LOCKS/G 9 360605 20190	GATE CLOSER 18 320-53800-4551	1			*	254.41		
PRINT HEAD NORTH PRINTER 8/31/19 360605 201908 320-53800-45511		8/31/1	BACK TO SCHOO 9 360605 20190	DL BASH 18 320-53800-4660	0			*	333.49		
CHOC FOUNTAIN LABOR DAY 8/31/19 360605 201908 320-53800-45511		8/31/1	PRINT HEAD NC 9 360605 20190	RTH PRINTER 18 320-53800-4551	1			*	389.97		
BACK TO SCHOOL BASH 8/31/19 360605 201908 320-53800-45511 * 508.25 RESIDENT APPRECIATION VESTA PROPERTY SERVICES, INC. 5,447.53 005313		8/31/1	CHOC FOUNTAIN 9 360605 20190	I LABOR DAY 18 320-53800-4551	1			*	459.64		
RESIDENT APPRECIATION VESTA PROPERTY SERVICES, INC. 5,447.53 005313		8/31/1	BACK TO SCHOO .9 360605 20190	DL BASH 18 320-53800-4551	1			*	508.25		
			RESIDENT APPR	RECIATION VE	STA PROPER	RTY SERVICES,	, INC.			5,447.53 0	05313

223,970.44 TOTAL FOR BANK A

AP300R *** CHECK NOS. 005264-005313 YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 10/16/19 PAGE 9
DURBIN CROSSING - GENERAL FUND

BANK A GENERAL FUND

CHECK VEND#INVOICE.... ..EXPENSED TO... VENDOR NAME STATUS AMOUNTCHECK.....

DATE DATE INVOICE YRMO DPT ACCT# SUB SUBCLASS AMOUNT #

TOTAL FOR REGISTER 223,970.44

Aquatic Systems, Inc., a SOLitude Lake Management Company

Lake & Wetland Management Services 2100 NW 33rd Street Pompano Beach, FL 33069 800-432-4302

Invoice

INVOICE DATE: 9/1/2019

INVOICE NUMBER: 0000454499

CUSTOMER NUMBER: 0106060

PO NUMBER:

PAYMENT TERMS: Net 30

Durbin Crossing CDD C/O Gov. Management Services 475 West Town Place #114 St Augustine, FL 32092

1.32.538.468 283

QTY ORD	ITEM DESCRIPTION U	I/M UNIT PRICE	EXT PRICE
1	Monthly Lake and Wetland Services - September	4,244.00	4,244.00



SALES TAX: (0.0%)

\$0.00

LESS PAYMENT:

\$0.00

TOTAL DUE:

\$4,244.00

A 1.5% FINANCE CHARGE IS ADDED TO BALANCES 31 OR MORE DAYS PAST DUE

PLEASE RETURN THIS PORTION WITH PAYMENT. MAKE CHECKS PAYABLE TO: Aquatic Systems, Inc. DATE:

9/1/2019

INVOICE NUMBER:

0000454499

Address Changes (Note on Back of this Slip)

CUSTOMER NUMBER:

0106060

Please include contact name and phone number

TOTAL AMOUNT DUE:

\$4,244.00

Aquatic Systems, Inc., a Solitude Lake Management Company 2100 NW 33rd Street Pompano Beach, FL 33069

AMOUNT PAID:

Sep 09, 2019 to Oct 08, 2019 1 of 4

Hello,

Thanks for choosing Comcast Business.

1.32 .538.453 50

Your bill at a gland For 700 N DURBIN PKWY, JAC		9-7285
Previous balance		\$432.10
Payment - thank you	Aug 23	-\$432.10
Balance forward		\$0.00
Regular monthly charges	Page 3	\$413.57
Taxes, surcharges & fees	Page 3	\$18.53
New charges		\$432.10

Amount due Sep 22, 2019

\$432.10



Your bill explained

- This page gives you a quick summary of your monthly bill. A detailed breakdown of your charges begins on page 3.
- · Any payments received or account activity after Sep 01, 2019 will show up on your next bill. View your most up-to-date account balance at business.comcast.com/ myaccount.

Need help?

 Visit business.comcast.com/myaccount or see page 2 for other ways to contact us.

Detach the bottom portion of this bill and enclose with your payment

Please write your account number on your check or money order

Do not include correspondence with payment

COMCAST

141 NW 16TH ST POMPANO BEACH FL 33060-5250 96330310 NO RP 01 20190901 NNNNNNNY 0000559 0002

DURBIN CROSSING CDD ATTN BERNADETTE PEREGRINO 475 W TOWN PL STE 114 ST AUGUSTINE, FL 32092-3649

Account number Payment due

Please pay

Amount enclosed

8495 74 140 1022920

Sep 22, 2019

\$432.10

Make checks payable to Comcast Do not send cash

Send payment to COMCAST PO BOX 71211 **CHARLOTTE NC 28272-1211**



Download the Comcast Business App

Manage your account anytime, anywhere with the Comcast Business App — an innovative all-in-one tool designed with your business in mind.

- Manage your account details
- · Pay your bill and customize billing options
- · View upcoming appointments



Did you know?

No more mailing monthly checks! With Auto Pay, it's easy to save time, energy and stamps. Enroll today at business.comcast.com/myaccount





Need help? We're here for you



Visit us online

Get help and support at business.comcast.com/help



Call us anytime

800-391-3000 Open 24 hours, 7 days a week for billing and technical support

Useful information

Moving?

We can help ensure it's a smooth transition.

Visit business.comcast.com/learn/moving to learn more.

Accessibility:

If you are hearing impaired, call 711. For issues affecting customers with disabilities, call **1-855-270-0379**, chat live at **support.xfinity.com/accessibility**, email **accessibility@comcast.com**, fax **1-866-599-4268** or write to Comcast at 1701 JFK Blvd., Philadelphia, PA 19103-2838 Attn: M. Gifford.



Ways to pay



No more mailing monthly checks Set up Auto Pay to save time, energy and stamps. It's easy to enroll, just visit business.comcast.com/myaccount



Go paperless and say goodbye to clutter Sign up for Paperless Billing to view and pay your bill online. It's faster, easier and helps cuts down on clutter. Visit business.comcast.com/myaccount to get started.

Additional billing information

More ways to pay:



Online

Visit My Account at business.comcast.com/myaccount



3y App

Download the Comcast Business App



In-Store

Visit business.comcast.com/servicecenter

to find a store near you



Regular monthly charges		\$413.57
Comcast Business services		\$354.65
TV Basic Business Video	\$9.95	
Music Choice	\$29.95	
HD Technology Fee	\$9.95	
Deluxe 100+ Pkg Business Internet	\$199.95	
Static IP - 1	\$19.95	
Voice Line Business Voice Qty 2 @ \$39.95 each	\$79.90	
Voice Mail Service	\$5.00	

Equipment & services		\$39.55
TV Box + Remote	\$2.70	
Service To Additional TV With TV Box And Remote Qty 2 @ \$9.95 each	\$19.90	
Equipment Fee		
Internet		
Equipment Fee	Ø	
Voice		
Equipment Fee Voice	\$16.95	

Other charges		\$19.37
Broadcast TV Fee	\$10.00	
Federal Universal Service Fund	\$4.06	
Regulatory Cost Recovery	\$1.31	
Directory Listing Management Fee	\$2.00	
Voice Network Investment	\$2.00	

Taxes, surcharges & fees	\$18.53
Taxes & surcharges	\$18.53
Sales Tax	\$1.61
State Communications Services Tax	\$12.51
Local Communications Services Tax	\$3.61
911 Fees	\$0.80

What's included?



Internet: Fast, reliable internet on our Gigspeed network



TV: Keep your employees informed and customers entertained



Voice Numbers: (904)230-8287, (904)230-8288

This shows a service is included in your package:



Visit business.comcast.com/myaccount for more



You may notice some taxes & fees look different. We changed this section so it's easier to understand. See business.comcast.com/billinginfo for more information.

Additional information

Effective October 10, 2019 TCM will move to the Sports and Entertainment Pack and will no longer be available in Preferred or Digital Deluxe.

Effective October 29, 2019, Comcast is realigning the programming offered in the 1150 to 1199 channel range. At such time, check the program guide to locate the new channel positions for any impacted programming.

Account Number 8495 74 140 1022920 Billing Date Sep 01, 2019 Services From Sep 09, 2019 to Oct 08, 2019 Page 4 of 4

The regulatory cost recovery is neither government mandated nor a tax, but is assessed by Comcast to recover the costs of certain federal, state and local impositions related to voice services.

Information on programmer contract expirations, which could affect our carriage of the programmer's channels, can be found at https://my.xfinity.com/contractrenewals/ or by calling 866.216.8634



STATEMENT

PAGE: 1

CRONIN ACE HARDWARE 2843 COUNTY ROAD 210 WEST SUITE 101

SAINT JOHNS, FL 32259 (904) 217-3324

DURBIN CROSSING 475 W. TOWN PLACE SUITE 114 ST. AUGUSTINE FL

CLOSING DATE: 7/31/19

DUE DATE : 8/31/19

ACCT: 10068

CLOSI NG

DATE : 7/31/19

DUE DATE: 8/31/19

CRONIN ACE HARDWAR

DURBIN CROSSING

ACCOUNT: 10068

PLEASE DETACH AND RETURN REMITTANCE STUB WITH YOUR PAYMENT

								REMIT ANCE STUB	WITH YOUR PAYMENT
DATE	REFERE	NCE ST	С	DESCRIPTION	DEBI	T	CREDIT	REFERENCE	AMOUNT
	***************************************		Th	ank you for your busi	ness!				
				PREV BALANCE	763	. 33		PREV BAL	763.33
7/ 3/19	3437	1	1	I NVOI CE	55	. 92		3437	55.92
7/ 3/19	3439	1		I NVOLCE	18	. 99		3439	18.99
7/ 9/19	3444	1	1	I NVOI CE	19	. 12		3444	19.12
7/ 9/19	3446	1	1	I NVOI CE	9	. 56		3446	9.56
7/11/19	3453	1	1	I NVOI CE	8	. 95		3453	8. 95
7/12/19	3457	1	1	I NVOI CE	40	. 27		3457	40.27
7/12/19	3458	1	1	I NVOI CE	19	. 99		3458	19.99
7/17/19	3465	1	1	I NVOI CE	6	. 99		3465	6. 99
7/19/19	F3651	9 1	Р	PAYMENT - THANK YOU			250.50	F36519	- 250. 50
7/30/19	3497	1	1	I NVOI CE	128	. 77		3497	128.77
7/30/19	3498	1	1	I NVOI CE	7	. 28		3498	7.28
7/31/19	3503	1	1	I NVOI CE	296	. 24		3503	296. 24
		PETER STATE OF THE		NEW BALANCE	1124	. 91			
						A service of the serv			
Your	Accou	nt [s	Seri	ously Past Due	. Please Pa	y Proi	mptiy.		
CURRE	NT	Curre	nt	Over 30	Over 60	Ove	r 90		
61	2.08		25	0.50 198.97	63.36		0.00		
								NEW BAL:	1124.91

TERMS: NET EOM

1.32.538.442

321

10068

Transaction Codes A - Adjustment C - Credit

B - Balance Forward

F - Finance Charge

I - Invoice P - Payment

AMOUNT PAID

多< f f CUTHERE f f f

POST PAGE FOR THE STATEMENT REPORT (RSM) FOR CRONIN ACE HARDWARE

1 NUMBER OF STATEMENTS : TOTAL STATEMENT BALANCE: 1, 124. 91 DATE OF REQUEST: 8/ 5/19 TIME OF REQUEST: 19:22:15 TERMINAL ID : 551 USER ID : VCD OPTIONS DEFINED: START DATE : 7/ 1/19 A = INCLUDE ACTIVE ZERO BALANCE ACCOUNTS CLOSING DATE : 7/31/19 C = INCLUDE CREDIT BALANCE ACCOUNTS D = SUPPRESS DELETED TRANSACTIONS PRI NTFR : 0091 E = EXTEND | NVOI CE/ CREDITS FROM QUI CKRECALL OPTI ONS : CDOS G = SUPPRESS AGED TOTALS # STMT ALIGN : _ H = AGE UNAPPLIED CREDITS FOR OPEN ITEM ACCOUNTS BASED ON DUE DATE I = REPRINT INVOICES/CREDITS FROM QUICKRECALL COPLES J = SUPPRESS STATEMENT POST PAGE DISC CUTOFF : ____ K = PRINT RX INFORMATION L = INCLUDE PREVIOUS MTD PURCHASE SUMMARY FROM CUSTOMER DEPARTMENT HISTORY M = INCLUDE MTD PURCHASE SUMMARY FROM CUSTOMER DEPARTMENT HISTORY N = NEW PAGE AFTER EACH INV/CREDIT (QUICKRECALL) TO FROM DI SCOUNT DATE : _____ O = SUPPRESS PAID OPEN [TEMS FROM PREVIOUS MONTH P = PRINT PAST DUE BALANCE ACCOUNTS ONLY CUSTOMER NAME : _____ Q = PRINT DUE DATE AFTER UNPAID INVOICES 10068 CUSTOMER NUMBER: 10068 R = SUPPRESS REVOLVING CREDIT LIMIT 999 JOB NUMBER : ____ S = PRINT ALPHABETICALLY BY SORT NAME ZIP CODE T = PRINT STATEMENT POST PAGE ONLY U = COMBINE JOBS IN DATE ORDER V = PRINT IN ZIP CODE ORDER W = INCLUDE YTD PURCHASE SUMMARY FROM CUSTOMER DEPARTMENT HISTORY X = SUPPRESS TERMS DISC FOR PAST DUE ACCOUNTS Y = PRINT FINANCE CHARGES YTD Z = [NCLUDE ZERO BALANCE ACCOUNTS CODES EXCLUSI ON NNNN ACCOUNT N BAL METHOD N · TERMS CODE

Thank you for your business!

STMT MESSAGE :

THANK YOU FOR SHOPPING AT CRONIN ACE HARDWARE 2843 COUNTY ROAD 210 WEST SUITE 101 SAINT JOHNS, FL 32259 (904) 217-3324

07/03/19 10:06	SAM JOB	552	SALE
1017607 MARKING PNI BI	3 EA U 170Z SB	6,99	EA N 20.97
1017599 MARKING PAINT	3 EA	6,99	EA N 20.97
1017557 MARKING PAINT	2 EA	6.99	EA N 13.98
SUB-TOTAL:\$	55.92 TAX TOTA	-	.00 55.92
CHARGE AMT:	55.92	н: Т	30,50
Total Items:	8		



==>> JRNL#F32641 INV# 3437/1 <<== CUST NO: 10068 Customer Copy

To participate:

- * Visit www.TalkToAce.com
- * This survey invitation is valid for 72 hours
- * Store # 16059
- * Survey approximately 5 minutes

No purchase necessary. Must be 18 or older to enter sweepstakes.

Void where prohibited.

See complete rules at www.TalkToAce.com

To participate via phone, call

1-866-264-2233

DUPLICATE RECEIPT

THANK YOU FOR SHOPPING AT CRONIN ACE HARDWARE 2843 COUNTY ROAD 210 WEST SUTTE 101 SAINT JOHNS, FL 32259 (904) 217-3324

67703/19 12:23PM INV

553 SALE

7131451

18,99 EA N

TRASH CAN 32GAL BLK ACE

18.99

SUB-TOTAL:\$ 18.99 TAX: \$

ÜÜ,

TOTAL: \$ 18.99

CHARGE AMT:

-18.99

Total Items:

>> JRML#F32715 170 3409/1 <<==

(US) No: 10065

Coston - 1 DV

<u>苏老水水水水水水水水水水水水水水水水水水水水水水水水水水水水水水水水水水</u> fell us about your experience Loday and Enter to win a \$50 Ace wift card!

lo participate:

* Visit www.falkToAce.com

- * This survey invitation is valid for 72 hours
- * Store # 16059
- * Survey approximately 5 minutes

No purchase necessary. Must be 18 or older to enter sweepstakes. Void where prohibited. See complete nules at www.TalkloAce.com lo participate via phone, call 1-866-264-2233

THANK YOU FOR SHOPPING AT CRONIN ACE HARLWARE 2843 COUNTY ROAD 210 WEST SUITE 101 SAINT JOHNS, FL 32259 (904) 217-3324

07/09/19 8:10AM INW

552 SALE

50520

8 EA

2.39 EA N

SIGN PRIV PROP/NO TRES

19,12

SUB-TOTAL:\$

19.12 TAX: \$

.00

TOTAL: \$

19.12

CHARGE AMT:

19.12

Total Items;

8



==>> JRNL#F34148

INV# 3444/1 <<==

CUST NO: 10068

Customer Copy

To participate:

- * Visit www.TalkToAce.com
- * This survey invitation is valid for 72 hours
- * Store # 16059
- * Survey approximately 5 minutes

No purchase necessary. Must be 18 or older to enter sweepstakes.

Void where prohibited.

See complete rules at www.TalkToAce.com
To participate via phone, call 1-866-264-2233

THANK YOU FOR SHOPPING AT CRONIN ACE HAROWARE 2843 COUNTY ROAD 210 WEST SULTE 101 SAINT JOHNS, FL 32259 (904) 217-3324 .

07709719 11:31AM MT

553 SALE

5073523

4 EA 2.39 EA N

KEY MASTER MT ACE250PK

9.56

SUB-TOTAL:\$

9.56 TAX: \$

-.00

TOTAL: \$

9.56

CHARGE AMT:

9.56

Total Items:

CUST NO: 10068

Customer 1.7

宋本学士士 本本本章中未生了了在本本中主要了《《日》(《日》) 李子安在宋字本本宋本 Tell us about your experience coday and Enter to win a \$50 Ace gift card!

1. participate:

- * Visit www.TalkToAc L.com
- * This survey invite ion is valid for 72 hours
- * Store # 16059
- Survey approximately 5 minutes

No purchase necessary. Must be 18 or older to enter sweepstakes. Void where problinted. See complete rules at www.laltloAce.com To participal, via phone, call 1-866 764 2233

THANK YOU FOR SHOPPING AT CRONIN ACE HARDWARE 2843 COUNTY ROAD 210 WEST SUITE 1U1 SAINT JOHNS, FL 32229 (904) 217-3324

70100092 5 EA 1.79 EA N 8.95
TOP SOTE 40LB 8.95
SUB-TOTAL:\$ 8.95 TAX: \$.00
TOTAL:\$ 8.95
CHARGE AMT: 8.95

5

Total Items:



==>> JRNL#F34622 INV# 3453/1 <<== CUS1 NO: 10068 Customer Copy

To participate:

- * Visit www.TalkToAce.com
- * This survey invitation is valid for 72 hours
- * Store # 16059
- * Survey approximately 5 minutes

No purchase necessary. Must be 18 or older to enter sweepstakes. Void where prohibited.

See complete rules at www.falkloAce.com
To participate via phone, call 1-866-264-2233

THANK YOU FOR SHOPPING AT CRUNIN ACE HARDWARE 2043 COUNTY ROAD 210 WEST SUITE TOT SAINT JUHNS, FL 32259 (904) 217-3324

07/12/19 11:16AM	训比		553	SALF
56 MISC FASHENERS	24	EA	.33	EA *N 7.92
1214477 GLUE LIG NATES 4	1	ĽΑ	4,59	EA N
1494749	1	ĹÅ		4,59 EA N
ACE PREMIETAL BRI 5368386	3	EA		7,99 EA N
HINGE 4" SU SIN	NK.[19.77

SUB-TOTAL:\$ 40 27 TAX: \$.00

TOTAL: \$ 40.27

CHARGE AMT:

lotal Items: 29



To participate:

- * Visit www.lalkfoAce.com
- This survey invitation is valid for 72 hours
- * Store # 16059
- * Survey approximately 5 minutes

No purchase necessary. Must be 18 or older to enter sweepstakes.

Void where prohibited.

See complete rules at www.TalkToAce.com
To participate via phone, call 1:866-264-2233

THANK YOU FOR SHOPPING AT CRONIN ACE HARDWARE 2643 COUNTY ROAD 210 WEST SUITE 101 SAINT JOHNS, FL 32259 (904) 217-3324

U7/12/19 11:46AM JDB 553 SALE

7303621 NOZZLE FIREMANS

1 EA 19.99 EA N

19,99

SUB-TOTAL:\$

19.99 TAX: \$

.00

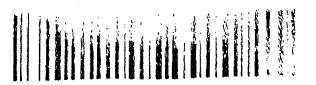
TOTAL: \$

19,99

CHARGE AMT:

19.99

Total Items:



3458/1 <<==

CUST NO: 10068

"Customer Copy

THANK YOU FOR SHOPPING AT CRONIN ACE HARDWARE 2843 COUNTY ROAD 210 WEST SULTE 101 SAINT JOHNS, FL 32259 (904) 217-3324

07/17/19 8:55AM JDB

552 SALE

1590694

EA

6.99 EA N

GORILLA GLUE WHT 202

6.99

SUB-TOTAL:\$ 6.99 TAX: \$

.00

10TAL: \$

6.99

CHARGE AMT:

6.99

Total Items:

. 1



==>> JRNL#F35967 INV# 3465/1

<<==

CUST NO: 10068

Customer Copy

冰泽冰水水水水水水水水水水水水水水水水水水水水水水水水水水水水水水水水水 Tell us about your experience today and Enter to win a \$50 Ace gift card! **************

fo participate:

* Visit www.TalkToAce.com

- * This survey invitation is valid for 72 hours
- Store # 16059
- Survey approximately 5 minutes

No purchase necessary. Must be 18 or older to enter sweepstakes. Void where prohibited. See complete rules at www.TalkToAce.com To participate via phone, call . 1-866-264-2233

CRONIN ACE HARDWARE 2843 COUNTY ROAD 210 WEST SUITE TOT SAINT JOHNS, FE 32259 (904) 217-3324

07/30/19 11:04AF	M MI		553	5/\LE
59551	1	EA		EA N
NUT FOCK SS 1/4' 56975	1	EA	32.99	
SCRW MCH PH FH 59634	•	DX1" EA	28,99	32.99 EA N
WASHER FENDER1/	4X1.5	100 EA		28.99 EA N
5151436 HINGE RES SQ 4"				39.54
56 MISC. FASTENERS	48	EA	,25	EA *N 12.00
56	4	EA	.69	EA *N 2.76
MISC. FASTENERS				2.70

SUB-TOTAL:\$ 128.77 TAX: \$.00

TOTAL: \$ 128.77

CHARGE AMT: 128.77

Total Items: 61



==>> JRNL#F39025 INV# 3497/1 <<== CUST NO: 10068 Customer Copy

To participate:

- * Visit www.TalkToAce.com
- * This survey invitation is valid for 72 hours
- * Store # 16059
- * Survey approximately 5 minutes

No purchase necessary. Must be 18 or older to enter sweepstakes.
Void where prohibited.
See complete rules at www.TalkToAce.com
To participate via phone, call 1-866-264-2233

THANK YOU FOR SHOPPING AT CRONIN ACE HARDWARE 2843 COUNTY ROAD 210 WEST SULTE 101 SAINT JOHNS, EL 32259 (904) 217-3324

SALE 553 07/30/19 12:27PM MI .25 EA *NR -48 LA -12.00MISC, FASTENERS 07/30/19 TX: Orig: 003497/1 ,40 EA *N EA 16.80 MISC, FASTENERS 1.19 EA *N ΕA 56 1,19 MISC, FASTENERS 1,29 EA *N ΕA 1.29 MISC. FASTENERS .00

SUB-TOTAL:\$

7.28 TAX: \$

7,28 TOTAL: \$

CHARGE AMT:

7,28

Total Items:

44



INV# 3498/1 ==>> JRNL#F39051 CUST NO: 10068 Customer Copy

本水水水水水水水水水水水水水水水水水水水水水水水水水水水水水水水水水水水水水 Tell us about your experience today and Enter to win a \$50 Ace gift card! 未来水水水水水水水水水水水水水水水水水水水水水水水水水水水水水水水水水水水

To participate:

- * Visit www.TalkToAce.com
- This survey invitation is valid for 72 hours
- Store # 16059
- Survey approximately 5 minutes

No purchase necessary. Must be 18 or older to enter sweepstakes. Void where prohibited. See complete rules at www.lalkToAce.com To participate via phone, call 1-866-264-2233

THANK YOU FOR SHOPPING AT CRONIN ACE HARDWARE 2843 COUNTY ROAD 210 WEST SUITE 101 SAINT JUHNS, FL 32259 (904) 217-3324

07/31/19 3:17PM JAJ	552	SALE
1494871 I LA FUAM MINI ROLLER 4" 6PK	8,99	FA N 8,99
1207091 1 EA TRAY ROLLER MINI 4"	2,39	
1467935 1 EA TRAY LINERS 1-QT 10PK	8.99	
42920 1 EA DUCT TAPE 20YD WRITE ACE	5.99	
42919 1 EA OUCT TAPE 20YD RED ACE	5,99	
4294880 1 EA UUCT 1AFE 20YD BLUE ACE	5.99	
4294872 1 EA DUCT TAPE ZOYD YLW ACE	5.99	
12327 Z FA ACE PAINT BPUSH1-1/2ANG	6,99	
12969 1 EA ROLLER FRAME 9"PRO GAGE	4.59	EA N 4.59
1494814 1 EA FOAM ROLLER 4" W/12 FRAM	6.59	6.59
1309707 1 EA PREM ROLLRCOVR 9X3/8"3PK 5606611 2 EA	9,99 6,59	9,99
5606611 2 EA ANGLE A44 5607072 2 EA		13.18 EA N
HEAVY ANGLE ML24Z 1367408 1 EA		5.18 EA N
RYL EXT FLT LTX NIRL QT 1511252 1 EA	13.99	13,99 13,99 13,99
RYL EXT FLT LIX MOHH QY 56 28 EA MISC. FASTENERS	.27	EA *N 7.56
RYL EXT FET LIX NIRE UT 1511252 1 EA RYL EXT FLT LIX MOHH QY 56 28 EA MISC. FASTENERS 56144 1 EA PHILLIP FH WS 2 8X1 56153 1 EA		5.79
BHILLIP HI WS 7 BX1 1/5		6.99
5330774 1 EA FINISH NAIL 8D STL CD40	2,39	3 EA N 2.39 3 EA N
NATE STEEL1-1/2X160/1.75	1,9	1.99
52820 EA BRAD STEEL 1X17 202 5112818 EA	1.9	1,99 9 EA N
NAIL STEEL 1X16 202 4237624 1 EA	1.3	1,99 N A3 6
THREAD SEAL TAPE 1/2/000 9 4336962 1 FA	9.9	1,39 H A3 P 9,99
VLVBALL FP GOOTPS 1/4"LF 1099803 1 EA HANDY PAINT PAIT LINERS	ğ.δ'	Э.55 Э.EA N Б.59
41164 1 EA MALE CONNECTOR 1/4FX1/4"	2.79	9 EA N 2.79
MALE CONNECTOR 1/4FX1/4" MALE CONNECTOR 1/4FX1/4" MO12980 1 EA AUTOMATIC CHARGER DIE 10A 1367119 1 LA RYL EXT FLT LIX NIRL GL 1367408 1 EA RYL EXT FLT LIX NIRL UI	64.9	
1367119 I LA RYL EXT FLT LIX NTRL GL	27.9	D EA N 27.99
1367408 1 EA	13.9	3 EA N 13.99
16313) LA RYL EXT FLT LIX WHT UT	13.9	N A3 6 13.99
SUB-TOTAL:\$ 296.24 [A		.00
CHARGE AMT: 296.24	L: \$	296.24
lotal Items: 60		

CUST NO: 10058 Customer Copy

Epic Pools and Hardscape Construction, Inc.

3948 3rd Street South #123 Jacksonville Beh, FL 32250 CPC# 1457438

Phone # 904-417-5100 Phone

Involce

A CONTRACTOR OF THE PROPERTY O	Visito Carte (Antice Constitute Resemble in Transfer Antice Constitute Consti
Dala	Invoice#
Section of the sectio	
	and the first of the second
8/20/2019	20353
Control of the Contro	

6/4/4/0	or one of	XXX
D-7	1988	9.54
W.		8 4

Durbin Crossing South CDD 145 South Durbin Parkway Saint Johns, FL 32259

Job Address

Durbin Crossing South CDD 145 South Durbin Parkway Saint Johns, FL 32259

OMESTICATION AND CONTRACTOR CONTR	44 44 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	The second secon	the first term the annual content of the content of	and a transfer of the first of the following and an experience of the first of the
P.O. Number Terms	Rep		Project	

Quantity	Description	Price Each	Amount
	Showroom Furniture Muscellane 1.320.5386 305	850.00	850.00
By_	SEP 0 9 2019	Total Payments/Cred Balance Du	\$850.00 lits \$0.00

inlo@epicpool.com

www.epicpool.com

Governmental Management Services, LLC

1001 Bradford Way Kingston TN 37763

Invoice

Bill To:

Durbin Crossing ,LLC 39 Riverwalk Blvd St. Johns, FL 32259



Invoice #: 459

Invoice Date: 9/1/19 Due Date: 9/1/19

Case:

P.O. Number:

Description	Hours/Qty	Rate	Amount
Management Fees - September 2019 1·31·5/3·34 Information Technology - September 2019 1·31·5/3·351 Impact Fee Collection Administration - September 2019 1·31·5/3·325 Dissemination Agent Services - September 2019 1·31·5/3·313 Office Supplies 1·31·5/3·5/3 Postage 1·31·5/3·4/2 Copies 1·31·5/3·4/2 Telephone 1·31·5/3·4/1		3,916.67 133.33 1,250.00 500.00 9.39 81.91 267.60 77.15	3,916.67 133.33 1,250.00 500.00 9.39 81.91 267.60 77.15
	Total		\$6,236.05

Payments/Credits

Balance Due

\$0.00

\$6,236.05

S E R V 1 C E Stat. AIR GONDIFICATING "Professionals You Can Trust"

Billed Customer: #001969

Durbin Amenity Center N ATTN: Accounts Payable 145 S Durbin Pkwy Jacksonville, FL 32259

Service Invoice

Howard Services, Inc.

P.O. Box 5637 Jacksonville, FL 32247 Phone: (904)398-1414 Fax: (904)398-3586

Site ID: # 001969-0001

Durbin Amenity Center N 730 N Durbin Pkwy Jacksonville, FL 32259

6350 8/21/2019 S-5911 09/20/2019 Amount Paid

CallSlip Number	Invoice Date Invoice Namber	Due Date	Contractor's License#
6350	8/21/2019 S-5911	09/20/2019	CAC 057183
Tech Date EVAN H 08/20/2019 SULEYMAN 08/20/2019 EVAN H 08/21/2019	Hours Rate 4,0000 RT hours @ 105.00 2,0000 RT hours @ 105.00 2,5000 RT hours @ 105.00	Amount 420.00 210.00 262.50	
Qty Material (1) Clear Thermostat (1) Thermostat Focus (0) Thermostat Focus	Pro 664.00	Amount 42.12 664.08 0.00	

Equipment:

Unit : CCOND Brand: TRANE

Model : 2TWB3042A1080AA

Serial#: 71956RP2F

Unit : CAHU Brand: TRANE Model : TWE090B100F1. Serial#: 5513TENBD

ADDITIONAL DETAILS:

Went to the parts house to pick up thermostat box. Arrived on site. Tried to run new thermostat wire but can't because of vertical Zx4s after talking to Steve he wants to go with a wireless Honeywell redlink. Went to the parts house to pick up new thermostat. Returned to site wired in zone board, zone board was bad exchanged zone board and returned to site set up thermostat and installed lock box. System is back up and running left the key in the office on the desk.



Repair/Replacement 1.320.53800.44200

Mai	terial		70	6.20
Lab	or		89	2.50
Sub	total		1,59	8.70
Tax				0.00
Gra	nd Tots	1	1 1 59	8.70
~				

The above prices and specifications are herby accepted. You are authorized to perform the work as specified. I agree to pay you in full upon completion of the work and to pay for attorney's fees and costs you incur if you file a lawsuit to recover money which I owe to you. In addition, if I do not pay you upon completion of the work. I agree to pay interest on the outstanding balance at the rate of 18% per annum. The venue for any legal action related to this agreement shall be lacksonville, Florida unless otherwise required by law. In connection with any such action I/we waive the right to a trial by jury.

Howard Services Warranty: Recommended service repairs are warranted for a period of (90). Ninety days on labor and (1) One year on all applicable parts from the date of the repair, excluding refrigerant unless otherwise stated.



Jacksonville Carriage Co LLC

Invoice

12658 Old Kings Rd acksonville, FL 32219 (904) 766-3933 www.JaxCamage.Com

20192229 Number:

Date:

8/23/2019

Event Location:

Durbin Crossing 145 S Durbin Pkwy Saint Johns, FL, 32259

Danelle Demarco Durbin Crossing CDD General Manager (724) 331-7695 cell (904) 230-2011

Customer Email	Sales Rep
malfano@vestapropertyservices.com	Bieni Boyce
Date Service ID Description	Quantity Price Amoun
10/19/2019 Havrida Harca desum Havernaan Didae	

19/2019	Haynde	Horse-drawn Haywagon Rides	
	Time	3:00pm to 5:00pm	
	Deposil	Please remit a Non-Refundable deposit to reserve us. Bad weather rescheduling must be done by 10/18/2019 or balance is due.	\$425.00 \$425.00
	Balance	Balance due on arrival	\$425,00 \$425 ,00

SEP 0 9 2019

1.320.53800.45511

Please review

invoice ensure accurately reflects 3.5% payments credit card.

agreement.

Thank

your business!

wents

Bieni@JaxCarriage.Com

18-19

Total

\$850.00

WARNING

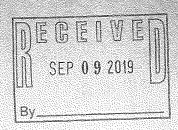
Under Florida law, an equine activity sponsor or equine professional is not liable for an injury to, or the death of, a participant in equine activities resulting from the inherent risks of equine activities.

Menestrelli Entertainment LLC

INVOICE

INVOICE# 9132019 DATE: 8/22/2019

TO: Jennifer Meadows **Durbin Crossing CDD** 145 S. Durbin Parkway Saint Johns, FL 32259 Phone: 904-230-2011



Pick 4P

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1 hour	Menestrelli Dog Show		\$400.00
Addressed State Co.			
Secretary and the secretary an			
garden gelege generalise e gelege gelege Gelege gelege geleg			
			and the second of the second disease of the second of the
and the second s		1	
		SUBTOTAL	\$400.00
		SALES TAX	
	SHIPPIN	IG & HANDLING	
		TOTAL DUE	\$400.00

Make all checks payable to Menestrelli Entertainment LLC Thank you for your business!



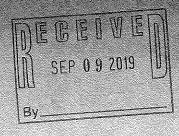
* Special Events 1.320.53800.45511 346

NEED CHECK FOR PICK-UP BY FRI. 9-13
Please!

Phillip McDonald 352-485-2181 904-832-4357

CFC 1428926

15895 SW 161st Street Brooker, Florida 32622 pmcdonaldplumbing@yahoo.com



Invoice

Date	Involce#
9/9/2019	3023
Terms	Net 30

Bill To	Job Address
Durbin Crossing CDD 145 South Durbin Parkway St. Johns, Florida 32259	145 South Durbin Parkway St. Johns, Florida 32259
Quantity Description	Rate Amount

Quantity	Description	Rate	Amount
	South Location: Replaced filters on both Elkay drinking fountains by pool and in gym area. Diagnosed and ordered parts for future repair at drinking fountain by pool.	300.00	300.000
	North Location: Replaced filters on both Elkay drinking fountains at pool side office.	i	
	Repair/Replacen 1.320,53800.44	reat	
	1.520,53800 174 291	100	
counts NC	Payment due upon completion of work. T paid within 30 days from invoice date are subject to a 1,5% monthly late fee. Thank you!	Total	5300.0



1707 Townhurst Dr. Houston TX 77043 (800) 858-POOL (7665) www.poolsure.com

Invoice

Date

9/1/2019

Invoice #

131295588013

Terms	Net 20
Due Date	9/21/2019
PO#	
Customer#	13DUR100

Bill To	Ship To
Attn: Office Durbin Crossing North 475 West Town Place, Suite 114 St. Augustine FL 32092	Durbin Crossing North 730 North Durbin Pkwy Saint Johns FL 32259

Item ID	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate	1	ea	590.27
	A10 2 7 200			

V-109 D 1.320,538,45570

Total Amount Due 590.27 \$590.27

Remittance Slip

Customer 13DUR100 Invoice # 131295588013 Amount Due

\$590.27

Amount Paid

Make Checks Payable To

Poolsure PO Box 55372 Houston, TX 77255-5372





1707 Townhurst Dr. Houston TX 77043 (800) 858-POOL (7665) www.poolsure.com

Invoice

Date

9/1/2019

Invoice #

131295588014

Terms	Net 20
Due Date	9/21/2019
PO#	
Customer#	13DUR200

BIIITo	Ship To
Durbin Crossing South 475 West Town Place, Suite 114 St. Augustine FL 32092	Durbin Crossing South Durbin Crossing South 145 South Durbin Pkwy Jacksonville FL 32259

Item ID	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate	1	ea	1,122.91
	AUG 16 2019 By			

V-109 A 1,320,538.45510 Total 1,122.91 Amount Due \$1,122.91

Remittance Slip

Customer 13DUR200 Invoice # 131295588014 Amount Due

\$1,122.91

Amount Paid

Make Checks Payable To

Poolsure PO Box 55372 Houston, TX 77255-5372





Questions on this invoice call:

(866) 470-7133 Option 2

10	NEWSPAPER		15		BILLED	TIMES		19
START STOP	REFERENCE	DESCRIPTION	PRODUCT	SAU SIZE	UNITS	RUN	RATE	AMOUNT
08/04		Balance Forward						\$709.03
08/23	P99434	Payment - Lockbox 5242						\$-709.03
08/05 08/05	103200314-08052019	ADT OF BUDGET RY 2019/2020	SA St Augustine Record	1.00 x 6.0000	6	5 1	\$8.98	\$53.88
08/05 08/05	103200314-08052019	ADT OF BUDGET RY 2019/2020	SA St Aug Record Online	1.00 x 6.0000	6	6 1	\$8.97	\$53.82
		PREVIOUS AMOUI	NT OWED:	\$709.03				
		NEW CHARGES THIS	S PERIOD:	\$107.70				
		CASH THIS	S PERIOD:	(\$709.03)				
		DEBIT ADJUSTMENTS THE	S PERIOD:	\$0.00				
		CREDIT ADJUSTMENTS THIS	S PERIOD:	\$0.00				
		We a	appreciate your business.					



1.31.513.48

9

INVOICE AND S	STATE	ΛE	NT OF ACCOUNT		AGING OF PAST DUE	ACCOUNTS		* UNAPPLIED /	AMOUNTS ARE IN	(CLU	IDED IN TOTAL AMO	DUNT DUE	5 8 1"		
21 CURRENT NET AMO	UNT	22 30 DAYS			60 DAYS	OVER 90 DAYS			* UNAPPLIED AMOUNT			TOTAL A	MOUNT DUE		
\$107.70			\$0.00		\$0.00			00.0	\$	0.0	00	\$10	7.70		
SALES REPIPHONE	#	25				Al	DVE	RTISER INFORMATIO	N						
Melissa Rhineh	Rhinehart		nehart 1 BILLING PERIOD			6 BILLED ACCOUNT NUMBER			ADVERTISER/CLI	ENT NUMBER 2		AD	ADVERTISER/CLIENT NAME		
904-819-342		08/05/2019 - 09/01/2019			15654			15654			DURBIN CROSSING / GMS				

MAKE CHECKS PAYABLE TO

The St. Augustine Record Dept 1261

PO Box 121261

Dallas, TX 75312-1261

Payment is due upon receipt.

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE



The St. Augustine Record

The St. Augustine Record Dept 1261 PO Box 121261 Dallas, TX 75312-1261

ADVERTISING INVOICE and STATEMENT

		1 BILLING PERIOD						2	ADVERTISER/CLIENT NAME							
08/05/2019 - 09/01/2019								DURBIN CROSSING / GMS								
сом	PANY	23		TOTAL A	NOL	NT E	υE		* UNAPPLIED AMOUNT 3					ERMS OF PAYMENT		
SA	47			\$10	7.70)			\$0.00					NET 15 DAYS		
21	GURRENT NET AMOUNT				22		30 DAYS				60 DAYS		OVER 90 DAYS			
	\$107.70					\$0.00				\$0.00				\$0.00		
4	PAGE	#	5	BILLING DA	ΓE	6	BILLED AC	COU	NT NUMBER	7	7 ADVERTISER/CLIENT NUM			24 STATEMENT NUMBER		
		09/01/2019				15654				1	565	64	0000052912			

8 BILLING ACCOUNT NAME AND ADDRESS



DURBIN CROSSING / GMS 475 W TOWN PL STE 114 SAINT AUGUSTINE FL 32092-3649

միկիվիկիրըյիտեսիլիկիիրիցինոններհենն

The St. Augustine Record Dept 1261 PO Box 121261 Dallas, TX 75312-1261

REMITTANCE ADDRESS

Legal Ad Invoice

The St. Augustine Record

Send Payments to: The St. Augusting Record Dept 1261 PO Box 121261 Dallas, TX 75312-1261

Acct: 15654 Phone:

9049405850

Name:

DURBIN CROSSING / GMS

DURBIN CROSSING / GMS

Address: 475 W TOWN PLACE, STE 114 City: SAINT AUGUSTINE

State: FL

Zip: 32092

Ad Number:

E-Mail:

Client:

Caller: COURTNEY HOGGE

BILL

Start:

0003200314-01

Paytype:

08/05/2019

08/05/2019

Issues:

Stop:

Placement:

SA Legals Rep: Melissa Rhinehart

71

1

Copy Line:

DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT NOTICE OF PUBLIC HEARING TO CONSIDER THE ADO

DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT

Lines Depth 6.00 Columns

NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2019/2020 BUDGET; AND NOTICE OF REGU-LAR BOARD OF SUPERVISORS' MEETING.

\$107.70 Price

MEETING.

The Board of Supervisors ("Board") of the Durbin Crossing Community Development District ("District") will hold a public hearing on August 26, 2019 at 6:00 p.m. at Durbin Crossing South Amenity Center, 145 South Durbin Parkway, St. Johns, Florida 32259 for the purpose of hearing comments and objections on the adoption of the proposed budget ("Proposed Budget") of the District for the fiscal year beginning October 1, 2019 and ending September 30, 20:20 ("Fiscal Year 20:19/2020"). A regular board meeting of the District will also be held at that time where the Board may consider any other business that may properly come before it. A copy of the agenda and Proposed Budget may be obtained at the offices of the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, Phone: (304) 940-5850 ("District Managers Office"), during normal business hours.

The mublic hearing and meeting are open

The public hearing and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. The public hearing and meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Horida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearing or meeting is advised that person will need a record of 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 such appeal is to be based.

Daniel Laughlin

Daniel Lauguun District Manager 0003200314 August 5, 2019

THE ST. AUGUSTINE RECORD Affidavit of Publication

DURBIN CROSSING / GMS 475 W TOWN PLACE, STE 114

SAINT AUGUSTINE, FL 32092

ACCT: 15654 AD# 0003200314-01

PO#

PUBLISHED EVERY MORNING SUNDAY THROUGH SATURDAY ST. AUGUSTINE AND ST. JOHNS COUNTY, FLORIDA

STATE OF FLORIDA COUNTY OF ST. JOHNS

Before the undersigned authority personally appeared JULIA KERTI who on oath says he/she is an Employee of the St. Augustine Record, a daily newspaper published at St. Augustine in St. Johns County, Florida; that the attached copy of advertisement being a NOTICE OF HEARING in the matter of ADT OF BUDGET RY 2019/2020 was published in said newspaper on 08/05/2019.

Affiant further says that the St. Augustine Record is a newspaper published at St. Augustine, in St. Johns County, Florida, and that the said newspaper heretofore has been continuously published in said St. Johns County, Florida each day and has been entered as second class mail matter at the post office in the City of St. Augustine, in said St. Johns County, Florida for a period of one year preceding the first publication of the attached copy of advertisement; and affiant further says the he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission, or refund for the purpose of securing this advertisement for publication in said newspaper.

DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT

NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2019/2020 BUDGET; AND NOTICE OF REGU-LAR BOARD OF SUPERVISORS' MEETING.

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Daniel Laughlin District Manager 0003200314 August 5, 2019

Sworn to and subscribed before me this _____ day oAUG 0 5 2019

who is personally known to me

or who has produced as identification

(Signature of Notary Public)



Notary Public State of Florida TIFFANY M LOWE My Commission GG 115811 Expires 06/18/2021



TERMS: Upon Receipt

6/10/2019

18012152

Jacksonville, FL 32220 • (904) 354-7004 • Fax (904) 354-1777

Due Date

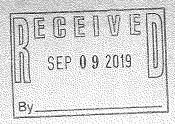
6/10/2019

SOLD TO:

7029-9 Commonwealth Avo

QTY

Durbin Crossing CDD 145 South Durbin Parkway St. Johns, Fl 32259 Ann: Margaret Alfano General Manager



SHIP TO:

Durbin Crossing CDD 145 South Durbin Parkway St. Johns, Fl 32259 Attn: Margaret Alfano General Manager

REF NO:

FAX:

Rep

904 230-2012

nh,

PRICE

AMOUNT

56.48

338,88

E Mail: MAlfano@vestapropertyservices.

P.O. #:

S.O. No. 219459

PHONE:

DESCRIPTION

904 230-2011

6 23" x 35" digital print on Adhesive Vinyl, mounted on 3 mil. aluminum composite sheet, with Clear Erascable Vinyl

"six (6) 23" wide by 35" tall panels of dry cruse board that I can adhere to three large sandwich boards.

Logo at the top "Durbin Crossing with the Trees in the middle"

miscellaneous 1-320.53800.46300

WE HAVE MOVED! Please mail payment to: 7029-9 Commonwealth Ave. Jacksonville, Fl 32220

Subtotal

5338.88

Sales Tax (0.0%)

\$0,00

Total

\$338.88

Payments/Credits

50.00

Balance Due

57.24.88

Service Slip/Invoice

Turner Pest **Control**

Main: 8400 Baymeadows Way, Suite 12, Jacksonville, Florida 32256 904-355-5300 • Fax: 904-353-1499 • Toli Free: 800-225-5305 www.turnerpest.com

DATE:

6/24/2019

ORDER:

INVOICE:

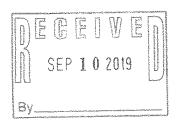
5979261

5979261

Bill To:

[137299]

Durbin Crossing CDD 145 S Durbin Pkwy Saint Johns, FL 32259-7224



Work

Location: [137299]

904-230-2011

Durbin Crossing North Amenity Center 730 N Durbin Pkwy Jacksonville, FL 32259-8217

> 1.32.538.45513 66

Work Date	Time	Target Pest	Technician		Time in
6/24/2019	08:26 AM	TERMITE-SB			08:26 AM
Purcha	se Order	Tarms	Last Service	Map Code	Time Out
		NET 10	8/9/2019		10:24 AM

Service	Description		Price
WC-REPAIR 7YR	COMMERCIAL REPAIR WARRANTY 7 YEARS		290.0
		SUBTOTAL	\$290.0
		TAX	\$0.0
		AMT. PAID	\$0.0
		TOTAL	\$290.0
		PRIOR BAL	\$125.0
		AMOUNT DUE	\$415.0
•			-
		720	

FLECT.

Brandon **CUSTOMER SIGNATURE** Vestan,

Invoice

Vista Property Services, Inc. 245 Riverside Avenue Sulte 250 Jacksonville FL 32202 Invoice # Date 359798 8/31/2019

Terms Due Date Memo Net 30 9/30/2019 Billable Mileage

Bill To Durbin Crossing C.D.D. c/o GMS LLC 475 West Town Place Suite 114 St. Augustine FL 32092 DEGET VED SEP 0 9 2019 U

	enemantalen etti etti etti etti etti	as establish and in the second	A first of a row of the contract of	The state of the s	
Description			Cuantity	Rate	Amount
Billable Mileage					110.24
			Management of the Page - to applying a good property of the Control of the Contro	Total	\$110,24

Juel 1.320.53800.46310



Vesta 245 Riverside Avenue

For:

Suite 250 Jacksonville, FL 32202 Phone: 904-355-1831

Billable Services Invoice

Invoice #: 2019-8-1 Date: 9-1-2019

Vested in your community

To:

Durbin Crossing CDD 475 W. Town Place Suite 114 St. Augustine, Florida 32092 904-940-5850



Non-contractual Billable Services Heguard Hours

15.25 \$9,11	11.27
200 (200 mg)	
200 Merchanis	
The state of the s	



BILLABLE Mileage Report

	Hamp:Store Howell	Date: August 2019	A CONTRACTOR OF THE PARTY OF TH	
		Listalio(c(from).	Destination (19)	MESC
8/1	Landscape Drive	Durbin Crossing	Durbin Crossing	22
8/8	Landscape Drive	Durbin Crossing	Durbin Crossing	22
8/12	Fuel	Durbin Crossing	Gate	4
8/12		Gate	Durbin Crossing	4
B/14	Landscape Drive	Durbin Crossing	Durbin Crossing	22
8/15	package return	DC	UPS Store	7
3/15		UPS Store	рс	7
3/23	Landscape Drive	Durbin Crossing	Durbin Crossing	20
				1.5
		The state of the s		
e of Do le Alle	e: age/Employee Name/ Mon	th	Total Miles IRS Reimbursement Rate Total Expense	ŞD 520

BILLABLE Mileage Report

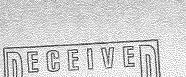
	Name:Steve Howell	Parte: July 2019			Community
		The Hent (Hent)	C Destinction (Te)		
7/11	Landscape Drive	DC	DC	22	Durbin Crossing
7/15	Scissor Lift rental	DC	DIY	10	Durbin Crossing
7/15		DIY	DC	10	Durbin Crossing
7/18	Fuel	DC	Speedway	5	Durbin Crossing
7/18		Speedway	DC		Durbin Crossing
7/18	Landscape Drive	DC	DC	22	Durbin Crossing
//23	Keyless entry for North office and dumpster	DC	Home Depot	4	Durbin Crossing
//23		Home Depot	DC	4	Durbin Crossing
/25	Landscape Drive	DC:	DC	22	Durbin Crossing
				**.	

e of Do	ıcı		Total Miles	104	
			IRS Reimbursement Rate	\$0.520	
	ough Paycom as "billable"		Total Expense	F-S5408	

Vestan.

Vesta Property Services, Inc. 245 Riverside Avenue Suite 250 Jacksonville FL 32202

Bill To Durbin Crossing C.D.D. c/o GMS LLC 475 West Town Place Suite 114 St. Augustine FL 32092



SEP 0 9 2019

Invoice

invoice # Date 359734 9/1/2019

Terms Due Date Memo Net 30 10/1/2019 Sept. Fees

	ouantily Pale	Amount
Dascription	1 6,441,66 1 2,791,66 1 3,991,66 1 1,475,00 1 2,116,66 1 804,17 1 4,950,00 1 5,091,66	2,791.66
Facility Attendant 1-320-53800-45503		

Thank you for your business.

coded)

252

Total

\$27,662.47



INVOICE

Customer ID:

Customer Name: Service Period: Invoice Date: Invoice Number: 7-51836-43000

DURBIN CROSSING CDD NORTH 09/01/19-09/30/19 09/01/2019 9396371-2224-2

How To Contact Us

Visit wm.com

To setup your online profile, sign up for paperless statements, manage your account, view holiday schedules, pay your invoice or schedule a pickup







Customer Service: (904) 260-1592

Your Payment Is Due

Oct 01, 2019

If full payment of the invoiced amount is not received within your contractual terms, you may be charged a monthly late charge of 2.5% of the unpaid amount, with a minimum monthly charge of \$5, or such late charge allowed under applicable law, regulation or contract.

Your Total Due

\$264.30

If payment is received after 10/01/2019: **\$ 270.91**

See Reverse for Important Messages

Previous Balance

265.08

Payments

(265.08)

Adjustments 0.00

+

Current Charges

264.30

Total Due 264.30

Customer ID: 7-51836-43000

Details for Service Location:

Durbin Crossing North, 730 N Durbin Pkwy, Saint Johns FL 32259-8217

Description	Date	Ticket	Quantity	Amount
4 Yard dumpster 2x week	09/01/19		1.00	178.87
Fuel / environmental charge				57.82
Regulatory cost recovery charge				8.52
Administrative charge				6.50
St john cm 5% franchise				12.59
Total Current Charges				264.30

V-53 D 1, 320, 538, 45508



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WASTE MANAGEMENT INC. OF FLORIDA PO BOX 42930 PHOENIX, AZ 85080

(904) 260-1592 (866) 381-9369 (904) 260-1449 FAX

Invoice Date	Invoice Number	Customer ID (Include with your payment)
09/01/2019	9396371-2224-2	7-51836-43000
Payment Terms	Total Due	Amount
Total Due by 10/01/2019	\$264.30 \$270.91	
If Received after 10/01/2019	\$270.91	



2224000075183643000093963710000002643000000026430 5

10290C66





224-0039472-2224-0



INVOICE

Customer ID:

Customer Name: Service Period: Invoice Date: Invoice Number:

7-51881-83005

DURBIN CROSSING SOUTH 09/01/19-09/30/19 09/01/2019 9396372-2224-0

How To Contact Us

Visit wm.com

To setup your online profile, sign up for paperless statements, manage your account, view holiday schedules, pay your invoice or schedule a pickup







Customer Service: (904) 260-1592

Your Payment Is Due

Oct 01, 2019

If full payment of the invoiced amount is not received within your contractual terms, you may be charged a monthly late charge of 2.5% of the unpaid amount, with a minimum monthly charge of \$5, or such late charge allowed under applicable law, regulation or contract.

Your Total Due

\$350.10

If payment is received after 10/01/2019: \$ 358.85

See Reverse for Important Messages

7-51881-83005

Previous Balance

351.14

Payments

(351.14)

Adjustments 0.00

Current Charges

350.10

Customer ID:

Total Due

350.10

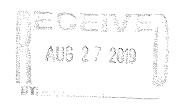
Details for Service Location:

Durbin Crossing South, 145 S Durbin Pkwy, Saint Johns FL 32259-7224

Description	Date	Ticket	Quantity	Amount
6 Yard dumpster 2x week	09/01/19		1.00	238.47
Fuel / environmental charge				77.10
Regulatory cost recovery charge				11.36
Administrative charge				6.50
St john cm 5% franchise				16.67
Total Current Charges				350.10

V-53 1.322, 538,45508









WASTE MANAGEMENT INC. OF FLORIDA PO BOX 42930 PHOENIX, AZ 85080

(904) 260-1592 (866) 381-9369 (904) 260-1449 FAX

Invoice Date	Invoice Number	Customer ID (Include with your payment)
09/01/2019	9396372-2224-0	7-51881-83005
Payment Terms	Total Due	Amount
Total Due by 10/01/2019	\$350.10	
If Received after 10/01/2019	\$358.85	



2224000075188183005093963720000003501000000035010 5

0035459 01 AB 0.409 **AUTO T7 0 7233 32092-364939 -C01-P35494-11 Այլիեւնգովորձիլիկոլիիումիկրիորհիցիերիկոլիկունե **DURBIN CROSSING SOUTH** 475 WEST TOWN PLACE STE 114 ST AUGUSTINE FL 32092-3649



10290C66

WASTE MANAGEMENT INC. OF FLORIDA PO BOX 4648 **CAROL STREAM, IL 60197-4648**





224-0039475-2224-3

STATEMENT

PAGE: 1

CRONIN ACE HARDWARE 2843 COUNTY ROAD 210 WEST **SUITE 101** SAINT JOHNS, FL 32259

(904) 217-3324

DURBIN CROSSING 475 W. TOWN PLACE . SUITE 114 ST. AUGUSTINE FL



CLOSING DATE:

8/31/19

DUE DATE : 9/30/19

ACCT: 10068

CLOSI NG

DATE : 8/31/19

DUE DATE: 9/30/19

CRONIN ACE HARDWAR

DURBIN CROSSING ACCOUNT: 10068

PLEASE DETACH AND RETURN REMITTANCE STUB WITH YOUR PAYMENT

V	parties of accounts	ara I deleterari			,				B WITH YOUR PAYMENT
DATE	REFEREN	VCE ST	С	DESCRIPTION		DEBI T	CREDIT:	REFERENCE	AMOUNT
÷ .	**************************************		Thanl	k you for your busi	ness!				
				PREV BALANCE		1124.9	11	PREV BAL	1124.91
8/ 1/19	3505	1	l Pi	RE- PAID INVOICE		0.0	0.00	3505	0.00
8/ 1/19	3506	1	1	NVOI CE		6. 9	0	3506	6.90
8/ 6/19	3515	1	1 1 1	NVOI CE	l	7.7	4	3515	7.74
8/ 6/19	3516	1		NVOI CE		2. 5	9	3516	2.59
8/ 8/19	3517	1		NVOI CE		18.9	18	3517	18.98
8/14/19	3531	1		NVOI CE		27. 5	i6 ·	3531	27.56
8/16/19	F43206	1	PP	AYMENT - THANK YOU			198.97	F43206	- 198. 97
8/27/19	3553	1	1	NVOI CE		75.3	10	3553	75.30
8/27/19	3554	1	1	NVOI CE		6. 9	9	3554	6.99
8/27/19	3555	1		NVOI CE		9.9	8	3555	9.98
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							32)		
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CURRE		Currer		Over 30	Over 6	T	Over 90		
	6.04		612.0	1	·	63.36	0.00		
			•				J. 00	NEW BAL:	1081.98
							1		

TERMS: NET EOM

1.32.538.442

321

10068

A - Adjustment

Transaction Codes

B - Balance Forward

C - Credit F - Finance Charge I - Invoice

P - Payment

AMOUNT PAID

POST PAGE FOR THE STATEMENT REPORT (RSM) FOR CRONIN ACE HARDWARE

NUMBER OF STATEMENTS : 1 TOTAL STATEMENT BALANCE: 1,081.98 DATE OF REQUEST: 9/ 6/19 TIME OF REQUEST: 15:40:39 TERMINAL ID : 551 USER ID : ACW OPTIONS DEFINED: START DATE : 8/ 1/19 A = INCLUDE ACTIVE ZERO BALANCE ACCOUNTS CLOSING DATE : 8/31/19 C = INCLUDE CREDIT BALANCE ACCOUNTS PRI NTER : 0091 D = SUPPRESS DELETED TRANSACTIONS E = EXTEND INVOICE/CREDITS FROM QUICKRECALL : CDOS OPTI ONS G = SUPPRESS AGED TOTALS # STMT ALIGN : _ H = AGE UNAPPLIED CREDITS FOR OPEN ITEM ACCOUNTS BASED ON DUE DATE I = REPRINT INVOICES/CREDITS FROM QUICKRECALL COPI ES DISC CUTOFF : ____ J = SUPPRESS STATEMENT POST PAGE K = PRINT RX INFORMATION L = INCLUDE PREVIOUS MTD PURCHASE SUMMARY FROM CUSTOMER DEPARTMENT HISTORY M = INCLUDE MTD PURCHASE SUMMARY FROM CUSTOMER DEPARTMENT HI STORY TO N = NEW PAGE AFTER EACH INV/CREDIT (QUICKRECALL) FROM O = SUPPRESS PAID OPEN ITEMS FROM PREVIOUS MONTH DISCOUNT DATE : _____ P = PRINT PAST DUE BALANCE ACCOUNTS ONLY CUSTOMER NAME : _____ Q = PRINT DUE DATE AFTER UNPAID INVOICES CUSTOMER NUMBER: 10068 10068 999 R = SUPPRESS REVOLVING CREDIT LIMIT JOB NUMBER : ____ . S = PRINT ALPHABETICALLY BY SORT NAME ZIP CODE T = PRINT STATEMENT POST PAGE ONLY U = COMBINE JOBS IN DATE ORDER V = PRINT IN ZIP CODE ORDER W = INCLUDE YTD PURCHASE SUMMARY FROM CUSTOMER DEPARTMENT HISTORY X = SUPPRESS TERMS DISC FOR PAST DUE ACCOUNTS Y = PRINT FINANCE CHARGES YTD Z = INCLUDE ZERO BALANCE ACCOUNTS EXCLUSI ON CODES NNNN ACCOUNT ; BAL METHOD : __ TERMS CODE Thank you for your business! STMT MESSAGE :

THANK YOU FOR SHOPPING AT CRONIN AJE HARDWARE 2843 COUNTY ROAD 210 WEST SUITE 101 SAINT JOHNS, FL 32259 (904) 217-3324

AND THE PROPERTY OF THE PROPER

08/01/19 8:36AM	JDB		552	ALE
MALE CONNECTOR 1/ 4338703	1	/4" EA		EA NR -2.79 EA N
HEX NIPPL1/4"MPT SUB-TOTAL:\$	YBRS .00	LL		.00 .00

Total Items:



==>> JRNL#F39429 INV# 3505/1 <<== CUST NO: 10068 Customer Copy

To participate:

- * Visit www.TalkToAce.com
- * This survey invitation is valid for 72 hours
- * Store # 16059
- * Survey approximately 5 minutes

No purchase necessary. Must be 18 or older to enter sweepstakes. Void where prohibited. See complete rules at www.TalkToAce.com
To participate via phone, call 1-866-264-2233

THANK YOU FOR SHOPPING AT CRONIN ACE HARDWARE 2843 COUNTY RUAD 210 WEST SUITE 101 SAINT JOHNS, FL 32259 (904) 217-3324

U8/01/19 2:27PM MT 553 SALE

56 MISC. FASTENERS

10 - EA .69 EA ★N

6.90

SUB-TOTAL:\$ 6.90 TAX: \$

.00

TOTAL: \$ 6.90

CHARGE AMT:

6.90

Total Items: 10



==>> JRNL#F39532 INV# 3506/1 <<==

CUST NO: 10068

THANK YOU FOR SHOPPING AT CRONIN ACE HARDWARE 2843 COUNTY ROAD 210 WEST WITE 101 SAIN: HHNS, FL 32259 (904) 217-3324

08/06/19 11:53AM MT 553 SALF

56 MISU. FASTENERS 6 EA 1,29 EA *N

7.74

SUB-TOTAL:\$ 7,74 TAX: \$

00.

TOTAL: \$

7.74

CHARGE AMT:

7.74

Total Items:

6



==>> JRNL#F40792 INV# 3515/1 <<==

CUST NO: 10068

THANK YOU FOR SHOPPING AT CRONIN ACE HARDWARE 2843 COUNTY ROAU 210 WEST SUITE 101 SAINT JOHNS, FL 32259 (904) 217-3324

08/06/19 12:45PM MT 553 SALE

5607072

1 EA 2.59 EA N

HEAVY ANGLE ML 24Z

2.59

SUB-TOTAL:\$ 2.59 (AX: \$

.00

TOTAL: \$

2.59

CHARGE AMT:

; ; ;

lotal Items:



==>> JRNL#F40807 INV# 3516/1 <<==

CUST NO: 10068

THANK YOU FOR SHOPPING AT CRONIN ACE HARDWARE 2843 COUNTY ROAD 210 WEST SUITE 101 SAINT JOHNS, FL 32259 (904) 217-3324

08/08/19 11:17A	M JDB		552	SALE
6204341	2	EA	1.50	EA N
TENT STAKE 6PC 2107472		EA	5.99	3.00 EA SN
KNIFE UTIL RETR Regular Price:	RACT QUI	TCK .	9.99	5,99
You Saved :	1	EA	4.00	EA N
28139 TAPE BARCDE CAL	JTION100	*****	כבונ	9.99
SUB-TOTAL:\$	18.98	TAX:	•	.00 18.98
CHARGE AMT:	18.98	TOTAL:	φ	10.30
Total Items:	4			

==>> JRNL#F41162 INV# 3517/1 <<== CUST NO: 10068

MO' IOOOO

Customer Copy

YOU SAVED \$ 4.00 BY SHOPPING AT CRONIN ACE HARDWARE

THANK YOU FOR SHOPPING AT CRONIN ACE HARDWARE 2843 COUNTY ROAD 210 WEST SUITE 101 SAINT JOHNS, FL 32259 (904) 217-3324

08/14/19 9:22A	M JDB	553	SALE
1893072	1 EA		EA N
SPACKLE COMPND 4595567	- ' '		6.99 EA N
GORILLA TAPE BI 45605	LACK 35YD 1 FA	3.59	9.99 EA N
ROLLER T PAPER			3.59 EA N
5072681 STUD 2X4X8'	I LM	().)	6.99
SUB-TOTAL:\$	27.56 TAX:	•	.00
CHADCE AMT:	TOTAL:	\$	27.56

CHARGE AMI:

Total Items:



==>> JRNL#F42649

INV# 3531/1

CUST NO: 10068

THANK YOU FOR SHOPPING AT CRONIN ACE HARDWARE 2843 COUNTY ROAD 210 WEST SUTTE 101 SAINT JOHNS, FL 32259 (904) 217-3324

08/27/19 11:28AM	I ACW		553	SALE
3417565	1	EA	13.99	
BREAKER - 20 AM	h 5 b	OLE		, 13.99
3527587	1	ŁA -		EA N
MOUNT FIX MED 26	r=50"			22.99
58173	4	EA	4.99	EA N
PLAY SAND QUIKRE	TE 50:	#		19.96
7293333	4	EA	4.59	EA N
ALL PURPOSE STON	IE			18.36
SUB-TOTAL:\$	75.30	TAX	: \$.00
serves 1 es 13 fec 1 de		TOTAL	•	75.30
CHARGE AMT:	75.3		' ¥	75160

Total Items: 10



==>> JRNL#F45747 INV# 3553/1 <<== CUST NO: 10068 Customer Copy

To participate:

- * Visit www.TalkloAce.com
- * This survey invitation is valid for 72 hours
- * Store # 16059
- * Survey approximately 5 minutes

No purchase necessary. Must be 18 or older to enter sweepstakes. Void where prohibited.

See complete rules at www.TalkToAce.com

THANK YOU FOR SHOPPING AT CRONIN ACE HARDWARE 2843 COUNTY ROAD 210 WEST SU1TE 101 SAINT JOHNS, FL 32259 (904) 217-3324

08/27/19 11:51AM JDB 552

SALE

5072681 STUD 2X4X8'

1 EA 6.99 EA N

SUB-TOTAL:\$ 6.99 TAX: \$

,00

6.99

TOTAL: \$

6.99

CHARGE AMT:

6.99

Total Items:



==>> JRNL#F45758 INV# 3554/1 <<==

CUST NO: 10068

Customer Copy

**************** Tell us about your experience today and Enter to win a \$50 Ace gift card!

To participate:

- * Visit www.TalkToAce.com
- * This survey invitation is valid for 72 hours
- * Store # 16059
- Survey approximately 5 minutes

No purchase necessary. Must be 18 or older to enter sweepstakes. Void where prohibited. See complete rules at www.TalkToAce.com To participate via phone, call 1-866-264-2233

THANK YOU FOR SHOPPING AT CRONIN ACE HARDWARE 2843 COUNTY ROAD 210 WEST SUITE 101 SAINT JOHNS, FL 32259 (904) 217-3324

08/27/19 1:51PM JAJ 552

SALE

58173

2 EA 4.99 EA N

PLAY SAND QUIKRETE 50#

9.98

SUB-TOTAL:\$

9.98 TAX: \$

TOTAL: \$

9,98

CHARGE AMT:

9.98

Total Items:

2



==>> JRNL#F45802

INV# 3555/1 <<==

CUST NO: 10068

Customer Copy

Tell us about your experience today and Enter to win a \$50 Ace gift card! *************

To participate:

- * Visit www.TalkToAce.com
- * This survey invitation is valid for 72 hours
- * Store # 16059
- Survey approximately 5 minutes

No purchase necessary, Must be 18 or older to enter sweepstakes. Void where prohibited. See complete rules at www.TalkToAce.com To participate via phone, call 1-866-264-2233



PAST DUE February 2019 Invoice #28749

Filling Agencie

DURBIN CROSSING CDD C/O VESTA 145 SOUTH DURBIN CROSSING ST AUGUSTINE FL 32259 Shipping Eddiese

DURBIN CROSSING CDD C/O VESTA 145 SOUTH DURBIN CROSSING ST. AUGUSTINE FL 32259

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	2/8/2019	3/10/2019	Net 30	
			Tan Carlo	Para Amayor I
IRRIGATION REPAIRS AFTER	R INSPECTION	And the state of t		AUGUS

Lan		ery		Аташт
stubbed up for zones 4/ 6/ and 7. \ need to be relocated and activated	be disconnected and all laterals were /alve 4 was inside perimeter and will	D.	\$0.00	\$0.00
IRRIGATION PARTS Description: 2 1/2" Cap		4	\$5.00	\$5.00
IRRIGATION PARTS Description: 2" Cap	DEGETVEN	1	\$4.50	\$4.50
IRRIGATION PARTS Description: 1/2" Cap	AUG 2 0 2019	2	\$1.00	\$2.00
IRRIGATION PARTS Description: 1/2" Elbow	By	2	\$1,00	\$2.00
IRRIGATION PARTS Description: 2 1/2" Elbow		1	\$5.00	\$5.00
IRRIGATION PARTS Description: 2" Elbow		4 state of the sta	\$4.50	\$4,50
IRRIGATION PARTS Description: 1 1/4" Elbow		1	\$3.50	\$3.50
IRRIGATION PARTS Description: 1 1/4" Cap		1	\$3.50	\$3,50
IRRIGATION PARTS Description: 1" Elbow		1	\$3.00	\$3.00
IRRIGATION PARTS Description: 1" Cap		1	\$3.00	\$3.00
IRRIGATION LABOR Description: Tech		10	\$38,00	\$380.00



PAST DUE February 2019 Invoice #28749

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		97	110:40
Faymenis	CARRIES .		\$0.00
		/ **	(0 00 ¹)
application	ga Diribi	/ 24	16.00

In order to better serve our clients, we request that all payment for services to be mailed directly to the Down to Earth Jacksonville Branch Headquarters. Please reference the address directly on the top left of this invoice. Thank You. Payment terms are net 30 days, with late payments subject to a 18% per annum interest rate applied daily on the overdue balance. A processing fee of 2.75% will be added to all credit card payments.

Drugation 1.320.53800.46400 292



PAST DUE February 2019 Invoice #30243

SHEEDINAMORES

DURBIN CROSSING CDD C/O VESTA 145 SOUTH DURBIN CROSSING ST. AUGUSTINE FL 32259

Shipping Aderces

DURBIN CROSSING CDD C/O VESTA 145 SOUTH DURBIN CROSSING ST. AUGUSTINE FL 32259

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item a secondary of the			Telc	Amount
18 was broken by heavy machi caused the valve to be damage	f St Johns and Longleaf Pine Pkwy zone nery driven right on top of valve box. It d, ICD and pipe was cracked in half twice. ems will be used to put zone 18 back to	O	\$0.00	\$0.00
IRRIGATION PARTS Description: 2" Pipe reclaimed		6	\$3.00	\$18.00
IRRIGATION PARTS Description: 2" Elbow		2	\$4.50	\$9.00
IRRIGATION PARTS Description: 2" Valve		1	\$115.00	\$115.00
IRRIGATION PARTS Description: ICD 100	AUG 2 0 2019	· · · · · · · · · · · · · · · · · · ·	\$150.00	\$150.00
IRRIGATION PARTS Description: DBY 2 Wire	By	2	\$8:00	\$16.00
IRRIGATION PARTS Description: VP-12		1	\$50.00	\$50.00
IRRIGATION PARTS Description: 2" MA		37.000000000000000000000000000000000000	\$4.50	\$4.50
IRRIGATION PARTS Description: 8 Bags of dirt		8	\$5.00	\$40.00
IRRIGATION LABOR Description: Tech		4	\$38.00	\$152.00



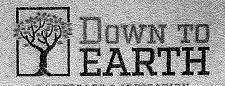
PAST DUE February 2019 Invoice #30243

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In order to better serve our clients, we request that all payment for services to be mailed directly to the Down to Earth Jacksonville Branch Headquarters. Please reference the address directly on the top left of this invoice. Thank You. Payment terms are net 30 days, with late payments subject to a 18% per annum interest rate applied daily on the overdue balance. A processing fee of 2.75% will be added to all credit card payments.

Orregation 1.320.53800.46400

292



PAST DUE February 2019 Invoice #30300

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DURBIN CROSSING CDD C/O VESTA 145 SOUTH DURBIN CROSSING ST. AUGUSTINE FL 32259

Shipping Address

DURBIN CROSSING CDD C/O VESTA 145 SOUTH DURBIN CROSSING ST. AUGUSTINE FL 32259

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ltem	Gly =	Rate	Amount
IRRIGATION REPAIRS AFTER INSPECTION Description: Hand dug 60 ft for sleeve at 18" depth. Ran 60 ft of 1" line and stubbed up. Stubbed up the 3" main line and all valve wires pulled out and attached to the main line stubbed up. Ready to install any time. Concrete thickness to curve was 12". Had to dig 12" for sleeves.	0	\$0.00	\$0.00
IRRIGATION PARTS Description: 1" Pipe	60	\$3.00	\$180.00
IRRIGATION PARTS Description: 3" Sleeve	60	\$2.40	\$144,00
IRRIGATION PARTS Description: CPL 1" AUG 2 0 2019	4	\$3.00	\$12.00
IRRIGATION PARTS Description: Cap 1"	an ang an	\$3.00	\$12.00
IRRIGATION LABOR Description: Tech	9	\$38.00	\$342.00

orrigation 1.320.53800.46400 292

Sul	violal	\$690.00
PaymentalC	cells	\$0.00
Salance	WHE.	\$690,00

In order to better serve our clients, we request that all payment for services to be mailed directly to the Down to Earth Jacksonville Branch Headquarters. Please reference the address directly on the top left of this invoice. Thank You. Payment terms are not 30 days, with late payments subject to a 18% per annum interest rate applied daily on the overdue balance. A processing fee of 2.75% will be added to all credit card payments.



PAST DUE March 2019 Invoice #30539

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DURBIN CROSSING CDD C/O VESTA 145 SOUTH DURBIN CROSSING ST. AUGUSTINE FL 32259 Simpling Address

DURBIN CROSSING CDD C/O VESTA 145 SOUTH DURBIN CROSSING ST, AUGUSTINE FL 32259

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lten		(8 <u>12</u>) c	Rate	Amount
100 Harbury and Longleaf Pine Pk	"valve, (2) 2" MA, (2) 2" CPL, (1) ICD wy across new construction; all able company truck that parked over	Ó	\$0.00	\$0.00
IRRIGATION PARTS Description: ICD 100		1	\$150.00	\$150.00
IRRIGATION PARTS Description: 2" Line	DECEIVED	6	\$3,00	\$18.00
IRRIGATION PARTS Description: 2" MA	AUG 2 0 2019	egrecione increasi interiori interiori interiori interiori interiori interiori interiori interiori interiori i 2	\$4.50	\$9.00
IRRIGATION PARTS Description: 2" Elbow	Ву	2	\$4,50	\$9.00
IRRIGATION PARTS Description: 2" Valve		1	\$115:00	\$115.00
IRRIGATION PARTS Description: 2" DBY		2	\$8.00	\$16.00
IRRIGATION LABOR Description: Tech		3	\$38.00	\$114.00

 Payments/Credits
 \$431.00

 1.320.53800.46400
 Balance Due
 \$431.00

 292
 \$431.00



PAST DUE April 2019 Invoice #33308

Elling Admisse

DURBIN CROSSING CDD C/O VESTA 145 SOUTH DURBIN CROSSING ST, AUGUSTINE FL 32259

Scinolina Address

DURBIN CROSSING CDD C/O VESTA 145 SOUTH DURBIN CROSSING ST. AUGUSTINE FL 32259

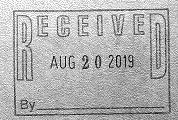
Charles and the second	Common Co	는 항상 아내가 하는 사람들은 사람들을 가게 하는 때 때문에 없었다.	
To be seen and the second of t			
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In order to better serve our clients, we request that all payment for services to be mailed directly to the Down to Earth Jacksonville Branch Headquarters. Please reference the address directly on the top left of this invoice. Thank You. Payment terms are net 30 days, with late payments subject to a 18% per annum interest rate applied daily on the overdue balance. A processing fee of 2.75% will be added to all credit card payments.

Landscape Contingency 1.320.53800.46210 292





PAST DUE April 2019 Invoice #35519

Ellina Address

DURBIN CROSSING CDD C/O VESTA 145 SOUTH DURBIN CROSSING ST, AUGUSTINE FL 32259

Snipping Address

DURBIN CROSSING CDD C/O VESTA 145 SOUTH DURBIN CROSSING ST. AUGUSTINE FL 32259

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ltem	L (MIT)	Rate	Атрипі
IRRIGATION REPAIRS AFTER INSPECTION Description: Rerouted all 1 1/2, 1 1/4, 3/4, 1/2 around new gazebo and added four more rotors and four more 6" popups to cover new zone area around the gazebo at North amenities. Rerouted all lateral rotor lines and spray lines around dumpster area at South amenities. 3x3" sleeves installed for lateral connections.	1	\$1,000.00	\$1,000.00
IRRIGATION PARTS Description: 100' 3/4	.0	\$0.00	\$0,00
IRRIGATION PARTS Description: 60' 1/2	0	\$0.00	\$0.00
IRRIGATION PARTS Description: 3" Sleeve 45 ft AUG 2 0 2019	0	\$0.00	\$0,00
IRRIGATION PARTS Description: (4) Rotor By	0	\$0.00	\$0.00
IRRIGATION PARTS Description: (4) Sprays	0	\$0.00	\$0.00
IRRIGATION PARTS Description: Flex 80 ft	0	\$0,00	\$0,00
IRRIGATION PARTS Description: (6) 1/2 Line	0	\$0.00	\$0.00
IRRIGATION PARTS Description: (8) 3/4 Tee x 1/2	0	\$0.00	\$0.00
IRRIGATION PARTS Description: (8) 1/2 Tees	0	\$0.00	\$0.00
IRRIGATION PARTS Description: (8) 1/2 Elbow	0	\$0.00	\$0.00
IRRIGATION PARTS Description: (10) 1/2 SL	0	30.00	\$0.06



PAST DUE April 2019 Invoice #35519

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IRRIGATION PARTS Description: (10) Nozzle	0	\$0.00	\$0.00
IRRIGATION PARTS Description: (6) 1/2 90	0	\$0.00	\$0.00
IRRIGATION PARTS Description: (6) 3/4 90	6	\$0.00	\$0.00

Irrigation 1.320.53800.46400

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PAST DUE May 2019 Invoice #35124

(Siling votes)

DURBIN CROSSING CDD C/O VESTA 145 SOUTH DURBIN CROSSING ST. AUGUSTINE FL 32259

Shipping Address

DURBIN CROSSING CDD C/O VESTA ST AUGUSTINE FL 32259

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Monthly Maintenance		
Description: Monthly - Property Maintenance - per new contract starting		
October 2018	1 \$30,135.00	\$30,135.00
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Randscape mointenance 1.320.53800.46200 292

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PAST DUE May 2019 Invoice #36803

Billing Address

DURBIN CROSSING CDD C/O VESTA 145 SOUTH DURBIN CROSSING ST. AUGUSTINE FL 32259

Shipping Address

DURBIN CROSSING CDD C/O VESTA 145 SOUTH DURBIN CROSSING ST. AUGUSTINE FL 32259

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		를 보았다는 과학자의 전에 하고 나는 시작하다는 하는 것이다.			

Îtem	aly	Rate	Amount
IRRIGATION REPAIRS AFTER INSPECTION Description: Sleeved a 4" pipe for a 3" main line due to Miranda crew (Mr. Kevin) being notified not to form boards or concrete before notifying us so we could sleeve the main line and sleeve the wires and also locate all heads that needed to be relocated due to sidewalk being built to connect to Longleaf Pkwy. Miranda Construction back-filled and poured concrete sidewalk without notification so all lines and wire needed to be rerouted outside the perimeter. Kevin was informed and all areas were flagged for him but they still back-filled and poured concrete sidewalk. Sleeves, wire sleeve, and lateral sleeves were installed at Longleaf and Heron Landing entrance to new development called Durbin Station Office Condos. JT, Jeremy, and Kevin	Ö	\$0.60	\$0.00
IRRIGATION PARTS Description: 2 Wire	250	\$1.00	\$250,00
Description: 4" Sleeve ALIG 2 0 2019	20	\$5.00	\$100.00
IRRIGATION PARTS Description: VP-10	1	\$40,00	\$40.00
IRRIGATION PARTS Description: VP-7	1	\$20,00	\$20.00
IRRIGATION PARTS Description: DBY-2	4	\$8.00	\$32.00
IRRIGATION PARTS Description: 1 1/4 Wire Sleeve	20	\$2.00	\$40.00
IRRIGATION PARTS Description: 3" Pipe	20	\$4.00	\$80.00
IRRIGATION PARTS Description: 1 1/4 Lateral Sleeve	20	\$2.00	\$40,00
IRRIGATION LABOR Description: Tech	10	\$38.00	\$380.00



PAST DUE May 2019 Invoice #36803

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In order to better serve our clients, we request that all payment for services to be mailed directly to the Down to Earth Jacksonville Branch Headquarters. Please reference the address directly on the top left of this invoice. Thank You. Payment terms are net 30 days, with late payments subject to a 18% per annum interest rate applied daily on the overdue balance. A processing fee of 2.75% will be added to all credit card payments.

Drrigation 1.320.53800.46400 292



PAST DUE June 2019 Invoice #38138

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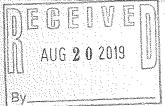
DURBIN CROSSING CDD C/O VESTA 145 SOUTH DURBIN CROSSING ST. AUGUSTINE FL 32259

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DURBIN CROSSING CDD C/O VESTA ST. AUGUSTINE FL 32259

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Monthly Maintenance		808
Description: Monthly - Property Maintenance - per new contract starting		
October 2018	1 \$30,135.00	\$30,135,00
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Randscape Mountenance 1.320.53800.46200



PAST DUE July 2019 Invoice #40341

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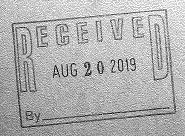
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Monthly Maintenance	
Description: Monthly - Property Maintenance - per new contract starting	4 630 435 00 530 435 00
October 2018	1 \$30,135,00 \$30,135.00

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Landscape Maintenance 1.320.53800.46200 292





July 2019 Invoice #41887

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DURBIN CROSSING CDD C/O VESTA 145 SOUTH DURBIN CROSSING ST. AUGUSTINE FL 32259 Salphag Aress

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l len		Эhy	Rate	Americal
Landing, Wire damage by lightn lightning perforation. Replaced I	INSPECTION 1.2 wire between St Johns and Heron ing strike. Holes on wire caused by CD 18, 19, 20 damaged by lightning. ICD ent photos to Steve Howell and he	0	\$0.00	\$0.00
IRRIGATION PARTS Description: Reclaimed VP-7		2	\$20.00	\$40,00
IRRIGATION PARTS Description: 2 Wire	MEGENVEN	200	\$2.00	\$400.00
IRRIGATION PARTS Description: DBY 2 Wire	AUG 2 0 2019	B	\$8.00	\$64,00
IRRIGATION PARTS Description: ICD 100	Ву	3	\$150.00	\$450.00
IRRIGATION PARTS Description: Solenoid			\$30.00	\$30,00
IRRIGATION PARTS Description: Grease Cap		4	\$2.00	\$8.00
IRRIGATION LABOR Description: Tech		15	\$38,00	\$570.00

Drrigation 1.320.53800.46400 292

Subtotal	\$1,562.00	
Fayinting of the fina	\$0.00	
Ealance Due	(\$1,562.00	



August 2019 Invoice #43127

Silling College

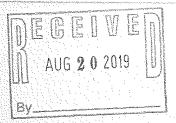
DURBIN CROSSING CDD C/O VESTA 145 SOUTH DURBIN CROSSING ST. AUGUSTINE FL 32259

Shipping Acdress

DURBIN CROSSING CDD C/O VESTA ST. AUGUSTINE FL 32259

Commence and the second		
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	The Carlo City of The Sale Pale	भागसभाग
No Alt. Alt. :	(2.65 m)(2.55	
Monthly Maintenance		
Description: Monthly - Property Maintenance - per new contract starting		
October 2018	1 \$30,135.00	\$30,135.00



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HONEY COLOR STORY		Mille in marine		ATTENDED AND ADDRESS OF THE PARTY OF THE PAR	
		en sich was di			and the court of the court

In order to better serve our clients, we request that all payment for services to be mailed directly to the Down to Earth Jacksonville Branch Headquarters. Please reference the address directly on the top left of this invoice. Thank You. Payment terms are net 30 days, with late payments subject to a 18% per annum interest rate applied daily on the overdue balance. A processing fee of 2.75% will be added to all credit card payments.

Landscape Maintenance) 1.320.53800.46200 292

Á	_		 	3000
				Enote:



Durbin Crossing Community Development District c/o Governmental Management Services 475 West Town Place, Suite 114 St. Augustine, FL 32092

Customer -	Durbin Crossing Community Development District
Acot #	283
Date	09/12/2019
Customer Service	Kristina Rudez
Page	1 of 1

Payment Inform	nation	
Invoice Summary	\$	31,901.00
Payment Amount	1 11 1/2 m/2 1 m Annual man	
Payment for:	Invoice#9579	
100119545	-	

Thank You

Ple se detectioned subtrained payment

Customer: Durbin Crossing Community Development District

Invoice	Effective	Transaction	Description	Ar	nount
			Policy #100119545 10/01/2019-10/01/2020		
			Florida Insurance Alliance		
9579	10/01/2019	Renew policy	Package - Renew policy		31,901.00
			Due Date: 9/12/2019		
			1.300.155.1000		
			104		
			Pressoid		
			Prepaid Algo Admin Ins		
1			10.1.60		
		1.310513.45	# 7232 Gen Liab / Public Off # 24,669 PMO Property Ins		
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1		11.32 538-44	1 241001 From Liberty 210		
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			And the state of t		
<u> </u>				- 10 co- 0100 1000	
					Total
				\$	31,901.00

Thank You

FOR PAYMENTS SENT OVERNIGHT: Egis Insurance Advisors LLC, Filth Third Wholesale Lockbox, Lockbox #234021, 4900 W. 95th St Oaklawn, IL 60453

Remit Payment To: Egis Insurance Advisors, LLC	(321)233-9939	Date
Lockbox 234021 PO Box 84021		09/12/2019
Chicago, IL 60689-4002	sclimer@egisadvisors.com	00/12/2010



INVOICE

7220 Financial Way, Ste 100 Jacksonville, FL 32256-6840 904-470-2200 1.32.538. 46910

47

Project Mgr:

Brett Anderson

Project:

Durbin Crossing Water Quality Monitoring 2019

Durbin Crossing St. Augustine, FL

To:

Governmental Management Services Inc

C/O:Durbin Crossing CDD
Attn: David DeNagy

Attn: David DeNagy 475 West Town Place

Suite 114

St. Augustine, FL 32092

REMIT TO:

Invoice Number: TC59862

Environmental Services, Inc.

PO Box 959673

St Louis, MO 63195-9673

Federal E.I.N.: 59-2668974

Project Number:

HK197169

Invoice Date:

9/16/2019

For Period:

8/04/2019 to 9/07/2019

Description

Total

TASK: Water Quality Sampling

Lump Sum

\$1,500.00

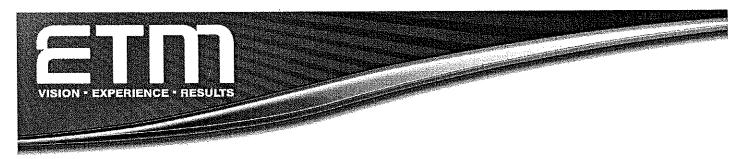
Task Total

\$1,500.00

DECENTED SEP 17 2019

Invoice Total

\$1,500.00



Durbin Crossing, CDD c/o GMS, LLC Board of Supervisors 475 West Town Place Suite 114 St. Augustine, FL 32092 September 6, 2019

Project No:

02106.34000

Invoice No:

0191575

1.31.613.31

Project

02106.34000

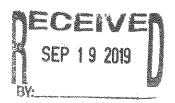
Durbin Crossing Community Development District-2018/2019 General Consulting Engineering Services (WA#37)

Task	01	Professional Se	ervices			
Profession	al Personnel	•				
			Hours	Rate	Amount	
Senior E	Engineer					
Kats	saras, George	7/13/2019	.50	194.00	97.00	
Kats	saras, George	8/3/2019	1.00	194.00	194.00	
Kats	saras, George	8/17/2019	.50	194.00	97.00	
	saras, George	8/24/2019	.50	194.00	97.00	
	Totals		2.50		485.00	
	Total Lal	oor				485.00
			Current	Prior	To-Date	
Total Bi	Ilings		485.00	1,747.00	2,232.00	
	tract Limit				6,000.00	
Ren	naining				3,768.00	
				Total th	is Task	\$485.00
Task	XP	Expenses	N 100 PC		<u> </u>	

Invoice Total this Period \$485.00

Total this Task

0.00





Durbin Crossing, CDD

c/o GMS, LLC

Board of Supervisors

475 West Town Place

Suite 114

St. Augustine, FL 32092

September 6, 2019

Project No:

02106.35000

Invoice No:

0191576

1.31.513.311

Project

02106.35000

Durbin Crossing CDD - Consulting Engineering Services (WA#38)

Professional Services rendered through August 31, 2019

Task

01

Professional Services

Professional Personnel

iessional Fersonnei		Hours	Rate	Amount	
Senior Engineer					
Katsaras, George	8/10/2019	2.00	194.00	388.00	
Landscape Architect					
Clark, Ryan	8/17/2019	.50	146.00	73.00	
Totals		2.50		461.00	
Total Labor					461.00
		Current	Prior	To-Date	
Total Billings		461.00	7,004.00	7,465.00	
Contract Limit				8,500.00	
Remaining				1,035.00	
			Total th	is Task	\$461.00

Task

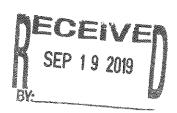
ΧP

Expenses

Total this Task

0.00

Invoice Total this Period \$461.00



Lamp Sales Unlimited, Inc.

Invoice

www. lampsalesunlimited.com

REMIT TO: P.O. Box 10606 Jacksonville, FL 32247 Toll Free (800) 352-8954 **Jacksonville** 4580 St. Augustine Road Jacksonville, FL 32207 Phone (904) 737-9292 Fax (904) 737-4333

<u>Orlando</u> 1271 La Quinta Drive Unit # 13

Orlando, FL 32809 Phone (407) 859-1515 Fax (407) 859-2423

191302 Invoice Number:

Sales Order Number: 194051

Customer ID: DUR100

Bill To: Durbin Crossing CDD

145 S. Durbin Parkway Jacksonville, FL 32259 Ship To: Durbin Crossing CDD

145 S. Durbin Parkway Jacksonville, FL 32259

Invoiced	Date	Order Date	Phone Numbe	er Ship Via		Terms	
08/20	/19	08/19/19	(904) 337-87	760 Our Truck		Net 30	
Purc	hase Order I	Number	Description // Job Num	iber and the same of the same	3. a. a. a. a.	Order	Number
	STEVE	į		Clayton	Hope Humphreys	19	4051
	iūaπtity Shipped ;Β.	O (3)	mber	Altem Description		Onbeice	Amount
4	4	KEFL13(GREEN)	13W GREEN FLOOD C W/LAMP 120V ELECTF 3E6 / 746000		46.98	187.9
4	4	5.5PLS/8	40/HYB/GX23	5.5W LED PL-S 4000K =13W 120/277V or plug 6/CS GC #57823 3B3		14.98	59.9

Subtotal: 247.84 Misc. Charge: 0.00 Sales Tax: 0.00 Freight Charge: 0.00

Invoice total: 247.84

miscellaneous 1.320.53800.46300



Lamp Sales Unlimited, Inc.

Invoice

www. lampsalesunlimited.com

REMIT TO:

P.O. Box 10606 Jacksonville, FL 32247 Toll Free (800) 352-8954 **Jacksonville**

4580 St. Augustine Road Jacksonville, FL 32207 Phone (904) 737-9292 Fax (904) 737-4333

Orlando

1271 La Quinta Drive Unit # 13

Orlando, FL 32809 Phone (407) 859-1515 Fax (407) 859-2423

Invoice Number:

191639

Sales Order Number: 194388

Customer ID: DUR100

Bill To: Durbin Crossing CDD 145 S. Durbin Parkway

Jacksonville, FL 32259

Ship To: Durbin Crossing CDD

145 S. Durbin Parkway Jacksonville, FL 32259

Invoiced I	ന്റ് 0	rder Date	Phone Numbe	r ammana kata Kali Ship Via Miz		Terms Terms	A Company of Second
08/28/		08/27/19	(904) 337-87		:	Net 30	•
Purch	nase Order Nü	mber	Description / Job Num	oer Mark The Mark		Order	Number
	steve			Clayton	Hope Humphreys	194	388
	uantity hipped (B.O.)		umber	llem Description		(Underso	Amount
4	4		(GREEN)	13W GREEN FLOOD C W/LAMP 120V ELECTF 3E6 / 746000		46.98	187.92
8	8	5.5PLS/	840/HYB/GX23	5.5W LED PL-S 4000K =13W 120/277V or plug		14.98	119.84

6/CS GC #57823 3B3

Subtotal:

307.76

Misc. Charge:

0.00 0.00

Sales Tax:

Freight Charge:

0:00

Invoice total:

307.76

uscellaneous) 1.320.53800.46300 288





CFC 1428926

Bill To

Durbin Crossing CDD 145 South Durbin Parkway

15895 SW 161st Street Brooker, Florida 32622 pmcdonaldplumbing@yahoo.com

Invoice

Date	Invoice #
9/17/2019	3039
Terms	Net 30

Quantity	Description	Rate	Amount
	Repaired leak on 1" regulator line with necessary pipe and fittings at pool pump.	292.00	292.00
	Repair / Replace 1.320.53800.44 291	1200	
	SEP 2 3 2019		
	Payment due upon completion of work.		

Job Address

South Location POOL

Phillip McDonald PLUMBILION 352-485-2181 904-832-4357

CFC 1428926

15895 SW 161st Street Brooker, Florida 32622 pmcdonaldplumbing@yahoo.com

Invoice

Net 30

Invoice #
3047

Terms

Bill To	Job Address	
Durbin Crossing CDD 145 South Durbin Parkway St. Johns, Florida 32259	145 South Durbin Parkway St. Johns, Florida 32259	

Quantity	Description	Rate	Amount
	Special ordered and installed new relay overload on existing Elkay drinking fountain by pool.	171.00	171.00
	Repair/Replace 1.320.53800.44		
	1.320.53800.44	200	
	291		
	SEP 2 3 2019 By		
Accounts NO	Payment due upon completion of work. OT paid within 30 days from invoice date are subject to a 1.5% monthly late fee.	Total	\$171.00



Total Entertainment Services

Invoice

Mailing Correspondence Address: 1623 Troy Lynn Trail, Jacksonville, Fl. 32225

(904) 645-9068 Fax: (904)645-9082

E-mail: bookme@progressiveent.com

www.progressiveent.com

Invoice date: 8/30/2019

Invoice #110089

Terms: Net 15 days

PO#

Customer name:

Durbin Crossing CDD

Event type: Movie Night

Billing address:

Event date:

145 South Durbin Parkway, Jacksonville, Fl. 32259

Dog Themed Event

Original contact person:

Jennifer Meadows

Wk: 904-230-2011

E-mail/ fax:

imeadows@vestapropertyservices.com

At event contacts with cell:

Same Friday September 13, 2019

Hours of event:

8:00 pm until end of movie

Hours of service:

Same

Approximate set up time:

Between: 6:30-7:00 pm

Location name and address:

Same

Power within 75':

Yes

nla

Where to set up at location: Set up-grass or pavement:

Field Area GR

Water within 75': n/a

Covered area for entertainer:

Notes:

SERVICES NEEDED:

* 32' Mega screen, projection, complete sound and operator

Reg. Rate \$

595 00

Your Cost

495.00

100.00 Your Total Savings \$

Special Guents 1.320.53800.45511

Sub Total:

495.00

Sales Tax:

Invoice Total:

495.00

50 % Deposit required Balance due at set up

\$ Waived

Payments received

495.00

Current Balance

495.00

CANCELLATION, RE-SCHEDULING, INCLAMENT WEATHER POLICY

Any cancellation of this agreement by customer must be in writing at leasr 30 days prior to event date with specific reasons with verification by Progressive Entertainment. Any stopping of delivery/service of Progressive Entertainment must be at least 24 hrs. in advance to avoid labor costs, No penalties or loss of deposit occur if event is re-scheduled within 60 days of original event date. A 50% cancellation fee of total amount occurs when not within these terms. Other arrangements must be noted by Progressive Entertainment. For customer pick up- customer is responsible for theft or damage to equipment or materials while in possesion. Progressive Entertainment is not responsible for any acts of nature which prevent event from taking place or being shortened. Service reserves the right to stop service if guests cause a safety or behavior issue to service.

Customer signiture required x	Date:	
-------------------------------	-------	--

SoutheastFitness

REPAIR

Equipment Repair & Maintenance

14476 Duval Place West, Suite 208 • Jacksonville, FL 32218
Office: 904.683.1439 • Fax: 904.683.1624
southeastfitnessrepair@comcast.net
www.southeastfitnessrepair.com

Invoice # 10824A

Facility Name:	Durbin Crossing, CDD - Amenity Center	
Facility Address:	c/o The Offices of GMS 475 West Town Place, Suite	
	114 St. Augustine, Florida 32092	
Billing Address:	c/o The Offices of GMS 475 West Town Place, Suite	
	114 St. Augustine, Florida 32092	
Contact &		
Phone:		
Reason for call:	TRUE RBK S/N 15-RCS900745K - CABLE.	
	MARGARET 904-230-2011	
	TECH - ONLY CHARGE FOR THE CABLE THAT IS NEEDED. BRING THE OTHERS BACK TO ROSEY	

Date: 23-Apr-2019
Payment is due within 30 days of invoice date.



Description	Part #	Part Cost	QTY	Total
LABOR PER HOUR 1 TECH: LABOR PER HOUR 1 TECH		60.00	0.50	30.00
Comments:			Parts Total Tax	30.00
			Balance	30.00

Technician: ASHTON LEWANDOWSKI

Thank you for your business.

Pressure Wash / Fitness 1.320.53800.45516

Turner Pest Control

Main: 8400 Baymeadows Way, Suile 12, Jacksonville, Florida 32256 904-355-5300 • Fax: 904-353-1499 • Toll Free: 800-225-5305 www.tumerpest.com

Service Slip/Invoice

INVOICE:

6070936

DATE:

9/13/2019

ORDER:

6070936

Bill To:

[176599]

Durbin Aminities CCD 475 W Town PI Ste 114 Saint Augustine, FL 32092-3649 Work Location:

[176599]

904-230-2011

Durbin Crossing 730 Durbin Crossing Pkwy N Saint Johns, FL 32259 1.32.538.45513

	Work Date 9/13/2019	Time 12:06 PM	Target Pest	Technician			Time in 12:06 PM
- SEC.	Purcha	se Order	Terms NET 30	Last Service Ma 9/13/2019	ap Code		Fime 9 00 01:06 PM
Water Section	s:	rvice		Descript	lon		Price
	СРСМ		Commercial Pest Cont	crol - Monthly Service		SUBTOTAL TAX AMT. PAID TOTAL AMOUNT DUE	\$65.00 \$65.00 \$0.00 \$65.00
1 Political Societies (Section 1)			Agrica (1975)		_	长B2 TECHNICIAN SIGNA	ATURE
Complete Bills of the Property of States of					-	CUSTOMER SIGNA	ATURE

Turner Pest

Main: 8400 Baymeadows Way, Suite 12, Jacksonville, Florida 32256 904-355-5300 • Fax: 904-353-1499 • Toll Free: 800-225-5305 www.tumerpest.com

Service Slip/Invoice

INVOICE:

6070937

DATE:

9/13/2019

ORDER:

6070937

Bill To:

[176599]

Durbin Aminities CCD 475 W Town PI Ste 114 Saint Augustine, FL 32092-3649 Work

Location: [176602]

904-230-2011

Durbin Crossing 145 South Durbin Pkwy Jacksonville, FL 32258

1.32·538·45513 66

Work Date Til 9/13/2019 10:4	me Target Pest 40 AM	Technician		Tim(=≢n 10:40 AM
Purchase On	der Terms NET 30	Last Service Map Code 9/18/2019		Time Out 12:57 PM
Service		Description		Price
СРСМ	Commercial Pest Con	trol - Monthly Service		80.00
			SUBTOTAL TAX AMT. PAID TOTAL	\$80.00 \$0.00 \$0.00 \$80.00
				y
		5EP 17-209	AMOUNT DUE	\$80.00
			Yeu-	
			TECHNICIAN SIGNAT	TURE
			may 4	
			Margaret CUSTOMER SIGNAT	URE



[137299]

Durbin Crossing CDD 145 S Durbin Pkwy Saint Johns, FL 32259-7224

Bill To:

Main: 8400 Beymeadows Way, Sulte 12, Jacksonville, Florida 32258 904-355-5300 • Fax: 904-353-1499 • Toll Free: 800-226-3305

Turner Pest Control LLC 8400 Baymeadows Way Suite 12 Jacksonville, FL 32256 904-355-5300

Service Strainvoice

INVOICE:

6078921

DATE: ORDER: 9/13/2019 6078921

Wigh

Location: [137299]

904-230-2011

Durbin Crossing North Amenity Center 730 N Durbin Pkwy Jacksonville, FL 32259-8217

9/13/2019 12:06	The second section is the second section of the second second second second section is a second seco	12:06 PM
ebroježenorus(Ti Vernis (Paci)Servico Map(Gode NET 30 9/13/2019	TIME (2) 01:14 PM
Santa	(Vescription)	Pies
SULV	TURNER MOSQUITO SERVICE	125.00
		SUBTOTAL \$125.00
		TAX \$0.00 AMT, PAID \$0.00
		TOTAL \$125.00
0	+ Contact	
re	st conce	AMOUNT DUE \$125.00
	1.320.53800.455	13
	66	
		Keen
	FINE	TECHNICIAN SIGNATURE
	FOR BETWENDS SEP 23 2019	
	MA SEP 23 2019 [1]	
		CUSTOMER SIGNATURE
	BY	
	And the state of t	

Bolonces notsunding over 30 days from the date of service may be subject in a late fee of the lesser of 1.5% per month (18% per year) or the maximum allowed by law. Communical agrees to pay account expenses in the event of collection.

Thereby a knowledge the samp entry complement of all services restainly and refree to pay the cost of services as specified above

Vesta,

Invoice

Page 1 of 2

invoice # Date 360605 8/31/2019

Vesta Property Services, Inc. 245 Riverside Avenue Suite 250 Jacksonville FL 32202

Terms Due Date Memo

8/31/2019 Pass Thru August

Bill To Durbin Crossing C.D.D. . c/o GMS LLC 475 Wast Town Place Suite 114 St. Augustine FL 32092



<u>िकलात्रीयः</u>		Strudly	基型	4910000
Billable Expenses				
M. Alfano - BLS; Start up cost for Durbin	n Crossing App			396.00
- Legal pads	0 77	i		20.31-
- Napkins		i		31.56
Legal pads		•		31.58-
- Scott toilet paper		1	İ	131.58
- Odor eliminator		i		145.29
Legal pads		i		20.31
- Legal Pad			ì	21.93
- Picture Frames		ì		48.35
- Bright Yellow cards, scotch tape, copy pe	aner and note nade			312.91
Labels, sharple, and batteries	zhari aud uoto hado	1		109.75
Mamore nord		i		
- Memory card		i	İ	12.51
Camera & camera roll		[i	155,99
- D. Demarco - Amazon; Credit	- f D	1	1	(129.99)
 M.Alfano - Walmart, Special Events yan 	n for crafts	1	1	3.69
- S. Howell - Pinch A Penny; Chlorine jug		ļ	\	5.30
D. Demarco - Amazon; Bamboo Skewer	rs / Labor Day Event		ł	6.65
M. Alfano - Spotlify; Office Supplies - Mu S. Howell - Gate; Equipment Fuel	isic Subscriptions	1		9.99
- S. Howell - Gate; Equipment Fuel				10.74
-: M. Alfano - Amazon Prime: Special Eve	nts - Back to School Bash and More			13.15
M. Alfano - Home Depot: Miscellaneous	- maintenance boxes	!	1	13.19
		1	1	14.83
- M. Alfano - Staples; Office Supplies		•	:	14.96
- D. Demarco - Gate: Fuel		1		16.07
- M. Alfano - Michaels: Special Events - p	aint		İ	18.68
- S Howell - Gate: Equipment Fuel			i	20.00
- M. Alfano - Target: Special Events Déco	r			20.61
M Alfano Tarret Office Sunnies				21.22
M. Alfano - Staples; Office Supplies D. Demarco - Gate; Fuel M. Alfano - Michaels; Special Events - p S. Howell - Gate; Equipment Fuel M. Alfano - Target; Special Events Déco M. Alfano - Target; Office Supplies D. Demarco - Publix; Back to School Be M. Alfano - Amazon; Miscellaneous -	ch Sunnlige		Į.	
M. Alfano - Amazon; Miscellaneous - Me	sintanana atamaa kaa	}	<u>.</u>	22.44
L W. Alfono Molmort Capital Funds D.	nel to Cabari Dock and Mars		ì	26.61
M. Alfano - Walmart; Special Events - B	ack to School Bash and More			28.48
			i	30.55
M. Alfano - UPS Store: Special Events -	Swim School Graduation Certificates	•	1	33.17
M. Alfano - Amazon; Special Events De	cor]	34.97
D.Demarco - Amazon; Chocolate/ Labor	r way event		ì	34,99
M. Alfano - Walmart: Special Events - B.	ack to School Bash and More	i	}	35,14
 S. Howell - Orielly; Warning Light for Ku 	bota	•	1	37.44
S. Howell - Orielly; Warning Light for Ku M. Alfano - Amazon; Special Events Déc	por	ļ		38.78
M Alfano - Mcamee: Unice Supplies - co	ambuter protection	•		39.99
- M Alfano - OTC Brands: Special Events	i - Back to School Bash and More	1	1	53.12
M. Alfano - Amazon; Office Supplies - In D. Demarco - Home Depot; Back to Sch	ık	1	1	54.00
- D. Demarco - Home Depot; Back to Sch	ool Bash Supplies			67.22
S. Howell - Amazon; Lock Latch for gate)S			72.28
S. Howell - Amazon; Lock Latch for gate M. Alfano - Constant Contact; Office Su	polles - Membershin for newslettere			05.00
and e-blasts	Lines manneaging for tiempinting		l	95.00
	ack to School Back and Store		1	
-! W' VIISUO - AARIURAT' Shoriet CARITS . D	ary in online beautiful MOLB			101.01
- / (mba) indicaldant Bilineation.				
. Ι 🗚 Διέαπο - Global Industries: Miscellant	eous - maintenance cart	į.		109.12
M. Alfano - Walmart; Special Events - B M. Alfano - Global Industries; Miscelland D. Demarco - Walmart; Back to School I M. Alfano - Walmart; Special Events - B	Bash Sunniles			109.12 136.69

See page 2 ->

Vesta,

Invoice

Page 2 of 2

invoice # Date 360605 8/31/2019

Vesta Property Services, Inc. 245 Riverside Avenue Suite 250 Jacksonville FL 32202

भ <u>स्</u> रम्भ	(<u>1914-1911</u>)	1410	in the state of th
D. Demarco - Walmart; Story Time Supplies M. Alfano - Amezon; Special Events - Swim School Graduation M. Alfano - S&S Worldwide; Special Events - Relay race games S. Howell - Amezon; Child safety locks and gate closer M. Alfano - Amezon; Special Events - Back to School Bash and More S. Howell - Amezon; Replacement Camera and solar charging panels Will S. Howell - Amezon; New print head for North Printer D. Demarco - Amezon; Choc Fountain / Labor Day event M. Alfano - Discount Mugs; Special Events - Back to School Bash and More D. Demarco - Moes; Resident Appreciation Total Billable Expenses	onis comm	טמודין.	147.29 198.34 222.10 241.54 254.41 280.45 333.49 389.97 459.64 508.25 5,737.98

\$5,737.98 - 290.46 - 5,447.53

1 = Special Events/1.320.53800.45511 = 63,501.37 2 = Office Supplies/1.320.53800.44600 = \$1,085.44 3 = Luscullaneous/1.320.53800.46300 = \$494.79 5 = Juel / 1.320.53800.46310 = \$46.81 4 = Repair * Replace/1.320.53800.44200 = \$319.12 \$\frac{55447.53}{65447.53}\$
\$\frac{5}{290.457}\$

Invoice #156722190

11 Jun 2019

Bill To

Vesta Property Services
Margaret alfano
FL
American Express XXXX-XXXX-XXXX-1125
-AMERICAN EXPRESS US (CARS)
(UNITED STATES)

Ship To

Vesta Property Services Margaret affano Maifano@vestapropertyservices.com .FL

Supplie	Product I	D Product	Quantity	Total
Swifec	867820	Mobile app membership - Yearly (2019)	1	396,00 USD
			Sub-Total	396.00 USD
		Payment Receive	ed (11 Jun 2019)	-396.00 USD
			Relenco	0.00 (150)

Payment Details

The order was placed on 11 Jun 2019.

Payment method; American Express XXXX-XXXX-XXXX-1125 - AMERICAN EXPRESS US (CARS) (UNITED STATES).

You will see a transaction from Swiftic I k.a Como on your credit card statement.

BlueSnap Contact details and additional Info Web: Tax ID: 48-0479415 Val ID: 6U826002156 **Blue**Snap

BiueSnap. Inc. 800 South Street, Suite 640 Waltham, MA 02453 USA

INVOICE DATE	CUSTOMER	SUMMARY INVOICE
8/03/19	ATL 1821005	8055262694
PLEASE PAY BY	TERMS	AMOUNT DUE
9/02/19	Net 30 Days	623.76

INVOICE DETAIL

Staples

Federal ID #:04-3390816

Bill to Account: 1070810

Ship to Account: DURBIN CROSS

VESTA PROPERTY SERVICES CHEYENNE BARDROFF 245 RIVERSIDE AVE STE 250 JACKSONVILLE, FL 32202 DURBIH CROSSING ATTN: DANBLLE DEMARCO 145 S DURBIN PKWY JACKSONVILLE, FL 12259

P O Number : P O Desc : Release : Release Desc:			Invoice Num Order Ordered By Order Date	•		00-000-002		
Order Line Item Number		Description	Order Qty	B/O Qty	Unit Meas	Ship Qty	Unit Price	Extended Price
2 811028		PAD LEGAL 5XB ASSORTED 2 EA GR OFFICE PRODUCTS: BILLABLE			0 PK	2	9.49	18.98
Freight:	.00	Tax:(7.0000 %) 1.33			sub-↑ T	otal: otal:		18,98 20.31

INVOICE DATE	CUSTOMER	SUMMARY INVOICE
8/03/19	ATL 1821005	8055262694
PLEASE PAY BY	TERMS	AMOUNT DUE
9/02/19	Net 30 Days	623.76

INVOICE DETAIL

Staples

Federal ID #:04-3390816

Bill to Account: 1070210

Ship to Account: DURBIN CROSS

VESTA PROPERTY SERVICES CHEYENNE BARDROFF 245 RIVERSIDE AVE STE 250 JACKSONVILLE, FL 32202 DURBIN CROSSING ATTN: DANELS DEMARCO 145 S DURBIN PKMY JACKSONVILLE, FL 32259

P O Number : P O Desc : Release : Release Desc: Invoice Number: 3421352762 Order : 7222806786-000-003 Ordered By : DANELLE DEMARCO Order Date : 7/31/19 order order B/O Qty Unit ship Unit Extended Line Item Number Description Qty Qty Price Price Meas LUNCHEON NAPKINS WTE 400SHT/PK FACILITIES: BILLABLE 11 887843 0 CT 29.49 29.49 Freight: 29,49 31,56 Sub-Total: Total: .00 Tax: (7.0000 %) 2.07

1

INVOICE DATE	CUSTOMER	SUMMARY INVOICE
8/03/19	ATL 1821005	8055262694
PLEASE PAY BY	TERMS	AMOUNT DUE
9/02/19	Net 30 Days	623.76

INVOICE DETAIL

Staples.

Federal ID #:04-3390816

Bill to Account: 1070810

Ship to Adcount: DURBIN CROSS

VESTA PROPERTY SERVICES CHEYENNE BARDROFF 245 RIVERSIDE AVE STE 250 JACKSONVILLE, FL 32202 DURBIN CROSSING ATTN: DANBLE DEMARCO 145 S DURBIN PKMY JACKSONVILLE, FL 12259

P O Number : P O Desc : Release : Release Desc:			Invoice Num Order Ordered By Order Date	1		0-000-003		
Order Line Item Number		Description	order Qty	B/O Qty	Unit Meas	ship Qty	Unit Price	Extended Price
3 811132		PAD LEGAL RULED 8.5X11.75 WHIT OFFICE PRODUCTS: BILLABLE			0 DZ	1	29.51	29.51
Freight:	.00	Tax:(7.0000 %) 2.07			Sub-T T	otal: otal:		29,51 31,58

INVOICE DATE	CUSTOMER	SUMMARY INVOICE
8/03/19	ATL 1821005	8055262694
PLEASE PAY BY	TERMS	AMOUNT DUE
9/02/19	Net 30 Days	623.76

INVOICE DETAIL

Staples

Federal ID #:04-3390816

Bill to Account: 1970910

Ship to Account: DURBIN CROSS

VESTA PROPERTY SERVICES
CHETENNE BARDROFF
245 RIVERSIDE AVE
STE 250
JACKSONVILLE, PL 32202

DURBIN CROSSING ATTN: DANELLE DEMARCO 145 S DURBIN PKWY JACKSONVILLE, FL 32259

P O Number : P O Desc : Release : Release Desc:	f		Invoice Num Order Ordered By Order Date	1	342135275 722280678 DANELLE 0 7/31/19	6-000-002		
Order Line Item Number		Description	Order Qty	B/O Qty	Unit Meas	Ship Qty	Unit Price	Extended Price
8 KCC32896		TOWEL,SCOTT,1PLY,BE FACILITIES: BILLABLE	3		0 CT	3 ,	40.99	122.97
Freight:	.00	Tax: (7,0000 %) 8.61			Sub-T	ota]: ota]:		122.97 131.58

INVOICE DATE	CUSTOMER	SUMMARY INVOICE
8/03/19	ATL 1821005	8055262694
PLEASE PAY BY	TERMS	AMOUNT DUE
9/02/19	Net 30 Days	623,76

INVOICE DETAIL

Staples

Federal ID #:04-3390816

Bill to Account: 1070810

Ship to Account: DURBIN CROSS

VESTA PROPERTY SERVICES
CHEYENNE BARDROFF
245 RIVERSIDE AVE
STE 250
JACKSONVILLE, FL 32202

DURBIN CROSSING
ATTN: DANELLE DEMARCO
145 8 DURBIN PKWY
JACKSONVILLE, FL 32259

P O Num P O Des Release Release	¢ :			Invoice Num Order Ordered By Order Date	: 72 : DA		7-000-001		
Order Line	Item Number		Description	order Qty	B/O Qty	Unit Meas	Ship Qty	Unit Price	Extended Price
1	1869818		ODOR ELIMINATOR COOL/CLEAN EA FACILITIES: BILLABLE	6	0	EA	6	4.59	27.54
2	075723		GDOR ELIMINATOR WHITE PEACH CI FACILITIES: BILLABLE	3	0	EA	3	4.19	12.57
3	2612126		WARMWELCME METER AIR FRSHNR CT FACILITIES: BILLABLE	1	0	CT	1	15.69	15,69
4	2612124		METERED AIR FRESHENR DSPNSR EA FACILITIES: BILLABLE	2	0	EA	2	39.99	79.98
Freigh	t:	.00	Tax:(7.0000 %) 9.51			Sub-T	otal: otal:		135.78 145.29



INVOICE DATE	CUSTOMER	SUMMARY INVOICE
8/10/19	ATL 1821005	8055344995
PLEASE PAY BY	TERMS	AMOUNT DUE
9/09/19 Net 30 Days		403.50

INVOICE DETAIL

Staples

Federal ID #:04-3390816

Bill to Account: 1870810

Ship to Account: DURBIN CROSS

VESTA PROPERTY SERVICES
CHEYENNE BARDROFF
245 RIVERSIDE AVE
STE 250
JACKSONVILLE, FL 32202

DURBIN CROSSING ATTN: DANBLE DEMARCO 145 S DURBIN PKWY JACKSONVILLE, YL 32259

P O Number ; P O Desc : Release : Release Desc: Invoice Number: 3421917693 Order : 7222991888-000-002 Ordered By : DANELLE DENARCO Order Date : 8/03/19 order order B/O Qty Unit ship Unit Extended Meas Lina Item Number Description Price Price Qty Qty PAD LEGAL 5X8 ASSORTED 2 EA GR OFFICE PRODUCTS: BILLABLE 5 811028 2 0 PK 9.49 18,98 18.98 20.31 Freight: Tax1(7,0000 %) 1,33 Sub-Tota]: Total:

INVOICE DATE	CUSTOMER	SUMMARY INVOICE
8/10/19	ATL 1821005	8055344995
PLEASE PAY BY	TERMS	AMOUNT DUE
9/09/19	Net 30 Days	403.50

INVOICE DETAIL

Staples

Federal ID #:04-3390816

Bill to Account: 1070810

Ship to Account: DURBIN CROSS

VESTA PROPERTY SERVICES
CHEYENNE BARDROPF
245 RIVERSIDE AVE
STE 250
JACKSONVILLE, FL 32202

DURBIN CROSBING ATTN: DANELLE DEMARCO 145 S DURBIN PKWY JACKSONVILLE, PL 32259

P O Number ; P O Desc : Release ; Release Desc:			Involce Num Order Ordered By Order Date			00-000-001		
Order Line Item Number		Description	order Qty	B/O Qty	Unit Meas	Ship Qty	Unit Price	Extended Price
1 24063141		LEGAL PAD STND ASSORTED 3 PAC OFFICE PRODUCTS: BILLABL			O BD	1	20.49	20.49
Freight:	.00	Tax:(7.0000 %) 1.44				otal: otal:		20.49 21.93

Backorder of 7222924800

INVOICE DATE	CUSTOMER	SUMMARY INVOICE
8/10/19	ATL 1821005	8055344995
PLEASE PAY BY	TERMS	AMOUNT DUE
9/09/19	Net 30 Days	403.50

INVOICE DETAIL

Staples

Federal ID #:04-3390816

Bill to Account: 1070910

Ship to Account: DURBIN CROSS

VEBTA PROPERTY SERVICES
CHEYERNE BARDROFF
245 RIVERSIDE AVE
STR 250
JACKSONVILLE, FL 12202

DURBIN CROSSING ATTN: DANELLE DEMARCO 145 S DURBIN PKMY JACKSONVILLE, FL 12259

P O Number : P O Desc : Release : Release Desc:			_	Invoice Num Order Ordered By Order Date	:		6-000-004	·	
Order Line Item Number		Description		Order Qty	B/O Qty	Unit Meas	ship Qty	Unit Price	Extended Price
12 131922		IMAGES BLACK 8X10 FACILITIES: BI	LLABLE	2		0 PK	2	22.59	45.18
Freight:	,00	Tax:(7.0000 %)	3.17			Sub-T	otal: otal:		45.18 48.35

Backorder of 7222806786

INVOICE DATE	CUSTOMER	SUMMARY INVOICE
8/10/19	ATL 1821005	8055344995
PLEASE PAY BY	TERMS	AMOUNT DUE
9/09/19	Net 30 Days	403,50

INVOICE DETAIL

Staples

Federal ID #:04-3390816

Bill to Assount: 1070810

Ship to Account: DURBIN CROSS

VESTA PROPERTY SERVICES CHEYENNE BARDROFF 245 RIVERSIDE AVE STE 250 JACKSONVILLE, FL 32202 DURBIN CROSSING ATTN: DANBLE DEMARCO 145 S DURBIN PKWY JACKSONVILLE, FL 32259

P O Number : P O Desc : Release : Release Desc: Invoice Number: 3421917692 Order : 7222991888-000-001 Ordered By : DANELLE DEMARCO Order Date : 8/03/19 Order order 8/0 Unit ship Unit Extended Item Number Description Meas Price Line Qty Price 1 862159 CARD 8.5X11 BRIGHT YLW 65# 250 1 0 PK 15.49 15.49 CARD 8.5X11 BRIGHT YLW 65# 250
OFFICE PRODUCTS: BILLABLE
CARD BRIGHT GAMMA GRN 110#
OFFICE PRODUCTS: BILLABLE
SCOTCH LAMINATING PCH 50/PK
OFFICE PRODUCTS: BILLABLE
HP 952XL HY BLACK INK CART
OFFICE PRODUCTS: BILLABLE
HP 952XL HY YELLOW INK CART
OFFICE PRODUCTS: BILLABLE
STAPLES 8.5X11 COPY CS
OFFICE PRODUCTS: BILLABLE
STPLS PAD PERF LTR CAN 12PK 2 495483 1 0 PK 1 18.29 18.29 3 2614382 3 0 EA 3 9.99 29.97 2002713 2 0 EA 44.59 89.18 2002710 3 0 EA 34.19 102.57 7 135848 42,01 42.01 1 0 CT STPLS PAD PERF LTR CAN 12PK OFFICE PRODUCTS: BILLABLE 8 163840 O DZ 7.99 7.99 305.50 312.91 Freight: .00 Tax: (7.0000 %) 7.41 Sub-Tota]: Total:

1

INVOICE DATE	CUSTOMER	SUMMARY INVOICE
8/17/19	ATL 1821005	8055421025
PLEASE PAY BY	TERMS	AMOUNT DUE
9/16/19	Net 30 Days	109.75

INVOICE DETAIL

Staples

Federal ID #:04-3390816

Hill to Account: 1070810

Ship to Account: DURBIN CROSS

VESTA PROPERTY SERVICES
CHEYENNE BARDROFF
245 RIVERSIDE AVE
STE 250
JACKSONVILLE, PL 32202

DURBIN CROBBING
ATTN: DANBLE DEMARCO
145 A DURBIN PKWY
JACKBONVILLE, FL 32259

P G Number : P G Desc : Release : Invoice Number: 3422473143 Order : 7223439400-000-001 Ordered By : DANELLE DEMARCO

Release	Desc:			Order Date	: 8	/12/19			
Order Line	Item Number		Description	Order Qty	B/O Qty	Unit Meas	Ship Qty	Unit Price	Extended Price
1	859605		AVY LSR LBL 4UP 100-3 1/2 X OFFICE PRODUCTS: BILLA		(BX	1	34.99	34.99
2	282509		SHARPIE PERM KING SIZE BLK OFFICE PRODUCTS: BILLA		() PK	1	9.89	9.89
3	464050		BATTERY ALKALINE AA 36PK FACILITIES: BILLABLE	1	() PK	1	27.20	27.20
, 4	041302		BATTERY ALKALINE AAA 36PK FACILITIES: BILLABLE	1) PK	1	30.49	30.49
Freigh	t:	.00	Tax: (7.0000 %) 7.18			Sub-T	otal:		102.57 109,75

INVOICE DATE	CUSTOMER	SUMMARY INVOICE
8/24/19	ATL 1821005	8055502662
PLEASE PAY BY	TERMS	AMOUNT DUE
9/23/19	Net 30 Days	168.50

INVOICE DETAIL

Staples

Federal ID #:04-3390816

Bill to Account: 1070810

ship to Account: DURBIN CROSS

VESTA PROFESTY SERVICES CHEYENNE BARDROFF 245 RIVERSIDE AVE STE 250 JACKSONVILLE, FL 22202 DURBIN CROSSING ATTN: DANBLE DEMARCO 145 S DURBIN PRNY JACKSONVILLE, FL 32259

P O Number : P O Desc : Release : Release Desc:			Invoice Num Order Ordered By Order Date			99-000-002		
Order Line Item Number		Description	Order Qty	B/o Qty		Ship Qty	Unit Price	Extended Price
3 1130322		SDHC CLASS 4 FLASH MEMORY CARD FACILITIES: BILLABLE	1		0 EA	1	11.69	11.69
Freight:	.00	Tax:(7.0000 %) .82				otal:		11.69 12.51

1

INVOICE DATE	CUSTOMER	SUMMARY INVOICE
8/24/19	ATL 1821005	8055502662
PLEASE PAY BY	TERMS	AMOUNT DUE
9/23/19	Net 30 Days	168,50

INVOICE DETAIL

Staples

Federal ID #:04-3390816

Bill to Account: 1070910

Ship to Account: DURBIN CROSS

VESTA PROPERTY SERVICES
CHEYENNE BARDROFF
245 RIVERSIDE AVE
STE 250
JACKSONVILLE, FL 32202

DURBIN CROSSING
ATTN: DANELLE DEMARCO
145 8 DURBIN PKWY
JACKSONVILLE, FL 32259

P O Num P O Des Release Release	c :			Invoice Num Order Ordered By Order Date	: 7: : D		9-000-00	1	
Order Line	Item Number		Description	order Qty	B/O Qty	Unit Meas	Ship Qty	Unit Price	Extended Price
1	IM11Y8281		ELPH 180 RED 2.7IN TFT FACILITIES: BILLABLE	1	(EA	1	130.99	130,99
2	IM1CL4153		COMPACT CAMERA CASE - BLACK FACILITIES: BILLABLE	1	() EA	1	14.79	14.79
Freigh	t;	.00	Tax:(7.0000 %) 10.21			sub-T	otal: otal:		145.78 155.99

amazon.com

Order placed: August 14, 2019

Amazon.com order number: 114-4303359-5027402

Refund Total: \$129.99

Item Returned: Price:
1 of: Sweet Fountains 22" Entertainer Home Stainless Steel Chocolate Fountain with \$129.99

1 of: Sweet Fountains 22" Entertainer Home Stainless Steel Chocolate Fountain with Chocolate (3.5 lbs.)

Shipping Address:

Jennifer 145 S DURBIN PKWY SAINT JOHNS, FL 32259-7224 United States

Shipping Speed:

N/A

Payment Information:

Refund Method:

American Express / Last digits: 1695 Items & Subtotal \$129.99
Shipping & Handling 0.00
Total Refund: \$129.99

See back of receipt for your chance to min \$1000 IB #:7868P#UQ7F2



PINCH-A-PENNY POOL-PATIO-SPA

The Perfect People For A Perfect Pool For Our Special Offers!

> Pinch A Penny 210 3055 CR 210 West Suite 103 St. Johns, FL 32259 Phone: 90421/7827

Sales: Receipt

Transaction #:

Arthur #

Date: 7/35/2619

146801

9042302011

Time: 10:49:40 AM Cashier: Chris Sconco Register #: 2

81... TO:

steve, margaret, josh, jennifer AMENITY SE

1785	baser iption	Amount
S	SATE COSESMENTACCH CRITIF 1 005 0 14:38	14.58

'ch lutal	14.9%
Salus Tax	\$0.32
विध्वी	\$5,30
ARI / Tendar of	1 5, 30
(304, 7/7///////2149	• • • • • • • • • • • • • • • • • • • •
Auth: 54/481	
Charley bin	\$0.00

8 TO GO - FMT 2.5 GAL COOPORT

#1042302011A

Union properties should be the constant of the

amazon.com

Details for Order #114-6858185-3690667

Print this page for your records.

Order Placed: August 14, 2019

Amazon.com order number: 114-6858185-3690667

Order Total: \$6.65

Shipping now

Items Ordered Price \$6.65

1 of: Chef Craft 3774X3 Thin Bamboo Skewers, 300 Piece

Sold by: Ruro (seller profile) | Product question? Ask Seller

Condition: New

Shipping Address: Item(s) Subtotal: \$6.65 Jennifer

Shipping & Handling: \$0.00 145 S DURBIN PKWY

SAINT JOHNS, FL 32259-7224 Total before tax: \$6.65

United States Sales Tax: \$0.00

Shipping Speed: Total for This Shipment: \$6.65

Standard Shipping

United States

Payment information

Payment Method: Item(s) Subtotal: \$6.65

American Express | Last digits: 1695 Shipping & Handling: \$0.00

Billing address Total before tax: \$6.65

Jennifer Estimated tax to be collected: \$0.00 145 S DURBIN PKWY

SAINT JOHNS, FL 32259-7224 Grand Total: \$6.65

To view the status of your order, return to Order Summary.

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Receipt 781022003092078-1-21

Date

August 17, 2019

Number

781022003092078-1-21

Payment method

Card (#### #### #### 1125)

Retailer

Spotlfy USA Inc.

Address

c/o RL&F Service Corp., One Rodney Square, 10th floor, Tenth and King streets, Wilmington, New Castle Country, Delaware 19801, USA

Tax ID number

80-0555431

Product

Spotify Premium

Total tax

\$0.00

Total

\$9.99

Welcome to GATE Store #1232 700 Durbin Pay. Dr. St Johns, Fl 32259

Receipt #83491 08/12/2019 12:24

Pump Gallons Price 10 4.405 \$ 2.439 Product: Unleaded TOTAL FUEL \$ 10.74

SALE - Card Swiped TOTAL SALE \$ 10.74 AXAcct# ***********2149 Refer #00000369 Batch #398 Sequence #3540 Approval #508029

Thank you for choosing GATE!

amazon.com

Final Details for Order #112-9510627-0209021

Print this page for your records.

Shipped on July 28, 2019

Items Ordered

1 of: Disney Pixar Toy Story 4 Pop-Up Board Game

Sold by: Exclusive gifts (seller profile)

Condition: New

Shipping Address:

Margaret Alfano

145 S DURBIN PKWY

• SAINT JOHNS, FL 32259-7224

United States

Item(s) Subtotal:\$12.29

Shipping & Handling: \$0.00

Total before tax:\$12.29

Sales Tax: \$0.86

Price

\$12.29

Total for This Shipment: \$13.15

Shipping Speed: Two-Day Shipping



230 DURBIN PAVILION DRIVE ST. JOHNS, FL 32259 (904)417-4600

1324 00052 94798 SELF CHECK OUT

07/31/19 01:44 PM

851414002162 SMALL BOXES <A> SMALL BOX 16"X12"X12" 1490.88

12.32

SUBTOTAL TAX + PIF TOTAL

12,32 0.87 \$13.19

XXXXXXXXXXXXXX1125 AMEX

USD\$ 13.19

AUTH CODE 891392/1522040 TA AID A000000025010801 AMERICAN EXPRESS



PIF NOTICE
THE TAX ON YOUR RECEIPT CONTAINS A 0.50% PUBLIC INFRASTRUCTURE FEE, PAYABLE TO THE DPI COMMUNITY DEVELOPMENT DISTRICT. THE FEE IS COLLECTED AND USED TO FINANCE PUBLIC IMPROVEMENTS IN THE DISTRICT. HIS FEE IS NOTA TAX AND IS CHARGED IN ADDITION TO SALES TAX. THIS FEE BECOMES PART OF THE SALES PRICE AND IS SUBJECT TO SALES FAX.

RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON 1 0/29/2019

CTI NE NAIL ITO

Take a short survey for a chance TO WIN A \$5,000 HOME DEPOT GIFT CARD

Opine en esparol

www.fomedepot.com/survey

User ID: H89 191209 189937 PASSWORD: 19381 189885

Entries must be completed within 14 days of purchase. Entrants must be 18 or older to enter. See complete rules on website. No purchase necessary.

See back of receipt for your chance to win \$1000 ID #:7N6Y7VB1QWD

Walmart > ...
904 417-9688 Mgr:80881 JO SMITH
845 PURBIN PAVILION DR
ST JOHNS, FL 32259
SIN 00928 0PM 009035 TEN 35 TRM 06992
EXTRA MINI 068567314611 3.97 X
EXTRA MINI 068567314611 3.97 X
EXTRA MINI 1 068567314696 3.97 X
SOMBR RO HAI 003993855000 3.97 X 3.97 X 3.97 X 3.97 X 0.97 X 0.97 X SOMBRERO HAT 003993855001 SOMBRERO HAT 003993855001 SUBTOTAL TAX 1 PIF 6.500 % 0.500 % 0.91 0.07 TOTAL AMEX TEND 14.83 AMERICAN EXPRESS *** *** *** 695 I O APPROVAL # 856193
RL # 000100518404
FRANS ID - 007466613790779
AIO A00000025010801 1C 2C2FF000FF49E46
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*NO SIGNATURE REQUIRED
08/13/19 14

ON SIGNATURE REQUIRED

ON 13/19

14:14:16

CHANGE DUE

O.OO

PIF NOTICE

YOUR RECEIPT CONTAINS A 0.50X PUBLIC INFRASTRUCTURE FFE, PAYABLE TO THE OPI COMMUNITY DEVELOPMENT DISTRICT. THE FFE IS COLLECTED AND USED TO FINANCE PUBLIC IMPROVEMENTS IN THE DISTRICT THIS FEE IS NOT A TAX AND IS CHARGED IN ADDITION TO SALES TAX. HIS FET BECOMES PART OF THE SALES PRICE AND IS SUBJECT TO SALES TAX.

ITEMS SOLD 5

ICH 5835 3050 5692 0952 8170

THANK YOU FOR STOPPING WITH US

08/13/19

14:14:16

****CUSTOMER COPY****

Scan with Halmert app to save receipts





STAPLES

11111 San Jose Boulevard Suite 56 JACKSONVILLE, FL 32223 (904) 880-9200

SALE

1940878 12 001 73942 1884 08/01/19 03:38

GTY SKU

PRICE

1 SHES #60 KRAFT PP	
718103468374	6.99
) - STPLS #60 KRAFT Pr	
718103468374	رۇ , ن
SUBTOTAL	13.98
Standard Tax 7.00%	0.96
FOTAL	\$14.96

AMERICAN EXPRESS

113.0\$14.96

Card No. : XXXXXXXXXXXXXII75 (U)

Chip Read

Auth No.: 557763 AID.: A000000025619801

TOTAL LIEMS 2

Staples brand products. Below Budget. Above Expectations.

THANK YOU FOR SHUPPENG AT STAPLES !

Shop online at www.staples.com

Shop Smarter, that decomples Rewards in the property of the property of the property of the property of the property of the property of the property of the property of the program details or to enroll.



Welcome to GATE Store #7232 700 Durbin Pay. Dr. 51 Johns, Fl 32250

- Duplicate

Receipt #78456 08/08/2019 13:50

Pump. Callians Prince
Th. 5,543 \$ 2,899
Product: Discol
TOTAL LUCE \$ 16.07

CALL Card Sulped TOTAL SALE & BUDY AXACCTR FLEFFFFFFFFFFFF Refer MUNDAUTS Batch #394 Sequence #9546 Approval #569214

Thank you to: choosing GATL!



MICHAELS STORE #9002 (904)260-6602 11111 SAN JOSE BLVD, SUITE 31 JACKSONVILLE, FL 32223

8-9541-1315-5995-0760-1729-1189-1101-3230



2860598 SALE

9677 9002 040 7/31/19 17-00

PLOSTOLINA 1# WHI 886946243586 4 @ 3.49

PLASTALINA 1# BLU 886946243622 1 @ 3 49

SUBTOTAL

17,45

Sales Tax 7%

1,23

TOTAL

18.68

ACCOUNT NUMBER

***********126

AHEX

18.68

APPROVAL: 809680 CHIP CHLINE

Application Label: AMERICAN EXPRESS

AID A000000025010801

TVR: 0000008000

TSI: E800

This receipt expires at 1100 days on 02/01/20

Click Buy, Create, Shop michaels.com today!

Get Savings & Inspiration! Text* SIGNUP to 273283 To Sign Up for Email 8 Text Messages. *Msg & Data Rates May Apply You will receive 1 autodialed message with a link to join Michaels alerts.

Welcome to GATE Store #1232 700 Durbin Pav. Dr. St Johns, El 32259

Receipt #68732 07/31/2019 08:31

Pump Gallons Price 10 8.004 \$ 2.499 Product: Unleaded TOTAL FUEL \$ 20.00

SALE - Card Swiped TOTAL SALE , \$ 20.00 AXAcct# **********2149 Refer #00000170 Batch #386 ' Sequence #1936 Approval #582859

Thank you for choosing GATE!



FLEMING ISLAND - 904-278-8652 08/06/2019 05:56 PM EXPIRES 11/04/19

GROCERY 07110039/	GOLDFISH FN \$12.58 2 9 \$6.29 ea Saved \$1.40 off \$13.98	ţ
HOME 053211370 234241105	GARLAND BNTG T \$2.00 Regular Price \$3.00	į
234241107	Buÿ2Get1 Free \$1.00 - FREESTAND SI [\$2.00 Regular Price \$3.00	
234241116	Buy2Get1 Free \$1.00 - DEC EASEL 1 \$2.00 Regular Price \$3.00 Buy2Get1 Free \$1.00	
I = FL TAX	5UBTOTAL \$20.08 7.0000% on \$7.50 \$0.53	
	TOTAL \$20.61 *1125 AMEX CHÁRGE \$20.61 ATD. A000000025010801 AMERICAN EXPRESS	

1 INDICATES SAVINGS

TOTAL SAVINGS THIS TRIP \$4 40

程C#2 9218-1437 (977 5430) 8 VCD#751-259-346

Target kin better allow take trip.

12 COM 3992 24 692 NO

Quin 7 days.



FLEMING ISLAND 904 278-8052 08/96/2019 05:57 PM EXPIRES 11/04/19

STATIONERY OFFICE
081010911 GREENROUM N \$3 39 4
Saved \$0.60 off \$3.99
UN1012044 CAMBRIDGE N \$6.79 4
Saved \$1.20 off \$7.99
081012421 FRINGE PLANN N \$11.04 4
Saved \$1.95 off \$12.99

SUBTOTAL \$21.22 NO TAX \$0.00

TUTAL \$21.22
*1125 AMEX CHARGE \$21.22
ATD:A000000025010801
AMERICAN EXPRESS

1 INDICATES SAVENGS

TOTAL SAVINGS THIS TRIP \$3.75

種間2 9216-1497 0077 5431-6 VCDF/51-288 542

Help Make your farget Run hetter. Take a 2 minute survey about today's trip:

10formtargel.com User 10: 7078 1850 3992 Password: 245 684

CUENTENOS EN ESPAÑOL

Please take this survey within I days

Publix.

Plantation Plaza 2750 Racetrack Rd Saint Johns, FL 32259 Store Manager: Tony Borbolla 904-230-3970

PUBLIX SP FLUO 12P

3 & 2.99 8.97 F
PUB PURIFIED WATER
2 # 4.49 8.98 F
PUBLIX SPRNG 24PK 4.49 F

Order Total		22.44
Sales Tax		0.00
Grand Total		22.44
Credit	Payment	22.44
Change		0.00

PRESTO!

Trace #: 049321

Reference #: 1613315878 Acct #: YXXXXXXXXXXXX1595 Purchase American Express

Amount: \$22.44 Auth #: 856396

CREDIT CARD PURCHASE
A000000025010801 AMERICAN EXHIESS
Entry Method: Chip Read

Mode:

Issuer

Your cashier was Alma

08/08/2019 12:13 \$1684 8104 3751 00240

Explore the many ways to save at Publix. View bargains at publix.com/savingstyle

Publix Super Markets, Inc.

amiedokeon

Final Details for Order #112-9365367-2529036

Order Placed: July 29, 2019 Amezon.com order number: 112-9365367-2529036 Order Total: \$26.61

Shipped on July 30, 2019

Items Ordered Price

1 of: Stansport 1200 Deluxe Duffel Bag with Shoulder Strap, 42" X 12" X 12", \$24,99

Olive Green Sold by: Amazon.com Services, Inc

Condition: New

Shipping Address: Item(s) Subtotal: \$24.99

Margaret Alfano Shipping & Handling: \$0.00

145 S DURBIN PKWY
SAINT JOHNS, FL 32259-7224
Total before tax: \$24.99

United States Sales Tax: \$1.62

Shipping Speed: Total for This Shipment: \$26.61

Two-Day Shipping

Payment information

Payment Method: Item(s) Subtotal: \$24.99

American Express | Last digits: 1125 Shipping & Handling: \$0.00

Billing address Total before tax: \$24.99

Margaret Alfano Estimated tax to be collected: \$1.62
245 RIVERSIDE AVE STE 250

JACKSONVILLE, FL 32202-4944 Grand Total: \$26.61

Credit Card transactions American Express ending in 1125: July 30, 2019: \$26.61

To view the status of your order, return to Order Summary.

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See back of receipt for your chance to win \$1000 $10~\mathrm{Hz}\,\mathrm{YN6XJJ10MCRH}$

0.57 N 0.57 N 0.57 N

\$1000 10 #: //n6X.J10MCRH

| Walmart | Section | Walmart | Walmart | Section | Walmart | Section | Walmart | Section | Walmart | Walmart | Section | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walmart | Walm 0.57 N

0.57 N 0.57 N 9.94 N 2.64 N 2.64 N 28.48 25PK FRASFRS 0/2432813866 SH IN 2101 0 00/164116058 3PK MARKER 3PK MARKER 019164802339 019164802339

JPK MARKER 019164802340 3PK MARKER 019164802340

SUB10TAL TOTAL AMEX TEND 28.48 28.48

AMEX FEND 28.48

AMERICAN EXPRESS *** *** **** 125 I 0

APPROVAL # 813561

REF # 000100188080

TRANS ID - 001221249873481

AID A000000025016801

TC 6B337E9CBD5DA34A

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08/06/19 19:42:04

CHANGE OUR D

19 19:42:04 CHANGE (JUE

0.00 # ITLMS SOLD 19 FC# 8721 4941 2516 8721 0278



CUSTOMER COPY

Scan with Walmart app to save receipts



mezonæm:

Details for Order #112-9510627-0209021

Print this page for your records.

Order Placed: July 25, 2019

Amazon,com order number: 112-9510627-0209021

Order Total: \$42.64

Preparing for Shipment

Thomas Andanad		
Items Ordered		Price
	T	±14 00
** - ** ** ** * * * * * * * * * * * * *	T . (7)	

1 of: Disney Pixar Toy Story True Talkers Forky Figure, 7.2"
Sold by: Amazon.com Services, Inc

\$14.99

Condition: New

1 of: Kraft White Pizza Box 9inch Pizza Boxes Kraft Pizza Paperboard Take Out \$14.59

Containers Packing Boxes 1 3/4h 10 Pieces
Sold by: ShengHe (seller profile) | Product question? Ask Seller

Condition: New

Shipping Address: Item(s) Subtotal: \$29.58
Margaret Alfano Shipping & Handling: \$0.00

145 S DURBIN PKWY

SAINT JOHNS, FL 32259-7224 Total before tax: \$29.58 United States Sales Tax: \$0.97

Shipping Speed: Total for This Shipment: \$30.55

Two-Day Shipping

The UPS Store - #3117 5000-18 HWY 17 S FLEMING ISLAND, FL 32003 (904) 215-1303

08/06/19 05:21 PM

We are the one stop for all your shipping, postal and business needs.

Visit http://theupsstorelocal.com/3117 for Valuable Coupons or to Track a Package

> SubTotal \$ 31.00 SALES 1AX (T1) \$ 2.17 lotal \$ 33.17

AMERICAN EXPRESS \$ 33.17

ACCOUNT NUMBER ⊁

************<u>*</u>

Appr Code: 836925 (I) Sale

ENTRY METHOD: ChipRead

MODE: Issuer

ATD: A000000025010801

TYR: 0000008600 TSI: F800

AC: 685A02AF6D937444

ARC: 00

SIMBLUTICAN

Details for Order #113-9432492-8430661 Print this page for your records.

Order Placed: August 5, 2019

Amazon.com order number: 113-9432492-8430661

Order Total: \$34.97

Not Yet Shipped

Items Ordered Price

1 of: Allenjoy 7x5ft Summer Beach Backdrop Tropical Seaside Island Palm Trees \$17.98 Surfboard Blue Sea Sky Sunshine Hawail Luau Themed Party Photography Background Decoration Photo Booth Studio Props Sold by: UUFelice (select profile)

Condition: New

1 of: Allenjoy 7x5ft Summer Shining Blue Water Ripple Photography backdrops \$16.99 Swimming Pool Sea Ocean Marine Style Background Beach Theme Party Kids Baby Shower Newborn Photo Booth Studio Props Sold by: UUFelke (seller profile)

Condition: New

Shipping Address:

Margaret Alfano 145 S DURBIN PKWY SAINT JOHNS, FL 32259-7224 United States

Shipping Speed:

Two-Day Shipping

Payment information

Payment Method: Item(s) Subtotal: \$34.97

American Express | Last digits: 1125 Shipping & Handling: \$0.00

Billing address
Total before tax: \$34.97
Margaret Alfano
Estimated tax to be collected: \$0.00

Suite 250
Jacksonville, Florida 32202
United States

To view the status of your order, return to Order Summary.

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amazon.com

Details for Order #114-7524283-8276256

Print this page for your records.

Order Placed: August 14, 2019

Amazon.com order number: 114-7524283-8276256

Order Total: \$34.99

Not Yet Shipped

Items Ordered Price

1 of: Sephra Premium Milk Fondue Chocolate for Chocolate Fountain, Kosher Dairy,
Gluten and Trans Fat Free Dipping Chocolate, Chocolate Fountain Milk Chocolate Fondue,
Best Baking Chocolate Chips, 4 LBS
Sold by: Sephra LP (seller profile)

Condition: New

Shipping Address:

Jennifer 145 S DURBIN PKWY SAINT JOHNS, FL 32259-7224 United States

Shipping Speed:

Standard Shipping

Payment information

Payment Method: Item(s) Subtotal: \$34.99

American Express | Last digits: 1695 Shipping & Handling: \$0.00

Billing address Total before tax: \$34.99

Jennifer Estimated tax to be collected: \$0.00

145 S DURBIN PKWY

SAINT JOHNS, FL 32259-7224
United States
Grand Total: \$34.99

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See back of receipt for your chance to win \$1000 10 H:/NoXJJ10MCRJ

Walmart > C.

904-278-1836 Mgr : NATIONIEL RANCY
1505 COUNTY ROAD 220
0RANCE PARK FL 32003
51H 02920 0PH 0199033 TEH 43 TRN 06480 21.87 X 10.97 X UKT. WAX P 00/038200536 PASTE WAX 00/038217014 7.000 % 2.30
TOTAL 35.14
AMERICAN EXPRESS *** **** **** 125 I 0
APPROVAL # 8950/5
REF # 100100871155
IRANS ID 001221256129488
ATD A000000025010801
IC 86692162209B9C00
IERMINAL # SC011114
*NO SIGNATURE BEQUIRED
08/06/19 19:42:45
CHANCE 19:20 32.84 2.30 35.14 35.14 SUBJOTAL, CHANGE DUE 0.00
11EMS SOLD 2
1CH 2905 23/5 6710 7539 580

OW Prices You Can Trust Every Day.
08/06/19 19:42:45
****CUSTOMER COPY***





12510 SAN JOSE BLVD JACKSONVILLE, FL 32223 (904) 202-1863 www.oraillyauto.com

Store hours: Mon-Sat: 07:30 AM-09:00 PM

Sun: 09:00 AM-08:00 PM

Counter #: 504049 CHRIS M.
Date: 08/13/2019 11:04 AM Drawer: 4

Invoice #: 4586-377181

34, 99 T

WLO 3300A WARNING LI

MANUFACTURER'S DEFECT WARRANTY

1 Item

 Sub-Total
 34.99

 Sales Tax
 2.45

 Total
 37.44

AX 2149

37, 44

AX XXXXXXXXXXXX2149 Auth CD: 828693 REF# 253981529165

Chip Indicator: Y AID: A000000025010801 AMERICAN EXPRESS IVR: 0000008000

TS1: E800

TAD: 06460103A02002

00458620190813003771810

Thank you for Shopping at O'Reilly Auto Parts!

We value your opinion! He 1 of 5 monthly withers of a \$100 OREITLY sift card. Inter at OREITLYCARES COM Rules at OREITLYCARES COM Espanol.

********** MINK AT THE OT *********

HIEN BUR WINNING HAM

To least Burs, text "Jule," to 64078

TO VISIT (Bur HVALE) COMPETERED S

TIME II A NOESTREE FULLIPU Line mas lidermarien, envia de mensade de texto a 64078 con la palabra "Jens" o vista una lityAnto com/Careers Entrancen

Details for Order #113-2720953-9833808 Print this page for your records.

Order Placed: August 5, 2019

Amazon:com order number: 113-2720953-9833808

Order Total: \$38.78

Not Yet Shipped

Items Ordered

Price

1 of: MEHOFOTO Summer Pool Party Bash Backdrop Chalkboard Backyard Colorful \$21.79 Flags Party Swimming Pool Balls Birthday Background Photography Photo Booth Banner for Cake Table Supplies 7x5ft Sold by: Mehofoto (seller profile)

Condition: New

1 of: Allenjoy Pool Party Backdrop for Kids Summer Birthday Party Decorations \$16.99 Blue Whale Unicorn Flamingo Swimming Ring Lifebuoy 7x5ft Photo Booth Background Props Supplies
Sold by: Qixlanggou (seller profile) | Product question? Ask Seller

Condition: New

Shipping Address:

Margaret Alfano 145 S DURBIN PKWY SAINT JOHNS, FL 32259-7224 United States

Shipping Speed:

One-Day Shipping

Payment information

Payment Method:

American Express | Last digits: 1125

Item(s) Subtotal: \$38.78

Shipping & Handling: \$0,00

Billing address

Margaret Alfano 245 Riverside Avenue

Suite 250
Jacksonville, Florida 32202

United States

Total before tax: \$38.78

Estimated tax to be collected: \$0.00

Grand Total:\$38.78

To view the status of your order, return to Order Summary:

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Margaret Alieno

Your order confirmation is # CS2417472603 Order received on Friday, August 23, 2019

Order summary



McAfee® LiveSafeTM

Starts: Friday, August 23, 2019 Expires: Sunday, August 23, 2020

\$39.99 for 1 year

You saved \$70.00 on your 1st term subscription.
Current renewal price \$109.99/yr.

Included in your subscription:



Virus Protection Pledge

100% Guarantee — viruses removed or your money back.

FREE

Sub-total Sales tax \$39.99 \$0.00

Total



\$39.99

Enter Research of MATER

Contaction (Strength Larves 1971 hope

Perty Dupplies. Helideye & Brechn Doys & Games Crufts Teaching Supplies. Wedding Bullylous Harris Halfinesen Con-

Literary PREE SHIPPING ON GROUPS SEE OR MORE!

+ Apply Free

Herr Hallamana Arrivold PER SECTION AND PROPERTY. Back to Echael Bloward Ealel (yeard) of

Fall Decired Sales Up to 129-41

Account Dashboard

Account Daubboard

Previous log in; September 02, 2019 @ 10:27 P94 (GDT)

ACCOUNT OF HORE

RECENT ACTIVITY

Manage Orders

Yrack Order Order History

Manage Lists

Wish Usl Saved Shirt Designs

Manage Account

Account Settings Saved Addresses Email Profesences Tox Exemption

YOUR MOST RECENT ORDER

CRETORN 4 Hems

PLACED ON July 31, 2019 винчер го DURBIN CROSSING

ORDER # 697391828

ORDER STIMMARY

ftem(a) Subtotal Shipping & Handling Sales Tax

3613 ¹16.99 \$0 00

SHIPHING ADOREGE JENNIFER MEADOWS DURBIN CROSSING 145 S DURBIN PKWAY SAINT JOHNS, FL

32259 US

ORDER AGAIN

MARKET BINAS \$53.12

A SYMPLEM METHOR

超

ORDER STATUS Shipped



YOU RECENTLY VIEWED



Bulk Colorful Bright Plastic Easter Eggs -144 Pc. Picce(s) \$12.59 * 查查

5 Brands, 1 Easy Checkout!

Mental Tredus & MindWare Custom Marry me fi

Leten Moin

Details for Order #113-4227802-5395423. Rabi fills place for your records.

Order Placed: August 4, 2019 Amezon com order number: 113-4227802-5395423 Order Tütnli (\$4,00)

Not Yet Shipped

Items Ordered

1 of: Capon PG-245XI /CI -246XI Ink/Photo Pager Pack: Compatible to MX490, \$54.00

1 of: Canon PG-245XL/CL-246XL Ink/Photo Paper Pack, Compatible to MX490, MX492, MG2522, MG3020, MG2920, MG2924, IP2820, MG2525 and MG2420 Sold by: Amazon.com Services, Inc.

Condition: New

Shipping Address:

Matt Alfano 1654 majestic view lane Fleming Island, FL 32003 United States

Shipping Speed:

Two-Day Shipping

Payment information

Payment Method: Item(s) Subtotal: \$54,00

American Express | Last digits: 1125 Shipping & Handling: \$0.00

Billing address Total before tax: \$54.00
Margaret Alfano Estimated tax to be collected: \$0.00

Margaret Alfano Estimated tax to be collected: \$0:00 245 Riverside Avenue

Suite 250
Jacksonville, Florida 32202
United States

To view the status of your order, return to Order Summary.

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Receipt LookUp

Transaction Identifier: [1324, 07/31/2019, 3, 8787]

41.19

Receipt Image



More saving. ® More doing."

230 DURBIN PAVILION DRIVE 57, JOHNS, FL 32259 (964:417-4608

1324 00003 83878 07/31/19 10:36 AM CASHIER CARL

098168701396 1X6-8 PT <A> 1X6-857 PT SC MEATHERSKIELD 365.67 712216013899 FASTENERS <A> 9X1* SPAX HULTINATERIAL-30 PCS 282.30 17.01 4.60

262.30 0000-166-065 3/6 RTD SHIG <A> 11/32 4X8 RTD FLYNCOD 3613.73

SUBTOTAL TAX + PIF TOTAL 4.42 \$67,22

USD\$ 57.22 AUTH CODE \$51976/1031895 7A
ALD AGCCOOGG25310801 AMERICAN EXPRESS

1324 03 87878 07/31/2019 6085

PIF NOTICE
THE TAX ON YOUR RECEIPT CONTAINS A 0.10% PUBLIC INFRASTRUCTURE FEE, PAYABLE TO THE DPI COMMINITY DEVELOPMENT DISTRICT. THE FEE IS COLLECTED AND USED TO YINAME PUBLIC INFROVEMENTS IN THE DISTRICT. THIS FEE IS NOT A TAX AND IS GRARGED IN ADDITION TO SALES TAX. THIS FEE BECCHES PART OF THE SALES PRICE AND IS SUBJECT TO SALES TAX.

RETURN FOLICY DEFINITIONS
FOLICY ID DAYS FOLICY EXPIRES ON
1 90 10/29/2019

DID WE NAIL IT?

Take a short survey for a chance TO WEN A \$5,000 HOME DEFOT GIFT CARD

Cpins en español

www.homedepot.com/survey

User ID: HTJ 177369 176048 PASSHORD: 19381 176045

Entries must be completed within 14 days of purchase. Entrents must be 18 or older to enter, See complete rules on website. No purchase recensary.

Account Details

******* Settlemer Mary Spent Applicati

Miscellaneous Details Eales Posting Date : 67/37

Vendor Expense Report

Card Hok	ier:	Steve Howel				Month:		Month:	<u>Jul-19</u>
State Physidan	Date of Pergipt	G_Ccce	9 arsion	850-07	Pacifity	NorthWable	B. fatte	Amount on Respirat/Invaria	Description
Home Depot	7/8/19	Pass Thru (Billable) = 59610	AMN-Fac Mgmt	K	Glen St. Johns		\$414,22	\$414.22	Board Approved casing fars
Home Depot	7/8/19	Pess Thru (Billable) 59010	AMN-Fac Mgmt	NE	Glen St. Johns		\$138.03	\$138.03	Board Approved ceiling fans
Safety Sign.com	7/8/19	Pass Thru (Billable) = 59010	AMM-Fac Mgmt	NE	Glen St. Johns		\$47.09	\$47.09	Sign for ADA pool chair
Do it Yourself rental	7/15/19	Pass: Thru (Billable) — 59010	A PN F ac Mgmt	HE	Durbin Crossing		\$198.80	\$198.80	Scissor lift for parking lot light bulbs change
Home Depot	7/17/19	Pass Thru (Billable) = 59015	AMN-Fac Mgmt	MÉ	Durbin Crassing		\$104 90	\$204.90	Keyless deadbolt
sherwin Williams	7/17/19	Pass Thru (Billable) ~ 59010	AMR-Fac Mgmt	HE	Durbin Crossing		\$38.34	\$38.34	Paint for Amenky front gate
Partselect.com	7/17/19	Pass Thru (Billable) 59010	AMN-Fac Mgmt	NE.	Durbin Crossing		\$24.20	\$24,20	Refrigerator dispensor ribbon
spectively	7/18/19	Pass Thru (Billable) - 99010	AMK-Fac Mgmt	NE	Durbin Grossing		\$16.46	\$16.46	Equipment fuel
Amazon	7/19/19	Pass Thru (Batable) ~ 59010	AMN-Fac Hgmt	NE	Durbin Crossing		\$59.95	\$59.95	Ball studs for coffin lids
Battlenes Pkrs	7/22/19	Pess Thru (Bifable) - 99016	AMN-Fac Mgmt	NE	Bartram Crock		\$115.50	\$115.50	Toilet flush sensor replacement bettenes
The Home Depot	7/23/19	Pass Thru (Billable) - 59010	AMN-Fac Mgmt	NE	Durbin Crossing		\$1 9 1.11	\$19 1 11	Keyless entry for North amenity and anchors for dumpster gates
Gate	7/23/1 9	Pass Thru (Billable) + 59010	AMN-Fac Mgmt	KE	Durbin Crossing		18.18	\$18.18	Eye protection
Home Depot	7/24/19	Pess Thru (84464e) - 59010	AMN-Fac Mgmt.	NE.	Durbin Crossing		(\$104.90)	(\$104.90)	returned part from 7/17
Home Depox	7/24/19	Pess Thru (8-Mable) - 59010	APN-Fac Mgmt	ME	Durbin Crossing		17.26	\$17.26	Replacement tollet paper roller and hindscape concrete
Walmart	7/24/19	Pass Thru (Billable) - 59010	AMN-Fac Mgmt	ME	Ourbin Crossing		\$42.70	\$42.70	Walt clocks for office
Pinch a Penny	7/26/19	Pless Thru (Billable) - 59010	APN-Fac Mgmt	HE	Durbin Crossing		6.36	\$6.38	Measuring cup
Amazon	7/26/19	Pass Thru (Billable) 59010	APIN-Fac Mgmt.	₩E	Curbin Grossing		10.97	\$10.97	Wall clocks for pool
Acrosycon	7/26/19	Pass Thru (Bilable) = 59010	AMN-Fac Mgmt	NE	Durbin Crossing		72.28	\$72.28	Lock Latch for gates
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Invoice Number: 237707246

Constant Contact - Email Plus

Contacts

2501-5000 Contacts

Monthly

Maximum Number of Contact this billing period: 3633

Period from 8/28/2019 to 9/27/2019

\$95.00

Paid in full: \$95.00 / Card Number **** **** 1125

See back of receipt for your chance to win \$1000 TD #:7N6N07B1SVB

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**Win $1000 TD #:7N6N07B15VB

**Walmart > C

904-417-9688 Mw::R0BB1 JO SMITH
845 INRBIN PAVILION DR
ST JOHNS, FL 32259

$1# 00928 OP# 009032 TH# 32 TR# 08881

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TS DISCLNCHR 068755432841 8.92 X

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TS BOWLING 068755432841 8.92 X

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18087307	08-19-20(9	(80%) (\$57,1876)

SOLD TO:

DURBIN CROSSING CDD MARGARET ALFANO 245 RIVERSIDE AVE SUITE 250 JACKSONVILLE, FL 32202 UNITED STATES



intal jamanani \$0.00

RETURN THIS PAYMENT STUB WITH YOUR RENITTANCE TO INSURE PROPER CREDIT TO YOUR ACCOUNT



GLOBAL EQUIPMENT COMPANY INC. 29833 NETWORK PLACE CHICAGO,IL 80673-1298 (770) 822-5600 FED-TAX-ID: 11-3584699

Invoice No.	lnv	roice Da	te
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PLEASE REFER TO ABOVE IN-VOICE NO. WHEN REMITTING AND WHEN YOU ARE MAKING ANY INQUIRIES REGARDING THIS ORDER

SOLD TO:

DURBIN CROSSING CDD MARGARET ALFANO 245 RIVERSIDE AVE SUITE 250 JACKSONVILLE, FL 32202 UNITED STATES

SHIPPED TO:

DURBIN CROSSING CDD MARGARET ALFANO 145 S DURBIN PKWY SAINT JOHNS FL 32259 **UNITED STATES**

ALFANO08192019 Your Order No:

Shipped Via	F.O.B. Shipping Point	Date Shipped	Terms
UPS	BUFORD,GA	08-19-2019	American Express -
			1125
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Quantity	Stock Number	Description	Unit	Amount	State/Zip To
			Price		
1	800297	Industrial Strength Plastic 2 Tray Shelf Ser-	85.00	85.00	FL/32259
		vice & Utility Cart, 44" x 25-1/2", 5" Rubber			
		Casters - Tracking#:1Z55A4X00300761102		1 - 101	

Open Market

Sub-Total: 85.00
Shipping and Handling: 16:95
Tex: 7.17
Total: 109.12

THANK YOU FOR YOUR BUSINESS.

Please allow 5 - 10 days for delivery

"PLEASE NOTE THE NEW REMIT TO ADDRESS" 29833 NETWORK PLACE, CHICAGO IL 60673-1298

Please visit www.globalindustrial.com for the latest selection of industrial products on the web at the best prices. For extended Service Plans, please call 800-548-1926.

This purchase is subject to Global industrial's Terms and Conditions of Sale. Global industrial objects to any other additional or different terms in your purchase order or acceptance.

See back of receipt for your chance to win \$1000 ID #:7#EXHEBIOPT

Save money. Live better.

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See back of receipt for your chance to win \$1000 JD #:7N6XJJ10MCRG

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Walmart > C.

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SN SUP MNTR	004000052563 F	4.86 X
MILKY WAY	004000050539 F	4.88 X
CHOC 6PK	004000046428 F	0.98 X
KETKAT	003400029605 F	4.27 X
KITKAT WHIT	003400008804 F	1.96 X
RELSE PEANU	003400040551 F	1.96 X
REESE PEANU	003400049036 F	1.96 X
SCISSOR	002033504769	1.47 X
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FASTENERS	695780720139	1.88 X
SCISSOR	002033504808	2.47 X
SCISSOR	002033504773	1.47 X



Details for Order #113-6205810-8526239 Root this page for your records.

Order Placedi August 5, 2019

Amazon.com order number: 113-6205810-8828239

Order Total: \$198.34

Not Yet Shipped

Items Ordered
3 of: Kicko Squirt Toys Assortment for Kids - 50 Pieces Water Squirting Animals - \$22,99 for Baby Bath, Summer Pool, Aquarium Decorations, Beach Party Favors
Sold by: Everything u Need (seler profile)

Condition: New 3 of: amscan Splash Balls | Party Favor | Pack of 24

\$9,99

Sold by: ClassicVariety (seller profile)

Condition: New
5 of: Top Race 5" Inch Beach Palls Sand Buckets and Sand Shovels Set for Kids | \$19.88
Beach and Sand Toys at the beach | Use for Sand Molds at the Sandbox (Pack of 12 Sets)

Sold by: Dollar Deal (seller profile) | Product question? Ask Seller

Condition: New

Shipping Address:

Margaret Alfano 145 S DURBIN PKWY SAINT JOHNS, FL 32259-7224 United States

Shipping Speed:

One-Day Shipping

United States

Payment information

Payment Method: Item(s) Subtotal: \$198.34
American Express | Last digits: 1125 Shipping & Handling: \$0:00

Billing address Total before tax: \$198:34
Margaret Alfano Estimated tax to be collected: \$0:00

245 Riverside Avenue
Suite 250
Grand Total:\$198.34
Jacksonville, Florida 32202

To view the status of your order, return to Order Summery.

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P.O. BOX 516 Colchester, CT 06415-0516

Credit Card Receipt

PHONE: 800-243-9232 FED. I.D. 06-0520020 WWW.SSWW,COM

Our purpose is to improve the social fabric by helping people play and learn.

Date	Cash Sale#	Subsidiary	Payment Method	CC Holder	Credit Card #	Check/PO#	Sales Order#
8/20/2019	CS64610	S&S Worldwide Inc. USA	American Express	Margaret Alfano	1125	DC2019	SO100477004

BILLTO:

Attention: Accounts Payable Margaret Alfano Durbin Crossing CDD 245 Riverside Ave Ste 250 Jacksonville FL 32202 SHIP TO: Margaret Alfano Durbin Crossing CDD 145 S Durbin Pkwy Saint Johns FL 32259-7224

ltem Number	item Description	U/M	Qty Ord.	Unit Price	Amount
W10395	2-Person Foam Co-Op-A-Walk, 2 Person	Ea	4	\$22.39	\$89.57
W10048	Bucket Stilts Set (Set of 6)	Ea	1	\$ 39.47	\$39.47
W13079	Spyder Pong Game Set	Ea	1	\$93.06	\$93.06

Total Sales	Freight	Sales Tax
\$222.10	\$0.00	\$0.00

Amount Received:

\$222.10

PLEASE NOTE: THIS IS NOT AN INVOICE

amazon.com

Details for Order #111-1330757-6489024

Order Placed: August 14, 2019

Amazon.com order number: 111-1330757-6489024

Order Total: \$241.54

Not Yet Shipped

Items Ordered

1 of: Sicing Capinet Locks for Child Safety | Baby Proof Your Kitchen, Bathroom, and Storage Doors | Child Safety Locks for Knobs and Handles | Easy Install (4 Pack, Storage Doors | Child Safety Locks for Knobs and Handles | Easy Install (4 Pack, Storage Doors | Child Safety Locks for Knobs and Handles | Easy Install (4 Pack, Storage Doors | Child Safety Locks for Knobs and Handles | Easy Install (4 Pack, Storage Doors | Child Safety Locks for Knobs and Handles | Easy Install (4 Pack, Storage Doors | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safety | Child Safe

Bran Son Son Gold (se en prof. et) Product question? Ass Se fer

Condition New 1 of 1784-2088 Gate Closer Sciols Amazon com Services Inc

\$218.36

Cardon New

Shipping Address:

Steve Howel 145 S DURBIN PKWY SAINT JOHNS, FL 32259-7224 United States

Shipping Speed:

One-Day Shipping

United States

Payment information

Payment Method: Item(s) Subtotal: \$227.35

Express | Last digits: 2149 Shipping & Handling: \$0.00

Billing address Total before tax: \$227.35

Steve Howell Estimated tax to be collected: \$14.19

245 Riverside Ave.

Ste. 250

Estimated tax to be collected: \$14.19

Frank Total \$241.50

Ste. 250 Grand Total: \$241.54
Dacksonville, Florida 32202

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To view the status of your order, return to Order Summary.

Final Details for Order #112-7134483-7826624

Print this page for your records.

Order Placed: July 25, 2019

Amazon.com order number: 112-7134483-7826624

Order Total: \$254.41

eiji istiikilii

Shipped on July 28, 2019

Items Ordered		Price
1 of: Funko Pop: Toy Story - Wheezy Sold by: Amazon.com Services, Inc		\$6.62
Condition: New 1 of: Funko Pop! Disney: Toy Story 4 - Gabby Sold by: Amazon.com Services, Inc		\$8.39
Condition: New 1 of: Funko Pop Disney: Toy Story Buzz New Pose Acti Disney: Sold by: Amazon.com Services, Inc	on Figure, Funko Popt	\$7.74
Condition: New 1 of: Funko Pop! Disney: Toy Story 4 - Jessie, Multicol Sold by: Amazon.com Services, Inc	or	\$8.78
Condition: New 1 of: Funko 37013 Pop: Toy Story - Bullseye, Multicolo Sold by: Amazon.com Services, Inc	o r	\$7.17
Condition: New		
Shipping Address: Margaret Alfano 145 S DURBIN PKWY	Item(s) Subtotal: Shipping & Handling:	
SAINT JOHNS, FL 32259-7224 United States	Total before tax: Sales Tax;	and the company of the company
Shipping Speed: Two-Day Shipping	Total for This Shipment:	41.22

Shipped on July 28, 2019

Items Ordered			Price
1 of: Toy Story 4 Ducky Bunny	Scented Friendship 1	r Plush	\$10.30
Condition: New			
1 of 3 Packs of Dianey Pixer 4	8-Piece Toy Story Jigs	w Púzzle - S Aust	59,99
Rold by: Best ti Dist Stone (pales profit			200

1 of Hashro Gaming Operation: Disney Gente for Kids Ages 6 & Up. See by Americation Service, Inc.	//Phair Tay Story duzz Lightyear Board \$13.99
Condition (60%) 1 of: Punko 37010 Popt Toy Story - Dog Splitby/Amazon.com Strikes, inc	g, Multicolor \$9.94
Condition: New 1-of: Funko Pop! Dishey: Toy Story 4 - Sold by: Amazon.com Services, Inc	Woody
Condition: New 1 of: Funko Pop! Disney: Toy Story 4 - Sold by: Amazen.com Services, Inc	Bo Peep with Officer Mcdimples (\$8,7)
Condition: New 1 of: Etmact Deluxe Bag Of Classic Toy Count Sold by: Etmact (TM) (seller profile)	Green Army Soldiers, Various Poses, 200 \$9.8
	Eye Mask for Sleeping Cat Dog Soft Plush \$12.79 ade for Kids Girls Men Women Plane Travel
Condition: New 3 of: Playskool Mr. Potato Head, Hasbro Sold by: Amazon.com Services, Inc	\$12.8
Condition: New	- 1
Shipping Address: Margaret Alfano 145 S DURBIN PKWY	Item(s) Subtotal: \$135.8 Shipping & Handling: \$0.00
SAINT JOHNS, FL 32259-7224 United States	' Total before tax: \$135.88 Sales Tax: \$5.89
Shipping Speed: Two-Day Shipping	Total for This Shipment: \$141.77
Shipped	on July 26, 2019
Trems Ordered	Price

Items Ordered 4 of: Wilton Candy Eyeballs, 0.88 Ounce, Count of 50 Sold by: Amazon.com Services, Inc	Price \$2.69
Condition: New 4 of: Amscan Toy Story 4 Plastic Table Cover Sold by: GFT-EXPRESS (select profile)	\$8,99
Condition New 2 of: Result Portion Cups with Lids 2 oz. Pack of 150 Jello Shot Cup Salad Doessing Containers for Sauce Condiment Snack Souffle and Salsa, BPA Free - Directions South Customs South Customs (After South) Product question? Ask Select	\$11,59 by

Collination (444)

Makaceland Bahishide se takes plant signific SMITTER NEW SPECIFICAL United States

Shipping Speed: Two Day Shipping

lene since idilpidige#4%ilmolingress resido

> Total between 37076 Sales Tax: 50,72

Total for This Shipment/\$74.42

Payment information

Payment Method:

American Express | Last digits: 1125

Item(s) Subtotal: \$245.28 Shipping & Handling:

\$0.00

Billing address

Margaret Alfano 245 RIVERSIDE AVE STE 250

JACKSONVILLE, FL 32202-4944

Total before tax: \$245.28

Estimated tax to be collected:

\$9.13

United States

Grand Total: \$254.41

Credit Card transactions

American Express ending in 1125: July 28, 2019; \$254,41

To view the status of your order, return to Order Summary.

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amazon.com

Details for Order #111-8154466-7768224

Print this page for your records.

Order Placed: August 23, 2019

Amazon.com order number: 111-8154466-7768224

Order Total: \$290.45

Not Yet Shipped

Items Ordered Price

4 of: Blulu <u>Solar Panel</u> Compatible with Arlo Pro, Waterproof Arlo Accessory to Power Arlo \$45.99 Pro <u>Outdoor Security Camera</u> Continuously with Adjustable Mount Bracket, 12 Feet/ 3.6

Sold by: Kaize Network Technology (seller profile) | Product question? Ask Seller

Condition: New

1 of: Arlo Pro by NETGEAR Add-on Security Camera - Add-on Rechargeable Wire-Free HD Camera with Audio, Indoor/Outdoor, Night Vision (VMC4030) [Existing Arlo System

required] (Renewed) Sold by: Woot (seller profile)

Condition: New

Shipping Address:

Steve Howell
145 S DURBIN PKWY
SAINT JOHNS, FL 32259-7224
United States

Shipping Speed:

Two-Day Shipping

Payment Information

Payment Method:

American Express | Last digits: 2149 Shipping & Handling: \$0.00

Billing address Total before tax: \$283.95
Steve Howell Estimated tax to be collected: \$5.50

Steve Howell Estimated tax to be collected: \$6.50 245 Riverside Ave.

245 Riverside Ave.
Ste. 250 Grand Total: \$290.45

Jacksonville, Florida 32202
United States

To view the status of your order, return to Order Summary.

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Item(s) Subtotal: \$283.95

7/29/2019

Amezon com - Order 111-8450551-6205857

amazon.com

Details for Order #111-8450551-6205857 Print this page for your records,

Order Placed: July 29, 2019

Amazon.com order number: 111-8450551-6205857

Order Total: \$333.49

Not Yet Shipped

Price **Items Ordered** \$329,00

1 of: 15P 950 printhead 950 951 950xl 951xl For HP Officejet Pro 8100 8600 8620 251DW 276DW For HP 8600 print head

Sold by: Inklay (50 p. 2000-6)

Condition New

Shipping Address:

steve howell 145 S DURBIN PKWY SAINT JOHNS, FL 32259-7224 **United States**

Shipping Speed:

Standard Shipping

Payment information

Payment Method: Item(s) Subtotal: \$329.00

American Express | Last digits: 2149 Shipping & Handling: \$4,49

Billing address Total before tax: \$333.49

Steve Howell Estimated tax to be collected: \$0.00 245 Riverside Ave.

Ste. 250 **Grand Total: \$333.49**

Jacksonville, Florida 32202

United States

To view the status of your order, return to Order Summary.

Condition of the I Posticy Notice to 1996-2019, Amazon.com, Inc. or its affiliates

amazon.com

Details for Order #114-4303359-5027402

Print this page for your records,

Order Placed: August 14, 2019

Amazon.com order number: 114-4303359-5027402

Order Total: \$389.97

Not Yet Shipped

Items Ordered1 of: Sweet Fountains 22" Entertainer Home Stainless Steel Chocolate Fountain with \$129.99

Chocolate (3.5 Lbs.)
Sold by: Sagra Inc. (seller profile)

Condition: New

A brand-new, unused, unopened, undamaged Item in its original packaging.

2 of: Sweet Fountains 22" Entertainer Home Stainless Steel Chocolate Fountain with \$129.99

Chocolate (3.5 Lbs.)
Sold by: Sagra Inc. (seller profile)

Condition: New

A brand-new, unused, unopened, undamaged item in its original packaging.

Shipping Address:

Jennifer 145 S DURBIN PKWY SAINT JOHNS, FL 32259-7224 United States

Shipping Speed:

Standard Shipping

Payment information

Payment Method:

American Express | Last digits: 1695 | Item(s) Subtotal: \$389.97 |
Shipping & Handling: \$0.00

Billing address

Jennifer

Estimated tax to be collected: \$0.00

145 S DURBIN PKWY Estimated tax to be collected: \$0.00

SAINT JOHNS, FL 32259-7224 United States Grand Total: \$389.97

To view the status of your order, return to Order Summary.

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THANK YOU FOR YOUR ORDER You've earned \$21.68 MugBucks with this purchase!

Order # DM3825149
Estimated Delivery Date: Aug 09, 2019

ORDERED PROOF APPROVAL PRODUCTON NISPECT SHIPPING DELIMENT

DELIVERED

Your order has been delivered! We sure hope you like them. Take the time to let us know what you think, reorder with 1 click, or contact us.

Item#: Quantity:	PL1723 - Blue 250 Pcs	Price (250 @ 1.79): 1 Screen Charges :	\$447.50 \$25.00
Print On: Imprint Color: Imprint:	Front Side Imprint White Design Lab	Subtotal: Overnight Shipping:	\$472,50 \$32.00
		Item Total:	\$504.50

ORDER SUMMARY:

SHIPPING CHARGES:	\$32.00
SALES TAX	\$26.02
COUPON (BTS19)	
DISCOUNT TOTAL	-\$70.88

Grand Total: \$459.64

Billing Address:

Margaret Alfano Company Name :Vesta 245 Riverside Ave Suite 250 Jacksonville, FL, 32259 Gell Number: 9043378760 Office Humber: 9042302011

Email: malfano@vestapropertyservices.com

Shipping Address:

Company Name: Durbin Crossing CDD Margaret Alfano 145 S Durbin Pkwy Saint Johns, PL, 32259-7224: Cell Number: 9043378760 Office Number: 9042302011 Delivery Contact £9042502011



Involce No: **61036** Date: Tue, Aug 13, 2019

Store Code: 1427 Store: MSG Bartram Park

Catering - INVOICE -

Billing/Client Information

Credit Card: AMERICAN EXPRESS(...1695)

Pre-Auth #: 134926

Client: Danielle Demarco Client Phone; (724) 331-7695

Delivery Information

Delivery: 08/13/2019 (4:00 - 4:15 PM)

Durbin Crossing Amenity Center

145 S Durbin Pkwy St. Johns, FL 32259 Danielle Demarco Phone: (724) 331-7695

Number of Guests: 50

Order entered by: Julie

Printed: 08/13/2019 03:32 PM EDT

9,50

Order Note: Set up by 4:15pm - Eating at 4:30pm

Price Amount

475,00

Catering Bars - FREE CHIPS & SALSA WITH EVERY ORDER

50 Nacho Bar **

Choice of 1 to 2 proteins: "

Adobo Chicken *

Ground Beef *

Choose either Black or Pinto beans: *

Black Beans*

*Total for all items ordered

Thank you for your catering order! If you have any questions, comments, or concerns feel free to contact our Catering Departments at the following numbers:

Florida & Georgia 844-797-6637

South Carolina 843-532-4649 For House Accounts, please remit payment within 30 days to:

Welcome To Moe's, Inc. 450-106 SR 13 North #213 St. Johns, FL 32259

Please reference your Order ID number with your payment.

 Subtotal:
 475.00

 Tax (7%):
 33.25

 Amount:
 508.25

 Gratuity:
 CC. Cd.

Gratuity:

Sign:

Print Name:

Powered by MonkeyMedia Software





October 3, 2019

Board of Supervisors

Durbin Crossing Community Development District
475 West Town Place Suite 114

St. Augustine, FL 32092

The following represents our understanding of the services we will provide *Durbin Crossing Community Development District*.

You have requested that we audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of *Durbin Crossing Community Development District*, as of September 30, 2019, and for the year then ended and the related notes to the financial statements, which collectively comprise *Durbin Crossing Community Development District*'s basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit applicable to those basic financial statements.

Accounting principles generally accepted in the United States of America, (U.S. GAAP), as promulgated by the Governmental Accounting Standards Board (GASB) require that certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by GASB, 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 required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America, (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

1. Management's Discussion and Analysis

Auditor Responsibilities

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

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. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the basic financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and Government Auditing Standards.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the basic financial statements are 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 opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of *Durbin Crossing Community Development District*'s compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management Responsibilities

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- c. To provide us with:
 - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
 - ii. Additional information that we may request from management for the purpose of the audit; and
 - iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence
- d. For including the auditor's report in any document containing financial statements that indicates that such financial statements have been audited by the entity's auditor;
- e. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
- f. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole; and
- g. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- h. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
- For informing us of any known or suspected fraud affecting the entity involving management, employees
 with significant role in internal control and others where fraud could have a material effect on the financials;
 and
- j. For the accuracy and completeness of all information provided.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of the audit, we will assist preparation of your financial statements and related notes. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and that you have accepted responsibility for them.

With respect to any nonattest services we perform, such as drafting the financial statements, we will not assume management responsibilities on behalf of the District. However, we will provide advice and recommendations to assist management of the District in performing its responsibilities.

The District's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the engagement are as follows:

- We will perform the services in accordance with applicable professional standards, including Government Auditing Standards
- The engagement is limited to the drafting of financial statements as previously outlined. Our firm, it its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account codings and approving journal entries.

Government Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of the preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit.

Reporting

We will issue a written report upon completion of our audit of *Durbin Crossing Community Development District's* basic financial statements. Our report will be addressed to the governing body of *Durbin Crossing Community Development District*. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance will not be an objective of the audit and, therefore, no such opinion will be expressed.

Other

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

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Provisions of Engagement Administration, Timing and Fees

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

We expect to begin our audit in January 2020 and the audit reports and all corresponding reports will be issued no later than June 30, 2020.

Tamara Campbell is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising McDirmit Davis & Company, LLC's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fee for these services described in this letter will be \$4,100 for the year ended September 30, 2019, inclusive of all costs and out-of-pocket expenses, unless the scope of the engagement is changed; the assistance that *Durbin Crossing Community Development District* has agreed to furnish is not provided, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding.

Our invoices for fees shall be rendered upon completion of the work, shall provide sufficient detail to demonstrate that fees charged are solely for the specified services as actually rendered and shall demonstrate compliance with the terms of this agreement.

This Agreement provides for the agreement period of one (1) year, unless terminated earlier in accordance with this Agreement. This agreement may be renewed for one additional year subject to the mutual agreement by both parties to the terms and fees for such renewal. The District agrees that Auditor may terminate this Agreement with or without cause by providing sixty (60) days' written notice of termination to the District; provided, however, that the District shall be provided a reasonable opportunity to cure any failure under this Agreement. Auditor agrees that the District may terminate this Agreement immediately with cause. Auditor further agrees that the District may terminate this Agreement by providing thirty (30) days' written notice of termination to Auditor. Upon any termination of this Agreement, Auditor shall be entitled to payment for all work and/or services rendered up until the effective termination date, subject to whatever claims or off-sets the District may have against Auditor.

Whenever possible, we will attempt to use *Durbin Crossing Community Development District's* personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

Public Records

Auditor understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and. Accordingly, Auditor agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, Florida Statutes. Auditor acknowledges that the designated public records custodian for the District is Government Management Services ("Public Records Custodian"). Among other requirements and to the extent applicable by law, Auditor shall 1) Keep and maintain public records required by the District to perform the service; 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 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 law for the duration of the contract term and following the contract term if Auditor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Auditor's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by Auditor, Auditor 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 of Adobe PDF formats.

IF THE AUDITOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AUDITOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE PUBLIC RECORDS CUSTODIAN AT 904-940-5850, JPERRY@GMSNF.COM, OR AT 475 WEST TOWN PLACE, SUITE 114, ST. AUGUSTINE, FL 32092.

At the conclusion of our audit engagement, we will communicate to the Board of Supervisors the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant
 and relevant to those charged with governance regarding their oversight of the financial reporting
 process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of McDirmit Davis & Company, LLC and constitutes confidential information. However, we may be requested to make certain audit documentation available to a federal or state 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, pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of McDirmit Davis & Company, LLC's 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 of information contained therein to others, including other governmental agencies.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

McDismit Davis & Company LLC

Title:
Acknowledged and agreed on behalf of Durbin Crossing Community Development District b
Durbin Crossing Community Development District
This letter correctly sets forth our understanding.
RESPONSE:
Orlando, FL ************************************
McDirmit Davis & Company, LLC



Gregory, Sharer & Stuart, P.A.

Certified Public Accountants and Business Consultants

Report on the Firm's System of Quality Control

October 13, 2017

To the Owners of McDirmit Davis & Company, LLC And the Peer Review Committee of the Florida Institute of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of McDirmit Davis & Company, LLC (the firm) in effect for the year ended June 30, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards* including a compliance audit under the Single Audit Act and an audit of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of McDirmit Davis & Company, LLC in effect for the year ended June 30, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. McDirmit Davis & Company, LLC has received a peer review rating of *pass*.

Gregory, Sharer & Stuart, P.A.

.A. , trust + Street, P.A.



RESOLUTION 2020-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE **DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT** ADOPTING **AMENDED** AND RESTATED RULES OF PROCEDURE: PROVIDING A SEVERABILITY CLAUSE: AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Durbin Crossing Community Development District ("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, Chapter 190, Florida Statutes, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, the District has previously adopted Rules of Procedure to govern the administration of the District; and

WHEREAS, to provide for efficient and effective District operations and to maintain compliance with recent changes to Florida law, the Board of Supervisors finds that it is in the best interests of the District to adopt by resolution the Amended and Restated Rules of Procedure attached hereto as Exhibit A for immediate use and application; and

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

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

SECTION 1. The attached Amended and Restated Rules of Procedure are hereby adopted pursuant to this resolution as necessary for the conduct of District business. These Amended and Restated Rules of Procedure replace all prior versions of the Rules of Procedure, and shall stay in full force and effect until such time as the Board of Supervisors may amend these rules in accordance with Chapter 190, Florida Statutes.

SECTION 2. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 28th day of October, 2019.

ATTEST:	DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT	
Secretary/Assistant Secretary	Chairperson, Board of Supervisors	

Exhibit A: Amended and Restated Rules of Procedure

EXHIBIT A: AMENDED AND RESTATED RULES OF PROCEDURE

AMENDED AND RESTATED RULES OF PROCEDURE DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT

EFFECTIVE AS OF ______, 2019

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Rule 1.0 General.

- (1) The Durbin Crossing Community Development District (the "District") was created pursuant to the provisions of Chapter 190 of the Florida Statutes, and was established to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (the "Rules") is to describe the general operations of the District.
- (2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (3) Unless specifically permitted by a written agreement with the District, the District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours.
- (4) A Rule of the District shall be effective upon adoption by affirmative vote of the District Board. After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat. Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

Rule 1.1 Board of Supervisors; Officers and Voting.

- (1) <u>Board of Supervisors.</u> The Board of Supervisors of the District (the "Board") shall consist of five (5) members. Members of the Board ("Supervisors") appointed by ordinance or rule or elected by landowners must be citizens of the United States of America and residents of the State of Florida. Supervisors elected or appointed by the Board to elector seats must be citizens of the United States of America, residents of the State of Florida and of the District and registered to vote with the Supervisor of Elections of the county in which the District is located and for those elected, shall also be qualified to run by the Supervisor of Elections. The Board shall exercise the powers granted to the District under Florida law.
 - (a) Supervisors shall hold office for the term specified by Section 190.006 of the Florida Statutes. If, during the term of office, any Board member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s). If three or more vacancies exist at the same time, a quorum, as defined herein, shall not be required to appoint replacement Board members.
 - (b) Three (3) members of the Board shall constitute a quorum for the purposes of conducting business, exercising powers and all other purposes. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited from, or abstains from, participating in discussion or voting on a particular item.
 - (c) Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in the Rules or required by law. Subject to Rule 1.3(10), a Board member participating in the Board meeting by teleconference or videoconference shall be entitled to vote and take all other action as though physically present.
 - (d) Unless otherwise provided for by an act of the Board, any one Board member may attend a mediation session on behalf of the Board. Any agreement resulting from such mediation session must be approved pursuant to subsection (1)(c) of this Rule.
- (2) Officers. At the first Board meeting held after each election where the newly elected members take office, the Board shall select a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, and Treasurer.
 - (a) The Chairperson must be a member of the Board. If the Chairperson resigns from that office or ceases to be a member of the Board, the Board shall select a Chairperson. The Chairperson serves at the pleasure of the Board. The Chairperson shall be authorized to execute resolutions and contracts on the District's behalf. The Chairperson shall convene and conduct all meetings of the Board. In the event the Chairperson is unable

to attend a meeting, the Vice-Chairperson shall convene and conduct the meeting. The Chairperson or Vice-Chairperson may delegate the responsibility of conducting the meeting to the District's manager ("District Manager") or District Counsel, in whole or in part.

- (b) The Vice-Chairperson shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. The Vice-Chairperson has the authority to execute resolutions and contracts on the District's behalf in the absence of the Chairperson. If the Vice-Chairperson resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chairperson. The Vice-Chairperson serves at the pleasure of the Board.
- (c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. An employee of the District Manager may serve as Secretary. The Secretary shall be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (d) The Treasurer need not be a member of the Board but must be a resident of the State of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3) of the Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board. The Treasurer shall either be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (e) In the event that both the Chairperson and Vice-Chairperson are absent from a Board meeting and a quorum is present, the Board may designate one of its members or a member of District staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions, and other documents approved by the Board at such meeting. In the event that the Chairperson and Vice-Chairperson are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.

- (f) The Board may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.
- (g) The Chairperson, Vice-Chairperson, and any other person authorized by District Resolution may sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board.
- (3) <u>Committees.</u> The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, review of bids, proposals, and qualifications, contract negotiations, personnel matters, and budget preparation.
- (4) Record Book. The Board shall keep a permanent record book entitled "Record of Proceedings," in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, and corporate acts. The Records of Proceedings shall be located at a District office and shall be available for inspection by the public.
- (5) <u>Meetings.</u> For each fiscal year, the Board shall establish a schedule of regular meetings, which shall be published in a newspaper of general circulation in the county in which the District is located and filed with the local general-purpose governments within whose boundaries the District is located. All meetings of the Board and Committees serving an advisory function shall be open to the public in accord with the provisions of Chapter 286 of the Florida Statutes.
- (6) Voting Conflict of Interest. The Board shall comply with Section 112.3143 of the Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, "voting conflict of interest" shall be governed by the Florida Constitution and Chapters 112 and 190 of the Florida Statutes, as amended from time to time. Generally, a voting conflict exists when a Board member is called upon to vote on an item which would inure to the Board member's special private gain or loss or the Board member knows would inure to the special private gain or loss of a principal by whom the Board member is retained, the parent organization or subsidiary of a corporate principal, a business associate, or a relative including only a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.
 - (a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board's Secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes.

If the Board member was elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, the Board member may vote or abstain from voting on the matter at issue. If the Board member was elected by electors residing within the District, the Board member is prohibited from voting on the matter at issue. In the event that the Board member intends to abstain or is prohibited from voting, such Board member shall not participate in the discussion on the item subject to the vote.

The Board's Secretary shall prepare a Memorandum of Voting Conflict (Form 8B) which shall then be signed by the Board member, filed with the Board's Secretary, and provided for attachment to the minutes of the meeting within fifteen (15) days of the meeting.

- (b) If a Board member inadvertently votes on a matter and later learns he or she has a conflict on the matter, the member shall immediately notify the Board's Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate Memorandum of Voting Conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The Memorandum of Voting Conflict shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the Memorandum of Voting Conflict. The Board member's vote is unaffected by this filing.
- (c) It is not a conflict of interest for a Board member, the District Manager, or an employee of the District to be a stockholder, officer or employee of a landowner or of an entity affiliated with a landowner.
- (d) In the event that a Board member elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, has a continuing conflict of interest, such Board member is permitted to file a Memorandum of Voting Conflict at any time in which it shall state the nature of the continuing conflict. Only one such continuing Memorandum of Voting Conflict shall be required to be filed for each term the Board member is in office.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat. Law Implemented: §§ 112.3143, 190.006, 190.007, Fla. Stat.

Rule 1.2 District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination.

- (1) <u>District Offices.</u> Unless otherwise designated by the Board, the official District office shall be the District Manager's office identified by the District Manager. If the District Manager's office is not located within the county in which the District is located, the Board shall designate a local records office within such county which shall at a minimum contain, but not be limited to, the following documents:
 - (a) Agenda packages for prior 24 months and next meeting;
 - (b) Official minutes of meetings, including adopted resolutions of the Board;
 - (c) Names and addresses of current Board members and District Manager, unless such addresses are protected from disclosure by law;
 - (d) Adopted engineer's reports;
 - (e) Adopted assessment methodologies/reports;
 - (f) Adopted disclosure of public financing;
 - (g) Limited Offering Memorandum for each financing undertaken by the District;
 - (h) Proceedings, certificates, bonds given by all employees, and any and all corporate acts;
 - (i) District policies and rules;
 - (j) Fiscal year end audits; and
 - (k) Adopted budget for the current fiscal year.

The District Manager shall ensure that each District records office contains the documents required by Florida law.

(2) Public Records. District public records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business of the District. All District public records not otherwise restricted by law may be copied or inspected at the District Manager's office during regular business hours. Certain District records can also be inspected and copied at the District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules is appointed

as the District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.

- (3) <u>Service Contracts.</u> Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.
- Fees; Copies. Copies of public records shall be made available to the requesting (4) person at a charge of \$0.15 per page for one-sided copies and \$0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar (\$1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature or volume of the public records to be inspected or copied. The charge may include the labor costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word "extensive" shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars (\$25.00), then, prior to commencing work on the request, the District will inform the person making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce

the requested records. After the request has been fulfilled, additional payments or credits may be due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

- (5) <u>Records Retention.</u> The Secretary of the District shall be responsible for retaining the District's records in accordance with applicable Florida law.
- (6) <u>Policies.</u> The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.
- **(7)** Financial Disclosure Coordination. Unless specifically designated by Board resolution otherwise, the Secretary shall serve as the Financial Disclosure Coordinator ("Coordinator") for the District as required by the Florida Commission on Ethics ("Commission"). The Coordinator shall create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the agency of, and the office or position held by, all Supervisors and other persons required by Florida law to file a statement of financial interest due to his or her affiliation with the District ("Reporting Individual"). The Coordinator shall provide this list to the Commission by February 1 of each year, which list shall be current as of December 31 of the prior year. Each Supervisor and Reporting Individual shall promptly notify the Coordinator in writing if there are any changes to such person's name, e-mail address, or physical address. Each Supervisor and Reporting Individual shall promptly notify the Commission in the manner prescribed by the Commission if there are any changes to such person's email address.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 112.31446(3), 112.3145(8)(a)1., 119.07, 119.0701, 190.006, Fla. Stat.

Rule 1.3 Public Meetings, Hearings, and Workshops.

- (1) Notice. Except in emergencies, or as otherwise required by statute or these Rules, at least seven (7) days, but no more than thirty (30) days public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and in the county in which the District is located. "General circulation" means a publication that is printed and published at least once a week for the preceding year, offering at least 25% of its words in the English language, qualifies as a periodicals material for postal purposes in the county in which the District is located, is for sale to the public generally, is available to the public generally for the publication of official or other notices, and is customarily containing information of a public character or of interest or of value to the residents or owners of property in the county where published, or of interest or of value to the general public. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published in a newspaper not of limited subject matter, which is published at least five days a week, unless the only newspaper in the county is published less than five days a week. Each Notice shall state, as applicable:
 - (a) The date, time and place of the meeting, hearing or workshop;
 - (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
 - (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
 - (d) The following or substantially similar language: "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 (904) 940-5850. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office."
 - (e) The following or substantially similar language: "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"

- (f) The following or substantially similar language: "The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record."
- (2) <u>Mistake.</u> In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules has been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.
- (3) Agenda. The District Manager, under the guidance of District Counsel and the Chairperson or Vice-Chairperson, shall prepare an agenda meeting/hearing/workshop. The agenda and any meeting materials available in an electronic format, excluding any confidential and any confidential and exempt information, shall be available to the public at least seven days before the meeting/hearing/workshop, except in an emergency. Meeting materials shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that District staff deems necessary for Board approval. Inclusion of additional materials for Board consideration other than those defined herein as "meeting materials" shall not convert such materials into "meeting materials." For good cause, the agenda may be changed after it is first made available for distribution, and additional materials may be added or provided under separate cover at the meeting. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

The District may, but is not required to, use the following format in preparing its agenda for its regular meetings:

Call to order
Roll call
Public comment
Organizational matters
Review of minutes
Specific items of old business
Specific items of new business
Staff reports

- (a) District Counsel
- (b) District Engineer
- (c) District Manager
 - 1. Financial Report
 - 2. Approval of Expenditures

Supervisor's requests and comments
Public comment
Adjournment

- (4) <u>Minutes.</u> The Secretary shall be responsible for preparing and keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting. The Secretary may work with other staff members in preparing draft minutes for the Board's consideration.
- (5) <u>Special Requests.</u> Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.
- (6) Emergency Meetings. The Chairperson, or Vice-Chairperson if the Chairperson is unavailable, upon consultation with the District Manager and District Counsel, if available, may convene an emergency meeting of the Board without first having complied with sections (1) and (3) of this Rule, to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to provide public notice and notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. Notice of the emergency meeting must be provided both before and after the meeting on the District's website, if it has one. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation in the District. After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, the time, date and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.
- (7) <u>Public Comment.</u> The Board shall set aside a reasonable amount of time at each meeting for public comment and members of the public shall be permitted to provide comment on any proposition before the Board. The portion of the meeting generally reserved for public comment shall be identified in the agenda. Policies governing public comment may be adopted by the Board in accordance with Florida law.
- (8) <u>Budget Hearing.</u> Notice of hearing on the annual budget(s) shall be in accord with Section 190.008 of the Florida Statutes. Once adopted in accord with Section 190.008 of the Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board. Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.
- (9) <u>Public Hearings.</u> Notice of required public hearings shall contain the information required by applicable Florida law and by these Rules applicable to meeting notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and these Rules and are mailed and

- published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.
- (10) Participation by Teleconference/Videoconference. District staff may participate in Board meetings by teleconference or videoconference. Board members may also participate in Board meetings by teleconference or videoconference if in the good judgment of the Board extraordinary circumstances exist; provided however, at least three Board members must be physically present at the meeting location to establish a quorum. Such extraordinary circumstances shall be presumed when a Board member participates by teleconference or videoconference, unless a majority of the Board members physically present determines that extraordinary circumstances do not exist.
- (11) <u>Board Authorization.</u> The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Unless such procedure is waived by the Board, approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, and an affirmative vote by the majority of the Board members present. Any Board member, including the Chairperson, can make or second a motion.
- (12) <u>Continuances.</u> Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:
 - (a) The Board identifies on the record at the original meeting a reasonable need for a continuance;
 - (b) The continuance is to a specified date, time, and location publicly announced at the original meeting; and
 - (c) The public notice for the original meeting states that the meeting may be continued to a date and time and states that the date, time, and location of any continuance shall be publicly announced at the original meeting and posted at the District Office immediately following the original meeting.
- (13) Attorney-Client Sessions. An Attorney-Client Session is permitted when the District's attorneys deem it necessary to meet in private with the Board to discuss pending litigation to which the District is a party before a court or administrative agency or as may be authorized by law. The District's attorney must request such session at a public meeting. Prior to holding the Attorney-Client Session, the District must give reasonable public notice of the time and date of the session and the names of the persons anticipated to attend the session. The session must commence at an open meeting in which the Chairperson or Vice-Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy related to

litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened, and the Chairperson or Vice-Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.

(14) Security and Firesafety Board Discussions. Portions of a meeting which relate to or would reveal a security or firesafety system plan or portion thereof made confidential and exempt by section 119.071(3)(a), Florida Statutes, are exempt from the public meeting requirements and other requirements of section 286.011, Florida Statutes, and section 24(b), Article 1 of the State Constitution. Should the Board wish to discuss such matters, members of the public shall be required to leave the meeting room during such discussion. Any records of the Board's discussion of such matters, including recordings or minutes, shall be maintained as confidential and exempt records in accordance with Florida law.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 189.069(2)(a)16, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

Rule 1.4 Internal Controls to Prevent Fraud, Waste and Abuse

- (1) <u>Internal Controls.</u> The District shall establish and maintain internal controls designed to:
 - (a) Prevent and detect "fraud," "waste" and "abuse" as those terms are defined in section 11.45(1), Florida Statutes; and
 - (b) Promote and encourage compliance with applicable laws, rules contracts, grant agreements, and best practices; and
 - (c) Support economical and efficient operations; and
 - (d) Ensure reliability of financial records and reports; and
 - (e) Safeguard assets.
- (2) <u>Adoption.</u> The internal controls to prevent fraud, waste and abuse shall be adopted and amended by the District in the same manner as District policies.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 218.33(3), Fla. Stat.

Rule 2.0 Rulemaking Proceedings.

(1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District. A "rule" is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District ("Rule"). Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.

(2) <u>Notice of Rule Development.</u>

- (a) Except when the intended action is the repeal of a Rule, the District shall provide notice of the development of a proposed rule by publication of a Notice of Rule Development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by section (3) of this Rule. Consequently, the Notice of Rule Development shall be published at least twenty-nine (29) days prior to the public hearing on the proposed Rule. The Notice of Rule Development shall indicate the subject area to be addressed by rule development, provide a short, plain explanation of the purpose and effect of the proposed rule, cite the specific legal authority for the proposed rule, and include a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft, if available.
- (b) All rules as drafted shall be consistent with Sections 120.54(1)(g) and 120.54(2)(b) of the Florida Statutes.

(3) Notice of Proceedings and Proposed Rules.

(a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, setting forth a short, plain explanation of the purpose and effect of the proposed action, a reference to the specific rulemaking authority pursuant to which the rule is adopted, and a reference to the section or subsection of the Florida Statutes being implemented, interpreted, or made specific. The notice shall include a summary of the District's statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2) of the Florida Statutes, and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice. The notice shall additionally include a statement that any affected person may request a public hearing

by submitting a written request within twenty-one (21) days after the date of publication of the notice. Except when intended action is the repeal of a rule, the notice shall include a reference to both the date on which and the place where the Notice of Rule Development required by section (2) of this Rule appeared.

- (b) The notice shall be published in a newspaper of general circulation in the District and each county in which the District is located not less than twenty-eight (28) days prior to the intended action. The proposed rule shall be available for inspection and copying by the public at the time of the publication of notice.
- (c) The notice shall be mailed to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice by mail of District proceedings to adopt, amend, or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing.
- (4) <u>Rule Development Workshops.</u> Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the Chairperson must explain in writing why a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.
- (5) Petitions to Initiate Rulemaking. All Petitions to Initiate Rulemaking proceedings must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District or has a substantial interest in the rulemaking. Not later than sixty (60) calendar days following the date of filing a petition, the Board shall initiate rulemaking proceedings or deny the petition with a written statement of its reasons for the denial. If the petition is directed to an existing policy that the District has not formally adopted as a rule, the District may, in its discretion, notice and hold a public hearing on the petition to consider the comments of the public directed to the policy, its scope and application, and to consider whether the public interest is served adequately by the application of the policy on a case-by-case basis, as contrasted with its formal adoption as a rule. However, this section shall not be construed as requiring the District to adopt a rule to replace a policy.
- (6) <u>Rulemaking Materials.</u> After the publication of the notice referenced in section (3) of this Rule, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:

- (a) The text of the proposed rule, or any amendment or repeal of any existing rules;
- (b) A detailed written statement of the facts and circumstances justifying the proposed rule;
- (c) A copy of the statement of estimated regulatory costs if required by Section 120.541 of the Florida Statutes; and
- (d) The published notice.
- **(7)** Hearing. The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the notice described in section (3) of this Rule, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. The District shall publish notice of the public hearing in a newspaper of general circulation within the District either in the text of the notice described in section (3) of this Rule or in a separate publication at least seven (7) days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.
- (8) Emergency Rule Adoption. The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of emergency rules shall be published as soon as possible in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District and otherwise complies with these provisions.
- (9) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the Florida Statutes, may be published in a newspaper of general circulation in the county in which the District is located.
- (10) <u>Rulemaking Record.</u> In all rulemaking proceedings, the District shall compile and maintain a rulemaking record. The record shall include, if applicable:

- (a) The texts of the proposed rule and the adopted rule;
- (b) All notices given for a proposed rule;
- (c) Any statement of estimated regulatory costs for the rule;
- (d) A written summary of hearings, if any, on the proposed rule;
- (e) All written comments received by the District and responses to those written comments; and
- (f) All notices and findings pertaining to an emergency rule.

(11) Petitions to Challenge Existing Rules.

- (a) Any person substantially affected by a rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District's authority.
- (b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a rule is substantially affected by it.
- (c) The petition shall be filed with the District. Within 10 days after receiving the petition, the Chairperson shall, if the petition complies with the requirements of subsection (b) of this section, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer who shall conduct a hearing within 30 days thereafter, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.
- (d) Within 30 days after the hearing, the hearing officer shall render a decision and state the reasons therefor in writing.
- (e) Hearings held under this section shall be de novo in nature. The petitioner has a burden of proving by a preponderance of the evidence that the existing rule is an invalid exercise of District authority as to the objections raised. The hearing officer may:
 - (i) Administer oaths and affirmations;

- (ii) Rule upon offers of proof and receive relevant evidence;
- (iii) Regulate the course of the hearing, including any pre-hearing matters;
- (iv) Enter orders; and
- (v) Make or receive offers of settlement, stipulation, and adjustment.
- (f) The petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (12) <u>Variances and Waivers.</u> A "variance" means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A "waiver" means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variances and waivers from District rules may be granted subject to the following:
 - (a) Variances and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, "substantial hardship" means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver. For purposes of this section, "principles of fairness" are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.
 - (b) A person who is subject to regulation by a District Rule may file a petition with the District, requesting a variance or waiver from the District's Rule. Each petition shall specify:
 - (i) The rule from which a variance or waiver is requested;
 - (ii) The type of action requested;
 - (iii) The specific facts that would justify a waiver or variance for the petitioner; and
 - (iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.
 - (c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions

raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by Rule of the District, the District shall proceed, at the petitioner's written request, to process the petition.

- (d) The Board shall grant or deny a petition for variance or waiver and shall announce such disposition at a publicly held meeting of the Board, within ninety (90) days after receipt of the original petition, the last item of timely requested additional material, or the petitioner's written request to finish processing the petition. The District's statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District's action.
- (13) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings. Policies adopted by the District which do not consist of rates, fees, rentals or other charges may be, but are not required to be, implemented through rulemaking proceedings.

Specific Authority: §§ 190.011(5), 190.011(15), 190.035, Fla. Stat.

Law Implemented: §§ 190.011(5), 190.035(2), Fla. Stat.

Rule 3.0 Competitive Purchase.

- (1) <u>Purpose and Scope.</u> In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017 of the Florida Statutes, the following provisions shall apply to the purchase of Professional Services, insurance, construction contracts, design-build services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) <u>Board Authorization.</u> Except in cases of an Emergency Purchase, a competitive purchase governed by these Rules shall only be undertaken after authorization by the Board.

(3) <u>Definitions.</u>

- (a) "Competitive Solicitation" means a formal, advertised procurement process, other than an Invitation to Bid, Request for Proposals, or Invitation to Negotiate, approved by the Board to purchase commodities and/or services which affords vendors fair treatment in the competition for award of a District purchase contract.
- (b) "Continuing Contract" means a contract for Professional Services entered into in accordance with Section 287.055 of the Florida Statutes, between the District and a firm, whereby the firm provides Professional Services to the District for projects in which the costs do not exceed two million dollars (\$2,000,000), for a study activity when the fee for such Professional Services to the District does not exceed two hundred thousand dollars (\$200,000), or for work of a specified nature as outlined in the contract with the District, with no time limitation except that the contract must provide a termination clause (for example, a contract for general District engineering services). Firms providing Professional Services under Continuing Contracts shall not be required to bid against one another.
- (c) "Contractual Service" means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. Contractual Services do not include auditing services, Maintenance Services, or Professional Services as defined in Section 287.055(2)(a) of the Florida Statutes, and these Rules. Contractual Services also do not include any contract for the furnishing of labor or materials for the construction, renovation, repair, modification, or demolition of any facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property entered into pursuant to Chapter 255 of the Florida Statutes, and Rules 3.5 or 3.6.

- (d) "Design-Build Contract" means a single contract with a Design-Build Firm for the design and construction of a public construction project.
- (e) "Design-Build Firm" means a partnership, corporation or other legal entity that:
 - (i) Is certified under Section 489.119 of the Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
 - (ii) Is certified under Section 471.023 of the Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219 of the Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319 of the Florida Statutes, to practice or to offer to practice landscape architecture.
- (f) "Design Criteria Package" means concise, performance-oriented drawings or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District's Request for Proposals, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performancebased criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.
- (g) "Design Criteria Professional" means a firm who holds a current certificate of registration under Chapter 481 of the Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471 of the Florida Statutes, to practice engineering, and who is employed by or under contract to the District to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.
- (h) "Emergency Purchase" means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds

that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

- (i) "Invitation to Bid" is a written solicitation for sealed bids with the title, date, and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, qualification, evaluation criteria, and provides for a manual signature of an authorized representative. It may include one or more bid alternates.
- (j) "Invitation to Negotiate" means a written solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or services.
- (k) "Negotiate" means to conduct legitimate, arm's length discussions and conferences to reach an agreement on a term or price.
- (l) "Professional Services" means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of Florida, or those services performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper, in connection with the firm's or individual's professional employment or practice.
- (m) "Proposal (or Reply or Response) Most Advantageous to the District" means, as determined in the sole discretion of the Board, the proposal, reply, or response that is:
 - (i) Submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements, who has the integrity and reliability to assure good faith performance;
 - (ii) The most responsive to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation as determined by the Board; and
 - (iii) For a cost to the District deemed by the Board to be reasonable.
- (n) "Purchase" means acquisition by sale, rent, lease, lease/purchase, or installment sale. It does not include transfer, sale, or exchange of goods, supplies, or materials between the District and any federal, state, regional or local governmental entity or political subdivision of the State of Florida

- (o) "Request for Proposals" or "RFP" is a written solicitation for sealed proposals with the title, date, and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.
- (p) "Responsive and Responsible Bidder" means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. "Responsive and Responsible Vendor" means an entity or individual that has submitted a proposal, reply, or response that conforms in all material respects to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the following:
 - (i) The ability and adequacy of the professional personnel employed by the entity/individual;
 - (ii) The past performance of the entity/individual for the District and in other professional employment;
 - (iii) The willingness of the entity/individual to meet time and budget requirements;
 - (iv) The geographic location of the entity's/individual's headquarters or office in relation to the project;
 - (v) The recent, current, and projected workloads of the entity/individual;
 - (vi) The volume of work previously awarded to the entity/individual;
 - (vii) Whether the cost components of the bid or proposal are appropriately balanced; and
 - (viii) Whether the entity/individual is a certified minority business enterprise.

(q) "Responsive Bid," "Responsive Proposal," "Responsive Reply," and "Responsive Response" all mean a bid, proposal, reply, or response which conforms in all material respects to the specifications and conditions in the Invitation to Bid, Request for Proposals, Invitations to Negotiate, or Competitive Solicitation document and these Rules, and the cost components of which, if any, are appropriately balanced. A bid, proposal, reply or response is not responsive if the person or firm submitting it fails to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat. Law Implemented: §§ 190.033, 255.20, 287.055, Fla. Stat.

Rule 3.1 Procedure Under the Consultants' Competitive Negotiations Act.

- (1) Scope. The following procedures are adopted for the selection of firms or individuals to provide Professional Services exceeding the thresholds herein described, for the negotiation of such contracts, and to provide for protest of actions of the Board under this Rule. As used in this Rule, "Project" means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for Professional Services is estimated by the District to exceed the threshold amount provided in Section 287.017 for CATEGORY TWO, as such categories may be amended or adjusted from time to time.
- (2) <u>Qualifying Procedures.</u> In order to be eligible to provide Professional Services to the District, a consultant must, at the time of receipt of the firm's qualification submittal:
 - (a) Hold all required applicable state professional licenses in good standing;
 - (b) Hold all required applicable federal licenses in good standing, if any;
 - (c) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the consultant is a corporation; and
 - (d) Meet any qualification requirements set forth in the District's Request for Qualifications.

Evidence of compliance with this Rule may be submitted with the qualifications, if requested by the District. In addition, evidence of compliance must be submitted any time requested by the District.

9 Public Announcement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when Professional Services are required for a Project or a Continuing Contract by publishing a notice providing a general description of the Project, or the nature of the Continuing Contract, and the method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation in the District and in such other places as the District deems appropriate. The notice must allow at least fourteen (14) days for submittal of qualifications from the date of publication. The District may maintain lists of consultants interested in receiving such notices. These consultants are encouraged to submit annually statements of qualifications and performance data. The District shall make reasonable efforts to provide copies of any notices to such consultants, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process. The Board has the

right to reject any and all qualifications, and such reservation shall be included in the published notice. Consultants not receiving a contract award shall not be entitled to recover from the District any costs of qualification package preparation or submittal.

(4) Competitive Selection.

- (a) The Board shall review and evaluate the data submitted in response to the notice described in section (3) of this Rule regarding qualifications and performance ability, as well as any statements of qualifications on file. The Board shall conduct discussions with, and may require public presentation by consultants regarding their qualifications, approach to the Project, and ability to furnish the required services. The Board shall then select and list the consultants, in order of preference, deemed to be the most highly capable and qualified to perform the required Professional Services, after considering these and other appropriate criteria:
 - (i) The ability and adequacy of the professional personnel employed by each consultant;
 - (ii) Whether a consultant is a certified minority business enterprise;
 - (iii) Each consultant's past performance;
 - (iv) The willingness of each consultant to meet time and budget requirements;
 - (v) The geographic location of each consultant's headquarters, office and personnel in relation to the project;
 - (vi) The recent, current, and projected workloads of each consultant; and
 - (vii) The volume of work previously awarded to each consultant by the District.
- (b) Nothing in these Rules shall prevent the District from evaluating and eventually selecting a consultant if less than three (3) Responsive qualification packages, including packages indicating a desire not to provide Professional Services on a given Project, are received.
- (c) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

(d) Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(5) <u>Competitive Negotiation.</u>

- (a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as most qualified to perform the required Professional Services at a rate or amount of compensation which the Board determines is fair, competitive, and reasonable.
- (b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that "wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting." In addition, any professional service contract under which such a certificate is required, shall contain a provision that "the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs."
- (c) Should the District be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached, those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.
- (d) Should the District be unable to negotiate a satisfactory agreement with one of the top three (3) ranked consultants, additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

- (6) <u>Contracts; Public Records.</u> In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (7) <u>Continuing Contract.</u> Nothing in this Rule shall prohibit a Continuing Contract between a consultant and the District.
- (8) <u>Emergency Purchase.</u> The District may make an Emergency Purchase without complying with these Rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 190.011(3), 190.033, 287.055, Fla. Stat.

Rule 3.2 Procedure Regarding Auditor Selection.

In order to comply with the requirements of Section 218.391 of the Florida Statutes, the following procedures are outlined for selection of firms or individuals to provide Auditing Services and for the negotiation of such contracts. For audits required under Chapter 190 of the Florida Statutes but not meeting the thresholds of Chapter 218 of the Florida Statutes, the District need not follow these procedures but may proceed with the selection of a firm or individual to provide Auditing Services and for the negotiation of such contracts in the manner the Board determines is in the best interests of the District.

(1) Definitions.

- (a) "Auditing Services" means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.
- (b) "Committee" means the auditor selection committee appointed by the Board as described in section (2) of this Rule.
- Establishment of Auditor Selection Committee. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Board shall establish an auditor selection committee ("Committee"), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee shall include at least three individuals, at least one of which must also be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.
- (3) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.
 - (a) <u>Minimum Qualifications.</u> In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:

- (i) Hold all required applicable state professional licenses in good standing;
- (ii) Hold all required applicable federal licenses in good standing, if any;
- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation; and
- (iv) Meet any pre-qualification requirements established by the Committee and set forth in the RFP or other specifications.

If requested in the RFP or other specifications, evidence of compliance with the minimum qualifications as established by the Committee must be submitted with the proposal.

- (b) Evaluation Criteria. The factors established for the evaluation of Auditing Services by the Committee shall include, but are not limited to:
 - (i) Ability of personnel;
 - (ii) Experience;
 - (iii) Ability to furnish the required services; and
 - (iv) Such other factors as may be determined by the Committee to be applicable to its particular requirements.

The Committee may also choose to consider compensation as a factor. If the Committee establishes compensation as one of the factors, compensation shall not be the sole or predominant factor used to evaluate proposals.

- (4) <u>Public Announcement.</u> After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (3) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation in the District and the county in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.
- (5) <u>Request for Proposals.</u> The Committee shall provide interested firms with a Request for Proposals ("RFP"). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee

determines is necessary for the firm to prepare a proposal. The RFP shall state the time and place for submitting proposals.

(6) Committee's Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed for a reasonable time in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm's qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (3)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.

(7) Board Selection of Auditor.

- (a) Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms' respective competence and qualifications. Negotiations shall continue. beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
- (b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm or document in its public records the reason for not selecting the highest-ranked qualified firm.
- (c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.

- (d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.
- (8) <u>Contract.</u> Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:
 - (a) A provision specifying the services to be provided and fees or other compensation for such services;
 - (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
 - (c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;
 - (d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be five (5) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule but must be in writing.
 - (e) Provisions required by law that require the auditor to comply with public records laws.
- (9) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests regarding the award of contracts under this Rule shall be as provided for in Rule 3.11. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat. Law Implemented: §§ 119.0701, 218.33, 218.391, Fla. Stat.

Rule 3.3 Purchase of Insurance.

- (1) Scope. The purchases of life, health, accident, hospitalization, legal expense, or annuity insurance, or all of any kinds of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by this Rule. This Rule does not apply to the purchase of any other type of insurance by the District, including but not limited to liability insurance, property insurance, and directors and officers insurance. Nothing in this Rule shall require the District to purchase insurance.
- (2) <u>Procedure.</u> For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:
 - (a) The Board shall cause to be prepared a Notice of Invitation to Bid.
 - (b) Notice of the Invitation to Bid shall be advertised at least once in a newspaper of general circulation within the District. The notice shall allow at least fourteen (14) days for submittal of bids.
 - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. The District shall make reasonable efforts to provide copies of any notices to such persons, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process.
 - (d) Bids shall be opened at the time and place noted in the Invitation to Bid.
 - (e) If only one (1) response to an Invitation is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.
 - (f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.
 - (g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies that have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, the cost, if any, to the District officers, employees, or their dependents, the geographic location of the company's headquarters and offices in relation to the District, and the ability of the company to guarantee premium stability may be considered. A contract to purchase

insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall needs of the District, its officers, employees, and/or dependents.

(h) Notice of the intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of insurance under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 112.08, Fla. Stat.

Rule 3.4 Pre-qualification

- (1) <u>Scope.</u> In its discretion, the District may undertake a pre-qualification process in accordance with this Rule for vendors to provide construction services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) <u>Procedure.</u> When the District seeks to pre-qualify vendors, the following procedures shall apply:
 - (a) The Board shall cause to be prepared a Request for Qualifications.
 - (b) For construction services exceeding the thresholds described in Section 255.20 of the Florida Statutes, the Board must advertise the proposed prequalification criteria and procedures and allow at least seven (7) days notice of the public hearing for comments on such pre-qualification criteria and procedures. At such public hearing, potential vendors may object to such pre-qualification criteria and procedures. Following such public hearing, the Board shall formally adopt pre-qualification criteria and procedures prior to the advertisement of the Request for Qualifications for construction services.
 - (c) The Request for Qualifications shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall allow at least seven (7) days for submittal of qualifications for goods, supplies and materials, Contractual Services, maintenance services, and construction services under two hundred fifty thousand dollars (\$250,000). The notice shall allow at least twenty-one (21) days for submittal of qualifications for construction services estimated to cost over two hundred fifty thousand dollars (\$250,000) and thirty (30) days for construction services estimated to cost over five hundred thousand dollars (\$500,000).
 - (d) The District may maintain lists of persons interested in receiving notices of Requests for Qualifications. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any pre-qualification determination or contract awarded in accordance with these Rules and shall not be a basis for a protest of any pre-qualification determination or contract award.
 - (e) If the District has pre-qualified vendors for a particular category of purchase, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies or

responses in response to the applicable Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

- (f) In order to be eligible to submit qualifications, a firm or individual must, at the time of receipt of the qualifications:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
 - (iv) Meet any special pre-qualification requirements set forth in the Request for Qualifications.

Evidence of compliance with these Rules must be submitted with the qualifications if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the qualifications.

- (g) Qualifications shall be presented to the Board, or a committee appointed by the Board, for evaluation in accordance with the Request for Qualifications and this Rule. Minor variations in the qualifications may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature.
- (h) All vendors determined by the District to meet the pre-qualification requirements shall be pre-qualified. To assure full understanding of the responsiveness to the requirements contained in a Request for Qualifications, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion and revision of qualifications. For construction services, any contractor pre-qualified and considered eligible by the Department of Transportation to bid to perform the type of work the project entails shall be presumed to be qualified to perform the project.
- (i) The Board shall have the right to reject all qualifications if there are not enough to be competitive or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of qualification preparation or submittal from the District.

(j) Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all vendors by United States Mail, electronic mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's pre-qualification decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11; provided however, protests related to the pre-qualification criteria and procedures for construction services shall be resolved in accordance with section (2)(b) of this Rule and Section 255.20(1)(b) of the Florida Statutes.

(3) Suspension, Revocation, or Denial of Qualification

- (a) The District, for good cause, may deny, suspend, or revoke a prequalified vendor's pre-qualified status. A suspension, revocation, or denial for good cause shall prohibit the vendor from bidding on any District construction contract for which qualification is required, shall constitute a determination of non-responsibility to bid on any other District construction or maintenance contract, and shall prohibit the vendor from acting as a material supplier or subcontractor on any District contract or project during the period of suspension, revocation, or denial. Good cause shall include the following:
 - i. One of the circumstances specified under Section 337.16(2), Fla. Stat., has occurred.
 - ii. Affiliated contractors submitted more than one proposal for the same work. In this event the pre-qualified status of all of the affiliated bidders will be revoked, suspended, or denied. All bids of affiliated bidders will be rejected.
 - iii. The vendor made or submitted false, deceptive, or fraudulent statements, certifications, or materials in any claim for payment or any information required by any District contract.
 - iv. The vendor or its affiliate defaulted on any contract or a contract surety assumed control of financial responsibility for any contract of the vendor.
 - v. The vendor's qualification to bid is suspended, revoked, or denied by any other public or semi-public entity, or the vendor has been the subject of a civil enforcement proceeding or settlement involving a public or semi-public entity.
 - vi. The vendor failed to comply with contract or warranty requirements or failed to follow District direction in the performance of a contract.

- vii. The vendor failed to timely furnish all contract documents required by the contract specifications, special provisions, or by any state or federal statutes or regulations. If the vendor fails to furnish any of the subject contract documents by the expiration of the period of suspension, revocation, or denial set forth above, the vendor's prequalified status shall remain suspended, revoked, or denied until the documents are furnished.
- viii. The vendor failed to notify the District within 10 days of the vendor, or any of its affiliates, being declared in default or otherwise not completing work on a contract or being suspended from qualification to bid or denied qualification to bid by any other public or semi-public agency.
- ix. The vendor did not pay its subcontractors or suppliers in a timely manner or in compliance with contract documents.
- x. The vendor has demonstrated instances of poor or unsatisfactory performance, deficient management resulting in project delay, poor quality workmanship, a history of payment of liquidated damages, untimely completion of projects, uncooperative attitude, contract litigation, inflated claims or defaults.
- xi. An affiliate of the vendor has previously been determined by the District to be non-responsible, and the specified period of suspension, revocation, denial, or non-responsibility remains in effect.
- xii. The vendor or affiliate(s) has been convicted of a contract crime.
 - 1. The term "contract crime" means any violation of state or federal antitrust laws with respect to a public contract or any violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract.
 - 2. The term "convicted" or "conviction" means a finding of guilt or a conviction of a contract crime, with or without an adjudication of guilt, in any federal or state trial court of record as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
- (b) A denial, suspension, or revocation shall prohibit the vendor from being a subcontractor on District work during the period of denial, suspension, or revocation, except when a prime contractor's bid has used prices of a subcontractor who becomes disqualified after the bid, but before the request for authorization to sublet is presented.

- (c) The District shall inform the vendor in writing of its intent to deny, suspend, or revoke its pre-qualified status and inform the vendor of its right to a hearing, the procedure which must be followed, and the applicable time limits. If a hearing is requested within 10 days after the receipt of the notice of intent, the hearing shall be held within 30 days after receipt by the District of the request for the hearing. The decision shall be issued within 15 days after the hearing.
- (d) Such suspension or revocation shall not affect the vendor's obligations under any preexisting contract.
- (e) In the case of contract crimes, the vendor's pre-qualified status under this Rule shall be revoked indefinitely. For all violations of Rule 3.4(3)(a) other than for the vendor's conviction for contract crimes, the revocation, denial, or suspension of a vendor's pre-qualified status under this Rule shall be for a specific period of time based on the seriousness of the deficiency.

Examples of factors affecting the seriousness of a deficiency are:

- i. Impacts on project schedule, cost, or quality of work;
- ii. Unsafe conditions allowed to exist;
- iii. Complaints from the public;
- iv. Delay or interference with the bidding process;
- v. The potential for repetition;
- vi. Integrity of the public contracting process;
- vii. Effect on the health, safety, and welfare of the public.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat. Law Implemented: §§ 190.033, 255.0525, 255.20, Fla. Stat.

Rule 3.5 Construction Contracts, Not Design-Build.

- (1) Scope. All contracts for the construction or improvement of any building, structure, or other public construction works authorized by Chapter 190 of the Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20 of the Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and the procedures of Section 255.20 of the Florida Statutes, as the same may be amended from time to time. A project shall not be divided solely to avoid the threshold bidding requirements.
- (2) <u>Procedure.</u> When a purchase of construction services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation in the District and in the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, proposals, replies, or responses, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of bids, proposals, replies, or responses. If the Board has previously pre-qualified contractors pursuant to Rule 3.4 and determined that only the contractors that have been pre-qualified will be permitted to submit bids, proposals, replies, and responses, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation need not be published. Instead, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be sent to the pre-qualified contractors by United States Mail, hand delivery, facsimile, or overnight delivery service.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award

- (d) If the District has pre-qualified providers of construction services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses to Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations.
- (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the bidder is a corporation; and
 - (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to, reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response, if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

(f) Bids, proposals, replies, and responses, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. Bids, proposals, replies, and responses shall be evaluated in

accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and these Rules. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.

- (g) The lowest Responsive Bid submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No contractor shall be entitled to recover any costs of bid, proposal, response, or reply preparation or submittal from the District.
- (i) The Board may require potential contractors to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all contractors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the construction services without further competitive selection processes.
- (3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) <u>Contracts; Public Records.</u> In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (5) <u>Emergency Purchases.</u> The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.
- (6) <u>Exceptions.</u> This Rule is inapplicable when:
 - (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contract; or
 - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.6 Construction Contracts, Design-Build.

(1) <u>Scope.</u> The District may utilize Design-Build Contracts for any public construction project for which the Board determines that use of such contract is in the best interest of the District. When letting a Design-Build Contract, the District shall use the following procedure:

(2) Procedure.

- (a) The District shall utilize a Design Criteria Professional meeting the requirements of Section 287.055(2)(k) of the Florida Statutes, when developing a Design Criteria Package, evaluating the proposals and qualifications submitted by Design-Build Firms, and determining compliance of the project construction with the Design Criteria Package. The Design Criteria Professional may be an employee of the District, may be the District Engineer selected by the District pursuant to Section 287.055 of the Florida Statutes, or may be retained pursuant to Rule 3.1. The Design Criteria Professional is not eligible to render services under a Design-Build Contract executed pursuant to the Design Criteria Package.
- (b) A Design Criteria Package for the construction project shall be prepared and sealed by the Design Criteria Professional. If the project utilizes existing plans, the Design Criteria Professional shall create a Design Criteria Package by supplementing the plans with project specific requirements, if any.
- (c) The Board may either choose to award the Design-Build Contract pursuant to the competitive proposal selection process set forth in Section 287.055(9) of the Florida Statutes, or pursuant to the qualifications-based selection process pursuant to Rule 3.1.
 - (i) <u>Qualifications-Based Selection.</u> If the process set forth in Rule 3.1 is utilized, subsequent to competitive negotiations, a guaranteed maximum price and guaranteed completion date shall be established.
 - (ii) <u>Competitive Proposal-Based Selection.</u> If the competitive proposal selection process is utilized, the Board, in consultation with the Design Criteria Professional, shall establish the criteria, standards and procedures for the evaluation of Design-Build Proposals based on price, technical, and design aspects of the project, weighted for the project. After a Design Criteria Package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited pursuant to the design criteria by the following procedure:

- 1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation in the county in which the District is located. The notice shall allow at least twenty-one (21) days for submittal of sealed proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of proposals.
- 2. The District may maintain lists of persons interested in receiving notices of Requests for Proposals. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
- 3. In order to be eligible to submit a proposal, a firm must, at the time of receipt of the proposals:
 - a. Hold the required applicable state professional licenses in good standing, as defined by Section 287.055(2)(h) of the Florida Statutes;
 - b. Hold all required applicable federal licenses in good standing, if any;
 - c. Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation;
 - d. Meet any special pre-qualification requirements set forth in the Request for Proposals and Design Criteria Package.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may

be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the proposal if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the proposal.

- The proposals, or the portions of which that include the 4. price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the In consultation with the Design Criteria Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability, and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design-Build Firms as the most qualified.
- 5. The Board shall have the right to reject all proposals if the proposals are too high, or rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.
- 6. If less than three (3) Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no Responsive Proposals are received, the District may proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.
- 7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the

Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

- 8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.
- 9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
- 10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package and shall provide the Board with a report of the same.
- (3) <u>Contracts; Public Records.</u> In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (4) <u>Emergency Purchase.</u> The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified

Design-Build Firm available at the time. The fact that an Emergency Purchase has occurred shall be noted in the minutes of the next Board meeting.

- (5) <u>Exceptions.</u> This Rule is inapplicable when:
 - (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; or
 - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.7 Payment and Performance Bonds.

- (1) Scope. This Rule shall apply to contracts for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work and shall be construed in addition to terms prescribed by any other Rule that may also apply to such contracts.
- (2) Required Bond. Upon entering into a contract for any of the services described in section (1) of this Rule in excess of \$200,000, the Board should require that the contractor, before commencing the work, execute and record a payment and performance bond in an amount equal to the contract price. Notwithstanding the terms of the contract or any other law, the District may not make payment to the contractor until the contractor has provided to the District a certified copy of the recorded bond.
- (3) <u>Discretionary Bond.</u> At the discretion of the Board, upon entering into a contract for any of the services described in section (1) of this Rule for an amount not exceeding \$200,000, the contractor may be exempted from executing a payment and performance bond.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 255.05, Fla. Stat.

Rule 3.8 Goods, Supplies, and Materials.

- (1) Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, shall be purchased under the terms of this Rule. Contracts for purchases of "goods, supplies, and materials" do not include printing, insurance, advertising, or legal notices. A contract involving goods, supplies, or materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) <u>Procedure.</u> When a purchase of goods, supplies, or materials is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, or Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of goods, supplies, and materials, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses.
 - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

Any firm or individual whose principal place of business is outside the State of Florida must also submit a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that foreign state to business entities whose principal places of business are in that foreign state, in the letting of any or all public contracts. Failure to submit such a written opinion or submission of a false or misleading written opinion may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and this Rule. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid, after taking into account the preferences provided for in this subsection, submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be accepted. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which does not grant a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the

lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference of five (5) percent. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which grants a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference equal to the preference granted by such foreign state.

To assure full understanding of the responsiveness to the solicitation requirements contained in an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods, supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct

purchase of the goods, supplies, and materials without further competitive selection processes.

- Goods, Supplies, and Materials included in a Construction Contract Awarded Pursuant to Rule 3.5 or 3.6. There may be occasions where the District has undergone the competitive purchase of construction services which contract may include the provision of goods, supplies, or materials. In that instance, the District may approve a change order to the contract and directly purchase the goods, supplies, and materials. Such purchase of goods, supplies, and materials deducted from a competitively purchased construction contract shall be exempt from this Rule.
- (4) Exemption. Goods, supplies, and materials that are only available from a single source are exempt from this Rule. Goods, supplies, and materials provided by governmental agencies are exempt from this Rule. A contract for goods, supplies, or materials is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process. This Rule shall not apply to the purchase of goods, supplies or materials that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules.
- (5) <u>Renewal.</u> Contracts for the purchase of goods, supplies, and/or materials subject to this Rule may be renewed for a maximum period of five (5) years.
- (6) <u>Emergency Purchases.</u> The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 189.053, 190.033, 287.017, 287.084, Fla. Stat.

Rule 3.9 Maintenance Services.

- (1) Scope. All contracts for maintenance of any District facility or project shall be set under the terms of this Rule if the cost exceeds the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR. A contract involving goods, supplies, and materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) <u>Procedure.</u> When a purchase of maintenance services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of maintenance services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, and responses.
 - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and these Rules. Minor variations in the bids, proposals, replies, and responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate or Competitive Solicitation the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, or responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No Vendor shall be

- entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of maintenance services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase the maintenance services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of maintenance services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the maintenance services without further competitive selection processes.
- (3) Exemptions. Maintenance services that are only available from a single source are exempt from this Rule. Maintenance services provided by governmental agencies are exempt from this Rule. A contract for maintenance services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) <u>Renewal.</u> Contracts for the purchase of maintenance services subject to this Rule may be renewed for a maximum period of five (5) years.
- (5) <u>Contracts; Public Records.</u> In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (6) <u>Emergency Purchases.</u> The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), 190.033, Fla. Stat. Law Implemented: §§ 119.0701, 190.033, 287.017, Fla. Stat.

Rule 3.10 Contractual Services.

- (1) Exemption from Competitive Purchase. Pursuant to Section 190.033(3) of the Florida Statutes, Contractual Services shall not be subject to competitive purchasing requirements. If an agreement is predominantly for Contractual Services, but also includes maintenance services or the purchase of goods and services, the contract shall not be subject to competitive purchasing requirements. Regardless of whether an advertisement or solicitation for Contractual Services is identified as an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, no rights or remedies under these Rules, including but not limited to protest rights, are conferred on persons, firms, or vendors proposing to provide Contractual Services to the District.
- (2) <u>Contracts; Public Records.</u> In accordance with Florida law, each contract for Contractual Services shall include provisions required by law that require the contractor to comply with public records laws.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat. Law Implemented: §§ 119.0701, 190.011(3), 190.033, Fla. Stat.

Rule 3.11 Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9.

The resolution of any protests with respect to proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9 shall be in accordance with this Rule.

(1) <u>Filing.</u>

- With respect to a protest regarding qualifications, specifications, (a) documentation, or other requirements contained in a Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation issued by the District, the notice of protest shall be filed in writing within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the first advertisement of the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's intended decision. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (b) Except for those situations covered by subsection (1)(a) of this Rule, any firm or person who is affected adversely by a District's ranking or intended award under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9 and desires to contest the District's ranking or intended award, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after receipt of the notice of the District's ranking or intended award. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's ranking or intended award. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (c) If the requirement for the posting of a protest bond and the amount of the protest bond, which may be expressed by a percentage of the contract to be awarded or a set amount, is disclosed in the District's competitive solicitation documents for a particular purchase under Rules 3.1, 3.2, 3.3,

- 3.4, 3.5, 3.6, 3.8, or 3.9, any person who files a notice of protest must post the protest bond. The amount of the protest bond shall be determined by District staff after consultation with the Board and within the limits, if any, imposed by Florida law. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.
- (d) The District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours.
- (2) <u>Contract Execution.</u> Upon receipt of a notice of protest which has been timely filed, the District shall not execute the contract under protest until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances showing that delay incident to protest proceedings will jeopardize the funding for the project, will materially increase the cost of the project, or will create an immediate and serious danger to the public health, safety, or welfare, the contract may be executed.
- (3) <u>Informal Proceeding.</u> If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be sent via facsimile, United States Mail, or hand delivery to the protestor and any substantially affected persons or parties not less than three (3) calendar days prior to such informal proceeding. Within thirty (30) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.
- (4) <u>Formal Proceeding.</u> If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided for in section (3) of this Rule, the District shall schedule a formal hearing to resolve the protest. The Chairperson shall designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer to conduct the hearing. The hearing officer may:
 - (a) Administer oaths and affirmations;
 - (b) Rule upon offers of proof and receive relevant evidence;
 - (c) Regulate the course of the hearing, including any pre-hearing matters;

- (d) Enter orders; and
- (e) Make or receive offers of settlement, stipulation, and adjustment.

The hearing officer shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action. The District shall allow each party fifteen (15) days in which to submit written exceptions to the recommended order. The District shall issue a final order within sixty (60) days after the filing of the recommended order.

- (5) <u>Intervenors.</u> Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect, or an irregularity in the competitive solicitation process, the Bids, Proposals, Replies, and Responses are too high, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.
- (7) <u>Settlement.</u> Nothing herein shall preclude the settlement of any protest under this Rule at any time.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 190.033, Fla. Stat.

Rule 4.0 Effective Date.

These Rules shall be effective _______, 2019, except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat. Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.



RESOLUTION 2020-02

WHEREAS, the Board of Supervisors, hereinafter referred to as the "Board", of the Durbin Crossing Community Development District, hereinafter referred to as "District", adopted a General Fund and Capital Reserve Fund Budget for Fiscal Year 2019, and

WHEREAS, the Board desires to reallocate funds budgeted to re-appropriate Revenues and Expenses approved during the Fiscal Year.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT TO THE FOLLOWING:

- 1. The General Fund and Capital Reserve Fund Budget is hereby amended in accordance with Exhibit "A" attached.
- 2. This resolution shall become effective this 28th day of October, 2019 and be reflected in the monthly and Fiscal Year End 9/30/19 Financial Statements and Audit Report of the District

Durbin Crossing Community Development District

	by:	Chairman
Attest:		
by: Secretary		_

RESOLUTION 2020-02 EXHIBIT A

Durbin Crossing Community Development District

General Fund

Statement of Revenues & Expenditures For The Period Ending September 30, 2019

	ΑDΟΡΤΈD	INCREASE	AMENDED	ACTUAL
	BUDGET	(DECREASE)	BUDGET	9/30/19
REVENUES:	-			
Assessments - Tax Roll	1,874,080	6,669	1,880,749	\$1,880,749
Assessments - Dírect	62,078	0	62,079	\$62,079
Interest Income	\$1,300	634	1,934	\$1,934
Misc Income	\$22,500	31,582	54,082	\$54,082
TOTAL REVENUES	\$1,959,958	\$38,885	\$1,998,843	\$1,998,843
<u>EXPENDITURES:</u>				
<u>Administrative</u>				
Supervisor Fees	\$11,000	\$0	\$11,000	\$11,000
FICA Expense	\$842	\$0	\$842	\$842
Assessment Roll Administration	\$5,000	\$0	\$5,000	\$5,000
Engineering Fees	\$9,500	\$9,300	\$18,800	\$17,800
Dissemination Fees	\$6,750	(\$250)	\$6,500	\$6,500
Attorney Fees	\$45,000	\$4,500	\$49,500	\$44,327
Annual Audit	\$4,000	\$0	\$4,000	\$4,000
Trustee Fees	\$19,000	(\$8,225)	\$10,775	\$10,775
Arbitrage	\$1,500	\$450	\$1,950	\$1,950
Impact Fee Administration	\$15,000	\$0	\$15,000	\$15,000
Management Fees	\$47,000	\$0	\$47,000	\$47,000
Information Technology	\$1,600	\$0	\$1,600	\$1,600
Telephone	\$300	(\$49)	\$251	\$251
Postage	\$1,800	(\$200)	\$1,600	\$1,498
Printing & Binding	\$1,500	\$223	\$1,723	\$1,723
Insurance	\$7,500	(\$444)	\$7,056	\$7,056
Legal Advertising	\$1,300	\$621	\$1,921	\$1,921
Other Current Charges	\$1,350	(\$891)	\$459	\$459
Office Supplies	\$250	(\$111)	\$139	\$139
Dues, Licenses & Subscriptions	\$175	\$0	\$175	\$175
Website Compliance	\$0	\$2,250	\$2,250	\$2,250
Administrative Expenses	\$180,367	\$7,174	\$187,541	\$181,265
<u>Ameníty Center</u>				
Insurance	\$24,750	(\$796)	\$23,954	\$23,954
Repairs & Replacements	\$57,000	\$25,000	\$82,000	\$77,772
Recreational Passes	\$4,000	(\$850)	\$3,150	\$3,150
Office Supplies	\$5,000	\$2,500	\$7,500	\$6,943
Permit Fees	\$2,610	\$509	\$3,119	\$3,119
<u>Utílitíes</u>				
Water & Sewer	\$31,000	\$4,658	\$35,658	\$35,658
Electric	\$26,500	\$4,554	\$31,054	\$31,054
Website	\$0	\$295	\$295	\$295
Cable/Phone/Internet	\$17,000	(\$563)	\$16,437	\$16,437
Security System	\$560	\$0	\$560	\$560
y - y	4000	40	4000	4000

Durbin Crossing Community Development District

General Fund

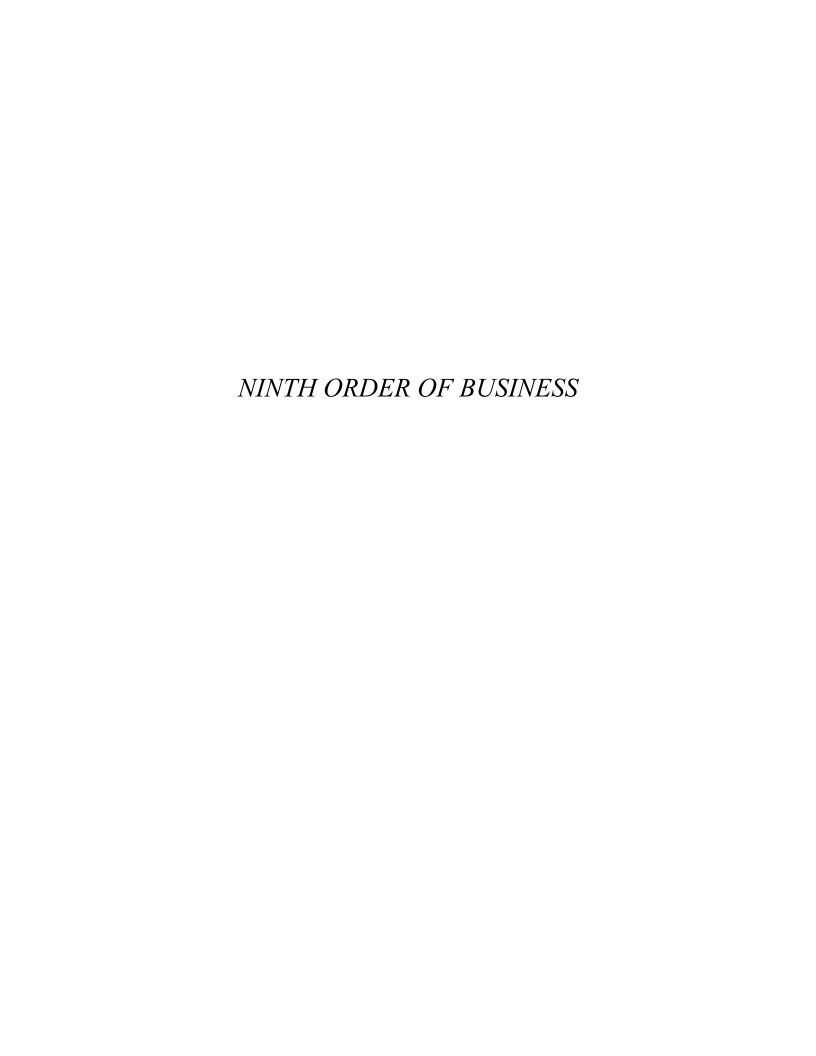
Statement of Revenues & Expenditures For The Period Ending September 30, 2019

	ADOPTED BUDGET	INCREASE (DECREASE)	AMENDED BUDGET	ACTUAL 9/30/19
Amenity Center Management Contracts				
Managerial	\$158,700	\$0	\$158,700	\$158,700
Staffing	\$173,250	\$1,116	\$174,366	\$174,366
Lifeguards	\$58,000	\$0	\$58,000	\$50,420
Refuse Service	\$4,500	\$3,653	\$8,153	\$8,153
Pool Chemicals	\$18,810	\$1,520	\$20,330	\$20,330
Special Events	\$26,000	\$6,215	\$32,215	\$32,215
Pest Control	\$1,800	\$2,090	\$3,890	\$3,890
Pressure Washing/Fitness Equip Maint	\$12,000	\$1,769	\$13,769	\$13,769
Amenity Center Expenses	\$621,480	\$51,670	\$673,150	\$660,785
Grounds Maintenance				_
Electric	\$5,200	\$0	\$5,200	\$4,219
Water / Reuse	\$200,000	\$113,443	\$313,443	\$313,443
Streetlighting	\$71,000	(\$1,813)	\$69,187	\$69,187
Lake Maintenance	\$52,928	\$433	\$53,361	\$53,361
Landscape Maintenance	\$361,620	\$30,135	\$391,755	\$324,409
Landscape Contingency	\$40,000	\$15,584	\$55,584	\$55,584
Miscellaneous	\$34,510	\$6,885	\$41,395	\$41,395
Fuel	\$1,100	\$150	\$1,250	\$1,101
Irrigation Repairs	\$15,000	\$32,000	\$47,000	\$42,622
Capital Reserve	\$175,753	\$0	\$175,753	\$175,753
Capital Outlay *	\$200,000	\$0	\$200,000	\$200,000
Water Quality Monitoring	\$1,000	\$500	\$1,500	\$1,500
Grounds Maintenance Expenses	\$1,158,111	\$197,317	\$1,355,428	\$1,282,573
TOTAL EXPENDITURES	\$1,959,958	\$256,161	\$2,216,119	\$2,124,624
•				
Other Financing Sources & Uses				
Interfund Transfer In/(Out)	\$0	\$150,000	\$150,000	\$150,000
Total Other Financing Sources & Uses	\$0	\$150,000	\$150,000	\$150,000
EXCESS REVENUES/(EXPENSES)	\$0	(\$67,276)	(\$67,276)	\$24,219
Fund Balance - Beginning	\$0	\$67,276	\$67,276	\$237,669
Fund Balance - Ending	\$0	\$0	\$0	\$261,889
		•		

Durbin Crossing

Community Develoment District Capital Reserve Funds Statement of Revenues & Expenditures For The Period Ending September 30, 2019

	ADOPTED	INCREASE	AMENDED	ACTUAL
	BUDGET	(DECREASE)	BUDGET	9/30/2019
Revenues:				
Capital Reserve Funding - Transfer In	\$175,753	\$200,000	\$375,753	\$375,753
Miscellaneous Revenue/Interest	\$1,000	\$20,898	\$21,898	\$21,898
Impact Fees	\$0	\$116,003	\$116,003	\$116,003
Total Revenues	\$176,753	\$336,901	\$513,654	\$513,654
<u>Expenditures</u>				
Capital Outlay	\$200,000	\$338,133	\$538,133	\$538,133
Repair/Replacements	\$0	\$52,164	\$52,164	\$52,164
Total Expenditures	\$200,000	\$390,297	\$590,297	\$590,297
Other Sources/(Uses)				
Interfund Transfer In/(Out)	\$0	(\$144,235)	(\$144,235)	(\$144,235)
Total Other Sources/(Uses)	\$0	(\$144,235)	(\$144,235)	(\$144,235)
Excess Revenues (Expenditures)	(\$23,247)	(\$197,632)	(\$220,879)	(\$220,879)
Fund Balance - Beginning	\$633,000	\$996,520	\$1,629,520	\$1,629,520
Fund Balance - Ending	\$609,753	\$798,888	\$1,408,641	\$1,408,641
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Date of report: 10-28-2019 Submitted by: Margaret Alfano

UPS agreement / No Board action required:

We just wanted to inform the Board about this transaction prior to removing it as an action item. District Counsel prepared the necessary agreement and it has been fully executed including our Chairman's signature. The UPS representative did agree to the \$1,500.00 rate and a check will be forwarded to the District Manager. Project complete.

DURBIN CROSSING COMMUNICATION / APP / Board action required:

We have been discussing this topic in a roundabout way for the past couple of meetings. We have heard your shared interest in having everything in our community's hands within one to two clicks on their devices. We are turning up the heat on events and ALWAYS want to be as connected as we can with our residents. We are still so pleased with our website and other social media tools; Twitter and Facebook, etc. However, Vesta and staff have been working very hard to put together a Durbin Crossing App which truly puts our residents just one to two clicks away from everything they might need. We also tried to mirror the colors and look of the website for a cohesive communication system.

The App will allow us to notify folks of ticket sale reminders, event reminders, cancellations, etc. We would like the Board to review the App and make sure we are on the right track. Residents will also be able to pay for events, swim lessons, etc. through the App. This function is not set up yet but will be possible, once approved and we go live. We look forward to your feedback at the meeting as well during our brief presentation.

The initial cost for the App creating, designing, posting on App stores, implementing and then the subsequent maintenance would be \$3,175.00. The annual cost for the following year would be \$2,500.00. Please note, that any fees associated with credit or debit card payments will be taken care of by Vesta, there will not be any additional charges to the District or the residents.



DURBIN HOLIDAY LIGHTING / Board action required:

It is that time again, and we can't believe it! We have met with our Holiday lighting vendor and reviewed our supplies, plans and more. As you know, we have been replacing a key item each year so as not to have to incur those costs all at one time, or all in one fiscal year. To date, we have replaced both roof line lights at the North and South "Pole". This year we will be replacing the garland that is used at the towers and monuments. The additional cost will be \$1,719.90 for the 25 pieces of garland. We also need two replacement wreaths for \$298.77. We would like the Board to approve this total expenditure in the amount of \$7,733.67. This is an increase of only \$1,201.41 from last fiscal year. We will also be ready to light everything up the Friday after Thanksgiving, as always.

AMENITY CENTER ENHANCEMENTS / No Board action required:

We have been busy preparing and obtaining bids for many of the projects we would like to present to the Board for our large capital improvements. However, with the pending landscaping RFP and possible increased costs, we will be presenting these future enhancements at our November meeting and we can plan and budget accordingly, thank you.

EVENTS UPDATE / Submitted by: Amenity Manager, Danelle DeMarco:

Our feedback from the **Wine & Trivia Night,** sponsored by *The Small Business Alliance of St John's County* on September 28th was fantastic. Many turned out and a great time was had by all. We appreciate their efforts to bring this event to the residents every year.

As we all know, October is cancer awareness month. Our Head Lifeguard and very own resident of Durbin came to us with a great idea for an addition to our regular Food Truck Friday. On October 11th we made our back-field pavilion pink! Pink popcorn, pink sno-cones, and pink cotton candy was available for a one-dollar donation. We are never surprised, but always humbled by our resident's support. We raised \$200 and the proceeds went to *In The Pink*, an organization that helps those who might not be able to afford certain items while in their fight against Breast Cancer. Thank you to all that donated!

Durbin's annual **Yard Sale** was on October 12th. Mother nature cooperated and we thank her for that. Haven Hospice was on site at 1pm to take any unwanted or not sold items. We hope our residents feel a little lighter and have extra room in their house for the upcoming holidays.

Well we can't blame Mother Nature this time, but we can blame our Meteorologists. Sometimes we have to react and make decisions based on the information we are given. So, the October 19th **Pumpkin Decorating/Hayride** was postponed until the next Saturday on the 26th. We had such great surprises in store for that day and didn't want to take any chances with the pending rain. The residents deserve the best and we didn't want to shortchange them. Looking forward to a beautiful AND DRY Saturday so we can shine!

Friday October 25th is Durbin's Annual **Costume Parade**. We have so many treats in store for our little ghosts and goblins. A large inflatable corn maze will greet our students after a long day of learning at 3pm. A magic mirror photo booth will frame your family in a memorable Spooktacular way, with a Durbin Crossing frame of course, starting at 4pm. Games and prizes will keep our eager participants busy while judges prepare for the big parade. Did someone say judges? We still could use one or two, if you know of anyone. There will be lots of treats along the way, a graveyard to visit if you dare, and something to see at every corner. But, with a bag full of candy and so much energy (sorry Mom and Dad), why not stick around for our double feature? *The Haunted Mansion* will follow a short Halloween adventure film starring none other than *Garfield and Odie*.

We want to thank our sponsors, Setzer, Cochran, Soares & Hubbard and Julie Bentley with Watson Realty for donating their time and money to bring this event to life.

Durbin's monthly **Craft Night** is on October 22nd. Giving residents a chance to gather with friends and make a beautiful Fall wreath. This will take place at the South Hall at 7pm. Tell your friends!

November 15th we are having our very own **Charlie Brown Thanksgiving Feast** at the South Amenity Center. We are not straying from the classic. What's on the menu you ask? Buttered toast, jellybeans, popcorn, pretzel sticks, and ice-cream sundaes. Again...sorry Mom and Dad, but we owe to Charlie Brown and the gang to do it "Peanuts style".

Should you have any comments or questions feel free to contact us directly.







Date of report: 10-28-2019 Submitted by: Steve Howell

NORTH AND SOUTH PARKING LOTS / No Board action required:

All replacement trees and bushes, as well as soil manipulation were replaced the week of 10/14. Final inspection from the County was requested immediately. We expect it to be signed off for the meeting.

LANDSCAPE RFP:

Well our Landscape RFP hit the street on Wednesday, October 9th. We then had our mandatory pre-bid meeting and community drive on Wednesday, October 16th. We are very pleased with the quality of interested companies. They are as follows:

- 1. Down to Earth Current vendor
- 2. Verdego Hammock Dunes, World Golf, Rivertown, Bartram Springs, Palisades
- 3. Tree Amigos Eagle Harbor, Pace Island, Mayo Clinic, recently awarded Fleming Island Plantation
- 4. Yellowstone late entry, not sure of resume just yet
- 5. Tri Mac outdoors Ocean Gallery (St. Augustine Beach), Six Mile Creek CDD (World Golf)

FIELD OPERATIONS UPDATE / No Board action required:

- Staff continues to routinely monitor our ongoing litter issues throughout.
- We have recently gone through and updated all Reclaimed Water Signs, and painted all posts black for aesthetic continuity throughout
- Throughout this month, we've gone through the entire community and spray painted all fire hydrants to give them a clean look, as well as to continue improving overall aesthetics
- We have performed a thorough inspection of all dog stations. All components have been updated, and are only awaiting replacement cans for approximately 11 units these have been ordered and should be arriving soon
- We have continued to respond to resident tree concerns and have them coming out to alleviate a few threats next time they are in the area
- We recently treated all iron drain/return stains throughout both pools
- Staff recently painted the curbed islands at the 2 entries at Woodcross and Cloisterbane, safety yellow to increase the 'curb appeal' as well as brighten it for nighttime safety.
- We are continuing to paint bike racks, trash receptacles, signage, etc.
- As promised, we recently placed an order with JEA for the painting of all street light posts along North and South Durbin Parkways
- We are currently having all curbing along North and South Parkways pressure washed. We will then cycle back to the brick walls along North Durbin. We are very excited about the new clean and fresh look this is creating.
- During our most recent lighting inspection, we found approximately 10 lights out and have reported to JEA.
 With Halloween and trick or treating in our near future, we want to make sure we are well lit throughout. Thank you, Supervisor Harrah.
- We continue to handle resident requests and concerns as they present themselves
- Our team recently resurfaced all white patio tables at South to give them a clean and fresh new look
- Due to the community wide landscape lighting transition to LEDs last year, we have compiled a 'lighting spreadsheet' with type and location of ALL light fixtures throughout for future accountability of light purchases and bulb inventory
- The legal 'collection' notices, for the damaged irrigation, have all been sent out to the various contractors.

WHAT TO EXPECT IN THE UPCOMING MONTH:

- We will be touching up all 28 'small' monuments throughout the community. We will be bleaching the stucco
 and brick, then sanding and painting all brown trim and corbels. This will be performed by District staff, in house
 during normal maintenance hours. The only expenditure for this project will be the cost of goods. Our initial
 cost estimates from outside contractors ranged \$6-8,000.00
- Pressure washing all Amenities
- Washing and Fabric guarding all awnings at tennis courts and pools
- Making plans to refurbish slide tower, slide was completely rehabilitated last year
- Having contractor out to level out some of the 'bird baths' on the tennis courts
- Remove and have both sets of entry gates at South and North sandblasted and powder coated
- Have all 'older' trash bins, weld repaired, sandblasted and powder coated both for aesthetics and functionality
- We will be installing a shelf system in the new shed for the purpose of better inventory and storage of all Amenity function items.

DOWN TO EARTH (DTE) LANDSCAPING / No Board action required:

- As a result of the last meeting, DTE suddenly found plenty of staff to join the day to day maintenance
- Every ounce of detail that could be done, has been done
- Orchid way was sprayed for weed eradication to expose the real need for new turf. We anticipate this to be done promptly
- We are still working through some issues with Annuals locations, and poor drainage. We are considering changing these areas to perennials but will wait until the landscape vendor process is complete.
- Irrigation repairs have been repaired as they've been reported.
- We have been receiving irrigation inspection reports.

SOLITUDE LAKE MAINTENANCE:

Our recent drought raised a few issues in a couple of ponds. Solitude was very responsive to our calls and most of the time ahead of the calls. The recent rain and cooling climate have aided in better water conditions throughout. They have been on site for the contracted (6) times, as well as fulfilled any call backs that we requested. We are pleased with the communication as well as the product we are receiving.

TREE TECH:

There is a new issue with palms in South and Central Florida that has not yet reached our area. It is called Lethal Bronzing. I have been in constant contact with our tree vendor discussing the issue. They are aware of the process to treat (prevent) it, however, it's a 4-step process of insecticide, fungicide and herbicide, as the disease is carried by a specific bug. Our contractor is in talks with the Duval and St. John County extension services as to what Best Practices will be in play sooner than later. They are hoping to build the treatment in to our already in place agronomic program at minimal to no price change in our existing contract. We will keep you informed.

COUNTY ROAD MAINTENANCE:

All perimeter roads were maintained the week of 10/14/19.

Should you have any comments or questions feel free to contact me directly.

